FOCUS on FACILITIES
Diocese of Cleveland Facilities Services Corporation

Preventive Maintenance of Floors

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INTRODUCTION TO PREVENTIVE MAINTENANCE (PM)

Anyone familiar with preventive maintenance knows that being proactive in maintaining floors will inherently extend the useful service life of the floor, as well as contribute to avoiding premature aging of the floor. Either way, maintaining floors through daily cleaning, as well as a more comprehensive cleaning initiative e.g., mopping and/or automatic scrubbing of the surface, will help preserve the floor.

Other reasons why one wants to clean and maintain an attractive floor? First, and foremost a clean floor can be a safe floor and second, "First Impressions" can say a lot about how this facility is maintained. Essential to maintaining these floors is the use of floor mats inside and outside the building, and daily cleaning of these mats For further information, please refer back to our March 2019 Asset Management column titled, "First Impressions".

The more inclusive cleaning efforts will be based on the application of a specific floor cleaning PM work order that schedules this cleaning monthly, quarterly, and/or annually. For further information on PM work orders please refer back to our Facility Management columns, August 2019 "What a Preventive Maintenance Work Order Includes" and October 2020 "Annual Building Maintenance Checklist".

DAILY CLEANING

Probably at the end of the day, after most people have left the building, a thorough cleaning of the floors should begin starting with the cleaning of entrance floor mats. Next, hardwood floors and linoleum floors should be swept clean while carpeting and throw rugs will be vacuumed. At least once a week hardwood floors should receive a cleaning using a floor cleaner meant for this type of floor while linoleum floors would also be cleaned using applicable cleaner for this type of floor.

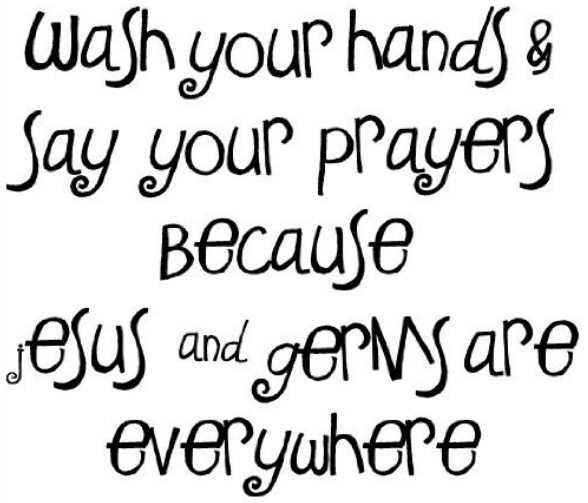
More on this below.

It is important to note the use and value of indoor and outdoor floor mats. Outdoor mats are intended to be a subtle welcoming to the visitor or worker by reminding them to wipe their shoes or boots before entering. This will help limit the dirt, grits, and moisture from occurring inside the building. Next is to have an entrance mat or rug on the other side of the exterior door to further limit the dirt, grit, and moisture from going beyond and onto the flooring and/or carpet inside the facility.

Daily cleaning of tile floors should begin with vacuuming first and then the tile flooring should receive a wet mop washing especially in the ladies and men's rooms. There is a bathroom saying,

Daily dust mopping is the second most important step, keeping floors free of the dirt particles that can damage the finish and diminish the shine. Daily vacuuming of

high traffic areas carpets is especially important for the preservation of the carpet. Another daily task to keep in mind is the need to spot clean any spills so they don't set in and become stains.



Here again "First Impressions" holds true because no one wants to work or visit a facility where the floors are obviously dirty, not to mention potential safety and health hazards such as slipping on a floor from spills and moisture at entrances.

SCHEDULED PM WORK ORDERS

We have already referenced previous Facility Management columns for the reader to refer back to in sync with this column. That said, the establishment of a scheduled PM work order process is essential to good facility management and to contributing to a safe and healthy indoor environment.

To start the development of a floor PM work order template the type of floor must be taken into account:

- Hard surface floors such as brick, stone, concrete, granolithic and/or mosaic, terrazzo, marble, tile
- Carpeting and throw rugs
- Linoleum, laminated, and LVT (luxury vinyl tile)

Special Instructions:

- Use of correct cleaner e.g., hardwood floor cleaner, tile cleaner, carpet cleaner, floor wax and/or polish, etc. This list of cleaners should reference "Safety Data Sheets" (SDSs) formerly MSDSs or Material Safety Data Sheets to assure protection of the user.
- Use of cleaning tool e.g., auto-scrubber (low or high speed buffer), dust mop head, wet mop head, vacuum cleaner, micro-fiber mop, etc.
- Safety signage e.g., wet floor
- Maintenance note pad to document additional comments e.g., tear in rug, cracked tile, grouting required, stripping and recoating and/or restoration considerations (oiling of wood floors), overall status of finish, etc. This note pad could also be a prepared checklist of standard things to look for when performing maintenance e.g., asbestos awareness list associated with certain older flooring when recommending floor repairs.

Tasking:

- Weekly and/or monthly floor cleaning e.g., wet mop, vacuum including rug deodorizer, and "deep cleaning" of floors in a healthcare, daycare, or senior living facilities e.g., removing stains, tile grout cleaning, etc.
- Quarterly floor cleaning e.g., deep clean carpet with a carpet cleaning machine, deep clean tile and grout with a tile floor scrubber, or contract the services of a commercial carpet cleaner, deep clean and polish hardwood floors, etc.
- Annual floor cleaning; same as quarterly. Also wax tile floors and hardwood floors, seal grout, uses of carpet protection spays, etc.

SUMMARY

Everyone wants a clean home or apartment, condominium so why wouldn't one want a clean workplace where they spend a lot of hours a week there? Facility managers of buildings such as churches, parish buildings, senior centers, etc. have an obligation to many who come and go from the facility he, she, or they operate and maintain. It is an important job satisfaction feature of going to work, when a floor preventive maintenance process is in place and

achieved daily because everyone in the building wants to acknowledge that this building is well maintained right down to the routine cleaning of the floors throughout the facility.

For more on flooring read our *Focus on Facilities* column this month titled, "Floor Replacement Options."

https://pgpro.com/en-us/articles/floor-maintenance-methods

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