

## **SCRUBBING THE FLOOR**

### **PURPOSE**

To remove build-up of soil, black heel marks, or heavy dirt deposits from the floor. To provide a clean and attractive condition to all resilient tile, or hard floor surfaces, such as terrazzo.

### **SUPPLIES AND EQUIPMENT NEEDED**

- Clean bucket and wringer
- Wet floor signs
- Wet mop handles with clean mops
- Approved / appropriate detergent solution
- Fresh water
- Floor machine with a pad drive assembly or brush
- Solution tank for floor machine (optional)
- Floor pads - use a Blue scrub pad. In some cases even a less aggressive red pad could be used.
- Hand pads / putty knife
- Wet / dry vacuum
- Dustmop
- Automatic floor machine with pad driving assembly or brush if available (see separate instructions below (3.1))

### **PROCEDURE**

#### **1) Prepare Area**

- a) Place "Wet Floor" signs in easy-to-see locations at entrances to area where floor is being scrubbed.
- b) Move furniture. Work around heavy furniture that cannot be moved. Tilt file cabinets and put on blocks.
- c) Dust mop or vacuum the floor.
- d) Set equipment in the area where the work will begin. Note: In a room, begin scrubbing at the corner furthest from the entrance.

#### **2) Prepare Equipment**

Fill a bucket with the appropriately diluted solution. Take the equipment to the work area.

#### **3) Scrub floor**

- a) Dip mop head into the cleaning solution. Wring slightly and apply to cleaning area.
- b) Let stand 2 to 3 minutes.
- c) Using a floor machine, use a side to side motion, scrub the floor with a blue or red pad on the machine over the mopped area.
- d) Use a wet / dry pick-up vacuum or remove the dirty solution by mopping the area. Rinse the entire floor with the clean water.

e) When the floor has dried, remove the "Wet Floor" signs. Return furniture, and other items cleared from the area, to their proper positions.

### **3.1) If using An Autoscrubber**

Use light brush pressure and scrub with the squeegee down. Make a single pass over the area to be cleaned. Shut off the solution a few feet prior to making any turns. Remove any inaccessible puddles with a wet mop or squeegee the water over to a point that can be reached by the automatic machine.

### **4) Clean Up**

Immediately clean up equipment at the conclusion of the procedure. All buckets and wringers must be thoroughly washed, rinsed and allowed to dry. All mops must be thoroughly washed and hung to dry, away from walls. All other equipment is either washed or wiped down and stored in the proper location.

#### **A BACK SAVING TIP**

**When using the floor machine, remember...**

- 1) Adjust the handle waist high.
- 2) Keep your back straight and bend your knees a little.
- 3) Rest the machine handle against you, then turn on the machine.
- 4) Use both hands to maintain control of the machine.
- 5) Lift up on the handle to move right. Press down on the handle to move left. Raise to go right (R - R) Lower to go left (L-L).