



APPROVED BY:

SIGNED:

1 SCOPE

This document describes the procedure to be followed when cleaning floors.

2 STAFF RESPONSIBLE

2.1 All Cleaners

3 EQUIPMENT NEEDED

- 3.1 Floor cleaner chemical
- 3.2 Mop bucket with squeezing devise
- 3.3 Aluminium or plastic handled mop
- 3.4 Correctly diluted multi-purpose cleaner
- 3.5 Correctly diluted QAC sanitiser
- 3.6 Chlorine based sanitiser
- 3.7 Correctly labelled spray bottles for above chemicals
- 3.8 Cleaning cloth

4 METHOD

- 4.1 **Always follow the instructions of the chemical and equipment manufacturers!**
- 4.2 Place warm water into the mop bucket and then add the floor cleaner to the warm water.
- 4.3 Place the mop into the warm water detergent, take the mop out of the solution, place it into the squeezing devise (mop press), and squeeze all excess water out of the mop.
- 4.4 Use the mop to clean the floor area.
- 4.5 Remember to regularly place the mop back into the detergent solution and squeeze it out. This will ensure that the dirt is squeezed into the bucket, and that there is not excess water on the floor, so that the floor dries quickly and does not become a safety hazard.
- 4.6 Clean the mop bucket and squeezing devise at the end of each day, by spraying a multi-purpose cleaner onto the bucket and using a cloth to clean the bucket.
- 4.7 Once the mop bucket is clean, spray it with a sanitiser and leave it to dry.
- 4.8 At the end of the day, wash the mop head in a multi-purpose cleaner. Fill the cleaned mop bucket with cold water, add a chlorine based sanitiser to the cold water, and leave the mop to soak in the chlorine sanitiser water overnight.

5 RECORDS REQUIRED

None