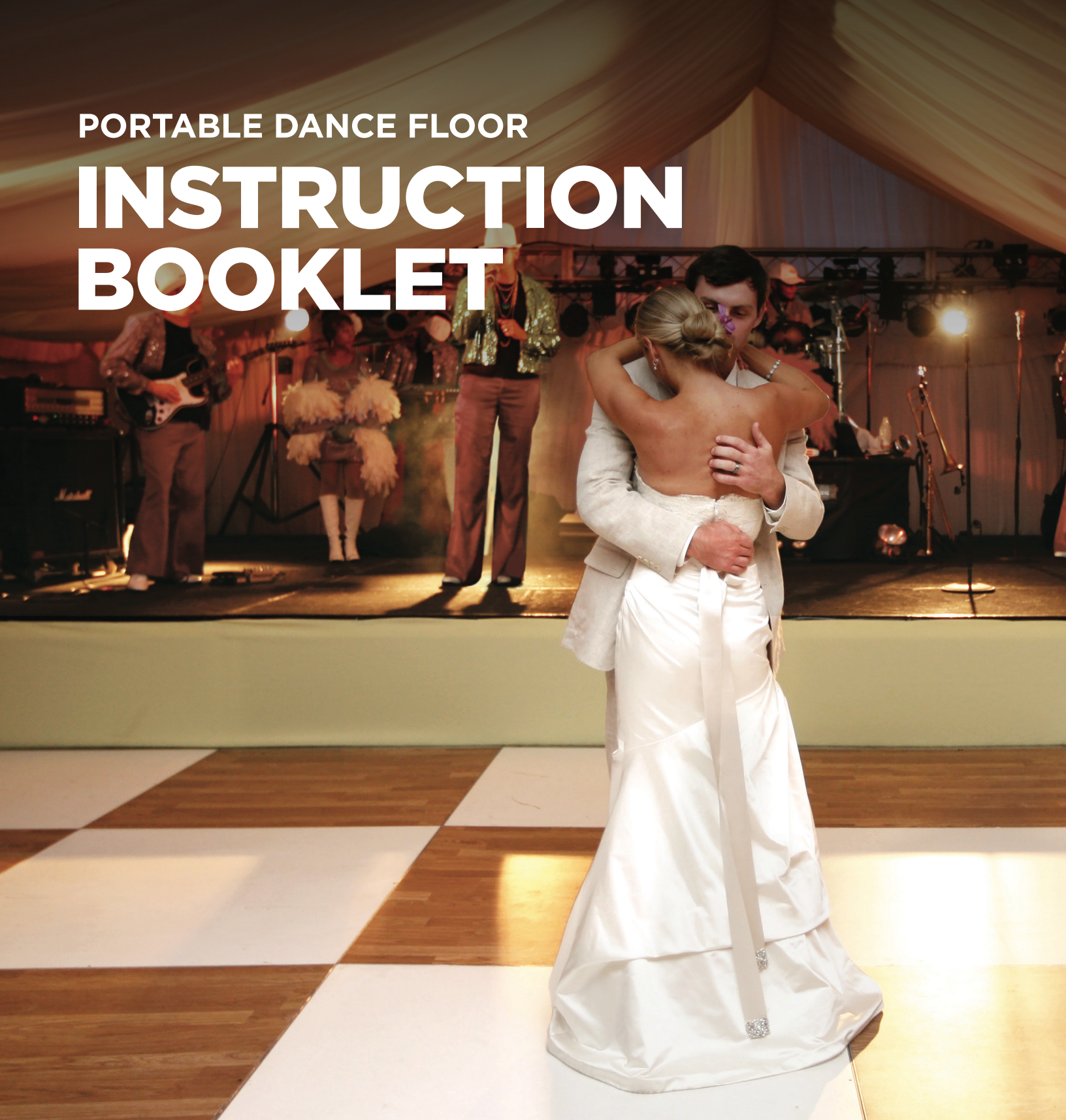


PORTABLE DANCE FLOOR

INSTRUCTION BOOKLET



CARE, USE AND MAINTENANCE



CALIFORNIA PORTABLE DANCE FLOOR LLC

— Take the lead with the perfect event partner —

TABLE OF CONTENTS

Pre-Assembly Instructions	3
Floor Assembly Instructions	3
Troubleshooting	5
Wood Grain Vinyl	5
Handling Techniques	6
Floor Care	8
Floor Repairs	10
Peel & Stick One Time Use Vinyl Floor Covering	13
Things “To Do”	14
Things “Not To Do”	14
Manufacturer’s Warranty	15
Return Policy	16
DIAGRAM 1: Use When Ordering Parts	17
DIAGRAM 6: Floor Layout Design Guide	18



CALIFORNIA PORTABLE DANCE FLOOR LLC

— Take the lead with the perfect event partner —

PRE-ASSEMBLY INSTRUCTIONS

1. Establish the Orientation of the Dance Floor

Determine from the customer and/or a diagram in which direction the length and width of the floor will lay.

2. Foresee Possible Problems

This avoids possible double handling and/or repositioning. If problems are foreseen, consider your options for optimum placement of the floor in the space available. Below are some things to look for:

- a. Inside installations: posts, odd shaped walls, electric plates, sectional air wall tracks, etc.
- b. Outside installations: slopes, hills or mounds, uneven concrete, bricks, etc. Tall grass will make floor spongy. Always bring wood shims for leveling the sections to address these types of problems.

3. Lay the Floor Sections Out

Completely lay the floor out loose with about 2" spaces between each panel. Make sure all sections are lying in the same direction. It is easy to re-arrange floor sections when loose, but nearly impossible once the floor is assembled.

FLOOR ASSEMBLY INSTRUCTIONS

1. Things To Remember

- a. When putting your floor together, push the tongue into the groove.
- b. **NEVER USE A BLUNT INSTRUMENT (such as a hammer).**
- c. **Fastening Screws**
 - Screws never need to be taken out of the floor or border piece. Just loosen or tighten.
 - **DO NOT** let screws protrude above the surface of the floor or border piece. Every screw must be tightened to hold the dance floor together. It is your responsibility to replace screws when they are lost or stripped. You can order replacements screws from us if you need them.
 - A narrow head screw driver or allen head wrench is provided. Always use the same size screw driver or allen head wrench as provided. **NEVER USE AN ELECTRIC SCREWDRIVER!**
- d. **Teamwork Is Key**

It is best to have two people always work together. The helper should be able to foresee the installers needs.
- e. **Panel Kicking Techniques**

Kick or push panels together. Kicking is best because it saves time. A gripping soft soled shoe is best for this technique.
- f. **Work From Orientation Point Out**

The orientation point is the location by which the floor shall be centered upon (i.e., stage, wall, etc.).

FLOOR ASSEMBLY INSTRUCTIONS (CONTINUED)

2. Floor Assembly

Step 1

Start at the center point of the first row. Push together the two center panels from row one. Then push together the two panels from row two. Secure row two into row one. It is important to insure that these four panels are square both with the orientation point and all four of the panels inner corners. (See diagram #2.1)

Step 2

Complete the two top rows. Square these two rows with the orientation point. With experience, an installer should be able to “eyeball it” and have it square to the human eye. If the floor needs adjustment, it is still possible at this point. (See diagram #2)

Step 3

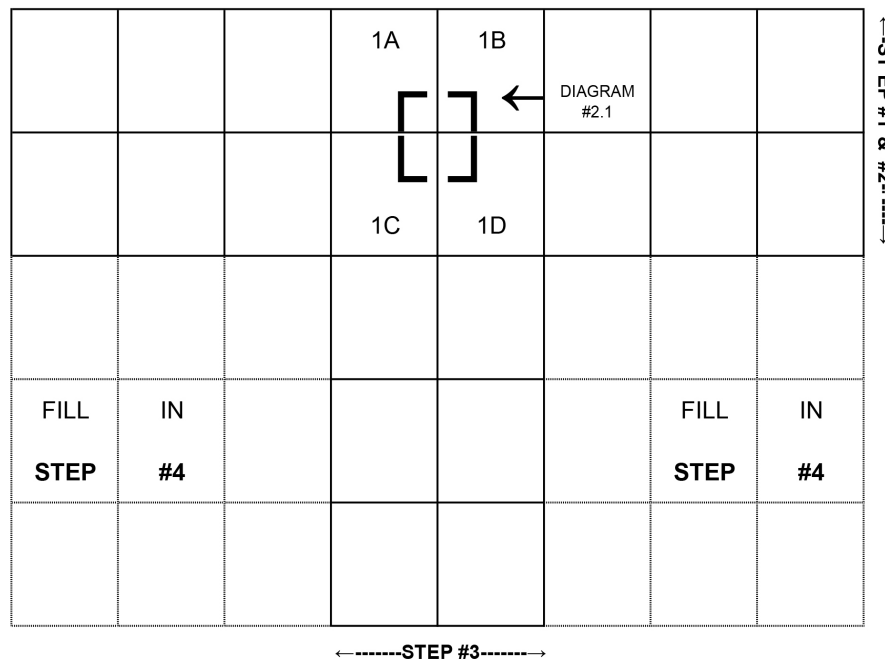
Using the “T” pattern, always work from the center out. This helps to keep the floor square. Kick two or three panels into place in the center of the floor, continuing this down at least two or three rows. This creates the “T” pattern. (See diagram #2)

Step 4

Continue securing sections until floor is completed making sure to stay square with each row. (See diagram #2)

"T" PATTERN INSTALL

DIAGRAM #2 AND #2.1



TROUBLESHOOTING

1. Gap Compensation

Keep in mind that any gaps or misaligned corners will compound by the end of the floor assembly. One technique to correct this problem is called “gap compensation”. For example, if the corner on the panel that was just placed is short of the corner above, then a small gap can be left between the next few panels to make up the difference. If the corner just placed is beyond the one above, loosen the screws to this whole row to make the adjustment. This reduces or eliminates the excess. This technique is only applicable with between four to six panels. Beyond this amount it becomes nearly impossible.

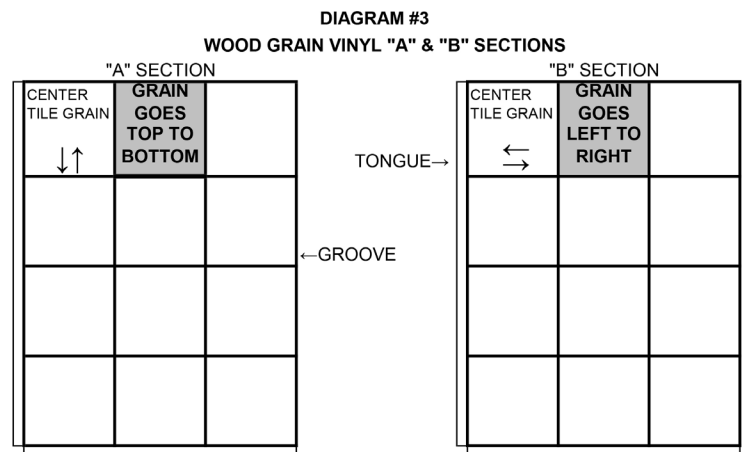
2. Panel Separation

If a screw head should break (usually from using electric screwdrivers) there is only one technique to separate the panel or a border from a panel. Example: Establish a small gap on one end between the panels/border. Using the tongue of a border insert this into the gap. Slip this border up as far as possible towards the center of panels/border towards screw location. Using the bottom of your foot, kick the border at the screw. Repeat if necessary until separated.

WOOD GRAIN VINYL FLOORS

1. Designating an “A” or “B” Wood Grain Vinyl Section (See Diagram #3)

The top of the section is always the 3 foot groove for a 3' x 3' or 3' x 4' section. The top center square designates an “A” section or a “B” section. The top center square has a screw hole. The grain of the top center tile runs top to bottom in an “A” section. The grain of the top center tile runs right to left in a “B” section. You want to lay the sections with alternating “A” and “B” sections to prevent tiles with the same grain direction from being laid next to each other. This keeps the alternating grain directions flowing throughout your floor.



2. Orientation Caution

When laying a wood grain vinyl floor with 3' x 3' or 3' x 4' sections, the installer must be wary of a floor in which either dimension can be divided by 3 or 4. If the orientation of the floor is mistakenly determined, the count of the required number of “A” and “B” sections will be off. We strongly suggest that the “A” and “B” count and layout be written on your paperwork for the installer.

HANDLING TECHNIQUES

1. Heads Down for All Screws

a. Each panel measures 3' x 3', 3' x 4' or 4' x 4'. An interlocking tongue and groove system with set screws secures the floor. Each tongue has a beveled edge which when secured properly with the set screws eliminates panel separation.

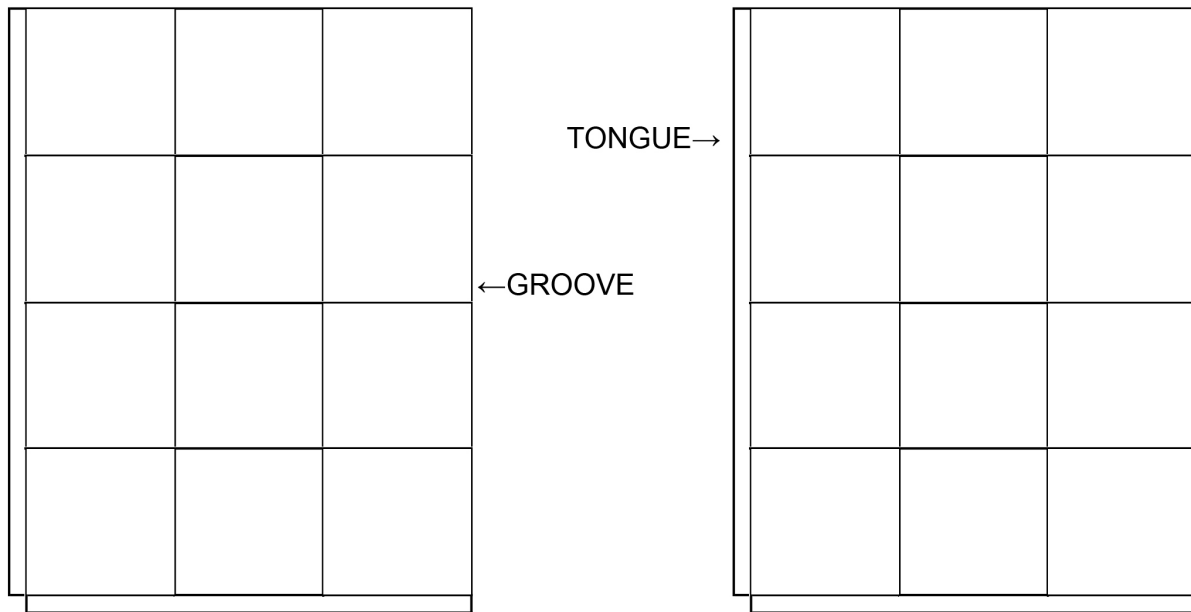
b. Always use the “Heads Down” rule for disassembly

The tongue’s bevel measures approximately 3/16” at its thickest point. Screws need to be turned up only three rotations to clear this bevel. At three rotations the screw head should still be below the level of the surface of the floor. When screw heads protrude above the surface they damage the face of the panel upon which it is stacked.

c. Reduce cosmetic damage

The tendency to leave screws up is probably responsible for nearly 75% of the cosmetic damage to the sections. Broken glass on the floor after a party can also cause the same type of damage. Attempt to shake off any glass or other debris before stacking.

DIAGRAM #4



HANDLING TECHNIQUES (CONTINUED)

2. Tops Up for Dance Floor Sections

a. Establish a formula or technique

When handling, laying or picking up a dance floor, maintaining a formula will reduce installation time.

b. Always handle the panels in the same manner

Face the panels together, making sure that the screws are not up and that both “tops” are up. (See diagram #5)

c. Ensure correct black and white check designation

By handling all panels “Tops Up” insures that all black and white check panels will also be handled in this manner. This avoids black check/white check confusion.

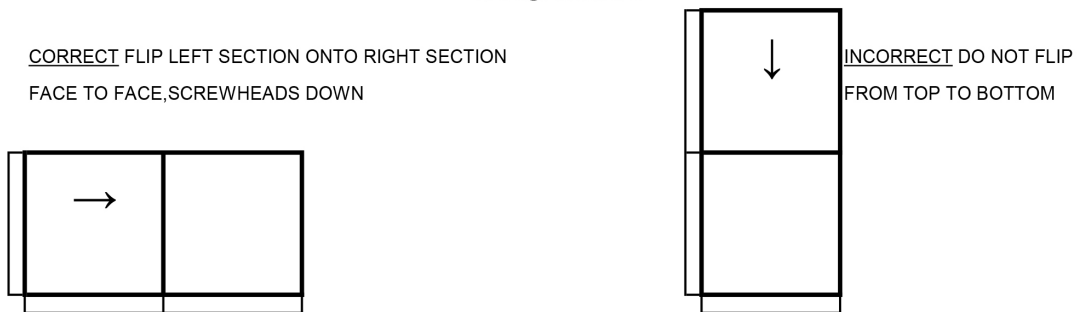
d. Load carts “top side” inward

By loading the carts in this way, when the panels are removed and stood up, the tops are always “Tops Up”.

e. Disassemble floors from top

Whenever disassembling a dance floor, always start at the top whenever possible. Two panels facing the same direction when side by side, can be flipped over and remain with both tops facing the same direction. This reduces double handling time. (See diagram #5)

DIAGRAM #5



FLOOR CARE

1. Special Notes

- a. **ALL FLOORS** are slippery when wet, especially the vinyl floors. Customers should be aware of this fact.
- b. We do not alter the surface of any of the products used on our dance floor sections. It is sent to our customers in the same format it is sent to us from the manufacturer.

2. For All Types of Vinyl Floors

- a. We recommend all vinyl floors be waxed prior to use.
- b. To clean your floors after use, working on a table, clean each floor section
- c. When you begin the floor cleaning process, put a few drops of oil into the screw holes to keep them from sticking.
- d. Paint thinner, a mild floor cleaner/maintainer in a spray bottle work easy and efficiently to clean the sections of marks.
- e. Anything from damp mopping to a mild cleaning solution of your choice will also work for minor cleanup. Abrasive cleaning pads are not necessary.
- f. After cleaning, apply two coats of polymer wax with a lamb's wool applicator (preferred method) or a damp sponge. A polymer vinyl wax from your local store may be used.
- g. To remove old wax buildup with a stripping solution/remover, use a stripping pad to cut the old wax. Using a squeegee, swipe excess cleaning solution into a pail/garbage can. This technique allows to save on rags.
- h. Make sure that each section is thoroughly dry (i.e. at least 2 hrs) before applying first coat of wax. Second coat can be applied after first coat dries.
- i. To help keep your vinyl floors looking good, all vinyl floors need to be put under a tent when used outdoors.

3. For All Real Wood Floors

- a. Working on a table, clean each floor section separately.
- b. When you begin the floor cleaning process, put a few drops of oil into the screw holes to keep them from sticking.
- c. Paint thinner or our cleaner/maintainer in a spray bottle works easy and efficiently to clean the sections of marks and "sticky" spills.
- d. Abrasive cleaning pads should not be necessary.
- e. In the event your sections sustain scratches, Old English Scratch cover works well. This is usually sold in grocery stores.
- f. **DO NOT** get the surface of this floor wet. Wipe up spills quickly. The surface of this floor can warp from moisture. Remember this is a "REAL WOOD" floor. **REAL WOOD FLOORS ARE INDOOR ONLY FLOORS!**

FLOOR CARE (CONTINUED)

4. For All Laminate Floors

- a. We recommend all laminate floors be waxed prior to use
- b. PLEASE STORE ALL 4' X 4' SECTIONS OR LARGER FLAT.**
- c. To clean your floors after use, working on a table, clean each floor section
- d. When you begin the floor cleaning process, put a few drops of oil into the screw holes to keep them from sticking.
- e. Paint thinner, 409 or our floor cleaner/maintainer in a spray bottle works easy and efficiently to clean the sections of marks.
- f. Anything from damp mopping to a mild cleaning solution of your choice will also work for minor cleanup. Abrasive cleaning pads are not necessary.
- g. After cleaning, apply two coats of polymer wax with a lamb's wool applicator (preferred method) or a damp sponge. A polymer vinyl wax from your local store may be used.
- h. To remove old wax buildup with a stripping solution/remover, use a stripping pad to cut the old wax. Using a squeegee, swipe excess cleaning solution into a pail/garbage can. This technique allows to save on rags.
- i. Make sure that each section is thoroughly dry (i.e. at least 2 hrs) before applying first coat of wax. Second coat can be applied after first coat dries.

5. Standard Aluminum Borders/Trim

Paint thinner in a spray bottle and steel wool works easy and efficiently to clean the borders of marks.

FLOOR REPAIRS

1. Replacing Vinyl Tiles

a. ITEMS NEEDED TO REPLACE TILES INCLUDE:

1. Hand torch (must have flame)
2. Putty knife or spatula
3. New tiles for replacements
4. Adhesive glue – water resistant or waterproof with the ability to stick to wood and vinyl
5. Trowel for the glue
6. 50 pounds or more of weight (other panels will work)
7. Wax paper (if needed)

b. Starting in the center of the damaged tile, move the torch in a circular motion. Melt the tile, working at the edges of the tile with the spatula. This should take about 15 to 20 minutes. **Be careful not to burn the tile you are NOT removing.** Scrape all the tile out and all the glue out all the way to the wood base. Continue until all damaged tiles are removed.

c. Trowel the adhesive from the hardware store onto the back side of the replacement tile. Place the tile into the open space and press down firmly. Wipe off any excess glue that seeps out from under the replacement tile. Continue until all replacement tiles have been placed into the floor section.

d. If you have put too much glue onto the replacement tiles that has seeped out from under the replacements tiles, you may want to lay wax paper over the face of the floor section before you weight the section down to prevent them from sticking to your weights.

e. Place the weights on the tiles that you have just glued into place on your floor section. You can use other floor sections as weights or anything else that will weigh down the newly glued tiles in your floor sections. **Let them dry for a minimum of 3 days with the weights.**

f. Remove the weights, clean and wax your floor section for use.

FLOOR REPAIRS (CONTINUED)

2. Resurfacing White Vinyl Tiles

When stripping and waxing no longer brings the luster back to the White Vinyl Floor Sections, you can resurface them to bring the luster back!

a. ITEMS NEEDED TO RESURFACE TILES INCLUDE:

1. Wax stripper
2. Wet/dry sanding paper or sanding pad with 1000 grit or more
3. Tack rags
4. Wax
5. Wax applicator
6. Buffing pad
7. Orbital Sander

b. The first thing you need to do is to strip the floor sections of any wax they currently have on them and let them dry completely.

c. The tiles are soft, but the white color is completely through the tile. You cannot sand through the color. Put one of the floor sections on your work bench. Using the 1000 grit or higher sand paper/sanding pad, sand the tiles working in a circular motion. You can do this by hand with a sanding block or with an orbital sander. Be careful not to gouge the tile. As you work, you will notice the brightness come to life in the tiles.

d. After you have completely sanded your floor section to the point that you see the brightness has returned to the floor tile, use the tack rag to remove ALL residue from the floor sections.

e. **NOW YOU MUST SEAL THE VIRGIN TILE!** Using a polymer wax and a wool or damp sponge applicator, apply the first coat of wax to the tiles to seal them. Let this coat dry for at least one hour.

f. We recommend you apply a minimum of at least one more coat of wax, preferably two coats to achieve the glossy wet look. Let each coat of wax dry before applying another coat.

g. When the wax has completely dried, you may buff your floor section to a liquid shine using a buffing pad.
DO NOT USE AN ELECTRIC FLOOR BUFFER!

FLOOR REPAIRS (CONTINUED)

3. Drilling and Tapping New Screw Holes

- a. ITEMS NEEDED TO DRILL AND TAP NEW SCREW HOLES INCLUDE:
 1. 13/64" drill bit
 2. 1/4" – 20 tap
 3. Oil lubricant
 4. California Portable Dance Floor replacement screws (if needed)
- b. Starting on the top of the floor section or FEMALE border piece, using the 13/64" drill, begin to drill a hole approximately 1" to either side of the damaged hole. **Make sure to drill completely through the bottom of the floor section or female border piece.**
- c. Using the oil lubricant and the 1/4 - 20" tap, starting from the top of the floor/border piece into the hole you just drilled, begin turning (tapping) clockwise to start the thread in that new hole. Continue to tap the hole until the bit bottoms out of the new hole. Install the screw into your new tapped hole making sure the screw always remains in your floor section or border below the surface of the top of your floor section or border piece to prevent scratching of other floor sections.

4. If sections start to bow from being left in water, before the sections have dried, you can do the following:

- a. After wiping excessive moisture from the floor sections, on a hard surface, stack the bowed sections, face to face and back to back on top of each other.
- b. Evenly distribute as much weight on top of this stack of floor sections as you can. The amount of weight needed is achieved when all sections appear to be flat with all edges meeting on each section in the stack.
- c. The object of this is to let the sections dry out completely with this weight on them. As the floor sections dry, they will no longer bow. They will return to the original flat state they started in. This should take a minimum of 5 to 7 days. We recommend 7 days.
- d. **REMEMBER ALL REAL WOOD FLOORS ARE INDOOR ONLY FLOORS. YOU CANNOT LET THESE FLOORS GET WET AND NOT DRY THEM A.S.A.P. OR THEY WILL GET DAMAGED. DRINK SPILLS THAT YOU WIPE UP SHOULD NOT HURT THESE FLOORS THOUGH.**

PEEL & STICK ONE TIME USE VINYL FLOOR COVERING

1. Lay one panel on a work bench, face up. Make sure the section is clean – remove any dirt, wax or any other foreign object.
2. Take the roll of vinyl floor covering and unroll it. Cut a piece off the roll that is at least 1" longer than the dance floor section to make it easy to handle.
3. It is best if two people are used to apply the vinyl piece to the section. Get a spray bottle with water. Have each person on opposite sides of the section. Spray the section lightly with water from the spray bottle. (When you apply the vinyl piece to the section, it will help in the process to get rid of any air bubbles.)
4. Peel a small part of one edge of the backing off the peel and stick vinyl piece. Have each person hold an opposite side of the vinyl and apply the uncovered sticky part of the peel and stick piece to one edge of the floor section with a small part of the piece of vinyl overhanging this edge of the section.
5. Have each person on each side of the floor section use one hand to slowly peel the backing off the vinyl while using their other hand to smooth the sticky part of the vinyl to the floor section. Pull and smooth the vinyl until it completely covers the section.
6. Once the vinyl is stuck to the section you can use a razor knife to cut the excess vinyl from around the section. Your section should be completely covered with the NEW vinyl color! When the sections are assembled into a complete floor, it should have the appearance of a seamless floor.

OR you can use this procedure to roll out the vinyl and stick it to a floor that is already assembled.

7. After use, peel off the vinyl from your sections. There will be some residue. Clean the residue with the stripper. Then re-wax your floor sections prior to use.

THINGS “TO DO”

1. Make sure screws are ALWAYS below the floor section surface.
2. Always carry heavy objects across the floor. Do not “drag” them across floors.
3. Keep weather in mind. Sun as well as water can damage the floor.
4. **ALWAYS** use **NARROW HEAD SCREWDRIVERS** or allen wrench to secure or loosen screws.
5. Wear white sole shoes when kicking all white or black and white check floors.
6. When ordering parts refer to Diagram #1 on Page 17.

THINGS “NOT TO DO”

1. NEVER leave screws above the surface of the floor section.
2. NEVER put tent poles directly on the surface of the floors. Use shims or use our “TENT POLE” sections.
3. NEVER put an infrared or radiant heater on the surface of the floors. Umbrella heaters are OK with a buffer underneath.
4. NEVER drive a car or any other machine across the surface of the floor.
5. NEVER allow a wood floor to get wet without drying it a.s.a.p.
6. NEVER use an electric screwdriver or any other type of automatic driver to tighten the screws. Use only hand-tighten screwdrivers.
7. NEVER use any blunt instruments to knock panels together. Aluminum bends very easily. Panels should easily slip together by pushing.

MANUFACTURER'S WARRANTY

CPDFC promises to stand by our products and asserts that the manner in which the products are made and the materials used to manufacture them are free from defects. Our manufacturer's warranty lasts 3 years from the invoice date/purchase date for the original purchaser of the CPDFC product. The CPDFC warranty is a guarantee that CPDFC will make any necessary repairs due to defective materials or improper manufacturing materials or replace the products at our discretion at no charge to our customer. There is no other warranty express or implied.

Items not covered by our warranty include but are not limited to the following:

1. Improper use of the products**
2. Improper handling of the products**
3. Normal wear and tear from use of the products
4. Abuse, vandalism, neglect, accident, or improper application**
5. Modification or repair by persons not authorized by CPDFC**

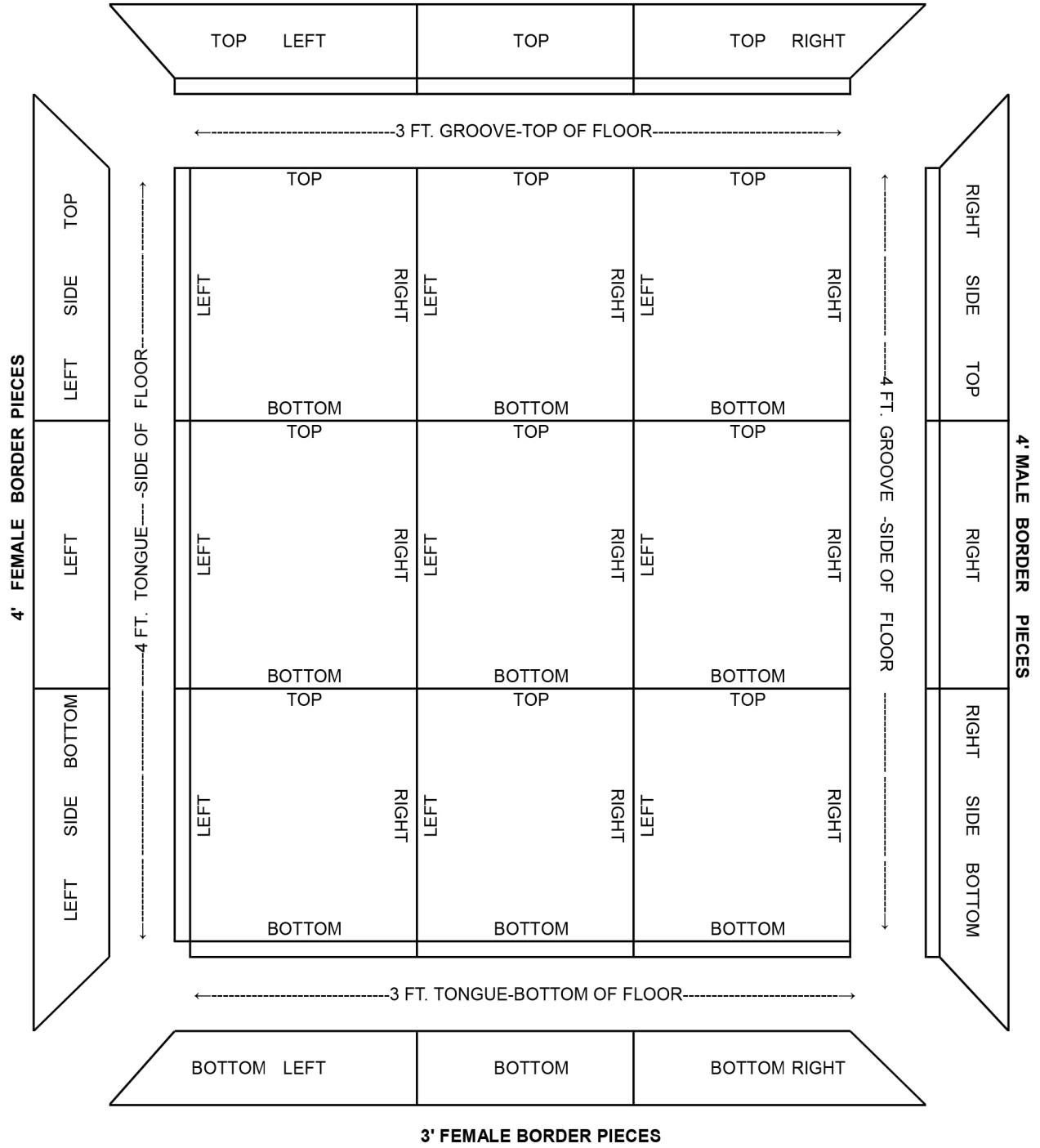
****The above items include but are not limited to the following:**

- a. Dropping the dance floor sections
- b. Prolonged exposure to water of dance floor sections **REMEMBER - REAL WOOD FLOORS ARE NOT TO BE EXPOSED TO WATER OR MOISTURE. ALL OTHER FLOORS ARE WATER RESISTANT – NOT WATERPROOF.**
- c. Extreme heat exposure such as from sun damage, fire or other heating elements of dance floor sections
- d. Abuse during installation
- e. Abuse during storage
- f. Abuse during transportation
- g. Improper storage of any CPDFC products.

***** See the Return Policy page for information on any returns.*****

DIAGRAM #1

3' MALE BORDER PIECES



3' FEMALE BORDER PIECES

**DIAGRAM #6
FLOOR LAYOUT DESIGN GUIDE
TOP**

