

## **PREVENTATIVE MAINTENANCE CHECKLIST - Floor Machines**

To perform cleaning procedures to maximum efficiency and to present a **POSITIVE PERCEPTION** it is critical that cleaning equipment be well maintained and properly used. By rigorously following our series of preventative maintenance checklists, you can achieve that goal.

### **FLOOR CARE EQUIPMENT**

#### **FLOOR MACHINES**

##### **Correct Use:**

- ☐ Read Operator's Manual prior to first use
- ☐ Mount the pad holder or brush by hand  
*Never run the floor machine over the brush or pad holder & attach by starting the motor*
- ☐ Inspect the electric cord regularly for damage & always before using
- ☐ Insert & remove plug from wall outlet carefully  
*Do not JERK the plug from the outlet.*
- ☐ Never use an adapter or "cheater" plug  
*All electric cord machines must be grounded.*
- ☐ Start machine only when brush or pad is securely locked in place
- ☐ Do not run over the electric cord

##### **Cleaning & Storing**

- ☐ Damp wipe cord after each use with a germicidal solution
- ☐ Loosely wrap cord around hooks on machine
- ☐ Remove pad holder or brush
- ☐ Wash the floor pad or brush after each use. Store brushes with bristles up
- ☐ Replace floor pads when they become worn or limp
- ☐ Damp wipe the machine with a germicidal solution
- ☐ Oil & grease parts of machine as required  
*Wheels, handle fittings, etc.*
- ☐ Polish metal surfaces on the machine

#### **AUTOMATIC FLOOR SCRUBBERS**

##### **Correct Use:**

- ☐ Ensure pads or brushes are securely locked in place
- ☐ Operate at a moderate speed
- ☐ Use correct amount (dilution) & type of chemical
- ☐ Empty and clean recovery tank before refilling
- ☐ Perform a "circle check" before each use  
*Inspect the machine by checking all hoses, squeegees, the vacuum intake, battery connections, wheels, belts & casters*

##### **Cleaning & Storing**

- ☐ After daily use, empty & clean both tanks
- ☐ Clean the vacuum filter
- ☐ Damp wipe the exterior with a germicidal solution
- ☐ Wipe squeegee blades with a clean cloth
- ☐ Rinse all hoses thoroughly.
- ☐ While rinsing, inspect hoses and fittings
- ☐ **After charging batteries**, check water levels in each cell. Fill if required.  
*Wear protective gloves & safety glasses or goggles when working on batteries. Also use a protective apron if filling.*
- ☐ Charge batteries as required not necessarily after each use.  
*Charge only in a well ventilated area*
- ☐ Clean battery connectors and terminals with a mild solution of GP cleaner and water
- ☐ Store in a clean, dry area. Ensure brushes & squeegees are in the "UP" position