



Your Floors Are Your First Impression



Your floors are your company's first impression. Protect your investment by making sure you have the right floor care program in place. By selecting the right products and equipment our Office Basics facility Specialists can help you reduce labor costs by up to 50 percent, while maintaining a floor that is shining bright all year round.

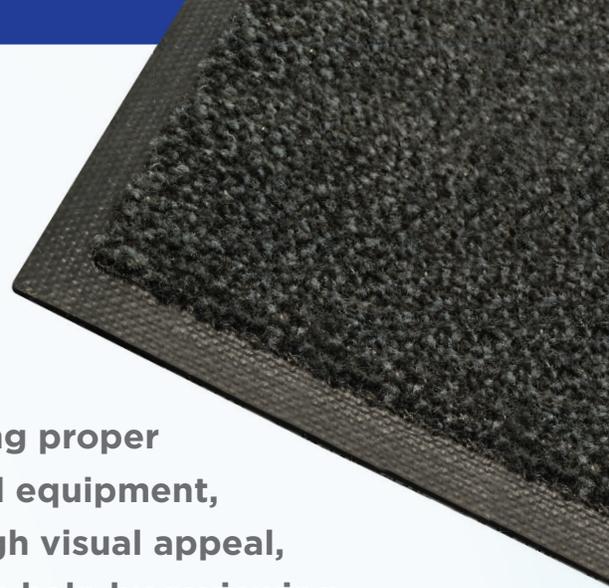
FEATURES AND BENEFITS OF PROGRAM

- Training and continuous education offered on all floor care programs. Both on site and on line.
- The latest technologies, personalized service, and a Facilities Team with flexible hours.
- Customized programs to treat and maintain all surfaces.
- Manufacturer direct relationships and cost structure.
- Environmentally friendly, labor saving options



Schedule a floor consultation today. Call us at 800-541-5855 or email solutions@officebasics.com. Visit our website at www.officebasics.com.

Do you have a Floor Maintenance Program?



By having a regular maintenance program, including proper cleaning and disinfection techniques, products and equipment, your facility can create a safe environment with high visual appeal, for everyone who steps foot in your facility. We can help by reviewing your current schedule or build a new one to meet your facility's needs.

DAILY PROCEDURES

- Clean/vacuum entrance matting
- Dust mop hallways and classrooms to remove loose dirt
- Wet auto scrub with neutral cleaner
- Spot Mop classrooms with neutral cleaner

WEEKLY PROCEDURES

- Inspect and clean or change entrance matting
- Dust mop hallways and classrooms to remove loose dirt and soil
- Use long handled scraper to remove gum and stick soils
- Wet auto scrub hallways and entrances with neutral cleaner
- Inspect high traffic floors for wear. Burnish/spray buff high areas that show signs of wear

MONTHLY PROCEDURES

- Inspect and clean or change entrance matting
- Dust mop hallways and classrooms to remove loose dirt and soils
- Use long handled scraper to remove gum and stick soils
- Inspect high traffic floors for wear. Burnish/spray buff high areas that show signs of wear
- If needed apply a coat of floor restorer and buff/burnish to restore protective layer and appearance
- If areas are heavily worn, scrub with neutral cleaner and apply a light coat of furnish



ARKAD

NCL[®]
National Chemical Laboratories, Inc.

3M

Minuteman[®]
Excellence Meets Clean

Rubbermaid[®]
Commercial Products

Schedule a floor consultation today. Call us at 800-541-5855 or email solutions@officebasics.com. Visit our website at www.officebasics.com.