

## Maintenance Instructions

### 1. INTRODUCTION

**1.1** ReadyRazzo® Tiles are manufactured from natural marble, granite or quartz aggregate in a polyester resin matrix. Although the tile is delivered in a highly polished state, the tile is not pre-coated with a factory finish, so initial maintenance procedures must be followed. Those procedures may include wet polishing the floor with a polishing machine, sealing the floor with a penetrating sealer and coating the sealed floor with a floor finish (Never Strip) or the use of a Sealer/Finish in one (Diversey Plaza Plus).

**1.2** The procedures for polishing the floor and applying penetrating sealer are in section ten of the ReadyRazzo® Tiles installation guide. Once the floor is sealed, maintenance of ReadyRazzo® Tiles are similar to many other types of floor coverings.

**1.3** Always post “Wet floor” and/or “Caution” tape when wet maintenance is going to be performed.

**1.4** Refer to SDS for the cleaner and floor finish for any personal protective equipment requirements.

### 2 POST INSTALLATION REQUIREMENTS

**2.1** Ideally, floor covering products should be installed after all other finishing operations and construction work are completed. However, if construction is to continue after the floor is installed, the floor must be protected from damage.

**2.2** After the floor is installed, polished and sealed and the final coat of sealer has completely dried, sweep or vacuum the floor and then cover with brown Kraft paper to protect from soil and foot traffic. If floor will be exposed to rolling traffic, cover the Kraft paper with plywood or hardboard panels.

**2.3** Do not roll heavy equipment or furniture directly on top of the newly installed floor. To move furniture and equipment across the floor, wait 24 hours after the floor is installed. Sweep or vacuum the floor, cover with brown Kraft paper and plywood or hardboard panels.

### 3. PREVENTATIVE MAINTENANCE

**3.1 Entrance matting:** 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.

**3.2 Sunlight:** Direct sunlight can damage most interior finishes so proper protection in the form of window coverings is recommended

**3.3 Furniture:** To minimize the chance of damage, proper glides must be used on chairs and other furniture that may slide directly across the floor. Chairs shall have glides that are a minimum of 1 inch in diameter. Heavy objects such as equipment, appliances, fixtures and heavy furniture shall not be moved directly across the floor. Using protective boards will reduce the chance of damage in these cases.

## **4. INITIAL MAINTENANCE**

**4.1** The initial application of sealer, as described in section seven of the ReadyRazzo® Tiles installation instructions, provides a base coat for the application of additional coats of floor finish.

**4.2** The floor finish can be applied immediately after the sealer. However, if the floor finish is not applied immediately after the sealer, the floor must be protected from damage per section 2.2.

**4.3** Remove all surface soil, debris, sand and grit by sweeping, dust mopping or vacuuming. It is important to thoroughly clean and rinse the floor before applying floor finish.

**4.4** Scrub floor with a neutral cleaner such as Diversey Stride, Hillyard Super Shine-All or equivalent. To do so, mix the cleaner with water according to label instructions. Do not mix more cleaner than the instructions call for. More is not better. Apply cleaning solution with a mop and bucket and use as little solution as possible. DO NOT saturate the floor. Scrub with a rotary buffer or automatic scrubber with red or green scrubbing pad. If necessary, pick up solution with a wetvac.

**4.5** Rinse with clean water and allow floor to dry thoroughly. Repeat rinse if necessary

**4.6** Use a clean finish mop or finish applicator to apply 3 coats of floor finish, such as Hillyard North Star.

**4.7** Allow at least 30 minutes dry time between coats, following the floor finish manufacturer's instructions.

**4.8** After final coat is applied allow a minimum of four hours before placing furniture on the floor.

## **5. PERIODIC MAINTENANCE**

**5.1** Regular sweeping or vacuuming will keep loose dirt and grit from the floor. The frequency of this procedure will depend on the soil load on the floor, but for commercial applications at least once a day is recommended. Do not use a "beater bar" vacuum on any type of hard surface floor covering.

**5.2** Mopping or auto scrubbing the floor on a regular basis will remove soil or stains that dry maintenance does not remove. Use a neutral cleaner and follow manufacturer's instructions. Most cleaners are sold as concentrates that are mixed with water. Do not add more cleaner than is recommended. Follow label instructions for the proper dilution ratio. If using an automatic scrubbing machine use a pad such as a red pad that is designed for light cleaning. Do not allow excess moisture to air dry. Remove excess water immediately.

**5.3** Remove spills and scuffs as soon as possible after they occur. Neutral cleaner and a cleaning or scrubbing pad can be used. Rinse with water after cleaning.

## **6. RESTORATIVE MAINTENENCE**

**6.1** Depending on the traffic load and frequency of cleaning, loss of gloss is not uncommon. To restore gloss, follow a "scrub and re-coat" procedure to apply one or two additional coats of floor finish. Clean the floor and apply finish by following the instructions under sections 4.3 – 4.6 above.