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.
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.

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.

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

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.