**Cord Wrapping**

**Frequency**
As needed

**Materials & Equipment**
Any electrical cord or extension cord

**Areas Where Applicable**
Use when you are finished vacuuming, drilling, or operating any other cleaning or maintenance equipment that uses electricity via a cord.

**Preparation of Materials**
Before wrapping the cord, unplug it and remove all twists. If you do not, it will be very difficult to keep the cable neatly coiled.

**Procedure**
1) Start with the “over loop.” Take the pronged connector in your left hand. With your right hand, loop the cable in a clockwise direction.
2) Do the “under loop.” With your right hand, grab the cable about two feet out. Your right fingers should be over the top of the cable, and your thumb underneath.
3) Rotating your right hand in a clockwise motion, move it toward your left hand.
4) As your right hand moves toward your left hand, your palm should be up.
5) Grab the top of the new loop with your left fingers. Now adjust the loop size so it is the same as the first loop.
6) Alternate over and under loops until you reach the cable’s end. When finished, the cable should be neatly coiled.

**Performance Standards**
The cord should be stored in a circle and should not have any twists in it.

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