

# Training Information

## EQUIPMENT CLEANING

### Tools & Materials Needed:

- A. Hand brush
- B. Small hand vacuum
- C. Clean cloths
- D. Bucket
- E. Stiff bristle hand brush
- F. Vacuum filters
- G. Hose
- H. Distilled water
- I. Measuring cup
- J. Trash receptacle
- K. Putty Knife
- L. Rubber gloves and goggles

### Products:

- 1. Cleaner disinfectant
- 2. Lubricant

### Procedures:

- I. Purpose of Equipment Cleaning
  - A. Clean, well maintained equipment works better and lasts longer.
  - B. When equipment is put away cleaned and prepared for the next use, the work shift starts more smoothly.
  - C. The employee appreciates working with reliable, clean equipment in good working order.
  - D. Proper disinfection reduces the risk of spreading nosocomial infections.
- II. Single Disk Buffing Machine Cleaning Procedures
  - A. Put on your rubber gloves and goggles. Fill bucket with water and carefully dilute cleaner disinfectant using measuring cup.
  - B. Make sure the power cord on the buffer is disconnected from the outlet.
  - C. Remove the polishing brush from the buffer.
    - 1. Clean all rubbish from the brush with the hand brush or small vacuum.
  - D. Damp wipe all surfaces of the buffer using the diluted disinfectant and a clean cloth. Rinse and wring out cloth, then wipe buffer dry.
  - E. Clean pad drive or brush housing of buffing machine with a stiff bristled hand brush. Wipe clean and dry with a clean cloth soaked in the disinfectant solution.
  - F. Wipe the power cord with a clean, damp cloth. Wrap cord around handle.
- III. Wet/Dry Vacuum Cleaning Procedure
  - A. Put on your rubber gloves. Fill bucket with water and carefully dilute cleaner

- disinfectant using measuring cup.
  - B. Make sure the power cord on the wet/dry vacuum is disconnected from the outlet.
  - C. Drain all water out of the vacuum's tank.
  - D. Wash the inside and outside of the vacuum with cleaner disinfectant and a clean cloth. Rinse cloth, wring out and wipe all surfaces dry.
  - E. Clean attached water hose by damp wiping with cleaner disinfectant solution and a clean cloth.
  - F. Run disinfectant solution through the water hose to clean inside of the hose.
  - G. Clean all casters with the damp cloth. Lubricate the wheels with oil or lubricating spray.
  - H. Replace the filter, if necessary. Use a hand vacuum to vacuum dust out of the filter if it only needs to be cleaned.
  - I. Store all brushes, tools and attachments in the designated storage area so they are ready for the next assignment.
  - J. Wipe the lid inside and out to clean and disinfect it.
  - K. Damp wipe outside of all wands, then wipe dry. Run disinfectant solution through the wands to clean the inside surfaces.
  - L. Wipe power cord clean and wrap around machine for storage.
- V. Auto Scrubber Cleaning Procedures
- A. Put on your rubber gloves. Fill bucket with water and carefully dilute cleaner disinfectant using measuring cup.
  - B. Wash the outside of the auto scrubber and under all brush covers using the cleaner disinfectant and a clean cloth.
  - C. Remove the brushes and place in the slop sink. Wash the brushes with the hose to remove any build-up of floor finish or dirt. Hang up in storage area to dry.
  - D. Wipe all caster clean. Lubricate the wheels with oil or lubricating spray.
  - E. Wipe off the squeegee with the cleaner disinfectant and a clean cloth. Make sure the squeegee still makes even contact with the floor.
  - F. Check water level of batteries. If you must add water, use only distilled water and put in just enough water to cover plates.
  - G. When machine is not in use, leave hood open to dry out the tanks.
  - H. Recharge the auto scrubber according to the manufacturer's directions.
- VI. Upright Vacuum Cleaner Cleaning Procedures
- A. Put on your rubber gloves. Fill bucket with water and carefully dilute cleaner disinfectant using measuring cup.
  - B. Make sure the power cord on the vacuum is disconnected from the outlet.
  - C. Remove all rubbish from the vacuum's pick up bag.
  - D. Clean and disinfect the outside, paying particular attention to the horizontal surfaces.
  - E. Use a damp cloth to clean the power cord.
  - F. Check revolving brushes for build up of lint, strings or other foreign material. Remove with the small vacuum.
  - G. Disinfect the underside of the vacuum with a damp cloth soaked in the disinfectant solution.
  - H. Return to storage room. Report any needed repairs to your supervisor.
- VII. Rubbish Cart Cleaning Procedures

- A. Put on your rubber gloves. Fill bucket with water and carefully dilute cleaner disinfectant using measuring cup.
- B. Wipe the inside and outside with a cloth soaked in the disinfectant solution. Use the putty knife to remove dirt and grease from the corners.
- C. Wipe the entire cart dry. This will eliminate spotting and, if metal, reduce rusting.
- D. Wipe wheels clean and remove any mop strings or other foreign materials.  
Lubricate the wheels with oil or lubricating spray.
- E. Report all defective or missing parts to your supervisor.