

CLEANING AND MAINTENANCE GUIDELINES

These Guidelines cover both StaticStop GROUND FLOOR CVT, ESD, Conductive Vinyl Floor Tile (glue down) and FREESTYLE ESD, Interlocking, adhesive free modular tiles.

The information contained in this document is intended to provide a general overview of products that have been designed for the care and maintenance of the referenced StaticStop ESD floor products and to generally describe the parameters of an ESD flooring maintenance program. SPECIFIC FLOOR CARE PRODUCT USE AND APPLICATION INFORMATION IS ATTACHED AND SHOULD BE READ CAREFULLY BEFORE USE OF ANY PRODUCT. While maintenance procedures are recommended and outlined in general, optimal programs will be tailored based upon specific circumstance in each location. Procedures can and should be kept flexible enough to accommodate varying conditions, provided the procedures are performed correctly and produce the desired end results. Procedures that don't provide the desired results should be examined and modified until they do.

Managing sand and dirt *before* they get onto the floor are one of the key elements of an effective maintenance program. Significant amounts of dirt and debris are typically tracked in from building entrances so in addition to implementing a strong routine cleaning program, measures should be taken to prevent dust and grit from getting onto the floor. Foot grills and walk off mats should be positioned at building entries as well as designated entries to the ESD controlled areas. Tacky mats may be positioned for highly controlled areas.

SelecTech's ESD floor care products are specifically designed to maintain FreeStyle's appearance and to ensure its critical, ongoing ESD functionality. ProtectOhm Floor Cleaner has been specifically formulated for use over DuraShield as it cleans while enhancing the ESD properties of the DuraShield coating. Durashield is specifically formulated for ESD flooring application and is easy to apply. For effective cleaning where DuraShield IS NOT applied we recommend GeoClean. A chart showing product uses, packaging options and floor coverage is attached. Attachment A.

Although they are not required for effective cleaning, walk behind automatic scrubbers are highly recommended, particularly in larger installations, as they efficiently clean and remove water in a single step. Automatic scrubbing machines are available in various sizes. Walk behind models can be used effectively in relatively tight areas. Both Tennant and Tornado offer equipment in various sizes. Some of the larger, riding models may cause FreeStyle tiles to lift. Call SelecTech if you are using this type of equipment.

No floor finish is REQUIRED to maintain the ESD control properties of GroundFloor CVT or FreeStyle ESD. ESD control properties are "built in" and will last the lifetime of the floor (See applicable warranties). However, for ease of long-term maintenance, SelecTech recommends application of Durashield for most applications where a factory applied ESD polyurethane coating is not already on the surface of the tile. Durashield's hard finish maintains ESD control properties while providing effective protection against staining and scuffing, thereby reducing regular maintenance and cleaning requirements. NEVER use conventional (non-ESD) floor waxes or any other floor finishes on GroundPlane CVT or FreeStyle ESD floors. Such products will create an insulative layer on the floor, inhibiting the conductivity of the floor and negating its ability to conduct static charges.

There are circumstances where customers elect NOT to use Durashield. General guidelines for both options are provided below. UNCOATED floors may require increased frequency of routine cleaning or more frequent deep cleaning to maintain their appearance.

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A. GENERAL GUIDELINES FOR MAINTAINING DURASHIELD COATED FLOORS

Safety Note:

When performing any wet maintenance, always use wet floor signs and caution tape.

Restrict traffic as a safety precaution.

Refer to each product's SDS for use of personal protective equipment and other safety measures.

I. INITIAL APPLICATION OF FLOOR FINISH FOLLOWING INSTALLATION

INITIAL CLEANING

1. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can damage the floor and be ground into the surface
2. Mix ProtectOhm ESD Floor Cleaner as directed.
3. Wet scrub the newly installed floor with ProtectOhm using a blue or green pad to remove normal installation soils prior to coating with DuraShield. Use an auto scrubber or apply the solution to the floor with a mop and scrub with a 175 RPM buffing machine. If using a buffing machine remove the dirty solution with a wet vacuum.
4. Rinse with clean water and allow the floor to dry. Do not permit foot traffic on the floor until the floor is completely dry. Do NOT flood the floor.

II. APPLICATION OF DURASHIELD

Two coats of DuraShield are recommended for initial application.

NOTE: DURASHIELD WILL INCREMENTALLY INCREASE THE RESISTANCE READINGS ON THE FLOOR.

IT IS NOT RECOMMENDED TO EXCEED 2 COATS. CHECK FLOOR RESISTANCE READINGS BETWEEN COATS

Apply DuraShield under controlled conditions of 40% - 60% relative humidity or lower, to assure drying and adequate adhesion. DuraShield should only be applied to floors with surface temperatures of 60° F or higher. Ambient room temperature should be between 65° and 80° for at least 48 hours before beginning any maintenance procedures.

Up to 2 hours drying time should be allowed between coats. Positive air circulation will facilitate more effective drying and curing. Care should be taken to allow initial coats of finish to dry completely before recoating. Partially dried or tacky surfaces should never be recoated as they will be partially re-dissolved by subsequent coats, causing loss of gloss, powdering, poor conductivity and possible partial migration of the active ingredient resulting in slippery floors conditions.

1. Apply a thin coat of DuraShield with any good quality finish mop, flat mop applicator or microfiber finish applicator.
2. A simple, inexpensive and low-tech method is to use a new, plastic watering can to apply finish. This eliminates the issues of bacterial contamination from mops and wasted finish by allowing unused material to be returned to the original container. After use, the applicator can is simply rinsed out with clean water.
3. Allow proper dry times between coats as specified above.
4. Apply the second coat
5. Allow the floor to dry thoroughly before allowing traffic

NOTE: DO NOT dry buff or burnish DuraShield as the friction heat will increase the electrical resistance of the floor. The floor MAY be buffed after DuraBuff product is applied.

III. ROUTINE CLEANING AND MAINTENANCE

To function effectively, ESD flooring should be kept as clean as possible. The buildup of dust and residue will act as an insulator, diminishing the rate at which static charge is removed from the body and increasing the potential for static charge generation on the surface of the floor. Built up dirt will be ground into the surface and require more aggressive cleaning. An effective regular cleaning program will clean and wash floors *before* they become marred with ground in dirt.

1. Stains or spills should be wiped up immediately with a damp mop using ProtectOhm diluted at 6 ounces per gallon of water
2. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can impair the floor and be ground into the surface
3. Mix ProtectOhm ESD Floor Cleaner as directed.
4. Wet scrub the floor with ProtectOhm.
5. Pad selection will depend on the frequency of washing and the corresponding level of soiling.
 - a. Use a white pad where daily cleaning is feasible, and soiling is minimal
 - b. Use a red pad for light soiling
 - c. Note, that in more heavily soiled areas, ProtectOhm may be used in higher concentration
 - d. Note, that more aggressive pads (green, brown, black) may partially or completely strip finish from the floor

Use an auto scrubber or apply the solution to the floor with a mop and scrub with a 175 RPM buffing machine. If using a buffing machine remove the dirty solution with a wet vacuum. Rinse with clean water and allow the floor to dry thoroughly. Do not permit foot traffic on the floor until the floor is completely dry. Do NOT flood the floor.

IV. ADDITIONAL ROUTINE MAINTENANCE

Spray Buffing

Spray buffing the floor with DuraBuff is an option for facilities where maintaining a high gloss is desired. Spray buffing will also enhance the electrical performance of the floor and extend the time and frequency at which DuraShield must be stripped and reapplied.

NOTE: DURABUFF ESD IS SPECIFICALLY FORMULATED FOR USE WITH DURASHIELD. DO NOT USE ANY OTHER SPRAY BUFF PRODUCTS ON YOUR ESD FLOOR AS THEY WILL ACT AS AN INSULATOR AND RAISE ELECTRICAL RESISTANCE LEVELS. NEVER SPRAY BUFF A DIRTY FLOOR AS IT WILL GRIND DIRT INTO THE FLOOR AND MAY CAUSE PERMANENT DAMAGE

1. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can damage the floor and be ground into the surface.
2. Clean the surfaces to be spray buffed with ProtectOHM cleaner and allow to dry.
3. Rinse with clean water and allow the floor to dry. Do not permit foot traffic on the floor until the floor is completely dry.

Buffing Option 1: Standard Spray Buffing – perform with low speed buffer

- a. Transfer DuraBuff, without dilution, to a hand-held spray bottle set to a coarse mist.
- b. Use a slow speed machine (175-300 rpm) with a red pad.
- c. Spray a small amount of solution on a small area in front of the machine (approx. 10 sq. ft.)
- d. Make passes over each piece of the floor as required to achieve the desired gloss level.
- e. Repeat until floor achieves the desired appearance.

Buffing Option 2: Use DuraBuff as mop on restorer – perform with high speed equipment

- a. Dilute DuraBuff at 32 ounces to 1 gallon of cold water (1:4) in a mop bucket
- b. Damp mop the area using a lint free cotton or combination cotton and synthetic mop
- c. Allow floor to dry thoroughly
- d. Burnish the floor with high speed burnishing equipment using a white pad or other soft buffing pad
- e. Rinse and wash pads after each application

V. RESTORATIVE MAINTENANCE

Strip and Reapply DuraShield

The frequency at which Durashield must be stripped and reapplied will depend on the type and level of daily traffic and the efficacy of the routine maintenance program. *An effective routine maintenance program will minimize the need to strip and reapply finish coats. DuraShield should be stripped when routine maintenance is no longer providing effective cleaning.*

NOTE: DO NOT APPLY MORE THAN TWO COATS OF DURASHIELD OVER FREESTYLE FLOORING PRODUCTS. AN EXCESSIVE NUMBER OF COATS MAY INCREASE THE SURFACE RESISTIVITY ABOVE THE DESIRED PERFORMANCE RANGE.

1. Remove all prior coats of DuraShield or other anti-static floor finishes with Geo-Strip Finish Stripper prior to the reapplication of DuraShield.
 - a. The area must be well ventilated.
 - b. Blockade the areas to be stripped. Use wet floor signs and caution tape as a safety measure to restrict foot traffic.
 - c. Dilute 16 ounces of Geo-Strip ESD per gallon of COLD WATER ONLY.
 - d. Apply the stripping solution with a mop and allow it to stand for 5 minutes
 - e. Remove finish with a low speed (175-300 rpm) buffing machine using a brown or black stripping pad. Keep the areas to be stripped wet. Do not allow to dry. Rewet if necessary. Do NOT use high productivity pads on FreeStyle products.
 - f. Remove the dissolved finish and solution with a wet vacuum.
 - g. If there is residual dissolved finish on the floor remove it by light rinsing, preferably with an auto scrubber.
 - h. Rinse with clean water and allow the floor to dry thoroughly before reapplying DuraShield finish.
 - i. Apply 2 coats of DuraShield following the instructions set forth above.
 - j. Do not permit foot traffic until Durashield is completely dry.

VI. STAIN REMOVAL

1. Spills should be removed as quickly as possible to limit staining.
2. Mild staining may be removed by mopping with ProtectOHM. More aggressive staining may require scrubbing with a red pad.
3. Methods for removing scuff marks will vary depending on their depth and whether they are superficial or "burned" into the floor.
 - a. If they aren't burned into the finish, clean the area with a red pad and ProtectOHM or DuraBuff.
 - b. For burned in marks use ProtectOHM with increasingly aggressive pads. If the mark has burned deeply into the finish coats, or through them to the tile surface, that area will have to be recoated with DuraShield.

B. GENERAL GUIDELINES FOR MAINTAINING UNCOATED FLOORS

I. INITIAL CLEANING

1. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can damage the floor and be ground into the surface
2. Mix Geo-Clean or equal as directed.
3. Wet scrub the newly installed floor with Geo-Clean using a blue or green pad to remove normal installation soils. Use an auto scrubber or apply the solution to the floor with a mop and scrub with a 175 RPM buffing machine. If using a buffing machine remove the dirty solution with a wet vacuum. Rinse with clean water and allow to dry before permitting foot traffic. Do NOT flood the floor.

II. ROUTINE CLEANING AND MAINTENANCE FOR UNCOATED FLOORS

To function effectively, ESD flooring should be kept as clean as possible. The buildup of dust and residue will act as an insulator, diminishing the rate at which static charge is removed from the body and increasing the potential for charge generation on the surface of the floor. Built up dirt will be ground into the surface and require more aggressive cleaning. An effective regular cleaning program will clean and wash floors *before* they become damaged with ground in dirt. Floors without DuraShield topcoat may require more regular cleaning or the use of a more aggressive pad to achieve desired results.

1. Stains or spills should be wiped up immediately with a damp mop using GeoClean diluted at 2 ounces per gallon of water.
2. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can damage the floor and be ground into the surface
3. Mix Geo-Clean Floor Cleaner as directed.
4. Wet scrub the floor with Geo-Clean Floor Cleaner.
5. Pad selection will depend on the frequency of washing and the corresponding level of soiling.
 - a. Use a red pad for light soiling
 - b. Use a blue pad in more heavily soiled areas.
 - c. Note, that in more heavily soiled areas, the concentration of Geo-Clean can be increased.
6. Use an auto scrubber or apply the solution to the floor with a mop. Allow the diluted solution to remain on the floor for several minutes. Scrub using the selected pad with an auto scrubber or a 175 RPM buffing machine. If using a buffing machine remove the dirty solution with a wet vacuum. Do NOT flood the floor.
7. Detail damp mop as needed.

III. RESTORATIVE MAINTENANCE FOR UNCOATED FLOORS

When routine maintenance is no longer providing the desired results the same cleaning procedures should be used but the concentration(s) of cleaning product should be increased, and a more aggressive pad may be used. Refer to each product's SDS for use of personal protective equipment and other safety measures.

1. Stains or spills should be wiped up immediately with a damp mop using GeoClean diluted at 4 ounces per gallon of water.
2. Sweep, vacuum or dust mop the floor to remove dirt, grit, dust and debris that can damage the floor and be ground into the surface
3. Mix Geo-Clean Floor Cleaner as directed.
4. Wet scrub the floor with Geo-Clean.
5. Pad selection will depend on the frequency of washing and the corresponding level of soiling.
 - a. Use a red pad for light soiling
 - b. Use a blue pad in more heavily soiled area
 - c. Note, that in more heavily soiled areas, the concentration of GeoClean can be increased.

6. Use an auto scrubber or apply the solution to the floor with a mop. Allow the diluted solution to remain on the floor for several minutes. Scrub using the selected pad with an auto-scrubber or a 175 RPM buffing machine. If using a buffing machine remove the dirty solution with a wet vacuum. Rinse with clean water and allow to dry before permitting foot traffic. Do NOT flood the floor.
7. Detail damp mop as needed.

IV. STAIN REMOVAL

1. Spills should be removed as quickly as possible to limit staining.
2. Mild staining may be removed by mopping with GeoClean. More aggressive staining may require scrubbing with a red pad.
3. Methods for removing black marks will vary depending on their depth and whether they are superficial or
4. "burned" into the floor.
5. If they aren't burned into the finish clean the area with a red pad and ProtectOHM or DuraBuff.
6. For burned in marks use GeoClean with increasingly aggressive pads.

C. MAINTENANCE SCHEDULING

The following chart identifies the various maintenance tasks and provides a suggested frequency for each task based upon "Traffic Soil Rating". *Since the actual required frequency for each task will be determined by the conditions, traffic levels and type of traffic at each facility these are suggestions only and should be refined and modified based upon the actual conditions at the facility.* Ultimately, facility management will develop a daily, weekly, monthly and periodic frequency schedule specific to the facility requirements and resource availability

Traffic Soil Rating	Vacuum/ Sweep	Wet Mop/ Auto-scrub	Spot Cleaning	Spray Buff	Strip/ Recoat
Light 50% of area	As needed but at least every 3-4 days	Weekly	As needed	2-4x annually	Annually
Medium 30% of area	As needed but at least every 2-3 days	2x weekly soil prone areas as needed	As needed	6x annually	Semi-Annually
Heavy 20% of area	Daily	Daily	Daily or as needed	12x annually	Quarterly

ATTACHMENT A**APPLICATION INSTRUCTIONS FOR #27 DURASHIELD**

NOTE: All previous versions of *DuraShield* and other anti-static floor finishes must be removed with *CleanStrip* Finish Stripper prior to the application of *DuraShield*.

Floor surfaces should be 60o F or warmer and in relative humidity conditions between 40-60%. Remove old finish with *CleanStrip*. Follow directions on stripper label for application. Two coats of *DuraShield* are recommended for static dissipative or conductive tiles.

Recoating of existing finish: Sweep the floor to remove any loose dirt or dust. Wash the floor with *ProtectOHM* to remove dirt and soil. Apply thin even coats, allowing 1 to 2 hours between coats, depending on humidity conditions. The frequency of refinishing will vary depending on the efficacy of the maintenance program and environmental conditions.

Routine maintenance: Floor surfaces should be swept with an untreated mop daily. *DuraShield* should be damp mopped **only** with *ProtectOHM* regularly to remove soil, salt, and film deposits, which can degrade the coating's static dissipative properties and gloss. Spray buffing or high-speed burnishing with a soft white polishing pad and *DuraBuff* is recommended to maintain optimum appearance and static dissipating properties. Do not buff or burnish any sooner than 5 days after the last coat of *DuraShield* is applied.

For optimum results do not apply during excessively humid conditions (>60% RH) and do not dry buff or dry burnish.

APPLICATION INSTRUCTIONS FOR #28 DURABUFF

Note: *DuraBuff* is not compatible with other static dissipative maintenance products.

Remove loose dirt and soil by sweeping or vacuuming. For best results, the area to be buffed should be damp mopped with *ProtectOHM*. Using a soft or medium pad, spray *DuraBuff* ahead of the buffing machine, working only small areas at a time.

DuraBuff may also be diluted 32 ounces per gallon of water (1:4) for use as a mop-on restorer. Dilute the *DuraBuff* in a mop bucket with cold water. Damp mop the area using a lint-free cotton, or combination cotton and synthetic mop. Allow the floor to dry thoroughly, then burnish with a soft white pad. Wash and rinse buffing pads after each application.

For optimum results, do not apply under high humidity conditions.

APPLICATION INSTRUCTIONS FOR #118 CLEANSTRIP

Dilute 16 ounces of *CleanStrip* (1:8) for routine stripping (1-10 coats), 32 ounces (1:4) for medium build-up (11-15 coats), 64 ounces (1:2) for heavy build up (15-25 coats) or 128 ounces (1:1) for severe build-up (25+ coats) per gallon of **COLD** water only. Apply stripping solution with a mop, and let it stand for five minutes. Removing heavy finish build-up may require scrubbing with a 175-300 rpm buffing machine equipped with a black stripping pad. Remove the dissolved finish and solution with a wet vacuum. Any residual dissolved floor finish not removed by vacuuming should be removed by light rinsing or damp mopping. Allow the floor to dry thoroughly before applying any finishes.

APPLICATION INSTRUCTIONS FOR #137 PROTECHOHM

Floor Surfaces should be swept prior to washing to remove loose dirt and soil.

For use in daily or frequent damp mopping, use a dilute solution of 8-10 ounces of Stat-Clean per gallon of cold or warm water. Mop the floor lightly and allow it to dry. Do not rinse.

ProtectOHM may also be diluted 6-8 ounces per gallon of cold or warm water and applied through an automatic scrubber equipped with a soft white polishing or slightly coarser red spray buffing pad depending on the prevailing soil conditions. A blue cleaning pad may also be used for heavy soil conditions, but use could reduce the gloss of the finish.

For heavier soil conditions, sweep or vacuum the floor to remove loose soil or dirt. Dilute 10 ounces of cleaner per gallon of cold or warm water and use as a mopping solution. **After cleaning**, the floor may be spray buffed with Stat-Buffer or recoated with Stat-Coat. Do not use plain water or regular all-purpose cleaners for maintaining conductive finishes.

APPLICATION INSTRUCTIONS FOR Geo-Clean

All flooring surfaces: Dilute Geo-Clean 2 ounces per gallon of warm water. Apply with either a mop or automatic scrubber. For particularly heavy soil, dilute Geo-Clean 4 ounces per gallon of warm water. Allow diluted solution to stand for several minutes, then agitate with a 175-300 Rpm scrubbing machine. Mop or vacuum up the dirty solution. If cleaning is done prior to floor finish application, the floor should be damp- mopped with clean, warm water to remove any light detergent residue.

ATTACHMENT B

SELECTECH ESD FLOOR MAINTENANCE PRODUCTS AND USES					
Product	Use	Dilution Range	Estimated Use	Packaging Options	Coverage/sq . ft.
ProtectOHM ESD™	Specialized low residue floor cleaner that includes a conductive additive to enhance ESD performance. Use for regularly scheduled washing	6 -8oz solution/ 1-gallon water (1:16)	1-gallon diluted solution/300 sq. ft.	1 Quart 1 Gallon 5 Gallon Pail 55 -Gallon	1,500 6,000 24,000 264,000
DuraShield ESD™	Clear finish coat that seals and creates hardened surface reducing regular maintenance and keeping floor looking better, longer. Use periodically	none	1 gallon covers 1,750 sq. ft./coat	1 Quart 1 Gallon 5 Gallon Pail 55 -Gallon	450 1,750 8,750 96,250
DuraBuff ESD™	Companion product to DuraShield to maintain gloss. Use periodically to enhance finish and extend time between stripping and recoating	none	1 gallon covers 4,000 sq.ft./coat	1 Quart 1 Gallon 5 Gallon Pail 55 –Gallon	1,000 4,000 20,000 220,000
CleanStrip ESD™	Strips built up detergents, dirt and floor finishes. Use periodically	6 -8oz solution/ 1-gallon water (1:16)	1-gallon diluted solution/ 300 sq. ft.	1 Quart 1 Gallon 5 Gallon Pail 55 –Gallon	1,500 6,000 24,000 264,000
Geo-Clean	General Purpose floor cleaner. Use regularly when DuraShield is not being used	2-4oz solution/ 1-gallon water (1:32)	1-gallon diluted solution/ 600 sq. ft.	1 Quart 1 Gallon 5 Gallon Pail 55 –Gallon	3,000 12,000 48,000 528,000
Notes:	<i>Dilution range(s) and estimated coverages may be adjusted and/or vary depending on the condition of the floor. Suggested coverages are for guidance purposes only</i>				

Recommended Best Practices for the Optimal Performance of Freestyle ESD and Ground Floor CVT Flooring:

- Sweeping with a soft bristled broom, vacuuming, (with no metal beater bar), and dust mopping – This measure alone will add years to a floor's life. Once a system is in place that effectively removes dirt and debris, it is easy to develop an ongoing routine. Frequency will depend on a building's location, amount of foot traffic and equipment. Clean dust mop heads after each use. Replace vacuum bags as needed. Replace worn or broken parts or tools.
- Primary/Secondary matting should be just outside and just inside the entrance. Mats are ideal for heavy soil, water removal and provide slip resistance. Walked in dirt and moisture can be kept out while reducing maintenance. Vacuum often. Exterior mats may be power washed periodically to remove heavy saturation of soil, dirt and debris.
- Anti-microbial safety mats absorb spills in wet areas such as restrooms, water fountains and locker rooms reducing slip and fall incidents and, in some cases, improving hygiene. For indoor use only. Anti-microbial Safety mats are often inexpensive and disposable.
- **Use Floor Protectors on Furniture and Equipment – Furniture and equipment glides, wheels and casters specifically designed for use on resilient flooring are required.** Those designed for carpet should not be used.
- Exposed metal glides, metal wheels or casters or broken legs or damaged glides may scratch and cause damage to a resilient floor surface. These items should be repaired or replaced with those specifically designed for hard surface flooring. Rikett's product warranty does not cover scratching or damage caused by furniture or equipment using the wrong, broken or unprotected glides, casters, feet/bases.
- Soft, self-adhering felt protectors applied to furniture or equipment glides, feet or legs on a hard surface floor prevent scratches, gouges and cuts caused by furniture, chair and table movement. Felt pad protectors applied to the feet/base of furniture and equipment is an inexpensive way to extend a floor's life.
- Routinely clean felt pads with a stiff brush or vacuum attachment. Replace every 3-6 months.
- Slip On/Slip Over floor protectors are also recommended for use on furniture and equipment feet/bases, glides. Replace as needed.
- Furniture moving aids provide protection to flooring surfaces against heavy items that would otherwise drag on the floor and against heavy carts with hard casters during moves. Most solutions are inexpensive, long lasting, reusable and reduce human strain.