

## MAINTENANCE PROCEDURES FOR GYMNASIUM WOOD FLOORING

### A. DAILY CLEANING OF GYM FLOORS:

1. GYM FLOORS SHOULD BE **DUST MOPPED AFTER EACH CLASS OR PRACTICE**. IF YOU AVERAGE 6 OR 8 CLASSES PER DAY, **THE FLOOR SHOULD BE MOPPED 6 OR 8 TIMES A DAY**.
2. TWO TO THREE UNTREATED 60" DUST MOPS ARE NECESSARY TO MAINTAIN GYM FLOORS WEEKLY.
3. NEW DUST MOPS WILL BE TREATED WITH **DUST MOP TREATMENT** PRIOR TO USE.
4. DUST MOPS USED IN GYM **SHOULD NOT BE USED** ANYWHERE BUT ON THE GYM FLOOR.
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6. DUST MOPS WILL BE TAKEN OUTSIDE AND SHAKEN OUT AND THEN **HUNG UP** AFTER EACH USE.
7. DUST MOPS SHOULD **NEVER BE LEFT STANDING ON THE FLOOR** OR STORED STANDING ON THE MOP HEAD. STAND ON A RACK OFF THE FLOOR OR HANG ON A WALL RACK.
8. CHANGE DUST MOPS TREATED WITH DUST MOP TREATMENT SPRAY ON **TUESDAY** AND **THURSDAY** EACH **WEEK**.

### B. MONTHLY CLEANING OF GYM FLOORS:

1. TO REMOVE STUBBORN SWEAT AND DIRT, A DAMP MOPPING WITH **REBOUND GYM FLOOR CLEANER** IS REQUIRED **EVERY OTHER WEEK** (see directions below).
2. **DO NOT USE WATER AND DETERGENTS, USE ONLY THE REBOUND CLEANER.**

### C. SUPPLIES USED FOR GYM FLOOR CLEANING:

1. **UNTREATED DUST MOPS 60" (ITEM # 000071)**- THE HEAD CUSTODIAN WILL ORDER THEM FROM THE WAREHOUSE AND THEY WILL BE PROVIDED ON A ONE FOR ONE EXCHANGE BASIS.

**12 60" UNTREATED DUST MOPS A MONTH SHOULD BE ENOUGH.**

2. **GYM FLOOR DUST MOP TREATMENT - (ITEM # 000049)** – IS IN A SPRAY CAN AND WILL ONLY BE USED ON THE **60" UNTREATED DUST MOPS**. IT MAY BE ORDER BY THE HEAD CUSTODIAN FROM THE WAREHOUSE AS NEEDED.

**3 CANS A MONTH SHOULD BE ENOUGH.      READ THE CAN LABEL!**

**DIRECTIONS FOR USE-** SPRAY TOP OF MOP STRANDS. **DO NOT** SPRAY ENDS OF STRANDS OR SATURATE THE MOP. STORE TREATED MOPS IN PLASTIC BAG FOR **24 HOURS** BEFORE USE. A TREATED MOP SHOULD COVER ABOUT 5,000 SQUARE FEET.

3. **REBOUND GYM FLOOR CLEANER (ITEM # 000238)** - IS IN A GALLON BOTTLE AND MAY BE ORDERED FROM THE WAREHOUSE BY THE HEAD CUSTODIAN AS NEEDED.

#### **DIRECTIONS FOR USE MIXING THE REBOUND GYM FLOOR CLEANER:**

MIX 1 PART CLEANER WITH 10 PARTS WATER

This is also equal to 13 oz. (about 1 ½ cups) of Rebound per gallon of water,  
or 51 oz (about 6 ½ cups) of Rebound to 4 gallons of water

SATURATE A CLEAN 60" UNTREATED DUST MOP WITH THE SOLUTION. SQUEEZE OUT EXCESS AND **DAMP MOP** THE FLOOR. RINSE OUT MOP FREQUENTLY IN A SEPARATE BUCKET WITH CLEAN WATER, THEN RE-SATURATE MOP WITH SOLUTION, SQUEEZE OUT EXCESS LIQUID, AND CONTINUE MOPPING.

**FLOOR SHOULD BE DRY AND READY FOR USE WITHIN 15 MINUTES AFTER FINISHING.**

**2 GALLONS A MONTH SHOULD BE ENOUGH.      READ THE LABEL.**

**DO NOT USE ANY AUTO FLOOR SCRUBBER OR LET WATER STAND ON GYM FLOOR.**

4. **WALK OFF MATS**- THE HEAD CUSTODIAN MAY ORDER BOTH RUBBER AND CARPET MATS FROM THE WAREHOUSE AS NEEDED.

**D. WALK OFF MATS MAINTENANCE:**

1. **RUBBER WALK OFF MATS** ARE PLACED OUTSIDE EACH ENTRANCE TO KNOCK HEAVY DIRT AND MOISTURE OFF SHOES.
2. **CARPET MATS** ARE PLACED INSIDE THE ENTRANCE WAY. THESE WILL LITERALLY KNOCK DIRT AND MOISTURE OFF SHOES AND HOLD IT, SIGHT UNSEEN, DEEP WITHIN THE FIBERS. THE BACKING OF A GOOD WALK OFF CARPET MAT IS SOLID AND WILL NOT ALLOW SAND TO SLIP THROUGH AND PERMANENTLY DAMAGING THE FINISH ON THE FLOORS.
3. **CLEANING** - DAILY, SHAKE OR VACUUM OUT ALL DIRT FROM CARPET MATS AND WASH RUBBER MATS WEEKLY OR AS NECESSARY WITH A GARDEN HOSE. USE A BRUSH OR BROOM AND A LITTLE DETERGENT TO IMPROVE THE APPEARANCE. ***IT IS IMPORTANT TO REGULARLY REMOVE ANY DIRT FROM BOTTOM OF THE CARPET MATS – THIS DIRT WEARS AWAY THE FLOOR FINISH AND ALSO REDUCES THE ANTI- SLIP PROTECTION ON THE BACK OF THE MATS.***

**NOTE:** IN SOME SCHOOLS, THE CUSTODIANS DO THE DAILY DUST MOPPING AFTER EACH CLASS AND THE TWICE MONTHLY CLEANING. IN OTHER SCHOOLS THE TEACHER OR STUDENTS DO THE DAILY- AFTER EACH CLASS- DUST MOPPING AND THE CUSTODIANS DO THE TWICE MONTHLY CLEANING.

**REGARDLESS OF WHO DOES THE WORK, THE PROCEDURES OUTLINED ABOVE SHOULD BE TAKEN TO ENSURE LONG LASTING SAFE CLEAN FLOORS.**