

Winter Floor Care Checklist

Date:

AREA	TASK	FREQUENCY				
		SEVERAL TIMES A DAY	AT LEAST TWICE DAILY	AT LEAST ONCE DAILY	AS NEEDED	END OF WINTER
Exterior	Inspect mats	✓				
	Replace soiled scraper mats (pressure wash or extract dirty mat)			✓		
	Sweep away ice melt/debris		✓			
Foyer	Inspect mats	✓				
	Vacuum mats			✓		
	Clean mats with ice melt remover			✓		
	Replace mats (pressure wash or extract dirty mat)			✓		
	Vacuum carpeted floors	✓				
	Extract carpeted floors (Before saturated)			✓		
	Dust mop hard floors	✓				
	Damp mop/autoscrub hard floors (use neutral floor cleaner)	✓				
	Burnish hard floors				✓	
	Strip/refinish hard floors					✓
	Dry floors with high-velocity air movers (use wet-floor signs)				✓	
Interior	Vacuum carpeted floors	✓				
	Extract carpeted floors			✓		
	Dust mop hard floors					
	Damp mop/autoscrub hard floors (use neutral floor cleaner)	✓				
	Burnish hard floors				✓	
	Strip/refinish hard floors					✓

Notes:

