

CUSTODIAL TRAINING GUIDE



DAILY FLOOR CARE

Objectives and Materials

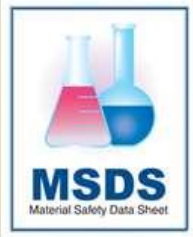


- Daily floor care is performed to remove dirt and spots from all hard flooring and carpets.
- Floor care is a priority and should be done nightly in classrooms, halls, entryways, stairwells and bathrooms.
- Materials needed include:
 - a treated dust mop
 - a mop and bucket
 - liquid cleaner/polish
 - 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

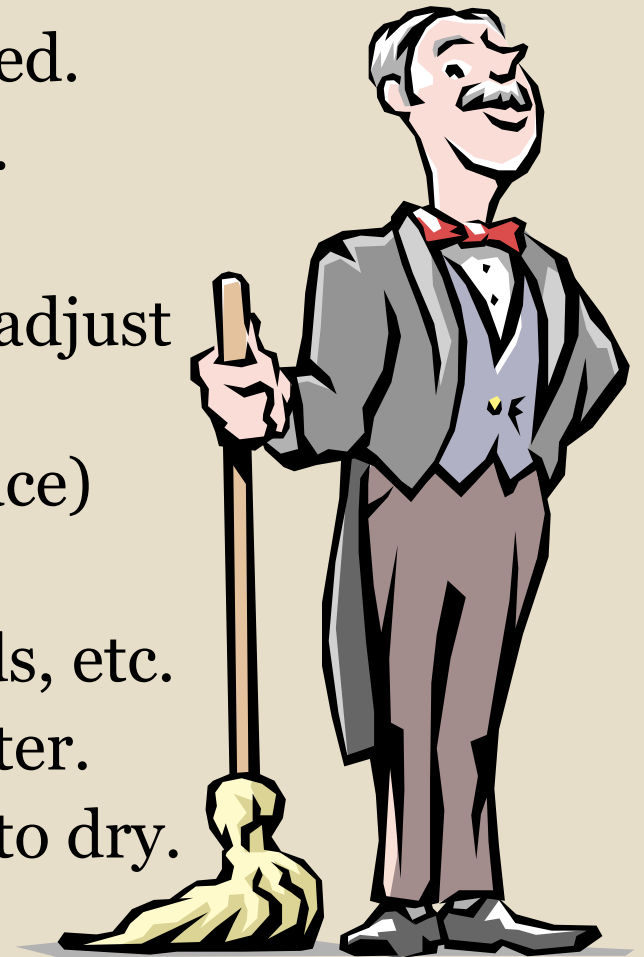


- Used water should be drained from the scrubber and the recovery tank should be rinsed out.
- The scrubber should be reattached to the charger.
- The used mop water should also be disposed of.
- Dirty mop heads should be sent to the laundry as needed.
- Wear gloves when changing soiled mop heads.
 - Never leave them in the closet leave them 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.

Summary



- 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.

