Procedure No. SOP W101

Whittaker Smart Care® TRIO - Standard Operating Procedure (SOP)

Step 1	Put on personal protective equipment (PPE).	Safety Products and Tools
Step 2	Inspect and install the proper brushes on TRIO machine.	□ Nitrile gloves
Step 3	Inspect power cable for cuts and abrasions to the cord. Be sure the	☐ Safety glasses
осер 3	three-prong grounded plug end is not broken or removed.	□ Wet floor signs
Step 4	Add two gallons of clean water to the solution tank. Add one bottle of CRYSTAL DRY® Extra encapsulating chemistry.	Materials List ☐ Whittaker Smart Care® TRIO
Step 5	Connect power cable to a grounded receptacle outlet.	machine
Step 6	Light Soil Cleaning Application a) Turn machine on by depressing foot pedal and slowly lowering handle. b) Operate machine by pulling solution control handle on forward 'wet' pass, and release solution handle on backward 'dry' pass. c) Operate the machine similar to the motion of a lawn mower. d) Make long, straight passes with solution control handle engaged. e) Release the handle at the end of the pass as you turn the machine back in opposite direction. f) Overlap your passes by 1-2 inches to avoid streaking. Heavy Soil Cleaning Application Use 3-ft. long strokes in a "W" style. Work away from power outlet. Overlap each forward pass by 1- 2" or more. The cleaning pattern is	 □ Brushes appropriate for carpet to be cleaned. Consult Operator's Manual if uncertain. □ CRYSTAL DRY® Extra encapsulation chemistry or CRYSTAL® QUICK RESTORE (for extreme soil loads). Minimum of one 12-oz. bottle for every 2,000 sq. ft. to be cleaned. □ Minimum of one 5-gallon buddy jug for each 10,000 sq. ft. of carpet to be cleaned □ White absorbent cloth or paper
Step 7	similar to the pattern used with an upright vacuum cleaner. Turn off machine by raising handle to upright and locked position.	towels
Step 8	Unplug power cable from receptacle before attempting to refill solution tank when it is empty. Repeat Steps 4-6.	
Step 9	When finished using machine, unplug power cable from receptacle. Wrap cord from the handle of the machine to the plug end. Tip: use absorbent cloth to wipe power cable while winding it. This will clean and dry the power cable.	
Step 10	Remove solution tank. Empty and rinse it with clean water. Replace solution tank.	
Step 11	 a) Tip machine backward onto its handle. b) Remove brushes by pushing on the axles from the side of machine. c) Wipe underside of machine and brush axles. d) Rotate brushes end-to-end and replace on the machine. e) Stand machine upright. f) Empty collection hopper. Remove hopper by lifting up and pulling out. g) Replace collection hopper. Slide in and press it down to lock in place. 	
Step 12	Return the machine and tools to the storage area.	