



SOFT AND HARD FLOOR GUIDE

**FOR EDUCATION
FACILITIES**

Best practices for caring
for your school's floors





Soft Floor Care Guide

EMPLOYING SOFT FLOOR AND CARPET MAINTENANCE BEST PRACTICES

The maintenance of soft floor coverings like carpet requires a reasonable and methodical schedule of a variety of cleaning techniques, both for maintaining the appearance and the longevity of your carpet. Dirt, mold, and pollutants love to hide in carpets. Elementary schools especially need to keep carpet clean because kids love to crawl, sprawl, and sit on the floor. Not only are dirty carpets unsightly, but they can negatively affect indoor air quality. Studies have shown that properly cleaned carpets help reduce asthma and allergy symptoms. During your back-to-school cleaning, carpet extraction and sanitization are important to welcome students back to safe, clean floors.

Vacuuming is an important step in keeping your carpet neat and clean. However, over-vacuuming an area can create wear and tear on the carpet fibers. By keeping a reasonable schedule of vacuuming low traffic areas once a week, and high traffic areas every day, you can create the ideal balance between the life of the carpet and the cleanliness and attractiveness of your school.

Vacuuming alone isn't enough, though. A rapid-dry carpet cleaning is a great way to keep your carpets looking well cared-for in between the deep-clean of a restorative carpet cleaning. How often you need an interim cleaning will depend on the wear your carpet sees on a day-to-day basis, but will generally be from three to six weeks.

After six months to a year, your carpet will be thirsting for a deep, restorative carpet cleaning with an extractor.

The maintenance of soft floor coverings like carpet requires a *reasonable and methodical schedule* of a variety of cleaning techniques.

A great way to remember your soft floor-cleaning routine is D.I.R.T: daily carpet care; interim solutions; restorative care; and treatment of spots.

DAILY	INTERIM	RESTORATIVE	TREAT PROBLEM AREA
<p>FREQUENCY Every day</p> <p>RESULT Clean daily dirt from high traffic areas</p> <p>ACTION Vacuum</p>	<p>FREQUENCY 1-6 months</p> <p>RESULT Remove dirt with limited disruption</p> <p>ACTION Rapid Drying Carpet Cleaning Technology</p>	<p>FREQUENCY 6-12+ months</p> <p>RESULT Deep Cleaning</p> <p>ACTION Extraction</p>	<p>FREQUENCY Immediately as needed</p> <p>RESULT Quickly remove stains</p> <p>ACTION Spot treatment</p>



ADDITIONAL SOFT FLOOR CLEANING TIPS:

- Fast-drying interim cleaning products, paired with spot cleaners, can allow you to gently and quickly clean areas far more frequently. This means that dirt and grime does not stay in the carpet, which decreases the chance of permanent staining. Quick drying times mean that interim cleaning is far more convenient than older processes as well. With some of the newer products on the market, drying times are as little as 30 minutes.
- Vacuums with true HEPA filters help control the levels of airborne particles including those associated with allergens. Lower quality filters fail to capture the smallest of these particles, so vacuuming can stir up them up and degrade air quality.
- Keeping entrance or barrier mats at school entrances can help remove soil before it gets tracked into the building. The EPA recommends that schools vacuum each barrier mat daily using a beater-brush or beater-bar vacuum, and vacuuming in two directions — in line and side to side. The Carpet and Rug Institute suggests an alternative. Rather than trying to clean those heavily trafficked mats, they encourage schools to change out the barrier mat regularly.



One square yard of carpet can harbor

1 pound of dirt each week

cleancountry.com



Hard Floor Care Guide

MAINTAINING HARD FLOORS

The material and coating of your floors are important factors in determining which products and equipment to use in order to produce the best result. If not done often enough, or if performed incorrectly, floors can discolor, show signs of wear, or coating can peel away. Therefore, it is vital that, whether you self-clean or use a contractor, you are able to do a site inspection or leverage a floor care specialist in order to determine the best possible routine and range of products for you and your school.

A good floor care protocol will lead to a well trained staff that knows and understands the program to deliver results.



You should clean your hard floor

daily

in order to remove surface dust and dirt.

As with any type of flooring, having good-quality matting at the entrance of your school can prevent up to 80% of dirt from being tracked inside. This saves time and money by reducing the amount of spot-cleaning you have to do throughout the day.

You should clean your hard floor daily in order to remove surface dust and dirt. A floor scrubber can help you perform this daily job swiftly and efficiently, with minimal water. You should also treat problem areas as needed, cleaning up spills or wet areas immediately.

Your floor should also receive a daily or weekly burnishing in order to restore its shine without damaging your floor's coating.

Finally, a deep, restorative clean should be performed every few months to a year. This involves removing the old finish from your hard flooring and replacing it with new. Though this sounds like it might be an expensive or laborious process, an orbital scrubber can make it easy and cost-effective. A restorative clean will get your school looking so fresh and new, your students and staff will think you've re-done your entire floor.

A great way to remember your hard floor-cleaning routine is D.I.R.T: daily scrubbing; interim burnishing; restorative care; and treatment of spills and problem areas.

DAILY	INTERIM	RESTORATIVE	TREAT PROBLEM AREA
<p>FREQUENCY Every day</p> <p>RESULT Remove dirt</p> <p>ACTION Scrubbing</p>	<p>FREQUENCY 1-7 Days</p> <p>RESULT Restore finished floor shine</p> <p>ACTION Burnishing</p>	<p>FREQUENCY 3-12 Months</p> <p>RESULT Remove worn finish</p> <p>ACTION Mechanically strip and add new finish</p>	<p>FREQUENCY Immediately as needed</p> <p>RESULT Clean spills or wet areas</p> <p>ACTION Scrub with compact machine</p>





Polished Concrete Guide

PRESERVING POLISHED CONCRETE

Polished concrete has been touted as a ‘maintenance-free’ floor system, with a long life span and an attractive price tag. If properly maintained, polished concrete flooring can be a sound investment, providing excellent traction and an easy and simple cleaning routine without the need for waxing, stripping, or buffing.

However, that does not mean that a polished concrete floor does not require regular care. There are certain best practices that, if carried out in a timely manner, will ensure that your concrete flooring stays attractive and in good repair.

PROTECT YOUR SHINE



Always

Place mats at entrances to catch dirt.

Sweep sand and grit away immediately to avoid scratching the surface. Pay especial attention to entryways.

Ensure that you mop up spills immediately. Polished concrete can stain!



Daily

Use a microfiber mop for dusting.

Use a low-pressure scrubber and ensure that staff, whether in-house or outsourced, understands which pads and brushes are appropriate for polished concrete.

If you do use detergents, do not allow them to dry on the floor, as they may stain.

Facilities managers will want to ensure that the shine of polished concrete remains as attractive as when they first purchased the material. Polishing solutions that produce minimal dust and operate quietly can be used even during normal school hours.

D.I.R.T method + correct cleaning equipment = clean, safe school floors

Using the proper cleaning methods to care for your hard and soft floors is one way to maintain the appearance of your school, in addition to keeping students and staff safe from slips and falls or other hazards that may be present on the floors of your school.

With kids sitting and crawling on the floors on a daily basis, keeping them safe, clean and healthy is an important part of the cleaning team's duties.

ENSURE YOUR SCHOOL'S FLOORS MAKE THE GRADE

As a recognized industry leader, Tennant Company has made it our mission to change the way the world cleans. With products and solutions designed to help create a cleaner, safer, healthier world, we can help you build a cleaning program that keeps students and staff safe.

CONTACT US TO FIND A HEALTHY SCHOOL SOLUTION



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