

To: Maintenance Engineers and Facility Managers

CARING FOR YOUR SHORELINE FLOOR SYSTEM

We have recently completed an installation or maintenance of the timber flooring in your building in accordance with the industry standard and ASF Horner's specification.

It is essential that you as the owner/client take necessary measures to assure the proper care and preservation of your floor. Maintaining proper conditions within your building after works are completed is essential to assure a trouble-free life of your floor.

To protect your investment and to assure that your floor provides lasting satisfaction, we recommend:

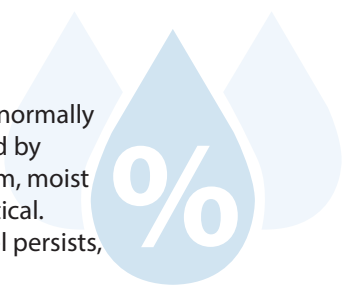
ASF PR1 & STH1 Flooring Systems Loading Details:

Max: 4.5kN UDL: 450 kg (perM2) Point Load: 360kg max. This is based on a footprint of 100mm.

General Care

Humidity and Ventilation

Humidity and Ventilation are critical considerations for your new wood floor. 40-50% relative humidity is normally required for long trouble-free life. If humidity rises to over 50%, prompt air circulation should be initiated by opening interior doors and windows and by activating the ventilation system. However do not draw warm, moist air in from outdoors as excessive humidity will cause wood to expand. Summer months are especially critical. Inspect your wood floor regularly. If necessary, turn on the heating system. If less than 35% humidity level persists, use humidification to prevent excessive dryness and possible wood shrinkage.



Excessive Tightness

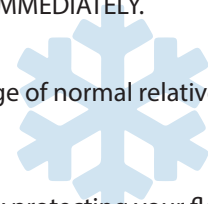
When excessive tightness of the floor becomes noticeable call your flooring contractor IMMEDIATELY.

Joint Separation

When unusually WIDE CRACKS begin to appear, call your flooring contractor IMMEDIATELY.

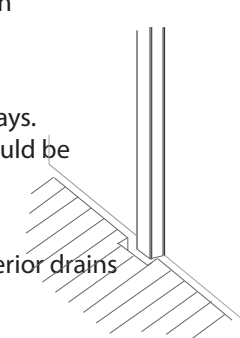
Controlled Air Conditioning & Humidity

Be sure that your air conditioning system is operating within the 40-50% range of normal relative humidity. Ventilation equipment should be available for year-round use.



Keep Water off the Floor Surface

Avoid exposure to water from tracking during period of inclement weather by protecting your floor at exterior doorways. Floor protection should be checked thoroughly to assure no moisture is trapped underneath, Windows and doors should be closed during rainy weather. All leaks must be corrected immediately.



Exercise Care to Prevent Exposure to Moisture

Any evidence of dampness within your building should be called to the attention of your Architect and Engineers. Interior drains and down spouts should be properly insulated to prevent the development of excessive condensation moisture.

Expansion Joints

Expansion joints around the perimeter of your floor, at columns, or inserts, should never be blocked or obstructed. They have been designed into your floor to permit natural expansion and contraction from normal humidity changes without damage to your floor. (Note: Certain floor systems may be designed to eliminate expansion joints. Your flooring contractor can advise you if your floor is of this type.)

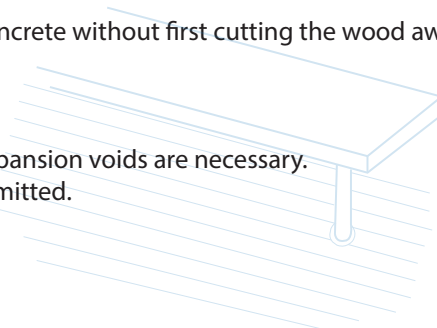


Anchoring Seating and Equipment

No fixtures, equipment or seating should be fixed through the wood floors into the concrete without first cutting the wood away and making provision for expansion in floating type floor systems.

Fixed Floors and Steel Channel Floor Systems

These are designed to contain the expansion within the system. Minimal perimeter expansion voids are necessary. Anchoring of seating and equipment through the floor with minimal expansion is permitted. This applies to fixed and steel channel flooring systems only.



Daily Care

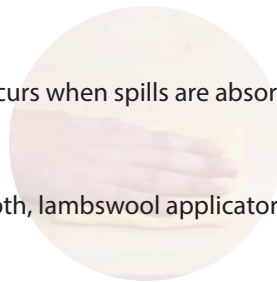
Daily Sweeping

Daily sweeping with a properly treated dust mop will keep the floor surface free from dust, grit, sand and abrasive particles



Floor Stains

Floor stains can be avoided by wiping spillage from the surface immediately. Staining occurs when spills are absorbed into the finish.



Remove Marks

Remove marks with a floor cleaner approved for use on wood floors. Apply with a soft cloth, lambswool applicator or dust mop.

Avoid Water on your Wood Floor Surface

Take precautions during inclement weather to prevent tracking of water on the floor. Also check that windows and doors do not admit water. Machine scrubbing or power machines that induce water under pressure should not be used. Water is your floor's worst enemy!

**Please post to Superintendent,
Maintenance Engineers and Custodians Office.**