

Dorcan Church Floor – Plan of Action (Final version)

Starting Sunday 24th. October

Suggest meeting the previous weekend to check and assemble necessary kit

| Day | Task | Equipment | Notes | People |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------|
| Sunday Evening | Carry out safety check Put up warning notices Clear Church Lift front two sections of dais Sweep Floor Mask up as required Cover fixed items (Organ requires special attention) Check floor for damage (repair as necessary) | Brooms Masking Tape Dust covers | | 4 |
| Monday 07.30 | Open vents Strip floor Leave to dry Detail cleaning of areas with difficult access | Varnish Stripper MP 9 Mops Mop buckets Buffing machine Cleaning discs Vax – wet vacuum cleaner | | 4 |
| 13.00 | Sand and vacuum floor Allow dust to settle | Sanding discs Face masks | | 3 |
| 18.00 | Clean floor with white spirit Allow to dry | White spirit | | 2 |
| 20.00 | Apply first coat of varnish Leave to dry overnight | Varnish applicator Varnish kettle Varnish | 10 Litres of Premseal covered floor with 3 coats | 2 |
| Tuesday 07.30 | Check first coat Apply second coat of varnish Leave to dry – Approx. 4 hours | Varnish applicator Varnish kettle Varnish | | 2 |
| 13.00 | Check second coat Apply third coat of varnish Leave to dry overnight to 'cure' | | | 2 |
| Wednesday 07.30 | Check third coat Apply first coat wax polish | Buffing machine Buffing pads | | 2 |
| 13.00 | Apply second coat of wax polish Leave to dry 4 hours approx | Premac Super Buffable polish | | 2 |
| 18.00 | Buff to high polish | | | 2 |
| 19.00 | Remove dust covers Clean fixed items Restore church Close vents Remove notices Check everything works | | | 4+ |

Equipment required

| Equipment | Notes | Quantity |
|-------------------------------|-----------------------|----------|
| Brooms | Check | 2 |
| Masking Tape | Purchase | |
| Dust covers | Appeal & purchase | |
| Mops | Check & clean | 2 or 3 |
| Mop buckets | Check | 2 |
| Buffing machine | Check | 1 |
| Cleaning discs | Check & Purchase | |
| Sanding discs | Check & Purchase | |
| Buffing discs | Check & Purchase | |
| Varnish solvent | Purchase | |
| Commercial grade hard varnish | Purchase | |
| Vax | Borrow or rent | |
| Face masks | Purchase | |
| Varnish Kettle | Fabricate or purchase | |
| Varnish applicator | Fabricate | |
| Lambs wool bonnet | Check | |
| Extension leads | Check | 2 |
| Warning notices | Print | 4 |
| Tak rags | Make or purchase | |
| Tea making facilities | Check | |

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| | www.premiereproducts.co.uk | |
| Premiere Clean & Buff | Clean & Polish floors treated with emulsion polish | |
| Premiere Premseal | Polyurethane seal for unsealed wood floors. 4-6 hours drying time. 24 hours to cure. Use 3-4 coats. | Apply with lambs wool applicator |
| Premac Super | Buffable wax rich emulsion polish | Buff with red nylon pad |
| Premiere MP9 | Multi purpose alkaline cleaner. Removes oil and grease. | Use with green nylon pad |
| Green scrubbing pads | Use wet for removal of dirt & soilage. Use wet for partial removal of polish film | |
| Maroon maintenance pads | Spray maintenance of lightly soiled floors. Cleans when wet burnishes when dry. | |
| Red buffer pads | Mildly abrasive. Use for regular spray burnishing or as follow up to spray cleaning and to produce a high gloss finish to the floor | |