



Guidance Notes for the Purchase of Industrial/Commercial Cleaning Machines

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Issue table

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Table of Contents

1	Regulations and Conformance.....	4
2	Identify Suitability.....	4
3	Assess the Machine Against the Site.....	4
4	Taking Delivery.....	4
5	Training and Operator Maintenance.....	4
6	Reference Material Availability.....	4
7	PAT Testing.....	4
8	WEEE Directive – Asset Register.....	5
9	Machine Storage.....	5
10	Servicing.....	5
11	Routing Maintenance.....	5
12	Battery Care.....	5
13	Using Contractors.....	5
14	End of Life Recycling.....	5

1 Regulations and Conformance

In considering the purchasing of any items of Cleaning Machines, ensure:

- That it meets the current regulatory standards
- That the equipment supplier conforms to industry established Codes of Practice, typically the I.C.M.M.A. Membership Code.
- That the supplier can provide a Compliance Scheme Registration Number if the proposed equipment is electrically/battery powered.
- That the supplier is one of integrity e.g. a member of I.C.M.M.A.

2 Identify Suitability

Before committing to the purchase of any item of Cleaning Machinery, liaise with the supplier to ensure that the proposed machines will match the cleaning task, by reference to accessibility to sites, the surfaces to be cleaned, the expected productivity and the level of competence of the operator, where necessary identifying the training requirements.

3 Assess the Machine Against the Site

Liaise with the Client and undertake a site risk assessment associated with the use of the cleaning machine likely to be purchased. Typically, is the site suitable for the safe operation of the machine?

4 Taking Delivery

Ensure that a suitable delivery point, off loading facility and authorised handling personnel are available upon delivery of any Cleaning Machines.

5 Training and Operator Maintenance

After delivery and prior to use of any cleaning machinery – the client/contractor should ensure that the Operators are:

- Able to understand the Operating/Daily Maintenance Instructions.
- Suitably trained on the safe and effective operation of the cleaning machines.
- Able to understand the disciplines of checking the cleaning machine immediately after use and prior to start up on the next cleaning schedule, checking wear parts, undertaking maintenance checks and checking for foreign objects on any surfaces to be cleaned.

6 Reference Material Availability

Aware that in a suitably accessible area, a copy of the Operating/Maintenance/User Instructions are located for easy visibility and subsequent reference.

7 PAT Testing

All cleaning Machines should be PAT tested and retested in conformance to the frequency required by the client, but in any event within a period that is no longer than

I.E.E. regulations.

8 WEEE Directive – Asset Register

An Asset register should be maintained that can be made available to the cleaning machine supplier in fulfilment of the WEEE Directive obligations.

9 Machine Storage

The operators of all cleaning machines should ensure that there is adequate and secure storage for all machines when they are not in use, taking particular care that provision is made for storage of any brush components of a machine such that the brush profile is not damaged.

10 Servicing

All service work is to be undertaken by the original supplier or their authorised representative with original manufacturers' spare parts.

11 Routing Maintenance

Routine maintenance is to be undertaken in conformity with manufacturers' recommendations and schedule using the services of the original supplier or their authorised representative.

12 Battery Care

Suitable provision should be made for the care and charging of batteries utilised in any cleaning machine.

13 Using Contractors

Contractors that 'take over' used cleaning machines to fulfil a contract should undertake due diligence on the equipment to ensure that it is safe, operating correctly and that all wear parts are in good order.

A PAT test should be undertaken on all electrically operated equipment prior to being put back into use.

14 End of Life Recycling

At 'end of life' all electrically powered cleaning machinery should be recycled to a discipline meeting current WEEE legal requirements.