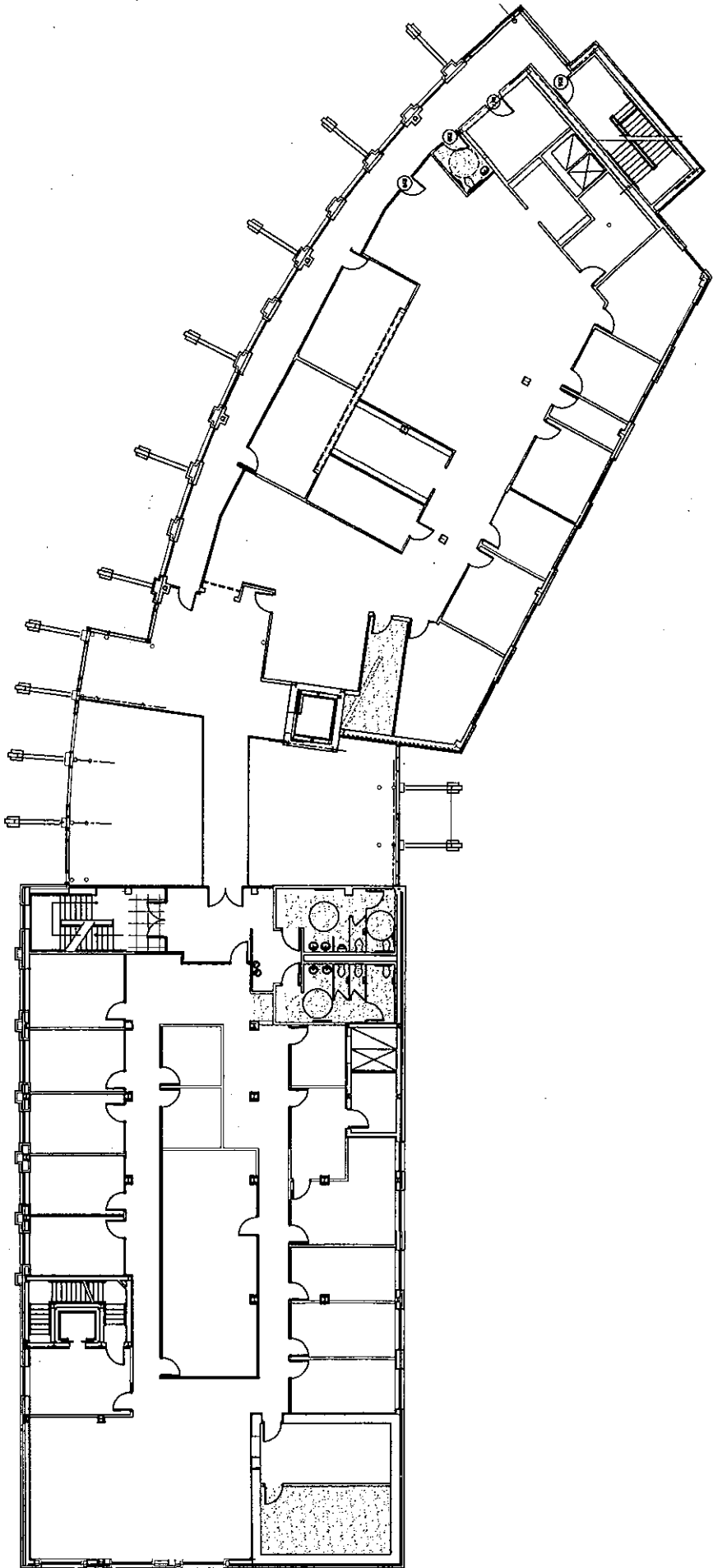
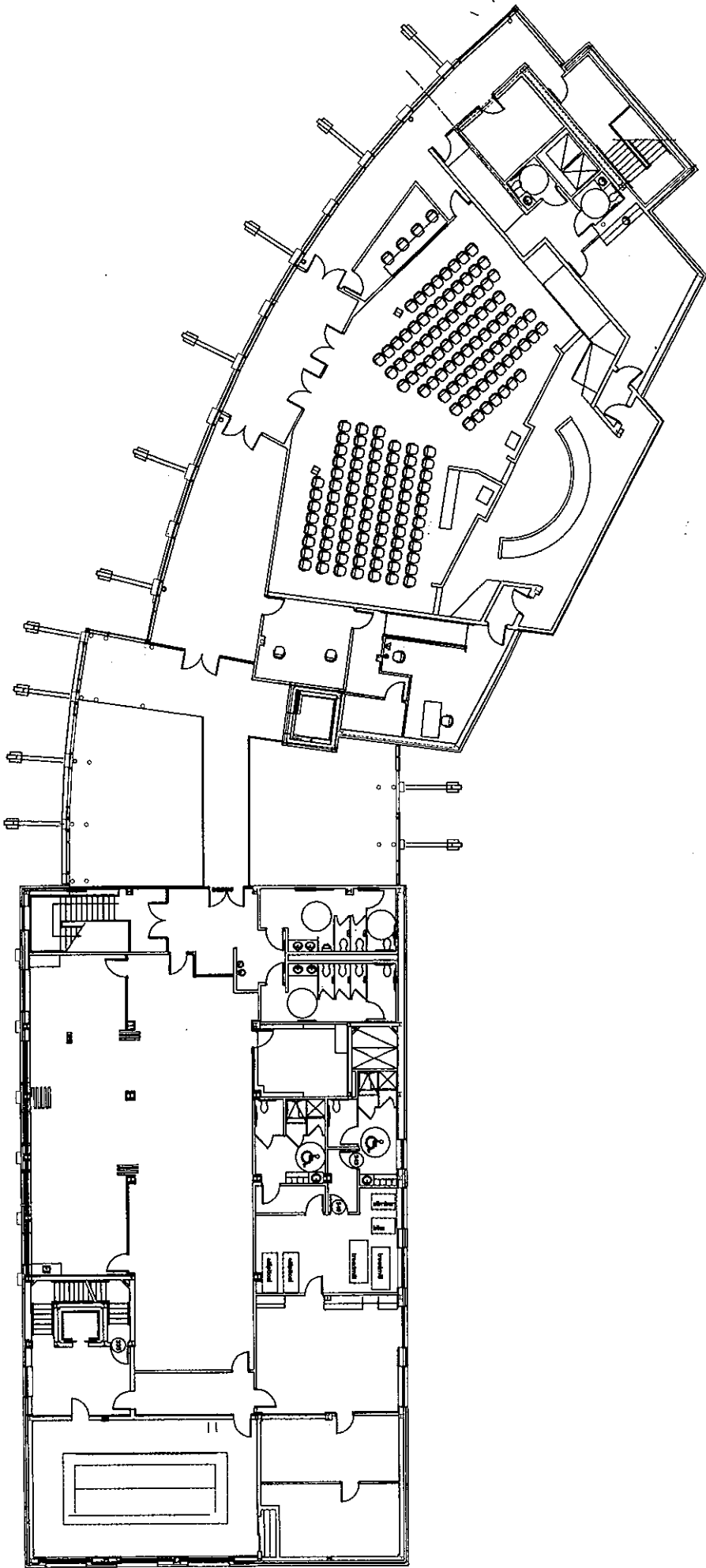


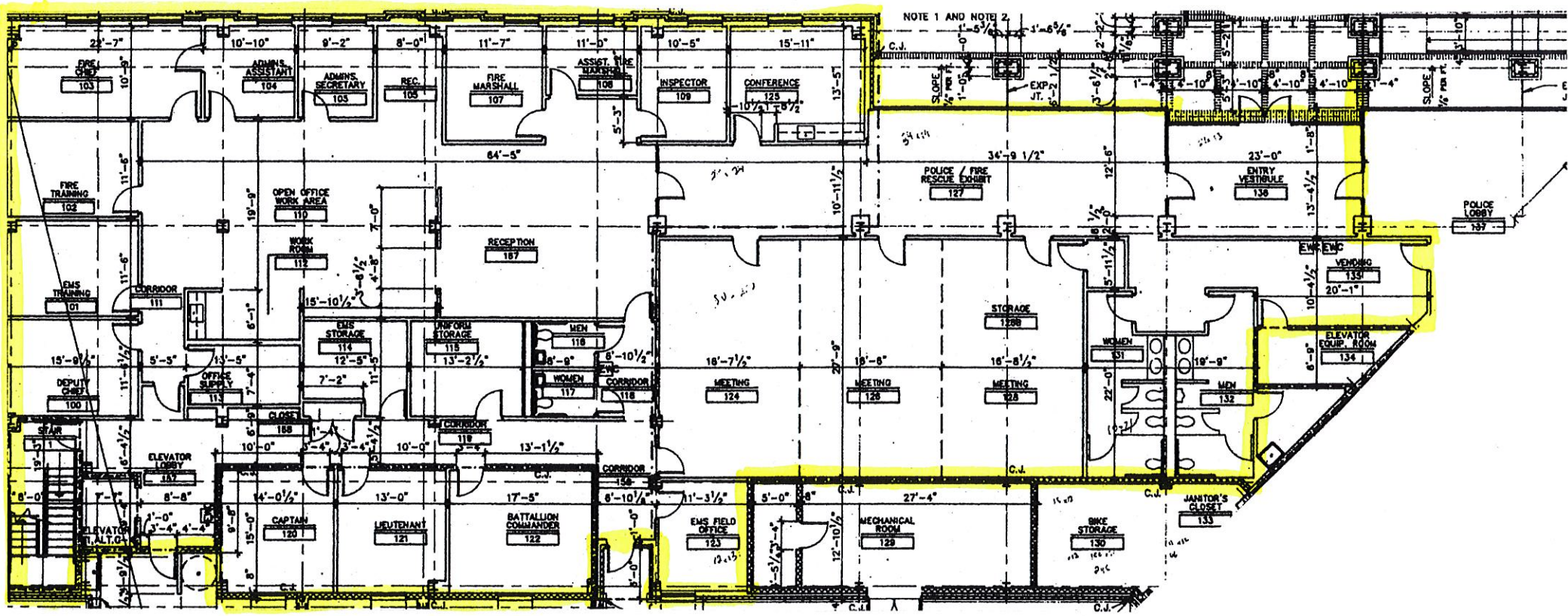
CITY HALL 1ST FLOOR  
NOT TO SCALE



CITY HALL 2<sup>ND</sup> FLOOR  
NOT TO SCALE



CITY HALL 3rd FLOOR  
NOT TO SCALE



NOTE 1 AND NOTE 2



34'-9 1/2"

23'-0"

STORAGE 128B

VENDING 131

ELEVATOR EQUIP. ROOM 134

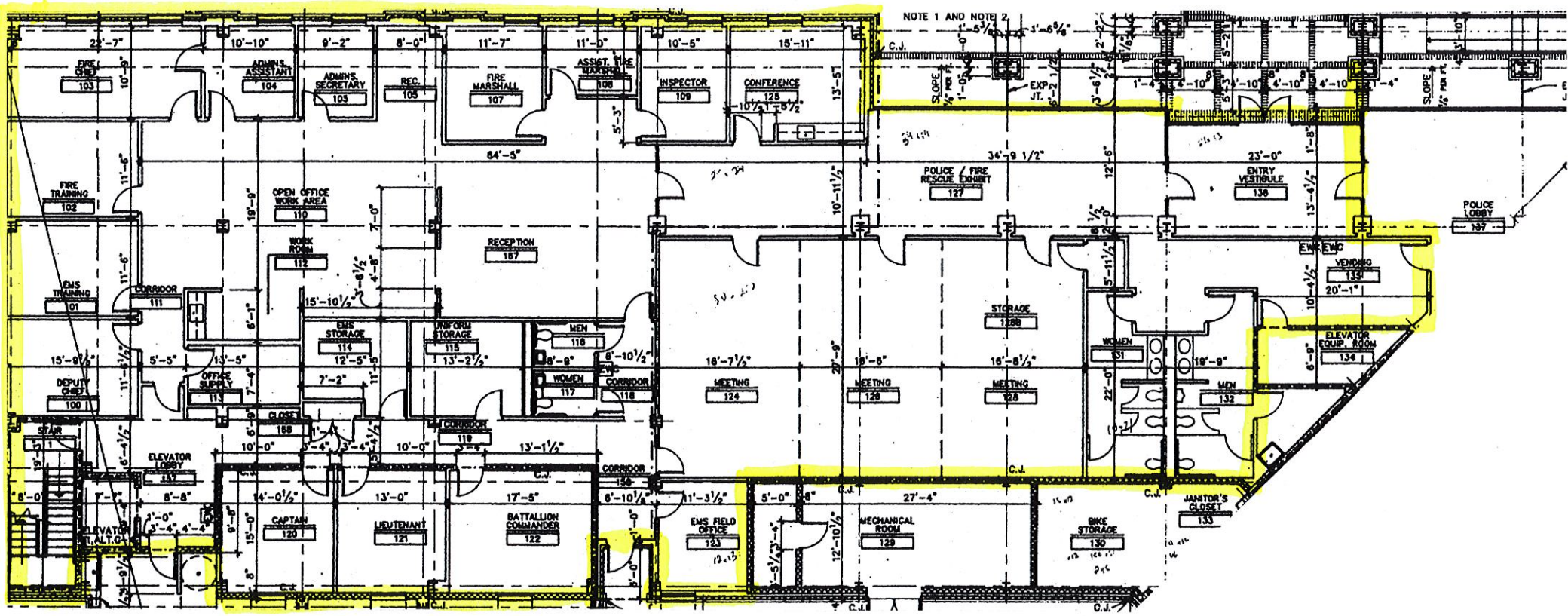
MEETING 128

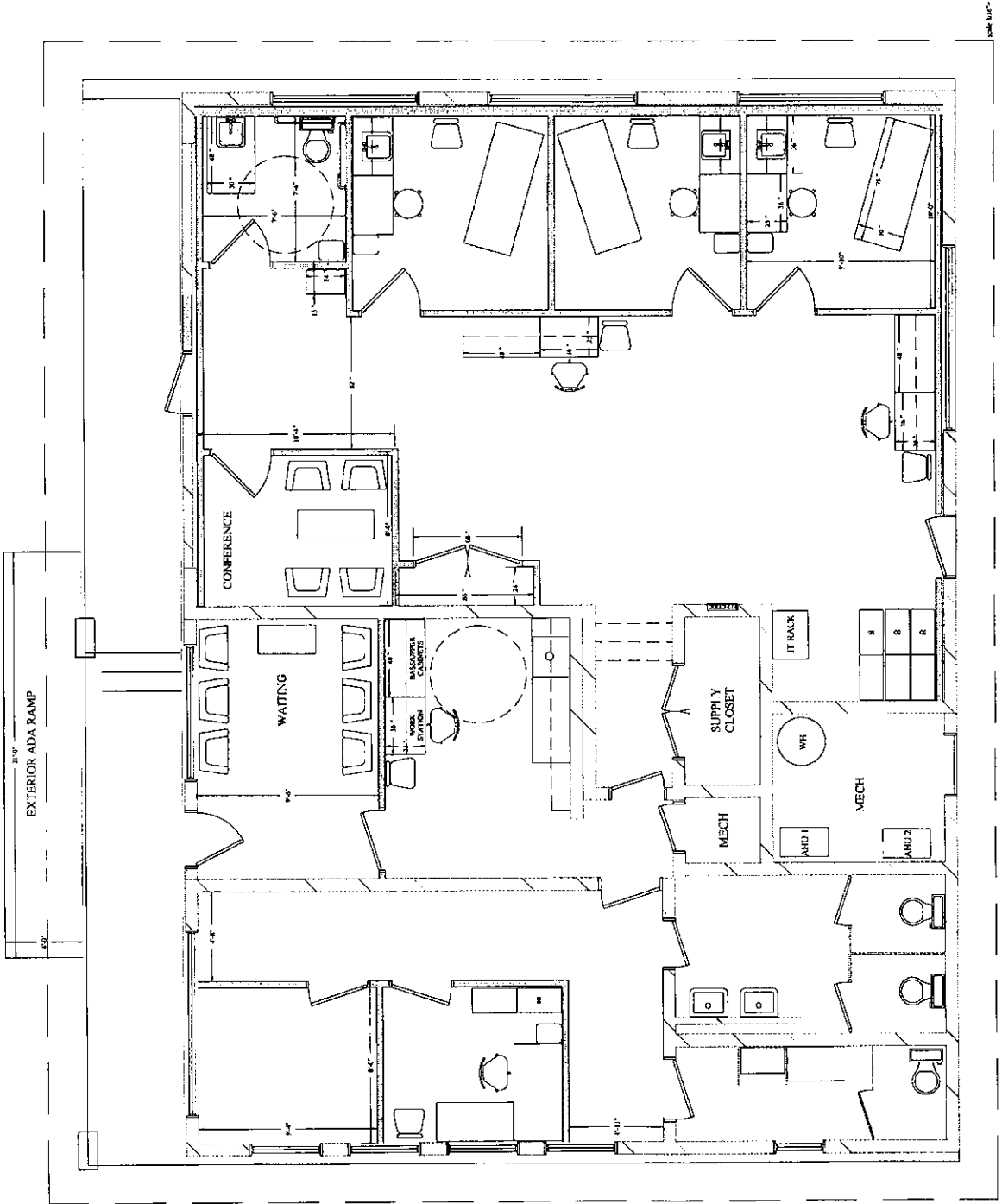
JANITOR'S CLOSET 133

EMS FIELD OFFICE 123

MECHANICAL ROOM 128

BIKE STORAGE 130





# Commercial Resilient and Floating Resilient Tile Maintenance Instructions

**Applicable Commercial Products:** Global Entry, Select Step, Step Change, Strong Step, Grainiac, Ultimate Step, Premium Step, Hot & Heavy, Clic Step, Active Tec, PrimaVida

## Preventative Care

For *glue down installations*, traffic is allowed after 24 hours if using M950 or M700 Adhesives. Traffic is allowed 1 hour after installation if using MS160 Spray Adhesive. Heavy rolling load traffic should be restricted for 72 hours unless using MS160, which allows for heavy rolling loads within 24 hours of installation.

For *floating installations* of Mohawk LVT, traffic is allowed immediately after installation. When using MS160 Spray Adhesive with loose lay tiles, traffic is allowed after the entire floor has been rolled with 100 lb roller.

- Always move heavy furnishings and equipment with care to avoid gouging or tearing the floor. First, lay strips of plywood or hardboard panels on the floor. Then roll, “walk” or slide these items on the strips. NEVER push or pull furnishing or heavy equipment without taking these precautions.
- All furnishings or heavy equipment should be equipped with flat, Non-staining composition furniture casters or cups of appropriate size - available square from 1 1/2” to 2 5/8” and round from 1 3/8” to 1 5/8”.
- Moveable furnishings and heavy equipment should be equipped with easily swiveling casters that are recommended for resilient flooring (carpet casters will scuff and scratch the floor). They should be at least 2” in diameter with non-staining hard rubber treads with a minimum 3/4” flat surface width. Do not use ball-shaped casters.
- Place transition mats at exterior entrances to prevent dirt, asphalt sealers and de-icers from being tracked onto your floor. Use transition mats that specifically state are non-staining to avoid permanently discoloring your floor. We recommend transition mats that consist of both absorbent and stiff fibers. This will absorb moisture and scrap hard soil from shoe soles.
- To eliminate staining from asphalt tracking, we recommend the use of a latex-based driveway sealer.
- Should a tile or plank become permanently stained or damaged, simply remove and replace with a new one left over from installation.
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- For glue down installations, do not wet wash, machine scrub or strip the floor for at least 4 days after installation. This is to prevent excess moisture from interfering with the adhesive bond.
- Do not dry buff or burnish the unpolished surface Mohawk Group LVT. Floors which are to be dry buffed or high-speed burnished should have a sufficient base of polish (5 to 7 coats). Floors must also be clean and dry before burnishing. Any residual soil on the floor before burnishing will be ground into the finish,

resulting in discoloration.

- Do not use excessive amounts of liquid during maintenance.
- The use of scrubbing brushes is recommended to reach into the textured surface to remove dirt, particles and residues.
- Do not use brown or black pads, equivalent brushes or stiff-bristled, highly abrasive brushes.

### **Initial Maintenance**

- Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust, dirt, grit and debris.
- Remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following the warnings on the container.
- Damp mop the floor with commercially rated pH-neutral detergent.
- If necessary, scrub the floor using a rotary machine or auto scrubber with commercial LVT cleaner and the appropriate scrubbing brush (aggressiveness equivalent to 3M red pad for light scrub, 3M blue pad or equal for a deep scrub).
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

### **Daily / Regular Maintenance**

- Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.
- Spot mop as needed. Any spills should be cleaned up immediately.
- Damp mopping of the floor should be performed on a regular or as needed basis, depending upon traffic and soil levels in the area. Use only commercial LVT cleaner.

### **Periodic Maintenance – No-Polish Method**

- When needed, machine scrub the floor with a properly diluted neutral detergent solution and the appropriate scrubbing brush (aggressiveness equivalent to 3M red pad for light scrub, 3M blue pad or equal for a deep scrub).
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

*\*\*\*Caution: Resilient flooring, like other types of smooth floors, can become slippery when wet. Allow time for the floor to dry after washing. Immediately wipe up wet areas from spills or wet feet. Place mats at outside entrances to prevent water, snow or ice from being tracked onto the floor. Improper polishes or finishes can cause the floor to become slippery.\*\*\**

### **Periodic Maintenance – Polish Method**

**NOTE: Polishing is not required but is an optional and acceptable form of maintenance**

- After completing Steps 1 and 2 of Initial Maintenance, scrub the floor using a rotary machine or auto scrubber with an approved commercial LVT floor cleaner and a scrubbing brush (aggressiveness equivalent to 3M red pad). This will promote polish adhesion.
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



- Apply 3 to 5 coats of high-quality commercial floor polish. In areas where the flooring will be exposed to heavy traffic and/or staining agents, the application of a stain resistant sealer prior to the application of polish is recommended.
- Regular and Periodic Maintenance should be performed
- As needed, additional coats of floor polish should be applied. Additional coats should only be applied after scrubbing as described above in Periodic Maintenance.

### **Periodic Maintenance - Spray Buff Maintenance**

- After initial maintenance, scrub the floor using a rotary machine or auto scrubber with an approved commercial LVT floor cleaner and a scrubbing brush (aggressiveness equivalent to 3M red pad).
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
- Spray buff using a rotary machine (175 to 600 rpm) with the appropriate pad and spray buff solution.
- Regular and Periodic Maintenance should be performed as described above.

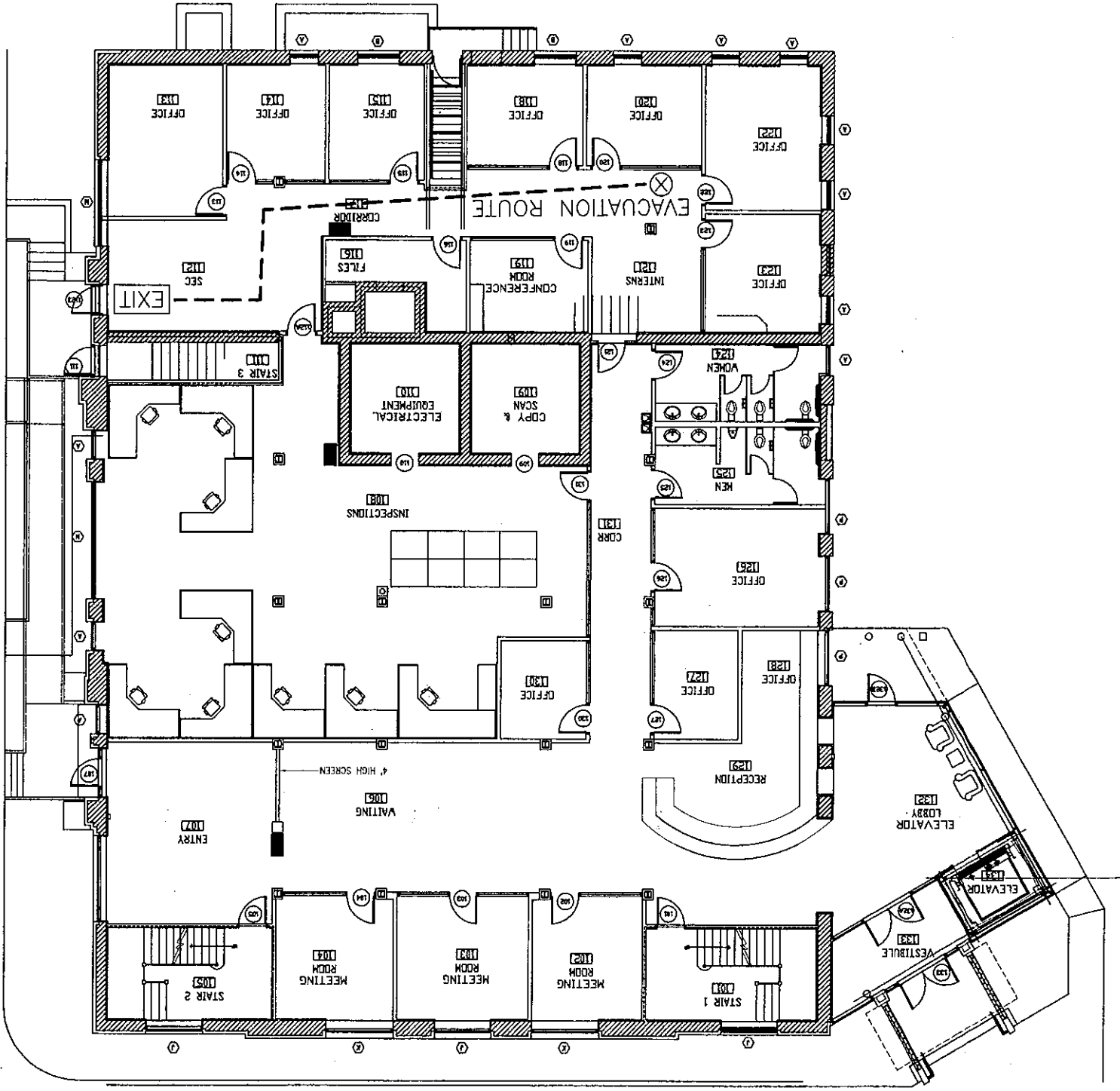
*NOTE: For both Polishing method and Spray Buff method, it may become necessary to remove polish build-up by stripping the floor. The use of high-quality maintenance products and adherence to a well-planned maintenance program will greatly reduce the need for stripping. Should stripping become necessary, follow the procedures outlined below.*

### **Restorative Maintenance – Stripping & Polishing**

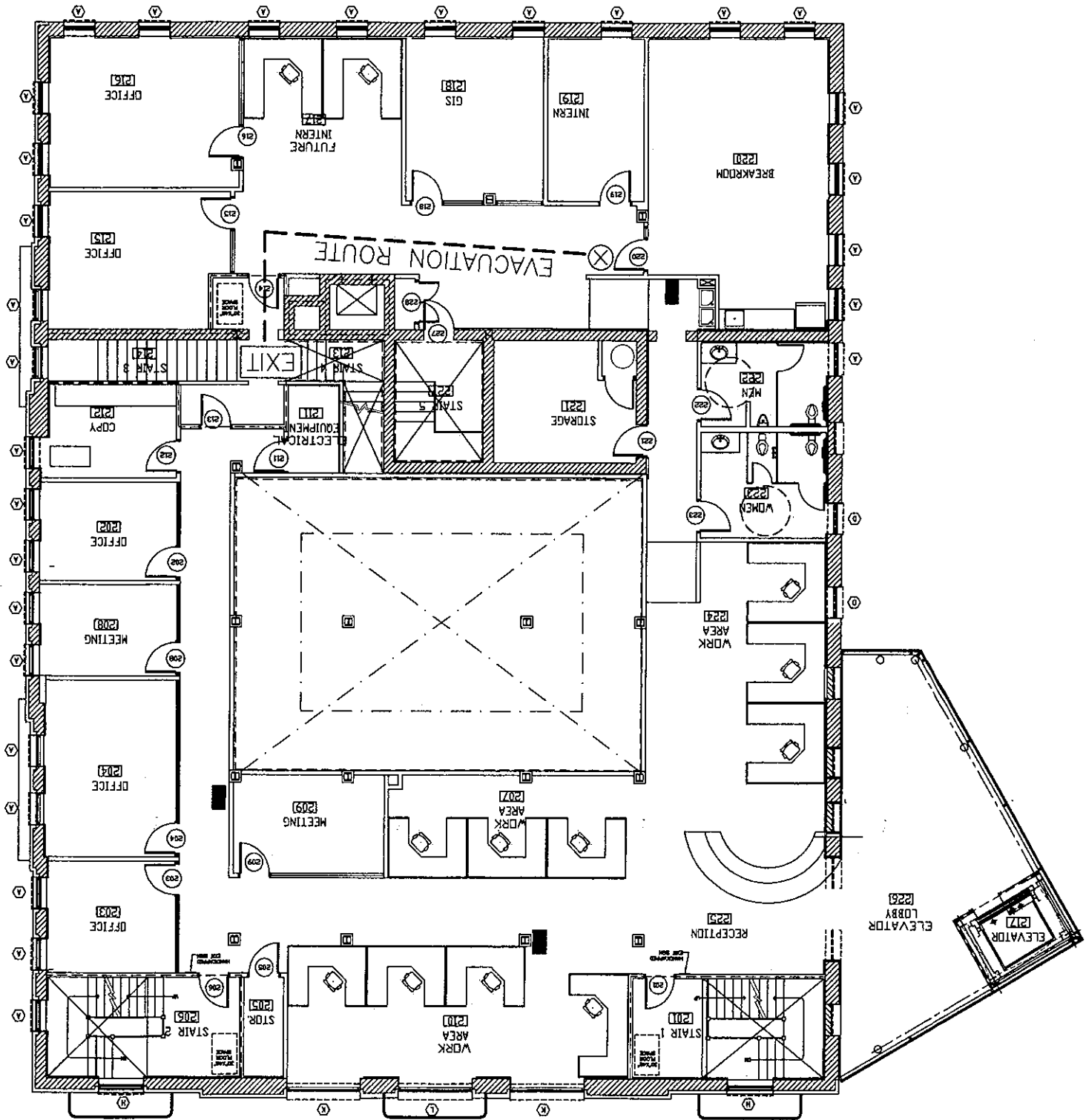
***NOTE: The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because they may affect the adhesive bond.***

- Mix stripping solution to the appropriate dilution, depending on floor finish build-up. Blockade areas to be stripped. Apply liberal amounts of solution uniformly to the floor with a mop. Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer. Keep areas to be stripped wet. Rewet if necessary.
- Machine scrub the floor (300 rpm or less) with a scrubbing brush (aggressiveness equivalent to 3M blue pad) to break up the polish film. Do not allow stripping solution to dry on the floor.
- Remove dirty stripping solution with a wet vacuum or mop. TIP: Drizzling fresh, clean rinse water onto the dirty stripping solution will assist with a more thorough removal.
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
- Based on the selected maintenance option above, do one of the following:
  - If maintaining with the Polish Option, apply 3 to 5 coats of high-quality commercial floor polish.
  - If maintaining with the Spray Buff Option, spray buff using a rotary machine (175 to 600 rpm) with the appropriate pad and spray buff solution.

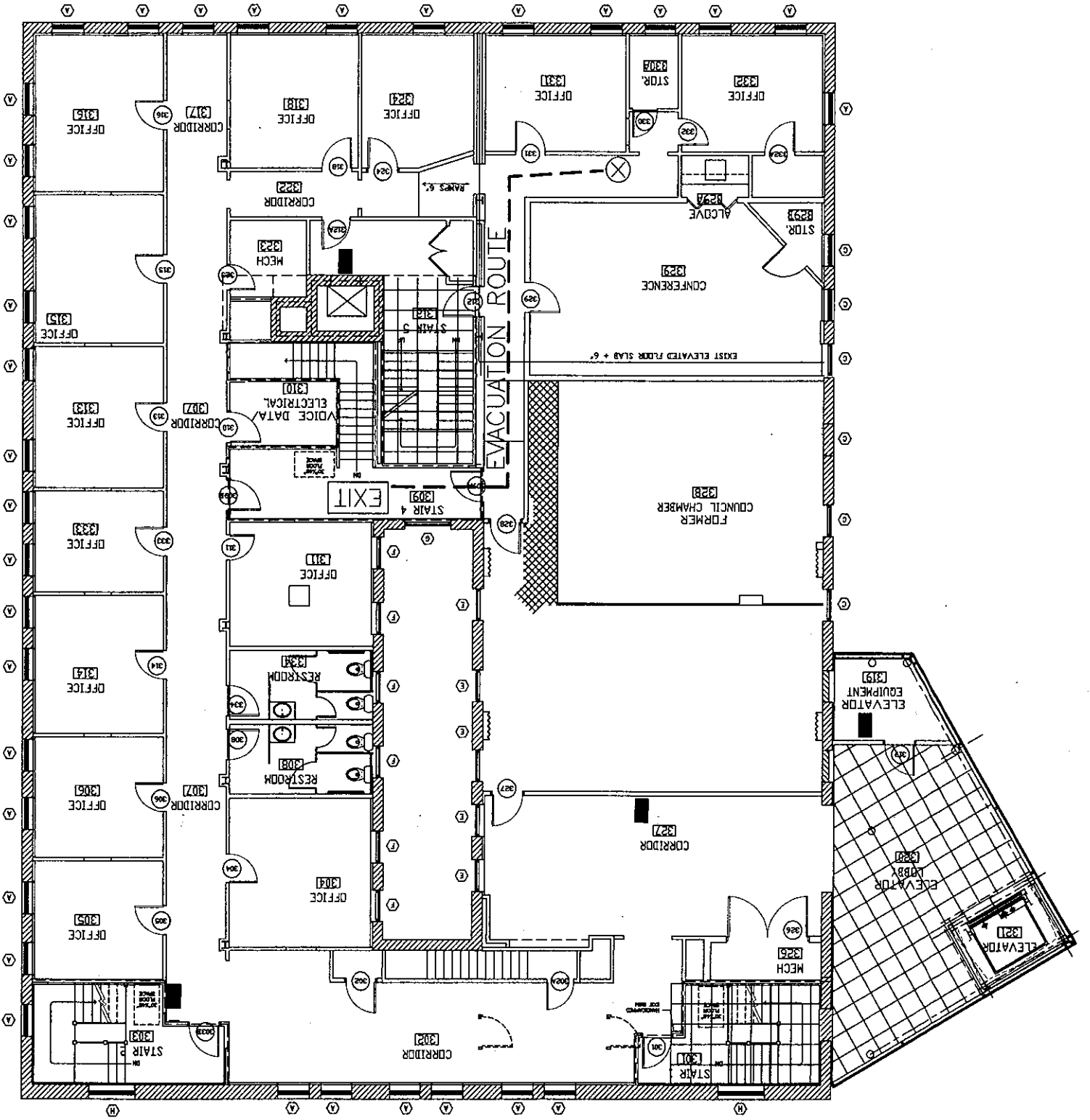
MUNICIPAL BUILDING  
1st Floor  
WENT TO SCALE



MUNICIPAL BUILDING  
2ND FLOOR  
NHT TO SCALE



Municipal Building  
3rd Floor  
NOT TO SCALE



**TERMS:**

Contractor shall furnish all labor, cleaning supplies and equipment necessary to perform the services. The City will provide materials for the City’s use to include toilet paper, paper towels, garbage/trash can liner bags, and soap for the dispensers.

Service shall be in effect for a two (2) year period with the option of continuing one (1) additional year by written agreement of both the City and Contractor. However, the service may be terminated in its entirety by either party at any time provided that a written notice of at least sixty (60) days prior to the desired date of termination.

**CONDITIONS:**

The conditions listed on Attachment “A” are accepted. Compliance with these conditions is required as part of this agreement.

**PRICE:**

The price set forth below is based on the present wage scales and other benefits affecting the locality, the present areas serviced, and the frequency of work. We will perform the service as outlined in a reliable manner for the sum of

Base Bid \$ \_\_\_\_\_ per month.  
Alternate 1 \$ \_\_\_\_\_ per month.

Acknowledge of Addenda’s Number of Addenda \_\_\_\_\_  
Signature \_\_\_\_\_

Please provide a breakout price for the following parts of total contract:

- 1. Washing of interior windows \_\_\_\_\_
- 2. All non-carpeted floors to be machined scrubbed  
And appropriate wax or floor treatment reapplied: \_\_\_\_\_

**BIDDERS QUESTIONNAIRE:**

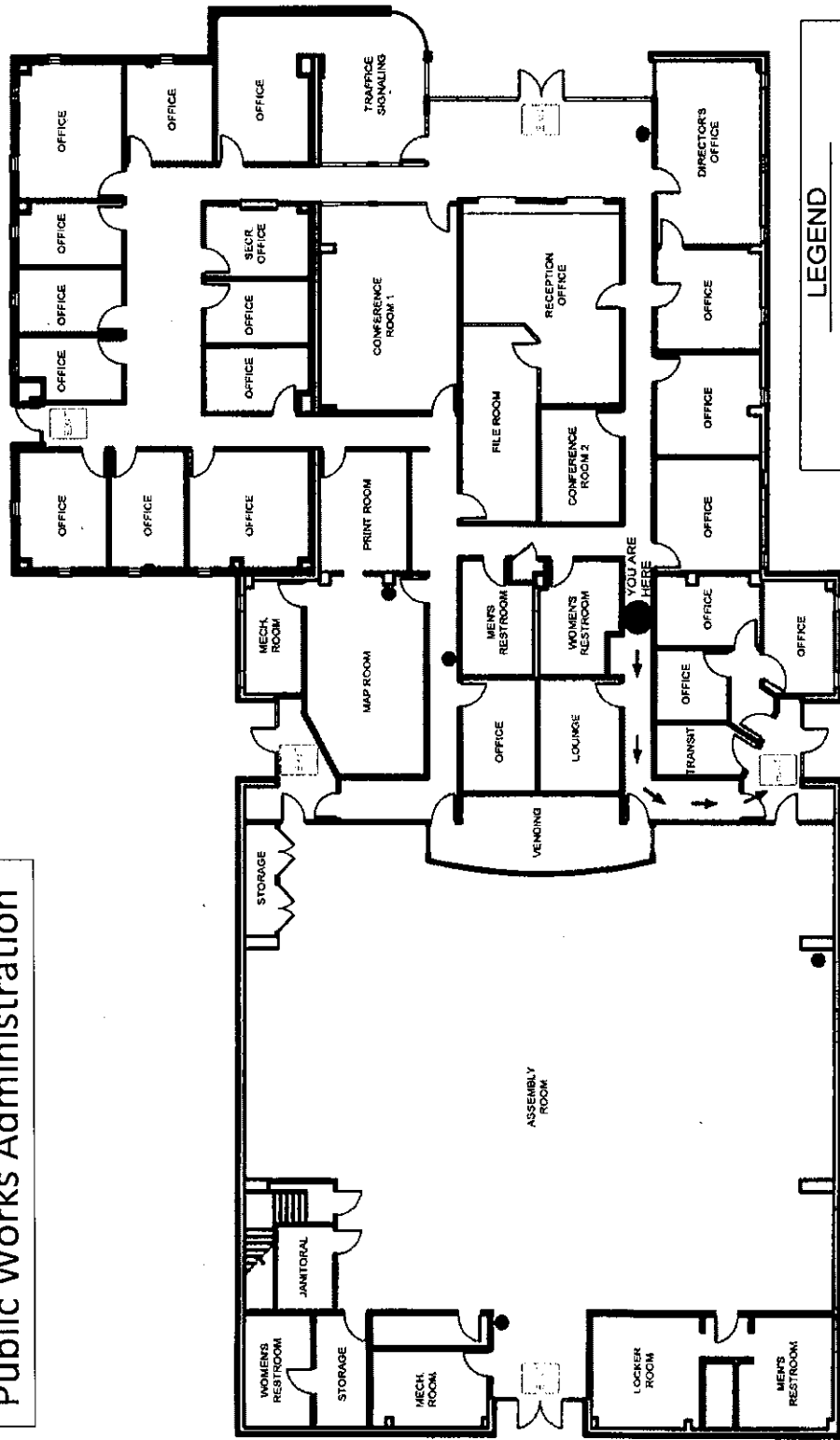
The undersigned guarantees the truth and accuracy of all statements and answers therein contained:

- 1. Describe your plan for performance of the custodial contract work? (Use an attached sheet)
- 2. How many employees do you plan to utilize to complete this contract? \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date of Proposal

Public Works Administration



**LEGEND**

- YOU ARE HERE
- FIRE EXTINGUISHERS
- FIRE EXIT ROUTE
- EXITS

FIRE EVACUATION ROUTE