



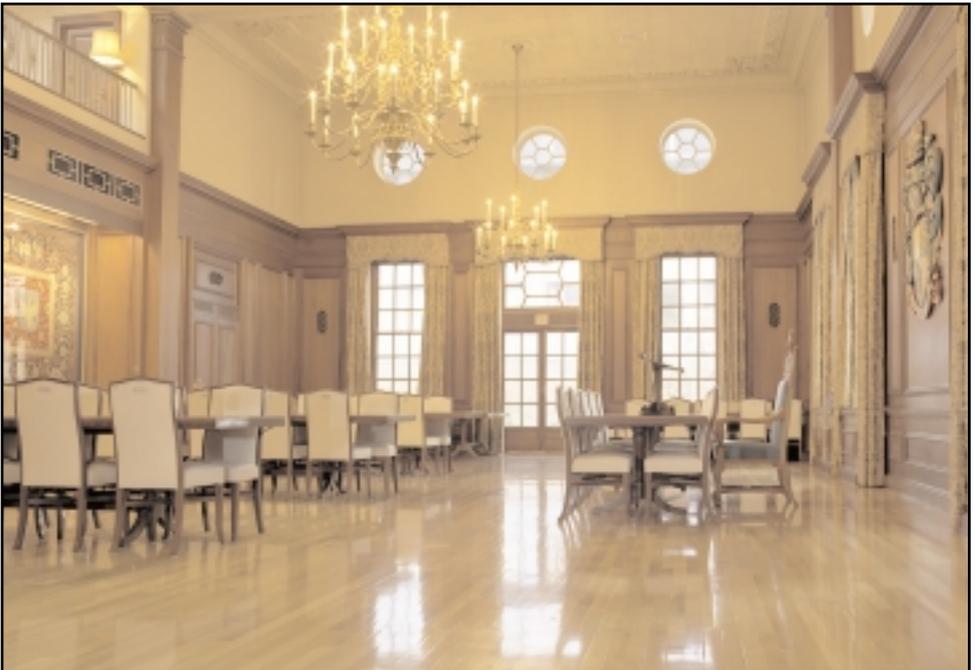
Bona Maintenance Guide

Care and Maintenance of Timber Floors

Whatever treatment a timber floor has received it will inevitably require some degree of maintenance. The form that this will take will be affected by many factors such as type of finish, level of trafficking, climatic conditions and positioning of doorways and entrances. It is important to note the considerable differences between maintaining a floor treated with oil and one treated with a polyurethane lacquer. Recommendations for each are described in detail in this brochure.

Preventative Maintenance

Abrasive particles of dirt and grit trafficked on to a finished timber floor can be very damaging and seriously shorten the lifespan of any treatment. The floor's surface will quickly become dull due to scratches and the timber may be affected by the ingress of moisture and stains. Matting placed at external entrances can be highly effective at prolonging the appearance and life of the floor whilst reducing the frequency of refurbishment. It is important that matting is of a type which allows abrasive particles to drop through it rather than remain on the surface where it can then be tracked on to the sealed floor. Matting should be large enough, ideally, to allow two steps across it, but, as a general recommendation, the mat should be as large as is practical. Periodically matting should be thoroughly cleaned. A dirty mat is ineffective and can act as a 'reservoir' of abrasive particles. Pets can also traffic potentially abrasive dirt and grit into a floor. Pet claws should be trimmed regularly to reduce any scratches and indentations to the wood.



Girdlers' Hall, London - floors finished and maintained with Bona products

Maintenance of Lacquered Floors

An effective maintenance programme will keep the floor clean and looking as good as possible. The following information is designed to provide a starting point for such a programme and is appropriate for both commercial and domestic floors. However, all floors are unique and will require individual assessment because the factors affecting them will vary. Changes in traffic levels and seasonal changes will also need to be taken into consideration, for example, additional matting may be required during periods of snow or heavy rain. The frequency of any maintenance should reflect the use of the floor, and should be altered accordingly.

An effective maintenance regime should consist of:

1. **Dry Cleaning:** Floors should be cleaned daily using dry cleaning methods, such as vacuum, scissor mop or soft broom. It is important to remove any abrasive particles of grit and dirt which may scratch the floor seal when trafficked under footwear, chair legs, and other items moved across the floor.

2. **Damp Cleaning:** Soluble dirt should be removed by cleaning using a spray-buff system or scrubber drier (large floors), or by mop and bucket (small, domestic floors). Diluted Bona Cleaner, or Bona Care Cleaner should be used as a cleaning agent. When using a buffing system the machine should be fitted with a tan pad. A red pad can be used on floors which are very dirty. Coarser pads should be avoided as they may damage the floor seal. All cleaning materials should be replaced periodically to ensure effective maintenance.

3. **Additional Cleaning:** Timber Floors in commercial areas which may often become contaminated with grease from food, sweat, or residue from other sources, may require additional cleaning to remove these materials. Cleaning using Bona Remover will remove these non-soluble materials and restore the slip resistance of the floor seal.

4. **Further Protection:** Traditionally floors would be treated with wax-based polish to offer additional protection to the floor seal. However once this has occurred the floor can not receive further coats of lacquer without sanding the floor back to bare wood. An alternative is Bona Freshen Up. This polyurethane maintainer should be applied, by mop or cloth, when the floor seal appears dull due to minor scratches. This should be used following regular cleaning. On a new or recently re-finished floor Bona Freshen Up would be applied when the first signs of wear become visible (i.e a dulling of the surface).

Newly Finished Floors

A floor coated with any Bona floor finish is usually touch dry within approximately 3 hours. However it continues to cure for approximately one week. The floor may receive light foot traffic 8 hours after the final coat of finish but full heavy use should be avoided for 72 hours. Furniture may be returned to the room after 24 hours but should be fitted with protective pads. The floor should not be covered with any protective sheeting/polythene or rugs/carpets for the first week after finishing. Similarly the use of maintenance products should be avoided for this period.

Refurbishment

Periodically it will be necessary to re-finish previously lacquered floors. If the floor has been maintained using wax-based polish or similar, the floor will have to be sanded back to bare timber prior to lacquer application. If just Bona Freshen Up has been used or Bona Cleaner it is possible to apply further coats of finish without heavy sanding. The floor must be cleaned using the Bona Prep System and lightly abraded using the Bona Scrad System prior to applying further coats of finish.

If information is not available regarding the previous maintenance products used on the floor an adhesion test should be made to determine compatibility. An area should be cleaned by hand, lightly abraded, and a coat of finish applied. After 48 hours the surface should be rubbed with the edge of a milled coin - such as a ten pence piece. Adhesion is satisfactory if the lacquer remains intact.

The Life Cycle of the Floor

BonaKemi offers a range of compatible products which, if used correctly, will lessen disruption and expense produced by the full refurbishment of a floor. By frequently assessing the floor's condition and applying Bona Freshen Up regularly, and adding further coats of finish to the floor before wear has progressed back to bare timber, it should be possible to avoid ever having to sand the floor back to bare timber again.

Bona Maintenance Products for Lacquered Floors



Bona Cleaner

A concentrated pH neutral detergent designed specifically for sealed wooden floors. N.B. It is important that the quantity of liquid applied to the floor is kept to a minimum.

Application: By mop/cloth or scrubber-drier/spray-buff system

Dilution: Normal cleaning - 50ml/10L

Very dirty floors - 100ml/10L

Shelf life/Storage: At least two years in original sealed container

Store away from frost, direct sunlight, sources of heat and foodstuffs

Safety: Bona Cleaner is an unclassified product

Pack Size: 1 Litre and 5 Litre



Bona Prep

Bona Prep is a ready-to-use conditioning/preparation system designed to optimise the adhesion of Bona finishes to all types of compatible polyurethane based floor finishes, including factory applied finishes. The use of Bona Prep within a system ensures that the best possible level of adhesion is obtained between the applied and existing finish combined with a good level of abrasion on the floor surface.

Dilution:	Ready to use. Do not dilute
Drying Time:	Approximately 15–20 minutes
Application Rate:	40M ² /L per application
Cleaning of Tools:	Clean in water
Safety:	Unclassified
Flash Point:	Non-flammable
Shelf Life:	At least 2 years, from the date of production, in original sealed container
Pack Size:	1 Litre and 5 Litre

Directions for Use:

The surface to be treated must be free from oil, wax and other contamination. Floors that have been treated previously with polish or similar must be sanded back to bare wood prior to overcoating. Prep cannot be used on floors maintained previously in this manner. For factory pre-finished flooring, contact the manufacturer for specific recoat recommendations. Remove dust/grit by dry cleaning and clean the floor thoroughly using Bona Cleaner.

1. For small areas the application may be carried out by hand with a spray bottle. In larger areas Prep may be applied by spray buff or scrubber/drier machines or alternatively in a thin layer using a mop. Apply to an area of approximately 10M² each time. **N.B.** It is important that Prep is allowed a few minutes on the surface of the floor to work before being removed.
2. Once Prep has been applied the surface of the floor should be carefully cleaned using a standard speed buffing machine (150-200 rpm) and a green maintenance pad. Care should be taken to ensure that no areas of the floor remain untouched by the buffing/cleaning process.
3. Immediately after a section has been buffed it should be cleaned using a mop dampened with Prep.
4. Allow the surface of the floor to dry thoroughly.
5. Abrade the surface using the Bona Scrad System.
6. Dust from abrasion should be removed using a mop dampened with Prep. If required the floor should be vacuumed prior to this operation.
7. Allow the surface of the floor to dry thoroughly prior to the application of the finish. Application of 1-2 coats of Bona waterborne top coat should take place within 2 hours of the floor having been abraded and cleaned. If this is not possible then the system should be halted after the floor has been cleaned and dried prior to the abrasion process being carried out. It is possible to proceed from this point and complete the system providing this is done within 24 hours. Always check the intercoat adhesion prior to application of a finish. Prepare a small area using the Prep system and apply a coat of finish. After 2-3 days scratch the floor surface gently with a coin. If the finish stays firmly attached to the surface the adhesion is satisfactory.



Bona Freshen Up

A ready to use waterborne polyurethane maintenance coating for most finished and pre-finished wooden floors. It will revive a scratched and dull surface in addition to providing continued protection against wear. Meets DIN 18 032 for slip resistance.

Coverage Rate: 30–50M²/L

Shelf life/Storage: Two years from date of production in original sealed container. Storage temperature should be in the range of 5°C to 25°C

Safety: Bona Freshen Up is an unclassified product

Pack Size: 1 Litre and 5 Litre

Directions for Use:

1. Remove loose dirt and grit from floor. Clean floor thoroughly with Bona Cleaner. Repeat to ensure that dirt will not be trapped in the coating. Make sure the floor is completely dry before applying Freshen Up.

2. Rock container back & forth before opening. Apply Freshen Up with the Bona applicator pad slightly dampened with water. Apply Freshen Up in a 3-4 cm wide wavy line, working on a small section at a time, about 3M².

3. Spread Freshen Up over an entire section making sure all wood is covered. Freshen Up should be applied at a rate of 30-50M² per litre. For best results, apply a thin consistent coat. Keep airborne dust and airflow to a minimum while floor is wet.

4. Even out the Freshen Up, going with the grain of the wood. Continue the process until the entire floor is coated. Allow to dry for a minimum of two hours before walking on coated floors and then, if needed, a second coat may be applied. Always coat the entire floor to ensure an even appearance and sheen. Note: Avoid heavy traffic and replacement of furniture and rugs for 24 hours after the final coat. Clean tools with soap and water.

Maintenance: Wet cleaning of the floor may be resumed after one week. For regular cleaning use Bona Cleaner. Do not use strongly alkaline cleaning agents as they damage the floor. In contrast to floors treated with polish, wax or similar, a floor maintained with Freshen Up can still be overcoated with finish. Prior to the application of finish, the surface must be treated with the Prep System using screen P150 to remove build up from previous applications of Freshen Up. Complement the screen by going in afterwards with the Bona Scrad System P220 to smooth out scratches.

Precautions: Applying Freshen Up to a satin or low gloss surface will increase the gloss level. Freshen Up is for use on finished wooden floors only. Do not use over any floor that has been waxed or oiled. Wax and oil residues will prevent the proper adhesion of Freshen Up to the floor.

Always test floors for appearance and adhesion in an inconspicuous area before use.





Bona Polish

A water-based polish specifically designed for use on sealed wooden floors to provide increased protection against wear and moisture. It should not be used on melamine laminate flooring. Bona Polish meets DIN 18 032 for slip resistance. **N.B.** Floors which have been previously treated with polish must be sanded back to bare timber prior to overcoating.

- Application:** Apply evenly over the surface of the cleaned floor using a soft lint-free cloth or similar, alternatively, spray-buff large areas. Allow to dry for minimum 30 minutes before trafficking or re-application
For frequent cleaning dilute approximately 0.4L/5L water. Bona Polish can be buffed although it will produce a sheen without doing so
- Coverage Rate:** Approximately 80M²/L per coat
- Shelf life/Storage:** Two years in original sealed container. Store away from direct sunlight, sources of heat and foodstuffs
- Safety:** Bona Polish is an unclassified product
- Pack Size:** 1 Litre and 5 Litre



Bona Remover

A concentrated polish stripper designed to remove Bona Polish. It can also be used to treat floors which have become slippery and for the removal of black heel marks. **N.B.** Timber floors which have been previously treated with polish must be sanded back to bare timber prior to overcoating.

- Application:** Apply the diluted product evenly across the floor using mop or spray bottle. After five minutes buff the floor with a red pad. Remove any remnants with a scrubber-drier, mop or similar. Finally clean the surface with water. Use a minimal quantity of liquid when treating wooden floors. It is important that all traces of Polish Remover are removed as any residue may affect the newly applied coat of polish. Once the floor is dry Bona Polish may be applied. To remove black heel marks apply the diluted product to the affected area, leave for five minutes then wipe the surface with a clean, lint-free cloth
- Dilution:** For removing polish: 1L/5L water
For removing heel marks: 1 capful/100mls water
- Shelf life/Storage:** Two years in original sealed container. Store away from direct sunlight and sources of heat
- Safety:** Bona Remover is an unclassified product
- Pack Size:** 1 Litre and 5 Litre

Maintenance of Oiled Floors

Oiled floors offer a unique appearance. This is produced as oil penetrates the timber surface and gradually cures. Instead of a surface coating, as with a lacquered floor, the timber surface is still exposed producing a natural and warm appearance. However the timber surface can be affected by high levels of trafficking and frequent, damp cleaning. Oil can be leached from the wood producing a 'dry' appearance. When this has occurred the surface can then be more sensitive to spills of liquids. Fortunately, oiled floors are simple to maintain and repair which can be very useful in situations where time is limited for refurbishment and where it is not possible to remove floors from use for extended periods.

There are three distinct areas which form the key to having an attractive and long lasting wood floor:

1. Correct initial treatment. i.e. uniform saturation of the timber surface with oil.
2. Effective, regular cleaning.
3. Correct periodic maintenance using a maintenance oil.

Initial Treatment Using Bona Carl's Oils (Refer to specific product instructions)

It is important that the timber surface is saturated with oil during application. This is achieved by applying the correct number of coats which can vary according to timber species. After each coat has been applied the floor should be assessed. If areas develop which appear to be drier than others it indicates that a uniform level of saturation has not been attained, and further oil is needed. As a guide two or three applications would usually suffice.

It is important that following application of the oil that all excess is removed from the timber surface. If excess oil dries on the surface as a coating it will produce an uneven, shiny appearance. If this occurs the surface coating can be removed by treatment using Carl's 25.

Regular Cleaning

By choosing the correct cleaning methods and cleaning regularly, the time between applications of maintenance oil can be lengthened considerably. This will result in the floor looking better and will be more economical in the long term.

Suitable cleaning methods are:

- Vacuum cleaning/dry mopping
- Damp mopping with Carl's Cleaner
- Spray buffing with Carl's Cleaner
- Dry buffing

Dry Mopping: Abrasive particles of grit and dirt should be removed daily. This will prevent excessive scratching to the timber surface and minimise the production of dust. On large floors this should be performed using scissor mop. In domestic settings a vacuum cleaner/flat headed mop/broom should be used.

Damp Mopping: Once the floor is dust and dirt free any remaining stains can be removed by damp mopping using Bona Carl's Cleaner. This can be done as and when necessary. This would be a suitable approach for floors in domestic settings. **N.B.** A minimum quantity of liquid should be applied to timber floors during cleaning to prevent damage.

Spray Buffing: To effectively clean large, heavily trafficked areas a spray buff system should be employed. A buffing machine should be fitted with a red or green pad (depending on the level of soiling), with Carl's Cleaner applied by spray bottle in the path of the machine. Cleaning pads should be changed once dirty. Dirty pads can have an abrasive effect and scratch the surface. The frequency of this procedure will be determined by the trafficking regime and usage of the floor, and should be altered accordingly. In some situations it may be required daily. Note: An alternative to a buffing machine would be to use a dedicated scrubber-drier. The machine should be adjusted to apply minimal cleaning fluid and the machine used slowly to maximise the mechanical liquid removal. Any spillage should be removed immediately.

Dry Buffing: Following spray buffing or reapplication of oil, the floor may be buffed with a dry, lint-free cloth beneath the cleaning pad. This will raise the sheen of the floor surface slightly.

Periodic Maintenance Using Carl's 25

When an oiled floor begins to look 'dry', and becomes lighter in appearance it would indicate that oil from the initial treatment has become leached from the timber by foot trafficking and wet methods of maintenance. Now is the time to re-introduce further quantities of oil. This process can be useful for removing stubborn stains in addition to restoring the floor to its original appearance. The frequency of this process will be determined by the level of trafficking and type of use of the floor. In a low traffic domestic setting this may be necessary once a year, or less. In a very high traffic scenario it may be necessary several times a month. Each situation is different and the frequency of maintenance adjusted according to the trafficking regime of the floor.

1. The floor should be thoroughly cleaned as described, using Carl's Cleaner.
2. Carl's 25 should be applied to the timber by brush. Attention should be focused on the more heavily trafficked regions of the floor.

3. The oil should be left for approximately 30 minutes.
4. Buff the floor using a buffing machine fitted with a Bona Oil Pad.
5. Immediately afterwards remove all excess oil using a clean oil cloth placed underneath a pad fitted to the buffing machine.
6. Allow the surface to dry, free of foot traffic for a minimum of four hours.
7. If any oil has 'bled back' to the surface the floor may be buffed again using just a red pad, followed by buffing with a cloth under the pad. If buffing is continued the sheen of the floor may be increased slightly.

N.B. The re-introduction of oil can be made using the oil used for the original treatment (Carl's 90 or Carl's 45). However additional time will be necessary in order to make the treatment. For further information regarding maintenance of oiled floors please contact BonaKemi's technical department.



Bona Maintenance Products for Oiled Floors



Carl's Cleaner

A slightly alkaline cleaner developed for wooden floors treated with Carl's Oils. It includes some additives designed to nourish the surface and replace the material removed during the cleaning process. Suitable for domestic and commercial use.

pH Value:	9–10 when diluted with water
Dilution:	0.2L/10L of warm water
Safety:	Unclassified
Flash Point:	Non-flammable
Shelf Life:	At least 5 years from date of production, in original sealed container
Storage:	Store frost free
Pack Size:	1 Litre and 5 Litre



Carl's 25

A hardening oil for the regular maintenance of wooden floors treated with Carl's oils. By treating the floor with Carl's 25 at regular intervals, it will retain its original natural look and become more wear-resistant.

Dilution:	Do not dilute.
Waiting time between applications:	30–45 minutes.
Total Coverage:	Approximately 20-100m ² /L depending upon type of wood and application method
Safety:	Classified - refer to Material Safety Data Sheet
Fire Risk:	Refer to Material Safety Data Sheet
Flash Point:	36°C
Storage:	Store frost free
Shelf Life:	At least two years from date of production, in original sealed container
Pack Size:	1 Litre and 5 Litre

BonaKemi offers wood flooring contractors lacquers, oils, fillers, adhesives, stains, dust containment systems, abrasives and sanding machines. Please refer to the Bona System Catalogue for more information. Bona distributors are listed on our website. We also offer a comprehensive programme of training courses for contractors and specifiers at our Centre of Excellence in Milton Keynes. Contractors are invited to join the ABC - Association of Bona Contractors - which offers members further training opportunities and marketing support. Register for membership at www.bona.com or call us on 01908 399740.

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