RESOLUTION NO. 2184-07

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ACCEPTING THE BID OF UNIVERSAL BUILDING SERVICES AND AUTHORIZING TOWN MANAGER TO EXECUTE AGREEMENT FOR JANITORIAL SERVICES AT VARIOUS TOWN OF WINDSOR BUILDINGS.

WHEREAS, bids have been invited for the performance of work for the Town of Windsor, generally described as the Town of Windsor, Janitorial Services for Various Town Buildings; and

WHEREAS, bids were received and opened in accordance with law and the Community Services Director has made her report thereon; and

WHEREAS, the Town Council has considered the report of the Community Services Director and as a result has concluded that the bid of $4,415.00 per month was the lowest responsible bid received;

NOW, THEREFORE, BE IT RESOLVED that the Town Council accepts the bid of Universal Building Services in the amount of $4,415.00 per month and awards the Town of Windsor Janitorial Services contract to Universal Building Services for the amount indicated and for performance in accordance with plans and specifications on file in the office of the Community Services Director; and

BE IT FURTHER RESOLVED that the Town Council authorizes the Town Manager to execute said Professional Services Agreement attached hereto and incorporated herein as Exhibit A and all change orders required up to the approved 07-09 custodial expense budget of $121,210.00 and authorizes the Director of Administrative Services to pay all proper claims for performance of the contract.

PASSED, APPROVED AND ADOPTED this 5th day of December 2007, by the following vote:

AYES: **COUNCILMEMBERS ALLEN, GOBLE, PARKER AND MAYOR FUDGE**
NOES: **COUNCILMEMBER SALMON**
ABSTAIN: **NONE**
ABSENT: **NONE**

Deborah Fudge

DEBORA FUDGE, MAYOR

ATTEST:

Maria De La O

MARIA DE LA O, TOWN CLERK

Attachment: Exhibit A

EXHIBIT A

TOWN OF WINDSOR
STANDARD PROFESSIONAL SERVICES AGREEMENT

For Janitorial Services for Town Facilities

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into and effective as of _____, 2007 ("Effective Date"), by and between the Town of Windsor, a municipal corporation ("Town") and Universal Building Services ("Consultant") (collectively, the "Parties").

WHEREAS, the Parties enter into this Agreement for the purpose of Consultant providing professional services to Town under the terms and conditions set forth herein.

THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. **Services.** Consultant shall provide the services as described in and in accordance with the schedule set forth in Exhibit A, B & C attached hereto and incorporated herein ("Services").

2. **Compensation.**

   A. For the full performance of the Services described in Exhibit A, B & C hereto Town shall compensate Consultant on a time-and-materials basis at the compensation rates specified in Consultant's Services Rate Schedule included as the last page of Exhibit A; provided, however, that total compensation for the full performance by Consultant of all Services under all Task Orders shall not exceed **Seventy-Nine Thousand Four Hundred Seventy dollars ($79,470.00)**, said amount being referred to herein as the "not-to-exceed" amount.

   B. Consultant shall submit detailed monthly invoices reflecting all services performed during the preceding month, and including a revised schedule for performance and additional documentation requested by Town, as applicable.

   C. Consultant shall be compensated for services in addition to those described in Exhibit A, only if Consultant and Town execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for such services. In no case shall the total compensation under this Agreement exceed the "not-to-exceed" amount specified in Paragraph A, above, without prior written authorization of the Town Manager.

   D. Town's obligation to pay compensation to Consultant as provided herein is contingent upon Consultant's performance of the Services pursuant to the terms

and conditions of this Agreement and any amendments thereto. Notwithstanding any other provision herein, Consultant shall not be paid any compensation until Consultant has complied with the Town's Business Registration Ordinance.

3. **Term.** The term of this Agreement commences on the Effective Date, and terminates on **June 30, 2009**, unless sooner terminated in accordance with Section 4. Upon termination, any and all of Town's documents or materials provided to Consultant and any and all of the documents or materials prepared for Town or relating to the performance of the Services, shall be delivered to the Town as soon as possible, but not later than fourteen (14) days after termination of the Agreement.

4. **Termination.** Town may terminate this Agreement without cause upon ten (10) days' written notice. Town may immediately terminate or suspend this Agreement for cause. Cause for immediate termination or suspension shall include, but not be limited to, any breach of this Agreement by Consultant or Consultant's bankruptcy or insolvency. Upon receipt of notice of termination or suspension for cause, Consultant shall immediately stop all work in progress under this Agreement. In the event of early termination of this Agreement by Town, Consultant shall be entitled to payment for all Services performed to the date of termination to the extent such Services were performed to the satisfaction of Town in accordance with the terms and conditions of this Agreement. If Town terminates this Agreement for cause, Consultant shall be liable to Town for any excess cost Town incurs for completion of the Services.

5. **Consultant's Representation; Independent Contractor.** Consultant represents that Consultant possesses distinct professional skills in performing the Services. Town has relied upon said representation as a material inducement to enter into this Agreement. Consultant shall, therefore, provide properly skilled professional and technical personnel to perform all Services under this Agreement. It is expressly understood that Consultant, its agents and employees shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of Town. This Agreement shall not be construed as an agreement for employment.

6. **Facilities and Equipment.** Consultant shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services pursuant to this Agreement. Town shall furnish to Consultant no facilities or equipment, unless the Town otherwise agrees in writing to provide the same.

7. **Licenses, Permits, Etc.** Consultant shall, at Consultant's sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits or other such approvals which are legally required for performing the Services.

8. **Time.** Consultant shall devote such time to the performance of the Services as may be reasonably necessary for satisfactory performance of Consultant's obligations pursuant to this Agreement.

9. **Inspection.** Consultant shall provide the Town every reasonable opportunity to ascertain that the Services are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to inspection and approval by the Town. The inspection of such work shall not relieve Consultant of any of its obligations pursuant to this Agreement.

10. **Progress Reports.** Upon the Town's request, Consultant shall provide, in a form acceptable to Town, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to Consultant's performance of the Services.

11. **Confidentiality.** In the course of providing services for Town, Consultant may have access to trade secrets and confidential information, disclosure of which is protected or limited by law. Consultant shall not directly or indirectly disclose or use any such confidential information, except as required for the performance of the Services.

12. **Conflict of Interest.** Consultant represents that it presently has no interest, and covenants that it shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services hereunder. Consultant further covenants that, in the performance of this Agreement, it shall not employ any subcontractor or person having such a conflict of interest. Consultant represents that no one who has or will have any financial interest under the Agreement is an officer or employee of Town. If such conflict of interest arises during this Agreement or any extension, Consultant will immediately advise Town and Town may, at its sole discretion, immediately terminate this Agreement.

13. **Consultant No Agent.** Except as Town may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Town in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind Town to any obligation whatsoever.

14. **Standard of Performance.** Consultant shall perform all the Services in a manner consistent with the standards of Consultant's profession. All instruments of service of whatsoever nature, which Consultant delivers to Town pursuant to this Agreement, shall be prepared in a substantial, first class and workmanlike manner and conform to the standards of Consultant's profession. All such instruments of service shall become the sole and exclusive property of Town upon delivery of the same.

15. **Assignment/Transfer.** Consultant shall make no assignment or transfer in whole or in part of this Agreement shall be made without the prior written consent of Town.

16. **Subcontractors.** Consultant shall directly perform all Services, and shall not subcontract any portion of performance of the Services without the prior written consent of the Town. Any such subcontractors shall be required to comply, to the full extent applicable, with the terms and conditions of this Agreement, including but not limited to, procuring and

maintaining insurance coverage as required herein and which shall name Town as an additional insured.

17. **Statement of Economic Interests.** The Town may determine that the Consultant must file a Form 700, Statement of Economic Interests, as required by the Town's Conflict of Interest Code. If such is the case, the Town Clerk's office will provide the Consultant with form and Consultant shall file form with the Town Clerk's office. Said filing shall include an Assuming Office Statement within thirty (30) days of execution of this contract, annual statements on or before April 1 of each year, and a Leaving Office Statement within thirty (30) days after termination of this Agreement or any extensions thereto.

18. **Internal Revenue Service Form W-9.** The Town may determine that the Consultant must file an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification, as required by the Town to comply with regulations of the United States Department of the Treasury. If such is the case, the Administrative Services Department shall provide the Consultant with the required form. Consultant shall complete and file the form with the Town before any payment for Services under this Agreement is rendered.

19. **Business Registration.** Consultant shall file a Business Registration Application as required by the Town. The Administrative Services Department shall provide the Consultant with the required form. Consultant shall complete and file the form with the Town and shall pay the business registration fee before any payment for Services under this Agreement is rendered.

20. **Compliance With All Laws.** Consultant and any subcontractors shall fully comply with all applicable local, state and federal rules, laws, regulations and ordinances pertaining to performance of the Services required hereunder, including the Americans with Disabilities Act and any copyright, patent or trademark law.. To the extent that any other government agency or entity provides compensation for any Services, Consultant shall comply with all rules and regulations applicable to such fiscal assistance. Consultant's failure to comply with any law(s) or regulations(s) applicable to the performance of the Services hereunder shall constitute a breach of contract.

    Such laws include, but are not limited to, the California Prevailing Wage Law, California Labor Code section 1720 et seq. Because the services described in Exhibit A include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the services constitute a public works within the definition of section 1720(a)(1) of the California Labor Code. Therefore, the services described in Exhibit A shall be performed in accordance with all applicable requirements of the California Prevailing Wage Law including, but not limited to, all applicable requirements contained in Exhibit B, which is attached to and made a part of this Agreement. To the extent that any other government agency or

entity provides compensation for any services, consultant shall comply with all rules and regulations applicable to such fiscal assistance."

21. **Discrimination.** During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, ancestry, gender, sexual orientation, age or physical or mental disability in violation of any applicable law.

22. **Notice.** Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement shall be made in writing, and sent to the Parties at their respective addresses specified below or to such other address as a Party may designate by written notice delivered to the other Party in accordance with this Section. All such notices shall be sent by:

A. Personal delivery, in which case notice is effective upon delivery;

B. Certified or registered mail, return receipt requested, in which case notice shall be deemed delivered on receipt if delivery is confirmed by a return receipt;

C. Nationally recognized overnight courier, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service; or

D. Facsimile transmission, in which case notice shall be deemed delivered upon transmittal, provided that (a) a duplicate copy of the notice is promptly delivered by first-class or certified mail or by overnight delivery, or (b) a transmission report is generated reflecting the accurate transmission thereof. Any notice given by facsimile shall be considered to have been received on the next business day if it is received after 5:00 p.m. recipient's time or on a non-business day.

Town: Jim O'Brien, Parks & Facilities Maintenance Superintendent
Town of Windsor
P.O. Box 100
Windsor, California 95492-0100
(707) 838-1266

Consultant: Dario DeVincenzi
Universal Building Services
3120 Pierce Street
Richmond, CA 95408
(510) 527-1078

23. **Ownership of Documents.** All original papers, documents or computer material on disk or microfilm, and copies thereof, produced as a result of this Agreement, shall be the property of the Town and may not be used by Consultant without the written consent of

Town. Consultant shall provide documents in electronic form in a format required by the Town. Copies of such documents or papers shall not be disclosed to others without the written consent of the Town Manager or his or her designated representative.

24. **Internet-Ready Deliverables.** If applicable to this Agreement, each contract deliverable shall be delivered as a data file suitable for publication on the Internet. The following specifications define the formats that satisfy this requirement:

A. Brochures, reports, plan documents, catalogues, flyers with graphics included, and forms are to be formatted as screen-optimized ".pdf" files, if possible.

B. Freestanding, individual graphics such as logos, small maps and photos are to formatted as ".tif" files, with the largest side no larger than four inches.

C. Large maps are to be formatted as ".jpg" files with the largest side no larger than four inches, unless mutually agreed otherwise by the Parties.

D. Short text documents with no graphics are to be in MS Word.

E. Freestanding charts, graphs and listings are to be in MS Excel.

25. **Indemnification.** Consultant shall indemnify, defend with counsel acceptable to Town, and hold harmless Town and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of Town.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the Town, unless this time has been extended by the Town. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the Town, may be retained by the Town until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type to express or implied indemnity against the Indemnitees.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time,

such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

26. **Insurance.** Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, Consultant's agents, representatives and employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).

2. Insurance Services Office form number CA 0001 (Ed. 12/90) covering Automobile Liability, code 1 (any auto), or code 8, 9 if no owned auto.

3. Workers' Compensation Insurance as required by the State of California and Employers' Liability Insurance. If no employees are utilized, the Consultant shall sign a declaration as described in California Health and Safety Code Section 19825.

4. Errors and Omissions liability insurance appropriate to the Consultant's profession. Architects' and Engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.

3. Worker's Compensation and Employer's Liability: $1,000,000 per accident for bodily injury or disease.

4. Errors and Omissions liability: $1,000,000 per occurrence or claim as approved by the Town's Risk Manager.

C. Deductibles and Self-Insured Retention. Any deductibles or self-insured retentions must be declared to and approved by the Town. At the option of the Town, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officers, officials, employees and volunteers,

or the Consultant shall provide a financial guarantee satisfactory to the Town guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Town, its officers, officials, employees and volunteers are to be covered as Insureds as respects: liability arising out of work or operations as performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.

2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.

4. The Worker's Compensation endorsement shall contain a Waiver of Subrogation against the Town. The Consultant shall provide to the Town an endorsement from the Worker's Compensation insurer, if any, agreeing to waive all rights of subrogation against the Town for injuries to employees of the Insured resulting from work for the Town or use of the Town's premises or facilities.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

F. Verification of Coverage. Consultant shall furnish the Town with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the Town or on other than the Town's forms provided those endorsements conform to the Town's requirements. All certificates and endorsements are to be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

G. Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each

Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

27. **Amendment.** This Agreement may be amended only by a written instrument executed by both Parties.

28. **Litigation.** If litigation ensues between Town and a third-party which pertains to the subject matter of Consultant's services hereunder, Consultant, upon request from Town, agrees to testify therein at a reasonable and customary fee.

29. **Construction.** This Agreement is the product of negotiation and compromise on the part of both Parties and that the Parties agree that, notwithstanding Civil Code Section 1654, any uncertainty in the Agreement shall not be construed against the drafter of the Agreement.

30. **Governing Law; Venue.** This Agreement shall be enforced and interpreted under the laws of the State of California and the Town of Windsor. Any action arising from or brought in connection with this Agreement shall be venued in a court of competent jurisdiction in the County of Sonoma, State of California.

31. **Non-Waiver.** The Town's failure to enforce any provision of this Agreement or the waiver thereof in a particular instance shall not be construed as a general waiver of any part of such provision. The provision shall remain in full force and effect.

32. **Severability.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

33. **No Third Party Beneficiaries.** The Parties do not intend to create, and nothing in this Agreement shall be construed to create, any benefit or right in any third party.

34. **Mediation.** The Parties agree to make a good faith attempt to resolve any dispute arising out of this Agreement through mediation prior to commencing litigation. The Parties shall mutually agree upon the mediator and shall divide the costs of mediation equally.

35. **Consultant's Books and Records.**

A. Consultant shall maintain any and all ledgers, books of accounts, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the Town for a minimum period of three (3) years or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

B. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years or for any longer period required by law, from the date of termination or completion of

this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the Town Manager, Town Attorney, Town Finance Director, or a designated representative of these officers. Copies of such documents shall be provided to the Town for inspection at Windsor Town Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

D. Where Town has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, Town may, by written request by any of the above-named officers, require that custody of the records be given to the Town and that the records and documents be maintained by the Town. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor in interest.

36. **Headings.** The headings used in this Agreement are for convenience only and are not intended to affect the interpretation or construction of any provisions herein.

37. **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between Town and Consultant shall survive the termination of this Agreement.

38. **Entire Agreement.** This Agreement, including the exhibits attached hereto and incorporated herein, constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior agreements or understandings, oral or written, between the Parties in this regard.

IN WITNESS WHEREOF, the parties hereto have executed this document the day, month and year first above written.

For Town of Windsor:

_____

J. Matthew Mullan
Town Manager

For Consultant:

_____

Name:
Title:
Taxpayer I.D. No.: _____

Recommended for Approval:

_____

James McAdler
Administrative Services Director

Recommended for Approval:

_____

Donna Legge
Community Services Director

Approved As to Form:

_____

Richard Rudnansky
Town Attorney

EXHIBIT A
SCOPE OF SERVICE

For Janitorial Services for Town Facilities

2.1 - DEFINITIONS

DAILY shall mean each day specified for individual sites i.e.: six (6) days per week for the Community Center and Civic Center Bldg. 200 – Huerta Gymnasium, three (3) days per week for the Senior Center, Civic Center Bldgs. 400 & 300 and Corporation Yard.

WEEKLY shall mean one day per week. Days selected shall be determined by Contractor and approved by the Parks and Facilities Maintenance Superintendent or his/her designee.

BI-WEEKLY shall mean once every two weeks.

MONTHLY shall mean once per month. Day(s) selected shall be determined by the Contractor and approved by the Parks and Facilities Maintenance Superintendent or his/her designee.

QUARTERLY shall mean four times per year. Dates shall be consistently three months apart and shall be selected by the Contractor and approved by the Parks and Facilities Maintenance Superintendent or his/her designee.

SEMI-ANNUALLY shall mean twice per year. Dates shall be selected by the Contractor and approved by the Parks and Facilities Maintenance Superintendent or his/her designee. Under no condition or exception shall these dates be later than the first and seventh month of the Agreement period.

ANNUALLY shall mean once per year. Dates shall be selected by the Contractor and approved by the Parks and Facilities Maintenance Superintendent or his/her designee.

CONTRACTOR shall mean UNIVERSAL BUILDING SERVICES

TOWN shall mean TOWN OF WINDSOR

AS NEEDED or AS REQUIRED shall mean any item or area serviced to a safe and clean condition as determined by the Parks and Facilities Maintenance Superintendent or his/her designee.

2.2 - ROUTINE JANITORIAL - RESTROOMS & SHOWERS

Daily: (each visit)

Sweep and damp mop all restroom, locker, and shower floors using an approved non-toxic germicidal disinfectant and clean water. Remove all spills, sticky areas, gum, etc.

Clean and disinfect restroom countertops, fixtures, toilets, urinals and basins, plumbing, mirrors, decorative and protective metals, including undersides and tops of toilet seats.

Remove all scale using approved non-abrasive material.

Spot clean and dust walls, partitions, splash plates, windowsills, doors, and related structures. Remove graffiti.

Clean, refill, and restock soap, towels, toilet tissue, seat covers, and sanitary napkin/tampon dispensers. These dispensers shall be restocked with sufficient supplies to last until the next servicing.

Empty and wipe down waste and sanitary containers, dispose of contents, replace liners.

Clean entrance doors, remove handprints from push plates and sanitize.

Wash/scrub and disinfect all showers with approved non-toxic germicidal disinfectant.

Report burned out light bulbs, vandalism, graffiti, and any other abnormal situations to the Parks & Facilities Maintenance Division Superintendent.

Weekly:

Wash woodwork, ceramic tile, and Formica surfaces and remove splash marks from walls, urinals, and toilet partitions.

Monthly:

Clean exterior of HVAC Registers.

Annually:

Remove air duct grilles and wipe back side of grille clean to remove dust/dirt.

2.3 – ROUTINE JANITORIAL - OFFICES, COMMON AREAS, KITCHENS AND OTHER MISCELLANEOUS ROOMS AND FACILITIES

Daily:

Damp mop linoleum/vinyl floors, Taraflex Gym Floor main room and Altro High Performance Safety Floor Gym kitchen (see attached maintenance requirements) and Marmoleum (PW floor) (see attached maintenance requirements); and clean all spills.
Vacuum and spot clean all carpeted surfaces and remove graffiti.

Spot clean fingerprints and other marks from woodwork, walls, doors, and glass partitions, and the inside surfaces of exterior windows.

Spot clean walls, doors, door frames, and counters.

Clean all glass doors (both sides) in buildings, including glass partitions, to a height of ten (10) feet.

Spot clean spills or other spots on all upholstered furniture, carpets, mats beneath desks and "walk-off" mats, using a method approved by the Town.

Empty and replace liners in all wastebaskets and carry trash to specified containers at each site. Material in recycling containers shall be collected separately and placed in a bin specifically for recycled paper. Recycle bins to be placed at curbs on designated pick up days.

Leave all lights off (except designated night lights or those in areas being used by employees or the public). Most area lighting at Town Hall offices have motion sensor lighting. These areas are to remain turned on.

Dust, with dusting agent or damp cloth where necessary, all horizontal surfaces of office furniture (as much as can be done without disturbing papers on desks), partitions, ledges, windowsills, mini blinds and counters.

Clean all kitchen and coffee bar sinks, countertops and adjacent walls and cabinets, as well as stovetop, ovens, microwave oven, dishwasher, and refrigerator exterior surfaces.

Report burned out light bulbs, graffiti, and other abnormal situations to the Parks & Facilities Maintenance Division Superintendent.

Weekly:

Clean and polish metal chairs including base/legs of chairs, office equipment, and wooden furniture.

Wipe down plastic and leather furniture.

Thoroughly vacuum and spot clean upholstered furniture.

Clean and disinfect handsets of phones.

Clean and wipe down all wastebaskets (interior and exterior) and interior trash cans.

Polish kitchen appliances and stainless steel to restore original finish. Clean interior of stove, refrigerators, and microwaves if needed. This item shall include heavy scrubbing of appliances to remove built up material.

Monthly:

Perform high dusting (i.e., door sashes, tops of partitions, high cabinets, ledges, vents, and hanging light fixtures). Cobwebs are to be removed to the extent that they can be removed with an extendable pole and only to the extent that special equipment (i.e., mechanical lifts) is not required.

Clean exterior of HVAC Registers.

Quarterly:

Clean and polish all interior metal fixtures and surfaces, including door push and kick plates and pulls.

Semi-Annually:

Thoroughly clean horizontal and vertical blinds.

Vacuum all fabric window coverings (drapes, shades, etc.).

Annually:

Vacuum and dust all fabric walls and partitions.

Remove and clean backside of air duct receptacle grilles to remove dust/dirt.

Extra Services: Window Cleaning per quoted bid square foot price.

Carpet Cleaning per quoted bid square foot price.

Extra Cleaning per quoted bid hourly rate.

2.4 - ROUTINE JANITORIAL - FLOOR CARE

Daily:

Sweep and damp mop all restroom, locker, and shower floors using an approved non-toxic germicidal disinfectant and clean water. Clean all tile coving. Remove all spills, sticky areas, gum, etc.

Damp mop linoleum/vinyl floors, Taraflex Gym Floor main room and Altro High Performance Safety Floor Gym kitchen (see attached maintenance requirements) and Marmoleum (PW floor) (see attached maintenance requirements); and clean all spills.
Vacuum and spot clean all carpeted surfaces.

Weekly:

Machine buff all vinyl floors to a high sheen using non-slip material (exception: Gym and Public Works as per attached maintenance requirements).

Bi-Weekly (Every Two Weeks)

Clean tile grout and tile coving with approved cleaner.

Machine scrub vinyl, linoleum and tile floors to remove scuff marks or other marks that have not been removed by normal mopping.

Pour water in all floor drains.

Annually:

Hard surface floors (vinyl tile, linoleum) shall be completely stripped, sealed and waxed.

Taraflex Gym Floor main room and Altro High Performance Safety Floor Gym kitchen and Public Works Marmolium floor cleaned annually per the attached maintenance requirements.

Ceramic Tile floors – grout cleaned and sealed.

Note: Baseboards and walls shall be wiped clean immediately after stripping and waxing to avoid permanent stains and/or damage.

Extra Services: Carpet cleaning – Hot Water Extraction method per quoted bid square foot price.

2.5 – SCHEDULE

Service to include the following locations:

TOWN BUILDING LOCATION	MONTHLY TOTAL	(Hrs. Mo.)
WINDSOR COMMUNITY CENTER – 6x week service	$ 848.00	70
WINDSOR SENIOR CENTER – 3x week service	$ 357.00	29.25
CIVIC CENTER		
BLDG. 400 – 3x week service	$ 433.00	36.25
BLDG. 300A – 3x week service	$ 124.00	15.75
BLDG. 300B – Police Department – 5x week service	$ 433.00	36.25
BLDG. 300C – 3x week service	$ 48.00	3.25
BLDG. 300D – 3x week service	$ 87.00	7.00
BLDG. 200 – Huerta Gymnasium – 6x week service	$ 1,293.00	105.50
PUBLIC WORKS/COPORATION YARD		
BLDG. 100 – 3x week service	$ 586.00	48.00
BLDG. 300 (Welding Shop restroom) – 3x week serv.	$ 48.00	3.50
BLDG. 1500 (3 restrooms) – 1x week service	$ 46.00	3.50
BLDG. 2500 – 3x week service	$ 112.00	9.00
TOTAL BID PRICE	**$ 4,415.00**	**367.50**

UPON REQUEST:

WINDOW WASHING (price per square foot)	$ 0.18	sq.ft.
CARPET CLEANING (price per square foot)	$ 0.10	sq. ft.
ANY ADDITIONAL CLEANING (hourly rate per employee)	$ 16.00	hr.

Contractor Initial _____

EXHIBIT B
BUILDINGS SUMMARY

Janitorial Services for Town Facilities

3.1 WINDSOR COMMUNITY CENTER – 6,200 sq. ft. (approx.)
901 Adele Drive
6x week service
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week - 12:00 midnight to 6:00 am

Main Lobby: Main lobby and hallway to restrooms has vinyl tile flooring
2 small rooms: carpeted floors
Restrooms: Men's – 2 sinks, 2 urinals, 2 toilets, ceramic tile flooring
Women's – 2 sinks, 4 toilets, ceramic tile flooring
Janitorial Closet in Hallway between Restrooms: Mop basin/sink and water heater.
Elsbree Hall: capacity for 285 assembly/dance and 135 dining and has vinyl tile flooring. This room also has a stage that also has vinyl tile flooring.
Renee Room: capacity for 95 assembly/dance and 45 dining and has vinyl tile flooring. This room also has a small sink and countertop.
Commercial Kitchen: ceramic tile floor, 3 sinks, commercial refrigerator, commercial freezer, commercial dishwasher, 6-burner stovetop, 1 griddle top range, 2 ovens, stainless countertops.
Back entrance: Vinyl tile hallway
Small room: Vinyl tile flooring
Restroom: 1 sink, 1 toilet, ceramic tile flooring

3.2 **WINDSOR SENIOR CENTER** – 3,800 sq. ft. (approx.)
9231 Foxwood Drive
3x week service
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week – 12:00 midnight to 6:00am

Main Lobby/Reception Area: Large carpeted area
Director's Office: Carpeted area
Small Room: 414 square feet has an assembly capacity of 30 and a seated/dining capacity of 24.
Storage closet: vinyl tile flooring.
Large Room: 1400 square feet with an assembly capacity of 183 and a dining/seating capacity of 85.
Restrooms:
Men's 2 sinks, 2 urinals, 1 toilet and 2 sinks, 1 lg. Changing area and 1 shower and ceramic tile floor throughout. Janitorial closet is located in men's restroom, small area with shelving and a basin.
Women's 2 sinks, 2 toilets, 2 small changing areas, 1 shower and ceramic tile floor throughout.

Kitchen and pantry: vinyl tile flooring, 3 sinks, 1 stove, 2 ovens, 2 dishwashers 2 microwaves, 2 refrigerators. Countertops made of Formica.
Pool equipment room and HVAC/water heater/storage room does not require janitorial services.

3.3 CIVIC CENTER

Includes: Bldg. 400, 300A, 300B (Police Dept.), 300C, 300D and 200 (Huerta Gym)
9291 Old Redwood Highway

Hours Bldg. 400 & 300A
3x week service
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week – 12:00 midnight to 6:00am

Hours Bldg. 300B (Police Dept.)
5x week service
Hours: Monday – Friday 6:30am to 5:30pm
Hours available for janitorial service: Must set up time with Police staff.

Hours Bldg. 300C & 300D
3x week service
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week – 12:00 midnight to 6:00am

Hours Bldg. 200 (Huerta Gymnasium)
6x week service – restrooms and floors
3x week service – Kitchen
2x week service – Teen Center
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week 12:00 midnight to 6:00am

Civic Center Bldg. 400 – 9,500 sq. ft. (approx.)

Main Lobby & Hallway: carpeted flooring
Restrooms:
Men's: 2 sinks, 2 urinals, 2 toilets, ceramic tile floor and walls.
Women's: 2 sinks, 4 toilets, ceramic tile floor and walls.
Reception area: carpeted flooring
Building/Permit customer assistance area: carpeted flooring
Council Chambers: large area, carpeted flooring, approx. 80 chairs are set up in this room, Council dais made of cherry wood. This room also has a large storage closet that would not need janitorial services.
Large conference room: carpeted flooring
Small conference room: carpeted flooring
Large open space with 13 cubicles: carpeted flooring
8 Offices: carpeted flooring
Copy Room: carpeted flooring
Restroom: 1 sink, 1 toilet, ceramic tile floor
Small Storage closet: does not require janitorial services.

Kitchen: 1 sink, 1 dishwasher, 1 refrigerator, 1 microwave, vinyl tile flooring. 1 lg. table w/4 chairs and 1 sm. table w/2 chairs

Civic Center Bldg. 300A – Administrative Services – 3,900 sq. ft. (approx.)

Small Lobby area: cement and carpeted flooring
Reception Area: open space with 3 cubicles, carpeted flooring. Windowed partition.
Large open space with 8 cubicles: carpeted flooring
Computer Equipment Room: vinyl tile flooring
Copy Room: vinyl tile flooring
Storage Room: vinyl tile flooring
Conference Room: carpeted flooring
1 Office: carpeted flooring
Restrooms:
Men's: 2 urinals, 1 toilet, 2 sinks, ceramic tile floor and walls.
Women's: 2 sinks, 3 toilets, ceramic tile floor and walls.
Kitchen: 1 sink, 2 refrigerators, 1 microwave, 1 dishwasher, vinyl tile flooring, 3 sm. tables w/3 chairs ea.

Civic Center Bldg. 300B – Police Department – 2,400 sq. ft. (approx.)

Small Lobby: vinyl tile flooring
Reception area: carpeted flooring
6 Offices: carpeted flooring
Kitchen: 1 sink, 1 dishwasher, 1 refrigerator, vinyl tile flooring
Restrooms/Locker room:
Men's: 1 sink, 1 urinal, 1 toilet, 1 sink, 1 shower, ceramic tile floor, and 12 lockers.
Women's: 1 sink, 1 toilet, 1 shower, tile floor, and 6 lockers.

Civic Center Bldg. 300C – Family Services – 448 sq. ft. (approx.)

2 Offices: carpeted flooring

Civic Center Bldg. 300D – Community Services and Park & Facilities – 1,600 sq. ft. (approx.)

Small Lobby area: carpeted flooring
Small Reception area: carpeted flooring
7 Offices: carpeted flooring
1 Conference Room: carpeted flooring

Civic Center Bldg. 200 Huerta Gymnasium – 9,200 sq. ft. (approx.)

Main Room: 4588 square feet, 655 assembly, 306 dining, flooring is Taraflex Sport M Gym Flooring.

Commercial Kitchen: Altro Safety Flooring, stainless countertops, 2 stainless sinks, commercial dishwasher, commercial refrigerator and freezer, and commercial 8-burner stove and hood with 2 ovens.

Restrooms: Men's (exterior) 1 urinal, 1 toilet, 1 sink, ceramic tile flooring and walls.
Men's (interior) 2 urinals, 1 toilet, 2 sinks, ceramic tile flooring and walls.
Women's (exterior) 1 toilet, 1 sink, ceramic tile flooring and walls.
Women's (interior) 3 toilets, 2 sinks, ceramic tile flooring and walls.

2 Storage closets & Hallway: vinyl tile flooring.

Teen Center: carpeted and vinyl flooring.

3.4 **PUBLIC WORKS / CORPORATION YARD** Bldg. 100, 300, 1500* & 2500
8400 Windsor Road
3x week service – (*Bldg. 1500 – 1x week service)
Hours: 7 days/week – 7:00am to 12:00 midnight
Hours available for janitorial service: 7 days/week – 12:00 midnight to 6:00am

Public Works / Corporation Yard, Bldg. 100 – 9,800 sq. ft. (approx.)

Lobby: ceramic tile flooring
Lobby Restroom: 1 toilet, 1 sink, ceramic tile flooring
Reception Area: ceramic tile flooring
Copy Room: carpeted flooring
File / Workstation Area: carpet tile flooring
11 Offices: carpet tile flooring
Lg. Open Area with 8 Cubicles: carpet tile flooring
2 Conference Rooms: carpet tile flooring
Computer Equipment Room: Marmoleum flooring
Kitchenette: 1 sink, 1 dishwasher, 1 refrigerator, 1 microwave, small area with vinyl tile flooring
Mechanical Room: Marmoleum flooring
Restrooms:
Men's: 1 toilet, 1 sink, ceramic tile flooring
Women's: 1 toilet, 1 sink, ceramic tile flooring
3 Crew Rooms: Marmoleum flooring – specialty flooring and specs.
Kitchen: 1 sink, 1 stove & oven, 1 microwave, 1 refrigerator, 1 dishwasher, Marmoleum flooring
1 File Room: Marmoleum flooring
Men's Locker Room: 3 showers, 3 sinks, 2 toilets, 36 lockers, tile and ceramic tile flooring
Women's Locker Room: 1 Shower, 2 sinks, 1 toilet, 8 lockers, tile and ceramic tile flooring

Public Works / Corporation Yard, Bldg. 300

Welding Shop Restroom: 1 toilet, 1 sink, concrete flooring

Public Works / Corporation Yard, Bldg. 1500

2 Restrooms Downstairs: each restroom contains 1 toilet, 1 sink, linoleumflooring
1 Restroom Upstairs: 1 toilet, 1 sink, linoleum flooring

Public Works / Corporation Yard, Bldg. 2500

Small office/break room: 1 sink, linoleum flooring
1 Restroom: 1 toilet, 1 sink, linoleum flooring

EXHIBIT C
GENERAL CONDITIONS

Janitorial Services for Town Facilities

4.1 **Facilities and Equipment.** Contractor shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services pursuant to this Agreement. Town shall furnish to Contractor no facilities or equipment, unless the Town otherwise agrees in writing to provide the same.

a. The Contractor shall furnish, at the Contractor's expense, all supplies and equipment necessary to properly perform work. These supplies and equipment include, but are not limited to, waxes, floor finishes, cleaners, floor stripper, sealers, detergents, cleaning powder, disinfectants, metal and furniture polishes, glass cleaner, brooms, mops, mop presses, sweeping tools and cloths, buckets, brushes, sponges, squeegees, wet and dry vacuum cleaners, janitor carts, ladders, floor machines, and adequate floor machine scrub and polish brushes. Contractor is also responsible for furnishing the following consumable paper products and supplies: toilet tissue, paper towels, seat protectors, wastebasket and trash receptacle liners, hand soap for restroom dispensers, and sanitary napkin liners. **Charges for consumable materials are to be submitted along with monthly invoices and shall be broken down by site and have a detailed account of all consumable materials used during the preceding month.**

b. All supplies and materials furnished by Contractor shall be kept in sealed, leak free, and clearly labeled containers. Labeling shall be of a permanent type that will not wash or fade away. A set of Material Safety Data Sheets (MSDS) for all applicable products used in Town facilities shall be provided in a separate binder for each building serviced. Binders are to be maintained on-site in each building. Town will review MSDS sheets and products used and reserves the right to reject specific products. Town shall be advised of any new products to be used before Contractor begins using the product. Storage areas shall be cleaned and maintained according the Janitorial Service Specifications, Exhibit "A" and "B."

c. The Town shall not be responsible for damage to or loss of Contractor's equipment, supplies, or property left on the premises.

4.2 **Performance Penalties.** In the event of performance deficiencies with any of the services provided by the Contractor under this agreement, the Town may issue a Notice To Cure the deficiency. The Notice To Cure will include a time limit to cure the deficiency that is mutually agreed to by the Town and Contractor. If the Contractor fails to cure the deficiency within the agreed upon time limit, the Town may assess financial penalties in the form of deductions to be taken in the amount billed on the next regular

invoice to the Town. The decision to issue a Notice To Cure and the assessment of the financial penalty will be at the sole discretion of the Town. Examples of performance deficiencies that would generate a Notice To Cure include but are not limited to the following:

a. Failure to perform a duty at the frequency as specified in the Agreement.

b. Failure to perform a duty to the standard as specified in the Agreement.

c. Deficient conditions resulting from the performance of or failure to perform the work under the Contract.

The performance penalties will be tabulated and recorded over the original term of the agreement for Janitorial Maintenance Services. The schedule for the assessment of penalties within each category will be assessed for each Notice To Cure not completed within the agreed upon time limit on the following basis:

a. First six (6) failures to correct – No Assessment.

b. Seventh (7^{th}) through twelfth (12^{th}) failures to correct - $100.00 plus $75.00 flat administrative fee per incident.

c. Greater than Twelve (12) failures to correct - $200.00 plus $75.00 flat administrative fee per incident.

Nothing herein limits the right of the Town to terminate this Agreement per its terms.

Under no circumstances may the Contractor invoice the Town for any charges derived to offset or pass-through the assessment for the Performance Penalties.

4.3 Health and Safety.

a. All applicable safety orders, rules, and regulations of the Department of Industrial Relations, or other jurisdictional agency shall be followed and enforced by the Contractor. Contractor shall comply with all applicable federal, state, and local laws, ordinances, or codes. Employees of the Contractor shall not wear earphones for radios or tape players while working or utilize "boom boxes" or other electronic devices that may disturb the public or distract from work being performed. Contractor shall perform work in a safe manner so as not to endanger employees of Contractor of Town or the General Public. Smoking is not allowed in Town facilities.

b. All personnel shall be in good health and free from contagious diseases. No employee drinking alcohol or under the influence of alcohol or drugs shall be allowed on the premises or in the buildings, nor shall any employee bring alcohol or drugs on the premises.

4.4 Security.

a. Contractor shall be responsible for ensuring that all doors are locked at all times when work is performed outside of regular operating hours. Contractor shall be responsible for reporting any property damage or vandalism at a facility to the Windsor Police Department or Sonoma County Sheriff's Department. Neither Contractor nor its employees shall admit any person into any facility (including grounds) on which work under this Agreement is being performed who is not an active employee of the Contractor. All employees shall be required to wear identification patches or badges which are to be furnished by the Contractor.

b. Contractor will be responsible for maintaining any building keys issued to Contractor or its employees. If keys are lost, Contractor will be responsible for all costs associated with re-keying the facility(ies).

c. Contractor will also be required to pay any costs incurred by the Town as a result of Contractor's failure to utilize proper alarm codes at those facilities which have alarm systems.

4.5 Personnel.

a. Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that the Town, at its sole discretion, at any time during the term of this Agreement, desire the removal of any such persons, Contractor shall, upon receiving notice from Town of such desire of Town, cause the removal of such person or persons. The time period for removal of the affected employee shall be at the Town's discretion.

b. Contractor shall provide and keep current an organizational chart and list of all employees performing work in Town facilities. Contractor shall also provide Town with background checks on all employees performing work in Town facilities.

4.6 Supervision of Contractor's Employees. All work shall be performed under the supervision of a trained supervisor who will be responsible for the conduct and workmanship of the Contractor's employees. There must be at least one (1) employee on the premises during the hours that work is in progress who speaks and understands the English language (spoken and written).

4.7 Inspections. Supervisor shall conduct and be responsible for weekly inspections of all sites and worked performed by Contractor's employees.

4.8 Change in Ownership. Contractor agrees that if there is a change in ownership prior to completion of this Agreement, the new owners will be required under terms of sale to assume this Agreement and complete it to the satisfaction of the Town.

4.9 Bonds. The Contractor shall possess a Janitorial Service Dishonesty Bond in an amount of not less than $50,000. The Town of Windsor shall be a named subscriber to the Bond.

4.10 Telephone Contact.

a. If an answering machine is used by Contractor for routine contact on working days, the Contractor shall respond to messages on the same day that the message was left, except that messages left after 4:00 pm will require a response no later than 9:00 am on the day following the date the message was left.

b. For emergency purposes, the Contractor shall provide at his/her sole expense a home telephone number, answering service number, telephone beeper, or other method of receiving calls by the Supervisor on a 24-hour, 7-day-a-week basis. This contact arrangement shall be used to promptly address emergency situations. Contractor's on-site supervisor shall carry a pager.

4.11 Working Hours.

a. Parameters for working hours will be determined by the Town and are subject to change. The general hours a specific building is available to be cleaned are listed in the Building specifications, Exhibit A. The Contractor shall not begin work in a building or area of a building that is occupied by members of the public without specific permission of the Parks & Facilities Maintenance Superintendent or his/her designee. Work in the Police Facility must be performed when a police service employee is on duty, and access times must be arranged in advance.

b. The Town observes the following holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. Contractor will not provide service to Town Facilities on observed Town holidays except when special events are held at a facility.

4.12 Schedules. The Contractor shall provide the Town with a written maintenance schedule which includes proposed working hours. Dates for work other than routine daily items shall also be provided. This schedule and any adjustments must be approved in writing by the Town. For all quarterly, semi-annual, and annual services, the Contractor shall inform the Town a minimum of 15 day prior to the proposed performance of the service. The Town shall approve of the dates selected.

4.13 Report of Damage. The Contractor shall immediately report broken windows, plumbing leaks, and other building repair needs to the Parks and Facilities Maintenance Superintendent or his/her designee. The Contractor shall immediately notify the Windsor Police Department or Sonoma County Sheriff's Department when vandalism or other destruction of Town property is observed inside and outside the facilities.

TARAFLEX MAINTENANCE

"Taraflex Sports Flooring"

A. Initial (First) Cleaning

a. Sweep or vacuum, with heavy-duty commercial vacuum, entire floor surface to remove all loose dirt, dust and other foreign materials.

b. Scrub the entire area with an automatic scrubbing machine (150-350 rpm), equipped with a red scouring pad or with soft nylon bristle brushes. Apply a cleaning solution pH 9-13 such as Ecolab Mariko (pH 13) and lukewarm water, or BURO NET (see par. "H"). Let heavily applied cleaner soak 10 to 15 minutes (longer if needed). Do not vacuum.

c. Scrub the entire floor a second time.

d. Begin where first started and while applying more cleaner at a slower rate, begin vacuuming.

e. Rinse entire area with lukewarm water and vacuum.

f. Check area, some stubborn marks may have remained on the floor. Remove these marks by using a cloth dampened with mineral spirits, carb-sol and rinse with clean water and dry.

Note: It is very important that all cleaning residue is removed by rinsing.
Do not scrub floor with hard polyester or hard nylon pads, steel wool, wire brushes, or abrasive flooring cleaners. These types of materials can cause severe scratching and damage the floor surface, and cause undue wear to game lines paint.
Do not apply any type of floor sealer, floor finishes or waxes of any type. Also do not sweep or dust mop floor with oil treated mops or brooms.

B. Daily Maintenance

3X week

a) Wet floor with clean water.
b) Buff entire floor using a white pad to remove the current shoe marks. Some may remain, however, this procedure will remove 90 to 95 % of the marks.
c) Dust mop entire floor with Hillyard Hil-Mist.
d) Spot clean the heavy marked spots, if needed, (see paragraph G).

3X week

Note: If gymnasium is not heavily used, dust mopping will normally be sufficient.

Maintenance of a Taraflex Sports Flooring is a daily procedure.
It can be helpful to put walk-off mats at all entries and exits to help remove abrasive dirt and grit from the shoes of people traffic.

C. Weekly Maintenance

C1. Maximum Weekly Maintenance

a) Buff floor same as instructed in Daily Maintenance.
b) Clean and scrub entire floor area with Mariko (pH 13) or Citrus Solv (pH 10.3) from Ecolab Huntington or NSS Concentrate cleaner (pH 13) form National Sanitary Supply or Hillyard's Shine-All (9 pH to 10 pH), or equal.
c) Rinse entire floor.

1X week

C2. Minimum weekly Maintenance
a) Clean and scrub entire floor with recommended neutral cleaner or equal.

D. MONTHLY MAINTENANCE

a) Follow same procedures as instructed in initial cleaning and/or first cleaning.

E. EQUIPMENT, TOOLS, CLEANING CHEMICALS NEED TO CLEAN FLOORS

- Automatic scrubber equipped with soft nylon brushes or red pad.
- Carb-Sol, Mineral Spirits (denatured).
- Clean dust mops (not oil treated)
- Cold and lukewarm water.

F. APPROVED AND RECOMMENDED CLEANING PRODUCTS

Please find hereunder list of products to use with automatic scrubbing machines equipped with soft nylon bristle brush or white scouring pad for the cleaning of the TARA FLEX indoor floors.

F1. STRONG CLEANERS (pH 9 - pH13):

- **MARIKO (pH 13) made by ECOLAB Huntington**
- **CITRUSOLV (pH 10.3) made by ECOLAB Huntington**

Customer service USA: 1-800 332 6522
Customer service Canada: 1-800 465 5227
Technical Hot line USA: 1-800 451 7191

- **NSS Concentrate Cleaner (pH 13) made by National Sanitary Supply**
- Customer Service USA: 1-800-428-9677.
- **HILLYARD Shine-ALL (pH 9)**
  Hillyard Floor Treatments Customer Service located at Saint Joseph, Missouri 64502
  Tel: 1-800-365-1555

F2. MILD CLEANERS (pH 7):

- **JOHNSON SC Stride Citrus**
- **JOHNSON Shop 600**

SC Johnson Professional - St Racine, Wisconsin 53403
Customer service Tel: 1-414-631-2000
Technical Hotline: 1-800-558-2332 Customer Service Canada: 1-519-756-7900.

HILLYARD Clean Scrub
Hillyard Floor Treatments located at Saint Joseph, Missouri 64502
Customer Service Tel: 1-800-365-1555

TASKI PROFI
JohnsonDiversey (Taski)
Customer Service Tel: 1-800-862-3600

G. RUBBER HEEL MARKS AND SCUFFING

Rubber heel marks and scuff marks can be easily removed with a clean white rag dampened with *Carb-chlor, carb-sol* or equal non-flammable cleaning solvent.

Normal scrubbing procedures will often remove minor scuffs and rubber burns.
Usually *Carb-chlor* is required to remove excessive or heavy scuffs and rubber burns.
To help remove the black sole scuffmarks, manually spray some pure cleaning solution on the floor before starting the scrubbing operation.
Also can use Butcher's "SPEEDBALL" Cleaner (1-800-225-9475)

H. APPROVED HEEL MARKS REMOVERS TO BE USED IN AUTOMATIC SCRUBBER

Follow same procedures as instructed in initial cleaning and/or first cleaning.
This cleaning procedure is identical to the monthly maintenance program and could replace the monthly maintenance if floor conditions require this application.
BURO NET (pH 12.5) made by SANI-MARC (Mix 1 to 2 cups per gallon of water.)

Local Distributor
Warthan Associates, Inc.
Customer Service: 1-800-458-6321

42 de l'Artisan
Victoriaville, Québec Canada
Customer Service: 1-819-758-5800
Fax: 1-819-758-5800

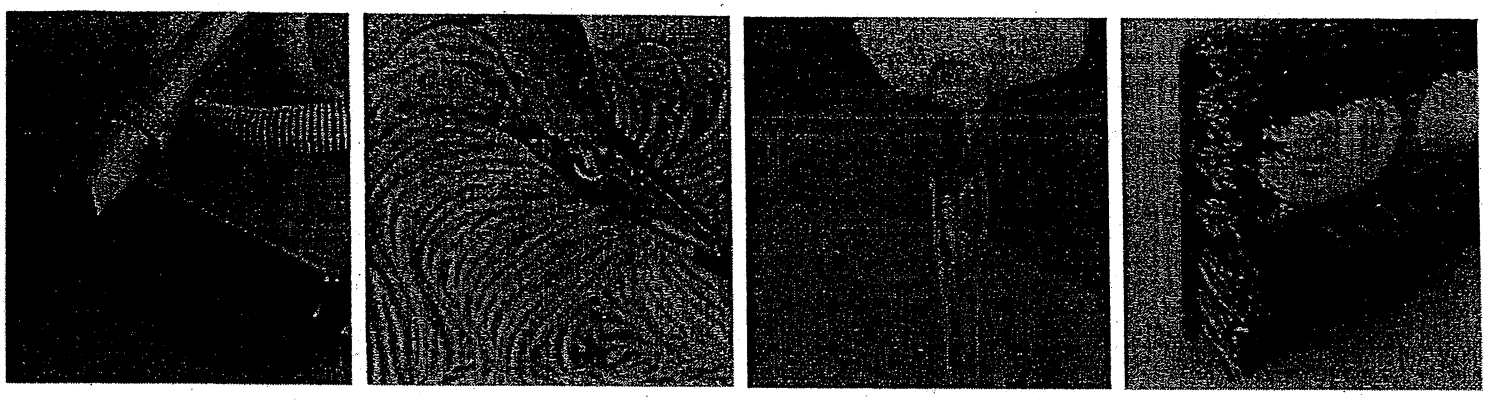
- **DSM 700 made by Henkel (no equal found in the USA)**

I. MISCELLANEOUS

a) Remember maintenance is a daily procedure; daily maintenance will extend the useful life of the flooring and protect the Manufacturer's warranty.
b) Your Taraflex floor has been specially treated with the exclusive ROCTOP@, maintenance surface. It is therefore important that you do not apply any types of floor sealers, floor finishes or waxes of any type.
c) Taraflex Sport Surfacing is very resistant to staining and chemicals. However dirt and spills should be removed as promptly as possible. Certain materials can cause serious damage such as organic solvents (acetone, finger nail polish remover); tar, rubber pads, rubber wheels. Wheels on equipment should be plastic or composition and should not be metal.

High Performance Safety Flooring

Slip Resistant Sheet Vinyl



cleaning & maintenance guide

ALTRO

HIGH PERFORMANCE FLOORING AND WALLING

visit www.altrofloors.com

Western USA: 800.941.1696 / Eastern USA: 800.377.5597 / Canada: 800.565.4658

INTRODUCTION

A clean and well maintained floor can make a world of difference to the overall impression users have of a building.

This leaflet explains how it is possible to keep Altro High Performance safety flooring looking good and functioning correctly at a reasonable cost.

Altro also offers advice on how to avoid the common issues which can occur when cleaning safety flooring and suggests preventative measures and other ways to minimize cleaning costs.

Altro invented the original slip resistant sheet vinyl over fifty years ago and today manufactures the widest range of safety flooring to suit many applications.

Altro safety flooring is a high quality vinyl sheet which contains grains of aluminum oxide throughout its thickness and silicon carbide in the surface layer. Some grades also contain colored quartz. It is this mixture of grains that gives safety flooring its characteristic appearance and provides slip resistance and durability.



Altro safety flooring works because the vinyl compresses under the weight of the foot, leaving the abrasive grains slightly exposed from the surface and able to grip the sole of the shoe, providing slip resistance. When shoe pressure is removed, the grains are level with the surface, making the flooring easy to clean when the correct techniques and equipment are used.

THE IMPORTANCE OF CORRECT MAINTENANCE

There are three elements in floor safety:

- the surface of the floor,
- the nature of the shoe sole and
- the degree of cleanliness of the floor.

This is why careful and regular maintenance is so important. Although this may carry a cost implication in terms of labor, any additional costs are usually outweighed by the benefits, such as reduction of slip and fall accidents, durability, and reduction of impact noise and underfoot fatigue.

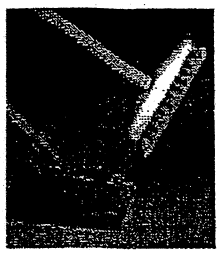
PRINCIPLES OF SUCCESSFUL CLEANING

- Use the correct, properly maintained equipment.
- Use the correct cleaning agent at the correct concentration.
- Always use hot water to dilute the cleaning agent.
- Allow time for the cleaning agent to work on the floor.
- Use friction to loosen the dirt.
- Remove dirty water, rinse well with clean water and dry.

CLEANING TIPS

- Friction must be used to loosen the dirt from the abrasive grains within the flooring. The use of a machine is recommended wherever possible but, when cleaning manually, use a deck scrubbing brush or nylon scrubbing pad rather than a mop.
- Cleaning agents should be used in the correct concentration for the degree of soiling. The solution should be left on the floor for a few minutes to work, particularly in greasy or heavily soiled areas.
- Flooring must be thoroughly rinsed in order to remove all the cleaning solution. A buildup of cleaning solution residue may cause a reduction in slip resistance and permanent discoloration.
- Irregular cleaning can allow problems to build up. For this reason, the importance of a regular program cannot be overstated. A typical routine could involve daily sweeping and damp mopping, complemented by scrub cleaning once or twice a week. Other areas may require scrub cleaning every day. The routine will differ according to the usage of the area.
- A mop can be used for daily maintenance and rinsing but always use a twin compartment bucket and wringer. This allows the mop to be rinsed in clean water and prevents redistribution of dirt.









EQUIPMENT

Since labor accounts for a high proportion of cleaning costs, it makes sense to always use the best possible equipment. Although this may seem initially expensive it is more cost effective in the long run.

A selection of the following equipment should be used, according to the size and traffic conditions of the area to be cleaned:

- Scissor, swivel or flat headed mop
- Deck scrubbing brush or nylon scrubbing pad
- Twin compartment bucket, wringer and mops
- Standard speed, high torque machine fitted with medium synthetic pad, or medium nylon or polypropylene brushes
- Combined scrubber/dryer machine or auto scrubber machine
- Cylindrical, two brush rotating machine with wet recovery
- Wet vacuum

CLEANING AGENTS

For unsealed safety flooring, a water-based, slightly alkaline cleaning agent is best such as Altro 44™ or equivalent cleaning agent with a pH of 12 to 13.



The cleaning agent should always be diluted in hot water, as an approximate 50°F (10°C) rise in temperature can almost double the chemical reaction speed. Normal dilution is 1:40 but for heavily soiled areas, Altro 44 can be diluted at 1:10. Always check with the cleaning agent manufacturer for correct dilution.

Some types of cleaning agents should not be used on vinyl, such as pine oil cleaning agents and quaternary cleaners which can cause the floor to stain or become brittle and shrink. Also, some cleaning agents used for their antiseptic properties in operating rooms, showers, jacuzzis, swimming pool decks and footbaths can have a lubricating effect, resulting in most flooring materials becoming more slippery when wet, even when used in concentrations below 3%. The use of products not recommended by Altro can void Altro Limited Product Warranties.

On the reverse of this guide, Altro lists suitable cleaning agents under *Recommended Maintenance Products*. If you use another brand of cleaning agent, please consult Altro to determine suitability.

MINIMIZING COSTS

Set a Required Standard

Maintenance methods should be varied to suit the particular installation, according to the standard of cleanliness required by the building manager. Heavily trafficked or highly visible areas will need to be cleaned more often than areas which are seldom used or where appearance is less important. Cleaning routines should always be tailored to match the demands and requirements of particular areas.

Preventative Measures

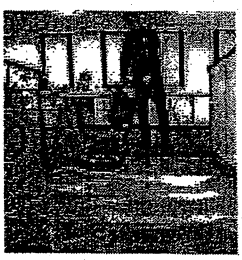
- The initial clean
  > This is essential. A poor initial cleaning will make routine maintenance more difficult.
- Protection from other trades during construction
  > To avoid discoloration or staining of the floor by printing ink, oil or bitumen found in some coverings, Altro recommends a non-staining, temporary floor protection system such as a re-usable textured plastic sheeting.
- Walk-off mats
  > 80% of the dust in a building is carried in on people's shoes. A suitable dirt excluder outside all entrances and a non-staining mat inside can protect the flooring. Asphalt has been known to stain or yellow vinyl.
  > Mats should be regularly cleaned to maintain their effectiveness.
- Good housekeeping procedures:
  > Prompt removal of all spillages before they can stain or be spread to other areas.
  > Regular cleaning of equipment to avoid recycling dirt.
  > Standard precautions with vinyl against cigarettes, oven-hot objects, some rubber fittings and other items known to stain or yellow vinyl.
- Repairs
  > A regular repair and maintenance program should be adopted to identify areas of damage during the life of the floor. Areas to check regularly include welds, seals around abutments, drains and other areas showing damage.
  > For complete repair instructions, please refer to Section 19 of *Altro High Performance Slip Resistant Sheet Vinyl Installation Guide* available from your Altro distributor or on-line at www.altrofloors.com.

ALTRO SLIP RESISTANT SHEET VINYL CLEANING PROCEDURES

Cleaning and maintenance practices will ultimately determine the general appearance and functional benefits offered by the entire range of Altro High Performance slip resistant sheet vinyl. The following procedures will help to keep Altro slip resistant sheet vinyl looking good and functioning correctly at a reasonable cost.

For further maintenance instructions, please contact your Altro distributor or visit www.altrofloors.com.

To clean large areas by machine:





1. Vacuum thoroughly to remove dust and debris.
2. Apply recommended alkaline cleaning agent in correct dilution and machine scrub with standard speed machine fitted with a medium synthetic pad or brush made from nylon or polypropylene. In greasy or heavily soiled areas, the solution should be left on the floor for a few minutes before scrubbing.
3. Wet vacuum residue. Alternatively, use scrubbing machine with wet recovery.
4. Altro recommends rinsing to remove all the cleaning solution residue.

To clean small areas by hand:







1. Mop, sweep or vacuum thoroughly to remove all dust and debris.
2. Apply recommended alkaline cleaning agent in correct dilution and leave for several minutes to emulsify the surface soil. Do not let cleaning agents dry.
3. Scrub with deck scrubbing brush or a medium nylon scrubbing pad.
4. Wet vacuum or mop up residue using twin compartment bucket and wringer.
5. Rinse using clean mop and clean water or a neutralizing rinse.
6. Wet vacuum or mop and allow to dry.

Additional copies of this guide are available upon request. Please contact your Altro distributor or visit www.altrofloors.com.

Stains & Marks

The nature of unsealed safety flooring means that it may be prone to scuffing or marking.

Stubborn scuff marks should be spot cleaned using a machine fitted with a medium synthetic pad and strong alkaline detergent solution.

Alternatively, clean by hand using a non-abrasive scouring powder and rinse well.

Altro safety flooring has good resistance to chemicals and spillage. However, in some cases, long term contact with certain chemicals such as asphalt type products or antioxidants in certain types of rubber used in mats, cart wheels and tires, can cause permanent staining problems to Altro safety flooring and other vinyl floorings. Altro safety flooring should be protected from excessive spillages of keytones or other solvents harmful to vinyl.

Sealing

In areas where maximum slip resistance is not essential, maintenance costs can be reduced by treating safety floors with an acrylic floor finish or equivalent. **Never use a floor finish or sealer in critical areas such as kitchens, wet areas or showers.**

Varying coats of floor finish can be applied according to the finish required and the proposed method of maintenance. For example, apply two coats of acrylic floor finish and spray buff with a maintainer chemical using a high speed machine fitted with fine buffing pads. This will give a sheen to the floor and make it easier to maintain. Although this reduces slip resistance by around 30%, the floor will still be more slip resistant than smooth vinyl.

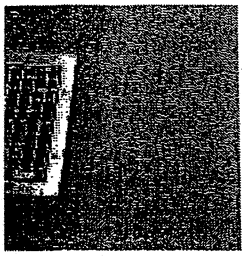
Once sealed, the floor can be maintained using a neutral cleaning agent/maintainer which contains a wax and so should never be used on unsealed safety flooring.

The floor will then require periodic stripping and resealing, as do other sealed floors such as rubber, linoleum or smooth vinyl.

ALTRO

HIGH PERFORMANCE FLOORING AND WALLING

SPECIAL GRADES



Certain grades of Altro safety flooring require the use of different techniques or cleaning agents:

Altro Stronghold™ 30

Alkaline cleaning agents can sometimes leave a white bloom on the textured surface of Altro Stronghold 30. To avoid this, use a neutralizing (i.e. slightly acidic) rinse or clean water containing one teaspoon of vinegar to 1.5 gallons (5 liters) of water.

Altro Walkway™ 20SD

Excessive cleaning or use of floor finishes and sealers can adversely affect the electrical properties of the floor. Also, some cleaning agents can leave a film and are unsuitable for use with static dissipative floors – check with the manufacturer of the cleaning agent before use.

Altro Marine™ 20

Do not use pads when machine scrubbing Altro Marine 20 - use nylon or polypropylene brushes instead to ensure the textured surface is thoroughly cleaned.

In showers, swimming pools or whirlpools where the temperature and humidity are high, a sandwich effect of hard lime deposits and dirt can be created as the surface water dries and begins to build up. If this happens, it is useful to apply an acid-based cleaning agent in correct dilution on a monthly basis.

RECOMMENDED MAINTENANCE PRODUCTS

Some types of cleaning agents should not be used on vinyl, such as pine oil cleaning agents and quaternary cleaners which can cause the floor to stain or become brittle and shrink. Also, some cleaning agents used for their antiseptic properties in operating rooms, showers, jacuzzis, swimming pool decks and footbaths can have a lubricating effect, resulting in most flooring materials becoming more slippery when wet, even when used in concentrations below 3%. The use of products not recommended by Altro can void Altro Limited Product Warranties.

CLEANING AGENTS		
Altro 44 Cleaner	Compass Concepts Inc.	USA 800-356-7464
Johnsons Break-Up	JohnsonDiversey	USA 800-558-2332
Taski Profi	JohnsonDiversey	USA 800-862-3600
Center Cut	The Butcher Company	USA 800-225-9475
Super Grease Buster	Hillyard Inc.	USA 800-365-1555
Impact Detergent Degreaser	Wood Wyant Inc.	CAN 800-361-7691
Blue Thunder	Wood Wyant Inc.	CAN 800-361-7691
Oasis 115XP	Ecolab Inc.	USA & CAN 800-352-5326
BRUSHES		
Flo-Pac Brushes	Pacific	USA 800-421-0134
	Pacific	USA 800-345-1798
	Mid-West	USA 800-328-7575
	South	USA 800-241-0005
Flo-Pac Swivel Scrub 5310	Wood Wyant Inc.	CAN 800-361-7691
ACRYLIC FLOOR FINISHES		
Taski Wiwax	Compass Concepts Inc.	USA 800-356-7464
Taski Wiwax	JohnsonDiversey	USA 800-862-3600
Taski Wiwax	Wood Wyant Inc.	CAN 800-361-7691
Johnsons Complete	JohnsonDiversey	USA 800-558-2332
Mainstay	The Butcher Company	USA 800-225-9475
Super Shine All	Hillyard Inc.	USA 800-365-1555
MACHINES & EQUIPMENT		
Nilfisk Advance Co.		USA 800-989-2235
		CAN 800-668-8400
Alto Inc.		USA 800-253-0367
Alto Canada		CAN 416-675-5830
Taski	JohnsonDiversey	USA 800-862-3600
Taski	Wood Wyant Inc.	CAN 800-361-7691
Roto Wash	R. E. Whittaker Company	USA & CAN 800-422-7686

Altro is the world leader in safety flooring. We created the original slip resistant sheet vinyl flooring over fifty years ago and have set the standards for underfoot safety and hygiene ever since.

Altro safety flooring is backed by the resources of The Altro Group plc, an international building products and flooring manufacturer created in 1919. The Group is headquartered in the UK and has subsidiary companies in the United States, Canada, Germany, Sweden and Australia. Today, Altro products are distributed in more than 50 countries.





Altro and ALTRO are registered in the United States Patent and Trade Mark Office, and the Canadian Register of Trade Marks. , Altro Stronghold 30, Altro Walkway 20SD, Altro Marine 20 and Altro 44 are all trademarks of Altro Limited.

ALTRO

HIGH PERFORMANCE FLOORING AND WALLING

visit www.altrofloors.com

Western Regional Office: 467 Forbes Boulevard, S. San Francisco, CA 94080 USA Tel: 800.941.1696 Fax: 650.941.2961
Eastern Regional Office: 224 Nazareth Pike, Bethlehem, PA 18020 USA Tel: 800.377.5597 Fax: 610.746.4325
Canadian Office: 6390 Kestrel Road, Mississauga, ON L5T 1Z3 Canada Tel: 800.565.4658 Fax: 905.564.0750

Forbo

MARMOLEUM® FACTS

MAINTENANCE

LINOLEUM FLOORS--MARMOLEUM®, ARTOLEUM® & WALTON

Linoleum is made from natural raw materials consisting of linseed oil, wood flour, (corkflour; Walton only), rosin binders, dry pigments, mixed and calendered onto a natural jute backing. It is produced in sheet goods 79 inches (2 meters) in width. Forbo also produces linoleum tiles of various sizes that are manufactured with a polyester backing for dimensional stability.

Forbo's modern linoleum flooring (**MARMOLEUM® & ARTOLEUM®**) is coated at the factory with an environmentally friendly ETC (easy to clean) finish, which is equivalent to four coats of finish. It is designed for excellent protection during installation and if kept clean needs little if any additional finishes applied. The Forbo factory finish will easily work in combination with any other finishes. IT IS NOT NECESSARY TO REMOVE THE FACTORY FINISH. Therefore, traditional wet stripping methods MUST NOT be used on linoleum for initial or general maintenance procedures.

If the factory coating is mistakenly damaged by traditional wet stripping methods, the linoleum itself will absorb the stripping solutions. The caustic nature of most strippers will also cause a color change in linoleum, normally yellowing any of the lighter shades of color. If it absorbs the solution, the linoleum will expand and become softer. In this softened state it is easily damaged with the heavy duty stripping pads normally used in the traditional wet stripping method.

Forbo, Johnson Wax Professional and DiverseyLever/Taski have well trained representatives who understand that our customers may: (1) Desire a high gloss look (2) Have very heavy traffic areas (3) Wish to use wet maintenance methods (4) Wish to use an autoscrubber (5) Wish to use a high speed burnisher (6) Need to restore a damaged or stained floor.

If the general guidelines on the following pages do not meet your current needs, always contact Forbo, Johnson Wax Professional or DiverseyLever/Taski prior to conducting a maintenance procedure. We want to make maintaining your Forbo floor covering as easy and cost-effective as possible. Forbo Linoleum also will gladly arrange a maintenance seminar for your convenience.

When you have a new floor or a well-maintained older one, a floor finish is not always necessary. Because of the unique properties and the ETC finish of MARMOLEUM® & ARTOLEUM®, a regular daily maintenance program may be all that is needed. In some cases, a single coat of finish may be required to satisfy your customer's maintenance and appearance requirements. However, in certain situations, additional protection with LinoBase Sealer and a Johnson Wax Professional floor finish may be recommended: (1) When additional gloss is desired (2) When abrasive and/or heavy traffic is anticipated (3) When wet maintenance methods will be used or (4) When chemical damage or staining is prevalent. For further information on special applications contact your Johnson Wax Professional representative at 1-800-558-2332.

GENERAL MAINTENANCE INSTRUCTIONS FOR FORBO MARMOLEUM® FLOOR PRODUCTS WHEN USING JOHNSON WAX PRODUCTS

Initial Clean-up Maintenance
For new installations exposed to normal construction soil and traffic.
NOTE: WAIT AT LEAST 5 DAYS AFTER INSTALLATION BEFORE FOLLOWING THE RECOMMENDED INITIAL MAINTENANCE.



1. Remove all surface soil, debris, sand and grit by sweeping, vacuuming or dust mopping.



2. Scrub the Marmoleum with a neutral pH detergent/cleaner, Johnson Wax Stride (follow instructions on container).

NOTE: There is no need to remove the existing factory finish.



3. Apply Johnson Wax Stride cleaning solution with mop and bucket; allow solution to remain on the floor then scrub with a rotary electric scrubber or automatic scrubber with non-abrasive red (low soil level) or blue (medium to high soil level) scrubbing pad.
4. Do NOT over-saturate the Marmoleum.



5. Pick up scrubbing solution with mop or wet vacuum if not using an autoscrubber.
6. Rinse the entire floor surface with clean, cool water and allow the flooring to dry thoroughly.
   Note: If the ongoing maintenance program is a wet mop system, 2-3 coats of Johnson Wax floor finish should be applied.

NOTE: Certain situations do need additional protection with LinoBase Sealer and a Johnson Wax Professional floor finish: (1) When additional gloss is desired (2) When abrasive and/or heavy traffic is anticipated (3) When wet maintenance methods will be used or (4) When chemical damage or staining is prevalent.

MATTE-SATIN SHINE (Recommended)



1. Apply 2 coats of Johnson Wax Carefree Matte or Fortify using a clean finish mop or finish applicator.



2. Each coat should be applied in opposite directions, allowing for drying time between each application.

HIGH GLOSS SHINE



1. Apply 2 or 3 coats of Johnson Wax Vectra or Carefree using a clean finish mop or finish applicator.
2. Each coat should be applied in opposite directions. Allow drying time between each application.



3. 24 hours after last application of finish, buff the entire Marmoleum floor surface with a single-disc buffing machine (175-350 rpm) using a red polishing pad. If higher gloss is desired, burnish with a high-speed burnisher.

DAILY/REGULAR MAINTENANCE

For Dry Maintenance (preferred method)



1. Clean the entire Marmoleum flooring surface with a dry mop.



2. Stains or spills should be wiped/mopped immediately with a damp mop using neutral pH detergent Johnson Wax Stride. Allow the linoleum to dry thoroughly.



3. When soiled, dry-clean Marmoleum using a single-disc buffing machine (175-350 rpm) and Johnson Wax Shiner with red cleaning pads. Polish with white pads.

4. If a high-speed system is used, dry-clean using Johnson Wax Revive and Natural Hair pads.



5. Regular use of Johnson Wax Shiner or Revive will assist in the long-term acceptable appearance of your floor.

For Wet Maintenance



1. Using Johnson Wax Stride neutral cleaner mixed in cool water (as per published instructions on the container) and using a clean wet mop, clean the surface as required and allow floor to dry completely. Johnson Wax Stride can also be used in automatic scrubbers.



2. Buff or polish as described above on a periodic basis as necessary.

RESTORATION MAINTENANCE

When the aforementioned daily maintenance procedures fail to produce the required appearance (due to overall use of the flooring) it may be time to remove the existing floor finishes and re-apply a new finish.

For Dry Maintenance (preferred method)



1. Clean the floor surface thoroughly by means of dust mopping.



2. Using a single-disc floor machine with blue pads, strip the Marmoleum using Johnson Wax LinoSAFEstripper.



3. Damp-mop floor with neutral cleaner Stride and follow with 2 coats of desired floor finish.



4. Reapply your choice of Johnson Wax Floor Finish as noted under Matte Finish/High Gloss.

For Wet Maintenance



1. Wet strip floors using a solution of Johnson Wax LinoSAFEstripper (following mixing instructions on container).



2. Pick up scrubbing solution with wet vac.
3. Rinse the entire Marmoleum floor with clean cool water and pick up with wet vac.



4. Allow the Marmoleum to dry thoroughly.



5. Reapply your choice of Johnson Wax Floor Finish as noted under Matte Finish/High Gloss.

PRODUCTS WHEN USING JOHNSON WAX PRODUCTS

Initial Clean-up Maintenance
For new installations exposed to normal construction soil and traffic.
NOTE: WAIT AT LEAST 5 DAYS AFTER INSTALLATION BEFORE FOLLOWING THE RECOMMENDED INITIAL MAINTENANCE.



1. Remove all surface soil, debris, sand and grit by sweeping, vacuuming or dust mopping.
2. Scrub the Marmoleum with neutral pH detergent/cleaner, Johnson Wax Stride (follow instructions on container).



NOTE: There is no need to strip or remove the existing factory wax finish.



3. Apply Johnson Wax Stride cleaning solution with mop and bucket. Allow solution to remain on the floor for few minutes.
4. Do not over-saturate the Marmoleum.



5. Use a non-abrasive red (light soil load) or blue (medium to high soil) nylon pad to remove any scuffmarks.
6. Pick up scrubbing solution with mop.



7. Rinse the entire floor surface with clean water and allow the flooring to dry thoroughly.

8. Apply desired floor finish as described below.

NOTE: Certain situations do need additional protection with LinoBase Sealer and a Johnson Wax Professional floor finish: (1) When additional gloss is desired (2) When abrasive and/or heavy traffic is anticipated (3) When wet maintenance methods will be used or (4) When chemical damage or staining is prevalent.

MATTE-SATIN SHINE (Recommended)



1. Apply 2 coats of Johnson Wax Carefree Matte.



2. Each coat should be applied in opposite directions, allowing for drying time between each application.

HIGH GLOSS SHINE



1. Apply 3 to 4 coats of Johnson Wax Vectra or Carefree using a clean finish mop or finish applicator (depending on desired gloss level).



2. Each coat should be applied in opposite directions, with drying time provided between each application.

DAILY/REGULAR MAINTENANCE



1. Clean the entire Marmoleum flooring surface with a dust mop.
2. Stains or spills should be wiped/mopped immediately with damp mop using neutral pH detergent Johnson Wax Stride.



3. Using Johnson Wax Stride neutral cleaner mixed in cool water (as per published instructions on the container) and using a clean damp mop, clean the surface when soiled.
4. Mop floors using Revive periodically to clean and protect in one step.

RESTORATION MAINTENANCE

When the aforementioned daily/regular maintenance procedures fail to produce the required appearance (due to overall use of the flooring) it may be time to remove the existing floor finishes and re-apply a new finish.



1. Clean the floor surface thoroughly by means of dust mopping.



2. Wet strip floors using a solution of Johnson Wax LinoSAFEstripper (follow mixing instructions on container).



3. Pick up scrubbing solution with mop.



4. Rinse the entire floor surface with clean cool water and allow to dry thoroughly.



5. Apply desired floor finish as described below.

FORBO LINOLEUM INC. does not warrant the products described here-in or their performance. For additional information on maintenance of Forbo Marmoleum Flooring products contact Johnson Wax Professional: **1-800-558-2332.**

GENERAL MAINTENANCE INSTRUCTIONS FOR FORBO MARMOLEUM® FLOOR PRODUCTS WHEN USING DIVERSEYLEVER/TASKI PRODUCTS

Initial Clean-up Maintenance

For new installations exposed to normal construction soil and traffic.

NOTE: WAIT AT LEAST 5 DAYS AFTER INSTALLATION BEFORE FOLLOWING THE RECOMMENDED INITIAL MAINTENANCE.

Post Construction



1. Dust mop floor.



2. Scrub floor with purple pads and DiverseyLever/Taski Linostrip (2-4 oz/gal). (Do not flood floor).



3. Wet vacuum soiled solution, rinse, and allow to dry thoroughly.

Initial Treatment



1. Apply 3-4 thins coats of DiverseyLever/Taski Vision Matte finish.

Daily Cleaning



1. Dust mop floor. (Do not use oil-based dust mop treatment) DiverseyLever/Taski Solsan dust mop treatment is recommended.



2. Damp mop or use autoscrubber with DiverseyLever/Taski R50.

Note: For minor floor repair: Floor can be spray buffed with DiverseyLever/Taski Ultra spray.

Interim Cleaning



1. Dust mop.



2. Top scrub floor with purple pad and R-50 (dilution 4 oz/gl) or (Linostrip 2 oz/gl).



3. Wet vacuum soiled solution, rinse and allow to dry.



4. Apply 2-3 thin coats of Vision Matte.

Stripping

Method A



1. Scrub with brown pad and DiverseyLever/Taski Linostrip.



2. Wet vacuum soiled solution, rinse, and allow to dry.

Method B

1. Dry strip with DiverseyLever/Taski Stripo.

Restoration for Badly Maintained Linoleum Floor:



1. Dust mop floor.



2. Prepare a solution of Linostrip mix 1:1. (In areas that have large volume of floor finish coats, it may be necessary to use Linostrip undiluted.)

3. Apply Linostrip in a small area and let it be active for 10 minutes.



4. Scrub floor with a floor machine and black pads.



5. In areas that flooring has bad stains, floor may be sanded lightly (wet) with a light sand paper by hand.



6. Wet pick up soiled solution.

7. Rinse floor with water and allow to dry.



8. Dry burnish floor with high speed machine. (This will smooth the floor and remove lose fiber.)



9. Dust mop floor.



10. Apply one coat of DiverseyLever/Taski Vision Matte.



11. Dry burnish floor.

12. Continue applying 3-4 more coats of Vision Matte. (No need to burnish floor.)

IMPORTANT!

- Do not scrub with highly alkaline detergents or alkaline strippers.
- Do not use hot water for scrubbing.
- Use a 1:1 dilution of DiverseyLever/Taski Linostrip to remove old finish.

FORBO LINOLEUM INC. does not warrant the products described here-in or their performance. For additional information on maintenance of Forbo Marmoleum Flooring products contact DiverseyLever/Taski: **800-827-5487.**