



iCLEAN

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

HOST MACHINE TRAINING

Recommended PPE:

- Gloves, dust mask, and safety glasses.

Safety procedures:

- PPE: Gloves, dust mask, and safety glasses when you are using chemicals or cleaning the machine.
- **Never use petroleum products on the O-rings.** Use pure silicone grease or dielectric grease on the O-rings. White lithium grease is a petroleum-based product.
- Never lift the machine off or onto the Caddy. Always load and unload the machine by driving it on and off the Caddy. (This will prevent back injuries.)
- Make sure you unplug the machine before rotating the brushes or cleaning the bottom of the machine.
- Vacuum the filters on the machine to prevent breathing in dust. Blowing off or shaking out the filters is not the proper procedure.
- Do not run over the electrical cord on the machine.
- 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 with this 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 all four filters to make sure they are clean and ready to use.

The grey foam filter on top of the lid should be vacuumed and fit snugly into place.

The white filter in the lid should be vacuumed; this filter should only be vacuumed on one side and put back in the vacuum with the same side up each time. It is recommended that you mark the filter with a sharpie on the side that faces up, this will ensure that it is put back the same way every time.

The red and black silk filters should be vacuumed; the red and black filters should never be washed, just vacuumed. This will stop clogging between the two parts of the filter.

Check the hose on the back of the machine and the 90-degree elbow that is attached to the hose to make sure it is clean and free of obstructions.

Check the opening on the bottom of the machine where the hose plugs in; it must be free of debris and obstructions.

Check the hopper to make sure it is empty.

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 Host machine 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 Host machine out of service until repairs have been made. Be sure to replace it with a 50 foot 14 AWG cord.

Plug the machine in and drive the machine off the caddy, then lay the machine over on its side and check the bottom of the machine to make sure the vacuum shoe and brush areas are clean.

Take any unsafe equipment out of service immediately.

Report any deficiencies found to your supervisor immediately.

Brushes:

There are three types of host brushes.

White brushes: these are used for daily cleaning.

Zebra brushes: (a mix of black and white bristles) these are for cleaning heavily soiled carpets.

Red brushes: these are used for tile and grout and can be used on walk off material.

Cleaning material:

There are two types of cleaning material used in our system.

Host dry cleaner: this is a brown material and has a sawdust consistency.

Host SJ (Special Jobs): this is a white material with a cellulous consistency.

The brown material is the only material that can be used for cleaning tile and grout and is the only material that can be used to clean walk off material.

The white material is used for cleaning carpets only. Do not use host SJ on tile and grout or walk off matting!

Pile lifting and vacuuming:

This is one of the most important things we do for children and building occupants with allergies and asthma.

The Host machine should be used daily for pile lifting and vacuuming traffic patterns on your campus. Rotate areas daily so that all areas have been done at least twice a month at a minimum. The more that you use this machine throughout the school year, the less time you will spend with restorative cleaning over the summer and you will achieve better results.

When pile lifting and vacuuming the brushes should be rotated every 15 minutes. At this time, you should also check all filters to see if they need to be vacuumed clean. (Filters should be vacuumed at least every second time the brushes are rotated while pile lifting).

Rotating the brushes:

Unplug the power cord and lay the machine on its right side. Undo the Velcro skirt, grab the D ring, push down and turn to the left to unlatch the side cover. Grasp the D ring and pull straight up to remove it. If the metal brush guard did not fall down, then push it down to the floor. To rotate the brushes take the one on the right spindle pull it off; turn it over and put it back on the right spindle. Then take the one on the left spindle pull it off; turn it over and put it back on the left spindle. Once both brushes are flipped, you should see two white ends or two black ends.

Once you have rotated the brushes, place the side cover back on the machine before you push it back on. Raise the brush guard back into position; be careful not to get your finger pinched between the brush guard and the cover. Push the cover back on, you may have to turn the spindles on the cover to line them up for the cover to slide back on. With the cover back on, grab the D ring, push down and turn it to the right to latch the cover, and then reattach the Velcro skirt to the bottom of the cover. Be careful not to set the skirt too low or too high. You may want to stand the machine up and set the skirt so it just touches the floor.

Cleaning or Restoring the carpet:

This process should only begin after pile lifting and vacuuming has removed all loose soil from the carpet.

A good test to know if you are ready to start using cleaning material is to empty the hopper of all loose soil. Vacuum several 3' x 3' areas in a north, south, east, and west direction for 3 minutes each. If you get no more than a shot glass full of soil in any of these areas after 3 minutes of vacuuming, you are ready to start using SJ material for cleaning and stain removal.

During the process of cleaning and stain removal you should rotate the brushes and clean the vacuum shoe and filters every 15 minutes.

Fifteen minutes before you start to use material, turn the container upside down so that the cleaning liquid is spread evenly throughout the container.

Put a baseball size handful of host SJ on the area that needs to be cleaned, turn the brushes on and back over the Host material, using a figure 8 motion spread out the material in a 3' x 3' area. Begin to work the material into the carpet in a north, south, east, west pattern until the material turns from white to grey. Vacuum the material up and check if the carpet is clean, if it is not clean then repeat the process again. You can only use the Host SJ 3 times in one area in a 24-hour period. Using the Host SJ more than 3 times in a 24-hour period may cause the material to lock-in to the carpet and removing it takes great effort. Repeat this process throughout the entire room until the entire area has been cleaned.

Cleaning and storing the Host machine:

Start by unplugging the machine and laying the machine on its right side, undo the Velcro skirt and remove the side cover. Pull the brushes out and set aside, use a backpack vacuum and a brush to clean out the bottom of the machine, brush guard, and the vacuum shoe. Use a microfiber cloth to wipe clean the bottom of the machine, side cover, and Velcro skirt after you have vacuumed it. Pay close attention to the spindles; remove any hair that builds up around the spindle. Rotate the brushes and reinstall them in the machine. Before reinstalling, the side cover on the machine, clean and apply pure silicone grease or dielectric grease to the O-rings. Reinstall the side cover and brush guard, then lay the machine over to the other side and use a screwdriver to remove the side cover and back cover. Vacuum out the foam motor filters, reinstall the side and back covers, and reattach the Velcro skirt. Plug in the machine, and then stand it up, drive it onto the caddy and lock it into place. Unplug the cord and roll it up on the back of the machine. Unlock your handle and lay it out of the way. Unlatch and remove the filter housing assembly, and vacuum the white and grey filters. Use a microfiber cloth to wipe out the top cover of the machine then reinstall the filters in their proper order. Take the black and red screen filters out of the machine and carefully vacuum them out. Remove the clear plastic separator assembly, wipe it clean, vacuum up any loose particles in this area of the machine, and wipe it clean with a microfiber cloth. Make sure you wipe clean the inside body of the machine down to where the dirt falls into the hopper. Place the separator assembly back into the machine and reinstall the red and black filters. Put the filter housing assembly back on and latch it down. Remove the hopper, empty it in to a trash receptacle (wear a dust mask so you do not breathe in the dust) and wipe it clean with a microfiber cloth. Use your microfiber cloth to wipe out the hopper area of the machine then reinstall the hopper. Take the hose off the back of the machine and clean any material out of the 90-degree elbow that may have accumulated there. Check the bottom of the machine where the hose connects for any debris or built up material. Use a crevice tool on your backpack vacuum to clean this area, and then reattach the hose assembly. Use a microfiber cloth to wipe down the body of the machine and store the Host machine in its proper location. Put all used microfiber clothes in their proper location to be laundered.

Recommended Maintenance:

- Replace the zebra brushes when the black bristles are 1/8" to 1/4" shorter than the white bristles.

Acknowledgement of Training: Host Machine 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 Host Machine 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 Host Machine, and have physically used the Host Machine 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.