

FLOOR MOPPING AND SCRUBBING

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1. GENERAL

1.01 This section describes the procedures for damp mopping, wet mopping and scrubbing of floors. Damp mopping is a once-over cleaning operation using plain water; wet mopping and scrubbing are the more thorough procedures employing cleaning agents.

1.02 This section is generally revised to simplify the text and to include the latest techniques.

1.03 Damp mopping is used principally for day-to-day cleaning of marble, tile and terrazzo floors in lobbies, halls and washrooms and during wet weather for removing tracked in dirt and water. It is also used for resilient floor coverings in cafeterias, lounges and other quarters for removing spillages and tracked in dirt.

1.04 Wet mopping is employed where the damp method is inadequate. It is used at intervals for cleaning all hard floorings such as marble, terrazzo, tile, etc; also for the periodic washing of the resilient floor coverings - asphalt tile, linoleum, rubber and vinyl, in preparation for spot or over-all rewaxing or application of anti-slip floor finish.

1.05 There are two classifications of scrubbing as follows:

(a) Spot scrubbing which supplements mopping in areas such as traffic paths and under desk wells where the dirt cannot be satisfactorily removed by mopping.

(b) Over-all scrubbing which is employed to recondition entire floors that cannot be otherwise restored to a satisfactorily clean appearance. Over-all scrubbing is usually done at infrequent intervals and only when wet mopping is inadequate for a complete reconditioning job. Over-all scrubbing is required when a floor is cut over from wax maintenance to anti-slip floor finish or vice versa.

1.06 Reference should be made to one of the following Bell System Practices to determine the proper cleaning materials and protective finishes. Also to determine whether there are any variations from usual procedures that should be followed in wet mopping or scrubbing any type of floor.

SECTION H51.101 - TABLE OF BUILDING CLEANING PROCEDURES AND MATERIALS

SECTION H51.102 - APPLICATION OF ANTI-SLIP FLOOR FINISH

SECTION H51.106 - FLOOR WAXING

SECTION H51.109 - CLEANING AND PROTECTING RESILIENT FLOOR COVERINGS

SECTION H51.110 - CLEANING HARD FLOORS

2. SAFETY PRECAUTIONS

(a) Precautions shall be taken against possible slipping and falling on the floor being mopped or scrubbed. Signs on easels or standards reading "Caution Floor Being Cleaned" and enclosing or blocking off of the area are important safety measures.

(b) The mops used should always be wrung in a mop wringer and never by hand as pins or other sharp objects may cause injury.

(c) Mop handles should be controlled so that they will not strike furniture, walls or equipment. When immersing the mop and when wringing, the handle is held at an angle rather than vertically, to avoid striking lighting fixtures, low ceilings or other objects.

(d) Workers should walk carefully on wet floors and particularly when removing floor waxes and anti-slip floor finish coatings.

3. DAMP MOPPING PROCEDURE

3.01 Tools and Supplies: Pail and mop wringer, small mopping unit or mopping tank as appropriate for the area to be cleaned

Mop, 16, 24 or 32 oz. size

Water, preferably warm

3.02 It is generally not necessary to clear the area to be damp mopped of furniture, equipment, etc. The area should, however, be blocked off to traffic in accordance with Paragraph 2(a). The area is not reopened to traffic until the work is finished and the floor is completely dry. Floors are first swept, if necessary, to remove visible litter.

3.03 Damp mopping consists of going over the floor with a mop dampened as follows: A clean mop is immersed in clean water, then wrung as dry as possible with a mop wringer.

3.04 The mop is moved over the floor in unobstructed areas by side-to-side strokes reaching as far as convenient without stretching, or striking walls or furnishings. Random strokes or forward and backward strokes are used for getting about and underneath furniture and equipment. The mop is drawn along parallel to surbases, closed base lockers and rows of filing cabinets to avoid smearing them. Spillages and other resistant soil should be rubbed with heel of mop.

3.05 The mop is turned over every four or five strokes to present fresh portions to the floor. The mop is rinsed frequently and wrung dry. The water is changed often enough to maintain a clean mop.

3.06 When the damp mopping operation is properly done there should be no streaking or residue left by the mop.

4. WET MOPPING PROCEDURE

4.01 Tools and Supplies: Pails and mop wringers, mopping units or mopping tanks as appropriate for the area to be cleaned as follows:

Container for cleaning solution

Container for rinse water

Container for waste water

Mop for applying and picking up of cleaning solution

Mop for rinse water

Floor polishing machine (small, medium or large size two brush type) equipped with scrubbing brushes, or deck scrub brushes for small areas

Cleaning material - See appropriate Bell System Practices Section as mentioned in Paragraph 1.06

Putty knife

Cellulose sponge for wiping splatterings from surbases, furniture legs, etc.

Water, preferably warm

Caution signs

4.02 The same procedures are followed for spot and for over-all mopping.

4.03 The area should be cleared in so far as practicable by moving aside furniture and equipment. Chairs, waste baskets and other equipment should not be placed on desks or tables. The area should be blocked off as outlined in Paragraph 2(a) and is not reopened to traffic until the work is finished, the floor is dry, and the furniture is returned to its proper place.

4.04 The floors are first swept, if necessary, to remove visible litter and loose soil. Gum, tar or other adhesive substances are removed before mopping by means of a putty knife.

4.05 When mopping resilient type floor coverings, areas of approximately 200 sq. ft. (per man) should be done completely at one time, i.e., mopped and rinsed before moving to the next area. Work progress should be such that cleaning solutions will not dry before being picked up and rinsed.

4.06 The amount of cleaning solution and rinse water applied to the floor should be kept to a minimum. This is especially important in the vicinity of electrical and telephone installations such as floor outlets, plug receptacles and floor metal or rubber mouldings. Careful forward and backward strokes are used when mopping in their vicinity, instead of the customary side-to-side strokes.

4.07 Care is taken to avoid splashing walls, furniture and equipment. If splashing occurs it should be wiped off immediately with a clean damp cellulose sponge.

4.08 The wet mopping procedure is comprised of the following steps:

(a) Preparation

For large areas: use a three-compartment mopping tank, or if not available, two two-compartment tanks. The wringer compartment is left empty to receive the wash and rinse water picked up from the floor. Fill the other two compartments with water to the appropriate

level and add the proper kind and amount of cleaning material in one of the filled compartments, leaving the other for rinsing. Where only one two-compartment tank is available a pail should be used for the wash water. The cleaning material should be completely dissolved in the wash water by stirring. Two mops are used, one for applying and picking up the washing solution and the other for rinsing.

For small areas: use a two-pail mopping outfit and one additional pail or three separate pails. Pail equipped with wringer is left empty to receive wash and rinse water picked up from the floor. Fill second pail with water and add proper kind and amount of cleaning material. A piece of cardboard is placed underneath the pail containing the cleaning solution to avoid leaving a ring on the floor. Fill the third pail with clean water for rinsing. Two mops are used as above unless the total area treated is very small, i.e., less than 200 sq. ft. or for spot cleaning where one will suffice.

(b) Application of the Cleaning Solution to the Floor

Immerse the mop in the cleaning solution and to avoid splashing hold it a few seconds above the container to allow the excess liquid to drain off. Spread the solution over the area to be cleaned using side-to-side strokes in open spaces. Stop about four to six inches short of baseboards, furnishings or equipment. Turn the mop over every four or five strokes to facilitate the distribution of the cleaning solution. Random or forward and backward strokes are used around and under furniture. The mop is drawn along parallel to surbases, closed base lockers and rows of filing cabinets.

(c) Cleaning the Floor

In the case of removal of floor waxes or Anti-Slip Floor Finish the cleaning solution is allowed to remain in contact with the floor for about three minutes to permit the cleaner to soften and emulsify the residual film. In the case of hard floors no waiting period is required after application of the cleaning solution. The floor is cleaned with side-to-side strokes or by short scrubbing strokes with a downward pressure on the heel of the mop to remove heavily imbedded dirt. Scouring powder sprinkled sparingly to the heavily soiled portions of the wet floor may be required where imbedded dirt cannot otherwise be removed. Where it appears that the above

procedure will not adequately clean the floor, a deck scrub brush or an electric floor machine of appropriate size may be used on heavily soiled portions as described in Paragraph 4.01(b). Small, hard to reach areas where the mop can not be directed by its handle are done by stooping and directing it by hand.

(d) Pickup

The mop used for applying the washing solution is placed in the wringer and wrung as dry as possible. It is shaken out to free the strands. It is then passed over the floor doing approximately 50 square feet for each wringing of the mop. Side-to-side and backward and forward strokes, are used turning the mop over from every four to five strokes until it is saturated. The mop is again wrung dry and the operation repeated until the cleaning solution is removed from all portions of the floor.

(e) Rinsing

Clean rinse water is applied to the floor with a clean mop using the same procedure as described for the application of the cleaning solution in Paragraph 4.08 (b) and picked up in the manner as described in Paragraph 4.08 (d). Rinsing is an important operation to insure removal of cleaning agents from the floor, especially for resilient floors which are to receive wax or anti-slip floor finish. Resilient floors are rinsed at least twice.

4.09 Upon completion of a room or area, the floor is inspected to see that it is free from streakiness, mop strands or cleaning material residues and is thoroughly clean. If the area is maintained with wax or Anti-Slip Floor Finish, application may be undertaken as soon as the floor is completely dry. Finally when the floor is again ready for occupancy any furniture which has been moved should be restored to its proper place and caution signs removed.

## 5. SCRUBBING PROCEDURE

5.01 The same procedures are employed for scrubbing as for wet mopping except that an electric floor machine or deck scrub brush is used for removing the soil instead of a mop. Accordingly, the preparation, application of cleaning materials, pickup and rinse operations are used as described in Paragraphs 4.08(a), (b), (d) and (e). When the work is completed the floor is inspected, and restored to service as described in Paragraph 4.09.

5.02 Scrubbing the Floor

The floor machine or deck scrub brush is applied to the floor beginning with the area which was wet down first. The floor machine is moved forward and backward for a convenient distance. If the deck scrub brush is used it is moved forward and backward in strokes two to three feet long with downward pressure on the handle. Care should be taken to avoid striking furniture, filing cabinets, equipment, etc. When deeply imbedded dirt or stains are encountered which can not be removed with the cleaning solution scouring powder may be sprinkled very sparingly on these specific points.

6. SPOT CLEANING

6.01 Spot cleaning is done 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 done. 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.

6.02 The soiled areas are cleaned by short scrubbing strokes with a downward pressure

on the heel of the mop, deck scrub brush or electric floor machine. Scouring powder sprinkled sparingly to 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 polishing machine equipped with scrub brushes may be used.

7. CARE OF EQUIPMENT

7.01 All mops, pails, scrub brushes, either hand or machine type, floor machines, tanks and wringers should be cleaned thoroughly following use and returned to the place of storage. Hang the mops (strands down) in a clean, well-ventilated place where they can readily dry. Any irregular strands should be trimmed off and if necessary the strands combed with a piece of pointed wood or mop comb.

7.02 Mops which have lost one-third or more of their original strands should be replaced. Scrub brushes should be replaced when the bristles are worn one-third to one-half of their original length.

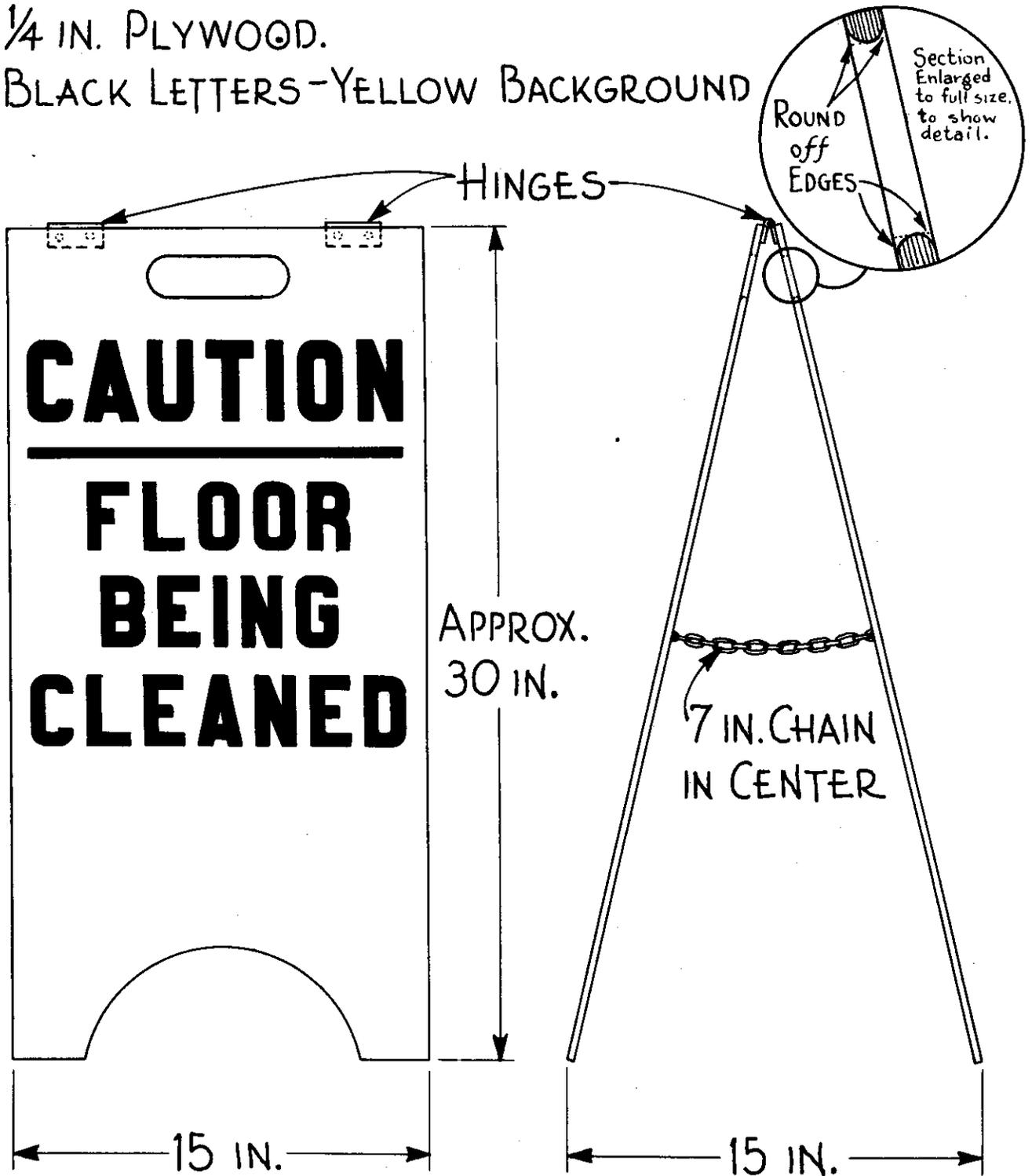
8. CAUTION SIGNS

8.01 Exhibit "A" illustrates a caution sign which is used when mopping and scrubbing on either an over-all or spot basis. The sign is easy to carry and to set up. It folds flat for convenient storage.

# EASEL SIGN FLOOR BEING CLEANED

1/4 IN. PLYWOOD.

BLACK LETTERS-YELLOW BACKGROUND



SCALE - 3/16 IN. = 1 IN.