

# Engineered Timber Floor Cleaning Checklist

Daily, weekly, and monthly routines for homes and commercial sites (print on A4)

Date: \_\_\_\_\_

Site/Room: \_\_\_\_\_

Cleaner/Initials: \_\_\_\_\_ Floor finish:  Sealed  Oiled  Not sure

## Before you start (tools ready)

- Microfiber dust mop or soft broom (soft bristles only)
- Vacuum on hardwood floor setting (no beater bar)
- pH-neutral timber floor cleaner (use label dilution)
- Clean microfiber mop pads (spares ready)
- Dry microfiber cloth for quick drying and buffing

## Daily care (5 to 10 minutes)

- Dust mop or sweep with the grain (remove grit first)
- Wipe spills straight away and dry the area
- Check entry mats (shake out or vacuum if loaded)
- Quick vacuum on entryways and high-traffic paths if needed

## Weekly clean (20 to 30 minutes)

- Vacuum first with a soft brush head
- Mix cleaner exactly as the label says (no extra product)
- Mop with a barely damp microfiber pad (never wet)
- Work in small sections, following the grain
- Swap pads when they look grey or feel dirty
- Dry buff each section right away

## Monthly or seasonal care (about 1 hour)

- Do the weekly clean first (never polish over dust or grime)
- Use polish only if approved for your finish and apply a thin layer
- Humid months: watch for swelling edges, raised boards, slow drying
- Dry months: avoid very dry indoor air to reduce gaps and movement
- Check and replace worn felt pads and mats (prevents scratches)

## Quick done-right checks

- Floor dries fast (no slow wet patches)
- No sticky feel after drying
- No streaks that return the next day
- Pads and water stayed clean during the job

## Avoid on engineered timber

- Steam mops
- Vinegar or acidic DIY mixes
- Ammonia, bleach, strong solvents
- Abrasive pads, scrub sponges, steel wool
- Wax polishes and oil soaps (buildup)
- Flood mopping or soaking the floor

Key rule: Most wear starts at entrances. Good mats reduce grit, make cleaning easier, and help the finish last longer.