

Sweeping Vacuuming and Mopping

WI.Co.W.04.04

Potential Hazards

Lifting, reaching, bending, carrying, high force, twisting, electrical shock, steam burn, repetitive movement, allergies, slips and chemical handling.

Control Measures

- Only use chemicals approved by Westmont Community Care
- Use correct manual handling processes
- Alert other persons in the home of wet areas
- Wear appropriate Personal Protective Equipment (PPE)
- Use Residual Current Device (RCD) when using electrical equipment
- Limit sweeping, vacuuming and mopping to 30 minutes per service
- Check equipment is in good working order
- Follow manufacturers instructions when using vacuum cleaners and steam mops

Prepare

1. Review the area to be cleaned to identify any hazards and remove if required.
2. Collect the cleaning chemicals and equipment required to conduct cleaning.
3. Check that the mop and bucket meet Westmont Community Care standards.
4. Put on gloves and relevant Personal Protective Equipment (PPE).
5. Where relevant, move dining chairs from the dining table and bench stools so that the floor can be cleaned.

Clean

1. Sweeping:

- 1.1 Using the full length of the handle, walk with the broom and sweep in front of you.
- 1.2 Sweep from the furthest corner of the room to the door, collecting the dirt into a pile.
- 1.3 Once the sweeping is completed, collect the dirt using a dustpan and broom.
- 1.4 Empty the dirt into the bin or plastic bag, sealing the bag and disposing.

2. Vacuuming:

Note: Do not vacuum wet floors or where water is present. If using an extension cord, please check it is in good working order and no wires are exposed.

- 2.1 Check that the vacuum drum/dust bag is not full. If full, change the dust bag or empty the vacuum drum outside, and dispose in the bin.
- 2.2 Use the 'knee nudge test' to determine if furniture is light enough to move to vacuum under. If it does not meet the 'knee nudge test' do not move it.
- 2.3 Plug in your RCD and test it is working. Then plug in the vacuum.
- 2.4 Adjust the length of the vacuum wand where possible to enable the shoulder and elbow to be in natural position close to the body. Alternate use of the right and left arm during vacuuming.
- 2.5 Vacuum from the furthest corner of the room to the door, running the vacuum head at least backwards and forwards once over the same area of carpet to ensure sufficient removal of dirt.
- 2.6 Vacuum forward and ensure you move your body with the vacuum.
- 2.7 Where there are rugs, vacuum the rug, then roll up the rug to vacuum the surface under the rug. Roll the rug back into position after vacuuming.
- 2.8 Once the vacuuming is complete, remove the vacuum head from the vacuum wand and suck up any loose fibres/dirt from the head with the nozzle of the vacuum. Attach the vacuum head to the wand.
- 2.9 Turn off the vacuum and then the power at the power point. Unplug the vacuum cleaner and retract or roll up the power cord of the vacuum.
- 2.10 Check and see if the vacuum needs emptying and empty if required.

3. Conventional Mopping:

Note: Toilet floors should be the last floors to be mopped in the home.

- 3.1 Fill the mop bucket halfway with warm water and add the recommended amount of cleaning chemical.
- 3.2 Put the mop head into the bucket and wet thoroughly.
- 3.3 Wring the mop.
- 3.4 Mop the floors in a figure 8, holding the mop close to your body and working from the furthest corner to the door.
- 3.5 Rinse and wring the mop regularly.
- 3.6 Dry the floors with a clean cloth (pushing a towel or rag with a broom).

4. Steam Mopping:

Note: Toilet floors should be the last floors to be mopped in the home. If using an extension cord, please check it is in good working order and no wires are exposed.

- 4.1 Plug in your RCD and test it is working. Then plug in the steam mop.
- 4.2 Fill the steam mop with water following manufacturer's instructions and using manufacturers equipment.
- 4.3 Place the steam mop cloth on the steam mop head and then turn on the steam mop to heat up.
- 4.4 Alternate use of the right and left arm during steam mopping.
- 4.5 Steam mop from the furthest corner of the room to the door, walking backwards to avoid stepping on wet floors.
- 4.6 Once the steam mopping is completed, turn off the mop and then turn off at the power point.
- 4.7 Allow the steam mop time to cool down before removing the mop head and steam cloth.
- 4.8 If the steam mop needs refilling to complete the task, wait until the steam mop is cool before refilling with water
- 4.9 Dry the floors with a clean cloth or another dry mop if necessary (pushing a towel or rag with a broom). Empty water out of steam mop (where relevant).

Tidy and Store

1. Remove the mop cloth (if removable) from the mop and put it into the laundry washing pile.
2. For non-removable mop clothes, rinse the cloth in clean water, wring well and store up-side down to allow to dry.
3. Rinse the mop bucket.
4. Check with the client if they would like the vacuum bag replaced. If yes, change the dust bag or empty the vacuum drum outside, and dispose in the bin.
5. Advise the client if replacement bags are needed.
6. Never store the vacuum without the dust bag or drum fitted correctly.
7. Return all chemicals and equipment to correct storage location.
8. Return all moved furniture to its original position.