

Module 3

MOPPING OF FLOORS

Q&A and Practical Module

1. Put out warning signs.
2. Ensure that correct PPE is worn. – follow the **Risk Assessment**.
3. Make sure the bucket is always behind the line of work.
4. Gloves must be worn for this task.



5. Do not remove wet floor signs until area is completely dry.
6. Mopping of floors

- Ensure that correct PPE is worn, follow the Risk Assessment. (Protective gloves are a must for this task). – where do you find the information for correct PPE? – why is it important to wear PPE? – what are the implications of not wearing PPE?
- Assemble all equipment and check for any faults. – why is it important to check for faults? – what should you do if you find a fault?
- Ensure that warning signs are placed in work area. – why do we need to place out warning signs? – what can happen if we do not place out signs?



- Ventilate the area, if applicable. – why is it important to ventilate an area? – what should you do if an area cannot be ventilated?
- Remove any gum or stubborn stains using a scraper or abrasive pad.

- Dilute chemical solution always following the manufacturer's instructions. Always add the chemical to the water, and not the other way around. – what can happen if you do not follow the manufactures instructions? – why do you add chemical to water and not the other way round?



- Using the mop, apply the solution to the floor. Make sure that the area is covered in an overlapping fashion utilising a figure of 8 motion stroke. – what can happen if you don't follow the overlapping procedure?
 - Ensure that all sides/skirting boards have been cleaned, cutting in parallel to both. – why do you need to cut into the skirting boards?
 - Wring out the mop once soiled, and repeat, changing the cleaning solution once heavily soiled. – what could happen if you continue to clean with dirty water?
 - For heavily soiled floors always have a second bucket of clean water, which can then be used for rinsing.
 - Ensure that the bucket is always behind the line of work. – what are the benefits of having the bucket behind you?
 - Leave the area as dry as possible. – what could happen if you leave the area wet for a long period of time?
 - Clean and inspect equipment for faults, then return to correct store cupboard. – what should you do if you find a fault? – why is it important to clean equipment?
 - Only remove the warning signs once the area is completely dry. – why wouldn't you remove the signs once you have finished?
7. Clean the mops, and then store in an upright position. Wash out buckets and store upside down.