

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.