



FLOOR CARE PROGRAM

COMMERCIAL CLEANING AND FACILITY SUPPLIES

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PRODUCT RECOMMENDATIONS

Stripping solution _____

Baseboard stripper _____

Stripping pads _____

Neutralizing solution _____

Accessory items _____

Floor finish _____

Floor seal _____

Finish mop _____

Daily cleaning solution _____

Daily cleaning mop _____

Spray buff/renovator _____

Spray buff pad _____

Accessory tools _____

Safety/Personal protection items _____

EQUIPMENT & SUPPLIES

Stripping

- Stripping solution
- Stripping pads/brushes
- Personal Protective Equipment (PPE) (gloves and goggles)
- Floor broom and dust pan
- 2 mop heads
(one old mop for stripping, one new mop for rinsing)
- Rotary scrubber or auto scrubber and wet/dry vacuum
- WET FLOOR signs
- Dust mop
- 2 mop buckets/wringers
- Floor squeegee

Edging Tools

- Doodle bug with black/brown pad and handle
- Wiping cloths
- Putty knife
- Long handle floor scraper
- Swivel head utility scrub or stripping brush with handle
- Aerosol buildup remover
- Product SDS

Scrub & Recoat

- Cleaning solution
- Scrubbing pads/brushes
- Personal Protective Equipment (PPE) (gloves and goggles)
- Floor broom and dust pan
- Long handle floor scraper
- Doodle bug and handle
- 1 clean mop head and handle for final rinse
- Floor seal and finish
- Product SDS
- Rotary scrubber or auto scrubber and wet/dry vacuum
- WET FLOOR signs
- Dust mop
- Putty knife
- Floor squeegee
- Mop buckets/wringers
- 1 finish mop head, microfiber pad or applicator system
- Poly liner for mop bucket

Floor Finish/Sealing

- WET FLOOR signs
- Product SDS
- Bucket & wringer or flat mopping system
- Wiping cloths
- Floor seal and finish solutions
- Finish mop, microfiber pad or applicator system
- Poly liner for mop bucket

FLOOR PAD SELECTION

Proper pad selection depends upon matching the characteristics of the floor machine such as speed, weight, etc., and characteristics of the floor finish such as hardness, buffability, etc.

Knowing these factors permits you to make the correct pad selection and achieve the desired floor care results.



PAD COLOR	PAD TEXTURE	INTENDED FUNCTION
Black	Very Coarse	Stripping
Brown	Coarse	Stripping
Green	Medium/Coarse	Deep Scrubbing
Blue	Medium/Coarse	Deep Scrubbing
Red	Medium	Scrubbing
Pink/Light Red	Fine	Buffing
Tan/Beige	Fine	Buffing
White	Fine	Buffing/Burnishing
Yellow	Fine	High Speed Buffing
Off White	Fine	Burnishing
Hair	Fine	Burnishing

FLOOR STRIPPING PROCEDURES

Hand Held Rotary Scrubber Method

PREPARATION

- Remove furniture from area to be stripped.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.
- Properly dilute stripping solution according to product directions into a mop bucket.

1. Use a stripping mop to liberally apply stripping solution to floor. Start along edges.

DIVIDE FLOOR INTO SECTIONS. DO NOT OVER-STRIP LARGE SECTIONS OF FLOOR AT ONE TIME.

2. Let solution remain on the floor until finish has softened and is beginning to re-emulsify.
3. Scrub edges and corners using an edging brush or doodle bug tool. If buildup is extreme, use an aerosol baseboard stripper.
4. Strip floor using rotary scrubber and stripping pad/brush. Repeat as necessary to remove heavy buildups.

KEEP FLOOR WET WITH SOLUTION AT ALL TIMES. RE-APPLY SOLUTION WHEN NEEDED.

5. Pick-up solution with a high quality wet/dry vacuum.
6. Spot mop any streaks, corners, or missed areas with fresh, clean, rinse water in a clean bucket with a clean mop.
7. Repeat until entire floor has been completely stripped.
8. Rinse floor by "flood rinsing" using clean mop buckets and mops. Pick-up rinse water using wet/dry vacuum.
9. Scrub remaining loosened seal/finish using rotary scrubber and clean pads or use clean edge of brush/doodle bug.
10. Give floor a final rinse using clean water, fresh mops, and a floor conditioner/neutralizing solution if necessary.

CHANGE MOP WATER FREQUENTLY. KEEP FINAL RINSE MOP CLEAN.

11. Allow floor to dry before applying seal/finish.



TIP #1 Plan your work in advance! Have enough of the appropriate tools, properly diluted solution and other equipment ready and easily accessible.

TIP #2 Use stripper stoppers in doorways and entrances and place caution signs and protective walk off matting before work begins.

TIP #3 Strip away from the source of water and work toward it.

TIP #4 Let the chemical do the work! Apply product liberally and give it time to soften, penetrate, and re-emulsify the floor coating.



FLOOR STRIPPING PROCEDURES

Automatic Scrubber Method

PREPARATION

- Remove furniture from area to be stripped.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.
- Properly dilute stripping solution according to product directions into the scrubber's solution tank and a mop bucket.

1. Use a stripping mop to liberally apply stripping solution to floor. Start along edges.

DIVIDE FLOOR INTO SECTIONS. DO NOT OVER-STRIP LARGE SECTIONS OF FLOOR AT ONE TIME.

2. Let solution remain on the floor until finish has softened and is beginning to re-emulsify.
3. Scrub edges and corners using an edging brush or doodle bug tool. If buildup is extreme, use an aerosol baseboard stripper.
4. Always follow and operate machine according to manufacturer's directions.
5. Strip floor using automatic scrubber and stripping pad/brush. Repeat as necessary to remove heavy buildups.

KEEP FLOOR WET WITH SOLUTION AT ALL TIMES. RE-APPLY SOLUTION WHEN NEEDED.

6. Pick-up solution with vacuum on the automatic scrubber.

IN AREAS INACCESSIBLE BY AUTOMATIC SCRUBBER, USE HAND HELD ROTARY SCRUBBER.

7. Mop up along edges, corners, etc. using a fresh water mop bucket and clean mop.
8. Repeat until entire floor has been completely stripped.
9. Empty and clean solution tank in scrubber; fill with fresh water.
10. Using scrubber, liberally apply fresh water then scrub and pick-up rinse water.
11. Spot mop and rinse edges, corners, etc. using fresh clean rinse water in a bucket with a clean mop.
12. Rinse solution tank and mop bucket.
13. Repeat the rinse step using a floor conditioning/neutralizer solution if necessary.
14. Allow floor to dry before applying seal/finish.



TIP #5 Keep machine stripping pads or stripping brushes clean and free from buildup.

TIP #6 Always rinse floor using clean, fresh water and clean mops.

TIP #7 Use a floor conditioner/neutralizer to ensure better seal/finish application.

TIP #8 Use a quality wet/dry vacuum to remove loosened finish.

FLOOR CARE ADVICE

When and Why to Strip Floors

When properly maintained, finished floors need to be stripped very infrequently. Daily maintenance, using the proper chemicals and tools, is the best way to keep floors looking their best – the longest, without constant stripping.

Floors need to be stripped only when one or more of the following conditions exist:

- Excessive finish buildup and subsequent discoloration of coating along edges, in corners, etc., make the floor appearance undesirable.
- Wear patterns exist in the floor which cannot be covered with 'scrub and recoat' procedures.
- Excessive black heel marks, scuffs, and scratches are apparent in the floor.
- Failure of coatings to properly bond to the floor which causes performance and appearance failures such as chipping, powdering, blushing, streaking, etc.



FLOOR CARE ADVICE

Selecting the Proper Floor Coating

Floor finishes and coatings are an excellent example of complexity and contrast. They must be: **durable**, yet easily removed... **glossy**, yet slip resistant... **buffable**, yet mark resistant. When selecting the proper floor finish for application, several factors need to be considered.

FLOOR AND MAINTENANCE FACTORS:

- The type of floor to be coated (resilient, terrazzo, brick, concrete, etc.)
- Are any type of special sealers needed
- The expected level of appearance
- Maintenance expectations
- Type of buffing and/or burnishing program - including the type of machines being used, speed of the machines, and buffing frequency
- Expected frequency of stripping, scrubbing, and recoating

PRODUCT FACTORS:

- Is the product appropriate for the particular floor surface
- Gloss, clarity, and appearance levels
- Scuff and black mark resistance
- Ease of application
- Dry time
- Repairability
- Response to the various types of buffing machines being used and the frequency of the buffing programs(s)
- Can the finish be stripped easily, even after repeated high speed burnishings
- Will the durability of the finish meet the expectations and building maintenance schedule

FLOOR FINISHING PROCEDURES

Mop or Microfiber Application

The final and most enjoyable step to beautiful floors is the application of the floor seal/finish. The proper choice of floor coating is dependent upon numerous factors, but the application steps are the same.

REMINDERS

- Always use premium quality finish mops, applicators, or applicator systems when applying floor finishes/seals.
- Never use dirty or contaminated mops.
- When using application systems, be sure the flow of the finish/seal is even and controlled to ensure even coating.
- Clean mops, buckets & wringers or application systems with water and allow to dry.
- Discard used finish. Do not contaminate finish by putting "used" product back into original containers.

1. Place a clean plastic can liner inside the mop bucket. Pour seal/finish into bucket.
2. Clean wringer thoroughly.
3. Prepare finish mop by soaking and gently wringing out excess finish.
4. 'Frame' the area to be coated, staying 6" from the edges.
5. Working in a close figure-eight motion, fill in the framed area with full yet medium thin coats. Do not over work area where finish has already been applied.
6. Allow the seal/finish to dry between 20 - 45 minutes. Drying time may vary depending upon the type of finish, porosity of floor, temperature, humidity, and thickness of coat.
7. Apply additional coats of finish in a similar manner. The total number of coats required will be determined by the age of the floor, solid content of the finish, desired appearance level, and anticipated buffing/floor maintenance program.
8. The final 1 - 2 coats of finish should be applied up to the edge.
9. Let floor dry thoroughly before opening area for traffic.
10. Discard used finish. Never pour back into original container.
11. Clean mops and wringer with water and allow to dry.



TIP #1 Apply seal/finish only when floor surface is above 45°F otherwise coating failure can occur.

TIP #2 Working in a tight "figure eight" pattern helps to eliminate streaking and uneven finish application.

TIP #3 Keep a wet edge when applying floor coatings.

TIP #4 Multiple thin coats provide superior results than fewer thick coats of seals/finishes.

TIP #5 Ensure adequate above-floor air flow. Do not direct fans or air movers toward floor. Keep room doors open. Turn on HVAC to help move air and improve dry times and product performance.

FLOOR MAINTENANCE PROCEDURES

Floor Scrub & Recoat

After prolonged periods of time, floor appearance and protection levels decline and will need to be restored by recoating the floor with additional coats of finish.

"Scrub and recoat" is simply a deep scrub using a neutral cleaner to remove surface and/or embedded dirt from the floor. This evens the floor appearance and prepares it for 1-2 new coats of finish to be applied.

PREPARATION

- Remove furniture from area to be scrubbed & recoated.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.
- Properly dilute neutral floor cleaner according to product directions.

1. Scrub floor using either a rotary scrubber or automatic floor scrubber (use appropriate scrubbing pads or brushes).
2. Work in sections, do not do large areas where cleaning solution dries on floor before being picked up and rinsed.
3. Use edging brush or doodle bug to scrub edges and corners.
4. Pick-up solution using automatic scrubber or wet dry vacuum.
5. Rinse floor thoroughly with fresh, clean rinse water and clean mops.

CHANGE RINSE WATER AND CLEAN MOPS FREQUENTLY.

6. If necessary, use a floor conditioner/neutralizer in final rinse step.
7. Allow floor to dry before applying additional coat(s) of floor finish.



FLOOR MAINTENANCE PROCEDURES

Spray Buffing

Proper spray buffing procedures revolve around two (2) styles of buffing:

- **Single pass method:** precleaned floors are buffed
- **Double pass method:** floors are cleaned on the first pass and then they are buffed on the second pass

Both buffing styles have their advantages. However, the single pass is the most commonly used method. When spray buffing large areas, it is much faster and significantly more economical to preclean these areas with mops or auto-scrubbers than it is to buff clean.

PREPARATION

- Be sure floors are free of all dirt and dust.
- Dust mop and/or damp mop floors before spray buffing.

1. Use spray buff according to product directions.
2. Lightly mist area ahead of machine, approximately 5'x 5' or 6'x 6' sections.
3. Buff area and evenly spread solution. Repeat to "buff out" the floor.
4. Spray buff as often as necessary to maintain appearance. More often in high traffic areas.
5. Periodically check pad for buildup.
6. When pad becomes dirty, worn out or if buildup occurs, then turn pad over or discard.



TIP Excessive use of spray buff solution may cause buildup.

FLOOR MAINTENANCE PROCEDURES

High Speed Buffing/Burnishing

Floor Renovation/Restoration

When floors are repeatedly high speed buffed and burnished, the use of a thermo-plastic restoring/renovating compound is recommended. These thermally reactive formulations become part of the underlying base coats of finish when applied. They will extend the life and beauty of the floor and enhance the effects of the building's buffing/burnishing program.

PREPARATION

- Remove furniture from area.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.

1. Clean floor using a neutral cleaner and appropriate scrub pad/brush.
2. Rinse floor if residue remains.
3. Place clean plastic can liner into mop bucket and thoroughly clean wringer.
4. Properly dilute floor renovator according to directions and pour into bucket.
5. Using a clean finish mop, apply to floor in thin even coats.
6. Allow to dry.
7. Floor may now be buffed or burnished.



FLOOR MAINTENANCE PROCEDURES

Damp Mopping (Daily)

PREPARATION

- Remove entrance matting and furniture from area.
- Sweep or dust mop floor to remove loose dirt and soil.
- Place "WET FLOOR" signs in work area.
- Prepare a properly diluted solution of detergent and warm/cool water in a clean mop bucket.
- Use a clean mop designed for damp mopping procedures.

1. Wet and wring mop or microfiber pad in properly diluted cleaning solution until it is wet, but not dripping.
2. Frame the area to be cleaned with the mop and then use a 'figure eight' motion to clean floor. Rinse and wring mop frequently.
3. Change mop water frequently when it becomes cloudy with dirt/soil.

NEVER CLEAN FLOORS WITH DIRTY MOP WATER OR DIRTY MOPS.

4. Allow floor to dry.
5. Replace furniture, matting, etc.



TIP #1 Always dilute cleaning solutions according to directions. Overuse of detergents can leave residual film on floor.

TIP #2 Do not over-wet floor. This will avoid splashing excess solution on walls, furniture, carpeting, etc.

TIP #3 Always read product label and SDS before using any chemical products for proper use and any recommended personal protective equipment (PPE) such as glasses, gloves, etc.



FLOOR MAINTENANCE PROCEDURES

Hand Held Machine Floor Scrubbing

PREPARATION

- Remove entrance matting and remove furniture from area.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.
- Place "WET FLOOR" signs in work area.
- Prepare a properly diluted solution of detergent and warm/cool water in a clean mop bucket.
- Use a clean mop designed for damp mopping procedures.
- Prepare a rinse bucket with fresh, cool, clean water and clean mop.
- Assemble floor scrubbing machine and appropriate floor pad or brush.
- Assemble "wet/dry" vacuum, hose, and wand.

1. Wet and slightly wring mop in properly diluted cleaning solution.
2. Frame the area to be scrubbed with the mop and then use a 'figure eight' motion to apply cleaning solution.

NEVER CLEAN FLOORS WITH DIRTY MOP WATER OR DIRTY MOPS.

3. Scrub floor in sections.
4. Use doodle bug or similar brush to clean along edges, under counters, and other difficult to reach areas.
5. Pick-up cleaning solution with wet dry vacuum.
6. Rinse floor with clean mop and fresh rinse water.
7. Allow floor to dry.
8. Replace furniture, matting etc.



TIP #1 Always dilute cleaning solutions according to directions. Overuse of detergents can leave residual film on floor.

TIP #2 Do not over-wet floor. This will avoid splashing excess solution on walls, furniture, carpeting, etc.

TIP #3 Always read product label and SDS before using any chemical products for proper use and any recommended personal protective equipment (PPE) such as glasses, gloves, etc.

FLOOR MAINTENANCE PROCEDURES

Automatic Machine Floor Scrubbing

PREPARATION

- Remove entrance matting and remove furniture from area.
- Sweep or dust mop floor to remove loose dirt and soil.
- Use putty knife or long handle floor scraper to remove gum, tape, labels or other sticky substances.
- Place "WET FLOOR" signs in work area.
- Prepare a properly diluted solution of detergent and warm/cool water in a clean mop bucket.
- Use a clean mop designed for damp mopping procedures.
- Prepare a rinse bucket with fresh, cool, clean water and clean mop.
- Assemble floor scrubbing machine and appropriate floor pad or brush.

1. Always follow and operate machine according to manufacturer's directions.
2. Fill machine solution tank with properly diluted cleaning solution.
3. Scrub floor using appropriate cleaning pad or brush and pick-up solution using machine vacuum.
4. To clean areas not accessible with machine, use properly diluted cleaning solution and a clean mop or microfiber pad.
5. Use doodle bug or scrub brush to clean areas along edges, under counter, or other difficult to reach areas.
6. Allow floor to dry.
7. Replace any furniture or matting.



TIP #1 Always dilute cleaning solutions according to directions. Overuse of detergents can leave residual film on floor.

TIP #2 Do not over-wet floor. This will prevent splashing excess solution on walls, furniture, carpeting, etc.

TIP #3 Always read product label and SDS before using any chemical products for proper use and any recommended personal protective equipment (PPE) such as glasses, gloves, etc.



FLOOR MAINTENANCE PROCEDURES

Dust Mopping

Dust mopping removes dust and light dirt/soil/litter from floors. Use frequently as an important part of daily floor cleaning and maintenance procedures or in preparation for wet cleaning operations.

Dust mop as frequently as needed to keep floors dirt, dust, and debris free.

PREPARATION

- Select a clean, properly treated or pretreated dust mop. Dust mop should be of an appropriate size for the area to be cleaned.
- Floors must be dry. Never dust mop wet or damp floors.

PROCEDURE

1. Shake and stroke mop head before using.
2. Starting at one end of the area, push mop straight ahead.
3. Shake mop to unload it.
4. Turn at the end of the pass and dust mop in the opposite direction, overlapping about 10 inches.
5. Use a broom in corners that dust mop can't reach.
6. Remove any gum or other sticky substances with a putty knife.



TIP Avoid lifting mop from floor or moving it backwards.

CLEAN UP

1. In janitor's closet, brush out mop head with stiff bristle mop brush and pick up dust/dirt with brush and dust pan.
2. Alternatively, place dust mop head in plastic liner and shake several times.
3. Hang up dust mop properly with yarn facing away from the wall.

DO NOT LEAVE MOP RESTING ON FLOOR WHEN NOT IN USE.

TREATING THE DUST MOP

1. After use, treat mop following chemical manufacturer's directions.
2. Do not over-treat.
3. Allow time to evenly saturate mop.

PREVENTATIVE MAINTENANCE

Daily Checklist

PROCEDURE	PURPOSE	EQUIPMENT	CHEMICALS
Vacuum walk off mats	Reduces amount of dirt/soil which will track onto floor	Vacuum	N/A
Sweep/Dust mop floor	Removes loose dirt which will be ground into floor finish and cause excessive wear	Long handled push broom/dust mop Dust pan Short handled brush Putty knife or scraper	Dust mop treatment
Damp mop floor	Removes sticky soil and loose dirt from floor. Restores natural floor shine/appearance.	Mop, bucket/wringer	Nondulling, rinse-free detergent
Floor scrubbing	Removes sticky soil and ground-in dirt from floor. Restores natural floor shine	Automatic or rotary floor machine Floor pads/brushes	Nondulling, rinse-free detergent

Entrance matting/runners should be changed and/or scrubbed thoroughly at least once per week (more in winter and during inclement weather). During winter, an ice melt neutralizer and/or floor conditioner should be used in the mop buckets placed near entrances to pick-up water and melted ice/snow.

Coverage Rates of Cleaning Solutions

For Estimating Supplies Required for Floor Maintenance Procedures

CLEANING SOLUTION	COVERAGE
Water emulsion floor seal	1,500 sq ft per gallon
Water emulsion floor finish	2,000 sq ft per gallon
Floor cleaner - Wet mopping	200 sq ft per diluted* gallon
Floor cleaner - Auto scrubbing (gravity feed)	500 sq ft per diluted* gallon
Floor cleaner - Auto scrubbing (with solution dose feeding)	750 sq ft per diluted* gallon
Stripping solution	100 sq ft per diluted* gallon

* Coverage rates for cleaners and stripping solutions are based on diluted gallon, not the concentrate.

Example: If a concentrated stripper dilutes at 4:1, it will yield **5 gallons** of diluted or ready-to-use stripping solution.

Example: A cleaner that dilutes at 2 oz. per gallon (64:1) will yield **65 gallons** of diluted or ready-to-use cleaning solution.

NOTES



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