

SIENA Engineered Wood Care & Maintenance

Siena Engineered woods are finished using the WOCA Oil System. Although oiled floors offer an extremely low maintenance alternative to urethane finished floors the products and processes used are different. If you follow the steps below and use the correct maintenance products, your floors finish will perform and continue look beautiful.

WOCA OIL CARE & MAINTENANCE GUIDE

REGULAR MAINTENANCE

- Regularly vacuum or dust mop your floor to prevent sand or abrasive dust buildup that can scratch the floor finish.
- Wipe up spills and spots immediately with a damp cloth.
- One to four times a year, mop your floor with WOCA Oil Refresher. This will introduce a small amount of oil into the floor to freshen it and extend the time before a re-oiling becomes necessary. See website for more details.
- If cleaning more than four times per year becomes necessary, use WOCA Soap. Please remember to still mop with WOCA Oil Refresher twice a year. See website for more details.
- For commercial floors that require frequent cleaning, use WOCA Master Soap. The Master Soap is formulated to allow virtually daily cleaning without leaving behind residue, which may cause excessive buildup over time. Apply WOCA Oil Refresher three to four times a year.
- Do not use ammonia or oil-based wax, polish, household dust treatment chemicals, abrasive cleaners, furniture cleaners or any other non-WOCA brand product to clean your floor.
- Do not wet mop the floor, as excess moisture may cause damage to your wood floor.
- Only WOCA products should be used to clean your floor, which can be purchased from your flooring retailer.

PREVENTIVE MAINTENANCE

- Place high-quality floor mats and area rugs near outside entrances to prevent dirt, sand and other unwanted substances from being tracked directly onto the flooring. Also, if you have wood flooring in your kitchen, a throw rug with a soft or felt backing should be placed in front of the sink area to catch spills and splashes.
- Attach felt floor protectors on moveable furniture, including chairs, tables, sofas, etc. that sit directly on the floor.
- Keep pet nails trimmed and filed in order to minimize excessive wear.

TOUGH DIRT

- Tough dirt may require using a solution of WOCA Wood Cleaner. For complete instructions on how to use the WOCA Wood Cleaner see website for more details. When using WOCA Wood Cleaner, it may be necessary to re-apply more WOCA oil.

REPAIRING SCRATCHES

- Light scratches are best repaired by hand rubbing WOCA Master Oil or Master Color Oil on the affected areas using a cloth. If necessary, first clean the area to be repaired with WOCA Wood Cleaner solution. Be sure area is dry before applying oil. Leave the oil to absorb for a short period of time before thoroughly buffing and then removing the oil from the surrounding area. For instructions on how to perform complete spot repairs, see website for more details (“Tips for a successful application” under “Technical”). www.woodcareusa.com

WOCA WOODCARE PRODUCTS OVERVIEW

WOCA WOODCARE PRODUCTS DETAILED INSTRUCTIONS BY PRODUCT

WOCA NATURAL SOAP – For regular monthly cleaning

WOCA Natural Soap is ideal for day to day cleaning and maintenance of WOCA oiled floors. The oily Natural Soap forms a protective film on the floor.

For maintaining oil finished floors

- It is recommended to mop your floor with WOCA Soap approx. one week after oiling it and then clean your floor with WOCA Soap only when dirty.
- The soap solution, which contains soy and coconut fats, forms a protective film on the floor after drying, making future cleaning quicker and easier.
- Never apply soap to an oiled floor until at least 36 hours after the last oil application.

Public and commercial areas that require daily or weekly cleaning should use WOCA Master Soap.

Mix WOCA Soap and lukewarm water in a solution of 1:40. For very dirty floors the solution mix can be increased up to 1:20 except for oak floors. Oak floors should never be cleaned with a solution stronger than 1:40

Mixing solution should be:

Two gallons of lukewarm water + 6.4 oz. (just over $\frac{3}{4}$ cup) of Soap.

Three gallons of lukewarm water + 9.6 oz. (just under 1 $\frac{1}{4}$ cups) of Soap.

Four gallons of lukewarm water + 12.8 oz. (just over 1 $\frac{1}{2}$ cups) of Soap.

- If the soap solution is not properly mixed, footprints may show on a soaped floor even after drying. This is caused by using too much soap. To remove excess Soap, clean the floor with WOCA Wood Cleaner.
- Use a good quality mop, such as the WOCA sweep Mop, which has no loose ends.
- Remember that a wood floor should be DAMP mopped.

* Sweep or vacuum the floor before cleaning with WOCA Soap.

* In one bucket, mix a solution of WOCA Soap (well shaken) and luke warm water. Pour luke warm water in a second bucket and use as rinse water.

* Dip a clean mop in the soap solution. Wring the mop. The mop head should retain enough moisture to dampen a 4' x 8' section of flooring. Spread the solution across the work area, and then mop the damp area as you would a vinyl kitchen floor. For very dirty spots, let the solution set for a few minutes, then come back to the spot and scrub with a dish scrubbing brush. Continue mopping until the mop head becomes dirty or is not moist enough to thoroughly clean.

* Dip the mop in the rinse water bucket. Slosh around very well. Wring the mop head as thoroughly dry as possible. This will remove dirty water and keep the mop head clean. Do not rinse the previously cleaned floor.

* Dip the mop in the soap solution and wring. Clean the next section.

* Repeat the process until the entire floor has been cleaned. The floor should be dry within 5 to 15 minutes. If water is still visible on the floor surface after 2-3 minutes, the mop was too wet during the cleaning process. Wipe up excess water and reduce moisture in the mop.

* It is not unusual to see a "haze" on darker floors after soaping. Simply put a cotton cloth under a dust mop or floor buffer and quickly polish away the "haze".

* Coverage: 3000-4000 sq.ft./liter.

* WOCA Oil Refresher should be used instead of Soap at least once a year. If floor is cleaned four times a year or less, Oil Refresher is recommended instead of Soap.

WOCA OIL REFRESHER – For annual or semi-annual cleaning

WOCA Oil Refresher is used for occasional refreshing of oiled wood floors. You can use WOCA Oil Refresher every 6 months or as you see wear developing. The use of Oil Refresher will extend the life of your oiled floor before re-oiling is necessary. It is not recommended to use WOCA Oil Refresher for day to day cleaning; this should be done with WOCA Natural Soap.

For maintaining oil finished floors Oil Refresher is an oil/soap combination used for regular cleaning and maintenance of oiled wood floors. Oil Refresher, available in natural and white, combines efficient cleaning with re-oiling as additional oil penetrates into the wood, forming a protective layer within the surface of the floor. This means longer wear before re-oiling. Oil Refresher should not be used more than four times per year as this may create unwanted build-up. Floors requiring more frequent cleaning should be cleaned with WOCA Soap (Master Soap for commercial areas) with intermittent use of Oil Refresher up to four times per year.

- Clean your floor with WOCA Oil Refresher only when dirty.
- The Oil Refresher solution not only cleans and nourishes oiled floors but also forms a protective film on the floor after drying, making future cleaning quicker and easier.
- Never apply Oil Refresher to an oiled floor until at least 36 hours after the last oil application.

For traditionally oiled floors, mix WOCA Oil Refresher with lukewarm water in a solution of 1:20 (6.4 oz per gallon of water) and for UV-oiled floors in solution of 1:40 (3.2 oz per gallon of water). Mixing solution should be: Two gallons of lukewarm water + 12.8 oz. (1 ½ cups) of Oil Refresher. (Traditional oil) Three gallons of lukewarm water + 19.2 oz. (2 ¼ cups) of Oil Refresher. Four gallons of lukewarm water + 25.6 oz. (3 cups) of Oil Refresher. Mixing solution should be: Two gallons of

lukewarm water + 6.4 oz. ($\frac{3}{4}$ cup) of Oil Refresher. (UV-oil) Three gallons of warm water + 9.6 oz. (1 $\frac{1}{4}$ cups) of Oil Refresher. Four gallons of warm water + 12.8 oz. (1 $\frac{1}{2}$ cups) of Oil Refresher.

- If too much Oil Refresher is used in solution, footprints may show on the floor even after drying. To remove excess Oil Refresher, clean the floor with WOCA Wood Cleaner.
- Use a good quality mop, such as the WOCA sweep Mop, which has no loose ends.
- Remember that a wood floor should be DAMP mopped.

* Sweep or vacuum the floor before cleaning with WOCA Oil Refresher. * Shake the container well before use. * In one bucket, mix a solution of Oil Refresher and lukewarm water. Pour lukewarm water in a second bucket to be used as rinse water. * Dip a clean mop in the oil refresher solution. Wring the mop. The mop head should retain enough moisture to dampen a 4' x 8' section of flooring. Spread the solution across the work area, and then mop the damp area along the direction of the floor boards. For very dirty spots, let the solution set for a few minutes, then come back to the spot and scrub with a dish scrubbing brush. Continue mopping until the mop head becomes dirty or is not moist enough to thoroughly clean. * Dip the mop in the rinse water bucket. Slosh around very well. Wring the mop head as thoroughly dry as possible. This will remove dirty water and keep the mop head clean. Do not rinse the previously cleaned floor. * Dip the mop in the Oil Refresher solution and wring. Clean the next section. If water is still visible on the floor after 2-3 minutes, the mop was too wet. Wipe up excess water and reduce moisture in the mop. * Repeat the process until the entire floor has been cleaned.

WOCA WOOD CLEANER – For preparation for re-oiling only

WOCA Wood Cleaner is a floor preparation product to be used before oiling only. It cleans difficult dirt without leaving a film. This product should not be used for regular maintenance since it will remove the oil off your floor.

WOCA Wood Cleaner is used to prep oiled floors before re-oiling. It is also used to clean very dirty floors before treating the floor with Soap or Oil Refresher. THIS PRODUCT IS NOT USE FOR REGULAR CLEANING.

- Change the rinse water as it becomes dirty. By keeping rinse water clean, the cleaner solution will last longer. Change the cleaner solution also, as it becomes dirty.
- Use a high quality sweep mop, such as WOCA Sweep Mop, which has no loose ends.

Mixing solution should be:

Two gallons of lukewarm water + 6.4 oz. ($\frac{3}{4}$ cup) of Wood Cleaner.

Three gallons of lukewarm water + 9.6 oz. (1 $\frac{1}{4}$ cups) of Wood Cleaner.

Four gallons of lukewarm water + 12.8 oz. (1 $\frac{1}{2}$ cups) of Wood Cleaner.

* Sweep or vacuum the floor before using Wood Cleaner.

* Mix in one bucket the solution of Wood Cleaner and lukewarm water. In a second bucket, pour lukewarm rinse water.

* Dip clean mop in cleaner solution. Wring the mop until the head is damp. Mop a portion of the floor

along the wood grain. For very dirty spots, let the solution set for a few minutes, then come back to the spot and scrub with a dish scrubbing brush or pad. Continue mopping until the mop head becomes dirty or is not moist enough to thoroughly clean.

- * Dip mop in rinse water and slosh around very well. Wring the mop head as hard as possible. This will remove dirty water and keep the mop head clean.

- * Dip the cleaned mop into the cleaner solution and wring. Clean the next section.

- * Repeat the process until the entire floor has been cleaned.

- * For very dirty floors, apply cleaner solution and scrub with brush or pad manually or with a floor buffer. Wipe clean with mop or cloth. Repeat if floor is extremely dirty.

- * Allow the floor to thoroughly dry before applying oil or oil paste. Most floors will dry within two hours with good air circulation, low humidity and warm temperatures.

- * Coverage: 2000-3000 sq.ft./liter. If you apply oil or oil paste before the floor is completely dry, the oil/ paste could stay tacky and not cure. If the oil/paste hardens, moisture eventually will try to escape and will be trapped under the hardened oil/paste. You will get mildew under the oil! One person should be able to clean 1,500 sq. ft. within one hour.

WOCA MASTER OIL – For complete re-oiling and final coat when necessary

WOCA Master Oil may be used to re-oil your flooring once wear is showing or the wood needs protection this could be after 1 or 2 years or even longer. The Master Oil has excellent penetration properties and therefore ensures a hard-wearing, dirt and water resistant surface.

Warning!!! Oil soaked rags must be properly stored and disposed of as they can self-ignite! Place all oil soaked rags into a bucket of water or in a metal container with a lid.

Preparation:

- * When working on a previously oiled or factory oiled floor, the floor must be prepped with WOCA Wood Cleaner prior to applying the top coat.

- * Use a piece of cardboard to rest wet pads and tools on. Never rest wet pads, rags or naps on bare wood.

- * Do not walk on the wet oil with sneakers; put plastic booties or shopping bags over your shoes.

- * Use painter's blue tape with the orange core to protect door frames, stair spindles and base moldings.

- * Shake the oil well before and during use. When using Color Oil, stir and shake well before and during use.

- * Finish corners, along walls and door frames by hand using small pieces of red and white polishing pads.

Application:

- * Place a 175 RPM buffer over a white Norton (or similar) pad in the starting area. Pour a capful of oil onto the floor two to three feet away from the nearest wall.

- * Slowly guide the buffer over the oil and start polishing the floor. You should see immediate results. Polish the floor until the oil does not continue to spread as you pass the buffer back and forth across the work area. The finished floor should appear silky with an even look and with no oil residue visible on the surface.

- * Pour more oil onto the floor as needed and continue polishing. Overlap work areas to ensure an even finish.
- * Repeat the process until the floor is finished. For a slightly lower sheen, place a WOCA Polishing Cloth under the white pad when polishing the floor.
- * Change pads and Polishing Cloths as they become tacky or dirty. Both sides can be used.
- * The oil will normally dry in 5 to 6 hours with proper ventilation. If expecting heavy traffic, cover all or part of the floor, avoiding the use of plastic. Allow the finish to cure for 24 hours, before placing rugs and furniture on the floor.
- * Some floors may need a second top coat to achieve an even finish. This can be applied as soon as the oil has dried. When applying Color Oil, however, wait 24 hours.
- * Allow the oil 36 hours to fully harden before any water or dirt comes into contact with the floor.
- * Coverage: 400-700 sq.ft./liter. Time consumption is approx. 1 hour per 1,000 sq. ft. per person.

WARNING: The product may NOT be diluted! Cloths, saturated with oil, may spontaneously combust.

After usage, they need to be soaked in water before disposal.

For all other inquiries please contact Siena at 888-977-4362 or by emailing sales@sienausa.com