Lesson 1: Kinds of Flooring

Topics
Flooring; Resilient Flooring; Natural Hard Flooring; Synthetic Hard Flooring; Wood Flooring; Special Floorings

Objectives
• Tell how to identify the common resilient floorings, and explain the characteristics of each.
• Name the common natural hard floorings, and explain the characteristics of each.
• Explain how synthetic hard flooring is formed and installed.
• Explain why wood floors must be cleaned with care.
• List the main features of cork flooring.
• Explain where and why iron and steel, conductive, and pedestal floors are used.

Lesson 2: Floor Machines

Topics
Floor Machines; Machine Size and Speed; Distribution of Machine Weight; Machine Parts; Floor Machine Attachments; Operation of Floor Machines; Care of Floor Machines

Objectives
• Identify which size floor machine to use for various floor areas.
• Tell which speed range is best for scrubbing, stripping, buffing, and shampooing.
• Explain the relationship between electric motor horsepower ratings and machine size.
• Describe the function and operation of the transmission in a floor machine.
• Explain how to install pads, pad holders, and brushes on a floor machine.
• List the step-by-step operation and maintenance procedures for floor machines.

Lesson 3: Vacuum Cleaners

Topics
Types of Vacuum Cleaners; Dry-Tank Vacuum Cleaners; Attachments for Dry-Tank Vacuums; Operating a Dry-Tank Vacuum; Care of Dry-Tank Vacuum Cleaners; Attachments for Wet-Dry Vacuum; Operating a Wet-Dry Vacuum; Care of Wet-Dry Vacuum; Upright Vacuum Cleaners; Operating an Upright Vacuum; Care of Upright Vacuums; Backpack Vacuum Cleaners

Objectives
• Explain the basic operating principle of a vacuum cleaner.
• Describe the four most widely used types of vacuum cleaners and their main parts.
• Identify which machine to use for a particular vacuuming task on a particular surface.
• List common vacuum attachments, and tell when each is used.
• Explain the step-by-step operation and maintenance procedures for the four types of vacuum cleaners.

Lesson 4: Automatic Scrubbers

Topics
Types of Automatic Scrubbers; Autoscrubber Drives; Autoscrubber Power Sources; Autoscrubber Controls; Preparing an Autoscrubber for Use; Where to Use an Autoscrubber; Operating an Autoscrubber; Cleaning an Autoscrubber; Maintaining an Autoscrubber

Objectives
• Name the three pieces of equipment contained in a single autoscrubber unit.
• Name the different types of drives, power sources, and controls that a typical autoscrubber has, and explain how each functions.
• Explain when and where not to use an autoscrubber.
• List the step-by-step procedures for preparing an autoscrubber to dry vacuum, dry buff, dry buff and dry vacuum, wet vacuum, wet scrub, wet scrub and wet vacuum, and strip.
• Tell how to clean and maintain an autoscrubber.

Lesson 5: Other Powered Equipment

Topics
Powered Sweepers; Vacuum Sweepers; Broom-and-Vacuum Sweepers; Compressed-Air-and-Vacuum Sweepers; Pressure Washers; Floor Sanders

Objectives
• Describe the three different types of powered sweepers and tell where to use each one.
• Name the three sources of power for powered sweepers, and describe the advantages and disadvantages of each.
• Identify which powered sweeper is best to use in a particular size area, surface, and type of soil.
• Explain the uses and advantages of pressure washers, and explain how they work.
• Describe the different kinds of floor sanders, and explain how to operate a floor sander.
• Tell why you need an edger when sanding wood floors.