



<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.044</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 Carpet Extractor</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 Carpet Extractor

PURPOSE:

To provide a clean and sanitary environment.

PROCEDURE:

1. Use appropriate Personal Protective Equipment (PPE) according to the Safety Data Sheet (SDS).
2. Prepare equipment.
3. Place the wet floor sign outside of the room.
4. Move furniture as required.
5. Vacuum carpet or furniture.
6. Apply a stain remover as required.
7. Properly mix shampoo solution as per manufacturer’s recommendations.
8. Hook up the hoses and cords.

9. Turn machine on (one switch at a time); first the vacuum pump, then the solution pump and the brush pump.
10. Shampoo carpeting, starting at one end of the room, work across the room, releasing solution on first pass. Make a second pass using the vacuum only. Excessively soiled carpet may require more than one pass. Best results occur when the carpet is shampooed in both directions and overlapped by 10%.
11. A fan may be used to speed up the drying process.
12. Return furniture to original position when carpet is dry.
13. Remove wet floor signs.
14. Empty dispensing and collecting tanks of the carpet extractor.
15. Flush clear water through machine.
16. Dry both tanks.
17. Wipe equipment and store in appropriate area.

EQUIPMENT/SUPPLIES:

- Vacuum cleaner
- Carpet extractor
- Carpet cleaning solution
- Wet Floor signs
- Stain Remover

REFERENCES:

SDS for cleaning and stain remover solutions