

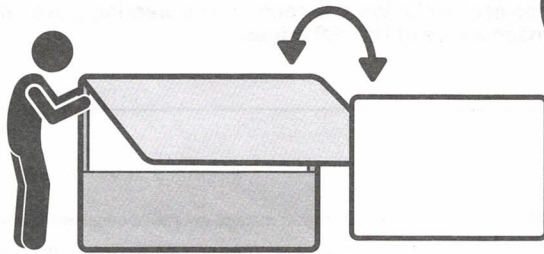
# Chair Mat User Guide for: Floortex™ Polycarbonate & PVC/Vinyl Chair Mats



PLEASE READ & FULLY UNDERSTAND ALL PAGES OF THIS DOCUMENT BEFORE USE

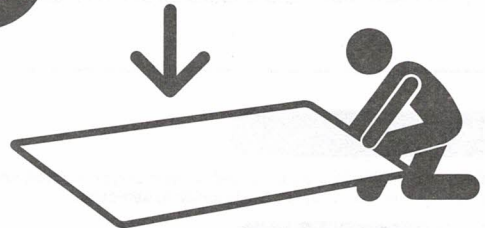
## PLEASE READ AND FOLLOW THESE SIMPLE INSTRUCTIONS FOR UNPACKING YOUR MAT:

1



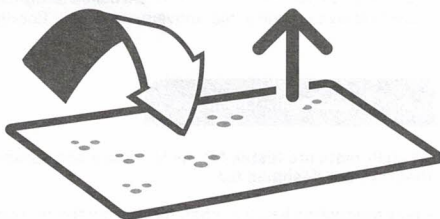
Remove the mat from its packaging carton.  
We recommend wearing gloves while unpacking  
or moving your chair mat.

2



Lay the mat on the floor.

3



Ensure that the lightly textured surface  
of the mat is facing upwards.



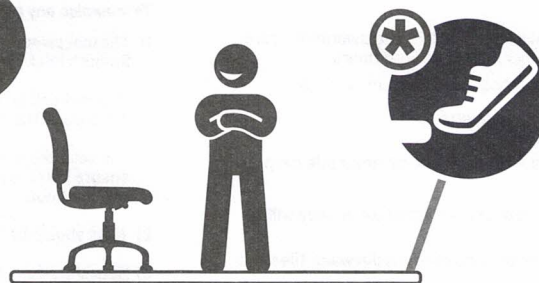
- For **Carpet** application mats make  
sure that the carpet grippers are  
facing down.



- For **Hard Floor** application mats make  
sure that the smooth side of the mat  
is facing down.



4



Enjoy the super-durable & ergonomically superior  
performance of your 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.

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 children and pets are made aware of the mat edges.

ONCE IN POSITION YOUR CHAIR MAT WILL BE TOTALLY FLAT AND READY FOR IMMEDIATE USE!

# Floortex™ Chair Mats – Selection, Use & Care

Chair Mats are highly cost-effective in protecting expensive floor coverings from loss of appearance, wear and damage often caused by castor based chairs.

The embossed upper surface provides added chair glide control while the clear allows of the underlying floor covering to show through.

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 areas.

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.

## Material Options

### Phthalate Free PVC

Excellent value and performance.

### Original Polycarbonate

The ultimate on durability, performance and ergonomics.

## Floor Type

### Hard floors (Wood, tile, linoleum, vinyl):

Smooth Back: PVC (Vinyl) and Polycarbonate

### Carpeted Floors (PVC)

Gripper back for low pile carpets

- ( pile of 6mm / 1/4" or less including padding / underlay )

Gripper back for standard pile carpets

- ( pile of 9mm / 3/8" or less including padding / underlay )

### Carpeted Floors (Polycarbonate)

Gripper back for deep pile carpets

- ( pile of 12mm / 1/2" or more including padding / underlay )

### 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 polycarbonate 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.
- 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 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.
- Chair 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 metal castors.
- Ensure you select a mat size that allows the full rolling area required without chair castors leaving the mat. Castors consistently rolling off and back onto your mat is likely to result in mat movement on your flooring.

## Risk Assessment – Chair Mats

All 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.  
  
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 castor 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 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 mats 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.