



Standard Practice for Preparation of Use and Care Booklets for Vacuum Cleaners¹

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1. Scope

1.1 This practice identifies the information to be provided through the use and care booklet accompanying a particular model of vacuum cleaner.

1.2 Included is information that the user needs to operate and maintain the vacuum cleaner and the attachments provided in a proper and safe manner.

1.2.1 Similar information is included for attachments that are sold separately.

2. Referenced Documents

2.1 *ASTM Standards:*

F 395 Terminology Relating to Vacuum Cleaners²

2.2 *ANSI Standard:*

ANSI/UL 1017 Standard for Safety for Vacuum Cleaners, Blower Cleaners, and Household Floor Finishing Machines³

3. Terminology

3.1 *Definitions:*

3.1.1 Refer to Terminology F 395.

4. Significance and Use

4.1 The user must understand how to operate and maintain the equipment to achieve satisfactory cleaning results. Since the manufacturers are the prime source of this information, it is their responsibility to provide instructions for specific models. Clear, concise, simple (but complete) instructions for the safe use and maintenance will encourage users to read the information and follow proper procedures. This will increase user satisfaction, minimize safety problems and decrease complaints.

5. General Requirements

5.1 Information pertinent to the proper and safe manner of operating and maintaining the vacuum cleaner and its provided attachments should be included in the booklet.

5.1.1 Similar information should be included for attachments that are sold separately.

5.2 *Format:*

5.2.1 Ideally, there should be one booklet for each model. However, similar models may be contained in one booklet. The differences between the models should be precisely and clearly shown in the booklet by illustrations and wording.

5.2.2 All models included in the booklet should be identified by model name or series on the front cover along with a photograph or drawing of the basic model.

5.2.3 The size of the booklet should be no larger than 8½ by 11 in. (216 by 279 mm) and no smaller than 5 by 7 in. (127 by 178 mm) in size.

5.2.4 The wording in the booklet should be as nontechnical as possible.

5.2.5 Illustrations and wording should be used to identify vacuum cleaner parts, attachments, and features.

5.2.6 Instructions for maintenance, storage, assembly, and disassembly of the product by the user should be accompanied by illustrations as well as wording.

6. Content

6.1 There should be a section on each of the following subjects in the use and care booklet or on separate sheets that accompany it. When separate sheets are used they should be referenced in the use and care booklet:

6.1.1 Cover, with identification of the product(s) and specific model(s),

6.1.2 Table of contents, if needed for clarity,

6.1.3 Important safeguards in use and care,

6.1.4 Illustration of vacuum cleaner with major components and attachments identified,

6.1.5 Explanation and illustration of user assembly procedure and identification of parts to be assembled,

6.1.6 List of cleaning attachments provided with the vacuum cleaner. Instructions on how to connect and disconnect attachments. Information and suggestions on the uses for each attachment. Special instructions (if any) on storage of attachments on the vacuum cleaner.

6.1.7 Instructions on how to operate the vacuum cleaner,

6.1.8 Information on “special” features (for example: speed selector, cord reel, wet pick up, etc.),

6.1.9 Explanation of dirt or water receptacle. Instructions on how to determine when and how to empty, clean, and replace,

¹ This practice is under the jurisdiction of ASTM Committee F11 on Vacuum Cleaners and is the direct responsibility of Subcommittee F11.93 on Consumer Information.

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² *Annual Book of ASTM Standards*, Vol 15.07.

³ Available from American National Standards Institute, 11 West 42nd St., 13th Floor, New York, NY 10036.