

Training Information

HOW TO DUSTMOP FLOORS

Tools & Materials Needed:

- A. Dust mop handle and head
- B. Clean damp rags
- C. Putty knife
- D. Dust pan
- E. Counter brush
- F. High duster

Products:

- 1. Dust mop/dust cloth treatment
- 2. Gloves and goggles

Procedures:

I. Purpose of Dust Mopping

- A. Remove dust, sand and litter from smooth finished floors.
- B. Improve the floor's:
 - 1. Appearance
 - 2. Sanitation
 - 3. Safety
- C. Prolongs the life of the floor surface and finish.

II. Dust Mopping Procedures

Put on gloves and goggles

- A. Remove movable furniture from area to be cleaned.
- B. All high dusting should be done prior to dust mopping the floor.
- C. Spray dust mop with dust mop/dust cloth treatment.
- D. When dusting a room:
 - 1. Start along the wall, moving in a clockwise or counter-clockwise direction. Try to move from the dirtiest area to the cleanest.
- 2. Push dust and litter towards door or main aisle for pick up.
- 3. Do not raise mop head from the floor.
- E. Scrap up gum and other material which adheres to the floor as you come to it, using the putty knife.
- F. When dusting a hallway or corridor:
 - 1. Walk forward, swinging mop rhythmically from left to right.
 - 2. Use a five to seven foot stroke, whichever is most comfortable.
 - 3. Work from the cleanest area towards the dirtiest.
- G. When using a push stroke:
 - 1. Push directly ahead while walking forward.
 - 2. Pivot the mop head without lifting it off the floor at the end of each pass.

3. Return the same way you came making a two or three inch overlap.

H. Use counter brush for hard to dust area such as:

1. Corners

2. Under desks

3. Around doors

4. Around cords

I. If dust mop is extremely soiled, a new head may be required. Old dust mops should be laundered.

J. To prevent floor discoloration, avoid using oil on dust mops.

K. Pick up dust using your counter brush and dust pan.

L. When finished dusting, vacuum dust mop and hang up.