Flooring Protection

Use an effective walk-off mat or entry system at all outdoor entrances and exits that prevent water from accumulating beneath mats. Ensure all mats used on the floor are approved for vinyl flooring and have nonstaining backings to prevent discoloration. 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 legs, corners, casters, and glides must be designed for resilient flooring and made of soft materials, such as felt, silicone, or polyurethane. All fixed furniture legs and corners must have permanent floor protectors installed at every flooring contact point to reduce wear, scratching, and other surface damage. All furniture casters, glides, and floor protectors must have a flat contact area of at least 1 sq. in. or 1.125 in. in diameter to limit indentation and surface damage. All rolling seating in desk areas must use soft, polyurethane-type wheels, and a **flat based polycarbonate chair pad**, approved for resilient flooring must be installed over the finished floor for protection. **To avoid maintenance-related issues and surface damage, do not use nylon or hard-plastic floor protectors, casters, or glides.**

Routinely inspect chair casters, glides, furniture legs, and floor protectors for embedded dirt or debris buildup, and clean them as needed. Replace chair casters and floor protectors at regular intervals, especially if they become damaged or heavily soiled. Felt floor-protection devices may need to be replaced three or more times per year to prevent dirt and debris accumulation.

General Maintenance

⚠**Precautions:** Remove all metal objects that may corrode before conducting maintenance. In commercial settings, use caution tape and/or signage to prohibit foot traffic until the floor is dry. Ensure all chemicals and materials that may become in contact with flooring will not stain, mar or otherwise damage the surface. Do not use hydrocarbons, paint thinner, acetone, harsh and/or hazardous chemicals, or abrasive cleaning pads, including any melamine eraser, 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 - 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. A two-bucket mop system is recommended, as this will separate dirty water from the cleaning solution and prevent spreading contaminants across the floor. Avoid wet mopping, puddling or pooling cleaning liquid on the surface.

Heavy Cleaning

Ensure that initial maintenance has been conducted prior to conducting heavy cleaning. 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 a 3M 4100 White Super Polishing Pad, or a dual-bucket mop system must be used to remove dirt and contaminants from the surface. For significantly soiled areas, pads or brushes that are similar in grit to a 3M 5100 Red Cleaning Pad may be used.

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, then scrub using a stiff bristle, non-metal deck brush or similar 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 residue has been removed - this may require additional rinsing.