









<b>Cloth</b>	Blue
<b>PPE</b>	N/A
<b>Chemicals</b>	<ul style="list-style-type: none"> <li>• Heavy Duty Liquid Degreaser</li> <li>• Floor Polish Maintainer (wooden floors)</li> <li>• Speed Floor Stripper</li> <li>• Metalised floor polish</li> </ul>
<b>Reference</b>	<ul style="list-style-type: none"> <li>• Safety policies</li> <li>• Risk Assessment Manual</li> <li>• COSHH Manual</li> <li>• DMLB</li> <li>• SOP-3 - Chemicals</li> <li>• SOP - OF0004 - Reducing the risk of slips, trips and falls</li> <li>• SOP - OF0005 - Accident and incident procedures</li> <li>• SOP - OF0009 - Use and cleaning of mops</li> <li>• SOP - OF0040 - Electrical safety</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Yellow hazard warning sign - 'Cleaning in progress' or 'Wet floor'</li> <li>• Colour coded mop and mop bucket</li> <li>• Dust pan and brush</li> <li>• Vacuum cleaner</li> <li>• Hand deck scrubber</li> <li>• Trigger spray bottle</li> </ul> <p>If available :</p> <ul style="list-style-type: none"> <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>

<b>Step 1</b>		<ul style="list-style-type: none"> <li>• All wood floors must be cleaned, maintained and polished as part of the pub pre-opening cleaning routine.</li> <li>• 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.</li> <li>• Ensure the sign remains in place until the floor area is completely dry.</li> <li>• Sensible footwear must be worn.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• The wooden floor must be clean and dust free prior to applying any floor chemical.</li> <li>• Care must be taken to ensure electrical cables do not present a trip hazard.</li> </ul>
<b>Step 2</b>	  	<p>On a daily basis :</p> <ul style="list-style-type: none"> <li>• Sweep or vacuum the floor to remove loose dust and litter. Dispose of debris in a black refuse sack.</li> <li>• Use Floor Polish Maintainer - dilution rate - 4 x 30ml doses via Pelican pump per 5 litres of hot water into a mop bucket.</li> <li>• Using a clean damp mop apply evenly across the floor surface. Do not soak the area.</li> <li>• Allow to air dry.</li> <li>• The Floor Maintainer may also be used as a spray buffing liquid in conjunction with a buffing machine.</li> <li>• Apply a small amount from a clearly labelled trigger spray and lightly buff the floor area.</li> <li>• A red or white pad is required for use with the buffing machine.</li> </ul>

<b>Step 3</b>		<p>On a 3 - 6 monthly basis the wooden floor will require an application of polish :</p> <ul style="list-style-type: none"> <li>• This process can take up to 3 hours and must be completed whilst the pub is closed.</li> <li>• Complete a pre-clean of the entire area.</li> <li>• 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.</li> <li>• Mop the floor with a clean damp mop to remove light soiling.</li> <li>• Allow the surface to dry for up to 30 minutes before applying polish.</li> <li>• 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.</li> <li>• Mop the floor liberally, leave for 10 minutes. Do not allow the slurry to dry.</li> <li>• After 10 minutes, remove the slurry with a mop or wet vac and rinse thoroughly.</li> <li>• A deck scrubber or an electric buffing machine fitted with a brown pad can be used to strip wooden floors in very poor condition.</li> <li>• Allow the surface to dry for up to 30 minutes before applying polish.</li> </ul>
<b>Step 4</b>		<p>Having completed Step 3, polish the floor.</p> <p>Polishing the floor :</p> <ul style="list-style-type: none"> <li>• To maintain a high gloss finish, apply 2 - 3 three coats of Metalised Floor Polish.</li> <li>• The floor must be completely grease free and dry.</li> <li>• 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.</li> <li>• Apply the second coat to the whole floor. However, this time include the edges.</li> <li>• Apply the third coat (if required) as the first, leaving 6 inches from the edge of the room.</li> <li>• This procedure will avoid polish build up occurring.</li> <li>• Allow 30 minutes drying time between layers of polish.</li> <li>• Once polish has been applied do not wash or buff for 24 hours. If a spillage occurs, wipe up using blue roll.</li> <li>• After 24 hours, continue to use the Floor Polish Maintainer on a daily basis as detailed in Step 2.</li> </ul>
<b>Step 5</b>		<ul style="list-style-type: none"> <li>• Visually inspect the equipment prior to use and do not use if it is noted to be in poor condition.</li> <li>• Pay particular attention to the plug and electric cable on buffing machines and vacuum cleaners. Refer to SOP - OF0040 - Electrical safety.</li> <li>• All equipment must be cleaned after use and returned to the correct storage location.</li> <li>• Mop heads used for floor stripping and polishing must be disposed of after use.</li> <li>• 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.</li> </ul>
<b>Step 6</b>		<ul style="list-style-type: none"> <li>• The frequency of floor stripping and polishing can be increased if the floor condition is poor.</li> <li>• Only use the JDW approved chemicals on wooden floors. Refer to SOP-3 - Chemicals.</li> <li>• Ensure dilution rates for chemicals are followed.</li> <li>• Ensure all chemical dispense equipment e.g. trigger sprays are clearly labelled with details of the chemical in use.</li> <li>• Report all maintenance issues via the property maintenance system.</li> <li>• For any incidents of slips, trips and falls an A &amp; I form must be completed via the A&amp;I reporting system. Refer to SOP - OF0005 - Accident &amp; Incident procedures.</li> </ul>