

**TO: MAINTENANCE ENGINEERS AND CUSTODIANS**

We have recently completed an installation of wood flooring in our building in accordance with the industry standard specification. It is essential that you as the owner take necessary measures to assure the proper care and preservation of your floors. Maintaining proper conditions within your building, after work is completed, is essential to assure trouble-free life of your floor. To protect your investment and to assure that your floors provide lasting satisfaction, we recommend the following:

***General Care –***

***Humidity and Ventilation***

Humidity and ventilation are critical considerations for your new wood floor. 35-50% relative humidity is normally required for a long trouble-free life. If humidity rises to over 50%, opening interior doors and windows and activating the ventilating systems should initiate prompt air circulation. However, do not draw warm, moist air in from outdoors, as excessive humidity will cause wood to expand. Summer months are especially critical. Inspect your wood floors regularly. If necessary, turn on the heating system. If less than 35% humidity level persists, use humidification to prevent excessive dryness and possible wood shrinkage.

***Excessive Tightening***

When excessive tightening of the floor becomes noticeable, call your flooring contractor or manufacturer (877-582-1181) IMMEDIATELY.

***Joint Separation***

When unusually wide cracks begin to appear, call your flooring contractor or manufacturer (877-582-1181) IMMEDIATELY.

***Control Air Conditioning & Humidity***

Be sure that your air conditioning system is operating within the 35-50% range of normal relative humidity. Ventilation equipment should be available for your-round use.

***Exercise Care to Prevent Exposure to Moisture***

Any evidence of dampness within your building should be called to the attention of your architects and engineers. Interior drains and downspouts should be properly insulated to prevent development of excessive condensation and moisture.

***Expansion Joints***

Expansion joints around the perimeter of your floor, at columns, or inserts, should never be blocked or obstructed. They have been engineered into your floor to permit natural expansion and contraction from the normal humidity changes without damage to your floor. (NOTE: Certain floor systems may be designed to

eliminate joints. Your floor contractor can advise if your floor is of this type.

***Anchoring Bleachers***

No fixtures, equipment or bleachers should be lagged through wood floors into concrete without first cutting wood away from lag bases and making provisions for expansion in floating type floor systems.

***Steel Channel Floor Systems***

Steel Channel Floor Systems are designed to contain expansion within the system. No perimeter expansion voids are necessary. Anchoring of the bleachers and equipment through the floor without expansion is permitted. This applies to steel channel floor systems only.

***Daily Care –***

***Daily Sweeping***

Daily sweeping with a properly treated dust mop will keep the floor surface free of dust, grit, sand and abrasive particles.

***Floor Stains***

Floor stains can be avoided by wiping spillage from the surface immediately. Staining occurs when spills are absorbed into the finish.

***Remove Marks***

Remove marks with a floor cleaner approved for use on wood floors. Apply with a soft, lamb's wool applicator or dusting mop.

***Avoid Water on your Wood Floor Surface***

Take precautions during inclement weather to prevent tracking of water on the floor. Also check that windows and doors do not admit water. Machine scrubbing or power machines that use water should not be used. PRECAUTION: WATER SHOULD NEVER BE USED ON A FLOOR FOR CLEANING PURPOSES.

***Refinishing the Floor***

Consult your flooring contractor when it is time to refinish the floor. This person is experienced and is the best qualified to do the job.