

| <b>Maintenance Task</b>                    | <b>Daily</b> | <b>Weekly</b> | <b>Monthly</b> |
|--------------------------------------------|--------------|---------------|----------------|
| Unplug the cord from the electrical outlet | X            |               |                |
| Wipe entire unit with a damp cloth         | X            |               |                |
| Check paper bag                            |              | X             |                |
| Clean/Replace the filter                   |              |               | X              |