



**RESOURCE LIBRARY - STEWARDING**  
**Cleaning Floors 清洁地面**

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**Standard:**

Floors must be swept and mopped constantly and maintained throughout the shift to provide a clean and safe environment. The caution sign will always be need when mopping the floor.

**标准:**

在整个当班期间必须经常扫地、拖地，保持干净、安全的工作环境。拖地前放置提示牌。

**Procedures:**

1. In day

Get broom, dustpan, and mop from storage area.

- Sweep floor clear of all dirt taking care to sweep under benches and shelves.
- Use dustpan to collect and empty into rubbish bin.
- Return broom and dust pan to storage area.
- Fill mop bucket with solution of hot water and detergent.
- Place "Caution" signs clearly visible before proceeding to mop floors.
- Mop floor taking care to mop under benches and shelves.
- Mop bucket and mop to be thoroughly washed and rinsed before returning to storage area on completion of mopping.
- Remove "Caution" signs when floor is dry.
- Spillage in service area must be immediately mopped up.

NB: Never mop floor in high business period.

2. Floor scrubbing machine should be used overnight to thoroughly scrub floors.

- Move all equipment in area that can be moved.
- Sweep floor.
- Prepare solution with hot water and detergent.
- Set up scrubbing machine.
- Scrubbing every area that can be scrub.
- Rush floor with hot water taking care to rush under benches

**程序:**

1. 在白天

在存放处拿取扫帚、簸箕和托把。

- 扫净地上的污物，特别注意工作和架子下面。
- 用簸箕收集污物并将污物倒进垃圾桶。
- 把扫帚和簸箕放回存放处。
- 在拖把车里加入热水和清洁剂。
- 在拖地前将提示牌放置在醒目的地方。
- 拖地，特别注意工作台和架子下面。
- 拖地完毕，彻底清洁拖布和托把车然后放回放处。
- 等地面干后移走提示牌。
- 如果有污物泼洒在工作区域内要立即擦掉。

注意：不要在服务高峰期拖地。

2. 夜班要用洗地机彻底刷洗地面。

- 移开工作区域内所有可以移动的设备。
- 清扫地面并将污物倒进垃圾桶内。
- 准备好热水和清洁剂的混合溶液。
- 准备好洗地机。
- 刷洗所有的可能刷洗到的区域。
- 刷洗完一个区域后要用热水冲洗地面，特别是工作台和架子下面。
- 用吸水器吸干地面上的水。
- 清洁洗地机和吸水器后放回存放处。
- 将移开的设备复位。



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- and shelves when finishes one area.
- Draw off all of water on the floor by vacuum machine.
  - Scrubbing machine and vacuum machine to be thoroughly cleaned before returning to storage area.
  - Move back all equipment in their right position.

**-End-**

**-完-**