

Maintaining Floors and Other Surfaces

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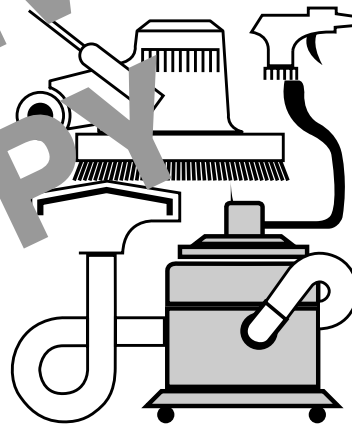
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MAINTAINING FLOORS AND OTHER SURFACES

Lesson One

**Routine Floor
Care Tasks**

PREVIEW
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TPC Training Systems

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Lesson**1****Routine Floor Care Tasks****TOPICS**

Floor Size
How Dirty Is the Floor?
Removing Dry Dirt

Wet Cleaning
Disinfecting
Buffing

OBJECTIVES

After studying this Lesson, you should be able to...

- Calculate the area of a floor.
- Explain why it is important to remove dry dirt before wet cleaning.
- Name the four methods for removing dry dirt and tell when each is used.
- Name the three kinds of mopping (wet cleaning) and tell when each is used.
- Explain how to clean a floor using an auto-scrubber.
- Explain why pressure washing sometimes does a better job of cleaning floors than scrubbing does.
- Describe the process of disinfecting a floor.
- Explain how to dry buff and spray buff a floor using a floor machine.

KEY TECHNICAL TERMS

Counter brush 1.07 soft, long-handled brush

Figure-8 method 1.12 cleaning method using a side-to-side motion

Spot mopping 1.30 mopping only the dirty parts of a floor

Solution tank (feed tank) 1.42 autoscrubber tank that holds clean water and detergent

Recovery tank 1.42 autoscrubber tank that holds dirty water

Disinfect 1.49 kill germs

Aseptic 1.50 germ free

Buff 1.52 polish to a high gloss

Routine floor care tasks are the cleaning jobs that you must do on a regular basis. You must dust mop, sweep, vacuum, mop, and scrub most floors regularly. Some floors also require regular disinfecting and buffing. How you clean a floor depends on the type of floor, its size, and the type and amount of dirt on it. You learned about the different kinds of floors and floor care equipment in the last Unit. This Unit will cover the methods involved in caring for various floors.

This Lesson tells you, step by step, how to perform each of the routine floor care tasks. It also explains how to use many pieces of cleaning equipment—from hand-held mops and brooms to powered machines like vacuum cleaners, autoscrubbers, and buffing machines. When you know how to use this equipment correctly, your floors will look better, and you will be able to do your job faster and more easily.

Floor Size

1.01 Before you clean a floor, you must measure or at least estimate how large an area it covers. Knowing the size of the area you are cleaning will help you decide which tools and cleaning methods are best to use for the job.

1.02 To calculate area, multiply the length of the floor by the width of the floor. For example, a room that is 50 ft long and 40 ft wide has an area of 2000 ft² (50 ft × 40 ft = 2000 ft²). A room that is 200 ft long and 100 ft wide has a floor with an even larger area (200 ft × 100 ft = 20,000 ft²). A large floor is usually defined as a floor that has an area of 2000 ft² or more. A medium-size floor has an area between 250 and 2000 ft². For example, a room that is 40 ft long and 30 ft wide qualifies as a medium-size room (40 ft × 30 ft = 1200 ft²). A small room is any room that has a floor area less than 250 ft². For example, a room that is 15 ft long and 10 ft wide has a small floor (15 ft × 10 ft = 150 ft²).

How Dirty Is the Floor?

1.03 You can best decide how to clean a floor by determining its degree of dirt. Light dirt is an accumulation of dust or lint that you can wipe off with your hand. Medium dirt, even though it is dry, is “stuck” to the floor—you cannot just wipe it away with your hand. Medium dirt is usually produced by a lot of foot traffic. It can include black marks from rubber heels, and soil tracked onto the floor from outdoors or from nearby heavily soiled areas. Medium dirt also can include litter—dry trash or wastepaper.

1.04 Heavy dirt or soil is usually damp or wet, sticks to the floor, and is too heavy to be simply swept

up with a dust mop or push broom. You will find this kind of soil most often in the production areas of factories where oils, greases, metal chips, sawdust, food by-products, or similar types of soil are spilled on the floor frequently.

Removing Dry Dirt

1.05 The first step in cleaning a floor is to remove the dry dirt. Dry dirt is light or medium dirt such as sand, dust, lint, and trash that is not wet. Do not do any wet cleaning until you remove dry dirt. If you do, you will turn the dry dirt into mud, which is more difficult to remove. You can remove dry dirt by dust mopping, sweeping, or vacuuming. The method you use depends on how much dirt is on the floor and on the surface condition of the floor that you want to clean.

1.06 **Dust mopping.** Use a *dust mop* to remove light dry dirt from smooth-surface floors. Damp, heavy dirt will soak into the mophead and cause it to stick to the floor. This condition not only makes the mop hard to use, but the mop will then smear the wet dirt around instead of picking it up. Do not dust mop rough floors, because they can catch and snag a mophead. Do not dust mop floors that are covered with damp, medium or heavy dirt. Instead, sweep them with a push broom or vacuum them. You will learn how to do these tasks later in this Lesson.

1.07 As shown in Fig. 1-1 on the following page, you need a dust mop, a *dustpan*, and a *counter brush* to dust mop a floor. The mop, which has a soft head attached to its long handle, will pick up and hold most of the dust, lint, and sand. Then you can use the dustpan and the counter brush (a soft brush with a short

Fig. 1-1. Using a dust mop, dustpan, and counter brush



handle) to pick up the trash collected by the mop. The mop head should be treated with a chemical dust treatment to make it easier to collect the dust from the floor. Over-treating the mop can make the floor slippery or even damage the flooring. Using too little dust treatment will keep the mop from holding the soil. In this case, the dust will be stirred up and eventually resettle on the floor. Your supervisor can show you how to treat your dust mops properly.

1.08 How large a mophead you should use on the dust mop depends on the area of the floor that you are cleaning. For small areas, use a mophead that is 1½ to 2 ft wide. A swivel mop can be useful in small or congested areas, because it allows the position of the mop to be changed with a twist of the handle. But for large, open areas that do not have a lot of furniture or equipment on them, such as gymnasiums, factory aisles, and long, wide halls, you can use a much larger mophead—one that is 3 to 6 ft wide.

1.09 There are two ways to dust mop. You can push the mop straight ahead, or you can move it from side to side in a figure-8 pattern. No matter which method you use, always keep the mophead flat on the floor. Do not pick up the mophead until you finish mopping the entire floor. If you do, you will leave some dirt on the floor each time you pick up the mophead.

1.10 Use the *push method* to dust mop large or medium-size floors that do not have a lot of furniture or equipment on them. Simply push a clean 3- to 6-ft dust mop in front of you as you walk. Using both hands, make sure that you hold the mop handle to one side of your body, as shown in Fig. 1-2, to keep the handle from hitting you if the mophead sticks on a wet or rough spot.

1.11 Start at one side of the floor. Push the dust mop across the floor to the other side. Swing the mop around when you get to the end. To keep from losing the dirt that you have gathered under the mop, make sure that the mophead stays on the floor. Then push the mop back to the side where you started. Each time you go from one side to the other, be sure that the mop “overlaps” or goes over part of the path you just mopped so you pick up all the dirt. Keep pushing the mop in front of you from one end of the floor to the other until you mop the entire floor. Use a small dust mop or a counter brush to clean all corners.

1.12 Use the *figure-8 method* to dust mop small floors where there is a lot of furniture or equipment (like classrooms, offices, packaging rooms, or final assembly areas in factories). With the figure-8 method, you slide the mop from side to side as you walk forward.

1.13 When you start to dust mop using the figure-8 method, first pull the mop to one side as far as

Fig. 1-2. Using push method of dust mopping


Fig. 1-3. Using mop to clean under furniture


you can reach, always keeping its head flat on the floor. Then slide the mop around, making sure that you keep the same edge of the mop moving ahead to keep from dropping dirt. Next, push the mop back across in front of you as far as you can reach. Slide the mop back around again, and then push it across as far as you can reach. Step forward as you make each pass. Be sure you overlap each pass to keep from missing dirt. Repeat these steps until you mop the entire floor. Use only one hand to reach under furniture. Use the other hand to move chairs and other small items, if possible. Hold the mop handle near its middle, as shown in Fig. 1-3.

1.14 Clean the dust mophead when it becomes full of dirt. When the mophead is full, it will not pick up any more dirt. Dust left in a mophead will dry out the mop. Therefore, make sure that the mophead is clean before you leave work each day. Shake the mop into a dust bin or other waste receptacle. If necessary, brush the mophead, as shown in Fig. 1-4, to prevent it from becoming tangled or matted. Vacuum the mophead frequently, as shown in Fig. 1-5 on the following page. Be sure to store the mop in a clean, dry area with the mophead hanging down, and never store the mop with the mophead resting on the floor.

1.15 After you dust mop a floor, pick up all the accumulated dirt and trash with a dustpan and a counter brush. First, place the dustpan in front of the

pile of dirt. Then sweep the dirt carefully into the dustpan with the counter brush, as shown in Fig. 1-1.

1.16 **Sweeping with hand-held brooms.** Sweep floors with a broom when the dirt is too heavy or too damp to use a dust mop. You must also sweep floors that have rough surfaces. Sweeping is a much slower task than dust mopping. When you clean a room with a dust mop, the mophead picks up and holds the dirt.

Fig. 1-4. Cleaning mophead with brush


Fig. 1-5. Cleaning mophead with vacuum



Fig. 1-6. Using straight broom to sweep



But hand sweeping simply piles the dirt in one place without picking it up. Because a broom does not pick up and hold dirt like a dust mop, you should sweep floors with a broom only when you cannot dust mop them.

1.17 You need a broom, a dustpan, and a counter brush to sweep a floor. Collect the dirt in one place with the broom. Then pick up the collected dirt with the dustpan and counter brush.

1.18 There are two basic types of brooms that you can use for sweeping—straight brooms and push brooms. A *straight broom*, sometimes called a *straw broom* or a *corn broom*, is shown in Fig. 1-6. A *push broom*, shown in Fig. 1-7, is wider than a straight broom, and is moved by pushing it in a straight line ahead of you. Both kinds can have either soft bristles or hard bristles. Which broom and which type of bristle you use depends on the type of dirt and the type of floor you want to sweep. Most of the time you will need to use a push broom, but straight brooms are more efficient in certain situations.

1.19 Use a soft-bristle broom on a fairly smooth surface floor that has light or medium dirt on it. Use a hard-bristle broom on a rough floor, or on a floor covered with heavy dirt. Use a 1½- to 2-ft wide push broom on small floors, and a 2- to 3-ft wide push broom on large floors and halls.

1.20 You can use a straight broom on floor areas too small or too narrow for a push broom, and in places that are congested with a lot of furniture or equipment. A straight broom can be used to sweep stairways, corners, and under benches, desks, tables, machines, and any other area where a push broom cannot reach.

1.21 Figure 1-6 shows the right way to hold a straight broom. Before starting to sweep, make sure that the broom is clean. To begin sweeping, first reach out as far as you can with the broom. Set the broom bristles on the floor, and then pull the dirt toward you and start a pile of dirt in front of you with the broom. Pick the broom up, and again reach out as far as you can toward some more dirt. When you have swept all around you in while standing in one spot, pick up the dirt pile with a dustpan and counter brush. Then move over and repeat these steps until you sweep the whole floor. Be sure to pick the broom straight up after you pull it in front of you. Flipping the broom makes dust fly in the air. Avoid using a straight broom on any floor where dust will be raised.

1.22 Use a push broom to sweep large floors where there is nothing in the way. Then use a straight broom to sweep any corners or areas that the push broom cannot reach. Figure 1-7 shows the right way to hold the push broom. First, set the head of the push broom on the floor close to your feet, as

shown in Fig. 1-7. Then push the broom out as far as you can reach without moving. Next, pick the broom up and take one step sideways. Push the dirt in front of you out as far as you can reach. Repeat these actions—making sure that you overlap each push—until you have crossed the floor sideways. Then step up to the line of dirt you have formed, and repeat these actions again across the floor sideways. Continue stepping sideways and then forward and then sideways again until you sweep the entire floor.

1.23 Sweep all the dirt and trash into one spot. Then use a counter brush and a dustpan to pick it up. Place a dustpan in front of the dirt. Sweep the dirt into the dustpan with the counter brush. A typical push broom has two holes in its block. The handle of the broom will fit into either hole. Each week change the push broom handle from one hole to the other to help the bristles to wear evenly, which increases the broom's efficiency and makes it easier to push.

1.24 **Sweeping with powered sweepers.** You need a powered sweeper to clean very large areas that are too big to sweep by hand—alleys, parking garages, driveways, and large factory floors. Powered sweepers are motor-driven machines. They can sweep very large areas many times faster than you can with a broom. Some powered sweepers rotate large, round

Fig. 1-7. Using push broom to sweep



brooms. Others simply remove dirt with a large vacuum. You can ride on the larger sweepers, just as you can on power mowers. You walk behind the smaller ones, but you do not have to push them because they are motor-driven. Figure 1-8 shows both types of powered sweeper.

1.25 Use walk-behind sweepers to sweep smaller areas like sidewalks and aisles in factories and shops.

Fig. 1-8. Using powered sweepers



Walk-behind sweeper



Riding-type sweeper

Use riding-type sweepers to sweep very large areas such as roadways, parking areas, and open factory and shop floors. Use a powered sweeper to sweep all the areas that it can reach. Then hand sweep corners and other areas that the powered sweeper cannot reach. Use a broom and dustpan to pick up the dirt and trash that you collect.

1.26 **Using vacuum cleaners.** Vacuum cleaners should be used on large floors that have rough surfaces or a lot of cracks in them, and in places that are sensitive to dust in the air, such as hospitals. You can use any tank-type, commercial/industrial vacuum cleaner that is designed to pick up dry dirt, such as the one shown in Fig. 1-9. Make sure you are using the proper type of vacuum filter for the task, and that the filter is clean, before you use the machine. Then, attach a soft-bristle or felt-edged floor tool so that you do not scratch the floor.

1.27 Plug the cord into a power outlet, and then turn on the vacuum cleaner. Begin vacuuming the floor near the electrical outlet. Always work away from the outlet, never toward it. The machine's power cord should always stay behind you and out of your way. First, stand in one place and vacuum all the floor area that you can reach. Then step forward and, again, vacuum all the floor that you can reach. Repeat these steps until you vacuum the entire floor.

1.28 Turn off the vacuum cleaner when you are finished. Then walk back to the power outlet, and carefully pull the plug from the outlet. Do not yank the plug from the power outlet by snatching the

Fig. 1-9. Using vacuum to clean hard-surface floor



cord. If you do, you can pull the cord right out of the plug. When you are finished vacuuming, be sure to dispose of the dirt collected in the vacuum cleaner.

The Programmed Exercises on the next page will tell you how well you understand the material you have just read. Before starting the exercises, remove the Reveal Key from the back of the book. Read the instructions printed on the Reveal Key. Follow these instructions as you work through the Programmed Exercises.

<p>1-1. The first step in cleaning a floor is removing _____.</p>	<p>1-1. DRY DIRT Ref: 1.05</p>
<p>1-2. To remove light dirt from a smooth floor, you should use a(n) _____.</p>	<p>1-2. DUST MOP Ref: 1.06</p>
<p>1-3. When dust mopping large floors or open spaces, use the _____ method.</p>	<p>1-3. PUSH Ref: 1.10</p>
<p>1-4. When dust mopping small floors or crowded spaces, use the _____ method.</p>	<p>1-4. FIGURE-8 Ref: 1.12</p>
<p>1-5. If dirt on a floor is heavy or damp, use a(n) _____ instead of a dust mop.</p>	<p>1-5. BROOM Ref: 1.16</p>
<p>1-6. What kind of broom should you use to sweep a large floor that has little or no furniture or equipment on it?</p>	<p>1-6. PUSH BROOM Ref: 1.22</p>
<p>1-7. To sweep the floors of garages and large factory floors, use a(n) _____.</p>	<p>1-7. POWERED SWEEPER Ref: 1.24</p>
<p>1-8. When using a vacuum cleaner to remove dry dirt from a floor, should you work toward the electrical outlet or away from it?</p>	<p>1-8. AWAY FROM IT Ref: 1.27</p>

Wet Cleaning

1.29 The second step in cleaning a floor is wet cleaning. You will wet clean floors to remove spills and heavy dirt that you cannot remove by dust mopping, sweeping, or vacuuming alone. You can wet clean floors by mopping, as shown in Fig. 1-10, by pressure washing, or by automatic scrubbing. When wet cleaning some floors in hospitals, food processing plants, and drug manufacturing plants, you must also disinfect the floors to kill germs.

1.30 **Using a mop.** There are three kinds of mopping you can do on a dirty floor:

- spot mopping
- damp mopping
- wet mopping.

Spot mopping means that you mop only the dirty parts of the floor, not the entire floor. *Damp mopping* means that you go over the entire floor once with a damp mop. *Wet mopping* means that you use a detergent solution and scrub the floor with a wet mop. Then you pick up the dirty water. Which type of mopping you use depends on how much dirt is on the floor.

1.31 Use spot mopping when you need to wet clean only a part of a floor. Use damp mopping for medium dirt on a floor. Use wet mopping to remove heavy dirt. Whichever type of mopping you use, remember to mop during times of infrequent foot traffic and set out wet floor caution signs until the floors dry.

1.32 For any type of mopping, the equipment you need includes a mop, a mop bucket, and a mop wringer. If there is a floor drain available, you can use a squeegee instead of a mop to remove the dirty water from the floor. Get the cleaning solution ready before you start. Put the water you need in the mop bucket. Then, carefully measure the correct amount of detergent and add it to the water. Be sure to read the label on the container to see how much detergent to use. Check the label or the MSDS for any safety precautions when using a cleaner with which you are not familiar. Mix the water and detergent together in the bucket.

1.33 Next, dip the mophead into the bucket and wring it out (squeeze out excess water or detergent solution) in the wringer on the bucket. Do not twist the mop in the wringer. Wear eye protection or turn your face away from the wringer to avoid splashing water or solution in your eyes.

1.34 There are two ways to move a mop on a floor—the figure-8 pattern for large open floors, and the push-pull method for floors that are congested with a lot of furniture and equipment on them. When using the figure-8 method, move the mop the same way you do when using the figure-8 method to dust mop. In the push-pull method, you push the mop away from you, and then pull it back to you.

1.35 Be careful not to let any mop water splash up on baseboards (the bottom part of the wall next to the floor) when you use the figure-8 method. Using a well-wrung mop helps to avoid this problem. First, set the mophead down on the floor and pull it along the baseboard all the way around the room. This procedure is called *striping the floor*. Then mop the rest of the floor using the figure-8 method, as described in the following paragraph. Keep at least one mophead width away from the baseboard each time you swing the mop around.

1.36 The right way to hold the mop for the figure-8 method is the same way you hold a dust mop

Fig. 1-10. Using mop to wet clean floor



Table 1-1. Methods of wet mopping floors

Two-bucket method	Three-bucket method
<ol style="list-style-type: none"> 1. Mix the mop water in one bucket. 2. Put the wringer on the second bucket and fill it with clear water. 3. Put the mop in the mop water and mop the floor using the figure-8 or push-pull method, depending on floor size. 4. Rinse and wring the mop out in the second bucket. This keeps the mop water clean. 5. Go back to Step 3, and repeat Steps 3 and 4 until you mop the whole floor. 6. Rinse the floor with clear water every third or fourth time you wet mop. 	<ol style="list-style-type: none"> 1. Mix the mop water in one bucket. 2. Put clear water in the second bucket. 3. Put the wringer on the third (empty) bucket. 4. Put the mop in the mop water and mop the floor using the figure-8 or push-pull method, depending on floor size. 5. Wring the mop out in the empty bucket. 6. Rinse the mop in the clear water. This keeps the mop water clean. 7. Go back to Step 4, and repeat Steps 4, 5, and 6 until you mop the whole floor. 8. Rinse the floor with clear water every third or fourth time you wet mop.

for the figure-8 method. First, set the mophead on the floor and pull it to one side as far as you can reach. Next, move the mop across to your other side as far as you can reach. Then swing the mop back around, and pull it back across to your other side as far as you can reach. Repeat these steps until you have mopped the entire floor. Be sure to overlap each pass with the mop to keep from missing areas.

1.37 The right way to hold the mop for the push-pull method is the same as the way you hold a push broom, as shown in Fig. 1-7. First, set the mophead on the floor and push it straight ahead as far as you can reach without moving. Then pull the mop back toward you. Take one step sideways and do the same thing. Continue to push the mop forward and pull it back to you—then take one step sideways—until you mop the entire floor.

1.38 Remember that you use spot mopping only when you must wet clean one or more dirty parts or small areas of the floor. Spot mop floors to remove spills and tracked-in dirt on those days when you do not need to mop the entire floor. Be sure to take the mop bucket and water, the wringer, and the mop with you as you look for spills or dirty tracks. When you find a spot that needs mopping, wring out your mop and pick up the dirt with the mop. Use the figure-8 method to mop large areas. Use the push-pull method to mop smaller ones.

1.39 Remember that in damp mopping you go over the entire floor only once with a damp mop. Use damp mopping when there is a little dirt on the

floor that is not sticky. First mix the mop water using cool to warm water, not hot. Remember to read the label on the detergent bottle to see how much detergent to use. Next, dip the mop into the water and wring it out. Make sure that the mop is only damp, not wet. Go over the floor once using either the figure-8 or push-pull method, depending on the size of the floor. As the mop gets dirty, dip it back into the water, wring it out again, and keep mopping. Rinse the floor with clear water after every third or fourth time you damp mop to keep a film from collecting on the floor.

1.40 When wet mopping, first use a wet mop to wet the floor with a detergent solution. Next, scrub the floor with the wet mop—put light pressure on the mop and rub it back and forth. Then wring out the mop, and use it to pick up the dirty mop water. Wet mop floors that have heavy dirt on them, like lobbies tracked with mud. There are two wet mopping methods—you can use either two mop buckets or three mop buckets. Both methods are described in Table 1-1. Three buckets are better than two, because the mop water stays cleaner longer. In any case, change your mop water frequently, or you will simply be putting dirt back down on the floor. When you finish mopping, wash the mop head in a warm detergent solution, rinse thoroughly, and hang to dry.

1.41 **Using an automatic scrubber.** *Autoscrubbers* (the short name for automatic scrubbers) are motor-driven machines that are able to wet clean large floor areas many times faster than you can using a mop. These machines, one of which is

shown in Fig. 1-11, are called “automatic” because they can put the solution down on the floor, scrub the floor, and vacuum up the dirty water all in one pass. Autoscrubbers come in many sizes. Usually, the larger the machine, the less time it takes to clean the floor.

1.42 An autoscrubber has two tanks. First, mix the right amount of clean water and detergent in the *solution tank* (also called the *feed tank*). Be sure to read the label on the detergent bottle to see how much detergent to use. The second tank, called the *recovery tank* holds the dirty water after it is picked up by the autoscrubber. Be sure to empty the recovery tank when it gets full, and also after you finish using the autoscrubber.

1.43 Scrub down one side of the floor with the autoscrubber. Turn off the solution feed control before you get to the end of the floor. If you do not, you will leave a puddle of detergent solution on the floor at the spot where you turn the scrubber around.

1.44 Turn the autoscrubber around, and turn on the solution feed control again. Then scrub in the opposite direction. Be sure to overlap each pass with the autoscrubber so that you do not miss any spots. Continue to run the autoscrubber up and down the floor until you cover the entire floor. Wet mop any areas that the autoscrubber cannot reach, such as in corners or under furniture and equipment.

1.45 **Using a pressure washer.** It is sometimes best to pressure wash certain floors—especially those made from ceramic tile, quarry tile, or concrete—instead of scrubbing them with a floor machine. Scrubbing brushes do not always get down into the lines of grout between the tiles, but a pressure washer can easily blow the dirt out of the grout. Pressure washing also works well on rough concrete floors, which wear out an autoscrubber’s brushes very quickly. To pressure wash floors that have drains, you need a dust mop or push broom, a dustpan and counter brush, rubber boots, safety goggles, a pressure washer, a floor squeegee, a hose, and some detergent.

1.46 First, remove the loose dirt. Use a dust mop for dry dirt or a push broom for wet dirt. Next, set up the pressure washer. Connect one end of the hose to the washer and the other to a water faucet. Put the solution feed line in the jug of detergent. The washer mixes the detergent with water as it sprays. Put on your rubber

Fig. 1-11. Scrubbing floor with autoscrubber



boots and goggles. Plug in the properly grounded electric power cord of the washer, and turn on the water faucet. Set the spray gun controls to spray the solution in a narrow stream. Start at a corner of the floor farthest from the door, and work toward the door. Hold the gun so that the end of it is about 12 in. from the floor.

1.47 Spray the entire floor, including the corners, with the solution. When you have worked your way to the door, turn off the pressure washer. Let the solution stand on the floor for 3 to 5 min to loosen the ground-in dirt. Then use the squeegee to push as much of the dirty solution as you can into the floor drain. To rinse the floor, set the spray gun controls to spray clear water in a wide spray. Turn on the pressure washer, and hold the gun so that the end of it is about 12 in. from the floor. Start rinsing as far from the floor drain as you can and move the water and dirty solution toward the drain. Rinse the floor twice to get all the detergent off the floor. Then push all the water into the floor drain with the squeegee. Let the floor dry while you clean and put away the equipment. Be certain to set out a wet floor sign while the floor is drying.

1.48 To pressure wash floors that do not have drains, you need the same equipment listed earlier, except that you need a wet/dry vacuum cleaner instead of a squeegee. Wash floors without drains the same way you wash floors with drains. The only difference is the way that you rinse the floor. Instead of pushing the

water into a floor drain with a squeegee, pick it up with a wet/dry vacuum cleaner. Again, let the floor dry while you clean and put away the equipment.

Disinfecting

1.49 When you disinfect a floor, you wet clean the floor with a cleaner/disinfectant in the mopping solution instead of a detergent. The cleaner/disinfectant cleans *and* kills germs. You must disinfect frequently in hospitals and food processing and drug manufacturing plants.

1.50 Some floors, especially in hospitals and biological laboratories, require *aseptic* or germ-free floor care. This method requires a pump sprayer, a deck brush, a wet/dry vacuum cleaner, and a cleaner/disinfectant solution. The sprayer should be a 2- to 5-gal tank equipped with a small hand pump and a short hose. The deck brush should have a long handle. The wet/dry vacuum cleaner must have a microbial filter that traps germs as it vacuums.

1.51 First, mix the cleaner/disinfectant with water in the sprayer. Be sure to read the label on the bottle to see how much cleaner/disinfectant to use. Pump the handle of the sprayer up and down until it becomes hard to move. Now you have built up the pressure in the sprayer. Spray cleaner/disinfectant on the floor with the sprayer, wetting the floor completely. Next, scrub the floor lightly with the deck brush to remove the dirt from the floor. Then pick up the dirty cleaner/disinfectant solution and germs with the wet/dry vacuum cleaner.

Buffing

1.52 Buffing is the third step in cleaning a floor. To *buff* a floor means to polish it. Buffing the floor finish removes scratches, scuffs, and rubber heel marks. It also gives the floor a high gloss. Buffing helps make the surface harder, which makes the floor last longer. There are two buffing methods—*dry buffing* and *spray buffing*. When you dry buff, you simply polish the floor. When you spray buff, you spray the floor lightly with a mixture of water and floor finish, and then buff the floor dry.

1.53 **Dry buffing.** You need a floor machine, a dry buffing pad, and a pad holder to dry buff. The pad must be soft so that it does not grind wax off the floor.

1.54 First, attach the pad holder to the machine. Be sure to stand behind the floor machine as you fasten the

pad holder. If you do not, the machine could tip back up and hit you. Slip the hole in the pad holder over the drive head on the bottom of the machine. Then turn the pad holder sharply to your right.

1.55 Make sure that the floor machine is not plugged in while you attach the pad holder. You can be hurt if the machine is accidentally turned on while you are attaching the pad holder. Then attach the buffing pad to the pad holder after the holder is on the machine.

1.56 Set the floor machine upright on the buffing pad and adjust the machine handle to the right height. The handle should be even with the palms of your hands when you drop your arms to your sides. Plug in the power cord and turn on the machine. Lift the handle slightly to make the machine move to your right. Push down on the handle slightly to make it move to your left.

1.57 To start buffing, first walk away from the wall outlet as far as the cord will let you. Put the power cord over your shoulder and out of your way. Now, buff the floor moving backward to the wall. In this way you can see what you are doing, and whether you have missed any spots. When you get to the wall, step sideways, and again walk forward as far as the cord will let you. Buff backward to the wall again. Repeat these steps until you buff the entire floor.

1.58 **Spray buffing.** To spray buff, you need a floor machine, a spray buffing pad, a pad holder, and a bottle of spray buff solution. Mix the spray buff solution with equal parts water and floor finish, or according to the directions on the label. Add 1 oz of detergent to a gallon of spray buff solution to remove rubber heel marks.

1.59 Get the floor machine ready the in same way you do for dry buffing. Spray buff only those areas in which you see rubber heel marks, or where the floor looks dull. First, spray these areas lightly with the spray buff solution. Use as little solution as you can—too much causes the pad to become full of dried solution and old finish. Spray an area only about four times as big as the pad. If you spray too large an area, the spray buff solution will dry before you have a chance to buff it.

1.60 Next, buff the floor dry. The floor will look smeared and dull at first, but when it dries, it will look shiny again. Repeat these steps until you cover all the dull areas. Dust mop the floor after you spray buff.

16 Programmed Exercises

<p>1-9. The second step in cleaning a floor is _____.</p>	<p>1-9. WET CLEANING Ref: 1.29</p>
<p>1-10. When you mop only the dirty parts of the floor, not the entire floor, you are _____ mopping.</p>	<p>1-10. SPOT Ref: 1.30</p>
<p>1-11. If you are using a cleaner that you are not familiar with, where should you check for safety precautions?</p>	<p>1-11. THE LABEL OR THE MSDS Ref: 1.32</p>
<p>1-12. Mopping along the baseboard first, before mopping the rest of the floor, is called _____ the floor.</p>	<p>1-12. STRIPING Ref: 1.35</p>
<p>1-13. The two tanks on an autoscrubber are the _____ tank and the _____ tank.</p>	<p>1-13. SOLUTION (or FEED); RECOVERY Ref: 1.42</p>
<p>1-14. Which floors are best suited for pressure washing?</p>	<p>1-14. CERAMIC TILE, QUARRY TILE, AND CONCRETE Ref: 1.45</p>
<p>1-15. To disinfect a floor in an aseptic hospital environment, use a(n) _____ to apply the disinfectant solution.</p>	<p>1-15. PUMP SPRAYER Ref: 1.50</p>
<p>1-16. The two buffing methods are _____ buffing and _____ buffing.</p>	<p>1-16. DRY; SPRAY Ref: 1.52</p>

Answer the following questions by marking an "X" in the box next to the best answer.

- 1-1. The first step in cleaning a floor is
- a. buffing
 - b. mopping up spills
 - c. removing dry dirt
 - d. sanitizing
- 1-2. The best way to remove light, dry dirt from smooth-surfaced floors is by
- a. dust mopping
 - b. spot mopping
 - c. sweeping
 - d. vacuuming
- 1-3. If the dirt is too heavy or damp to dust mop, you can remove dry dirt from a floor by
- a. buffing
 - b. damp mopping
 - c. hand sweeping
 - d. wet mopping
- 1-4. You should sweep large areas such as alleys, parking garages, and factory floors with a
- a. dust mop
 - b. powered sweeper
 - c. push broom
 - d. straight broom
- 1-5. Which of the following is a way to wet clean a floor?
- a. Automatic scrubbing
 - b. Powered sweeping
 - c. Spray buffing
 - d. Vacuuming
- 1-6. When you mop only the dirty parts of the floor, you are _____ mopping.
- a. damp
 - b. dust
 - c. spot
 - d. wet
- 1-7. Using a detergent solution to scrub an entire floor is called _____ mopping.
- a. damp
 - b. dust
 - c. spot
 - d. wet
- 1-8. If you are moving a mop side-to-side when cleaning a floor, you are using the _____ method.
- a. figure-8
 - b. push-pull
 - c. spray
 - d. striping
- 1-9. Pressure washing is the best way to wet clean ceramic and quarry tile floors because it
- a. disinfects while it cleans
 - b. is safer than other methods
 - c. polishes while it cleans
 - d. removes dirt from the grout
- 1-10. Polishing a floor finish to remove scratches and scuffs is called
- a. buffing
 - b. glossing
 - c. sanitizing
 - d. wet cleaning

SUMMARY

Routine floor care tasks are the cleaning tasks that you must do on a regular basis. The first step in cleaning a floor is to remove the dry dirt. You can remove dry dirt by dust mopping, sweeping, or vacuuming. When you dust mop, you can push the mop straight ahead, or you can move it from side to side in a figure-8 pattern. You can use a straight broom or a push broom to hand sweep floors where the dirt is too heavy or too wet to dust mop. You might need a motor-driven powered sweeper or a tank-type, commercial/industrial vacuum cleaner to clean very large areas that are too big to sweep by hand.

The second step in cleaning a floor is wet cleaning. You can wet clean floors by mopping, by pressure washing, or by using an automatic scrubber. Spot mopping means that you mop only the dirty parts of the floor, not the entire floor. Damp mopping means that you go over the entire floor with a damp mop once. Wet mopping means that you use a detergent solution to scrub the

floor with a wet mop. Then you pick up the dirty water with the mop. A pressure washer is a machine with a spray gun that can be connected to a hose and used to wash and rinse floors. The washer mixes the detergent with water as it sprays. Dirty solution must be squeegeed into a floor drain or picked up with a wet/dry vacuum cleaner, and the floor rinsed thoroughly. An auto-scrubber is a motor-driven machine that can wet, scrub, and vacuum up dirty water from a floor all in one pass.

Buffing is the third step in cleaning a floor. Buffing removes scratches, scuffs, and rubber heel marks, and gives the floor a high gloss. It also helps make the surface harder, which makes the floor last longer. There are two buffing methods—dry buffing and spray buffing. When you dry buff, you simply polish the floor. When you spray buff, you spray the floor lightly with a mixture of water and floor finish, and then buff the floor dry.

Answers to Self-Check Quiz

- 1-1. c. Removing dry dirt. Ref: 1.05
- 1-2. a. Dust mopping. Ref: 1.06
- 1-3. c. Hand sweeping. Ref: 1.16
- 1-4. b. Powered sweeper. Ref: 1.24
- 1-5. a. Automatic scrubbing. Ref: 1.29
- 1-6. c. Spot mopping. Ref: 1.30
- 1-7. d. Wet. Ref: 1.30
- 1-8. a. Figure-8. Ref: 1.36
- 1-9. d. Removes dirt from the grout. Ref: 1.45
- 1-10. a. Buffing. Ref: 1.52

Contributions from the following sources are appreciated:

- Figure 1-8. Advance Machine Company
Clarke Industries Inc.
- Figure 1-9. Windsor Industries, Inc.
- Figure 1-11. Clarke Industries Inc.