

How to Mop a Floor

Task Card

This process is for 'Wet Mopping', but should circumstances require the use of a minimal amount of water then consider alternatives such as 'Damp/Flat Mopping'.

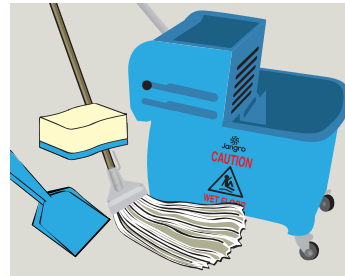
Equipment Required



- 1** Safety Signs.
PPE - Gloves.
Plus any additional PPE specific to chemical.



- 2** Sweeping brush/Vacuum.



- 3** Scraper.
Mop (colour coded).
Bucket (colour coded).
Abrasive pad.

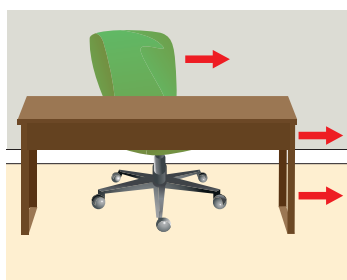


- 4** Floor Cleaning Solution.

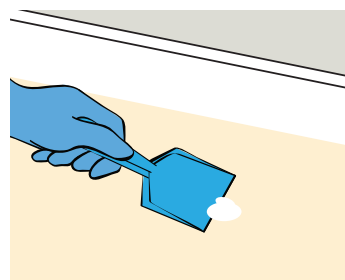
Preparation



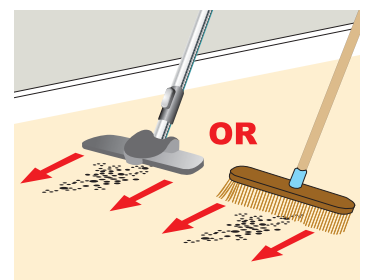
- 1** Place safety signs.
Wear appropriate PPE.



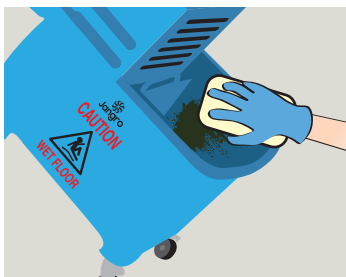
- 2** Clear the area by removing any obstacles such as tables, chairs and rugs.



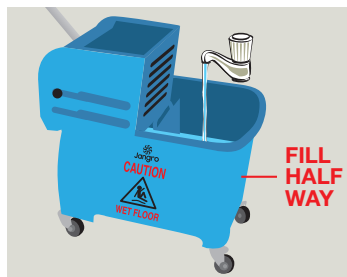
- 3** Remove any chewing gum with use of scraper.



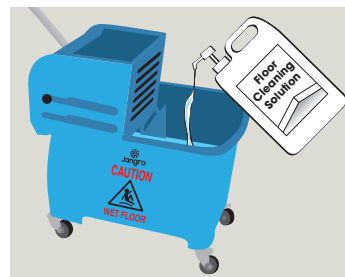
- 4** Prepare the floor by sweeping/vacuuming any loose debris.



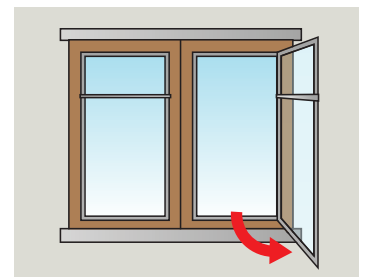
- 5** Check the mop and bucket is clean and ready to use. If dirty, rinse out with clean water.



- 6** Fill mop bucket half way with water. (Don't fill it to the top as you'll need room for your mop)

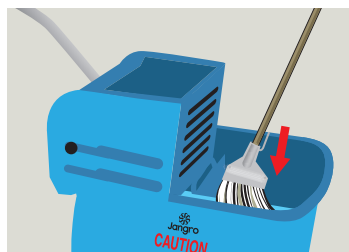


- 7** Add detergent to water according to directions on the label. (Note! Always add chemical to water, not the other way round as to avoid chemical splashing and/or foaming).

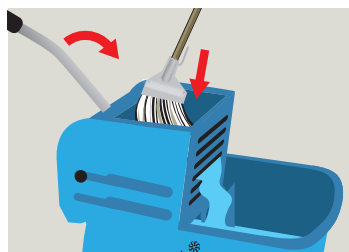


- 8** If possible, ventilate the room. i.e. open windows.

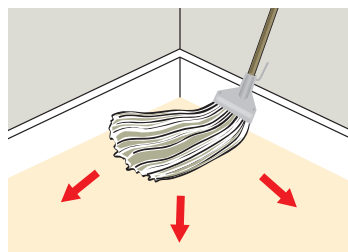
Mopping The Floor



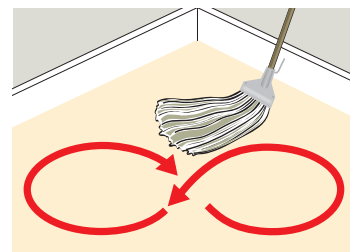
- 1** Place mop into bucket to absorb cleaning solution.



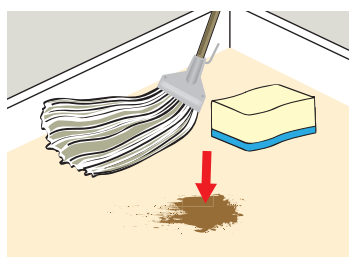
- 2** Wring excess solution/water out of the mop.



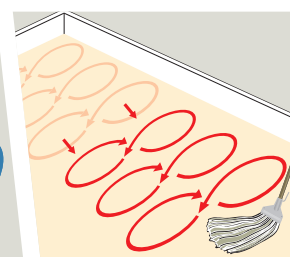
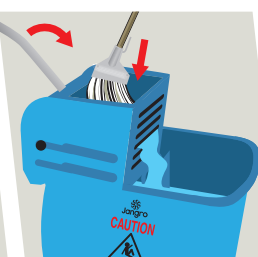
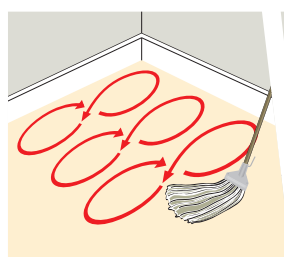
- 3** Start mopping in furthest corner of the room. Work backwards towards the door (This ensures you don't walk over the clean wet floor).



- 4** Mop the floor using figure of 8 stroke with each pass overlapping.

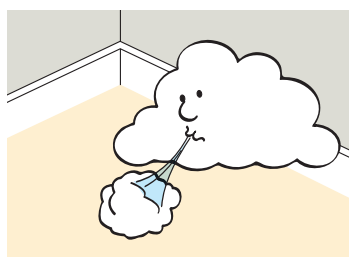


- 5** For heavy soiled areas, apply pressure to mop. Use abrasive pad for stubborn marks.

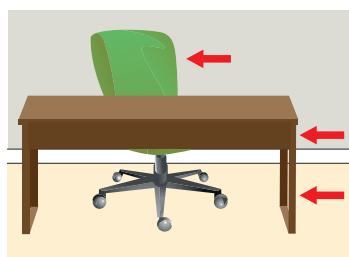


- 6** When you have covered a small area or when the mop is dirty, insert mop back into bucket. Wring mop and move to next area to be cleaned. Take care to avoid splashes to walls & skirting boards, if this occurs then wipe clean with a damp cloth.

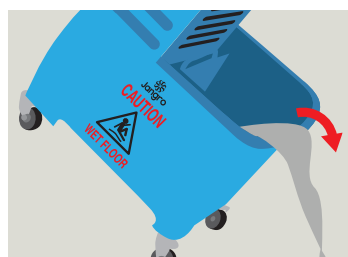
Final Stages



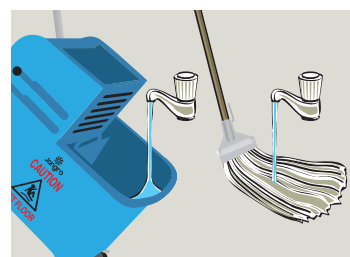
- 1** Once all the floor has been mopped, let the floor dry thoroughly.



- 2** Once dry, replace any furnishings that were removed from the area.



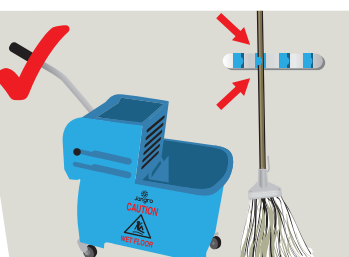
- 3** Discard dirty water from bucket.



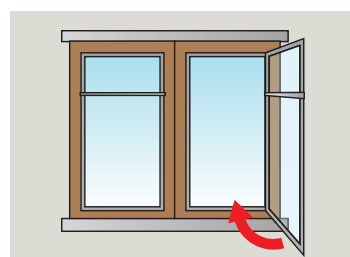
- 4** Clean the mop and bucket.



- 5** Do not leave the mop in the bucket as it will rot and start to smell. Hang mop on holder with head down to dry out.



- 6** Remove sign when floor is dry.



- 7** Close any windows that were opened to ventilate.