

Hard Floor Care – Damp Mop Procedure

(For areas other than bathrooms)

Tools Needed: • Dust mop, broom and dust pan, or vacuum • WET FLOOR sign • Mop bucket for clean and dirty mop pads • Mop pads (wet and dry) - USE APPROPRIATE MARKED PADS	Products Needed: • Stride floor cleaning solution mixed as directed
FREQUENCY OF CLEANING: Daily, or more often depending on traffic and soil level. PREPARATION: Inspect for any damaged areas or safety problems, such as pest/rodent infestation, and report to supervisor. Collect all tools, equipment, and products required. Ensure all equipment is in good condition. Review SDS, product labels, and caution statements. Use required appropriate PPE (gloves and goggles). Mix cleaning solution as directed. Place mop pads in solution. SPECIAL DIRECTIONS FOR TASK: Clear room of children. Clear area of obstacles, trash, food, and furniture. Always start with clean solution and mops. Clean least soiled areas first. When finished, clean and return equipment to storage area remove sign when the floor is dry.	
STEP 1: Post WET FLOOR signs in area to be cleaned. STEP 2: Inspect for any damage and pick up litter, food, toys, paperclips, or large items. STEP 3: Remove any spots and scrape off any stuck-on items (play dough, gum, etc.). STEP 4: Using proper body mechanics, move furniture out of the way to clear floor. STEP 5: Use broom to remove any large debris. Then use dust mop to remove all fine grit and dirt. Pick up in dust pan. Put in trash. STEP 6: Wear gloves. Get clean mop pad out of bucket. Wring out as much solution as possible. Place on mop. STEP 7: Start at farthest area from door in 10' sections cleaning around the edges first, then clean the center in a figure "8" or "S" fashion, replacing the mop pad when it starts to get dirty. Put dirty mop pad in "dirty" bucket. Overlap strokes slightly so entire area is cleaned. Continue on to the next 10' section until the room is completed. NOTE: <i>Always use a clean mop pad, changing it often.</i> STEP 8: If floor is wet, use dry mop to pick up excess moisture in the same method as above. Dump water down floor drain, mop sink, or toilet. Clean mop pads. Put away all equipment and supplies in storage area. Hang mops so the pads dry completely. STEP 9: Remove WET FLOOR sign only when surface is completely dry.	