








Cloth	Blue
Chemicals	<ul style="list-style-type: none"> • Santiser 
Reference	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Screwdriver • Replacement seat pad (where required)

Step 1	 <p>Crooner chair or stool</p>  <p>Austin chair</p>	<ul style="list-style-type: none"> • 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 cleaning. • 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.
Step 2		<ul style="list-style-type: none"> • Turn the chair / stool upside down and unscrew the screws from the brackets holding the seat pad on. • Depending on the chair, there could be between 3 and 5 brackets. • 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 3		<ul style="list-style-type: none"> • 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.

Changing seat pads for repair or cleaning

Step 4		<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• 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.