

Muskogee Public Schools

Custodial Procedures for Floor Care

FLOOR CARE

ENTRANCE MATS

PURPOSE OF ENTRANCE MATS

- A. Exterior Mats
 - a. Remove sand and gravel from shoes prior to entering the building.
 - b. Minimize the amount of abrading material that will scratch and damage interior floors and finishes.
- B. Interior Mats
 - a. Remove moisture from shoes prior to walking on interior floors.
 - b. Remove any remaining stones or particles not cleaned off by exterior mats.

TOOLS AND MATERIALS NEEDED

- A. Entrance Mats
 - a. Exterior mats
 - b. Interior mats
- B. Broom
- C. Vacuum
- D. Products
 - a. Dust mop/dust cloth treatment
 - b. Spotter

Entrance Mats Are Used in Two areas

- A. Exterior Mats - outside all doors
 - a. Common varieties include
 - i. Rubber backed with many rubber fingers.
 - ii. Open weave with large grid pattern.
- B. Interior Mats - inside all doors
 - a. Length recommended allowing at least two steps by each foot before stepping on interior floor.

MAINTENANCE OF ENTRANCE MATS

- A. Exterior Mats
 - a. Lift from area in front of door.
 - b. Shake out or turn over to dislodge rocks and gravel.
 - c. Sweep sidewalk in front of doorway.
 - d. Reposition exterior mat in front of entrance.
- B. Interior Mats
 - a. Vacuum daily.
 - b. Spot remove spots daily.
 - c. Replace with clean mat when vacuuming no longer restores mat to clean appearance.

Muskogee Public Schools

Custodial Procedures for Floor Care

DUST MOPPING

PURPOSE OF DUST MOPPING

- A. Remove dust, sand and litter from smooth finished floors.
- B. Improve the floors:
 - a. Appearance
 - b. Sanitation
 - c. Safety
- C. Prolongs the life of the floor surface and finish.

TOOLS AND MATERIALS NEEDED FOR DUST MOPPING

- A. Proper personal protective equipment
- B. Dust mop handle and head
- C. Clean damp rags
- D. Putty knife
- E. Dust pan
- F. Lobby broom
- G. Counter brush
- H. High duster
- I. Scuff pad for mark removing
- J. Products
 - a. Dust mop/dust cloth treatment

DUST MOPPING PROCEDURES

- A. All high dusting should be done prior to dust mopping the floor.
- B. Remove movable furniture from area to be cleaned.
- C. Apply dust mop with Dust Mop/Dust Cloth Treatment.
- D. When dusting a room:
 - a. Start along the wall, moving in a clockwise or counter-clockwise direction. Try to move from the cleanest area to the dirtiest.
 - b. Push dust and litter towards door or main aisle for pick up.
 - c. Do not raise mop head from the floor.
 - d. Do not shake out dust mop inside building.
- E. Scrape up gum and other material, which adheres to the floor as you come to it, using the putty knife.
- F. Using a push stroke:
 - a. Push directly ahead while walking forward.
 - b. Pivot the mop head without lifting it off the floor at the end of each pass.
 - c. Return the same way you came making a two or three inch overlap.
- G. Use lobby broom for hard to dust areas such as:
 - a. Corners, Under desks, Around doors, Around cords

Muskogee Public Schools

Custodial Procedures for Floor Care

- H. If dust mop is extremely soiled, a new head may be required. Old dust mops should be laundered per mop directions.
- I. To prevent floor discoloration and potential slippery floors, avoid using oil on dust mops.
- J. Pick up dust using your micro fiber cloth/ counter brush and dustpan.

DAMP MOPPING

PURPOSE FOR DAMP MOPPING

- A. Remove dirt and soil from the floor finish.
- B. No film will be left on the dry floor if a neutral pH cleaner is used.
- C. Neutralize alkaline residues.

TOOLS AND MATERIALS NEEDED FOR DAMP MOPPING

NOTE: Do not use a harsh cleaner (stripper) even in very weak dilutions

- A. Mop head and handle
- B. "Wet floor" signs
- C. Gloves and proper protective eyewear
- D. Mop bucket and wringer
- E. Products
 - a. Neutral pH cleaner *Stride*
 - b. Material Safety Data Sheet (MSDS) for cleaner
 - c. Personal protective equipment as called for in MSDS.

DAMP MOPPING PROCEDURES

- A. Put on personal protection equipment.
- B. Place "Wet floor" signs at every entrance.
- C. Move furniture and other light objects for ease in mopping.
- D. Put *Stride* in mop bucket according to directions.
- E. Move mop and bucket into the area to be cleaned.
- F. Dip mop into the cleaning solution and wring out just enough so the mop water does not drip from the mop.
- G. When mopping a room:
 - a. Start at the farthest corner.
 - b. Work backwards towards the entrance.
- H. Keep mop bucket on the unmopped portion of the floor.
- I. Damp mop an area 10' x 15' or 150 square feet.
 - a. Dip mop back into cleaning solution and wring out as before.
 - b. Continue these steps until the entire area to be mopped has been cleaned.
- J. Change to fresh solution as required.
- K. After floor has dried, replace furniture.
- L. Clean and return all your equipment to the storage area.

Muskogee Public Schools

Custodial Procedures for Floor Care

TOP SCRUBBING

PURPOSE OF TOP SCRUBBING

- A. To remove heavy dirt, stains, scuff marks, and topcoat of damaged finish.
- B. Preliminary step to recoating or high speed buffing the floor to restore original finish appearance.

TOOLS NEEDED FOR TOP SCRUBBING

- A. Clean cloths
- B. Scraper
- C. Doodle bug and pad
- D. 175 rpm single disk machine
- E. Red or black pads
- F. Two mops
- G. Two buckets with wringers
- H. Wet/dry vacuum
- I. "Wet floor" signs
- J. Gloves and eye protection
- K. Products
 - a. Top scrub cleaner. Stride
 - b. Material Safety Data Sheets
 - c. Personal protective equipment as called for in MSDS.

PROCEDURES FOR TOP SCRUBBING

- A. Put on gloves and eye protection.
- B. Fill both buckets with water.
- C. In one bucket, mix Stride according to manufacturer's directions.
- D. Place "Wet floor" signs at each entrance.
- E. Apply diluted cleaning solution to a 20 foot by 20-foot area of the floor with a mop.
- F. Scrub the wet floor with the single disk and pad. Scrub edges with doodle bug and pad.
- G. Pick up the scrubbed solution with the wet/dry vacuum.
- H. Rinse the floor just scrubbed with clear water and a rinse mop.
- I. Repeat on another section until the entire floor has been top scrubbed.
- J. Wipe baseboard with a clean cloth to remove any solution that splashed on the baseboard while scrubbing.
- K. Rinse entire floor with a fresh bucket of clear water.
- L. Allow floor to dry.
- M. Top scrubbing does not restore the floor's original luster.
 - a. Floor is now ready to recoat or high speed buff and recoat.
 - b. Refer to those sections for instructions on how to proceed.

Muskogee Public Schools

Custodial Procedures for Floor Care

RECOATING

PURPOSE OF RECOATING

- A. Restore manageability of coating
- B. Restore finish layer worn away through:
 - a. Foot traffic
 - b. Top scrubbing
 - c. Buffing, burnishing

NOTE: If floor was buffed or burnished, dust mop with clean, non-oil dust mop.

TOOLS AND MATERIALS NEEDED FOR RECOATING

- A. Bucket with wringer
- B. Liner
- C. Finish mop
- D. "Wet floor" signs
- E. Lock down area as allowed by code
- F. Products
- G. Same finish as on floor now. "On & On" (one gallon/ea 2500 sq ft to be recoated)
 - a. Material Safety Data Sheets for chemical used.
 - b. Personal protective equipment as called for by MSDS

PROCEDURE FOR RECOATING

- A. Start with a top scrubbed floor. Allow floor to dry.
- B. Put or keep "Wet floor" signs at all entrances.
- C. Put on protective equipment.
- D. Pour "On & On" into liner in mop bucket or fill reservoir bag
- E. Dip finish mop into floor finish. Wring out just to point that it is not dripping.
- F. Start at farthest corner from door.
 - a. Frame a small area and fill in using a figure eight pattern.
 - b. Turn mop frequently.
 - c. Apply finish four inches from baseboard.
 - d. Work backwards toward the door.
- G. Continue working side-by-side areas, keeping overlapping edges wet.
- H. Allow "On & On" to dry thoroughly.
- I. Repeat steps E through H as needed
- J. Clean up.
 - a. Wash out finish mop, hang to dry.
 - b. Properly dispose of leftover finish and liner.
 - c. Clean all equipment and store for future use.

Muskogee Public Schools

Custodial Procedures for Floor Care

HIGH SPEED BUFFING

NOTE: All buffing procedures are appearance procedures only.

PURPOSE OF HIGH SPEED BUFFING

- A. Improve the attractiveness of floors by increasing the gloss.

TOOLS AND MATERIALS NEEDED FOR HIGH SPEED BUFFING

- A. Make sure floor is swept and mopped prior to high speed buffing
- B. High speed machine
- C. Appropriate pads
- D. Products
- E. Products
 - a. Material Safety Data Sheet for chemicals used
 - b. Personal protective equipment as called for in MSDS.
 - c. "Snap Back" high speed floor treatment

PROCEDURE FOR HIGH SPEED BUFFING

- A. Dust mop, then damp mop the floor, following procedures.
- B. Allow floor to dry.
- C. Place appropriate pad on machine.
- D. Do not use an extension cord when working with high-speed machines.
 - a. Machine will operate more efficiently.
 - b. Machine will have a longer life.
- E. Start high speed buffing next to the baseboard. Work away from the electric outlet to keep from tangling the cord.
- F. After high speed buffing the entire area, dust mop the floor using a treated dust mop.
- G. Remove the pad from the machine. Wash out and hang to dry.
- H. Wrap up cord and store machine for future use.
 - a. Do not allow machine to rest on pad drive holder.

Muskogee Public Schools

Custodial Procedures for Floor Care

FLOOR FINISH REMOVERS / STRIPPERS

FLOOR STRIPPING

PURPOSE OF STRIPPING

- A. Thorough stripping and rinsing is the basis for:
 - a. Sealer to penetrate the surface of the tile.
 - b. Remove accumulation of old finish and impacted soils.
 - c. Building a strong foundation and maximum adhesion for subsequent finish layers.
- B. When is it time to strip?
 - a. The finish begins to build up.
 - b. The floor begins to change color.
 - c. Mopping, top scrubbing and coating no longer provide desired results.

TOOLS AND MATERIALS NEEDED FOR STRIPPING

- A. Two clean mop heads with handles
- B. Two buckets with wringers
- C. Broom and dust pan
- D. 175 rpm single disk floor machine (splash guard optional)
- E. Black stripping pads
- F. Wet/dry vacuum
- G. Measuring bucket for stripper
- H. Floor squeegee
- I. Putty knife
- J. Doodle bug and pad
- K. "Wet floor" signs
- L. Walk off mats or drop cloths taped down
- M. Baseboard stripper
- N. Putty knife or stand up scraper
- O. Shoe covers
- P. Products
 - a. Stripper (one gallon of stripper for 500 square feet) Spartan "Rinse Free"
 - b. Clear water
 - c. Material Safety Data Sheets (MSDS) for chemicals
 - d. Personal protective equipment as called for in MSDS.

PROCEDURE FOR STRIPPING

- A. Remove as much furniture as possible from the area to be stripped.
- B. Dust mop the floor thoroughly before beginning stripping.
 - a. This will remove all loose material that could cut or scratch the floor during the stripping operation.
- C. Remove gum, tar and other foreign material from the floor with a stand up scraper or putty knife.

Muskogee Public Schools

Custodial Procedures for Floor Care

- D. Move all equipment and tools to area to be stripped prior to beginning work.
- E. Place "Wet floor" signs at every entrance.
- F. Put on gloves and personal protection equipment.
- G. Apply baseboard stripper to baseboards and 3" of floor edge.
 - a. Be careful not to coat walls and painted surfaces.
 - b. Let set 15-25 minutes.
 - c. Reapply if drying out.
 - d. Agitate with doodlebug.
- H. Mix one gallon of stripper to four gallons of water, or according to test results (hot water makes the solution work faster not better).
 - a. Following manufacturer's directions, add stripper to bucket of water.
 - b. Do not place mop in water until stripper has been added.
- I. Apply Spartan Rinse Free Stripper solution liberally to the floor.
 - a. Start along the edge of the area.
 - b. Fill in the rest of the area in a figure eight motion.
 - c. Cover an area 100 - 150 square feet at a time.
 - d. Let solution stand 15-25 minutes or according to test results.
 - e. Do not let stripping solution dry out.
 - f. Reapply solution prior to scrubbing, if necessary.
 - g. Test with putty knife to make certain stripper has penetrated all the way through the old finish to the tile before scrubbing.
- J. Machine scrub the wetted area thoroughly.
 - a. Use the machine (175 rpm, automatic, etc.) equipped with stripping pad.
 - b. Make sure and manage cord properly, assistance if possible
 - c. Move from where your feet are on dry floor into the stripping solution (walk in previously scrubbed areas).
 - d. Scrub slowly and overlap.
- K. Pick up stripping solution with wet vacuum.
 - a. Move vacuum slowly to remove as much stripping solution from the pores as possible.
- L. Rinse the stripped area thoroughly with fresh clean water
 - a. Mop cool water onto the floor. Rinse corners and baseboards.
 - b. Wet vacuum moving slowly, to clean cracks and pores.
 - c. Wipe down baseboards, and inspect the floor.
 - d. Repeat above steps as needed to assure clean floor.
- M. Floor is now free of all sealer, finishes, dust, grime, gum and other foreign matter.
- N. Clean all equipment, wipe cords dry, and store for future use.
- O. Allow the floor to dry before applying seal or finish.

Muskogee Public Schools

Custodial Procedures for Floor Care

FLOOR SEALING / FINISHING

PURPOSE OF SEALING AND FINISHING FLOORS

- A. Protect and beautify the floor.

TOOLS AND MATERIALS NEEDED FOR SEALING AND FINISHING FLOORS

NOTE: If not using a “finish mop”, a new or clean “dedicated” rayon mop is preferred. If using a cotton mop, it must be presoaked in a low ph cleaner, and rinsed until free of oil & detergent

- B. Finish mop and handles / Finish applicator with bladder
- C. Bucket with wringer
- D. Plastic liners
- E. "Wet floor" signs
- F. Products
 - a. Sealer or finish of your choice, that suits your maintenance program (first coat requires one gallon per 750 square feet, second coat requires one gallon per 1500 square feet, subsequent coats require one gallon per 2500 square feet). Spartan On & On
 - b. Material Safety Data Sheets (MSDS) for chemicals used.
 - c. Personal protective equipment as called for by MSDS.

PROCEDURE FOR SEALING AND FINISHING FLOORS

- A. Put a plastic liner into an empty bucket. Pour “Spartan On & On” into the lined bucket.
 - a. Liner keeps the sealer uncontaminated by anything the bucket may still have in it.
 - b. Clean up is much easier. Just twist, tie and toss.
- B. Display “Wet Floor” signs at every entrance.
- C. Move the tools and materials required into the area where the floor is being sealed.
- D. Be sure footwear is clean (wipe with damp cloth) prior to walking on clean, stripped floor.
- E. Dip a clean seal mop into the “Spartan On & On” Wring out to the point where the mop is wet, but does not drip.
- F. Laying the Seal/Finish
 - a. Start in the farthest corner from the door.
 - b. Frame a small area.
 - i. Fill in the center, working backwards.
 - ii. Use a figure eight motion when moving your mop.
 - c. Move to next area and repeat.
 - d. Work side by side areas.
 - e. Keep overlapping edges wet.
 - f. Allow the floor to dry thoroughly.
 - g. Apply additional coats, until number of coats desired has been applied.

Muskogee Public Schools

Custodial Procedures for Floor Care

FLOOR CARE CERTIFICATION QUIZ

1. What do we read to determine what personal protective equipment is required when using a chemical? _____
2. What three tools are required for preventative maintenance?
1. _____ 2. _____ 3. _____
3. What is the purpose of preventative maintenance? _____

4. What is our first line of defense? _____
5. What are the two main purposes of the items listed in question 4? _____

6. When damp mopping floors, what type cleaner do we use? _____
7. How much area can we mop before changing solution? _____
8. What procedure do we use to completely remove all finish, sealer, dirt, etc., from floors? _____
9. When is it necessary to strip floors? _____
10. If a floor finish stripper can remove multiple coats of finish, seal and dirt, will it be safe on our hands, feet, skin, or in our eyes? _____
11. Does stripper solution on the floor create an unsafe situation? _____
12. Describe the risks associated with stripper solution on the floor.

13. In all mopping procedures, what "figure stroke" do we use when mopping?

14. How well edges and corners are cleaned will be part of determining the overall appearance of the floor. True _____ False _____

Muskogee Public Schools

Custodial Procedures for Floor Care

15. If we allow stripper to dry on the floor, we can just mop it up with water.
True _____ False _____
16. After inspecting the floor and spot stripping it as needed, what do we do to the equipment?

17. What is the purpose of applying seal and/or finish to the floor? _____

18. Are wet floor signs required when "waxing" floors? Yes _____ No _____
19. What is the purpose of placing a liner in the finish bucket? _____
20. Thin coats are more durable and have less tendency to have dried bubbles than thick coats. True _____ False _____
21. The floor becomes less slippery with each additional coat that is properly applied.
True _____ False _____
22. Spray buffing is a cleaning procedure. True _____ False _____
23. What is a good rule of thumb as to how much spraybuff to use?

24. What procedure do we use to remove heavy dirt, stains, and scuffmarks prior to recoating?

25. Do we scrub the edges and corners at this time? Yes _____ No _____
26. Do we recoat the edges and corners at this time? Yes _____ No _____
27. It is okay to high speed buff a floor that has not been wet cleaned.
True _____ False _____

For Trainer Use Only
Score _____/31

Muskogee Public Schools
Custodial Procedures for floor care

HARD FLOOR CARE COMPETENCY EVALUATION

I have evaluated the work and performance of _____
from _____ through _____. It is my professional
opinion that _____ is knowledgeable in the HARD
FLOOR CARE procedures manual and follows it in his/her daily routine.

Print Name: _____ Title: _____

Signature: _____ Date: _____