
BUSHBOARD WASHROOM SYSTEMS LIMITED

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Maintenance & Cleaning Instructions

READY PLUMBED MODULES (RPM), EZEEDUCT, LOOSE PANELS, CUBICLES, VANITY UNITS

Board Materials

Inspection: Weekly**Board finish:** Melamine Faced Chipboard (DriCor) and High Pressure Laminate (DriCor Plus)**Product name:** RPM; Ezeeduct; Baseline (DriCor only); System One (DriCor only); Quadro; Tuff Stuff; Continuum; Sentinel; Paraline; Space; Aero; Solus; Altos; Kledos; HiZone ; Vanity Unit Tops (DriCor Plus only); vanity under panels and frames:

Boards supplied to this specification are manufactured in line with BS4965 (1991) for use in "D2" category installations.

"D2" installations are predominantly dry environments subject only to occasional short-term exposure to running or condensed water and / or high humidity.

It is critical that boards within this classification are not subject to methods of cleaning which entail frequent or excessive exposure to cleaning fluids or water. Such treatment will cause the breakdown of the bond between the chipboard core and the facing and edging material. This will result in complete breakdown of the board. We regret that we cannot accept responsibility for such failures. (see page 5 for further details)

High Pressure Laminate surfaces and Melamine Faced Chipboard are easily cleaned using a damp cloth. Stains such as dirt, soil, oil, finger marks, lime deposits, blood, wax etc. can be removed with a cloth dipped in water and a mild detergent. Marks from lead pencil, ball point pens, felt tip pens, crayons, shoe polish, lipstick and nicotine can be removed with an organic solvent such as methylated spirit, acetone, benzene, perchloroethylene or nail varnish remover.

Abrasive cleaning agents should not be used, as they will scratch the finish of the decorative surface.

Small chips and scratches to the decorative facing can be filled with 'Colourfil' Laminate Repairer & Sealant which is manufactured by :- Unika Colour Products Ltd. Newcastle upon Tyne, telephone 01912 590 033 and is available from all good D I Y stores.

Board finish: Solid Grade Laminate (UltraCor)**Product name:** RPM; Ezeeduct; Quadro; Tuff Stuff; Sentinel; Paraline; Space; Aero; Profiles; Solus; Altos; Kledos; Vanity Unit Tops; vanity under panels and frames; Protec Lockers.

Boards supplied to this specification are intended for use in "D4" category installations as defined in BS4965 (1991).

"D4" installations are predominantly wet environments subject to frequent prolonged exposure to running or condensed water.

Where boards are used to form service ducts, the point of contact between the board and the supporting framework must be sealed with a bead of silicone sealant to prevent water entering the duct. The bead should be renewed every time the duct panel is removed.

Although Solid Grade Laminate boards are unaffected by water, attention must be paid to any bonded timber elements in proximity to them during the cleaning process as they will not be as resilient.

Solid Grade Laminate surfaces are easily cleaned with soapy water and a damp cloth. Residues such as glue, paint, ink and lipstick can be removed with methylated spirit or other organic solvents.

Solid Grade Laminate is impervious to disinfectants based on alcohols, aldehydes, phenols and quaternary ammonia compounds. In the event of damage, e.g. :- Drilled holes, repair can be achieved through the use of car fillers based on epoxy or polyurethane resins. When the filler has hardened, the surface can be finely sanded and over painted with a touch-up paint in a suitable colour or finished with Colourfil Laminate Repairer & Sealant manufactured by Unika Colour Products Ltd. Newcastle upon Tyne, telephone 0191 259 0033 and is available from all good D I Y stores.

Abrasive cleaning agents should not be used to remove marks, as they will scratch the decorative surface.

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Laminate Cleaning Recommendations

Stain or Mark	Dry cloth or duster	Damp cloth	Warm water & detergent	Applied 4:43 diluted 1:10 in water	Non abrasive cleaner	White spirit	Acetone or nail varnish remover	Penetone	Rocol graffiti remover
P.V.A. adhesive									
Neoprene adhesive									
UF & RF adhesive									
Biro pen									
Blood									
Chalk									
Coffee									
Dust or light dirt									
Dyes - washable									
Dyes - permanent									
Eraser/ rubber									
Fruit juice									
Graffiti									
Industrial cleaning									
Lipstick									
Milk									
Oils - mech/ eng/ veg									
Paints water based									
Paints solvent based									
Permanent marker pens									
Shoe polish									
Soap residue									
Tea									
Urine									
Wax/ crayon									

KEY:  Remove using soft cloth or paper towel
 Remove immediately using cloth or paper towel as it can cause permanent damage.

Note: Always start with the gentlest method. (Rocol Graffiti Remover is a Trademark of Rocol Ltd, Leeds. Tel: 01532 866511)
 Note: Furniture Polish should not be used for cleaning purposes. A build up of wax or silicone on the surface can cause eventual discolouration and smears.

Cubicle fittings & general hardware

Inspection: Monthly

Product name: Baseline ; System One; Quadro; Tuff Stuff; Continuum; Sentinel; Paraline; Space; Aero; Profiles; Solus; Altos; Kledos; HiZone; Slatted Benching; Protec Lockers:

All polycarbonate cubicle fittings and hardware should be cleaned with a hot damp cloth and finished with a soft dry cloth.

Ensure all screws, nuts and bolts etc. are tight (normal screwdriver hand pressure). If screws are loose and non-tightening, remove and insert plastic or timber plug then re-screw. Metal indicator bolts and hinges should be lubricated occasionally with a light spray oil, ensuring that any excess is wiped clean.

Metal, powder coated hardware and fittings can normally be kept clean by regular wiping with a soft cloth. Neglected surfaces may be cleaned with soapy water or mild detergent solution followed by rinsing with clean cold water. After drying a good wax polish may be applied. Grease and dirt deposits may be removed by using solvents such as white spirit applied with a soft cloth or soft bristle brush.

Before any mastics or sealants are applied to any powder coating fittings, the surfaces must be clean and free from any dirt, oil, water or component that may detract from the adhesion. Any excess mastic or sealant should be removed as soon as possible and before the compound has cured or hardened.

Do not use scrapers, abrasive papers or similar items to clean powder coating as this may damage the surface.

Do not, under any circumstances, use strong cleaning solvents or solutions containing: Chlorinated Hydrocarbons; Esters; Ketones; Abrasive Cleaner or polish.

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Description: Beech Bench Slats**Product name:** Slatted Benching.

Wipe over with a damp cloth. Use warm soapy water and dry with a soft, moisture absorbent, cloth immediately afterwards. Use wax polish occasionally in accordance with manufacturers' instructions.

Special care should be taken when the manufacturers' lacquer is chipped or fractured. The damaged surface should be sanded to a smooth, defect free, finish with a fine grade paper. Spray apply about 4 coats of a good quality lacquer, de-knibbing with fine wire wool or sand paper, to a smooth finish after each coat. When the desired surface texture is achieved, finish with wax polish in accordance with manufacturers' instructions.

Taps & Mixing Valves

Inspection: Weekly**Product name:** Ready Plumbed Modules (RPM)

All water outlets are manufactured from proven traditional metals to perform in line with the requirements of Water Bylaws and BS6920. Non-metallic materials coming into contact with potable water are chosen for their resistance to microbial growth, the release of toxins and to minimise any effect on the taste of the water.

Fittings are coated in durable chrome plate, a gold finish or an epoxy stoved finish. They should be cleansed by washing with warm soapy water and then rinsing and wiping dry with a soft cloth. Regular daily cleaning will minimise the risk of encrustation caused by lime deposits. You can prevent lime deposits from forming by always wiping dry immediately after use.

The best way to clean taps etc. is to wipe them with a wet, soapy cloth and use an old toothbrush to get deposits from under the edges. Always rinse off and wipe dry.

Lime scale is a build up of alkaline residue from the water in your area. Reducing the alkalinity with an acid such as lemon juice can clean it. The occasional use of mild bathroom lime scale remover is acceptable. Use in accordance with the manufacturers instructions and ensure surfaces are rinsed and dried with a soft cloth.

Never use household chemicals, such as paint stripper, nail varnish remover, household bleach, perfume, aftershave or strong disinfectant, to attempt to clean sanitary ware fittings. (for example – denture cleaners, they will damage gold plating) Do not use cream cleaners or scouring products – scratching can be a source of corrosion.

Sanitary Ware

Inspection: Weekly**Product name:** Ready Plumbed Modules (RPM)

Toilet Seats – The seat and cover should be cleaned using warm soapy water.

Do not use aggressive or abrasive cleaners as this may scratch the surface of the seat.

The hinges and bumpers should be cleaned using soap, or a mild detergent. After cleaning they should be rinsed in clean water and dried. Never use bleach, concentrated cleaners or acids on the hinges as this will cause discolouring and pitting.

Do not leave bleach in the toilet bowl with the cover closed because this may cause discolouration of the seat and hinges.

An application of no-wax polish can restore the toilet seat's gloss & lustre.

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WC Pans and basins - Vitreous china is a white clay body, which is vitrified and permanently fused with a vitreous glazed surface. It is stain proof, burn proof, rot proof, rustless, non-fading and resistant to acids and alkalis.

Vitreous china is very hard wearing and is guaranteed against crazing. The 99.5% vitreosity ensures that, even if the surface glazing is chipped, it cannot become contaminated by bacteria or germs and will always remain hygienic.

The required maintenance is confined to surface cleaning with mild detergent or soap solution and drying with a soft cloth. Stubborn grease or dirt can be removed with a mild liquid cleanser. Regular daily cleaning will minimise the risk of encrustation caused by lime deposits.

Should it prove necessary, strong bleaches or disinfectants may be used on ceramic surfaces without detriment.

To prevent lime scale build up, repair dripping taps and running WC overflows promptly.

Do not put bleach products into the cistern – it can damage the internal fittings.

Never leave strong cleaners or bleach in the WC pan overnight and never mix different cleaning agents in the WC (i.e. – strong bleach and disinfectant) – they could react together to give off poisonous gasses.

Stainless Steel Basins and Urinals - Should a mineral deposit build up over time, use a weak solution of vinegar and water to remove it and then flush with water. To clean, use the mildest cleaning procedure that will do the job effectively. Inside a sink or urinal bowl we recommend using a mild abrasive cleanser. After using a cleaning agent always rinse well with clean water and wipe dry to discourage any water spotting. Any cleaning or scrubbing to remove stubborn stains should always follow the direction of the grain line because any scrubbing across the grain will show as a scratch. Scrubbing in the same direction as the grain will blend in any surface scratches.

It is important not to use bleach as a cleaner for stainless steel because, after a period of time, 'rust' spots appear. This 'rusting' can be removed by using the process described above.

DO NOT ATTEMPT TO CLEAN POLISHED STAINLESS STEEL WITH ABRASIVE CLEANERS.

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GENERAL WASHROOM CLEANING RECOMMENDATIONS

All laminate surfaces, fittings and fixtures within an Twyford Bushboard Washroom should be cleaned and disinfected weekly with a weak solution of chlorine bleach & water OR a spray-on disinfectant or disinfectant cleaning foam. This should always be applied ONTO the cloth and NOT onto the panel directly because, if a panel becomes constantly or excessively exposed to cleaning fluids or water, it will cause an irreparable breakdown in the structure of the panel. Twyford Bushboard cannot accept responsibility for such failures. Please ensure that the manufacturers' usage recommendations are followed precisely.

IMPORTANT NOTE.

Do not use an acid based cleaner, typically containing amino sulphonic or phosphoric acid, on a laminated surface because, unless it is removed within 10 minutes of application, it can cause irreparable damage. This is identified by white stain marks which when wetted tend to disappear only to return when dry. These are not actually stains but discoloration to the final surface of the melamine. The problem with solutions of acid is that because water evaporates quicker than the acid itself it quickly becomes a neat deposit of acid. The corrosive nature is then reactivated repeatedly with every splash of water, giving the appearance of 'pooling'. These types of cleaners are typically used as a descaler for WC's, Urinal bowls and washbasins. Care MUST be taken to avoid overspill onto any adjoining laminate surfaces.

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Integrity guarantee programme

The Twyford Bushboard Integrity Guarantee Programme covers all products for a period of three years from the date of delivery.

Under this guarantee Twyford Bushboard will, at its own cost, make good by repair or replacement, at its own discretion, any Twyford Bushboard product that has failed by reason of defective design, materials or workmanship. This is provided that the product has been subjected to fair wear and tear and our recommendations concerning installation, usage and maintenance have been strictly adhered to.

No charge will be made for the installation of the repaired or replaced product. However, areas in which the product is to be repaired or replaced under this guarantee must be cleared, at the customer's expense, to allow access. Any items, which have been fitted to our product after delivery, must also be removed at the customer's expense so that repair or replacement can be achieved.

Any claim asserted under this guarantee must be submitted to Twyford Bushboard in writing and should include the original sales invoice, or other satisfactory proof of the date of purchase, the customers' name, installation address and telephone number and a brief description of the problem.

Twyford Bushboard will, within 10 working days of receipt of the claim, designate a representative to promptly inspect the installation and evaluate the claim. Any part of the Twyford Bushboard product not performing as stated will subsequently be repaired or replaced to conform to this guarantee. Twyford Bushboard may elect to make a financial settlement or to refund the original purchase price if the customer is willing to accept such a refund or settlement.

This guarantee excludes damage caused by vandalism or abnormal use and does not cover liquidated damages, installation costs incurred by others, consequential, economic, direct or indirect loss.

The Twyford Bushboard guarantee does not affect the customers' statutory rights in any way and is subject to English Law.

Contact information

Our products are designed so that all components can be supplied separately if replacements become necessary.

Should you require any replacement items or further information on cleaning methods please contact us at the following address:

Bushboard Washroom Systems Limited,**31 – 33 Rixon Road,****Wellingborough,****Northants****NN8 4BA****Tel :- 01933 303 160****Fax :- 01933 303 188**

Please ask for the Customer Service department and have the Twyford Bushboard quotation or order number, the product name and the project/site name available when you call us. This information can be found on the project drawings attached/enclosed with this manual.

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C.O.S.H.H.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

In October 1989 the Government issued and implemented the code of practice relating to The Control of Substances Hazardous to Health (COSHH).

As a result of a complete survey by the Company on all substances used in the manufacturing process and, given our present state of knowledge, we confirm that under the provisions of these regulations, in normal use, the Company's products represent no hazard to health :-

- a) All products and their constituents are stable and inert and continuous exposure, under normal circumstances, will not result in any hazard to health, sensitisation or irritation.
- b) the Company's products can be stored and handled safely in normal circumstances with no hazard to health, sensitisation or irritation.
- c) Carcinogenic substances are not used.

The Company takes particular care in the selection and quality control of all materials used in its manufacturing processes and the Company considers that its products are non-hazardous as defined by COSHH and are safe to use provided that the recommended installation and maintenance procedures are followed.

We cannot be responsible for the use of any substances applied to our products after they leave the factory. We advise you to obtain written assurance of compliance to COSHH regulations from all other suppliers whose products you may be using.