

# **In-House Floor Care Timeline**

## **6 Weeks Until Go Live**

DM Reviews:

- In-House Floor Care Program
  - Cascades process, timelines and expectations to Store Managers
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## **5 Weeks Until Go Live**

- Store Managers discuss hours and responsibilities with current staff using jobs aids
  - Schedule time at local MMX/HGs to LEARN entire cleaning process (use the job aids as a reference)
  - Ensure Custodial Closet is set to current standards (see Summit for Custodial Closet Smart)
  - 🔧 Review inventory of current supplies. Order as necessary via DDS
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## **4 Weeks Until Go Live**

- Prior to MMX/HGs visit - review all In-House materials (P&P, Job Aids) with primary Associates
  - Continue selection of current staff for training
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## **3 Weeks Until Go Live**

- Complete selection process for training
  - Continue to upskill all members of Management (MMX/HGs shadowing, review of In- House Floor Care materials)
  - Ensure Associate are scheduled for cleaning on your Go Live week
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## **2 Weeks Until Go Live**

- Associate(s) PRACTICE in an existing In-House Floor Care store
  - Review DVD for instruction regarding unpacking, assembly and use
  - Receive equipment (buffer and scrubber)
  - Receive supplies (Store Operations provides the first order)
    - Auto scrubber pads (#9162) – 1 case
    - Neutral Cleaner (#7418) – 2 cases
    - Safe Scrub (#9200) – 2 cases
    - Scrub Brush (#9201) – 1 case
  - Report missing equipment/supplies to your DM.
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## **1 Week Until Go Live**

- Continue Associate(s) PRACTICE in an existing In-House Floor Care store (local sister store or our store)
  - Ensure job aids are placed in plastic sleeves and posted in Custodial Closet
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## **Go Live Week and Beyond**

- Closely monitor progression of cleaning tasks (use the job aids to validate progress daily)
  - Evaluate cleaning is to standards each day
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