
# DEVELOPMENT PROGRAM 400

## TEAM LEADER 2

**Handouts**

## Table of Contents

# PREP-401

## Prep Handout 1

### *Safety*

Whenever we perform the prep procedures, our number one priority is safety. Customer safety, equipment safety, and, above all else, team member safety. We must NEVER stand in front of cars or on the conveyor while prepping. Even if that means we cannot brush the entire grill, windshield, or back of the vehicle. Several things could go wrong even after a customer has been loaded onto the conveyor, and we don't want anyone standing in front or behind a car in case something were to happen. During prep, the conveyor should NEVER be crossed.

*Safety Cone*

Anytime we are in a position where we may not be immediately ready to load a vehicle, we place the safety cone in front of the conveyor just before the roller-up door. This ensures your safety and that of the customers. The safety cone should only be used to stop cars when we are performing cleaning tasks that require you or a piece of equipment to be in the center of the loading area. The cone is also used if you must leave the loading area unattended in response to an issue in the tunnel.

### *Downtime Tasks*

When you are in the tunnel position, there will periodically be downtimes when the volume slows down. When this occurs, some additional tasks can be completed to ensure the cleanliness of the loading area. Let's review the downtime tasks that can be completed in the tunnel position.

*Tunnel Floor*

As each day progresses, the tunnel floor in the loading area will accumulate dirt, soap, and other substances. During downtime, use the squeegee to push the accumulated dirt, soap, water, etc., toward the grates in the tunnel's center.

*Entrance Arch*

The entrance arch is the large signage arch at the tunnel entrance indicating which wash the customer receives and the loading instructions. Over time, the arch gets dirty and may become hard for customers to read. To prevent this, wiping down the signage with a towel and all-purpose cleaner is an excellent use of downtime. The sign face of the entrance arch can easily be scuffed or scratched if they are cleaned with anything abrasive, such as prep brushes or scrub pads. Additionally, the entrance arch should never be cleaned using the prep gun as the high pressure of the prep gun can cause damage to the signage or lights on the arch. So, when cleaning the arch, we must always use a towel. In the rare event that it is necessary to rinse the entrance arch, we only use a water hose with a low-pressure attachment.

*Camera Arch*

The cameras at the tunnel entrance allow us to see multiple angles of every vehicle as they enter the tunnel. This allows us to review footage anytime we investigate claims of damage that customers file. In order to ensure we are always able to perform thorough investigations, the cameras must be kept clean. Wiping down the signage with a towel and all-purpose cleaner is another great use of downtime. The cameras can easily be scuffed or scratched if they are cleaned with anything abrasive, such as prep brushes or scrub pads, which would also hinder our ability to review footage thoroughly. So, when cleaning the cameras, always use a towel.

### *Bug Spray*

The bug spray is used when a vehicle has a significant buildup of bugs or other substances on the grill, front bumper, or windshield. Anytime bugs are visible from the prep area when a vehicle is outside of the tunnel, the bug spray should be used after the vehicle is loaded. The bug spray is used to help break down bugs and road film that has accumulated on the front of the car. It is unnecessary to dispense a mass amount of bug spray on vehicles when using bug spray. More bug spray does not equal more cleaning. Too much bug spray can be detrimental to the overall wash quality. So, you will

only need to make one or two passes with bug spray. Lastly, we never apply bug prep to some areas of the vehicle, including the roof, back of the vehicle, or wheels and tires. So remember, only apply bug prep to the grill, front bumper, or windshield.

***Bug Prep (Using the Prep Brush)***

The prep brush is the primary resource when prepping. The prep brush is used to brush prep soap onto the grill, front bumper, windshield, and back of the vehicle. Like the bug spray, too much prep soap can negatively affect wash quality, so less is more. With that in mind, when you are prepping alone, it is not necessary to get every single inch of the grill and windshield, and you should only brush as much of the vehicle as can be reached without stepping on or over the conveyor. You must follow the same safety protocol when you get to the back of the car.

*Type of Brush*

Our prep brush is a three-sided hog-hair brush that provides maximum coverage. The hog's hair bristles offer finer, longer filaments than any other material for a softer, safer prep soap application that will not scratch the grill, front bumper, or windshield. These brushes minimize grit accumulation, so once they are rinsed in the bucket, the dirt and bugs accumulated from the vehicle won’t stick to the bristles.

**Prep Handout 2—Prep Procedures**

The following are the steps for completing the prep procedures once a vehicle has been loaded onto the conveyor:

*One Person in the Tunnel*

1. Apply bug spray to the grill **(if necessary)**
2. Program any necessary retracts
    - Retracts must be programmed before the vehicle passes through the entrance eyes
3. Brush the grill and front bumper
4. Brush the windshield
5. Dip the brush in the prep bucket
6. Brush the back window **(Truck & SUV Only)**
7. Brush the back of the vehicle
8. Return the brush to the prep bucket

*Two People in the Tunnel*

*Driver Side*

1. Program any necessary retracts
    - Retracts must be programmed before the vehicle passes through the entrance eyes
2. Brush the back window **(Truck & SUV Only)**
3. Brush the back of the vehicle
4. Return the brush to the prep bucket

*Passenger Side*

1. Check for items in truck beds, trailer hitches, etc. and make any retract callouts
2. Apply bug spray to the grill **(if necessary)**
3. Brush the grill and front bumper
4. Brush the windshield

Return the brush to the prep bucket

# TUNNEL TOUCH SCREEN (DRB)-402

**Tunnel Touch Screen Handout 1**

The tunnel touch screen (TTS) is used in the tunnel to program retracts, send cars, and adjust the wash queue as necessary. The TTS will be located at the entrance of the tunnel near the loading area. The following are the key functions of the tunnel touchscreen.

***Retracts***

A retract is a tunnel function that prevents a selected piece of equipment from engaging and contacting a vehicle. Retracts are used when vehicle or tunnel equipment damage is possible due to the vehicle's condition. The retract button used on the TTS will be dependent on the area of the vehicle that needs to be avoided. Let’s review our retracts, their functions, and when to use them.

*Front Retract*

The front retract is used when a vehicle has a hitch, winch, or other item on the front of the vehicle. The retract prevents the wraps from touching the front of the vehicle to prevent the wraps from getting caught on the protruding item and potentially damaging a vehicle or the equipment.

*Rear Retract*

The rear retract is used when a vehicle has a trailer hitch, spare tire, or other item on the back of the vehicle. The retract prevents the wraps from touching the back of the vehicle to prevent the wraps from getting caught on the protruding item and potentially damaging a vehicle or the equipment.

*Full Retract*

The full retract is used when a vehicle has items extending past the vehicle's side. The retract prevents the wraps from touching the sides of the vehicle to prevent the wraps from getting caught on the protruding item and potentially damaging a vehicle or the equipment.

*Tire Brush & Tire Shine Retracts*

The tire brush and tire shine retracts are used when there is any damage to the lower portion of the vehicle or if a vehicle has maximum-width tires or low running boards to ensure no damage is caused. Additionally, the tire shine retract is used at a customer's request.

*Top Brush Retract*

The top brush retract is used to prevent the top brush from coming down on a vehicle. This retract is used if a vehicle has a roof rack bar that is four inches or taller, roof rack bars that have wind deflectors, light bars on the hood, windshield or roof, brush guards that protrude from the front end, fifth wheel hitches, windshield visors, smokestacks that are taller that the top of the vehicle, large spoilers, etc. It is important to remember that the top brush retract will not prevent the brush from spinning; it will only prevent it from coming down, so ensure that anything above the roof line will still clear beneath the top brush.

*Shammy Retract*

At some locations, there are drying wheels at the exit of the tunnel that help remove water from the vehicle as it passes through the blowers. The shammy retract is used for the same reasons as a top brush retract for these locations. If your location has a top brush and shammy retract, anytime you use one, you will need to use the other.

*Open Bed*

The open bed retract is used when there is an open truck bed. This retract will keep the top brush from coming down into the back of the bed, which prevents any substances or debris from getting in the top brush and potentially causing damage to vehicles or tunnel equipment. The open bed retract also signals the blowers to turn off before reaching the truck bed to prevent the blowers from activating as the vehicle goes under them. This prevents anything from flying out of the truck bed and causing any damage.

***Sending Vehicles***

In the car wash, the phrase “sending a vehicle” refers to the rollers being lifted to the top deck and the car moving into the wash. Once the rollers are pushing the car, it is considered sent. Let’s review the TTS buttons that pertain to sending vehicles.

*Send Car*

The send car button is used when the auto roller function is unavailable, and vehicles must be sent manually. The send car button will engage the roller-up fork to send the rollers to the top deck.

*Extra Roller*

The extra roller button is used when there are less than two rollers behind a vehicle's rear tire. Typically, this button is used when a car jumps rollers after being loaded onto the conveyor. To prevent collisions in the tunnel, when a vehicle jumps a roller while in the tunnel, there must always be at least two rollers behind the rear tire. So, anytime there aren’t two rollers behind the car, you will need to use the extra roller button.

***Wash Queue***

The wash queue controls the order of the washes being programmed into the wash and is essentially a chronological list of the washes that have been processed at the pay stations but have not yet been sent down the tunnel. Several queue functions are needed throughout each tunnel rotation, and a clear understanding of each function is important to success in the position. Let’s review each queue function and when they are used.

*Show Wash Queue*

The show wash queue button will show you your wash queue. Once the queue box appears on the screen, you will be able to select the wash you want to insert or remove a wash from the queue.

*Insert Into Wash Queue*

The insert into wash queue button is used when you need to insert a single wash into the wash queue. It is most commonly used when the queue gets out of order, a wash needs to be moved to a different position or a rewash is programmed. Once you have located the wash, press the insert into wash queue button, input the appropriate number, then press “OK.”

*Remove from Wash Queue*

The remove from wash queue button is used when you need to remove a single wash from the wash queue. It is most commonly used when a customer cannot wash after they have already paid for one reason or another. Once you have located the wash in the queue, note its position in the queue, then press the remove from wash queue button. Input the wash position and press “OK.” Always ensure you have selected the correct wash before removing the wash.

*Advance Wash Queue*

The advance wash queue button is an infrequently used function that removes the wash from position one in the queue. This button is commonly needed when there is an issue, such as reading that the car is too long or pre-reading the car.

*Clear Wash Queue*

The clear wash queue button will clear the entire wash queue and is used to remove all wash from the queue. This button is used infrequently and only when every vehicle in the queue needs to be removed. If only one or two washes need to be removed, use the remove from wash queue button.

*Clear Tunnel Watch (TW) Queue*

The tunnel watch (TW) queue will register a vehicle in the tunnel queue when the entrance eyes are broken. The car is then removed from the tunnel queue when the eyes are no longer broken by the vehicle. The queue will only ever contain one vehicle, but sometimes the queue won’t advance for one reason or another. The clear TW button will remove the car from the tunnel queue and allow the next wash to move from the wash queue.

**Tunnel Touch Screen Handout 2—Tunnel Screen**

| | | | | | |
|---|---|---|---|---|---|
| Wrap Rear Retract | Wrap Rear Retract | Open Enter Door | Close Enter Door | Prep Bucket Fill | Tunnel Wet Down |
| Hitch Rear Retract | Hitch Rear Retract | Open Exit Door | Close Exit Door | Prep Gun Activate | Test Wash |
| Wrap Front Retract | Wrap Front Retract | Wrap Full Retract | Wrap Full Retract | Mark Wash DONE | Wash Queue Show |
| Wrap Front Retract | Wrap Front Retract | Wrap Full Retract | Wrap Full Retract | | Wash Queue Insert |
| DS Wrap Retract | DS Wrap Retract | PS Wrap Retract | PS Wrap Retract | Mud Blaster Off | Wash Queue Remove |
| DS Wrap Retract | DS Wrap Retract | PS Wrap Retract | PS Wrap Retract | Mud Blaster Off | Wash Queue Advance |
| Top Brush Retract | Top Brush Retract | Open Bed | Open Bed | | Reverse Queue |
| Shark Fin Antenna | Shark Fin Antenna | Blowers Off | Blowers Off | | Clear Wash Queue |
| Tire Brush Retract | Tire Brush Retract | Tire Shine Retract | Tire Shine Retract | | Clear TW Queue |
| Tire Brush Retract | Tire Brush Retract | Tire Shine Retract | Tire Shine Retract | | Release Sale |
| EXTRA ROLLER | EXTRA ROLLER | EXTRA ROLLER | EXTRA ROLLER | Next Page | Open New Sale |
| SEND CAR | SEND CAR | SEND CAR | SEND CAR | Previous Page | Exit Terminal |

# LOADING-403

## Loading Handout 1

### *Safety*

Anytime we are loading vehicles, our number one priority is safety. Customer safety, equipment safety, and above all else, team member safety. We must NEVER stand in front of cars or on the conveyor while loading. Many things could go wrong when a vehicle enters the tunnel, and we don't want anyone standing in front of a car in case something does happen. Additionally, the conveyor should be crossed during loading only if the prep gun is required. When this is the case, ALWAYS walk behind the vehicle and step over the conveyor to move to the passenger's side.

*E-Stop*

There are e-stops in the loading area that will stop the conveyor and all equipment immediately. When an issue occurs in the tunnel or a customer is having issues with loading their vehicle, the e-stop is used to prevent further issues. The e-stop can be used at any time it is necessary. If you're unsure about using the e-stop, remember it is better to be over-cautious than not cautious enough.

*Customer Safety*

We also need to ensure that our customers are safe in and around the loading area. Maintaining eye contact and using clear hand signals ensures that customers are loaded safely, but we also want to keep customers safe outside of their vehicles. Anytime a customer approaches the loading area, ensure they do not enter it or move between cars. Additionally, once a vehicle is loaded onto the conveyor, a customer should always stay in their vehicle.

### *Code 86*

Code 86 is a communication code that alerts the team that a car should be walked down the tunnel to help prevent potential issues. This tool can be used for any reason but is primarily for vehicles that have trouble getting into neutral, vehicles with large amounts of damage, vehicles with aftermarket parts such as luggage racks, light bars, or spoilers, vehicles with max width tires, vehicles with minimal tunnel clearance, concerning items on the truck bed, and for guests expressing concern or acting nervous about loading or the wash. If an issue occurs, the team member walking down the vehicle can hit the emergency stop and address the issue. When one of these issues occurs, ask another team member to Code 86 the vehicle as often as possible.

### *Rollers*

As you know, the rollers are used to push the back tire of vehicles for the conveyor to move them down the tunnel. Always check that every car has at least two rollers behind the back tire when loading. Anytime there aren't two rollers behind the rear tire, you must use the Extra Roller button on the TTS. Additionally, if rollers are behind the front tires, there should still be at least two rollers behind the rear tire. Additionally, when this situation occurs, it is an automatic Code 86.

*Vehicle Spacing*

In addition to the roller placement, the spacing between vehicles is also important. While having two rollers behind the rear tire helps to naturally space the cars in the tunnel so that they don't get too close to each other, we also need to be aware of other issues. Any time Code 86 is called, extra space should be allowed between the Code 86 vehicle and the car behind it. Also, if items in a truck bed have the potential to be blown out of the bed by the blowers, allow extra space after the vehicle to help protect the next customer.

### *Prep Gun*

The prep gun is used anytime there is excessive mud or snow/ice buildup. Whenever we need to use the prep gun, our goal is to prepare the vehicle to go through the wash and ensure that all wash products can apply appropriately to the car. Additionally, we want to ensure that our equipment does

not pick up any mud or ice on the vehicle. This will impact the wash quality on that vehicle and many vehicles that come after.

***Loading Greeting***

The loading greeting is unique to WhiteWater and welcomes and directs our customers as they are loaded onto the conveyor. Sometimes, the loader will be the first person a customer sees, so delivering the loading greeting is vital in starting strong with customers. The loading greeting also instructs customers about preparing their vehicles for the wash. The loading greeting is, “Welcome to WhiteWater! Neutral, please.” and is delivered as soon as you stop the vehicle on the conveyor.

**Loading Handout 2—Loading Procedure (One Person in the Tunnel)**

The following are the steps of the loading procedure when there is one person in the tunnel position:

1. Smile and make eye contact with the customer
2. Guide the customer onto the conveyor
    a. Stand with shoulders squared to the vehicle
    b. Position arms with elbows at your side and keep your hands flat, palms up
    c. Bend your elbows 90 degrees, bring your fingertips to your chin and back down, always keeping your elbows by your side
    d. If the vehicle needs to be directed left or right, use both hands to direct the guest
3. As the vehicle approaches, assess if the wheel wells need to be cleaned with the prep gun. If the vehicle requires cleaning of the wheel wells, stop the vehicle after the front tire crosses the roller-up door and perform the prep procedure's wheel well cleaning steps, then continue loading the vehicle
    a. Pick up the driver-side prep gun
    b. Driver side wheel wells
    c. Return the prep gun to its holster
    d. Crossing behind the vehicle and stepping over the conveyor, go to the passenger side
    e. Pick up the prep gun
    f. Passenger side wheel wells
    g. Return the prep gun to its holster
    h. Go to the driver's side by crossing behind the vehicle and stepping over the conveyor
    i. Return the prep gun to its holster
4. Resume guiding the vehicle onto the conveyor until the back tire crosses the roller-up door
5. Stop the vehicle by holding both hands up with palms facing the customer
6. Point to the loading sign and deliver the loading greeting
    - **“Welcome to WhiteWater! Neutral, please.”**
7. Program any necessary retracts and complete the prep procedure

**Loading Handout 3—Loading Procedure (Two People in the Tunnel)**

The following are the steps of the loading procedure when there are two people in the tunnel position:

1. Smile and make eye contact with the customer
2. Guide the customer onto the conveyor
    a. Stand with shoulders squared to the vehicle
    b. Position arms with elbows at your side and keep your hands flat, palms up
    c. Bend your elbows 90 degrees, bring your fingertips to your chin and back down, always keeping your elbows by your side
    d. If the vehicle needs to be directed left or right, use both hands to direct the guest
3. As the vehicle approaches, assess if the wheel wells need to be cleaned with the prep gun. If the vehicle requires cleaning of the wheel wells, stop the vehicle after the front tire crosses the roller-up door and perform the prep procedure's wheel well cleaning steps, then continue loading the vehicle

    *Driver Side*
    a. Pick up the driver-side prep gun
    b. Driver side wheel wells
    c. Return the prep gun to its holster

    *Passenger Side*
    a. Pick up the passenger side prep gun
    b. Passenger side wheel wells
    c. Return the prep gun to its holster
4. Resume guiding the vehicle onto the conveyor until the back tire crosses the roller-up door
5. Stop the vehicle by holding both hands up with palms facing the customer
6. Point to the loading sign and deliver the loading greeting
    - **“Welcome to WhiteWater! Neutral, please.”**
7. Program any necessary retracts and complete the prep procedure

# STORE CLOSING-404

**Store Closing Handout**

The following are the key tasks and steps involved in the closing procedures.

***Pressure Washing***

The following are the tasks from the Pressure Washing section of the Closing Checklist:

*Tunnel Brushes*

To maintain the effectiveness of our brushes, we use a pressure washer to remove dirt and debris accumulated throughout the day.

*Ceiling Above Brushes*

At locations with top brushes or low ceilings in the blower area, cleaning the ceiling above those pieces of equipment helps prevent the buildup of washing soap scum and dirt on the ceiling.

*Under Tire Shiner*

We must clean any excess tire shine product, dirt, or debris from underneath the tire shiner. Cleaning not only keeps the tire shiner functioning properly, but it also ensures the safety of our teams by mitigating a slip hazard.

*Exit Area*

By removing dirt, oil stains, and debris from the tunnel exit, we can ensure that customers always have a clean and clear path out of the tunnel.

*Tunnel Walls, Windows & Floor*

Keeping our tunnel walls and windows clean helps us maintain a clean tunnel and improve visibility and appearance. Keeping the floor clean prevents slips and maintains cleanliness by removing dirt, oil, and debris.

***General Closing***

The following are the tasks from the General Closing section of the Closing Checklist:

*Turn off Vacuums*

Ensure all vacuum units are turned off to save energy, reduce equipment wear, and prevent unauthorized use.

*Change the Pay Station Profile to Closed*

To secure revenue, prevent unauthorized use, and signal to customers that we are closed, adjust the profile on the pay station to “Closed” and confirm on the screen that it is showing the correct profile.

*Place Cones at the Pay Station Entrance*

Place cones at the pay station entrance so they are positioned to block entry into the lanes and signal to customers that we are closed.

*Lock the SAL Enclosure*

Close and lock the SAL enclosure to protect the equipment from the elements, tampering, and/or theft.

*Clean Mat Cleaner Tray*

Remove and clean the tray from the mat cleaner to prevent excess dirt and debris to ensure effective cleaning for customers

***Trash Collection***

The following are the tasks from the Trash Collection section of the Closing Checklist:

*Pick Up Trash in the Lot*

Walk through the lot and collect all trash and debris before emptying all lot trash cans.

*Empty Trash Cans*

Empty and replace the liner in all trash cans in the office and lobby to prevent overflow and maintain a neat and clean workspace.

*Pick Up Tunnel & Exit Area Trash*

Walk through the tunnel and exit area and collect all trash and debris to ensure the tunnel is clean for the next day.

*Clean Vacuum Separator and Empty Vacuum Canisters*

Clean the separators and empty canisters into a trash container to ensure efficient vacuum system operation.

*Close Dumpster Doors*

Once all trash has been discarded in the dumpster, close and lock the dumpster doors to maintain sanitation and ensure security by preventing animal and unauthorized access.

***Miscellaneous***

The following are the tasks from the Miscellaneous section of the Closing Checklist:

*Wash Off Prep Brushes*

Use a pressure washer or water hose to clean the prep brushes and ensure they are clean and ready for use the next day.

*Towel Cart*

Fold clean towels and place them in the cart so it is full and neatly organized. Then, to prevent theft and weather exposure, move the towel cart indoors and ensure the cart is securely stored.

*Fill Spray Stations*

Refill all spray stations with the appropriate cleaning solutions and ensure the lines are full of product.

# STORE OPENING-405

**Store Opening Handout**

The following are the key tasks and steps involved in the opening procedures:

***Equipment Room***

The following are the tasks from the Equipment Room section of the Opening Checklist:

*Check Chemical Levels*

If chemical levels are low, it could disrupt operations and affect wash quality, so maintaining adequate chemical levels is crucial for providing consistent, high-quality car wash services. To ensure we have an adequate supply of chemicals for operations, perform the following steps:

1. Inspect the levels of cleaning and other chemicals used in the car wash process
2. Replace chemical containers as needed to avoid running out

*Open MCC/VFD Cabinet*

Check that the MCC and VFDs function properly and that no breakers are tripped. By verifying all VFDs are functioning, we maintain the efficiency and reliability of the car wash equipment.

*Verify Air Compressor Pressure*

Proper air pressure is essential for various operations, such as applying products in the tunnel and powering the air guns in the lot. During opening, verify the air compressor pressure is above 90 psi, and notify a manager if any air leaks are identified or adjustments are needed.

*Drain Water from the Air Compressor Tank and All Separator Bowls*

Draining water from the compressor tank and separator bowls prevents corrosion and maintains the air compressor's efficiency. If water is not drained regularly, it can damage the compressor, so we drain any accumulated water inside the air compressor tank and separator bowls before beginning operations.

*Check for Leaks*

Identify any leaks to help prevent waste, conserve resources, and maintain a safe working environment. Check for water, oil, or chemical leaks and listen for air leaks. If any leaks are observed, identify the source of the leak and report it to the management team promptly.

*Verify Reclaim Unit Operation (if necessary)*

The reclaim unit recycles water used in the car wash, conserving water and reducing utility costs. If the reclaim unit is not operating, water usage and costs will increase, so we must check the unit for any operational issues and clean the filter basket.

1. Verify that the reclaim unit is operating.
2. Clean the filter basket if applicable.

*Check the Salt Tank*

Low salt levels in the brine tank can result in hard water usage, affecting wash quality, so we must ensure that the salt tank has an adequate salt supply and refill as necessary to maintain optimal levels.

1. Check the tank for salt levels.
2. Add salt as necessary to maintain optimal levels.

*Prepare Bug Prep Brushes and Bucket*

Ensure the bug prep station is set up correctly and stocked with necessary supplies to ensure readiness for pre-washing vehicles. Having the bug prep brushes and bucket ready ensures that team members can efficiently pre-wash vehicles, particularly for removing bugs from the surface.

*Check Pay Station Status*

Verify the pay station is operational and on the correct profile to ensure a seamless payment experience for customers.

1. Change the pay station profile to the appropriate profile.
2. Ensure the profile changes and the pay station is operational.
3. Check for any issues and restart the pay station as necessary.

***Tunnel Walk-Thru***

The following are the tasks from the Tunnel Walk-Thru section of the Opening Checklist:

*Push Emergency Stop Button (E-Stop)*

Engage the E-Stop to disable the equipment during the walk-thru to ensure the inspection can be conducted safely without the risk of accidental activation. Additionally, this will ensure the e-stop is functioning properly when engaged.

*Check Conveyor*

Ensure the conveyor is clear of obstructions to prevent damage to the conveyor and vehicles during operation.

1. Check for foreign objects or ice build-up, especially at the entrance and exit ends.
2. Remove any obstructions.
3. Inspect the conveyor for any signs of damage.

*Check for Leaks*

Identify any leaks to help prevent waste, conserve resources, and maintain a safe working environment. Check for water, oil, or chemical leaks and listen for air leaks. If any leaks are observed, identify the source of the leak and report it to the management team promptly.

*Inspect Cleaning Materials*

We must ensure that cleaning materials are in good condition to maintain high-quality wash results and prevent damage. This helps provide high-quality wash results and prevents damage to vehicles. To ensure materials are in good condition, check all materials for foreign objects or excess wear and clean as necessary.

*Check Blower Intake Screens*

To ensure the effective operation of blowers, inspect blower intake screens for foreign objects or any debris. Keeping the blower intake screens clear of debris ensures that the dryers operate effectively, removing water from vehicles efficiently.

*Pull the Emergency Stop Button*

Once the walk-thru is completed, disengage the E-stop to restore the equipment's function and ensure the E-stop functions properly when disengaged.

*Check Camera Visibility*

Ensuring cameras have clear visibility is crucial for monitoring the car wash process and reviewing any incidents or damage claims. Dirty or obstructed cameras can hinder monitoring and security, so ensuring the camera lenses are clean and have an unobstructed view is critical.

***Run A Test Car***

We perform a daily test wash to ensure that all car wash systems function correctly so our customers receive a high-quality wash. The following are the tasks from the Run a Test Car section of the Opening Checklist:

1. Program a test wash and run it.
2. Verify all foamers and nozzles spray correctly.
3. Check all wash components for proper operation and timing.
4. Verify the exit traffic light for clear signals.

***Lot Walk-Thru***

Maintaining a clean and organized lot enhances the customer experience and ensures safety. Additionally, debris on the lot can create a negative impression and pose hazards. The following are the tasks from the Lot Walk-Thru section of the Opening Checklist:

1. Blow off the lot to remove debris.
2. Clear curbs of debris.
3. Remove weeds from the drive and vac areas.
4. Verify suction in all vacuum hoses and hang them up.
5. Collect and organize towels.
6. Inspect spray station containers for adequate supply.
7. Clean mat cleaner trays.

# VACUUM MAINTENANCE-408

### Vacuum Maintenace Handout 1-Central Vacuum Components

The following are the components of the central vacuum unit:

*Motor & Turbine*

The combination of the motor and turbine generates the vacuum suction. A shaft connects the motor and turbine; as the motor turns, it rotates the turbine. As the turbine rotates, the suction for the vacuums is generated.

*Filter Separator*

The filter separator removes dirt and debris from the air flowing through the vacuums to the turbine. Within the top section of the filter separator are filter bags that filter out dirt, debris and other items. In the bottom section of the filter separator, there is a collection bin that captures what is filtered out by the bags.

*Individual Separators*

At each vacuum stall, there is an individual separator. This separator is the first stage of the filtering process for the central vacuum unit. The individual separators collect most of the large and heavy objects vacuumed from customer cars.

### Vacuum Maintenace Handout 2- Vacuum Maintenance Procedure

**Ensure all power is turned off and follow lockout/tagout procedures before starting vacuum maintenance.**

1. Inspect and clean hoses and nozzles.
2. Check hoses and nozzles for cracks, blockages, or excessive wear.
3. Clear blockages using a shop vacuum or air compressor.
4. Replace worn or damaged hoses and nozzles.
5. Empty the collection canisters.
6. Go to the central vacuum unit.
7. Turn off the power to the central vacuum unit.
8. Ensure all door seals are intact and in good condition.
9. Shake out the filters in the top section of the filter separator.
10. Remove the filters from the top section of the filter separator.
11. Remove dust and debris from inside the vacuum cabinet or housing.
12. Use a broom and shop vacuum to remove dirt and debris from the top section.
13. Remove the collection bin from the bottom section and empty it into a trash can.
14. Use a broom and shop vacuum to remove dirt and debris from the bottom section.
15. Return the collection bin to the bottom section.
16. Replace the filters in the top section of the filter separator.
17. Close and latch both doors on the central unit.
18. Turn on the power to the central vacuum unit.
19. Run the vacuum unit and listen for unusual noises or vibrations.
20. Inspect motors for overheating and replace them if necessary.
21. Restore power to the vacuum unit and test for proper suction.
22. Clean up any dirt or debris around the central vacuum unit.
23. Repeat Steps 6-22 for additional central vacuum units at your location.