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**INSTALLATION INSTRUCTIONS
FOR BALCO, INC. FLOOR MATS
FMR-(A, C, or D) W/O FRAME 2V**

INSTALLATION INSTRUCTIONS FOR BALCO, INC. FLOOR MAT TYPE FMR-(A, C, or D) WITHOUT FRAME

The following installation instructions are very important. Read them carefully, and be sure you understand them completely before you begin any work.

STORAGE & HANDLING

The floor mat frame may require some assembly. Store all mats and frames in the horizontal position in a clean, dry, flat and safe location. This is a finished product. Store this product in a protected area. Do not stack anything on the mats.

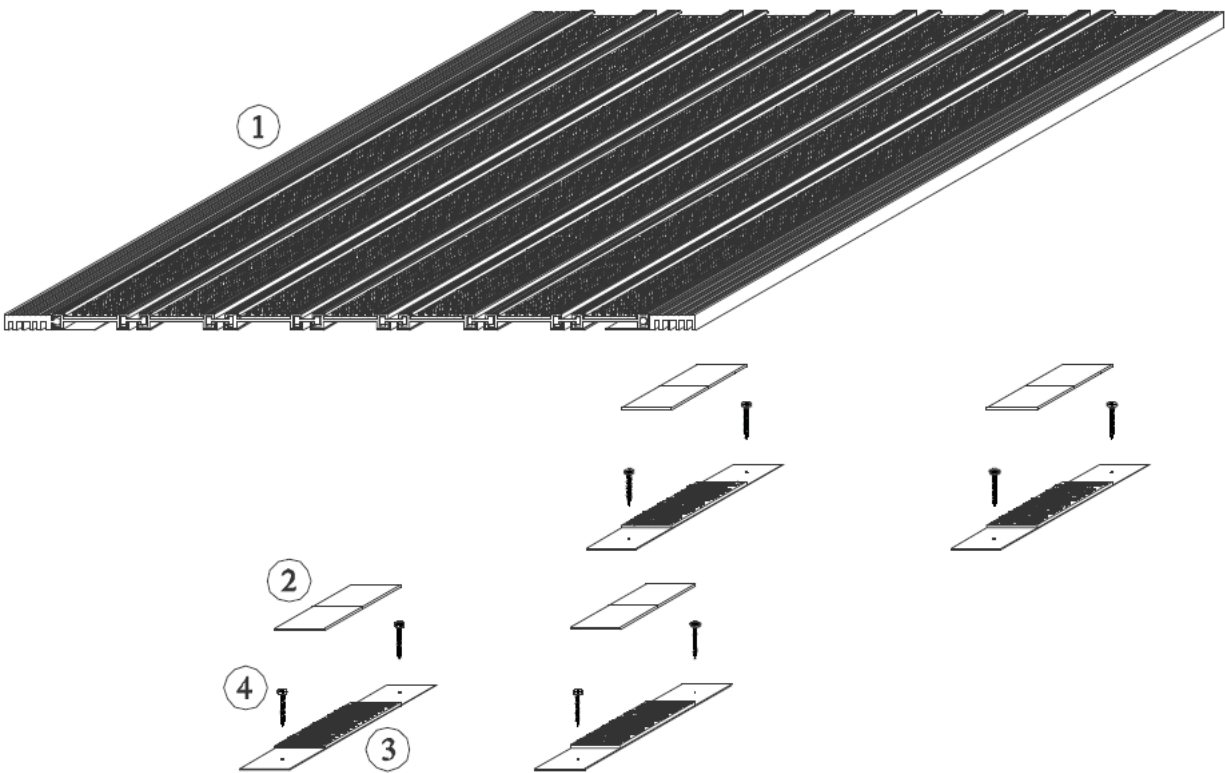


Figure 1

PARTS

1. Recessed Mat
2. Flexible Lock Strip
3. Lockdown Plate
4. Lockdown Anchors

TOOLS REQUIRED

This is a list of tools and materials recommended for use in the installation of these joint systems. Tools and materials in this list are not provided by Balco, Inc.

- A. Electric Drill
- B. Drill Bits for Concrete
- C. Tape Measure

- | | |
|---|--|
| D. Level | G. Plywood Sheet(s) |
| E. Phillips and Slotted Screw Driver Bits | H. Utility Knife |
| F. Rubber or Leather Mallet | I. Straight Edge (6' minimum is recommended) |

PRECAUTIONS AND RECOMMENDATIONS

- A. Mats are pre-assembled and pre-fitted at the factory. However, mats may be disassembled for shipping and may require some assembly in the field.
- B. Floor mat treads may shift during transport. When this happens the mat or mat section may become out of square. If the mat or mat section is out of square, roll the mat, or mat section, back up, and using a rubber or leather mallet, strike uneven treads to even them out. This procedure should correct the out of square condition.
- C. To prevent distorted installations, for example, racking the mat, ensure that at least one worker is handling each side of the mat assemblies. To ensure safe foot traffic, take care during installation that the elevations are aligned at the splices.
- D. In some cases a floor mat assembly is provided with multiple mat sections. In these instances clearly mark each mat section with a number or a letter to show its relative position in the floor mat assembly. In this way the mat sections can be replaced in the proper order if they are removed for cleaning or for some other reason.

IMPORTANT

DO NOT PLACE THE MAT ASSEMBLY
INTO THE FRAME UNTIL THE FINAL STAGES OF BUILDING COMPLETION.

INSTALLATION

These installation instructions are for use in the installation of floor mat type FMR-(A, C, or D) without Frame. The system is illustrated in Figure 1. The recessed floor mat shall be installed as follows:

PREPARATIONS FOR MAT INSTALLATION

STEP 1. Review Balco, Inc. approved shop drawings for types and locations.

STEP 2. Provide the blockout as required (see Figure 2). The blockout may be formed at the time of the initial pour of the concrete, as recommended in item "A" under "**Precautions and Recommendations**", or the blockout may be formed at a later time by removing material from the slab. To ensure a good installation, use level and true blockout materials. The blockout is illustrated in Figure 4.

STEP 3. If the blockout has been formed by removing material from the slab, check the mat's setting bed for uneven conditions. Thoroughly clean the void of any loose materials (sand, dirt, debris, etc.). If uneven conditions exist, grout will be needed to level the mat's setting bed.

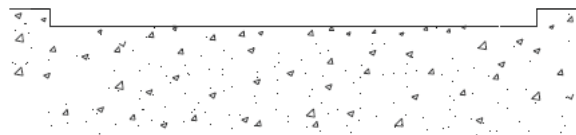


Figure 2

NOTE: DO NOT PUT THE MAT ASSEMBLY INTO PLACE UNTIL THE FINAL STAGE OF BUILDING COMPLETION. THE FACTORY RECOMMENDS PLACING PLYWOOD IN THE RECESS TO PROTECT THE THE RECESS DURING COMPLETION OF THE WORK.

MAT INSTALLATION

STEP 4. If the mat or mat sections are shipped rolled, release the bindings and unroll the mat sections to allow them to relax . Do not allow the mat sections to become soiled during this relaxing process.

STEP 5. After the mat has relaxed, place the mat into its installed position (see Figure 3). Ensure that the mat is level, plumb, flush, flat and properly oriented. If the mat is provided in sections, place each mat section into its installed position, splicing mating sections of the mat together. Ensure that the mat sections are level, plumb, flush, flat, properly oriented and properly aligned and that each mat section is in the position established for it and illustrated in the details. The mat sections are assigned a letter designation, which is marked on the mat sections, to ensure proper placement.

NOTE: IT MAY BE NECESSARY TO TRIM THE MAT'S EDGE VINYL SO THAT THE MAT FITS PROPERLY INTO THE RECESS, IF ONE IF TO BE USED.

LOCKDOWN INSTALLATION

Repeat the following procedures for the installation of each lockdown. Lockdowns are placed at each corner of the mat. Additional lockdowns are included if the mat is provided in multiple sections. See the Splicing Instructions section of these installation instructions for procedures for the installation of lockdowns at splices.

STEP 6. Roll up or lift up the end of the mat to which the lockdown is to be attached. Using alcohol or a similar solvent and clean cotton rags, clean the area of the back of the mat tread to which the flexible lock strip of the reclosable fastener is/are to be affixed.

STEP 7. Select the flexible lock strips. Peel the backing from the flexible strip portion of the fastener, and press the strip onto the bottom of the mat tread (see Figure 4). Ensure that the strip will not interfere with the perimeter of the mat.

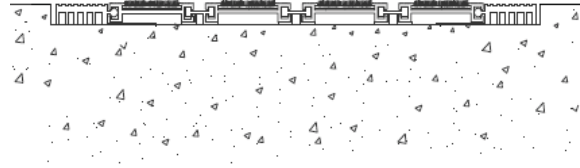


Figure 3

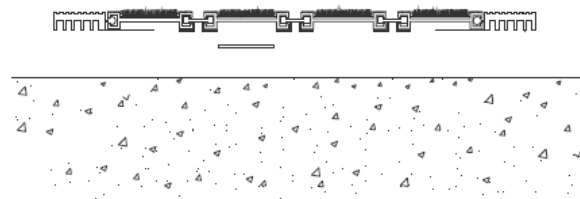


Figure 4

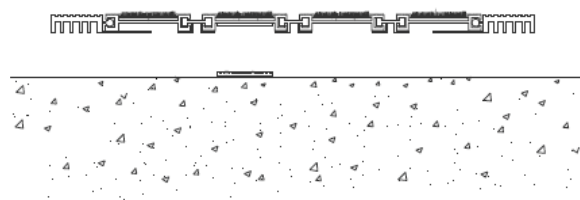


Figure 5

STEP 8. Select the lockdown plate. Place the lockdown plate into its installed position on the substrate, under the mat. Ensure that the lock strip on the lockdown plate is properly aligned with the flexible lock strip on the mat. Secure the lockdown plate to the floor with the fasteners provided by the factory (see Figure 5). The lock strip of the lockdown plate should fall directly under the installed flexible lock strip.

STEP 9. Restore the mat to its proper installed position. Compress the lockdown area of the mat to engage the lockdown strips with one another (see Figure 6).

SPLICING MATS

The instructions in this section are applicable only to Balco, Inc. Mats having multiple sections in the mat width. Lockdowns are installed at splices. Spacing for these lockdowns is 2'-0" o.c.

STEP 10. Lay the mat sections in their installed positions in the frame, aligning the mating mat sections with one another.

STEP 11. Select the flexible lock strip and the lockdown plate. Cut the flexible lock strip in half. Remove the backing from the flexible lock strip. Press one half of the flexible lock strip onto the bottom of the selected tread of one of the mat sections at the tread's end. Press the other half of the flexible lock strip onto the bottom of the corresponding tread of the mating mat section at the mating tread's end (see Figure 7).

STEP 12. Using the anchors provided by the factory, attach the lockdown plate to the substrate so that it is aligned with the flexible lock strips on the mats treads (see Figure 8).

STEP 13. Place the mat back into its installed position. Press the areas of the mat containing the lockdowns so that the lock strips engage with one another. At least half the length of the flexible lock strips should engage the lockdown plate lock strip.

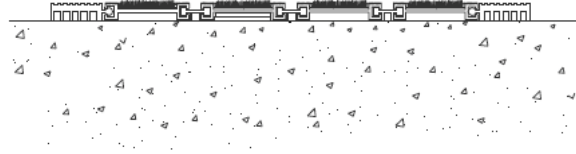


Figure 6



Figure 7

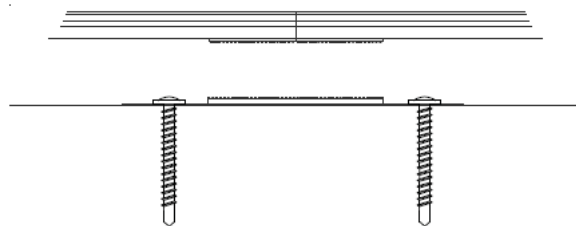


Figure 8

CLEANING AND MAINTENANCE INSTRUCTIONS

Balco, Inc. floor mats are designed to be easy to clean and maintain. The following recommended procedures will help to ensure that the mat will remain durable and will retain its great appearance.

Tread Rails and Frame:

1. To clean the aluminum rails and frame, Balco, Inc. recommends brushing them with warm water and a mild detergent.
2. After cleaning, wet vacuum the rails and frame to remove as much excess moisture as possible. For best results, clean the rails and the frame at the same time that the carpet is shampooed or that the vinyl or abrasive inserts are washed. Always be sure to wet vacuum the mat and frame after cleaning to remove as much excess moisture from them as possible. Note that bronze rails and frame may be cleaned in the same manner; however, such cleaning may contribute to the development of a patina (tarnish) on the bronze surfaces. Polishing with a tarnish removing agent is required to remove the patina. Ensure that any tarnish removing agent does not discolor or otherwise damage the carpet, vinyl or abrasive insert.

Carpet Floor Mats:

1. Power vacuum and/or sweep the surface of the mat.
2. Periodically it will be necessary to remove dirt, etc. from below the mat. Whenever this is necessary, raise the mat and clean underneath it. Balco, Inc. recommends that a regular schedule be established for cleaning beneath the mat.
3. If the carpet needs to be cleaned, Balco, Inc. recommends shampooing it with a mild shampoo. Follow the shampooing with a wet vacuuming to remove as much excess moisture from the mat as possible.

Abrasive Floor Mats:

1. Sweep the surface of the mat.
2. Periodically it will be necessary to remove dirt, etc. from below the mat. Whenever this is necessary, raise the mat and clean underneath it. Balco, Inc. recommends that a regular schedule be established for cleaning beneath the mat.
3. If the abrasive tread inserts need cleaning, Balco, Inc. recommends brushing them with warm water and a mild detergent. Make sure to remove all water and detergent from the treads after cleaning them.

Routine Maintenance of Floor Mats:

For best results Balco, Inc. recommends that a regular cleaning and maintenance schedule be established for the floor mats at the time of their installation. This regular maintenance should include periodic inspections of the mats for loose and/or damaged treads. Loose or damaged treads should be replaced immediately or, for models in which replacement of individual treads or inserts is not possible, the mat should be replaced. If new parts are required to repair a floor mat, please contact Balco, Inc. for pricing and availability.