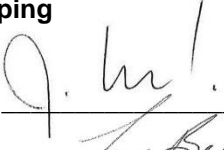
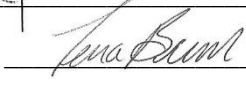


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Housekeeping	<b>SUBJECT:</b> Microfibre Mopping	<b>SECTION:</b> M
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 3
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**MICROFIBRE MOPPING**

**POLICY:**

Floors will be damp or wet mopped on a regular basis to remove light and heavy surface soils and harmful bacteria.

**SETUP:**

- Microfibre mopping tool and charging bucket
- Gloves
- Microfibre floor pads (one per room)
- Wet floor sign

**PROCEDURE:**

**Prepare floor pads for use:**

- 1) Put approximately one inch of water and neutral floor cleaner in charging bucket.
- 2) Place 20-25 floor pads on their side in the bucket.
- 3) After ten minutes, lay floor pads face down in bucket – pads should be completely wet.
- 4) Mop heads are ready to use.

**Damp Mop:**

- 1) Dust mop floor.
- 2) Place wet floor signs in appropriate area. In high traffic areas, damp mop only half the area at a time, leaving a dry access route for team member.
- 3) Remove any furniture or equipment.
- 4) Pick up clean mop head from microfibre bucket.
- 5) Move mop lengthwise along baseboard. Using “Figure 8” motion, mop your way out of the room, starting in the back corner of the room.
- 6) If mop starts to get dry, spray a small amount of cleaning solution on floor and continue mopping.
- 7) Lightly step on floor tool and scrub to remove stubborn spots.
- 8) When area is dry, remove wet floor signs and replace furniture and equipment.

**NOTE:** Damp mopping should not leave an excess amount of water on the floor. The area should dry in approximately three minutes.