

Wet and Dry Vacuuming and Seat Shampooing

Document no.	Work description		
SMS-06-SW-0502	Using a wet/dry vacuum system		
Scope	Removal of water and dry substances (eg. fire-extinguisher residue after use) and use of the detailing attachment for seat shampooing		
Review date	References		
20/09/13	<ul style="list-style-type: none"> • OHS Regulations 2001 clause 53, 81, 136, 163, 164 & 165 • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-SW-0405 Handling Sharps • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto the Ballast • SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres • SMS-06-SW-0491 Decanting Chemicals used for Cleaning • Relevant up-to-date MSDS 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor or Team Leader	<ul style="list-style-type: none"> • High visibility vest • Safety Footwear • Red flag • Personal Identity Card (PId) • Goggles • Rubber gloves • Respirator 	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	N/A
Tools and equipment required			
Vacuum plant hose, vacuum attachment, detailing attachment, mop, mop-bucket, rags, maxi-bucket, chemicals, pressure pump spray bottle, scraper, scourer, tongs, sharps container, Red Flag			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			

	Warning <i>Make sure that the electrical extension cord used has a safety cut out switch fitted and that it is working. Look out for trains moving into and out of your work area</i>
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Preparation and on-going maintenance (Supervisor or Team Leader)	Before starting the machine the Supervisor or Team Leader is to check that:	
	<ul style="list-style-type: none"> • the nylon waste tank filters are in place • the waste tank lid is on properly • the waste tank drain valve (lever on the front of the tank) is closed • the vacuum test outlet valve (on the frame next to the waste tank) is closed • the main control key-switch (on the front panel) is turned to HEAT 	
	Starting the machine	To start the machine: <ul style="list-style-type: none"> • turn the switch to AUTO <p>If the machine does not start, look at the touch screen (on the front panel) for information about faults and fix according to the on-screen instructions. If the machine still does not start, contact the maintenance fitter for assistance</p> <ul style="list-style-type: none"> • make sure that the vacuum is operating by checking the gauge on the back of the machine frame. • If the waste-tank filter bags become full, a message displays on the touch screen. If this happens, shut down the plant, clean and replace the filter bags and restart the machine.
Shutting down the machine		To shut down machine: <ul style="list-style-type: none"> • turn system key-switch to HEAT (This will turn off the operating pumps) • wait at least 30 seconds for vacuum pumps to empty, all water to stop flowing and all noise to stop • turn the system key-switch to OFF (This turns off the whole plant and heater)

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	Waste tank clean up	<p>Clean up the waste tank:</p> <ul style="list-style-type: none"> open the vacuum test outlet valve that connects the waste tank to the system pipes (This reduces vacuum in the system and allows you to remove the lid) lift the waste tank lid remove the six mesh filters from the waste tank empty and thoroughly rinse the mesh filters flush the waste tank clean by opening the drain valve (lever on the front of the tank) for about 30 seconds rinse waste tank with hose –make sure seal is clean replace the filters close the drain valve
	Clean up	<ul style="list-style-type: none"> Put rubbish into a container and dispose of it properly Soak all waste tank filters in a bath of clean water and detergent at least once a week Wash your hands and arms thoroughly after handling waste tank filters

Preparation (Presentation staff)	<ul style="list-style-type: none"> Check with your Supervisor or Team Leader that the vacuum is working Collect cleaning equipment from store Proceed to train Place your red flag in the window of the leading car crew compartment
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Wet and dry vacuuming	<p>Connect the vacuum attachment :</p> <ul style="list-style-type: none"> Check that the ball valve lever is in the OFF position Attach the hose fitting to the vacuum attachment Turn the ball valve lever to the ON position <p>Vacuum:</p> <ul style="list-style-type: none"> Place the accessory head at a comfortable arm's length away from your body (Do not over-stretch) Make sure that both rubbers of the head are in contact with the floor Using two hands pull the head towards you making sure that the rubbers remain in contact with the floor Repeat process until all water has been vacuumed If suction is insufficient, report this to your Supervisor or Team Leader. <p>Disconnect the vacuum attachment:</p> <ul style="list-style-type: none"> Turn the ball valve lever to OFF Detach the hose fitting to the vacuum attachment <p>Mop up excess water.</p>
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Steps for seat shampooing	<p>Connect the detailing attachment:</p> <ul style="list-style-type: none"> Check that the ball valve lever is in the OFF position Check that the lever on the high pressure line is in the OFF position Attach high pressure line to the outlet on the detailing attachment Turn the ball valve lever on the vacuum line to ON Turn the lever on the high pressure line to ON. <p>Shampoo the seats:</p> <ul style="list-style-type: none"> Fill the pressure pump spray bottle with the chemical and water Pump the spray bottle to build up adequate pressure for spraying Remove graffiti using graffiti remover, rags and a brown scourer Using spot remover and scraper remove chewing gum Spray seat completely with chemical mixture from the pump spray bottle Use the detailing attachment to clean the seat by pressing the lever on the attachment (the attachment sprays hot water and vacuums at the same time) Continue this process until all the seats are cleaned <p>Disconnect the detailing attachment:</p> <ul style="list-style-type: none"> Turn the lever on the high pressure line to OFF Turn the ball valve lever on the vacuum line to OFF Detach the vacuum hose from the detailing attachment Detach the high pressure line from the detailing attachment
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Clean up

- Remove your red flag from the window of the leading car crew compartment
- Return cleaning equipment to store

**Warning**

While vacuuming maintain a good posture to avoid injury or strain to your back

Additional controls

- Hepatitis A &B Vaccinations are available for personnel.