

## CARING FOR YOUR CARPET TILES

- Vacuuming -should be done on a regular basis and most importantly vacuum thoroughly, particularly in heavy traffic areas such as entrances and corridors and those areas exposed to various weather conditions may require more frequent vacuuming. Regular maintenance of your vacuum cleaner is just as important as your carpet- use only a quality vacuum cleaner. Check and adjust the height of beaters (if fitted) regularly to ensure the carpet is not damaged by excessive beating. Vacuum cleaner efficiency can be considerably reduced when half full. Change or empty dust collection bags frequently and replace filters as recommended by the manufacturer.

### For Best Results

High Traffic – Vacuum daily (extremely high traffic lanes may require vacuuming several times daily).

Medium Traffic – Vacuum two to three times weekly

Light Traffic – Vacuum Weekly

- Mats should be placed in all exterior doorways and entrances. The use of these mats helps keep soil from entering the building. Mats can also be effective in interior areas including elevators and around food station or water cooler areas.
- Excess liquid can be soaked up by placing a thick wad of absorbent paper over the area and pressing firmly. Normally you can use a mild detergent solution and scrub gently with a non-abrasive brush where necessary, but it is important to remove all traces of the detergent by rinsing. Use absorbent paper to mop up as much excess moisture as possible, and allow the tile to dry. If you lift a tile to clean it, you should make sure it is dry before you put it back. Let it dry naturally - don't put it on a radiator or other artificially hot surface as this may damage the tile.
- Carpet should be professionally steam cleaned every 12-18 months.  
We recommend professional carpet cleaning over “Do-It-Yourself” because of the potential problems that can occur from using rental equipment - such as yellowing, over wetting, fibre tip damage, severe re-soiling, overuse of detergents, etc. Most rental units that are available do not adequately clean and may actually damage the carpet.
- Prompt attention to spots and spills is essential. Some spilled materials will stain or discolor carpet if not removed promptly. Other spills can leave a sticky residue that may result in increased soiling if not removed.
- Curtains, outside blind awnings, window tinting will protect your carpet modules from prolonged periods of direct sunlight