

## **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 three different methods of maintenance; conventional maintenance using acrylic floor finishes, semi-permanent coating system using polyurethane finishes and non-coated system that does not use finishes.

### **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.

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 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.

NOTE: 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.

### **Dry Maintenance**

Regular sweeping or vacuuming will keep loose dirt and grit from the floor. The frequency of this procedure will depend on the soil load on the floor, but for commercial applications at least once a day is recommended. Do not use a “beater bar” vacuum on any type of hard surface floor covering.

### **Wet Maintenance**

Mopping or auto scrubbing the floor on a regular basis will remove soil or stains that dry maintenance does not remove. Use a neutral cleaner and follow manufacturer’s instructions. Most cleaners are sold as concentrates that are mixed with water. Do not add more cleaner than is recommended. Follow label instructions for the proper dilution ratio. If using an automatic scrubbing machine use a pad such as a red pad that is designed for light cleaning.

### **Spot cleaning and scuff removal**

Remove spills and scuffs as soon as possible after they occur. Neutral cleaner and a cleaning or scrubbing pad can be used. Rinse with water after cleaning.

### **Floor finishes**

Depending on traffic conditions, available personnel/ equipment and desired gloss level, there are a number of options for maintaining Floorworks® products using floor finishes and coatings. These options include conventional procedures using acrylic floor finish (similar to other resilient floor coverings), maintaining the floor without the use of floor finishes or the use of semi permanent coatings such as MI Seal.

## **A. CONVENTIONAL FLOOR FINISH SYSTEMS**

Acrylic floor finishes have a long history of use on resilient floor coverings and can provide protection from wear, staining and soil in addition to the desired gloss level. 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.

Not all floor finishes are the same, so when selecting floor finishes, use those recommended for solid vinyl floor tile. Some suggestions are included herein. Also, some systems may require the use of a sealer, so follow manufacturer’s instructions in that regard.

#### Low speed system.

Two to four coats of floor finish are applied. A low, medium or high gloss finish can be used (Vision Matt 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.

## B. SEMI PERMANENT COATING

We strongly recommend that all installations be sealed with one of the following sealers to make a more dirt-resistant, low-maintenance, and long-lasting surface. The sealer must be applied using the MI Sealer Tool roller. Two coats are recommended for longer-lasting protection.

Note: The bi-annual use of one of the MI Sealers below is required for compliance with the MI Life Preserver™ Extended Warranty (2 coats reapplied every 2 years). See Warranty for additional information.

MI Life Preserver™ Sealers	Bottle Size	Approx. Coverage (in sq. ft)
MI Sealer	5.5 liters	1,000 -1,184
MI Stop Slip Additive - combine with MI Sealer	11.64 ounces	1,000-1,184
MI Stain Shield Finish	2.5 liters	485 - 538

**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.

### 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.** Post “wet floor” signs.
2. Remove highly colored products (i.e. hair dyes, iodine, etc.) from the sealer surface as quickly as possible - within 30 minutes.
3. In the case of stubborn dirt, dilute MI Clean in a ratio of 1:10 (1 oz to 10 oz of water), reducing the concentration accordingly for slight soiling.
4. 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.

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

### Daily 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.
2. Dilute MI Clean 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 vac or auto scrubber.
4. Rinse floor thoroughly and allow to dry completely.

### MI Sealer Application Instructions

1. The floor surface must be clean, dry, and free from dust, grease, oil, wax and care product residues. If this is not the case, clean the floor following the Initial Cleaning instructions, using a green pad. Site conditions and a room and working temperature of 60°F to 75°F shall be maintained. **Higher temperatures considerably reduce the working time of the sealer.** During application and drying of the sealer, avoid exposure to drafts and strong sunlight and protect the surface from dust.
2. Scuff the floor surface using a maroon Mats Inc. Renovation Pad. Scuffing the floor surface prior to installation will ensure a complete bond of the sealer to the floor surface. (For reapplying new sealer, use the maroon Mats Inc. Renovation Pad to remove the old sealer and clean the floor thoroughly.)
3. Shake up the canisters containing the sealer and the cross linker well. Add the cross linker to the sealer canister and thoroughly mix both components by shaking thoroughly. If partial quantities are to be mixed, always mix the sealer and cross linker in a ratio of 10:1 and by adding the cross linker to the sealer. Once mixed, the mixture is suitable for use for approximately 4 hours at the above required temperature range. In case of cold components, <40°F, the mixing procedures cannot be performed with sufficient thoroughness. **Do not tightly seal the canister containing ready-mixed sealer** since the sealer/cross-linker mixture can, in the course of time, react even in the canister, resulting in the build-up of reactive gases.
4. Roll out the sealer mixture evenly over the floor using the special MI Sealer Tool roller that comes with the sealer. Commence work on the side with the most light (as a rule this is the side of the room where there is a window) and work away from the light source. In this way it will be possible to keep an eye on the floor during work and immediately correct any problems as they arise. Apply the sealer and distribute with the roller, working in sections of a maximum of 10 feet in width at right angles to the incidence of light (i.e. parallel to the

window wall) and then roll it out evenly towards the light. Avoid the formation of pools. After allowing it to dry for a sufficient period of time (at least 2 hours but still on the same day), apply a second coat of the sealer mixture. The second layer increases the level of protection of your Floorworks® floor.

**Do not walk on the floor for a MINIMUM of 2 hours after treatment. The time may vary due to temperature and humidity. The floor can be walked on carefully 12 hours after the second application has dried. The Sealer Finish reaches its final level of hardness after approximately 7 days at room temperature.**

**Reapplication:** The frequency for reapplying sealer will vary based on the application and end user preferences. To reapply, follow steps 1 - 4 above.

### **MI Stain Shield Finish Application Instructions**

1. The floor surface must be clean, dry, and free from dust, grease, oil, wax, and care product residues. If this is not the case, clean the floor following the Initial Cleaning instructions, using a green pad. Site conditions and a room and working temperature of 60°F to 75°F shall be maintained. **Higher temperatures considerably reduce the working time of the sealer.** During application and drying of the sealer, avoid exposure to drafts and strong sunlight and protect the surface from dust.
2. Scuff the floor surface using a maroon Mats Inc. Renovation Pad. Scuffing the floor surface prior to installation will ensure a complete bond of the sealer to the floor surface. (For reapplying new sealer, use the maroon Mats Inc. Renovation Pad to remove the old sealer and clean the floor thoroughly.)
3. Shake up the canisters containing the sealer and the cross linker well. Add the cross linker to the sealer canister and thoroughly mix both components by shaking thoroughly. If partial quantities are to be mixed, always mix the sealer and cross linker in a ratio of 4:1 and by adding the cross linker to the sealer. Once mixed, the mixture is suitable for use for approximately 1 hour at the above required temperature range. In case of cold components, <40°F, the mixing procedures cannot be performed with sufficient thoroughness. **Do not tightly seal the canister containing ready-mixed sealer** since the sealer/cross-linker mixture can, in the course of time, react even in the canister, resulting in the build-up of reactive gases.
4. Roll out the sealer mixture evenly over the floor using the special MI Sealer Tool roller that comes with the sealer. Commence work on the side with the most light (as a rule this is the side of the room where there is a window) and work away from the light source. In this way it will be possible to keep an eye on the floor during work and immediately correct any problems as they arise. Apply the sealer and distribute with the roller, working in sections of a maximum of 10 feet in width at right angles to the incidence of light (i.e. parallel to the window wall) and then roll it out evenly towards the light. Avoid the formation of pools. After allowing it to dry for a sufficient period of time (at least 2 hours but still on the same day), apply a second coat of the sealer mixture. The second layer increases the level of protection of your Floorworks® floor.

**Do not walk on the floor for a MINIMUM of 2 hours after treatment. The time may vary due to temperature and humidity. The floor can be walked on carefully 12 hours after the**

**second application has dried. The Sealer Finish reaches its final level of hardness after approximately 7 days at room temperature.**

**Reapplication:** The frequency for reapplying sealer will vary based on the application and end user preferences. To reapply, follow steps 1 - 4 above.

### **C. NON - COATED FLOORS**

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 aggressive cleaning and entrance mat programs are potential floors for a “non-coated” system.

Since soil and loose dirt on the floor are the main contributors to wear, it is critical that the floor be kept clean by regular sweeping, mopping and/or auto scrubbing and that an appropriate entrance mat program is used to keep soil from abrading the surface of the floor covering. A light buffing with a soft white pad will maintain a low gloss level. This methodology can be changed to Conventional or Semi Permanent coating systems (per section A or section B) if traffic conditions change, a higher gloss level is desired or if results are not satisfactory.