



"HOW TO" SECRETS OF PROFESSIONAL MAINTENANCE OF HARD FLOORS

INTRODUCTION

Any floor, new or old, requires a careful step-by-step program of recommended maintenance. The advancement of modern-day products through technological research has greatly eased what once was a never-ending chore, often producing less than-desirable results. The original investment in any floor is reason enough to practice preventive maintenance with quality products. With the purchase of MARC products, and by carefully following the steps outlined in this booklet, you should get protection for the floor, beauty and easy-to-maintain cleanliness. The following steps to successful floor care are based on MARC's detailed research studies of floor maintenance and problems, both in the lab and on floors like yours. MARC's research is never ending, and you have our commitment to bring you the finest products available.

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HOW TO STRIP FLOORS

Purpose

To remove a floor finish when any of the following occurs:

1. The color begins to turn.
2. The finish begins to build up.
3. Mopping, spray buffing or refinishing does not give the results desired.

Supplies and Equipment

Treated dust mop

Brush and dust pan

Putty knife

Wet/dry vacuum

2 buckets

Squeegee

Stripping solution:

[MARC 39+ Super Strip](#),
[MARC 73 Low Down](#),
[MARC 75 Easy Strip](#), or
[MARC 272 Once Over](#)

Fresh water

2 downward pressure wringers

Wet mop

Floor machine

MARC stripping pads:

[MARC 803 "Hawg Hair" Super Strip](#),
[MARC 805 Black Strip](#) or
[MAC 825 Super Strip-½"](#)

"Floor Hazard" signs

Waterproof shoe coverings

Procedure

1. Prepare the area:
 - a. Place "Floor Hazard" signs in easy-to-see locations at entrances to area being stripped.
 - b. Move furniture. Work around heavy furniture or equipment that cannot be moved. Tilt file cabinets and mount on blocks.
 - c. Sweep the floor with a treated dust mop or vacuum the floor.
 - d. Remove gum and other foreign material with a putty knife.
 - e. Place stripping pad (either MARC 803 "Hawg Hair", MARC 805 Black Strip, or MARC 825 Super Strip) on the machine.

- f. Set equipment in area where work will begin. Start in a corner of a room farthest from the entrance.
2. Follow the instruction for using the stripping solution and pour into the bucket.
3. Dip mophead into stripping solution. Apply to the floor liberally. Fan out the mophead on the floor and start applying solution at the edges. (Note: most build-up is at the edges - ask you MARC sales representative about [MARC 155 Edge Runner Baseboard Cleaner](#).)
4. Apply the solution in a 6' to 7' arc or side-to-side movement to cover the area between the edges. Cover only a 100 to 175 square foot area at a time.
5. Where splashing on the walls or baseboards occurs, wipe off immediately with a damp cloth.
6. Let the solution soak on the floor for 10 minutes.
7. Using the floor machine with either the MARC 803 "Hawg Hair", MARC 805 Black Strip or MARC 825 Super Strip pad, strip the area that is covered with solution. Overlap the strokes made by the machine.
8. Use the mop and empty bucket or wet/dry vacuum to pick up the dirty solution. Do **NOT** allow solution to dry on the floor.
9. Rinse area using fresh water and a mophead which is slightly wrung out.
10. Clean mophead with water after the first rinsing of the floor is complete.
11. Rinse two more times with fresh water. In the final rinse, add MARC 245 Neutralizer according to the directions. A neutralized floor gives a much better bond of the finish to the tile.
12. Allow floor to dry. Restrip any high gloss spots.
13. Allow floor to dry at least one hour after final rinse. Check floor to be sure it is ready for finish by wiping your hand across a section of the floor. If a white powder comes up, the floor has not been rinsed properly, and must be rinsed until no more white powder comes up after the floor is dry. When no more white powder comes up, the floor is ready to be finished.

Accomplishment

After following this procedure, the floor will be free of all sealer, finishes, dirt, grime, gum and other foreign matter, and will have no powdery residue. The floor is then ready for finish to properly bond to the floor tile.

[Next Step-Sealing](#)

HOW TO SEAL FLOORS

Purpose

To prepare the floor to accept floor finish by filling the pores of a new floor or of an old porous floor which has been stripped.

Supplies and Equipment

Rayon wet mop
2 buckets on casters or on a dolly
2 wringers
Plastic bag liner
[MARC 235 Sealer](#)

Procedure

1. Prepare floor area:
 - a. Strip floor according to section on [How to Strip Floors](#).
 - b. Place "Floor Hazard" signs in easy-to-see locations near entrances to the area.
 - c. Put supplies and equipment in area to be sealed.
 - d. Fill one bucket $\frac{3}{4}$ full with cool water.
 - e. Put plastic liner bag into the empty bucket that is to be used for the sealer, then pour sealer into lined bucket. Using the plastic bag liner keeps the bucket clean and keeps the sealer from becoming contaminated with any residue that might be in the bucket.
2. Dip the mophead into the bucket with water. Wring out as much as possible.
3. Dip the mophead into the sealer solution. Wring out gently so mophead is wet but does not drip.

4. Starting on the floor by one of the baseboards in the farthest corner of the room, outline the entire area to be sealed if it can be completed before the sealer starts to dry. If the entire area cannot be outlined before the sealer dries, apply the sealer to the floor along the baseboards, covering as much of the outline as possible.

5. Using a side-to-side figure eight motion, apply the sealer to the floor area inside the outlined area, starting at the farthest corner and moving backward toward the door. Overlap the strokes. Avoid having puddles of sealer on the floor.

6. Allow the floor to dry completely before applying any more coats of sealer. High humidity increases drying time. Never recoat too soon.

7. If recoating is needed, follow the same steps as above, starting with step 4, except start outline 6" away from the baseboard. This area get little or no wear since people cannot walk that close to the baseboard. (Note: While waiting for one coat to dry, be sure to rinse out the mophead.) When finished, take the plastic liner containing the remaining sealer out of the bucket and dispose of properly.

Accomplishment

After following this floor sealer procedure, the floor should be sealed and ready to accept floor finish.

[Next Step - Finishing](#)

HOW TO FINISH (WAX) FLOORS

Purpose

To provide a protective floor surface which improves the floor's appearance and is easy to maintain. Note: The thickness of three coats of finish is less than the thickness of wax paper, therefore the finish must be applied properly to do the job.

Supplies and Equipment

- 2 buckets on dolly or cart with casters
- 2 wringers (one per bucket)
- Plastic bag liner
- "Floor Hazard" signs

Rayon wet mop (should be clean and only used for floor finishing)

Floor finish:

[MARC 42 White Lightning](#),

[MARC 43 Thermal Lock](#),

[MARC 237 Impression Vinyl Tile Gym Finish](#),

[MARC 240 Proton](#),

[MARC 270 Top Notch](#) or

[MARC 271 Vision 2000](#)

Floor machine (optional)

Fresh water

Procedure

1. Prepare to finish the floor area:
 - a. Follow the [Floor Stripping](#) and [Sealing](#) procedures given earlier.
 - b. Allow floor to dry. Pick up any lint or other foreign material.
 - c. Move supplies and equipment into area where floor is being finished.
 - d. Place "Floor Hazard" signs at entrances to area (if they are not already there).
 - e. Fill one bucket $\frac{3}{4}$ full with water.
 - f. Put plastic bag liner into empty bucket before pouring in the finish, then pour finish into plastic-lined bucket. The plastic liner keeps the bucket clean and keeps the finish from becoming contaminated with residue that might be in the bucket.
2. Dip clean mophead into fresh water and wring out thoroughly.
3. Dip damp mophead into the floor finish and wring out so mophead does not drip.
4. Starting at the farthest corner from the door, apply a coat of finish on the floor next to the baseboard on each side of the corner. Apply to an area 6' to 9' at a time. Turn mophead often and re-dip in finish before mophead becomes dried out and streaks the floor.
5. Using a side-to-side figure eight movement, apply the finish to the floor area and overlap the strokes of the mophead. Avoid splashing. Apply finish evenly and cover all areas.
6. Allow floor to dry 30 to 40 minutes or until floor does not feel tacky to the touch. If the humidity is high, allow longer drying time.

7. If needed, apply more coats of finish as before except stay 6' to 12' away from the baseboards. This area gets little or no wear since people cannot walk that close to the baseboard. Multiple coats of finish at the baseboards build up too much.

8. Allow second coat to dry completely.

9. Buffable finishes: MARC 42 White Lightning, MARC 43 Thermal Lock, MARC 240 Proton, MARC 270 Top Notch and MARC 271 Vision 2000. For highest gloss, do not attempt to buff for at least 24 hours.

Use the correct buffing pad on the floor machine: MARC 801 "Hawg Hair" Spray Buff, MARC 813 Gloss Boss, MARC 814 High Speed Buff or MARC 821 Beige Super Speed.

10. Never buff between coats. Buff only the final coat of floor finish, if desired, after at least 24 hours.

11. Remove "Floor Hazard" signs after floor is dry.

13. Clean mophead and buckets.

14. Store equipment and supplies.

Reminder: A buffable finish can be applied on top of a non-buffable finish, but a non-buffable finish cannot be applied on top of a buffable finish.

Accomplishment

By following this floor finishing procedure, the floor's appearance will be clean, attractive and easier to maintain.

-Next Step - Buffing-

HOW TO BUFF/POLISH FLOORS

Purpose

To improve the attractiveness of the floor's surface by increasing the gloss.

Supplies and Equipment

Supplies and equipment used for dust mopping and damp mopping

"Floor Hazard" signs

Floor machine

[MARC 44 Gel-Buffer](#) or

[MARC 273 Gloss Master](#)

Use any of these pads:

[MARC 801 "Hawg Hair Spray Buff,](#)

[MARC 813 "Hawg Hair Gloss Boss,](#)

[MARC 814 "Hawg Hair" High Speed Buff](#)

[MARC 821 Beige Super Speed](#)

Note: On high speed (1,000 rpm) and ultra-high speed (1,500 rpm and up) machines, use MARC 801 Spray Buff, MARC 814 White High Speed Buff or MARC 821 Beige Super Speed Pad. MARC 801 gives a wet look with 1,000 rpm and up.

Procedure

1. Prepare the area for buffing:
 - a. Place "Floor Hazard" signs in easy-to-see locations near the entrances into the area being buffed.
 - b. Move supplies and equipment into area.
 - c. Dust mop area to be buffed.
 - d. Damp mop area if necessary.

2. Using the floor machine with a buffing pad, buff the floor area by:
 - a. If using MARC 44 Gel-Buffer, apply as a one foot bead on the floor. Spread with the buffer. If using MARC 273 Gloss Master dilute 1:14 for autoscrubbing or 1:20 if mopping on. Wait until floor is dry, then buff.
 - b. Starting along the baseboards at the farthest corner from the entrance into the room.
 - c. Moving backward toward the entrance about 10" at a time, buff the room using a side-to-side motion, overlapping strokes. Note: When buffing a hallway, buff 12' along baseboard at a time on each side of the hallway, then buff the area between those baseboards. Use a side-to-side motion in the buffing operation.

3. After buffing the entire floor area, use a clean, treated dust mop to pick up dust left from the buffing operation. The coarser the buffing pad, the more dust will accumulate.

4. Clean the equipment. Store supplies and equipment.

Accomplishment

After following this floor buffing procedure, the floor's appearance will be cleaner and glossier.

-Next Step - Wet Mopping-

HOW TO WET MOP FLOORS

Purpose

To clean a floor by removing water-soluble stains and soil.

Supplies and Equipment

1 bucket on a cart or dolly

Wringer

"Floor Hazard" signs

[MARC 239 "Renew" Concentrated Floor Cleaner](#)

Cotton Mop

Procedure

1. Prepare area:
 - a. Place "Floor Hazard" signs in easy-to-see locations at entrances to the room or area.
 - b. Dust mop floor.
 - c. Move furniture as needed for easier mopping.
 - d. Set equipment in area where work will begin. When mopping a room, start at the farthest corner and work backward toward the door. Keep the bucket on the unmopped portion of the floor where it cannot be tripped over.
2. Follow instruction for using MARC 239 "Renew" solution, and pour into bucket until it is $\frac{3}{4}$ full.
3. Dip mophead into MARC 239 "Renew" solution and wring out slightly.
4. When wet mopping a hallway, first mop the floor along the edge of the baseboard. The mophead should just touch the baseboard while mopping that part of the floor. When mopping a room, place the mophead at the baseboard 3' to 4' away from the corner. Repeat this mopping method with the baseboard on the other side of the corner.

5. Mop the open floor area by moving the mop side-to-side in a figure eight motion. Overlap each stroke as you move back. Note: The mophead should pass one foot in front of your shoes. Hold the mop at a 15° angle from vertical.

6. Change mop water as needed.

7. Again dip mophead into MARC 239 "Renew" solution, and repeat procedure until floor as been wet mopped.

8. Rinse the floor using only fresh water, if necessary. Start at the farthest corner of the room and repeat the figure eight motion used in wet mopping.

9. After the floor has dried, replace any furniture that was moved for mopping.

10. Clean equipment. Store equipment and supplies.

Accomplishment

By following this procedure for wet mopping, all stains and soils which are water-soluble (can be removed with water) should be removed from the floor, leaving it clean and fresh.

Correct Posture for Mopping

1. Keep you back straight. Do not twist your spine.
2. Bend a little at the knees.
3. Use the arm muscles to move the mop in a figure eight motion.
4. Hold the mop handle at a 15° angle from the vertical.

-Next Step - Scrubbing-

HOW TO SCRUB FLOORS

Purpose

To remove build-ups of water-resistant soil, black heel marks or heavy dirt deposits from the floor.

Supplies and Equipment

2 buckets on cart or dolly (one for scrubbing, one for rinsing)

Wringer

"Floor Hazard" signs

[MARC 225 Big Bad Orange](#)

[MARC 239 "Renew" Concentrated Floor Cleaner](#)

[MARC 314 Power Up](#)

Fresh water

Squeegee

Scrubbing pads - [MARC 802 "Hawg Hair" Spray Clean Pad](#) or [MARC 806](#)

[Green Scrub Pad](#)

Floor machine

Wet/dry vacuum

Procedure

1. Prepare area:

a. Place "Floor Hazard" signs in easy-to-see locations at entrances to area where floor is being scrubbed.

b. Dry dust or vacuum floor.

c. Move furniture. Work around heavy furniture which cannot be moved. Tilt file cabinets and put on blocks.

d. Set equipment in area where work will begin.

Note: In a room, begin scrubbing at the corner farthest from the entrance.

2. Follow the instruction for using floor cleaner, and pour solution into bucket until it is $\frac{3}{4}$ full. Caution: Do not use stripper or butyl cleaners as they will attack the floor finish. MARC 225, MARC 239 and MARC 314 are neutral cleaners that will not harm floor finish.

3. Dip mophead into the floor cleaning solution. Wring slightly and apply to an area about 7' by 7'. Let stand 2 to 3 minutes.

4. Machine scrub the wet area using either MARC 802 Spray Clean Pad or MARC 806 Green Scrub Pad.

5. Using a squeegee, move the soiled water to a central point. Pick up either with a wet/dry vacuum or mop up with a mophead.

6. Repeat procedure in sections 7' by 7' each until the entire floor has been scrubbed. Overlap edges of scrubbed surfaces so no streaking will occur.

7. After floor has been scrubbed, use a clean mop to apply fresh water to the floor. Next, squeegee rinse water to a central point. Then, either use a wet/dry vacuum to pick up the rinse water or mop with a mophead.

8. If needed, apply a coat of finish. Finish need be applied only when worn down in heavy traffic areas. Caution: Too much finish on a floor will require stripping.

9. After the floor dries, replace the furniture.

10. Clean and dry equipment. Store equipment and supplies.

11. Hose or flush the scrub pad with hot running water. Hang scrub pad on wall in storage area to dry.

Accomplishment

By following this procedure, the floor will be clean and free of soil and heavy dirt deposits which are water-resistant.

A Back-Saving Tip

When using the floor machine, remember:

1. Mount the floor pad; adjust the handle waist-high.
2. Keep your back straight. Bend your knees a little.
3. Rest the machine handle against you, then turn on the machine.
4. Hold both handles to maintain control of the machine.
5. Lift up on the handle to move right; press down on the handle to move left.

·Next Step - Spray Buffing·

HOW SPRAY BUFF FLOORS

Purpose

To maintain the floor's appearance and cleanliness without having to wet scrub or wet strip. Spray buffing picks up "dead" finish and dirt, replacing it with a spray buff solution. It also levels and fills scratches.

Supplies and Equipment

Treated dust mop

Putty knife

Supplies and equipment for damp mopping and dust mopping

Disinfectant (if required)

[MARC 246 Depth Charge](#)

[MARC 251 Spray Buff Plus](#)

Spray bottle

Spray buffing pads. Use any of these MARC pads which gives the desired appearance:

[MARC 801 "Hawg Hair" Spray Buff](#),

[MARC 819 Red Spray Buff](#) or

[MARC 821 Beige Super Speed](#)

Floor machine

"Floor Hazard" signs

Procedure

1. Prepare the area for spray buffing:
 - a. Place "Floor Hazard" signs at easy-to-see locations near the entrances into the area being spray buffed.
 - b. Use a treated dust mop to remove dust and loose soil.
 - c. Use a putty knife to remove gum.
 - d. Depending on the condition of the floor, damp mop if necessary.
 - e. If required, disinfect by following the instructions on the disinfectant's label. Do not mix disinfectant with the spray buff (or any other product).
 - f. Attach buffing pad to the floor machine.
2. Inspect the room or area to be spray buffed to determine where attention is needed.
3. Starting at the farthest corner from the entrance, spray a 8' by 10" area in front of the machine with spray buff, and buff immediately. Buff until glossy and not tacky. (For best results, a spray buff should be finely misted over the area to be buffed.)
4. Repeat the same spray buffing operation for 8' by 10' areas until the entire floor has the desired appearance.
5. When finished, remove the "Floor Hazard" signs.
6. Clean the buffing pads by one of the following methods:
 - a. If using MAC 801 "Hawg Hair" allow it to air dry, then brush it clean

with a nylon brush or with the center die-cut piece from the pad.

b. If using a synthetic pad, soak it with floor pad cleaner until softened, then rinse out with cool water.

7. Clean the equipment, and store equipment and supplies.

Accomplishment

By using this spray buffing procedure, the floor's attractive appearance can be maintained for longer periods of time without having to strip the floor and reapply finish.

Choose the Best Pad for the Machines Speed

Machine Speed (rpm)	MARC Floor Pad to Use
175 to 2,000	MARC 801 "Hawg Hair" Spray Buff
175 to 350	MARC 801 "Hawg Hair" Spray Buff or MARC 819 Red Spray Buff
1,000 to 1,500	MARC 801 "Hawg Hair" Spray Buff or MARC 813 "Hawg Hair" Grey/Brown Gloss Boss
2,000 and up	MARC 801 "Hawg Hair" Spray Buff, MARC 814 "Hawg Hair" White High Speed Buff or MARC 821 Beige Super Speed

Note: There is no real connection between shine and slipperiness. A dull floor could very well be unsafe, whereas a beautiful "wet look" shine on a floor could have a very high resistance to slipping.

[-Next Step - Floor Pad Care-](#)

HOW TO CARE FOR FLOOR PADS, MOPS AND BUCKETS

The useful life of cleaning tools and supplies (excluding solutions and cleaners) depends on:

1. The quality and design of the products being used.
2. How the products are being used.
3. How well the tools are maintained.

This information gives many helpful hints about caring for floor pads, mops and buckets. By following these hints, the custodian can extend the useful life of many of the tools and supplies used in his/her work.

Floor Pads

Floor pads come in a variety of colors and sizes, and are made from materials that are designed to do specific jobs. The following general tips about floor pad care can extend the life of a floor pad:

1. Carefully install the pad onto the machine so it is centered. A floor pad that is not centered will wear unevenly and will create a safety hazard, since the machine is more difficult to control.
2. When using the floor machine, do not bump into objects. If a pad rotating on a floor machine hits furniture or some other object, the pad can tear or snag.

Since floor pads are made of different materials, using the correct cleaning method for each type of pad is important:

1. For natural fiber pads like MARC 801, MARC 802 and MARC 803, clean by using the center die-cut piece from the pad or with a medium bristle brush, and brush away the accumulation from the pad.
2. For a polyester or nylon pad, use one of these three methods:
 - a. Soak the pad in a solution of pad cleaner until dirt is softened or loosened. Then rinse using a water hose.
 - b. Wash under high pressure water.
 - c. Launder in lukewarm water.

Hang the pads in a storage area to dry after cleaning them.

Mops

Most synthetic mopheads contain a fiber coating which makes the mophead less absorbent. Also, new cotton mopheads do not absorb as well as they do after some use since their fibers are still coated with natural oils. Therefore, before using a new mop, wash it in soap and tepid water, and rinse well.

Mopheads are made of cotton, rayon or blends of materials. Cotton mopheads are satisfactory for most floor care procedures except finishing. Rayon mopheads leave little lint, so a rayon mophead is better to use when

finishing a floor than cotton. Since cotton holds water better, it is best for drying floors.

Best for ...	Mophead Yarn
Floor drying	Cotton
Leaving less lint	Rayon
No breaking-in time	Rayon
Wetting	Rayon

Always use a clean mophead when scrubbing, sealing or applying finish. Use old mopheads for applying stripping solutions.

Do's and Don'ts for Mopheads

Do:

1. Clean (rinse well or launder) mophead after each use.
2. Hang mophead to air-dry after each use.
3. Launder mopheads in a synthetic mesh laundry bag.
4. Have a mophead for each procedure (scrubbing, finishing, etc.).

Do not:

1. Leave mopheads in chemicals or cleaning solutions even for short periods of time.
2. Twist the mophead in the wringer since it weakens the fibers when pressure is applied.
3. Bleach mophead or use it with a bleach solution.
4. Wash in water over 160°F or dry at a temperature above 150°F.

Buckets

Buckets should be checked before and after each use for cleanliness. Even a slightly dirty bucket will contaminate fresh water or solutions.

To save time cleaning the bucket when applying a sealer or finish, put a plastic trash bag (liner) in the bucket, then pour the sealer or finish into the lined bucket. After completing the job, take the plastic bag with the remaining product out of the bucket and dispose of properly.

When a job is completed and the buckets have been cleaned, put them in the storage area upside-down. Be sure to put the buckets where people will not trip over them. Wringers should be rinsed thoroughly and wiped dry.

Conclusion

Following these hints can increase the useful life of floor pads, mops and buckets.

These procedures for maintaining your floors were prepared by Mid-American Research Chemical Corp. Study the steps given here. Add to the information by talking with your MARC representative. He/she can help with many of your questions about floors and about our products in general.
