

FLOOR FINISH CALENDAR

No. of Coats No. of Buffs Stripping Date

Month	No. of Coats	No. of Buffs	Stripping Date
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

1 gallon of Wax or Stripper covers about 1200 square feet.

RESILIENT FLOOR FINISH PROBLEMS TO LOOK FOR:

Low Gloss - High humidity, dirty mop, poor rinsing of the cleaning chemicals, recoated too soon, material was frozen.

Scuffing - Coats are too heavy

Powdering - Low humidity, freshly stripped floor, poorly sealed, allowed to become "bone dry" before coating, drafts promoting fast vaporization of the film, coats too thin.

Streaking - Dirty floor, dirty mop, pronounced high humidity recoated too soon.

Fish Eyes - Greasy floor, soap film.

Peeling, no adhesion - This can mistakenly be judged as extreme case of powdering. Some old waxy floor finish underneath new floor with original factory coating.

Black Heel Marks - Coats are too heavy.

Poor Flow - Greasy surface. Examine container of the finish used. It was perhaps partly full, stored in a hot area, or not properly closed.

Why Use MARKO Floor Care Products?

From carpet to stone, floor surfaces must be protected in order to maintain their beauty. They are subject to assault from many unseen forces. Here are a few:

- ◆ sunlight
- ◆ grit, sand, dust, and red mud
- ◆ grease and grime
- ◆ foot traffic
- ◆ spilled foods and drinks
- ◆ urine and fecal matter
- ◆ bacteria and germs
- ◆ improper cleaning chemicals and procedures.



Rick
"The Marko Man"

Marko floor care products are designed to protect and enhance the beauty of floors. By following the procedures listed in this manual, your floors will have a lasting beauty too. Since 1968, *Marko* has helped Upstate facilities increase their overall appearance. Let us help you do the same.

How to Care for Floor Pads, Mops, and Buckets

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

- the quality and design of the products being used
- how the products are used
- how well the tools are maintained.

Use the following tips to extend the life of your equipment.

Floor Pads

Marko floor pads come in a variety of colors and sizes. They are made from materials that are designed to do specific jobs. Here's how to extend the life of your floor pads:

1. Carefully install the pad onto your rotary floor machine so it is centered. A floor pad that is not centered will wear unevenly and will create a safety hazard, since the machine will be more difficult to control.
2. Do not bump into objects with the machine. If a rotating pad hits furniture or other objects, the pad can tear or snag, and objects can be damaged.

Since floor pads are made of various material types, using the correct cleaning method for each type is important.

For Marko's Natural "Gorilla Hair" Pads

Clean these quality pads using their own die-cut center, or a medium bristle brush, to scrape away accumulated dirt.

For Marko's Polyester Pads

There are three methods for cleaning these pads:

- a. Soak them in Marko S300 Stripping Solution until the accumulated dirt is loosened, then rinse with a water hose.
- b. Wash them under high-pressure water.
- c. Launder them in lukewarm water.
- d. Hang the pads in a storage area to dry after they have been cleaned.

Mops

Most synthetic mop heads are coated with a chemical preservative which makes them less absorbent. Also, new cotton mop heads do not absorb as well as they do after some use, since their fibers are still coated with natural oils. Before using new mop heads, wash them in Marko SC100 All Purpose Cleaner and warm water to remove these coatings.

Mop heads are made of cotton, rayon, and blends of materials. Marko cotton mop heads are satisfactory for most floor care procedures except finishing/waxing. Marko rayon mop heads leave little lint, so are better to use for this procedure. Since Marko cotton mop heads hold water best, use them for drying floors.

Mop Head Yarn

- Cotton
- Rayon
- Rayon
- Rayon
- Blends

Best for . . .

- floor drying
- leaving less lint
- no breaking-in time
- wetting
- laundering

Do's and Don't's for Mop Heads

Do . . .

- clean (rinse well or launder) mop heads after each use.
- hang mop heads to air-dry after each use.
- launder mop heads in a synthetic mesh laundry bag.
- wash mop heads in a disinfectant solution.
- have a mop head for each procedure (scrubbing, stripping, waxing).

⇒ TIP

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

3. Starting at the farthest corner from the entrance, spray a 3' x 3' area in front of the machine with Marko Spray Mister 1000 and buff immediately until glossy -- but not until tacky.
4. Repeat same spray buffing operation for 3' by 3' areas until entire floor has desired appearance.
5. When finished remove the "Floor Hazard" signs.

How to Buff and Polish Floors

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



Supplies and Equipment

- Marko "Floor Hazard" signs.
- Marko Pullman floor machine.
- Supplies for damp mopping.
- Putty knife.
- Marko CDD (Cleaner-Deodorizer-Disinfectant, if required.)
- Spray Mister 1000 buffing solution
- Marko Quart Trigger Sprayer
- Marko Buffing Pads

Procedure

1. Prepare the area for buffing.
 - a. Place "Floor Hazard" signs in easy-to-see locations near the entrances of the area being buffed.
 - b. Move supplies and equipment into area.
 - c. Damp mop the area to be buffed.
2. Choose the proper pad for your machine according to "Marko Floor Pads" above and buff the floor.
 - a. Start along the baseboards at the farthest corner from the entrance into the room.
 - b. Move backward toward the entrance using a side-to-side motion of overlapping strokes.
 - c. After buffing the entire area, use a clean dust mop to pick up any dust left from the buffing operation.
4. Clean the equipment and store properly.

⇒ TIP

By using this spray buffing procedure, the floor's attractive appearance can be maintained for longer periods without having to strip the floor and re-apply the finish. This is a money-saver.

When buffing a hallway, buff 12' along baseboard at a time on each side of the hallway, then buff the area between

13. If needed, apply a coat of finish. Finish need be applied only when worn down in heavy traffic areas.
14. After the floor dries, replace the furniture.
15. Clean and dry equipment. Store equipment and supplies.
16. Hose or flush the scrub pad with hot running water. Hang scrub pad on wall in storage area to dry.

How to Spray Buff Floors

It is necessary to spray buff finished floors to maintain appearance and cleanliness without having to wet scrub or wet strip. Spray buffing removes dead floor finish and dirt while restoring glossiness. It also levels and fills scratches which reduces the need for stripping.

In the long run, spray buffing saves money by cutting re-finishing costs. These costs are not only in the materials, but the labor. Re-finishing floors is labor-intensive. By reducing the number of times a floor must be stripped and finished to maintain its appearance, both materials and labor costs can be cut drastically.

Supplies and Equipment

- Marko “Floor Hazard” signs.
- Marko Pullman floor machine.
- Supplies for damp mopping.
- Putty knife.
- Marko CDD (Cleaner-Deodorizer-Disinfectant, if needed).
- Marko Spray Mister 1000 buffing solution
- Marko Quart Trigger Sprayer
- Marko Buffing Pads



Procedure

1. Prepare 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 putty knife to remove any gum stuck to the floor.
 - c. Depending on condition of the floor, damp mop if necessary.
 - d. If required, disinfect the area by mopping with Marko CDD (Cleaner-Deodorizer-Disinfectant).
 - e. Attach buffing pad to the floor machine.
2. Inspect the room or area to be spray buffed to determine where attention is needed.

Don't...

- leave mopheads in chemicals or cleaning solutions even for a short time.
- twist mopheads in wringers since this weakens the fibers.
- bleach mopheads, or use them in a solution with bleach.
- wash mopheads in water over 160° F, or dry in temperatures above 160° F.

Bucket

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

When preparing to apply a sealer or floor finish, first line your mop bucket with a plastic trash bag, then pour your sealer or finish into the lined bucket. After completing the job, take the plastic bag with the remaining solution out of the bucket and dispose of properly.

When a job is completed and the buckets have been cleaned, put them in your 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.

How to Wet Mop Floors

Supplies and Equipment Needed

- One Marko mop bucket and wringer (on dolly or cart with casters if possible)
- Marko “Floor Hazard” sign.
- Marko SC100 All-Purpose Cleaner or Marko CDD (Cleaner-Deodorant-Disinfectant).
- Marko Industrial Cotton or Pro-Cotton wet mop.
- Fresh water source.

Procedure

1. Prepare area:
 - a. Place wet floor hazard sign in easily seen location near area to be mopped.
 - b. Dust mop or sweep debris from the area.
 - c. Move furniture as needed for easier mopping.
 - d. Set equipment in area where work will begin.
 - e. Start at farthest corner of area and work backward toward door.

⇒ TIP

Use non-skid shoes or over-shoes.

- f. Keep mop bucket on un-mopped portion of floor where it cannot be tipped over. (Follow instructions for diluting Marko cleaning solution.)
 - g. Fill mop bucket with cleaning solution and water until full.
 - h. Fill second mop bucket with clear water until full.
 - i. Dip mophead into Marko cleaning solution and wring out slightly.
 - j. Mop the floor along the edge of baseboards first.
 - k. Mophead should just touch the baseboard.
 - l. Don't slop mophead on vertical part of baseboard.
2. Mop the floor area using a side to side, figure eight motion.
 - a. Overlap each stroke while stepping backward.
 - b. Mophead should be held at about 15° angle to prevent back strain.
 - c. Use your shoulder muscles to swing the mop and your hands as guides.
 3. Each time both sides of the mophead are soiled, rinse in fresh water bucket and wring lightly.
 4. Always change out the fresh water bucket when dirty.
 5. Repeat the above procedure until all floors have been wet mopped.

How to Strip Floors

When a floor finish begins to build up in corners or against baseboards, turn a darker color, or high-speed buffing doesn't bring back the shine, then it's time to strip.

Supplies and Equipment Needed

- Marko dust mop.
- Marko brush and dust pan.
- Putty knife.
- Marko wet/dry vacuum.
- Two Marko mop buckets.
- Marko floor squeegee.
- Marko S300 Heavy Duty Stripper.
- Vinegar mixed 1 pint per 2 gal. water.
- Marko wet mop.
- Marko floor scrubbing machine.
- Marko black nylon stripping pads.
- Marko floor hazard cones or signs.
- Shoe coverings if available.
- Plenty of fresh water.

CUTTING IN

Cutting in is mopping the floor edges and corners by keeping the mop parallel to the wall.

Why cut in?

✓ It eliminates splashing the walls and baseboards, which then must be wiped by hand.

✓ It controls dirty build-up in corners and along edges.

✓ The area of least wear needs the most care.



- Marko "Floor Hazard" sign.
- Plastic trash liner.
- Marko Tile & Terrazzo Sealer.
- Marko cotton or blend wet mop.
- Wet/Dry Vacuum Cleaner.
- Marko SC100 Neutral Cleaner.
- Floor machine (optional.)
- Marko Tan or Red Buffing Pad.
- Marko floor squeegee.
- Fresh water supply.



"Wet Floor" Signs

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.
2. Follow instructions for using cleaning solution and pour into bucket until 3/4 full.
3. Fill second bucket 3/4 full with fresh water.
4. Dip mophead into cleaning solution. Wring slightly and apply to an area about of about 10 square feet.
5. Let stand 2 to 3 minutes.
6. Machine scrub the wet area using either Marko's Red or Tan Buffing Pad.
7. Using a squeegee, move the soiled water to a central point.
8. Pick up either with a wet/dry vacuum or mop up with a mophead.
9. Repeat procedure in sections of 10' x 10' until entire floor has been scrubbed.
10. Overlap edges of scrubbed surfaces so no streaking will occur.
11. After floor has been scrubbed, use a mop to apply fresh water to the floor.
12. Squeegee rinse water to a central point then either use a wet/dry vacuum to pick up the rinse water or mop up.

⇒ TIP

In a room, begin scrubbing at the corner farthest from the entrance. This way you don't walk over the areas already done.

- f. Put plastic 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 (wax) from becoming contaminated with residue that might be in the bucket.
2. Dip clean mophead into fresh water and wring out well.
3. Dip the damp mophead into the floor finish (wax) and wring out so mophead does not drip.
4. Starting at the farthest corner from the door, apply a thin coat of finish on the floor next to the baseboard on each side of the corner. Apply 6' to 12' at a time. Turn mophead often and re-dip in finish before the mophead becomes dried out and streaks the floor.
5. Using a side-to-side (figure 8) movement, apply the finish to the floor area and overlap the strokes of the mophead as shown below. Avoid splashing. Apply amounts of finish evenly and cover all areas.
6. Allow floor to dry 20 to 30 minutes or until floor does not feel tacky to the touch.

⇒ TIP

When buffing between applications of coats of finish, be sure to mop the floor with a dry dust mop before applying the next coat. Buffing between coats simply levels the finish and is rarely necessary.

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 to much.
8. Allow second coat to dry completely.
9. If buffing is desired between coats to level the finish and to increase the gloss, be sure:
 - a. That the finish (wax) used is buffable.
 - b. To use the correct buffing pad on the floor machine. [See "Marko Floor Pads."]
10. Remove "Floor Hazard" signs after floor is dry.
11. Clean mopheads and buckets.
12. Store equipment and supplies.

How to Scrub Floors

Once in a while it may be necessary to remove a build-up of water-resistant soil, black heel marks, or heavy dirt deposits from the floor. Scrubbing with a good detergent like Marko SC100 Neutral Cleaner is a must.

Supplies and Equipment Needed

- 2 Marko mop buckets with wringers.
- Dolly or cart with casters.

Procedure

1. Prepare the floor.
 - a. Place Marko "Floor Hazard" cones or signs at the entrances to the area being stripped.
 - b. Move furniture.
 - c. Work around heavy furniture or equipment that can't be moved.
 - d. Tilt file cabinets and mount on blocks (they rust when water gets underneath.)
 - e. Sweep floor with dust mop or vacuum.
 - f. Remove gum and other foreign materials with a putty knife.
 - g. Place Marko stripping pad on machine and put all equipment needed in the area where work will begin.
 - h. Start in the farthest corner from the entrance.
2. Dilute Marko S300 Heavy Duty Wax Stripper at 1 Quart per mopbucket of warm water.
 - a. Dip mophead into Marko S300 Stripper and wring slightly.
 - b. Fan out the mophead on the floor and apply stripping solution beginning with the edges. (Most wax build-up occurs along edges and in corners.)
 - c. Apply stripping solution using a side-to-side motion to cover the area to be stripped.
 - d. Do not try to cover more than 100 square feet at a time.
3. Where splashing on walls and baseboards occur, wipe off immediately with a damp cloth.
4. Let Marko S300 Stripper soak for 5 to 10 minutes.
5. Using a floor machine with stripping pad, slowly strip the area that is covered with solution.
 - a. Overlap the strokes made by the machine.
 - b. Add more stripper if necessary to keep the floor wet.
6. Use the mop and empty bucket (or a wet/dry vacuum) to pick up the dirty solution. Don't allow the solution to dry back on the floor.
7. Rinse the area using a mophead and fresh water.
8. Clean the mophead with water after the first rinsing of the floor is complete.
9. Rinse the floor two more times with fresh water.
 - a. For the final rinse, use the vinegar solution as a neutralizer for the Marko S300 Stripper.
 - b. Floor finishes bond better with a floor that has been neutralized.
10. Re-strip any spots as necessary and rinse thoroughly as described above.
11. Allow the floor to dry for at least one hour after final rinse.
12. Check the floor to be sure it is ready for coating by wiping it with your hand.
 - a. If a white powder comes up, the floor has not been rinsed thoroughly.
 - b. When no powder comes up, the floor is ready for coating.

How To Seal Floors

Before putting a quality floor finish on a floor, it may be necessary to seal the floor. This will fill pores in new and old tile so the floor finish will not be absorbed. Marko Tile & Terrazzo Sealer is a permanent-type coating which must be used with extreme care. It will make a good undercoat for acrylic floor finishes.

Supplies and Equipment Needed

- Marko rayon mophead or lambswool applicator.
- 2 Marko mop buckets and wringers.
- Plastic trash liner.
- Marko Tile & Terrazzo Sealer.
- Fresh water supply.



Procedure

1. Prepare floor area as described in How to Strip Floors.
2. Place Marko “Floor Hazard” cones or signs near entrances to area.
3. Put supplies and equipment in floor area to be sealed.
4. Fill one mop bucket full of cool water.
5. If using a Marko Rayon Mophead, put plastic liner into the empty mop bucket and fill with Marko Tile & Terrazzo Sealer.
 - a. Pour sealer into lined bucket floor.
 - b. Dip mophead into bucket of clear water and wring thoroughly.
 - c. Dip mophead into sealer and wring out gently so mophead is wet but does not drip.
6. Starting by one of the baseboards in the farthest corner of the room, outline the entire floor 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 the outline as possible.)
7. Using a figure-8 motion, apply the sealer to the floor inside the outline.
 - a. Start at the farthest corner.
 - b. Move backward toward the door.
 - c. Overlap the strokes, but avoid creating puddles of sealer.
8. Allow the sealer to dry completely before applying another coat. (Two coats are recommended with Marko Tile & Terrazzo Sealer.)
9. If re-coating is needed, follow the same steps as described above except stay six inches away from the baseboards. [No one walks that close to the baseboard, so that area gets little or no wear. By staying six inches away from that area with any subsequent coats of sealer, build-up cannot occur.]
10. While waiting for one coat of Marko Tile & Terrazzo Sealer to dry, be sure to rinse out the mophead in clear water and wring thoroughly.

11. When finished, take the plastic liner of remaining sealer and dispose of properly.
12. After following this floor sealing procedure the floor should be ready for an application of Marko Floor Finish (Wax).

How to Finish Floors

To provide a protective floor surface which improves the floor’s appearance and is easy to maintain. Note: The thickness of 3 coats of finish (wax) is less than the thickness of wax paper, therefore, the finish (wax) must be applied properly to do the job.

Supplies and Equipment Needed

- 2 Marko mop buckets and wringers on dolly or cart with casters.
- Marko “Floor Hazard” sign.
- Plastic trash liner.
- Marko Tile & Terrazzo Sealer.
- Marko Best Rayon wet mop.
- Fresh water supply.
- Marko Floor finish.
- Floor machine (optional.)

IMPORTANT: The mop used in this procedure should be clean and used only for floor finishing! As with all types of floor finishes, it is possible to contaminate the product with dirt and bacteria.

Procedure

1. Prepare to finish floor area:
 - a. Follow floor stripping procedure “How to Strip Floors”.
 - 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 3/4 full with fresh water.

ALTERNATE WAXING METHOD

A Marko Lambswool Applicator is a faster, smoother way of applying floor finishes. Load the applicator with finish as if it were a paint roller. Then, apply a stream of finish across the top of the area to be waxed. Put the applicator on the floor at the top of the area and draw the applicator toward you in a straight line. Lift the applicator and start at the top again, alongside the first row. Overlap the stroke by 2 -3 inches. Repeat until area is complete. **[WARNING: DO NOT MAKE A SCRUBBING MOTION OR THE FINISH WILL BUBBLE.]**

