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| Equipment Maintenance | | | | | Task: | Cleaning Equipment | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | 6 Months | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Vacuum Cleaners**   * Clean and inspect vacuum motor filter and exhaust filter and replace as needed. * Check condition of cord and plug and the on/off switch. * Ensure guards are in place, wheels and catches are working. * Check belt for tears or cracks. * Check for excessive vibration or noise of the motor when power is switched on and off. * Check hoses for tears or blockage and repair as needed. * Check and replace brush strip/agitator brush if worn or damaged (if applicable). * Use another vacuum to clean out the grit and dust on the inside of the covers and the motor. * Remove vacuum cover and inspect uncovered mechanical parts. * Change vacuum bag if ¾ full. * Clean and wipe the vacuum cleaner.   **Chemical Dispensing Units**   * Inspect all tubing for cracks, leaks, or excessive wear. * Wipe all connection spots where chemical bottles connect with the tubing system, using mild soap and water.   Wipe down machine with mild soap and water.  **Mops / Brooms / Buckets / etc.**   * Ensure that a sufficient supply of needed equipment is available for use. * Check the condition of the mop head and broom bristles and clean/replace as necessary. * Check bucket handles for stability or cracks. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |