

## Maintenance Overview

Collegiate is an extremely tough and durable product that does not require the use of a floor finish to protect the surface of the flooring. However, to ease maintenance in situations where heavy weights and extreme impacts will not be used or experienced, a finish may be applied. After the finish is applied initially, it is the responsibility of the end user to maintain the finish over time to ensure long-term protection and ease of maintenance. Collegiate requires daily and, in some cases, routine maintenance with cleaning equipment to maintain the desired appearance. The frequency of daily and routine maintenance will depend upon the amount and type of traffic in the area.

Floor protection is a critical part of any long-term maintenance program for resilient flooring. Ensure that all chair casters and

glides are manufactured from materials that are intended for resilient flooring to avoid indentation and flooring or finish damage. Ensure that all furniture feet have proper floor protection devices installed to avoid premature wear, scratches and other damage. **See Section 10 for details on floor protection.**

When conducting daily maintenance, always use untreated, new or thoroughly cleaned mops and pads. Do not use hydrocarbons (Kerosene, Gasoline, Naphtha, etc.) or solvents to clean flooring. As with any maintenance program, be sure to use proper PPE (Personal Protective Equipment) per the cleaning product SDS and ensure all maintenance procedures are conducted per the cleaning products instructions. The use of Caution Tape and / or Wet Floor Signs are recommended to prevent slips and falls.

## Additional Information

### Approved Cleaners

Hilway Direct Neutral Cleaner

Hilway Direct Plus (as a Cleaner/Maintainer)

### Approved Finish Removers

AllSafe Stripper

### Approved Finishes

Hilway Direct Plus Acrylic Finish

### Technical Support

Additional technical resources and documents are available online at **capricollections.com**. For additional technical support, send an e-mail to **support@capricollections.com**

## 1. PRE-MAINTENANCE

- Prior to moving furniture or heavy equipment, sweep the floor and cover with an appropriate protective product, such as Masonite, Ram Board or equivalent, to prevent scuffing and scratching that may not come out during initial maintenance.
- **Do not** use vacuums that have a beater bar or electric brooms with hard plastic bottoms or no padding, as this may cause discoloration, scratching and loss of sheen.
- **Do not** use detergents, highly alkaline, acidic or abrasive cleaners or "mop and shine" type products, as they may dull or damage the finish of the flooring material.
- **Do not** use sweeping compounds or cleaning agents that contain hydrocarbons or solvents.
- **Do not** scrub, buff or mop the area per the adhesives traffic limits (48-72 hours) to allow proper curing of the adhesive.
- **Do not** over-saturate the area when cleaning.
- **Do not** allow the cleaning solution or topical moisture to work its way beneath the flooring material, as this can result in an adhesive failure.
- **Do not** install finish in areas which may experience extreme impact from heavy weight, heavy equipment or other activities, as this can whiten or prematurely wear the finish.

## 2. INITIAL MAINTENANCE

Ensure that adhesive has cured for recommended period of time prior to conducting initial maintenance. Remove any protective coverings prior to cleaning. Sweep or dust mop and vacuum flooring to remove any dirt, dust or debris.

Mix 6 - 7 oz. of Hilway Direct Neutral Cleaner per gallon of cool and clean potable water (1:20) and use a clean mop to apply cleaning solution to area. Let solution stand for 5-10 minutes.

Using a low-speed (180 – 360 RPM) floor buffer, swing single disc scrubber or auto-scrubber, scrub the floor while wet using a 22 gauge soft bristled scrubbing brush or a 3M 5100 Red Cleaning Pad. If flooring is heavily soiled, an additional cleaning may be required.

Use an auto-scrubber, wet vacuum or clean mop to remove any and all excess cleaning solution. Rinse area with clean, cool water and ensure that all cleaning residue has been removed (this may require additional rinsing). Allow area to dry completely before allowing foot traffic.

When a finish will not be applied, the initial maintenance procedure may be repeated over time to deep clean and maintain the floor. Follow all procedures above for standard routine maintenance.

To ease maintenance, Fitness & Rec may have a floor finish installed following installation and initial maintenance. However, finish application is optional for Fitness & Rec,

depending on final usage. **Do not install finish in areas which may experience extreme impact from heavy weight, heavy equipment or other activities, as this could whiten or prematurely wear the finish.**

### 3. COLORRITE CAULK INSTALLATION

In some cases, ColorRite acrylic caulk may be used to fill minor gaps between seams or caulk around vertical surfaces and fixtures. Ensure that initial maintenance has been performed and that a finish has not been applied prior to using the ColorRite caulk. Use a residue-free releasable tape (such as 3M multi-surface "blue" tape) to cover both sides of the seam or the perimeter of the flooring material and vertical surface / fixture to prevent over-spread.

Once tape is applied, use a suitable caulk gun to apply ColorRite into the gap or void. Use a plastic putty knife to spread the caulk into the gap or void, ensuring caulk is smooth and flush with the blue tape. The caulk should be slightly higher than the flooring material.

Immediately after application, remove blue tape and any excess caulk from the flooring material. Caulk will take 30-60 minutes to dry - avoid foot traffic until fully dry. ColorRite caulk must have finish applied, especially when applied in the field of a flooring installation - **allow caulk to cure overnight prior to applying finish.**

### 4. INITIAL FINISH APPLICATION

In areas that will not experience extreme impact or usage, a finish may be applied to Fitness & Rec to ease maintenance. Ensure that initial maintenance has been conducted prior to applying the Hilway Direct Plus. Flooring area must be free of dust, dirt, debris, adhesive or cleaning residues and any potential contaminants. **Do not** dilute finish or apply to surfaces below 50° F.

Shake floor finish container vigorously prior to application. Use a microfiber mop to apply finish in a thin, even film per the installation instructions in 2-3 coats, applying each coat in a perpendicular direction to the previous coat. Allow each coat to dry completely before applying additional coats. Avoid direct forced air, drafts and direct sunlight during application and curing.

Once the second coat is dry, evaluate the floor to determine if an additional coat is necessary. If heavy use is expected, a third coat is recommended. Allow the final coat of finish to dry overnight before allowing normal traffic. Wait 24 hours before allowing heavy traffic and rolling loads.

To prolong the life of the finish, the finish should receive routine maintenance via a cleaner/maintainer or spray buffing. Please see section 5 and 6 for more information.

**For additional information regarding the finish and finish application, please see the Hilway Direct Plus Technical Data Sheet.**

### 5. DAILY MAINTENANCE

Ensure that initial maintenance and finish application has been conducted prior to conducting daily maintenance. Sweep or dust mop and vacuum flooring to remove any dirt, dust or debris. Do not use vacuums that have a beater bar or electric brooms with hard plastic bottoms or no padding, as this may cause discoloration, scratching and loss of sheen. When using a mop, use a two bucket system for cleaning - one bucket with cleaning solutions and another bucket with clean, potable water for rinsing.

If using a mop, mix 0.5-1 ounce or 20 mL (1:200) of Hilway Direct Neutral Cleaner per gallon of clean, potable water. Use a clean mop to clean spills, build-up and dirty areas, or for an overall cleaning.

If using an auto-scrubbing machine, mix 0.25-0.5 or 10 mL (1:400) of Hilway Direct Neutral Cleaner per gallon of cool and clean potable water. Scrub floor while wet using a 22 gauge soft bristled scrubbing brush or a 3M 4100 White Super Polish Pad.

Ensure flooring area is clean and that all cleaning residue has been removed (this may require rinsing with clean, cool water). Allow area to dry completely before allowing foot traffic.

### 6. ROUTINE MAINTENANCE - CLEANER/MAINTAINER

In addition to a floor finish, the Hilway Direct Plus can also be used as a cleaner/maintainer in order to prolong the life of the finish or repair marred areas. Ensure that daily maintenance has been performed, if necessary. Sweep or dust mop and vacuum flooring to remove any dirt, dust or debris. When using the cleaner/maintainer, use a two bucket system for application - one bucket with the cleaner/maintainer solution and another bucket with clean, potable water for rinsing.

Mix 1 ounce or 30 mL (1:128) of Hilway Direct Plus per gallon of cool, clean potable water. Use a clean microfiber mop or an auto-scrubbing machine with 22 gauge soft bristled scrubbing brushes or 3M 4100 White Super Polish Pads to apply the cleaner in a thin, even coating - **avoid puddling, pooling or flooding the floor.**

Do not rinse the flooring after cleaning. Allow area to dry completely before allowing foot traffic.

### 7. ROUTINE MAINTENANCE - SPRAY-BUFFING

In addition to a floor finish, the Hilway Direct Plus can also be used to spray-buff flooring in order to restore the finish periodically. Ensure that daily maintenance has been performed, if necessary. Sweep or dust mop and vacuum flooring to remove any dirt, dust or debris.

Using an unused or thoroughly cleaned spray bottle, mix the finish with cool, clean potable water at a ratio of 1:5 (finish:water). Spray the diluted finish onto the floor and buff immediately using a low-speed floor buffer or swing single disc scrubber (180 – 360 RPM) and a 3M 4100 White Super Polish Pad.

Do not rinse the flooring after buffing. Allow area to dry completely before allowing foot traffic.

## 8. FINISH REMOVAL & REAPPLICATION

If Hilway Direct Plus has been applied to the flooring material, the finish may need to be regularly removed and reapplied, depending on traffic. The timing of removal will depend on the age and condition of the finish, as well as the frequency of daily/routine maintenance and spray-buffing.

Sweep or dust mop and vacuum flooring to remove any dirt, dust or debris. Using a new or thoroughly cleaned mop, apply Allsafe Stripper undiluted to the flooring material and allow to remain on the surface for 15 - 20 minutes. Do not allow finish remover to dry onto the floor.

Using a low-speed floor buffer or swing single disc scrubber (180 – 360 RPM) , scrub floor while wet using a 22 gauge soft bristled scrubbing brush or a 3M 5100 Red Cleaning Pad.

Use an auto-scrubber, wet vacuum or clean mop to remove any and all excess cleaning solution. Rinse area with clean, cool water and allow floor to dry entirely.

Reapply the desired floor finish per the installation instructions in 2 - 3 coats. Allow each coat to dry completely before applying additional coats.

**For additional information regarding the finish and finish application, please see the Hilway Direct Plus Technical Data Sheet.**

## 9. FLOORING PROTECTION

Protect newly installed flooring with construction grade paper or protective boards, such as Masonite or Ram Board, to protect flooring from damage by other trades. Do not slide or drag pallets or heavy equipment across the new flooring. Limit usage and foot traffic according to the adhesive's requirements. When moving appliances or heavy furniture, protect flooring from scuffing and tearing using temporary floor protection.

All furniture casters or glides must be intended for resilient flooring and made of a soft material (such as a rubber or poly-based material). Casters and glides must have a flat contact point that is at least 1 sq. in. or 1.125 in. in diameter to limit indentation and flooring or finish damage. All rolling seating in desk areas must have a resilient flooring chair pad installed over the finished floor to protect floor covering.

All fixed furniture legs or corners must have permanent felt or soft rubber floor protectors installed on all contact points to reduce indentation, wear, scratching and other flooring or finish damage. Floor protectors must have a flat contact point of at least 1 sq. in. or 1.125 in. diameter and must cover the entire bottom surface of the furniture leg.

Ensure all furniture castors and chair legs and are clean and free of all dirt and debris. Routinely clean chair castors and furniture legs to ensure that dirt or debris has not built up or become embedded in castors or floor protectors. Replace chair castors and floor protectors at regular intervals, especially if they become damaged or heavily soiled.

Place walk-off mats at outside entrances. Prevent water and moisture from accumulating underneath walk-off mats. Ensure mats are manufactured with non-staining backs to prevent discoloration.

**For more information regarding cleaner application, floor finish application or finish removal, please consult all associated product data sheet, SDS and warranty information.**