



iCLEAN

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

KAIVAC TRAINING

Recommended PPE:

- GFCI, goggles, and gloves.

Safety procedures:

- Wear your PPE. Gloves and goggles when filling the chemical bottle, using the machine, and cleaning the machine.
- Always display a wet floor sign to alert others of a possible slip hazard.
- Never unplug the Kaivac by yanking/jerking on the cord, grasp the plug end at the receptacle and pull straight out.
- Never point the spray gun at or in the direction of anyone.

Pre use checklist:

Check that the chemical bottle has sufficient amount of chemical in it for the day's workload.

Check that the proper metering tip is installed in the chemical cap. Orange for ½ oz, pink or black for 1 oz.

Check the level of water in the fresh water tank, fill as necessary. Add 1 capful of kaidri to the fresh water tank every time you fill it. Do not add cleaning chemicals to the fresh water tank as they can be corrosive and damage the pump.

Check to see that the recovery tank is empty.

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

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

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

Check the pump and vacuum switch to make sure they are working properly. If replacement parts need to be ordered or installed notify a supervisor.

Check the spray gun for proper operation, the high/low pressure nozzle should move freely when pulled in or out. Check that the fan tip works properly by turning the end of the nozzle to the left and right. Be sure to check that the spray blades are in good working order and not all bent up or missing. If there is damage, notify a supervisor of replacement parts that need to be ordered or installed.

Check the wand for damage.

Check the squeegee head for wear or damage on the squeegee blades, and check the wheels for wear or damage. Replace parts that are worn or damaged.

Take any unsafe equipment out of service immediately.

Report any deficiencies found to your supervisor immediately.

Items you will need on/with the Kaivac:

- Doodle brush/deck brush
- flat mop frame and handle
- 4 to 6 microfiber flat mops
- 4 to 6 microfiber cleaning cloths
- pumice stone
- squeegee
- bottle of germicide or disinfectant
- bottle of bowl cleaner
- toilet brush/mop
- shower caps
- cobweb tool
- wet floor signs
- toilet paper
- paper towel
- hand soap
- kaidri
- glass cleaner (can be microfiber and water)
- gloves
- goggles
- door wedges

Setting up the Kaivac for use:

Cleaning a four-restroom center pod:

Before you start, pick up all debris from the floor in the restrooms, flush the toilets if there is any human waste in it, make sure the toilet seat is in the down position, empty the trash receptacles, empty the sanitary napkin receptacles and replace the wax bag, sanitize the receptacle as needed, dust your vents and high surfaces, check the ceiling for toilet paper wads and other material, check for light covers that need to be cleaned or bulbs that need to be replaced, remove any graffiti from walls and other surfaces in the restroom, stock your toilet paper and paper towel, and cover the toilet paper holder with the shower cap.

Check the toilets and sinks for hard water stains, now is a good time to clean them. Use a delimer to remove the hard water stains from the sinks and fixtures. When removing the scale from a toilet using a pumice stone, the pumice stone must remain wet when using it on porcelain. Using the pumice stone dry on porcelain surfaces will damage the porcelain surface. **Never use a pumice stone on stainless or chrome, as it will damage the surface. Pumice stones are only meant to be used on porcelain surfaces.** If you have hard water stains on a metal surface (stainless or chrome) you will need to use a delimer to remove the stains.

When using a bowl cleaner to clean stains from the toilet bowl do not dispense the chemical into the toilet, as you will use more chemical than you need. Holding the Johnny mop over the toilet apply the bowl cleaner to the Johnny mop then use the mop to scrub the bowl starting under the rim working your way around the bowl to the water line. Then scrub the rest of the bowl down into the trap pushing the mop down into the trap. Flush the toilet and begin to scrub the bowl again starting under the rim and down onto the trap. With the mop still in the bowl, flush the toilet to rinse out the mop. Holding the Johnny mop over the toilet, tap it a couple of times on the rim to remove excess water from the mop and put it away. **Never use bowl cleaner to clean any other surface on the toilet other than inside the bowl!**

Place the Kaivac in the center of the pod so you can reach all four restrooms. Set out your wet floor signs. Unwind the electric cord and plug it in. Test the GFCI for proper operation, if it does not work, take the Kaivac out of service until repairs have been made. Unwind the pressure hose and lay it out towards the first restroom you will start in. Place the nozzle in the low pressure setting, aim the spray gun into the toilet then turn on the pump switch and squeeze the handle on the spray gun. If no water comes out, shut off the pump immediately. You will need to prime the pump as follows in the next paragraph. If you do not need to prime the pump then skip next paragraph and continue.

Priming the pump on the 2150 and the 1750. Turn on the vacuum switch and place the nozzle of the spray gun into the end of the vacuum hose to create suction, (the nozzle needs to be in the low-pressure setting when doing this). With the pump off squeeze the trigger of the spray gun and allow the vacuum to draw water from the fresh water tank through the pump, this could take a few minutes. On the 1250 there is a prime lever on the back right side of the Kaivac, on the top right there is a post the size of the hose end with a hole in the center of it. Turn on the vacuum switch, place the vacuum hose end over the post and depress the prime lever. This will draw water from the fresh water tank through the pump; this could take a minute or so.

When you start spraying water into the toilet on low pressure you have to wait for the chemical to start to come out. This can take a few minutes, as the chemical has to travel through 50' of hose. The chemical may come out at a high concentration at first, if it does continue to spray into the toilet until it flushes out of the hose and lightens up. Adjust the nozzle to a fan spray and start at the flushometer coating the flush valve with chemical working your way down to the back of the toilet. Spray the top of the seat, then raise the seat and spray the underside and edge. Work your way down the bowl of the toilet coating the front, sides, and base of the toilet. Now spray down the sink, soap dispenser and the entire floor all the way to the doorway. Do not spray down the mirror. **Do not use the Kaivac to spray down drywall surfaces. These surfaces must be cleaned with a flat mop and germicide so as not to damage the drywall surface. The chemical needs to have 10 minutes of dwell time (remain wet) to kill viruses and bacteria.** Continue this process in the other three restrooms.

Next, you will need to manually scrub the floor in all four restrooms, pay particular attention to the areas around the toilet, sink, and the corners and edges. Make sure you scrub the entire floor not just the area around the toilet. Continue this process in the other three restrooms.

After the chemical has had 10 minutes of dwell time, unwind the vacuum hose and attach the wand with the squeegee head. Turn on the vacuum switch and vacuum up the dirty water starting from the doorway into the restroom. Continue this process in the other three restrooms. Shut the vacuum off and place the wand by the Kaivac.

Next you will need to rinse the restroom. Switch the nozzle to the high pressure setting, turn on the pump switch, aim the spray gun into the toilet and squeeze the trigger. Spray into the toilet (or floor drain if there is one in the restroom) until chemical no longer comes out. Then start rinsing the toilet starting at the flushometer working your way down the flush valve, rinse the back of the toilet, the top of the toilet, and the top of the toilet seat. Lift the seat up and rinse the bottom of the toilet seat, the hinges of the seat, and the top of the bowl working your way around the sides, front, and base of the toilet. Rinse the soap dispenser, sink, and the floor. Continue this process in the other three restrooms, and then wrap up the pressure hose on the Kaivac.

Next you will need to pick up the rinse water from the floor. Turn on the vacuum switch and vacuum up the water starting from the doorway into the restroom. Continue this process in the other three restrooms. When you are finished, leave the vacuum on, hold the wand up in the air for a few seconds to allow the water in the wand to be drained out, unhook the wand and lay the hose on the ground. Put the wand away on the Kaivac, wrap up the hose, and then shut off the vacuum.

Next you will need to clean your mirrors and dry your fixtures. Use a microfiber cleaning cloth and start with your mirror it should have some water on the bottom of it from rinsing your sink. Wipe across the bottom of the mirror and then up and down the mirror, this will spread the water across the mirror. Flip the microfiber cloth over and dry the mirror off then buff the mirror with the cloth to a shine. If the mirror has marks that did not come out, then use your glass cleaner and squeegee to clean the mirror. Wipe down the sink,

soap dispenser, paper towel dispenser or hand dryer and the wall underneath, flushometer, and the top of the back of the toilet. Flush the toilet so no chemical remains in the bowl, if left in the toilet bowl it may stain the porcelain. Spray some germicide or disinfectant on a microfiber cloth and wipe down the light switches, switch plates, door handles, door, and door frame (must do both sides) to remove fingerprints, dirt, and germs. Continue this process in the next three restrooms. You will need to change out your microfiber cloths as they become too wet. After you finish this process use your microfiber mop to dry the walls to prevent damage to the drywall. Then use the flat mop to dry up the floor around the Kaivac and around the doorways of the restrooms. Remove the shower caps from the toilet paper holders.

When you finish the last restroom, use a wet microfiber cloth to wipe down the pressure hose as you wrap it up and do the same process on your electrical cord as you wrap it up.

After you are finished with a pod and all of the tools are stowed on the Kaivac, check the fresh water tank level to see if you need to refill it. Never run the kaivac out of water, as this will cause damage to the pump. Check the recovery tank level to see if you need to empty it.

Cleaning and storing the Kaivac:

Unwrap the vacuum hose, turn on the vacuum and lower the vacuum hose in the fresh water tank to just above the water's surface so it starts to suck up water and air at the same time to flush fresh water through the hose to clean it. **If you place the hose below the water surface, when you pull it out it will drain dirty water out of the hose back into the fresh water tank contaminating the fresh water.** Pull the hose out and let the vacuum run for a minute to remove all of the water out of the hose, roll it back up and shut off the vacuum. Drain the recovery tank and turn on the pump with the spray gun in the low-pressure setting, begin to rinse out the recovery tank with germicide. This will help the tank stay clean and free of unpleasant odors. Leave the lid off the recovery tank to let it dry out. Use a damp microfiber cloth and wipe down the Kaivac. Use some germicide and a microfiber cloth to clean the handles and switches on the machine. Place the chemical selector in the off position. Refill your chemical bottle, leave the cap disconnected and restock supplies for the next day's use. Take all of the dirty microfiber cloths and mops off the Kaivac and place in the laundry. Store the Kaivac in its proper location. Remove your gloves and wash your hands.

Weekly maintenance:

- Drain the freshwater tank and clean the water filter
- Clean the exhaust filter
- Disconnect and clean the float shutoff
- Check the air pressure in the wheels if there are pneumatic tires on the Kaivac, pressure should be 30 PSI

- Grease the wheels if there are zerk fittings on them
- Lubricate nozzle with penetrating oil

Acknowledgement of Training: Kaivac 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 Kaivac to the employee.

Employee Signature:

Print name, _____

Signature, _____ / Date _____

By signing this, you are acknowledging that you received proper training on the use and care of the Kaivac, and have physically used the Kaivac 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.