

## YMCA Geelong – Floor Sealing Procedure



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 170-O	05.11.2015	01/09/2014	Approved

### 1. Purpose:

To guide the responsible manager and coordinator of stadiums owned or managed by YMCA Geelong with guidelines on the procedures required to undertake annual floor surface maintenance of basketball/stadium sport centres.

It is recommended that the floor sealing process is conducted annually and at the end of the year to allow suitable drying time when there is no scheduled activities.

### Responsibilities:

#### Centre Manager / Co-ordinator

Responsible for the implementation of this procedure including but not limited to, ensuring the maintenance is conducted in accordance with budget and safety requirements.

#### Health and Safety Officer

Responsible for the implementation of this procedure including but not limited to, ensuring the maintenance is conducted in accordance with budget and safety requirements.

### 2. Procedure:

- 2.1 Ensure all items on the floor have been removed and put in an area that is secured
- 2.2 Cleaning of floor utilising the water based cleaning machine, ensuring all dust is removed, marks removed. If there are marks or dust utilise a wet floor mop to clean thoroughly the surface.
- 2.3 Allow the floor surface to dry.
- 2.4 Please note that the doors to the stadium must be down to reduce dust settling on the courts

Buffer the courts using floor scrubbers located at YMCA Sites- BRC/Newtown) with black pads which will need to be externally hired with the appropriate steel wool sand screed the courts to cut them back so the sealer bonds to the surface. Under no circumstances are the courts at Newtown Stadium to be sanded as they are made from ply and this will destroy the surface. (These can be purchased from Affordable Cleaning Gordon Avenue Geelong 32A Gordon Avenue, Geelong West VIC 3218

**Phone:**1300 650 277

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- 2.5 Ensure the pads are changed as per the manufactures specifications.
- 2.6 Repeat 2.2 Cleaning of floor utilising the water based cleaning machine, ensuring all dust is removed, marks removed. If there are marks or dust utilise a wet floor mop to clean thoroughly the surface.
- 2.7 Allow to dry completely before sealing. This process will take at least two days according to Pearless Jal advice
- 2.8 Sealing of the floors needs to be under taken with purpose produced floor sealer in accordance with manufacturers specifications. Pearless Jal have recommend that sports floors at YMCA Geelong are sealed with [Super Finish Sealer](#)

[Refer to the MSDS before applying the sealer.](#) Two coats must be applied with a minimum of 12 hours between coats. This product has strong fumes so not ideal to apply when we have any customers in the facility. The ratio to apply is 14 square meters per litre of super seal finish.

- 2.9 Second coat applied 12-24hours later
- 2.10 Ensure at least 7 days
- 2.11 Clean the floors with dusting floor mop and the clean prior to use.

#### **Maintenance of Floors**

<http://www.pearlessjal.com.au/timber-care/>

**Refer to Pearless Jal** BALLARAT for advice

32 Mair Street EAST BALLARAT VIC 3350

**Phone:** (03) 5331 3688

**Fax:** (03) 5333 1916

**Email:** [ballarat@pearlessjal.com.au](mailto:ballarat@pearlessjal.com.au)

#### **5. MONITORING, EVALUATION AND REVIEW**

This procedure will be reviewed on a three year cycle as a minimum or at a time governed by legislation or regulations.

Compliance will be monitored by the Health and Safety Officer to ensure employees/volunteers to ensure the procedure is adhered to in each workplace.

#### **6. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)**

Approved by: Chief Executive Officer

Meeting number and date: SMT 03/09/2014

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Resolution number: NA

Effective date:01/09/2014

Review date: 27/10/2019

Policy Owner: CEO

Contact Details policy owner: geelong@ymca.org.au Ph: 52218344

Amendment history:

Version	Date	Author	Change Description
V1	01/09/2014	Shona Eland	Procedure Developed
V2	05/11/2015	Shona Eland	Updated with new supplier details and sample timetable for completing maintenance.
V3	27.10.2016	Rena Lamaro	Updated dates and staff for 2016 completion

Shona Eland

Chief Executive Officer YMCA Geelong Inc.

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Floor Maintenance Timetable 2015

Date	Newtown x2	BRC x 2	BCSS x1
Thursday 15 <sup>th</sup> December	<p>9.00am Move all equipment off the courts (1hrs) Dave &amp; Ross</p> <p>5.00pm -9.00pm Floor Mopped cleaned and swept (1.5hrs) Staff x 2 Floor scouring (3hr)- Staff</p> <p>Need floors scrubber from BRC)- Shona</p>		
Friday 16 <sup>th</sup> December	<p>6.30am- 8.00am Floor Mopped cleaned and swept (1.5hrs) Staff x 2</p>	<p>8.30pm- 9.00pm Move all equipment off the courts night after Junior basketball</p>	<p>Floor sweep (30mins) 11.00am Shona</p>
	<p>Floor Dry</p>		<p>Floor clean with Scrubber (1.5hr) Shona</p>
	<p>9.00am -4pm (5hrs based 4 people) Seal floor coat 1- 8 people x 2 hours Ross Priddle Toby Ford Jack Trimble Andrew Smith Peter Robertson Greg Herbert 2 needed</p>		<p>Floor Dry</p>
			<p>Seal floor coat 1- 12.00pm -2.00pm 6 people x 1.5 hours Toby Ford Jack Trimble Andrew Smith 3 needed</p>
Saturday 17 <sup>th</sup> December	<p>Seal floor coat 2- 8.30am -6.00pm 8 people x 2.5 hours Ross Priddle Jack Trimble Peter Robertson Greg Herbert</p>		

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	2 Needed		
		8.30am Floor clean with Scrubber (3hr) Andrew	
		Floor Dry	
Monday 19 <sup>th</sup> December		6.00am -10.00am Floor Mopped cleaned and swept (1.5hrs ) Dave +Andrew Floor scouring (3hr)- Staff+ Andrew  Need floors scrubber from BRC)- Shona	
		11.am-12.pm Floor sweep (1.5hrs) Andrew <i>Lunch at Railway Hotel</i> 11.45pm-1.45pm <i>TBC</i>	
		Seal floor coat 1 1.00pm -3.30pm 8 people x 2.5 hours Andrew Smith Jack Trimble 6 needed	
Tuesday 20 <sup>th</sup> December		Seal floor coat 2 - 9.00am -11.30am 6 people x 2 hours Toby Ford Jack Trimble Andrew Smith 3 needed	Seal floor coat 2 2.00pm-3.30pm 4 people x 2 hours Toby Ford Jack Trimble Andrew Smith 1 needed

- Order Pads for scouring (Black pads) – Done 27.10.2016
- Scrubber machine hire and scouring pads - steel wool (2)
- Discuss with Pearlless Jel/ Affordable Cleaning Done 27.10.2016
- OHS Officer to organise PPE ( face masks)
- OHS officer to organise lambs wool pads/applicators handles Done 27.10.2016
- John / Toby to ensure floors are cleaned before 4<sup>th</sup> January for start of school holiday programs.

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