



METHOD STATEMENT: MS003

Task description: Damp mopping hard floor

Equipment

Warning signs

Mop (Dolly mop, kentucky mop or flat mop)

Bucket

Detergent

PPE

Not required

Safety

Use warning signs (including top and bottom of stairwells)

Do not create additional trip hazards with equipment

Use correct manual handling positioning when moving with equipment

Use correct colour coding

When damp mopping floors which is NOT non slip, use a dry microfibre flat mop to remove excess water, reduce water marks and speed up drying time.

Procedure

3/4 fill bucket with clean warm water

Add dose of detergent

Replace mop head (when required)

Put out safety signage

Remove/ move any obstacles i.e chairs, bins

Plunge mop head into soapy water, wring out using twist and press motion (Dolly mop) or using build in bucket wringer (flat mop and kentucky). Remove as much excess water as possible.

Starting from the furthest point from exit area, move the mop head on the floor in a figure of eight, reaching all areas of the flooring and working backwards to avoid walking on wet floors.

Change the dirty water when necessary

Use a dry mop to remove excess water (where necessary)

Empty waste water into appropriate waste stream, rinse out bucket and return equipment to store

Remove safety signage when floors are dry
