

# Quick Tips Guide: Preventative Equipment Maintenance

Maintaining the cleanliness of our locations is not possible without certain mechanical equipment. On average, one of our locations can have over \$25,000 worth of equipment. It is very important to preserve and maintain this equipment in proper working order. Professional repair can be very costly. Most equipment repair facilities have a trip charge in addition to hourly fees and marked up replacement parts; all adding up to a large repair bill. Successful managers can help keep these costs down by performing preventive maintenance and doing minor repairs themselves.

## TYPES OF EQUIPMENT

Specific duties pertaining to preventive maintenance vary from one piece of equipment to another. The equipment that we use can be broken down in three categories: electrically-powered, fuel-powered, and battery-powered. Each category requires different types of maintenance on a daily, monthly, quarterly or yearly basis. Some maintenance services are measured in how many hours the piece of equipment is in use.

### Electrically- Powered

High-Speed Burnisher  
Low-Speed Buffers  
Carpet Extractors  
Vacuums (Upright, Wet/Dry, Backpack)

### Fuel-Powered

High-Speed Burnisher (Propane)  
Billy Goat (Gasoline)  
Utility Vehicles  
Presher Washer  
Pressure Washer (Gasoline, Water Pump, Diesel, Burner)

### Battery-Powered

High-Speed Burnisher  
Carts  
Auto-Scrubber (Walk-behind, Riding)

## TYPES OF TOOLS

All Facility Managers should have a tool box with an assortment of tools to perform the basic functions of equipment repair and maintenance. Before you start your daily checklists, you should check to see that the following tools are in the toolbox at your location:

### Tools/Toolbox Sets

Handheld Grease Gun (Pump)  
Standard Lube Grease (Tube)  
Scrapers  
Utility Knife

Screwdrivers: Philips and Flathead  
Socket Set  
Adjustable Wrench

Pliers: Standard and Needle Nose  
Channel Locks  
Locking Pliers

Below are checklists to aid in preventative equipment maintenance at your location. Always remember to inspect each machine thoroughly, prior to use.

## MAINTENANCE CHECKLISTS

### Electrically-Powered Equipment

This category consists of all vacuums, low-speed buffers and electric cord burnishers.

#### Daily Checklist:

- 1 Inspect cord end for loose or broken prongs.
- 2 Inspect cord for any cuts in the outer jacket or exposed wire.
- 3 Check the vacuum bag. Replace if  $\frac{3}{4}$  full.
- 4 Inspect the beater bar for damage or wear.
- 5 Check the belt for wear and tightness.
- 6 Wipe down after use.

### Fuel-Powered Equipment

This category consists of pieces of equipment that run on gasoline or propane, such as propane-powered burnishers, pressure washers and billy goats. These pieces of equipment are common in that the motor is usually either a 12-16 horse power Honda, Briggs and Stratton, or Kohler.

The following maintenance schedule can apply to any of these motors as they are basically interchangeable on each piece of equipment depending on what model is purchased. For example, your pressure washer may have the same 14 horse power Briggs and Stratton motor as your billy goat, just cosmetically altered to fit that particular piece of equipment.

#### Daily Checklist:

- 1 Check fuel level / gauge on propane tank.
- 2 Check oil level - low oil levels can cause severe damage to the engine.
- 3 Clean and check air filter for damage.
- 4 Check air cleaner for any loose fittings.
- 5 Check intake / exhaust ports for any loose debris.
- 6 Wipe down after use.

## Monthly Checklist:

The following checklist should be performed monthly or after 100 hours of use, whichever comes first.

- 1 Service or replace air filter.
- 2 Change oil.
- 3 Remove and clean spark plug(s). Check and re-gap, if necessary.
- 4 Change oil filter after 200 hours of use.

### Quick Tip!

Professional floor care equipment repair can be very expensive. If something goes wrong with a machine, take a look at it before calling a repair shop. You might be surprised to find you can do the job yourself!

## BATTERY-POWERED EQUIPMENT

This category consists of burnishers and walk-behind/riding auto-scrubbers.

### Daily Checklist:

- 1 Empty the recovery tank and rinse it out with warm water.
- 2 Empty the solution tank and open the solution valve.
- 3 Rinse out the inside of the solution tank and let the water drain through the solution valve to clean it out.
- 4 Remove the brushes or pad holders from the machine.
- 5 Rinse under warm water and hang them up to dry.
- 6 Remove the squeegee tool from the machine and rinse it under warm water to remove dirt from grooves in squeegee blades.
- 7 Check battery water level daily. If needed, fill with distilled water only.
- 8 Charge the batteries if the machine has been used for more than one hour.
- 9 Complete the "Daily Equipment Maintenance Log" for each machine.

### Weekly Checklist:

- 1 Remove vacuum filter and clean (or replace), as needed.
- 2 WD-40 hinges and tops of drive plates.

#### Quick Tip!

The machines need to be greased with a hand pump grease gun. A zerk fitting (aka. grease fitting) is placed at vital lubrication points on each machine. Each machine varies on how many pivot points it has. However, each zerk should be greased monthly. Place the grease gun tip firmly on the zerk and squeeze the handle. You will hear the grease going into the fitting. One or two pumps usually does the job. Do **NOT** over grease.