

Schedule(s):

Crevice vacuum door tracks & window sills: **5 days per week**

Equipment/Consumables:

Disposable Gloves

Area:

All areas

Machinery:

- Backpack vacuum
- Vacuum crevice tool

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 gloves.
3. Check that the backpack vacuum is in good working condition and that the crevice tool attachment is securely attached.
4. Ensure that the suction power on the vacuum is set to an appropriate level for the task.
5. Position the crevice tool attachment at one end of the window or door track and slowly move it along the entire length, making sure to reach into corners and tight spaces.
6. If the vacuum bag or canister becomes full during the cleaning process, turn off the vacuum and empty it into designated bin(s).
7. After vacuuming, inspect the window and door tracks for any remaining dust or debris. Use a cloth to remove any stubborn particles if necessary.
8. Upon completion, empty vacuum by lifting the metal clasps and placing contents into designated bin(s).
9. Remove batteries from vacuum and place on charge.
10. Store the vacuum and crevice tool in their designated storage area ready for next use.

What Good Looks Like:



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

- Door tracks and window sills vacuumed.

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.
- Reduces the breakdown and maintenance costs of repairing the sliding doors.