

Damp Mopping Procedure

Required Supplies & Equipment:

- Clean Dust Mop
- Dust Pan and Brush
- Automatic Floor Machine with Pad Driver or Brush
- Clean Mop Bucket and Wringer
- Wet Mop Handle with Clean Looped-End Banded Mop
- Squeegee with Handle
- Floor Pads
- Putty Knife
- Appropriate Detergent Solution Appropriate to the Area
- Set of Wet Floor Signs
- Clean Wipers

Damp Mopping Purpose: To provide a clean, and attractive condition to all resilient tile, or hard floor surfaces, such as terrazzo.

1. Prepare Area - Set up the Wet Floor Sign. Move all obstacles and furniture.

2. Dust Mop Area - Follow the Dust Mopping Procedure.

3. Apply Mopping Solution - Place the mop in the detergent solution; wring it out until the mop is only damp. Mop the area lengthwise along the baseboards (be careful not to allow the mop to come in contact with the wall side of the baseboard). Then use a "figure 8" stroke on the balance of the area. Turn the mop over. Use both sides. Rinse the mop frequently. Use the heel of the mop with a hand pad to remove stubborn spots. Wipe off baseboards, immediately, if any water has been splashed on them.

4. Change Solution and Mop Frequently - Use the proper dilution of the correct detergent. Always measure detergent solutions. The solution should be changed whenever it becomes dirty.

5. When Floor Has Dried - Remove signs. Return furniture and other items cleared from the area to their proper positions.

6. Clean Up - Immediately clean up equipment at the conclusion of the procedure. All buckets and wringers must be thoroughly washed, rinsed and allowed to dry. All mops must be thoroughly washed and hung to dry, away from walls. All other equipment is either washed or wiped down and stored in the proper location. Wash hands.

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