

FLOOR CREW

1) Floor Crew Safety Procedure

- Set up your caution or wet floor sign around the work area to alert individuals of the work that is about to be done, and that the floor may be slippery.
- Open the windows to create a slight air flow, to remove chemical fumes.
- Do not mix chemical together especially from different vendors, read and follow all safety instruction on products you are using.
- WHEN OPERATING YOUR FLOOR MACHINE: Uncoil the power cord and make sure it is behind the machine and out of your way. Some people prefer to sling the power cord over one shoulder to assist in moving the cord as you scrub.
- Wind up the power cord before moving the machine from one room to another. (Instead of dragging it on the floor).
- Always turn off/unplug the machine before making any adjustment or repair.
- All equipment should be checked to make sure it is clean and in good condition; regularly inspect and maintained.

2) Carpet Cleaning Procedure

Step 1: Remove all obstacles and furniture (as needed) that could be damaged from the carpet area that you will be clean. Vacuum the entire carpet thoroughly (every corner, along the walls, underneath of the desk/tables, etc.).

Step 2: Fill your sprayer with proper amount of carpet chemical & water, according to the direction on the label of the bottle.

Step 3: Pre-spray the carpet evenly to allow the chemical to soak and break apart the bonds of the dirt, freeing it from the carpet's fiber. Wait about 5-10 minutes. In the meantime, get your rinse bucket filled up and get everything else ready. If there are any stains, those will need to be removed first with proper stain remover.

Step 4: Start the machine where you plug the cord in and work away from the cord. Overlapping passes will ensure that no portion of the carpets is ever missed. As you are scrubbing, you will always want to make sure the bonnet is properly lubricated. That's why it is a great idea to have couple ounces of solution to 5 gallons of water in the rinse bucket.

Step 5: Clean up – Rinse out all bonnets and the recovery tank on your water extractor. After dumping the recovered solution from the carpets, clean out the tank cover. Leave the cover off to allow the tank to air out and deodorize.

3) Tile Floor Stripping Procedure

Step 1: Prep Area

Remove obstacles and furniture from the area. Cordon off the entire area that needs to be stripped by setting up the necessary caution/wet floor sign. Tape all doors, place mats down to remove footwear and avoid tracking stripping materials to other parts of the building. Remove all gums and tapes. Dust mop the floor.

Step 2: Prep stripping materials

Fill one bucket with warm water for mixing with stripping solution (follow instructions on the label). Fill one bucket with clean cold water for neutralizer.

Step 3: Apply stripping solution

Apply generous amounts of solution with a mop. Start along the wall work your way out. Let it sit for few minutes to loosen the floor finish before continuing to the next step. DO NOT allow the stripper to dry.

Step 4: Pick up dirty solution

Pull the entire stripper off along the wall with a squeegee before picking it up with trot mop. NOTE: Before emptying it, lift up front squeegee, let it run for few seconds then turn it off so stripping chemical doesn't drip along the way to other part of the building where you go to dump it.

Step 5: Rinse & dry floor

Scrub the entire area with neutralize/water combination try to neutralize as much of the alkaline in the stripper as possible. Scrub down all the baseboards and corners to assure all stripping solution is removed.

Step 6: Clean up

All solution tanks, mop buckets, pad driver etc. must be thoroughly rinsed and cleaned out. If the stripping solution or stripped material, otherwise known as slurry is allowed to sit in the tanks, it can dry or start to solidify and ruin the machinery.

HINTS: Use caution as floor surface will become extremely slippery. Keep floor wet during stripping.

4) 2-Person Tile Floor Stripping Procedure

A. THE PERSON WHO IS SCRUBBING

- Map the room, and then push together furniture and equipment.
- Sweep and tape all the doors, etc.
- Mix strippers and spread the room
- Help other guy scrape the floor, etc. until it is ready for scrubbing
- Scrub the floor (make sure no sealer is left behind)

- Pour neutralizer on floor, rinse all base boards, doors, corners, etc.
- Power rinse (make sure all the doors, corners, etc. are clean)
- Put the sealer/wax down until the 2nd or 3rd coat (others will help put down 4th coat if needed).
- Reverse procedure for short half.

B. THE PERSON WHO PICKS UP

- Map the room, and then push together furniture and equipment.
- Get all water, strippers, equipment, etc. ready.
- Do the edging when it's ready.
- Help others scrape the floor.
- Get everything ready, while others are waxing the floor.
- Go to lunch, and then put the last coat of wax down, so others can go to lunch or take lunch if needed.
- Reverse procedure for short half.
- Clean everything up and put it away or load up.
- This person is responsible for all the mess outside of the room (hall, custodian room, or restrooms which are used to dump the water).

5) TILE FLOOR: TOP SCRUB & RECOAT PROCEDURE

A. PREPARATION:

- Map the rooms.
- Remove furniture.
- Remove gum, tape/stickers using putty knife.
- Dust mop floor on every corner, underneath computer desks, etc. Pick up cords as needed.
- Place wet floor sign close to work area.

B. APPLY CLEANER & SCRUB:

- Spread cleaning solution; entire floor, along the walls, corners. Stay away from filing cabinets, book cases about 12" so water doesn't get underneath it.
- Clean all corners with doodle bug or putty knife.
- Scrub entire floor, cross-scrub it as needed.
- After dirty water is picked up, rinse along the walls, baseboard thoroughly with clean water.

C. APPLY FLOOR FINISH PROCEDURE:

- Soak the mop head in the finish, and slightly wring it out so the mop is damp, not drenched and dripping with floor finish.

- Apply a THIN coat of floor finish to the floor if the first layer is too thick. The finish cannot adhere or cure properly.
- Each coat must be completely dry before the next is applied.
- To avoid build-up, stay away 6-12 inches from the walls on all but the last coat.

D. CLEANING & STORAGE:

- Remove pad driver from floor machine.
- Rinse out all mops, buckets and wringer after use.
- Store buckets upside down.
- Oil wheels on buckets, trot mop, etc. on a regular basis.