



## CARE AND MAINTENANCE OF RAISED ACCESS FLOORS

### General

- Before and during installation be sure the floor area is clean and kept free of dust, water and abrasives. These panels are manufactured to close tolerances, and all of these substances can cause future problems.
- The general contractor and/or owner shall provide a level concrete sub—floor that is clean, dry, free from any dust, dirt or release compound. If concrete has been sealed, a spot check should be made to determine whether the sealer should be scuffed and/or removed before applying the pedestal adhesive. Pedestals should be free of oily residue.
- The general contractor and/or owner shall protect the finished access floor from damage and misuse by providing and applying 1/8" tempered hardboard in traffic areas with 20 pound Kraft paper sealed to prevent tearing in all other areas
- Prior to allowing other trades on the access floor, the general contractor and/or owner shall accept the floor system.
- Before removing floor panels, cordon off area with caution tape.
- Never leave an unattended, unbarricaded hole in the access floor.
- When replacing or removing panels after initial installations extreme care must be taken not to chip or damage the edging. The tapered edging has been designed to allow easy removal and installation with the proper COMX lifting tools. Do not drop or kick panels into position. **FORCE MUST NOT BE USED IN REPLACING PANELS.**
- If the access floor is used as an air supply plenum, removing panels will temporarily change room airflow. Some provision should be made to monitor sensitive equipment for overheating.
- Never move or place heavy loads near the edge of access flooring when panels or understructure have been removed.

- Never lay a panel at the edge of the floor such that the panel could tip when stepped on.
- Do not walk on understructure without panels in place.
- When removing cut panels, place panels back in the same location and orientation as each panel has been custom cut for a particular location.
- When working around pedestals in the subfloor, do not turn the pedestal leveling nuts as this will cause the access floor to be unlevel.
- Caution should be exercised by the installer when pulling cable to not loosen the adjusting nuts on the pedestals. This can happen when the cables rub against the nut and sufficient friction will tend to loosen the nut.
- If necessary to dismantle understructure, be sure to reassemble with all the correct hardware (grids, bolts, nuts, pedestals, grid covers and grounding pads). If a pedestal base has been broken loose from the sub floor, re-adhere using COMX pedestal adhesive. If pedestals or pedestal adjusting nuts are move, the understructure will need to be releveled prior to installing panels.
- Remove any debris on top of pedestal heads and grid before replacing panels. When replacing panels, do not slide them in place as this tends to pinch or tear grid covers and grounding pads.
- When installing cable, no more than 5 panels or approximately 10 feet should be removed at one time to avoid misalignment of the floor when reinstalling. This applies to all types of understructure.

## **HIGH PRESSURE LAMINATE (HPL) FLOORS**

### **HOW TO CLEAN AND MAINTAIN**

Because electrical properties are inherent in HPL, HPL requires no topical treatment or special maintenance to retain conductivity.

Dry mop, tack rag mop or vacuum regularly. DAMP Mop (the mop should not drip water when removed from the wringer in the mop bucket) with a mild detergent when necessary.

If necessary, you can spot clean stubborn stains with a non-flammable organic cleaner. Most organic solvents will dissolve the adhesive used to attach laminate to the panel surface. Make sure that the cleaner does not get into cracks between the support panel and the laminate where it could adversely affect the bond. DO NOT use on perforated panels or at the edges of solid panels.

**\*\*DO NOT** Flood floor with water, cleaning agents, or coat floor with oils and chemicals from overly saturated mops. This could damage the panels HPL glue bond and affect the electrical/communications wiring underneath. Residual films affect static properties.

DO NOT wax, buff or polish as it is unnecessary and coatings can affect static properties. DO NOT use wax in rinse water.

DO NOT clean with steel wool, nylon pads or abrasives of any kind, manually or power machinery as they are unnecessary and can damage surface of floor.

High Pressure laminate floor tile is easy to maintain and saves money on maintenance costs.

- Needs no sealer, coating, waxes or stripping
- Needs no vigorous cleaning or strong cleaning agents
- Never needs polishing or buffing
- Stain resistant to inks, chemicals and cleaning agents
- Spilled liquids wipe up easily
- Stubborn stains can be spot cleaned easily by sparingly using a nonflammable solvent
- Eliminates cleaning down time
- Non-Static; does not attract dust
- Keeping the floor clean is your insurance for maximum life

## **TEMPERATURE AND HUMIDITY**

Maintain temperature between 60 degrees F and 80 F before, during and after installation with relative humidity of 40% to 60%. Allow materials to stabilize at recommended temperature for 24 hours before installation. Avoid extreme changes in temperature and humidity. These are the recommended conditions to properly preserve the panels, and conform to requirements of computer manufactures.

## **ROLLING LOADS**

After installation, remind the general contractor and/or facilities manager when equipment is being installed and/or moved, to protect the panels from dynamic load damage by covering them with minimum of 3/4"plywood. This will evenly distribute the weight and prevent marring and gouging of the covering.

## **HEAVY EQUIPMENT**

Rest heavy equipment on pads 5"x 5"(wood/steel) to distribute point loading. Install additional COMX pedestals where required under panels wherever heavy equipment is resting on floor and/or under cut panels.

## **CLEANING UNDER THE RAISED ACCESS FLOOR**

This procedure may need to be done every few years at user discretion. Because there is always a risk of cable disconnection, this procedure should be done at a time when if the computer equipment were to be accidentally unplugged, an interruption would be tolerable.

Use a good quality ship type vacuum cleaner with minimum 2" hose, large pleated filter and brush head. Clean or replace the filter each 2 hours of continuous operation. Filters are available with different particle size ratings. You can spend more money on filters which remove very small particles, be aware that leaks around any filter or a hole in any filter will render an expensive filter impotent. Make sure you plug the vacuum cleaner into an electrical supply which will not interfere with computer operation. Avoid stepping on communication cables below the access floor.

If your floor has under floor air supply, you will need to start the cleaning process at the HVAC input to the access floor plenum and move downstream. Otherwise, the HVAC system will simply blow more dirt into the newly cleaned area. Remove a few panels at a time, vacuum under the floor and on top of the grid. Inspect the understructure for loose or missing

components. Tighten loose bolts and replace any missing parts. Do not attempt to adjust the pedestal leveling nuts without knowing the correct elevation.

### **COMX RAISED ACCESS FLOOR MAINTENANCE:**

COMX offers complete turn-key Raised floor maintenance including the following services:

\*Particle Count Testing-To determine the percentage of dust particles in room environment and how well the filtering system of CRAC units are working.

\* Surface Floor Cleaning-(3) stage cleaning consisting of:

1<sup>st</sup>: Hands and knees removal of hard stains and dirt build up, especially in high traffic patterns.

2<sup>nd</sup>: damp mop surface with quick drying cleaning solution and ACL Staticide 2001 all purpose for static related issues.

3<sup>rd</sup>: Once surface of floor has dried, a high speed buffing of complete floor is done.

\*Sub-Floor Cleaning-**All** floor panels are removed and bottom of panels and edges are wiped clean of dust particles, pedestal heads, rigid grid system, and sub floor are swept with high speed HEPA vacuum. (attention is paid to dirt build up around all laid cabling, and all foreign materials left by other contractors are removed.)

\*Equipment/Racking Dusting-

NOTE: Any one or all can be contracted for single service or 2 to 5 years

**Call COMX @ 800-536-2669 for more information and pricing**