



WAREHOUSE MATRIX

A.B.N 29 764 742 043

PO Box 24
Balaklava SA 5461

Telephone 08 8862 2078
Facsimile 08 8862 2033

HARD FLOOR MAINTENANCE - VINYL

HOW TO STRIP and SEAL VINYL FLOORS

FIRST - BACK TO BASICS

PREPARE

Take off old polish and dirt.
(Stripper 1:4 dilution or as recommended)

PROTECT

Sealer Finish (do not dilute).
Is classed as a sacrificial coating or barrier between the vinyl floor and traffic.
Usually five coats.

MAINTAIN

Use a Neutral Cleaner, usually with a pH factor of 7- 8.
Aim is to clean the floor without damaging the surface shine.

WHY STRIP & SEAL VINYL FLOORS

PROTECTION.

Seal the floor to protect your investment from wear and damage (up to 20 years if maintained correctly).

APPEARANCE.

Put on a shine that you are proud of (image).

EASY TO CLEAN.

Produce a surface which is easy to clean (labour saving).

FLOOR STRIPPING PROCEDURE

Introductory Information: The floors of Nursing Homes are a direct reflection upon each individual in the system. They must be maintained properly in order to maintain a safe environment and also to make sure they make the proper reflection upon you and your associates.

EQUIPMENT NEEDED

Dust mop.
Putty knife.
Clean mop buckets (4)
Mop wringers (2)
Wet mop to apply stripper (1).
Clean wet mop for rinse.
Doodle bug (1).
Doodle bug strip pad (1).
Single disk rotary floor machine - low speed.
Black Hi-Performance strip pads for floor machine.
Dust pan.
Wet pick-up vacuum or auto scrubber.
Wet floor signs.



Main Office: 27 Gwy Terrace, Balaklava SA 5461
Email: info@warehousematrix.com.au



WAREHOUSE MATRIX

A.B.N 29 764 742 043

PO Box 24
Balaklava SA 5461

Telephone 08 8862 2078
Facsimile 08 8862 2033

FLOOR STRIPPING PROCEDURE

Steps.

Key Points.

Assemble equipment.

See above.

Close off the area to be stripped.

Place "Caution - Wet Floor" signs at the end of each area.

Remove gum and stickers with putty knives

Deposit in waste receptacle.

Dust mop entire floor and remove all soil.

Work toward ends of aisles, pick up with dust and broom.

Mix floor stripper 1:4.

Use warm or cold water 1:4.

Using mop and bucket apply stripper to a 10' to 20' area.

Apply stripper heavily but be careful not to touch

Allow stripper to work five (5) minutes.

Keep floor area wet with stripper.

Scrub edges with doodle bug and pad

Keep floor area wet with stripper.

Scrub area with single disk floor machine and black strip pad or auto scrubber.

Make slow passes with machine and flip or change strip pads at least every half-hour of scrubbing or when pads become 'full'. Rinse pads off when you change the pad and re-use as needed.

Pick up stripper solution (after scrubbing) with wet/dry vacuum or auto scrubber.

Work away from wet/dry vacuum to avoid tangling cord.

Apply rinse water

Apply rinse water, being careful not to touch

Pick up rinse water with wet/dry vacuum or auto scrubber.

Work away from floor machine to avoid tanglin the cord.

Allow floor to dry.

Check for dark or shiny spots of old finish that might not have come up. Repeat steps 6 through 12 on any spots that were not stripped completely

Finally rinse with clean mop and clean cold water or auto scrubber.

Check. White powder on palm of hand indicates insufficient rinsing, rinse again with clean water until residue is gone.

FLOOR SEALING AND FINISHING

Introductory Information

Now that your floor has been properly stripped, you want to take the time and care to properly apply your floor finish in order to get the shine and gloss we all desire.

EQUIPMENT NEEDED

Wet floor signs.

Clean rayon mops - one per person.

Clean buckets - one per person.

Clean mop wringers - one per person.

Base coat (optional).

Sealer finish

Polish applicator (optional).



Main Office: 27 Gwy Terrace, Balaklava SA 5461
Email: info@warehousematrix.com.au



WAREHOUSE MATRIX

A.B.N 29 764 742 043

PO Box 24
Balaklava SA 5461

Telephone 08 8862 2078
Facsimile 08 8862 2033

STEPS

Key Points.

Assemble equipment.

See above.

Close off area to be sealed.

Place "Caution - Wet Floor" signs at end of each area to be sealed.

Place wringer on bucket and place 1 mop into bucket of sealer. Pull mop out of bucket and place mop in mop wringer and tamp out excess sealer finish or sealer.

Tamp mop out until it no longer drips.

Apply first coat of sealer or sealer 1 finish to floor staying 6-8 inches from edges and baseboards.

When mop starts to drag, re-wet mop with sealer finish or sealer. Allow each coat to dry thoroughly at least 45 minutes between each coat.

Apply second coat of sealer or sealer finish following the previous steps

Remember, stay six (6) inches from the baseboards.

Allow second coat to dry as you did the first coat

Each coat needs at least 30 minutes to dry before applying finish.

Apply three (3) top coats of sealer finish.

Follow the same steps that you used to apply sealer or sealer finish. On final coat apply finish all the way to the baseboards and edges

DAILY FLOOR CARE PROCEDURES

Introductory Information: The key to avoiding repeated stripping and re-finishing of your floors is daily maintenance. The time, effort and procedures you apply in your daily maintenance will determine how often you will or will not be stripping and re-finishing your floors.

EQUIPMENT NEEDED:

Treated dust mop.

Clean mop bucket - one per person.

Clean mop wringers - one per person.

Clean mop - one per person.

High speed floor machine.

Neutral cleaner or heavy duty cleaner.

Auto scrubber (optional).

STEPS

Key Points.

Assemble equipment.

See above.

Dust mop entire floor DAILY. Pick up trash as you are dust mopping

Work toward ends of aisles.

Scrape up any gum or stickers that may be on the floor.

Use putty knife and place trash in a waste receptacle.

Close off area to be damp mopped

Place "Caution - Wet Area" signs at each end of area to be mopped

Check entry mats daily and clean or replace as needed.

Entry mats should be vacuumed or cleaned on a regular schedule.

Mix neutral cleaner 1:40 or heavy duty cleaner 1:80 with cool water in the mop bucket.

1:40 dilution for neutral cleaner or 1:80 heavy duty cleaner. DO NOT USE HOT WATER.

Use a clean mop and apply cleaner to floor area to be cleaned. Apply cleaner in a figure eight pattern to ensure even coverage of all floor areas.

Wring mop out before taking it out of the wringer for damp mopping. Return mop to cleaner bucket often to ensure thorough floor cleaning.



Main Office: 27 Gwy Terrace, Balaklava SA 5461
Email: info@warehousematrix.com.au



WAREHOUSE MATRIX

A.B.N 29 764 742 043

PO Box 24
Balaklava SA 5461

Telephone 08 8862 2078
Facsimile 08 8862 2033

AUTOMATIC SCRUBBING and MOPPING.

Fill solution tank with cool water and add one part neutral cleaner to 40 parts water, or one part heavy duty cleaner to 80 parts water.

1:40 dilution neutral detergent or 1:80 dilution heavy duty detergent. **DO NOT USE HOT WATER**

Place RED PAD on scrubber. Scrub total area daily. Wet mop hard to reach areas with one part recommended cleaner to 40 parts water.

Spray buff main wear areas, doorways etc. Spray buffing will extend the life of the floor and reduce the need to re-coat (once per week).

POLISHING. Place TAN or RED pads on polisher. Buff total area. Spray buff as required.

RESTORATION PROCEDURE

STEPS

Follow Daily Floor Care Maintenance Procedures as outlined (steps 1-9).

As needed, spray buff with spray buff solution.

Remember, the floor must be cleaned properly before spray buffing.

Always use a clean spray buff pad.

When spray buffing fails to restore the floor to the desired level or wear patterns are observed. At this point you **MUST** top coat with sealer finish.

TOP COATING PROCEDURES

Dust mop with a clean dust mop.

Mix neutral detergent or heavy duty detergent at one part to 30 parts water.

Apply solution to the floor.

Machine scrub with GREEN or BLUE pads.

Pick up cleaning solution with wet-vacuum or a mop or auto scrubber.

Rinse floor with clean, cool water. Repeat as necessary.

Allow floor to thoroughly dry.

Apply 1-2 coats of sealer finish.

ALTERNATIVE TOP COATING (where base coat has been used)

If floor is badly soiled or damaged sealer finish can be removed completely leaving base coats intact - dilute alkaline stripper 10: 1 and follow 3 - 8 of the above, but apply three (3) coats of sealer finish.



Main Office: 27 Gwy Terrace, Balaklava SA 5461
Email: info@warehousematrix.com.au