How To Guide 1: Vacuuming Hard/Soft Surfaces

Schedule(s):

1. Vacuum hard & carpeted floors, & areas inaccessible to I-Mop: **5 days per week**

2. Roll up mats/rugs & vacuum underneath: **Once a week (Thursday's)**

Equipment/Consumables:

- Disposable Gloves
- Crevice Tool

Area:
All areas

Machinery:

- Backpack vacuum

Chemicals:
N/A

SWMS:

- 803 – Vacuuming using a PACVAC Vacuum cleaner

Cleaning Steps:

1. Make sure you have read, understood, and signed off the correct Safe Work Practices.

2. Ensure you are wearing disposable cleaning gloves.

3. Ensure vacuum is empty and ready for use.

4. Check batteries are fully charged.

5. Place charged batteries into the vacuum and test operation.

6. Place vacuum onto your back, ensuring to tighten arm, chest, and stomach straps for comfortable and safe fitting.

7. Commence vacuuming all areas by vacuuming in an overlapping motion, starting in one area and making your way around the site.

8. Swap out the vacuum floor head to the crevice tool to clean window frames and door tracks, when performing this task (See How To Guide 2: Vacuum Window and Door Tracks for specifics on this task).

9. Once a week, roll up carpet mats, ensuring to vacuum underneath.

10. Upon completion, empty vacuum by lifting the metal clasps and placing contents into designated bin(s).

11. Remove batteries from vacuum and place on charge.

12. Store the vacuum in its designated storage area.

What Good Looks Like:

The Centres should be clean at the end of each evening:

- Floors vacuumed and I-Mopped.
- Door tracks and window sills vacuumed.
- Mats/rugs rolled up and vacuumed/I-Mopped underneath.

Why it's important:

- The cleanliness of the Centres are our customer's first and last impressions of our presentation, so we need to make this a positive one.

- With children moving around the centre, proper cleaning techniques can greatly reduce the risk of cross contamination and the spreading of germs and bacteria.

- Following correct cleaning principles will give our customers a Centre they trust, delivering quality, service and value.

Goodstart How To Cleaning Guides
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Page 2
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