



CLEANING AND MAINTENANCE

INSTRUCTIONS



SECTION 0: OVERVIEW

- 0.1. This package is designed to give instructions on the cleaning and maintenance of the many products used in the modernization of elevator interiors. The material contained within will provide general information only and may not apply to the customers specific requirements.



Warning: All cleaning products should be tested on a small inconspicuous location prior to full application.

For technical support on cleaning your elevator finishes, please contact us at:

Elevator Cab Renovations
Office: (613) 745-4870
Toll Free: 1-877-745-4870
ecr@elevatorcabs.ca

Office Hours : 6:30 AM to 3:30 PM Eastern Standard Time

SECTION 1: PAINTED SURFACES

- 1.1. Clean the painted surfaces with a clean, non-abrasive cotton cloth, warm water and a few drops of mild dish soap.
- 1.2. Rinse with clean water using a clean, non-abrasive cotton cloth.
- 1.3. Once completed, dry completely using a clean, non-abrasive dry cotton cloth.



Note: Avoid contact with any adjacent surfaces.

SECTION 2: HIGH PRESSURE PLASTIC LAMINATE

- 2.1. Clean as per 'painted surfaces' (Section 1).

SECTION 3: SAFETY GLASS AND MIRROR

- 3.1. Use a clean, non-abrasive cotton cloth and any commercial or household glass cleaner.
- 3.2. Initial cleaning will require three (3) or four (4) repetitions to remove residue left over from the manufacturing process.



Note: Avoid contact with any adjacent surfaces.

SECTION 4: STAINLESS STEEL PRODUCTS (EXCEPT MIRROR FINISH)

- 4.1. Use a clean, non-abrasive cotton cloth moistened with stainless steel polish such as: Majestic, Sheilia Shine, etc.
- 4.2. Polish stainless steel **following the grain direction of the steel**, ensuring an even coat of polish is applied to all areas of the stainless steel.
- 4.3. Wipe off any excess polish (following the grain direction of the steel) using a non-abrasive cotton cloth.

SECTION 5: MIRROR FINISH STAINLESS STEEL (NO. 8 OR 10 FINISH)

- 5.1. Clean as per 'safety glass and mirror' (Section 3).

SECTION 6: BRASS FINISH WITHOUT A LACQUER TOP COAT

- 6.1. Dust with a gentle feather duster.
- 6.2. Polish brass with a non-abrasive product such as 'Never Dull'.
- 6.3. Wipe down excess with a clean cloth until there is no more 'soiling' of the cloth from the brass surface. Use a point edge tool (wood or plastic only) and a rag to polish cracks.



Note: Avoid the use of abrasive polishing agents such as Brasso and Peak, or abrasive tools that may scratch or damage the brass finish. Avoid the use of sanding pads, grinders or any other metal finishing tools.



Note: Avoid contact with any adjacent surfaces.

SECTION 7: BRASS FINISH WITH A LACQUER TOP COAT

- 7.1. Dust with a gentle feather duster.
- 7.2. Only if absolutely required, it is possible to clean the lacquered brass surface with a clean soft cotton cloth, warm water and a few drops of mild dish soap. Mix the warm water and dish soap together and then dip the cloth into the mixture.
- 7.4. Wring the cloth out (it should be damp but not dripping wet). Gently rub the cloth over the surface following the direction of the grain.
- 7.5. Once completed, use a clean, soft, dry cotton cloth to completely dry the surface.



Warning: Only use this method when absolutely needed (water will eventually degrade the lacquer finish).




Note: Avoid contact with any adjacent surfaces.

SECTION 8: SOLID WOOD AND WOOD VENEER (STAINED/LACQUERED)

- 8.1. Clean as per 'painted surfaces' (Section 1).

SECTION 9: RUBBER FLOORING; INITIAL STRIPPING AND SEALING

- 9.1. For rubber flooring (Marathon, Johnsonite etc.), check your manufacturer's website for specific stripping, sealing and cleaning instructions. ECR does not assume responsibility for actual work performed.
 - 9.2. After installation, wait 48 hours before proceeding with the stripping. During manufacturing, this product is covered with a releasing agent. **This releasing agent MUST be removed.** This process is commonly done by the professional cleaning staff assigned to the associated commercial or residential building.
 - 9.3. To remove the releasing agent, use a polisher (150 - 175 RPM) with fiber or nylon brushes. Prepare a mixture such as Blue Label and water (5 cups Blue Label per 4.5 litres of warm or cold water). Spread it evenly over the floor and wait 12 - 20 minutes before proceeding with the stripping.
 - 9.4. Once this is completed, use a vacuum or a mop to absorb the excess residue.
 - 9.5. Rinse the floor with a solution of cold water and ordinary vinegar (1 ounce of vinegar per 4.5 litres of water). Use a vacuum or mop to absorb the water.
-  **Important: If the first stripping is not done correctly, the releasing agent will remain on the floor and the subsequent coats of sealer will not adhere.**
- 9.6. Apply two thin coats of sealer such as 'Platinum Label' with a sponge or waxing mop. Let dry before applying a second coat.
 - 9.7. Proceed to spray buff with a solution such as 'Platinum Label' 20% and 80% cold water into a vaporizer. Polish the flooring (175 RPM) with a fiber or nylon brush.

SECTION 10: RUBBER FLOORING; REGULAR CLEANING

- 10.1. For rubber flooring (Marathon, Johnsonite, etc.), check your manufacturer's website for specific stripping, sealing and cleaning instructions. ECR does not assume responsibility for actual work performed.
- 10.2. Remove surface dust and soil particles by daily sweeping or vacuuming. If necessary, clean with a wet mop, using floor a cleaner such as Green Label (follow instructions on label). Do not use powder or high-sudsing detergent. For heavily soiled floors, proceed to spray buff using a mixture such as Green Label 20% and 80% cold water in a vaporizer. Clean with a fiber or nylon brush
- 10.3. Polish the flooring (175 RPM) using a fiber or nylon brush. Some rubber flooring may contain built-in waxes resulting in a 'better' appearance the more the flooring is buffed. If a high gloss is desired, apply a floor finish such as Silver Label at full strength (which will give the rubber flooring a brighter sheen versus its normal wax finish).
- 10.4. Hard-set finishes will scratch or powder under heavy traffic. A thorough cleaning and stripping is necessary for the acrylic finish (such as Silver Label) to bond with the tile surface. These care recommendations are provided as assistance only.

SECTION 11: VINYL SHEET FLOORING; REGULAR CLEANING

- 11.1 For vinyl flooring (Altro XpressLay) check your manufacturer's website for specific stripping, sealing and cleaning instructions. ECR does not assume responsibility for actual work performed.
- 11.2 Sweep or vacuum dust and other debris.
- 11.3 Apply an approved detergent, diluted to manufacturer's recommendations. Leave on the floor for approximately five minutes.
- 11.4 Scrub the floor with a deck scrubber.
- 11.5 Use a wet vacuum or mop to remove remaining residue.
- 11.6 Thoroughly rinse with warm, clean water to ensure that the surface PH of the flooring is neutral (PH7).
- 11.7 Allow to dry before use.

SECTION 12: PORCELAIN FLOORING; REGULAR CLEANING

- 12.1. Begin by removing any dust and dirt that has gathered. This can be done daily by using a vacuum cleaner, or it can be swept away. A dry mop is recommended for sweeping (rather than a broom) as this will give better day-to-day protection for the tile surface.



Important: Avoid chemical cleaners containing ammonia, bleach or acids for regular cleaning. Regular use of corrosive chemicals can erode the surface of the tile, and increase its water absorption rate. Corrosive chemicals can also erode the grout, which can potentially loosen the tiles and allow water to get beneath the tiles (creating dampness).

- 12.2. For everyday cleaning of porcelain tiles, use warm water and a mop. Every couple of weeks, clean with a mild detergent mixed in warm water.
- 12.3. When using a detergent, ensure it is of a low concentration. Textured tiles may need a slightly higher concentration than non-textured tiles. Cover an area of the floor with the cleaning solution and let it stand for about 5 minutes.



Important: Do not let the cleaning solution dry.

- 12.4. Mop the area again with clean, warm water. This will get rid of any detergent residue and prevent water spots or powdery marks.
- 12.5. Stains should be treated in the most effective way to reduce any long-term damage to the tiles or grout. When dealing with stains, **only clean the affected area**; do not use on the whole floor.
- 12.6. Following the above guidelines will protect your porcelain tiled floor and keep it looking its best. Despite this, major stains to tiles may require treatment with a more aggressive approach and harsher cleaning chemicals. **Be aware that these chemicals can lead to a change in colour of the grout.** Follow the best method above to clean the particular stain and **only clean the affected area**.



Important: Ensure you are wearing suitable gloves, a mask, and eye protection, and ventilate the area by opening windows and doors that lead outside.

SECTION 13: STONE FLOORING; REGULAR CLEANING

- 13.1. Examples of stone flooring include marble, granite, slate, etc.
- 13.2. Remove any heavy soil with a push broom; remove fine dust with a non-oily dust mop or a heavy-duty vacuum cleaner.
- 13.3. Prepare a cleaning solution consisting of a few drops of mild dish soap and water. Apply the solution to the floor and allow to stand for an adequate period to loosen soil.
- 13.4. Remove the soiled solution from surface with a wet vacuum or wet mop.
- 13.5. Rinse with clean, warm water.
- 13.6. Pick up any rinse water with a wet vacuum or wet mop.
- 13.6. Use a soft micro fiber cloth to dry the surface completely.

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