



## VELOCITY, JOURNEY, AND SOJOURN COLLECTIONS CARE & MAINTENANCE INSTRUCTIONS

### General Care

- Sweep or vacuum daily; use only vacuums without beater bars.
- Protect the floor from tracked-in dirt and grit particles by using walk-off mats at all outside entrances.
- Avoid the use of rubber-backed mats, as certain rubber compounds can permanently stain vinyl.
- In order to prevent indentations and scratches, provide glass, plastic, felt, or other non-staining cups with flat under-surfaces not less than 2" wide for the legs of heavy furniture or appliances. 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 or felt glides that have bearing surfaces no less than 1" in diameter.
- Always use the proper equipment to protect the flooring from damage that could be caused by the moving of heavy fixtures or appliances.
- Use micro-fiber mops for wet cleaning and never use anything coarser than 3M-equivalent red cleaning pads or brushes
- Protect your floor against burns. Burns from the glowing end of cigarettes, matches, or other extremely hot items can damage the floor.
- Do not flood floor or subject to frequent standing water.
- Only use cleaning products that are designed for Luxury Vinyl Tile (LVT) floors with urethane coatings.
- Any spill should be cleaned up immediately. The longer the spilled materials are left on the floor, the greater the risk of permanently staining the floor.
- Avoid exposure to direct sunlight for prolonged periods. The use of drapes or blinds is recommended during peak sunlight hours. Prolonged exposure to direct sunlight can result in discoloration, and excessive temperatures might cause tiles or planks to expand.

### Maintenance Procedures

Safety: When performing wet maintenance, always use caution. Provide proper signage and prohibit traffic until the floor is completely dry. When using electrical equipment, follow electrical equipment manufacturer's safety instructions.

### NO-POLISHING/NO-BUFFING MAINTENANCE OPTIONS

Initial Maintenance for a Newly Installed floor

1. For glue down installations, allow the adhesive to cure for at least 48 hours prior to wet-cleaning the floor. Floating floor installations can be walked on immediately after installation.
2. For all floor types, thoroughly sweep, dust-mop, or vacuum (without beater bar assembly) the floor to remove all loose dirt, dust, grit, and debris.
3. For glue down installations, remove any dried adhesive-residue from the surface with mineral spirits applied to a clean, lint-free cloth. Do not allow excessive amounts of solvent to sit on the vinyl or to penetrate the joints of the flooring. Never apply solvent directly to the floor.

4. For all floor types, damp-mop the floor using a microfiber mop and pH neutral cleaner.
5. Thoroughly rinse the entire floor with fresh, clean water. Remove the dirty residue with a wet-vacuum or with a clean mop and allow the floor to dry completely.

#### **DAILY/ROUTINE MAINTENANCE**

1. Clean entryway walk-off mats to remove dirt, grit, sand and other contaminants from being tracked onto the floor (as needed).
2. Thoroughly sweep, dust-mop, or vacuum (without beater bar assembly) the floor to remove all loose dirt, dust, grit, and debris that can stick to and damage the surface of the floor.
3. Spills should be cleaned up immediately. Spot-clean using a pH neutral cleaner and microfiber or preferred mop.
4. Damp-mop the floor on a regular (recommended - daily) basis using a pH Neutral Cleaner.

#### **PERIODIC MAINTENANCE**

1. For heavily soiled floors it may be necessary to scrub the floor using an auto scrubber or rotary machine (175 rpm or less) with a pH neutral cleaner, using the proper dilution ratio. Fit the buffer with a 3M-equivalent red or white scrubbing pad and work the solution over the floor.
2. Thoroughly rinse the entire floor with fresh, clean water. Remove the dirty residue with a wet-vacuum or with a clean mop and allow the floor to dry completely.

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