

TEKNOFLOR™

CARE & MAINTENANCE COMMERCIAL SHEET & DRYBACK

Proper care and maintenance can offer numerous benefits, including optimizing the service life of the flooring, easier cleaning, avoiding damage, and preserving its appearance. This document outlines the proper care, cleaning routines, and appropriate preventive measures for Teknoflor commercial sheet and dryback products. Implementing these practices will assist in enhancing the performance and durability of the flooring, helping to ensure it remains in excellent condition and provides a long service life. Teknoflor floor coverings do not require any floor finish or buffing.

Always comply with the Standard Operating Procedures (SOP's) of the respective facility.

SAFETY PRECAUTIONS

- To reduce the risk of workplace injury, always use good judgment and follow appropriate safety protocols. Maintain compliance with all practices and regulations set forth by OSHA, the Occupational Safety and Health Administration.
- Before starting maintenance or spot cleaning, make certain you have the correct safety and cleaning equipment, and that it is in good working order.
- When performing wet maintenance, always use wet-floor caution signs and/or caution tape and prohibit traffic until the procedure is complete.
- Carefully follow each product's label instructions for proper use. Refer to the respective SDS (Safety Data Sheet) to understand the hazards and precautions associated with each product and use the appropriate personal protective equipment for each cleaning product.
- Floors are more slippery when wet or contaminated with oils, grease, silicone or other contaminants. Immediately clean up spills or contaminants to maintain the floor's surface traction.
- Any products or chemicals that may present safety concerns or hazards must be properly handled, stored, and disposed of. Always keep walkways, work areas, stairways, and doorways free of obstruction. Appropriately address any concerns and notify the owner or GC of any conditions that may require further attention.
- DO NOT mix any cleaner containing chlorine/bleach with ammonia or acidic cleaners. The combination can create toxic gases.

PREVENTATIVE FLOOR CARE

- **Walk-off Matting System:** Use proper walk-off matting at all entries and where needed to trap soiling, dirt, clay and gravel and other contamination that gets tracked onto the floor through routine use.
 - **Open Tread:** Walk-off mats should incorporate a high friction, open tread or surface that will scrub off grit and particles from the bottom of shoes and other traffic and prevent contaminants and moisture from entering the facility.
 - **Outside:** Mats should be placed outside each entry and incorporate an open flow through design with an aggressive tread and ability to scrub off both heavy soil and wetness or snow as appropriate for location.
 - **Inside:** Mats should be placed inside each entry and in other locations with an open tread and sufficient depth to scrub off particulate and hold contaminants for later cleaning. Inside matting should be at least the width of the doorway and be a minimum of 10 feet or longer to sufficiently capture the contaminants from normal traffic.
 - **Non-Staining Backing:** Matting shall incorporate a backing that will not stain the floor.
 - **Routine Cleaning:** Walk-off matting needs to be frequently cleaned to maintain functionality.

- **Furniture Rests, Glides, Casters, and Protectors:** Use appropriate furniture rests and floor protectors under all chairs, furniture, rolling equipment, and beds. Furniture rests and protectors must be:
 - **Non-Staining:** Be made of non-staining materials.
 - **Radiused Edge:** Provide slightly radiused or rounded edges.
 - **Sufficient Contact Area:** Have a surface contact area that is large enough to evenly distribute the load without causing damage to the flooring. Generally, a 1" or larger diameter flat smooth contact area is appropriate for most applications.
 - **Flat Smooth Contact Area:** Provide a flat smooth contact area free from unevenness, protrusions or depressions, abrasiveness, mold lines or seams or embedded grit or particulate, etc.
 - **Level Furniture:** Equipment and furniture should be properly leveled so that the weight is equally distributed on each rest and flat on the floor at all times.
 - **Glides Level On Floor:** Floor glides should rest level on the surface of the floor.
 - **Composition Of Glide Surface:** Commercial grade undyed felt glides are preferred for resilient flooring. Stainless steel, nylon, and non-staining rubber glides can be used. Do not use metal glides that may rust or plastic glides as they become abrasive with use and can scratch the floor.
 - **Routine Maintenance:** Furniture rests, wheels, and floor protectors require periodic cleaning and maintenance like all other equipment in a facility. Check often and replace worn or damaged items immediately to prevent unintended damage to the flooring.
 - **Caster Wheels:** Equip swivel-type office chairs and other rolling furniture with casters that are soft, wide, and non-staining. Casters should be sufficiently sized to distribute loads and prevent indentations or damage but never less than 2" in diameter.

CARE AND MAINTENANCE BEST-PRACTICES

Recommended:

- **Microfiber Mops:** Microfiber mops and microfiber flat mops are recommended as they clean more effectively and retain soil better than traditional mops.
- **Dilution Control:** There are various options available from the cleaning chemical suppliers for precise metering of the cleaner with water to provide the correct dilution. Incorrect measurement of cleaners reduces their effectiveness and may cause a residue build up that can be difficult to remove.
- **Change Cleaning Agents Frequently:** Cleaning solutions and rinse water should be changed often to prevent the buildup of residue or redistribution of surface contaminants.
- **Brushes For Textured Surfaces:** Rotary or cylindrical brushes are recommended for cleaning all floors with textured surfaces. Brushes should be equivalent to a 3M 5100 red pad with flexible non-abrasive bristles.
- **Spot Cleaners:** To remove surface spots and contamination that does not come up with routine cleaning, use a pH neutral floor cleaner and if necessary, progress to an undyed denatured alcohol or mineral spirits applied to a clean, lint-free cloth. Solvents should be tested prior to use in an inconspicuous area. Do not allow excessive amounts of solvent to dwell on the surface of the material or to penetrate the joints or seams of the flooring; never apply solvent directly to the material. Perform a final rinse by wiping all affected areas with a clean cloth dampened with potable water.
- **Specialty Spot Remover:** Iodine based products will stain resilient floors and should be cleaned immediately. If stained, utilize a suitable iodine stain remover (such as those manufactured by Betadine).
- **Heavy Rolling Loads:** Improper protection from heavy objects and high point loads can result in permanent scratches, gouges, indentations, grooves, or otherwise damage the material. Heavy traffic, rolling loads, dollies, carts, pallet jacks, furniture, and appliance placement should occur over appropriate wood panels sufficiently thick to effectively distribute the load. Panels should remain stationary, in a fixed location, while objects are rolled or slid across. Protective panels should not be moved or slid across the surface of the floor covering. The surface of the floor covering must be completely clean prior to placement; lightly damp mop if necessary. Remove all moisture, dirt, dust, and debris prior to the application of the floor protection to avoid scratching,

gouges, indentations, or other such damage. Do not use plastic sheeting, plastic panels, or other non-breathable materials to protect the floor covering. Panels must be a suitable protective covering and breathable to allow for the unrestricted passage of moisture and will not stain, discolor, or bond to the floor.

- **Protective Coverings:** When appropriate, use a suitable protective covering which is breathable and allows for the unrestricted passage of moisture and will not stain, discolor, or bond to the floor. The type of protection selected should factor the level of potential traffic, and the risk of damage from impact, scratching or indentation. Before applying a protective covering, check that it is suitable for the circumstances. Consider orienting the protective layer such that any logos or printing are not in contact with the flooring. It may be appropriate that all joints and edges of the protective covering are fully taped to one another, however, the covering should not be taped to the flooring. Regardless of the type of protective floor covering being used, the surface of the floor covering must be completely clean prior to placement, lightly damp mop if necessary. Remove all moisture, dirt, dust, and debris prior to the application of the floor protection to avoid scratching, gouges, indentations, or other such damage. Do not use plastic sheeting, plastic panels, or other non-breathable materials to protect the floor covering that could restrict or impair free passage of moisture.
- **Moving Fixtures:** When moving heavy objects over the floor, a minimum thickness of ¼" (6 mm) plywood or Masonite is required to protect the floor from damage. Set fixtures and furniture back in place, ensuring that objects are not slid across the surface of the flooring. All moveable equipment and furniture should be equipped with proper floor protectors, or casters that are soft, wide, and non-staining. Casters or glides should be sufficiently sized to distribute loads and prevent indentations or damage.
- **Protective Mats:** Hard-surface protective mats are specifically designed to allow office chairs to easily roll across a surface while protecting the underlying floor covering from damage. Hard-surface protective mats are recommended in areas of frequent or heavy usage and especially in areas where caster chairs are utilized. Prior to placing a new protective mat, the floor covering should be completely clean and free from dust, dirt, and debris. Protective mats that have become damaged should be immediately replaced to provide continued protection and prevent additional damage.
- **Temperature:** Throughout the service life of the floor covering, ambient temperatures must never rise above 100° F (38° C) nor fall below 55° F (13° C). The flooring material and adhesives may be adversely affected by exposure to temperatures beyond this range.

Not Recommended:

- **Intense Direct Sunlight:** Do not expose the flooring to intense direct sunlight for prolonged periods. Direct sunlight may cause issues including, but not limited to, discoloration, lifting, and excessive temperatures which may result in expansion or contraction of the flooring. Protect the flooring from direct sunlight using window treatments, drapes, blinds, or UV tinting on windows.
- **Solvent Cleaners:** Avoid regular or widespread use of solvent-based cleaners.
- **Abrasive Cleaners And Pads:** Do not use abrasive cleaners, steel wool, abrasive scrubbing pads, brown or black stripping pads, and abrasive or stiff bristle brushes to clean the floor.
- **Dry Buffing Or Burnishing:** Avoid dry buffing or burnishing the floor surface unless using a floor finish. Before dry buffing or high-speed burnishing, make sure the floor surface is clean and there is a sufficient base of polish (5 to 7 coats).
- **Flooding The Floor:** Avoid flooding the floor or using excessive amounts of cleaning solution or water.
- **Contact With Wet Metal:** Prevent metal furniture and glides from being in contact with the flooring when wet.
- **Other Residues:** Do not allow sprays, solvents, or other compounds to settle and reside on the flooring surface in a manner that may cause a build-up of residue, discoloration, or the flooring to become slippery.

INITIAL FLOOR CARE

- Allow at least seven (7) days following the installation before any wet cleaning or initial maintenance.
- Follow the proper installation guide's instructions for the respective adhesive for all traffic requirements.
- Always remove any adhesive residue in strict accordance with the respective installation guide.
- Sweep, dust mop, or vacuum the floor to remove all loose dirt and grit. Do not use treated dust mops or vacuums with a beater bar.
- The initial cleaning shall be performed using the Periodic Deep Cleaning procedures.

SPOT CLEANING

- Remove surface contamination with a pH neutral floor cleaner.
 - Put the wet cloth over the contamination and allow to dwell for 1-2 minutes. This helps to loosen and soften the contaminant.
 - Gently rub and buff the spot off the surface with the damp cloth rotating to clean sections of the cloth during cleaning. Keep in mind that it may take more than one application to remove the contaminant.
 - To aid in removal of stubborn contaminants, carefully use a non-abrasive scrubbing pad for increased agitation, such as a 3M 4100 white or 5100 red pad or equivalent pads or brushes.
 - Apply additional cleaner to a clean section of cloth and continue to gently rub and buff the remaining contaminant until it is removed.
 - Perform a final rinse by wiping all affected areas with a clean cloth dampened with potable water.
- Stubborn surface contaminates which cannot be removed by spot cleaning using pH neutral cleaner should be carefully addressed by applying an undyed denatured alcohol or mineral spirits to a clean, lint-free cloth.
 - Gently rub and buff the spot off the surface with the lightly dampened cloth.
 - Solvents should always be tested prior to use in an inconspicuous area.
 - Do not allow excessive amounts of solvent to dwell on the surface of the material or to penetrate the joints or seams of the flooring; never apply solvent directly to the material.
 - Perform a final rinse by wiping all affected areas with a clean cloth dampened with potable water.

ROUTINE MAINTENANCE (PERFORMED DAILY OR AS NEEDED)

- Clean walk-off mats to remove dirt, grit, sand, and other contaminants from being tracked onto the floor.
- Sweep, dust mop, or vacuum the floor to remove all loose dirt and grit. Do not use treated dust mops or vacuums with a beater bar.
- Clean the floor with an auto scrubber using a properly diluted pH neutral floor cleaner and a 3M 5100 red pad or equivalent pad or brush. Rotary or cylindrical brush cleaning is recommended for textured floors. When an auto scrubber is not available, apply a properly diluted pH neutral floor cleaner according to the cleaning product instructions. Apply the solution liberally, but do not flood the floor.
- Clean the floor using a mop, flat mop, or machine scrub with a low speed (175-350 RPM) swing arm floor machine using a 3M 5100 red pad or equivalent pad or brush.
- Completely remove the cleaning solution using an auto scrubber, wet/dry vacuum, or mop and let the surface dry.
- Fans or air movers can speed up the drying process. Once the floor surface is clean and dry, remove caution signs and return the floor to service.

PERIODIC DEEP CLEANING

- For deep cleaning, work in manageable sections.
- Sweep, dust mop, or vacuum the floor to remove all loose dirt and grit. Do not use treated dust mops or vacuums with a beater bar.
- Prepare the floor using a suitable heavy-duty cleaner that has been properly diluted (with a pH between 4 and 10) and is safe for use on resilient flooring. Apply the solution liberally, but do not flood the floor. Allow the solution to dwell for the appropriate amount of time, making sure the solution does not dry on the surface.
- Machine scrub the flooring with an auto scrubber or low speed (175-350 RPM) swing arm floor machine using a 3M 5100 red pad or equivalent pad or brush. Rotary or cylindrical brush cleaning is recommended for textured floors.

- Completely remove the cleaning solution using an auto scrubber or wet/dry vacuum, or mop and let the surface dry.
- Rinse the surface with clean water and remove using an auto scrubber, wet/dry vacuum, or mop. Let the surface dry.
- Fans or air movers can speed up the drying process. Once the floor surface is clean and dry, remove caution signs and return the floor to service.
- The Periodic Deep Cleaning process may need to be repeated on floors which are heavily soiled.

HEALTHCARE OPERATING / PROCEDURE ROOM MAINTENANCE

Daily Maintenance Between Surgical Procedures:

- Follow the specific infection control and Standard Operating Procedures (SOP's) for the facility.
- Pick up and discard all loose waste and debris into a trash receptacle.
- Disinfect the floor using a microfiber mop with a properly diluted EPA registered disinfectant cleaner. Maintain the wet surface for the required dwell time in accordance with cleaner instructions.
- Allow the floor to air dry before resuming use of the room.

End Of Day Maintenance:

- Follow the specific infection control and Standard Operating Procedures (SOP's) for the facility.
- The final cleaning of the floor needs to occur after all other surfaces above the floor have received their end of day cleaning and disinfecting.
- Remove all portable equipment and operating tables from the procedure room.
- Pick up and discard all loose waste and debris into a trash receptacle.
- Follow Standard Operating Procedures (SOP's) for blood removal and disposal.
- Damp mop the floor using a suitable heavy-duty cleaner that has been properly diluted (with a pH between 4 and 10) and is safe for use on resilient flooring. Apply the solution liberally, but do not flood the floor. Allow the solution to dwell for the appropriate amount of time, making sure the solution does not dry on the surface.
- Machine scrub the flooring with an auto scrubber or low speed (175-350 RPM) swing arm floor machine using a 3M 5100 red pad or equivalent pad or brush. Cylindrical or rotary brushes are recommended for cleaning textured surfaces.
- Remove the cleaning solution using an auto scrubber or wet/dry vacuum and thoroughly rinse the surface with clean water. Pick up the rinse water using an auto scrubber or wet/dry vacuum and let the surface dry. Fans or air movers can speed up the drying process.
- Disinfect the floor using a microfiber mop with a properly diluted EPA registered disinfectant cleaner. Maintain the wet surface for the required dwell time in accordance with cleaner instructions.
- After the appropriate dwell time, allow the floor to air dry. Fans or air movers can speed up the drying process.
- Once the floor surface is clean and dry, return the operating table and other equipment into each procedure room.

CAUTION: Strictly follow maintenance procedures to contain and confine pathogens to prevent contamination across the operating room or cross contamination from room to room. Follow all infection control and Standard Operating Procedures (SOP's) for your facility.

NOTE: It is important to perform end of day cleaning as floor disinfectants do not provide the same level of cleaning efficacy and emulsification of soiling. Over time, disinfectant cleaner residue will build up and can cause slippery or sticky surfaces or discoloration to the flooring that can be difficult to remove.

Notices and Disclosures

This document supersedes, in its entirety, any and all prior printed and electronic versions relating to the subject matter hereof including Care and Maintenance Guides previously distributed for Teknoflor Flooring. Teknoflor's written care and maintenance shall have precedence over any agent, affiliate, representative, or referenced industry standard guideline unless set forth in writing by an authorized member of Teknoflor's / HMTX Industries' Technical Services Team.

Care and Maintenance guidelines are not intended to supersede local, state, national, or regional codes or any applicable regulations.

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