

RED RIVER
SANITORS,
INC.

Clean Talk

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RRS Tips

Floor Stripping: Steps to Success

Floor work is a learned skill. It is best learned on the job working with an experienced floor person. It is hard, dirty work. Stripping surfaces of old coats of finish is perhaps the most difficult least frequently of all jobs.

Eventually, you will have no choice but to perform a complete strip and recoat on your customers' floors. Not only will this remove all the old finish which eventually discolors, but you will also be starting fresh, removing all the dirt and marks on the floor and putting two or three fresh coats of finish on the floor. A freshly finished floor is easier to maintain than a floor where coatings have been accumulating for many months or even years.

When stripping a small floor, have two or more mops and buckets, floor stripping solution and rinse water, a swing buffer fitted with strip pad, pole scrubbers/pads for cleaning edges and corners, and rolled towels or other control devices to prevent stripper from going where it shouldn't. Also, if you get any stripper "slurry" on the walls or furniture, you must wipe it off as quickly as possible. Once the solution dries, it is very difficult to remove.

An automatic scrubber or dedicated floor-stripping machine is an enormous time saver for large areas, as is a wet-dry vacuum for picking up dirty stripping



Here are some tips to make a difficult, messy job easier.

solution instead of mopping.

After the floor has been swept, dust-mopped or, preferably, vacuumed, if working manually, apply the stripper to a small area at a time. Let the stripper set according to the manufacturer's recommendation before scrubbing or using a stripping machine. It needs a little time to start dissolving the old finish.

Before you even start on the main floor, go along the edges with a pole scrubber dipped in the stripper and scrub the edges and corners of the floor. This is called "cutting out" the floor. Rinse the edges after you have hand stripped them.

Once the stripper on the floor proper has been allowed to set for a few minutes, begin

scrubbing. If you're not using an auto-scrubber, consider a wet dry vacuum to remove the solution rather than mopping. This really goes much faster if you have a helper.

Once a good size area of the floor is completed, go over the floor with an auto-scrubber or a mop and clean water to rinse it. You may have to repeat this a couple of times. Using the wet dry vacuum will help it dry faster. Once the entire floor is stripped, rinsed, and re-rinsed, it is time to apply the finish.

If you will be using a high-speed burnisher, make sure the finish is compatible with high-speed operation. Pour the coating in a fresh, clean bucket and use a new mop or applicator. Dip the mop or applicator into the bucket of finish, ring it out, and apply to the floor. You may also find it helpful to use an automatic finish applicator—a device that feeds the finish to a pad for even, rapid coverage. Apply two or more coats to the floor this way. Make sure the coating thoroughly dries before applying the next coat. It sometimes helps to have fans placed around the room to help dry the floor.

Some floor people suggest just two applications of finish. Others apply five and six. In my experience, three or four thin coats of finish will bring out the shine and keep the floor looking good longer.

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Written by: Robert Kravitz

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Supervision..... You Get What You Give

Be a Square Shooter!

The supervisor who tries to "handle" people as if he or she were manipulating puppets or marionettes is making a serious mistake. In dealing with people, cleverness is a poor substitute for sincerity and good intentions. You can't build good human relations on a desire to use other people for your own ends.

Those who get the most out of others give the most. Their goodwill and good intentions rebound to their own benefit. Good human relations start with a desire to treat other people fairly, honestly, and considerately. If you have that desire, there are lots of things you can do to get better results.

People who aren't sincere just go through the motions. They may get away with it for a while, but insincerity has a

strong odor. Sooner or later, everyone's bound to catch a whiff of it. It isn't long before the cleverness gets to be pretty obvious. People know when they are being "handled"—and they don't like it.

"Good human relations start with a desire to treat other people fairly, honestly, and considerately."

In working with people sincerity and directness are your greatest assets. Don't lose them! If any ideas for dealing with people don't seem right to you, don't use them. If you do something insincere, the results—no matter how pleasing for the moment—can't make up for the loss of

integrity.

Avoid cleverness as you would the plague. Say what you mean and do what you say. Don't avoid questions, hide facts or try to evade an issue by subtle tricks. Be direct; don't let anyone get the idea that you are going behind his or her back on anything. Put your cards on the table and keep them there in plain sight.

As a leader, the best possible impression you can give people is that you are honest, square-shooting, and aboveboard; they you are genuinely trying to consider both their interests and the company's. The only way to make this impression stick is to continue being sincere. Supervisors who think they can fool people indefinitely are only fooling themselves.

Sexual Harrassment Policy

We feel that all employees should be able to do their job without concerns about any type of harassment. If you feel that you have been subjected to harassment by either a co-worker, supervisor or customer, please feel safe in reporting it directly to the General Manager, Beckie Willis. You may reach Beckie anytime by either coming by the office, or phoning her at 222-6070. Maintaining a positive working environment for our employees is a high priority at Red River Sanitor's.

Face to Face Communication

Getting Ahead in Business

Trying to get ahead in the business world means you will make a few mistakes. Some can be helpful, but others must be avoided like the plague.

Be wary of these errors:

1. ***The mistake of stealing credit.***

Claiming credit for work others have done will rebound.

2. ***The mistake of slandering others.***

If you wish to enjoy work, it's best to steer clear of the quicksand of gossip—careless talk about and against people. Mistakes of the tongue destroy friendships, marriages, and jobs.

3. ***The mistake of rumor-mongering.***

The best way to avoid this mistake is to keep your mouth shut most of the

time and pleasant when you open it. If you can't say a good thing about a fellow worker, learn the great thrill that comes from saying nothing bad about him.

4. ***The mistake of too much pride.***

Pride has toppled individuals and empires more frequently than any other mistake since civilization began.

5. ***Avoid being against anything, instead be for something.***

Whatever you are against works against you. You begin fighting it and become a part of the problem. But when you state what you are for, you begin focusing on the potential for positive change.



How a Real Professional Cleans a Restroom

Restrooms, Restrooms, Restrooms!

To start a good restroom sanitation program, the first step is to place "*Wet Floor*" signs in every entrance. Then follow the steps outlined below:

1. Move all tools to the work site.
 2. Put on recommended personal protective equipment and be sure all product you use is labeled properly.
 3. Spray a cloth with the disinfectant cleaner, damp dust the tops of doors, door frames and air vents, the tops of wall partitions, and the tops of mirrors.
 4. Sweep the floor and flush all toilets and urinals.
 5. Apply bowl cleaner to the inside of the toilet with a bowl swab and spray the outside of the unit with your disinfectant. Don't wipe off.
 6. Move to the next unit and clean the
- are clean and sprayed.
8. Spray the sinks, wall partitions and walls, as well as the soap dispensers with disinfectant.
 9. Replace the towels and tissues and check the sanitary napkin dispenser and refill.
 10. Fill all soap dispensers and report and dispensers that are not working properly to the supervisor.
 11. Empty all waste receptacles, including the sanitary napkin receptacle.
 12. Spray the sanitary napkin receptacle and install new liners.
 13. Clean the stainless steel, polish and clean the mirrors.
 14. Use a damp cloth and wipe down all toilets, urinals, and sinks, starting

15. Dip the mop in the bucket of disinfectant and wring out. Mop the floor.

The cleaning and disinfecting of all restrooms is important whether you are in a factory, a small business, a school or a mall. Clean, disinfected restrooms help prevent the spreading of colds, flu, and eliminate odors. Keep in mind that the restroom is the one place where more skin-to-surface contact will occur than in any other area of the building.

Also, please think about the fact that disinfection of restrooms is not only for the people who use them — clean restrooms also make it safer for the people who clean them.

Clean Closet Award

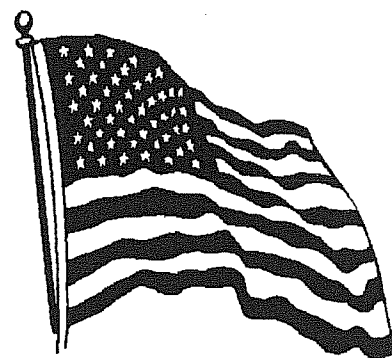
Burks Wins Award!

The winner of this week's Clean Closet Award is Mr. Autry Burks. Autry was nominated for this award by his supervisor Mrs. Carol Ashworth.

Autry cleans Boyd Family Practice for RRS. Carol said, "*Autry is always at work and does an outstanding job while he is there*" when she was nominating Autry for this award.

Congratulations Autry! We really appreciate all of your hard work and dedication to detail. It is employees like you that make RRS the best!

The winner of the Clean Closet Award receives \$25.00 cash. As with all of our contests, the winner must call or come by the main office within two (2) weeks of this newsletter to claim their prize.



REMINDER!!!

**NOVEMBER 2, 2010 IS
ELECTION DAY. GO VOTE
BEFORE WORK OR AFTER
WORK SO YOU CAN BE A
PART OF THE 2010
CAMPAIGN.**



What's Happening at Red River Sanitors

RRS Bulletin Board

Always tag the equipment that you bring in for repairs.

01. Your name and the building that the equipment goes in should always be on the tag.

02. What is wrong with the equipment should also be on the tag.

We have a mechanic who comes in and fixes our equipment. He does not have a crystal ball and he is

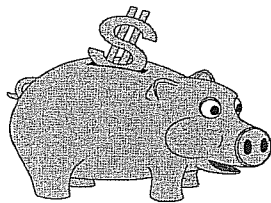


NO SMOKING

RRS employees are not allowed to smoke while on the job. Even if the building that you are working in is not "Smoke Free" we are not allowed to smoke. Smoking while at work is grounds for immediate dismissal.



Double Check All Doors That Should Be Locked Each Night! Securing Doors Is An Important Part Of Your Duties.

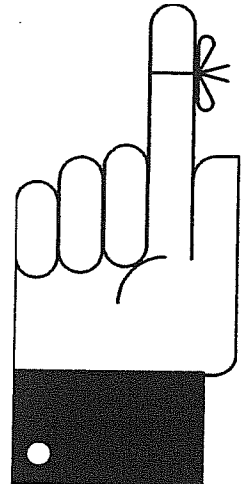


WESLA Credit Union

All RRS employees are eligible to become members of the WESLA Credit Union. To join simply take a copy of your last paycheck stub to any WESLA office. You can save by using payroll deductions.

Cleaning Tip

Change your mop head regularly. When your wet mop becomes soiled — change it. Bring your old mop head by the Red River Sanitors office any afternoon, Monday through Friday and we will give you a clean one.



Remember!

When you are sweeping your kitchen and restroom floors use your dust pan to collect the dust with. *Never* sweep anything out onto the carpet. Sweeping dirt from a hard surface floor onto a carpeted surface causes the carpet to get badly soiled.

If you are in a building where back pack vacuums are being used the kitchen and bathrooms should be vacuumed not swept.

If you are a Restroom Specialist and you sweep your trash out into the hallway you do not have anyway of knowing whether or not the Vacuum Specialist has already finished with that area. You could be causing a greater problem than you think.

Always take the time to do your job right the first time. Our customers deserve the best.