



## Spartan Chemical Company, Inc.

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### Training Information

**Market Segment:**

Building Service Contractors, Education, Food Processing\_Agricultural, General Manufacturing, Government, Healthcare, Lodging\_Hospitality, Other, Retail

**Title:**

#### ENTRANCE MATS: HOW AND WHY TO USE THEM

Check If Applicable:  Rx Procedure  None  
 Cleancheck Procedure

**Tools & Materials Needed:**

1. Entrance Mats
  - a. Exterior mats
  - b. Interior mats
2. Broom
3. Vacuum
4. Gloves and goggles

**Products:**

Dust Mop/Dust Cloth Treatment

**Procedures:**

- I. Entrance Mats Are Used in Two areas
  - A. Exterior Mats - outside all doors
    1. Common varieties include
      - a. Rubber backed with many rubber fingers
      - b. Open weave with large grid pattern
  - B. Interior Mats - inside all doors
    1. Length recommended to allow at least two steps by each foot before stepping on interior floor.
- II. Purpose of Entrance Mats
  - A. Exterior Mats
    1. Remove sand and gravel from shoes prior to entering the building.
    2. Minimize the amount of abrading material that will scratch and damage interior floors and finishes.
  - B. Interior Mats
    1. Remove moisture from shoes prior to walking on interior floors.
    2. Remove any remaining stones or particles not cleaned off by exterior mats.
- III. Maintenance of Entrance Mats
  - A. Exterior Mats
    2. Shake out or turn over to dislodge rocks and gravel.
    4. Reposition exterior mat in front of entrance.
  - B. Interior Mats
    1. Vacuum daily.
    2. May be sprayed with non-oil Dust Mop/Dust Cloth Treatment to increase its attraction power to dirt and dust.
    3. Replace with clean mat when vacuuming no longer restores mat to clean appearance.

