



SOP 07-18CW June 2018
Revised September 20, 2021

Vacuum Cleaner Cleaning and Maintenance

Reference – Equipment Manual – Tommy Car Wash Vacuum Systems

CarWash808 Express is equipped with ten (10) industrial grade vacuum cleaner stations at the Waipahu site and twenty-one (21) at the Kapolei site. Pau Hana Express is equipped with seven (7) industrial grade vacuum cleaner stations. Each vacuum is equipped with dual hoses allowing customers to vacuum both sides of their vehicle without dragging a single through the car. This reduces wear on the vehicle as well as the vacuum equipment and provides greater convenience for the customer. The stainless-steel stanchion design is 100% weatherproof and the custom fitted canopy system is built for durability and offers partial shade for the customer. Stanchion is equipped with state of art high performance audio speakers to provide music for the customer's enjoyment while vacuuming their vehicle and for general announcements.

The vacuum cleaners must be properly maintained for efficiency, performance and longevity.

General Safety Information:

The below safety information and WARNINGS are for your protection and will be reviewed thoroughly prior to working with or near the vacuum system.

- *Never service equipment while it is running.*
- *Before commencing daily cleaning of the vacuum cleaners, the single switch removing power from all vacuums will be placed in the off position and tagged out in accordance with the Lockout/Tagout Procedure. Master disconnect switch is located in the Electrical Distribution Room.*
- *If performing any maintenance or service on a vacuum cleaner unit it will be Locked and Tagged out at the electrical distribution system in accordance with the Lockout/Tagout Procedure detailed in SOP 03-18CW.*

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- *All employees will be trained on the vacuum system and applicable safety procedures before performing any maintenance or cleaning service.*
- *When cleaning the vacuum cleaners employees performing the service will wear a protective dust mask to protect from inhaling dirt and dust, and disposable Nitrile Gloves each provided by the company.*

Maintenance Schedule:

Hourly:

- Empty trash (Red Ball or Blue Ball) container at each vacuum station as necessary.
 - The trash receptacle will have a plastic trash bag installed at all times.
 - For convenience, up to a full roll of replacement trash bags can be stored under each trash receptacle (inside the Red Ball or Blue Ball)
- Check each hose to ensure proper suction. Clean obstructions as necessary.
- Check to ensure “Canister Rear Lights” are illuminated while vacuum is operating. If lights are not illuminated, remove vacuum from service until problem is determined and fixed.
- Ensure music is at appropriate level so not to be heard beyond the property

Daily- At Close of Business:

- **Hoses and Claws:**
 - Before turning off power to all vacuum stations activate each vacuum cleaner and check the suction of each hose. If hoses or claw is clogged clear the obstruction. If unable to clear notify the manager.
 - Check hose and claw for wear and wipe clean. If excessive wear, cracks or tears are found notify manager for replacement of defective item.
- **Canister and Filter:** *Note: Turn off vacuum system “Single Vacuum Switch” located in Electrical Distribution Room.*
 - Open side door of Canister.
 - Squeeze filter bags to check for paper or large items that may be trapped inside the bags.
 - Tap or shake bags to remove dirt and dust (dust mask must be worn.)
 - Visually inspect and physically examine bags and check for wear and replace bag if holes are found.
 - Wipe gasket and edge of door opening to ensure proper seal.
 - Close door securely and check for proper gasket seal.
 - Place black 30-gallon trashcan fitted with black trash bag under Canister. Open bottom door on Canister allowing dirt and trash to fall into trashcan. Assist as necessary to ensure all trash is removed. Check intake tubes for clogs and remove as necessary.
 - Wipe-clean the gasket and door opening edges to ensure proper seal.

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- Close door securely and check for proper gasket seal.
- Wipe-clean the entire exterior of the Canister.
- **Red Balls/ Blue Balls and Trash Receptacles:**
 - Empty all trash receptacles and wipe clean. Remove all plastic liner with debris and dispose in dumpster. Replace plastic liner upon opening the car wash the following morning.
 - Using leaf blower, clean entire vacuum area including vacuum stalls and sidewalk ensuring all debris is blown from behind the red/blue balls. Begin blowing debris from the exit end of the tunnel toward the “Handicap” stall. Sweep up all debris and place in the black 30-gallon trashcan.
 - Remove black trash bag liner from 30-gallon trashcan, tie the opening and dispose in the trash dumpster.

Filter Cleaning:

Keeping the internal filter and bag clean is imperative for proper operation of the vacuum cleaner and its longevity. Accordingly, each day three vacuum cleaners will have the filter and protective blue bag removed and replaced with a readily available clean bag and filter.

- Remove filter bag and canister filter by loosening band clamp at top of filter.
- Wipe-clean the entire interior of the canister.
- Replace with previously cleaned filter and bag available in the Equipment and Control Room. Ensure band clamp is securely tightened.
- After completing the service on the three vacuum cleaners take the dirty filters, with blue bag still in place, to the service entry area. **DO NOT BRING DIRTY BAG OR FILTER INTO THE CAR WASH OR EQUIPMENT ROOM.** Holding the filter with blue bag in place over black trashcan fitted with black trash liner brush excess dirt from the blue bag, then remove the blue bag from the filter. Shake the bag over the trashcan to remove remaining dirt and dust.
- Holding the filter over the trashcan brush excess dirt from filter.
- After excess dirt has been brushed from the bag and filter wash both the blue bag and the filter with clean water.
- Remove two “grates” between the conveyor belts and beneath the blower exposing the trough below.
- Wash out both the blue bag and filter using “fire hose” located on wall of wash tunnel while holding the bag/filter over the open trough. This will allow dirty water to process through the clarifier tanks.



- Once clean place the filters and bags on the deck drain in the Equipment and Control Room to dry overnight. Following morning move filters to the workbench to be readily available for use.
- Schedule of vacuums to be serviced will be posted on the calendar on the Flight Deck.
- Manager will track and maintain the schedule ensuring vacuums are properly serviced accordingly.

Monthly:

In accordance with the schedule below the following addition maintenance in conjunction with the **Daily** requirements is required each month:

- Using water hose with nozzle spray-wash the red Sunbrella® canopies with fresh water only.
- Lubricate Canister hinges with white silicone grease (aerosol)-Wipe away excess.
- Clean, polish and shine Canister and Pole with Weiman Stainless Steel Cleaner.
- Wipe-clean audio speaker.

Schedule for above maintenance:

- 15th of each month
 - Waipio - Vacuums 1-5
 - Kapolei - Vacuums 1-7
 - PHE - Vacuums 1-3
- 16th of each month
 - Waipio - Vacuums 6-10
 - Kapolei - Vacuums 8-14
 - PHE - Vacuums 4-7
- 17th of each month
 - Kapolei - Vacuums 14-21

Safety Note: A ladder must be used for this procedure therefore two people will be required. The ladder will be tended at all times while the ladder is in use.

Report any damage, mechanical or electrical problems discover during routine maintenance to the manager immediately.

Ricky e Price

Ricky E. Price
Owner/Chairman

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