Changing seat pads for repair or cleaning

Cloth	Blue
Chemicals	• Santiser
Reference	Safety policies • COSHH manual • Risk assessment manual SOP B0080 - Use of the Henry carpet and upholstery cleaning machine SOP OF0130 - Raising a new maintenance request
Equipment	• Screwdriver • Replacement seat pad (where required)

Step 1





Crooner chair or stool

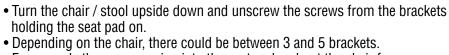


- Replacement seat pads are available for Austin and Crooner type chairs and stools. These can be used for bar-back or pad-backs as the seat pad remains the same. Replacement seat pads can be ordered by raising a quote request from Target. Refer to SOP OF0130 - Raising a new maintenance request.
- Select the chairs / stools that require seat pads changing or removing for
- Move to an area that is safe to operate in and has room for the task at hand.
- Ensure the furniture is clearly marked or separated to prevent accidental return to service prior to completion.



Austin chair

Step



- Ensure only the screws going into the seat pad and not the chair frame are removed.
- Remove and put seat pad aside for repair / cleaning.

Step



- Whilst the frame is exposed, check for any damage, splintered wood or protruding screws.
- Wipe down any dust or dirt from the area.
- · Removed seat pads can be put aside for reupholstering if required, or cleaned using the wet vac. Refer to SOP B0080 - Use of the Henry carpet and upholstery cleaning machine.

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SOP -B0086

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Step 4



- Select the replacement seat pad and screw it back into place, ensuring screws are secure and there is no movement in the seat pad against the frame.
- Take care not to overtighten the screws when replacing.
- Only use the original screws from the chair. If new screws are required, replace on a like-for-like basis. Do not substitute with others. The incorrect size screw risks pulling out of the existing hole, damaging the hole and creating a loose seat pad, or longer screws risk protruding too far through the seat pad and puncturing the material, creating an exposed sharp point.

Step 5



- Once the seat pad has been replaced, return chairs / stools to service.
- Retain spare cleaned or repaired seat pads for future use.
- Any seat pads which cannot be repaired or cleaned must be disposed of. Raise a quote request with Veolia via the property maintenance system for disposal.