

SOP: Floor Care Protocols for Mopping, Buffing, and Polishing

This SOP details **floor care protocols for mopping, buffing, and polishing**, covering the proper techniques, equipment use, cleaning schedules, safety precautions, and maintenance procedures. The goal is to ensure clean, safe, and well-maintained flooring surfaces by following standardized methods that enhance floor appearance, durability, and hygiene across all facility areas.

1. Scope

This SOP applies to all environmental services, janitorial, and facility maintenance staff responsible for the care and cleaning of all types of finished floors within the facility.

2. Responsibilities

- All staff must follow outlined procedures for mopping, buffing, and polishing floors.
- Supervisors must ensure adequate training and compliance.
- Report any floor damage or hazards immediately to Supervisors.

3. Equipment & Supplies

- Wet and dry mops with appropriate mop heads
- Mop buckets with wringers
- Floor buffer machine (with appropriate pads: red for buffing, white for polishing)
- Floor polish and cleaning chemicals (manufacturer-approved)
- "Wet Floor" caution signs
- Personal Protective Equipment (PPE) - gloves, safety glasses, non-slip shoes

4. Safety Precautions

- Always display "Wet Floor" signs prior to starting work.
- Wear appropriate PPE at all times.
- Follow chemical manufacturer's instructions and Safety Data Sheets (SDS).
- Unplug machines before servicing or cleaning.
- Keep equipment cords clear of water and pathways.

5. Procedures

5.1 Mopping

1. Remove debris and dry mop area.
2. Prepare mopping solution as per manufacturer's instructions.
3. Dip mop, wring out excess solution.
4. Mop in a figure-eight motion, starting from the farthest point toward the exit.
5. Rinse and change mop water frequently to avoid spreading dirt.
6. Allow floor to air dry and remove "Wet Floor" signs once fully dry.

5.2 Buffing

1. Vacuum or mop area to remove dust and grit.
2. Install appropriate pad and check machine for defects.
3. Buff in sections using overlapping strokes. Do not remain in one area too long.
4. Continue until entire surface achieves uniform sheen.
5. Inspect pad regularly; replace as needed.

5.3 Polishing

1. Clean floor thoroughly. If required, apply floor polish as per manufacturer instructions.
2. Allow polish to dry before polishing.
3. Attach clean white pad to buffer/polisher.

- 4. Polish floor evenly, overlapping passes to prevent streaks.
- 5. Remove any residue after polishing.

6. Cleaning & Maintenance Schedules

Area	Mopping	Buffing	Polishing
High Traffic (lobbies, corridors)	Daily	Twice weekly	Monthly
Medium Traffic (offices, classrooms)	3x weekly	Weekly	Monthly
Low Traffic (storage, utility rooms)	Weekly	Monthly	Quarterly

7. Documentation

- Complete floor care logs after each task, noting date, area cleaned, and staff initials.
- Report equipment malfunctions or chemical spills immediately according to facility protocol.

8. References

- Manufacturer instructions for cleaning products and equipment
- Facility Safety Manual
- OSHA guidelines for cleaning and floor care