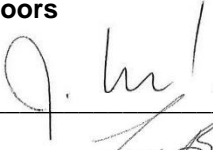
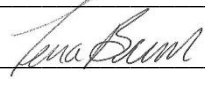


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Spray Buffing Floors	SECTION: S
DATE: January 1, 2024	Administrator: 	POLICY: 4
REVISION DATES:	HKL Supervisor: 	

SPRAY BUFFING FLOORS

POLICY:

Spray buffing will be carried out to extend the length of time between stripping and scrubbing floors. It restores shine, removes surface soil, removes marks, patches and repairs scratches. Frequency of buffing will depend on the amount of traffic in any given area. Standard guidelines followed are monthly for high traffic areas, quarterly for moderate traffic areas, and semiannually for low traffic areas.

SETUP:

- Wet floor sign
- Floor machine
- Spray buff solution
- Scraper / scrub pad
- Red floor pads
- Dust mop
- Bucket & wringer
- Garbage bag
- Cleaning cloth

PROCEDURE:

Housekeeping staff will:

- 1) Remove furniture and equipment from area being sprayed.
- 2) Place wet floor signs at the beginning and end of work area.
- 3) Dust mop and damp mop floor area being buffed. Let floor dry.
- 4) Using spray buff solution, lightly spray on the floor and buff while still damp.
- 5) Use side to side and overlapping motion with machine and advance forward.
- 6) Turn pad as buildup of soil and floor finish occurs. Change pad if required.
- 7) Use scraper and scrub pad as needed.
- 8) Try not to splash baseboards but if this occurs, wipe with cloth.
- 9) After the job is completed, put away all equipment.

NOTE: If using a burnishing program, spray buff solution is not required but floors must be very clean. Burnishing soiled floors will cause floors to gray, as burnishing melts floor finish and dirt will mix with finish and become part of the finish.