

# FLOOR MARKING **INSTANT ACTION GUIDE**

# **Enhance facility efficiency** and communication

Protect your workers with floor marking to instantly identify:

- Traffic routes
- Pedestrian walkways
- Product storage spaces
- Hazardous areas



# Why Floor Marking?

The best route isn't always a straight line. Today's industrial workforce must navigate traffic, energized equipment, and complex facilities. Floor marking and wayfinding make it easier for people to get around safely. These visual cues are used everywhere from heavy-duty manufacturing and warehouse facilities to small schools and gymnasiums. When deployed strategically, floor marking communicates essential information to people at the exact location where they need it, reducing costly accidents and improving efficiency.

Use this guide to initiate floor marking at your facility, as a safety training resource, or as a tool in your organization's existing visual communications program.

#### This guide includes:





**Helpful tips** 



**Recommended products** & solutions

**Questions?** We are here to help at any stage in your research process.

Call 877-534-5157 or visit us online at GraphicProducts.com/Floor-Marking

# **Regulations & Standards**

### **OSHA Requirements for Floor Marking**

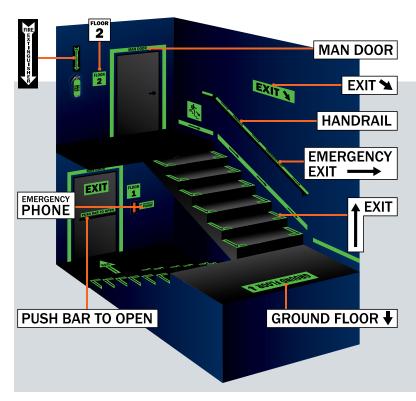
OSHA requires that all walking and working surfaces are inspected periodically, and kept clean, safe, and accessible (29 CFR §1910.22). Where mechanical equipment such as forklifts are used, safe clearances must be maintained, and permanent aisles and passageways must be appropriately marked (§1910.176). Floor marking is a convenient and inexpensive step toward meeting these requirements.

### **Color Regulations**

OSHA's general color code for marking hazards, described in 29 CFR §1910.144, only uses two different colors: red for "Danger" (marking severe hazards), and yellow for "Caution" (marking less severe hazards).

The American National Standards Institute (ANSI) standard Z535 uses red for "Danger" and yellow for "Caution," just like the OSHA color code. They also use orange for "Warning" (for hazards that are not as extreme as "Danger," but are more serious than "Caution" might imply). The ANSI Z535 standard adds green for safety messages and information, and blue for notices that provide other, facility-specific information. While these color assignments are described to be used on signs and labels, the same general colors can be used for a variety of other needs, such as floor marking.





### **Marking with Glow-in-the-Dark Tape**

In 2004, New York City approved a building code law that made phosphorescent markings mandatory in emergency stairwells and at exit doors of commercial high-rise buildings 75 feet or taller. This was in response to a report indicating that glow-in-the-dark markings in the World Trade Center buildings played an important role in leading survivors to safety. Since then, New York's initiative has served as a model for revisions in other municipalities and organizations across America, including the State of Connecticut, the International Code Council (ICC), the California Building Code (CABC), and the National Fire Protection Association (NFPA). Make sure to check with the appropriate state, federal, or other regulatory agency for emergency marking requirements for your facility.



# Floor Marking Applications

#### **Traffic Routes**

Safe pathways for pedestrian and vehicular traffic are critical for day-to-day operation, especially in emergencies. The high number of workplace fatalities caused by forklift collisions indicates how vital it is to mark traffic routes clearly. Effective floor marking must be easy to understand so everyone can navigate safely at a glance.

#### Apply floor tape to:

- Distinguish separate lanes for vehicle and pedestrian traffic
- · Identify intersections and blind spots around corners
- Highlight safe pathways to exits, stairwells, aisles, and emergency equipment, even in the dark





#### **Hazardous Areas**

Employers have a responsibility to protect their workers from occupational hazards. Installing traction, safety messages, and hazard-striped boundaries can prevent many potential accidents.

#### Improve safety by marking:

- Pedestrian pathways and boundaries in high-traffic areas around moving machinery and equipment, loading docks, and electrical panels
- PPE-required work areas with hazards and requirements prior to entry
- Slippery areas such as washdown stations, stairs, and handrails

## **Product & Material Storage**

Reduce confusion and improve efficiency by clearly marking product and material storage areas. When implementing 5S and lean strategies to redesign the facility floor plan, color-coding will help communicate where materials belong and improve overall organization.

#### Mark and outline:

- · Temporary and long-term storage areas
- Raw material storage bins and inventory (e.g., minimum and maximum fill lines)
- Pallet staging areas in the warehouse





Forklift Safety - Learn best floor making for forklift safety with this article > Read Now

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# Floor Marking Applications (cont.)

### **Machinery & Equipment**

Ensure that workers have quick and easy access to the tools needed to do their jobs. Have the floor marked with the proper locations for equipment and tools helps avoid clutter while reducing the risk of injury.

#### Apply floor tape to:

- · Guide workers to the tools they need by color-coding storage areas like tool boards, cabinets, and drawers
- · Designate parking spaces for forklifts, pallet jacks, carts, and other large equipment
- · Conduct personnel safely around moving machinery with accents and outlines



## Floor Marking & Wayfinding

The term "visual workplace" describes an environment where labels, signs, and other visible wayfinding cues make it easy to understand how an area operates. This can include instructional placards mounted on walls and machinery, signs with important reminders, equipment labels, and inventory management tags.

Instituting a visual workplace that includes floor marking is vital to a comprehensive lean manufacturing and 5S initiative. By placing critical workplace information where it is most needed, manufacturing companies decrease waste, increase productivity, improve safety, and manage risk.

Floor marking applications are part of a larger organizational philosophy called Wayfinding, pertaining to how people orient themselves in a physical space and navigate from one place to another. Wayfinding principles are heavily used in public spaces such as airports, hospitals, and even hiking trails.

#### Wayfinding principles typically revolve around four stages:

- Orientation: The attempt to determine one's location in relation to nearby objects
- Route Decision: The selection of a course of direction to a particular destination
- Route Monitoring: Checking to make sure the selected route continues toward the right destination
- Destination Recognition: Confirming when the final destination has been reached



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# **Visual Floorplan**





# **Floor Marking Color and Patterns**

#### **YELLOW**



Commonly used for pedestrian and equipment traffic lanes, aisles and pathways.

WHITE

Used for general production to border machines, racks, workstations, and equipment.

#### **RED**



Often used as boundary for red tag areas, scrap, and defective inventory.

#### **ORANGE**



For holding materials or products, often for inspection.

#### BLACK/GREEN/BLUE/PURPLE



Used for goods and materials management stages including raw materials, finished goods, and in-process manufacturing.

#### **RED/WHITE STRIPING**



Identifies areas that need to be kept clear for safety such as equipment operations, electrical panels, and exits.

#### **BLACK/WHITE STRIPING**



Identifies areas that must be kept clear for operations and workflow.

#### **BLACK/YELLOW STRIPING**



Use in areas that present health hazards and require extra caution.



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# Floor Marking Tips



It is vital to spend time preparing a plan to ensure the best results for your facility and workers.

### **Application**

Even the best floor marking tape can peel off too quickly if not applied correctly. The following steps will help ensure you get the best results:

- 1. Remove all materials and equipment from the floor section that will have tape applied.
- 2. Sweep the floor to remove debris.



- 3. Clean the floor thoroughly with soap and water\* and let dry.
- 4. If long, straight lines are needed, use a length of string, laser pointer, or chalk line as a reference.



 Move along your reference line a few feet at a time, pulling back the liner (if one is present). Back the tape down as you go. Do not apply the tape over the line - keep it to the side.



Apply the tape evenly to ensure its adhesive fully bonds to the floor. Use a dedicated tamping device or any heavy rolling object that can press the tape down, like a forklift wheel.

### Repair

If a portion of the floor tape gets damaged, follow these steps:

 Use a razor blade to cut all the way through the tape on either side of the damaged area. Make cuts as straight as possible.



- 2. Remove the damaged section.
- 3. Clean the floor thoroughly with soap and water\* and let dry.



- 4. Measure and cut a new piece of floor marking tape to replace the removed section.
- 5. Replace the damaged area with the new piece.
- Apply pressure to the new piece of tape to ensure the adhesive bonds to the floor.



#### Removal

Your facility may require renovation, or your production workflow may change. Using tape makes it easier to update your floor marking to suit a new situation. Follow these steps to remove floor tape easily without making a mess.

1. Use a putty knife or razor blade to lift the edge of the tape.



- Pull the tape upward slowly at a 90° or greater angle.
- Pull the tape up evenly, applying equal force across its entire width. Using unequal force on one part of the tape can cause it to tear off in strips instead of coming off in one piece.



4. Clean the floor thoroughly with soap and water\* and let dry.



\*Floor Cleaning Tip: If grease or oils are present on the floor, clean with a degreaser instead of soap and water. Then use IPA to remove any degreaser residue. Citrus-based cleaners may reduce the lifespan of your floor tape.



Watch It - Check out this helpful floor marking video > See It Now

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# **Best Practices**





Plan the locations of your floor markings extensively before placing the first piece of tape.



Encourage worker suggestions for floor marking improvements.



Use as few colors as possible to avoid confusion.



Choose colors and color patterns that will be easy to recognize and easy to tell apart. This usually means using contrasting colors and simple patterns.



Don't choose colors and color patterns that are too close to existing safety markings because that may confuse workers.



Don't use the color chosen for pathways for other floor marking applications; that could cause confusion about the correct path to take.



Don't cover up important items located on the floor.

(Like an access door or electrical outlet.)



In some instances, corner markers may be used to identify an area.

(For example, if you were marking off a box where product was intended to be stacked, you could use corner markers to show the edges of the square instead of using continuous tape for the entire outline.)



Train all workers on the new color code system.



Post your floor marking color code system in an accessible location.

#### **Resources to Get Started**



#### **Facility Floor Marking Inspection Sheet**

Download a fillable PDF to help optimize your facilities floor marking system.

**DOWNLOAD** 



#### Floor Marking Resources

Dive more in depth with articles, webinars, infographics, and more to give you the information you need.

**VISIT** 



#### Floor Marking Consultation

When your ready to start your project, talk to one of our labeling facility experts for a free consultation.

**CONTACT** 



Ready to Get Lean? Access our full library of 5S resources FREE > Get 5S Resources

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# **Upgrade your Floor Marking**



### **DuraLabel PathFinder Floor Marking and Wayfinding**

Not all safety tapes are created equal. Heavy vehicles like forklifts can put immense pressure and friction on the floor. It's important to choose floor tape durable enough to stand up to industrial levels of wear and tear.

PathFinder offers a complete line of floor marking, wayfinding, and safety tapes to handle every application. Options include 5S tape, Aisle tape, Anti-Slip tape, Reflective tape, Glow-in-the-Dark tape, Shapes, and Signs.



When implementing a floor marking project, start with an inspection to discover where and how your facility can benefit from floor tape. (Link to download site inspection sheet?) Decide on the best tape solution for your facility by conducting a test. Place different types of tape in several areas in your facility and leave them for a few weeks to see how they hold up during normal traffic. Try various methods of simulating wear and tear, like using a forklift to rotate a tire on the tape.

For the entire assortment of PathFinder floor marking tapes and wayfinding solutions visit the DuraLabel Pathfinder website at GraphicProducts.com/FloorMarking or call us at 877-534-5157 for more information or to request a free sample.

#### **PathFinder Tapes**

#### **RIGID™** Aisle Marking Tape



- Heavy-duty tape for heavy vehicle and foot traffic
- · Beveled edge prevents snagging
- · Organize traffic flow & implement 5S



#### **REFLECT™ Reflective Tape**



- · Highly reflective for long distance visibility
- · Ideal for vehicles, traffic signs, and machinery
- · Nighttime visibility in any environment



#### **FLEX™ Aisle Marking Tape**



- · For heavy foot and light vehicle traffic
- · Flexible to conform to uneven surfaces
- · Mark pedestrian aisles, hazardous areas, and storage locations



#### **TREAD™ Anti-Slip Safety Tape**



- · Abrasive tape reduces slips and falls anywhere
- · Conforms to many surfaces, indoors and out
- · Mark stairs, ledges, and equipment



#### **LITE**<sup>™</sup> 5S Marking Tape



- · Flexible material conforms to many surfaces
- · Mark walls, floors, pipes, and equipment
- · Multipurpose and cost-efficient



## **GLOW**<sup>™</sup> Safety Tape



- · Add visibility in low light indoor areas, day or night
- · All tapes glow for 6+ hours
- · Mark emergency routes, railings, and stairs



#### **PRINT**<sup>™</sup> **Aisle Marking Tape**



- · Preprinted floor tape enhances awareness
- · Thick overlaminate for extended life
- · Mark boundaries, warehouse traffic, and PPE requirements



#### **PathFinder Floor Signs**



- · Communicate safety info from the facility floor
- · Endures constant foot, forklift, and heavy equipment traffic
- · Mark entryways, exits, & vehicle traffic





