

EQUIPMENT CARE & MAINTENANCE

Look after your equipment and it will look after you.

Well maintained equipment works better, lasts longer and keeps us safe. Always clean, check and store equipment correctly after each use.



BE SAFE



WORK SMART



RESPECT



DELIVER QUALITY



REMEMBER

- Use the right equipment for the task.
- Clean equipment after every use.
- Report any damage or faults immediately.
- Store equipment safely in the correct place.
- Well maintained equipment improves results and reduces risks.



Good care saves money, protects our clients and the environment.

HOW TO CARE FOR OUR EQUIPMENT

DAILY - BEFORE USE



- Check equipment is clean and in good condition.
- Inspect for damage, wear or missing parts.
- Ensure it is safe to use.
- Report any issues.

DURING USE



- Use equipment for its intended purpose.
- Do not overload or misuse.
- Keep equipment clean as you go.

AFTER USE



- Remove debris and rinse if required.
- Wash with warm water and detergent.
- Disinfect where appropriate.

DRY & STORE



- Dry equipment thoroughly.
- Store in the correct place.
- Keep areas tidy and organised.

REPORT & REPLACE



- Report damaged or faulty equipment immediately.
- Do not use unsafe equipment.
- Replace when worn or no longer effective.

COMMON EQUIPMENT – CARE GUIDE

MOPS



- Rinse thoroughly after use.
- Wash and disinfect.
- Hang to dry completely.
- Replace when worn or frayed.

CLOTHS



- Wash after each use.
- Do not use dirty cloths.
- Wash at 60°C where possible.
- Replace when worn.

BUCKETS



- Empty and rinse after use.
- Wash with detergent.
- Disinfect regularly.
- Store upside down to dry.

VACUUMS



- Empty bag or bin regularly.
- Check filters and clean.
- Check for blockages.
- Report faults.

MACHINES



- Follow manufacturer instructions.
- Clean after use.
- Check cables and plugs.
- Store in a safe place.

SPRAY BOTTLES



- Rinse and refill as required.
- Label correctly.
- Do not mix chemicals.

TROLLEYS & CARTS



- Keep clean and tidy.
- Check wheels and handles.
- Do not overload.
- Store in the right place.

DON'T DO THIS

- ✗ Use damaged or faulty equipment
- ✗ Leave equipment dirty or wet
- ✗ Store equipment in the wrong place
- ✗ Use equipment for the wrong task
- ✗ Ignore maintenance or faults

DO THIS

- ✓ Use the right equipment
- ✓ Clean after every use
- ✓ Store in the correct place
- ✓ Inspect regularly
- ✓ Report problems immediately



EQUIPMENT STORAGE

- All equipment must be stored safely and securely when not in use.
- Store in designated areas only.
 - Keep aisles and fire exits clear.
 - Keep chemicals separate from equipment.
 - Keep storage areas clean and tidy.

WE WORK IN MANY DIFFERENT ENVIRONMENTS

Different places, same high standards.



DOMESTIC HOMES



OFFICES



DENTAL PRACTICES



SCHOOLS & NURSERIES



MUSEUMS & GALLERIES



HOTELS



RESTAURANTS



INDUSTRIAL & MANUFACTURING UNITS



Always follow site specific instructions and risk assessments.

WHY MAINTENANCE MATTERS



Keeps you safe
Reduces the risk of accidents and injury.



Saves money
Good care means equipment lasts longer.



Better results
Clean, well maintained equipment works better.



Professional image
Shows our clients we take pride in what we do.



Better for the environment
Extends the life of equipment and reduces waste.

KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to clean equipment after each use?
- 2 What should you do if you find equipment damaged?
- 3 Where should mops be stored?
- 4 Why should you not use equipment for the wrong task?
- 5 Give two examples of equipment that need regular checking.
- 6 What is the correct water temperature for washing cloths?
- 7 What should you do before using any equipment?



TIP OF THE MODULE

*Good habits today
prevent problems tomorrow.
Take pride in your equipment
and it will take pride in you.*



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 6 – Equipment Care & Maintenance.

Employee Name: _____ Date: _____
Employee Signature: _____ Date: _____
Trainer Name: _____ Date: _____
Trainer Signature: _____ Date: _____

i This training does not replace site specific instructions or risk assessments. Always follow the rules and use your judgement.



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