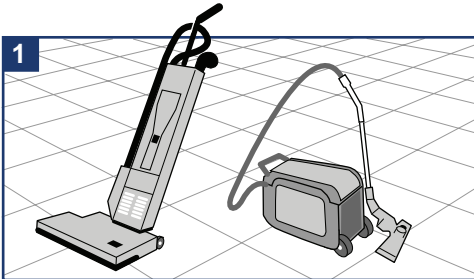




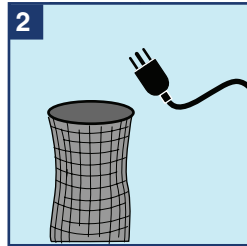
Provided by:



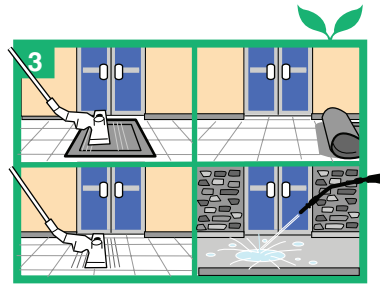
1890 Chrysler Dr.  
Belvidere, IL 61008  
815-547-3737  
sales@2hdi.com  
www.HDI3.com



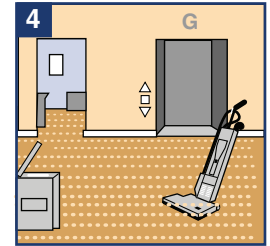
1 Gather equipment.



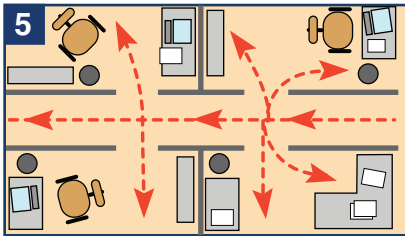
2 Check filter bag and cords to make sure they are in proper condition. Plug into grounded outlets.



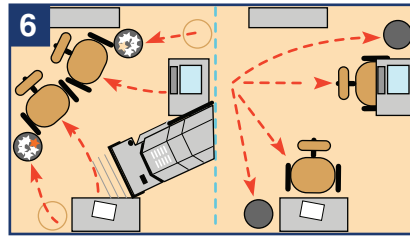
3 Vacuum entry mats, remove and vacuum under entry mats. Sweep outside area or use a power sprayer as needed.



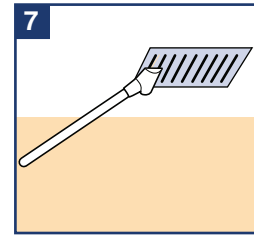
4 Vacuum hallways, elevators and common areas.



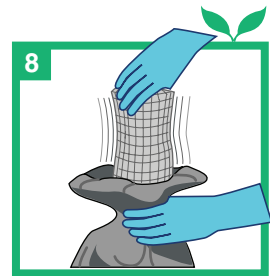
5 Vacuum traffic lanes and visible soil in office areas.



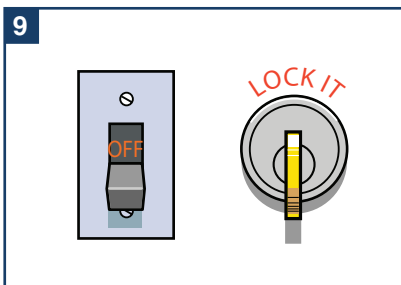
6 Vacuum under trash cans, under furniture, and replace. Make sure trash is empty.



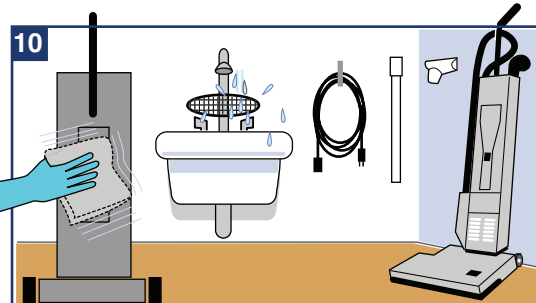
7 Vacuum air vents.



8 Empty or replace vacuum bag into a plastic liner, and check filters every two hours or more as needed.



9 Turn off lights and lock doors.



10 Check brush roller bar to make sure it is in proper condition. Clean vacuum and filters. Store vacuum, cord and attachments properly.

## Green Cleaning Tips

- Ensure that vacuums are in good working order.
- Vacuum bags should be emptied or replaced when half full.
- Vacuum carpets daily to prevent the need for deeper cleaning.

 = Green Cleaning Process