



# Training Class Outline

Friday, September 4, 2009

A detailed outline for one class.

## AFM Operation and Daily Care

### Concept - Objective

Upon completing this session, the environmental service employee will be able to effectively operate and care for the Automatic Floor Machine.

### Concept - Teaching Aids

1. Daily Preventive Maintenance handout.
2. Practical demonstration and operation of equipment.
3. Practical demonstration of set-up and clean-up of equipment.
4. Cleaning Step - 13

Estimated time: 800 to 1200 minutes (2 to 3 days)

### Concept - Daily Preventive Maintenance

The following duties are to be done each and every time you use any of the following equipment. If you are unable to perform the needed duties, inform your supervisor why you cannot complete your assignment. Each duty is to be performed after you have finished using the machine.

#### Automatic Floor Machines

1. Make sure both tanks are drained and rinsed.
2. Remove squeegee, rinse it and leave upside down on top of machine.
3. Damp/dry wipe entire machine.
4. Check battery cells for water level. Do not add water before charging. Use distilled water only.
5. Put machine on charge, leave battery cover hood open to vent.
6. Check charger meter to assure charger is working.
7. Remove burnishing pad. Clean, replace, or reinstall new pad.

### Concept - Safety Tips

Battery acid can be harmful to your skin. Wear rubber gloves when repairs to batteries are performed.

Only add water to batteries before operating, NEVER before charging. Use distilled water only.

Refer to Instruction Manuals when necessary for more detailed repairs, starting with Trouble Shooting Steps.

Routine repairs are to be performed by qualified personnel only.

Report to your Supervisor when a piece of equipment is inoperative and requires repairs. Complete a maintenance work order with your supervisor. Include

1. your name
2. your assigned schedule
3. diagnosis of the problem
4. date reported

Then attach order to applicable piece of equipment and transport to designated area.

### Concept - Cleaning Step # 13

Thoroughly dry mop floor. Position wet floor signs appropriately. Wet mop under obstructing furniture and pay particular attention to corners, edges and baseboards where the floor machine will not reach. Run Automatic Floor Machine. Move obstructing furniture once per week.

## **AFM Operation and Daily Care**

Concept - Training Record

All employees are requested to sign their Training Record.

Its Importance is as follows...

- a. Required by most regulatory agencies.
- b. Insures employee is being given the attention they need to become an ACTIVE team member.

This training is designed primarily for: Housekeeper 2