

## **IN-HOUSE DAILY VACUUMING**

1. Clean and vacuum all walk off entrance mats at least daily and more often if necessary, to help keep soil from entering the building. Flush or extract as necessary. Rotate walk off entrance mats with clean mats in inclement weather and/or as necessary.
2. Proper and frequent vacuuming is the most important part of any good caret care program. Vacuum carpeted entrance areas, high traffic areas and traffic lanes daily, or more often if soil levels warrant.
3. Use a rotational vacuuming system for low traffic areas, cleaning all low traffic carpeted areas at least weekly.
4. If a Pile Lifter is available, pile lift vacuum heavy traffic areas at chosen intervals. Pile lifting prior to interim and extraction cleaning will enhance these cleaning procedures dramatically.
5. Use a two-motor upright vacuum on all traffic lane areas and double vacuum heavy traffic areas using a straight line, pushing, overlapping, pattern. Only use a single-motor upright vacuum for low traffic areas. Use an overlapping 'W' pattern with this type of vacuum.
6. Use a backpack or canister vacuum for smaller detail vacuuming requirements and when detail vacuuming is required along baseboards, behind door, etc., and prior to interim or extraction cleaning.
7. Use an allergy-type H.E.P.A. filter system in vacuums to help improve the indoor air quality.
8. Empty and clean permanent vacuum filter bags before they are one half full or replace disposable type filter bags before they reach the full line marking.
9. Keep vacuum equipment safe and in proper working condition.