



## Floor Care Methodization

### Floor Care Procedures



#### 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



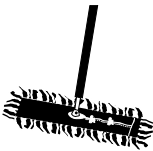
#### B. Post "Caution" signs

#### C. Choose appropriate safety apparel

- 1) Review all MSDS, labels and caution statements



#### D. Dust Mop 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