

METHOD STATEMENT: MS031
Task description: Method statement for cleaning carpets and upholstered fabrics by extraction cleaning process
Equipment
Vacuum cleaner
Small carpet extractor (Karcher Puzzi or Prochem spotter)
Bucket and measuring jug
White towel swabs
Safety signage
Carpet or fabric detergent
Carpet/ fabric stain spotter spray
Pile brush
PPE
Safety boots
Nitrile or rubber gloves
Safety specs
Uniform (covered legs and arms)
Safety
Use correct PPE
Check electrical equipment to ensure it is safe to use. In particular plugs & cables report any faults to Supervisor/Manager.
Erect warning signs at appropriate access points
Do not plug in machines until they are assembled.
Only plug in machines to dedicated sockets.
Ensure room is well ventilated before using detergent
Do not leave equipment unattended.
Avoid splashing cleaning agents on any other surface.
Procedure
Assemble equipment, put on PPE and put up warning signs.
Check electrical equipment.
Check floor coverings are fitted correctly i.e. not loose with any obstructions
Move furniture out of the way i.e chairs
Thoroughly vacuum the area to be cleaned.
Fill carpet extractor tank with clean hot water and carpet cleaning or upholstery cleaning detergent using a bucket and pouring it into the correct compartment (dosing in accordance with the manufacturer's instructions on container)
Turn on the extractor sprayer and wet vacuum function
Starting in the corner of the room and working backwards Use the spray handle to lightly spray the carpet as you move the floor tool away from you (taking care not to spray on other surfaces or equipment) and release the trigger to extract the carpet/ upholstery as you pull the tool towards you removing excess water and dirt.
Repeat this process until you have extracted all areas in two directions, ensuring that the carpets are not too wet.
If there are any stains still showing use spotter spray and gently agitate with a white swabbing towel.
When cleaning is complete, reset the pile using the pile brush and leave the room well ventilated to encourage airflow for drying.
Remove equipment and chemicals and store safely.
Clear away barriers and warning signs.