GUIDE: Dust Mopping

PURPOSE:
To remove dust, light litter or soil from floors as a daily cleaning procedure,
or in preparation for wet cleaning procedures.
Dust mopping removes fine dust and grit which can abrade floor finish away.
Removes fine dust particles that brooms and vacuums will not pick up.
Dust mopping is a quick efficient means of dust removal from floors.
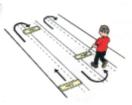
PROCEDURE

1. PREPARATION
Take an appropriate size dust mop to the area to be cleaned. Open the
mop. Hold the mop above floor and allow to drop this gets the mop
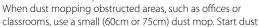strands into their working position

2. DUST MOP AREA
Use a dust mop of the appropriate size for the floor space that
needs to be dusted. Start at one end of area. Hold the mop handle
at an approximate 45 degree angle. Push the dust mop
straight ahead. Shake the mop at the end of each second pass to
unload it. Avoid lifting the mop from the floor or moving it
backwards during the dust mopping
procedure. Remove gum with putty
knife. Turn at the end of each pass
and dust mop in the opposite
direction, overlap about five
centimeters on each pass.
When dust mopping obstructed areas, such as offices or
classrooms, use a small (60cm or 75cm) dust mop. Start dust
mopping at the entrance to the room. Work from the sides of the room
to the centre. Move furniture as you dust mop and replace it in its
correct position. Dust mop carefully around equipment.

3. PICK UP TRASH AND DIRT
Use a dust pan and counter brush to sweep up accumulated dirt.
Empty this into a rubbish chute or waste container

4. CLEAN UP
Take the dust mop to the cleaners room. Close the door, brush out dust mop with a
stiff bristle brush or place the dust mop head in a
plastic bag shaking sharply several times.
Always hang dust mops with yarn facing away from
walls. Effective dust mopping is performed with clean
dust mops. Replace or launder the mop head when it is
soiled.

Release trapped dirt by shaking or vacuuming.

*Always ensure that all safety requirements are in place before commencing work
and where required all personal safety equipment is available and worn by cleaning technicians.*

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