Training Material for Equipment Use: Precautions and Best Practices

Objective: To ensure all Support Staff and Cleaning Technicians use floor scrubbers, carpet extractors, and other equipment safely and effectively, avoiding mistakes, liabilities, and damage to customer property.

1. Importance of Proper Equipment Use (1 minute)

- **Why it matters:**
  - Prevent injuries and accidents.
  - Protect customer property and equipment.
  - Maintain the company's reputation and customer trust.
- **Key takeaway:** Correct usage and care of equipment reflect professionalism and ensure job quality.

2. Equipment-Specific Best Practices (2 minutes)

Floor Scrubbers:

- **Pre-Use Inspection:**
  - Read the Manual: Provides specific instructions on operation, maintenance, and safety guidelines unique to your model. Familiarizing yourself with these details can prevent misuse and accidents.
  - Check for loose wires, leaks, or damaged parts. Before starting the machine, perform a thorough inspection Look for any wear or damage to the scrubber, including hoses, pads, and brushes. Ensure electrical cords are intact, with no frays or exposed wires. Confirm that there is sufficient clean water and the correct cleaning solution is used.
  - Ensure batteries are charged and water/solution tanks are filled appropriately.
- **During Use:**
  - Operate at a controlled speed; avoid collisions with walls or furniture.
  - Use the correct cleaning solution for the floor type.
  - Never leave the machine unattended while it is running.
- **Post-Use Care:**
  - Empty and clean tanks.
  - Wipe down the machine and store in the designated area.

Carpet Extractors:

- **Pre-Use Inspection:**
  - Verify the solution tank and spray nozzles are clean and functional.
  - Confirm filters and recovery tanks are empty and ready for use.
- **During Use:**
  - Move the machine evenly across the carpet to avoid over-soaking.
  - Watch for obstacles, such as cords or furniture, that may cause damage.
- **Post-Use Care:**
  - Clean the recovery tank and remove any debris.
  - Dry and store properly to prevent mold or mildew buildup.

Pro Tip: Ensure that the area is free from obstacles. Remove any items, such as furniture, cords, and debris, to prevent accidents. Additionally, caution others to stay clear of the cleaning area. Use Caution Wet Floor Signs.

3. General Precautions to Avoid Mistakes and Liabilities (1 minute)

- **Protect Customer Property:**
  - Move furniture carefully, if necessary, and return it to its original position.
  - Use corner guards and caution signs to protect walls and prevent slips.
- **Communicate Issues Promptly:**
  - Report any equipment malfunctions or damages immediately to the supervisor.
  - Do not attempt unauthorized repairs.
- **Avoid Overuse of Chemicals:**
  - Measure cleaning solutions as directed to prevent residue or damage.
- **Secure the Work Area:**
  - Block off the cleaning zone with signs to prevent accidents.

4. Closing Reminders (1 minute)

- Treat all equipment with care and respect; it's vital to our success.
- When in doubt, ask a supervisor or refer to the equipment manual. Report incidents immediately.
- The goal is to clean effectively while minimizing risk.