Procedure No. SOP TRIO 102

Whittaker Smart Care® TWIN PRO - 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 TWIN machine. Place machine upright on storage tray.	□ Nitrile gloves□ Safety glasses
Step 3	Inspect power cable for cuts and abrasions to the cord. Be sure the three-prong grounded plug end is not broken or removed.	☐ Wet floor signs Materials List
Step 4	Add two gallons of clean water to the solution tank. Add one bottle of CRYSTAL DRY® Extra encapsulating chemistry.	☐ Whittaker Smart Care® TWIN machine with machine-mounted
Step 5	Connect power cable to a grounded receptacle outlet.	Automatic Sprayer
Step 6	 a) Remove machine from storage tray. b) Turn machine on by depressing foot pedal and slowly lowering handle. c) Operate machine by pulling solution control handle on forward 'wet' pass, and release solution handle on backward 'dry' pass. d) Operate the machine similar to the motion of a lawn mower. e) Make long, straight passes with solution control handle engaged. f) Overlap your passes by 1-2 inches to avoid streaking. back in opposite direction. g) 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 similar to the pattern used with an upright vacuum cleaner. 	 □ 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 towels
Step 7	Turn off machine by raising handle to upright and locked position.	
Step 8	Return machine to storge tray.	
Step 9	Unplug power cable from receptacle before attempting to refill solution tank when it is empty. Repeat Steps 4-6.	
Step 10	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 11	Remove solution tank. Empty and rinse it with clean water. Replace solution tank.	
Step 12	 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 on storage tray. Return the machine and tools to the storage area. 	