Objectives and Materials

- Daily floor care is performed to remove dirt and spots from all hard flooring and carpets.
- Floor care is a priority and should be done nightly in classrooms, halls, entryways, stairwells and bathrooms.
- Materials needed include:
  - a treated dust mop
  - a mop and bucket
  - liquid cleaner/polish
  - self propelled floor scrubber and pads
    - red pad for light work
    - blue pad for heavy work
Safety

- Place wet floors signs around the area so that people in the building are aware of the danger.
- Keep in mind that newly scrubbed floors are very slippery, use caution.
- Open windows to create a slight air flow to reduce chemical fumes.
- Read and follow all safety instructions on the products you are using.
- Wear gloves when handling chemicals.

EQUIPMENT SAFETY
- Use caution when working with the floor scrubber. Keep in mind these general safety instructions.
  - Review specific operating safety instructions with your supervisor.
  - Keep arms and legs clear of moving parts.
  - Always turn off the scrubber before making any adjustments or repairs.
  - **IF YOU DON’T KNOW, ASK!**
Dry Mop Preparation

- New dry mops should be treated with a dust-collecting agent.
- Read and follow label instructions.
- Wear gloves.
- Apply the product over the sink and use only the recommended amount.
Scrubber Preparation

- The scrubber (AUTOSCRUBBER) should be prepared prior to starting.
- Your supervisor will provide hands on training with the scrubber.
  - Unplug on the machine from the charger.
  - Visually evaluate the machine for broken or missing pieces.
- Report any findings to your supervisor.
- Filters should be checked weekly and replaced as needed.
- Install the appropriate pad.
- Read and follow the mixing and safety instructions on the floor cleaner.
- Wear gloves.
- Fill the water tank to the required level then add the necessary amount of floor cleaner.
- Excess soap makes floors very slick and dull.
Cleaning Procedure

- Begin by running the dust mop around the area.
- Start on one side and work toward the other.
  - All loose dust and debris must be removed.
  - Lightweight furniture should be removed.
- Place several wet floor signs around the area.
- Select the appropriate water power level on the scrubber.
  - Water level will vary depending on how soiled the floor is.
- Engage the vacuum and scrubbing pad.
  - Use the foot pedals to adjust the height of the machine.
- Begin scrubbing.
  - Walk at a slow to medium pace depending on the dirt cover.
- Start left and work right.
Cleaning Procedure continued...

- Scrub the traffic area well.
- The scrubber makes wide turns so, use the mop and bucket to clean areas where the scrubber will not reach.
  - Corners, floor boards, under desks, etc.
- The squeegee and vacuum will collect and remove used water and deposit it into the recovery tank.
- Allow floors approximately 1/2 hour to dry.
- Perform a final check of all floors cleaned.
Clean Up

- Used water should be drained from the scrubber and the recovery tank should be rinsed out.
- The scrubber should be reattached to the charger.
- The used mop water should also be disposed of.
- Dirty mop heads should be sent to the laundry as needed.
- Wear gloves when changing soiled mop heads.
  - Never leave them in the closet leave the over the weekend as they are a safety hazard.
- Scrubber pads that are worn out should be thrown out and replaced as necessary.
- All equipment used should be cleaned and returned to the custodial closet.
Run dust mop over area to be scrubbed.
Place wet floor signs around the area.
Select water level.
Engage vacuum, scrubbing pad, and adjust height.
Begin scrubbing. (slow to medium pace)
Scrub the traffic area well.
Use mop to reach corners, floor boards, etc.
Squeegee and vacuum will collect water.
Allow floors approximately 1/2 hour to dry.
Check all floors cleaned.
Wet Mopping

- In some buildings, an automatic scrubber will not be available. Instead, wet mopping should be done to clean hard floors.
- Floors should be checked nightly.
- Spot mopping can be done when necessary.
  - Soda and juice spills, mud tracking, etc.
- Materials needed include:
  - a dust mop
  - a wet mop and bucket
  - wet floor signs
  - a floor cleaning chemical
Safety

- Use caution when mopping to prevent injury to yourself and others.
- Place several wet floor signs around the area.
- Do not use excessive water on the floor.
- Read and follow mixing instructions on floor cleaning product.
- Use caution on slippery floors.
Procedure

- Gather materials.
- Dust mop the area first.
- Place several wet floor signs around the area.
- Mix the floor cleaner in the mop bucket according to the product instructions.
- Begin mopping the area.
- Mop the area thoroughly.
- Let the floor dry completely before removing wet floor signs.
- Perform a final check of the area.
Clean Up

- Change soiled mop heads.
- Wear gloves.
- Empty and rinse out the mop bucket.
- All equipment used should be cleaned and returned to the custodial closet.
Special Considerations

- During winter months, special attention should be paid to all hard flooring.
- Sand and ice melt used on sidewalks causes floors to be excessively dirty.
- Extra time should be allotted for sweeping and mopping these areas.
  - Entrances, classrooms (under desks), etc.
- Proper matting at entrances can help alleviate this problem.
  - Each entrance door should have between 6-12 foot steps of matting.
Summary

• Gather materials.
• Dry mop the area.
• Place several wet floor signs around the area.
• Mix the cleaner according to the product instructions.
• Begin mopping the area.
• Mop thoroughly.
• Let the floor dry completely before removing the wet floor signs.
• Perform a final check of the area.