



# Chair Mat User Guide for: Polypropylene Chair Mats

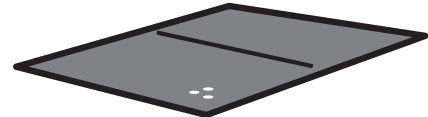
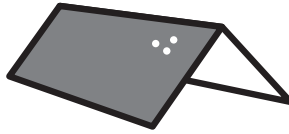
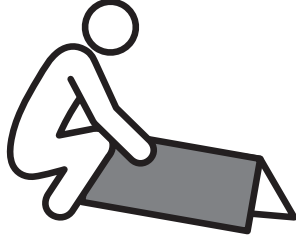


This mat is shipped in a folded format to provide you with the most competitive shipping cost, reduce packaging and promote the ease of handling the product.

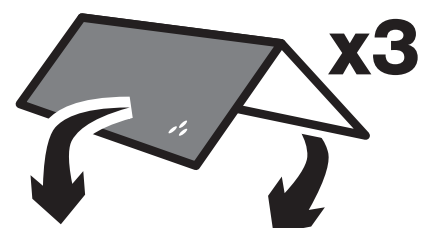
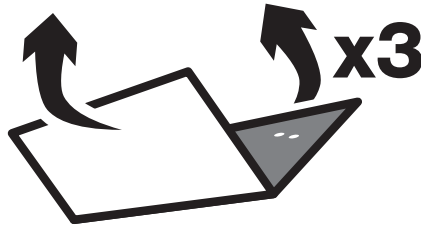
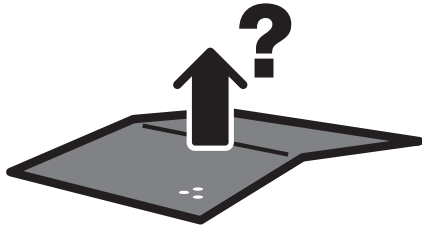


Please be aware of the grippers / 'spikes' on the underside of mats that are designed for use on carpets.

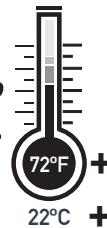
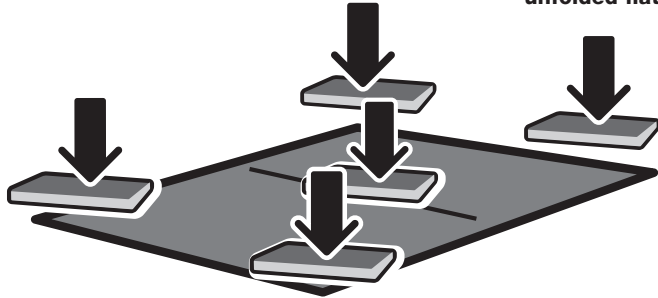
We recommend wearing gloves when unpacking your polypropylene chair mat.



Unfold your mat and place it flat on the floor with the lightly textured surface facing upwards.



If your mat does not go instantly flat, re-fold it two or three times along the crease - in both directions - and re-lay it in the unfolded flat position on the floor.



In some environments the mat may still take a short period of time to totally flatten depending on the room temperature.

This should not take more than a few hours.

Placing weighted objects on top of the mat will speed up any flattening that is required.



Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

We recommend that you wear footwear to avoid any unforeseen accidents - and ensure all children and pets are made aware of the mat edges.

To avoid a trip hazard, we recommend not putting your chair mat in to full application until the mat is completely flat



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## Wichtige Produktinformation! Vor dem Auspacken bitte beachten!

Diese Matte wird in einem gefalteten Format geliefert, um Ihnen die wettbewerbsfähigsten Versandkosten zu bieten, Verpackung zu reduzieren und die einfache Handhabung des Produkts zu fördern.

Bitte achten Sie auf die Noppen / "Spikes" an der Unterseite der Matte, diese sind für den Einsatz auf Teppichboden ausgelegt.

Wir empfehlen, beim Auspacken Ihrer Polypropylen Bodenschutzmatte Handschuhe zu tragen.

- Falten Sie Ihre Matte auf und platzieren Sie sie flach auf den Boden, dabei die leicht strukturierte Oberfläche nach oben legen.
- Wenn Ihre Matte nicht sofort flach liegt, falten Sie sie zwei- oder dreimal entlang der Falte - in beide Richtungen - und legen Sie dann die Matte wieder in der aufgedrehten flachen Position auf den Boden.

In einigen Umgebungen kann es eine kurze Zeit dauern, bis die Matte je nach Raumtemperatur vollständig flach liegt. Dies sollte nicht länger als ein paar Stunden dauern.

Das Beschweren der Matte beschleunigt die erforderliche Abflachung.



Um Stolpergefahr zu vermeiden, empfehlen wir, Ihre Bodenschutzmatte erst dann zu verwenden, wenn die Matte vollständig flach liegt.

Esp

## Guía de desembalado y montaje

La alfombrilla se envía doblada para poder ofrecerle los mejores gastos de envío, reducir el empaquetado y facilitar la manipulación del producto.

Tenga en cuenta que el sistema de sujeción / "pinchos" de la parte inferior de la alfombrilla está diseñado para usarse sobre moquetas.

Le recomendamos que utilice guantes cuando desembale la alfombrilla de polipropileno para sillas.



Ce tapis est expédié plié afin de vous offrir le coût d'expédition le plus compétitif, de réduire l'emballage et de favoriser la facilité de manipulation du produit.

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Veillez noter que le dessous des tapis est muni d'éléments antidérapants / « pointes » conçus pour être utilisés sur les tapis.

Nous vous recommandons de porter des gants lorsque vous déballez votre tapis de chaise en polypropylène.

- Dépliez votre tapis et placez-le à plat sur le sol, la surface légèrement texturée vers le haut.
- Si votre tapis ne s'aplatit pas instantanément, repliez-le deux ou trois fois le long du pli, dans les deux sens, et posez-le à nouveau à plat sur le sol en position dépliée.
- Dans certains environnements, le tapis peut mettre encore un peu de temps à s'aplatir totalement, en fonction de la température ambiante. Cela ne devrait pas prendre plus de quelques heures.
- Placer des objets lestés sur le tapis accélérera l'aplatissement nécessaire.



Pour éviter tout risque de trébuchement, nous vous recommandons de ne pas utiliser votre tapis de chaise avant qu'il ne soit complètement aplati.

• Extienda la alfombrilla y colóquela en el suelo poniendo la superficie con textura hacia arriba.

• Si la alfombrilla no queda plana al momento, vuelva a doblarla dos o tres veces a lo largo del pliegue, en ambos sentidos, y vuelva a extenderla sobre el suelo.

• En algunas superficies, la alfombrilla podría tardar un poco en quedar totalmente plana dependiendo de la temperatura de la habitación. Esto no debería tardar más de una pocas horas.

• Colocar objetos con peso sobre la alfombrilla ayudará a que se aplane más rápido.

Para evitar el riesgo de tropezar, le recomendamos que no utilice la alfombrilla para sillas hasta que no esté completamente plana.



# Floor Protection Mats – Selection, Use & Care

Floor mats are highly cost-effective in protecting expensive floor coverings from loss of appearance, wear and damage. There is a wide selection of shapes to suit user requirements. They have an embossed upper surface, and are usually translucent so that the appearance of the underlying floor covering remains visible. In addition to facilitating easier movement of office chairs, particularly on carpeted floors, they can also be used on any flooring area needing protection, such as heavy traffic area, under areas used by pets, children's high chairs, and indoor pot plants.

Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.

We recommend that you wear footwear to avoid any unforeseen accidents. We also recommend wearing gloves while unpacking or moving your chair mat - and ensure all children and pets are made aware of the mat edges.

## Selection

To achieve best performance and durability the mat type must be correct for the floor covering. The following is a basic guide to selection.

## Material Options

### Unique Phthalate Free PVC

Excellent value and performance.

### Polypropylene (PP)

Eco-friendly ergonomic solution

### APET

Excellent ergonomic performance & value.

### Enhanced Polymer

The environmentally friendly option.

### Original Polycarbonate

The ultimate on durability, performance and ergonomics.

## Floor Type

### Hard floors (Wood, tile, linoleum, vinyl):

Smooth Back: PVC (Vinyl), APET, Enhanced Polymer, Polycarbonate

**Caution:** Before buying your chairmat please check if it has high gloss or highly polished surface on which a mat may slide. In such cases we recommend a mat with an anti-slip backing. It is also important to check and care instructions you have on your flooring.

Use of the wrong or incorrect dose of detergent could make the floor too slippery and unsuitable for using a chairmat.

### Hard floors with high gloss finish (Polished Wood, tiles, linoleum, vinyl):

Smooth back with water based anti-slip backing:

Polypropylene, Enhanced Polymer, Polycarbonate.

### Carpeted Floors (PVC)

Gripper back for low pile carpets

- (pile of 6mm / 1/4" or less including padding / underlay)

Gripper back for standard pile carpets

- (pile of 9mm / 3/8" or less including padding / underlay)

Gripper back for medium pile carpets

- (pile of 12mm / 1/2" or less including padding / underlay)

Gripper back for deep pile carpets

- (pile over 12mm / 1/2" including padding / underlay)

### Carpeted Floors (Polypropylene)

Gripper back for low pile carpets

- (pile of 6mm / 1/4" or less including padding / underlay)

### Carpeted Floors (APET)

Gripper back for standard pile carpets

- (pile of 9mm / 3/8" or less including padding / underlay)

### Carpeted Floors (Enhanced Polymer)

Gripper back for standard pile carpets

- (pile of 9mm / 3/8" or less including padding / underlay)

### Carpeted Floors (Polycarbonate)

Gripper back for low/medium pile carpets

- (pile of 12mm / 1/2" or less including padding / underlay)

Gripper back for deep pile carpets

- (pile over 12mm / 1/2" including padding / underlay)

### Carpeted Floors (High Gauge Polycarbonate)

Smooth Back 5mm / 0.2" thick

- all piles of carpet

### Please note:

- Use spiked mats on carpeted floors only: spiked mats will damage wooden floors: all spiked mats will be damaged by castor chairs if used on hard floors.
- Use smooth mats on smooth hard floors e.g. wood, tile, linoleum, or vinyl.
- Use smooth mats with anti-slip backing on smooth high gloss floors e.g. polished wood, to prevent slippage.
- Use polycarbonate or enhanced polymer mats on lacquered or varnished wooden floors. These will not adversely affect the floor surface.
- Mats suitable for short pile carpets are unsuitable for use on deep pile carpets as they will crack due to lack of support.
- Some highly polished or treated hard surfaces may be unsuitable for mats even with anti-slip backing.
- Do not use smooth floor mats on ridged, pitted or uneven concrete as they will be damaged by office chair loadings.
- Floors with rough textured floor tiles or deep or wide grooves between tiles will cause damage to mats used under chairs.
- For rooms with a temperature below 15°C/60°F, please employ chair mats made of Polycarbonate.

- For rooms with a temperature higher than 15°C/60°F you can employ chair mats made of Polycarbonate, Enhanced Polymer, Polypropylene and Vinyl.
- If the chair mats is employed in rooms with temperatures below the recommended above, please be aware that the quality of the mat could suffer.

## Use and Care

Correct use and care of your floor mat will ensure its serviceability and durability as well as giving best protection for your floor covering.

- As with any household or office product, handle with care at all times to maintain quality and durability.
- Take care to avoid contact with solvent based paints, inks, varnishes, alkali cleaners, bleaches and oils: these are particularly harmful to polycarbonate.
- Clean only with a cloth or sponge soaked in mild soapy water.
- Regularly clean the floor beneath the mats and make sure that the floors are clean and dry before setting the mat on the floor.
- Do not use in wet areas.
- Floor mats are precision cut to size: do not cut or in any way alter mats as this can impair performance and will invalidate your warranty.
- Do not subject mats to excessive concentrated loads.
- Do not place furniture or other stationary items on the chair mat.
- Do not use where there are extremes of temperature.
- Do not use floor mats under unsuitable chair casters including metal casters. Use of type W casters is recommended to prolong mat life.
- Ensure you select a mat size that allows the full rolling area required without chair casters leaving the mat. Casters consistently rolling off and back onto you mat is likely to result in mat movement on your flooring.

## Risk Assessment – Chair Mats

All chair mats are tested for performance and durability on the flooring type that they are designed for.

Every production batch of chair mats is durability tested to a method based on BS EN425: 2002 as part of our Quality Management System to ensure they meet or exceed our performance expectations.

The mats are tested on the flooring type that they are designed to be used upon. In addition the material content of each mat is carefully monitored to ensure standard are consistent and that the formulations conform to Reach regulations.

**To minimise any potential for accidents users should ensure;**

- 1) The mat selected is correctly matched to the floor surface it is to be used upon. Smooth back for non-polished hard floors. Smooth back with anti-slip coating for polished or high gloss hard floors. Gripper back for carpets. The depth of the carpet pile should be measured and matched to the correct gripper back gauge.  
  
The selected mat should be tested on the floor where it is to be positioned to ensure there is a sufficient degree of friction and stability between the mat and the floor.
- 2) Mats should be laid completely flat on the floor and should not overlap.
- 3) Mats should not be used in locations where they are liable to get wet. Any liquid spilled on the mat surface should immediately be wiped up and dried to reduce the risk of slipping.
- 4) The purpose of a floor mat is to protect the floor surface from damage caused by traffic, use of caster based chairs and other general wear. If you try to employ this product for a different purpose, we cannot guarantee its quality: you should not bend, fold, cut this product without the necessary equipment and without observing the corresponding health and safety requirements.
- 5) PVC/Vinyl and Value PVC/Vinyl mats, supplied rolled or not stored in flat form, should be given a minimum of 72 hours in a warm environment to retain their original flat form. The warmer the environment the quicker rolled mats will revert to their flat form and be ready for use.
- 6) Polycarbonate and Enhanced Polymer and APET supplied in rolls, will revert immediately to their flat state when restraining straps are removed.  
  
This effect is due to the material's unique memory characteristics. Extreme care should be taken when releasing or cutting restraining straps as mats are under pressure and will spring open unless handled with care.
- 7) Although your chair mat can be safely used without footwear, care should be taken to avoid catching bare feet on the mat edge.  
  
We recommend that you wear footwear to avoid any unforeseen accidents.  
  
We also recommend wearing gloves while unpacking or moving your chair mat - and ensure all children and pets are made aware of the mat edges.