

## **HOW TO BUFF/POLISH FLOORS**

### **Purpose**

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

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### **Supplies and Equipment**

Supplies and equipment used for dust mopping and damp mopping

"Floor Hazard" signs

Floor machine

Use any of these floor machine pads: ETC's Gorilla®, Gorilla Lite®, Jaguar®, AquaPlus® or Superspeed Rubberized® Pad, ETC's Tan Buffing Pad, ETC's White Polishing Pad

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### **Procedure**

1. Prepare the area for buffing:

- a. place "Floor Hazard" signs in easy-to-see locations near the entrances into the area being buffed.
- b. move supplies and equipment into area.
- c. dust mop area to be buffed.
- d. damp mop area if necessary.

2. Using the floor machine with a buffing pad, buff the floor area by:

- a. starting along the baseboards at the farthest corner from the entrance into the room.
- b. moving backward toward the entrance about 10' at a time, buff the room using a side to side motion overlapping the strokes.

3. After buffing the entire floor area, use a clean, treated dust mop to pick up dust left from the buffing operation.

4. Clean the equipment. Store supplies and equipment.

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### **Accomplishment**

After following this floor buffing procedure, the floor's appearance will be cleaner and glossier.