



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1910.PR.050</p> <p>Program Area: Support Services</p> <p>Policy Section: Housekeeping</p>
<p>Issue Date: August 26, 2021</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Floor Burnishing-Burnisher/Floor Buffing-Buffer Swing Machine</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Floor Burnishing-Burnisher/Floor Buffing-Buffer Swing Machine

PURPOSE:

To restore and maintain gloss and finish to the floor.

PROCEDURE:

1. Use personal protective equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. Move the furniture where applicable. Do not obstruct the corridor.
4. Place wet floor sign in the appropriate area.
5. Dry/wet mop all floors before beginning operation.
6. Deep scrub floor if required. Refer to procedure Wet Scrubbing with Swing Floor Machine (ORG.1910.PR.011).
7. Put on appropriate pad.
8. Adjust handle of the burnisher/buffer to hip height.
9. Unwind cord and plug the burnisher/buffer into the receptacle on the same side you are burnishing/buffing.
10. Put the cord over your shoulder and place both hands on the handle grip.
11. Starting at the far end of the room, work towards the entrance, walking backward. Guide the machine forward and backwards if using a burnisher; if using a buffer, move the handle side to side.
12. Guide the machine in a systematic pattern until you have covered the entire area.
13. A visible shine indicates that the burnishing procedure is completed.

14. Lift the head before turning off the machine.
15. Dry mop the floor and wipe the baseboards after burnishing/buffing is completed.
16. Remove and clean the pad as per procedure Cleaning of Floor Pads (ORG.1910.PR.046)
17. Wipe machine and cord with a damp cloth.
18. Store in appropriate area.

EQUIPMENT/SUPPLIES:

- Floor Burnisher
- Floor Buffer / Swing Machine
- Appropriate Pad
- Wet Floor Sign
- Dry and Wet Mop
- Broom / Dust Pan

REFERENCES:

Wet Scrubbing with Swing Floor Machine - ORG.1910.PR.011

Cleaning of Floor Pads - ORG.1910.PR.046