








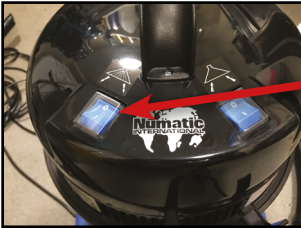

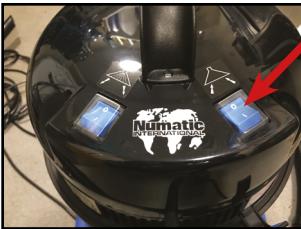
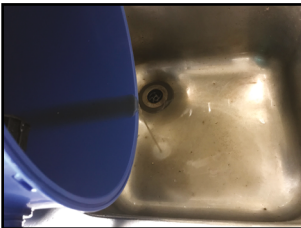



Cloth	Blue
PPE	<ul style="list-style-type: none"> • Safety glasses • Rubber gloves  
Chemicals	<ul style="list-style-type: none"> • Carpet shampoo • Surface sanitiser
Reference	<ul style="list-style-type: none"> • Safety policies • Chemical safety manual • Risk assessment manual • SOP - B0026 - Dealing with a spillage • SOP - B0063 - Use of vacuum cleaners • SOP - OF0004 - Reducing the risk of slips/trips and falls • SOP - OF0022 - Manual handling (general) • SOP - OF0040 - Electrical safety (general)
Equipment	<ul style="list-style-type: none"> • Wet-vac carpet cleaning machine • Yellow hazard warning sign
Model ref	

Step 1		<ul style="list-style-type: none"> • Carpet cleaning machines can be ordered via the property maintenance system, supply only order. • Carpet shampoo can be ordered via the non-consumable order.
Step 2		<ul style="list-style-type: none"> • Prior to every use, the carpet cleaning machine must be inspected to ensure that it is in good condition. Refer to SOP - OF0040 - Electrical safety (general). • If any defects are noted, including damage to the plug or cable, then the equipment must be taken out of use immediately. Ensure that the carpet cleaning machine is labelled accordingly as "Do not use".

Step 3		<ul style="list-style-type: none"> • Prior to completing a carpet and upholstery clean, the carpet and upholstery must be vacuumed. Refer to SOP - B0063 - Use of vacuum cleaners. • The carpet and upholstery clean must be completed at a time when it can be left untouched afterwards for a minimum of 6 hours. • Ensure that carpet and upholstery is dry before allowing customer access. • Keep the power cable away from sharp edges and prevent it becoming trapped, crushed, or stretched. • If during use the power cable is likely to cause a trip hazard, prominently display a yellow hazard warning sign to make others aware of the risk.
Step 4		<p>To fill the tank:</p> <ul style="list-style-type: none"> • Release the clips on either side of the unit securing the top. • Lift the top cover, filter and clean water tank out of the unit. • Use the filling hole to add 5 litres of cold water to the tank. • Whilst wearing rubber gloves and safety glasses, add carpet shampoo to the tank. The dilution rate is as follows: <ul style="list-style-type: none"> - Normal soiling - 40ml of carpet shampoo to 5 litres of water. - Heavy soiling - 80ml of carpet shampoo to 5 litres of water. • Replace the tank and filter. Insert the water feed pipe from the top cover in to the water tank before replacing the top cover and securing in place using the clips on either side.
Step 5		<ul style="list-style-type: none"> • Connect the thin black fluid hose to the brass fitting on the top cover. • Connect the black, larger vacuum hose to the front of the tank.
Step 6		<ul style="list-style-type: none"> • Connect the thin fluid hose to the brass fitting on the handle of the selected cleaning tool. • Connect the black, larger vacuum hose to the main socket on the handle of the selected cleaning tool.

Step 7		<ul style="list-style-type: none"> • With dry hands, plug the carpet cleaning machine into the mains power and switch the plug on. • Switch on the spray pump using the rocker switch with the spray symbol on the top of the machine.
Step 8		<ul style="list-style-type: none"> • To spray carpet shampoo solution onto the carpet or upholstery, squeeze the trigger on the cleaning tool. • Working in a methodical manner, use the cleaning tool to spray carpet shampoo solution onto the carpet or upholstery. • Only apply the carpet shampoo solution to a small area at a time to ensure it does not dry out. • Once complete, switch off the pump using the rocker switch with the spray symbol on the top of the unit.
Step 9		<ul style="list-style-type: none"> • Switch on the suction pump using the rocker switch with the suction symbol on the top of the machine. • Working in a methodical manner, use the cleaning tool to remove carpet shampoo solution from the carpet or upholstery. • Once complete, switch off the pump using the rocker switch with the suction symbol on the top of the unit.
Step 10		<ul style="list-style-type: none"> • If the clean water chamber runs out of water during use, switch off the machine and empty the lower dirty water tank into a floor drain or sink (not a hand wash basin). • Refer to Step 4 to refill the clean water tank with fresh water and carpet shampoo before continuing with the carpet cleaning.
Step 11		<p>Once cleaning has been completed:</p> <ul style="list-style-type: none"> • Ensure that both rocker switches on the top of the unit are switched off. • With dry hands, switch off the unit at the socket and remove the plug from the mains power. • Release the clips on either side of the unit securing the top. • Lift the top cover, filter and clean water tank out of the unit. • Empty all the water from both tanks and dispose of down a sink (not a hand wash basin) or floor drain. • With the cleaning tool aimed at a sink or drain, press the black trigger on the handle to allow excess fluid to be drained. • Rinse the tank, pipes and attachments under running water from a tap and allow to air dry before reassembling the unit and returning to storage.