

# Floor Equipment: Use, Care and Maintenance



## PURPOSE:

To keep the floor cleaning equipment in good working order

## MATERIALS:

- Disposable gloves
- Detachable mop heads
- Mop handles
- Brooms and dust pan
- Paper towels
- Oil as per manufacturer's instructions
- Wet floor sign
- Wringer & mop bucket
- Cleaning cart
- Prepared Cleaner/Disinfectant solution in cleaning bucket



## CLEANING STEPS

1



### Do a Risk Assessment

- Determine risk of exposure to germs and the Personal Protective Equipment (PPE) required for the task.
- Wear the correct PPE to safely do the job.

2



### Mop bucket and Wringer – Maintaining

- Dry the mop bucket and wringer daily with paper towels to prevent rust, soil buildup and growth of germs.
- Clean and oil the wringer parts weekly as per manufacturer's recommendations.
- Leave wringers in released position when not in use.

3



### Mop Heads – Maintaining & Changing

- Avoid leaning heavily on mop heads or using a lot of force when mopping.
- Frequently change mop heads when damp mopping including:
  - After mopping 4 rooms or if visibly dirty or smells bad
  - At the end of the day shift
  - Immediately after cleaning up blood and body fluids (vomit or feces).
- Rinse and squeeze out the mop head before putting the mop head into the container for laundry.
- Change dry mop heads:
  - After cleaning 4 rooms
  - After cleaning heavily soiled or dirty area
  - When mop head is visibly dirty or it smells bad.



4



### Mop Heads – Laundering

- Launder dirty mop heads separately from bedding or personal laundry items.
- Launder dirty mop heads daily using laundry detergent and the full washing and dryer cycles.
- Use bleach solution (1:500 dilution). Typically this is 1 cup of bleach to 28 gallons—check the laundry machine’s manual to see the gallon capacity in a full load as it is different with each model.
- Thoroughly dry the mop heads in the dryer.

5



### Mopping Equipment – Storage & Ordering

- Store the equipment clean and dry.
- Start each shift with a clean mop head.
- Order new equipment as needed including mop heads for effective mopping.

6



### Floor Equipment – Cleaning

- Using cleaning cloths, wipe the floor equipment (mops, handles, buckets) at the end of each day.
- Allow to air dry.

7



### Cleaning Cart

- Wipe the cleaning cart daily using cleaning cloths with Cleaner/Disinfectant solution.
- Allow to air dry before restocking cart.
- Store cleaned cart in a clean and tidy utility room.



