



iCLEAN

Custodian who **L**earns, **E**ducates, **A**chieves & **N**etworks Success.
Providing Safe, Clean, Efficient & Attractive Schools.

Duplex Hydrowash Training:

Recommended PPE:

- GFCI, Gloves and goggles.

Safety Procedures:

- Wear your PPE when servicing and cleaning the Duplex.
- Wear your gloves and goggles when mixing your chemical in the pump sprayer.
- **Do not use if there is no GFCI installed on the power cord.**
- Make sure the Duplex is unplugged before servicing/cleaning.
- Do not run over the power cord.
- Never unplug the Duplex by yanking/jerking on the cord, grasp the plug end at the receptacle and pull straight out.
- **Do not pour water or other liquids on top of the machine.**
- The Duplex is designed exclusively for washing floors and must not be used for other purposes.
- The Duplex must never rest on the brushes as the weight of the machine itself could deform them.
- Keep hands and feet away from moving parts of the machine.
- Never leave the Duplex unattended when plugged in.

Pre Use Checklist:

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 Duplex out of service until repairs have been made.

Check the power cord for damage, bare spots, kinks or exposed wire. If the power cord has damage **DO NOT USE! Cut the plug end off** and take the Duplex out of service until repairs have been made.

Check to see that there is a GFCI breaker installed on the Duplex and it is in proper working order. If there is no GFCI breaker installed on the Duplex **DO NOT USE!** Take the Duplex out of service until the repairs have been made.

Check that the handle moves freely to the left and the right.

Check that the water dispensing lever moves freely and does not bind.

Check that the recovery tank is clean, has no signs of damage, and is installed properly.

Check the brushes for wear and that they are clean.

Check that the clean water tanks have no signs of damage, they are clean, and are installed properly on the machine.

Check for any loose or missing screws, nuts, or bolts. Replace as necessary.

Receiving the Duplex from the Area Specialist:

Have your Host machine in the area you will be Duplexing. The Area Specialist will use your Host machine and vacuum a 3' x 3' area for 3 minutes to verify you have removed the dirt from your carpet and are ready to Duplex your carpets. If the Area Specialist gets more than a shot glass full of dirt, they will not leave you the Duplex and you will have to continue vacuuming your carpet with the host machine until you get no more than a shot glass full of dirt from a 3'x 3' area after 3 minutes of vacuuming.

Setting up the Duplex:

Mix up 4 to 8 ounces per gallon of GVX with water in a pump sprayer. With the Duplex locked in to the transport dolly, tip it back onto its wheels and move it to the desired work area. Stand the Duplex upright and remove the transport dolly. Be sure it is sitting on the transport casters. **Never let the machine sit on the brushes when not in use as it will damage them.** Fill the clean water tanks by either removing them and filling them in a sink, or fill them with plain water from a jug or bucket being careful not to spill water on the machine. Set the rest/transport lever to the desired setting for the carpets you will be cleaning. Set the conveyer lever to the on position (should be down). Unwrap the power cord and lay it out away from the area you will be working, **do not plug it in.**

Using the Duplex:

Take your pump up sprayer with the GVX mixed up in it and mist the carpet in a 6' x 6' area. **Use no more than 1 gallon of mixed solution for an 800 sq. ft. class room.** If you have a stain or stains in the area you can mist those areas a little heavier. Make sure the handle is in the upright position and plug the power cord into a grounded outlet. Hold the handle and lower it down to the right or left, the brushes and conveyer belts will start to spin. If you hear a squealing noise, depress the water dispensing lever until the squealing noise stops. Move the Duplex over the area in a north and south direction dispensing water when the machine starts to make a squealing noise. Then move the Duplex over the same area in an east and west direction dispensing water as needed.

When you come to a heavily soiled area, raise the handle to its upright position, turn the conveyer off and lower the handle back down. Scrub over the soiled area in all directions to remove the stain, raise

the handle back up and turn the conveyer back on. Lower the handle and go over the area to pick up the dirty solution. When you have finished that area put the handle in the upright position, mist another area and repeat the process. Periodically check the recovery tank and the clean water tanks, empty and refill as needed. To empty the recovery tank, unplug the Duplex, lower the handle to either side and remove the tank. Drain it out and wipe clean the squeegee blades, reinstall it into the Duplex and raise the handle to the upright position. Plug the Duplex back in and continue cleaning the carpet. When you are finished with the area to be cleaned, put out carpet fans to start to dry the area out, then follow the cleaning and storing instructions below.

Cleaning and Storing the Duplex:

Unplug the Duplex, set the Duplex to the rest/transport setting and turn the conveyer switch to the off position. Lower the handle to either side, and remove the three tanks. Use a damp microfiber cleaning cloth to carefully clean the rubber conveyer belts and every part of the machine itself. Use a brush to remove any residue of dirt from all the corners and dry well. Lay the machine over on its side and clean the bottom of the machine with a damp microfiber cleaning cloth, then raise the machine back up on its casters. The three tanks (the dirty water recovery one and the two containing the clean water) can be washed in running water in a slop sink. Use a microfiber cloth to wash out the dirty water recovery tank paying extra attention to the scraper blades on the recovery tank making sure they are clean. Use a clean damp microfiber cloth to wipe down the outside and underside of the three tanks. Replace the three tanks and raise the handle to its upright position. Use a damp microfiber cloth to wipe down the power cord as you wrap it up.

Always store the Duplex in a dry location with the castors in the rest/transport setting or with the Duplex locked on to the transport dolly.

Acknowledgement of Training: Duplex Hydrowash 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 Duplex Hydrowash 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 Duplex Hydrowash, and have physically used the Duplex Hydrowash 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 Keep a signed copy in the employee's file at the worksite.