

Refer to this document regularly during induction and beyond to ensure that you are always following the correct steps for the task you are performing.

Each How-to Guide details:

- The area to be cleaned
- The steps required to clean the area
- The equipment, chemicals, machinery, and skill
- Guides that are required to clean the area
- The relevant safety requirements
- What a good job looks like for the relevant area

All info about the schedule, equipment, PPE, machinery, chemicals & SWMS you'll need for this task is here...

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/frags & 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 PACVAC Vacuum cleaner

What Good Looks Like:

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

- Floors vacuumed and I-Mopped.
- Door tracks and skirting also vacuumed.
- Mats/frags rolled up and vacuumed/I-Mopped underneath.

Work Smarter:

Follow the cleaning steps in order as you carry out the task.

Skills Guide 1: Vacuuming Hard/Soft Surfaces

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 arms, 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 Windows and Door-Tracks for specifics on this task).
9. Do not pull up carpet mats, ensuring to...
10. ...
11. ...
12. ...

What Good Looks Like:

Maintaining a clean and tidy work environment is a critical part of our operations. We focus on the tasks required to deliver the best outcome and carry out these tasks to the best of our ability.

Why's This Important:

We look after our Customer and our Teams by maintaining a clean and safe workplace. We achieve this by always being responsive and working safely.

Equipment Required For The Task:

- ✓ Disposable Gloves
- ✓ Vacuum
- ✓ Crevice Tool

Tips & Tricks:

- Always use vacuum correctly, must be positioned on your back. Do not use by carrying in one hand.
- To preserve the battery, do not use on high unless required.
- When vacuuming, ensure to carry the crevice tool and complete in one motion.

Follow these guidelines to always know what good looks like for this task

Make sure you have read, understood, and signed off on all the Safe Work Practices that are required for this task