**HOW TO BUFF/POLISH FLOORS**  
  
**Purpose**  
To improve the attractiveness of the floor's surface by increasing the gloss.  
**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  
**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.  
**Accomplishment**  
After following this floor buffing procedure, the floor's appearance will be cleaner and glossier.