



General **Commercial** Care & Maintenance Guide

SHEET VINYL



IVC US Commercial Care & Maintenance Guide

To help keep your commercial flooring clean, 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 IVC 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 re-sealed 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.
- Please follow the commercial floor polish manufacturer's instructions carefully.