



FACILITY PRO CLEAN

FREE FACILITY MANAGEMENT GUIDE

WINTER FLOOR SAFETY & MAINTENANCE

OFFICES & COMMERCIAL BUILDINGS

Manage wet floors, tracked-in salt, snow and grit - and protect your floor finishes during winter weather.

START WITH THE ENTRANCE

Add extra secured walk-off mats, inspect them throughout the day, and change saturated mats before water and salt reach the main floors.

INSIDE: ACTION PLAN / PRINTABLE CHECKLIST / STORM LOG

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01 / THE SITUATION

Winter weather follows people indoors

An effective winter cleaning plan protects walkways first, then limits grime and wear on commercial floor finishes.

MOISTURE

Slush, rain and melting snow accumulate near entrances and create changing slip conditions.

SALT + GRIT

Deicer residue and fine grit are tracked across walkways, making floors look dull and increasing abrasive soil.

SATURATED MATS

A mat that is soaked, wrinkled or out of place can stop helping - and may itself become a trip risk.

UNPLANNED CLEANUP

Without a clear inspection routine, wet spots can remain between regular cleaning visits.

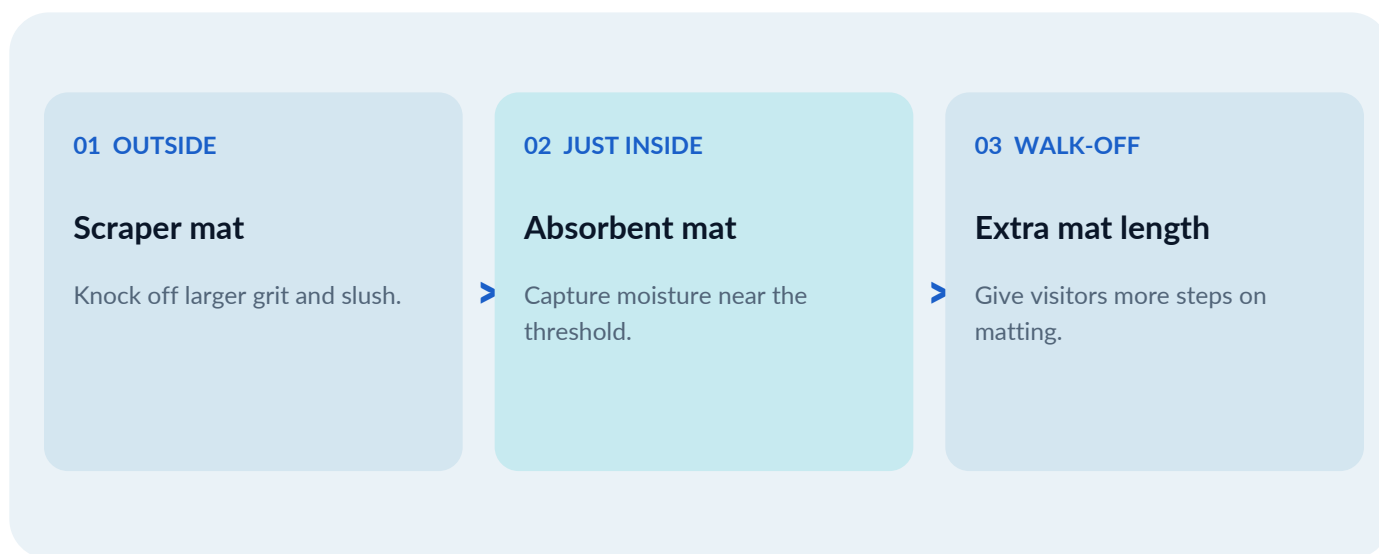
THE WINTER PRIORITY ORDER

- 1 Keep exterior approaches and interior walkways accessible and clear.
- 2 Add adequate, secured entrance matting before bad weather.
- 3 Inspect, clean and dry affected floors as conditions change.
- 4 Record concerns and adjust the cleaning schedule for each storm.

Safety reminder: Mats help capture moisture and debris, but are not a substitute for removing hazards, responding to spills, or following the facility's established safety procedures.

Add extra mats at entrance doors

A longer, well-secured walk-off path can capture more winter salt, snow and moisture before they travel into the building.



BEFORE THE FIRST STORM

- Add extra commercial-grade interior mats at every heavily used entrance.
- Choose products compatible with the floor; use slip-resistant backing or approved retention systems.
- Keep edges flat and inspect for curling, bunching or movement.
- Maintain door clearance, accessible routes and required exit paths; never stack or overlap loose mats.
- Keep spare clean mats ready so wet or salt-loaded mats can be replaced promptly.

A PRACTICAL CHECK

Can a visitor walk several normal steps across secure, dry matting before reaching exposed hard flooring? If not, consider extending the matting zone.

Before, during and after a storm

Set an inspection schedule based on the weather, traffic and how quickly your entrance conditions change.

BEFORE

Get ready

Prior to predicted snow, sleet or freezing rain

- Put additional mats in place and stage clean replacements.
- Check exterior approaches and assign snow / ice response responsibilities.
- Stock compatible cleaning supplies, wet-floor signs and absorbent materials.

DURING

Act quickly

When moisture and deicer are being tracked inside

- Inspect entrances and common walkways more frequently as conditions require.
- Remove tracked-in water and grit promptly using approved methods.
- Replace saturated mats; maintain a safe route around active cleanup areas.

AFTER

Reset and review

Once the storm and cleanup activities are over

- Clean or rotate mats so they are ready for the next event.
- Remove residual salt film from compatible floor surfaces.
- Document repeat trouble spots and revise the winter cleaning plan.

Escalation rule: If a walking surface cannot be made reasonably safe promptly, restrict access and notify the responsible facility contact until the hazard is corrected.
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Remove salt without damaging the floor

Salt residue can leave a visible film. The correct cleaning chemistry depends on the flooring and finish system.

1 Remove loose particles first

Use the site-approved vacuum, dust mop or sweeping method to lift grit before damp cleaning.

2 Choose a compatible cleaner

Follow the floor manufacturer and product label. Do not assume that acids or strong chemicals are appropriate.

3 Work in manageable sections

Clean affected areas without flooding joints or seams. Change dirty solution and tools as needed.

4 Leave the surface dry

Pick up cleaning solution as directed and check that the area is safe before reopening normal traffic.

5 Inspect again

If white residue returns, review entrance matting, cleaning frequency and the actual source of the film.

AVOID THESE WINTER CLEANING SHORTCUTS

- Do not mix chemicals or use unapproved salt removers.
- Do not saturate flooring or leave wet areas unattended.
- Do not rely on wet-floor signs instead of actually correcting hazards.

Vinyl and VCT: a different kind of winter care

Salt, grit and repeated wet cleaning can affect the appearance of commercial floors. Choose maintenance to match the actual material.

VINYL COMPOSITION TILE (VCT)

Focus on loose-grit removal, compatible damp cleaning and the condition of the existing protective finish. Spot dull or worn areas early.

SHEET VINYL / OTHER VINYL

Do not assume every vinyl product should be stripped, waxed or burnished. Manufacturer instructions and finish type govern the correct method.

ROUTINE WINTER MAINTENANCE

- Remove tracked-in abrasive soil before it spreads down corridors.
- Inspect traffic lanes, thresholds and entrances for dull, worn or damaged finish.
- Use only pads, machines and cleaning products suitable for that flooring system.
- Review whether periodic buffing, burnishing or a finish-restoration plan is appropriate.

WHEN TO ASK FOR A FLOOR-CARE WALKTHROUGH

Persistent salt film, deteriorating VCT finish, noticeable traffic-lane wear or repeated winter cleanup demands are useful reasons to reassess a facility's floor-maintenance schedule.

Facility Pro Clean services: stripping and waxing where appropriate, buffing and burnishing, and vinyl / VCT floor maintenance.

Where to focus your daily checks

Different facilities share similar winter risks, but their traffic patterns and operational policies may differ.

OFFICE BUILDINGS

Main doors, reception areas, corridors and break-room connections. Prioritize the first indoor steps and routes used by staff and visitors.

MEDICAL + DENTAL OFFICES

Entrances, reception, waiting rooms and other nonclinical common areas. Coordinate with the practice's own environmental cleaning and infection-control procedures.

MULTI-TENANT FACILITIES

Shared lobbies, elevator approaches and corridors. Agree which party maintains each entrance and how incidents are reported.

CUSTOMER-FACING SPACES

Busy doors and checkout or reception approaches. Move inspections up when traffic, deliveries and wet weather coincide.

DEFINE WHO DOES WHAT

Assign a primary person and backup for mat changes, active spill response, supplies, inspection records and escalation to the facility manager.

Daily winter entrance & floor inspection

Print this page and use it during wet or freezing weather. Adjust frequency to traffic and site conditions.

Facility: _____ Date: _____

Inspected by: _____ Time: _____

ENTRANCE MAT SYSTEM

- ☐ Extra winter mats installed at active entrance doors
- ☐ Exterior scraper mats in usable condition where applicable
- ☐ Additional absorbent walk-off matting extends inside
- ☐ Mat corners and edges lie flat; mats do not shift
- ☐ Matting does not block doors, accessible routes or exits
- ☐ Saturated or salt-loaded mats replaced or cleaned

WALKWAYS + MOISTURE

- ☐ Snow, slush and standing water promptly addressed
- ☐ Lobbies, corridors and nearby turns inspected
- ☐ Wet-floor warnings used during active cleanup
- ☐ Walking surfaces rechecked after cleaning and drying

SALT + FLOOR CARE

- ☐ Tracked-in salt and grit removed from traffic lanes
- ☐ Compatible products used for floor type / finish
- ☐ Visible white residue and wear flagged for follow-up

Issues / corrective actions: _____
Use this checklist at the facility's own inspection and incident procedures. A check mark does not certify compliance or eliminate risk.

PRINTABLE / LOG

Winter entrance inspection log

Use one line for each check or corrective action. Add checks whenever weather or foot traffic warrants them.

Facility: _____ Storm date: _____

TIME	ENTRANCE / AREA	CONDITION FOUND	ACTION + INITIALS

If the area is unsafe:

Notify the responsible contact immediately, restrict access when necessary, and document the follow-up. Use the facility's existing incident-reporting process when appropriate.

Build your winter-ready entrance plan

Before winter weather starts, decide where extra mats go, who will respond and what supplies need replenishment.

Facility / building / point of contact:

Main entrance(s) with heaviest winter traffic:

MAT PLAN

Existing outside scraper mat(s): _____ Additional needed: _____

Existing inside absorbent mat(s): _____ Additional needed: _____

Spare clean mats available for rotation: _____

Accessibility / door-clearance checks assigned to: _____

ASSIGNMENTS

Person responsible for entrance inspections:

Backup / after-hours contact:

Approved supplies and where they are stored:

When to request extra cleaning / mat rotation:

Post-storm review: Where did moisture or salt travel beyond the mats? Record the issue and change mat coverage or inspection frequency before the next event.

Need a winter floor maintenance plan?

Facility Pro Clean provides recurring commercial janitorial cleaning, medical and dental office cleaning, and commercial floor maintenance for businesses in Wicomico, Worcester, Somerset and Dorchester counties, Maryland, plus Sussex County, Delaware.

REQUEST A FREE CLEANING ESTIMATE

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SOURCE NOTES

OSHA - Walking-Working Surfaces, 29 CFR 1910.22

OSHA - Hospital Housekeeping: Slips / Trips / Falls

CCOHS - Prevention of Slips, Trips and Falls

Important: This general facility-management guide does not replace site-specific hazard assessments, floor manufacturer instructions, applicable safety requirements or medical infection-control policies. Facility Pro Clean does not advertise regulated medical-waste handling.