



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1910.PR.043</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: August 26, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Operation of Auto Scrubber</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Operation of Auto Scrubber

PURPOSE:

To maintain floors in large unobstructed areas.

PROCEDURE:

1. Floor needs to be dry mopped before being washed.
2. Place “Wet Floor” signs.
3. Attach proper brushes or pads to the machine.
4. Fill the dispensing tank with the properly mixed cleaning solution.
5. Turn the machine on.
6. Turn the water on.
7. Lower the brushes and the squeegee.
8. Starting at one end of the area, make a straight path through the entire length of the hall or of the area.

9. At the end of an area, return, taking the adjacent path. Continue until the entire area is completed.
10. Turn off the water.
11. Lift the brushes, and continue to run the squeegee until all water is vacuumed from the floor.
12. Lift the squeegee.
13. Turn the machine off.
14. Remove and place the wet floor sign in the appropriate area once the floor is completely dry.
15. Empty, rinse, and wipe-dry collecting and dispensing tanks in the auto scrubber.
16. Remove and clean brushes or pads.
17. Remove and clean squeegee.
18. Clean the outside of the machine.
19. Charge the batteries as necessary.
20. Report/Fill out HIPPO requisition if repairs are required.

EQUIPMENT/SUPPLIES:

- Auto Scrubber
- Wet Mop / Dusters
- Cleaning Solution
- “Wet Floor” Signs

SUPPORTING DOCUMENTS:

Refer to Safe Work procedure on Environmental Services Collaborative Work Site or Department Manual