

Training Information

PROCEDURE FOR VACUUMING

Tools & Materials Needed:

1. Vacuum
2. Carpet Stain Remover
3. Lobby broom & dust pan
4. Gloves and goggles

Procedures:

To do a thorough job of vacuuming, first remove all surface litter. This can be done with a sweeper or lobby broom and pan.

Next use the lobby broom to sweep loose dust and dirt away from the baseboard. Vacuum all entry mats and heavy traffic lanes using an upright vacuum with beater brush for best results.

The entrance mats and an area 10' to 15' around them should be vacuumed two times.

Traffic lanes in unobstructed areas are best vacuumed by walking behind the vacuum at a slow, constant pace. Internal offices and the core of the building will only need preventive vacuuming once or twice weekly, if the mats and traffic lanes are maintained properly.

Put on gloves and goggles.

Remember to remove spots and stains as you vacuum.