






Quick Floor Cleaning Guide (v 1.01)


Routine Maintenance of the Floor

This document is a component of the Floor User's Manual (FUM), which contains complete information on the proper use and operation of the floor.

Guidelines for the proper floor cleaning

1		<p>Before washing the floor, always vacuum and sweep the surface to be cleaned, i.e. remove all items that could scratch the surface while washed, e.g. sand, glass, wooden pallet elements, nails, etc.</p> <p>Surfaces with the highest concentration of dirt are the entry areas into the building. Any sand or dirt brought in on shoes or tires is easily moved into more distant zones.</p>			
2	 <p>The pH scale</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">0-6</td> <td style="text-align: center;">7-9</td> <td style="text-align: center;">10-14</td> </tr> </table>	0-6	7-9	10-14	<p>Check if the detergents used are suitable for this type of surface (the list of prohibited and non-recommended ingredients can be found in the FUM).</p> <p>The detergent's description should clearly state whether the preparation may be used for routine cleaning of concrete surfaces.</p> <p>Detergents to be used may not be strong chemicals as these can cause deterioration and damage to the surface. How strong the detergent is can be evaluated based on the description on the packaging, saying that the formulation has polishing properties, is used for thorough cleaning or works as a stripper.</p> <p>Standard detergents for concrete surfaces are used in the 0.5-2% solution of water, with their pH of 7-9.</p>
0-6	7-9	10-14			
3		<p>Check the equipment used for scrubbing the floor.</p> <p>For routine cleaning of the floor it is recommended to use a soft pad (usually red). Excessively hard pads may scrub the floor too hard.</p> <p>It is not recommend to clean the floor with brushes of any hardness, as they may consequently scratch the floor.</p>			
4		<p>Floors can be cleaned with machines or equipment that absorb dirty water and as such collect and remove any dirt. Standard mops do not collect and remove the dirt together with the detergent but only smear it around, and until it dries, the wet floor can be slippery.</p>			
5		<p>If the surface during or after washing (even locally):</p> <ul style="list-style-type: none"> - becomes susceptible/receptive to dirt, - quickly absorbs water, - cannot be cleaned using standard and acceptable methods, <p>report the problem to your supervisor/manager of the store. It is a signal that the floor begins to be worn and lost its protective coating, which must be renewed.</p>			

It is absolutely necessary to avoid and react to:

	<p>Spills of liquids and preparations:</p> <ul style="list-style-type: none"> • Most liquids spilled on the floor is a threat both to the surface condition and to the safety. Therefore, any liquid must be removed immediately. • Permanent marks or damages of the floor are caused by such liquids as: battery electrolytes, e.g. from a forklift, liquid foodstuffs (generally available energy drinks and sodas, which are mostly acidic), coffee, oils and greases, alcohol and salt, e.g. road salt. <p>Garbage and other solid elements:</p> <ul style="list-style-type: none"> • Small parts lying on the floor cause wearing of the surfaces if moved around by people and forklift trucks. Most dirt occurs around gates and entrances – regular sweeping and taking care of the cleanliness of these places will minimize the transfer of dirt into any further areas. <p>Intentional and unintentional damage to the floor:</p> <ul style="list-style-type: none"> • The floor is not an indestructible product, it can be easily damaged. The most common damages are: <ul style="list-style-type: none"> ○ scratches made by forks of forklift trucks, ○ scratches from handling or transporting goods without lifting them to the correct height, ○ damages and holes caused by falling goods and materials.
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