

# MAINTENANCE INSTRUCTIONS

## **ROUTINE MAINTENANCE**

To get your new TM floor looking its best, and to keep it that way, TM recommends the following initial maintenance procedures. For detailed recommendations, see the TM Maintenance Instructions (pp. 19-22).

- Use non-staining matting system at exterior doors that is appropriate for soil load and weather conditions.
- Use appropriate floor protectors, glides and wheels and do not drag or slide heavy objects across the surface of the floor.
- Do not use abrasive cleaners that can scratch the floor surface or detergent cleaners that leave a residue.

### **Day 1**

- Stay off the new floor. Minimize traffic.

### **Day 2 to 4**

- Dust mop, sweep or vacuum the floor to remove loose dirt and grit.
- Lightly damp mop (well wrung out mop) floor with properly diluted Neutral pH cleaner solution.

### **Day 5**

- Choose from multiple routine maintenance options to suit individual site requirements, i.e. traffic, environment and use of space.

## **MAINTENANCE PRECAUTIONS AND SAFETY INFORMATION**

Effective maintenance includes promptly removing all spills and then thoroughly cleaning with a diluted neutral cleaner or cleaner/maintainer solution. Failure to establish an effective routine maintenance program will not only detract from the appearance of the floor but may shorten its useful life.

# MAINTENANCE

The type or frequency of traffic on your Tile or Plank will determine the frequency of maintenance needed. The color of the floor will have some bearing on how much care may be necessary. Regular adherence to an effective maintenance program should include: Thorough dirt and grit regulation, Prompt removal of spills and stains, Protection of the floor surface. The most effective part of any floor maintenance program is the simplest: sweep, dust mop or vacuum DAILY, or more frequently if needed.

## **INITIAL MAINTENANCE UPON COMPLETION OF THE INSTALLATION**

Sweep or vacuum thoroughly and remove any adhesive residue from surface. TM Adhesive / Scuff Remover or Mineral Spirits can be used. Do not wash floor for at least 48 hours after installation. Lightly damp mop with a RI Neutral Cleaner or RI No Rinse Cleaner. Remove any scuffs and excessive soil by careful scrubbing. Certain types of rubber heel marks may be removed by rubbing with a cloth dampened with RI Adhesive / Scuff Remover. All traffic and furniture should stay off the floor for at least 24 hours to allow the adhesive to dry. Do not wash any installation for 48 hours. In order to prevent indentations and scratches, provide glass, plastic or other non-staining cups with flat under surfaces not less than 2" in width for the legs of heavy furniture or appliance. Equip swiveled-type office chairs and other rolling furniture with broad surface non-staining casters at least 2" in diameter. Remove small diameter buttons from the legs of straight chairs and replace with metal glides that have bearing surfaces not less than 1" in diameter. Protect your floor against burns. Burns from the glowing end of a cigarette, matches, or other extremely hot items can damage TM floors. Do not flood floor, subject to frequent standing water, or use in high moisture areas.

## **ROUTINE COMMERCIAL MAINTENANCE**

TM Tile and Plank will perform commercially provided a sound maintenance program is followed. Light daily sweeping, dust mopping, or vacuuming will prevent dirt and grit particles from being ground into the surface of the tile. Non-rubber, non-staining walk off mats should be used to control the amount of dirt and grit reaching the floor. The mats should be as wide as the doorway and thick enough to trap dirt and should be cleaned on a regular basis. Frequent light mopping will prevent the floor from becoming heavily soiled and will remove most spills and stains. The amount and type of traffic will dictate the frequency of washing. Wash the floor by damp

mopping with RI Commercial Cleaner diluted with warm water. If the floor receives hard use and becomes extremely dirty, as in heavily commercial installations, an occasional scrubbing may be necessary. This can be accomplished by using a low speed buffer 300 RPM or less with a red-scrubbing-type (polyester or nylon) pad. Spray the floor with RI Commercial Cleaner and work the solution over the floor using the buffer and the scrubbing pad. Once this is accomplished, remove the dirty residue by damp mopping with clear water or with a wet vacuum.

## **STAIN REMOVAL**

To remove stubborn spots or stains from tiles/planks, always begin with mild cleaners, such as RI Neutral Cleaner or RI No Rinse Cleaner. If this fails to remove stain, use Mineral Spirits. Do not use harsh solvents, such as Acetone, or lacquer thinner, as these type products can permanently soften and damage the surface. For extreme staining, (paints, permanent markers, dyes) try applying fingernail polish remover containing Acetone (not straight Acetone) applied to soft cloth and rubbing. Any damage resulting from use of pure solvents IS NOT covered by the warranty. Always test stronger cleaning agents on sample pieces or in unnoticeable areas first before attempting on affected areas.

## **SCUFFING AND SCRATCHING**

Although TM tiles/planks are resistant to scuffing and scratching, surface damage can occur with hard enough use, or if floor is improperly maintained. If damage occurs, try using RI Scratch Remover spray bottle or hand buffing the spot with 0000 steel wool, using a solution of mineral spirits. If damage is deep, try using 000 steel wool RI Scratch Remover will mask minor scratches and scuffs; For “Spot” repairs only – not to be used as a floor coating.

## **RI MAINTENANCE PRODUCTS**

- **RI Scratch Remover**
  - This product is designed to improve the appearance of resilient floor surfaces; Scratch Remover masks minor scratches and scuffs. For use in high traffic areas, under furniture or whenever gloss has been affected by wear or abrasion. Available in 22 oz spray bottle
- **RI Commercial Buffable Neutral Cleaner (Concentrate)**
  - This product is a specially formulated cleaner and restorer which deposits a buffable film after cleaning. During cleaning this

product quickly and easily removes soil and residue from spills such as soft drinks, etc. This product is phosphate free. Available in 1 quart and 1-gallon bottles

- **RI Neutral Cleaner (Concentrate)**
  - This product is a cleaner concentrate formula specifically for damp mopping and maintaining resilient plank and tile flooring. This no-rinse formula does not leave a haze or residue which has a dulling effect. This product is phosphate free. Available in 1 quart and 1-gallon bottles
- **RI No-Rinse Neutral Cleaner**
  - This product is a neutral cleaner ready-to-use formula specifically for maintaining resilient plank and tile flooring. This no-rinse formula does not leave a haze or residue which has a dulling effect. This product is phosphate free. Available in 22 oz spray bottle
- **RI Black Scuff Remover**
  - This product removes daily scuff marks from black heels marks, etc. Available in 22 oz spray bottles.
- **RI MicroCare Cleaning Mop**
  - Picks up moisture and dirt, leaving floors clean with no dulling scratches'
  - 360° rotating head and telescopic handle for hard-to-reach areas
  - Conforms to the surface of your floor
  - Frame folds towards the pole for easy storage
  - The cleaning pads are durable, machine washable and reusable for up to 200 times
  - Lightweight but extremely durable aluminum mop with end caps to protect furniture and baseboards
  - Use RI No-Rinse Neutral Cleaner for wet cleaning, spray on pad or directly on the floor. Follow directions on bottle.

### **SAFETY FIRST:**

Before commencing work, put out signs or safety cones to warn that cleaning is in progress. A slippery floor can cause accidents. This can be caused by poor maintenance, surface contamination, spills or when the floor is wet. All hard floors can be slippery when wet. Ensure the floor is clean and dry before resuming use. **Use warning signs in commercial areas when performing maintenance or cleaning spills.**

**Please contact TM before proceeding with any part of the installation you may have questions about. Customer service 855-372-7546**