

FLOOR CARE:

There basically two major types of floors that are cleaned; hard floors and carpet.

1. HARD FLOORS:

The school district has several different types of hard flooring; they consist of VCT (vinyl composite tile), Rubber (tiles & sheet roll), Sheet Vinyl, Ceramic Tile, and Hard Wood.

Purpose:

A daily maintenance procedure to remove dust, light soil and litter from floors. Sweeping can be done either with a broom or micro-fiber dust mops.

EQUIPMENT:

- Auto Scrubber
- Corn broom, push broom, micro-fiber push mop
- Dust pan
- Putty knife
- Vacuum
- Wet mop
- Bucket
- Wringer
- Wet Floor Sign

2. GENERAL:

The broom should be used on rough surfaces such as old concrete, ceramic tile, etc. At times it may be necessary to use a sweeping compound to achieve good results with this method. Dust mops work best on smooth finished floors such as vinyl, rubber and hardwood floors. Dust mops collect the fine dust on the floors. When using Dust mops, begin at one end of the area to be swept. Hold the handle at a comfortable angle (approximately 45 degrees) and push the mop straight ahead. If using a fixed handle or use a figure 8 motion with a swivel handle. Make sure that the same edge of the mop is always traveling forward. Avoid moving the mop backwards or lifting the mop until the stroke is completed. Do not drag the mop around the edge of furniture as this tends to knock dust off the leading edge. At the end of the stroke, turn and mop in the opposite direction overlapping the previous stroke. Make sure that the same edge of the mop is always forward. After you have finished using your dust mop it should be vacuumed off and brushed so that it will be ready for the next job.

VCT, Vinyl, and Rubber floors can be scrubbed as often as needed. This can be done with either an auto scrubber or wet mop.

VCT:

Unlike vinyl and rubber flooring VCT requires waxing to provide protection and luster. Wax acts like a sealer that protects the floor from excessive wear and black marks penetrating into the tile. Wax needs to be applied twice a year, usually two coats per application with high speed burnishing periodically will keep the tile looking like new and makes the floor

easier to clean. Every three years the excess waxes build up will need to be stripped off before applying a fresh application of wax.

3. FLOOR CARE PROCEDURES:

a) Stripping:

Dust mops the floor to remove any light soil, then with your putty knife scrap off any gum or other debris that may be stuck to the floor. Be careful not to gouge the tile. Make sure to wear all necessary protected gear when applying stripper. Mix chemicals according to label directions. Hot water is preferred unless the label indicates otherwise. Post the proper wet floor signs before you proceed. Liberally apply the stripper with a mop. Work in an area small enough to ensure that the stripper will not have time to dry. Allow the stripper solution to stay on the floor for seven to ten minutes before scrubbing. Use a putty knife on corners.

Caution - do not allow the stripper to dry on the floor.

Use an edging tool to remove the finish close to the base boards. Make sure black stripping pads are attached to the hand scrubber; make a pass over the stripping solution with the vacuum off, squeegee up and pads down. Use a hand held squeegee to pull the stripping solution away from the corners and other hard-to-reach areas. With the pad down, make a second pass over the floor.

Make a third pass with the pad down. Make sure that the rinse water remains clean. Make sure your final rinse is mixed with the neutralizer. After the floor has been allowed to dry, run your hand over the floor to check to insure that the entire stripper residue has been removed. If there is any residue on your hand, you must rinse again. Continue to rinse until there is no residue appears, and until there is no foam in the rinse water. Clean your equipment and return it to its appropriate place.

b) Finishes/Sealers:

Post wet floor signs. Line the mop bucket with a plastic trash liner to avoid contamination and make clean-up easier. Pour a pre-determined amount of finish into the lined mop bucket. Dip presoaked and wrung out rayon mop head into the bucket and tamp in the wringer. Do not wring out the mop. Outline the area to be finished. It is necessary to go to the baseboards only once. Fill in the outlined area with an overlapping figure 8 mopping pattern. Allow the coat to dry, normally this takes 30-45 minutes. The finish needs to be dry to the touch before a re-coat can be applied. Reapply finish until the desired appearance is achieved. Do the baseboard areas on your last coat. Thoroughly clean the mop head, bucket, and wringer. Remove wet floor signs after the floor is completely dry.

c) Floor Maintenance:

Clean the floor by dust mopping as needed daily, using a wet mop to remove minor spots as needed. As often as necessary use your auto scrubber with a buffing pad, neutral cleaner (PH7) and cold water. Throughout the school year a high speed burnisher may be needed to bring back the sheen. Attach the proper pads to the high speed burnisher; make sure there are extra pads on hand. Make a steady pass over the floor. Do not allow the burnisher to stand idle while it is running. You may opt to spray on a fine mist of a mixture of finish and

water (1 to 1) to the floor while burnishing. Change your pad as often as necessary. After burnishing has been completed, dust mop the entire floor to remove and burnish residue. Once annually a top coat of finish may need to be applied to re-gain the original sheen. If proper floor maintenance is applied a complete strip and finish procedure may only be needed every 2 – 3 years.

4. VINYL/RUBBER FLOORING:

Rubber flooring has become an increasing popular floor covering over vinyl or VCT. Rubber does not crack and is very forgiving on uneven floors. Rubber cuts down on noise compared to other hard floor coverings and has a life span of 20 years or more. Rubber ages well and seems to look better as it ages. Vinyl and Rubber flooring requires less maintenance than VCT. Vinyl and Rubber flooring requires no stripping or waxing. The use of an auto scrubber or wet mop with a neutral cleaner with a PH of 7 and cold water and only after the floor has been dust mopped and debris removed. When operating an auto scrubber, use it in a straight line, when making the turn make sure that you overlap on the return run. Make sure that the squeegee is picking up the water leaving the floor dry. Auto scrubbers have adjustable head pressure; make sure that the head pressure is at the right adjustment for the job being performed. Too much head pressure can lead to damaging the floor finish (on vinyl) or the floor itself. Also make sure that the scrubbing pads are the right grit for the job, using the wrong pad can lead to either not doing the job or damaging the floor. Always read the instructions to see what strength of pads to be used. If rust or hard to get off scuffs appear on the rubber flooring there are chemicals that can be used to help remove the spots. Ask your supervisor for information on those chemicals. Make sure that the auto scrubber is cleaned, tank cleaned and the squeegee cleaned and dry before storing the machine in a secured area.

5. WET MOP:

When using a wet mop always make sure that the floor has been dust mopped and debris removed. Always place a caution or wet floor sign out before you start washing the floor. Fill the bucket with the proper neutral cleaner, dip the mop into the prepared solution until the mop is completely saturated. Wring out the mop to remove excess moisture and begin mopping the dirty area. Always start in a corner the furthest from the door so you do not have to walk on your cleaned floor before it has dried.

If your water gets dirty you may have to change it frequently, as you don't change water you leave streaks across the floor. Mop with figure 8 strokes and rinse the mop frequently.

6. CARPET CARE:

Carpet maintenance closely resembles the maintenance of hard floor surfaces in that dry dust and soil must be removed frequently. Traffic lanes and soiled areas must be cleaned when required on a regular basis. It must be remembered that carpets retain moisture and that time must be allowed for drying before carpets are ready for regular use.

A good carpet maintenance program includes frequent removal of dust, grit and dry soil. It is grit and abrasive dust that gets into the carpet fibers when exposed to traffic. This residue in the carpet leads to premature wear. Periodically when required, the traffic areas should be

cleaned with an extraction method. This prevents the buildup of greasy soil that will eventually damage the carpet fibers. When required, the entire carpet should be thoroughly cleaned and rinsed using hot water extraction method. Stains or soiled spots need to be removed as soon as they are discovered.

7. VACUUMING:

Equipment:

- Back-Pac vacuum
- Upright vacuum
- Wide area vacuum

VACUUMING PROCEDURE:

The selection of vacuum used should be according to type of area and accessibility. The Back-Pac vacuum is smaller and will always need a wand and floor tool. This vacuum is normally used in smaller areas and congested areas, such as administration areas, classrooms, boardrooms, libraries, offices, computer rooms, etc.

The procedure of vacuuming schools is to make sure that all the heavy traffic areas are the primary surfaces to be cleaned. It is not necessary to vacuum every square inch of a room every day. Detailed vacuuming can be accomplished about once a week.

Back-Pac:

To use the Back-Pac or wand type vacuum either uses the pull push or the side to side method. With one hand grasp the wand near the hose end, this hand propels the tool. Guide the tool with the other hand letting it slip up and down the wand as you move it back and forth or side to side. Be sure to keep the floor tool flat on the surface of the carpet for best results. Overlap your passes as you proceed through the area. Always pick up large debris by hand to avoid plugging the hose. The floor tool may have to be removed and another tool, such as a crevice tool, used when nears the edge of a room or when openings are small. Or best results never let the collection bag get over 1/2 full, and change bags as the bag becomes worn or gets too dirty to collect. The Back-Pac vacuum is the most versatile and efficient vacuum for smaller and congested areas. When used properly the Back-Pac vacuum can clean up to 14,000 square feet per hour.

Upright Vacuum:

The upright vacuum is usually a larger machine with a brush or agitator on the front of the machine. These machines are primarily meant for those surfaces that have a thick aggressive pile such as walk off mats. The brush will need to be adjusted for the type of pile to be vacuumed. As the bristles on the brush wear down the height of the brush will need to be adjusted. The brush should be lowered so that if you let go of the handle of the upright, the turning brush will make the machine creep forward slightly. If the machine wants to take off then the brush is too low. The upright vacuum is meant to always walk forward with the machine; normally you don't push and pull. The upright is a slower process than a Back-Pac and is harder to operate in congested areas such as around desks, etc. thus it is recommended that the upright vacuum mainly be used for walk off mats.

Large area upright:

The large area upright is a one pass vacuum method. This method is the most efficient on large areas such corridors and entry's. It is necessary to overlap each pass by a small amount as the brush will not be as wide as the actual body of the vacuum. Always work from the edge of the wall towards the middle of the work area so that the electric cord is not in your way.

8. EXTRACTION:

Hot water extraction is the best method of thoroughly cleaning the carpet. The process consists of propelling jets of hot water mist into the carpet from very close range followed by immediately picking up the solution and loosened dirt from the carpet with a vacuum action. Some extractors also include a brush or agitator to help scrub the carpet to loosen soil quicker. Before the actual extraction a pre-spray solution may be used on soiled areas to loosen the soil so the extractor can be more effective.

Purpose: To remove deep seated dirt and debris that is not only affecting the appearance of the carpet but may be cutting and damaging the fibers close to the carpet backing.

Equipment:

- Vacuum cleaners
- Extractor
- Pre-Spray

Procedure:

1. Vacuum the area to be extracted.
2. Pre-spray soiled spots, be sure to read and follow the instructions so that the right mix of solution is used. The pre-spray solution needs time to work, possible up to 15 minutes before extracting.
3. Start in the corner of the room furthest from the door. With the solution pump and the vacuum on, start your first pass close to the wall. Depress the plunger to allow the first solution to get out the head into the carpet as you start your backward motion. The extractor is pulled backward 2 to 4 feet, At the back of the stroke briefly turn off the pump and pick up the back strip of water on the carpet before turning it on for the next backward pass. Remember that it is always necessary to avoid over wetting the carpet. Over wetting can result in shrinkage, browning and definitely longer drying time. Also remember that this carpet must now be dried before any traffic can be allowed back on the area.

Never use anything in the extractor except hot water! Using any type of foam, soap or detergent will only lead to turning the carpet black. All types of detergent have a residue that stays in the carpet and acts a magnet for dirt. Once the detergent residue gets in the carpet it is next to impossible to remove it. Only use approved pre-spray solutions that have been approved by the carpet manufacture. Once you have completed the job remember to thoroughly clean and rinse all the equipment. Failure to do so can result in rusting or foul smelling equipment, Equipment must be clean for the next job or the next person using it.

2) STAIN/SPOT REMOVAL:

Today's carpet with its nylon fibers and vinyl backing allows stains or spots to be easier to remove than the older style of carpet. Spills are not able to penetrate into the backing due to the construction of the vinyl backing, thus making the carpet, stain resistant and easier to extract. There are a few dyes that if spilled on the carpet will permanently dye the nylon fibers. These types of stains require carpet repair not extracting. All other spots with proper care and immediate notification are critical to proper maintenance. Spills that are left on the carpet for a long period of time, makes the removal a more difficult task. It is imperative that all spills be reported as soon as possible so that they may be removed.

EQUIPMENT:

- Extractor
- Pre-Spray
- Vacuum

Always pretest any spot or stain cleaning procedure and chemicals on a hidden area of carpet for color bleed or color loss. These stain removal procedures reflect information currently available. Do not use these procedures subsequent to or in combination with other procedures. The compound effect of non-compatible cleaning agents could harm your carpets. Do the best you can to remove stains or spots.

Some tips to follow are:

- Act quickly when something is dropped or spilled on the carpet. Spots and stains can often be removed easily before they have a chance to dry.
- Always have the necessary cleaning equipment at hand and ready to use.
- Blot up liquids or spills with an absorbent paper, cloth, towel, or a clean sponge.
- Try to identify the cause of the spill or spot so the correct cleaning material can be used.
- Do not allow a wetted area to dry slowly. Blot up as much moisture as possible.

The other method is to pre-spray the spot or spill with an approved pre-spray, agitate the spot. Let the pre-spray sit for about 10 minutes to allow it to work. Then take an extractor and extract the area. Repeat the process if necessary. Call for the floor crew for assistance if needed.