

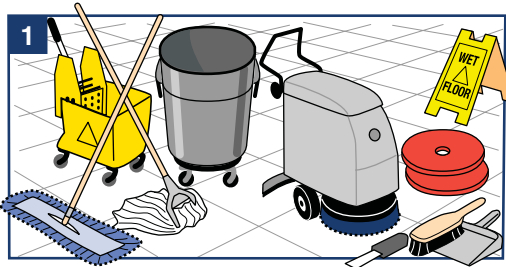
# Daily Floor Maintenance



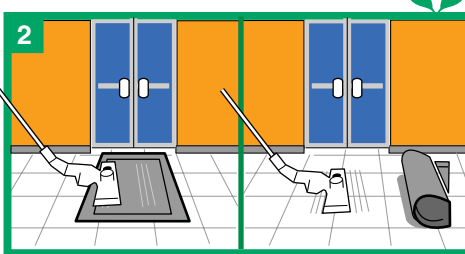
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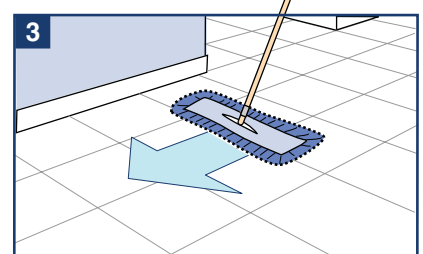
Great Western Supply Co.



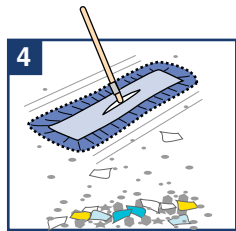
1 Gather equipment. Use clean mops and autoscrubber pads.



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.



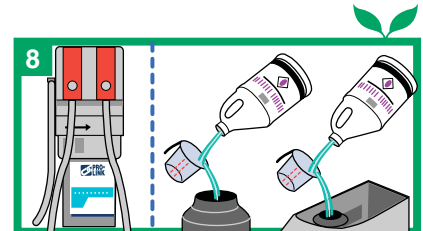
5 Pick up the collected debris using a brush and dustpan.



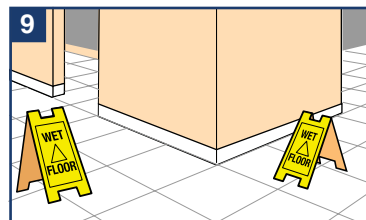
6 Use a scraper to remove gum and stickers.



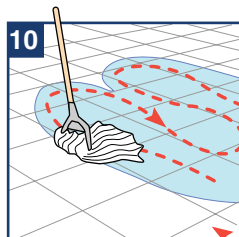
7 Wear proper personal protective equipment.



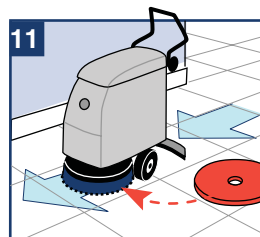
8 Mix the cleaning solution properly.



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

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