

**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	

	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	