

Method Statement

Task/Activity	Operating iMop XL & XXL scrubber dryer battery operated	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

This details the safe working method to be used when operating iMop XL/XXL scrubber dryer battery operated

Background / Training Required

Competence of working in cleaning and operating said machinery
Training and competence demonstrated in the use of the equipment

Safety Equipment and PPE required

Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing		Gloves BS EN 420:2003+A1:2009 general protective gloves	
Protective clothing ABM Workwear - No Standard		Safety footwear BS EN ISO 20346:2014 Safety footwear	

Tools and Equipment Required

iMop XL & XXL scrubber dryer battery operated		Cleaning signage	
Two-way radio			

Method of Works/Safe System of Works	Risks/Hazards/ Controls/Notes
Method of Carrying out Task: 1. Put on personal protective equipment as required. 2. Remove loose objects from the floor that could be accidentally propelled by the rotating brushes prior to commencing the task. 3. Every part of the machine must be correctly assembled before using it, ensuring that pads have been correctly assembled. 4. The equipment must be used, assembled, repaired and delivered on a safe and stable surface. 5. Place warning signs in the area of work to highlight the hazards to the pedestrians approaching the area of work (e.g. trips, electrocution etc.). 6. Ventilate the area, if appropriate. 7. Ensure brushes and other parts are correctly adjusted to the task required to be completed. 8. Assemble the machine and equipment and complete a pre-use visual check and fill in the relevant check sheet, date it and sign it (check the following: visual check of the vacuum ensuring there are no damages present, check the plug, cable, PAT test sticker in date, attachments used, ensure bag is less than half way full, filters are clean). 9. If any damages found report them immediately to your manager and do not use until repaired or replaced. Follow the operating and maintenance instructions for this equipment listed below. Safety: 1. This equipment is not to be used by people (children included) with reduced physical, sensorial or mental capacities or without any experience and knowledge, unless they did not receive instructions relative to the use of the apparatus and are controlled by a person responsible for their safety. 2. Do not use the iMop unless you are trained and authorized. 3. Always keep your hands and feet away from the rotating brushes. 4. WEEKEND STORAGE: Battery packs should be removed from the machine when not in use for more than 2 days to prevent damage to the battery's life cycle from self-discharge. 5. Do not leave the functioning equipment unattended, always turn off when not using it and store it away from the reach of children or people who are not conscious of their own actions.	1. Place the warning signs in prominent positions 2. Pay particular attention to the cables and plug while charging 3. COSHH and SDS are updated yearly for chemicals used with this scrubber dryer 4. Staff read and understand correct and safe use of chemicals used for this task 5. Training must be in accordance with manufacturers recommendations

6. Never operate the i-mop near flammable dusts, liquids or vapours. Never use a flammable solvent as a cleaning agent.
7. Never operate the i-mop when flammable or poisonous liquids like gasoline, oil, acids, or other volatile substances are on the floor.
8. Dress safely. Do not wear a necktie, scarf, or any loose or dangling clothing or jewellery while operating this i-mop because this can tangle in rotating parts.
9. Do not use water that exceeds 113°F/ 45°C.
10. Ensure that the values indicated on the i-mop correspond to those of the network to which you intend to connect the vacuum and that the socket is compatible with the plug.
11. Do not park this i-mop on ramps or slopes. Always park it on a level, hard surface. Do not operate outdoors or on uneven surfaces.
12. To avoid electrical shock, do not operate over electrical floor outlets.
13. Always keep the battery packs and chargers clean and dry. Do not store battery packs along with metal objects.
14. Do not immerge the equipment into water and neither use water jets to clean it.
15. Do not aspire materials that could damage the i-mop (such as glass, metal etc.).
16. Always remove the plug from the socket before performing any operation on the battery pack.
17. Do not work with near open flames, sparks or smoke in the vicinity of a battery charger area due to risk of explosion.
18. When using electrical extensions, make sure that these are compatible with the power cable and that it does not touch liquids or conductive surfaces.
19. It is forbidden to carry out changes to the equipment.
Tampering could cause fires and damages even lethal to the user and the forfeiture of the guarantee.
20. Do not use charger in a closed cabinet. Use only in well-ventilated spaces.
21. Place warning signs in the area of work to highlight the hazards to the pedestrians or vehicles approaching.
22. Ensure all parts are correctly adjusted to the task required to be completed.
23. Be aware of pedestrian traffic and vehicular traffic (both moving and parked).
24. On completion of task, clean down machine and check for safety.
25. Return equipment, materials and warning signage to storage facilities.

Environmental Impacts

None

	Safety No. FMS13A Method Statement	File: H&S Site Pack
Emergency Arrangements	Where any locations require Lone Working, the ABM Lone Working procedures should be followed. First aid available from the security team. 2-way radio provided to staff while at work.	

INITIAL SETUP

Set the i-mop in the "Park" position.

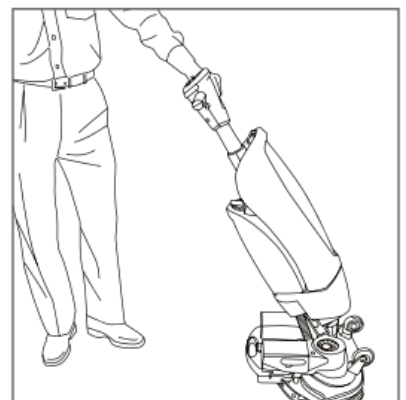
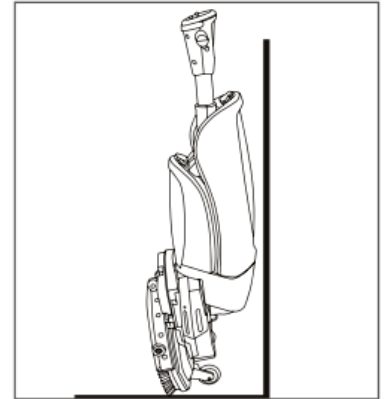
For the initial setup or anytime the squeegee is not installed: pull the hose back up from the top while guiding the lower half back into the i-mop to make sure the vacuum hose will not be crimped during the following procedure.

Move the upper body of the i-mop into the upright vertical position.

Crouch down and while holding the handle with one hand; hold the scrub deck with your other hand.

Lift up the scrub deck slowly until it's standing upright on the front wheels; guide the body towards the scrub deck until it snaps into a resting position.

Please ensure that the i-mop is parked in a place where nobody can bump into it. We recommend always parking the i-mop close to a wall with the handle pointing towards the wall and the brushes facing away from the wall. This will ensure that the i-mop leans against the wall if it is bumped.



CHARGING BATTERY PACKS

You must charge the battery packs for at least 5 hours before you use the i-mop for the first time. Plug the supplied power cord into the charging dock before plugging it into an outlet.

Align the specified battery packs with the charging dock and slide each battery pack in from the side until you hear a click. The battery packs are now fixed in position and ready for charging.

Turn on the Battery Charger by pressing the switch; the switch should light up to indicate the power is on, and the battery packs are now charging, which is indicated with an LED (red – charging/green – fully charged) and voltage. It takes approximately 5 hours to fully charge an empty set of battery packs.

When the battery packs are charged, press the plastic tabs (blue or grey) on the battery packs together and slide them out of the charging dock.

RED LED

When the battery pack is charging, the red LED glows.

GREEN LED

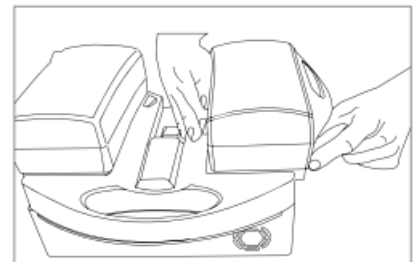
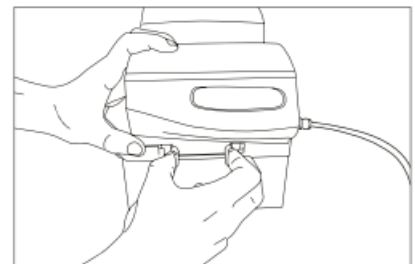
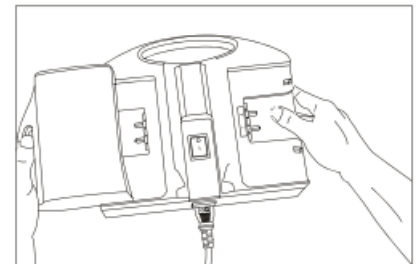
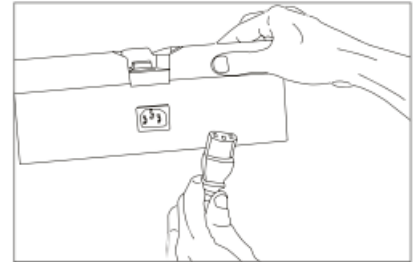
When the battery pack is fully charged, the green LED glows. When fully charged, remove the battery packs from the Battery Charger and switch off the Battery Charger.

ATTENTION:

If the i-mop isn't used regularly, store the charged battery packs in a dry, clean place. Make sure the battery packs are charged monthly, even when not in use.

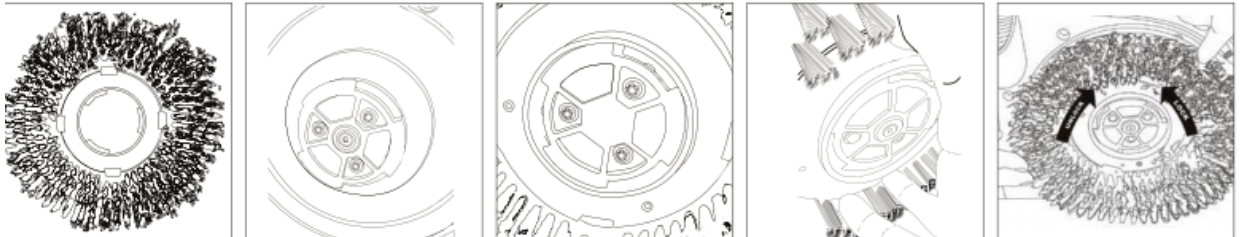


Note: You must wait a minimum of 10 seconds after removing the battery packs from the Battery Charger before re-inserting or replacing new battery packs. This will allow the Battery Charger memory to clear and ensure the display of an accurate reading.



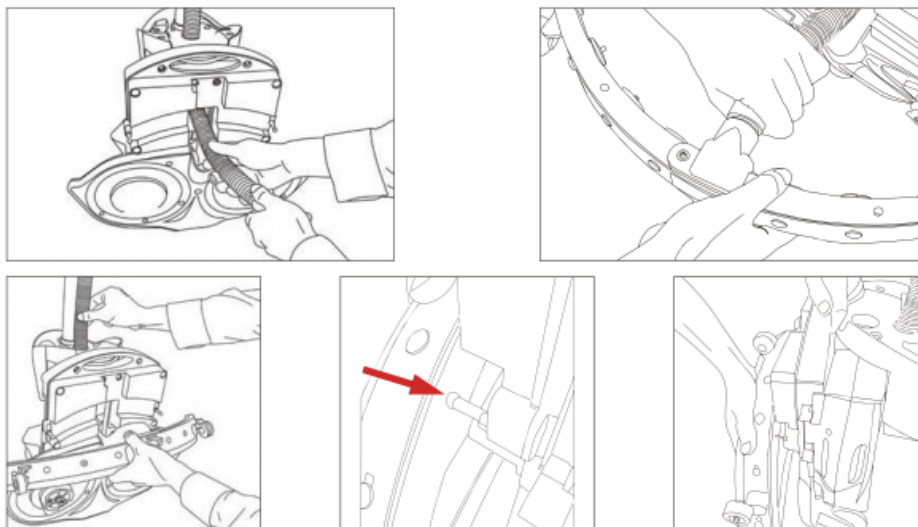
INSTALLING BRUSHES

With the i-mop in the "Park" position, hold the scrub deck with one hand while using your other hand to align the brush with the motor disc. Look for and align the latches and cut-outs in the brush and motor disc. Turn the left brush clockwise and the right brush counterclockwise, until you see the motor disc turning to lock the brushes in place.



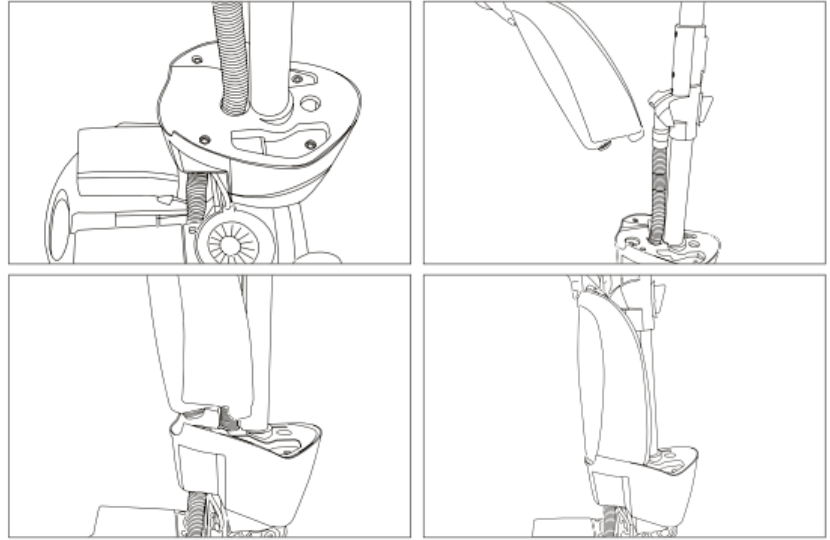
INSTALLING SQUEEGEE

Take the vacuum hose at the scrub deck of the i-mop and insert it into the hose connector on the squeegee. Connect them by twisting the hose 1/4 turn or until they have lined up. Pull the hose back up from the top while guiding the lower half back into the i-mop. Hold the scrub deck of the i-mop with one hand while pushing the left side of the squeegee in place. Switch hands afterwards and repeat for the right side of the squeegee.



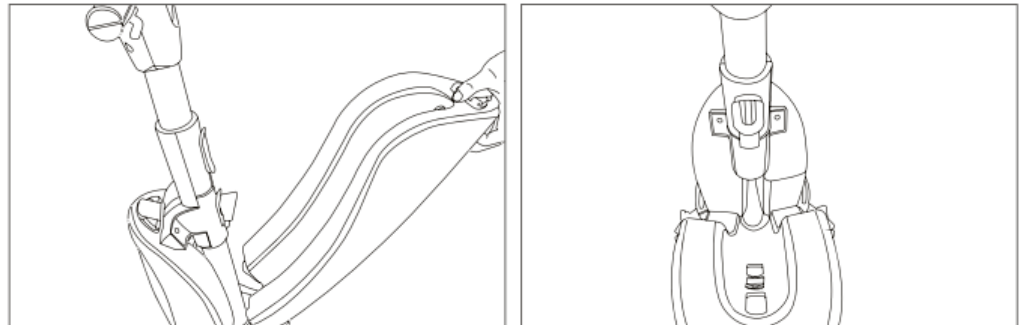
INSTALLING SOLUTION TANK

Fill the small tank with no more than 1 gallon of clean water or appropriate non-foaming detergent. Put the tank on the i-mop with the valve first. Press the tank downward to break the seal of the valve.



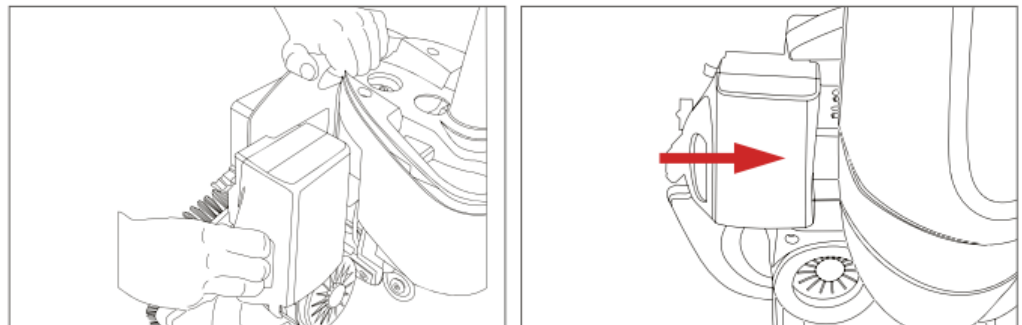
INSTALLING RECOVERY TANK

Put the bottom of the tank on the i-mop and allow the tank to automatically snap into position. (Magnetic action will lock the recovery tank into place)



INSTALLING BATTERY PACKS

Hold the scrub deck of the i-mop with one hand, and with your other hand, slide the battery packs in from each side until you hear a loud click (blue into blue port, grey into grey port).



OPERATION

Read and understand the Safety Instructions section of this manual before operating the i-mop.

Filling the solution tank

Always fill the i-mop tank with clean water (maximum 1 gallon) from a tap or hose. To prevent dirt from entering the solution tank, use only non-foaming detergent.

Recovery tank

Make sure the fluid level of the recovery tank does not exceed 1.5 gallons to prevent damage to the i-mop.

Note: Every time the solution tank is refilled, the recovery tank should also be emptied.

Setting the i-mop in the "operating position"

Crouch down and while holding the scrub deck with one hand, push the handle forward with the other hand. Bring the scrub deck slowly down to the floor.



Never use your foot to lower the scrub deck to the floor.

ATTENTION: If the i-mop is in operating position, you will always need to hold it with at least one hand as the i-mop is not designed to stand without support.

Selecting the Mode of Operation

Choose the preferred mode on the i-mop operating panel:

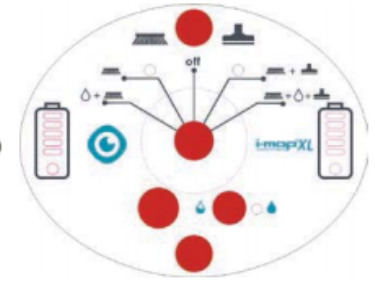
MODE 1: Brush + Water/Solution

MODE 2: Brush (use the Brush only mode if the floor is very wet or to scrub stains)

MODE 3: Brush + Dry Vacuum

MODE 4: Brush + Water/Solution + Dry Vacuum

OFF

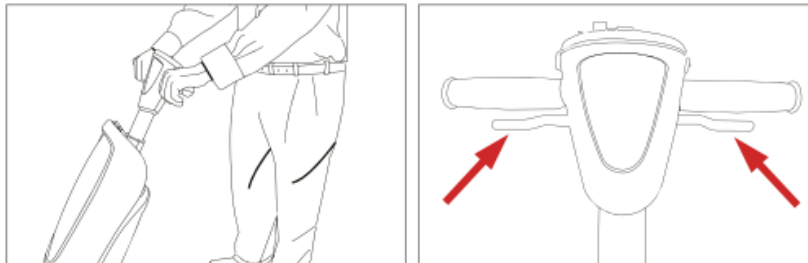


ECO (Water Saving Mode)

If you press the ECO water saving mode button once, the i-mop will use 40% less water until the ECO mode button is pressed again to turn off.

Battery Packs Status Indicator

Next to the mode switch are battery packs status indicators. When the battery indicator is red, It means that you running out of battery power and have approximately 5 minutes left to operate the i-mop.



Controlling the i-mop

Stand behind the i-mop and hold the handle it with one or two hands. Once the trigger on the i-mop handle is squeezed, the i-mop will move forward. Simply walk behind it. In case of emergency just release the trigger, and the i-mop brushes will stop immediately, and the vacuum motor will stop in approximately 3 seconds.

The key to optimally using the i-mop is to understand its ability to swivel!

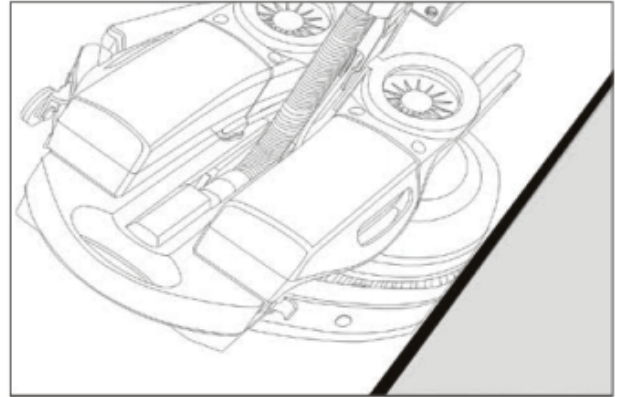
Operating the i-mop is very intuitive and similar to steering a bicycle. The i-mop is designed to move forward. To turn, stop walking and use your inside hand* to turn the handle in the direction you want to go. The i-mop can swivel 360 degrees. You can reverse direction - simply wing around with it and follow in the new direction.

* When turning left, your "inside hand" is your left one. When turning right, your "inside hand" is your right one.

Attention: Do not use the i-mop at an angle greater than arms length because depressing more than 45 degrees can cause water to get in the vacuum motor.



The i-mop scrub deck is designed to get as close as possible to walls. Approach walls diagonally with the edge of the i-mop and continue along the wall.



Switching Off/Completing Cleaning

Before you finish, switch the i-mop in the 3 "Brush + Dry" mode and operate it about 15-20 feet farther to vacuum up remaining solution. Then set the knob to the "OFF" position. Note that the vacuum motor will continue to run for approximately 3 more seconds.

Emptying Tanks

Dispose water or solution from both tanks in an appropriate drain. To clean the recovery tank thoroughly, partially fill it with fresh water and hold it horizontally with the holes facing up. Tilt the tank repeatedly, thoroughly rinsing all of the dirt and debris from the tank.

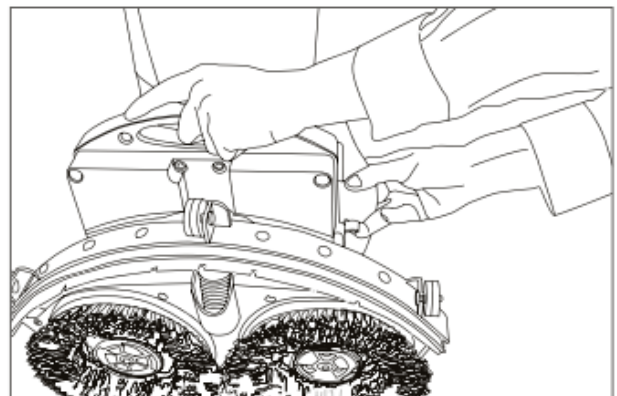
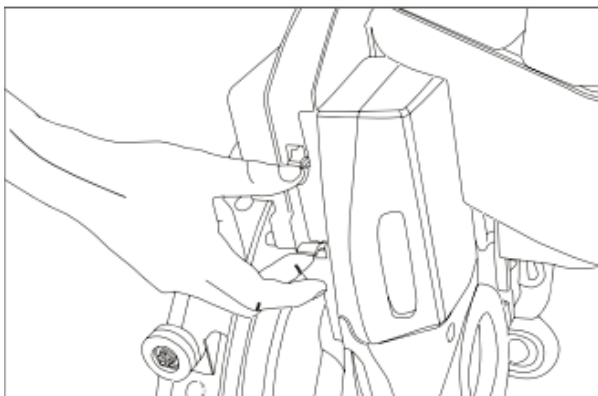
Note: Leave both caps off tanks to allow air flow throughout tanks. Every time the solution tank is refilled, the recovery tank should be emptied too.

WARNING

Please observe the local provisions regarding solution disposal related to wastewater treatment.

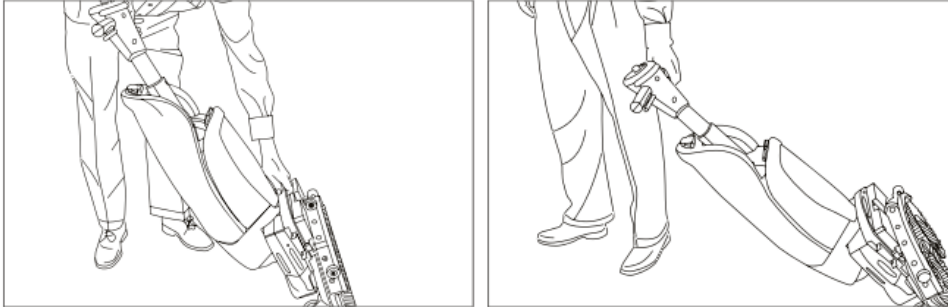
Removing Battery Packs

Put the i-mop in the "Park" position and stabilize it with one hand by holding it at the scrub deck. While pressing both plastic pins inwards, pull each battery pack.



Transporting/Moving the i-mop Inside a Building

To move the i-mop from one location to another one in a building, put the i-mop in the "Park" position (described earlier). Hold the handle with one hand, and with the other hand, guide the scrub deck in the direction of the two transport wheels. Walk slowly and pay extra attention if you pull the i-mop over edges or barriers.



If you would like to load the i-mop into a vehicle or lift it over obstacles, always use two hands. With one hand, hold the pole/handle, and with the other hand, lift the scrub deck.

Note: Make sure the i-mop is transported horizontally and that both tanks (Solution Tank & Recovery Tank) are empty.

Transporting/Moving the i-mop Outside a Building

To move the i-mop at locations outside of buildings we advise to bring the i-mop in its parking position (described earlier) and carry it always with two hands inside the building before you use the transport wheels.

Note: In order to decrease the weight of the i-mop, leave both tanks and battery packs off.

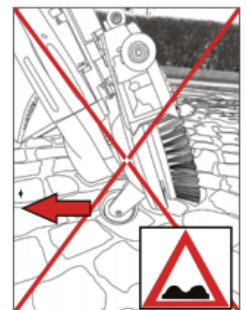
Transport the i-mop in a Car

Before loading the i-mop into a car, make sure both tanks and battery packs are removed. Put the i-mop in the "Park" position (described earlier) and lift the i-mop with two hands into a horizontal position. Prevent the i-mop from moving around during driving by using a tension belt or another appropriate restraint.



CAUTION

To prevent risk of injury and damage be mindful of the weight of the i-mop when you transport it.



Storing the i-mop

- Always store the i-mop in the "Park" position.
- Be sure to flush the tanks out completely. To thoroughly flush out any solution in the lines and valves, refill solution tank with 0.5 to 1 liter of clean water and run the i-mop until the tank is empty.
- Slightly open the tanks' caps to promote air circulation.
- If the i-mop isn't used regularly, store the charged battery packs in a dry, clean place. Make sure the battery packs are charged monthly.

MAINTENANCE AND CARE

After Each Use

- Drain and rinse tanks with fresh water.
- Wipe the Recovery Tank with fresh water and a clean, damp cloth.
- Recharge the battery packs if needed.
- Check to see if both brushes are clean and intact. Clean them under fresh water or replace them if necessary.
- Replace brushes if yellow wear indicator is same height as other bristles.
- Check to see if the squeegee is clean and intact. Clean it with fresh water and wipe it with a clean, damp cloth or replace the squeegee blades if necessary between replacements. If the squeegee blade is worn, you can rotate it.

Weekly

Clean the exterior of the i-mop with a non-abrasive, non-solvent cleaner or a clean, damp cloth. To clean the scrub deck remove the brushes, then use a non-abrasive, non-solvent cleaner or a clean, damp cloth.

Accessories/Spare Parts

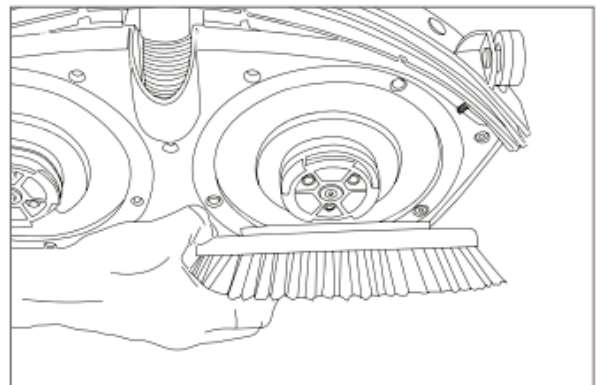
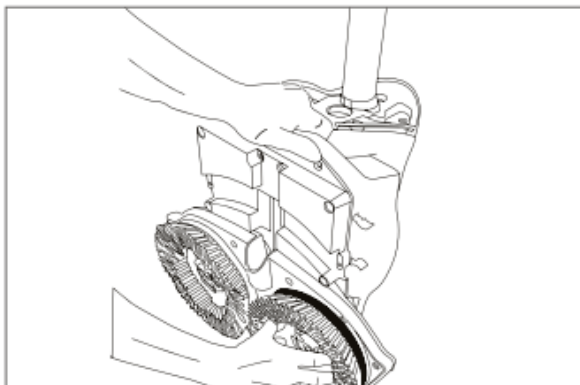
Only use accessories and spare parts which approved by the manufacturer. The exclusive use of original accessories and original spare parts ensures that the i-mop can be operated safely and in a trouble-free manner.

For information on accessories and spare parts see page 18, "Accessories and Spare Parts" section.

How to Replace the Brushes

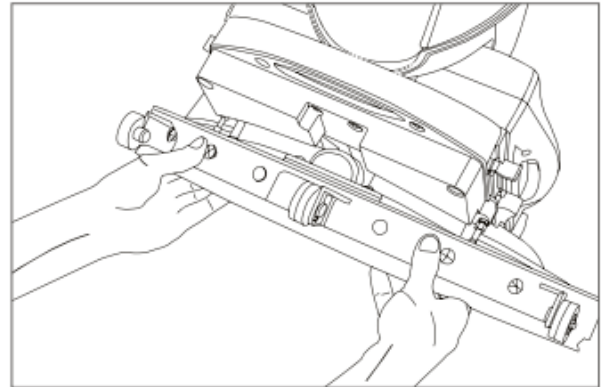
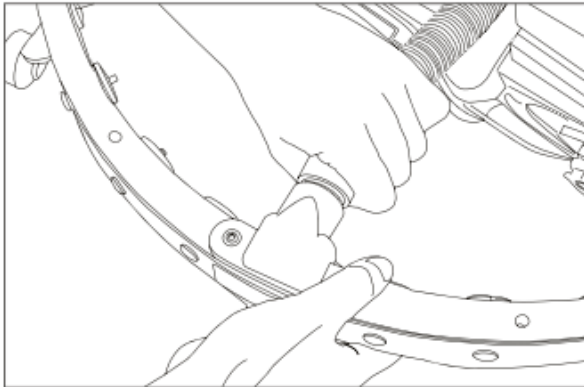
With the i-mop in the "Park" position, hold the scrub deck with one hand while using your other hand to turn the left brush counterclockwise and the right brush clockwise until you feel resistance or see the motor disc turning as well. Pull the brushes off the motor disc toward you.

Visually inspect the motor disc and clean the i-mop scrub deck with a clean, dry cloth before you install the brushes.



How to Replace the Squeegee

With the i-mop in the "Park" position, hold the scrub deck with one hand while pulling the left side of the squeegee off with the other hand. Switch hands afterwards and repeat for the right side. Detach the vacuum hose by twisting a 1/4 turn connector until the squeegee is loosened. Inspect the hose before you continue to install the new squeegee.

**How to Switch or Replace the Squeegee Blades**

Unscrew the 8 plastic nuts and take off the squeegee rear plate. Once the plastic part is removed, you can easily take off the front rubber blade. Push through the 8 screws in order to remove the squeegee front plate. Now you can also switch or replace the rear rubber blade. To assemble the squeegee again, reverse the previous instructions.

How to Replace the Vacuum Hose

After you detach the squeegee as written above and have removed the solution tank, you can see where the vacuum hose is connected at the i-mop handle. Hold the scrub deck with one hand, while detaching the vacuum hose by twisting a 1/4 turn it at the connector until the squeegee is loosened. Now you can carefully pull the vacuum hose out of the machine.

Guide the new vacuum hose via the opening to the hose connector located at the i-mop handle. Connect them by twisting the hose a 1/4 turn until they have lined up, and reinstall the squeegee.

TROUBLESHOOTING AND SERVICE**Troubleshooting**

No power – i-mop won't start

- Check if battery packs are fully charged.
- Ensure battery packs are properly installed.
- Remove and reinstall the battery packs and turn the i-mop on.
- Switch off and turn it on again.
- Reset the i-mop.

Insufficient Water Flow/No Water Flow

- Ensure the solution tank is filled.
- Check if the solution tank is sitting in proper position.
- Ensure water pipe isn't blocked.
- Ensure the solution tank has no dirt particles in it, and the filter is clean.
- Ensure you choose the correct operating mode.

Poor Water Recovery

- Check the function of the suction motor.
- Inspect vacuum hose for any objects obstructing the airflow.
- Ensure the squeegee opening is not blocked.
- Inspect yellow filter and clean if necessary.
- Inspect nose deflector and clean if necessary.
- Ensure squeegee blades are in order and intact.
- Check if the recovery tank is full. If so, empty it.
- Make sure recovery tank is in the proper position.
- Make sure that the recovery tank lid is securely fitted.

Trouble Attaching Squeegee

- Ensure the hose is pulled up into proper position.