

Dust Mopping Procedure

Required Supplies & Equipment:

- Dust Mop
- Dust Mop Treatment
- Dust Pan and Brush
- Putty Knife
- Stiff Bristle Brush

Dust Mopping Purpose: To remove dust, and light litter or soil from floors as a daily cleaning procedure, or in preparation for wet cleaning procedures.

1. Preparation - Take properly treated dust mop to the area to be cleaned.

2. Dust Mop Area - Use a dust mop of the appropriate size for the floor space that needs to be dusted. Start at one end of area. Hold the mop handle at approximately a 45 degree angle. Push the dust mop straight ahead. Shake the mop to unload it frequently. Avoid lifting the mop from the floor or moving it backwards during the dust mopping procedure. Remove gum with putty knife. Turn at the end of the pass and dust mop in the opposite direction. Overlap about ten inches.

When dust mopping obstructed areas, such as offices or classrooms, use a small (24" or 30") dust mop. Start dust mopping at the entrance to the room. Work from the sides of the room to the center. Move furniture as you dust mop and replace it in its correct position. Dust mop carefully around equipment. Remove any gum with a putty knife.

3. Pick Up Trash and Dirt - Use a dust pan and counter brush to sweep up accumulated trash. Empty this into a trash chute or trash container.

4. Clean Up - Take the dust mop to the janitor's closet. Close the closet door and brush out dust mop with a stiff bristle brush or place the dust mop head in a plastic liner and shake it sharply several times. Cure the dust mop with dust mop treatment at the end of the cleaning operation. This allows time for the dust mop treatment to spread throughout the dust mop. It also eliminates a wet, oily streak on the floors, from the dust mop. Replace the mop head when it is soiled and return the soiled mop head to the laundry. Always hang dust mops with yarn facing away from walls. Wash hands.

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