



CARPET TILES

Maintenance

WHY USE CARPET TILES?

The **advantage** of carpet tiles is they can be loose laid: this means you can move them around from time to time to distribute the wear evenly and replace individual tiles should they become damaged. If you spill something, you can simply remove the affected square, wash it clean and leave it to dry flat, away from the direct heat, before replacing it.

Usage: Carpet tiles are easy to lay. They are available in a variety of fibres, surfaces, and colours and are usually mottled or plain.; you can achieve a pattern or chequerboard effect by using different colours together or by laying tiles of the same colour so the piles run at right angles to each other - or you can make a contrasting border.

Sizes: Carpet tiles are widely available in 500mm (19½ inch) squares, so four of these will cover one square metre.

Estimating quantity: Since there may be a variation in shade between different batches, buy all you need at the same time. Even so, it is a good idea to open several packets of tiles and mix them up before you lay them so any slight variation in shade is barely noticeable.

The sizes available make it easy to calculate the quantity you need. Make a plan of the room on squared paper and work out the area to be covered.

Note: Carpet tiles will stand up to a great deal of heavy wear and are particularly suitable in a child's room. They are easy to look after since you can clean or replace individual tiles. The best way of equalizing wear on tiles is to move them around at regular intervals.

Key Benefits of Carpet Tiles:

- * Easy to install
- * Less disruption whilst being fitted
- * Less waste

Our Carpet tiles are:

- * Ideal for all rooms
- * Hard wearing
- * Easy to clean
- * Stain resistant
- * Anti-static
- * Anti-bacterial
- * Flame resistant
- * Simple to fit
- * Versatile
- * The perfect solution

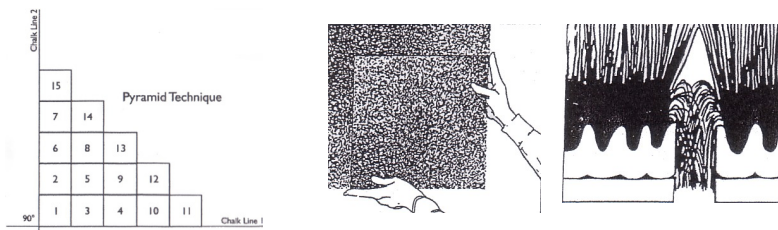
INSTALLATION

INSTALLATION CONDITIONS

1. Interior decorations should be finished before carpet installation. Appliances, like air-condition, need to be installed and in good condition.
2. For the ground floor or basement, moisture-proof treatments need to be taken before carpet installation. Generally, floors of cement, wood and other materials should be flat, smooth and clean. Specifically, for cement floors, there should be some intensity. In addition, moisture rate should be less than 8%, and the floor level warp rate is no more than 4mm per square meters.
3. The baseboards in rooms and porches should be fixed before carpet installation. A crevice about 7mm width is necessary between baseboards and floor to conceal the rough edges of carpets.

INSTALLATION PROCEDURES FOR CARPET TILE

1. Floor treatment → Snapping mesh division, adjust the broader, position determining → Carpet transportation in place → Gluing - Laying carpets → Detail treatment and clean
 2. Fixed Installation means binding the carpets and floor by using glue and inserting the modified carpet into the gap between baseboards and floor.
 3. Strictly adhere to the design drawing, and snap mesh division based on different places and rooms. In case there is no design drawing, snapping mesh division depends on the size of each carpet tiles, and then position and lay carpets correspondently.
- Carpets of proper quantity and correct styles should be put in place according to each room. Glue each mesh division, and lay the carpets by applying pyramid technique. For the hall over 500 square meters, carpets should be laid from centre of the floor to the edges. Once each mesh division is gelatinized, it takes another 5-10 minutes for the glue to be ropy. Then start laying the carpets.

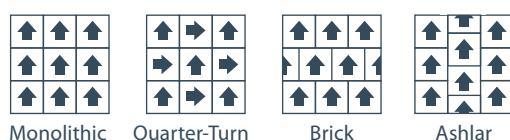


5. Detail treatment and cleaning. Attention should be paid to layering of the entrance, and gap between door frames and hall floor. After finishing the installation of carpet, surface need to be clean.

PRODUCT PROTECTION

1. Attention should be paid to protect the completed ornament constructions. Door frame, wall paper and baseboards need to be especially cared in the course of transportation and installation. Stack height of carpets also should not be so high, and protection measures also should be taken to prevent carper's exposure to rains, carper's moistures and too much pressure on carpets.
2. Post responsibility system needs to be applied so that trash on carpet will be removed promptly; stains on carpet will be washed on time; and doors and windows will be closed once finished the installation;
3. Preparations should be made at beginning. Smoking is not allowed in working place. For each different task, careful installation and carpet protection are required and only constructors are access to the working place.

LAYING DIRECTIONS



CARPET CLEANING AND MAINTENANCE

IMPORTANCE OF PROPER MAINTENANCE

Proper maintenance is one of the most important factors to ensure good performance of carpet. Proper care could protect carpet from invading of certain dirt, and also can clean out the dirt by which carpet would be destroyed. Proper maintenance can prolong their service life, retain a good appearance, maintain indoor air quality and decrease bacterial blooms.

PROLONG CARPET SERVICE LIFE

Carpet service life is influenced by many factors such as its construction, yarn, texture, style, color, patter, padding, traffic flow, installation, maintenance, etc. The longer the service life, the lower the cost. Effective care could much prolong its service life.

RETAIN A GOOD APPEARANCE

Carpet appearance is influenced by dirt, smudge, pressure and color fade. Proper maintenance is most important factor to make carpet to be a good appearance for a long time. If don't care properly, it couldn't meet user's expectation to retain a good appearance even for the best carpet we can use.

MAINTAIN INDOOR AIR QUALITY

Proper maintenance can improve indoor air quality. As a effective air filter, carpet can temporarily retain air particles outside our breathe area before they are cleaned up regularly. Proper care can perform a function of cleaning air and create healthy living environment and comfortable workplace.

DECREASE BACTERIAL BLOOMS.

The air will be thick with dust if the carpet isn't cleaned up, thus will cause bacteria and acarid spread in everywhere. Proper maintenance can decrease bacterial blooms.

DAILY PREVENTATIVE MAINTENANCE

Our daily action will gradually dirt carpet. Preventative maintenance can play a major role in retaining good appearance and longer service life, which include following five important strategies.

OUTSIDE MAINTENANCE

Minimum the immediate sources of soil around the building perimeter. The cleaner the parking areas and garages, and the adjacent paved approaches, the less soil is tracked inside. Bitumen will seriously destroy our carpet, so it would be better to keep building far from the place with bitumen, thus can much prevent from bitumen or oily material to touch with carpet. Be careful not let salt and soil in carpet since they are very harmful to fibres.

SOIL BARRIERS

Correctly specified walk-off mats, barrier grates and removable protection mats in the reception lobbies and lift areas will help collect 80% soil before it is tracked into the building. The depth of walk-off mats should allow at least 6 steps across before contact with the carpet. It is essential that all these 'Barriers' should be vacuumed at least once daily with the correct equipment.

CHAIR FOOT PAD

Put foot pads under chairs and it can protect carpet from dust of getting into fibres when foot wheel moving around on the carpet. Meanwhile, it can prevent from changed appearance caused by friction between foot wheel and floor.

RESTRICTED AREAS

Restricted areas for eating, drinking or smoking should help to confine the resultant soil and stains to specific locations.

REDUCE DUST IN THE AIR

Air conditioning maintenance should include regular replacement and cleaning of filters to remove as many airborne particles as possible.

DAILY VACUUMING

Vacuuming is the single most important part of any Carpet Maintenance program. Proper routine vacuuming is of great importance to the life of the carpet

RECOMMENDED VACUUME CLEANERS

Two-Motor Upright Heavy Duty Commercial Vacuums, heavy suction, be fit for various kinds of carpet.

Single-Motor Upright Commercial vacuums, to meet traffic flow in light and medium areas.

Back vacuume, to be used in light traffic areas and remove fragment, but not workable for base of furniture and room corner. So this is the auxiliary equipment for above first vacuume.

Carpet sweeper, non-electric sweeper, only use for removing face solid substance or clean-up leavings in food service and not for regular vacuume.

MAINTENANCE VACUUM EQUIPMENT

In order to perform very well and retain a good working routine, we need to check vacuum at least once weekly and see if its belt and brush are workable. Anyway, the belt and brush needed to be prepared. To ensure the good vacuume, it should often clean and change its vacuum bag.

TRAFFIC FLOW	ESTIMATED DAILY FLOW	VACUUMING SCHEDULE
Medium Traffic Areas	<500	Twice Weekly
High Traffic Areas	500-1000	Once Daily
Extreme Traffic Areas	>1000	Twice or more Daily

SPOT AND STAIN REMOVAL

Spot and stain removal is most difficult step in carpet maintenance, which can be seen as a science. If spots and stains could be treated properly, it can retain a good appearance. Otherwise it will bring permanent damage to carpet or let it be color-fade or color-changing. Therefore, it need a careful plan to remove spot and stain and treat them seriously. Here are several tips that may help.

1. Scrape off all solid materials with a spatula or a spoon.
2. Blot up all excess liquid with a white clean towel
3. Apply certain amount of corresponding cleaning agent onto the treated area for 3 minutes.
4. Using towel to work from the edges into the center of the stain.
5. Using dry towel to remove the the stain.



DRY STAINS

Vacuum thoroughly to remove dry stains. Don't use liquid.

WET STAINS

Blot with absorbent white cloth or paper towel, or use spatula to remove excess, then blot. For larger spills, a portable extraction unit or wet/dry vacuum is most effective for removing spilled liquids.

DRIED STAINS

Gently remove as much as possible of the substance using a small, soft hand brush or spatula to break up any crusted material. Vacuum thoroughly to remove loosened particles.

ACTION A

Step1

Apply carpet detergent sparingly agitating the stain area gently. Blot to remove substance and rinse thoroughly with clear water to remove detergent residue. Blot dry. Note: On acid toilet bowl cleaners or other highly alkaline substances, do not proceed past Step 1. Follow the cleaning with a thorough, clear water rinse. Blot dry

Step 2.

Follow the detergent/rinse procedure with the recommended ammonia solution. Blot the stained area to remove the substance. Rinse thoroughly with clear water. Blot dry.

Step 3.

Apply the white vinegar solution to entire area that has been cleaned. Blot to remove solution. Rinse thoroughly with clear water. Blot dry.

ACTION B

Spots and Stains Removal Programme: (Identify type of Stain from list below and apply as specified.)

Step 1

Apply only enough dry cleaning fluid or alcohol to dampen the stain. Blot dry. Repeat as long as the stain continues to transfer.

Step 2

If stain is still visible, apply carpet detergent sparingly, agitating the stained area gently. Blot to remove substance and rinse thoroughly with clear water to remove detergent residue. Blot dry.

Step 3

Apply the white vinegar solution to the entire area that has been cleaned. Blot to remove the cleaning solution. Rinse thoroughly with clear water. Blot dry.

STAIN	TYPE	STAIN	TYPE	STAIN	TYPE
Asphalt	B	Glue	B	Oil	B
Barium Sulphate	A	Grape Juice	A	Ointment	B
Beer	A	Gravy	A	Orange Drink	A
Berry Stain	A	Grease	B	Paint (Oil base)	B
Betadine	B	Ice Cream	A	Paint (water base)	A
Bleach	A	Ink (washable)	A	Petroleum jelly	B
Blood	A	Ink (India)	B	Plant food	A
Butter	B	Ink (Permanent)	B	Pyridium	A
Carbon Black	B	Insecticides	B	Rubber Cement	B
Chalk	A	Iodine	B	Salad dressing	B
Chocolate	B	Iron Rust	A	Shoe polish	B
Clay (red)	A	IV Solution	A	Soft drinks	A
Coffee	C	Ketchup	A	Soup	B
Copy Machine Toner	A	Lipstick	B	Soy sauce	B
Cough Syrup	A	Liquor	B	Steak Sauce	C
Cranberry Juice	A	Mascara	B	Tomato Juice	A
Crayon	B	Mayonnaise	B	Toothpaste	A
Faeces	A	Medicines	A	Urine	C
Felt Tip Marker	B	Merthiolate	B	Vomit	C
Fruit Drink	A	Methylene Blue	B	Water Colors	C
Fruit Juice	A	Milk	A	Wax (candle)	B
Furniture Dye	B	Motor Oil	B	Whiskey	A
Furniture Polish	B	Mouthwash	A	Wine	A
Gentian Polish	B	Mustard	C		
Gentian Violet	B	Nail Polish	B		

ACTION C

Step 1

Apply carpet detergent sparingly; agitating the cleaned area gently. Blot to remove substance and rinse thoroughly with clear water to remove detergent residue. Blot dry.

Step 2

Apply the white vinegar solution to the entire cleaned area. Blot to remove the cleaning solution. Rinse thoroughly with clear water. Blot dry.

RECOMMENDED CLEANING AGENT

DETERGENT: Ordinary commercial carpet detergent, to follow its introduction to dilute and use.

AMMONIA: Mix one big spoon of ammonia in one cup of water, to follow its warning not mix with other prohibited chemical substance.

VINEGAR: Mix ½ cup of white vinegar with ½ cup of water.

DRY CLEANING SOLVENT: Ordinary unflammable dry cleaning solvent.

ALCOHOL: Undiluted regular rubbing or denatured alcohol.

CARPET CLEANING

All carpet, no matter how resistant to soil and stains, will eventually build up a layer of soil. This is usually oily or sticky soil. If allowed to remain, it will cause matting and show as a dirty traffic lane. Do not wait until the carpet is badly soiled before beginning Periodic Planned Maintenance.

CLEANING AGENT

1. Residue are in form of powder, without viscosity
2. PH scale is neutral, not much acidic or alkali
3. Low VOC
4. Being harmless to humans and animals

CLEANING SCHEDULE

Cleaning schedule depends on several factors: weight capacity, terminal function, dust amount entering into building, vacuum frequency and degree and type of stains and spills.

Medium Traffic Areas → once/twice yearly
High Traffic Areas → twice/4 times yearly
Extreme High traffic Areas → 4 times yearly / once monthly

CLEANING METHODS

WET CLEANING

Wet cleaning is most common method of carpet deep cleaning. Choosing such method, we should consider carpet water-intake and drying time after cleaned. There are following methods of wet cleaning.

ROTARY BRUSH METHOD

Cleaning stuff can control the agent flow judged by foam formed on the carpet face. The cleaning principle is that brush agitates the face yarn to loosen dirt to let cleaning foam deeply invaded, then the dirt particle will suspend, finally vacuum dried suspended dirt particle. The agent and stains will be retained in the carpet if the agent didn't turn to non-viscous powder after drying. We do not suggest use this cleaning method for cut pile carpet since pile yarns will be destroyed by rotary brush.

ABSORPTION PAD - SUBORDINATE FOR ROTARY BRUSH

After treated by rotary brush, use such absorption pad to absorb moisture. Thus it can help to clean out cleaning agent, stains and water on carpet surface. But it doesn't work for deep cleaning agent. We do not suggest cleaning in this way for cut pile carpet.

WET EXTRATION

The carpet need to be treated by hot water extraction equipment after using rotary brush method, thus it can clean-up the stains and detergent reminder. However, it should be paid high attention that it's easy to make carpet over wetting to possibly cause dirty again and easy to bloom bacteria. And we do not suggest cleaning in this way for cut pile carpet.

HOT WATER EXTRACTION - PORTABLE EQUIPMENT

Often referred to as steam-cleaning, a hot detergent solution is injected under high pressure deep into the carpet pile. A steam wand and vacuum operated simultaneously to extract the solution and suspended soil. Heavily soiled sections and key traffic areas should be treated with a variety of stain removers prior to steam-cleaning. Thoroughly trained, skilled operators are needed to prevent damage to the carpet. Poor maintenance of equipment can result in streaking and over wetting.

HOT WATER EXTRACTION - MANEUVERING EQUIPMENT

Hot water extraction maneuvering equipment is very effective for regular maintenance and recovery of seriously destroyed carpet. Commonly, the water temperature of such equipment is higher than those of portable equipment which reach 71 degrees centigrade, with higher water pressure and extraction capacity. In some case the usage for such equipment is limited by height of building and distance to parking space.

DRY CLEANING

Dry cleaning is the way by using absorption compound or crystal desiccant to absorb water-base stain and oil spots, then leaving no residue by rotary machine with shampoo in a vacuum cleaner or pads.

ABSORPTION COMPOUND

Absorption compound needs to be sifted on some parts of the carpets by hand or a special spray device and carpet pile can be cleaned by a brush. Absorbed by such compound, stains will be isolated from fibers in the cause of brush cleaning. Dry the absorption compound with stains for an hour and a half, and clean up them with upright heavy duty commercial vacuum. After a while, vacuum the loosen particles of remained stains mixtures. Commonly there are three cleaning methods to treat extremely destroyed part of carpet. Such method is a good maintenance tool to care carpet continuously and temporarily.

CRYSTAL DESICCANT

The dry extraction method, often referred to as absorbent compound cleaning, is primarily a maintenance tool rather than a system for periodic deep cleaning. When employing this method, granules or powdery particles are saturated with water, detergent and a small amount of solvent and brushed into and through the carpet pile by a cylindrical, twin brush machine. Soil and grit then adheres to the compound particles and are extracted with a beater bar type vacuum. Any remaining compound continues to absorb soil until later vacuuming. This system is best for removing oily contaminants that sit on the pile surface rather than water-soluble soils.

ABSORBING STAINS PADDING

Make use of a rotary or swing device for driving a damp or wet padding. Firstly spray cleaning agent on the carpet, meanwhile, put the padding into water and press it, then located it under such device to absorb stains from carpet. It's important to choose cleaning agent and padding, the thick pure cotton padding has the nature of greatest absorption. We do not suggest cleaning in this way for cut pile carpet.



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