



Chayce

Critical Facilities Cleaning



## EQUIPMENT MAINTENANCE

### Carpet Vacuums



- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Daily</b> — Check bag capacity. When about 2/3 full install new bag.   |
|                          | <b>Fridays</b>  |
| <input type="checkbox"/> | :Disassemble attachment tubes and hose, rinse out and let dry. <b>Do not reassemble until Monday morning.</b>   |
| <input type="checkbox"/> | With a damp cloth, wipe down interior and exterior of vacuum.   |
| <input type="checkbox"/> | Wipe off power cord.  |
| <input type="checkbox"/> | Check brush roller for any tangled string or debris.  |
| <input type="checkbox"/> | <i>Windsors</i> : monitor micro-filter sleeve—if dirty gently wash by hand and rinse thoroughly then let dry over the weekend. <b>It must be dry before reinstalling.</b> |
| <input type="checkbox"/> | <i>Clarks</i> : check square pre-filter, clean with compressed air if needed.   |

## Nilfisk Vacuums



### **Monthly**

- Check bag capacity. When about 2/3 full install new bag.
- With a damp cloth, wipe down interior and exterior of vacuum.
- Wipe off power cord.
- Inspect motor/micro filter. If necessary, gently hand wash and rinse thoroughly. **Filter must be completely dry before reinstalling.**
- YouTube* videos on proper GM80 maintenance:
  - [Changing filter bags](#)
  - [Changing main and microfilmers](#)
  - [Changing the exhaust filter](#)

	<b>Janitor/Restroom Carts — Weekly</b>
<input type="checkbox"/>	Restock <b>after each use</b> —toilet paper, paper towels, refill spray bottles, etc.
<input type="checkbox"/>	Remove all items from cart and wipe down, top to bottom, including trash bag
<input type="checkbox"/>	Use WD-40 or similar lubricant on wheels
	<b>Yellow (Wave break) Mops Buckets — Bi-Monthly</b>
<input type="checkbox"/>	Wipe buckets down with sponges and, if necessary, a touch of scrubbing cleanser. Clean entire bucket inside and out until yellow again.
<input type="checkbox"/>	Use WD-40 or similar lubricant on wheels
	<b>Dust Pans — Bi-Weekly</b>
<input type="checkbox"/>	Wash out with soap and water; let dry completely overnight
<input type="checkbox"/>	For pans used in heavy use areas like intake rooms, consider rinsing them out every day.
	<b>Mop Heads</b>
<input type="checkbox"/>	In general, wash every two weeks; if necessary wash them more frequently. Assure mop heads are in good condition; trim any stray or extra long strings.
	<b>Dust Mops (<i>Motas</i>) — Bi-Weekly</b>
<input type="checkbox"/>	Spray down thoroughly before placing in washer to remove as much loose material as possible.
	<b>40 &amp; 50 Gallon Trash Cans (rolling and non-rolling) — Weekly</b>
<input type="checkbox"/>	Thoroughly clean inside <b>and</b> outside of cans, more often if necessary.
<input type="checkbox"/>	Use WD-40 or similar lubricant on dolly wheels

🔍 Sites with Front load (HE) washers and dryers



It is critical that the rubber boot around the washer opening be wiped out and dried after its last use and the door left open for air to circulate. **Repeated, persistent failure to do so will result in mold and mildew growth** requiring replacement of the boot!

<input checked="" type="checkbox"/>	<b>Washer</b>
<input type="checkbox"/>	Wipe/dry entire circumference of rubber boot as indicted below
	
<input type="checkbox"/>	Wipe/ dry interior door
	<b>Monthly</b>
<input type="checkbox"/>	Clean washer filter per manufacturer instructions.
<input checked="" type="checkbox"/>	<b>Dryer</b>
<input type="checkbox"/>	<b>Daily:</b> Clean out lint filter; clean after each load if necessary.

