

**Supervising Drivers - Transporting Trucks and Required Supplies****Check List****Gas & Oil**

Start with Empty Recovery Tank - *to be drained by previous crew using that truck*

Garden Hoses (3)

Pressure Hoses (300')

Vac Hose (300')

Tools

*Carpet Wand*

*Pressure Wand*

*Soft Scrub Brush*

*Squeegee Vac Wand*

Galley Exhaust Tools

Fans

Flash Lights

Ladder

Degreaser

Specific Equipment / Products to do the Job

Chemicals, Portable Machines, Fans, Poly

Tool Box - Crescent Wrench, Screw Drivers, Sockets, Power Drill, etc.

**Operational Procedures**

Sign in and out at BCFS Terminals and/or Shipyard Security.

**(Overnight) – Arrive at the Ramp before the final sailing disembarks**

- *Be Early (inform Ramp Attend)*

*Check in with Engineers (Engine Room)*

*Inform them of the work to be performed. Be Polite...*

*Note, Exhaust System Cleaning – Lock out required.*

**Set Up**

**Park close as possible to Cleaning location with the closest access to fresh water.**

**Set Parking Break.**

- 1) Find Fresh Water Hose Bib

- 2) Connect and Rinse / BLOWING OUT Hose Bib and Garden Hoses.

*Note, Dirty Garden Hoses, Rusty water lines plug filters & Fittings*

*Garden Hose bib – on car deck (if no pressure, use shore water).*

After Blowing Out Hoses, snap Garden Hoses via Quick Fitting connecting to Truck.

Run Vacuum Hose to Location (2 person job) - hand over Fist (include Squeegee Wand)

- *careful of fittings & corners (do not drag around Corners)*

Run Pressure Hose (1/4" pressure line) (2 person job) - hand over Fist  
(include Pressure or Carpet Wand)

*Careful of fittings & do not drag around corners.*

- 3) Attach Wand(s)

**Make sure pressure line quick couplers are snapped-on.**

Carpet Cleaning 500 psi

Pressure wash 1500 psi (controlled amounts of water)

Pump Spray filled with correct Product for pre-spray

- 4) Prep – Area, make sure you're using the right product with soft Scrub Brush

Floors – degrease & brush

Carpet – degrease & gum removal

- 5) Final / Extra Vac / Suction – all areas / all puddles / no leaks

Quick to Dry

- "as if we were never there" - No bad phone calls (the next day).

Do not suck up hair pins tooth picks -it will plug Vac Line.

- 6) Tie off hoses (to prevent hoses sliding down the stairs or overboard).

- **Personal Tools Safety Pin, 5 in 1, Multi bit Screw Driver, Pocket Knife.**

- **Tidiness**

## Maintenance

Garden Hose Quick Fitting

Filters

Water flow

Shut off Truck Problems, Breaks

Hose repair

Tank Clean

Reverse Vac & Vac gasket

Pump Spray cleaning / repair

Driving / Van movement / Loading & Unloading

Spill prevention

Inventory / Tools /

Wash Water Totes – Vac to advantage

Drain Reverse Vac

Garden Hose Quick Fitting

Hose Repair

Tips O-Rings

Pump oil

Lube

Coolant - DexCool for Chevy's

General Tidiness

All work areas are to be kept Tidy. No garbage/clutter is to be left about, particularly in front of stairwells and elevators.

All Hoses are to be Tie off (to prevent hoses sliding down the stairs or overboard).

All electrical cables (i.e. extension cords) must be checked for unusual ware (note, only use ground plugs to avoid shock).

- Frost Protection – Heaters on low/medium positioned in the side door level / clear of anything that will melt / burnable.

Being Tidy: string all hoses inside ship passenger areas, avoiding any tripping hazard.

Disconnect, Drain and wrap all garden hose to prevent from freezing up overnight.  
Coolant.

## Portable Pressure Washers 3/8 Pressure line

Gas - fill without spilling.

Check Oil - Level to Dip Stick Opening & Pump Oil.

Cold Start - use Choke

Hold Pressure Wand Valve Open while pull starting

Quickly Turn water source on at Hose Bib.

Keep water Flowing

Note, Larger nozzles for larger machines

Larger gauge pressure hose for Larger Machines.

**Troubleshooting    Check Gas / Oil**

**If No Water**

**Kink**

**Parked on hose and/or broken / blown out**

**Heat exchanger**

**Recovery Tank Full – *Automatic Shut off. Drain Truck Regularly before it's Full.***

***Be conscience of how much water you are picking up.***

**If no Vac**

**Kink**

**Fitting Came apart (from another hose or the Truck)**

**Truck Full No Vac**

***(to prevent hoses sliding down the stairs or overboard)***

**Water not Hot            not warmed up yet**

**Cold bypass valve on**

**Recovery Tank Full – *Automatic Shut off Drain Truck Regularly before it's Full***

***Be conscience of how much water you are picking up.***

**Pressure Hose Fibrillation**

***Dirty particulates got into the garden hose and therefore into the pressure pump.***

**No Hot Water**

**Truck engine not warm yet.**

**Air Lock Heat Exchanger(s)**

**Hot Shut Off Valve**



## General Employee Procedures

### Employees are to Report Directly to their Supervisor

This "Chain of Command" inform employees of Schedules, Job Descriptions Inventories, any concerns, changes of Plan, timing of coffee & lunch breaks, etc. Employees are to inform their supervisors if they leave their assigned work area, this including going to the bathroom.

### All staff must be Presentable, Polite and Respectful of Others

All staff must be aware of BCFS Personnel and other Contractors when working in common areas.

Employees must wear specified Personal Protection Equipment (PPE) at work, at all times.

All employees must be familiar with the MSDS sheets and the booklets where they can be found. All Cleaning Products must be clearly labeled.

Proper signage must be displayed in working areas with any potential hazard identified.

Inventory Accountability - the daily record keeping of materials & products used during the course of the work day.

All Supplies &, Rags, Mops & Supplies sorted & cleaned daily.

Machinery Maintenance - Clean - Noting any Repairs.

Tool Accountability – ie: "Dummy Check" to avoid losing Tools and/or forgetting Supplies. If Tools or machinery are in need of repair, Tag & Label, clearly identifying the problem.

All Dirty/Gray Water must be disposed of in marked 1000 litre totes.

Obstructions & Delays are often experienced in the process of Refit Environment. If for any reason you experience an Obstruction or Delay in the scheduled work you have been instructed to perform, immediately report it to your Supervisor so he or she can immediately document the Obstruction defining; the person(s), the Company (BCFS, Trade), the Reason, the Date, Time of Occurrence and the alternative course of action.

Website: [www.westcoastextractionsystems.ca](http://www.westcoastextractionsystems.ca)  
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