



iCLEAN

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

WET DRY VACUUM TRAINING

Recommended PPE:

- GFCI, Proper footwear, and gloves.

Safety Precautions:

- Wear your PPE when operating, servicing, and cleaning the machine.
- Wear proper nonslip shoes when operating machine.
- Always display a wet floor sign to alert others of a possible slip hazard.
- Do not unplug machine by pulling on the cord, grasp the plug end at the receptacle and pull straight out.
- Do not pull machine by cord or plug.
- Do not pull cord around sharp edges of corners.
- Do not stretch cord.
- Do not handle plug with wet hands.
- Do not use an extension cord with this machine.
- Unplug the machine as soon as you are done using it. **Never leave a machine plugged in while unattended.**

Pre Use Checklist:

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 the wet dry vacuum 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, discard cord,** and take the wet dry vacuum out of service until repairs have been made.

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

Check that the recovery tank is empty and clean.

If using for wet pick up, make sure that the cloth bag is not installed in the unit.

If using for dry pick up, make sure the cloth filter bag is clean and installed in the unit.

Check the wand for wear or 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.

Check the vacuum hose for wear or damage.

Check the vacuum switch to make sure it is working properly. If replacement parts need to be ordered or installed notify a supervisor.

Check the wheels; they should be clean and moving freely.

Take any unsafe equipment out of service immediately.

Report any deficiencies found to your supervisor immediately.

Using the Wet Dry Vacuum:

WET PICKUP

Remove vacuum motor assembly and remove the cloth or paper filter from the vacuum. While vacuum motor assembly is removed, check to make sure that the float shut-off is unobstructed and fully functional. Replace vacuum motor assembly and latch it in place. Connect vacuum hose to inlet on the machine body. Attach appropriate accessory tool for the job to be completed. Plug in power cord. **Do not use an extension cord in conjunction with the standard power cord.** Put out your wet floor signs. If using the front-mounted squeegee assembly, lower squeegee to the floor by pressing the top half of the pedal (rear of the machine) forward with your foot. Turn power switch to “on” position. During wet pickup, the float shut-off will automatically prevent water from entering the recovery tank once the recovery tank is full. **If foam develops in the recovery tank during wet vacuuming, use de-foaming chemical to help eliminate the foam. Foam will not activate the float shut-off, and therefore, may cause damage to the vacuum motor.** It is recommended that you use a moss squeegee to pull the water/ slurry to the vacuum rather than drive the vacuum into the slurry. This will avoid wheel marks on the floor. To raise the squeegee assembly back to transport position, press the bottom half of the pedal (rear of the machine) downward with your foot.

DRY PICKUP

Remove the motor assembly, be sure the cloth or paper filter is properly installed. **Do not operate machine without the bag or filter properly installed.** Replace the motor assembly

and latch it in place. Connect vacuum hose to inlet on the machine body. Attach appropriate accessory tool for the job to be completed. Plug in the power cord. **Do not use an extension cord in conjunction with the standard power cord.** Turn power switch to the “on” position. Check the filter bag periodically to see if it is full. For optimal performance, replace the bag when it is 3/4 full.

DRAINING THE RECOVERY TANK

Unplug the machine from power outlet and transport the machine to an appropriate drain. Remove ball plug from drain hose from rear of machine, and drain the contents of the tank. After the contents have drained, remove the vacuum head and rinse the recovery tank with clean water. Replace the ball plug on the drain hose and hang the hose back on the rear of the machine. **To prevent odors in the recovery tank, remove the motor assembly when the machine is not in operation to allow air to circulate.**

Cleaning and Storing the Wet Dry Vacuum:

Drain and rinse the recovery tank after each use. Clean the float shut-off after each use. Check the bag to see if it is full after each use. Replace the bag when it is 3/4 full. Clean the outside of the machine with a mild cleaner. Clean the squeegee blades with a cloth. Store in upright position in a dry area. Store with the squeegee assembly off the ground. Store with motor assembly off of the unit so that the tank may breathe.

Recommended Maintenance:

- Lubricate wheels, casters and axles with a water resistant lubricant every month.
- Check machine for loose or missing nuts and bolts, and replace as necessary.

Acknowledgement of Training: Wet Dry 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 wet dry 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 wet dry vacuum, and have physically used the wet dry 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 Keep a signed copy in the employee's file at the worksite.