



- 1** Glass Cleaner
- 2** Disinfectant
- 3** All Purpose Cleaner
- 5** Carpet Care
- 9** Specialty Cleaner

The Clean✓Classroom cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

The Six Steps of Daily Classroom Cleaning

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust
- STEP THREE: Remove Trash
- STEP FOUR: Clean and Disinfect Surfaces
- STEP FIVE: Clean Glass
- STEP SIX: Vacuum or Hard Floor Care

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectant, all purpose cleaner, can liners, cleaning cloths and/or dusters, dust mop or vacuum, and any necessary personal protective gear, like protective eyewear and gloves.



Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Dust



Begin cleaning the classroom by dusting furniture and other surfaces. When using a color-coded cloth system to prevent cross-contamination, select a green microfiber for dusting.



Start by dusting higher areas and items, then work your way down, folding your cloth as needed to provide a clean surface. Clean the entire area by working clockwise around the room.

Finally, empty pencil sharpeners and clean chalk trays by pushing the excess chalk into the wastebasket.

Step Three

Remove trash



First, clean up apparent litter prior to emptying trash. However, do not discard anything that is questionable. Empty all waste receptacles into the trashcan. If necessary, replace the liner. Be sure to place the receptacle in its original location.

3

Step Four

2

Damp wipe surfaces



Wet clean soiled surfaces that cannot be cleaned by dusting or those that need to be disinfected. Spray the appropriate Spartan disinfectant onto a clean cloth. If using a color coded cloth system, use a red microfiber cloth for disinfecting procedures. Alternatively, you can use Spartan's convenient Hard Surface Disinfecting. Remove wipes at a 45 degree angle, and be sure to close canister when not in use.



High touch surfaces such as light switches, desks, tables, chairs, and drinking fountains will benefit routine cleaning and disinfecting. Use one wipe to remove soil and a second wipe to sanitize or disinfect. Remember when disinfecting, be sure the surface stays wet for the appropriate contact time listed on the product label.

Note: If blood or potentially infectious material is present, follow your site-specific exposure control plan.

1 Step Five

Clean glass



Next, spot clean all visible marks on interior windows and glass. Spray the cloth with your choice of Spartan glass cleaners. If you have a color-coded cloth system, use a blue microfiber cloth for glass cleaning. Be sure to clean mirrors and other reflective surfaces.

3 Step Six

Vacuum or hard floor care



Most classrooms have hard surface floors, you should routinely dust mop and damp mop. Some areas may have carpet and will need vacuuming. (The frequency of your routine cleaning will be communicated to you by your supervisor.)

Routine and Periodic Hard Floor Care and Carpet Care procedures are documented later in this training program.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

PERIODIC CLASSROOM CLEANING

Some necessary cleaning tasks may be scheduled periodically. Your supervisor will set the schedule that is appropriate for your facility. These tasks may include:



Spot cleaning soiled walls



Removing graffiti from desks and walls



Cleaning chalkboards or whiteboards



Dusting hard to reach surfaces such as light fixtures and vents

ROUTINE CLEANING OF COMMON AREAS

Hallways and other common areas need routine cleaning as well. If these areas are carpeted, they need routine vacuuming. Hard floor surfaces need dust mopped and or damp mopped. You will also need to find and correct any gum and/or carpet spots.

Carpet

Vacuum the carpet starting in the area farthest from the entrance and work your way back. Use a pattern to cover all floor space. You want your efforts to result in carpets that are clean and free of visible dirt and debris.

Carpet Spot Removal

5 Step One

Select spotter



It is important to remove carpet spots as soon as possible. First, identify the spot then select the most appropriate spotter for the job. Follow directions on the product's label.

5 Step Two

Blot



Blot up the spot with an absorbent cloth.

5 Step Three

Apply spot remover



Apply spotter to the area to be cleaned. If using a trigger sprayer, spray the product from the outside edge toward the center. Be careful not to over wet the spot.

Step Four

Blot and rub



To keep the spot from spreading, blot and rub the spot from the outside edge of the spot toward the center.

5 Step Five

Repeat spotter application



If necessary, spray again, and let the product set for a few minutes. Blot again with an absorbent cloth.

Step Six

Dry



Flush away the remaining spray with water, using a trigger sprayer. Blot dry.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Gum Removal

Step One Scrape



Use a scraper to remove as much of it as possible

5 **Step Two** Freeze remaining gum



Spray with Spartan's Chewing Gum Remover, holding the can at a 45-degree angle and using short, quick bursts until the substance is frozen solid.

Step Three Remove frozen matter



Chip or scrape off frozen matter using a bone knife or scraper. Repeat these steps, if necessary, to remove all matter from the floor.

Step Four Vacuum



Use your vacuum and attachments to remove all particles from the floor.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Hard Floor Care

Where classrooms, office space, corridors or common areas have hard surface floors, you should routinely dust mop and damp mop. Routine floor cleaning is imperative for proper risk management.

Dust Mop

- STEP ONE: Remove furniture
- STEP TWO: Sweep out corners and crevices
- STEP THREE: Spray dust mop
- STEP FOUR: Dust mop floor
- STEP FIVE: Pick up soil and debris
- STEP SIX: Vacuum dust mop

Step One

Remove Furniture



Remove all movable furniture and floor mats from the area to be cleaned.

Step Two

Sweep out corners and crevices



Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.

9 Step Three

Spray dust mop



Next, spray the dust mop with Spartan's Dust Mop/Dust Cloth Treatment.

Step Four

Dust Mop Floor



Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two-or three-inch overlap. Dust mop the entire floor.

Step Five

Pick up soil and debris



Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.

Step Six

Vacuum or wash dust mop



Vacuum out dust mop. If using a microfiber system, you should periodically machine wash the microfiber pads. Do not machine dry these items. Return all equipment to storage.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Damp Mop

- STEP ONE: Perform complete dust mop procedure
- STEP TWO: Place wet floor signs
- STEP THREE: Prepare neutral cleaner and gather supplies
- STEP FOUR: Damp mop
- STEP FIVE: Replace mats and furniture, and remove wet floor signs
- STEP SIX: Clean and return equipment to storage area

Step One

Perform complete dust mop procedure



Follow the steps on your Daily Cleaning, Dust Mop Checklist prior to damp mopping.

Step Two

Place wet floor signs



Place wet floor signs at every entrance.

3 Step Three

Prepare neutral cleaner and gather supplies



You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner, using your Spartan dispensing system to ensure chemical safety and accurate dilution. Also, when using a microfiber system as shown here, select a blue or green mop for all-purpose cleaning.

Step Four

Damp mop



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward, toward the entrance. Be sure to keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.

Step Five

Replace mats and furniture and remove wet floor signs



When the floor is completely dry, remove wet floor signs from all entrances. Then, return any entry mats or furniture that had been removed from the area.

Step Six

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the mop bucket

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



Hard Floor

- 3 All Purpose Cleaner
- 7 Stripper
- 8 Finish/Seal
- 9 Specialty Cleaner

The Clean✓ Hard Floor Care cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

Clean✓'s easy-to-follow Hard Floor Care procedures organize the work into the proper sequence for maximum efficiency. These steps can be applied to almost any hard floor that needs to be cleaned and maintained.

Routine Cleaning: Dust Mop

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Remove Furniture
- STEP THREE: Sweep Out Corners and Crevices
- STEP FOUR: Spray Dust Mop
- STEP FIVE: Dust Mop Floor
- STEP SIX: Pick Up Soil and Debris
- STEP SEVEN: Vacuum Dust Mop

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies, as directed, for the hard floor care procedures you will perform during your shift. Equipment and products may include: dust mop treatment, dust mop, broom or counter brush, scraper or putty knife, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Remove furniture



Remove all movable furniture and floor mats from the area to be cleaned.

Step Three

Sweep out corners and crevices



Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.

9 Step Four

Spray dust mop



Next, spray the dust mop with Dust Mop/Dust Cloth Treatment.

Step Five

Dust mop Floor



Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two-or three-inch overlap. Dust mop the entire floor.

Step Six

Pick up soil and debris



Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.

Step Seven

Vacuum dust mop



Vacuum out dust mop and return all equipment to storage

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Wet Cleaning

Depending on the area to be cleaned, your supervisor may have you wet clean the floor with a damp mop or auto scrubber.

Routine Cleaning: Damp Mop

- STEP ONE: Perform Complete Dust Mop Procedure
- STEP TWO: Place "Wet Floor" Signs
- STEP THREE: Prepare Neutral Cleaner and Gather Supplies
- STEP FOUR: Damp Mop: Flat Mop System
- STEP FIVE: Replace Mats and Furniture, and Remove Wet Floor Signs
- STEP SIX: Clean and Return Equipment to Storage Area

Step One

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

Step Two

Place "Wet Floor" signs



Place "Wet Floor" signs at every entrance of the area being cleaned.

Step Three

Prepare neutral cleaner and gather supplies



You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner solution, using your Spartan dispensing system to ensure chemical safety and accurate dilution. Also, when using a microfiber system, select a blue or green mop for all-purpose cleaning.

Step Four

Damp mop: flat mop system



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward, toward the entrance. Be sure to also keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.

Step Five

Replace mats and furniture and remove "Wet Floor" signs



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Step Six

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the mop bucket

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Routine Cleaning: Autoscrub

- STEP ONE: Perform Complete Dust Mop Procedure
- STEP TWO: Place "Wet Floor" Signs
- STEP THREE: Fill Autoscrubber
- STEP FOUR: Autoscrub Floor
- STEP FIVE: Replace Mats and Furniture, and Remove "Wet Floor" Signs
- STEP SIX: Clean and Return Equipment to Storage Area

Step One

Perform complete dust mop procedure

Follow the steps on your Routine Cleaning: Dust Mop Checklist.



Step Two

Place "Wet Floor" signs

Place "Wet Floor" signs at every entrance.



3 Step Three

Fill autoscrubber

First, check to make sure your pad (red or white) or soft bristle brush and squeegee are clean before operating the auto scrubber. Begin by filling the auto scrubber with fresh water and the correct amount of neutral cleaner.



Step Four

Autoscrub floor



Be sure to scrub the floor with overlapping passes. If a trail of solution is left, be sure mop it up with your mop before leaving the area.

Step Five

Replace mats and furniture and remove "Wet Floor" signs



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Step Six

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the autoscrubber

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Interim Gloss Restoration & Protection

Depending on the amount of foot traffic and other expectations for your floor, you may choose to high speed burnish, spray buff or apply floor finish restorer to protect your floor.

Gloss Protection: High Speed Burnish

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust Mop
- STEP THREE: Wet Clean Floor
- STEP FOUR: High Speed Burnish the Floor
- STEP FIVE: Clean and Return Equipment to Storage Area

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: neutral floor cleaner, floor finish restorer, high speed burnisher, burnishing pads, dust mop, dust mop treatment, wet floor signs, mop bucket and wringer, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

Step Three

Perform complete damp mop/autoscrub procedure



Wet clean the floor by following the steps on your Routine Cleaning: Damp Mop or Autoscrub Checklist.

Step Four

High speed burnish the floor



For high speed burnishing applications, make sure the floor is completely dry after wet cleaning. Then, place the appropriate high speed pad on your machine. Starting along the baseboard at the farthest point from the entrance bring the machine up to speed then contact the floor with the pad, push the High Speed or Ultra High Speed machine forward.



Move in a straight line and overlap each pass. Remember to raise the machine before turning at the end of the pass. Do not stay on the same area for too long. Continue this process until the entire area has been burnished.

Dust mop the floor after you have completed burnishing.

Step Five

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash; and
- Remove the pad and pad drive from the burnisher

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Gloss Protection: Spray Buff

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
STEP TWO: Perform Complete Dust Mop Procedure
STEP THREE: Wet Clean Floor
STEP FOUR: Spray Buff the Floor
STEP FIVE: Clean and Return Equipment to Storage Area

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: spray buff, low speed floor machine, floor pads, dust mop, wet floor signs, mop bucket and wringer, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

Step Three

Perform complete damp mop/autoscrub procedure



Wet clean the floor by following the steps on your Routine Cleaning: Damp Mop or Autoscrub Checklist.

8 Step Four

Spray buff the floor



For spray buff applications, prepare your solution as directed on the product label, or choose a Ready-to-Use product, as shown here. Then, select a red or white pad for your low-speed, floor machine. Lightly spray a 3 by 3 area on the side of the machine, and buff the area until the product is dry.



Continue this process until the entire area has been spray buffed. Remember to turn the pad frequently to avoid product loading on the pad. Finish by dust mopping the area.

Step Five

Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash; and
- Remove the pad and pad drive from the burnisher
- Rinse pad and dispose of it when it does not clean up.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Gloss Protection: Floor Finish Restorer

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
STEP TWO: Dust Mop
STEP THREE: Wet Clean Floor
STEP FOUR: Restore Floor
STEP FIVE: Clean and Return Equipment to Storage Area

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: floor finish restorer, high speed burnisher, burnishing pads, dust mop, wet floor signs, mop bucket and wringer, finish mop, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning, Dust Mop Checklist.

Step Three

Perform complete damp mop/autoscrub procedure



Wet clean the floor by following the steps on your Routine Cleaning, Damp Mop or Autoscrub Checklist.

8 Step Four

Restore floor



Be certain that the floor is clean and dry before you apply floor finish restorer. When using a conventional mop-on process, begin by lining an empty mop bucket. When using a designated microfiber floor finish application system, liners are not necessary.



Dilute the floor finish restorer as directed on the product label. Dip a clean finish mop into the floor finish restorer and wring it out. Then, start mopping at the farthest corner from the entrance. In six- to eight-foot sections, apply a thin coat of floor restorer in a figure-eight motion. Rewet your mop as needed. Allow the restorer to dry thoroughly and burnish or buff the floor as necessary.



Alternatively, if there is a large area to be restored, you may consider using an auto scrubber to save labor costs. First, check to make sure your pad or brush and squeegee are in place prior to operating the auto scrubber. Then, fill the auto scrubber with fresh water and the correct amount of the proper floor finish restorer.



Be sure to use overlapping passes with your auto scrubber as you cover the entire area. Remember to allow the restorer to dry thoroughly and burnish or buff as necessary.

Step Five

Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Empty and rinse the mop bucket or auto scrubber; and
- Remove the pad and pad drive from the burnisher.
- Rinse pad and dispose of when it does not clean up.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Interim Floor Care: Top Scrub & Recoat

STEP ONE:	Gather Supplies and Apply Personal Protective Equipment
STEP TWO:	Dust Mop
STEP THREE OPTION 1:	Top Scrub: Autoscrub
STEP THREE OPTION 2:	Top Scrub: Low-Speed Floor Machine
STEP FOUR:	Recoat Floor
STEP FIVE:	Clean and Return Equipment to Storage Area

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: top scrub cleaner, floor finish, a low-speed floor machine with the proper scrubbing pad, 2 buckets with wringers, 2 color-coded mops (of different colors), a wet/dry vacuum, clean white cloths, "Wet Floor" signs, dust mop, and any necessary personal protective gear, like protective eyewear, foot coverings and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

Then, depending on the area to be cleaned, your supervisor will direct you to top scrub the floor with an auto scrubber or low-speed floor machine.

3 Step Three Option 1

Top scrub: autoscrub



If you have a large area to be scrubbed, use an auto scrubber to improve your productivity.



To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned. Fill your auto scrubber with properly diluted top scrub cleaner. Using your auto scrubber and the desired pad, scrub the floor. Pick up the dirty solution and rinse the floor with clean water. Repeat this process as necessary until all embedded soils are removed.



Continue this procedure until the entire floor has been top scrubbed.

Finally, wipe all baseboards with clean water, and allow all areas to dry thoroughly.

3 Step Three Option 2

Top scrub: low-speed floor machine



If you have a smaller area to scrub and recoat, you will likely deep scrub with a low-speed floor machine and a wet/dry vacuum.



To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned. Next, dilute the top scrub cleaner, as directed, in one mop bucket. Apply the solution to a 10 by 10 area. Allow the solution to remain on the floor for 5 minutes. Then, using your low-speed floor machine and the desired pad, scrub the floor.



Pick up the dirty solution with your wet/dry vac.



Then, damp mop rinse the area with clean water.

Continue this procedure in 10 by 10 sections, until the entire floor has been top scrubbed.

Finally, wipe all baseboards with clean water, and allow all areas to dry thoroughly.

8 Step Four

Recoat floor



After your top scrub application is complete and the floor is dry, apply the desired number of coats of floor finish. When using a conventional string finish mop, begin by pouring the finish into a clean, lined mop bucket. When using a designated microfiber floor finish application system as shown here, liners are not necessary. Saturate the mop head and wring it out.



Start at the farthest corner from the door, and frame a 10 by 8 area with your mop.



Fill in the area using a figure-eight pattern, turning the mop frequently, and applying the finish all the way to the baseboard.



Work backward, toward the door and continue working side by side, in sections, until the entire area is finished. Apply additional coats of floor finish if necessary. Be certain that you allow the finish to dry thoroughly after applying each coat.

Step Five

Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. Be sure to follow local regulations when disposing of remaining floor care chemicals.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

Complete Strip out, Seal & Finish

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust Mop
- STEP THREE: Strip and Rinse
- STEP FOUR: Seal and Finish
- STEP FIVE: Clean and Return Equipment to Storage Area

Step One

Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: stripping product, neutralizer, gum remover, baseboard cleaner, floor sealer, floor finish, "Wet Floor" signs, dust mop and vacuum, doodlebug, putty knife, dust pan and brush, single-disc floor machine, wet mops and finish mops, mop buckets and wringer, and any necessary personal protective gear, like protective eyewear, foot covering and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

Step Two

Perform complete dust mop procedure



Follow the steps on your Routine Cleaning, Dust Mop Checklist.

7 Step Three

Strip and rinse



After dust mopping, protect thresholds to contain stripping solution. You may also choose to protect cabinetry or other stationary furniture by applying painter's tape along the edges. To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned.



Next, prepare the floor stripper product as directed. Carefully apply baseboard stripper to the baseboards and 3 inches of the floor's edge. Let the baseboard stripper set for 2 to 3 minutes then...

...agitate the baseboard and floor edge with a doodlebug.



Rinse the baseboard and overspray the area with clean water.



Then, apply the stripper solution with a mop onto a manageable 10 by 10 area of the floor and let it set for 5 to 10 minutes. Be certain to keep the stripper wet.

Using your single-disc floor machine and a clean stripping pad, scrub the floor.



Next, pick up the dirty solution using a wet/dry vacuum or auto scrubber. Repeat this process until the entire floor is stripped.



If your stripper product requires it, apply neutralizer liberally to the floor with mop. Pick up the solution with a wet/dry vac.

Rinse the floor well with clean water.

8 Step Four

Seal and Finish



Before recoating, make sure that your floor is completely dry.

When using a designated microfiber floor finish application system as shown here, liners are not necessary. When using a conventional string finish mop, pour the floor sealer into a clean, lined mop bucket.



Saturate your mop head and wring it out. Then, start at the farthest corner from the door and frame a 10 by 8 area with your mop.



Fill in the area using a figure-eight pattern, turning the mop frequently, and applying the sealer all the way to the baseboard.

Work backward toward the door and continue working side by side, in sections, until the entire area is sealed.

Step Five

Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Properly dispose of unused floor stripper, sealer and finish according to local regulations; and
- Thoroughly rinse mops and buckets

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.