

Mats Inc. Maintenance Instructions for Floorworks® Vinyl Tile and Plank

These instructions supersede any verbal or written instructions from Mats Inc. representatives and must be followed in order for the warranty to be in effect.

Introduction

Floorworks® Planks and Tiles meet the requirements of ASTM F 1700, Standard Specification for Solid Vinyl Floor Tile, Class 3 – printed film vinyl tile. The top surface is a clear vinyl wear layer that provides excellent durability and stain resistance. The choice of color and pattern, the layout of entrances and staircases, and the cleaning standards of the end user will influence the specific maintenance requirements for the product.

This document describes preventative, initial and routine maintenance methods. It also describes two different floor finishing options, using a floor finish system and using a non-coated alternative.

Preventative Maintenance

Entrance matting: Because 90% of all dirt in a building comes in on footwear, Mats Inc. recommends installing and maintaining entrance matting (preferably permanently installed) at all outdoor entrances (20-30 linear feet for major entrances; less for infrequently used entrances). Doing this will improve indoor air quality, reduce flooring maintenance costs, and lengthen the life of your interior floors.

Window coverings are recommended to protect interior finishes from possible damage due to direct sunlight.

Do not use tape of any kind on the top of the floor covering.

Minimize possible floor damage from furniture by using the proper glides, casters and/or floor protectors. Prevent damage from wheeled furniture, appliances, dollies, pallet jacks and etc by using wheels or casters that are appropriate for the load being carried. When moving very heavy objects across the floor, even if they are on wheels, cover the floor with plywood or hardboard panels to prevent indentations, scratching or other damage to the floor.

Be sure all furniture, appliances, fixtures and equipment are leveled, with protective glides, felt pads or casters on the bottom. The contact area of the glides or casters should be large enough to distribute the load — the larger the better! Make sure casters or glides are smooth, flat and manufactured of non-staining material.

For chairs, use glides that are a minimum of 1" in diameter to distribute the load across a wider area and minimize the chance of indentations in the floor from heavy loads. When selecting glides or casters, be sure they are flat and smooth. Any protrusions, mold lines, irregularities, roughness or depressions may damage the floor covering. Use casters that are slightly rounded to prevent damage if briefly turned on edge. Maintain glides and casters so they are free of embedded dirt and grit that can scratch the floor and cause premature wear.

Contact your furniture, appliance and/or equipment company for recommendations and support. Since rolling-type casters and certain floor rests on furniture and appliances may damage resilient flooring, any warranty as to their suitability rests with the furniture or appliance manufacturer.

Initial Cleaning (after installation) and Deep Cleaning

1. Sweep or vacuum (with heavy-duty commercial vacuum) the floor to remove all dirt and grit. **This is the single most important maintenance activity for preserving the floor's appearance and performance – and typically the most overlooked and omitted.** Do not use a "beater bar" vacuum on any type of hard surface floor covering,
2. Post "wet floor" signs.
3. Remove highly colored products (i.e. hair dyes, iodine, etc.) from the sealer surface as quickly as possible - within 30 minutes.
4. For the removal of stubborn dirt, dilute Dr. Schutz PU Cleaner for resilient flooring in a ratio of 1:10 (1 oz to 10 oz of water), reducing the concentration accordingly for slight soiling.
5. Distribute the cleaning solution over the floor and, after allowing to stand for a short time, scrub the floor thoroughly using a red scrubbing pad, or equivalent scrub brush, with a 175-rpm swing machine or auto

scrubber. **Do not use a green, black, or brown pad.** Wet mopping is acceptable if it simulates the agitation of a 175-rpm swing machine or auto scrubber.

6. Pick up soiled solution with wet/dry vacuum or auto scrubber.
7. Rinse floor thoroughly and allow to dry completely.

Routine Cleaning

1. Sweep or vacuum (with heavy-duty commercial vacuum) the floor to remove all dirt and grit. **This is the single most important maintenance activity for preserving the floor's appearance and performance – and typically the most overlooked and omitted.** Post “wet floor” signs. Do not use a “beater bar” vacuum on any type of hard surface floor covering,
2. Dilute Dr. Schutz PU Cleaner for resilient flooring in a ratio of 1:200 (3/4 oz to 1 gallon of water) and wipe over the floor. The concentration can be reduced to 1:400 (1/4 oz to 1 gallon of water) when using a fully automatic cleaning machine. Use red scrubbing pad, or equivalent scrub brush, with a 175-rpm swing machine or auto scrubber. **Do not use a green, black, or brown pad.**
3. Pick up soiled solution with wet/dry vacuum or auto scrubber.
4. Rinse floor thoroughly and allow to dry completely.

Actions not to take: To ensure the long life and beautiful appearance of your floor,

- Do not use or drag furniture with sharp edges (for example, desks, shelving units, and cubicle assemblies). Furniture should be fitted with stainless steel or Teflon pads.
- Do not use soft chair caster wheels on office chairs. Wheels must be hard (polyamide, not polyurethane) so that they will roll easily, preventing unnecessary wear and tear on the flooring.
- Do not drag furniture across the floor. During a move-in day, floor protection should be used to prevent damage from movers, dropped furniture, or soiling from dirty moving equipment.
- Do not use acetone, strong alkaline cleaning agents, scouring powder, strong solvents, or abrasive cleaning pads, as these can damage the floor. When wet cleaning, use only clean warm water without cleaning agents. Only use cleaning agents in specific cases. Any cleaning agent used must be pH neutral (pH of 7 to 8). Always use a minimal dose of the cleaner.
- Do not use certain materials (for example in rubber feet, rubber mat, shopping carts) if they will be in contact with the floor for a long time, as they can cause discoloration that cannot be removed.

Floor Finish

An acrylic floor finish can provide protection from wear, staining and soil in addition to the desired gloss level especially for medium to high traffic areas. Floor finishes are applied using the recommended mop and allowing the recommended drying time between coats. In most cases, buffing the floor will maintain the gloss level. It is important when buffing that the floor be thoroughly cleaned first.

When selecting floor finishes, use those recommended for solid vinyl floor tile. Suggestions are included below. Some systems may require the use of a sealer; be sure to follow manufacturer's instructions.

Low speed system.

Two to four coats of floor finish are applied. A low, medium or high gloss finish can be used (Diversey Carefree or approved equivalent). The gloss level can be maintained by spray buffing using a low speed (175 rpm) swing machine and a buffing pad.

High speed system

This system uses a different type of floor finish applied in 5-7 coats (i.e. Johnson Wax “Complete” or “Premia”) The finish is maintained by dry buffing with a white pad and a high speed (up to 1200 rpm) machine.

Ultra High Speed (UHS) system

This system, also known as burnishing, creates a very high gloss by applying 7- 10 coats of UHS floor finish (i.e. Johnson Wax Professional “Signature”) and then dry buffing on a regular basis at speeds of 800 rpm to 3000 rpm.

No Floor Finish

In certain types of applications it is possible to maintain Floorworks® products with a low gloss without the

use of floor finish. Light traffic areas or moderate traffic areas with cleaning and entrance mat programs are essential for a “non-coated” system. A light buffing with a soft white pad will maintain a low gloss level.