Vacuuming Carpet

Frequency

Daily/As needed

Materials & Equipment

Commercial vacuum appropriate to the application

Areas Where Applicable

All carpeted floors require regular vacuuming including entrance matting.

Preparation of Materials

Before vacuuming assemble the vacuum and check for a fresh filter. Make sure the vacuum is in safe working order. Belts, brushes, cloth filter bag, foam filters, cords and beater bars should be checked.

Preparation of the Area

Pick up all large debris such as paper clips, large pieces of paper and bottle tops. These materials are too large to be picked up by the vacuum and may cause damage to the unit. Do not use vacuums to pick up liquid unless it is designed to do so.

Procedure

1) Carpet vacuuming can be divided into two basic processes: frequent vacuuming of traffic patterns and less frequent vacuuming of the entire carpeted area including all corners and hard to reach areas.

2) To clean traffic areas begin at one end of the carpet, and using a back and forth "semi-circular motion". Work in one direction. Return ahead of or along side of the first pass and slightly overlap the edge of each previous pass. This pattern should be repeated two or three times for heavily soiled areas. When vacuuming using a back pack in a tiered classroom or auditorium, begin working closest to the power source and work away from it. This will prevent becoming entangled in the cord.

3) When using a wide area walk behind vacuum, Begin at one side of the area and work toward the opposite side as if you were mowing a lawn. Vacuum areas inaccessible with the walk behind with a back pack or central vac.

NOTE: The collection bag or cup on any vacuum should not be allowed to fill more than half way. It should be checked and emptied often. When emptying the bag, be careful to avoid spreading dust.
Cleanup

Discard paper filter bag. Place a new paper filter inside and leave the lid off. Wipe dust from the machine and cord with a clean cloth. Wind the cord properly. Do not wind too tightly or damage may occur to the cord and/or electrical connections. Properly store the machine for future use.

Safety & PPE Recommendations

No specific PPE recommended, however ear plugs are available upon request. Always inspect equipment prior to use to ensure all cords, plugs and moving parts are intact and in good working order. Never use a vacuum without a grounded plug or signs of damage to the cords insulation. Work the strength of arms and shoulders. Avoid bending, twisting and overextension of back muscles. When maintaining equipment by changing brushes, belts and bags use caution and be aware of sharp objects or jagged edges.

Performance Standards

Carpets should be free from visible loose soil. All corners should be free from build up of dust and other debris.