



How to Use a Commercial Upright Vacuum



Before going to the area to be serviced, check these areas of the unit for proper functioning.

- a. Be sure that the collection bag is less than 1/2 full; empty or replace.
 - i. Clean the exhaust filter under the bag when changing or emptying the main collection bag.
- b. Check that there are no strings or hair wrapped around the brushes on the brushroller.
 - i. Remove the endcap and drop out the brushroller.
- c. Check the hose/wand for any blockage.
- d. Check that there are no torn or exposed wires on the power cord.



Survey the area and pick up any large or wet debris as well as any metal items. These items will cause problems with the unit.

- All commercial upright vacuum units are DRY only and should not be used to pick up anything with moisture in them.
- Any items large items or items with metal in them can jam the brushroller or clog the hose/wand on the unit and cause a reduction in air flow.

Set the height selector to the proper height considering the wear on the brush and the type of carpet you are about to use the unit on.

- a. Set the brush height selector at the highest setting to remove debris from the carpet surface.
 - a. If the selector is set too low, the brush will not turn at the right speed and it will wear out the brushes and the belt.
 - b. Additionally, airflow will not be what it should be.
- b. **DO NOT** set at the lowest setting.



To operate, plug the power cord into the electrical wall socket and lay the power cord against the wall.

1. Press the handle release with your foot and drop the handle to a comfortable operating height.
2. Toggle the on/off switch to start the unit.
3. Start by running the unit against the wall where you have just plugged the unit into.
4. Work AWAY from this wall, so that the power cord is following you. This is accomplished by using an S pattern.

Never push and pull a commercial upright vacuum. Always follow the unit to the fullest length of the power cord, turn around and follow the unit to the opposite end of the power cord. Repeat this across the room moving away from the wall that the power cord was plugged into.

When moving from room to room, always be sure the power cord is unplugged from the wall before you start wrapping up the power cord to move.

1. ALWAYS start wrapping the power cord at the machine. NEVER start wrapping the power cord from the plug end first.
2. The technician can wrap the power cord in their hand or use the cord wraps on the handle.

Upon completion of the shift, service the unit and prepare it for the next day's work. This is done by checking the bag. If it is half full or more, empty or replace it. This is done by removing it from the unit and taking it to an outside location if possible.

Commercial upright vacuums may have either a disposable collection bag or a reusable cloth bag.

1. If the unit has a **disposable collection bag**;

- c. Remove the bag from the vacuum, close the tab on the bag so that dust will not come out and dispose of the bag in a wastecan.
- d. Clean the motor filter which is under the collection bag.
- e. Replace filter and install a new collection bag in the unit.



2. If the unit has a **reusable cloth bag**;

- Remove the bag from the vacuum, and holding the bag away from your body take it to a wastecan away from the area where you are cleaning.
- Remove the slide bar and turn the bag upside down so that the opening is down inside the wastecan. **DO NOT** hold it up where you can see the dirt fall out. This will cause you to be covered in dust which you will breathe.
- **DO NOT SHAKE** the cloth bag. Simply dump the debris from the bag.
- Replace the slide bar on the top of the cloth bag.
- Clean the exhaust filter which is under the collection bag.
- Replace filter and the cloth bag in the unit.
- Check the brushroller for any string or hair wrapped around the roller and over the brushes. Remove these if possible. If you can't, report this to your supervisor.



- Check the hose/wand for any clogs and remove. If this can't be done easily, report this to your supervisor.



- Check the cord for any damage. If any is found, report this to your supervisor.
- Be sure the power cord is wrapped properly on the cord wrap holders on the unit's handle.

HEPA Filter

The High Efficiency Particulate Air Filter must be at minimum, changed every 6 months. This filter **CANNOT** be washed with soap and water.



(Pictures of units are only used to represent the types of items you should be looking for and are not intended to promote any certain brand.)

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