

Finished Floor Maintenance



Cleaning Procedures

Finished Floor Maintenance

Routine Cleaning Tasks

1. Dust mop floor (treated dust mop, microfiber dust mop or dusting sheet)
2. Remove gum / tape and other foreign objects with putty knife /scraper
3. Remove heel marks with heel mark remover
4. Scrape chair marks with a putty knife to remove deposit
5. Place "Wet Floor" signs; leave signs in place until floor has dried
6. Damp mop/ Autoscrub floor. Change mopping solution as it becomes soiled
7. Burnish floors

*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

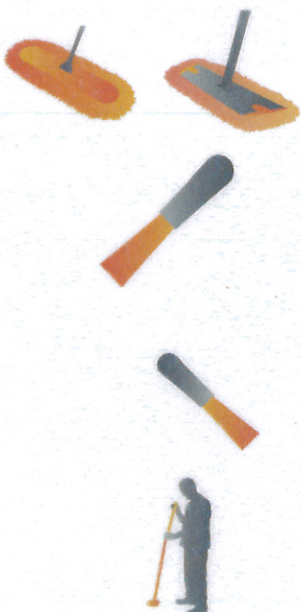
Routine Cleaning Procedures

A. First Circuit

1. **Dust mop floor.** Use a previously treated dust mop, a microfiber dust mop or a dust mopping system that uses dusting sheets to remove dust and debris from the area. Dust mop under furniture and along the edges of the room, paying particular attention to the corners. Work from the inside of the corner outward to move soil away from, not into the corners. Dust mopping into the corner can pack the soil into the corner and create a "rounded" corner. Use a putty knife if necessary to remove soil and move it out where the dust mop can pick it up.

Clean treated and microfiber dust mops and change dusting sheets after dust mopping each room.

2. **Scrape foreign objects.** Remove gum, tape, and other foreign objects with a putty knife or scraper. Use a putty knife or scraper to remove all foreign objects from the floor.
3. **Remove heel marks** using a heel mark remover. You can use a specialty tool, a tennis-ball-on-a-stick, the corner of a towel under your shoe, and some marks will come up by just rubbing with certain types of shoe soles.





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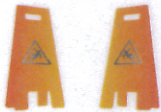
#### Routine Cleaning Procedures (continued)

##### A. First Circuit (continued)



4. **Scrape chair marks** with a putty knife to remove the deposit. Use a putty knife or a scraper to remove deposits caused by scraping chairs. These deposits are a mixture of soil, dust mop treatment, and floor finish fused together by the heat of friction generated when occupants slide certain types of chair glides across the floor. Since it incorporates floor finish in the mixture, there is no way to remove the deposit without damaging the floor finish. Flooding the deposit with cleaning solution while mopping the floor and allowing it to dwell for a few minutes may soften the deposits, making them somewhat easier to remove.

##### B. Second Circuit



5. **Place wet floor signs;** leave signs in place until the floor has dried completely. Place signs in appropriate locations before wetting the floor, especially if there are building occupants present. This is a safety issue and its importance cannot be minimized.
6. **Damp Mop/Autoscrub floor.** Place "wet floor" signs and damp mop or autoscrub floor using Top Clean #10 from the Arsenal mixing station. Begin mopping at the corner farthest from the door and finish at the doorway. Remember to drain the recovery tank if becomes full. Check and clean filters off after each use.
7. **Burnish Hallways** as needed using either a white, champagne, or aqua pad. Use restorer as needed before burnishing to bring back the shine of the floors.