

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Locations	Lorie Carriere	Albert Jubinville	January 30, 2023	new

HAZARDS PRESENT	PERSONAL PROTECTIVE	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>Corrosive chemicals</li> <li>MSI- Back injury</li> <li>Electric shock</li> <li>Pinch points</li> <li>Vibration</li> <li>Noise</li> </ul>	<ul style="list-style-type: none"> <li>Chemical resistant gloves</li> <li>Non-slip footwear</li> <li>Hearing protection</li> <li>"Wet Floor" sign</li> <li>Safety Glasses</li> </ul>	<ul style="list-style-type: none"> <li>Lift/material handling training</li> <li>WHMIS training</li> </ul>

## SAFE WORK PROCEDURE

### PRE-JOB STEPS:

- Check equipment for any obvious defects or damage. Do not use a damaged machine and notify your supervisor.
- Do not put defoamer, solvents, spotter or pre-spray chemicals in the solution tank.
- Complete the pre-run inspection prior to operating the equipment:
  - Check the machine cord for damage.
  - Check the recovery dome and gasket for damage and cleanliness.
  - Visually check for damaged or worn tires
  - Check brush – should be clean with no lint or strings attached.
  - Check vacuum shoe for blockage; remove fibers with coat handger, etc.
  - Check drain hoses for wear, blockages or damage.
  - Check handles, switches and knobs for damage.
  - Check vacuum motor intake filter and clean.
  - Check float valve to ensure it moves freely.
  - Check and clean vacuum intake screen.
- Ensure the carpet to be cleaned has been vacuumed. Vacuuming the floor properly will help prevent build-up on the brush and prolong the life of the machine.
- Place out caution signs and barricades required in work area(s)
- Get help to move large or heavy objects or furniture.

**PROCEDURE:**

- 1) Remove the electrical cord from the recovery tank.
- 2) Remove the solution tank lid. Fill the solution tank with 12 gallons (45.5L of water that is no more than 140°F (60°C)
- 3) Add 12oz-24oz (356ml - 711ml) of cleaning chemical. Replace the tank lid.
- 4) Plug cord into grounded outlet. NOTE: ensure dome is seated on recovery tank, and float shut-off is installed correctly.
- 5) Adjust brush to proper setting. NOTE: For good operation, the brush must skim the carpet. If circuit breaker trips raise brush to prevent damage to motor or carpet.
- 6) Turn on brush and vacuum motor switches ("ON"="I"). Turn on solution switch for continuous spray or set switch to intermittent to allow use of trigger switches.
- 7) Adjust handle to comfortable operating position.
- 8) Tip machine back by main handle to move to starting point.
- 9) Lower machine to floor. Select continuous setting (large areas) to start solution spray or select intermittent setting (small areas) to enable use of trigger switches to start solution spray.
  - a) For smaller areas operate the machine by pulling rearward.
  - b) For larger unobstructed areas, flip the handle and use the machine's brush assisted propelling motion.
- 10) Release intermittent trigger switches or turn off continuous setting on solution switch approximately 1 foot before ending the cleaning pass.
- 11) Push down on handle to raise vacuum shoe and brush before moving to the next cleaning pass. Overlap brush contact area approximately 1inch.
- 12) Use the right side of the machine for cleaning against the walls.
- 13) After cleaning, turn off all controls, return brush to storage position and carefully unplug machine.

**Emptying And Cleaning:**

- 1) After the carpet has been washed empty the dirty water into the slop sink. If you do not have slop sink use a bucket.
  - a) Park the machine next to a floor drain or slop sink.
  - b) Empty recovery tank by releasing dump hose. Use a hose with cold water to clean out the recovery tank.
  - c) Drain solution tank after each use. Inspect and clean the filter screen after each use.
  - d) Clean the outside of the tank. Store with dome off tank to allow the tank to dry.

**NOTE:** Never allow solution to remain in tank. Damage to tank, seals and valves could occur.

- 2) Check for and remove any lint or debris around the vac shoe
- 3) Remove lint and dirt build-up from the brush and housing.
- 4) Run vacuum motor for at least 1 minute to allow motor to dry.

**REFERENCE DOCUMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
  - Part 2, Section 2.1 Safe Work Procedures
  - Part 6, Section 6.1 PPE
  - Part 35.0 WHMIS
  - Part 36.0 Chemical Biological Substances
- Instruction Manual for Clipper 12 Carpet Extractor