



## Floor Care Methodization



### A. Preparation

- 1) Collect all supplies required (see materials requirement planning list)
- 2) Ensure that equipment is operational
- 3) Pick up walk-off mats after they are vacuumed



### B. Post "Caution" signs



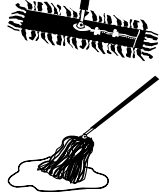
### C. Choose appropriate safety apparel

- 1) Review all MSDS, labels and caution statements



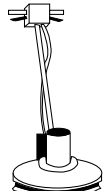
### D. Dust mop area (see dust mop procedure)

### E. Damp mop area (see damp mop procedure)



### F. Perform preventative, interim or restorative cleaning task

- 1) System 1 – Restorative maintenance
  - a. Strip
  - b. Seal
  - c. Refinish
- 2) System 2 – Preventative maintenance
  - a. Clean and restore
- 3) System 3 – Interim maintenance
  - a. Deep scrub & recoat



### G. Return all caution signs and equipment to their appropriate storage locations

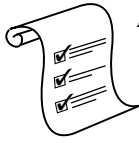
- 1) Ensure that all chemicals are refilled
- 2) Ensure that all equipment is cleaned and rinsed out





## Floor Care Methodization

### Floor Care Procedures



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- 1) Collect all supplies required (see materials requirement planning list)
- 2) Ensure that equipment is operational
- 3) Pick up walk-off mats after they are vacuumed



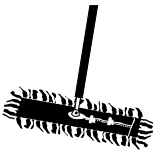
#### B. Post "Caution" signs

#### C. Choose appropriate safety apparel

- 1) Review all MSDS, labels and caution statements



#### D. Dust Mop Procedures



- 1) Acquire dust mop of choice
  - a. Choose appropriate size
    1. Handle size and diameter
    2. Dust mop length should be small enough to maneuver, yet large enough to allow for labor-saving operation
  - b. Ensure that dust mop is clean
- 2) Choose start/stop points to allow for completion of the task nearest the exit or trash receptacle
- 3) Treat dust mop with a water-based dust mop treatment
  - a. Use approximately 1 oz. of treatment per 6" of dust mop length
- 4) Hold dust mop handle at approximately a 45° angle
- 5) Push or "plow" straight ahead from one end of the area to the next
  - a. Do not allow mop head to leave the floor
- 6) Pivot mop at appropriate turning point
  - a. Avoid changing the leading edge of dust mop
  - b. Overlap last pass by at least 6-10 inches
- 7) Utilize a dust pan and brush to dispose of soil/dirt not held by the mop yarns
  - a. Remove gum/tar from floor with a putty knife
  - b. Utilize brush to remove dust from corners
- 8) Remove dust mop frame and head from handle, and shake or brush loose dirt from mop head into a plastic liner
  - a. Place in storage area
  - b. Launder when brushing is no longer effective



## Floor Care Methodization

### Floor Care Procedures (continued)

#### E. Damp Mop Procedures



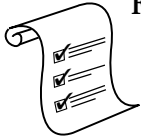
- 1) Dust mop area
- 2) Choose appropriate wet mop size and type
- 3) Fill mop bucket to desired level with water
- 4) Add chemical to water at proper dilution
  - a. Utilize a neutral pH cleaner
  - b. A second bucket for rinsing may be required for double bucket mopping
- 5) Submerge mop into bucket
- 6) Wring out mop to desired dampness
  - a. Use legs, not your back, to apply wringer pressure
- 7) Confirm all safety signs and apparel are properly located
- 8) Begin mopping at furthest point from door
  - a. Outline or “picture frame” area
  - b. Mop in a “figure 8” motion
- 9) Change water when needed to avoid redepositing dirt on floor
- 10) Repeat steps 1 - 9 as necessary



## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

#### Floor Care Materials Requirement Planning (MRP)



#### System 1 - Restorative maintenance (strip, seal, refinish)

##### 1) Strip



- a. Mop buckets and wringers
- b. Cotton wet mops & handles
- c. Scrubbing machine
- d. Strip pack & machine pad holder
- e. Dust mop & dust pan
- f. Putty knife or scraper
- g. Dust mop treatment H<sub>2</sub>O (water based)
- h. Wet/Dry vacuum
- i. Extension cords
- j. Clean rags
- k. Stripper slippers
- l. Gloves
- m. Clean rinsed cotton mop & handle
- n. Trigger sprayer
- o. "Wet Floor" signs
- p. Measuring cup
- q. Stripper
- r. Neutralizer
- s. Towels & tape
- t. Squeegee

##### 2) Seal



- a. Mop buckets with wringer
- b. Plastic liners to fit bucket
- c. Rayon mops & handles (looped)
- d. Floor sealer
- e. "Wet Floor" signs

##### 3) Refinish



- a. Mop bucket & wringer
- b. New plastic liner to fit bucket
- c. New or clean rayon mops (looped)
- d. Mop handles
- e. "Wet Floor" signs
- f. Floor finish



## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

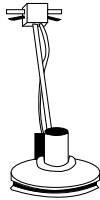


#### Floor Care Materials Requirement Planning (MRP)

##### System 2 - Clean & Restore

###### 1) Clean & Restore

- a. Mop buckets with wringers
- b. Cotton mop & handle
- c. Neutral cleaner
- d. Dust mop & dust pan
- e. Dust mop treatment
- f. Measuring cup
- g. "Wet Floor" signs
- h. Spray buff in trigger sprayer
- i. Floor restorer
- j. Rayon mop & handle
- k. Liner for restorer
- l. Putty knife
- m. Burnisher with red pad



##### System 3 - Deep Scrub & Recoat

###### 1) Deep Scrub & Recoat

- a. Dust mop & dust pan
- b. Dust mop treatment
- c. Pads - blue or brown
- d. Automatic or hand-held floor scrubber
- e. All purpose cleaner (low suds)
- f. Mop bucket & wringer
- g. Cotton mop & handle
- h. Floor finish
- i. Mop bucket & wringer with liner
- j. Putty knife
- k. Rayon mop
- l. Neutralizer
- m. Stripper slippers
- n. "Wet Floor" signs





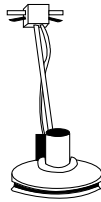
## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

#### Floor Care Procedures

##### System 1 – Strip, Seal & Refinish

##### 1) Stripping – Semi-Manual



- a. Choose appropriate mop handle
- b. Properly mix mop bucket of stripping solution  
When pouring out of a 5 gal. pail, pour with bung at the top of the pail
- c. Apply stripper liberally with mop to a 200 square foot area of floor as well as baseboards
- d. Let stand for 5 minutes
- e. Agitate floor with 17" floor machine and black pad. Agitate baseboard and corners with baseboard tool and bladed scrapers
  1. Stay away from walls to avoid splashing
  2. Overlap passes by at least ten inches while stripping
- f. Pick up emulsified floor finish solution via wet/dry vacuum
- g. Utilize a detail mop to absorb stripper from corners, baseboards and all squeegee trails
- h. If a non-rinse-free stripper is being utilized, rinsing with a floor neutralizer is required to assure an alkaline-free floor
- i. Repeat c - h as required to complete job
- j. Wipe down all baseboards, if needed

##### 2) Stripping – Semi-Automated



- a. Choose appropriate mop and handle
- b. Properly mix mop bucket of stripping solution  
When pouring out of a 5 gal. pail, pour with bung at the top of the pail
- c. Apply stripper liberally with mop to a 200 square foot area of floor as well as baseboards
- d. Let stand for 5 minutes
- e. Agitate baseboards
- f. Scrub aforementioned area with automatic scrubber equipped with black stripping pads
  1. Pads down
  2. Solution control on; disperse properly diluted stripping solution
  3. Squeegee up, vac off
- g. Overlap each pass until 200 square feet of area is scrubbed completely
- h. Make second pass with automatic scrubber and pick up emulsified stripping solution
  1. Pads down
  2. Solution control off
  3. Squeegee down, vac on
- i. Utilize a detail mop to absorb stripper from corners, baseboards and all squeegee trails
- j. If a non-rinse-free stripper is being utilized, rinsing with a floor neutralizer is required to assure an alkaline-free floor
- k. Repeat c - j as required to complete job
- l. Wipe down all baseboards if needed



## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

#### Floor Care Procedures

##### System 1 - Strip, Seal & Refinish (continued)

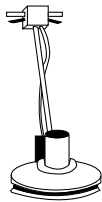
##### 3) Seal/Refinish Method (with mop)



- a. Establish start/stop points  
Choose start location as the furthest point from the door/water source
- b. Place plastic liner in seal/finish bucket
- c. Utilize rayon mop with looped ends and sewn tailband
  1. Shake mop out in a plastic liner to prevent manufacturing lint (off mop) from adhering to the floor
  2. Use separate mop for sealing and finishing
- d. Dip mop in sealer/finish bucket; remove excess sealer/finish by pressing mop with a one quarter turn into wringer
- e. Apply sealer/finish
  1. Outline or "picture frame" area on first coat and last coat
  2. Stay 6 inches away from wall on all subsequent coats
  3. All coats should be thin and without dry streaks
- f. See sealer/finish application guide for correct number of coats of the finish you are utilizing
  1. Allow at least 25-35 minutes to dry between coats
  2. Allow 1 hour or more dry time between coats on very humid days

##### System 2 - Clean & Restore

##### 1) Spray buffing



- a. Choose appropriate product
- b. Properly prepare spray buff to recommended dilution
- c. Spray solution lightly ahead of buffing machine
  1. Overspraying will result in excessive pad buildup and poor gloss
  2. Turn/replace pad as required
- d. Dust mop with a water-based dust mop treatment, if necessary
- e. For a higher gloss, repeat letters c and d with a lighter-colored pad

##### 2) Mop on restorer

- a. Choose appropriate pad and mount to machine  
Utilize a high speed (1000 - 1500 RPM) or ultra high speed buffer
- b. Prepare a mop bucket and wringer equipped with a plastic liner
- c. Apply a thin, level coat of restorer to floor, utilizing a looped-end rayon mop  
Allow to dry to a light haze
- d. Buff floor with previously prepared machine
- e. Dust mop  
Utilize water-based dust mop treatment
- f. For a higher gloss, repeat letters a - e with a lighter-colored pad



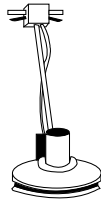
## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

#### Floor Care Procedures

##### System 3 - Deep Scrub & Recoat

##### 1) Scrub Method - Semi-Manual



- a. Choose appropriate mop handle
- b. Properly mix mop bucket of neutral cleaner solution
  1. When pouring out of a 5 gal. pail, pour with bung at top of pail
- c. Apply neutral cleaner liberally with mop to a 200 square foot area of floor
- d. Let stand for 5 minutes
- e. Agitate floor with 17" floor machine and blue pad
  1. Stay away from walls to avoid splashing
  2. Overlap passes by at least ten inches while scrubbing
- f. Pick up scrubbing solution via wet/dry vacuum
- g. Utilize a detail mop to absorb scrubbing solution from corners, baseboards and all squeegee trails
- h. Repeat c - g as required to complete job
- i. Wipe down all baseboards, if needed

##### 2) Scrub Method - Semi-Automated



- a. Choose appropriate mop and handle
- b. Properly mix automatic scrubber solution tank with scrubbing solution  
When pouring out of a 5 gal. pail, pour with bung at top of pail
- c. Scrub 200 square foot area with automatic scrubber equipped with blue scrubbing pads
  1. Pads down
  2. Solution control on; disperse properly diluted scrubbing solution
  3. Squeegee up, vac off
- d. Overlap each pass until 200 square foot area is scrubbed completely
- e. Make second pass with automatic scrubber and pick up scrubbing solution
  1. Pads down
  2. Solution control off
  3. Squeegee down, vac on
- f. Utilize a detail mop to absorb scrubbing solution from corners, baseboards and all squeegee trails
- g. Repeat c - f as required to complete job
- h. Wipe down all baseboards, if needed

##### 3) Recoat Method (with mop)

- a. Establish start/stop points  
Choose start location as the furthest point from the door/water source
- b. Place plastic liner in seal/finish bucket
- c. Utilize rayon mop with looped ends and tailband
  1. Shake mop out in a plastic liner to prevent manufacturing lint (off mop) from adhering to the floor
- d. Dip mop in finish bucket, remove excess finish by pressing mop with a 1/4 turn into wringer





## Floor Care Methodization

### F. Performing Preventative, Interim or Restorative Cleaning Tasks

#### Floor Care Procedures

##### System 3 - Deep Scrub & Recoat (continued)

##### 3) Recoat Method (with mop)

##### e. Apply finish

1. Outline or "picture frame" area on first coat and/on last coat
2. All coats should be thin and without dry streaks
3. Allow at least 25-35 minutes to dry between coats
4. Allow 1 hour dry time or more between coats on very humid days

