

FLOOR WAXING

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1. GENERAL

1.01 This section describes the procedures to be followed for waxing floors.

1.02 This section has been revised to describe the use of an improved special slip resistant type of floor wax designated as Floor Wax W-8. It contains "Ludox," a colloidal silica.

1.03 Waxing is recommended for the following kinds of floors:

ASPHALT TILE
LINOLEUM — SHEET AND TILE
RUBBER — SHEET AND TILE
VINYL ASBESTOS TILE
VINYL — SHEET AND TILE

1.04 Waxing provides a readily renewable and sanitary coating that improves appearance and protects floor surfaces against wear and dirt penetration. It offers the easiest and most economical maintenance method by reducing cleaning frequencies. Frequent mopping or scrubbing is detrimental to resilient floorings, particularly linoleum.

1.05 Waxing is a commonly accepted and safe method of maintaining resilient floor coverings. Experience has demonstrated that proper application and maintenance procedures will assure maximum resistance to slipping. All Bell System finishes have been examined and listed by the Underwriters Laboratories as having a

safe coefficient of friction. Procedures for measuring the slip resistance of resilient floors are described in Bell System Practices, Section 770-150-301, Measurement of Slip Resistance of Resilient Floors.

1.06 The W-8 Floor Wax is a water emulsion with a high carnauba content which provides a maximum appearance and wear, as well as good soil and excellent slip resistant properties.

1.07 This wax is suitable for application on any type of resilient floor covering. Floor Wax W-8 finds application as an alternate to ANTI-SLIP FLOOR FINISH in operating rooms, locker rooms, and other locations that are heavily trafficked. It is indicated particularly for asphalt and vinyl tile floorings in such locations. Specific recommendations for floor dressings for various types of resilient floor coverings are given in Bell System Practices, Section 770-150-300, Cleaning and Protecting Resilient Floor Coverings.

1.08 Wax coatings have a tendency to build up in areas that are not subject to traffic. Heavy wax coatings that accumulate become discolored and are very difficult to remove. To avoid such build-up, it is important that only the first coat be applied over the entire floor. Subsequent coats should be applied only in traffic lanes and to within about six inches of walls, partitions, file cabinets and other permanently placed objects.

1.09 Water emulsion waxes tend to thicken and solidify on aging, even when in unopened cans. Stocks of floor wax should be rotated to insure use of older material first. To facilitate rotation the date of manufacture is shown on the cans.

1.10 Being a water emulsion this wax should be protected from freezing. Freezing breaks the emulsion and makes the wax lumpy and unusable. Accordingly, supplies of wax sufficient for the winter season should be ordered for delivery before freezing weather.

1.11 Water emulsion wax films are affected also by atmospheric conditions particularly humidity. Consequently, they tend to be more slip resistant during the more humid summer months than during the winter when heating systems are in operation and humidity levels are low.

2. SAFETY PRECAUTIONS

2.01 The following summarizes the measures which minimize the possibility of slipping and falling accidents on waxed floors.

- (1) Keep the floors well waxed and maintain adequate coatings in traffic paths. Two coats of wax, full strength, should be applied following reconditioning cleaning, i.e., complete removal of previous coatings.
- (2) So far as practicable uniform coatings should be maintained over the entire floor. Uneven coatings having different resistance to slipping may create a hazardous condition. The use of different types of coatings having different coefficients of friction should be avoided on the same floor.
- (3) Floors given applications of wax whether on a spot or over-all basis should be thoroughly dry before being opened to traffic. For maximum safety several hours drying time is preferable but in no case should the floor be opened to traffic with less than one-half hour drying time and in such cases the floor should be buffed before traffic is permitted.
- (4) Polishing the wax tends to increase the slip resistance of the coating. Periodic polishing keeps the wax alive and aids in maintaining maximum resistance to slipping.
- (5) Since waxed floors are slippery when wet, floor mats should be placed at entrances during wet weather to avoid the liability of slipping on wet areas. The mats should be of a type and size to provide adequate foot wiping to dry the soles of footwear.
- (6) Block off floor areas that are being cleaned or waxed so that persons can not inadvertently walk on them. Place caution signs where they may be readily seen and leave them in place until the floor is thoroughly dry.
- (7) Keep floors clean and dry.

3. TOOLS AND MATERIALS

3.01 For specific details regarding the tools, materials and procedures to be used in cleaning any particular kind of flooring preparatory to rewaxing, refer to the following practices:

Section 770-120-300 — Table of Building Cleaning Procedures and Materials
Section 770-150-302 — Floor Mopping and Scrubbing
Section 770-150-300 — Cleaning and Protecting Resilient Floor Coverings

3.02 For Wax application
Spray gun
Pail and mop wringer
Mop — 16 ounce
Floor Wax (W-8)
Caution signs and barricades
3M pads (or equivalent)

3.03 For polishing:
A single brush type electric floor polishing machine of appropriate size, i.e., large 21 in., medium 17 in. or small 11 in.

4. PREPARING THE FLOOR

4.01 Preparatory to over-all waxing, the entire floor is thoroughly cleaned by wet mopping as described in Section 770-150-302, Floor Mopping and Scrubbing. Wet mopping provides a uniformly clean surface and removes residual coatings from previous waxings. Attention should be given to the latter particularly near surbases and in other areas which are not walked on. The same cleaning procedure is followed for touch-up or spot waxing operations. Spot waxing is done where specific areas have become dirty or where the wax coating has worn thin. These include such areas as passageways, desk wells, entrances, paths of heavy traffic and in front of counters, powder bars, etc.

4.02 When cleaning or waxing the floor in quarters that are occupied at the time, signs bearing such wording as "CAUTION, FLOOR BEING WAXED" must be placed conspicuously to warn the occupants against the hazard of slipping on the floor while it is wet. Also, the area being worked on shall be blocked off or barricaded so that occupants can not walk on the floor during treatment. The barricades

and caution signs should be left in place until the floor is thoroughly dry, or if only minimum drying time is permitted, until the floor has been polished.

5. APPLYING THE WAX

5.01 Where practical, begin applying wax at the point farthest from the exit, and work toward the exit.

5.02 Apply the wax full strength, i.e., as received, with a thoroughly clean mop which has just previously been immersed in clean water, preferably warm, and wrung as dry as possible with a mop wringer.

5.03 Pour the wax from the container into a pail equipped with a wringer. Fill the pail about 1/3 full unless a smaller quantity is enough for the job at hand. Dip the dampened mop into the wax and then wring it sufficiently so it will not drip. Apply the wax to the floor using side to side strokes. However, draw the mop parallel to walls, rows of filing cabinets, equipment frames or any other straight runs to prevent the splashing that may occur when ending side to side strokes at such points. Overlap each stroke sufficiently to avoid skipping any areas. Apply the wax evenly and thinly and do not go back over waxed sections while the wax is drying as this causes the partially dried wax to become tacky producing a drag on the mop and to dry dull and streaky.

5.04 Two applications are required following a cleaning operation that has removed the previous wax coatings. A third coat may be required for older and more porous floorings. While coverage will vary somewhat with the person applying the wax and the porosity of the floor normal coverage is about 1500 square feet per gallon of wax for a two coat application. The wax coatings normally dry in about one-half hour. Subsequent coats should not be applied until the previous coating is dry (approximately one-half hour) to avoid redissolving the undercoats.

5.05 A more modern method of applying the wax is by spray buffing the wax emulsion. This can be done quite effectively by spraying the emulsion with a small hand sprayer, apply-

ing the finish directly in front of the buffing machine. The machine should be equipped with a white 3M pad, or equivalent. Move the machine over the sprayed area for a few seconds. Apply more wax in an adjacent area and repeat the process until the required area has been treated. Be sure to leave no "blank" areas.

5.06 Careful application is a strong contributing factor in producing a well finished floor. Too much of the wax will cause a "pooling" of the top surface and may cause the removal of the finish by the pad. This loose material becomes imbedded in the pad and reduces its useful working surface.

5.07 When using the spray gun, make sure to hold the unit close to the floor to reduce the possibility of unnecessarily contaminating the air.

5.08 Any wax remaining in the pail should not be poured back into the container of fresh wax. If a substantial amount is left over it should be placed in a separate can for reuse at the next waxing. Wax containers should be kept well closed to prevent thickening of the wax. Any wax that has thickened to the point where uniformly even applications can not be made, should be discarded. If the date on the can shows that the thickened wax is less than one year old it should be returned for credit.

5.09 The finished job should not show streaks or mop strand marks, skipped areas or other evidence of uneven application.

6. POLISHING

6.01 Freshly waxed floors that must be opened to traffic with minimum drying time should be polished to assure thorough drying. Floors may be polished periodically thereafter in accordance with local schedules. Polishing waxed floors improves appearance and increases slip resistance. It tends to make the floor less susceptible to the accumulation of casual dirt thereby deferring cleaning frequencies.

6.02 Polishing is done with the single-brush type electric machine of appropriate size which is pushed over the floor at a moderate, but not slow, walking pace. The handle of the large

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size machine should be adjusted so that the full weight of the machine shall rest upon the brush. Use a white 3M type pad under the brush for polishing.

7. CARE OF TOOLS

7.01 Clean the pail and mop wringer and put them away in their proper places.

7.02 Clean the waxing mop within a few minutes after use, i.e., before the wax has set. This is done by immersing the mop in clear

water, preferably warm, for a few minutes followed by two or three rinsings. Hang the mop (strands down) in a clean place where it can readily dry.

7.03 Wipe off the electric floor polishing machine following use, with a dampened sponge. Rinse the pad in running warm water until clean. Allow to dry.

7.04 After the waxed floor is thoroughly dry restore the caution signs to their proper storage places.