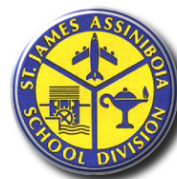


St. James-Assiniboia School Division  
 Safe Work Procedure  
Carpet cleaning-Bonnet procedure



<b>Facility:</b> All schools	<b>Written by:</b> Cleaners	<b>Approved by:</b> Paul Deacon	<b>Created:</b> April 29, 2007	<b>Date of last review:</b> January 14, 2020
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<b>Hazards Present:</b> Slip/fall, MSI-Muscle strain Corrosive chemicals, MSI- Back injury	<b>PPE or Devices Required:</b> Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	<b>Recommended Training:</b> Lift/material handling training, "Back to Basics" training, WHMIS training
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**NOTES:** Extra caution is required when young children are present.  
 -Do not leave buckets with water unattended unless they are in a room with the door closed.

**Safe work procedure:**

1. Prepare cleaning solution according to label instructions using a bucket and squeegee. Consult workplace label and MSDS for precautions. Wear gloves for all steps in this procedure. Wear goggles when adding chemical to water.
2. Make sure the scrubber is locked in the upright position. Lower the handle to the floor, securing it under a fixed object.
3. Ensure the scrubber is secured. Attach the drive-block to the scrubber by placing it on the drive and spinning it counterclockwise.
4. Slowly raise the scrubber to the upright position
5. Release the handle by loosening the securing bolt. Move the scrubber handle to a comfortable working position and tighten the handle securing bolt. Plug in the scrubber.
6. Soak the bonnet in the cleaning solution.
7. Wring out the excess water in the buckets wringer and place the wet bonnet on the area of the carpet to be cleaned. Release wringer handle slowly.
8. Position the scrubber over the bonnet and lower the drive-block on to the bonnet.
9. Begin cleaning the carpet. After cleaning a portion of the carpet, lower the scrubber, secure it under a fixed object, remove the bonnet from the drive-block and return the bonnet to the cleaning solution.
10. Repeat until the job is completed.
11. Once the job is completed, unplug the scrubber/polisher, return the handle to the upright position by loosening the handles securing bolt, raising the handle, and then tightening the handle securing bolt. Dispose of used cleaning solution down domestic sewer drain.
12. Wrap the electrical cord on the cord storage handles, hang up the drive-block, and return the scrubber to the appropriate storage area. Hang the bonnet up to dry.

**Guidance documents:**

Manitoba Workplace Safety and Health regulation

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 35 WHMIS

St. James-Assiniboia School Division Policy:

- EBB-R Safe Work Procedures
- EBBA Personal Protective Equipment
- EBBAB-R Managing hazardous chemical/materials

Employee name:

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Employee signature:

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Date of review: