

FLOOR CLEANING AND MAINTENANCE TIPS

GENERAL

1. Always read safety instructions on MSDSs and chemical products labels prior to use of any chemical product and always comply totally with all safety requirements.
2. Always affix workplace labels to containers that cleaning chemicals are decanted into. Ensure that the WHIMIS/HMIS information listed on the workplace labels is legible and accurate.
3. Always follow directions on chemical labels to ensure that the full benefits of the product(s) can be realized.
4. Never mix two different types of chemicals as this practice could result in the poor performance of both chemicals and the mixture may result in a potential health hazard or damage to the surface(s) that they come in contact with.
5. Always check inventory levels of all products required for any cleaning procedure well in advance of their possible use, be it for routine maintenance or for major cleaning projects.
6. Always use Wet Floor Signs in all areas to be cleaned or finished with a liquid to protect against slip/fall accidents and to avoid liability claims.
7. Wear cotton gloves inside rubber gloves if rubber gloves cause excessive perspiration of the hands and/or for improved overall comfort.
8. Always use safety, non-slip shoes, boots or stripper slippers when working on wet floors.
9. Always allow cleaners/strippers the recommended dwell times listed on labels to achieve the maximum results.
10. Use a 14" to 16" floor squeegee with handle to wind-row cleaning solutions away from base boards, corners, edges, in and around check-outs and in congested areas for efficiency, ease and speed. When pulling solutions away from baseboards, place squeegee at a 60-degree angle to the wall and pull the squeegee quickly along the baseboard to pull the solution into an easy access area.
11. Use a putty knife or floor scraper to remove foreign material from floors and other surfaces while dust mopping, glass cleaning, etc. Carry putty knife in the rear pocket for easy access and convenience. If more convenient and to reduce the requirement of continually bending over, use a scraper with a long handle.
12. Detail sweep edges, corners and hard to reach areas with a suitable light weight synthetic bristled upright broom with handle, prior to dust mopping or sweeping large areas.
13. When dust mopping larger floor surfaces, select a number of drop points so that swept soil does not begin to release from an over loaded dust mop head. Select areas that are out of the way, to avoid soil being tracked back onto previously cleaned floor areas. Pick up soil at drip points with a dustpan and suitable broom or brush.
14. Use a suitable vacuum, push broom or upright broom to remove soil from recessed grout areas to ensure that loose debris is removed from recessed areas. Dust mopping may not completely remove soil from this type of area. Dust mops can push soil from the surface into the recessed areas.

15. Use walk off mat(s) at the exit from planned carpet cleaning and finishing procedures. Seal and floor finish mops should never be used for any other function. When a rinse mop discolours or shows signs of wear, down grade it to a wash mop. When a wash mop discolours or shows signs of wear, down grade it to a stripper mop, etc.
16. Never jump the brush, or drive pad assembly, onto a floor machine by activating the starting switch while the machine is over the brush, or drive pad assembly, to engage the clutch plate to the floor machine drive lugs. Lay the floor machine on its back, turn one of the drive lugs on the bottom of the floor machine to the 12 o'clock position. Slide the brush or drive pad assembly clutch plate opening over the drive lug, twist the brush or drive pad assembly a quarter turn and secure the brush or drive pad assembly to the floor machine.
17. Always clean equipment and custodial hardware immediately after use. If cleaning solutions, seals or floor finish is allowed to dry; they will be far more difficult to clean than if attended to immediately.
18. Always check electrical cords, plugs and switches on cleaning equipment to ensure that equipment functions properly and that it is safe for use. Special attention must be given to cords that may come in contact with moisture. Check cords for breaks, cracks or cuts in the insulation covering the electrical wiring. If a potential hazard is noticed, do not use the equipment. Have the cord repaired before using. Do not simply tape over the potential hazard. Never 'snap the cord' to remove the lug from the wall receptacle.
19. Always clean floor pads before they dry. Place pads in a plastic bag and seal the bag to keep built up residual moist if pads cannot be cleaned immediately after use. When cleaning pads, immerse pads in a suitable cleaner and allow soaking, overnight if necessary. Never abrade pads with minerals, resins and binders from the pads and cause the premature reduction of the performance and life of the pad. After soaking pads with built-up residual, if necessary, agitate residual with a soft brush or other less aggressive device until residual has been removed. It may become necessary to repeat the cleaning process several times.
20. Always clean natural or synthetic cloth filter assemblies frequently to remove excessive dirt and dust that adhere to the surface. Brush filter surface with a soft brush over a lined waste receptacle. Remove dust and debris from canister tanks frequently before they are full and cause the vacuum to reduce its efficiency. Replace disposable filter bags before they reach the full line.