

FLOOR CARE PROGRAM



Dustbane Products Limited

Stripping

- Stripping is one of the most labour intensive and costly tasks you will perform in the performance of your duties. To avoid the cost of repeating this task, don't try to skip or skimp. Tackle an area that you are confident can be completed in the time allowed.
 - **Assemble all of the appropriate tools**
 - - Rubber Gloves and footwear
 - - Safety Glasses
 - - Wet Floor Signs
 - - Dust Mop
 - - Scraper
 - - 2 Mop Buckets
 - - 2 Clean Mops & Handles
 - - 175 RPM Rotary Floor Machine
 - - Stripping Pads
 - Doodle bug holder and pads
 - Wet Vac
 - Squeegee
 - Wiping Cloths
 - Time Out Stripper

Stripping

- Remove all furnishings, mats and any free standing objects from work area
- Dust mop entire floor area and remove any gum, tape or glue
- Post wet floor signs at all entrances to work area
- Add proper amount of Dustbane Time Out stripper to COLD water (Be sure to follow mixing instructions on product label)
- Apply stripping solution to a 10 x 10 area of floor. Allow 8 to 10 minutes dwell time making certain the floor stays completely wet.
- Scrub all edges and corners with doodlebug. Use scraper where necessary

Stripping

- Scrub the entire floor with floor machine and stripping pad. If there is a heavy build-up of floor finish, scrub in both directions ensuring the floor stays wet. (An auto-scrubber may be used for this task but do not apply stripping solution through auto-scrubber. First pass with auto-scrubber should be with vacuum function turned off and the squeegee in the up position)
- Vacuum slurry with wet vac including edges and corners
- Using a clean mop and bucket of clear water, rinse the floor
- Repeat rinse until floor is completely free of stripper residue

Stripping

- Wet vacuum up the rinse water (repeat this step if deemed necessary)
- Wipe all adjacent areas that may have been splashed during the stripping procedure
- Allow the floor to dry completely then check to ensure all floor finish and residue has been removed
- Clean and put away all of your equipment (remember to wipe down the cords)
- Keep all traffic off of the floor area until floor has been re-finished

Sealing and Finishing

- Sealing and finishing is a task that not only enhances the appearance of a floor but when done properly and maintained well, will protect the floor surface for many years. Be sure to follow all of the steps outlined below.
 - **Assemble all of the appropriate tools**
 - - Wet Floor Signs
 - - Wiping Cloths
 - - Scraper
 - - Foundation Sealer
 - - Mop Buckets, lined with bag
 - - Orbit Finish
 - - Clean Mop & Handles

Sealing and Finishing

- Dustmop entire floor area with a clean untreated dustmop
- Post wet floor signs at all entrances to work area
- Line the mop bucket with a poly bag so as to prevent contamination
- Pour Dustbane Foundation sealer (or Orbit finish) slowly into mop bucket. Pour slowly to avoid foam
- Dip mop into the bucket and tamp in the wringer
- Starting at a point beside the bucket, apply sealer (or finish) to a pre-determined outline and then fill in that area using a figure 8 pattern. Be sure to always leave a wet edge so that the next section can be blended. Be sure to outline your work area to be the right size so as not to let the mop dry out
- Allow each coat to dry thoroughly before attempting the next coat
- Clean all equipment thoroughly and return to storage area

HINTS - Sealing and Finishing

- Never pour un-used sealer or finish back into container
- Apply sealer only to the point that the floor has an even appearance
- Apply finish coats as required to give you the desired appearance
- Apply only the second coat of sealer and the last coat of finish to the edge (this will avoid build up)
- Change the direction of the mopping pattern for each coat
- Keep mop stored in bucket while waiting for coats to dry
- The ideal temperature of the floor should be around 15° Celsius

HINTS - Sealing and Finishing

- Clean mop thoroughly when switching between sealer and finish
- Do not apply more than 6 coats in a 24 hour period (if more coats are required, allow the floor to cure for a couple of days, then give it a light scrub and apply more coats)
- Apply sealer only if floor has been stripped. Do not apply sealer over finish.
- If mop starts to drag when applying finish or sealer, wash mop thoroughly and wring out

Dust Mopping

- Proper daily maintenance can prolong the life of your floor finish by many years. The use of walk off mats at all entrances will help keep the dirt and moisture at the entrance and prevent tracking through the building. Refer to Dustbane's carpet program for help on maintaining walk off mats. Overview of strategy
 - Assemble all of the appropriate tools
 - - Dust mop
 - - Wet floor signs
 - - Clean mop head and handle
 - - Mop bucket and wringer
 - - Broom and dust pan
 - - Scraper

Dust Mopping

- Remove all obstacles from work area including walk off mats
- Scrape any gum or glue from floor surface
- Using a dust mop, push along edge of working area making sure the leading edge of the mop does not change
- Dust mop the center of the work area gently shaking out the dust mop at the end of each path
- Sweep all dirt and debris into a dustpan and empty into a waste receptacle
- Clean out dust mop by brushing or if possible vacuuming

Damp Mopping

- Fill mop bucket with Excelsior detergent from Dispensing system. If no dispensing system is available, add Excelsior detergent to a bucket of cool water, be sure to measure the correct amount of detergent For light soil conditions, dip mop into solution and wring out with heavy pressure. Apply mop to floor starting with an outline of the work area and then through the middle area using a figure 8 pattern. Allow to air dry
- For heavy soil conditions
 - a) Apply solution without wringing out mop
 - b) Let stand 3 - 5 minutes
 - c) Pick up solution with wrung out mop
 - d) Rinse floor as in step # 9
- Thoroughly clean all equipment and return to storage area
- Hang mop so that air can circulate around it to prevent mold and mildew

Deep Scrubbing

- Deep scrubbing quite often can take the place of a full stripping job. The individual parts of the task are similar, however, less aggressive chemicals are used so you only scrub off the top 2 or 3 layers of floor finish.
- Assemble all of the appropriate tools
 - - Rubber Gloves and footwear
 - - Safety Glasses
 - - Wet Floor Signs
 - - Dust Mop
 - - Scraper
 - - 2 Mop Buckets
 - - 2 Clean Mops & Handles
 - - 175 RPM Rotary Floor Machine
 - - Scrubbing Pads
 - - Doodle bug holder and pads
 - - Wet Vac
 - - Squeegee
 - - Wiping Cloths
 - - Dustbane Emerald Degreaser

Deep Scrubbing

- Remove all furnishings, mats and any free standing objects from work area
- Dust mop entire floor area and remove any gum, tape or glue
- Post wet floor signs at all entrances to work area
- Add proper amount of Dustbane Emerald degreaser to room temperature water (Be sure to follow mixing instructions on product label)
- Apply solution to a 10 x 10 area of floor. For heavy soil conditions allow 5 minutes dwell time making certain the floor stays completely wet.
- Scrub all edges and corners with doodlebug.
- Scrub the entire floor with floor machine and scrubbing pad. If there is a heavy build-up of floor finish, scrub in both directions ensuring the floor stays wet.

Deep Scrubbing

- Vacuum up slurry with wet vac including edges and corners
- Using a clean mop and bucket of clean water rinse the floor
- Vacuum up the rinse water (repeat this step if deemed necessary)
- Give the floor a final rinse with a clean mop and clean water
- Wipe all adjacent areas that may have been splashed during the scrubbing procedure
- Allow the floor to dry completely then check to ensure floor has an even appearance
- Clean and put away all of your equipment (remember to wipe down the cords)
- Keep all traffic off of the floor area until floor has been re-finished
- Apply 2 or 3 coats of finish to the floor

Spray Buffing

- Spray buffing is an excellent way of maintaining gloss and durability between periodic restoration of a finished floor. Always complete proper dust mopping and damp mopping before spray buffing to avoid soil being buffed into the floor finish.
 - Assemble all of the appropriate tools
 - - Dust mop
 - - Spray buff solution
 - - Floor machine
 - - Buffing pads

Spray Buffing

- Center a red buffing pad on to the floor machine and adjust the handle height to the proper position
- Spray a 50/50 mix of clean water and Orbit floor finish in a fine mist onto a small area of the floor surface (only spray an area that can be buffed without taking a step)
- Run floor machine over the entire sprayed area to form a hazy film
- Continue to run the machine over the same area until the desired gloss is achieved
- Repeat steps 3 - 5 until all of the work area is completed
- Dust mop the entire work area
- Clean all equipment and return it to the storage area

UHS Burnishing

- UHS Burnishing is an excellent way of maintaining gloss and durability between periodic restoration of a finished floor. Always complete proper dust mopping and damp mopping before burnishing to avoid soil being ground into the floor finish.
 - Assemble all of the appropriate tools
 - - Dust mop
 - - Burnishing solution
 - - UHS Burnisher (1500 RPM or higher)
 - - Burnishing pads

UHS Burnishing

- Center a burnishing pad onto the burnisher & adjust pad pressure
- Optional: spray or squirt a small amount of Dustbane Orbit/water mix onto the floor directly in front of the burnisher
- Lower the burnisher over the solution and move the machine forward until the pad starts to dry out
- Repeat steps 3 and 4 until the entire work area is completed changing pad as it becomes loaded
- Dust mop the entire work area
- Clean all equipment and return it to the storage area

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
POOR GLOSS	Insufficient number of coats	Scrub and re-coat
	Coats too thin	Apply medium coats
	Wrong buffing pads used	Follow supplier instructions
	Too much sand and grit	Use proper matting and check dust mopping procedures Scrub and re-coat
	Floor not rinsed or neutralized before finishing	Strip, seal and re-finish
	Cleaner not neutral	Test pH and use approved neutral detergent
	Dirty finish mop used	Strip, seal and re-finish
	Tiles worn	Apply additional coats Use more sealer
	Floor was not dry before re-coating	Buff or burnish Strip, seal and re-finish
	Cleaner not diluted properly	Check dilution rates
	Soap residue on floor	Rinse with clear water Use neutral detergent

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
FLOOR FINISH DISCOLOURED	Pads dirty	Scrub and re-coat Always use clean pads
	Mops or water dirty	Scrub and re-coat Use clean solution and change frequently
	Improper dust mopping	Always dust mop thoroughly before damp mopping
	Colour from cotton mop left on floor	Pre-soak cotton mops or use synthetic mops
	Cleaning chemical mixed incorrectly	Follow instructions on product label
	Re-coating done over soil	Scrub and re-coat Make certain surface is clean before re-coating
	Floor finish contaminated	Strip and re-finish Dispose of unused finish

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
FINISH POWDERING	Floor not properly rinsed	Strip, rinse and re-finish
	Two finishes incompatible	Do not apply hard finish over soft
	Not enough drying time between coats	Scrub and re-coat
	Fan used to dry finish too quickly	Point fans towards ceiling
	Finish not bonding to floor	Strip and re-coat Use approved sealer
	Incorrect burnishing on finish	Use finish designed for burnishing
	Finish applied too thin	Use medium coats
	Wrong or dirty pads being used	Always use clean approved pads
	Bleach or acid residue in mop	Use only neutral detergent
	Sand and grit not removed	Use proper matting and dust mop
	Stripper mop being used to damp mop	Use clean mop with neutral detergent
	Factory seal not removed prior to finishing	Strip, neutralize and re-coat

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
SCUFFING AND SCRATCHING	Soil and sand not removed	Use proper matting and increase dust mopping
	Wrong cleaner or dilution	Use only neutral detergent according to directions
	Incompatible finish / system	Use the right finish for the right application
	Wrong pads being used	Use approved pads

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
FINISH STREAKY OR UNEVEN	Factory seal not removed prior to finishing	Strip, neutralize and re-coat
	Finish not bonding to floor	Strip and re-coat Use approved sealer
	Fan used to dry finish too quickly	Point fans towards ceiling
	Finish may have been frozen	Scrub and re-coat Use fresh product
	Floor not neutralized	Strip, neutralize and re-finish
	Two finishes incompatible	Do not apply hard finish over soft
	Not enough drying time between coats	Scrub and re-coat
	Floor finish contaminated	Strip and re-finish
	Floor not neutralized	Strip, neutralize and re-finish

TROUBLESHOOTING GUIDE

PROBLEM	POSSIBLE CAUSE	SOLUTION
FLOOR SEEMS SLIPPERY	Foreign material on floor (i.e. furniture polish, glass cleaner)	Scrub and re-coat Use only approved products Be careful of over spray
	Ice melter on floor	Wash with clear water and neutralizer Use proper matting
	Burnishing dust on floor	Dust mop after burnishing
	Soil and sand on floor	Use proper matting Increase dust mopping
	Improperly treated dust mop	Follow instructions on label
	Incompatible finishes	Never apply hard finish over soft Scrub and re-coat
	Bleach or acids being used on floor	Use only neutral detergent Scrub and re-coat

