



Standard Operating Procedure

Scrub and Recoat Floors

SOP #	SOP-C02
SOP Title:	Scrub and Recoat Floors
Version:	1.0
Status:	In Use
Created Date:	June 18, 2019

Purpose:	This process is to maintain all types of flooring that need wax on it in order to maintain its appearance and durability.
Scope:	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.
Important Notes:	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.
Reference:	

Terms Used/Introduced in this SOP

Term:	Definition:
Auto scrubber	Machine that will clean and vacuum up product off of floor. Used to clean and prep floors prior to scrub and recoat.
Swing machine	Machine that will scrub off the wax from the floor. Use a black pad for stripping only and a blue pad for scrub and recoat
Mop and bucket	Used to apply scrub and recoat, water and neutralizer to floor. You must use a separate bucket for solution and one for clean water.
Wax bucket and flat mop	Used to apply wax. Only use the sieve for small area application.
Scraper	Used to agitate and remove old wax from flooring.
Scrub and Recoat	Type of soap used to remove up to 2 coats of wax on floors, usually a type of degreaser.
Wax	Designed to protect flooring from debris and furniture.
Wet-Dry Vac	Machine best suited to pick up large quantities of scrub and recoat solution and wax. The louder the squeal from the floor tool, the better.

Roles and Responsibilities

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

Procedure Definitions

Equipment and Tools:	Auto Scrubber, Wet/Dry Vacuum, Wet Mops, Bucket, Swing machine, Floor pads, Wax bucket, Flat Mop, Scraper, Trac mates
Safety Considerations:	Proper footwear Trac mates Proper ventilation Eyewear Gloves

Step by Step Procedures

Who:	Steps
Custodian	<ol style="list-style-type: none"> 1. The classroom should be completely emptied and the floor should be dust mopped and mopped or auto scrubbed if machine is available.
Custodian	<ol style="list-style-type: none"> 2. The scrub and recoat should be measured out in a mop bucket as specified on the label. Usually at 48:1 (48 parts water to 1 part chemical.) 3. The room being scrubbed should be broken down into 3 or 4 sections in order to keep working the product. The soap 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. 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 soap on the surface to keep it wet. If lots of wax on the floor repeat and let sit another 20 minutes and agitate again. 5. Let sit another 10 minutes and then use swing machine with blue pad and run over entire area going back and forth in small increments. As you are doing this if areas you have gone over start getting dry you can add water to keep them wet. 6. Use the wet dry vac to pick up all of the soap solution. 7. Flood with water and pick up all again with wet dry vac or auto scrubber. 8. Repeat on other sections of room. 9. Auto scrub room again with clean water. 10. Use one tablet or package of neutralizer in a mop bucket and mop on covering entire area. 11. Let completely dry and observe the floor is completely clean. 12. Use wax bucket and flat mop to apply wax. 13. You can do up to 3 coats in one day with a minimum of 1 hour in between coats depending on humidity. 14. Ideally you will be removing 2 coats of wax in this process and applying 4 more, the rule is to put down twice as much finish as you have removed.

Exception	
Situation	Steps

Procedure Outcomes	
Exit Criteria:	The floor is clean and waxed, allowing it to be stripped again on an 8 year cycle.
Outputs:	

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