



## iCLEAN

Custodian who Learns, Educates, Achieves & Networks Success.  
Providing Safe, Clean, Efficient & Attractive Schools.

### Backpack Vacuum Training

#### Recommended PPE:

- Safety glasses, dust mask, and gloves.

#### Safety Procedures:

- Wear your PPE. Safety glasses, dust mask, and gloves, when servicing/cleaning the machine.
- Never unplug the backpack vacuum by yanking/jerking on the cord, grasp the plug end at the receptacle and pull straight out.
- Never vacuum up water with the backpack vacuum, use the appropriate equipment for this task, Kaivac or wet/dry vacuum.
- Make sure the backpack vacuum is unplugged before servicing/cleaning.
- Do not pull machine by cord or plug.
- Do not pull cord around sharp edges of corners.
- Do not stretch cord.
- Do not use an extension cord in conjunction with the standard power cord on the machine.
- Unplug the machine as soon as you are done using it. **Never leave a machine unattended while it is plugged in.**

#### Pre Use Checklist:

Check the bag and change it if it is full. Emptying the bag is not recommended as this creates a lot of dust that you could possibly breathe in.

Check that HEPA/dome filter is clean and in usable condition.

Check that sound muffler is clean and in good usable condition.

Check micro liner bag, make sure it is clean and in usable condition.

Check the elbow for obstructions that will cause clogging of the hose and loss of suction.

Check the plug end for damaged, loose or missing prongs. If plug end has damage **DO NOT USE! Cut the plug end off** and take the backpack vacuum out of service until repairs have been made.

Check the power cord for damage, bare spots, kinks or exposed wire. If cord has damage **DO NOT USE! Cut the plug end off, discard cord**, and take the backpack vacuum out of service until new cord has been installed. Be sure to replace it with a 50 foot 16 AWG cord.

Check shoulder straps for wear; make sure clips, buckles, and adjusters are in good usable condition. Notify supervisor of replacement parts that need to be ordered or installed.

Check hip belt for wear; make sure the buckle, cord saver, and adjusters are in good working order. Notify supervisor of replacement parts that need to be ordered or installed.

Check on/off switch for proper working condition. Notify supervisor of replacement parts that need to be ordered or installed.

Check the pig tails from the switch housing to the unit and from the plug end to the unit, check for signs of wear or damage.

Check sidewinder head for obstructions, clean as necessary. Check flex boot for damage, replace if bad.

Take any unsafe equipment out of service immediately.

Report any deficiencies found to your supervisor immediately.

### **Putting On the Backpack Vacuum:**

Set the backpack vacuum on a flat surface that is approximately hip height then back up to the vacuum and slide arms through the shoulder straps. Pull up on the hip belt and buckle it at your waist and pull the straps tight. There should be no weight on your shoulders, all the weight of the backpack vacuum should be on your hips. Adjust the shoulder straps so the backpack vacuum is against your back and not flopping back and forth. Buckle the chest strap on the shoulder straps and adjust, this keeps the shoulder straps from sliding off your shoulders during use.

### **Using the Backpack Vacuum:**

Once you are properly wearing the backpack vacuum and you are in the area you need to vacuum, look for the best location to plug in the vacuum to be able to vacuum most if not all of the room without having to unplug and move to another receptacle to finish. Plug in your cord and lay it out. Decide which is the best way to move through the room without getting the cord caught on the furniture. Attach your sidewinder wand to the vacuum hose. Attach the proper head to the wand depending on what type of floor you are vacuuming.

Carpet head (plastic head without bristles attached) for carpeted floors or the brush head for concrete, tile, and VCT floors. Now you are ready to turn on the backpack vacuum and start vacuuming the floor.

When vacuuming, correct posture is important. To prevent fatigue and back injuries, never lean forward while vacuuming. Standing in an upright position grasp the top of the wand with your dominant hand and your elbow tucked into your side, position your other hand at a comfortable level on the wand about waist high, vacuum in a side to side motion by using your feet to turn side to side as you walk.

If you are right-handed, start by moving up and down the rows of desks vacuuming up to the right side of the desk and then to the left going under the desk on the left side, on your way back up the aisle vacuum under the desk that was on your right side which is now on your left side. Continue this process until the entire room is vacuumed.

If you are left-handed, start by moving up and down the rows of desks vacuuming up to the left side of the desk and then to the right going under the desk on the right side, on your way back up the aisle vacuum under the desk that was on your left side which is now on your right side. Continue this process until the entire room is vacuumed.

After you finish vacuuming the room detach the sidewinder wand and use the hose end to clean out the sidewinder head. Shut off the backpack vacuum and unplug the cord by grasping the plug end at the receptacle and pull it straight out. Lay the cord out straight and use a lasso method roll up the cord starting at the backpack vacuum end of the cord. Laying the cord out straight allows the cord to untangle itself as you roll it up making for a neat untwisted cord roll. Wrap the Velcro cord keeper around the cord roll so it does not unroll itself.

### **Tips On Using the Sidewinder:**

When using the sidewinder with the hard floor head it is important to have the leading edge of the head tilted at a slight angle so that the front side bristles are slightly off the floor. This allows dirt and other material to pass under and be vacuumed up in to the vacuum. Holding the hard floor head flat on the ground will push the dirt and not allow it to be vacuumed up. You can detach the head by placing your foot on the head and twist the wand while pulling up, now you can clean your door jambs, thresholds, baseboards, edges, AC vents, etc.

### **Storing the Backpack Vacuum:**

The backpack vacuum should be stored on a flat level surface preferably the floor. If you store it on a shelf, table or other elevated surface, make sure it is secure and will not fall off causing damage to the vacuum

### **Cleaning the Filters**

- Wear your PPE: Gloves, safety glasses, and dust mask.
- These tasks should be done weekly.

- The foam exhaust foam filter can be vacuumed off.
- The hepa filter is non washable it can be vacuumed off and reinstalled. Replace if damaged.
- If it has a foam dome filter it can be vacuumed off.
- The micro liner bag should be turned inside out and vacuumed off.

## Acknowledgement of Training: Backpack Vacuum Training

Site/Location: \_\_\_\_\_

**Plant Manager/Trainer Signature:**

Print name, \_\_\_\_\_

Signature, \_\_\_\_\_ / Date \_\_\_\_\_

**By signing this, you are acknowledging that you have trained and physically demonstrated the proper use and care of the Backpack Vacuum to the employee.**

**Employee Signature:**

Print name, \_\_\_\_\_

Signature, \_\_\_\_\_ /Date \_\_\_\_\_

**By signing this, you are acknowledging that you have received proper training on the use and care of the Backpack Vacuum, and have physically used the Backpack Vacuum under the supervision of the Plant Manager/Trainer.**

Please print, sign, scan, and email this portion back to David Van Mensel at Custodial Services. [dvanmens@pasco.k12.fl.us](mailto:dvanmens@pasco.k12.fl.us) Keep a signed copy in the employee's file at the worksite.