

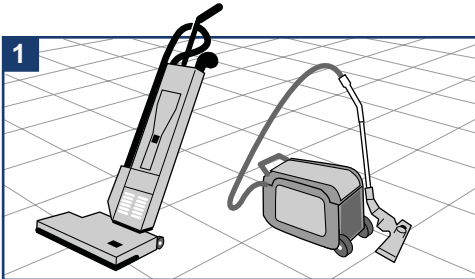
Daily Vacuuming



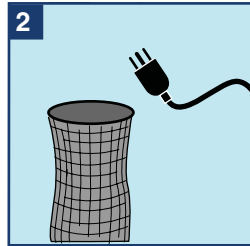
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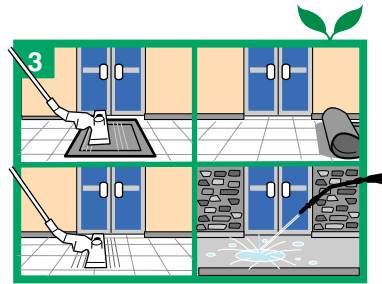
Great Western Supply Co.



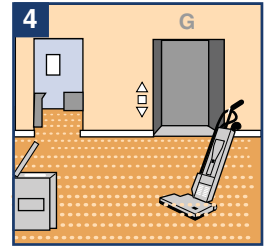
1 Gather equipment.



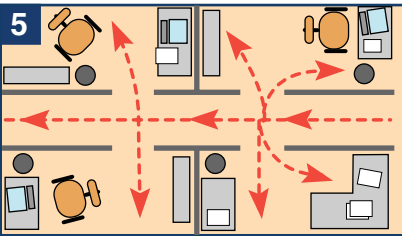
2 Check filter bag and cords to make sure they are in proper condition. Plug into grounded outlets.



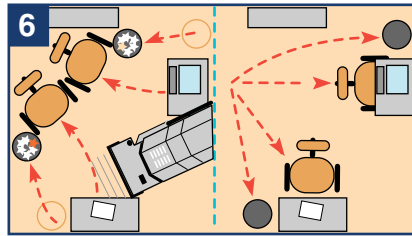
3 Vacuum entry mats, remove and vacuum under entry mats. Sweep outside area or use a power sprayer as needed.



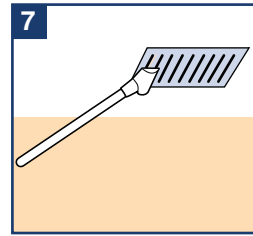
4 Vacuum hallways, elevators and common areas.



5 Vacuum traffic lanes and visible soil in office areas.



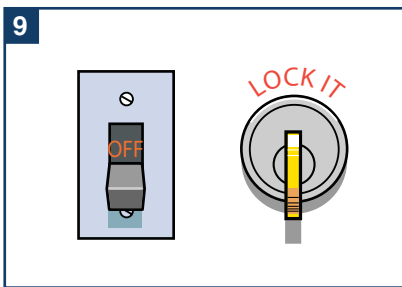
6 Vacuum under trash cans, under furniture, and replace. Make sure trash is empty.



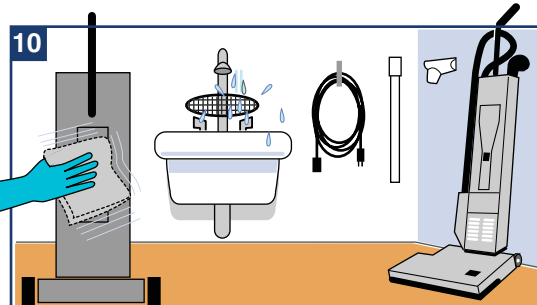
7 Vacuum air vents.



8 Empty or replace vacuum bag into a plastic liner, and check filters every two hours or more as needed.



9 Turn off lights and lock doors.



10 Check brush roller bar to make sure it is in proper condition. Clean vacuum and filters. Store vacuum, cord and attachments properly.

Green Cleaning Tips

- Ensure that vacuums are in good working order.
- Vacuum bags should be emptied or replaced when half full.
- Vacuum carpets daily to prevent the need for deeper cleaning.

= Green Cleaning Process

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