



Spartan Chemical Company, Inc.

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Training Information

Market Segment:

Building Service Contractors, Education, Food Processing_Agricultural, General Manufacturing, Government, Healthcare, Lodging_Hospitality, Other, Retail

Title:

EQUIPMENT CLEANING

Check If Applicable: Rx Procedure None
 Cleancheck Procedure

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.

