



Cleaning and maintenance instructions



Easy cleaning and maintenance

All Moduleo and Itec products are made of high quality raw materials that are carefully selected and checked.

In our green European factories, our flooring is manufactured using state-of-the-art methods in compliance with the highest environmental requirements in order to ensure the health and welfare of our environment and of our employees. Our quality inspectors monitor these aspects during the production process, in order to ensure a consistent and high level of quality.



There is a continuing demand for maintenance-friendly flooring since it saves time and the environment from harmful chemicals potentially found in cleaning and maintenance products. Moduleo and Itec products are ideally suited for this purpose, and are most effective when installed and cleaned in accordance with our recommendations and instructions. Follow our instructions carefully to fully benefit from the maintenance-friendly nature of the floor. This will ensure you maximise the benefit of use from the largest utility item in your building.

Easy cleaning and maintenance

We distinguish different cleaning and maintenance prescriptions between several segments.

Please find a detailed description on page 10-14.

CLEANING AND MAINTENANCE ACCORDING TO NEED

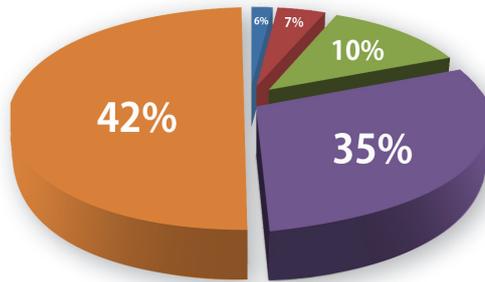
The pressure on cleaning and maintenance budgets for facility services has increased in recent years. This has made floors one of the largest items of expenditure. It is partly for this reason that Moduleo and Itec have developed flooring that is especially easy to clean and maintain. A PU coating is applied to Moduleo and Itec flooring during the production process itself, and does not require any additional protection during the life of the flooring.

Moduleo and Itec flooring have a closed PU protective coating, which keeps out dirt and moisture, and largely prevents them from accumulating. For this reason, the floor can be cleaned thoroughly, easily and quickly without using aggressive cleaning products or complicated methods. If the floor is soiled, it only needs to be cleaned and/or maintained where necessary. Moduleo and Itec flooring can be effectively cleaned and/or maintained locally without creating visible differences between floor patches.





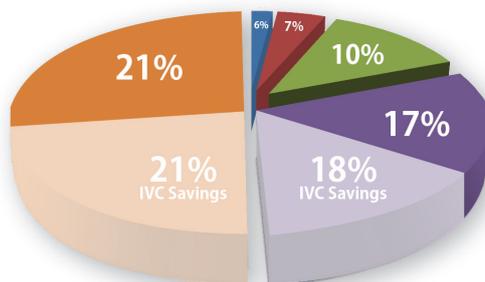
AVERAGE TOTAL COST OF FLOORING FOR PROJECT USE OVER 20 YEARS



- Daily & periodic cleaning
- Periodic maintenance
- Purchase cost
- Repair work
- Preventive protection

For project use, the initial outlay on the hard floor will prove to be only a small proportion of the total investment once running costs are taken into account over a 15 to 20 year period. On an average, the purchase cost is approximately 10%, the preventive protection cost is around 6%, the daily and periodic cleaning approximately 42%, periodic maintenance is approximately 35%, and repair work approximately 7% of the total budget.

IVC Group flooring saves you up to as much as 50% in terms of maintenance, daily cleaning & powercleaning costs*, representing around 40% of your entire budget for flooring.



- Daily & periodic cleaning
- Periodic maintenance
- Purchase cost
- Repair work
- Preventive protection
- + ■ IVC Group saves you up to 21% on periodic cleaning and up to 18% on periodic maintenance

* Compared to Linoleum Homogeneous vinyl.
For this comparison, we have assumed a neutral colour choice and average soiling.

Due to the high quality PVC Coating which has a maintenance-friendly character, you save up to 40% on your total budget for the purchase & maintenance of a floor over 20 years.

Heavy commercial use: advice and information



Moduleo and Itec flooring are installed all over the world in a variety of local conditions and applications.

REGION, SCOPE OF APPLICATION, COLOUR CHOICE, TYPES OF SOILING, AND SURFACE TEXTURE

Moduleo and Itec flooring are installed all over the world in a variety of local conditions and applications. While one region is hot and dry, the other may be cold and wet. Moduleo and Itec flooring is also used by private individuals and for projects and in sectors such as education, healthcare, retail, offices and industries. Many of these regions and applications are subject to specific requirements or wishes relating to cleaning methods and/or products for floor cleaning and maintenance.

Furthermore, the colour choice, the types of soiling, the surface structure and the external conditions (such as clean-off zone and protective caps on the furniture), have a major impact on the visible soiling and damage to the flooring. For this reason, we specify various cleaning and maintenance methods in conjunction with the colour choice, the levels of soiling and the expected frequency of cleaning, as shown by the graphic below.

EXTERNAL CONDITIONS

The appropriate management of external conditions can protect the flooring, which saves time and expense on cleaning and maintenance, and also extends the life of the flooring. Most soiling comes from an external source and is transported indoors by foot and rolling traffic. If dirt lodges under sliding furniture, the flooring will not only be soiled but will also suffer (light) damage in the form of scratches.

• Entrance mats

A proper clean-off zone will reduce the soiling of the flooring by as much as 70%. Regularly clean the clean-off zone so that it functions optimally. Prevent fibres from the clean-off mat from running or adhering together with dirt. As far as possible, remove grit and adherent dirt such as chewing gum using a spray or gum remover. Replace the clean-off mat in time to ensure an fully functioning dirt entrapment zone.

• Protection of sliding furniture

Good protective caps have a sufficiently large support surface, possibly available with a hinge to ensure a straight contact between the piece of furniture and the flooring, and are made of a non-absorbent material to prevent the ingress of moisture and dirt.

• Color has an impact on cleaning frequency

The darker the colour of the flooring, the less soiling will be visible and the lower the cleaning frequency. The lighter the colour of the flooring, the more soiling will be visible and the higher the cleaning frequency.



Cleaning and maintenance concepts

REGULAR CLEANING ACCORDING TO NEED, IN EACH AREA OF APPLICATION

These methods and the frequency are specified in terms of number of times a week or month.

• Dust wiping, sweeping or vacuuming

Dust wiping

Collect dust and small loose dirt together using a dust mop, a static or micro fibre duster. Then remove the collected dirt, for example with a dustpan and brush.

Sweeping (functional method when dealing with larger loose dirt and grit)

Collect together small loose dirt and sand with a soft broom. Then remove the collected dirt with a dustpan and brush.

Vacuum cleaning (functional method for a furnished room and lots of loose dirt)

Remove the dust and small loose dirt with a professional vacuum cleaner equipped with a floor brush nozzle.

• Remove stains/streaks

Remove localised spots with a piece of cloth, a hand pad, micro fibre mop, traditional floor cloth, water and a neutral cleaning product. In case of stubborn stains such as glue, paint, ink, shoe streaks or trolleys marks, please refer to our website for a list of specific tips for each type of stain or spot.

• Slightly damp (moist) mops

Clean the flooring with a flat mop, a well-wrung traditional floor cloth, possibly in combination with a neutral floor cleaner. Clean to make the surface as dry as possible in order to prevent resoiling, and to keep the dirt from spreading.

Tip:

As far as possible, avoid walking on the floor when it is wet. Adherent dirt from shoes, wheels, etc. comes loose when soaked and remains on the cleaned floor, thereby making footprints or wheel tracks immediately visible.

• Intensive mopping

Clean heavily soiled floors with a double bucket mop system and a neutral or industrial cleaner. Spread a sufficient quantity of water-cleaner over the floor so that dried dirt will separate from the floor after soaking. Use enough pressure on the mop so that friction is applied and stains are removed. Remove the dirty solution with a mop or wet vacuum cleaner. Clean the floor again once or twice with clean water to remove all the remaining dirt/cleaning product, and make sure you perform the last action using very little moisture (dampness).

Tip:

Avoid excess water from draining off in areas that are supposed to be kept dry, and take care to spread sufficient quantities of water and cleaner in order to prevent stains and flecks on walls, etc.

• Scrubber vacuum cleaner

Clean the flooring in one pass using a scrubber vacuum cleaner with a red cleaning pad (with neutral floor cleaner). You will get the best results with a motion that overlaps the working width of the cleaning pad, while maintaining a gentle speed of progression.

Tip:

There are various types of scrubber vacuum cleaner: with power cord or battery, electrically powered and with different working widths. Select the appropriate machine for your application.

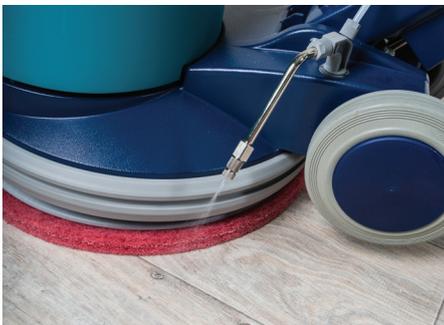


Cleaning and maintenance concepts

MACHINE CLEANING ACCORDING TO NEED AND THE APPLICATION

• Spray cleaning in case of light soiling

Clean the flooring using a high-speed machine (position 2 in a dual-speed machine) and a red buffing pad. Spraying water (with a neutral cleaning product) will remove the light soiling that accumulates in the buffing pad, and you will compress the PU protective coating, which will help minor scratches disappear and the gloss will be restored.



• Scrubbing and wet vacuuming in cases of heavy soiling

Wet the floor sufficiently with cold water, along with a neutral or industrial floor cleaner. Allow it to work in for 5 to 10 minutes and scrub off with the machine at low speed (position 1 in a dual speed machine) and a red cleaning pad in cases of a heavily soiled flooring.

Tip:

Always scrub the floor crosswise to prevent residual dirt from creating tracks.

• Scrubber vacuum cleaner for medium soiling

Clean the flooring in one pass using a scrubber vacuum cleaner with a red cleaning pad (with neutral floor cleaner). You will get the best results with a motion that overlaps the working width of the cleaning pad, while maintaining a gentle speed of progression.

Tip:

Is the floor heavily soiled? If so, first scrub without vacuuming out the dirty solution, to soak off adhered dirt, and then scrub and vacuum once more. Tracks immediately visible.





OCCASIONAL MAINTENANCE ACCORDING TO NEED

These actions and their frequency are specified in terms of number of times per year.

• Restoring the gloss in dull spots

Changes in gloss occur during the day to day use of the flooring. Contact with shoes, wheels, castors, protective caps, etc. cause tiny scratches in the transparent protective coating, giving it a dull appearance.

Compress the PU coating using a high speed machine (position 2 on a dual speed machine), and a red or white buffing pad, so that small user-made scratches disappear and the gloss finish is restored. The rotation of the pad, the pressure of the high speed machine, and the structure of the white or red buffing pad will minimise the rough edges of minor scratches, vulcanise the scratches with the product itself, and the PU protective coating will return to a uniform, smooth gloss.



Tip:

If there are visibly unequal patches in the floor, in the form of bumps, pimples or other forms of unevenness, it would be best to be very cautious during dry rubbing operations. A lot of heat and friction is generated at such locations in the flooring, and can cause damage to the floor.

Renovation

The floor may get damaged if the floor covering or the external circumstances have not been cleaned and/or maintained properly, for example through an appropriate clean-off zone and protective caps. First repair mechanical damage if any and then renovate the damaged transparent PU coating.

If at the end of its normal life, the flooring shows slight defaults such as scratches, but is otherwise fully intact, it can be restored by reapplying the PU protective layer. There are several professional companies that specialise in this.

• Concealing minor scratches

User-made scratches occur as a result of use and/or scoring with sharp objects or materials on the floor. Examples are sliding of furniture fitted with rough protective caps (or even without protective caps) or swivel chair wheels soiled with dirt.

A PU refresher can conceal 85-90% of user-made or local scratches in the transparent covering layer (without damaging the décor). This involves the application of a thin polyurethane coating, followed by rubbing, after removing the rough edges and local matting of the PU coating by hand or mechanically. This vulcanises the scratches, thereby concealing them from the point of view of normal visual observation.

• Repairing mechanical damage

Sharp and pointed objects may damage the top layer of the Moduleo or Itec flooring, which affects the PU protection layer and the décor. They leave dirt and moisture behind, which in turn adversely affects the appearance of the floor.

It is possible to repair damage caused by a sharp or pointed object to the flooring, the transparent top layer, and the décor. There are specialised companies that can repair most types of damage in a professional and virtually invisible manner.



• Cleaning/replacing protective caps

One of the most important preventive protective measures for flooring is the use of caps under sliding furniture. The floor covering can be fully protected by cleaning such caps twice a year, examining them for damage, and replacing them wherever necessary.

Light commercial & residential use: recommendations and information

The floor areas are smaller and the types of soiling are potentially less harsh in the case of private residences as compared to professional applications, and can often not be properly accessed by professional machines. In addition, there are fewer limitations in the frequency of cleaning of the floor. For these reasons, we are primarily concerned with cleaning rather than maintenance of the flooring.

The range of cleaning products for the retail market is endless and Moduleo and Itec are not qualified to comment on them all, therefore no specific recommendation can be provided in this regard. For these reasons, we have not specified any products or brand names but have limited ourselves to the effect of private cleaning products on the floor, the consequences and possible damage that can be caused due to improper use.

REMOVE DUST AND LOOSE DIRT

• Wiping off dust

Wipe the floor with a broom and swiffer and collect the dirt together. Ensure a continuous and full contact between the dust mop and the floor. Remove the collected dirt.



• Wiping with a soft broom

Use a soft, dry brush to collect together the dirt and then remove it from the floor.

• Vacuuming

Vacuum the dirt from the floor using a soft parquet brush.

Tip:

Regularly check to ensure that the vacuum nozzle is not worn out, as this could potentially cause scratches on the flooring.

REMOVE STAINS

Remove stains from the floor using one of the methods listed below. Remove as much dirt as possible with a dry cloth or tissue, dabbing from the outer edge of the stain towards the middle. First soak off the stain using lukewarm water if it has dried. Then remove the remaining dirt using one of the following methods.

• Lightly moistened cloth

Remove any remaining dirt using a clean, lightly moistened cloth (well-wrung), and if required, a small amount of interior cleaner. Work in towards the middle from the outer edges and avoid allowing the dirt to spread, or leaving dirt behind.

• Micro fibre flat mop

Remove any remaining dirt using a clean, lightly moistened cloth (well-wrung), and if required, a small amount of interior cleaner. Work in towards the middle from the outer edges and avoid allowing the dirt to spread, or leaving dirt behind.

• Traditional floor cloth

Remove the remaining dirt with a traditional floor cloth wrung out to maximum dryness, along with a small amount of floor cleaner. Avoid allowing the dirt to spread, or leaving dirt behind. If necessary, clean again with a dry cloth to prevent resoiling

• Wet vacuum cleaner

Remove any remaining dirt using a clean, lightly moistened cloth (well-wrung), and if required, a small amount of interior cleaner. Work in towards the middle from the outer edges and avoid allowing the dirt to spread, or leaving dirt behind.



Methods for private use:

1. Remove dust and loose dirt
2. Remove stains
3. Clean with slightly moistened mops or cleaning cloths
4. Clean intensively



SLIGHTLY DAMP (MOIST) MOPS

If the floor is uniformly soiled and it is no longer possible to locally remove stains, you may clean the flooring with a slightly damp mop using one of the following methods. You may first pre-treat/soak off dried stains using lukewarm water.

- **Micro fibre flat mop and handles with sprinkler, container or spray bottle**

Mop the flooring with a micro fibre flat mop, and if it has become too dry, additionally moisten the floor or micro fibre flat mop with clean water taken from the mop holder handle, an external tank or a spray bottle. This method works excellently in case of light soiling.



Tip:

Household double bucket mopping systems wring less well. Ensure that the micro fibre flat mop is not too wet.

- **Micro fibre flat mop and double bucket mopping system**

Mop the flooring with a sufficiently clean and damp micro fibre flat mop. Rinse regularly using a double bucket mop system (after approx. 20 m²), or replace it if necessary.

Tip:

Avoid overdosing of the floor cleaner. It is preferable to use less detergent than to use an excess. Also ensure that the floor cloth is not too wet.

- **Traditional floor cloth (well wrung) and double bucket mop system**

Remove the remaining dirt with a traditional floor cloth wrung out to maximum dryness, along with a small amount of floor cleaner. Avoid allowing the dirt to spread, or leaving dirt behind. If necessary, clean again with a dry cloth to prevent resoiling.

INTENSIVE CLEANING

If the flooring is extremely dirty, it can be intensively cleaned by mopping it with double folded floor cloths. Wet the floor with one of the above-mentioned mopping systems and a normal dose of cleaner. Allow the liquid to soak in for 5 to 10 minutes and scrub it with the floor cloth or a soft brush. Then vacuum off the dirty solution with a wet vacuum cleaner or remove it with a mop that you can wring out. Again, rinse the floor at least twice thereafter with clean water, the last time with a low amount of moisture.



Do not use a steam cleaner

A steam cleaner is not the correct appliance to clean a vinyl floor. The intense heat can damage the floor beyond repair. Damage caused by steam cleaners is not covered under our guarantee.

Xtrafloor: keeping floors at their finest

Welcome to the world of Xtrafloor, designed to bring you everything you need to create and maintain luxury vinyl floors of distinction. Xtrafloor offers flooring solutions for every stage of the process – before during and after installation – for commercial and residential use.

Products from Xtrafloor help you to enhance and protect luxury vinyl floors, keeping them at their best for years to come.



XTRAFLOOR STARTER PACK

Maintenance kit containing:

- **Xtrafloor Cleaner Maintainer**
1 x 1 litre (1000ml) bottle
- **Xtrafloor Spot Cleaner**
1 x 0.5 litre (500ml) spray bottle
- **Xtrafloor Floor Protectors**
1 x pack, mixed sizes
- **Xtrafloor Cleaning Cloths**
6 x spot cleaner cloths
- **Xtrafloor Cleaning Pad**
1 x non-abrasive pad

XTRAFLOOR SPOT CLEANER

A ready to use cleaner with a fresh aroma. Formulated for removal of spills and other deposits.



CLEANER MAINTAINER

Our concentrated cleaner has a fresh aroma for routine cleaning and contains a complex range of waxes to clean, protect and polish your floor, all in one. Suitable for use with all cleaning methods including manual, cleaning spray buffing and scrubber drying.



Example of cleaning and maintenance methods and frequencies based on the **Education** segment

Period	Method	Locality description		
		Corridors	Classrooms	Cafeteria
Weekly dry cleaning	Cleaning entrance mats 	Daily vacuuming		
	Drymopping, sweeping or vacuum cleaning 	Daily vacuuming	Daily sweeping	Daily vacuuming
	Spot and stain removal 	Daily	1 x week	2 x week
Weekly damp cleaning	Locally damp cleaning 		4 x week	2 x week
	Wet mopping 		1 x week	2 x week
	Combine machine 	Daily		1 x week
Periodic cleaning	Spray buffing 			
	Combine machine 			
	Scrubbing and wet vacuuming 	1 x per year	3 x per year	3 x per year
Occasional maintenance and preventive protection	Furniture protective caps cleaning or replacement 	2 x per year		
	Gloss recovering 	If needed , probably once a year		
	Small scratches camouflage 	If needed , probably once a year		
	Repair mechanical damage 	Immediately		

The above example is just one of many possibilities. If required we can adjust a specific cleaning and maintenance instruction for your projects which is adapted to the location and capabilities.

Example of cleaning and maintenance methods and frequencies based on the **Retail - Shopfitting** segment

Period	Method	Locality description		
		Entrance	Store	Restaurants
Weekly dry cleaning	Cleaning entrance mats 	Daily vacuuming		
	Drymopping, sweeping or vacuum cleaning 	Daily vacuuming	Daily drymopping	Daily drymopping
	Spot and stain removal 	Daily	1 x week	2 x week
Weekly damp cleaning	Locally damp cleaning 		5 x week	3 x week
	Wet mopping 			
	Combine machine 	Daily	1 x week	3 x week
Periodic cleaning	Spray buffing 			
	Combine machine 			
	Scrubbing and wet vacuuming 	3 x per year	2 x per year	3 x per year
Occasional maintenance and preventive protection	Furniture protective caps cleaning or replacement 	once a year		
	Gloss recovering 	If needed , probably once a year		
	Small scratches camouflage 	If needed , probably once a year		
	Repair mechanical damage 	Immediately		

The above example is just one of many possibilities. If required we can adjust a specific cleaning and maintenance instruction for your projects which is adapted to the location and capabilities.

Example of cleaning and maintenance methods and frequencies based on the **Offices - Public institutions** segment

Period	Method	Locality description		
		Corridors	Office area	Functional areas
Weekly dry cleaning	Cleaning entrance mats 	Daily vacuuming		
	Drymopping, sweeping or vacuum cleaning 	Daily drymopping	Daily drymopping	Daily drymopping
	Spot and stain removal 	2 x week	1 x week	1 x week
Weekly damp cleaning	Locally damp cleaning 	2 x week	4 x week	2 x week
	Wet mopping 	2 x week	1 x week	2 x week
	Combine machine 	1 x week		1 x week
Periodic cleaning	Spray buffing 			
	Combine machine 			
	Scrubbing and wet vacuuming 	4 x per year	2 x per year	4 x per year
Occasional maintenance and preventive protection	Furniture protective caps cleaning or replacement 	twice a year		
	Gloss recovering 	If needed , probably once a year		
	Small scratches camouflage 	If needed , probably once a year		
	Repair mechanical damage 	Immediately		

The above example is just one of many possibilities. If required we can adjust a specific cleaning and maintenance instruction for your projects which is adapted to the location and capabilities.

Example of cleaning and maintenance methods and frequencies based on the **Housing** segment

Period	Method	Locality description		
		Entrance	Livingroom	Bedroom
Weekly dry cleaning	Cleaning entrance mats 	Daily vacuuming		
	Drymopping, sweeping or vacuum cleaning 	Daily vacuuming	Daily vacuuming	Daily vacuuming
	Spot and stain removal 	1 x week		
Weekly damp cleaning	Locally damp cleaning 	1 x week	1 x week	1 x month
	Wet mopping 	1 x week	1 x month	1 x month
	Combine machine 			
Periodic cleaning	Spray buffing 			
	Combine machine 			
	Scrubbing and wet vacuuming 	If needed , probably once a year	If needed , probably once a year	If needed , probably once a year
Occasional maintenance and preventive protection	Furniture protective caps cleaning or replacement 	once a year		
	Gloss recovering 	If needed , probably once per 3 years		
	Small scratches camouflage 	If needed , probably once per 2 years		
	Repair mechanical damage 	Immediately		

Example of cleaning and maintenance methods and frequencies based on the **Health Care** segment

Period	Method	Locality description		
		Corridors	Daycare	Treatment
Weekly dry cleaning	Cleaning entrance mats 	Daily vacuuming		
	Drymopping, sweeping or vacuum cleaning 	Daily vacuuming	Daily vacuuming	Daily vacuuming
	Spot and stain removal 	Daily	1 x week	2 x week
Weekly damp cleaning	Locally damp cleaning 		5 x week	4 x week
	Wet mopping 		1 x week	1 x week
	Combine machine 	Daily		1 x week
Periodic cleaning	Spray buffing 		2 x per year	2 x per year
	Combine machine 			
	Scrubbing and wet vacuuming 	2 x per year	2 x per year	2 x per year
Occasional maintenance and preventive protection	Furniture protective caps cleaning or replacement 		2 x per year	
	Gloss recovering 		If needed , probably once a year	
	Small scratches camouflage 		If needed , probably once a year	
	Repair mechanical damage 		Immediately	

The above example is just one of many possibilities. If required we can adjust a specific cleaning and maintenance instruction for your projects which is adapted to the location and capabilities.

