



General **Light Commercial** Care & Maintenance Guide

SHEET VINYL



IVC US Light Commercial Care & Maintenance Guide

IVC US Light Commercial sheet vinyl flooring is designed for both Residential and Light Commercial use. As such, care and maintenance options may range depending upon the end-use application. Below are some recommended care and maintenance examples based upon end-use applications. Carefully determine what your floor's end-use and traffic conditions will be to help you select which care and maintenance practice is best for your floor.

***NOTE: If you are using a, @ Work Collection, Champion commercial product in a Light Commercial setting, always refer to Commercial Care & Maintenance, as Champion is a true Commercial Grade product.**

Light Commercial Building Type	Definition & Examples of Business Type Light Commercial Use	Recommended Application	Cleaning Method
 HEALTHCARE	Professional Offices (i.e. accountants, lawyers), Doctors' Offices	All Non-required "Clean Room" Areas Offices Lobby Waiting Rooms Exam Rooms Common Areas	Commercial Commercial Commercial Commercial Commercial
 CORPORATE	Offices, Banks	Offices Hallways Lobby Reception Areas Bathrooms Break Rooms Conference Rooms	Residential or Commercial Commercial Commercial Commercial Commercial Commercial
 RETAIL	Boutiques, Art Galleries, Bookstores, Coffee Shops, Dry Cleaners, Gift Shops, Jewelry Stores, Beauty Salons, Barber Shops	Dressing Rooms Restrooms Entire Store	Residential or Commercial Commercial Commercial
 HOSPITALITY	Hotel, Motel	Guest Rooms Restrooms	Residential or Commercial Residential or Commercial
 EDUCATION	Daycare	Common Areas Class Rooms Libraries	Commercial Commercial Commercial

Residential Care & Maintenance Guide

To keep your floor clean using the Residential Care and Maintenance Guide, follow these proper care and maintenance guidelines:

- Sweep the floor regularly with a soft bristle broom to remove loose dirt.
- Wash the floor with non-abrasive, neutral PH floor cleaner.
- For everyday maintenance, a mop moistened with warm water will suffice.
- Spills should be cleaned up immediately.
- Ensure furniture legs have large surface, non-staining plastic floor protectors or non-staining felt pads. The protectors should be at least one inch in diameter and rest flat on the floor. The heavier the item, the wider the floor protector should be. Replace small, narrow metal or dome-shaped glides with smooth, flat glides that are in flat contact with the floor.
- Heavy furniture or appliances that are not moved often should be equipped with flat, non-staining composition furniture or cups of appropriate size.

Do not use the following on your vinyl flooring:

- Soap based detergents
- Abrasive or mop and shine products
- Floor wax
- Vacuum cleaners with a rotating beater bars
- Ammonia or bleaches*

**For spot treatment, a diluted 1/10 solution of bleach/water is tolerable for stain removal.*

NOTE: Always read the cautionary information on all cleaners prior to use!

IMPORTANT: Never push, pull or drag furniture, appliances or other items across the floor. When moving furniture or heavy items, always lift and carry the items. Place hardboards between the flooring and object to move.

How to Treat Stains, Spills & Scuffs

Follow the remedies in order. Unless instructed otherwise, use a clean, white cloth or towel with products recommended for vinyl flooring. Always rinse the affected area with clean water after treatment.

The Stain or Spill – acids, alkalis, blood, catsup, mustard, food, fruit, fruit juices, candy, cleaners, strong soaps, dye, dye markings, urine and feces, grass, iodine, mercurochrome and rust

The Remedy

- First, remove as much solid material as possible.
- Scrub area with cleaner full strength.
- Rub the area with a 10 to 1 dilution of water to liquid bleach.
- Rub the area with isopropyl alcohol.
- If rust stain does not respond, use lemon juice or a cream of tartar solution.

The Paint & Solvent Spills – Dry cleaning fluids, lacquer and latex paint, nail polish, solvents, oil-based paints, wood stains and varnish

The Remedy

- If substance is dry, gently peel it from the floor. Avoid sharp instruments that could scratch floor.
- Scrub area with non-abrasive cleaner.
- Rub lightly with odorless mineral spirits or paint thinner.

NOTE: *Do not use acetone or nail polish remover!*

Substances That Won't Wipe Up – adhesives, chewing gum, oil, grease, candle wax and tar

The Remedy

- First, remove as much solid material as possible.
- Carefully remove excess with a spoon or fingernail.
- Scrub area with non-abrasive cleaner.
- Rub lightly with odorless mineral spirits, isopropyl alcohol or lighter fluids.

Scuffs & Smudges – rubber heel marks, shoe polish, scuffs and smudges

The Remedy

- Rub the scuff with fingertip, rubber will come right off. The friction from the rubbing will remove rubber.
- Scrub area with non-abrasive cleaner.
- Rub lightly with isopropyl alcohol or lighter fluid.

CAUTION!

Isopropyl alcohol, lighter fluid, odorless mineral spirits and paint thinner are flammable solvents. Carefully read and follow cautionary information on their respective labels. Keep traffic off treated area for 30 minutes.

Commercial Care & Maintenance Guide

To help keep your light commercial flooring clean using the Commercial Care and Maintenance Guide, there are three proper care and maintenance methods, which are as follows:

1. No Polish, No Buffing Maintenance Method
2. Machine Spray Buff Maintenance Method
3. Polish Maintenance Method

Choose which method is most appropriate and follow the respective care and maintenance guidelines below.

No Polish, No Buffing Maintenance Method

Preventative Maintenance:

- When moving heavy items/objects, always lift and never slide them across the surface of your vinyl flooring. Always use strips of hard board or plywood when using furniture glides, carts, and/or dollies with wheels.
- Furniture legs should be equipped with large plastic, non-staining flat surface protectors or glides.
- IVC US recommends that you protect Commercial Flooring with heavy cardboard or craft paper on construction sites where other trades are active. (Never place the printed side of any material against the vinyl).
- Never use asphalt-saturated felt paper (roofing felt) to protect your vinyl floor.
- **CAUTION:** Rubber-backed mats may cause permanent staining when placed directly on the vinyl. Place walk-off mats/rugs outside the entrances to the building to capture soil particles prior to entering the environment. Use non-staining mats/rugs inside the entrances if outside locations are not feasible.
- Some solutions contain chemicals that may permanently stain or damage flooring if not cleaned up immediately. Asphalt driveways (particularly those recently installed or resealed with asphalt type sealers) can cause permanent staining in high traffic areas.
- Allow adhesive and sealers to cure a minimum of 48 hours before cleaning the vinyl floor. If this is not possible, avoid over wetting or saturating the seam areas.
- Remove scuffs and any adhesive smears with a clean cloth dampened with mineral spirits while being careful to avoid contaminating the seam areas. Immediately clean the area using a neutral pH floor cleaner to remove any residue remaining from the mineral spirits.

DAILY MAINTENANCE:

- Sweep or dust with an untreated dust mop daily to remove loose soil contaminants.
- Spills should be cleaned up immediately.
- Never use sweeping compounds or oil treated mops.
- Damp mop with a neutral pH floor cleaner using overlapping strokes.
- Rinse the mop frequently and changing the rinse water often as needed.
- Avoid over wetting the floor.
- Allow floor to dry before allowing any foot traffic on the cleaned area.

PLEASE AVOID:

- The use of detergents, abrasive cleaners or “mop and shine” products. These products may leave a residue on your floor or scratch the surface.
- Applying paste wax or solvent-based polishes.
- Using highly abrasive scrubbing tools, pads, etc.

REMEMBER TO:

- Clean floors on a regular schedule (additional cleaning, when needed).
- Use a clean mop head.
- Rinse the mop head often to remove soil particles and build up.
- Replace rinse water frequently to keep it clean.

Tips – Dealing With Spills

- Food and beverage, chemicals and other foreign matter need to be cleaned immediately to avoid staining:
 - Wipe up spills with an absorbent cloth.
 - Wash thoroughly with a neutral pH floor cleaner until the spill is completely clean.
 - Rinse with clean water and allow to dry completely.
- Always follow the neutral pH cleaning instructions and comply with safety warnings.

Machine Spray Buff Maintenance Method

NOTE: ALL BUFFING TYPE EQUIPMENT MUST BE LOW SPEED (450 RPM OR LESS)

- Follow the **Preventative Maintenance and Daily Maintenance** instructions listed above in the No Polish, No Buffing Maintenance Method prior to using buffing machinery:
 - If normal maintenance incorporates the use of a low speed scrubber, the machine should be fitted with a **WHITE** pad. (Never use darker colored pads, as they are more abrasive).
 - Spray cleaning may also be used to maintain the surface appearance. Pour the manufacturers recommended mixture using a neutral pH floor cleaner into a suitable spray container.
 - Apply solution onto an area, approximately 20 square feet at a time. Use a low speed rotary (450 RPM or less) buffing machine fitted with a **WHITE** scrubbing pad. Work in parallel overlapping passes until the floor is clean.
 - Rinse with clean water and mop as needed to remove residue.
 - **DO NOT** continue buffing after the floor has dried as this may burnish the vinyl.
- A neutral pH floor cleaner is the recommended product to maintain the vinyl flooring.
- IVC US recommends following the manufactures' specific instructions for maintenance products and to comply with all safety warnings. IVC US does not warrant other manufacturers' maintenance products. Any claim associated with the use of another manufacturer's product will not be considered part of the Commercial warranty.

Polish Maintenance Method

- Prior to applying polish to a newly installed IVC US Commercial floor, it is required that the floor be thoroughly cleaned with a neutral pH floor cleaner, manufactured for use on commercial sheet vinyl products.
- An auto-scrubber or slow speed scrubbing machine using a tan pad or soft bristle brush can be used for cleaning.
- Rinse thoroughly and allow the floor to dry fully before applying polish.
- Apply two or more coats of commercial floor polish, allowing for adequate dry time between coats. The floor polish used must be manufactured for use on commercial sheet vinyl products.