

BLK BOX

VELOCITY

OPERATION AND MAINTENANCE MANUAL



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Part 1.0 - Installation

Your flooring represents a significant investment of money. By following these guidelines, you can help protect your investment and extend the useful life of your flooring.

The following steps are key in ensuring the successful installation of your flooring.

- Prerequisites
- Material handling and storage
- Installation

1.1 – Definitions

Installation – The process of bringing any equipment onto the Installation Site, assembly and positioning of the equipment following a predetermined agreement between The Customer and BLK BOX.

Installation Site – The pre-agreed area owned by the Customer, or a third party whom the Customer may represent, in which any equipment is to be installed by BLK BOX

The Customer – The person or persons directly responsible for the arrangement of the contract for goods and service from BLK BOX or any third party in which they represent

BLK BOX – Any person appointed to represent BLK BOX, Trading as BLK BOX Fitness, this may include but is not limited to: Direct or indirect employees of BLK BOX, and Sub contractors appointed by BLK BOX

Clients – Any person or persons whom have entered into a contract with the Customer for the use of any services directly relating to the nature of the Customers business

Third parties – Any person or persons appointed to represent the interest of either The Customer or BLK BOX, this may include but is not limited to: Business partners, funders, suppliers, or accompanied visitors.

Member of the public – Any person who does not fall under the above terms: The Customer, BLK BOX, Clients, or Third Parties

Site Conditions – Installation should not begin until all other trades are completed in area. The Customer shall ensure the Installation Site is clean and clear prior to Installation, please refer to section 1.2 Prerequisites for definitions and details. If other trades are required to work in area following Installation The Customer is responsible for ensuring flooring is protected with suitable coverings.

Services and Asbestos – The Customer shall give BLK BOX adequate, reasonable notice regarding the position of any asbestos, lighting, heating, ventilation, public address systems, or any other equipment which would conflict with the Installation of BLK BOX equipment.

Lights – The Customer shall be responsible for ensuring adequate lighting is available for the duration of the Installation.

Power provision – The Customer shall be responsible for ensuring power is made available for the duration of the Installation. Power provision will be assumed to be 230v single phase unless otherwise specified by The Customer

Welfare facilities – The Customer shall be responsible for ensuring welfare facilities are available for the duration of the Installation, and are held at a satisfactory hygiene standard

Access – The Customer shall be responsible for ensuring adequate access to the Installation Site for BLK BOX to enable Installation to take place. Where a specific completion date is required by The Customer, BLK BOX may require access outside of normal working hours. In which case such access must be given without the BLK BOX being liable for any additional cost incurred by The Customer or any third parties.

Delivery – Access to a delivery area should be pre-arrange by The Customer, with BLK BOX being notified 7 days in advance of the Installation

Fire escapes – Upon arrival to the Installation Site, The Customer shall be responsible for communication of all emergency escape procedures, this must include but not be limited to: the location of fire escapes, muster points, how the alarm is raised, and any planned drills or tests.

Unauthorised access – Throughout the duration of the Installation, The Customer must ensure the Installation Site remains off limits to, but not limited to, The Customer, Clients, and members of the public. BLK BOX shall not be liable to The Customer or any third party for any damage or injury caused by The Customer's failure to comply with the aforementioned unauthorised access.

Waste arrangements – BLK BOX shall not be held responsible for the removal or disposal of any Waste generated by the Installation; including packaging and shipping materials. Unless a waste disposal arrangement has been pre-agreed between The Customer and BLK BOX, the sole ownership of and responsibility for the Waste shall be held by The Customer.

Additional works or materials – When Installation is to be undertaken by BLK BOX the contract price is based upon the information supplied to BLK BOX at the time of the quotation. Any additional work or materials found to be necessary subsequently, which was not apparent from the Information supplied may be charged extra.

1.2 - Prerequisites

Areas to receive flooring should be clear of all equipment or materials not necessary for the installation, weather tight and maintained at a temperature of between 18 - 27 °C for 48 hours before and after (as well as during) the Installation. Sunlight can affect the temperature in a room particularly in conservatories and rooms with south facing windows. In such instances the sunlight needs to be controlled. This can be achieved with temporary blinds or films applied to the glass.

Floor coverings will only be installed over concrete, approved patching and levelling materials (e.g. Ardex K-15) and wood. NOTE Gypsum-based patching and levelling compounds are not acceptable.

New concrete slabs should cure for a minimum of 28 days before Installation. The slab must be fully cured and permanently dried with appropriate damp proofing in place. **Note**, Velocity has a pile height of 15mm, this should be taken into consideration when pouring the slab to ensure a flush transition to adjacent finished floor coverings.

Wood subfloors should be cross laminated with a minimum thickness of 24mm. The floor must be rigid, free of movement and head seams staggered.

Subfloors shall be dry, clean, smooth, level, and structurally sound. They shall be free of dust, solvent, paint, wax, oil, grease, asphalt, sealers, curing and hardening compounds, alkaline salts, old adhesive residue, and other extraneous materials.

Subfloors shall be smooth to prevent irregularities, roughness, or other defects from telegraphing through new flooring. Surface should be flat to the equivalent of 4mm over 3m. All high spots shall be ground level and low spots, or voids, filled with an approved self-levelling compound.

Old concrete must be repaired and have joints sealants and fillers installed as necessary. All cracks and flaws should be filled in or repaired prior to covering with turf products using patching materials as appropriate. Mechanical surface profiling is the suggested floor preparation method. Acid etching is not recommended. Mechanically profile the floor to medium-grit sandpaper texture. Remove curing and parting compounds and other surface hardeners and floor coatings in accordance with the manufacture's instructions

Subfloors shall be sealed using an appropriate PVA based sealant (e.g. Unibond Super PVA) and allowed to dry for a minimum of 24 hours prior to Installation.

Subfloors shall have proper drainage gradient (2 percent is suggested) to prevent pooling of liquid.

Moisture must be measured using the RH Relative Humidity test method per ASTM F2170 standard. Moisture content should not exceed 85% RH. If the levels exceed the limitations, the installation should not proceed until the situation has been corrected.

It is essential that pH tests be taken on all concrete floors. If the pH is greater than 9, it must be neutralized prior to beginning the installation.

Adhesive bond tests should be conducted in several locations throughout the Installation Site. Glue down 100mm x 100mm test pieces of the flooring with the recommended adhesive and trowel. Allow to set for 72 hours before attempting to remove. A sufficient amount of force should be required to remove the flooring and, when removed, there should be adhesive residue on the subfloor and on the back of the test pieces.

1.3 – Material storage and handling

Material should be delivered to the job site in its original, unopened packaging with all labels intact.

Roll material should always be stored laying down. Storing turf rolls on end will curl the edges resulting in permanent memory of the material. All edges with memory curl must be straight edge cut before installation. Do not store rolls higher than 4 rolls or for more than six months. Material should only be stored on a clean, dry, smooth surface. Rolls should be stored with the end of the sheet facing up. If turf is stored upside down the weight of the roll may cause the end of the sheet to compress, resulting in residual indentation.

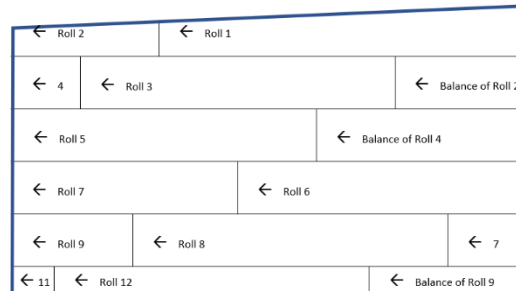
Inspect all materials for visual defects before beginning the installation. No labour claim will be honoured on material installed with visual defects. Verify the material delivered is the correct style, colour, and amount. Any discrepancies must be reported immediately before beginning installation.

NOTE: BLK BOX Flooring may be manufactured from recycled materials and slight variance in shade and colour is normal. It is the installer's responsibility to inspect all products to insure the correct style, thickness, and colour. Any moderate to severe discrepancies should be reported immediately before beginning the installation.

The material and adhesive must be acclimated at room temperature for a minimum of 48 hours before starting installation.

Roll material is stretched slightly during the manufacturing process. At the job site, the installer should unroll all cuts and allow to relax overnight. A bare minimum of two hours is required. Shaking the material once it is unrolled can help it to relax.

Rolls, unless otherwise stated, must be unrolled and installed in the same direction. See diagram. Laying rolls in the opposite direction will cause colour variations between the rolls.



Custom roll lengths eliminate the possibility of the rolls being manufactured and numbered in the customers desired installation sequence, and BLK BOX cannot be responsible for any resulting shading issue.

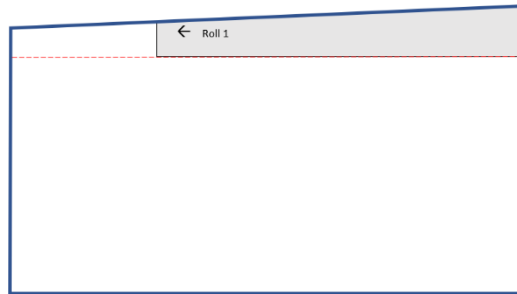
Rolls are labelled with batch numbers and roll numbers. Do not mix batch numbers together and install all rolls in consecutive order.

1.4 – Installation

1. Make sure that the room temperature does not go below 18 °C or above 27 °C.
2. When first unrolled, the material will “dome” approximately 20mm up to from the bottom of the roll to the substrate. Allow to relax overnight. Shaking the material can help it relax. This “domed” area affects approximately the first 200mm of the roll. After approximately 15 minutes of dry-lay “relax” time, this gap should reduce to approximately 4mm at its highest peak., it's possible this slight dome will remain even after the entire relax time, if so the end of the roll should be massaged from the back permanently removing the dome.
3. Use a chalk line to make a starting point for the first roll to follow, ensuring joins do not overlap, and cuts will be used as efficiently as possible.

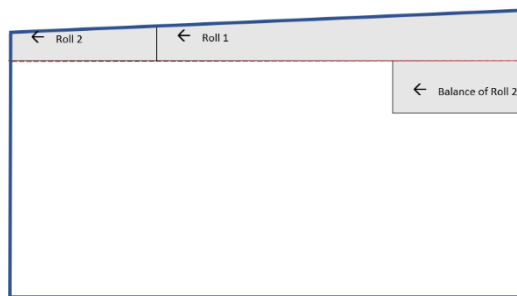


4. Using the chalk line as a guide, measure and cut roll 1 to the edge of the area, ensure the edge of the roll sits along chalk line. Trim edges and seams face down using a chalk line and straight edge, ensure seam sealer is used (follow manufacturers instruction) to prevent any unravelling.

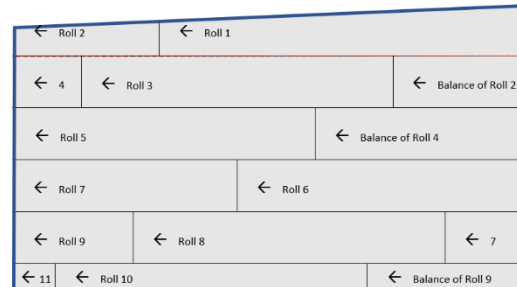


5. If end seams are necessary, they should be staggered a minimum of 2000mm and overlapped a minimum of 200 – 400mm

6. Position the second course adjacent to the first using the balance of roll 2, and ensuring seams are tight and not visible.

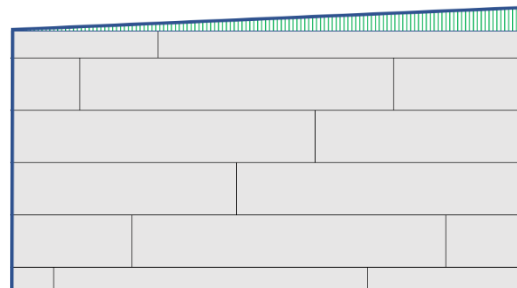


7. Continue until the entire area is covered.



10. Starting at the wall, fold back half the roll width.

11. Apply approved adhesive to Underlay, half of the roll width, with a 3mm "V" Notched Trowel



12. Lay flooring into wet adhesive, do not allow the material to "flop" into the adhesive as this could trap air.

13. Immediately roll the floor with 50kg roller to eliminate air traps (Overlap each pass of the roller by 50%).

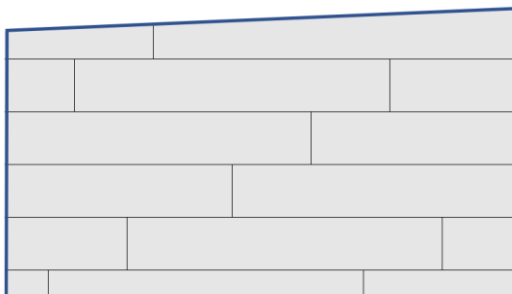
14. Cut all end seams flush and press into place. Place something heavy over the seams to hold the product flat until the adhesive starts to set. The "lift/oming" may not appear to occur on the end of the roll, but for precautionary measures, it may be best to weight both sides of the seam after placing the material into the adhesive.

15. It may be necessary to chase the seam using a hook tool to ensure any fibres are not trapped within the join. Joins can be further disguised by cross rolling with a spiked hand roller.

16. Fold back the second half of the rolls and repeat steps 11-15.



17. Repeat steps 11-16 with all remaining courses.



18. Allow to dry for 24 hours before foot traffic is permitted, and 72 hours before any rolling loads are applied.

1.4 - Conclusion

The proper care, site conditions and installation can enhance the aging, usefulness, and aesthetics of your flooring.

Part 2.0 - Maintenance

Your flooring represents a significant investment of money. By following these care and maintenance guidelines, you can help protect your investment and extend the useful life of your flooring.

The following procedures are key in helping to preserving your flooring.

- Floor protection
- Keep it clean
- Periodic brushing
- Do not abuse
- Report any problems promptly to our Claims Department

2.1 – Floor protection

The Customer should request specification details to protect the floor post-installation and until job construction is complete, such as covering the entire floor with paper or other floor covering device (plastic, plywood, etc.) until construction is completed and thorough cleaning and maintenance can be implemented.

The recommendations contained in this manual are listed because of their extensive testing and field experience within the BLK BOX flooring range. These instructions are given only as guidance to our Customers and for use with our recommended tools and adhesives. BLK BOX cannot accept any responsibility for loss or damage that may result from the use of this information due to variations in working conditions and/or workmanship of the installer. Customers are advised to conduct their own tests for a particular application and assign installers that are familiar with this type of flooring product.

2.2 – Keep it clean

Dust, pollen, and airborne pollutants

Rainfall is the best cleanser. In areas where rainfall is scarce, an occasional water flush is beneficial to cleanse the turf. For lightly soiled areas, it may be necessary to sponge mop with a five (5) percent solution of low sudsing household detergent in hot water followed by a thorough rinsing with hot water. For heavily soiled areas, repeat procedure for lightly soiled areas follow with sponge mopping using a three (3) percent solution of household ammonia in hot water followed by a thorough rinsing with hot water. Routinely vacuum your turf area using a standard & non-abrasive upright vacuum to remove debris.

Stains and other blemishes

The first rule is promptness. It is always easier to clean up a fresh spill than one that has dried and hardened. Remove any solid or paste-like deposit with a spatula or table knife. Blot up excess liquids with paper towels, a clean cloth, or a dry absorbent, such as kitty litter or fuller's earth. Dry absorbents can then be swept or vacuumed up afterwards. Synthetic fibres have good resistance to staining. However, it is important to realize they are only one part of a sophisticated system of various components designed for overall performance. Some cleaning agents safe for the face fibres can be harmful to other components of the turf system. Therefore, cleaning agents are grouped into two sets, one of which can be used in liberal amounts directly on the turf surface, and the second of which should only be applied by rubbing a cloth soaked in the cleaner in order to minimize penetration of possible harmful agents below the turf surface. In the first group of cleaners which generally can be applied without any special precautions are the following:

- "Simple Green", a bio-friendly cleaner. Follow the manufacturer's instructions.
- A warm, mild solution of granular household detergent or any low sudsing detergent for fine fabrics. Use approximately one teaspoon to one pint of water. This will handle most waterborne stains including:

Coffee, Ketchup, Tea, Butter, Fruit juices, Alcohol, Vegetable juices, Cola, Milk, Water colours, Cocoa • Latex paint, Ice Cream, Blood, Mustard, Urine, Glue, Dye

- A three (3) percent solution of ammonia in water may be used in lieu of household detergent for more stubborn stains.
- Do not use cleaners that contain chlorine bleaches or caustic cleaners (ph. above 9) or highly acidic cleanses (ph. below 5)
- Rinse area thoroughly with clean cold water to remove any traces of soap or ammonia
- Blot up excessive liquid

The second group of cleaners, where agent must be applied sparingly, and care taken to avoid penetration beneath the turf are the following:

• Mineral spirits or a grease spot remover like perchloroethylene (dry cleaning solution) of the type sold by most variety stores and supermarkets. In general, cleansers in this category should handle most oil-based stains including:

Asphalt and tar, Chewing gum, Cooking oil, Shoe polish, Floor wax, Lipstick, Motor oil & grease, Paraffin wax, Ballpoint ink, Nail polish, Suntan oil, Crayon

Caution: mineral spirits and other petroleum-based solvents are flammable. Do not smoke or permit open flames near where these are being used. Be sure the area is well ventilated where solvent cleaners are used.

Animal waste

Neutralize with mixture of white distilled vinegar in an equal amount of water. Flush thoroughly with water after application.

Chewing gum

In addition to dry cleaning fluid, chewing gum can be removed by freezing. Aerosol packs of refrigerant are available from most carpet cleaning suppliers for this purpose, or dry ice can be used. After freezing, scrape with a knife.

Fungus or mould spots

A one (1) percent solution of hydrogen peroxide in water can be sponged on to the affected area. Flush thoroughly with clean water after application. For prevention, your turf can be topped with a microbial solution, such as Bac-Shield, to help inhibit mould, mildew, and bacterial growth.

Oil paints and more difficult stains

Please consult your Sales Representative as these may require a commercial carpet cleaner.

2.3 - Periodic brushing

Matting of fibres may occur in areas of high foot traffic, especially if fibres have become soiled with dirt and other airborne pollutants.

Periodic “cross brushing” of the turf can help restore the aesthetic appearance of the turf “Cross brushing” means all brushing activity takes place against the grain, nap, or sweep of the turf fibres. By brushing against the turf, the fibres are “fluffed up”. A brush with synthetic bristles should be used. Never use a brush with metal or wire bristles as these will change the turf fibres.

2.4 - Do not abuse

Although your turf is made of tough, durable fibres, certain precautions should be taken to prevent damage to the turf.

Lighted cigarettes cannot ignite the turf, but they can damage the turf by fusing the tips of the fibres together. Cigarettes, fireworks, and open flames should be kept away from the turf.

Furniture and equipment with sharp or jagged edges should not be placed on turf as this may puncture or tear the turf.

Never leave a parked vehicle idling on the turf.

Cap off or remove nearby sprinkler heads. Water from sprinkler systems can leave mineral deposits on turf that may cause discoloration.

Make sure turf is not exposed to reflective sunlight as this may fuse the turf fibres together.

2.5 - Report any minor problem

Minor problems can become major problems quickly if not corrected. Any problem should be reported promptly to a BLK BOX Representative.

2.6 - Conclusion

The proper care and maintenance program can enhance the aging, usefulness, and aesthetics of your flooring.

Part 3.0 - Warranty

All BLK BOX turf is guaranteed by BLK BOX to be free from manufacturing defects on both material and workmanship. If such a defect is discovered, the customer must notify BLK BOX directly. If found to be defective within **five years** under normal non-abusive conditions, the sole remedy will be the replacement or repair of the defective goods, or at the Customers discretion, credit may be issued not exceeding the selling price of the defective goods.

This warranty shall not cover dissatisfaction due to improper installation, damage from improper maintenance or usage, or general misuse, including and without limitation: burns, cuts, tears, scratches, scuffs, damage from rolling loads, damage from cleaning products not recommended by BLK BOX, slight shade variations or shade variations due to exposure to direct sunlight, or differences in colour between samples or photographs and actual flooring.

Excluded from Warranty

These warranties do not apply to the following:

1. The exact matching of shade, colour or mottling.
2. Any express or implied promise made by any salesman or representative.
3. Tears, burns, cuts or damage due to improper installation, improper use or improper cleaning agents or maintenance methods.
4. Wear from chairs or other furniture without proper floor protectors will void the warranty. Care should be taken to protect the flooring from damage by using good quality protective feet for chairs, tables, and other furniture. Chair mats may be required under chairs with casters/wheels.
5. Labour costs for installation of original or replacement material.
6. Sale of "Remnants", "Seconds", "Off Cuts" or other irregular (non-first-quality) flooring materials. With respect to "Seconds", "Off Cuts", or "Remnants" such are sold "as is," and BLK BOX makes no warranties whatsoever, express or implied with respect thereto, including warranties of merchantability or fitness for a particular purpose.
7. Problems caused by moisture, hydrostatic pressure, or alkali in the sub-floor.
8. Problems caused by uses, maintenance, and installation that are contrary to BLK BOX specifications, recommendations or instructions.
9. Material installed with obvious defects.
10. Damage to flooring products from high heels or spike heels.
11. Damage to flooring products from rubber mats, rubber-backed mats or vehicle tires.
12. Installation with adhesives other than those recommended by BLK BOX.
13. Fading and/or discoloration resulting from heavy sunlight penetration and ultraviolet ray exposure from direct or glass-filtered sunlight.
14. Material that is not installed and maintained as recommended by BLK BOX.
15. Damage to flooring products from pallet jack and tow-motor traffic.
16. Environments where the product will be exposed to animal fats, vegetable oils, grease or petroleum based materials. (i.e.: commercial kitchens our auto repair facilities.)
17. Premature wear and deterioration from spikes and skate blade exposure.
18. Differences in colour between products and photography.
19. Embossing / density deviations between product and samples, photography.

These warranties are in lieu of any other warranty expressed or implied. BLK BOX shall not be liable for any incidental or consequential damages which may result from a defect. These warranties give you specific rights, to know what your legal rights are in your country, consult your local Consumer Affairs. For complete and latest warranty information for all products, please visit www.blkboxfitness.com.com