



Cleaning and Maintenance Instructions

Overall

Preventative maintenance: Because 90% of all dirt in a building comes in on footwear, Summit International Flooring strongly recommends installing and maintaining entrance matting (preferably permanently installed) at all outdoor entrances (20-30 linear feet for major entrances; less for infrequently used entrances). Doing this will improve indoor air quality, reduce flooring maintenance costs, and lengthen the life of your interior floors.

Safety: Always post "Wet floor" and/or "Caution" tape when maintenance is going to be performed. Refer to cleaners' MSDS for any Personal Protective Equipment requirements.

Actions not to take

To ensure the long life and beautiful appearance of your Feng Shui Flextile floor:

- Do not use or drag furniture with sharp edges (for example, desks, shelving units, and cubicle assemblies). Furniture should be fitted with floor protectors that are large enough to distribute the furniture's weight evenly. Keep the floor protectors clean and replace them periodically.
- Do not use soft chair caster wheels, including polyurethane wheels, on office chairs. Wheels must be at least 2" in width and made of hard polyamide or similar (wheel type H per EN 12529) so that they will roll easily, preventing unnecessary wear and tear on the flooring.
- Do not drag furniture across the floor. During a move-in day, floor protection should be used to prevent damage from movers, dropped furniture, or soiling from dirty moving equipment.
- Do not use certain materials (for example in rubber feet, rubber mat, shopping carts) if they will be in contact with the floor for a long time, as they can cause discoloration that cannot be removed.
- Do not use a vacuum with a beater bar.
- Do not use a wet mop or sponge to clean the floor. Excessive amounts of water will cause your floor to swell.
- Never wax bamboo.
- Do not use oil soap, scouring powder, abrasive cleansers or harsh detergents to clean bamboo.

Initial Cleaning (after installation)

The floor should be installed only after the other construction stages have been completed.

1. Check appearance of entire installation. Use a dampened mop with a no-wax floor cleaner specifically formulated for hardwood floors to remove any adhesive from the flooring.
2. Commercial vacuum with a soft accessory to clear the area of debris and grit.

Routine Cleaning

1. Commercial vacuum with a soft accessory to clear the area of debris and grit. If necessary, mop with a **slightly** damp cloth or sponge mop.
2. Remove spills promptly. Blot the spill with a dry cloth or slightly damp mop. Dry the area immediately after removing the spill.

Heel/Scuff Marks & Stain Removal

Remove scuff marks and stains immediately. Stains may penetrate the flooring and cling (also known as migration).

1. Use a soft damp cloth to gently scrub the floor.
2. If necessary, use a no-wax floor cleaner specifically formulated for hardwood floors to remove any stubborn stains.

Note: Never use oil soap, scouring powder, abrasive cleansers or harsh detergents to clean bamboo floor.

Please address any questions or comments to:



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