



<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.049</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 Finishing</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:

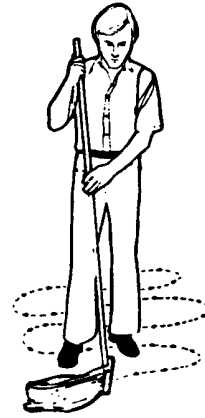
Floor Finishing

PURPOSE:

To protect the floor from soil and damage and to restore the gloss to the floor.

PROCEDURE:

1. Use appropriate Personal Protective Equipment (PPE) according to the Safety Data Sheet (SDS).
2. Prepare equipment.
3. Prepare wax mop by making it completely damp with water. All excess water should be removed.
4. Pour enough liquid floor finish into a mop pail lined with a clean garbage bag. This keeps the wax from being contaminated.
5. Immerse the wax mop in the floor finish and wring lightly.
6. Apply a light coat of wax by applying the finish along the baseboards. Be careful not to hit the baseboards or walls. Then apply finish to rest of the room. Keep sufficient finish on the mop to avoid “missed” spots.



7. Complete the entire floor in the manner described. Allow floor sufficient drying time before walking on and proceeding with the second coat of finish. It should not be at all sticky to the touch.
8. Apply a second heavier coat 6 to 12 inches away from the baseboard. Apply this coat in the opposite direction in which the first coat was applied. By applying the finish at opposite direction to the first coat, this will ensure that any light or missed spots are properly applied.
9. Leave the wet floor sign up indicating wet finish.
10. Rinse the wax mop and deposit in the appropriate area.
11. Clean all equipment and put back in appropriate storage area.
12. Move furniture back when the floor is completely dry.

EQUIPMENT/SUPPLIES:

- Floor Finish
- Water
- Wax Mop
- Wet mop equipment
- Wet Floor signs

REFERENCES:

SDS for Floor Finish