

# STEP-BY-STEP PROCEDURES



Enviro Chem® Product Use  
Training for Sanitation Professionals



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## RML Product Selection:

### Enviro Chem Novus



### Enviro Chem Floor Stripper



### Enviro Chem Enhancer



### Enviro Chem Low Foam All Purpose Cleaner





# DEEP SCRUB FOR RECOAT

## using an Automatic Scrubber

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being scrubbed.
  - b. Move furniture. (Work around heavy furniture or equipment that cannot be moved.)
  - c. Sweep the floor with a treated dust mop.
  - d. Remove gum, tape and other foreign materials with a scraper, being careful not to gouge or scratch the finish.
  
2. **Prepare the equipment.**
  - a. Assemble two mop heads and handles. ❶ Label one “Scrub Mop” ❷ Label the other “Rinse Mop”.
  - b. Assemble two mop buckets and wringers. ❶ Label one “Scrub Bucket” ❷ Label the other “Rinse Bucket”.
  - c. Place blue scrubbing pads on the pad drivers of the automatic scrubber.
  - d. Fill the automatic scrubber with a **Enviro Chem Low Foam All Purpose Cleaner** solution, diluted 1:128 (1 oz. per gallon) with room temperature or slightly warm water.
  - e. Fill Rinse Bucket with clean, cold water.
  - f. Place the equipment in the area where the work will begin.
  
3. **Scrub the floor with the automatic scrubber.**
  - a. Scrub with the solution valve open, pads down, squeegee up.
  - b. Do not allow solution to dry on the floor. Re-apply as necessary to keep the floor wet.
  - c. Immediately wipe off splashes on walls, baseboards, glass partitions, etc. with a damp cloth.
  - d. Allow solution to remain on the floor 5 to 10 minutes. Re-apply as necessary.
  
4. **Remove solution from the floor.**
  - a. Scrub the floor a second time with the solution valve open, pads down, squeegee down.
  - b. Remove overflow solution from turn areas and corners with Scrub Mop and Scrub Bucket.
  
5. **Examine the floor for complete soil removal.** Re-scrub any areas with residual soil.
  
6. **Rinse the floor.**
  - a. Empty the autoscrubber and rinse the solution tank thoroughly.
  - b. Re-fill the tank with clean water.
  - c. Rinse the the floor with the solution valve open, scrub-heads down, squeegee down.
  - d. Damp mop the floor with clean water, using the Rinse Bucket and Rinse Mop.

# DEEP SCRUB FOR RECOAT

## using a Rotary Floor Machine

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being scrubbed.
  - b. Move furniture. (Work around heavy furniture or equipment that cannot be moved.)
  - c. Sweep the floor with a treated dust mop.
  - d. Remove gum, tape and other foreign materials with a scraper being careful not to gouge or scratch the finish.
2. **Prepare equipment.**
  - a. Assemble two mop heads and handles. ❶ Label one “Scrub Mop” ❷ Label the other “Rinse Mop”.
  - b. Assemble two mop bucket. and wringers. ❶ Label one “Scrub Bucket” ❷ Label the other “Rinse Bucket”.
  - c. Place a blue scrubbing pad on the rotary floor machine.
  - d. Fill the Scrub Bucket with a **Enviro Chem Low Foam All Purpose Cleaner** solution diluted 1:128 (1 oz. per gallon) with water that is room temperature or slightly warm.
  - e. Fill the Rinse Bucket with clean, cold water.
  - f. Equip a wet vacuum with a floor squeegee tool.
  - g. Place the equipment in the area where the work will begin.
3. **Apply scrubbing solution to the floor.**
  - a. Dip Scrub Mop into scrubbing solution. Lift mop and allow excess solution to drain back into bucket.
  - b. Fan out the mop head on the floor and apply solution parallel to the baseboards.
  - c. Continue solution application, moving the mop in an arc from right to left between the edges.
  - d. Wet the floor thoroughly, but do not flood it. (Adequate solution will float a match or toothpick.)
  - e. Do not allow solution to dry on the floor. Re-apply as necessary to keep the floor wet.
  - f. Immediately wipe off splashes on walls, baseboards, glass partitions, etc. with a damp cloth.
  - g. Allow solution to remain on the floor 5 to 10 minutes. Re-apply as necessary.
4. **Scrub the floor with a rotary floor machine equipped with a scrubbing pad.**
  - a. Scrub in a circular motion, from side to side.
  - b. Overlap the strokes made by the machine.
  - c. Keep the floor wet. Re-apply scrubbing solution as necessary.
5. **Remove scrubbing solution using a wet vacuum equipped with a floor squeegee tool.**
6. **Examine the floor for complete soil removal.** Re-scrub any areas with residual soil.
7. **Rinse the floor with clean, cold water using the Rinse Bucket and Rinse Mop.**
  - a. Thoroughly wet the floor, but do not flood it.
  - b. Pick-up the rinse solution using a wet vacuum equipped with a floor squeegee tool.
8. **Damp mop the floor with clean water.**
  - a. Empty the Rinse Bucket, rinse and refill with clean water.
  - b. Rinse the Rinse Mop with clean water.
  - c. Damp mop the floor with clean water, using the Rinse Bucket and Rinse Mop.



# FINISH REMOVAL

## using an Automatic Scrubber

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being stripped.
  - b. Move furniture. Work around heavy furniture or equipment that cannot be moved.
  - c. Sweep the floor with a treated dust mop.
  - d. Remove gum, tape and other foreign materials with a scraper, using care not to mar or scratch the surface finish.
  
2. **Prepare equipment.**
  - a. Assemble two mop heads and handles. ❶ Label one “Strip Mop”, ❷ Label the other “Rinse Mop”.
  - b. Assemble two mop buckets and wringers. ❶ Label one “Strip Bucket”, ❷ Label the other “Rinse Bucket”.
  - c. Place 3M High Productivity stripping pads on the automatic scrubber pad drivers.
  - d. Fill the automatic scrubber with a solution of **Enviro Chem Floor Stripper** diluted 1:4 (32 oz. per gallon) with room temperature or slightly warm water.
  - e. Fill the Strip and Rinse Buckets with clean, cold water.
  - f. Place the equipment in the area where the work will begin.
  
3. **Strip the floor with the automatic scrubber.**
  - a. Scrub with the solution valve open, pads down, squeegee up.
  - b. Do not allow solution to dry on the floor. Re-apply as necessary to keep the floor wet.
  - c. Immediately wipe off splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
  - d. Allow solution to remain on the floor 5 to 10 minutes. Re-apply as necessary to keep the floor wet.
  
4. **Remove solution from the floor.**
  - a. Scrub the floor a second time with the solution valve open, pads down, squeegee down.
  - b. Remove overflow solution from turn areas and corners with the Strip Mop and Strip Bucket.
  
5. **Examine the floor for complete finish removal.** Re-strip any areas with residual gloss.
  
6. **Rinse the floor.**
  - a. Empty autoscrubber and rinse the solution tank thoroughly.
  - b. Re-Fill solution tank with clean water. Add 1 to 2 ounces **Enviro Chem Low Foam All Purpose Cleaner**.
  - c. Rinse for floor thoroughly with the solution valve open, scrub-heads down, squeegee down, to recover the rinse solution.
  
7. **Damp mop the floor with clean water.**
  - a. Use the Rinse Bucket and Rinse Mop.

*\*follow label directions for dilution*





# FINISH REMOVAL

## using a Rotary Floor Machine

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being stripped.
  - b. Move furniture. Work around heavy furniture or equipment that cannot be moved.
  - c. Sweep the floor with a treated dust mop.
  - d. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish.
2. **Prepare equipment.**
  - a. Assemble two mop heads and handles. ❶ Label one “Strip Mop” ❷ Label the other “Rinse Mop”.
  - b. Assemble two mop buckets and wringers. ❶ Label one “Strip Bucket” ❷ Label the other “Rinse Bucket”.
  - c. Place a 3M High Productivity stripping pad on the rotary floor machine.
  - d. Fill the Strip Bucket with a solution of **Enviro Chem Floor Stripper** diluted 1:8 (16 oz. per gallon) with room temperature or slightly warm water. Increase the concentration if necessary, but never more concentrated than 1:3 (48 oz. per gallon of water).
  - e. Fill the Rinse Bucket with clean, cold water. Add 1 to 2 ounces of **Enviro Chem Low Foam All Purpose Cleaner**.
  - f. Equip a wet vacuum with a floor squeegee tool.
  - g. Place the equipment in the area where the work will begin.
3. **Apply stripping solution to the floor, using the Strip Mop and Strip Bucket.**
  - a. Dip mop in stripping solution. Lift mop and allow excess stripper to drain back into the bucket.
  - b. Fan out the mop head on the floor and apply stripping solution along the edges.
  - c. Continue applying solution using an arc motion from right to left, covering the area between the edges.
  - d. Apply sufficient solution to thoroughly wet the floor, but **DO NOT** flood it. (Adequate solution coverage will allow a match or toothpick to float on the surface.)
  - e. Do not allow solution to dry on the floor. Re-apply as necessary to keep the floor wet.
  - f. Immediately wipe off splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
  - g. Allow solution to remain on the floor 5 to 10 minutes. Re-apply as necessary to keep the floor wet.
4. **Scrub the floor with the rotary floor machine and stripping pad.**
  - a. Scrub in a circular motion, from side to side.
  - b. Overlap the strokes made by the machine.
  - c. Keep the floor wet. Re-apply solution as necessary.
5. **Remove the stripping solution from the floor with the wet vacuum and floor squeegee tool.**
6. **Examine the floor for complete finish removal. Re-strip any areas with residual gloss.**
7. **Rinse the floor.**
  - a. Apply rinse solution using the Rinse Mop and Rinse Bucket.
  - b. Apply sufficient water to thoroughly wet the floor, but **DO NOT** flood it.
  - c. Remove the rinse solution from the floor using the wet vacuum and floor squeegee tool.
8. **Damp mop the floor with clean water.**
  - a. Empty the Rinse Bucket and refill with clean water.
  - b. Rinse the Rinse Mop with clean water.
  - c. Damp mop the floor with clean water.

## PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being finished.
  - b. Prepare the floor for floor finish application using procedures described in the Finish Removal or Deep Scrub Procedure Charts.
  
2. **Prepare the equipment.**
  - a. Assemble a clean floor finish mop head and handle.
  - b. Dampen the finish mop head with clear water and wring as dry as possible.
  - c. Assemble a clean mop bucket and wringer.
  - d. Place a clean plastic trash can liner in the mop bucket.
  - e. Pour an adequate amount of **Enviro Chem Floor Finish** into the lined mop bucket (depending upon size of the floor). Unused finish should not be returned to the container under any circumstances.
  
3. **Apply floor finish to the floor.**
  - a. Dip the bottom half of the damp finish mop into the floor finish.
  - b. Lift the mop from the finish and place in wringer.
  - c. Press the mop head firmly into the bottom of wringer, to remove excess finish. DO NOT squeeze the mop head with the wringer. Lift the mop from the wringer to check saturation. The mop is adequately saturated when the finish drips from the mop strands, but does not RUN.
  - d. Apply coating to the floor, starting in a straight line along an area border. Stay 6" to 12" from the walls.
  - e. Fill in the middle, walking backwards, using figure 8 strokes.
  - f. Apply finish in light to moderate coats. Applying too thin will create dry streaking, and too heavy will cause puddling.
  - g. As mop begins to dry, re-wet with finish as directed above.
  
4. Allow finish to dry 30 to 60 minutes (or as directed on the label).
  
5. **Apply additional coats of finish, as directed above, to build gloss.**
  - a. Dry time may increase with additional coats or under high humidity conditions.
  - b. A stripped floor normally requires 3 to 7 coats of seal/finish.
  - c. An unstripped floor normally requires 2 to 3 coats of finish.
  
6. **On the final coat, apply finish all the way to the edges, filling in the area left unfinished during application of previous coats of finish.**



## PROCEDURES

# FLOOR CLEANING

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## using an Automatic Scrubber

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being scrubbed.
  - b. Move furniture. Work around heavy furniture or equipment that cannot be moved.
  - c. Sweep the floor with a treated dust mop.
  - d. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish.
  
2. **Prepare equipment.**
  - a. Assemble a mop head and handle.
  - b. Assemble a mop bucket and wringer.
  - c. Place red scrubbing pads on the automatic scrubber pad drivers.
  - d. Fill the automatic scrubber with a solution of **Enviro Chem Low Foam All Purpose Cleaner** diluted 1:256 (1/2 oz. per gallon) with room temperature or slightly warm water.
  - e. Fill the mop bucket with clean, cold water.
  - f. Place the equipment in the area where the work will begin.
  
3. **Scrub the floor with the automatic scrubber.**
  - a. Scrub with the solution valve open, pads down, squeegee down, to recover dirty solution.
  - b. Immediately wipe splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
  - c. Pick up excess solution from turn areas with mop and wringer.
  
4. **Examine the floor for complete soil removal. Re-scrub any areas with residual soil.**

## PROCEDURES

1. **Fill a properly labeled trigger spray bottle with dust mop treatment**, which has been prepared according to label directions.
2. **Spray dust mop treatment onto a clean dust mop.**
  - a. Initial application rate: 2 oz. for each 12 inches of mop length.
  - b. Apply next to the backing, at the base of the yarn. Do not over treat.
3. **Roll the dust mop, treated side in.**
  - a. Place in a plastic bag to cure for at least 24 hours.
  - b. After 24 hours, place treated/cured dust mop on the frame, and it's ready for use.
4. **Dust mop the area, use a continuous motion, without lifting the mop from the floor.**
5. **Begin with the mop next to the wall.**
  - a. Walk to the other end of the work area.
  - b. At the opposite end, pivot the dust mop so that the leading edge remains the same.
  - c. Return to the opposite end.
  - d. Overlap the previously mopped path by 2 to 4 inches, to ensure complete coverage.
6. **One pass with a properly treated dust mop removes dirt, dust and abrasive particles, without leaving the floor dull or slippery.**
  - a. Sweep accumulated soil to a collection area, lightly shake loose soil from the dust mop, and continue.
  - b. Remove gum, tape or other sticky residue with a scraper, using care not to mar or scratch the floor finish.
  - c. Continue the dust mopping process until the entire area has been dust mopped.
  - d. When completely finished, pick up the collected debris using a counter brush and dust pan.
7. **Clean excess dust from the mop head**
  - a. Place the mop over a trash container
  - b. Brush with a stiff bristle brush in a firm, downward motion.
8. **Store the mop in a hanging position.**
  - a. DO NOT store the dust mop on the floor. The mop treatment will stain the floor, and the mop fibers will become matted.
9. **When the dust mop no longer attracts soil, it may be re-treated.** Spray the mop at the end of the work shift, and hang to cure overnight.
10. **Dust cloths may also be treated with dust mop treatment.** Spray lightly and allow to cure for 24 hours before use.
11. **Launder soiled dust mop heads.**
  - a. Soak mop heads overnight in a **Enviro Chem Low Foam All Purpose Cleaner** or **Enviro Chem Tough Job** solution diluted 6 oz. per gallon of warm water.
  - b. Rinse thoroughly, wring out and hang to dry.
12. **Re-treat as directed for initial treatment.**

## PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being mopped.
  - b. Sweep the floor with a treated dust mop.
  - c. Remove gum, tape and other foreign materials with a scraper, being careful not to gouge the finish.
  
2. **Prepare equipment.**
  - a. Assemble a mop head and handle.
  - b. Assemble a mop bucket and wringer.
  - c. Fill the bucket with a **Enviro Chem Low Foam All Purpose Cleaner** solution diluted 1/2 oz. per gallon of cold water. Place the mop assembly in this bucket.
  - d. Place equipment in the work area.
  
3. **Damp mop the floor with the Enviro Chem Low Foam All Purpose Cleaner solution.**
  - a. Do not overwet the floor. Apply only enough scrub solution to remove soil.
  - b. Where splashing occurs on walls, baseboards or glass partitions, wipe off immediately with a damp cloth.
  - c. When damp mopping areas which are open to foot traffic, damp mop one-half of the area at a time (from the center to one side, and then the other side).
  - d. Move “Floor Hazard” signs as you progress down the work area.
  - e. Mop parallel to the edge along the baseboard to clean the edge and the baseboard then mop the remaining floor area with a wrung out mop using the “figure 8” or “S” stroke pattern, being sure to overlap the previously mopped area by several inches.
  - f. Turn the mop over periodically to utilize both surfaces.
  - g. Rinse mop in the Thermo Clean solution frequently to remove soil.
  - h. Change scrubbing solution when visibly dirty.
  
4. **Allow the floor to dry.**
  
5. **Clean the equipment.**
  - a. Empty the bucket.
  - b. Rinse mop head with clean water, wring out and hang to dry.
  - c. Rinse bucket with clean water and empty.



# GLOSS RESTORATION

## using an Automatic Scrubber

### PROCEDURES

1. **Prepare the area.**
  - a. Place "Floor Hazard" signs at entrances to the area being restored.
  - b. Sweep the floor with a treated dust mop.
  - c. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish.
2. **Prepare the equipment.**
  - a. Place white (or medium/agressive) scrubbing pads on the automatic scrubber.
  - b. Fill the automatic scrubber with a solution of **Enviro Chem Enhancer** diluted 2-3 oz per gallon with cold water.
  - c. Assemble a mop head and handle and dampen the mop with clean water.
  - d. Assemble a mop bucket and wringer.
  - e. Place a white pad on a high speed burnishing machine.
  - f. Place the equipment in the area where the work will begin.
3. **Scrub the floor with the automatic scrubber.**
  - a. Scrub with the solution valve open, pads down, squeegee down.
  - b. Immediately wipe splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
  - c. Pick up excess solution from turn areas with the mop and wringer.
4. **Allow the floor to dry.**
5. **Dry burnish the floor with the high speed machine**
6. **Dust mop with an untreated mop.**



# GLOSS RESTORATION

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## Mop Application

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being restored.
  - b. Sweep the floor with a treated dust mop.
  - c. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish.
2. **Prepare the equipment.**
  - a. Assemble two mop heads and handles.
  - b. Assemble two mop buckets and wringers.
  - c. Fill one bucket with a solution of Enviro Chem Low Foam All Purpose Cleaner diluted 1 oz. per gallon of cold water.
  - d. Place one mop in this bucket.
  - e. Fill second bucket with a solution of Enviro Chem Enhancer diluted 4-6 oz. per gallon with cold water.
  - f. Place second mop in this bucket.
  - g. Place a white pad under a high speed burnishing machine.
  - h. Place the equipment in the area where the work will begin.
3. **Damp mop the floor with the Enviro Chem Low Foam All Purpose Cleaner solution.**
  - a. Do not overwet the floor. Apply only sufficient scrub solution to remove soil.
  - b. Immediately wipe splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
4. **Allow the floor to dry.**
5. **Damp mop the floor with the Enviro Chem Enhancer solution.**
  - a. Do not over-apply enhancer.
  - b. Apply with the mop wrung almost dry.
  - c. Allow to dry
6. **Dry burnish the floor with the high speed machine.**
7. **Dust mop with an untreated mop.**



## PROCEDURES

# GLOSS RESTORATION

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## using an Automatic Scrubber and Propane Burnishing Machine

1. **Prepare the area**
  - a. Place “Floor Hazard” signs in easy to see locations at entrances to the area being restored.
  - b. Sweep the floor with a treated dust mop.
  - c. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish.
2. **Prepare equipment.**
  - a. Place medium/aggressive scrubbing pads on the automatic scrubber.
  - b. Fill the automatic scrubber with a solution of **Enviro Chem Enhancer** diluted 2-3 oz. per gallon with cold water.
  - c. Assemble a mop head and handle and dampen the mop with clean water.
  - d. Assemble a mop bucket and wringer.
  - e. Place a medium pad on a propane burnishing machine.
  - f. Place the equipment in the area where the work will begin.
3. **Scrub the floor with the automatic scrubber.**
  - a. Scrub with the solution valve open, pads down, squeegee down.
  - b. Immediately wipe splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
  - c. Pick up excess solution from turn areas with the mop and wringer.
4. **Allow the floor to dry.**
5. **Dry burnish the floor with the propane burnishing machine**
6. **Dust mop with an untreated mop.**





## PROCEDURES

# GLOSS RESTORATION

## Mop Application using a Propane Burnishing Machine

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs in easy to see locations at entrances to the area being restored.
  - b. Sweep the floor with a treated dust mop.
  - c. Remove gum, tape and other foreign materials with a scraper using care not to mar or scratch the surface finish
2. **Prepare equipment.**
  - a. Assemble two mop heads and handles.
  - b. Assemble two mop buckets and wringers.
  - c. Fill one bucket with a solution of **Enviro Chem Low Foam All Purpose Cleaner** diluted 1 oz. per gallon of cold water.
  - d. Place one mop in this bucket.
  - e. Fill the other bucket with a solution of **Enviro Chem Enhancer** diluted 2-3 oz per gallon.
  - f. Place second mop in this bucket.
  - g. Place the buffing pad under a propane burnishing machine.
  - h. Set the equipment in the area where the work will begin.
3. **Damp mop the floor with the Enviro Chem Low Foam All Purpose Cleaner solution.**
  - a. Do not overwet the floor. Apply only sufficient scrub solution to remove soil.
  - b. Immediately wipe splashes from walls, baseboards, glass partitions, etc. with a damp cloth.
4. **Allow the floor to dry.**
5. **Damp mop the floor with the Enviro Chem Enhancer solution.**
  - a. Do not over apply enhancer.
  - b. Apply with the mop wrung almost dry.
6. **Allow the floor to dry.**
7. **Dry burnish the floor with the propane burnishing machine.**
8. **Dust mop with an untreated mop.**

## RML Product Selection:

### Enviro Chem Novus



### Enviro Chem Floor Stripper



### Enviro Chem Enhancer



### Enviro Chem Low Foam All Purpose Cleaner



### Enviro Chem Conseal



# SYNTHETIC GYM FLOOR MAINTENANCE

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## PROCEDURES

Synthetic gym floors should be maintained with the same procedures used for resilient tile floors, with a few special recommendations.

### DUST MOPPING

1. Dust mop several times daily using a properly treated dust mop.
2. Specific procedures are contained in the Dust Mopping Procedure.

### FLOOR CLEANING

1. Scrub the floor daily using a solution of **Enviro Chem Low Foam All Purpose** diluted 1 to 2 oz. per gallon with slightly warm water.
2. Specific procedures are contained in the Damp Mopping and Floor Scrubbing (Automatic Scrubber) Procedure Charts.

### FINISH REMOVAL

1. Remove old floor coatings with a solution of **Enviro Chem Floor Stripper** diluted 1:8 (16 oz. per gallon) with water.
2. Specific procedures are contained in the Finish Removal Procedure.

### FLOOR FINISHING

1. On a stripped synthetic gym floor apply two or more coats of **Enviro Chem Novus**. Allow the first coat to dry thoroughly before application of the second coat.
2. Apply additional coats of **Enviro Chem Novus** to achieve the desired level of gloss. Allow each coat to dry before application of the next coat.
3. The floor may be recoated using procedures contained in the Deep Scrub for Recoat Procedure.



# CONCRETE FLOOR MAINTENANCE

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## PROCEDURES

Concrete floors may be maintained with the same procedures used for resilient tile floors, with a few special recommendations.

### DUST MOPPING

1. Dust mop frequently, using a properly treated dust mop.
2. Specific procedures are contained in the Dust Mopping Procedure.

### FLOOR CLEANING

1. Scrub the floor using a properly diluted floor cleaner.
2. Specific procedures are contained in the Damp Mopping and Automatic Scrubbing Procedure.

### FINISH REMOVAL

1. Remove old water-based floor coatings with properly diluted floor finish stripper.
2. Specific procedures are contained in the Finish Removal Procedure.

### FLOOR FINISHING

1. A stripped concrete floor should be sealed with two to three coats of **Enviro Chem Conseal**. Allow each coat to dry thoroughly before application of the next coat.
2. The floor may be recoated using procedures contained in the Deep Scrub for Recoat Procedure.



# TERRAZZO FLOOR MAINTENANCE

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## PROCEDURES

Terrazzo floors may be maintained with the same procedures used for resilient tile floors, with a few special recommendations.

### DUST MOPPING

1. Dust mop frequently, using a properly treated dust mop.
2. Specific procedures are contained in the Dust Mopping Procedure Chart.

### FLOOR CLEANING

1. Scrub the floor using **Enviro Chem Low Foam All Purpose Cleaner** diluted 1:128 (1 oz. per gallon) with water.
2. Specific procedures are contained in the Damp Mopping and Automatic Scrubbing Procedure Charts.

### FINISH REMOVAL

1. Remove old floor coatings with **Enviro Chem Floor Stripper** diluted 1:8 (16 oz. per gallon) with slightly warm water. Increase concentration if necessary, but never more concentrated than 1:3 (48 oz. per gallon of water).
2. Specific procedures are contained in the Finish Removal Procedure.

### FLOOR FINISHING

1. A stripped terrazzo floor should always be sealed with two coats of **Enviro Chem Novus** to prevent finish powdering. Allow the first coat to dry thoroughly before application of the second coat.
2. Finish the floor with three to five coats of **Enviro Chem Floor Finish**. Allow each coat to dry before application of the next coat.
3. The floor may be recoated using procedures contained in the Deep Scrub for Recoat Procedure.

### FLOOR FINISH RESTORATION

1. The finish may be restored with spray buff or gloss restoration techniques.
2. Specific procedures are contained in the Gloss Restoration Procedures.

## RML Product Selection:

### Proxi Spray & Walk Away



### Enviro Chem Carpet & Upholstery Cleaner

### Enviro Chem Tough Job Cleaner





# DAILY CARPET MAINTENANCE

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## PROCEDURES

1. **Use non-slip carpet walk-off mats at entrances.**
  - a. Use a mat at least 6 ft long. Heavier soil loads will require longer mats.
  - b. Vacuum mats frequently. Change them if they become wet with tracked in moisture.
  - c. Remove mats and shampoo when they no longer vacuum clean.
  
2. **Vacuum carpet daily.**
  - a. Heavy traffic areas should be vacuumed as frequently as possible.
  - b. Use long passes with the vacuum. Repeat if necessary. Do not run the vacuum back and forth in short, repeated passes.
  - c. Empty vacuum bag frequently. Empty or change when they become more than 1/4 full.
  - d. Check equipment daily for holes in bag, worn or damaged power cord, and properly functioning beater bars or brush assembly.
  
3. **Treat spills and spots daily.**
  - a. Isolate spots, identify them and remove them.
  - b. Use **Proxi Spray & Walk Away** for removing oily or general water-borne stains. Spray onto the spot. Working from the outer edge to the center, gently loosen the soil, blotting with an absorbent towel. If necessary, gently brush with a soft bristle carpet spotting brush, in the same manner (outer edge toward the center), and blot with an absorbent towel.

### PROCEDURES

1. **Prepare the area.**
  - a. Place "Floor Hazard" signs in easy to see locations at entrances to the area being shampooed.
  - b. Vacuum the carpet thoroughly to remove loose soil and dirt.
  - c. Spot treat the carpet. Remove as many special spots as possible.
  - d. Pre-spray heavily soiled traffic areas with **Enviro Chem Carpet & Upholstery Cleaner** diluted 1:16 (8 oz. per gallon) with cold water. Pre-spraying allows additional contact time for loosening of extra heavy soil from the carpet fibres.
  - d. Place walk off mats at exit points from the area to be shampooed. This reduces tracking of moisture which may cause slips on hard surface floors.
  
2. **Prepare equipment.**
  - a. Mop bucket and wringer assembly. Fill the bucket half full with cold water.
  - b. Fill a tank sprayer with **Enviro Chem Carpet & Upholstery Cleaner** solution diluted 1:16 (8 oz per gallon) with cold water. Pressurize the tank.
  - c. Immerse the circular yarn bonnet in the bucket of water and wring as dry as possible.
  - d. Center the damp yarn pad under a conventional (175 rpm) rotary floor machine which has been equipped with a pad driver.
  
3. **Shampoo the carpet with Enviro Chem Carpet & Upholstery Cleaner and the yarn bonnet.**
  - a. Spray the **Enviro Chem Carpet & Upholstery Cleaner** solution on the carpet. Hold the spray tip 16" to 18" above the carpet surface. Dampen a workable area of 150 to 200 sq. ft. at a time, spraying the pre-sprayed traffic areas again, covering the entire workable area.
  - b. Wait 5 to 10 minutes for the **Enviro Chem Carpet & Upholstery Cleaner** solution to loosen soils.
  - c. Scrub the carpet with the dampened yarn bonnet. Moving from right to left, cover the dampened area. Turn the pad over and scrub again, reversing directions.
  - d. Remove the bonnet from the machine, rinse in water, wring out and place back under the machine. Continue scrubbing the carpet, slightly overlapping on each pass.
  - e. When the water in the bucket is visibly dirty, empty and rinse the bucket, refill with clean water.
  - f. Repeat Step 3 until entire area has been cleaned.
  
4. **Allow the carpet to dry.**





# CARPET CLEANING

## Water Extraction Method

### PROCEDURES

1. **Prepare the area.**
  - a. Place “Floor Hazard” signs at entrances to the area being shampooed.
  - b. Vacuum the carpet thoroughly to remove loose soil and dirt.
  - c. Spot treat the carpet. Remove as many “special” spots as possible.
  - d. Place walk off mats at exit points from the area being shampooed. This reduces tracking of moisture which may cause slips on hard surface floors.
2. **Prepare equipment.**
  - a. Fill the solution tank of the extractor with **Enviro Chem Carpet & Upholstery Cleaner** diluted 4 oz. per gallon with warm water.
  - b. Fill a tank sprayer with **Enviro Chem Tough Job**, diluted 1:5 (20 oz. per gallon). Pressurize the tank.
3. **Pre-spray the carpet with the Enviro Chem Tough Job Cleaner solution to loosen surface soils.**
  - a. Use extra solution on heavily soiled traffic areas, entry areas and spots.
4. **Clean the carpet with the extractor.**
  - a. Extract the carpet in a north/south or east/west pattern, slightly overlapping the previously extracted strip. If the carpet is extremely soiled, extract in both directions.
  - b. Move the wand/machine forward (or backward, depending on machine design) with the solution switch on, and the vacuum on. Move approximately five feet every three to five seconds. Normally soiled carpet may be cleaned in a single pass, applying **Enviro Chem Carpet & Upholstery Cleaner** solution, while extracting the loosened soil and shampoo solution.
  - c. Heavily soiled carpet may require a double pass to completely remove soil. Make the first pass with the solution switch on and the vacuum off. Move the wand/machine across the carpet, injecting cleaning solution into the carpet. Make a second pass across the carpet with both the solution switch and the vacuum switch on, injecting cleaning solution and extracting soil at the same time.
  - d. Empty recovery tank when full. Add Defoam It to empty recovery tank before resuming cleaning.
  - e. When solution tank is empty, refill with **Enviro Chem Carpet & Upholstery Cleaner** solution.
5. If a clear water rinse is desired, extract the carpet with the extractor filled with clean, cold water.
6. Allow the carpet to dry and re-vacuum.

## RML Product Selection:

### Enviro Chem Glass Cleaner



### Enviro Chem Washroom Cleaner



### Enviro Chem Tough Job Cleaner



### Enviro Chem Low Foam All Purpose Cleaner



### Enviro Chem Liqui Bac



### Enviro Chem Neutral Disinfectant



# RESTROOM MAINTENANCE

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## System Cleaning

### PROCEDURES

Restroom cleaning will require less work and the results will be more satisfactory if a system of cleaning and sanitation is followed.

Attention to the following principles will help develop an efficient and effective program.

1. Follow an orderly pattern of movement.
2. Clean objects that can be cleaned with the same products . . . at the same time.
3. Plan your steps so the cleaners will have time to work.
4. Clean from high to low, towards the doorway, and do dry work before wet work.

The order of jobs may need to be varied according to the characteristics of the restroom to be cleaned. However, following an orderly, systematic approach will reduce the work involved and produce a more effective restroom maintenance program.

The following is an example of a checklist that may be considered.

1. Check supply cart for proper equipment and supplies.
2. Place a Restroom Closed sign at the door, if applicable.
3. Clean and re-fill all dispensers (paper towel, toilet tissue, feminine hygiene, hand soap).
4. Remove trash, and clean the receptacles (paper towel, feminine disposal).
5. Dust mop or sweep the floor.
6. Clean and disinfect all sinks.
7. Clean all mirrors.
8. Clean and disinfect the toilets and/or urinals.
9. Clean and disinfect shower stalls and/or locker areas.
10. Damp wipe and remove any graffiti from stall partitions and walls.
11. Wet mop the floor with disinfectant cleaner.
12. Inspect your work.
13. Re-open the restroom.



PROCEDURES

# RESTROOM MAINTENANCE

## Daily Cleaning Procedures

1. **Check supply cart for proper equipment and supplies:**

Hand soap	Paper towels
Disinfectant cleaner	Toilet tissue
Glass cleaner	Feminine care products
Spray disinfectant cleaner	Trash liners
Bowl Cleaner	Mop bucket and wringer
Shower Cleaner	Mop handle and mop head
Vandal mark remover	Bowl swab and bowl caddy
Drain cleaner	Broom or dust mop
Dust pan	Rubber gloves
Rags	Microfiber cloth
	Tile and grout scrubbing brush
  
2. **Prepare the area:**
  - a. Place a Restroom Closed sign at the door, if applicable.
  
3. **Clean the exterior of all dispensers and re-stock supplies:**
  - a. Paper towel dispensers.
  - b. Feminine hygiene dispensers.
  - c. Toilet tissue dispensers.
  - d. Hand soap dispensers.
  
4. **Remove trash from all waste receptacles**
  - a. Clean receptacles with disinfectant cleaner
  - b. Replace liners.
  
5. **Dust mop or sweep the floor, and pick up collected debris with dust pan.**
  
6. **Clean all sinks using disinfectant cleaner and microfiber cloth.**
  
7. **Clean all mirrors with glass cleaner and soft, clean cloths.**
  
8. **Clean and disinfect all toilets and/or urinals.**
  - a. Remove urinal screens from the urinals and using the bowl swab, push water level down in stools.
  - b. Apply bowl cleaner to the exposed interior surfaces of the bowls and/or urinals, specifically under the rim.
  - c. Allow time for the chemical to work, while cleaning partitions and showers.
  
9. **Remove graffiti from walls and stall partitions.**
  
10. **Clean stall partitions and walls as needed with disinfectant cleaner.**
  
11. **Clean and disinfect shower stalls and locker areas.**
  - a. Foam disinfectant cleaner onto shower stalls for daily cleaning.
  - b. Shower cleaner should be foamed onto shower stalls on a weekly or monthly basis. (See Shower Room Maintenance procedures.)



# RESTROOM MAINTENANCE

## Daily Cleaning Procedures

### PROCEDURES

...continued from previous page.

- c. If needed, scrub shower and floor grout with a tile and grout brush.
- d. Rinse with clear water.

12. **Clean both sides of entrance/exit doors with disinfectant cleaner, taking special care to clean hand contact areas.**
13. **Scrub the inside of the bowls and urinals with a bowl swab.**
  - a. Use a sponge for difficult soils.
  - b. Clean the exterior of the bowls and urinals with disinfectant cleaner.
  - c. Clean both sides of the toilet seat.
  - d. Clean the walls around the bowls or urinals with disinfectant cleaner.
  - e. Flush bowls and urinals.
14. **Polish all chrome surfaces with a dry cloth (after cleaning with disinfectant cleaner).**
15. **Scrub the floor with disinfectant cleaner using a wet mop, bucket and wringer.**
16. **Treat sink, shower or floor drains with drain maintainer/deodorizer, if necessary. (See Drain Maintenance procedures.)**
17. **Inspect your work.**

If you are satisfied with your work, allow the floor to dry and re-open the restroom.

### PRODUCTS of CHOICE:

#### Hand Soap

Enviro Chem Hand Soap

#### Glass Cleaner

Enviro Chem Glass Cleaner — dilute at 1:32, 4 oz/gal

#### Bowl Cleaner

Enviro Chem Washroom Cleaner — dilute at 1:8, 16 oz/gal

#### Disinfectant Cleaners

Enviro Chem Neutral Disinfectant — dilute at 1:64, 2 oz/gal  
*Minimum dwell time 10 minutes. See label for complete directions.*

#### Drain Cleaner

Enviro Chem Liqui Bac — use undiluted

#### Shower Cleaner

Enviro Chem Washroom Cleaner — dilute at 1:4, 32 oz/gal



# SHOWER ROOM MAINTENANCE

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## PROCEDURES

1. **Prepare the area.**
  - a. Place “Closed” signs at shower room entrance.
  - b. Remove debris from the shower room floor.
  - c. Remove bar soap or other litter from the area.
  
2. **Prepare the equipment.**
  - a. Prepare a 480 ST Foamer; install the proper dilution tip.
  - b. Fill the bottle with **Enviro Chem Washroom Cleaner** (32 oz per gallon) high-foaming, acid-base cleaner.
  - c. Prepare a 380 ST Foamer; install the proper dilution tip.
  - d. Fill the bottle with **Enviro Chem Neutral Disinfectant Cleaner** (2 oz per gallon).
  - e. Assemble a tile and grout brush and handle.
  - f. Connect a high pressure hose to a water source in or adjacent to the shower room.
  
3. **Clean the shower area.**
  - a. Rough clean the shower walls by rinsing with water.
  - b. Apply solution to the shower walls and floor with the foam unit. Start at the bottom of the wall and work up.
  - c. Agitate with the Tile and Grout brush, if necessary.
  - d. Scrub stainless steel areas with a hand pad/sponge.
  - e. Rinse with water.
  
4. **Disinfect the shower area.**
  - a. Apply **Enviro Chem Neutral Disinfectant** to the shower walls and floor with the spray unit. Start at the bottom and work up.
  - b. For maximum bacterial control, do not rinse.
  - c. Wipe stainless steel, chrome fixtures and dispensers with clean soft cloths.



# WHIRLPOOL BATH MAINTENANCE

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## PROCEDURES

1. **Prepare the tub.**
  - a. Drain all water from the tub.
2. **Prepare the equipment.**
  - a. Hand scrub bucket.
  - b. **Enviro Chem Neutral Disinfectant**
  - c. Hand scrub brush or sponge.
3. **Disinfect the tub.**
  - a. Fill hand scrub bucket with **Enviro Chem Neutral Disinfectant** diluted at 1:64 (2 oz/gal) solution.
  - b. Dip hand scrub brush or sponge in **Enviro Chem Neutral Disinfectant** solution, thoroughly wet and scrub all inside surfaces of the tub.
  - c. Clean the top and underside surfaces of the patient seat.
  - d. Allow all disinfected surfaces to remain wet for 10 minutes and air dry to assure optimum bacterial kill.
  - e. Lift tub filler hose-end above horizontal level, allowing center of hose to sag.
  - f. Fill hose as full as possible with disinfectant solution from the bucket.
  - g. Place thumb over end of hose and shake to agitate solution for several seconds.
  - h. Allow hose to drain.
  - i. Wipe off outside of hose with sponge dipped in disinfectant solution.
  - j. Lift end of filler-hose and pour 2 oz. of undiluted **Enviro Chem Neutral Disinfectant** into end of hose.
  - k. Firmly insert hose into whirlpool water outlet at front of footwell and turn on the pump.
  - l. Turn on hot water faucet one-half turn and let agitate for thirty seconds.
  - m. Turn off pump and water, then remove hose from outlet.
  - n. Empty disinfectant solution into drain.
  - o. Using warm water from filler hose, rinse all cleaned areas.
4. **At the end of each work shift, clean as directed in Step 3a thru 3o.**
5. **Clean all outer surfaces of tub with properly diluted disinfectant solution.**
6. **Empty disinfectant solution into tub drain.**
7. **Using warm water from filler hose, rinse seat and inside of tub.**







# CHALKBOARD MAINTENANCE

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## PROCEDURES

### Daily Maintenance

1. Remove chalk with a conventional chalkboard eraser.
2. Clean eraser with a vacuum.
3. Clean again with the chamois side of a large (12" to 18") eraser.
4. Wipe off chamois after each stroke with a clean, dry cloth.
5. Clean chamois eraser with a vacuum.

### Monthly Maintenance

1. Remove chalk with a conventional chalkboard eraser.
2. Clean again using the chamois side of a large eraser.
3. Wash the chalkboard with a solution of **Enviro Chem Low Foam All Purpose Cleaner** diluted 1:128 (1 oz. per gallon) with water. Damp clean only . . . do not over-wet.

## PROCEDURES

### 1. Prepare the area.

- a. Place “Floor Hazard” Signs at entrances to the area being cleaned.
- b. Place walk off mats at exit points from the area being cleaned to reduce tracking of liquid which may cause slips on hard surfaced floors.

### 2. Prepare the equipment.

- a. **Enviro Chem Tough Job Cleaner** solution — diluted 1:16 (8 oz. per gallon) with slightly warm water.
- b. Garden-type sprayer with spray wand, filled with the **Enviro Chem Tough Job Cleaner** solution.
- c. Hand scrub bucket, filled with clean water.
- d. Scrubbing sponge

### 3. Clean the walls.

NOTE: Test painted surfaces for washability before proceeding.

- a. Beginning at the BOTTOM, spray the wall with **Enviro Chem Tough Job Cleaner** solution, working toward the top.
- b. Allow solution to remain on surface for 2 to 3 minutes to loosen soil. (DO NOT allow to dry, as this will cause streaking.)
- c. Wipe the cleaning solution from the wall with the scrubbing sponge dampened in clear water.
- d. When sponge becomes saturated with soil and cleaning solution, rinse in clean water.
- e. When rinse water becomes dirty, empty and rinse the bucket; refill it with clean water.
- f. For stubborn stains, use a white hand pad for additional agitation. If necessary, re-apply diluted **Enviro Chem Tough Job Cleaner** solution.

## PROCEDURES

1. **Prepare the equipment**
  - a. Dilute **Enviro Chem Glass Cleaner** 1:32 (4 oz/gal)
  - b. Put solution in a trigger spray bottle.
  - c. Use clean, microfiber cloth or lintless paper towels.
  
2. **Spray diluted Enviro Chem Glass Cleaner sparingly on glass surface.**
  - a. Do not over wet.
  - b. Do not spray on exterior windows if outside temperature is below freezing.
  - c. Do not spray on windows which are hot from direct sunlight.
  
3. **Wipe glass surface dry with the cloths or paper towels.**
  - a. Dry surface using clean cloths in a circular motion.
  - b. Polish with a separate dry cloth.
  - c. For large areas, a professional window squeegee may be used.
  
4. **Change cloths or paper towels when they become wet or soiled.**



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