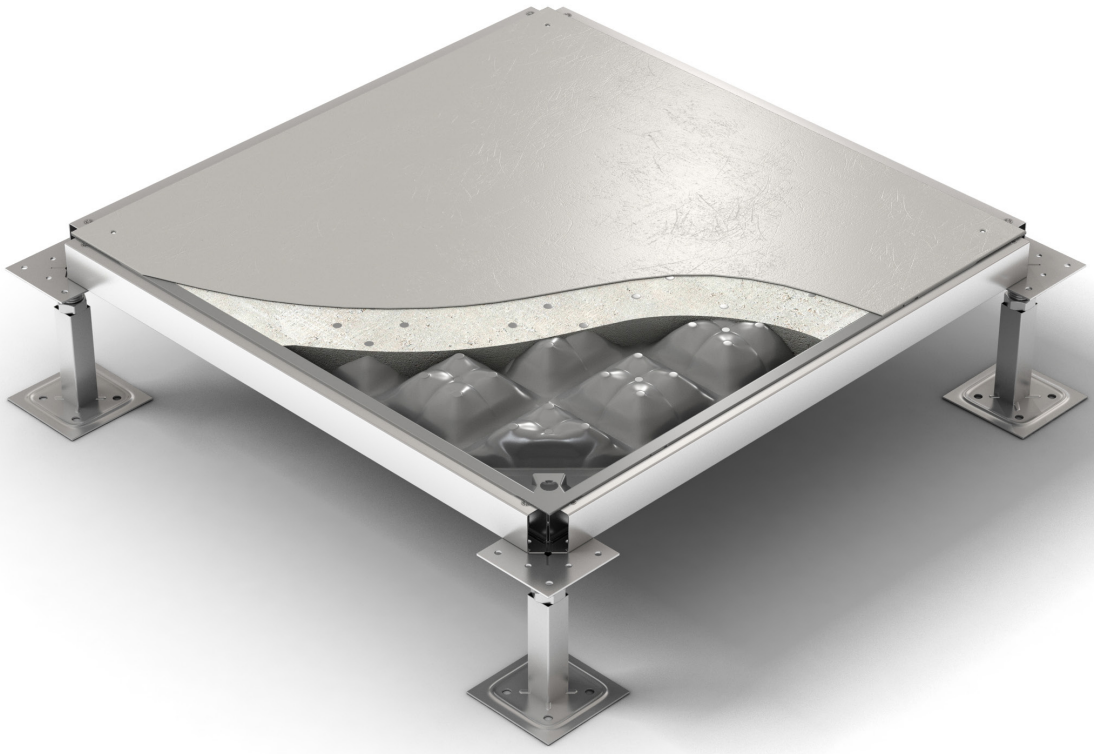
Access Floor Installation Manual

Tate®



Access Floor Install Manual

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Tate®

Preparation

LIST OF TOOLS

Caution: Adequately protect the A/F when moving gang boxes and bandsaws across finished surfaces by placing 3/4” plywood sheets on the floor.

Handbox

- (1) 10-foot tape measure (min. length)
- (1) 16-foot steel tape measure
- (1) 20-oz. claw hammer with steel handle
- (1) Centerpunch
- (1) Countersink
- (1) Screwdrivers (2 Phillips & 2 Standard)
- (1) 2-foot Hand Level
- (1) Pair of pliers/channel locks
- (1) Chalk line and chalk
- (1) Dry line
- (1) Pop rivet gun
- (1) Awl
- (1) Drill bit set 1/8” to 1/2”
- (1) Putty knife, 3” wide
- (1) Drill bits, 9/64”
- (1) Utility knife
- (1) Pair tin shears (good quality)
- (1) Double cup section panel lifter
- Marking pencils
- Rasp and metal files
- Screw gun tip bits (Standard and Phillips #2 & #3)

Safety items required

- Safety glasses
- Work gloves
- Ear plugs or ear muffs
- Steel toe safety shoes or boots
- Sleeve protectors
- Full-face shields
- Dust Mask (NIOSH Approved)
- Material Safety Data Sheets

Power Tools

- Laser with target designed for access floor installation. (Recommendation: Spectra Precision 1485 HP with DBS)
- (1) Power drill 3/8”
- (1) Power drill 1/2”
- (1) Adjustable hammer drill 1/2”
- (1) Powder actuator (Hilti DX 350 or equiv.)
- (1) Set of powder actuator pins & shots
- (1) Bayonet saw and bi-metal blades
- (1) 10” Electric Miter box saw (optional)
- (1) 14” Metal-cutting bandsaw with cutting speed capability of 450 ft. per minute. (Recommendations: Rockwell Model 28-300 or MA615-Mobile Band Saw).
- (6) Bandsaw and reciprocating saw blades: Bi-metal, 14-tooth, 1/2” wide, .034” thick. This blade will cut: All Steel panels, ConCore® panels, Woodcore panels, stringers, pedestal heads and bases, fascia plate and other misc. items. For cutting aluminum, use bi-metal blade with 10 teeth per inch or circular non-ferrous metal cutting saw.
- HEPA VAC attached to band saw for cutting ConCore panels (optional).
- (1) 25” pallet jack (Stratton or equivalent)
- (1) Leveling bar 10 ft.
- (1) Adjustable torque-limiting screw gun
- (1) 50-foot extension cords
- (2) 100-foot extension cords
- (1 each) 3”, 4” and 5” metal cutting hole saws
- (1) Industrial Shop-Vac

INSTALLER SPECIFICATIONS

Lead man or Foreman

- Experience with successful access floor installations.
- Basic carpentry skills.
- Ability to use multiple measuring devices.
- Ability to read and understand architectural drawings and building specifications.
- Ability to operate building laser and/or electronic transit for control line layout and setting pedestal elevations.
- Ability to direct a minimum crew of 10 to efficiently install the access floor.
- Experience with asbestos handling. (Standard and Phillips #2 & #3)

Installers

- Experience with successful access floor installations.
- Ability to use multiple measuring devices.
- Ability to operate building laser and/or electronic transit for control line layout and setting pedestal elevations.
- Ability to read and understand architectural drawings and building specifications.
- Ability to install access floor and accessories with minimal supervision.
- Ability to use multiple power tools and cutting devices.

Helpers or Apprentices

- Ability to assist with installing access floor under supervision.
- Ability to unload trucks and experience with material handling.
- Experience with trash removal and clean up.

PRODUCTION RATES & CREW SIZES

Production Rates

The type of floor being installed and the conditions of the job site will affect production rates. Given favorable conditions, as described in this section, the approximate production rates shown (table #1) can be used as a guide.

Unloading Trucks

If an unloading dock is available, a 40-foot tractor trailer can typically be unloaded in two hours by using two pallet jacks. (Actual time for moving the material to the area receiving the A/F installation depends on the distance from the loading dock and on having a clear path to move the material).
Where an outside hoist or forklift is used because there is no loading dock, it may take four men four hours to unload a tractor trailer load of material.

Crew Size

The size of the crew is affected by various factors that are unique to each project:

- The speed of the installation required
- Availability of the installation area in conjunction with other trades
- Having continuous flow of work without interruptions in project construction schedule.

If the installation area is freely and continuously available without interruption by other trades and the schedule is not hurried to meet the project schedule, then the crew size(s) for effective production rates in a given room or area should be based on the square footages shown opposite (table #2).

TABLE 1: PRODUCTION RATES

Description	Approximate rate
Material handling, once material is stored in or adjacent to work area	5,000 ft2 per man per day
Access Floor field area	400 ft2 per man per day for a stringer system 460 ft2 per man per day for a stringerless system
Perimeter cutting	100 linear ft. per man per day
Ramp assembly installation	1 each per man per day
Step assembly installation	2 each per man per day
Handrail (wall-mounted) installation	60 linear ft. per man per day
Handrail (floor-mounted) installation	24 linear ft. per man per day
Cutouts and trim installation	25 each per man per day
Fascia installation	100 linear ft. per man per day
Plenum divider installation	100 linear ft. per man per day

TABLE 2: NUMBER OF MEN BY WORK CLASSIFICATION

Description	Working Foreman	Installer	Apprentice
Up to 1,000	1	1	0
1,001 to 3,000	1	1	1
3,001 to 5,000	1	1	2
5,001 to 10,000	1	2	2
10,001 to 20,000	1	3	4
20,001 to 40,000	1	4	6
40,001 and up	Split crews by sizes and sequences of areas to be installed, plus a general foreman if needed to coordinate several floors simultaneously.		

JOB SITE PREPARATION

The installation of an access floor requires a thorough understanding and control of the building space receiving the access floor. Attendance at the pre-construction meeting is a must. Be sure your requirements are known and understood by the General Contractor and/or the Owner. This includes the following:

1. Drawings showing size and configuration of the access floor area.
2. Identification of material movement paths within the building. Plan your material paths from the trucks to the access floor area. Arrange for any special equipment needed. The customer must provide a dry, accessible area to receive and unload material. There should be a free path from an elevator and/or hoists to the area receiving the access floor material.
3. Agreement on means of access to the area: elevator, stairs, street level, loading dock, etc.
4. Storage Conditions: Prior to start of installation, a dry, secure storage space must be made available for the access floor materials. It should be closed to the weather and should be adjacent to the area where the floor will be installed.
5. Power available during installation. (110 – volt 20 amp supply, minimum requirement).
6. Work schedule of the other trades. All overhead work should be completed before the access floor is installed. If overhead work is done after access floor installation and the access floor is to be used as a work platform, then it must be adequately protected to prevent permanent damage. This can be done by placing 3/4” sheets of plywood on the access floor. You must also adhere to the access floor load rating.
7. Installation Conditions: The installation area must be closed to the weather with the enviroment at a temperature range of 50 - 90 degrees, relative humidity 20% - 80%, 24 hours a day during and after installation. Tate recommends that the floor be installed as close to the normal operating environment as possible. Access floor materials must be stored in this environment at least 24 hours before the installation begins.
8. Identification of type and location of all equipment and services that will be on stands (for example: air handlers, power distribution units). Determine whether equipment will be installed before or after the access floor.
9. Upon the start of installation, the installation area should be free of other trades and their material and must have adequate lighting and power.
10. The subfloor surface must be free of moisture, dirt, grease, oil and other debris. If a non-approved sealer (not one approved by Tate) has been applied to the subfloor, make certain the sealer is compatible with the pedestal adhesive. Test apply several pedestals as early as possible to be sure required bond can be achieved.(see Appendix – Pedestal Overturning Moment Test).
11. The condition of the subfloor should be checked before the start of installation to see if it is spalled, broken, or dug out. The General Contractor should float a skim coat of cement over areas that have these conditions. If these conditions are not corrected you may not be able to correctly adhere and level the pedestals.
12. Subfloors other than concrete: Be careful of wood subfloors, vibration isolation pads, or concrete floors with existing floor coverings. If you cannot avoid putting the access floor over one of these subfloors, you should conduct overturning moment tests to ensure that the pedestals adhered to them will meet the overturning moment specification (see Appendix – Pedestal Overturning Moment Test).
13. Verify that the work conforms to the contract drawings and that the starting point is agreed upon prior to commencing work.

JOB SITE PREPARATION (continued)

14. Notify other trades that no personnel other than experienced access floor installers should be allowed on the floor until the following conditions have been met:
    - The perimeter is installed on at least three sides of the room.
    - The pedestal adhesive has cured for a minimum of 14 days.
    - The access floor (or a portion of) has been inspected and accepted by the General Contractor.

Uneven Subfloors

Subfloors should be checked for uneven conditions with a laser before installation begins. Where low areas exist in the subfloor, the height adjustment range of the pedestals may not be enough to meet the FHH requirement. Longer bases may be required in low areas.

You may be able to compensate for a slight to moderate subfloor irregularity under a pedestal with one of the following methods:

Slight condition:
Use pedestal adhesive to compensate for a slight subfloor irregularity under the base plate. If the subfloor is very rough, apply additional adhesive.

Moderate condition:
Use pedestal adhesive and a metal shim to compensate for a moderate irregularity under the base plate.

Figure 1: Standard Height Pedestal Assembly

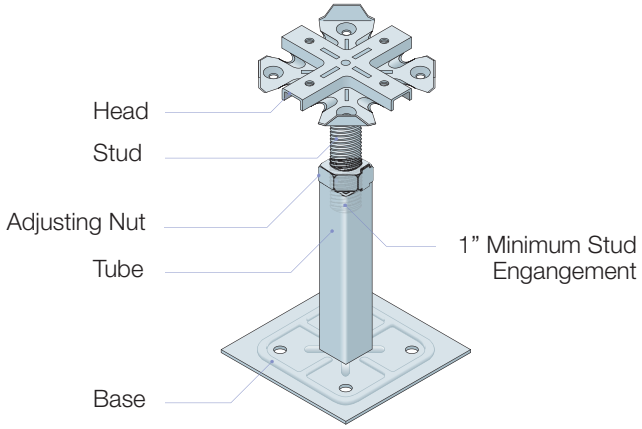
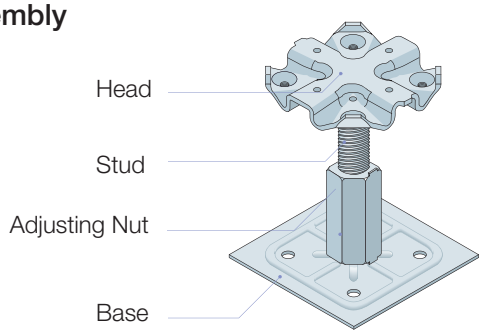


Figure 2: Low Finished Floor Height Pedestal Assembly



Installation

The installation of the access floor begins with the field area. There are certain steps that should be followed which are listed below in sequential order.

Step 1 – Verify Room Dimensions Against Drawings and Check Subfloor for Grade Variations

Check the room dimensions against approved drawings to ensure there are no inconsistencies. Determine the exact finished floor height by locating the benchmark set by the General Contractor. This could be a door-sill, curb, or a reference point marked on some structure such as a column.

Utilizing a laser with targets, verify that the subfloor is within specifications. The laser will give a constant level line to use as a reference. (Lasers with targets designed for access floor installation are recommended, however a transit may be used instead.) If the planned access floor elevation must be changed in order to meet the bottom of the door buck or some other fixed structure, verify that the pedestals are of the necessary height to make this change. NOTE: Pedestals have limited adjustment range and the minimum stud-to-tube engagements must be maintained.

Step 2 – Identify and Check the Starting Point

The architectural drawings should indicate the starting point for the access floor installation designated by the Architect, Engineer, or General Contractor. Ideally, where full panels will be installed against two walls the starting point would be located at a corner where two walls meet to minimize the amount of cut panels.

Permission to relocate the starting point will be needed if the following conditions exist:

- Objects on the subfloor which prevent pedestal placement cannot be circumvented.
- The planned starting walls are crooked or out of square, preventing installation of full panels.
- The planned starting point will require excessive cutting of perimeter panels.

Step 3 – Establish Control Lines from Starting Point

The control lines are used to check for out-of-square or “wavy” wall conditions, as well as act as a guide for ensuring perpendicularity. Once the starting point is established, use chalk to lay out two perpendicular control lines from the starting point (see Figure #1, control lines ‘A’ and ‘B’). These will be the control lines for installing the access floor. They may be laid out with a tape measure (using the Dimension Table in Figure #3 to verify perpendicularity) or with a laser that can shoot a right angle. For an exceptionally large floor, an electronic transit may be used to establish the control lines.

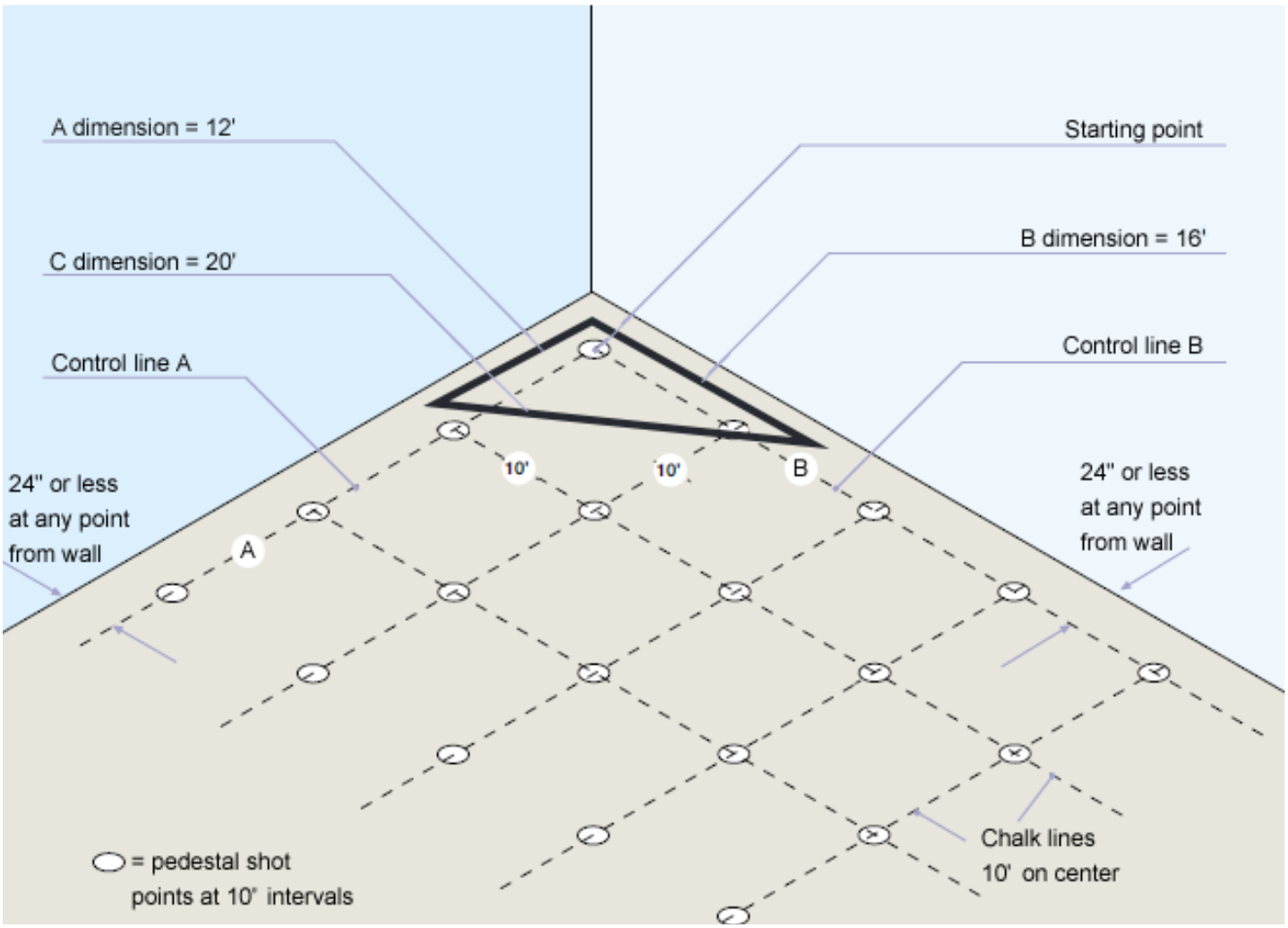
If the corner of the room is designated as the starting point, then the point should be located 24 inches or less from the two adjoining walls in the designated corner. With the lines drawn along the entire length of each wall, check at various points along each line to determine if the distance to the wall at any point is more than 24 inches. If this is the case, the entire control line should be moved closer to the wall so that no measurement between the control line and wall is greater than 24 inches or one full panel.

Installation

As mentioned in Steps 3 and 4, Figure 1 illustrates how an installer establishes control lines from the designated starting point. Maintaining a distance of 24” or less from the wall, the control lines are used to check for wall squareness and to serve as a guide for the establishment of pedestal shot points at 10 foot on-center intervals.

Use the dimension table below as a guide for verifying perpendicularity of the control lines.

Figure 3: Laying control lines



Dimension table: To verify perpendicularity when laying out control lines with a tape measure								
A			B			C		
3’	6’	12’	4’	8’	16’	5’	10’	20’
Example: If the “A” dimension is 12’ and the “B” dimension is 16’, then the “C” dimension should be 20’								

Step 4 – Spread Pedestals

Beginning 10 feet from the starting point, draw chalk lines perpendicular to each control line at 10 foot intervals. This will create a grid with lines 10 feet on-center (see Figure #1). Each point of intersection in the grid will serve as a pedestal shot point where exact pedestal height adjustments will be made with a laser or transit.

The pedestals placed at the shot points will be used to make the height adjustments for all other pedestals (with the aid of a 10-foot leveling bar). Once the lines are drawn, place all pedestals in their approximate locations. Only the shot point pedestals need to be exactly located at this point.

Step 5 – Level Pedestals in Proper Position

Using a laser, shoot in a pedestal assembly to the proper elevation at every chalk line intersection. Once the pedestals at the intersections are adjusted to the proper elevation, the 10-foot leveling bar will be used to position and set the height of the pedestals in between (see Figure #2).

The leveling bar should meet the following requirements: extruded aluminum; nominal width and height dimensions of 1-½" x 3"; straight (without a bow in any direction); marked every 24". To set the height of the remaining pedestals: position the leveling bar so that it spans the pedestals that were adjusted according to the laser – then adjust the height of the four pedestals under the bar to meet the bottom of it (at 24" intervals).

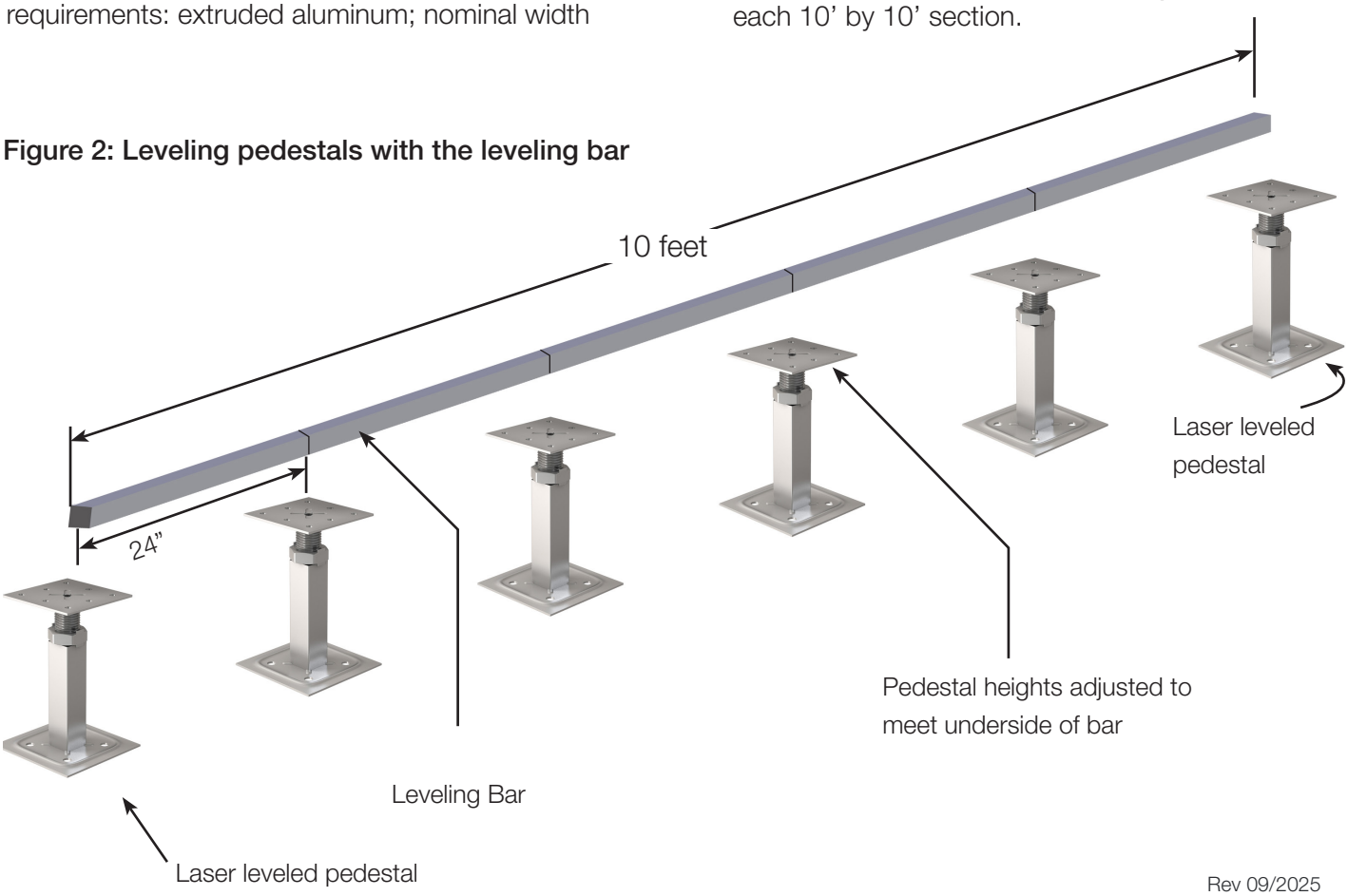
Care must be taken to ensure that all of the pedestal heads touch the bottom of the bar without raising it. Doing this correctly will create a level access floor with panels that do not 'rock' in the system. Remember that the finished access floor must be level within 1/16" in 10 feet of length and 1/8" overall.

After there are two parallel rows (of six pedestals) 10 feet apart, turn the leveling bar 90 degrees to position pedestals between the two rows. Use the bar to position and adjust the pedestals in between the rows until you have an entire 10' by 10' section with pedestals on 2-foot centers.

Repeat this sequence for each 10' by 10' section.

Example of Laser Level

Figure 2: Leveling pedestals with the leveling bar



Step 6 – Attach Pedestals to the Subfloor with Adhesive

Glue each pedestal base that has been set in place and leveled. Using a spatula type device, tilt the base plate without changing its location and apply adhesive to the bottom of the base plate (see Figure #3). As you apply the adhesive, scrape the spatula against the base plate to remove all adhesive from the spatula. The adhesive should be oozing from under the base on at least three sides. This will give full adhesive coverage to the bottom of the base plate.

There is approximately 60 minutes of adjustment time before the AIM 382 adhesive begins to set and 25 minutes for Seal Bond 95. The pedestal adhesive must still be wet when installing stringers and panels so that the stringer grid can be straightened and squared throughout the installation process.

Panels should be laid within 30 minutes after pedestal adhesive is applied. Do not glue the pedestals down too far ahead of the panels. The placement of the panels will determine the exact pedestal locations. It is best to install a 5x5 panel section at a time, working along the longest wall first. (See 'L' Section)

When installing mechanical anchors, you should install the entire floor by first attaching the pedestals with adhesive. This gives the opportunity to make final adjustments to the position of the pedestals before they are bolted down. After the panels have been installed and all pedestal adjustments have been made, every other row of panels needs to be removed to access the pedestals for anchor installation.

Figure 3: Applying Adhesive

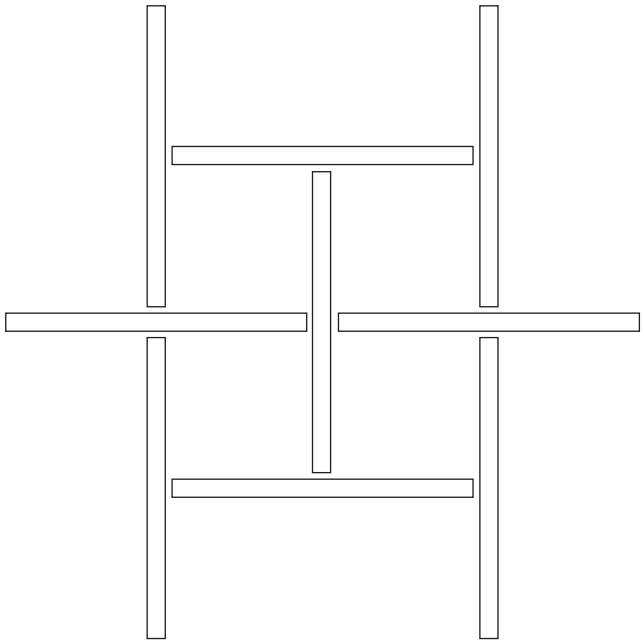
An adhesive spatula can be any tool that allows for the placement of the adhesive. A flat metal tool of 3" wide or so is typically used to apply the adhesive to 4"x4" base plates without disrupting the pedestal. Large spatulas are recommended for larger plates.

As mentioned above, the following steps of installation will need to be understood before proceeding. Pedestals, stringers, and panels all need to be in place within the adhesive cure time to ensure that the final pedestal location adjustments can be made.

Step 7 – Installing Stringers

Attach stringers to the pedestal heads using a torque limiting screw gun. Set the torque to 30-inch pounds. Do not over-tighten the stringer screws as this can cause the sides of the stringers to spread out at the bottom. Do not under-torque as this can leave the system loose and make installing the panels more difficult, and adversely affect the electrical continuity of the grid. Stringers should be installed in a 4'x4' basket weave configurations within the working field area.

4'x4'



4'x4' Basket Weave Configuration

Step 8 – Creating the ‘L’ Section

To create a square floor, you need to create a section of that is shaped like an ‘L’ (see Figure #5), which will be used like a giant square for installing the rest of the panels in the room. Correctly installing this section is essential to the creation of a straight floor where panels do not rock and where panels are easily removed and replaced.

Creating the long leg of the ‘L’ section

Begin laying in panels at the starting point – lay five rows of panels along the longer wall, making sure that the pedestals nearest to the wall stay on the control lines. (The length of the leg is built up by laying five panel-wide segments – end-to-end – along the wall.) Once the leg is fully installed, you need to verify that it is straight by installing a dry line (see How to Install a Dry Line below) or by using a laser line on top of the access floor.

Creating the short leg of the ‘L’ section

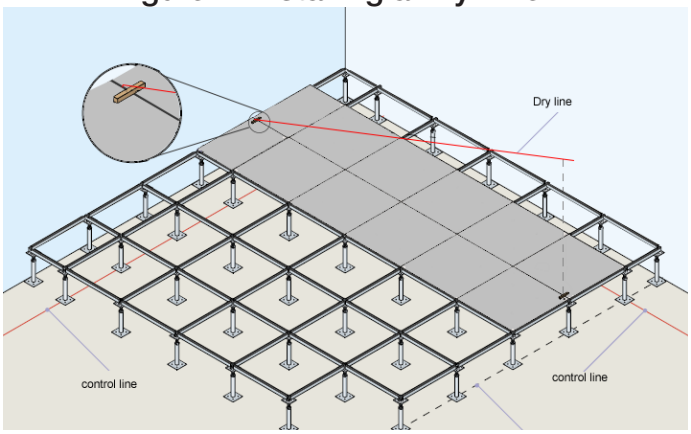
After installing the long leg of the ‘L’, the chalk control line along the short wall needs to be kept intact until the short leg is installed. Remember that the ‘L’ section of the floor dictates the squareness of the rest of the floor. However, it is still possible (particularly in a long room) for a curve to develop in small increments in the grid. Therefore, a laser line or dry line should be kept stretched along the short wall until at least a five-panel-wide section of the floor is installed along its entire length (see Figure #5, Point B for exact location). Lay five rows of panels along the short wall, perpendicular to the long wall. Follow the previous steps for laying panels and use a dry line or laser to stay on the control lines. After laying the complete ‘L’ section, check to be sure it is square.

Install five rows of panels inside of the ‘L’ along either leg (see Figure #5). The leg you choose to build upon will often depend upon immediate availability of an area or the absence of obstructions. You will continue to build upon the ‘L’ in sections that are five panels wide until it is filled in. While you are laying panels in the first section inside of the ‘L’, you should have someone spreading, leveling and preparing the adjacent section for panels.

How to Install a Dry Line

Near your starting point, tie a dry line to a pedestal at the wall and bring it to the floor surface between two panels (Figure #4 shows this between the second and third row). Wrap the line over a spacer and run it the entire length of the leg and attach it to the corresponding pedestal at the other end – in the same manner that it is attached at the point of origin (with a spacer at the top). The seam between the second and third rows of panels should be directly below the dry line. Repeat this step in the other direction after you have created the long leg of the ‘L’ section.

Figure 4: Installing a Dry Line



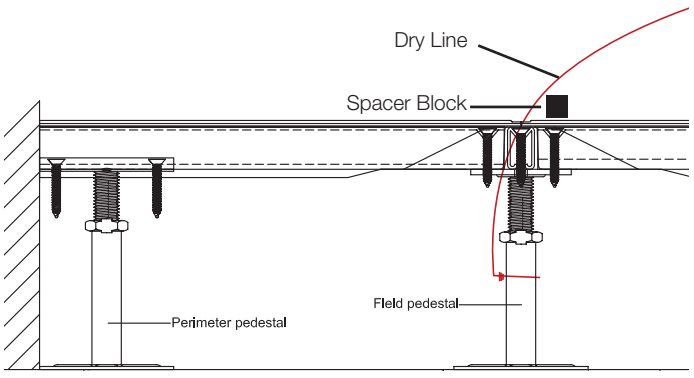
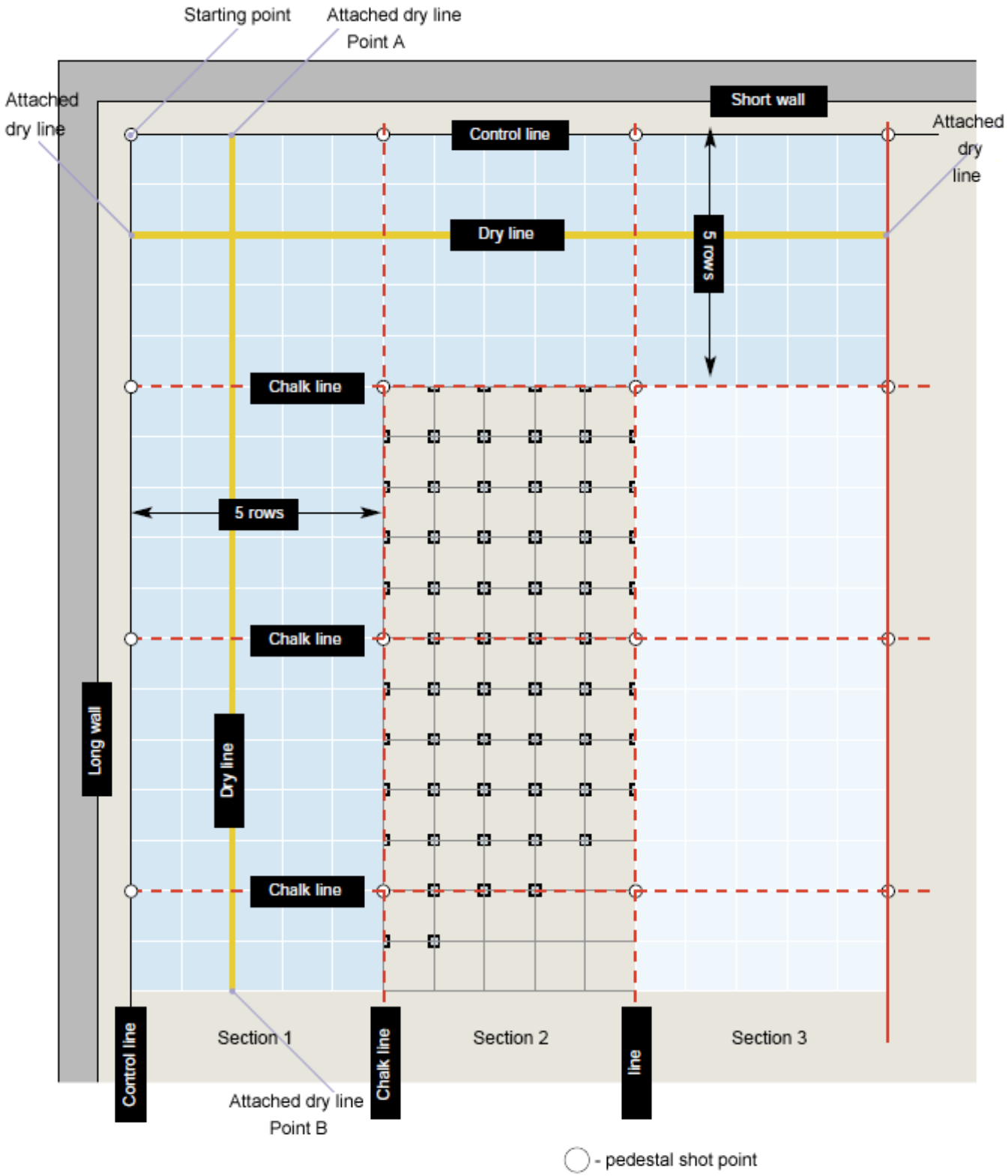
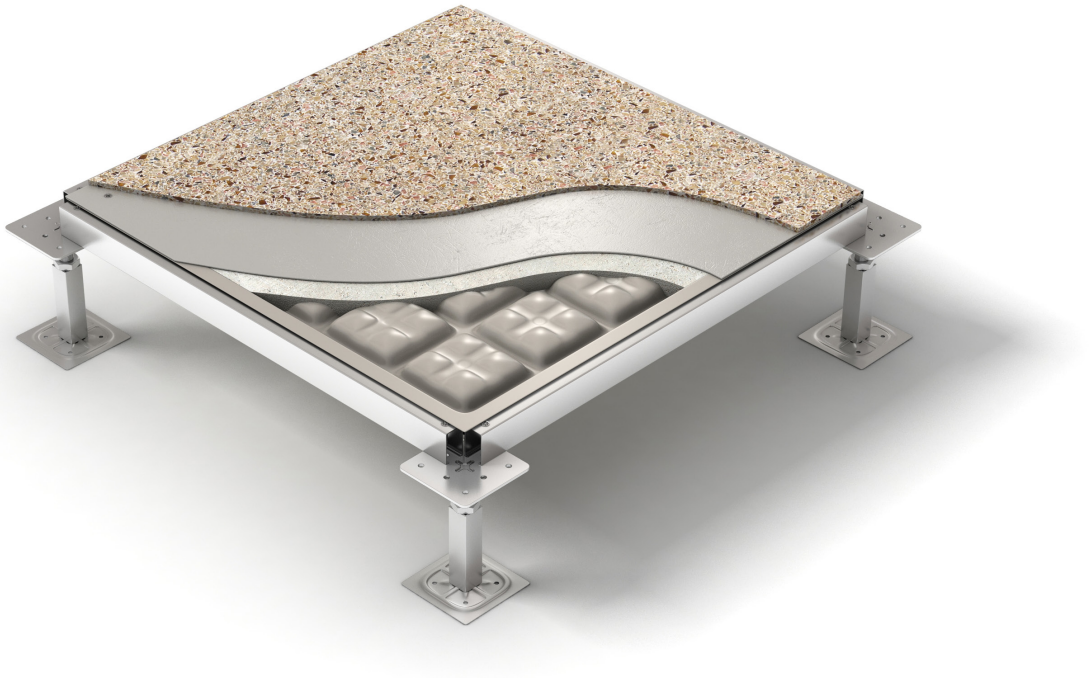


Figure 5: Creating the ‘L’ Section





Step 9 – Installing Pedestals, Stringers and Panels at the Perimeter

1. Perimeter panels are installed after the field is in place and is square.
2. Perimeter panels should be measured and cut to fit at each location taking into consideration that walls may be wavy or out of square. Measurements should be made twice to ensure that panels are cut tight to the wall or curb. When making complex cuts we recommend the use of cardboard panel templates before cutting actual panels.
3. The edges of perimeter panels cut to walls, columns and curbs can be beveled from the top to make panel removal and installation easier. A 5 degree bevel cut is adequate.
4. There will be no stringers parallel to and against the wall. The stringers that run perpendicular to the wall must be attached to the perimeter pedestals with stringer screws.
5. With the perimeter pedestals abutting the walls, two stringer screws are screwed partly into the perimeter head so they engage the groove at the underside of the stringer running to the wall as shown in Figures 7B and 8A. The screws can be sufficiently tightened at their undersides by hand once the stringer is attached.

Figure 7A: Perimeter Pedestal

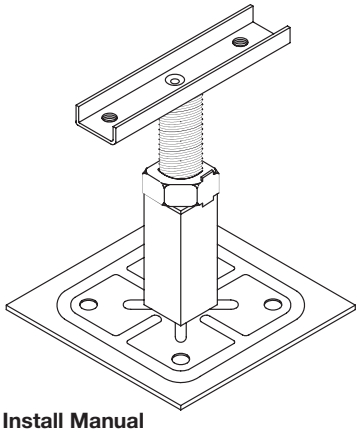
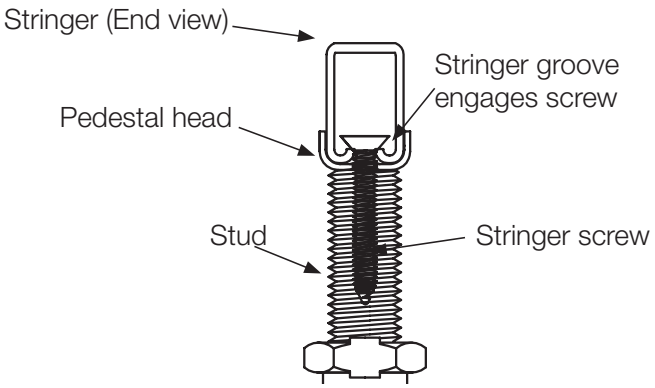


Figure 7B: Perimeter Pedestal with Stringer



As shown in Figure 8, the stringers should extend all the way to the wall or curb to provide support for full and cut perimeter panels.

Figure 8A: Perimeter Stringers Placement

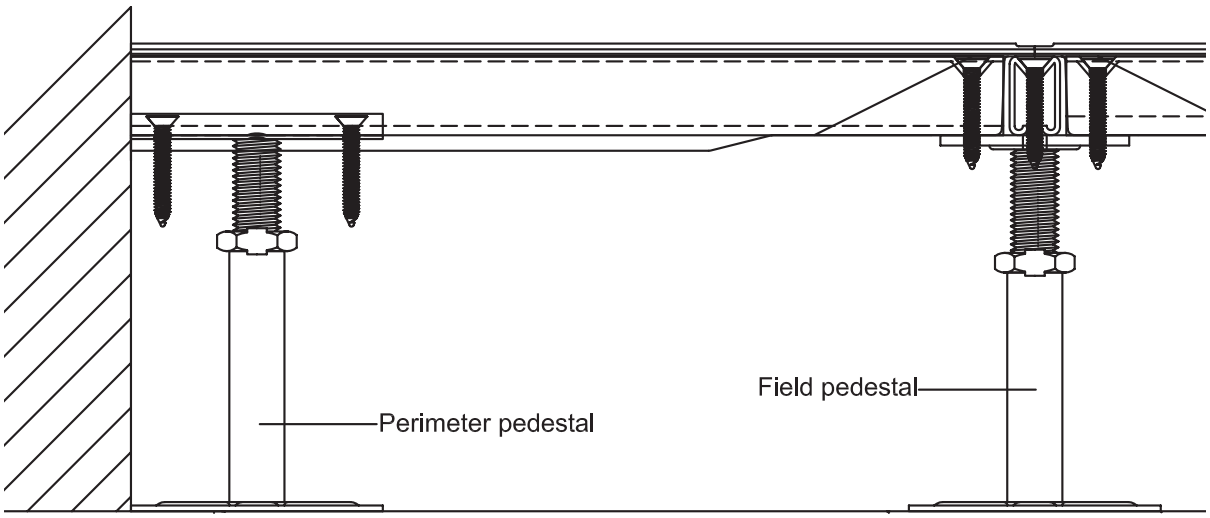
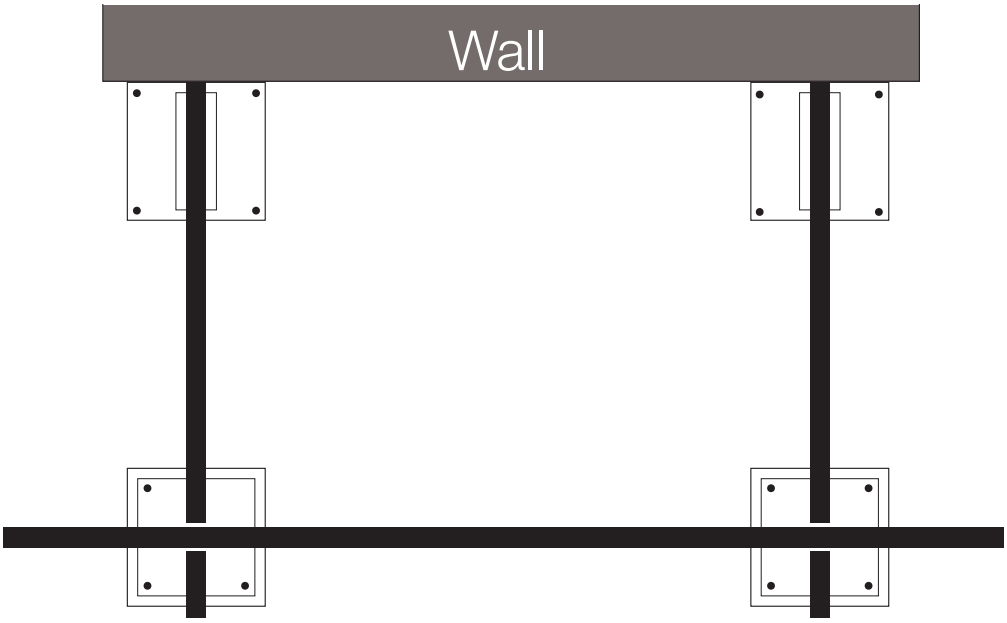


Figure 8B: Top View of Perimeter at Wall, Column, Curb, Doorway or Exposed Edge



Cutting Safety

All governing organizational safety standards must be followed and practiced at all times. Proper Personal protection equipment should be worn during the cutting process. Tate recommends the following personal protection equipment be utilized; however, this is not an all encompassing list for every situation.

Personal Protection Equipment

- Safety glasses
- Ear plugs / muffs
- Steel toe safety boots with aggressive slip resistant tread
- NIOSH approved face mask
- Snug, flexible safety gloves

Equipment Needs

- All cutting equipment guards and shields be in place
- Ground Fault Interrupter System

Field Cuts: Cutouts should be ordered from the factory whenever possible. When it is necessary to do cutouts in the field, the proper equipment must be used to avoid damage to the panel.

Cutting Instructions

1. Use the correct tool.
   - Always use a proper saw to prevent damage to the panel. Sawsall with a metal blade will work.
2. Trace the outline of the cutout in the panel.
   - Must stay at least 3 inches from the edge of the panel
2. Drill a starter hole.
   - Create a hole in the center of the cutout area using a hole saw.
3. Begin your cut.
   - From the starter hole, cut outward to the edge of the marked cutout.
4. Follow the trace line.
   - Carefully guide the saw along your marked line around the cutout area.

Important warning:

DO NOT CUT FROM THE EDGE OF THE PANEL TO THE CUTOUT AREA

For straight and corner cuts, a handheld saw can be used. These types of handheld saws are commonly available at rental companies if you prefer not to purchase one.

Cutting and Installing Perimeter Panels

Perimeter panels should be measured and cut to fit at each location taking into consideration that walls may be wavy or out of square. Measurements should be made twice to ensure that panels are cut tight to the wall or curb. When making complex cuts we recommend the use of cardboard panel templates before cutting actual panels.

Tip: The edges of perimeter panels cut to walls, columns and curbs can be beveled from the top to make panel removal and installation easier. A 5 degree bevel cut is adequate.

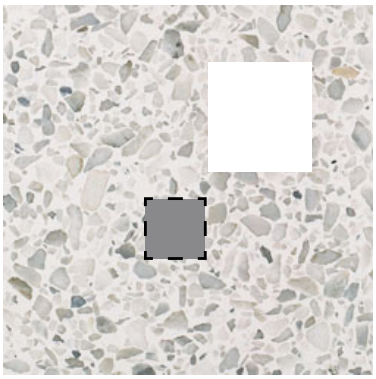
Step 10 – Reinforcing Panels with Cutouts

We recommend reinforcing cut panels with extra pedestals for the following conditions.

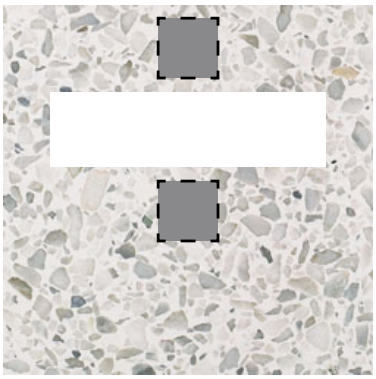
- Panels with cutouts for PVD boxes, round or square diffusers, or rectangular air grilles.
- Panels cut to fit around columns where perimeter stringers cannot be installed.
- Perimeter panels located in traffic areas such as doorways and curbs where perimeter stringers cannot be installed.

Figure 9: Examples of Additional Panel Supports

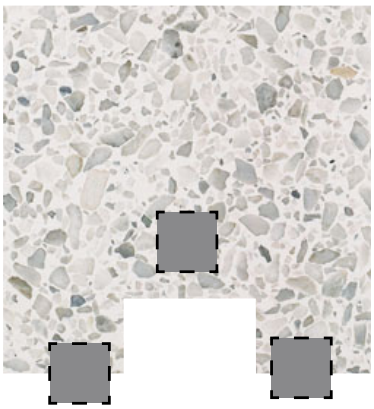
PDV OR MIT Box



Air Grille

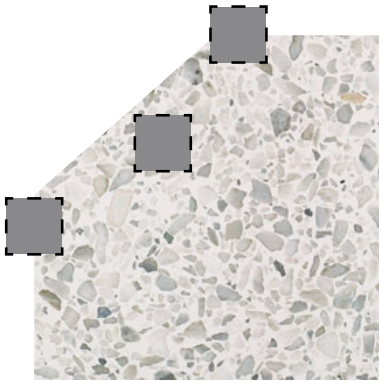


External Cutout



Diffuser Opening

Angled Perimeter Panel



Step 11 – Creating an Exposed Edge Fascia Condition

1. To correctly position the fascia bottom angle on the subfloor as shown in Figure 10, drop a plumb line from the edge of the access floor to the subfloor and mark the subfloor. Note: If the base plates extend out beyond the marks trim them so they're even with the edge of the access floor.
2. Attach the bottom angle to the subfloor with pedestal adhesive, ensuring it is positioned within the marks. If you are installing the fascia while the pedestal adhesive is still wet slide the bottom leg of the angle under the base plates then secure the bases to the angle with adhesive. If you are installing the fascia after the pedestal adhesive has set cut a series of bottom angle sections to fit between the base plates and glue them to the subfloor.
3. Verify that your bottom angle is on your marks and secure it to the subfloor with powder actuated fasteners.
4. To scribe the fascia plate or steel sheet for the proper height hold a section of plate or steel sheet against the bottom angle and the edge of the access floor and scribe a line on the plate using the edges of floor panels as a guide.
5. If using Tate's trim angle, drill and countersink holes in the top of the trim angle with spacing on 18" centers. Attach the trim angle to the access floor surface with Tate supplied trim screws – making sure that you are firmly securing the fascia plate against the panels.

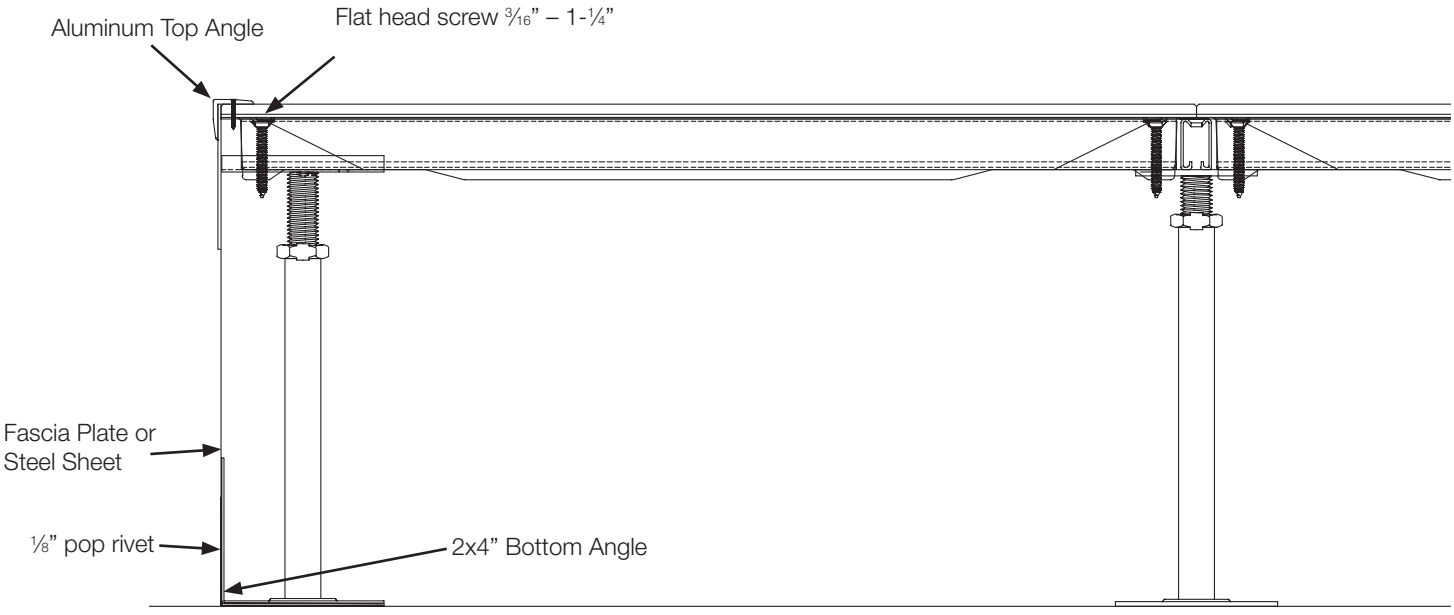


Figure 10: Fascia plates are secured against the edge of the panel

Step 12 – Protecting the Floor from Damage

The surface must be protected during the floor installation. The following steps should be taken:

1. Form an agreement with the general contractor in pre-job meetings on how the floor will be protected, when the protection will be applied, and what is required of other trades to maintain the protection.
2. Establish who is responsible for putting down the floor protection (GC preferred) and document the requirements in writing.
3. Verify that other trades are aware of the floor protection requirements and that they cannot remove any protection without permission, and that they are responsible for putting it back as it was originally applied.

Installing Partitions on the Access Floor While Floor Protection is in Place

When partitions must be built on the access floor while the protection is in place the plywood or Masonite in the area of the partitions is temporarily removed but the plastic remains in place to keep dirt and construction debris off of the finish. The partition track can be secured on top of the plastic sheeting. After the partitions are installed any dirt and debris should be removed from the plastic and the plywood recut to fit against the partitions.

Removing Protection

Once all construction work is complete and construction materials are no longer being rolled across the floor by other trades the protection can be removed. Any plastic sheeting trapped under partitions should be carefully cut away and folded back in sections to contain dirt and debris.

Step 13 – Cleaning the Floor

1. Sweep or vacuum your floor thoroughly to pick up any loose debris.
2. Damp-mop with warm water and a neutral, non-abrasive floor cleaner.
3. Dip a sponge mop into a bucket of warm water, wring it out well, and push the sponge across the floor, pressing hard enough to loosen the surface dirt.
4. Damp-mop a small area at a time, wringing the sponge out frequently to ensure the dirt is lifted and not simply redistributed.
5. When damp-mopping a large floor, change the water several times so the dirt doesn't get redeposited on the floor.
6. A good sponge mop for cleaning is one with a soft nylon brush or low abrasion pad attached to the front edge.
7. After cleaning the floor, rinsing is the next step. Using a separate mop and bucket of warm water, rinse the floor ensuring the sponge mop is wrung out well and bucket of warm water is changed frequently

Care & Use of Tate Access Floor System

Access floor systems are supplied and installed in conformance with the requirements set forth by individual project specifications and approved submittal documents. It is important to clearly understand the design capabilities of the Tate access floor system as installed in specific projects.

Site Conditions
Area to receive and store access floor materials shall be enclosed and maintained at ambient temperatures between 35º to 95º F and relative humidity levels of a minimum 20%. At least 24 hrs. before installation begins, all floor panels shall be stored at ambient temperatures between 50º to 90º F and relative humidity levels between 20% to 80% and shall remain within these environmental limits throughout occupancy.
Performance Criteria

* The above criteria must be complied with or damage to the tile will occur. Please contact an authorized Tate dealer or email technical@tateinc.com for procedures to follow when wheel sizes and loads differ from those identified in Tate product specifications.

Equipment Moving Precautions

The access floor must be protected from overloads and circumstances that exceed its specifications. Movement of heavy loads and equipment may require protection of the floor system through the use of plywood or other suitable load-distributing materials. Rolling loads shall not exceed rolling load rating defined on the product Data Sheet.

Expansion joints and thresholds must be protected with a minimum of 3/4" plywood if any loads are to be rolled over them. Dynamic loads should always be avoided on panels with cutouts or cut panels at doorways or perimeters. If this cannot be avoided, please contact Tate's Technical Hotline to evaluate a safe operating recommendation.

Removal and Reinstallation

An access floor can become misaligned due to mishandling or abuse when working under it. Follow these procedures for removal and replacement of panels and stringers to maintain the system in its original condition.

TOOLS FOR REMOVING PANELS AND STRINGERS
The following tools are required to remove panels and stringers from your floor.

1. Battery powered screw gun
2. #3 Philips replacement tips for screw gun
3. Panel lifter (available through your Tate dealer)

Do not use screwdrivers, pliers or other tools to pry or lift panels.

General Precautions

1. Be cautious not to inadvertently rotate pedestal heads and change height settings when panels are removed. Although pedestal heads have anti-rotation mechanisms, it is still possible to bump heads out of alignment.
2. Do not attempt to carry a panel by the lifter – the suction could break and allow the panel to fall from your hand.
3. After removing cut panels installed at walls and around columns, reinstall them exactly where they came from. Interchanging panels that were precisely cut for perimeter locations can cause interior panels to be tight or loose in the floor and also cause the floor to be out-of-square.

Removing Floor Panels

It is good practice to remove panels only where immediate access is required and reinstall them as your work progresses. When a number of panels must be removed, do not take out more than six adjacent panels at once OR remove only every other panel in a row. The first panel taken out must be pulled with lifters. Adjacent panels can be removed with the lifters or by reaching underneath them and pushing upward. Kneeling on the floor while removing and replacing panels may avoid back strain.

To avoid damage to the tile edges, it is recommended that when it is necessary to remove or reinstall panels, the panels should be lifted straight up. Two lifters should be used on opposite sides of the panel. The panel can then be lifted out using both lifters, being careful not to drag or bump the panel being lifted on adjacent panels or understructure. Never drop or slam a panel on adjacent panels or damage to the tile will occur.

Reinstalling Floor Panels

All but the last panel reinstalled can be seated on the understructure without a lifter. To reinstall a panel, sit one edge on the understructure and lower the other side as if closing a door, being careful not to bump or drag the adjacent panel. To reinstall a panel using a lifter, attach the lifter near an edge and lower that side into place. Never drop or force a panel into place.

Regular Maintenance

Regular vacuuming or wiping prevents the accumulation of dust and dirt. The floor will need to be cleaned regularly to remove more tenacious dirt. Prior to cleaning, first remove loose dirt by vacuuming or sweeping. Use a slightly damp mop with a high proportion of microfibers (at least 50%). For lightly textured floor tiles, use a deep-pile microfiber mop. If desired, add a small amount of mild detergent or vinegar to the water. Make sure that the cleaning product is suitable for unglazed floor tiles.

Additional Resources

Additional information and general guidelines for access floors can be found on Tate's web-site www.tateinc.com

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