

STANDARD OPERATING PROCEDURE # FAC 4.013**Subject: Terrazzo Floor Care**

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of Terrazzo flooring on campus. Terrazzo floors shall be properly cared for using a comprehensive floor care strategy.

Procedure: Terrazzo floors are to be dust-mopped daily, damp-mopped on alternate days, scrubbed monthly, maintained quarterly, and restored annually. Observe all safety precautions as labeled on product and as directed in the Material Safety Data Sheet (MSDS).

Dust Mop

Equipment needed: broom, treated dust mop, dust pan, scraper, trash receptacle, and scraper.

- Use broom to remove dirt, dust, and debris from against walls and corners.
- Use dustpan and counter brush to remove debris. Dispose of debris.
- Remove gum using a scraper.
- Using dust mop, sweep entire area.
- Clean all equipment used and store properly.

Damp Mop

Equipment needed: Wet-Floor signs, cotton mop, Green Earth Daily Floor Cleaner, bucket/wringer.

- Place wet-floor signs.
- Dust-mop as described above.
- Fill bucket ½ full from dispenser system using Green Earth Daily Floor Cleaner.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Rinse mop and wring out water after each 6 ft. x 6ft. area.
- Repeat until entire floor is clean.
- Remove equipment used and store properly.
- Clean mop and bucket and store properly.
- Remove wet-floor signs when floor is dry.

Light-Scrub

Equipment needed: Dust-mop, wet-floor signs, 4" scraper or putty knife, 2 each cotton mops, Green Earth Daily Floor Cleaner, 2 each bucket/wringer, floor scrubber, burnisher, floor dryers
This process requires three workers working in parallel: one to apply detergent, one to operate floor machine, and one to rinse the floor and clean corners and baseboards if necessary.

- Dust-mop as described above.
- Place wet-floor signs.
- Fill mop-bucket 1/2 full from dispenser system using Green Earth Daily Floor Cleaner.
- Worker 1 pick up solution with wet/dry vacuum.
- Worker 3 rinse floor using fresh rinse water, CHANGE RINSE WATER AFTER COMPLETING 2 SECTIONS.
- Repeat until entire floor is scrubbed and rinsed.
- Provide blowers on all wet areas.
- When floor is completely dry, remove wet floor signs.
- Burnish entire floor with appropriate pad.
- Dust mop as outlined above.

Maintain: Top Scrub and Apply Floor Finish

Equipment needed: Dust-mop, wet-Floor signs, 4" scraper or putty knife, 2 each cotton mops, 1 each nylon mop, Green Earth Daily Floor Cleaner, 2 each bucket/wringer, floor scrubber, burnisher, floor dryers, floor finish, wax applicator (blue and white nylon mop).
This process requires three workers working in unison: one to apply detergent, one to operate floor machine and one to rinse the floor and clean corners and baseboards if necessary.

- Place wet-floor signs.
- Light Scrub as outlined above.
- Apply a coat of wax to a 12 ft. X 12 ft. area using a figure 8 motion with the nylon mop.
- * follow label directions carefully
- Let completely dry, usually 20 – 30 minutes. Dry time may take longer under high-humidity conditions.
- Repeat until entire floor has one coat of wax and is completely dry.
- Apply second coat of wax to a 12 ft. X 12 ft. area using a figure 8 motion with the nylon mop. *follow label directions carefully
- Let completely dry
- Repeat until entire floor has two coats of wax.

- High speed burnish floor using white pad, when time permits. USE A GFI EQUIPPED CORD.
- Dust mop floor as outlined above.

Restoration: Strip, Seal, and Wax Terrazzo Floors

Equipment needed: Dust-mop, wet-floor signs, 4” scraper or putty knife, 2 each cotton mops, 2 each bucket/wringer, floor scrubber, burnisher, floor dryers, floor stripper, floor stripper applicator, wet/dry vacuum, floor finish (sealer), wax applicator (blue and white nylon mop), sealer applicator (blue and white nylon mop) floor finish (wax).

This process requires three workers working in parallel: one to apply stripper, one to operate floor scrubber, and one to rinse the floor and clean corners and baseboards if necessary.

- Dust mop floor as outlined above.
- Place wet-floor signs.
- Mix stripper as directed on label.
- Apply stripper with mop to a 12 ft. x 12 ft. section of floor.
- Allow 3 to 5 minutes of contact time. Be sure to keep surface wet at all time.
- Agitate solution using a low speed floor machine and appropriate color pad.
- Scrape around baseboards and corners with putty knife or scraper unless corners and bases are cleaned.
- Pick up solution with wet/dry vacuum.
- Thoroughly rinse the floor using mop and bucket, CHANGE RINSE WATER AFTER EACH 12 ft. X 12 ft. AREA.
- Repeat until entire floor is stripped and rinsed.
- Allow floor to thoroughly dry.
- Apply first coat of wax with nylon mop to a 12 ft. x 12 ft. section of floor using figure 8 motion, follow label directions carefully.
- Repeat until entire floor has one coat of wax.
- Allow to thoroughly dry, usually 20 – 30 minutes. Dry time may take longer under high-humidity conditions.
- Apply second coat of wax with nylon mop to a 12 ft. x 12 ft. section of floor using figure 8 motion, follow label directions carefully.
- Allow to thoroughly dry.
- Repeat until entire floor has two coats of wax.
- Apply third coat of wax with nylon mop to a 12 ft. x 12 ft. section of floor using figure 8 motion, follow label directions carefully.
- Allow to thoroughly dry.
- Repeat until entire floor has three coats of wax.

- Apply forth coat of wax with nylon mop to a 12 ft. x 12 ft. section of floor using figure 8 motion, follow label directions carefully.
- Repeat until entire floor has four coats of wax.
- Allow to thoroughly dry.
- Burnish floor.
- Dust-mop area.

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