

# Commercial Maintenance

LEKTRAFLOOR® Commercial Resilient Flooring products incorporate a unique high performance surface technology. This crystal-clear surface layer enhances the realism of your flooring and under normal circumstances does not require a floor finish or buffing.... ever. As a result, you do not need to use harsh cleaners or strippers or abrasive pads to clean and maintain your floor.

## **SAFETY PRECAUTIONS**

Follow the facilities SOP's (Standard Operating Procedures). Before performing maintenance or spot cleaning, make sure you have the correct safety and cleaning equipment and that they are in good working order. Follow each cleaning product's label instructions for proper use. Refer to the products SDS (Safety Data Sheet) to understand hazards and precautions associated with each product and use the appropriate PPE (personal protective equipment) for each cleaning product.

Floors are more slippery when wet or contaminated with oil grease, silicone or other contaminants. Immediately clean up spills or contaminants to maintain the floor's surface traction.

## **WET FLOOR CAUTION SIGNS**

When performing wet maintenance or when the floor will get wet, put out wet floor caution signs and or caution tape and limit traffic in work areas until the procedure is done. Remove caution signs when the maintenance is done, and when the floor is dry.

## **POST CONSTRUCTION CLEANING**

- CAUTION – Only use low moisture damp mopping for the first week, as needed.
- DRY SOIL REMOVAL - Remove loose soil and debris with an appropriate floor vacuum.
- WET SOIL REMOVAL – Use a spray applicator to apply properly diluted neutral pH (7-9 pH) cleaner (Diversey Stride or similar) onto the floor in a manageable area. The spray applicator reduces chemical use and the surface dries more quickly.
- CLEAN THE FLOOR - Agitate the cleaner solution with a microfiber flat mop over the floor. Replace the microfiber pad as it becomes soiled. Continue to clean additional sections of floor until the entire area has been cleaned.
- RINSE THE FLOOR - Rinse the floor with water only by mopping water to remove any remaining residue from the floor.
- LET DRY - Let the floor surface dry with minimal use.

For areas where drywall dust has gotten wet on the surface, it will create a white chalk like residue. Use a neutral cleaner as above with a 175 RPM Swing Arm machine or auto scrubber with a 3M Red pad to remove the drywall film. For textured floors, use a non-abrasive cylindrical brush machine or auto scrubber with a cylindrical brush and neutral cleaner to remove the drywall film. After agitation, rinse the surface with clean water and remove the solution with an auto scrubber, wet vacuum or dry microfiber flat mop.

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## PRECAUTIONS

- Restrict foot traffic for 24 hours and heavy traffic or rolling loads for 48-72 hours or for the duration recommended by the adhesive instructions.
- Remove adhesive residue with a clean white cloth dampened with odorless mineral spirits or isopropyl alcohol.
- Wait at least one week before normal wet cleaning or auto scrubbing the floor.
- Use caution when adhering tape to the surface of your resilient flooring as it may damage the surface.
- Protect the floor from damage after installation prior to turn over.
- Tape floor protection material to the base molding along the wall and not directly to the floor.
- When moving heavy objects across the floor, use protective barriers to distribute weight and prevent damage like ram board, hardboard or other suitable material.
- Avoid direct sunlight exposure on LVT flooring as it will cause fading and expansion of vinyl planks. Use UV window protection.
- Surface temperature should not temporarily exceed 100F (38C) from sunlight, steam mops, bed bug treatment, etc.
- Floor temperature including radiant heat use should not exceed 85F (29C) and temperatures should not go below 55F (13C) under any condition of use. Exposing the flooring to temperatures outside the recommended range could cause expansion or shrinkage of vinyl flooring.
- Do not use mop and shine products on resilient flooring.
- Some disinfectants contain chemicals that can stain, discolor and cause general harm to resilient flooring products. Quaternary Ammonium Salts are among those that have been found to be harmful to resilient flooring when used over time. Only use pH neutral (7-9 pH) products.
- Walk-off mats should be used at all entrances to collect soil and moisture. If mats are placed directly on top of the resilient floors, use mats without latex or rubber backings to avoid possible discoloration.
- Sharp and pointed objects and high-heeled stiletto shoes can damage the floor.
- Proper furniture protection is necessary to prevent scratching and scuffing of resilient flooring. It is recommended to use industrial strength felt protection. These can be purchased from the following websites: [www.1877floorguy.com](http://www.1877floorguy.com), [www.expandedtechnologies.com](http://www.expandedtechnologies.com), [www.flexifelt.com](http://www.flexifelt.com).
- Place chair pads underneath rolling chairs to prevent damage to the LVT flooring.

## MANAGE EXTERIOR SOURCES OF SOILING

Maintain a clean exterior (parking lots and walkways) where traffic enters the building.

Proper mats should have non-staining backing like PVC.

Use mats on the outside and inside of entranceways, in vestibules or other transition areas. Other areas that will create soiling or moisture concerns like food

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service areas and restrooms should have matting strategically positioned to help confine soil, oil, grease and moisture.

Functional mats remove and retain soil and moisture. Mats should cover at least 6-8 footsteps to capture outside dirt and soil tracking from shoes.

Matting Function Types:

- Scrubber Mats– used at exterior entrances to remove and hold soil from shoes.
- Absorbent Mats – used inside to hold moisture and prevent it from tracking.
- Soil Retention Mats – used inside to trap and hold soiling and prevent it from tracking.

Mats should be frequently cleaned to maintain their effectiveness to trap soil and moisture. Have extra mats on-hand during inclement weather.

### **ROUTINE MAINTENANCE**

#### DRY SOIL REMOVAL

- Vacuum, sweep or dust-mop as needed to remove soil debris and other loose contaminants before build-up or accumulation occurs. See the suggested frequency chart for planning purposes.
- CAUTION
  - Dust mop treatments should not be used as they can transfer to the surface and attract and hold soil.
  - Vacuums with rotating beater bars should not be used as they can damage hard surface flooring.

#### SPOTS AND SPILLS

- Promptly address all spots and spills to avoid staining and slip or fall hazards. Wet spills should be quickly removed. If there is any residue, use a neutral pH resilient floor cleaner to clean the surface. Always rinse with clean water and dry the surface.
- For more difficult to remove spots like oil/grease (petroleum-based) and/or scuff marks, Isopropyl alcohol or mineral spirits can be used. Always test the cleaner in an inconspicuous area before use on the floor. Apply the cleaner to a clean cloth and apply from the outer edge of the spot inwards to the middle. Repeat the application and cleaning process until the surface is clean or no further improvement is observed. Always rinse with clean water and dry the surface.

#### SCUFF MARKS

Most scuff marks can easily be removed by agitation. A quick and effective way to remove scuff marks is to scrub with a Melamine Sponge Pad (Magic Eraser type product) or a tennis ball placed on the end of a pole or broom handle.

Scuff marks can also be removed by:

- Cleaning the area with an auto scrubber using a 3M Red pad or equivalent pad or brush and properly diluted neutral pH cleaner.
- Spray buffing the area with a spray/buff solution using a low-speed (175 rpm) swing arm machine and 3M Red pad or equivalent pad or brush.

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## WET CLEANING

You can perform wet cleaning manually using a flat mop or traditional mop or mechanically using an auto-scrubber or low speed swing-arm machine. Using a properly set-up auto-scrubber is the preferred method for wet cleaning as it provides a consistent cleaning process and minimizes the amount of cleaning solution used to clean the floor. This allows the floor to dry more quickly.

### CAUTION –

- Do not use pads/brushes with aggregate attached (green / brown / black). These pads are too aggressive and can damage the floor surface.
- Products containing bleach are not recommended. Bleach cleaners can damage the floor surface with repeated use.
- Steam mops are not recommended. Steam mops used improperly can cause the resilient floor to release from the adhesive and bubble.

### MANUAL WET CLEAN

- **APPLY SOLUTION** - Apply a properly diluted neutral pH resilient floor cleaner over a manageable area.
- **AGITATE WITH MOP** - Use a Microfiber wet mop or mop and two-bucket system.
- **RINSE** - Rinse the floor with clean water. Repeat the rinse process if necessary to remove any remaining cleaning solution.
- **DRY SURFACE** - A fan can be used to quickly dry the floor.

### MECHANICAL WET CLEAN

- **AGITATE WITH AUTO SCRUBBER** – Use an auto-scrubber with a 3M Red pad or equivalent pad or brush and apply a properly diluted neutral pH resilient floor cleaner.
- **RINSE** - Rinse the floor with clean water. Repeat the rinse process if necessary to remove any remaining cleaning solution.

Use of a floor finish is optional and at the discretion of the end user depending on their use conditions. Follow the finish manufacturer's instructions for proper use to include mixing and application. If a finish is applied, always use additional cleaning products from the same manufacturer to prevent compatibility concerns.

Please refer to the Maintenance Products Guide for maintenance products suggestions. As there are numerous cleaning and maintenance product options for hard surface floors, these products should be evaluated for suitability at your location as there will be different requirements based on soil type, desired performance and visual expectations and available maintenance equipment. When used, a floor finish becomes the wear layer.

- **Neutral Cleaners:** Hilway Direct HD Neutral Cleaner, Diversey STRIDE, Ecolab HP Neutral Floor cleaner XL North XL APC or LVT Cleaner  
**Spray and Buff:** Hilway Direct HD Plus or HD Matte, XL North XL Cleaner/Maintainer Diversey WiWax  
**Matte Finish:** Diversey Carefree Matte® Hilway Direct Plus Matte

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## SUGGESTED FREQUENCY CHART FOR RESILIENT FLOOR CARE

Traffic Level	Dust Mop / Vacuum	Spot Removal	Wet Mop / Auto-Scrub
<b>Light</b> Office Cubicle	1-2 times per week	As needed	Wet Mop Weekly Scrub Quarterly
<b>Moderate</b> Classroom Conference Room Shared Office	3-5 times per week	As needed	Wet Mop Daily Scrub Monthly
<b>Heavy</b> Break Room Common Area Elevator Elevator Lobby Entry Hallway Mail Room Patient Room Waiting Area	1+ times per day	As needed	Wet Mop Daily Scrub Weekly

This chart represents a general guideline. Plan schedule your facility maintenance frequency based on your specific conditions and desired aesthetic.