



CAUTION



Chair Mat User Guide for: Polycarbonate, Enhanced Polymer & APET Chair Mats



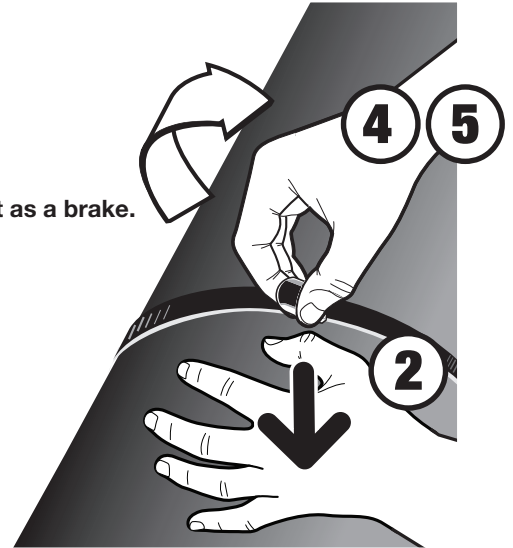
WARNING: THIS MAT IS ROLLED UNDER PRESSURE




PLEASE BE CAREFUL WHEN RELEASING THE STRAP BUCKLE - THE MAT IS UNDER PRESSURE & TENDS TO SPRING OPEN ON RELEASE.


To help you unroll your mat, please follow these simple recommended instructions:

1. Position the rolled mat horizontally on the floor.
2. With one hand, press firmly down on the rolled mat to hold it in position.
3. Use the other hand to operate the buckle.
4. Carefully pull the flap of the buckle upwards to slowly release tension on the strap.
5. Gently release the buckle in small steps, pushing the buckle flap down again to act as a brake.
6. Repeat this step until the mat has fully unrolled.
7. If in doubt, unroll the mat with the help of a second person.



8.  We recommend wearing gloves while unpacking your polycarbonate chair mat

Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

9.  We recommend that you wear footwear to avoid any unforeseen accidents.



Chair Mat User Guide for: PVC / Vinyl Chair Mats



In order to offer the best possible value, we roll these PVC Vinyl mats to save you money on freight and to make them easier to handle on delivery. Phthalate Free PVC products offer excellent performance, but like all vinyl products the mat will need a little care to return it to its flat working state: **When you unpack your chair mat, please follow the procedure below to get the best results and speed up the time it takes to get your mat totally flat and ready for use.**

1  *We recommend wearing gloves while unpacking your chair mat*


 Remove your mat from its packaging carton.


 Before unrolling your mat leave it to warm through to at least room temperature.

2 

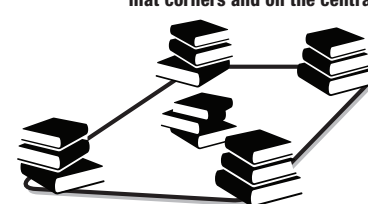
Once your mat is up to normal room temperature, unroll it on to a totally flat and even surface. It may require two people for initial unrolling. Do not attempt to unroll your mat on your own if you feel unsure about the procedure.


3 Ensure the textured surface of the mat is facing upwards:


 *for Carpet application mats the grippers are facing down.*

 *for Hard Floor application mats the smooth side is facing down.*

4 Place flat weighted items, such as books, on to the mat corners and on the central areas.



5  **72hrs**

 Your mat will gradually revert to its flat state, but this could take up to 72 hours depending on the room temperature. The warmer the room, the quicker it will flatten and be ready for use.

72°F / 22°C
ROOM TEMPERATURE +

6  

Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

We recommend that you wear footwear to avoid any unforeseen accidents.

We also recommend wearing gloves while unpacking or moving your chair mat - and ensure all children and pets are made aware of the mat edges.

Floor Protection Mats – Selection, Use & Care

Floor mats are highly cost-effective in protecting expensive floor coverings from loss of appearance, wear and damage. There is a wide selection of shapes to suit user requirements. They have an embossed upper surface, and are usually translucent so that the appearance of the underlying floor covering remains visible. In addition to facilitating easier movement of office chairs, particularly on carpeted floors, they can also be used on any flooring area needing protection, such as heavy traffic area, under areas used by pets, children's high chairs, and indoor pot plants.

Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

We recommend that you wear footwear to avoid any unforeseen accidents. We also recommend wearing gloves while unpacking or moving your chair mat - and ensure all children and pets are made aware of the mat edges.

Selection

To achieve best performance and durability the mat type must be correct for the floor covering. The following is a basic guide to selection.

Floortex Material Options

Unique Floortex Phthalate Free PVC
Excellent value and performance.

Polypropylene (PP)
Eco-friendly ergonomic solution

APET
Excellent ergonomic performance & value.

Enhanced Polymer
The environmentally friendly option.

Original Floortex Polycarbonate
The ultimate on durability, performance and ergonomics.

Floor Type

Hard floors (Wood, tile, linoleum, vinyl):
Smooth Back: PVC (Vinyl), APET, Enhanced Polymer, Polycarbonate

Caution: Before buying your chairmat please check if it has high gloss or highly polished surface on which a mat may slide. In such cases we recommend a mat with an anti-slip backing. It is also important to check and care instructions you have on your flooring.
Use of the wrong or incorrect dose of detergent could make the floor too slippery and unsuitable for using a chairmat.

Hard floors with high gloss finish (Polished Wood, tiles, linoleum, vinyl):
Smooth back with water based anti-slip backing:
Polypropylene, Enhanced Polymer, Polycarbonate.

Carpeted Floors (PVC)
Gripper back for low pile carpets
- (pile of 6mm or less including padding / underlay)
Gripper back for standard pile carpets
- (pile of 9mm or less including padding / underlay)
Gripper back for medium pile carpets
- (pile of 12mm or less including padding / underlay)
Gripper back for deep pile carpets
- (pile over 12mm including padding / underlay)

Carpeted Floors (Polypropylene)
Gripper back for low pile carpets
- (pile of 6mm or less including padding / underlay)

Carpeted Floors (APET)
Gripper back for standard pile carpets
- (pile of 9mm or less including padding / underlay)

Carpeted Floors (Enhanced Polymer)
Gripper back for standard pile carpets
- (pile of 9mm or less including padding / underlay)

Carpeted Floors (Polycarbonate)
Gripper back for low/medium pile carpets
- (pile of 12mm or less including padding / underlay)
Gripper back for deep pile carpets
- (pile over 12mm including padding / underlay)

Carpeted Floors (High Gauge Polycarbonate)
Smooth Back 5mm thick
- all piles of carpet

Please note:

- Use spiked mats on carpeted floors only: spiked mats will damage wooden floors: all spiked mats will be damaged by castor chairs if used on hard floors.
- Use smooth mats on smooth hard floors e.g. wood, tile, linoleum, or vinyl.
- Use smooth mats with anti-slip backing on smooth high gloss floors e.g. polished wood, to prevent slippage.
- Use polycarbonate or enhanced polymer mats on lacquered or varnished wooden floors. These will not adversely affect the floor surface.
- Mats suitable for short pile carpets are unsuitable for use on deep pile carpets as they will crack due to lack of support.
- Some highly polished or treated hard surfaces may be unsuitable for mats even with anti-slip backing.
- Do not use smooth floor mats on ridged, pitted or uneven concrete as they will be damaged by office chair loadings.
- Floors with rough textured floor tiles or deep or wide grooves between tiles will cause damage to mats used under chairs.
- For rooms with a temperature below 15°C/60°F, please employ chair mats made of Polycarbonate.

- For rooms with a temperature higher than 15°C/60°F you can employ chair mats made of Polycarbonate, Enhanced Polymer, Polypropylene and Vinyl.
- If the chair mats is employed in rooms with temperatures below the recommended above, please be aware that the quality of the mat could suffer.

Use and Care

Correct use and care of your floor mat will ensure its serviceability and durability as well as giving best protection for your floor covering.

- As with any household or office product, handle with care at all times to maintain quality and durability.
- Take care to avoid contact with solvent based paints, inks, varnishes, alkali cleaners, bleaches and oils: these are particularly harmful to polycarbonate.
- Clean only with a cloth or sponge soaked in mild soapy water.
- Regularly clean the floor beneath the mats and make sure that the floors are clean and dry before setting the mat on the floor.
- Do not use in wet areas.
- Floor mats are precision cut to size: do not cut or in any way alter mats as this can impair performance and will invalidate your warranty.
- Do not subject mats to excessive concentrated loads.
- Do not place furniture or other stationary items on the chair mat.
- Do not use where there are extremes of temperature.
- Do not use floor mats under unsuitable chair casters including metal casters. Use of type W casters is recommended to prolong mat life.

Risk Assessment – Chair Mats

All Floortex chair mats are tested for performance and durability on the flooring type that they are designed for. Every production batch of chair mats is durability tested to a method based on BS EN425: 2002 as part of our Quality Management System to ensure they meet or exceed our performance expectations. The mats are tested on the flooring type that they are designed to be used upon. In addition the material content of each mat is carefully monitored to ensure standard are consistent and that the formulations conform to Reach regulations.

To minimise any potential for accidents users should ensure;

- 1) The mat selected is correctly matched to the floor surface it is to be used upon. Smooth back for non-polished hard floors. Smooth back with anti-slip coating for polished or high gloss hard floors. Gripper back for carpets. The depth of the carpet pile should be measured and matched to the correct gripper back gauge.

The selected mat should be tested on the floor where it is to be positioned to ensure there is a sufficient degree of friction and stability between the mat and the floor.
- 2) Mats should be laid completely flat on the floor and should not overlap.
- 3) Mats should not be used in locations where they are liable to get wet. Any liquid spilled on the mat surface should immediately be wiped up and dried to reduce the risk of slipping.
- 4) The purpose of a floor mat is to protect the floor surface from damage caused by traffic, use of caster based chairs and other general wear. If you try to employ this product for a different purpose, we cannot guarantee its quality: you should not bend, fold, cut this product without the necessary equipment and without observing the corresponding health and safety requirements.
- 5) PVC/Vinyl and Value PVC/Vinyl mats, supplied rolled or not stored in flat form, should be given a minimum of 72 hours in a warm environment to retain their original flat form. The warmer the environment the quicker rolled mats will revert to their flat form and be ready for use.
- 6) Polycarbonate and Enhanced Polymer and APET supplied in rolls, will revert immediately to their flat state when restraining straps are removed.

This effect is due to the material's unique memory characteristics. Extreme care should be taken when releasing or cutting restraining straps as mats are under pressure and will spring open unless handled with care.
- 7) Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

We recommend that you wear footwear to avoid any unforeseen accidents.

We also recommend wearing gloves while unpacking or moving your chair mat - and ensure all children and pets are made aware of the mat edges.