



## Standard Operating Procedure Stripping and Waxing Floors

<b>SOP #</b>	SOP-C01
<b>SOP Title:</b>	Stripping and Waxing Floors
<b>Version:</b>	1.0
<b>Status:</b>	In Use
<b>Created Date:</b>	June 18, 2019

<b>Purpose:</b>	This process is to maintain all types of flooring that needs wax on it in order to maintain its appearance and durability.
<b>Scope:</b>	In order to maintain this flooring we need to follow certain steps to maintain a finish on it. A floor should be completely stripped approximately every 7-8 years. Subsequently the other six years should follow a scrub and recoat scenario.
<b>Important Notes:</b>	In the division we also have flooring that does not require wax. The custodian should be certain which type of flooring they are dealing with. If in doubt contact the Facility Manager.
<b>Reference:</b>	

## Terms Used/Introduced in this SOP

<b>Term:</b>	<b>Definition:</b>
<b>Auto scrubber</b>	If you have this type of machine, use it to clean the floors prior to stripping, this is the most effective way to remove grit from the floors. This machine can also be used to clean and vacuum up stripper and water.
<b>Swing machine</b>	This type of machine is key to removing wax from the floor, using a black pad for stripping and a blue pad for scrub and recoat.
<b>Separate Mops and Buckets</b>	One is used to apply the properly mixed stripper solution, one for clean water and one for neutralizer.
<b>Wax bucket and flat mop</b>	Used to apply wax, one full mop pad will do a twenty-foot section, the sieve on the bucket is only used when a small amount of wax is needed. The flat mop will cover any swirls on the subsequent pass.
<b>Scraper</b>	Used to agitate and remove old wax from flooring; heavy build-up will need to be scraped to remove it prior to recoating.
<b>Floor Stripper</b>	Used to chemically remove wax from flooring. Proper dilution is key, always use the same measurement amount, never mix measurements (litre to litre, gallon to gallon) 3:1 means 1 gallon of stripper to 3 gallons of water
<b>Wax and Sealer</b>	Designed to protect flooring from debris and furniture.

## Roles and Responsibilities

<b>Owners:</b>	<b>Responsibility:</b>
<b>Custodian</b>	To strip and recoat the floors in a timely manner on breaks in the school year.
<b>Facility Manager</b>	To supply custodians with the proper products to preform task of stripping and waxing floors. To provide them with training and documentation on how to perform this task safely and efficiently.

## Procedure Definitions

<b>Equipment and Tools:</b>	Auto Scrubber, Mop, pail, Swing machine, Wax bucket, Scraper, Trac mates, wet dry vacuum
<b>Safety Considerations:</b>	Proper footwear Trac mates Proper ventilation Eyewear Gloves

## Step by Step Procedures

<b>Who:</b>	<b>Steps</b>
<b>Custodian</b>	<ol style="list-style-type: none"> <li>1. The classroom should be completely emptied and the floor should be dust mopped and mopped or auto scrubbed if machine is available. Remove any loose items that may have a chance to fall off of shelves or get in the way of any procedures.</li> </ol>
<b>Custodian</b>	<ol style="list-style-type: none"> <li>2. The floor stripper should be measured out in a mop bucket as specified on the label. Usually at 3:1(3 parts water to 1 part stripper.</li> <li>3. The room being stripped should be broken down into 3 or 4 sections in order to keep working the product. The stripper should be put down on the floor using a mop very liberally making sure the area remains wet. It should be left for 20 minutes to start lifting the old wax off the floor.</li> <li>4. At 10 minutes use the mop or a scraper to agitate the soap, this will start separating the wax from the floor. Remember to keep enough stripper on the surface to keep it wet. If lots of wax on the floor repeat and let sit another 20 minutes and agitate again.</li> <li>5. Let sit another 10 minutes and then use swing machine with black pad and run over entire area going back and forth in small increments, 5 times in the same scrub area. As you are doing this if areas you have gone over start getting dry you can add water to keep them wet.</li> <li>6. Use the wet dry vac to pick up all of the stripping solution.</li> <li>7. Flood with water and pick up all again with wet dry vac or auto scrubber.</li> <li>8. Repeat on other sections of room.</li> <li>9. Auto scrub room again with clean water, if the wax has been totally removed from the floor, if not, re-strip any trouble areas and proceed to step 10.</li> <li>10. Use one tablet or package of neutralizer in a mop bucket and mop on covering entire area.</li> <li>11. Let completely dry and observe the floor is completely clean.</li> <li>12. Use wax bucket and flat mop to apply wax.</li> <li>13. You can do up to 3 coats in one day with a minimum of 1 hour in between coats depending on humidity.</li> <li>14. Ideally two coats of sealer followed by six of wax but can be up to eight coats of wax.</li> </ol>

Exception	
Situation	Steps

Procedure Outcomes	
<b>Exit Criteria:</b>	The floor is clean and waxed allowing for the next six years to be scrubbed and recoated yearly.
<b>Outputs:</b>	

Revision History Log				
Version #	Revision Date:	Revised By:	Changes:	Approved By: