
Efficient Vacuuming

SETUP CHECKLIST:

Before entering the client's home, make sure you have your vacuum and the following attachments:

- 1 50 foot extension cord on cord caddie _____
- 1 Power head (beater brush) _____
- 2 Sets of extension wands* _____
- 1 Bare floor tool attachment _____
- 1 Upholstery tool attachment _____
- 1 Crevice tool attachment _____
- 1 Dusting brush attachment _____
- 1 to 4 Extra disposable vacuum bags** _____
- 1 to 4 Small plastic garbage bags for disposing of full disposable vacuum bags _____
- 1 Emergency Kit (consisting of 1 multi-purpose screwdriver, 1 pair of pliers, and, for Powerheads with a belt-driven beater bar, 1 spare Powerhead belt) _____

* Bringing in two sets of extension wands saves time in the event you must disconnect the electrical cord (which is on a powerhead with its own electrical motor ~ runs from the Powerhead attachment along the wands and plugs into the pistol grip of the hose) to use the extensions with another tool. By utilizing a second wand set, you will simply need to disconnect the complete wand/Powerhead assembly and electrical cord from the pistol grip of the hose and snap in the extra wand with the needed attachment, rather than disconnecting, then reconnecting, the entire assembly. **If the Powerhead is air-driven, a second set of wands is not necessary.**

** The number of disposable vacuum bags needed in a home will depend on a number of variable factors, such as: whether or not you're doing a first-time cleaning, the size of the home, the amount of dirt accumulated since the last cleaning, and how much loose carpet knap will be picked up by the vacuum. It is not unusual to fill several disposable bags on a first-time cleaning.

GETTING STARTED

SAVE TIME BY PLUGGING IN ONE TIME AT A STRATEGIC LOCATION

- If you plug the vacuum in once, and then vacuum the entire house without unplugging it, you can save up to 20% of the time you might otherwise spend vacuuming. This is the reason for the 50' extension cord which, when attached to the vacuum's electrical cord, can give you a total reach of about 80' from the electrical plug to which you're connected.
1. Carry the vacuum, powerhead, and extension cord (with the other attachments in your apron or carryall tray) to your intended starting point, which is the room in which the duster started.
 2. Choose an outlet closest to your starting point that will still allow you to vacuum the entire home without unplugging and re-plugging somewhere else (if possible).
 3. Unwind the vacuum's electrical cord.
 4. Unwrap most of the extension cord from the cord-caddy into a circular pile in a manner that will avoid knotting the cord when it is later stretched out behind the vacuum.
 5. Tie the vacuum's electrical cord and your extension cord into a loose knot before plugging the male and female ends together. This will prevent the cords from separating as you pull the vacuum around.

CAUTION: ALWAYS CHECK FOR FRAYED ELECTRICAL CORDS BEFORE PLUGGING INTO THE WALL SOCKET. REPORT FRAYED CORDS TO YOUR TEAM MANAGER IMMEDIATELY.

FIRST TIME CLEANINGS OFTEN REQUIRE COMPLETE "ONCE-AROUND" VACUUMING FIRST

On a first time cleaning, you need to check for extraordinary accumulations of dust and dirt in each room. The accumulation of dust and dirt may be well beyond the capacity of a feather duster. Furthermore, you don't want to make extra work by spreading dust into the air and onto other surfaces.

Generally, you need to first vacuum everything to remove the heavy build-up of dust. Even if instructions are to wash woodwork or windows, you should vacuum first to avoid making "mud", which is even messier to clean up. It's far more time consuming to try and get wet dirt out of corners and other areas than it is to vacuum it when it's still dry dust.

On a first time cleaning, it is a good idea to make one initial trip around the room with your vacuum, standing high with the dusting brush attachment on the end of the vacuum wand to reach cobwebs, and then vacuuming all the way to the floor mopping them. Then, (carefully) vacuum pictures and small objects as you encounter them.

Vacuum everything (as needed) and check the bag regularly as it may fill up several times. Keep small plastic garbage bags in your apron in which to place your full disposable bags.

HARD FLOOR SURFACES

1. Connect the wands to the pistol grip on the hose end.
2. Connect the bare floor tool to the end of the wands.
3. With the canister vacuum to your left and somewhat behind you, loop the hose under your left arm, up over your left shoulder, then behind your neck and over your right shoulder, grasping the hose with your left hand (to pull the vacuum behind you by the hose) and grasping the pistol grip of the hose in your right hand (or in the reverse fashion if you are left handed).
4. Starting at a point nearest to the room's entryway, turn the vacuum on and work your way around the room in a way that keeps the electrical cord behind you.
5. Angle the wands by turning the pistol grip of the hose to clean under tables and chairs.

WALL-TO-WALL OR AREA CARPET FLOOR AREAS

1. Connect the wands to the pistol grip of the hose end.
2. Connect the powerhead to the end of the wands,
3. If the powerhead is electricity-driven, plug male end of the electrical cord attached to the power head into the female plug on the pistol grip of the hose.
4. Push the electric powerhead cord into the track on the wands.
5. Adjust the setting on the powerhead to compensate for low pile, normal pile, or shag carpeting. Depending on the type of powerhead, this will raise or lower the beater bar, OR vary the amount of air passing through the adjustment, which increases or decreases the suction level at the carpet's surface.
6. Before commencing, mentally divide the room into about three equal parts using furniture in the room to create "landmarks". This will help you to prevent overlapping your work and from skipping complete areas.
7. Hold the pistol grip with your right hand and use your left hand to pull the canister along behind you and to move small furniture and other items which are in the way as you move around the room.
8. As you vacuum, move forward one full length of the vacuum hose, move sideways one full width of the powerhead, and pull it back toward you. This helps to avoid wasted overlapping motion and makes every move count. THE EXCEPTION TO THIS IS WHEN CLEANING HIGH TRAFFIC AREAS, IN WHICH CASE YOU WILL PASS THE POWERHEAD SLOWLY OVER THE SAME AREA IN ONE FORWARD AND THEN ONE BACKWARD MOTION.
9. As you approach furniture under which the powerhead will pass, angle the wands by turning the pistol grip of the hose to twist and lower the wands to the desired and required level.
10. Use your whisk to quickly "brush out" tracks that may be left by the vacuum in front of the couch and around table legs, heavy plants, desks, etc. However, tracks left on some carpets as you move around the room are desirable, as it is a tell-tale sign that the surface has indeed been vacuumed. DON'T WALK ACROSS A FRESHLY "TRACKED" CARPET AS YOUR FOOTPRINTS WILL DISTURB THE FRESHLY VACUUMED LOOK WHICH MOST CLIENTS APPRECIATE.

THROW RUGS

1. Stand on one end of the throw rug to keep it in place.
 2. Starting at the left side of the rug, vacuum away from where you are standing, lift up the powerhead at the end of your stroke and while it is off the rug, bring the powerhead back to where you are standing.
 3. To the right of the area where you made the first pass, place the powerhead back on the rug and repeat steps 1. and 2. above.
 4. Repeat this process until you've cleaned all the way to the right of the throw rug.
- CAUTION: Be careful of nylon rope rugs and of rugs with loose strands as you can pull them apart if any strands get tangled around the beater bar of the powerhead.**

STAIRS

1. Start at the bottom and vacuum your way up. Place the canister sideways on a lower stair and vacuum your way up.
 2. Use your whisk to clean out edges and corners of the stairs as needed. If this doesn't work, put the crevice tool on the pistol grip or end of the wands to clean these areas.
- CAUTION: Avoid tripping over the vacuum or cord as you vacuum.**

SIGNALS TO WATCH FOR:

- (a) **An overlapped cushion** on the sofa is a signal that the duster wants you to vacuum the tops of the cushions only.
- (b) **A turned up cushion** is a signal for you to vacuum the entire couch, including the area under the cushions.
- (c) **Furniture moved out at an angle from its normal position** is a signal to vacuum behind and under a piece of furniture.

CAUTION: NEVER ATTEMPT TO MOVE HEAVY FURNITURE BY YOURSELF. SOLICIT THE HELP OF A TEAM MATE.

FURNITURE

CLEANING UPHOLSTERED FURNITURE

- 1. Disconnect the wands/powerhead cord from the hose/handle.
- 2. Attach the vacuum's upholstery tool to clean fabric surfaces on upholstered furniture.
- 3. Clean sofas and chairs with the upholstery tool, working from top to bottom.
- 4. For cleaning in cracks and crevices of the sofa or side chairs, replace the upholstery tool attachment with the vacuum's crevice tool.

DUSTING OTHER FURNITURE WITH THE VACUUM CLEANER

Instead of the upholstery tool, use the dusting brush to vacuum shelves, tables and other dusty furnishings. This tool can also be used to clean dusty baseboards.

EDGING

"Edging" refers to cleaning the area down along the baseboard where the floor meets the wall.

- 1. Disconnect the wand/cord assembly from the hose end.
- 2. Connect the crevice tool to the end of the extra wand set and connect to hose end.
- 3. Clean along the baseboards where the flooring or carpet meet.

AIR VENTS

- 1. Connect the wands (without power cord) to the end of the hose.
- 2. Connect either the dusting brush or crevice tool to the end of the wands.
- 3. With the vacuum on, move the tool over the vent area to remove "dust balls."

DRAPERY

- 1. Connect the wands (without power cord) to the end of the hose.
- 2. Connect the upholstery tool to the end of the wands.
- 3. If the upholstery tool has a "drapery guard" attachment, put this on the upholstery tool to prevent drapes from being sucked into the tool while vacuuming.
- 4. Vacuum the drapes starting from the top and cleaning to the bottom using *downward* strokes only.

CAUTION: Be careful of drapery with loose tassels or threads.

A WORD ABOUT MOVING FURNITURE

Always move furniture in as short a distance as possible: tip a chair back, for example, instead of moving it completely. If it's light furniture, like an end table, lift it straight up while your team mate vacuums under it. For heavier furniture, one person can tip it back while another vacuums under it. In the case of a dining room table, move one end of it to vacuum where the legs were, replace that end, and repeat the procedure at the other end of the table. **NEVER ATTEMPT TO MOVE HEAVY FURNITURE BY YOURSELF. WHEN LIFTING, BEND YOUR KNEES, NOT YOUR BACK.**

To prevent back injury, it is a good idea to wear a back brace while vacuuming, and certainly anytime while lifting.