

VICTORIA CARPETS MODULAR MAINTENANCE GUIDE

Routine care and cleaning is an important aspect in maintaining the appearance of Modular tiles. Soiling and staining have a detrimental effect over time on the life of all Modular tile installations. A comprehensive maintenance program can help in protecting Modular tiles to achieve their optimum service life.

There is a difference between cleaning and maintenance – cleaning is the removal of accumulated dirt and is generally carried out when needed. Maintenance is a planned procedure started on the day the Modular tiles are installed and on-going to retain Modular tiles' good appearance.

CONDITIONS OF USE

All information, recommendations and suggestions contained in this document are based on tests and data believed to be reliable. However, no guarantee expressed or implied is made by Victoria Carpets as to the results obtained nor can Victoria Carpets accept any liability arising directly or indirectly from the use of the information contained herein. Further, the information contained herein should not be construed as being complete, since additional information may be necessary or desirable when particular or exceptional circumstances exist. Nothing contained herein shall be construed as conferring rights under, or representing that the treatment of products according to the information contained herein will not constitute the infringement of, any patent. The fact that proprietary names may be mentioned in this publication in no way implies that there are not substitute products or processes which may be of equal or better value or performance.

Victoria Carpets, April 2010

SOIL

Modular tile soil is any foreign material tracked onto the face yarn causing a change in visual appearance. Soil composition varies depending on location but may consist of dry components such as sand, clay, cement and peat, and oily components such as motor oil, grease, fats and asphalt. Dry components can typically be removed by vacuuming. Oily components are harder to clean off Modular tiles and mostly require some kind of cleaning agent for effective removal.

Regular dry soil removal using a vacuum cleaner is one of the important aspects of any Modular tile maintenance program. Most dry soil is abrasive towards the face yarn and can damage and weaken the yarn. Vacuuming also helps to lift and restore the appearance of the yarn pile. High traffic areas such as entrances and hallways should be vacuumed daily. Other areas with light to medium traffic such as offices and meeting rooms should be vacuumed as needed but at least every two to three days. The use of walk-off mats in entranceways can help minimize the tracking of soil into the building.

STAINS

Stains are typically liquids or semi-solids that are absorbed by the face yarn or adhere to the surface of the fibre with a visibly discoloured residue. Most stains occur by accidental spills and include soft drinks containing natural or artificial food colourings, coffee, mustard, tomato-based sauces and wine. Solid spills should also be taken seriously as coloured components in the solid may migrate over time onto the surface of the Modular tile causing a stain.

All spills and stains should be treated immediately as follows:

1. Liquid spills should be blotted with a white absorbent cloth or towel until as much liquid is removed as possible. If the liquid is coloured, continue blotting until a clean white absorbent cloth or towel used for blotting does not become coloured. Do not rub the area of the spill. Rubbing may work the spill deeper into the Modular tile, making the spill more difficult to remove and may damage the yarn itself.
2. Semi-solid spills should be scraped up gently using a spoon or a dull knife.
3. Solid spills should be removed by vacuuming.
4. If a stain occurs, use the spot cleaning guidelines given below.

SPOT CLEANING GUIDELINES

Use water first as the cleaning agent to try to remove any stain. If water does not remove the stain, select the appropriate cleaning agent from the stain selection chart below depending on the type of stain or spill. The same procedure should be used for each cleaning agent selected. Apply the cleaning agents in the order indicated on the chart. If the first cleaning agent removes the stain, it is not necessary to proceed to the next one. Finish with a clean water rinse where indicated. Use of a certified portable extractor is highly recommended. Follow the instructions given in the portable extractor's user guide. If the type of stain is not listed on the chart or difficulty is experienced in removing the stain, please consult a professional carpet cleaner.

If a portable extractor is not available, use the following manual procedure:

- Apply the cleaning agent to a white cloth.
- Blot the stain with the wetted cloth. Do not rub the Modular tile. Do not apply the cleaning agent directly to the Modular tile or soak it tile with the cleaning agent.
- Continue blotting until there is no more transfer of the stain colour to the cloth.
- Dry the Modular tile as much as possible by blotting it with a dry white absorbent cloth.

CLEANING AGENTS

- Detergent Solution: Mix $\frac{1}{4}$ teaspoon of a colourless mild detergent in 1 cup of water.
- Ammonia Solution: Mix 1 tablespoon of clear household ammonia in $\frac{1}{2}$ cup of water.
- Vinegar Solution: Mix $\frac{1}{3}$ cup of white household vinegar in $\frac{2}{3}$ cup of water.
- Dry Cleaning Fluid: Apply isopropyl alcohol (standard rubbing alcohol) to a white cloth or towel and blot. Do not apply dry cleaning fluid directly to the Modular tile.

We do not recommend using bleach on any Modular tiles. Once applied, bleach is very difficult to fully remove even with thorough rinsing and it can have a degrading effect on the nylon fibre.

STAIN REMOVAL CHART

Spill or Stain	Detergent Solution	Ammonia Solution	Vinegar Solution	Water Rinse	Dry Cleaning
Blood	1	2		3	
Chewing Gum					1
Chocolate	1	2		3	
Coffee	1	2		3	
Crayon					1
Nail Polish					1
Ice Cream	1	2		3	
Ink (Ballpoint)					1
Lipstick		1		3	
Mustard	1		2	3	
Paint (Oil-Based)					1
Paint (Water-Based)	1	2		3	
Soft Drinks	1	2		3	
Tomato Sauce	1	2		3	
Urine	1		2	3	
Vomit	1	2		3	
Wine	1	2			

DEEP CLEANING

Deep cleaning such as hot water extraction to remove heavy soiling from Modular tiles should only be carried out by a professional floor covering cleaning company. Hot water extraction is the physical and chemical extraction of soil and stains by hot water and suitable detergents or cleaning agents. Wet extraction is sometimes called “steam cleaning”.

However, the term “steam cleaning” is a misnomer as the steam condenses to hot water before it contacts the Modular tiles. The recommended water temperature range is 110° to 130°F (43° to 54°C).

High traffic areas should typically be deep cleaned at least between 3 and 6 times annually. Low to medium traffic areas should be cleaned between 2 and 4 times annually. The actual number of deep cleanings needed per year will depend on the amount of soiling that takes place.

Some detergents and cleaning agents can permanently damage the Modular tile face yarn. Avoid cleaning products with pH levels over 9.5 and products of any kind that contain toxic or flammable solvents or chemicals. Do not use bleach. It is important to carry out a final rinse step with clean water to remove any residual cleaning product. Allow the Modular tiles to completely dry to the touch before walking on it otherwise yarn damage and rapid re-soiling can occur. Thoroughly vacuum the dried Modular tiles directly after deep cleaning.