

# Floor Care and Maintenance Quick Reference Card Primer



## **Floor Care and Maintenance Programs**

A good floor care and maintenance program provides several benefits, including:

- Protecting the floor and extending the life of the floor finish;
- Providing a consistent floor appearance;
- Reducing the need for burnishing the floor;
- Making the floor easier to maintain;
- Extending the time between labor-intensive floor stripping and refinishing;
- Reducing soil, germs and allergens that can harm building occupants; and
- Reducing accidents and the potential for worker's compensation-related injuries.

## **Green Cleaning Best Practices**

- Using high-performance cleaning equipment better removes soil. For example, replace dust mops with microfiber dust mops and replace outdated vacuums with Green Label-certified vacuums.
- Providing proper training on all equipment and chemical use.
- Establishing walk-off matting system at entryways.
- Selecting environmentally-friendly chemical products that work quickly and effectively, and floor finishes that are durable and easy to maintain.
- Creating a floor care maintenance program based on areas with high and low traffic levels.
- Creating floor cleaning and inspection schedules that identify tasks by frequency (e.g. daily, weekly, or monthly).
- Developing a communication plan to alert building occupants of day-to-day cleaning and maintenance activities.
- Developing cleaning procedures that include systematic guidelines for each task including estimated completion times, products and equipment, requirements for chemical safety, and necessary training.
- Involving occupants in the cleaning process.

## **Worker Safety**

- Be aware of what chemicals you use and that are in your workplace.
- Make sure all chemical storage containers are properly labeled and tightly secured.
- Read and understand your facility's written Hazard Communication Plan.
- Know how to read and understand Material Safety Data Sheets (MSDSs).
- Read and understand MSDS labels for every product you use.
- Never mix chemicals.
- Do not use chemicals on surfaces they are not intended for.
- Always wear the appropriate personal protective equipment (PPE).
- Use an automated chemical dispenser/dilution system whenever possible to create accurate dilutions and reduce chemical exposure.
- Undergo adequate training on equipment use, chemical handling, and cleaning procedures for your job duties.
- Never operate equipment you have not been trained to use.
- Practice universal precautions when cleaning blood or bodily fluid spills or handling soiled materials.

## **Complaints and Neglected Areas**

Typical Floor Complaints of Building Occupants include:

- Slippery floors;
- Soil marks left from high-speed floor machine pads;
- Visible debris on floor (stickers, gum, etc.);
- Black heel marks; and
- Residual cleaning solution on baseboards, furniture, and walls.

Areas Neglected by Custodians include:

- Difficult to reach areas on floors, such as corners and behind doors; and
- Splashed or splattered cleaning solution on baseboards, furniture, and walls.



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### **Check Lists**

#### **Safety equipment**

- Safety equipment checklist:
- Eye protection.
- Latex gloves.
- “Wet Floor” signs.
- Slip-resistant shoes/boots.

#### **Vacuum cleaner checklist:**

- Backpack vacuum/upright vacuum cleaner.
- Wet/dry vacuum.
- Extra filters, bags, or containers—check and replace or empty if they are more than half full.
- Hoses and cords.
- Backpack-type vacuum properly adjusted and fitting.
- Extension cord, if needed, in good working order and capable of handling the vacuum’s electrical load.

#### **Auto-scrubber checklist (use the manufacturer’s checklist, if available):**

- Make sure the auto-scrubber is completely charged.
- Secure all attachments.
- Add proper dilution of cleaning solution to tank.
- Attach proper scrubbing pad or brush.
- Confirm that all components are working properly—vacuum, squeegee, brushes/pads, and fluid injectors.
- Make sure the auto-scrubber has adequate water pickup and does not leave streaks.

#### **Burnisher/floor machine preparation checklist:**

*Note: Please check with the manufacturer or the instruction manual for details on use.*

- Make sure extra pads/brushes are on hand.
- Check electric cords and plugs for cuts or missing grounding prongs.
- Check to make sure extension cords are in good working order, if used.

#### **Mop buckets, wringers, and mops checklist:**

- Make sure mops and buckets are color-coded or labeled for each solution type.
- Place a trashcan liner in the finish bucket before filling.

- Have clean manufacturer’s recommended finish mop heads and a clean plastic bag to store them after use.
- Have clean all-purpose mop heads available.

Cotton versus synthetic mop heads: Cotton interwoven with synthetic strands may be the best choice because synthetic fibers provide strength, and cotton absorbs solution and soil.

Always refer to the finish mop and floor finish manufacturers’ directions for acceptable methods on cleaning new mop heads before use.

#### **Chemical solutions**

- Prepare floor care solutions for the job using cold tap water. Most chemicals come in concentrated form and must be diluted using a measuring cup or automatic dilution station (preferable).

#### **Manufacturer’s Recommendations and Directions**

Review and follow the manufacturers’ recommendations and directions on the following:

- Selection and use of floor care products (i.e., general-purpose cleaner);
- Dilution requirements;
- Contact times for floor strippers to dissolve and lift finishes off floors; and
- Drying times between coats of floor finish.



**For additional information, visit the  
New York State Green Cleaning Program website at:  
[Greencleaning.ny.gov](http://Greencleaning.ny.gov)  
or contact the OGS Environmental Services Unit at:  
518.408.1782**