



INSTALLATION METHODOLOGY STATEMENT

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1.0 OCCUPATIONAL HEALTH & SAFETY POLICY

1.1 PURPOSE To set out for the benefit of employees and clients alike; the company's commitment to occupational health and safety.

1.2 SCOPE All active and undertaken site projects and work areas including Head Office.

1.3 DETAIL

Australia Gulf Building Systems (AGBS) is committed to providing a healthy and safe workplace for all employees, employers, clients, representatives and visitors.

Resources in line with the high priority the company places on Occupational Health and Safety will be made available to comply with all relevant legislation to ensure the health, safety and welfare of all employees.

The company will address accident prevention and control, hazard control and rehabilitation as priorities.

Occupational Health and Safety is both an individual and shared responsibility of all employees. This company places Occupational Health and Safety on a priority level higher than production. The following responsibilities are essential to the success of the policy.

Management is responsible to:

- Supply a copy of the Work Method Statement for all the activities being performed and clearly explain all aspects to all Employees on site.
- Integrate Occupational Health and Safety into all aspects of the workplace.
- Promote communication about Occupational Health and Safety as a normal component of all aspects of work.
- Plan, develop, implement and monitor an Occupational Health and Safety program.
- Take effective action to provide and maintain a safe and healthy workplace.

Employees are responsible to:

- Work in a healthy and safe manner considering fellow colleagues and others around them.
- Follow all procedures and controls outlined in the work statement and safety plan.
- Report unsafe activities, lead by example in areas of safety.

2.0 GENERAL SAFETY PRACTICES

2.1 PURPOSE To set out the general safety practices which are fundamental to the activities of AGBS on any site.

2.2 SCOPE These practices regulate the detailed activities described in Specific Work Methods Statements.

2.3 DETAIL

2.3.1 LEGISLATION

All AGBS personnel are required to comply with best construction safety practices at all times. All personnel either direct employee or sub-contract is inducted into the company safety policy and work method statement documentation specific to each project or task being undertaken.

2.4 SAFETY INDUCTION CARD

All AGBS site employees shall hold a current company approved Safety Induction Card and attend a site induction before commencing any activity on site.

2.5 PROTECTIVE CLOTHING

AGBS will provide all protective clothing, including safety footwear, helmets, safety vests, gloves and protective eyewear, for employees engaged in the execution of its works.

Any failure by employees to wear the appropriate protective clothing could lead to the removal of the offender from the site, in accordance with company safety procedures

2.6 HOUSEKEEPING

2.6.1 Amenities Areas

AGBS will always help to maintain cleanliness and hygiene in facilities under our use including toilets, mess areas and change rooms. AGBS will ensure that all employees will assist by depositing scraps and rubbish in bins provided and ensuring a clean environment is maintained.

2.6.2 Work Areas

AGBS Contract, Safety Policy and Quality Systems require AGBS employees to maintain their work area clear of debris at all times. All employees are required to participate in this process.

Likewise new and unused materials are to be stored in a neat, tidy and safe manner placed so as not to impede access ways or construction progress of either AGBS or other trades.

2.6.3 Graffiti and Offensive Material

No obscene or offensive literature, pictures, posters, material of a sexist nature and the like is permitted throughout sites and offending material will be removed. Graffiti of any kind is forbidden.

2.6.4 No Smoking Policy

In accordance with current practice, smoking will not be allowed in any sheds, offices or amenities or on site.

2.6.4 No Phone Policy

AGBS have implemented a policy where only supervisors are allowed to carry mobile phones on site. All other employees are required to leave phones in a safe area provided. Talking on the phone while conducting other activities is distracting and dangerous leading to careless accidents.

2.7 FIRST AID

AGBS will appoint an employee to monitor and ensure safe work practices are being adhered to all times. The same employee will be responsible for reporting all injuries to the First Aid Officer.

2.8 OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION

AGBS shall ensure that all persons employed by or under the company's control and working at the site shall observe and comply with all rules, regulations and directions ensuring the safety of persons and the preservation of property.

2.9 FIRE PROTECTION

If suitable fire extinguishers are not provided by the Head Contractor, AGBS will provide fire protection in our work areas.

The location of the nearest fire appliances and their particular application will be clearly displayed on the AGBS Site Notice Board.

2.10 SAFETY BARRICADES

AGBS will provide all necessary construction plant and equipment, scaffolding, signs, safety rails, barricades, etc. which is not part of the main contract to effectively carry out its work.

2.11 MANUAL LIFTING & HANDLING

Where manual handling is required the use of lifting aids or assistance to lift heavy or bulky loads will be adopted. The practice of bending your knees and lifting with your leg muscles will be adopted. The repetitive stopping or bending of your back, even without a load, will eventually lead to back injury.

2.12 All employees working on the site will be inducted before commencement on the site.

Tool box meetings will be conducted on site on a weekly or as needed basis to discuss employer and employee issues, as well as safety problems and general project information.

The site general foreman will keep daily and weekly check lists on labour and activities to be carried out.

Material safety data sheets will be issued as required on site.

2.13 USE OF ELECTRICAL EQUIPMENT

2.13.1 All electrical leads, power tools, etc. shall be regularly inspected, tested and labeled to ensure all equipment is always in safe working order.

2.13.2 Temporary electrical supply shall be protected by earth leakage circuit breakers on the main boards.

2.13.3 Electrical leads will be run from suitable supports and not run across the floor or ground.

2.13.4 AGBS is required to maintain all auxiliary electrical equipment leads, portable multiple switch/socket units and high intensity lights, etc. to effectively carry out its works.

Assistance is sought from all employees to carry out this obligation.

2.13.5 Competency. Only those persons who are certified to be competent may operate electrical equipment. "Certification" means qualification and training given by AGBS management or foreman.

2.14 USE OF OTHER EQUIPMENT

Equipment may only be operated by persons qualified or experienced to do so.

2.15 QUALITY PROCEDURE AND QUALITY AWARENESS & TRAINING

PURPOSE	To ensure AGBS personnel are aware of their responsibility within the Company Quality System and are appropriately trained.
SCOPE	Give all AGBS Employees Quality-related responsibilities as part of their normal duties.
REFERENCES	AGBS Quality Manual Section 3.18 Training
DEFINITIONS	Nil
PROCEDURE	<p>In order for new employees to be made aware of the company quality policy and practices, the Head Office will advise the Quality Assurance Manager of new employees and their assignment.</p> <p>Within appointment the Quality Assurance Manager shall arrange for the induction of company employees to their quality system responsibilities. This responsibility may be specifically delegated in writing.</p>

Development of Training Plans

The personal skills records shall be updated periodically by the Head Office but no later than at time of salary reviews (see below).

The record shall include all Certificates, Qualifications, etc and Expiry Dates.

At the time of each salary review the Managing Director/Project Manager shall consider the effectiveness of training and staff skill levels. Each employees Skills Training Record will be attached to the employees Employment Record.

When appropriate, the Project Manager shall arrange for additional training for personnel so determined. Such training may be done either on or off the job. However, appropriate records must be kept.

2.16 WASTE MANAGEMENT

Our waste management plan always ensures all work faces are kept constantly clean and rubbish is removed and placed into site bins.

2.17 TOOL BOX MEETING REGISTER

Will be submitted following each toolbox meeting.

3.0 METHODS STATEMENT

3.1 Construction of access floors

All activities set out in this Work Method Statement are to be carried out within the general requirements of AGBS 2.0 General Safety Practices.

PURPOSE To set out standard methods to ensure safety in construction of access floors.

SCOPE All AGBS projects.

REFERENCES 2.0 General Safety Practices.

DETAIL

3.11 Unload Delivery Vehicle

3.111 Hand Unloading

Items include:

Boxes of pedestal heads and gaskets.

Bundles of pedestal stands.

Pallets of floor panels.

Containers of pedestal adhesive

Tools and equipment

Break down bundles into safe sizes ensuring protective wrapping remains in place. Use dual lifting technique or mechanical device where required.

3.112 Unloading by Crane or Forklift

Items include:

Boxes of pedestal heads and gaskets.

Bundles of pedestal stands.

Pallets of floor panels.

Containers of pedestal adhesive

Tools and equipment

Ensure operator is competent and there is a spotter watching the process

3.12 Transport to Workplace Level

Arrange availability of site crane, material hoist or forklift truck ahead of time and in accordance with understood arrangements.

Ensure that load is within equipment capacity.

Ensure that certified personnel are available to unload.

Transport to hoist or to landing platform/stage at working level.

3.13 Transport to Workplace storage

Move to storage position by pallet truck or trolley using experienced operator.

Store safely and tidily in preplanned positions to increase installation efficiency and not to impede access ways and future work by AGBS or others.

4.0 INSTALLATION PROCEDURES

4.1 SITE INSPECTION

A site inspection can be performed at one or more times of the following times:

- Prior to bid
- Just prior to installation time
- At time of installation start

While all three inspections would be most desirable to avoid unexpected and costly problems, only the inspection at the start of the installation is necessary. Things to look for and consider at site inspections are listed below.

4.2 Area Dimensions

Check the work area dimensions and layout to verify if the layout varies greatly from the drawings mark the drawings and notify the client/main contractor. Make sure there are enough materials to do the job or order more.

4.3 Condition of Sub Floor (Concrete)

The sub floor surface must be relatively free from dust and moisture or the pedestal adhesive will not adhere or take excessively long to cure.

If the sub floor surface has not been sealed, look for excessive “dusting” of the surface – if the pedestal adhesive will adhere to the concrete dust in lieu of the concrete. Sweeping the dust away may not cure the condition. Flooring scrubbing may be required.

If the sub floor surface has been sealed, ensure the compatibility of the pedestal adhesive with the sealing product. Install a test/sample pedestal with the proposed adhesive as early as possible and observe if the adhesive cures and turnover resistance is developed.

The level of the sub floor must be checked to ensure that irregularities will not exceed the adjustment range of the pedestals to be used. Checking for level is described in section 9E – Installing basic floor.

4.4 Condition of Sub Floor (Others)

Installation where sub floor composition is wood, covered with vibration isolation panels, existing floor covering materials or other similar conditions must be evaluated for suitability and compatibility with access flooring. Sub floors that will deflect excessively under heavy loads will cause the same effect in the access floor. Pedestal adhesive compatibility must be considered. The strength of the bond of old floor coverings to under floor must be sufficient to prevent a pedestal overturn moment from pulling up the old covering.

5.0 SITE MATERIAL CONTROL

5.1 Packing List

Once the containers arrive on site the containers are opened and the contents checked with the packing list. Determine if there are:

- Shortage of products
- Incorrect products
- Defective products

Before reporting shortages, make sure all containers have been opened and checked.

5.2 Unloading

Before unloading the materials, check the job site to find the best and shortest route to the installation area. Build ramps or bridges before unloading to avoid double handling of the materials.

On installations of less than 10,000 square meters, one pallet truck will conveniently handle the material, for larger installations, use two or more trucks. At job sites where there is no unloading ramp, or where building a ramp is not feasible, a forklift can be used.

When material must be lifted to the second floor and there is no elevator, a large forklift can be used (up to a height of 30"). When material must be lifted higher, an outside hoist should be used.

5.3 Strategic Placement of Materials

Much needless work can be avoided and installation speed improved if panels and pedestals are placed in strategic locations prior to actual installation of the access floor. Obtain a dimensioned drawing showing the location of services to be installed in the access floor area, if these services are not yet installed. Arrange the material in a fashion to minimize interference with other trades.

6.0 Floor Coverings

For aesthetic reasons and to make finish systems last through time, note should be taken of the following:

- Rubber floorings are suitable only for indoor application. For outdoor application only the color black is advisable. Special compounds are also available on request.
- Exposure to strong sunlight, even in indoor areas, could cause shade changes particularly in the case of the lighter colors.
- In areas subjected to heavy pedestrian traffic (stops, round corners, etc). Flooring may wear prematurely if it is not adequately protected with metallised wax.
- Flooring should not be laid to form sharp bends: through time cracks and cuts may occur in the areas where the flooring is bent. Plan system and Stud system tread risers should be used as stair coverings.



- Black tiles may leave dark marks on those objects in direct and permanent contact with them. The tiles in HP quality both black and colors do not produce these marks.
- If flooring comes into prolonged contact with tires (car and motorcycle display rooms), colored flooring may be marked by indelible black marks.
- The anti-skid characteristics of rubber flooring will fail in the presence of deposits of water. High stud flooring is recommended to favor the drainage of water.
- Standard quality does not have oil, grease, fuel and solvent resistance. Use should be made of HP and OR qualities, which are particular resistant in these cases.
- For their nature rubber floorings are antistatic. For areas where a special protection to electrostatic charges is required, products with static dissipative features are available upon request.
- When arrows are seen on the back of the tiles, that is the indicated direction for laying.
- Rubber flooring should be laid first without adhesive to verify the color uniformity in the rolls at least 12 hours before.
- Possible yellowish coloring, due to manufacturing process, will disappear naturally through the exposure to the light. With artificial light the disappearance will take more time.
- Horizontal stud matching cannot be obtained when laying studded rolls in adjacent lengths.
- Color shades within the same production batch are constant. Slight differences in shade may occur among different batches.
- Should you wish to lay differently colored flooring in draughts-board fashion, this should be specified when placing your order.
- When laying flooring adhesive, the underlying surface should be flat, smooth, hard, dry and not deformable and should maintain these characteristics through time. Recommended adhesive should be used; the material should be stored in the environment where it is to be laid for at least 24 hours before making the laying; the ambient temperature should not be less than 15°C for at least 48 hours before and 24 hours after the laying operation; one should not walk over the flooring until 24 hours after it has been laid.
- After the laying, flooring should be thoroughly and regularly cleaned with detergents and dewaxers and the degreased surface subsequently polished with metallised waxes. Keep the wax glossy by washing flooring with neutral detergents.

7.0 GENERAL INSTALLATION INSTRUCTIONS

7.1 Pedestal Adhesive

AGBS adhesive allows the pedestal to be repositioned within an hour of use. Never adhere more pedestals than you can use in a single shift.

7.2 Proper Pedestal Adjustment

Make sure that the leveling nut is adjusted first prior to tightening level locking nut.

7.3 Tilted Pedestals

Make sure that all pedestals are vertical (plumb), otherwise an uneven floor will result. Pedestals initially set plumb can become tilted until adhesive sets up so avoid pushing or walking on the floor areas where adhesive remains overlay pliable. Should the condition occur, a slight tap with a hammer will move the base until the uneven edges are eliminated but this must be done before adhesive sets

7.4 Panel Parallelogram

The "L" must be properly installed and maintained where all panels module lines are straight and corners meet equally. The condition if found to exist, will only get worse as installation progresses and can only be cured by removing and re-installing all affected areas.

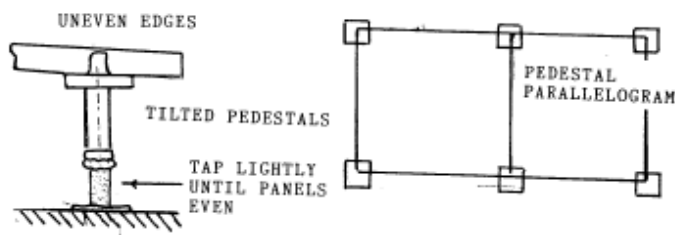
7.5 Leveling

When using a laser level, always take your elevation reference plan from the center of the beam. Sighting to the top bottom of the beam may cause inaccuracies on large installations. Always take the level reading off the same location of the pedestal and be sure all workers are using the same reference point.

7.6 Finished Size

The access floor panel is the determining factor in spacing and is used as a gauge for the installation. Never adhere pedestals or install grid beyond the panels that can be placed in a days work. Panels are to be installed snug to each other but should not exceed pressure sufficient to move an adjacent panel.

See specific installation regarding Pane loc and Comeric Systems.





7.7 Continuing to Build the “L”

Adjust the pedestal at the starting point to the approved elevation. Apply adhesive to pedestals along one leg of the “L” and adjust elevation.

Add stringers and/or panels to this area. Being sure to observe all general and specific installation instructions.

Repeat the above for the other leg of the “L”.

Check the squareness of the “L” in the same manner as the starting lines were established.

If the “L” is straight, square, level and of suitable installation quality, it may be braced, shot to the floor or otherwise permanently restrained.

7.8 Building the Floor

Using the “L” as a base, continue installing floor by filling inside of the “L” and moving away from the straight point in a 45 degree direction. Extend the legs of the “L” as required.

If the panel rocks diagonally when placed on its pedestal, turn it one-quarter and check it again. If the panel continues to rock when rotated, some debris may be in between the panel bottom and the pedestal head.

Check the mating surface for dirt and at the same time, check to make sure the pedestal is not tilted. If the panel still rocks, set it aside to be used as a perimeter cut panel or for use of round columns, curbs and other such obstructions. Sometimes, a slightly bent panel can be used if a double thickness of the pedestal pad is placed under the panel at the corner, which rocks.

A pedestal should not be adjusted, even slightly, unless the neighboring panels resting on it also rocks. If this happens, either the pedestal was not properly adjusted initially or something has disturbed its adjustment. If rocking panels become commonplace, it is likely the pedestals were not adjusted properly at the beginning of the installation.

DO NOT start compensating for rocking panels by making minor adjustments to succeeding pedestals as this will start a progression of adjustments and as a result, the floor will begin to rise or fall in height. Do not be trapped into thinking these minor adjustments will correct the problem; they will only make the problem worse. Go back and correct the problem at its source, regardless of what it is.

For speed of installation, it is generally preferred to install all full size panel and leave all cutting until last. Snap-loc and Freestanding systems may deviate from this if the installer feel bracing or cutting would be advisable to maintain stability.

When other trades are placing electrical or mechanical service lines on the sub-floor, the installer should check to be sure these lines will not interface with placement of pedestals.

Throughout installation, always set aside panels not suitable for main field use (warped or damaged in transit or on site) to use for perimeter panels.

While building the floor, no one should be allowed on the finished floor particularly before the adhesive has set. As the access floor belongs to the client and his representative, the installer should be watchful for abuse by other trades, as this abuse will have to be repaired by the installer.

In case of abuse, the installer should seek area by area sign off by the main contractor. Until an area is signed off by the main contractor, the installer should maintain control and prohibit the removal of panels by other trades.

Proper procedures for moving material or equipment across the floor and how to remove or replace panels is provided at the end of this section. This sheet should be copied and provided to other trades through the main contractor. It is also suitable for providing to the owner and tenants for use after the project is complete.

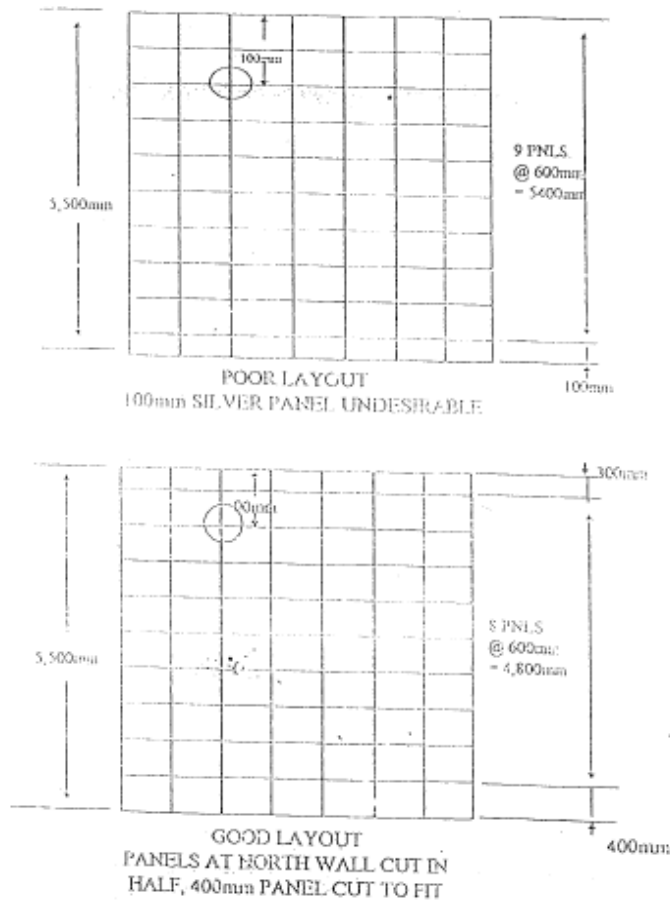
8.0 INSTALLING BASIC FLOOR

8.1 Locating the Starting Point

Proper location of the starting point is the most important task of the entire installation. If the contract drawings have not specifically located the module lines in relation to the building's columns, the access floor contractor must determine the most suitable grid pattern. This in turn determines the rough location of the starting point.

Selecting the best grid pattern should be based on ensuring waste minimization and avoid installing cut panels of 120mm or less.

The starting point is then determined to be approximately 100mm from the 2 adjacent walls where full panels are used. If half panels are being used the rough dimension would be 90mm.



8.2 Building the “L”

After confirming the elevation of the installation with the Main Contractor, the first section of flooring called the “L” is ready to be installed.

The “L” is most important in establishing the quality of the finished installation and extra time spent ensuring the accuracy and quality of the “L” will result in less and fewer problems on the rest of the installation.

At the starting point established on the sub-floor, the first pedestal is accurately centered and permanently anchored using adhesive and mechanical anchors. Place additional pedestals at 600mm intervals along the starting lines so that a 2 panel wide section of flooring can be built into an “L” shape with each leg being 12 panels long.

Before proceeding, read the general installation and specific installation instructions of the systems type you are about to install.

8.3 Completing the Floor

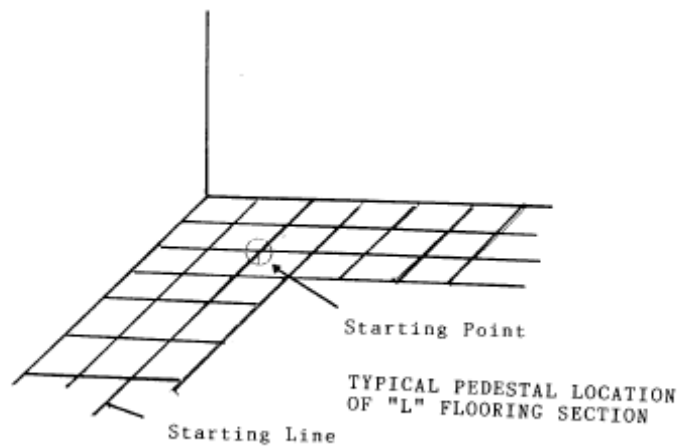
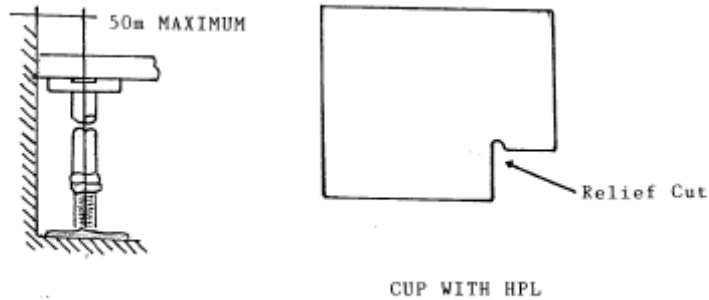
Perimeter panels close in space between the access floor, walls and any columns or obstructions. These panels must be custom-cut to fit at the job site, if the layout does not permit use of full panels.

Measurements for cut panels should be taken and transferred to the panels carefully. Panels should be double-checked before they are cut – it’s easy to mistakenly make a mirror image cut.

It is particularly important that a floor system without stringers has tight fitting perimeter panels, as the walls contribute much stability to the floor. If a cut panel is loose, drive a wood shim down between it and the wall. Use pedestal adhesive to lock it in place. Make sure the wall is not a movable partition. If it is a diagonal bracing will have to be used to stabilize the floor against lateral loads.

If not furnishing wall base material, check with main contractor to see what type is specified. Straight base (as opposed to cove which has a “toe”) requires a better quality perimeter cut to avoid unsightly gaps.

Pedestal used to support cut panels at the wall must be placed as close to the walls as possible to avoid a situation where the panel overhangs the pedestal and could tip up if loaded. Pedestal distance from the wall must never exceed 50mm from centerline of the pedestal to the wall.



9.0 MOVING IN

Protect your investment against abuse. Whenever heavy carts and equipment are moved on the floor, lay down plywood panels to distribute the load while moving. This procedure is advocated by in computer equipment manufactures site planning manuals and applies to equipment relocation at any time, not just original installation. These same procedures should be followed in general office applications.

9.1 How to Remove or Replace Panels

When access to the under floor cavity is required, follow these procedures to assure that the floor system is not damaged, and that it is returned to its originally installed state.

9.1.1 Attaching Lifter to Panels

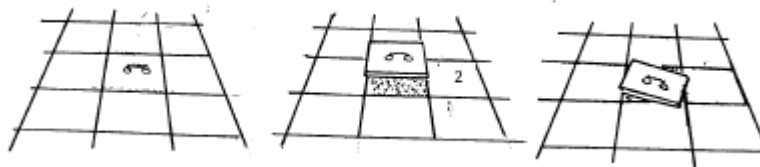
- Hard surface floor coverings or removable carpet tiles, place the lifter in the center of panel to be removed. Press firmly to attach the suction cups.
- Carpet floor coverings (bonded to panel) place the lifter in center of the panel. Raise handle of lifter to full upright position. Place both feet on the outside edges of the lifters “feet”, and apply weight, causing pins of carpet lifter to enter carpet. While in the position, push the handle all the way down. The lifter is now attached to the carpet.

9.1.2 Removing Panel

Once the lifter is attached, straddle panel to be removed and grasp lifter. Raise panel vertically about 50mm, then rotate slightly so that panel rests on adjacent panels. Remove lifter, pick up panels by hand and place face down near work area.

9.1.3 Do Not:

- Use a screwdriver, or any tool other than lifter to remove panel.
- Lift the panel as if it were hinged door or trap door. Panel must be lifted straight up or the following may occur:
 - o Distortion of module lines:
 - o Excessive gap between panels.
 - o Broken tabs on pedestal (specific models)
 - o Damaged end trim
- Do not lift the panel higher than a few inches – injury may occur if the lifter separates from panel.
- Do not kick, push, stomp or otherwise replace panel into floor expect by careful placement in exact reverse order of removal.



10.0 REQUIRED TOOLS

The quality efficiency of an installation is reflected in the tools chosen for performing the work. The following tools will be used on our raised access floor installation projects.

10.1 Torque Limiting Screw Gun with # 3 Phillips tip

This type of screw gun is absolutely essential to providing an acceptable installation. Thus use of drywall screw guns or variable speed drills may cause damage to components and the result in an unusable floor. All ASP Raised Access Floor fasteners are to be installed to 40 inch pounds of torque. A stranded floor torque wrench should be used to check the screw gun setting. Torque limiting screw guns are also available in cordless / power pack models.

10.2 Laser Level

The laser level is an electric device, which sends out rotating extremely narrow beam of light and is an ideal leveling device for installing raised access floor. One man can operate it for an entire installation easily and quickly. The laser level is especially useful when the area is large and more than one installer is placing and leveling pedestals. Each installer can work independently, all leveling pedestals simultaneously from the same level. Laser levels are the most accurate and the easiest to use of all leveling equipment.

10.3 Band Saw

AGBS use a custom saw imported from the UK for installation. The reciprocating band saw has a 14" throat and uses fine-toothed metal cutting blades.

10.4 Other Tools

- Metal tape, 30 meter and 5 meter or longer "hand tape".
- Saber saw with metal cutting blades.
- Chalk line.
- Hammer, metal and rawhide or plastic.
- Hand drill with bits.
- Pop rivet tool.
- Hand tools – screwdrivers, chisels, etc.
- Safety equipment – glasses, ear plugs, hard hats.
- Extension cords.
- Lifter, suction or carpet.

11.0 CARE & MAINTENANCE

The ASP Ultra panels you have chosen to install are of quality construction and provided these care and maintenance instructions and are followed, your raised access floor panels will retain their appearance for many years to come.

- 11.1 Before and during installation, be sure the floor area is clean, i.e. kept free of dust, water and abrasives. These panels are manufactured to close tolerances and all of these substances can cause further problems.
- 11.2 Maintain temperature between 60 to 80°F before, during and after installation with a relative humidity of 40% to 60%. Allow materials to stabilize at a 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 equipment manufactures.
- 11.3 The main contractor and/or client shall provide a level concrete sub floor that is clean, dry, free of dust, dirt or release compound. If the concrete has been sealed, a spot check should be made to determine weather the sealer should be scuffed and/or removed before applying the pedestal adhesive. Pedestals should be free of oily residue.
- 11.4 After installation, provide documentation to the main contractor and/or facilities manager showing that when equipment is being installed and/or moved, to protect the panels from dynamic load damage they should be covered plywood sheets. This will eventually distribute the weight and prevent marring and gouging of the covering.

- 11.5** The main contractor and/or client shall protect the finished access floor from damage and misuse by providing and applying 3mm tempered hardboard in traffic areas and with 20 pound Kraft paper or similar sealed to prevent tearing in all other areas.
- 11.6** Prior to allowing other trades on the access floor, the main contractor and/or client shall inspect the install raised access floor system.
- 11.7** 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 proper tools. Do not handle without using the special lifter. Do not drop or kick panels into position. **FORCE MUST NOT BE USED IN REPLACING PANELS.**
- 11.8** Rest heavy equipment on pads 10cm x 10cm (wood/steel) to distribute point loading at panel junction. Install additional pedestals as required under panels wherever heavy equipment is resting on the floor and/or under cut panels.
- 11.9** When installing cables or services, no more than 5 panels or approximately 3 meters should be removed at one time from the middle of the floor and one panel at a time at the perimeter to avoid misalignment of the floor when re-installing. This applies to all types of under structure.
- 11.10** Caution should be exercised by the installers when pulling cable to not loosen the adjusting and locking nuts on the pedestals. This can happen when the cables rub against the nut and sufficient friction can cause the nut to loosen.
- 11.11** NEVER flood panels with water or cleaning agent. This could damage the panel and affect electrical/communication wiring underneath. High-pressure laminate tile requires little maintenance and can be easily cleaned by dry mopping and periodically damp mopping with mild detergent when necessary.
- Use strong cleaning agents, waxing, bugging, or refinishing is not needed. Under normal environmental conditions, do not clean floor surface with steel wool, nylon pads or abrasive of any kind, manually or with powder equipment.
- If necessary, you can spot clean stubborn stains with non-flammable organic cleaner. But if you do, take care that the cleaner does not get into cracks between the support panel and the laminate where it could adversely affect the bond.
- 11.12** DO NOT clean with mop saturated with oils or chemicals. A film on the floor will affect the performance.