



## **Operations & Maintenance Manual**

For

**Morris and Blunt Limited**

For

**Kingfisher Table Tennis Club**

Bulmershe School  
Chequers Way  
Woodley  
Reading  
RG5 3EL



1. Project Location
  2. Scope of Work
  3. Contact Details
  4. List of Suppliers
  5. Technical Drawing
  6. Care and Maintenance
  7. Warranty
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## 1. PROJECT LOCATION

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Kingfisher Table Tennis Club  
Bulmershe School  
Chequers Way  
Woodley  
Reading  
RG5 3EL

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## **2. SCOPE OF WORKS**

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The supply and installation of London Sports Floor System with Tarkett Omnisport Speed vinyl in red finish including solid oak skirting to the Court Playing Area.

The supply and installation of Tarkett Granit Safe.T in Blue to the Changing and Accessible Changing areas.

The supply and installation of Tarkett Safetred Universal in Dark Blue to the Social and Viewing areas.

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### 3. DYNAMIK SPORT SURFACES CONTACT DETAILS

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Dynamik Sport Surfaces  
Unit 10  
Enterprise Trade Centre  
Roman Farm Road  
Hengrove Way  
Bristol, BS4 1UN

Telephone: 0117 3015120  
Facsimile: 0117 3015101

Technical Contact: Robert White  
E-mail Address: [robert@dynamiksport.co.uk](mailto:robert@dynamiksport.co.uk)

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#### 4. LIST OF SUPPLIERS

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Dynamik Sport Surfaces  
Unit 10  
Enterprise Trade Centre  
Roman Farm Road  
Hengrove Way  
Bristol, BS4 1UN

Telephone: 0117 3015120  
Facsimile: 0117 3015101  
Email: [info@dynamiksport.co.uk](mailto:info@dynamiksport.co.uk)  
Website: [www.dynamiksportsfloors.co.uk](http://www.dynamiksportsfloors.co.uk)

Tarkett Sports  
Dickley Lane  
Lenham  
Maidstone  
Kent, ME17 2QX

Telephone: 01622 854040  
Facsimile: 01622 854601  
Website: [www.tarkett-sports.com](http://www.tarkett-sports.com)

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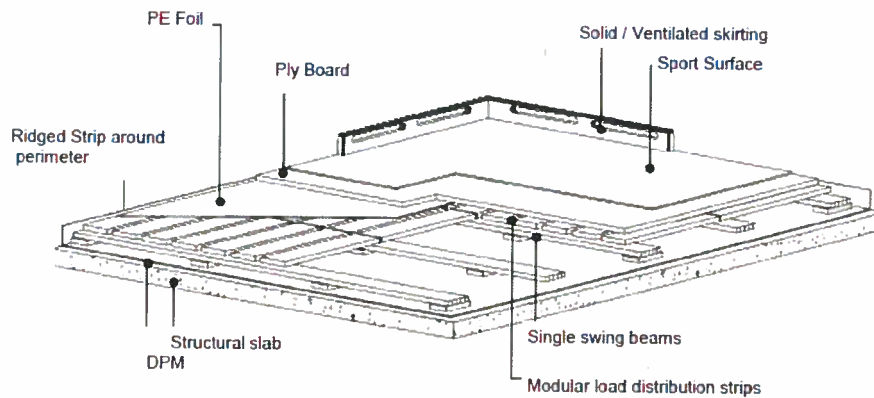


## 5. LONDON TECHNICAL SHEET



### Dynamik Floor System - London

Swing beam sprung floor, suitable for installation on an uneven floor slab



Sport Surface	TBA
Ply Board	12mm
PE foil layer	0.03mm
Counter floor	16mm
Swing beam	36mm
<b>Total Construction Height (excluding surface finish)</b>	<b>66mm</b>
Certification ( Sport England Compliant)	EN 14904
Weighted Impact Sound Improvement	dLw 20



A member of the Sports Facilities Group  
Backed by the Governing Bodies of



Dynamik Sport Surfaces  
Unit 10 Enterprise Trade Centre  
Romain Farm Road,  
Hengrove Way  
Bristol BS4 1UN

Tel: 0117 331 5120  
Fax: 0117 331 5101

Website: [www.dynamiksportsfloors.co.uk](http://www.dynamiksportsfloors.co.uk)



## 6. CARE AND MAINTENANCE

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# DYNAMIK SPORT SURFACES

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## Dynamik Guide to Care and Maintenance of your Sports Flooring

Dynamik Sport Surfaces  
Unit 10  
Enterprise Trade Centre  
Roman Farm Road  
Hengrove Way  
Bristol, BS4 1UN

T: 0117 3015120  
E: [info@dynamiksport.co.uk](mailto:info@dynamiksport.co.uk)  
W: [www.dynamiksportsfloors.co.uk](http://www.dynamiksportsfloors.co.uk)

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## INTRODUCTION

We want you to enjoy your new sports floor for many years to come, and to ensure it performs to its full potential it must be maintained regularly as with any performance equipment.

In this guide you will find detailed instructions on how to clean your floor, how often and what products to use.

You will also find information on environmental conditions, i.e. what temperature and humidity your hall should be set at, how to protect your floor, considerations when using equipment etc.

All this information will assist you in maintaining your sports floor to the highest standard and keep it in a pristine condition.

If you should have any doubts about any aspects of your new sports floor please do not hesitate to contact us on:

T: 0117 3015120  
E: [info@dynamiksport.co.uk](mailto:info@dynamiksport.co.uk)  
W: [www.dynamiksportsfloors.co.uk](http://www.dynamiksportsfloors.co.uk)

If you require any further assistance on the supply and purchasing of your sports floor cleaning products, or if you are looking to purchase a scrubber dryer we suggest you contact Floorstock who will be able to assist you with any cleaning enquires you may have, their contact details are:

Floorstock Ltd  
T: 01455 848 839  
F: 01455 840 040  
E: [sales@floorstock.co.uk](mailto:sales@floorstock.co.uk)  
W: [www.floorstock.co.uk](http://www.floorstock.co.uk)

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### **FLOOR'S PERFORMANCE**

The surface as installed on completion meets the requirements as set out in the BS EN 14904 for sports surfaces.

In order to maintain your floor's performance the cleaning regime detailed in this manual should be adhered to.

All Dynamik Sports surfaces are designed for performance for all athletes to play on, and in turn they must be maintained to the very highest standard as with any performance equipment.

### **HALL TEMPERATURE**

The temperature in the hall should not rise above 26<sup>o</sup>C and should not drop below 12<sup>o</sup>C at all times.

If you have under floor heating installed and there is a heating breakdown you should bring the room temperature back up to the recommended temperature in 10<sup>o</sup>C increments off the manifold per 24 hours. Do not rapidly increase or decrease the temperature, as this will result in accelerated movement of the floor and must be avoided.

### **RELATIVE HUMIDITY LEVELS WITHIN THE ATMOSPHERE**

The relative humidity levels should not exceed 65%, and should not drop below 35% at all times.

If the RH levels fall outside of this range this may lead to excessive movement of the floor and will cause damage, this will also invalidate any warranty.

### **FLOOR EXPANSION AND CONTRACTION**

If there is any contraction or expansion when the atmospheric conditions are above or below the manufacturer's recommendations, this is not a manufacturing or an installation defect.

It is essential that if you notice the floor has expanded, and this will be evident with the floor creaking and becoming tight at the edges, that you contact us immediately and we will arrange for an engineer to inspect the floor.

If necessary we will trim the floor, which we carry out free of charge during the first 12 months.

Failure to action the above will result in the boards crimping and causing long term damage to your sports floor.

This maybe more prevalent in our Athen and London systems, where the ply board plates are forced together with the expansion and curl slightly, thus showing the individual board pieces through your sport floor finish.

If the floor is left for a long period of time, then when the floor is eventually trimmed the boards will not settle down flat as they were when laid.

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### USE OF EQUIPMENT

You should take care when:

- Collapsing equipment such as a trampoline, as when they are folded they can topple over and may dent the floor.
- Apparatus with wheels including bleacher seating: wheels should be free running and nylon or rubber.
- Pianos: if placing a piano in the hall it should be placed on mats and transported on trolleys
- Do not drag heavy objects as these will scratch the floor.
- Indoor cricket: cricket mats should be used at all times

### HIGH LEVEL WORKS

If tower scaffolding or scissor lifts are to be used for maintenance you must have a minimum of 18mm plyboard under each scaffold wheel and outrigger to distribute the loading point.

It is recommended that the distributed load does not exceed 500kg / m<sup>2</sup>.

### ENTRY POINTS INTO THE HALL

It is recommended to avoid access directly from the outside into the Hall, as this will lead to excessive mud and dirt being carried onto the sports floor, which may cause the floor to become slippery and can also result in long-term surface damage.

We would strongly recommend that barrier mats are installed to limit the amount of foot borne contamination and make the daily cleaning and maintenance programme easier.

### FOOTWEAR

Black soled shoes should not be worn.

### PUBLIC EVENTS

If the floor is to be used for public or other events where outdoor footwear, stiletto heels, tables and chairs are to be used, the floor surface must be protected, as all these items can damage your floor.

### SPORTS FLOOR PROTECTION

In order to maintain your sports floor in pristine condition and prolong its life, a surface protection should be considered a necessity when the hall is used for exams or any social event, such as Concerts. This is particularly important for a wood finished floor.

We recommend and offer two options:

- Giant Carpet Tiles
- Vinyl Floor Covering

These products offer a durable sports floor protection.

Please contact us on 0117 3015120 or email [info@dynamiksport.co.uk](mailto:info@dynamiksport.co.uk) for free samples and a quotation.

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### **SLIPPERY FLOOR**

If you do not adopt a proper cleaning regime or use cleaning products that are not specifically mentioned within this maintenance guide, if applied to our surfaces this may result in the surface becoming progressively slippery, causing a Health and Safety hazard and could require the closure of the facility.

### **INJURY**

It should be noted that if an injury occurs due to the sports surface becoming slippery or damaged, you may face a potential injury claim.

Should any claim be made against Dynamik Sport Surfaces due to slip or problems resulting from maintenance issues we reserve the right to have access to proof of purchase of the specified cleaning products over a rolling 12 month period, sight of weekly maintenance records and sign-off sheets, and proof of competence of the company or cleaning personnel engaged.

### **SKIRTING DETAIL**

Skirting is fixed using screws, the holes are not filled so as to allow easy removal in case the floor requires trimming.

### **GAME LINES**

The life expectancy of the game lines will depend on use and maintenance of the floor, however, lines generally require rejuvenating between 5 – 7 years, please contact us for a quotation.

Adhesive tape, sometimes used for additional or temporary line marking, should not be used since this can damage the floor surface.

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## CLEANING AND MAINTENANCE

It is imperative that these instructions are adhered to from handover if they are not the manufacturer's warranty will be null and void.

These instructions must be followed and undertaken by a competent person, and training records should be kept.

Regular checks must be made to ensure that the cleaners are using the correct cleaning products, that the specified cleaning regime is being followed and that records are being kept. These checks should be carried out by someone other than the cleaner, and if the correct products are not being used or machinery is not working, or if the floor is becoming dirty or slippery then this should be reported to the relevant person.

We recommend the use of a scrubber dryer for an effective cleaning regime.

The floor must not be subjected at any time to any amount of standing water.

In order to maintain your floor you will need the following equipment:

- Scrubber dryer
- Red pads x 6
- V mop
- Chemicals as set out in this manual

Use of scrubber dryer pads:

One side of a red pad should be used to clean approximately 100m<sup>2</sup> of floor surface, the pad should then be turned over and used for the next 100m<sup>2</sup>, a 2<sup>nd</sup> pad should then be used for the next 100m<sup>2</sup>, and turned over for the next 100m<sup>2</sup>, then a 3<sup>rd</sup> pad is used etc., repeating this process until the floor is cleaned.

At the end of each cleaning session these pads should be washed thoroughly ready for future use.

V Mop:

The V mop must be kept clean and washed at all times to maintain its effectiveness.

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**CLEANING AND MAINTENANCE INSTRUCTIONS FOR YOUR DYNAMIK SPORT FLOOR WITH**  
**SPORT VINYL OR TARKETT LINO OR PU SURFACE**

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**STEP ONE:**      **AFTER INSTALLATION AND BEFORE FIRST USE**

Before the floor is used and depending on the degree of dirt and dust that may have built up since installation, it may be necessary to scrub the floor clean prior to adopting the daily maintenance regime.

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove.
2. Scrub floor clean with **Bona Sportive Cleaner** 50ml (5 caps) : 10 litres of water, using a standard-speed rotary scrubber dryer machine (150 – 250rpm) fitted with a **RED PAD**.



**STEP TWO:**      **DAILY CLEANING**

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove, this should be undertaken once / twice a day.

**STEP THREE:**      **WEEKLY CLEANING**

The floor must be mechanically cleaned every 35 hours of use, or weekly, depending on which is the earlier

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove.
2. Clean the floor with **Bona Sportive Cleaner** 50ml (5 caps) : 10 litres of water, using a standard speed rotary scrubber dryer (150 – 250rpm) fitted with a **RED PAD**.



**STEP FOUR:**      **3 – 6 MONTHS**

Depending on the usage of your floor you will need to undertake a deep clean between 3 – 6 months, using **Bona Sportive Cleaner Plus**, diluted 1 litre : 5 litres of water.



**General Advice**

Resilient floors can be damaged by solvents. Wipe up any grease or stains immediately, as they may damage the surface.

Remove spills of tea, coffee, squash etc. with a cloth dampened in warm water. Heavier contamination such as blood, sweets, shoe polish, alcohol, fruit, ice cream and oils should be removed using a 'low foam' mild detergent, and then removed with a clean damp cloth.



## CLEANING AND MAINTENANCE INSTRUCTIONS FOR YOUR DYNAMIK SPORT FLOOR WITH

### HARDWOOD SURFACE

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#### STEP ONE: AFTER INSTALLATION AND BEFORE FIRST USE

Before the floor is used and depending on the degree of dirt and dust that may have built up since installation, it may be necessary to scrub the floor clean prior to adopting the daily maintenance regime.

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove.
2. Scrub floor clean with **Bona Sportive Cleaner** 50ml (5 caps) : 10 litres of water, using a standard-speed rotary scrubber dryer machine (150 – 250rpm) fitted with a **RED PAD**.



#### STEP TWO: FIRST BASIC CARE WITH BONA FRESHEN UP

1. The first basic care should be performed with a suitable mop. The care product **Bona Freshen Up** should be applied in two neat coats (approximately 1 litre for 30-50m<sup>2</sup>). The frequency of this procedure depends on the usage of the floor.



Step Two should also be carried out after Step Five.

#### STEP THREE: DAILY CLEANING

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove this should be undertaken once / twice a day.

#### STEP FOUR: WEEKLY CLEANING

The floor must be mechanically cleaned every 35 hours of use, or weekly, depending on which is the earlier

1. Use a V mop to sweep the floor, collecting all surface dust / debris and remove from the hall.
2. Clean the floor with **Bona Sportive Cleaner** 50ml (5 caps) : 10 litres of water, using a standard speed rotary scrubber dryer (150 – 250rpm) fitted with a **RED PAD**.



#### STEP FIVE: 3 – 6 MONTHS

Depending on the usage of your floor you will need to undertake a deep clean between 3 – 6 months, using **Bona Sportive Cleaner Plus**, diluted 1 litre : 5 litres of water.

You must then apply one neat coat of **Bona Freshen Up**, as Step two.





**STEP SIX: SCRUB AND RESEAL 2 – 3 YEARS**

In order to maintain the long term wear and finish of your floor, it is imperative that the floor is scrubbed and resealed every 2 – 3 years , using the **Bona Remover** to strip the floor back to its factory finish then apply one coat of Bona Sportive Lacquer.

**STEP SEVEN: SAND AND RESEAL EVERY 10 – 12 YEARS**

The floor will need to be sanded and resealed for the first time between 9 -11 years, and thereafter 7 – 10 years depending of the use of the facility. (Where the facility is used for non-sporting activities this may result in more frequent sanding).

We would strongly recommend that these works are carried out by a competent contractor.

Please contact Dynamik Sport Surfaces for a quotation.

**General Advice**

The Bona Sportive Cleaner Plus will remove the Bona Freshenup, therefore it should only be used for the 3-6 months deep clean.

Resilient floors can be damaged by solvents. Wipe up any grease or stains immediately, as they may damage the surface.

Remove spills of tea, coffee, squash etc. with a cloth dampened in warm water. Heavier contamination such as blood, sweets, shoe polish, alcohol, fruit, ice cream and oils should be removed using a 'low foam' mild detergent, and then removed with a clean damp cloth.

The above should be taken as a general guide since each individual facility can vary, for example if there is an excessive amount of airborne dust a more frequent cleaning regime will be required.





## 7. WARRANTY LETTER

15<sup>th</sup> May 23014

Morris and Blunt Limited  
C/O Kingfisher Table Tennis Club  
Bulmershe School  
Chequers Way  
Woodley  
Reading, RG5 =3EL

Dear Sirs

### RE: NEW SPORTS FLOORING AT KINGFISHER TABLE TENNIS CLUB – COURT PLAYING AREA

We detail below the sports flooring product we have installed in each area together with the applicable warranty.

Product	Area	Warranty
London Sports Floor System	Court Playing Area – Multiuse	25 years
Tarkett Omnisport Speed Vinyl	Court Playing Area - Multiuse	25 years

This warranty should be read in conjunction with the exclusions and conditions mentioned below:

#### Excluded from the warranty are all wearing parts such as:

- Access covers
- Threshold cover plates
- Skirting
- Line marking

#### The above warranty is given subject to the following conditions:

1. It will be read in conjunction with the O&M manual.
2. Save unless permitted by statute we shall be under no liability in respect of any defect in the Sports Flooring, arising from fair wear and tear, wilful damage, negligence, neglect, accident, spillage, failure to follow our instructions (whether oral or in writing), misuse or alteration or repair of the Sports Flooring without our approval.
3. Save unless permitted by statute we shall be under no liability in respect of any defect in the Sports Flooring arising from use of the sports flooring which is not in accordance with the usage noted in the table above.



4. We shall be under no liability under the above warranty (or any other warranty, condition or guarantee) if the total price for the Products supplied and installed has not been paid by you, by the agreed date for payment.
5. Save as expressly provided herein, all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law.
6. In the event of any breach of the above warranty (whether by reason of defective materials, production faults or otherwise) our liability shall be limited to replacement of the Sports Flooring to an equivalent specification, which will include uplift, disposal and relay.

We shall have no further liability to you under the terms of this Agreement.

7. The above warranty does not cover issues directly or indirectly due to the failure of the building structure, settlement of the building walls or floors, mechanical failure, excessive dryness, or excessive moisture from humidity, damp migration through the slab or walls, or any other source.
8. For the avoidance of doubt, performance by us of the Services shall not remove any obligation on you to notify us of any defect covered by the terms of this Agreement within reasonable time after discovery.
9. Neither party shall assign or sub-contract, in whole or in part, or otherwise dispose of this agreement or any part thereof without the prior consent in writing of the other party, and further agree that consent will not unreasonably be withheld.
10. This Agreement shall be read and construed in accordance with our Terms and Conditions of Sale in force from time to time. If there is any inconsistency between the Terms and Conditions of Sale and the terms of this Agreement, the latter shall prevail.
11. This Agreement shall be governed by the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

Yours faithfully

**Robert White**  
For **Dynamik Sport Surfaces**