

Standard Operating Procedure

SOP Number: 02-18-4114

Service: Research

Operating Section: Husbandry

Unit: CMF

Title: Operation and Maintenance of Floor Scrubbers

Purpose:

To outline instructions for preventative maintenance procedures of the floor scrubbers.

Procedure:



- 1) Operation:
 - a) Fill the tank with the proportioned chemical agent in the front or back of the machine.
 - (1) Clarke scrubber:
 - (a) Insert the ignition key and turn it to "I".
 - (b) Check that the green indicator lights turn on.
 - (c) If the yellow or red warning light turns on, turn the ignition key back to "0" and charge the batteries.
 - (d) Drive the machine to the working area by pushing the yellow hand bar on the handlebar. The forward speed can be adjusted with the adjuster.
 - (e) Lower the squeegee with the lever.
 - (f) Change the fluid rate with the flow control switch as needed, depending on the type of cleaning to perform.
 - (2) Taski scrubber:
 - (a) Press the power icon. Make sure the battery is charged.
 - (b) Push the machine to the working area.
 - (c) Lower the squeegee with the step pedal.
 - b) Unlock the brush/pad unit by stepping on the pedal on the lowering lever and slowly lowering the unit.
 - c) Clean the floor.
 - d) To stop the machine, press the appropriate switch to stop the brushes/pads/vacuum, then lift the brushes/pads/squeegee and drive/push the machine to the area to empty and clean the machine.
 - e) Turn the scrubber off.
- 2) Preventive Maintenance:
 - a) Perform all maintenance on a level floor with the machine off.
 - b) After each use:
 - (1) Recharge the Batteries: Plug in the power line.
 - (2) Drain and Clean the Recovery Tank: Unscrew the hose cap. Open the cap at the height of the handle and lower the hose end slowly to pour out the soiled solution into a floor drain. Open the tank lid. Clean the dirt sieve around or near the float. Clean the float. Check that the float is working properly. Clean and rinse the recovery tank thoroughly. Once the tank is empty, put back the hose cap and refix the hose to its fittings. If there is a filter on the float (Taski), remove the float by turning the yellow base and clean and rinse the filter.
 - (3) Clean Brushes/Pads: Clean the tools under running water.
 - (4) Remove and Clean Squeegee: Lower the squeegee. Remove the suction hose. Remove the squeegee from the squeegee support. Disassemble the squeegee holder. Clean the tools under running water. Check the squeegee blades for

integrity, cuts and tears; if necessary replace them. Assemble the squeegee in the reverse order of disassembly.

- (5) Wipe Down Machine: Wipe down the machine with a moist cloth.
- c) Weekly:
 - (1) Empty Solution Tank and Clean Filter:
Take the hose off its fittings. Unscrew the cap and let the old solution run into a floor drain. Rinse the solution tank with plenty of fresh water. Once the tank is empty, unscrew the filter cap and pull the filter off of its fitting. Rinse the filter under running water. Refit the solution filter. Replace the cap and refix the hose to its fittings.
 - (2) Clean Tank Lid Seal:
Check for cracks and replace if necessary.
 - (3) Drain and Replace Disinfectant:
Use the rear hose to drain the disinfectant out of the floor scrubber and into a floor drain or bucket. Replace the proportioned disinfectant.
- d) Annually:
 - (1) Descale Solution Tank:
If necessary, the solution tank should be descaled with 10% vinegar solution.
 - (2) Descale Solution Inflow Valve:
If necessary, the solution inflow valve should be descaled with 10% vinegar solution.
 - (3) Check Brush Unit Tool Fittings:
Check that the brush unit tool fittings sit correctly and check for wear. Replace if necessary.

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature		Date	
		12/13/18	
QA Signature		Date	
		12/13/2018	
Version	Effective Date	Supersedes	Original Date
#1			