

DUST MOPPING

PURPOSE

To remove dust, and trash or soil from floors as a daily cleaning procedure, or in preparation for wet cleaning procedures.

SUPPLIES AND EQUIPMENT

- Dust mop and handle
- Dust mop treatment if required
- Dustpan and brush
- Putty knife
- Stiff bristle brush

PROCEDURE

1) Preparation

Take properly treated dust mop to the area to be cleaned.

2) Dust mop area

Use a dust mop of the appropriate size for the floor space that needs to be dusted. Start at one end of area. Hold the mop handle at approximately a 15-degree angle. Push the dust mop straight ahead. Shake the mop to unload it frequently. Avoid lifting the mop from the floor or moving it backward during the dust mopping procedure. Turn at the end of the pass and dust mop in the opposite direction. Overlap about 10 inches. Remove gum with putty knife.

When dust mopping obstructed areas, such as offices or classrooms, use a small (18" or 24") dust mop. Start dust mopping at the entrance to the room. Work from the sides of the room to the center. Move furniture as you dust mop and replace it in its correct position. Dust mop carefully around equipment. Remove any gum with a putty knife. When dust-mopping aisles that have intersecting long aisles, deposit dust and trash in common aisle and then dust mop common aisle.

3) Pick up trash & dirt

Use a dustpan and counter brush to sweep up accumulated trash. Empty this into a trash chute or trash container.

4) Clean up

Take the dust mop to the janitor's closet. Close the closet door and brush out the dust mop with a stiff bristle brush or place the dust mop head in a plastic liner and shake it sharply several times. Treat (cure) the dust mops with dust mop treatment at the end of the cleaning operation. This allows time for the dust mop treatment to spread throughout the dust mop before use the next day. It also eliminates a wet, oily streak on the floors, from the dust mop. Replace the mop head when it is soiled and return the soiled mop head to the laundry. Always hang dust mops with yam facing away from the walls. (Disposable mop heads

are now available - call your Janitors' Warehouse representative for more information.)

TREATMENT

Dust mop or cloths may be treated by several methods:

1. Spray evenly over the mop surface with a spray bottle. Fluff the strands of the mop, and spray again.

Periodic single sprayings of the mop will revitalize the dust pick-up ability. If the mop glazes or becomes too dirty, it should be laundered.

2. In a sink or container large enough to hold the untreated mops or dust cloth, mix a solution of dust mop treatment with water to the manufacturer's recommended dilution and totally immerse the articles into the solution. Wring out excess and hang up to dry. Mops or cloths are ready to use within 24 hours.

DUST MOP - TREATED, UNTREATED

1. Treated dust mops - Cotton dust mops generally use an oil base or water base treatment to help pick-up dust. On a new or freshly cleaned mop, spray or pour lightly (approximately 1oz to each one-foot length) along the seams on the top of the dust mop. Roll up and store overnight in an airtight trash bag. This allows the treatment to wick to the surface of the dust mop. Ask your rep. which system is best for you.

2. Untreated dust mops - Some dust mops are made from a synthetic material, which creates an electrostatic charge when pushed along the floor. This helps the dust mop to collect debris. Shake out in an oversize trash bag and brush out to clean.