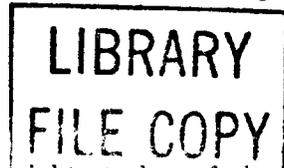


FLOOR MOPPING AND SCRUBBING



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1. GENERAL

1.01 This section describes the procedures for damp mopping, wet mopping, scrubbing, and spot cleaning of floors. Damp mopping is a once-over cleaning operation using plain water. Wet mopping and scrubbing are more thorough procedures employing cleaning agents. Spot cleaning is done in the same manner as over-all mopping or scrubbing except that it is confined to limited soiled areas.

1.02 This section is issued as part of the general reorganization of the 770-1 layer and to include the latest techniques and tools. Subject matter in this section was formerly covered in 770-150-302. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 Good mopping and scrubbing procedures produce quality floors by establishing the proper surface in preparation for the floor finish, eliminating spatter marks, lessening worker fatigue, and increasing productivity.

1.04 Experience in floor mopping and scrubbing has developed some basic factors that will assist in this operation:

- (a) When mopping, an erect posture with feet spread, one foot behind the other for good balance, and keeping the arms close to the body will reduce fatigue.

(b) Careful figure-eight strokes of the mop in unobstructed areas will produce the most effective coverage of the floor.

(c) A firm grip on the mop, with one hand near the top of the handle and the other hand approximately 1/3 of the way down on the handle, will produce the desired action for figure-eight maneuvering.

(d) As the figure-eight motion is used, the mop should be turned over occasionally without being lifted clear of the floor.

(e) Parallel strokes of the wet mop to baseboards, files, and cabinets or lockers will eliminate spattering.

1.05 The new type "banded" or "sewn" nylon or cotton mop is adaptable to all floor cleaning operations. The use of this type mop or the regular stranded mop is optional.

2. DAMP MOPPING PROCEDURE

2.01 Damp mopping is a "once over lightly" cleaning operation using plain water. This method is used in day-to-day routine cleaning of marble, tile, terrazzo, and resilient floors in the removal of light soil which cannot be readily removed by dusting and sweeping. Damp mopping is also used during inclement weather to pick up tracked-in dirt and in cafeterias for spot cleaning of spillage, etc.

2.02 Generally, it is not necessary to move furniture or equipment for damp mopping. It may be necessary to completely sweep the floor if the soil level is heavy or to use "pickup" sweeping as appropriate.

2.03 Floor signs (Caution: Wet Floor) should be placed to warn employees who walk over damp floors that the floor may be slippery.

2.04 Use a 26-quart bucket filled 2/3 full with clear water. The mop should be immersed in this water and wrung as dry as possible. The most effective mop wringer is the geared type with

downward squeezing action which forces the liquid down into the pail, thus greatly minimizing splashing outside the bucket. Mop buckets should be large enough to accommodate the mop wringer without danger of upsetting when mops are wrung out. The mop should be moved parallel to the baseboard, closed lockers, and files, etc, to avoid smearing. Using the side-to-side stroke, continue to mop all unobstructed areas. Use the random stroke or the forward-and-backward stroke to get under furniture and equipment or other obstructions. Water should be changed often to keep the mop clean. The mop should be turned (without being lifted clear of the floor) frequently to present clean portions of the mop to the floor. Damp mopping properly done will leave the floor clean and free of streaks.

2.05 When mopping operation is completed, the mop should be washed thoroughly and hung to dry with strands down. Snarls should be removed from a stranded mop by combing the mop head with a pointed piece of wood about the size of a pencil. The caution signs should be removed and stored after the floor is dry.

2.06 Tools and Supplies—The following tools and supplies are needed for the damp mopping operation:

24-ounce mop (stranded or sewn) with handle

26-quart bucket and wringer

Putty knife and sheath

Caution sign

Brush, horsehair

Dustpan.

3. WET MOPPING PROCEDURE

3.01 Wet mopping is used to ensure maximum cleanliness of floors. This method removes medium soil from the floors by chemical action of the solution and physical action of the mopping operation.

3.02 All furniture and equipment should be removed from the area to be mopped. The furniture and equipment should be marked so these items will be replaced in their proper location. **Items**

such as waste baskets or chairs shall not be placed on tops of desks. Litter should be removed by "pickup" sweeping. Gum or other deposits should be removed with a stiff blade putty knife.

3.03 "Wet Floor" caution signs should be placed in the work area to warn employees against walking over wet, slippery areas.

3.04 In the wet mopping operation, two buckets are used. The first bucket should be filled with the cleaning solution. The second bucket should be about 2/3 full of clear water for rinsing. After dipping the mop in the cleaning solution (Liquid Floor Cleaner, C-4, diluted 40 to 1), it should be held slightly above the cleaning solution in the pail and allowed to drain to prevent spattering the walls, furniture, and equipment. If any accidental spattering takes place, it should be wiped off **immediately** to prevent spotting.

3.05 The mop should be drawn parallel to the baseboard and furniture to prevent spattering. Then the cleaning solution should be spread by using a side-to-side stroke in open areas and the random or forward-and-backward stroke in congested areas and under furniture or equipment. The mop should be turned over occasionally, without being lifted clear of the floor, to present clean portions to the floor.

3.06 Cover an area of about 200 square feet with solution and let stand for a few minutes. Then go over the wet area with a mop using a downward pressure on the heel of the mop to remove heavily embedded soil.

3.07 In areas where heavy black markings will not readily come off, the use of an abrasive pad will increase the effectiveness of the black mark removal. A hand pad attached to the heel of the mop will help to increase the abrasive action. **Steel wool should never be used.**

3.08 Inaccessible areas, such as corners that cannot be cleaned by mopping, may be cleaned by grasping the mop strands with the hand. **Caution** should be exercised to ensure the strands do not contain foreign objects. Use the solution mop for picking up the soiled solution; wring mop as dry as possible in the pickup bucket used for that purpose only. This is done to keep the cleaning solution as clean as possible.

3.09 Puddles of water should not be left on the floor as this will leave stains. A wet pickup vacuum may be used for picking up the solution. A squeegee with a rubber blade is also useful in taking up excess solution from a floor. When the cleaning solution is completely picked up, lay down rinse water using the same procedure employed in laying down the cleaning solution. Rinse water should be changed frequently. Rinsing the floor clean after wet mopping is extremely important. A thoroughly rinsed floor will give a better finished product when the floor finish is applied.

3.10 When using a wet pickup vacuum, either of the following methods may be used:

(a) Use a steady forward and backward motion without undue pressure. To prevent jamming against the floor, slightly lower the handle on the forward stroke and raise it on the backward stroke to allow for suction under the front and rear squeegees.

(b) Place the vacuum at the perimeter of the saturated area and pull the tool backward with a steady motion.

After using this tool, dispose of the dirty water in the tank, then clean the tool, handle, and hose before disconnecting. Immerse the floor tool in clean, warm water and draw the water into the tank with the vacuum. Use this water to clean and rinse out the tank. Traces of dirty solution should be cleaned from all parts of the machine, and these parts should be well dried.

3.11 *Care should be taken to avoid getting any water or cleaning solution in electrical or telephone outlets or floor molding. This could be hazardous and cause service failures.*

3.12 When the mopping operation is complete, the mop should be washed out thoroughly and hung to dry with strands down. Snarls should be removed from a stranded mop by combing the mop head with a pointed piece of wood about the size of a pencil. The caution signs should be removed and stored after the floor is dry.

3.13 *Tools and Supplies*—The following tools and supplies are needed for the wet mopping operation:

14-quart pail

Two 26-quart buckets with two wringers

Two 24-ounce mops with handles (stranded or sewn)

Liquid Floor Cleaner

Brush, Palmyra, horsehair

Lobby dustpan and brush

Counter brush

Dustpan

5-foot piece of rubber hose with faucet connection

Putty knife and sheath

Caution signs

Sponge and wiping cloth

Wet pickup vacuum

Hand squeegee.

4. SCRUBBING PROCEDURE

4.01 The same procedures are employed for scrubbing as in "Wet Mopping" except that a floor machine is used to remove all soil instead of a mop. The preparation, application, pickup, and rinse operations are the same as outlined in "Wet Mopping."

4.02 The floor machine is relatively easy to operate and control when a few basic techniques are followed. Always inspect the cord on the machine before and after each use. The machine should be equipped with a 3-wire grounding plug and cord with all three blades of the plug intact. Any cuts or breakage should be reported at once. The scrubbing brush should be attached to the machine only when the machine is tilted back and lying on the floor. The brush is locked in place by a counterclockwise turn.

4.03 Before starting, the operator should be stationed directly behind the machine, balancing it evenly on the brush. An evenly balanced machine will operate in a stationary manner when the motor is started. Slight downward pressure on the handle will cause movement to the left. Raising the handle will cause movement to the right. The cord to the machine should always be kept out of the path of the brush.

4.04 Apply clean solution to the floor. Allow the solution to stand for a short time, then begin scrubbing the floor. Travel slowly but continuously using an overlapping pattern. Carry the solution on the floor with the motion of the machine. This will reduce spattering on walls and furniture. Heel the machine for hard-to-remove spots.

4.05 Make second path at right angles to the first path to ensure complete coverage. Using the machine, scrub along the baseboards and corners with a fine abrasive pad. If the deck scrub brush is used, it is moved forward and backward in strokes 2 or 3 feet long with downward pressure on the handle. The baseboard itself should be manually cleaned using a tool fitted with a pad. A brush may also be used for this purpose. Wipe spattered furniture and baseboards immediately using a sponge or cloth.

4.06 Care should be taken to avoid striking furniture, filing cabinets, equipment, etc. When deeply embedded dirt or stains are encountered which cannot be removed with the cleaning solution, scouring powder may be sprinkled very sparingly on these specific points.

4.07 Pick up the soil and solution as described in 3.09. If mops are used, wring mop out as dry as possible. Follow the procedure as outlined in "Wet Mopping."

4.08 Use a wet pickup vacuum cleaner or mop for picking up solution and rinse water. Use of the wet pickup vacuum is more effective and will provide a better quality end result. The cord and hose on the wet pickup vacuum should be kept as dry as possible. Work from dry area, picking up solution, so that wet pickup vacuum moves toward the wet floor. Tracking is reduced to a minimum by keeping the machine in areas already picked up. For rinsing the floor, use the same procedure as in "Wet Mopping." Inspect

the floor area to make certain that puddles or streaks have not been left by the rubber blade of a squeegee. These streaks can be picked up by passing a clean damp mop over them.

4.09 Tools and Supplies—The following tools and supplies are necessary for the scrubbing operation:

- Two 26-quart buckets
- Two 24-ounce mops (stranded or sewn)
- Liquid Floor Cleaner
- Brush, horsehair
- Lobby dustpan and brush
- Counter brush
- Dustpan
- 5-foot piece of rubber hose with faucet connection
- Putty knife and sheath
- Caution signs
- Floor machine
- Wet pickup vacuum
- Hand squeegee
- Abrasive pads.

5. SPOT CLEANING

5.01 Spot cleaning is performed in the same manner as over-all mopping or scrubbing except that it is confined to limited soiled areas. The edges of the spot cleaned areas are rubbed with the wrung mop to minimize a patched effect. When spot cleaning, care should be exercised to avoid spilling cleaning or rinse water on adjacent areas. The wet mop, deck scrub brush, or scrubbing machine brushes, if used, are not permitted to rest on the floor in either clean areas or portions still to be cleaned. When a pail is used for the cleaning solution, a piece of cardboard is placed under it to avoid leaving a ring on the floor.

5.02 The soiled areas are cleaned by short scrubbing strokes using the heel of the mop, deck scrub brush, or electric floor machine. Scouring powder sprinkled sparingly on heavily soiled areas may be required where the imbedded dirt cannot otherwise be removed. Where the heavily soiled areas are numerous, a small or medium size electric floor machine equipped with a scrub brush may be used.

6. CARE OF EQUIPMENT

6.01 All mops, pails, scrub brushes, floor machines, tanks, and wringers should be cleaned thoroughly following use and returned to the place of storage. The mop should be hung with the strands down in a clean, well-ventilated location where they can readily dry. Any irregular strands should be trimmed off and, if necessary, the strands

combed with a piece of pointed wood about the size of a pencil.

7. SAFETY PRECAUTIONS

7.01 Slip-resistant footwear such as rubbers or overshoes should be worn during mopping and scrubbing operations to guard against slipping and falling.

7.02 Mops should always be wrung out in mop wringers and never by hand as pins or other sharp injury-producing objects could be picked up from the floor.

7.03 "Caution Wet Floor" signs should always be used to block off areas being cleaned.

7.04 Mop handles should always be controlled so they will not strike telephone equipment, furniture, overhead light fixtures, or ceilings.