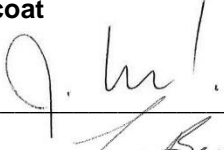
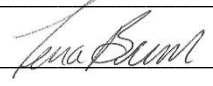


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Housekeeping	<b>SUBJECT:</b> Top Scrub & Recoat	<b>SECTION:</b> T
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 1
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**TOP SCRUB & RECOAT**

**POLICY:**

Floors that require floor finish will be top scrubbed periodically to remove top layer of floor finish and dirt. A fresh coat of floor finish will then be applied.

**SETUP:**

- Regular speed floor machine (Swing Machine, 175-300 RPMs)
- Blue scrubbing floor pad
- Wet/dry vacuum and attachments
- Bucket & wringer with all-purpose cleaner
- Mop handle & 2 mop heads (24 oz.)
- Bucket & wringer with cold rinse water
- Microfibre rag
- Wet floor sign x2

**PROCEDURE:**

Housekeeping staff will:

- 1) Clear floor area to be scrubbed.
- 2) Place "Wet Caution" signs in prominent place.
- 3) Scrub all edges and baseboards with a manual floor brush/baseboard and blue pad.
- 4) Apply liberal amount of all-purpose solution to floor.
- 5) Attach blue pad to machine. Starting at beginning of work area, cover perimeter in a counter clockwise direction:
  - Continue from beginning of work area using overlapping machine strokes working towards furthest boundary of work area
  - From this point work back to beginning so that floor has been covered twice by the machine
- 6) Immediately vacuum up solution with wet/dry vacuum using wet pick-up tool.
- 7) Using rinse bucket with clear cold water:
  - Wring rinse mop out once (leaving the mop moist).
  - Using the heel of the mop, wipe baseboards free of all solution.
  - Starting at the furthest corner of the work area, mop the floor (pay close attention to the areas immediately adjacent to the baseboards and the corner).
  - In the same sequence described above, mop complete floor.

**SAFETY FACTORS:**

- Place the “Wet Caution” signs in a conspicuous place.
- Do not leave floor machine unattended when the power is connected.
- Ensure all equipment is safe (i.e. cords free of frays).
- Allow ample work space around machinery to facilitate a safe workflow.
- Exercise caution when walking on wet floors. Wear shoes with rubber soles.
- Be aware of cord location at all times. Keep cord behind operator and away from moving parts.