

Well maintained equipment works better, lasts longer and keeps you safe.
Good care prevents breakdowns, protects our clients' property and saves money.
Clean it, check it, store it – every time.

01 USE THE RIGHT EQUIPMENT



- Use the right equipment for the task.
- Do not use damaged or unsuitable items.
- Follow training and instructions.
- Using the right tool makes the job easier and protects surfaces.
- If in doubt, ask your supervisor.

02 CHECK BEFORE YOU START



- Inspect equipment before each use.
- Check for damage, wear or faults.
- Make sure everything works properly.
- Report any issues and do not use faulty equipment.
- Tag out and remove from service.

03 CLEAN AFTER EACH USE



- Remove dirt, debris and chemicals.
- Rinse with clean water.
- Wash cloths and mops according to care labels.
- Let equipment dry completely.
- Clean equipment works better and prevents bacteria.

04 MAINTAIN TO HIGH STANDARDS



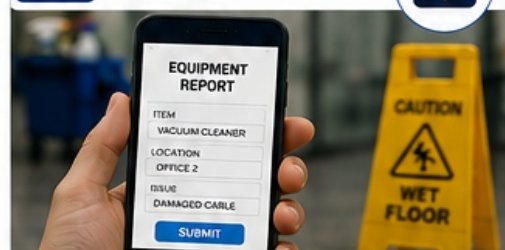
- Follow manufacturer maintenance instructions.
- Check cables, handles, wheels and moving parts.
- Replace worn parts and accessories.
- Keep machinery serviced and in date with PAT testing (if required).
- Well maintained equipment is safer and more reliable.

05 STORE CORRECTLY



- Store equipment in the correct place.
- Keep equipment off the floor and in good condition.
- Separate dirty and clean equipment.
- Keep storage areas clean, dry and secure.
- This prevents damage and cross-contamination.

06 REPORT & REPLACE



- Report damaged or faulty equipment immediately.
- Do not try to repair electrical equipment.
- Use the reporting process or app.
- Replace items that are worn or no longer effective.
- Reporting helps keep everyone safe.

BEFORE YOU LEAVE THE SITE



TASKS COMPLETE

Have all required tasks been completed?



WORK CHECKED

Have you checked all areas and standards?



EQUIPMENT CLEANED

Is all equipment clean, working and ready for next use?



PROBLEMS REPORTED

Have you reported any issues, damage or faults?



SITE SECURE

Are doors secure, lights off and site left as instructed?



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to check equipment before use?
- 2 What should you do if you find damaged equipment?
- 3 How should you clean mops and cloths after use?
- 4 Where should equipment be stored?



TRAINING RECORD

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

Employee Name: _____ Date: _____

Employee Signature: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____



This training does not replace site-specific instructions or risk assessments. Always follow site rules and speak to your supervisor if in doubt.

