



Brock University Facilities Management Operating Procedures

Subject: Pre Operation Procedure for Ride On Floor Scrubber

Approval: Associate Vice President

Number: FMOP 4 - 1

Responsibility: Director, Custodial Services Issue Date: May 1, 2009

Review Period: 2 Years

Pre Operation Procedure for Ride On Floor Scrubber

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1.0 Background - This procedure was developed to inform Custodial Services Staff of the importance of checking, maintaining and reporting all problems or potential issues with all equipment before it is operated throughout the University.

The University is frequented by many students, staff and visitors every day, and it is our responsibility to ensure the equipment used in our daily activities is in proper working order. This is to reduce the risk of damage to Brock property and injury to students, staff or visitors throughout the Campus.

2.0 Ride On Floor Scrubber Locations -

Building	Location/Room#
Walker Complex	Custodial Supply Room 113B
Mac Chown	Custodial Room C214
Scotia Bank Hall	Custodial Room 203
Schmon Tower	Custodial Room ST 115



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3.0 Procedure -

Binders with check lists have been distributed in the Custodial closets where the ride on auto scrubbers are stored. The check list is to be completed on every shift that the ride on auto scrubber is operated. Each employee will follow the check list to ensure the equipment is in proper working order before it is taken out onto the floor for use. When the ride on auto scrubber is returned to the Custodial closet the check list marked "After Operating" will also be completed. Once those steps have been followed, the employee will initial in the appropriate date box that they have completed the instructions as it is laid out on the check list.

Should you discover the equipment is not in proper working order you are to report it immediately to the Supervisor on your shift. If there is no Supervisor available on your shift please call the Custodial office at Ext. 3508, identify yourself and leave a detailed message, stating the time, date, the equipment, its location and the nature of the problem. This will assist the supervisor on the next shift to assess the situation and to make arrangements for the repair of the equipment or to take it out of service.

4.0 Completion of Check List -

Complete in full the check list located in the Custodial closet where the ride on auto scrubber is stored (see pages 3 and 4 for checklist).



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Day Shift 2009																																																																																																																																																																																																																																																																																																																																																																																			
<p>Daily Pre Operation Check List for the Auto Scrubber. *Check List to be kept in the Custodial closet with the rider. Please arrange by shift.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check the charge level of the battery. <input type="checkbox"/> Check the tank cover seals for damage and wear. <input type="checkbox"/> Clean the vacuum fan inlet filter. <input type="checkbox"/> Check the condition of the scrubbing brushes or pads. Replace if worn less than ½ inch. Remove any string, banding, plastic wrap or other debris wrapped around them. <input type="checkbox"/> Check the squeegees for damage, wear and deflection adjustment. <input type="checkbox"/> Check the vacuum hose for debris or blockage. <input type="checkbox"/> Drain and clean recovery tank after use. <input type="checkbox"/> Check the brakes and steering for proper operation (ride on only). <input type="checkbox"/> Check horn, safety lights and back up lights to ensure they are in working condition. <input type="checkbox"/> Ensure that the solution tank filled with cool water only. <p><u>Before Operating</u></p> <p>Sweep area thoroughly removing all debris before scrubbing. Pick up pieces of wire, string, twine, etc. that could become wrapped around the scrub brush. Plan the scrubbing in advance. Try to arrange long runs with minimum stopping and starting. Do an entire floor or section at one time. Place Wet Floor Caution Signs at each end.</p>	<p>Instructions- Every employee prior to using the machine must perform a check of the machine using the checklist as a guide and indicate by initialing that they have done so. Store in binder marked Pre Operation Check List in the Custodial closet with the rider.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="background-color: #d3d3d3;">July</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td style="background-color: #d3d3d3;">August</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> 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Brock University

Facilities Management Operating Procedures

<u>After Operating</u>	26	27	28	29	30	31	Supervisor's Signature
<input type="checkbox"/> Drain and clean recovery tank after use. <input type="checkbox"/> Plug in connections for charging <input type="checkbox"/> Remove pad pressure Note: If a deficiency is detected report immediately to a supervisor.							