

The Great Western News

February 2009

Ask Mr. Janitor :
Wow ! This winter weather makes it tough to keep our floor surfaces clean. I hope Spring gets here early.



Mr. Janitor Answers :
Yes, with the snow, ice, slush, ice melt, mud, and other soils, that get tracked in, it is a challenge keeping our floors clean. We have to be consistent and persistent in doing our cleaning to keep everything in good shape during the winter.

Winter Weather : Tough On Floors And Tough On People

It sure is easy to relate to the challenges our janitor faces while trying to keep his facility's floor surfaces clean in this winter weather. Some of our floors are traveled more than some roads. With all of that wear and tear, especially in messy winter weather, our floors need regular maintenance. That regular maintenance of our floors does not need to be expensive, excessively time consuming or strenuous. But the care we give our floors needs to follow proper procedures and needs to be done consistently to keep our floors looking their best.

Great Western Supply and Pro-Link® have put together ten different visual guides showing best practices and proper procedures for ten common janitorial tasks. On the back of this newsletter is the guide showing *Daily Floor Maintenance*. These ten visual guides are great tools for training new employees or for reinforcing proper procedures with your staff. If you are interested in seeing these, give us a call. We would be glad to go over any of them with you, and we would be glad to conduct training sessions with your staff on any of these procedures. We do not stop at just offering the products and equipment you need to keep your facility clean. We can also provide the technical expertise to help you and your staff get the best results.

We said earlier that these tasks do not need to be expensive, excessively time consuming or strenuous. That is true. Our line of floor care products is extensive and value priced. Our line of equipment is easy to use and is made tough to last. Our equipment will be ready when you need it and will make your job as easy as possible. We deal only with quality equipment manufacturers making quality equipment that is priced right.

Let us show you and demonstrate the most effective cleaning products. Let us show you and demonstrate the auto scrubber most suited to your facility and budget. Let us show you and demonstrate the carpet extractor best suited to your facility and budget. Do not forget vacuums. We carry many different styles and models to suit any need.

Let us help you keep your facility looking its best despite the winter weather. Call our Davenport office at 563 / 445-6644 or in the Cedar Rapids area, call us at 319 / 395-0445.

Daily Floor Maintenance



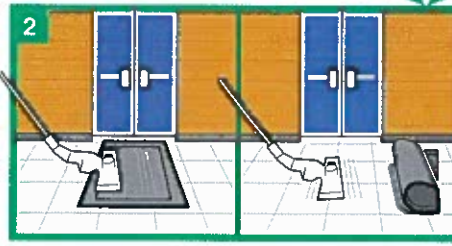
Provided by:



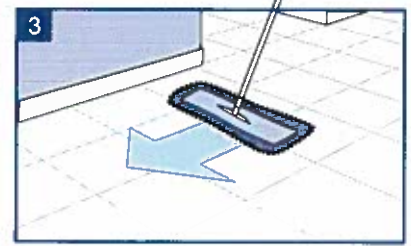
Great Western Supply Co.



1 Gather equipment. Use clean mops and autoscrubber pads.



2 Vacuum entry mats. Remove and vacuum underneath entry mats.



3 Dust mop. Make overlapping passes.



4 Move soil to a collection area, lightly shake loose soil from the dust mop and continue.



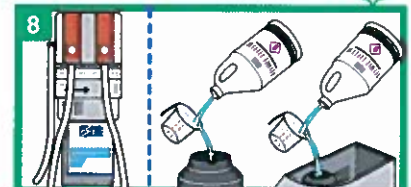
5 Pick up the collected debris using a brush and dustpan.



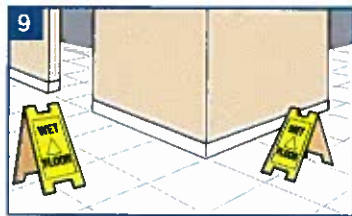
6 Use a scraper to remove gum and stickers.



7 Wear proper personal protective equipment.



8 Mix the cleaning solution properly.



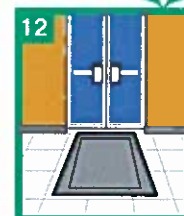
9 Place wet floor signs at all entranceways.



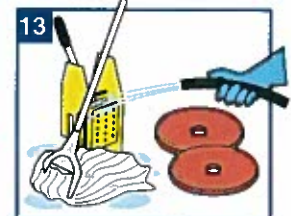
10 When mopping, use the figure 8 motion and overlap the areas.



11 When autoscrubbing, overlap the passes and flip or change pad when needed.



12 Replace entry mats after wet cleaning and floor is dry.



13 Properly clean and store the equipment.

= Green Cleaning Process

Green Cleaning Tips

- Clean entryways both inside and outside, daily.
- Use walk-off matting inside and outside to prevent soil from entering the building.
- Vacuuming floors is preferred to dust mopping to reduce the amount of dust in the air.
- Use properly diluted products, preferably through a dispensing system.
- Minimize use of chemical dust mop treatments. When using dust mop treatments, apply the treatment according to directions. Use water-based dust mop treatments only. Do not over treat.

Great Western Supply Company

116 East 53rd Street
Davenport, IA 52806

563-445-6644

Fax: 563-445-6654

www.greatwesternsupply.com