



CARE & MAINTENANCE

GREENISM COLLECTION

ARTISTRY COLLECTION

Maintenance Instructions

Floor Maintenance

- Frequently moved furniture (chairs) should be equipped with felt pads to avoid scratching the floor and checked regularly. Heavy furniture and appliances should be equipped with non-staining large surface floor protectors. Furniture with castors or wheels must be easy swiveling, large surface non-staining and suitable for resilient floors. **Do not use ball type castors as they can damage the floor.**
- Avoid exposure to long periods of direct sunlight. Close blinds or drapes during peak sunlight hours
- Use walk-off mats at entrances to prevent dirt and grit from being tracked on to the floor.
- Sweep or vacuum the floor regularly to remove loose dirt. Avoid using a vacuum with a beater bar.
- Clean up spills immediately.
- Damp mop as needed using clean water and a diluted floor cleaner. **Do not use harsh cleaners or chemicals on the floor.**



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Repairs & Maintenance

In the unlikely event that a plank is damaged for whatever reason, the simplest method is to disconnect the planks carefully (protecting the locking click) until the damaged plank can be removed. Then replace the damaged plank with a new one and re-assemble the disconnected planks. This typically works for planks that are close to the two long perimeters of a room. For damaged planks that are not close to the perimeter, you may have to remove the damaged planks and insert new pieces without the short and long end locking click.

1. Using a sharp utility knife and a straight edge, cut out the center of the damaged plank by leaving approximately 1 inch (25.4mm) strip attached to the adjacent planks.
2. Carefully cut back from the four corners of the plank to the inside edges in space left by the cut out plank.
3. Remove the plank edges carefully from of the adjacent planks making sure the locking click of the adjacent planks are not damaged.
4. Using a sharp utility knife, remove the locking click on both the long and short ends of the replacement plank. In addition, remove the locking click of the short end of the replacement plank.
5. Place two-sided carpet tape with one half under the sides of the adjacent planks where the locking click of the replacement plank have been removed. Only the top side release paper of the carpet tape should be removed. Leave the bottom side of the release paper in place, as it should **NOT** be taped to the subfloor.
6. Position the replacement plank by engaging the locking click of the long side into the locking click of the adjoining plank and pushing down on the other three sides. The carpet tape will hold the replacement plank in place with its adjacent planks. Use a hand roller to further secure the tape.