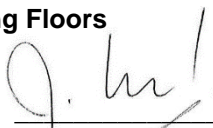
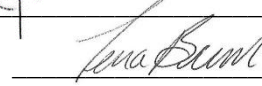


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Auto Scrubbing Floors	SECTION: A
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

AUTO SCRUBBING FLOORS

POLICY:

Large hard floor areas and floors with non-slip surfaces will be cleaned using an Auto Scrubber floor care machine and the corresponding pad.

PROCEDURE:

The HKL Supervisor will:

- 1) Determine which areas of the Home require routine auto scrubbing.
- 2) Assign the auto scrubbing to a Housekeeping or Maintenance staff.
- 3) Train staff on the operation and care of the auto scrubber.
- 4) Provide the appropriate pads for cleaning.

Housekeeping and Maintenance staff will:

- 1) Follow instructions on the operation and care of the auto scrubber.
- 2) Complete auto scrubbing tasks as assigned.

Setup:

- Fully charge the floor scrubber
- Connect all hoses & the squeegee
- **Follow instructions** – Every floor scrubber model comes with a set of instructions on the right amount of chemical to be used. A neutral cleaning solution should be used on finished (waxed) floors and marble floors
- Fill the tank with clean water
- Choose the correct pad or brush to suit floor and mount on the bottom portion of the deck

Operation:

- Dust mop the area
- Apply a wet floor sign
- Start using the machine close to the wall, or the outer edge of the space you are cleaning. Each pass you make should be a sweeping turn with a wide radius. This allows the squeegee to pull up all the solution that was laid out
- Work the room by dividing it in half instead of going straight from one boundary to the other. Working in divisions allows you to make optimum use of time

- Use a mop for hard-to-reach areas and edges as required
- Drain the soiled collection tank. In most cases a floor auto scrubber will have a dump hose that you can empty out. While draining, take a water hose and spray out the inside of the recovery tank until clean