



## 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:**

### PROCEDURE TO SEAL AND FINISH FLOORS

Check If Applicable:  Rx Procedure  None  
 Cleancheck Procedure

**Tools & Materials Needed:**

1. Shinline Sealer
2. Floor Finish or High Speed Finish
3. Wax and Seal Mop and Mop Stick
4. Mop Bucket and Wringer
5. Wet Floor Sign
6. Plastic Liners
7. Gloves and goggles

**Procedures:**

Put on gloves and goggles.

1. Put plastic liner into an empty bucket and pour sealer into the lined bucket. A plastic liner will keep the sealer from becoming contaminated with any foreign matter that might be in the bucket.
2. Place "wet floor" signs at every entrance into the area being sealed.
3. Move the tools and materials required into the area where the floor is being sealed.
4. Dip a clean washed wax and seal mop into the floor sealer and wring out to the point where the mop is wet, but does not drip.
5. Start laying down a thin coat of seal in the farthest corner of the room and outline the entire area to be sealed. If the entire area cannot be outlined before the sealer dries, apply the sealer to the floor along the baseboards, covering as much of an outline as possible.
6. Then, using a figure eight motion, apply the sealer on the floor area inside the outlined area...again, starting at the farthest corner and moving back towards the entrance.
7. To avoid puddles, overlap by using the figure eight application.
8. Allow the floor to dry thoroughly, then apply a second coat of sealer.
9. When applying the second coat of seal, stay away from the baseboards, four to six inches. This area gets little or no wear since people cannot walk that close to the baseboards.

### CONCLUSION:

When finished, wash out the wax and seal mop and hang up to dry. If there is any seal remaining in the bucket, throw it away...along with the plastic liner.

The floor is now ready for a floor finish to be applied.

### FINISHING PROCEDURE:

1. Allow the floor to dry thoroughly before applying finish.
2. Put a clean plastic liner into an empty bucket and pour finish into the lined bucket.
3. Keep "wet floor" signs posted at every entrance.
4. Dip a clean wax and seal mop into the floor finish and wring out dry enough so the mop head does not drip.
5. Start laying a thin coat of finish at the farthest corner from the entrance, next to the baseboards. Apply in a figure eight motion and in six to eight foot widths, turn the mophead often.
6. Using a right to left figure eight movement, apply the finish to the floor, overlapping each stroke of the mop as you move backwards.
7. Allow the first coat to dry thoroughly before applying the second coat.
8. When applying the second, third, and fourth coat of finish, stay four to six inches away from the baseboard. This area gets very little wear and, in this manner, you prevent baseboard build-up.
9. Remove "wet floor" signs, clean the wax and seal mop, discard any floor finish in the bucket, and throw away the floor finish liner.
10. Clean and store all equipment and tools.

### ADDITIONAL THOUGHTS ABOUT SEALING AND FINISHING:

1. Sealers provide basic protection against stains and excessive wear when used in conjunction with a hospital grade floor finish. They form a temporary barrier against substance spills such as silver nitrate and iodines that can stain resilient tile.
2. Sealers are applied only to a thoroughly stripped and rinsed floor...never on top of a finish. The floor must be completely dry.
3. Never pour left over sealer or finish back into the original container.
4. Floor sealing is an optional procedure depending upon the type of floor, its condition, and the type of floor finish selected.
5. When doing hallways, place caution signs near the work area to prevent accidents. Coat only one-half of the total traffic area at a time. Check with your supervisor before blocking critical access areas.
6. Condition a new mop head by shaking out loose particles and soaking in a light solution of disinfectant or all purpose cleaner to remove sizing or linseed oil. Thoroughly rinse the mop and wring until damp dry. Laundered mops should be dampened to avoid material waste.

7. Always damp wipe shoes before beginning and between coats to avoid contaminating the floor to be sealed. (O.R. shoe covers are ideal)
8. The floor space in a health care institution receives more wear and contamination than any other single area. Proper care is critical to its preservation and is a major factor in infection control.
9. Thirty thin coats of floor finish provide a solid film 1/200 of an inch (the thickness of this piece of paper). A finish properly applied fills surface irregularities and levels the floor. The ultra-thin shield serves to keep soil and micro-organisms on the surface where they can be controlled. You are, in effect, building a sub-floor to keep the wear off of the actual resilient tile surface.

CONCLUSION:

Apply Bounce Back, a floor finish restorer, when using High Speed Finish. A restorer only needs to be used when the floor has become dull.

Selling this type of program will help protect the floor, and at the same time, give a high luster appearance. High polished floors are beautiful, but only when properly maintained.