



ACADEMY OF CLEANING
EXCELLENCE

How to Use a Basic Upright Vacuum

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

- a. The collection bag is less than 1/3 full
- b. The belt on the brushroller is in place and on properly.
- c. There are no strings or hair wrapped around the brushes on the brushroller.
- d. There are no torn or exposed wires on the power cord.

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. 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. Additionally, airflow will not be what it should be.

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 will cut or tear the exposed drive belt and cause the brushroll to quit working.

To operate, plug the power cord into the electrical wall socket and lay the power cord against the wall. Press the handle release with your foot and drop the handle to a comfortable operating height. Step on the foot switch or toggle the on/off switch to start the unit.

1. Start by running the unit against the wall where you have just plugged the unit into.
2. 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 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.
3. 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 it. This is done by removing it from the unit and taking it to an outside location if possible.

1. Hold the cloth bag away from your body and turn it upside down, with the opening inside of the wastecan.
2. 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.
3. DO NOT SHAKE the cloth bag.
4. Replace the cloth bag on the unit.
5. Turn the unit upside down, remove the metal belt cover and check the belt. Be sure it is not cut or damaged. If it is, replace it or report this to your supervisor.
6. 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.
7. Check the cord for any damage. If any is found, report this to your supervisor.
8. Be sure the power cord is wrapped properly on the cord wrap holders on the unit's handle.