**Backpack Vacuum Care**

**DAILY:**

1. Inspect and empty paper bag

   Leave the vacuum top off to be reassembled next day.

**LAST DAY OF THE WEEK AT END OF SHIFT:**

1. Discard the paper bag

   **Use cool water**

2. Wash out the cloth bag and hang it to dry.

3. Wash out the foam dome filter and leave it to dry.
   Check with Head Custodian if a paper dome filter.

4. Wash out the exhaust filter and leave it to dry.

   Wipe clean the extention cord and the body of the vacuum with a disinfectant cleaner.

   Leave the vacuum open to be reassembled next week.