

## Schedule(s):

1. I-Mop scrub and disinfect hard floors: **5 days per week**
2. Roll up mats/rugs & i-Mop underneath: **Once a week (Thursday)**

## Equipment/Consumables:

Disposable Gloves

## Area:

All areas

## Machinery:

i-Mop

## Chemicals:

Diversey Asset

## SWMS:

801 – Mopping and Spot Mopping of Floors

## 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 i-Mop is fully charged by unplugging the charging cable from the i-Mop and checking that the battery indicator is showing full.
4. Inspect the squeegee and brushes to ensure they in good condition and securely attached to the machine. All damage is to be reported to your Cleaning Supervisor.
5. Select “Asset J-Fill” from the chemical dispenser. Using the hose, fill the clean water tank with pre-diluted cleaning solution.
6. Turn on i-Mop using power switch located on control panel. Start the i-Mop by gently pushing forward on the handle while simultaneously lowering the scrubbing deck onto the floor.
7. Turn on brushes, vacuum and water. Move the i-Mop in a systematic pattern, covering the entire area to be cleaned, including hallways, activity rooms, bathroom and kitchen floors. Pay attention to corners and edges.
8. When finishing a section, turn off the water and continue to scrub to pick up any remaining water utilising the vacuum.
9. If necessary, refill the clean water tank with additional cleaning solution or empty the dirty water tank to maintain optimal cleaning performance. Turn off the i-Mop and ensure it is securely parked in a safe location. Disconnect the dirty water tank, taking care to avoid spills or splashes. Use the drain hose to empty the contents of the dirty water tank into a designated disposal area. Close and secure the dirty tank tightly before resuming operation.
10. Upon completion of this task return i-Mop to designated area. Plug in the charging cable securely, making sure it is not twisted or stretched to prevent damage. Monitor the charging indicator on the charging cable to ensure it is red when plugged in – indicating it’s charging properly and leave it on charge until fully powered up for the next use.

## What Good Looks Like:



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

- Floors vacuumed and i-Mopped.
- Mats/rugs rolled up and vacuumed/i-Mopped underneath.
- i-Mop emptied, cleaned, and put back on charge.

## 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.