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Work Instruction : Maintain Hard Floor Surfaces

Introduction:

Maintaining a hard floor surface correctly will prolong the desired appearance and life of the floor.

Scope:

This procedure encompasses the maintenance of commonly found hard floor surfaces serviced throughout Charles Sturt University

Purpose:

The purpose of this procedure is to provide CSCS Limited cleaning staff with a reference tool and guideline for: maintaining a hard floor surface, restoring a hard floor finish and replacing a hard floor finish.

Safety Guidelines:

Read SDS for appropriate chemical before using

Please refer to: Charles Sturt Campus Services Limited Online Induction Series

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please contact Supervisor prior to commencing work.

Recommended Equipment:

- PPE
- Recommended chemical
- Banister Brush & Dust Pan
- Scrubbing Brush (Soft Bristle)
- Scrubbing Brush (Hard Bristle)
- Broom (Soft Bristle)
- Broom (Hard Bristle)
- Cleaning Cloth (colour coded)
- Scouring Pad
- Mop & Bucket (colour coded)
- Hose plus fittings
- Pressure Washer plus fittings
- Floor Scrubber (Duplex)
- Floor Scrubber/Polisher plus various graded floor pads
- Electrostatic mop

Procedure:

Process 1

Assess

Work schedule for frequency

Area and identify hazards (report any issues - refer to CSCS Injury /Hazard/ Incident Report Form)

Check safety of equipment

Source recommended equipment

Process 2 - Sweeping

Sweeping is one of the most common applications for routine floor maintenance, Sweeping will remove most visible dust and debris however it may not be the most efficient method, refer to vacuuming section

Recommended equipment.

- Brooms (Fine bristle and for larger areas Hard broom hard/soft eg.Labs).Refer product order manual)
- Banister brush and pan.
- Waste receptacle.

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Take care where glass is involved; use gloves, banister brush and pan. If carrying glass in waste receptacle hold bag well away from your torso.
- ❖ Access to first aid kit.
- ❖ Store brooms in a stable position (cleaning cupboard).
- ❖ PPE Gloves.

Step1.

Prior to commencing if applicable relocate furnishings eg place chairs on benches, this process of clearing an area to be swept may not be necessary in outside areas.

Step2.

Select the recommended broom for the task you are performing.



The electrostatic mop is ideal for this situation also.

Step3.

After you have selected a starting point sweep all dust and debris to a **central point**, taking care to sweep along all edges and corners.

Step4.

Using a banister brush and pan collect all debris from the floors surface, place collected debris in waste receptacle.

Step5.

Clean broom and banister brush by removing any debris entangled in the hairs, do this in an outside area or over a waste receptacle. If pan becomes soiled rinse under cold water and hang to dry, store equipment away in cleaning cupboard.

Process 3 - Dry Mopping

Used in large internal areas e.g. halls; dry mopping will adequately remove most dust and debris from hard floor surfaces.

Recommended equipment.

- Dry mops. (Scissor mop – Electrostatic dust mop). Refer product order manual.
- Banister brush and pan
- Rubbish receptacle.

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit
- ❖ Use vacuum (nozzle) to clean dry mop.

Scissor Broom

Step1.

Prior to commencing if applicable relocate furnishings eg place chairs on benches, this process of clearing an area to be swept may not be necessary in outside areas.

Step2.

Select a starting point, holding the scissor broom in the open position move forward in straight line collecting debris as you move along. Note: to gain maximum benefit from your scissor broom open and close it as you move along collecting debris. Ensure mop stays on the floors surface to prevent debris escaping the jaws of the scissor mop. Maintenance same as electrostatic mop.

Electrostatic dust mop

The use of an electrostatic mop (dust control mop) on large sealed floor surfaces is a very effective means of removing dust and debris in the least amount of time.

Step1.

Prior to commencing if applicable relocate furnishings eg place chairs on benches, remove all large litter from the floors surface. Damp mop any spillages.

Step2.

Place electrostatic mop on dry floor and rub briskly to build up static. Push mop forward, keeping the same edge in front at all times. Do not lift the mop from the floor before job is completed.

Step3.

When completed lift the mop slightly off the floor and shake lightly to remove loose debris. Remove debris from the floor using banister brush and dust pan.

Step4.

At the end of each shift hold fringe over waste receptacle and brush with banister brush, mop should be vacuumed periodically to remove excess dust.

Step5.

When mop becomes soiled, remove fringe and wash with a neutral detergent in cold water. Never use a fabric softener.

Step6.

Replace fringe on frame while damp and allow to dry before reusing. Store mop upside

Process 4 - Vacuuming

Vacuuming is by far the most efficient method used for removing dust and debris from hard floor surfaces.

Recommended equipment

- Backpack vacuum cleaner
- Portable mobile vacuum cleaner
- Vacuum attachments

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ If using a backpack vacuum cleaner put the machine on a bench at about waist height put your arm into the shoulder holster lift up and slide your other arm in, secure waist belt.
- ❖ Check your Life saver safety switch is working.
- ❖ When releasing plug from wall socket always disconnect power by switching "off" at the wall socket, then grasp the plug and remove do not pull by the lead.
- ❖ Wind cord from vacuum end in loops (knotted cords are dangerous). Check for exposed wires, nicks and cracks.
- ❖ Check all equipment is maintained eg test and tag, dust bag and general machine parts.
- ❖ PPE Ear plugs optional.

Step 1.

Prior to commencing if applicable relocate furnishings eg place chairs on benches, remove any large litter from the floor. Press the vacuum brush lever to the out position, the brush lever is located on the head piece of the floor tool; this will ensure that the floor surface will not be scratched during the vacuuming process.

Step 2.

Select your starting point at one end of the room and vacuum all exposed floor area. Recommended manual handling technique. Always put one foot forward in a lunging motion, even when changing direction if you are vacuuming under a desk or bench lunge forward keeping your back straight bend at the knees to gain the desired height level, this will ensure good posture.

Step 3.

On completion of task wind vacuum lead up starting at vacuum cleaner end; wind in loops until reaching end of lead, place over vacuum frame. For portable mobile vacuum cleaners wind cord around vacuum frame in the same manner.



If the cord is not wound up correctly it will become knotted and damaged, check the cord daily for cracks, nicks or exposed wire and give the cord a wipe over with a damp cloth. If any of the above hazards are detected, danger tag vacuum and report to team leader.

Step 4.

After completion, empty vacuum dust bag, make sure all dust is removed by shaking vigorously into a rubbish receptacle. Take filter out and clean by tapping with a feather duster, the filter is located under the dust bag (backpack only). For portable mobile vacuum cleaners replace vacuum bag when necessary.

Process 5 - Spot Cleaning.

Spot cleaning is commonly used in areas that are reasonably clean but may have an isolated stain or an unclean area.

Recommended equipment:

Floor type:	Recommended equipment:
Sealed and unsealed vinyl	Soft haired scrubbing brush and colour coded mop.
Tiled surfaces	Stiff/soft haired scrubbing brush and colour coded cloth. Scouring pad.
Sealed concrete	Stiff/Soft haired scrubbing brush and colour coded mop.
Unsealed concrete	Stiff haired scrubbing brush and colour coded mop. Scouring pad.

Wooden floor	Soft haired scrubbing brush and colour coded mop.
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Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Use recommended chemical.
- ❖ Use the recommended colour coded cleaning cloth to avoid cross contamination, red for amenities and bathrooms blue in food preparation and general areas.
- ❖ Ensure MSDS are on hand.
- ❖ PPE Gloves- Mask optional.

Step1.

Using the above table identify floor type and use the recommended equipment.

Step2.

Wet the soiled area with the recommended chemical either using a colour coded mop from a bucket, or a spray bottle. Scrub the mark or stain until clean, wipe any excess from the floor with a colour coded mop.



If mark or stain cannot be removed by this method, another application will be required (contact team leader).

Step3.

Rinse bucket out and place in cleaning cupboard, if scouring pad or blue cloth become soiled discard in rubbish receptacle reusable pads and cloths should be rinsed and hung over bucket, rinse mop and splay over top of bucket to dry.

Please contact team leader for restocking.

Process 6 - Wet Mopping

Wet mopping when applied correctly in a routine cleaning regime can successfully clean and sanitise hard floor surfaces this is especially important in kitchen and toilet areas.

Recommended equipment.

- Mops (Colour coded refer cleaning schedule).
- Mop bucket
- Chemical

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.

- ❖ Use recommended chemical.
- ❖ Use the recommended colour coded mop to avoid cross contamination, red for amenities and bathrooms blue in food preparation areas.
- ❖ Before wet mopping always ensure that you have signposted the area with wet floor signs, this is important for the safety of staff and customers.
- ❖ Use chemical dispensers where they have been installed this will ensure the correct chemical ratio is used; those areas that do not have dispensers refer to manufactures directions
- ❖ Always stand on the **unmopped** section of the floor to avoid slipping.
- ❖ Ensure SDS are on hand.
- ❖ PPE Gloves.

Step1.

Half fill mop bucket with the desired amount of chemical and water from your dispenser if you do not have a dispenser fill manually. *Note never fill mop bucket completely.*

Step2.

Put the dry mop into the mop bucket filled with water and chemical, wring mop out you are now ready to mop. Repeat this process each time the mop loses its water content, or becomes heavily soiled.

Step3.

Standing in an upright position apply the wet mop to the floor's surface. Moving the mop in a side to side or a figure eight motion cover the designated area so that you are always standing on unmopped floor, this will prevent tracking. Never overreach when mopping as this can cause shoulder strain.



Note: When mopping a room ensure to do along edges and in the corners.

Step4.

Clean up; Rinse mop bucket and wring mop out, shake mop well and splay over the top of mop bucket to air out and dry. Remove wet floor sign when floor has dried.

Process 7 - Pressure wash

Pressure washing is an efficient method of washing outside areas. For hard to remove debris e.g. bird droppings pressure washing will have a better end result than a hand held hose, and use less water in the process.

Recommended equipment.

- Pressure washing machine
- Attachments
- Detergent

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.

- ❖ Access to first aid kit.
- ❖ Before pressure washing always ensure that you have signposted areas that need to be e.g. **door entrances**.
- ❖ Ensure you do not wet any plant, machinery or power sockets.
- ❖ When releasing plug from wall socket always disconnect power by switching “off” at the wall socket, then grasp the plug and remove do not pull by the lead.
- ❖ PPE Gumboots and safety glasses.

Procedure

Step1.

Wheel machine to your starting point, ensure both tap and machine have a male connection on them to attach garden hose. Attach garden hose to both tap and machine by pushing the female connection into the male connection.

Step2.

There are two (2) hand pieces; decide which one will be needed for the task.

- For normal use e.g. spraying concrete
- Hand piece has an adjustable spray nozzle with a finer spray for more delicate surfaces.

To change hand pieces pull release button trigger under the handle this will disengage the lock, unscrew handle piece in an anticlockwise direction until the end of thread appears then pull connections apart.

Step3.

The pressure hose is then connected to the machine and handle piece, do this by pushing the end connection into the machine connection and screwing in a clockwise direction repeat this procedure to connect the other end of pressure hose to handle piece.

Step4.

If you are using detergent fill reservoir tank at the back lower part of the machine with the desired amount detergent, the amount of chemical that is needed can be regulated by a control adjuster located under the on off button. Most operations will not require detergent use in that case disregard the chemical reservoir.

Step5.

Turn water pressure on at tap (ensure tap is fully turned on).

Step6.

Connect power lead to inlet and switch power on.
Check safety switch is working

Step7.

Press on off button to the **on** position, squeeze trigger to release water pressure keep the trigger on during the spraying process.

Step8.

For level surfaces point the spray jet at the ground, moving in a forward motion spray the area immediately in front and to each side of you. Continue this until you have run out of pressure hose length, at this point you will need to move the machine to the point you have just finished and continue on.

Step9.

When you have completed task turn water off at the tap then switch power off and pull power lead from socket, wind power lead up and place over the appropriate holder. Disconnect all hoses and drain water from them wind the hoses up in a tidy manner. Wipe machine over with a damp cloth and store away.

Process 7 - Rinse

Rinsing means washing or hosing a floor surface using water under pressure eg hand held hose or hot/cold hose. This can apply to internal and external surfaces eg laboratories, concrete and paths.

Recommended equipment.

- Hose and fittings
- Squeegee
- Mop and bucket

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Before rinsing always ensure that you have signposted the area with wet floor signs, this is important for the safety of staff and customers.
- ❖ Take extreme care when using **hot water**.
- ❖ Ensure you do not wet **power points**.
- ❖ PPE Gumboots.

Hot and cold pressure hose.

Step1.

Prior to commencing, if applicable relocate furnishings eg place chairs on benches. At this point it is important to consider drainage points and drying times

Step2.

If using temperate water turn taps to the desired water temperature eg cold, warm or hot; unwind hose to your starting point.



Note: Always take extreme care when using hot water.

Step3.

If hose has a nozzle type fitting release water pressure by turning the nozzle clockwise adjusting the water pressure to the desired level. For trigger action nozzles simply squeeze the trigger.

Step4.

Hose the floor in sections to drainage points, repeat until the entire floor has been hosed.

Step5.

On completion of task turn water off at taps and close nozzle off by turning anticlockwise. Most hot and cold water pressure hoses will have an automatic recoil holder, ensure hose is wind up in an even manner, if there is no automatic holder wind up manually.

Step6.

Using a squeegee or broom push all surface water towards drains this will enable the floors surface to dry much quicker. If drying time is an issue in relation to the room being used after you have rinsed, you will need to mop any excess water

Process 8 - Spray buffing

The purpose of spray buffing is to maintain and restore shine to previously sealed hard floor surfaces.



Note: A sealed surface describes a hard floor surface that has; previously been stripped and coated with at least six coats of sealer. The sealer acts as a protective coat against potential stain and or damage.

Although spray buffing will maintain the shine on a sealed floor, over a period of time the sealer will gradually wear away.

It is important to assess the floor regularly to determine when the stripping and sealing process will need to be reapplied.

Recommended equipment.

- Suction polishing machine
- Red pad
- Spray and shine

Safety tips.

- ❖ Use correct Posture and movement techniques.

- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Use correct pad type.
- ❖ Ensure the block is securely attached to the suction polishing machine.
- ❖ Ensure MSDS are on hand
- ❖ Always keep lead behind the machine when in use, this will stop a potential incident **(the machine running over the lead)**.
- ❖ When releasing plug from wall socket always disconnect power by switching “off” at the wall socket, then grasp the plug and remove do not pull by the lead.

Step1.

Before spray buffing :

Ensure all entrance ways are signposted (Wet Floor).

Set suction polishing machine up at your starting point e.g. back corner of room.

Make sure power lead is unplugged.

Leave back wheels in the down position tilt suction polishing machine back; check block is attached securely to suction polishing machine.

Attach red buffing pad to the underside of block.

Lean suction polishing machine back to the floor and lift back wheels to the up position.

Located on the stem between the handle and the machine is the height adjuster, unscrew and move stem up and down until you get the desired height for you. When you have achieved this screw the hand bolt back in.

Prior to commencing,

If applicable relocate furnishings e.g. place chairs on benches.

Make sure the floor has been swept and mopped; or scratching of the floors surface can occur when debris is caught under the buffing pad.

Step2.

Press the on button centrally located on the T bar handle at the same time squeeze the trigger on the underside of the handle holding it in during the buffing process (refer diagram).

Step3.

Standing in a relaxed upright posture move the suction polishing machine in a side to side motion manoeuvring under any benches that may be in your path. To achieve this motion exert pressure up or down on the handle.

Step4.

Squirt a small amount of spray and shine on the floors surface eg (too squirts from a spray bottle). Work the solution into the floors surface until you achieve a shiny surface coat.

Step5.

Move to the next section of floor and repeat the process until you have spray buffed the entire floor.

Step6.

Turn power off and unplug lead from power socket, wind lead up on the rungs located on the stem of the suction polishing machine. Tilt the back wheels to the down position and remove the used pad.

Step 7.

With a damp cloth wipe around the inside of the skirt, give the polyvac a general wipe over. Clean the pad by rinsing under a tap, shake well and leave out to dry. Always remember to empty vacuum bag, use the same method as when emptying a vacuum cleaner. Unscrew the height adjuster and move back to the up position retighten hand bolt. Store all equipment away in designated cleaning cupboard.



Note: Before storing the machine in an upright position, remove the base plate. If this procedure is not put into practise the machine will eventually become imbalanced, this in turn will cause the machine to vibrate. The operator could be at risk of shoulder and arm injuries over a period of time as a direct result from the vibration.



Note: If using a **high speed** or **strait line** polisher ensure that you use a white buffing pad. As the name suggests use this machine in a straight line once over the surface, this is a speedy method of buffing.

- No need to use spray and shine.
- No concerns about machine being balanced.
- A novice can quite easily use this machine.
- For safety tips refer spray buffing.

Process 9 - Machine Scrubbing

Scrubbing is the preferred method for cleaning sealed concrete floors and some tiled areas. A machine scrubber with a brush attachment will achieve a much better result than scrubbing manually with a doodle bug. A machine scrubber can either be the smaller version or larger type used in buffing and stripping, the smaller polyvac is preferable when scrubbing it is much easier to manoeuvre and has the necessary weight to achieve the results you are looking for.

Recommended equipment.

- Machine scrubber
- Mop and bucket
- Chemical

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Ensure SDS are on hand.
- ❖ PPE Gloves and gumboots.
- ❖ Always keep lead behind the machine when in use, this will stop a potential incident **(the machine running over the lead)**.
- ❖ When releasing plug from wall socket always disconnect power by switching “off” at the wall socket, then grasp the plug and remove do not pull by the lead.
- ❖ Ensure the block is securely attached to the scrubbing machine.
- ❖ Before scrubbing always ensure that you have signposted the area with wet floor signs, this is important for the safety of staff and customers.

Step1.

Before scrubbing

Ensure all entrance ways are signposted (Wet floor).

Set machine scrubber up at your starting point eg back corner of room.

Make sure power lead is unplugged.

Leave back wheels in the down position tilt machine back; check block is attached securely to the machine scrubber.

Lean machine back to the floor and lift back wheels to the up position.

Located on the stem between the handle and the machine is the height adjuster, unscrew and move stem up and down until you get the desired height for you. When you have achieved this screw the hand bolt back in.

Prior to commencing,

If applicable relocate furnishings eg place chairs on benches and make sure the floor has been swept;

Lay a slurry from you mop bucket on the section of floor you will do first, remember don't do too big an area at one time.

Step2.

Press the on button centrally located on the T bar handle of the machine at the same time squeeze the trigger on the underside of the handle holding in during the scrubbing process.

Step3.

Standing in a relaxed upright posture move the machine scrubber in a circular motion manoeuvring under any benches that may be in your path. To achieve this motion exert pressure up or down on the handle.

Step4.

You may need to scrub each area two or three times depending the degradation of the floor. Repeat this procedure until the entire floor has been scrubbed.

Step5.

Turn power off and unplug lead from power socket, wind lead up on the rungs located on the stem of the scrubber. Tilt the back wheels to the down position and move machine scrubber to an area away from the task zone.

Step6.

Half fill mop bucket with water and chemical, mop entire area removing the slurry if water becomes to frothy refill mop bucket with fresh water. On completion mop again to finish off.

Step7.

Clean mop and bucket by rinsing in clean water. Take the block off the machine scrubber by turning anticlockwise; rinse the bristles under a tap let the water drain for ten minutes. If storing in an upright position leave the block off the machine refer note page 21 spray buffing. Adjust the stem back to the upright position and store in cleaning cupboard.



Note: If wet scrubbing a vinyl floor surface using a blue pad is usually sufficient in returning a surface to a good finish, this will replace the need to strip the floors surface. If the floor after wet scrubbing has been restored back to good finish eg no scarring apply several coats of sealer, more to the traffic areas. Only take the first and last coats to the edges.

Process 10 - Stripping

The stripping process precedes polishing of a hard floor surface; stripping refers to the complete removal of the floors old finish "sealer", to achieve this use both the equipment and procedure as described below.

Recommended equipment.

- Suction polishing machine.
- Refer product order manual (to source pad type).
- Floor tool (doodle bug) and black stripping pad.
- Shampoo machine or wet and dry vacuum
- Mop and buckets for clean application and slurry application, wet floor signs and sheets
- Lid opening tool, scraper, extra power lead and shifting spanner.
- Pure acrylic stripper type: Refer product order manual.

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Ensure SDS are on hand.

- ❖ PPE Gumboots, safety glasses, face mask, eye wash, 1st Aid kit.
- ❖ Ensure vacuum on suction polisher is in the “off” position during the stripping process.
- ❖ Stripper is “**extremely slippery**” take extreme care during the stripping process.
- ❖ Before stripping always ensure that you have signposted the area with wet floor signs, this is important for the safety of staff and customers.
- ❖ Ensure the block is securely attached to the suction polishing machine.
- ❖ Use a black pad.
- ❖ Open all windows for ventilation

Step1.

Prior to starting make sure all moveable objects are cleared from the room; the floor must then be dusted and swept. Signpost all entrance ways with wet floor signs.

Select your starting point in the area to be stripped, make sure you only do manageable areas at a time three – four square metres, too big an area could lead to the stripper drying before it is mopped.

Step2.

Mix the stripper according to the instructions on the drum label; note the normal mixture for a floor would be 1 part stripper to 3 parts water. Heavily soiled areas may require a higher concentrate of stripper.

Step3.

Lay the stripper in even slurry; do not use excessive amounts of stripper. At this point it is important to note that stripper is extremely slippery and due care should be taken at all times whilst walking on a floor surface with stripper on.

Step4.

Stripper should be left for Ten to Fifteen minutes allowing it time to penetrate the floors surface. At the later stages of step 3 selected people will use the doodle bug to clean all edges.

Step5.

Allocate who will perform what tasks, one to strip, one to vacuum with the shampooing machine and one to mop. The correct procedure to ensure a trouble free operation is as follows.

(a) Designated person to strip the floor.

(b) Designated person will then start the vacuuming process starting at the furthest point and working their way back.

(c) Designated person to come behind the vacuuming with the mopping process ensuring all excess slurry is extracted from the floor.



Note a mop and bucket used solely for the purpose of mopping up slurry can also be used in step (b).

Step6.

Ensure the vacuum switch is in the off position on the suction polishing machine before starting the stripping process.

Step7.

When completed the floor should be mopped again using fresh water (hot) hot water aids the drying process when time is an issue, add a small amount of vinegar ¼ cup.



Note: A small amount of vinegar added to the water will prevent **streaking**.

Stripper is an alkaline type material, and any residue that is left on the floor can create an imbalance and streaking or pooling may occur, as vinegar is an acid, it will neutralise any alkaline that may be left. Vinegar will also neutralise the floor, this prevents the new surface breaking up.

Step8.

This process is repeated until the entire floor is stripped. Check floor for complete removal of old finish, if some areas have old finish not lifted strip again.

Step9.

Machinery needs to be cleaned and left to dry before storing away.

Process 11 - Sealing

Sealing of a floors surface immediately follows the stripping process; life expectancy of the floor depends on this process. The polish when dry acts as a hard outer shell protecting the original surface of the floor from damage that may occur during use.

Recommended equipment.

- Heavy duty sealer polishes (one drum depending on size of area).
- Mop
- Buckets
- Wet floor signs

Safety tips.

- ❖ Use correct Posture and movement techniques.
- ❖ Assess the area for manual handling hazards.
- ❖ Access to first aid kit.
- ❖ Ensure SDS are on hand.
- ❖ PPE Medical kit, face mask, gloves.
- ❖ Before polishing always ensure that you have signposted the area with wet floor signs, this is important for the safety of staff and customers.
- ❖ Always stand on the **unpolished** section of the floor to avoid slipping.
- ❖ Leave windows open for ventilation.

Step1.

There are two schools of thought on buffing the floors surface before sealing.1. buffing with a red pad allows the first coat of sealer to be applied more easily.2. By not buffing the floors surface this will allow the sealer to penetrate the pores of the floors surface thus ensuring a more stable and longer lasting sealing application.



“Note” the first coat of sealer applied to the floors surface will be consumed by the floors surface a lot more than the ensuing coats, this is normal and will make the following coats of sealer easier to lie.

Make sure the floors surface is completely dry before sealing. Place wet floor signs at all entrances.

Step1.

Use a new mop, a new bucket is preferable but not essential as long as the bucket is clean. Pour the sealer into the mop bucket it is important not to overfill the bucket. About 50 mm in a bucket would be sufficient as the polish will foam up during use, thus making the procedure more unmanageable. Another reason for putting a small amount of sealer in the mop bucket is that any sealer left over is regarded as contaminated and will have to be disposed of, as sealer is an expensive product this practice is essential.

Step2.

Select a starting point and work your way back to an exit door.

Apply polish in an even manner using the length of mopping stroke comfortable to you. Use reference points on the floors surface as a guide line for starting and finishing points, eg finish at a point where you think you will need to apply more polish to the mop. This is important because you need to start the next application of polish by overlapping the last application. The edges of an area and under fixed benches only need the first and last application of sealer as these are areas of less traffic. This also aids in the next stripping process as thick coats of sealer in these areas are often hard to remove, they do not wear down with the rest of the floor.



Note: It is best to apply more thin coats of sealer as opposed to fewer thick coats. Thick coats tend to be spongier and easily scarred. **The thinner the coat the harder the surface.**

Step3.

Use this method until the entire floor is polished, on completion there will be a waiting period of between 15 to 45 minutes for the polish to dry depending on the elements pertaining to the building you are polishing. Applying each coat of sealer in the opposite direction e.g. as in basket weave fashion will ensure there are no small areas missed.

Step4.



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This process normally needs to be repeated at least six times, again this depends on what the floor is being used for. Some floors for example a gymnasium may need extra coats of polish on the heavily used areas such as the centre and under the hoops.

Step5.

Clean all equipment and store away.



Note: It is a good idea if the floor you have just sealed is not used for at least 12 to 24 hours to allow the polish time to harden. This is important in maintaining the floor, buffing the floor with a red pad after 24 hours will also aid in the hardening process.

References:

Please refer to: Charles Sturt Campus Services Limited Online Induction Series
[Home - Charles Sturt Campus Services - Charles Sturt University Staff Resources](#)