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GENERAL CLEANING AND MAINTENANCE FOR ELEVATOR INTERIORS.

This package is designed to give instructions on the cleaning and maintenance of the many products used in the modernization of elevator interiors. The material contained within will provide general information, only, and may not apply to the customer's specific requirements. If additional information is required, do not hesitate to call.

WARNING:

ALL CLEANING PRODUCTS SHOULD BE TESTED ON A SMALL INCONSPICUOUS LOCATION PRIOR TO FULL APPLICATION.

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Painted Surfaces

Painted Surfaces

- Dust with a gentle feather duster
- Clean the painted surfaces with a clean soft cotton cloth, warm water and a few drops of mild dish soap.
- Mix the warm water and dish soap together and then dip the cloth into the mixture.
- Wring the cloth out as it should be damp but not dripping wet. Gently rub cloth over painted surfaces.
- Once completed use a clean soft dry cotton cloth to completely dry.
- Avoid contact with any adjacent surfaces.

Ceilings

Aluminum Egg crate Louvers;

- Vacuum excess dust from louvers.
- Clean as per Section **Painted Surfaces**

SS Drop Ceilings.

- See.....Section **Stainless Steel Products All Non-Lacquered Finishes**

Wall Treatments

Plastic Laminate (General Purpose Fire Rated)

- Clean as per “painted surfaces”, Section **Painted Surfaces**

Safety Mirrors and Glass

- Use clean non-abrasive cotton cloth and any commercial or household glass cleaner.
- Initial cleaning will require three (3) to four (4) repetitions to remove residue left over from the manufacturing process.

Stainless Steel Products All Non-Lacquered Finishes

(With the exception of Mirror Finish)

- Use clean non-abrasive cotton cloth, moistened with stainless steel polish such as: Majestic, Sheila Shine etc.
- Polish stainless steel **following the grain direction** of the steel, insuring an even coat of polish is applied to all areas of the stainless steel.
- Wipe off any excess polish **following the grain direction**, using a nonabrasive cotton cloth.

Mirror Finish Stainless Steel

- Clean as per Safety Mirror & Glass.....Section **Safety Mirrors and Glass**

Brass Finishes

“With” Lacquered Top Coating

- Dust with a gentle feather duster.
- Only if absolutely required, it is possible to clean the lacquered brass surface with a clean soft cotton cloth, warm water and a few drops of mild dish soap.
- Mix the warm water and dish soap together and then dip the cloth into the mixture.
- Wring the cloth out as it should be damp but not dripping wet. Gently rub cloth over surface following the direction of the grain.
- Once completed use a clean soft dry cotton cloth to completely dry the surface.
- Only use this method when absolutely needed as the water will eventually degrade the lacquered finish.
- Avoid contact with any adjacent surfaces.

“Without” Lacquered Top Coating

- Dust with a gentle feather duster.
- Polish brass with a nonabrasive product such as “Never Dull”
- Wipe down excess with clean cloths until there is no more soiling of the cloth from the brass surface.
- Use point edge tool (wood or plastic only, no metals) and rag to polish cracks.
- Avoid the use of abrasive polishing agents such as Brasso and Peak or abrasive tools that may scratch or damage the brass finish. Avoid the use of sanding pads, grinders or any other metal finishing tools.
- Avoid contact with any adjacent painted surfaces.

Wood Finishes (Stained & Lacquered)

- Clean as per painted surfacesSection **Painted Surfaces**

Back Painted Stainless Steel

- Clean as per painted surfacesSection **Painted Surfaces**

Glazed and Unglazed Wall Tile

- See Section **Ceramic Tile**

Flooring

Rubber Flooring

Manufacturers of rubber flooring may include: Amtico and Johnsonite. Check your manufacturer's website for specific cleaning instructions.

First Cleaning After Commercial Installation

- After installation, wait 48 hours before proceeding with the stripping. During manufacturing this product is covered with a releasing agent. This releasing agent **MUST** be removed.
- To remove the releasing agent, use a polisher (150 to 175 R.P.M.) with fiber or nylon brushes. Prepare a mixture such as Blue Label and water (5 cups Blue Label per 4.5 litres of warm or cold water). Spread it evenly over the floor and wait 15 to 20 minutes before proceeding with the stripping.
- Once this is completely done, use a vacuum or a mop to absorb the residue.
- Rinse with a solution of cold water and ordinary vinegar (1 ounce of vinegar per 4.5 litres of water.) Use a vacuum or mop to absorb the water. **IMPORTANT:** If the first stripping is not done correctly the releasing agent will remain on the floor and the subsequent coats of sealer will not adhere.
- Apply two thin coats of sealer such as "Platinum Label" with a sponge or waxing mop. Let dry before applying a second coat.
- Proceed to spray buff with a solution such as Platinum Label 20 % and 80 % cold water into a vaporizer. Use a polisher (175 R.P.M.) with a fiber or nylon brush.

Regular Routine Cleaning

- Remove surface dust and soil particles by daily sweeping or vacuuming. If necessary, clean with a wet mop, using floor a cleaner such as Green Label (follow instructions on label). Do not use powder or high-sudsing detergent. For heavily soiled floors, proceed to spray buff using a mixture such as Green Label 20% and 80% cold water in a vaporizer. Clean with a fiber or nylon brush or an autoscouring machine equipped with washing brushes.
- Then proceed to spray buff with a solution such as Platinum Label 20 % and 80 % cold water into a vaporizer. Use a polisher (175 R.P.M.) with a fiber or nylon brush. Some rubber flooring contains built-in waxes. The more the floor is buffed, the better the appearance. If a high gloss is desired apply floor finish such as Silver Label at full strength which will give the rubber flooring a brighter sheen than its normal wax finish.
- Hard-set finishes will scratch or powder under heavy traffic. A thorough cleaning and stripping is necessary for the acrylic finish such as Silver Label to bond with the tile surface. These care recommendations are provided as assistance only. We do not assume responsibility for actual work performed.

Periodic Deep Cleaning

- If the floor must be thoroughly cleaned, follow the recommendations given under "First Cleaning" section **First Cleaning After Commercial Installation**

Precautions

- To avoid scratches, do not clean with floor pads or any other industrial equipment.
- Do not apply thick coats of sealer. Ensure that the tile surface is completely protected by the sealer.
- To spread the sealer, use an applicator, preferably a roller or mop.
- Do not operate machine over 175 R.P.M. Do not use high speed machines on rubber floorings.
- Further technical information may be obtained from your rubber flooring manufacturer.

Vinyl Tile & Vinyl Sheet Floors

Check your manufacturer's website for specific cleaning instructions.

Initial Maintenance after Installation:

- Sweep or vacuum floor thoroughly.
- Damp mop with a solution of a neutral detergent such as Armstrong S-485 Floor Cleaner carefully wiping up black marks, etc.
- Apply two coats of a high quality commercial floor polish such as Armstrong S-480 Floor Polish
- Do not wash the floor for at least four to five days after installation (prevents excess moisture from interfering with adhesion)

Preparation of Vinyl Composition Tile

- Five or more days after installation, scrub the floor using a neutral detergent such as Armstrong S-485 Floor Cleaner and a scrubbing pad or brush as recommended for the type of floor being maintained.

NOTE: The use of black or brown pads or their equivalent brushes are not recommended on many vinyl type Floors.

- When the floor is thoroughly cleaned, rinsed and dried, apply three to five coats of a high quality commercial floor polish such as Armstrong S-480 Floor Polish. Certain situations may require the application of one or two coats of sealer. Allow drying time between coats of sealer and/or finish. Do not allow traffic on the floor for several hours (overnight if possible).

Preparation Of Vinyl Sheet Flooring

- Five or more days after installation, scrub the floor(Medintech and Medintech Tandem must be stripped) using a neutral detergent such as Armstrong S-485 Floor Cleaner and a scrubbing pad or brush as recommended for the type of floor being maintained.

NOTE: The use of black or brown pads or their equivalent brushes are not recommended on many vinyl Floors.

NOTE: If the floor is badly soiled or scratched, strip it using the same procedure but substitute a high quality floor stripper such as Armstrong S-490 Floor stripper and a stripping pad or brush as recommended for the type of floor being maintained.

- When the floor is thoroughly scrubbed or stripped, rinsed and dried, apply three to five coats of a high quality floor polish such as Armstrong S-480 Floor Polish (may be preceded by one or two coats of sealer), allowing ample drying time between coats. Do not allow traffic on the floor for several hours (overnight if possible).

Continuing Regular Maintenance:

- Dust mop daily. Removal of gritty dirt is extremely important. Use walk-off mats
- Damp mop as necessary with a neutral detergent such as Armstrong S-485 Floor Cleaner. Remove black scuffmarks, chewing gum etc. at this time.
- Maintain as flooring type and maintenance system dictates. Spray buffing may be done with a neutral detergent solution such as S-480 Floor Polish.

- As necessary (depending on traffic), apply additional coats of a high quality commercial floor polish such as Armstrong S-480 Floor Polish. This procedure may not be required often if spray buffing is done regularly.

Stripping:

- When stripping is necessary, follow procedures described above in Preparation for Commercial Use and those found on the label of a high quality floor stripper such as Armstrong S-490 Floor Stripper.
- Careful and thorough maintenance by well-trained personnel can significantly reduce the stripping schedule.

NOTE: The use of black or brown pads or their equivalent brushes is not recommended on many vinyl Floors.

NOTE: The use of no-scrub and/or no-rinse strippers is not recommended on tile floors less than two years old because they may affect the adhesive system

Stain Prevention

- Most staining substances that contact Vinyl resilient flooring can be cleaned up easily. All spills should be removed promptly. A good coating such as Armstrong S-480 Floor Polish will help the floor resist staining and will enhance the floor's appearance. Polishes can be stripped if staining does occur.

Ceramic Tile

Regular Cleaning Procedures and Materials, Ordinary Use.

- Glazed Tile
 - o Walls: Wipe with a clean, damp cloth or sponge. For soil that clings, use either a window-cleaning agent or an all-purpose liquid cleaner; spray cleaners for the stubborn spots.
 - o Floors: Mop on mild solution of soapless detergent in water. Rinse thoroughly.
- Unglazed Tile. (Ceramic, mosaic, porcelain, quarry, pavers)
 - o Walls: Wipe with a clean, damp cloth or sponge. Use a diluted solution of soapless detergent for clinging dirt.
 - o Floors: Mop on mild solution of soapless detergent in water. Rinse thoroughly.

Heavy-Duty Use, or for Thorough Cleaning of Accumulated Dirt.

- Glazed Tile
 - o Walls: First, try concentrated all-purpose liquid cleaner. Then try paste-scouring powder applied with a sponge; rub in gently to avoid scratching the glaze; use a fibre-scouring pad, not steel wool. Rinse and dry with a soft cloth.
 - o Floors: First, try concentrated solution of soapless detergent, scrubbing vigorously with a brush, rinse and dry with soft cloth or sponge mop. Commercial tile cleaner may be needed for truly stubborn dirt in heavily trafficked areas.
- Unglazed Tile. (Ceramic, mosaic, porcelain, quarry, pavers)
 - o Walls: Use household scouring powder on a wet sponge, or all-purpose liquid cleaner on household cleaning pad. Rinse and wipe dry.
 - o Floors: Use concentrated all-purpose cleaner, or paste of scouring powder mixed with water, brushed or mopped onto floor; allow to stand about five minutes, then scrub vigorously with scrubbing brush. Rinse and wipe dry.

Maintenance for Hard Floor Surfaces

(TERRAZZO, TILE, MARBLE, GRANITE AND SLATE)

Treating New Installation:

Dust Removal and Wet Cleaning

- Remove heavy soil with push broom
- Remove fine dust with non-oily dust mop or heavy-duty vacuum cleaner.
- Prepare a cleaning solution as recommended by the manufacturer's instructions.
- Apply and allow solution to stand for an adequate period to loosen soil.
- Machine scrub with fibre scrubbing brush or scrubbing pad on floor machine. Do not use steel wool on hard surface flooring.
- Pick up and remove soiled solution from surface with a wet pick-up vacuum or wet mop.
- Rinse with clean, warm water.
- Rinse second time with clean, warm water.
- Pick up rinse water with wet vacuum, wet mop or automatic scrubber.
- Allow floor to dry for four hours or overnight depending on humidity prior to allowing traffic.

Sealing

- Prepare the surface as outlined in Section **Treating New Installation:**
- When the floor is dry, apply acrylic type water base sealer or silicone impregnator, for maximum protection of the floor and grouting. Depending on the porosity of the floor surface, a second coat may be required.
- Apply seal coat using manufacturer's suggested method.

Finishing:

- To protect the seal and for ease of maintenance, apply floor finish following the manufacturer's suggestion method.

Recommended Care and Maintenance:

Daily maintenance:

- Dust mop with clean non-oily dust mop of size to suite floor area.
- Remove dust particles from mop frequently by vacuum.
- Remove any wet spillage immediately by damp mopping.
- Damp mop entire floor surface using a neutral (ph-7) detergent.

Periodic maintenance:

- Wet mop the surface with a detergent or neutral type cleaner solution
- Agitate with floor machine and scrubbing brush attachment or wet mop.
- Remove dirty cleaning solution from floor with wet vacuum or damp mop. Then damp mop with clear, warm water.
- Let floor dry before allowing traffic.

Reconditioning

- Remove dust and wet clean as outlined in Section First Cleaning After Commercial Installation
- Remove existing floor finish and sealers using detergent stripper* according to manufacturer's recommendations.

CAUTION:

- May cause skin damage, follow manufacturer's recommendations in the material safety Data Sheet.
- Prior to cleaning the floor surface, it is imperative that the wash mop, scrubbing pad and water be thoroughly clean and the water changed frequently.

Glazed Tile

- Sealer or floor finish is not required on this type of tile with epoxy or polymer modified grouts. Portland cement grouts may require a sealer. Follow manufacturer's recommended procedures to apply sealer to Portland cement grouted glazed tile floors.

Slate

- Follow directions as specified in item Section **Treating New Installation:** Following the rinse inspect the floor, should there be a milky film evident use a 5% solution of phosphoric acid to clean the floor. Follow this by neutralizing the surface by rinsing the floor thoroughly with clean water. When the surface is dry, apply a coat of seal or silicone impregnator following the manufacturer's recommendations.
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For preventive maintenance an entrance mat is the most basic requirement.

It is important to follow manufacturer's strict written instructions.