

	<p><b>PROPERTY SOLUTIONS (I) Pvt. Ltd</b></p> <p><b>Standard Operating Procedure: Carpet Shampooing Sop/CS</b></p> <p><b>ID: PSIPL/SOFT/SOP/CS 1.1</b></p>	<p><b>Rev: 00</b></p> <p><b>Issue Date:</b> <b>01.01.2013</b></p>
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## Purpose – Carpet Shampooing

The purpose of this process is to give guidance on the removal of ingrained dirt, stains, odors and marks from the pile of a soft floor/ Carpeted area, leaving the floor clean, dry, and fresh and with an attractive appearance.

## Process

**Safety first-before starting any task refer to HSE Precautions below**

Equipment Required

- Colour-coded cloth
- Colour-coded gloves
- Colour-coded labeled spray bottle
- Carpet shampoo machine
- Taski Carpet stain remover
- Suction cleaner with crevice tool (refer to suction cleaning method statement)
- Warning signs
- Taski Carpet deodorizer
- Approved TR 103 or Taski gum remover / Taski TR 101

Method

1. Plan work route and remove furniture and equipment if necessary.
2. Wash and dry hands and put on gloves
3. Display the warning signs in the area, ensuring all signs are visible
4. Suction clean the floor (refer to the suction cleaning method statement).
5. Test an area of carpet first for colour fastness, by spraying a small amount of carpet stain remover in an area not usually visible, then wiping over with a Tissue to see if colour comes out of the carpet (refer to the stain removal method statement)
6. Prepare the carpet shampoo solution (refer to manufacturers' instructions) in a well-ventilated area and add to the carpet shampoo machine tank.
7. Unwind and check cable and plug. Report any damage and do not use. Plug into a mains socket and a circuit breaker if appropriate
8. Turn on the water and extraction switches of the carpet shampooing machine
9. Start shampooing the carpet from the furthest edge, moving the carpet shampooing machine slowly forwards and

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- backwards in a straight line on the area to be cleaned.
10. Move the carpet shampooing machine across the carpet in parallel overlapping movements
  11. Carry out 1 or 2 further passes over the same section using suction only
  12. For areas inaccessible to the carpet machine, use the crevice tool attachment
  13. On completion of shampooing, allow the area to dry
  14. With dry hands, remove the plug from the mains socket and re-wind the electricity cable
  15. When the area is completely dry, remove warning signs & store correctly, return the furniture to original position
  16. After use, all equipment should be checked, cleaned, dried and returned to the storage area
  17. Remove gloves and wash hands

**Notes**

- If there is an odor in the carpet, carpet deodorizer can be added to the carpet shampoo solution. Pre-spray traffic lanes or heavy traffic areas.
- Always make sure to plug the machine into a free plug socket. If none available, ask a supervisor before unplugging any other machines
- Always keep cable behind the rotary floor machine when operating
- Check the power supply cables and plug for damage, report and label, if necessary remove and do not use
- Always use a warning sign 'cleaning in progress', position to be effective
- Ensure the carpet shampoo machine is clean and dry before use
- Ensure that portable appliance testing (PAT) has been undertaken in the last 12 months. If not, do not use, remove and report to supervisor
- Should the machine switch off automatically, refer to supervisor
- Protect any furniture which cannot be removed
- All equipment should be left clean, dry and tidy in storage area after use

**HSE Precautions**

**Training Requirements**

- All employees must be provided with sufficient and suitable information, instruction and training in order to carry out the task and operate equipment.
- All employees must receive training in correct manual handling techniques.

**Management Responsibilities**

- Manager is responsible for ensuring that all equipment is serviced, maintained and inspected in accordance with requirements, manufacturer’s guidelines and PS IPL procedures.
- Manager is responsible for ensuring that any work equipment is regularly inspected and records maintained. In addition, all portable electrical equipment must display a current test identification label.
- Manager is responsible for ensuring Risk & COSHH assessments have been undertaken, so that adequate controls are in place.

**Employee Responsibilities**

- Employees must only carry out the task if they have received training.

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- Employees must acknowledge that they have received and understood appropriate information to undertake the task safely.
- Employees must ensure that equipment is checked prior to use and is safe to use.
- Employees must only use equipment within specification and design parameters
- Employees must report any faults with work equipment to their Line Manager immediately.
- All employees are empowered to stop any job they feel is unsafe and must immediately report this to their line supervisor or HSE advisor.

**Pre-Process Safety Checks**

- Do not attempt this procedure unless you have been trained and competently assessed
- When using electrical equipment in this environment, a circuit breaker should be used
- Check the power supply cables and plug for damage, report and label if necessary, remove and do not use
- Ensure hands are dry when plugging or unplugging electrical machinery
- When plugging a machine into an electric socket, make sure the switch is in the off position
- Do not adjust or change the fittings on the machine when it is plugged in
- Never mix cleaning agents as poisonous gases could result (refer to manufacturers' instructions)

**Personal Protective Equipment (PPE)**

As Mentioned above

**HSE Legislation**

Health and Safety at Work Etc Act

Management of Health and Safety at Work Regulations

Manual Handling Regulations

Control of Substances Hazardous to Health Regulations

The Provision and Use of Work Equipment Regulations

**Local Legislation/Guidelines**

- Technical documents e.g. maintenance manuals for equipment are readily available at every level to ensure that individuals can conduct the task competently.
- Consider the timing of the operation - try to undertake task at a quiet time
- Security clearance may be required for specific areas - check with your supervisor
- Clarify your responsibilities regarding use of keys, alarm systems etc and opening/lockup procedure
- Refer to PS IPL policy for guidance on all cleaning processes, colour coding, equipment, protective clothing, fluids and method

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