

# CARPET CARE — VACUUM

## Tools Needed

- Upright Vacuum
- Vacuum Hose and Accessory Tools



## Product Needed

NONE

**FREQUENCY OF CLEANING:** Daily or weekly depending on traffic and soil levels. Clean entranceways and traffic lanes daily or as necessary to control loose soils. Clean all carpets weekly, including corners and edges.

**PREPARATION:** Collect all tools, equipment and products required. Ensure all equipment is operational. Choose appropriate safety equipment.

**SPECIAL DIRECTIONS FOR THIS TASK:** Clear area of obstacles before vacuuming. When finished, clean and return equipment to storage area.

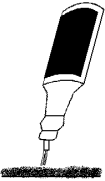


### STEP 1

- Post "out of service" sign in area to be vacuumed..

### STEP 2

- Pick-up litter too large for vacuum removal.



### STEP 3

- Clean any spots or stains following the Spot, Stain, Gum Removal Procedure.



### STEP 4

- Attach vacuum hose and crevice tool to vacuum.
- Plug vacuum into 3-prong outlet.
- Vacuum along edge of carpet, corners and other hard to reach areas.
- Unplug vacuum. Remove hose and crevice tool.



### STEP 5

- Plug vacuum into 3-prong outlet near walk-off mat.
- Vacuum mat and carpeted area surrounding mat.
- Unplug vacuum and proceed to carpeted area..

**NOTE: In heavily soiled areas, vacuum twice. Do not run over cord as it can present a safety hazard.**



### STEP 6

- Plug vacuum into 3-prong outlet in area to be cleaned.
- Begin vacuuming carpet. Start at wall nearest the cord plug outlet. Using 3 ft. long strokes, work away from cord plug outlet.
- Vacuum at a slow constant pace, using a push-pull motion. Vacuum so the carpet nap is laid on the pull stroke.
- Overlap strokes slightly until entire area is cleaned.

**NOTE: Do not run over cord as it can present a safety hazard. Replace bag when 1/2 to 2/3 full.**