

LOCAL LEGENDS

INSTALLATION & MAINTENANCE INSTRUCTIONS | CARPET

**PLEASE READ ALL INSTRUCTIONS CAREFULLY, BEFORE YOU BEGIN INSTALLATION.
IMPROPER INSTALLATION WILL VOID WARRANTY.**

CARPET TILE INSTALLATION RECOMMENDATIONS

Follow CRI Carpet Installation Standards. Visit carpet-rug.org/resources/installation-standards for the most current standards.

MAINTENANCE GUIDELINES

A strong maintenance program safeguards your carpet investment, ensuring its durability and aesthetic appeal over time.

It is the owner's or general contractor's responsibility to provide an acceptable substrate for the specified installation, which must also be inspected by the installation contractor prior to installation. Existing adhesive trowel ridges must be leveled by scraping, sanding, or patching with a Portland based leveling or patching compound, prior to adhesive application, to ensure proper pressure sensitive adhesive contact.

All cracks should be filled using a Portland based leveling or patching compound. Should you encounter asbestos containing or other hazardous materials, you should stop the installation immediately and obtain assistance from a qualified remediation consultant prior to continuing the preparation process.

Do not install over resin or silicate based curing compounds.

Do not use oil or silicate based sweeping compounds.

Bond tests must be performed over concrete with unidentified sealers or primers. Apply approved adhesive and tile in a 4 foot area and let set for 24 hours then check adhesive bond to the floor.

1) CARPET CARE ESSENTIALS

Prevention: Keeping Dirt Out

Preventive maintenance is crucial to minimizing soil accumulation in your carpet. The best preventive measure is the use of effective walk-off systems at all entrances and other areas prone to soil introduction. Walk-off materials should:

- Scrape and retain dry soil.
- Absorb water or oil-based moisture.

Recommendations for Walk-Off Systems

- Place materials that can trap five to six footsteps (10-15 feet), which captures approximately 80% of soil and moisture.
- Use mats at entrances and other soil sources like break rooms and water coolers.
- Regularly vacuum walk-off areas to maintain their effectiveness.

Additional Preventive Measures

- Keep sidewalks and parking areas clean.
- Use chair pads to prevent soil grinding into the carpet.
- Position trashcans in accessible areas.

Preventive Maintenance Facts

- A 15-foot walk-off area removes 80% of soil before it reaches the carpet.
- Removing a pound of dirt from inside a building can cost over \$500.
- Up to 24 pounds of dirt can be tracked inside by 1,000 people over 20 workdays.

2) VACUUMING: THE MOST IMPORTANT MAINTENANCE TASK

Frequent and thorough vacuuming removes dry soil, which constitutes 80% of the soil in carpets. Routine vacuuming maintains your carpet's appearance and extends its life.

Vacuuming Tips

- Use slow, deliberate passes for maximum efficiency.
- High-traffic areas require multiple passes to extract embedded soil.
- Equip vacuums with brush rollers for added agitation.
- Ensure proper suction by replacing vacuum bags before they are two-thirds full.

Recommended Vacuum Types

- Upright dual-motor vacuums with brush rollers and high-efficiency filtration.
- Wide-area vacuums for large spaces.
- Backpack or canister vacuums for stairs and tight spaces.

Equipment Maintenance

Just as you maintain the floor, you need to perform routine maintenance on your vacuums. The crucial parts to pay special attention to are the bags, belts and brush rollers.

- Bags should not get more than two-thirds full before being replaced. The vacuum loses suction significantly and will not pick up much dirt when the bag is too full.
- Vacuum belts stretch out over time and become loose. They need to be changed regularly to keep the vacuum in good working condition.
- Check the brush roller periodically for a build-up of loose items, such as strings or hair, which could impair its function. Monitor the brush roller to make sure that it hasn't worn down to the point that it is no longer making contact with the carpet face fibers. You can easily check by running a straight edge, such as a driver's license or a credit card, across the vacuum suction opening to make sure it makes contact with the brush roller.

Vacuuming Frequencies

The table below is provided as a general reference for how often different types of traffic areas should be vacuumed during normal situations.

* Occupancy and traffic will determine frequency

Entry	Heavy	Daily
Ground Floor Halls	Heavy	Daily
Breakroom or Food Areas	Heavy	Daily
Above Ground Halls	Medium	3 per week
General office Areas	Medium	3 per week
Classrooms/Guest Rooms	Medium	3 per week
Hospital/School corridor	Medium	3 per week
Conference Rooms	Medium	3 per week
Nursing Stations	Medium	3 per week
Supply Rooms	Medium	3 per week
Patient Rooms	Medium	3 per week
Executive Offices	Light	Weekly
Boardrooms	Light	Weekly

HEAVY COMMERCIAL TRAFFIC

The classification of heavy commercial traffic refers to public spaces such as main corridors, lobby and entrance areas, vending machine areas, airports, casinos, assisted living and retail facilities.

MEDIUM COMMERCIAL TRAFFIC

Medium Commercial areas are those that must withstand high foot traffic such as school corridors and classrooms, administrative and general office areas.

LIGHT COMMERCIAL TRAFFIC

Light traffic areas include executive offices, boardrooms and cubicles. Traffic is minimal, thus reducing the soil in this area.

3) SPOT AND SPILL CLEANING

Immediate Action for Spot Cleaning

Act promptly to clean spots and spills to prevent permanent stains. Blot fresh spills with a white, absorbent towel. For dried spots, dampen the area with water or a general-purpose spotter before extraction.

Essential Spot Cleaning Tools

- Absorbent towels
- Water and general-purpose spotters
- Bone spatula or soft brush
- Small extractor or vacuum

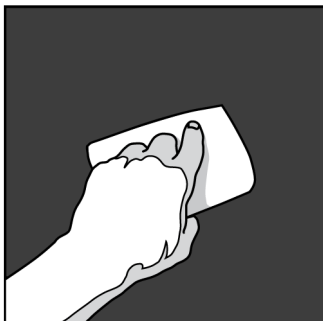
Types of Stains and Removal Steps

- Water-Based Stains: Rinse thoroughly, apply mild carpet spotter, blot, and repeat as needed.
- Petroleum-Based Stains: Follow steps for water-based stains, then use a POG (Paint, Oil, and Grease) cleaner.
- Coffee/Tea Stains: Apply coffee stain remover, rinse thoroughly, and blot.
- Biological Stains: Use an alkaline disinfectant cleaner, rinse thoroughly, and blot.

Mechanics of most spill removals



1) Blot or Scrape up the substance (DO NOT SCRUB)



2) Use a water moistened towel to blot up remaining spill.

Mechanics of spot removals



1) Blot or Scrape up the substance (DO NOT SCRUB)



2) Apply cleaning solution or absorbent compound to the affected area



3) Agitate with bone spatula or soft bristle brush



1) Blot or Extract the affected area or vacuum if absorbent compound was used

4) INTERIM CLEANING

Interim cleaning is a cost effective way to keep your carpet attractive and odor free between hot water/wet extractions.

Methods

a) Absorbent Compound Cleaning:

This cleaning method uses an absorbent compound moistened with water and other cleaning agents. The compound absorbs the soil and spots as they are brushed into the carpet, and then removed by vacuuming

1. Vacuum thoroughly to remove as much dry soil as possible. (Pile lifter will help remove embedded soil)
2. Apply the absorbent cleaning compound to the carpet. This may include the use of as pre-spray, depending on the type and severity of soiling.
3. Agitate with a counter-rotating brush machine, working the absorbent compound throughout the carpet to suspend and absorb the soil.
4. Vacuum thoroughly to remove the soil and dirty compound.

b) Low-Moisture Encapsulation:

Low moisture encapsulation uses special chemistry formulated to encapsulate the soil and dry it into a crystalline form, which is then removed by vacuuming.

1. Vacuum thoroughly to remove as much dry soil as possible. (Pile lifter will help remove embedded soil)
2. Apply the encapsulation pre-spray to the carpet.
3. Agitate the area with a counter-rotating brush machine.
4. Vacuum thoroughly once the carpet is dry.

Tips

- Operate equipment with slow, deliberate passes for optimal results.
- Use air movers to enhance drying times.

Interim cleaning frequencies

Entry	Heavy	18 Times / Year
Ground Floor Halls	Heavy	18 Times / Year
Breakroom of Food Areas	Heavy	18 Times / Year
Above Ground Halls	Medium	9 Times / Year
General office Areas	Medium	9 Times / Year
Classrooms/Guest Rooms	Medium	9 Times / Year
Hospital/School corridor	Medium	9 Times / Year
Conference Rooms	Medium	9 Times / Year
Nursing Stations	Medium	9 Times / Year
Supply Rooms	Medium	9 Times / Year
Patient Rooms	Medium	9 Times / Year
Executive Offices	Light	3 Times / Year
Boardrooms	Light	3 Times / Year

5) DEEP CLEANING

Deep Cleaning is restoring the carpet's appearance by extracting soil and substances that can damage your carpet

Hot Water Extraction

Contact your flooring retailer with questions or concerns regarding your flooring purchase.

This method is the most effective for restorative cleaning. It uses high-pressure water injection and powerful vacuum suction to remove deep-seated soil and residue.

Steps for Hot Water Extraction

1. Vacuum thoroughly.
2. Pre-spray with cleaning agents.
3. Agitate with a brush or carpet rake.
4. Rinse with plain water and perform dry passes.

Tips for Effective Deep Cleaning

- Test cleaning agents for residue-free drying.
- Use agents with pH below 10 and low VOCs.
- Ensure carpets dry within 4-6 hours by using air movers.

Deep cleaning frequencies

Key Principles of Cleaning (TACT)

Time: Allow cleaning agents sufficient dwell time.

Agitation: Mechanically agitate to distribute cleaning agents effectively.

Chemistry: Use appropriate cleaning agents for specific soil types.

Temperature: Use the right temperature to facilitate soil removal.

These principles apply regardless of the cleaning method you employ. Optimal cleaning results will be achieved when using all of these principles together. Should you find that one of the principles is not available to you such as lack of hot water, you will need to increase the use of the other principles, i.e., more agitation or dwell time to achieve equitable results.