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# Wall and Floor Tiling (Sheffield Tile Company)

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### **Sheffield Tile Company**

Ross Naylor  
ross@sheffieldtilecompany.co.uk  
Unit 4 Monksbridge Trading Estate  
Outgang Lane  
Dinnington  
Sheffield  
S25 3QX  
01909 566770



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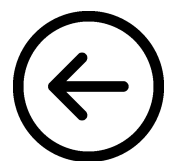


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## Scope of Works



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**Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton,  
BL5 3XU.**

**OPERATION AND MAINTENANCE MANUAL**

**DISCIPLINE:** CERAMIC TILING

**COMPANY NAME:** Specialist Tiling Contractors Limited

**ADDRESS:** Unit 6 Monksbridge Trading Estate,  
Outgang Lane,  
Dinnington,  
S25 3QZ.

**TELEPHONE No:** 01909 566770

**E-MAIL ADDRESS:** [Ross@stetiling.co.uk](mailto:Ross@stetiling.co.uk)

**CONTACT NAME:** Ross Naylor

FOR

**PROJECT NAME:** Unit 3 Panattoni Park

**PROJECT ADDRESS:** Unit 3 Panattoni Park  
Great Bank Road  
Wingates  
Bolton  
BL5 3XU

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

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# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **1.0 Scope of works**

### **CERAMIC WALL AND FLOOR TILING**

# Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.

## 2.0 Materials, products and components used on the project

| Material Component | Product No/ref            | Name of supplier | Locations used/drawing no                        |
|--------------------|---------------------------|------------------|--|
|                    | IMP05P 600x300            | Johnson Tiles    | Reception Feature Wall Tile                      |
|                    | CLAS1A 300x200            | Johnson Tiles    | WC Main Wall Tile                                |
|                    | CNY03A 300x200            | Johnson Tiles    | WC Feature Wall Tile                             |
|                    | PRG1 200x200              | Johnson Tiles    | Teapoint Wall Tile                               |
|                    | MIN03G 600x600            | Johnson Tiles    | Reception Floor Tile                             |
|                    | KER558 300x300            | Johnson Tiles    | WC Floor Tile                                    |
|                    | KET558 300x300            | Johnson Tiles    | Cleaners & Shower Floor Tile                     |
|                    | MoreFlex Standard White   | Kelmore Ltd      | Wall tiling                                      |
|                    | MoreFlex Standard Grey    | Kelmore Ltd      | Floor Tiling                                     |
|                    | Grout Flex15 Black        | Kelmore Ltd      | Grout for Reception Feature Wall                 |
|                    | Grout Flex15 Alpine White | Kelmore Ltd      | Grout for Main WC Wall Tile & Teapoint Wall Tile |
|                    | Grout Flex15 Natural Grey | Kelmore Ltd      | Grout for WC Feature Wall Tile                   |
|                    | Grout Flex15 Dark Grey    | Kelmore Ltd      | Grout for all Floor Tiling                       |
|                    |                           |                  |  |
|                    |                           |                  |  |
|                    |                           |                  |  |
|                    |                           |                  |  |
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## Certificates/Warranties/Guarantees



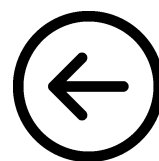
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# Cleaning and Maintenance Regimes



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## CLEANING OF PORCELAIN AND CERAMIC FLOOR TILES

The condition of a cleaned tile floor is dependent on using the appropriate machinery, cleaning solutions and methods. The machinery and manpower required to achieve the best possible cleaning result is the responsibility of the cleaning and maintenance contractors. Your cleaning contractors should ensure a new floor has undergone a Builders Clean and is in a good condition prior to the hand over from the builders to avoid inheriting long term cleaning problems.

During construction, a floor is laid in sections, then grouted. Surplus grout is washed off taking care to avoid the joints. After the grout has cured, a further rinse is necessary before the floor is then protected by a cover of taped soft board or an equivalent. This should be left in place until all other trades have completed their work and the floor is no longer at risk from building damage.

### Builders Clean

An initial Builders Clean is fundamental to the maintenance of a newly laid tile floor. Failure to execute this procedure correctly will cause problems particularly where anti-slip tiles are concerned. The grouting process leaves an invisible film of cement residue which, if not completely removed, will allow the build up of dirt and grime reducing the floor's slip resistance impairing the products technical characteristics.

The Builders Clean should be carried out as follows:

1. The floor must be swept and vacuumed and all dust and debris removed.
2. Using a single disc professional cleaner with green pads for plain surface tiles and brush pads for anti-slip tiles together with a phosphoric based acid detergent. This will remove existing build ups of grout residue, lime scale, rust stains, scum film, uric acid salts and shod foot dirt. The procedure should be carried out in areas of approximately 50m<sup>2</sup> at a time, the solution is placed on the area and must be left for three to five minutes to allow the chemical to work – but not allowed to dry. The scrubber/drier using green pads or brush pads should be used to work the floor in one direction continuously and then in the other direction for approximately 15 minutes ensuring that the floor is not allowed to dry. The dilution of the detergent and water is dependent on the degree of cleaning required.
3. Use a vacuum wet pick up to remove the soiled water.
4. Rinse the floor twice, using clean warm water.
5. Vacuum up the soiled water, ensuring that all traces of the acid have been removed.
6. The machine and its pads should be cleaned thoroughly after each use. The rinsing is an integral part of the cleaning process, as any chemicals left on the tiles will harden and attract dirt.

The area should now be in an acceptable condition for the cleaning and maintenance contractors to take over the daily cleaning regime.

### Daily Cleaning and Maintenance - General Areas

There are several general purpose neutral cleaners which must be PH7. These are effective for the regular cleaning and maintenance of tiles; however, it is vital that they do not contain animal fats, oils, wax, or polymers as a base. If used, cleaners containing these substances will cause problems, as they leave behind a residue that attracts dirt. Again, we emphasize the importance of rinsing with clean warm water.

1. Sweep and vacuum all the areas thoroughly.
2. Using a single disc professional cleaner with green pads for plain surface tiles and brush pads for anti-slip tiles apply the detergent to the floor. Normally diluted 1:200 with water (this can vary according to the degree of cleaning required, and the brand of cleaner being used) allowing at least 5 minutes for it to react, but not allow to dry. Do not use the vacuum pick up at this stage. The best results are achieved by passing the machine back and forth and from side to side. After 5 minutes, use the vacuum pick up and remove the soiled water.
3. Rinse thoroughly with clean warm water and remove excess.
4. Depending on the size of the area, it may be advisable to have a second scrubber/drier to carry out the rinsing and vacuuming operation.

### Periodic Deep Clean

Depending on the degree of soiling and foot traffic levels or in hard water areas, a deep cleaning procedure should be carried out at periodic intervals depending on the soiling. This is particularly necessary where white or light coloured or anti-slip surfaces are in use. For the periodic deep clean, use the same process as the Builders Clean, but an alkaline should be used and then thoroughly rinsed with clean warm water.

Monitoring the tile condition and the general cleanliness is essential for routine cleaning, so as to amend the frequency of the deep clean, taking particular notice of heavily trafficked areas or food court environments. Please note that whatever cleaning material is selected as being the most suitable for the operator, it must always be used in accordance with the manufacturer's recommendations.

#### IMPORTANT NOTES:

Whenever there appears to be a problem, it is generally thought that this can be resolved by using more of the chemical or scrubbing harder with the wrong chemical, which is not effective at all. If the correct chemical and procedure is not used, this only increases the problem and build-up, particularly in instances where general purpose cleaning agents are involved which are a neutral detergent, but not pH7.

**This information is given in good faith and is intended only as a guide, as each installation has its own logistic problems. Where light or solid/plain colours have been chosen a more stringent cleaning regime will be required. All information is based on our experience and customers' own recommendations.**

**No liability is accepted for any cleaning solution or named supplier by St3 Architectural and we recommend that a test area is cleaned prior to these recommendations being carried out.**



## Cleaning and Maintenance Regimes

This maintenance schedule is to be followed from year on year to ensure all plant and equipment is kept within warranty. Please keep a log of these inspections so that records can be checked should an issue arise.

Code; ✓ Blue – Recommended ✓ Red – To Maintain Warranty

| Item                | Daily | Weekly | Monthly | 3 Months | 6 Months | 9 Months | Annually | 5 Yearly | Regime  |
|---------------------|-------|--------|---------|----------|----------|----------|----------|----------|---|
| Ceramic Floor Tiles | ✓     |        |         |          |          |          |          |          | <p><b>Daily</b> - There are several general purpose neutral cleaners which must be PH7. These are effective for the regular cleaning and maintenance of tiles; however, it is vital that they do not contain animal fats, oils, wax, or polymers as a base. If used, cleaners containing these substances will cause problems, as they leave behind a residue that attracts dirt. Again, we emphasize the importance of rinsing with clean warm water.</p> <ol style="list-style-type: none"> <li>1. Sweep and vacuum all the areas thoroughly.</li> <li>2. Using a single disc professional cleaner with green pads for plain surface tiles and brush pads for anti-slip tiles apply the detergent to the floor. Normally diluted 1:200 with water (this can vary according to the degree of cleaning required, and the brand of cleaner being used) allowing at least 5 minutes for it to react, but not allow to dry. Do not use the vacuum pick up at this stage. The best results are achieved by passing the machine back and forth and from side to side. After 5 minutes, use the vacuum pick up and remove the soiled water.</li> <li>3. Rinse thoroughly with clean warm water and remove excess.</li> <li>4. Depending on the size of the area, it may be advisable to have a second scrubber/drier to carry out the rinsing and vacuuming operation.</li> </ol> |

| Item                | Daily | Weekly | Monthly | 3 Months | 6 Months | 9 Months | Annually | 5 Yearly | Regime  |
|---------------------|-------|--------|---------|----------|----------|----------|----------|----------|---|
| Ceramic Floor Tiles |       |        |         |          | ✓        |          |          |          | <p><b>6 Months</b> - Depending on the degree of soiling and foot traffic levels or in hard water areas, a deep cleaning procedure should be carried out at periodic intervals depending on the soiling. This is particularly necessary where white or light coloured or anti-slip surfaces are in use. For the periodic deep clean, use the same process as the Builders Clean, but an alkaline should be used and then thoroughly rinsed with clean warm water.</p> <p>Monitoring the tile condition and the general cleanliness is essential for routine cleaning, so as to amend the frequency of the deep clean, taking particular notice of heavily trafficked areas or food court environments. Please note that whatever cleaning material is selected as being the most suitable for the operator, it must always be used in accordance with the manufacturer's recommendations.</p> <p>IMPORTANT NOTES:</p> <p>Whenever there appears to be a problem, it is generally thought that this can be resolved by using more of the chemical or scrubbing harder with the wrong chemical, which is not effective at all. If the correct chemical and procedure is not used, this only increases the problem and build-up, particularly in instances where general purpose cleaning agents are involved which are a neutral detergent, but not pH7.</p> <p><b>This information is given in good faith and is intended only as a guide, as each installation has its own logistic problems. Where light or solid/plain colours have been chosen a more stringent cleaning regime will be required. All information is based on our experience and customers' own recommendations.</b></p> <p><b>No liability is accepted for any cleaning solution or named supplier by St3 Architectural and we recommend that a test area is cleaned prior to these recommendations being carried out.</b></p> |

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## Data Sheets



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## **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

### **3.0 Directory of manufacturers, suppliers and sub-contractors used on the project**

| <b>Name</b>   | <b>Address</b>   | <b>Telephone and Fax No.</b> | <b>Works carried out / products supplied</b> |
|---------------|--|------------------------------|--|
| Kelmore Ltd   | The Dell<br>Berry Way<br>Chorley<br>PR7 6RA              | Tel: 01257 830511            |  |
| Johnson Tiles | Harewood Street<br>Tunstall<br>Stoke on Trent<br>ST6 5JZ | Tel: 01782 575575            |  |
|               |  | Tel:<br>Fax:                 |  |
|               |  | Tel:<br>Fax:                 |  |
|               |  | Tel:<br>Fax:                 |  |

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **4.0 Operating details and instructions**

**Not Applicable**

# Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.

## 5.0 Maintenance / cleaning details

| Item        | Frequency of maintenance/ cleaning | Maintenance / cleaning regime  |
|-------------|------------------------------------|--|
| FLOOR TILES | WHEN REQUIRED                      | ANY LOOSE DIRT OR GRIT SHOULD BE REMOVED FIRST BY SWEEPING, FOLLOWED BY WASHING WITH WARM WATER TO WHICH A LOW NEUTRAL SULPHATE DETERGENT HAS BEEN ADDED.                                      |
| WALL TILES  | WHEN REQUIRED                      | GENTLY WIPE WITH A DRY CLOTH TO REMOVE ANY SURFACE DIRT, WASH WITH WARM WATER AND A LOW NEUTRAL SULPHATE DETERGENT RINSE AND POLISH WITH A SOFT DRY CLOTH. <b>DO NOT</b> USE ABRASIVE CLEANERS |
|             |                                    |  |
|             |                                    |  |
|             |                                    |  |
|             |                                    |  |
|             |                                    |  |
|             |                                    |  |
|             |                                    |  |



# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **6.0 Residual risks / hazards**

**Not Applicable**

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **7.0 Modification / disposal instructions**

**Not Applicable**

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

**8.0      Test certificates / commissioning data / compliance certificates.**

**Not Applicable**

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **9.0 Equipment spares**

**3 Boxes of each tile type**

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

## **10.0 Index of As-built drawings and schedules**

**Not Applicable**

# **Unit 3 Panattoni Park, Great Bank Road, Wingates, Bolton, BL5 3XU.**

**11.0 As-built drawings**

**Not Applicable**