

Hard floors make a big impression and can also be a slip hazard if not cleaned correctly. The right method, products and equipment will leave floors safe, clean and looking their best. Always follow site instructions and use safety signs.

**01 PREPARE
THE AREA**



- Read any client instructions.
- Remove obstacles and loose items.
- Check the floor type and choose the correct method and product.
- Place a 'Cleaning in Progress' sign.
- Wear appropriate PPE.
- Gather all required equipment and check it is clean and in good order.

**02 REMOVE DUST
& LOOSE DIRT**



- Dry dust mop or vacuum the floor to remove loose dirt and grit.
- Pay attention to edges, corners and under furniture.
- This prevents scratching during wet cleaning.
- Replace or clean mop heads when soiled.

03 CLEAN THE FLOOR



- Use the correct cleaning solution and dilution for the floor type.
- Mop using a figure of eight or overlapping strokes.
- Work away from the exit.
- Change solution when dirty.
- Do not over-wet the floor.

**04 RINSE (IF REQUIRED)
& PICK UP SOLUTION**



- Rinse with clean water if required by the product or floor type.
- Use a squeegee or wet vacuum to remove the dirty solution.
- Change rinse water when dirty.
- Do not leave puddles or residue.

**05 DRY THE FLOOR
& CHECK**



- Allow floor to dry or use a dry mop, towel or air mover to speed up drying.
- Buff the floor if required to improve appearance.
- Check for streaks, marks or missed areas.
- Ensure the floor is safe to walk on.

**06 COMPLETE & LEAVE
TO STANDARD**



- Remove the 'Cleaning in Progress' sign when the floor is completely dry.
- Return equipment to the correct place.
- Rinse and store equipment properly.
- Report any issues to your supervisor.
- Leave the area clean, safe and presentable.

BEFORE YOU LEAVE THE SITE



**TASKS
COMPLETE**
Have all required
tasks been
completed?



**WORK
CHECKED**
Have you checked
all areas and
standards?



**EQUIPMENT
STORED**
Is all equipment
clean, stored and
ready for next use?



**PROBLEMS
REPORTED**
Have you reported
any issues, damage
or hazards?



**SITE
SECURE**
Are doors secure,
lights off and site
left as instructed?



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to remove loose dirt before wet cleaning?
- 2 What is the correct method for mopping a hard floor?
- 3 When should you change your cleaning solution?
- 4 How should you remove dirty solution from the floor?
- 5 What should you do before leaving the area?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 12 – Hard Floor Cleaning.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____ Date: _____



This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.