



FURBISH

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RESILIENT TILE FLOORS

RESILIENT TILE FLOORING: FLOORING THAT HAS THE ABILITY TO WITHSTAND STRAIN WITHOUT BEING PERMANENTLY AFFECTED OR INJURED. SPRINGY, PLIABLE FLEXIBLE, ELASTIC, BUOYANT, SUPPLE. COST EFFECTIVE TO INSTALL AND EASY TO MAINTAIN.

There are several types of Resilient Tile Floors. They may be vinyl, vinyl asbestos, asphalt, rubber and cork. Resilient tile floors come in a wide variety of color, shapes and textures, but they all have certain maintenance requirements that are the same.

1. Daily dust mopping or sweeping.
2. Daily scrubbing, damp mopping or spot mopping.
3. Periodic scrubbing and refinishing.
4. Periodic removal of old coatings and the application of new coatings.

In addition, resilient tile floors should be spray buffed or high speed burnished to enhance their aesthetic value and most importantly, to reduce the amount of labor necessary to maintain a pleasant and sanitary environment.

In the following pages, we will discuss all the procedures necessary for you to follow to insure beautiful floors, with reduced labor, and a cost effective Resilient Tile Floor Maintenance Program.

INTRODUCING SYSTEMS

LOW COST FLOOR MAINTENANCE PROGRAM

MAINTENANCE PROCEDURES

Daily, Weekly or Periodic

(as required by area usage and traffic)

1. The following equipment and chemicals are recommended and should be assembled prior to the start of your daily cleaning procedure.

- a. Clean treated dust mop.
 - b. Soft bristle broom.
 - c. Dust pan and counter brush.
 - d. Putty knife
 - e. Clean wet mop
 - f. Wet mop handle in good working condition
 - g. Clean mop bucket and wringer.
 - h. **Pink Zip** or **Neutra Brite** neutral floor cleaner
 - i. Wet Floor signs.
 - j. Any safety equipment as required by your employer.
Be sure to check with your supervisor for the proper safety equipment.

Note: If you plan to High Speed burnish your floors, add the following equipment and supplies.

- a. High Speed floor machine (1500 rpm or greater).
- b. Finishing Touch high speed burnishing compound.
- c. 3M high speed buffing pads.
Red for buffing, White for polishing, Ultra High Tan or Erasure Pad for High Speed Burnishing

2. Secure the area to be cleaned and place your Wet Floor signs in an area that will be easily noticed by other people that may enter your work area.

SCRUB AND RE-COAT PROCEDURES

Using the proper routine maintenance procedures, stripping operations can be put off indefinitely. If however, your floor begins to deteriorate in its overall appearance and condition levels despite restorative methods, the stripping function can be implemented following the procedures outlined under **NEW FLOOR AND FLOOR STRIPPING PROCEDURES**.

Weekly, Monthly or as Needed

1. In addition to the tools described in **MAINTENANCE PROCEDURES**, the following will be required:

- a. A standard floor machine with proper pad drive assembly.
- b. 3M Blue scrubbing pad or 3M Black stripping pad.
- c. A wet vacuum with floor squeegee attachment.
- d. **Furbish Forever Floor Finish**

2. Follow the same instructions and described in #2, #3 and #4 of **MAINTENANCE PROCEDURES**.

3. Choose an area of floor to start cleaning. Usually not more than an area approx. 15 x 20 feet. It is important to start in an area that is easily handled by the size of the crew working. If too large of an area is used, your cleaning solution may dry on the surface of the floor and become difficult to remove.

Follow the instructions on the container of **Pink Zip or Neutra Brite** for mixing the proper solution. Apply a liberal amount of solution to the floor and let stand for a few minutes. (allowing the solution to stand on the floor gives it a chance to work on the soil, thus making your job easier by allowing the chemical to work for you)

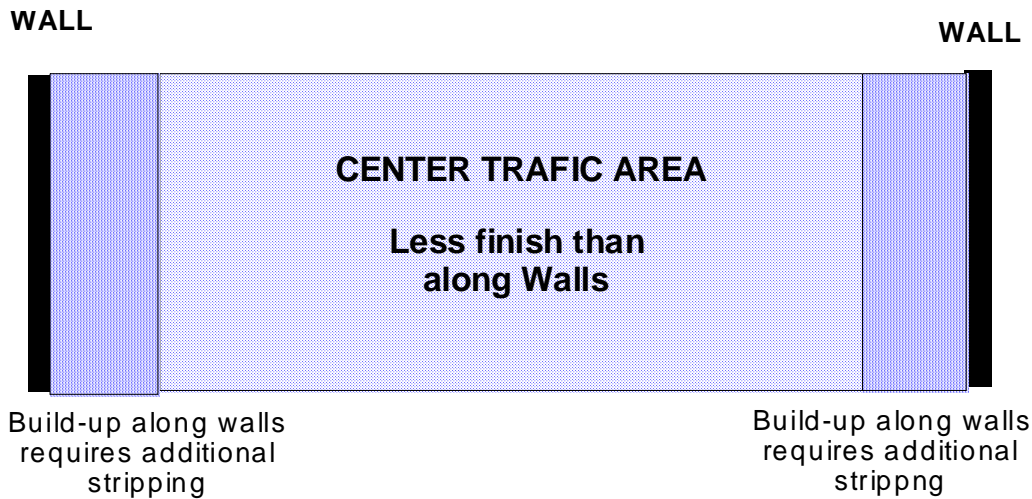
4. Center your Blue 3M pad on your floor machine and begin scrubbing. It is usually helpful to start in a corner and work to the center of the floor. Try to work away from the power cord of the floor machine. This will keep the cord out of the way of the machine eliminating the possibility of running over your cord and make your operation easier. Use of a Black 3M pad may decrease the amount of time required to complete the operation. The black is more aggressive. It will work faster, but care should be taken as it can remove more finish than desired.

5. Wet vacuum the area you have finished scrubbing and continue the operation until the entire area has been scrubbed and vacuumed.

6. Damp mop or rinse the entire area using a clean mop with fresh water. Although the floor may appear to be thoroughly clean, damp mopping or rinse is recommended to ensure that all dirt and soil have been removed. Any residue that may be left can cause poor adhesion and premature wear of your floor finish.

7. Before you start your cleaning operation, pour enough **Forever Floor Finish** to finish the floor into a clean mop bucket. Soak a clean **Wax** mop in the bucket of **Forever Floor Finish**. This will allow the mop to absorb the finish thoroughly and make the application easier.

8. Allow the floor to dry completely before applying the finish. Use of a floor fan will aid in the drying operation. Start on one end of the room and apply a thin coat of finish paying particular attention to the traffic areas. Application of a second coat in high traffic or worn areas will extend the amount of time required for maintenance or stripping operations.



NEVER apply the finish all the way to the wall in a scrub and re-coat procedure. This will cause a build up of finish along the edge and will become difficult to remove when stripping becomes necessary. This will also cause stripping to be done more frequently.

9. When your finish has dried completely (usually 45 minutes to 1 hour), it is recommended to high speed your floor using a White 3M floor pad. You may not see an increased level of shine, but by high speed burnishing using a White 3M pad, you will force the moisture out of the floor. This hardens the floor and allows you to open it to traffic. By hardening your floor in this fashion, the finish becomes more durable and last longer.
10. When you are finished with your operation, return all equipment to your storage area.
 - a. Rinse clean all wet mops and hang to dry.
 - b. Discard any unused finish or cleaner from your mop buckets, clean and thoroughly rinse buckets and wringers.
 - c. Vacuum all dust mops and store in their proper place.
 - d. Rinse and let air dry any wet vacuums used.
 - e. Clean all floor pads, hang and let dry.
 - f. Wipe down all equipment using a clean rag and light cleaning solution. Inspect for damaged cords, switches and plug ends. Report any damage or safety concerns to your supervisor.
 - g. Always leave your storage and work area clean, orderly, safe and ready for the next person who has to use it. Clean and orderly work areas are important to ensure equipment longevity, good attitudes and a safe working environment.

NEW FLOOR PREPARATION AND STRIPPING PROCEDURES

New tile is sent from the manufacture with a factory seal to protect the surface during shipping and installation. To insure proper bonding of the floor finish, the factory seal must first be removed. Make sure to follow that manufactures directions regarding the amount of time necessary for adhesive to fully cure before the floor can be scrubbed or stripped. Once a new tile floor has cured, follow the **STRIPPING PROCEDURES** instructions.

STRIPPING PROCEDURES

The first step in a sound floor care program is to properly prepare the floor for seal and finish coats. The floor should be stripped under the following conditions;

1. New Floors.
2. If you are starting a new floor care system.
3. If you are changing chemical suppliers.
4. If the finish on the floor is not known or is not compatible with the finish you are currently using.
5. The finish has been damaged by deep scratches.
6. The finish has been imbedded with soil from high traffic or from previous re-coats without proper cleaning or rinsing procedures.
7. If the finish is peeling, powdering or yellowing.
8. There is a heavy build up of finish along the walls and worn in the traffic areas.

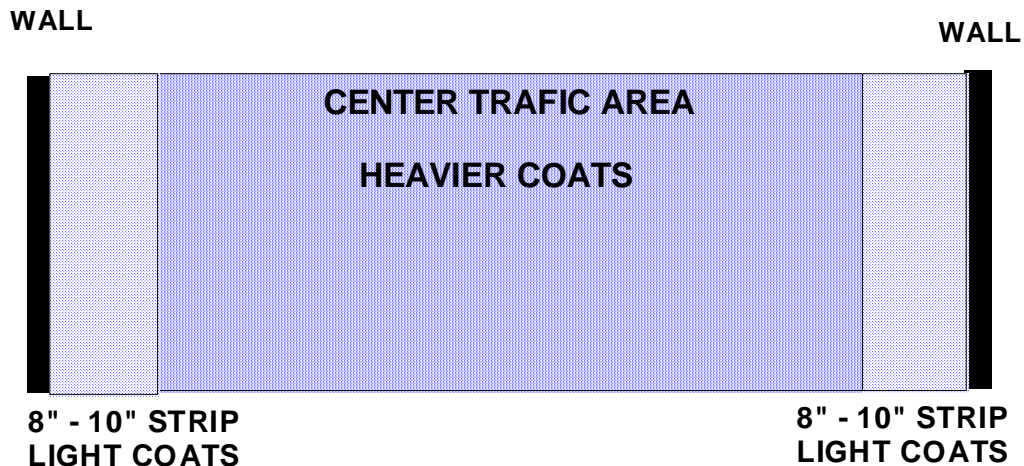
State of the Art Technology allows us to eliminate the use of high alkaline stripping solutions, acid neutralizers and floor sealers in most stripping operations. This has enabled us to reduce the number of chemicals necessary to remove old coatings, apply new coatings and more importantly, reduce the amount of time required to accomplish these tasks. Although some types of floors may require special procedures and chemicals, most vinyl composition, asphalt and vinyl floors can use the procedures described in **NEW FLOOR PREPARATION AND STRIPPING PROCEDURES**. For special floors or problem floors, consult your **FURBISH CHEMICAL REPRESENTATIVE** for further information

1. The following equipment and chemicals are recommended and should be assembled prior to the start of your stripping procedure.
 - a. Clean treated dust mop.
 - b. Soft bristle broom.
 - c. Dust pan and counter brush.
 - d. Putty knife
 - e. Clean wet mops
 - f. Wet mop handles in good working condition
 - g. Clean mop bucket and wringer.
 - h. **Furbish Rinse Free Stripper**
 - i. Wet Floor signs.
 - j. Single disk floor machine
 - k. 3M Black or High Productivity stripping pads.
 - l. Wet vacuum with squeegee tool.
(an automatic floor scrubber may be used in place of a floor machine and a wet vacuum)
 - m. Any safety equipment as required by your employer.
Be sure to check with your supervisor for the proper safety equipment.
2. Secure the area to be cleaned and place your Wet Floor signs in an area that will be easily noticed by other people that may enter your work area.
3. Remove furniture and other obstacles when ever possible and dust mop floors using a treated dust mop. Dust mops should be treated with **Furbish Dust Go**, a high quality paraffin oil dust mop treatment. This will ensure maximum results. If dust mops are not treated, they will not hold the dust and light soil, but will simply move it around to settle somewhere else. If the area to be clean has large amounts of heavy dirt or foreign material, a push broom may be required prior to using a dust mop.
4. Remove any gum, tape, tar or other foreign matter that may be present using a putty knife or special cleaning agent and/or procedures that may be required. If in doubt about a certain procedure or chemicals, consult with your immediate supervisor. There are some chemicals or procedures that are not recommended or are unsafe in various working environments.
5. For new floors or lightly soiled floors, **Furbish Rinse Free Stripper** (1) one part stripper to (5) parts water. For extremely dirty floors or floors with a heavy build up, mix (1) one part **Furbish Rinse Free Stripper** to (1) one part water. Apply liberally to a manageable area. (approximately 100 - 200 square feet) Allow stripper to start working on old coatings. Usually about 5 minutes. Thoroughly strip the area using the floor machine and 3M pad. Pick up solution using a wet vacuum. Repeat until the entire area has been stripped.

Observe the floor after the stripping operation. If there are any shiny spots left on the floor, or along the edges, repeat the stripping operation to ensure that all coatings are removed.
6. Although **Furbish Rinse Free Stripper** does not normally require any rinsing, it is advised that damp mopping procedures be preformed after stripping. This will en-

BASIC RECOMMENDATIONS

1. Make sure floor is completely dry. Moisture can interfere with proper adhesion. Use of a high speed burnisher and a red pad will help drive out moisture from your floor prior to applying the finish.
2. Do not over apply finish. Too Much finish can lead to improper curing and leveling. **Forever Floor Finish** should be applied at a rate of 1500 sq.ft. per gallon.
3. Do not apply too thin. A medium coat is desirable for properly filling pores on newly stripped floors and to achieve maximum wear and appearance characteristics.
4. When applying multiple coats, be sure the previous coat is completely dry before applying the next coat. If the floor is tacky, it is not ready for re-coating. If a coat is applied on coat that is not fully dry, the overall performance of the finish will be affected and possibly the second coat will penetrate the first causing streaking and dulling.
5. Floor finishes are developed to dry at a certain rate in order to maximize performance qualities. If a floor dries too fast, it can cause poor gloss and may powder off or wear prematurely.
6. Apply a maximum of three to four coats of finish in any 24 hour period. Complete curing may take from 24 to 72 hours. Once the finish has dried, use of a high speed burnisher using a white 3M pad will assist in the curing of the floor finish.



FINISH APPLICATION

1. Begin with a thoroughly cleaned or stripped floor.
2. Use a new or clean **Wax** mop head which has been designated for finish only. Presoak mop at least one hour prior to any finish application in a bucket of floor finish.
3. Pour **Furbish Forever** in a mop bucket. Use an amount that is slightly less than the amount required to finish the job. If more is needed, you can add it later. It should be noted that if you pour too much finish into the bucket, never pour it back into the container. It becomes contaminated and will ruin the finish in the container. The average coverage of **Forever** is 1500 sq.ft. per gallon per coat, depending on the porosity of the floor.
4. Soak the **Wax** mop in the bucket filled with **Forever**, making sure the entire mop is filled with finish.
5. Lift the mop head into the mop wringer and place it in an overlapping manner pressing gently to remove any excess finish. Do not wring the mop.
6. Lift the mop out of the wringer. If excess finish is dripping from the mop, place it back in the wringer and press it again.
7. Start in an area furthest away from the door. Outline a manageable area (10 x 20) staying 8" to 10" away from the walls on the first two coats. Apply finish in an overlapping figure eight motion turning the mop head when the coat begins to thin. Return to the mop bucket when both sides of the mop have been used. Continue this procedure until the entire floor surface has been finished. Allow the floor to dry between coats. This usually takes 20 to 45 minutes depending on weather conditions and the number of coats applied. (Humid conditions will prolong drying time).

WALL

WALL

