## How to maintain a wood floor

Cloth	Blue
PPE	N/A
Chemicals	Heavy Duty Liquid Degreaser
Reference	<ul> <li>Safety policies • Risk Assessment Manual • COSHH Manual</li> <li>DMLB • SOP-3 - Chemicals • SOP - OF0004 - Reducing the risk of slips, trips and falls</li> <li>SOP - OF0005 - Accident and incident procedures • SOP - OF0009 - Use and cleaning of mops</li> <li>SOP - OF0040 - Electrical safety</li> </ul>
Equipment	<ul> <li>Yellow hazard warning sign - 'Cleaning in progress' or 'Wet floor'</li> <li>Dust pan and brush</li> <li>Vacuum cleaner</li> <li>Hand deck scrubber</li> <li>Trigger spray bottle</li> <li>If available:</li> <li>Electric buffing machine with brown pad for stripping floors</li> <li>Wet Vac</li> <li>Electric buffing machine with a red or white pad for buffing floors to a shine</li> </ul>

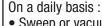
#### Step 1



- All wood floors must be cleaned, maintained and polished as part of the pub preopening cleaning routine.
- Prominently display 'Cleaning in progress' or 'Wet floor' yellow hazard warning sign on the approaches to the area to be cleaned prior to mopping the floor.
- Ensure the sign remains in place until the floor area is completely dry.
- Sensible footwear must be worn.
- Duty Managers must check the condition of all flooring as part of the daily standards checks. Refer to SOP - OF0004 - Reducing the risk of slips, trips and falls.
- To maintain the look and shine on a wood floor, the correct chemicals must be used to strip and re-polish the floor on a 3 6 monthly basis.
- The frequency of the strip and re-polish will be pub specific and depend on the volume of traffic and general condition of the flooring.
- The wooden floor must be clean and dust free prior to applying any floor chemical.
- Care must be taken to ensure electrical cables do not present a trip hazard.

#### Step 2





- Sweep or vacuum the floor to remove loose dust and litter. Dispose of debris in a black refuse sack.
- Use Floor Polish Maintainer dilution rate 4 x 30ml doses via Pelican pump per 5 litres of hot water into a mop bucket.
- Using a clean damp mop apply evenly across the floor surface. Do not soak the area.
- Allow to air dry.
- The Floor Maintainer may also be used as a spray buffing liquid in conjunction with a buffing machine.
- Apply a small amount from a clearly labelled trigger spray and lightly buff the floor area.
- A red or white pad is required for use with the buffing machine.





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Continued overleaf...

## **How to maintain a wood floor**

#### Step 3





On a 3 - 6 monthly basis the wooden floor will require an application of polish :

- This process can take up to 3 hours and must be completed whilst the pub is closed.
- Complete a pre-clean of the entire area.
- For lightly soiled floors use Heavy Duty Liquid Degreaser dilution rate 6 x 30ml Pelican pump per 10 litres warm water in a mop bucket.
- Mop the floor with a clean damp mop to remove light soiling.
- Allow the surface to dry for up to 30 minutes before applying polish.
- For heavily soiled/old polished floors use Speed Floor Stripper dilution rate -3 x 30ml Pelican pump per litre of hot water in a mop bucket.
- Mop the floor liberally, leave for 10 minutes. Do not allow the slurry to dry.
- After 10 minutes, remove the slurry with a mop or wet vac and rinse thoroughly.
- A deck scrubber or an electric buffing machine fitted with a brown pad can be used to strip wooden floors in very poor condition.
- Allow the surface to dry for up to 30 minutes before applying polish.

#### Step 4



Having completed Step 3, polish the floor. Polishing the floor :

- To maintain a high gloss finish, apply 2 3 three coats of Metalised Floor Polish.
- The floor must be completely grease free and dry.
- Using a clean dry mop apply a thin even coat of polish in one direction to the whole floor leaving about 6 inches from the edge of the room. This will avoid a build up of polish occurring.
- Apply the second coat to the whole floor. However, this time include the edges.
- Apply the third coat (if required) as the first, leaving 6 inches from the edge of the room.
- This procedure will avoid polish build up occurring.
- Allow 30 minutes drying time between layers of polish.
- Once polish has been applied do not wash or buff for 24 hours. If a spillage occurs, wipe up using blue roll.
- After 24 hours, continue to use the Floor Polish Maintainer on a daily basis as detailed in Step 2.

# Step 5



- Visually inspect the equipment prior to use and do not use if it is noted to be in poor condition.
- Pay particular attention to the plug and electric cable on buffing machines and vacuum cleaners. Refer to SOP OF0040 Electrical safety.
- All equipment must be cleaned after use and returned to the correct storage location.
- Mop heads used for floor stripping and polishing must be disposed of after use.
- Mop heads used for daily floor cleaning must be washed and dried prior to re-use.
   Refer to SOP OF0009 Use and cleaning of mops.

## Step 6



- The frequency of floor stripping and polishing can be increased if the floor condition is poor.
- Only use the JDW approved chemicals on wooden floors. Refer to SOP-3 Chemicals.
- Ensure dilution rates for chemicals are followed.
- Ensure all chemical dispense equipment e.g. trigger sprays are clearly labelled with details of the chemical in use.
- Report all maintenance issues via the property maintenance system.
- For any incidents of slips, trips and falls an A & I form must be completed via the A&I reporting system. Refer to SOP OF0005 Accident & Incident procedures.

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