Hard Floor Care – Scrub and Prepare for Recoat

Frequency

Routine

Materials & Equipment

Dust mop or vacuum
Floor scrubber or Boost
Pads for floor machine
Red pads for boost
Doodle pads for corners
Mop bucket
Finishing kit
Wet floor or caution signs
Wet Vac
Towel or walk off mat
Blue painters tape
Floor seal and finish
All-purpose cleaner

Areas Where Applicable

VCT flooring or other flooring as directed

Preparation

Make sure to have all materials on hand and ready to use. Contact OCCE and reserve the area for as long as possible. Make sure there is enough time to complete the project. Have Energy Management adjust the HVAC units. Ensure that all materials are on hand and ready to use.

Procedure

1) Use painters tape to protect baseboards, doorway transitions and moldings.
2) Place wet floor signs, put on PPE and place towel or walk off mat outside the area that is to be cleaned.
3) Prepare solution of all-purpose cleaner per the label’s instructions. Wet mop the area. Allow 5 minutes of dwell time. Do not allow area to dry out. Apply more solution as needed to keep the floor wet.
4) Scrub with green or blue pad. If this fails to remove the dirt use a brown pad. Double scrub. Do not move too quickly or the floor will still have dirty spots. Use doodle pads to clean the corners. Flip pads if they become dirty or clogged.
5) Suck up the liquid with the Wet Vac or rinse mop to remove liquid.
6) Use a clean mop and rinse the floor with clean water.
7) Make sure the floor is dry.
8) Apply floor finish. See hard floor care procedure.

**Safety & PPE Recommendations**

PPE recommended includes hand and eye protection. Some tiles may contain asbestos; if you are unsure, please contact your supervisor or Employee Health and Safety.

**Performance Standards**

Floor should be free from dirt and ready to accept new finish.

**Cleanup**

Wipe down, rinse, and dry all equipment. Return to proper storage areas.