

Clean, maintain and protect hard floors

Overview

This standard is about cleaning, maintaining and protecting semi-hard floors using manual equipment such as brushes, mops and vacuum cleaners. It is for staff that have specialist training in this area of work and carry it out regularly.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

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Performance criteria

You must be able to:

Prepare to maintain hard floors

1. Prepare your working area and your equipment so that you can do the job efficiently, correctly and safely
2. Check that your level of personal hygiene meets the organisation's standards and is maintained throughout the cleaning process
3. Check that the required personal protective equipment is available for use and is used when undertaking cleaning of floors
4. Identify the correct equipment/work area for treatment and decide on the most effective and economical treatment to provide
5. Identify and report damaged or deteriorating surfaces and/or those which may require restorative work
6. Look for and note any factors that will affect how you clean the floor
7. Follow any standards that need to be applied to the work from sources other than your supervisor's instructions
8. Check that there is sufficient ventilation in the work area for your comfort when carrying out cleaning and to aid any drying process
9. Choose equipment and cleaning agents that are right for the floor, the amount of ground-in soil and the protective coating

Clean hard floors

10. Clear any large items of debris by hand first of all
11. Remove the loose dust and debris carefully and safely without causing the dust to spread
12. Report any bodily fluid or other spillages that you cannot identify to the person in charge, and only clear them up when they tell you
13. Choose a method of clearing up the spillage that is right for the floor and the size and type of spillage
14. Soften ground-in soil and stains before trying to remove them
15. Carry out test cleans in an area where marks are least likely to be noticed
16. Apply the treatment safely, according to the manufacturer's instructions and without over-wetting or damaging the surface
17. Report any stains that you cannot remove
18. Leave the floor free of ground-in soil and protective coating, neutralised, dry and free of smears
19. Put the area back as you found it
20. Dispose of any unused cleaning treatments and waste products according to workplace, environmental and sustainability guidelines

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Protect hard floors

21. Choose a protective coating and equipment that is right for the floor surface
22. Apply the required number of protective coatings evenly and systematically, following manufacturer's instructions
23. Leave the floor dry, with an even finish
24. Leave the floor free of dust
25. Dispose of any unused materials correctly and put everything back in the right place

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Knowledge and understanding

You need to know and understand:

Prepare to maintain hard floors

1. Examples of hard and semi-hard floors
2. How to prepare for cleaning hard floors
3. The level of personal hygiene required for the area in which you are working and why it is important to maintain personal hygiene
4. Why it is necessary to remove your personal items and where they should be stored during cleaning
5. Organisational health and safety instructions and why these should be checked against workplace procedures
6. Why there are checks and restrictions in-place for the use of deep cleaning equipment and why these must be adhered to
7. What might happen if you do not take the right safety measures
8. What colour coding means and why it is important
9. The factors that will affect how you clean the floor

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10. Why you should clear large items of debris by hand first of all
11. Safe handling techniques for large items of debris
12. Different methods of removing loose dust and debris and how to choose the right one
13. The correct container in which to put dust and debris
14. How to identify different types of spillage
15. Why it is important to report any spillages you cannot identify and bodily fluids and not clear these up until you have instructions on how to do so safely
16. Different methods of removing spillages and how to choose the right one
17. The available methods of treatment and the most effective and economical to use
18. How to identify the most appropriate place to carry out test cleans and why this should be done before applying treatments
19. The circumstances under which equipment and surfaces should be pre-treated
20. Why treatments should be applied to surfaces evenly and the effects of not doing this
21. Why it is important to report any stains that cannot be removed
22. Why it is important to dispose of left-over cleaning solutions correctly and how to do so
23. Why the floor must be left free of ground-in soil and protective coatings and

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what might happen if it is not

24. The importance of leaving the floor neutralised and what might happen if it is not

Protect hard floors

25. Range of protective coatings available and how to choose one that is right for the floor surface

26. How to decide what is the right number of protective coatings

27. How to apply the coating evenly and systematically and why

28. How to burnish the floor systematically, obtaining the required degree of shine

29. How to dispose of unused protective coatings correctly

30. The importance of putting things back as you found them

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