

1. GENERAL MAINTENANCE

Precautions: Remove all metal objects before conducting maintenance and use caution tape and/or “Wet Floor” signs to prohibit foot traffic until the floor is dry. Do not use hydrocarbons, harsh disinfectants, cleaning agents, dyes, acetone or other harsh chemicals – ensure all chemicals and materials that may come in contact with flooring surface will not stain, mar or otherwise damage the surface. Do not use abrasive cleaning pads, as these can damage the flooring. The application of a floor-finish is not usually recommended and will change the maintenance protocol. Allow area to dry completely before allowing foot traffic.

Residential: Dust-mop or vacuum the floor to remove any dirt or debris. Damp-mop the floor as often as required using a flat microfiber mop or a spray mop. Use a pH neutral, film-free and streak-free cleaner concentrate, available at home improvement stores, and make sure to change the pad as often as necessary. Steam cleaners with a micro-fiber head may also be used, providing the steaming head is never stationary, as prolonged, excessive heat can damage any vinyl floor covering.

Commercial: Dust-mop or vacuum the floor to remove any dirt or debris. Mix a pH neutral, film-free and streak-free cleaner with clean, cool potable water and damp-mop or spot clean the floor as often as necessary. Avoid wet mopping, puddling or pooling cleaning liquid on the surface.

If flooring is heavily soiled or contaminated with gypsum dust, an auto-scrubber or rotary machine (185 rpm or less) with pads or brushes that are similar in grit to 3M 5100 Red Cleaning pads or a dual-bucket mop system must be used to remove dirt and contaminants from the surface. Mix a pH neutral, film-free and streak-free cleaner with clean, cool potable water at the appropriate dilution level and, apply to the surface using a new or thoroughly cleaned mop, except when using an auto-scrubber. When using a rotary machine, ensure the surface stays wet while scrubbing to prevent marring or dulling. When using a dual-bucket system, allow the cleaning solution to dwell for 5-10 minutes before removing. Use a wet vacuum or clean mop to remove the cleaning slurry, then rinse with clean, cool water and use a wet vacuum or clean mop to remove any remaining liquid. Ensure that all cleaning residues have been removed (this may require additional rinsing).

2. FLOORING PROTECTION

Do not slide or drag heavy objects across the floor. When moving appliances, heavy furniture or equipment, protect the flooring with appropriate, hard surface furniture sliders or 1/2-in. plywood.

All furniture casters or glides must be intended for resilient flooring and made of a soft material, such as a felt, silicone or a poly-based material. Casters and glides must have a flat contact point that is at least 1 -sq. in. or 1.125-in. in diameter to limit

indentation and flooring or finish damage. All rolling seating in desk areas must have chairs that use soft, W-Type polyurethane wheels or have a resilient flooring chair pad installed over the finished floor to protect it. **To avoid maintenance-related issues, do not use nylon/hard plastic wheels, glides or casters.**

All fixed furniture legs or corners must have permanent floor protectors installed on all contact points to reduce indentation, wear, scratching and other flooring or finish damage. Floor protectors must be intended for resilient flooring and made of a soft material (such as a felt, silicone or a poly-based material). Floor protectors must have a flat contact point of at least 1 -sq. in. or 1.125-in. diameter and must cover the entire bottom surface of the furniture leg. **Do not use nylon/hard plastic floor protectors or furniture feet.**

Ensure all furniture castors and chair legs are clean and free of all dirt and debris. Routinely clean chair castors and furniture legs to ensure that dirt or debris has not built up or become embedded in castors or floor protectors. Replace chair castors and floor protectors at regular intervals, especially if they become damaged or heavily soiled. Felt floor protection devices may need to be replaced 3 or more times a year to prevent accumulation. Use an effective walk-off mat or system at all outdoor entrances/exits and prevent water from accumulating. Ensure mats are manufactured with non-staining backs to prevent discoloration.