

Harlequin's practical how-to guide

Cut, install, store & maintain your Harlequin floor





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Dear friend of Harlequin,

Thank you for your confidence in choosing Harlequin floorings - the choice of the vast majority of performers worldwide for more than 30 years.

This practical guide will tell you how best to cut, tape and maintain your newly purchased floor. At the end of the guide, you will find tips to help you maintain and clean your floor so as to preserve your top quality product at its best.

If you have any questions, please do not hesitate to contact us on our freephone number 00 800 90 69 1000.

We will always be glad to help with any queries you may have.

Enjoy your new floor and welcome to the world of Harlequin !



Chantal Lagniau
General Manager, Harlequin Europe



All **Harlequin** floors are guaranteed unconditionally against defects in manufacture, provided that claims are made within six months of the date of delivery (for vinyl floors) or of installation (for Harlequin Activity and Liberty sprung floor systems).

The company only accepts liability for replacing a product deemed to be defective. **Harlequin** will not accept any liability whatsoever for accidental damage or deterioration linked to inappropriate or extreme use.

Harlequin vinyl and sprung floors are guaranteed for five years from the date of delivery (for vinyl floors) or of installation (for Harlequin Activity and Liberty sprung floor systems) under normal use and provided that maintenance instructions have been followed.

Harlequin Showfloor and Hi-Shine floors are guaranteed for two years only from the date of delivery.

I. Cutting your Harlequin floor

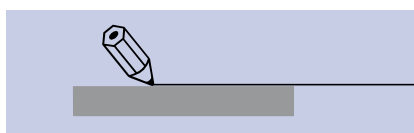
I.1) WHAT TO DO BEFORE CUTTING YOUR HARLEQUIN FLOOR?

Before cutting and/or taping your new Harlequin, we always recommend that you **unroll** your new floor and let it **rest for at least 24 hours** at room temperature (approximately 18°C) to eliminate any wrinkles which may result from the packing of the rolls at our factory.

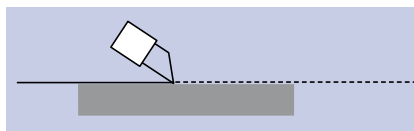
If you need to make a preliminary cut so as to be able to unroll it entirely, include an extra 2-4 cm for every 8 m strip. This precaution is of utmost importance should you need to cut the floor alongside walls or other obstacles (such as columns). Once the floor has reached room temperature, you may proceed with the final cutting adjustments.

I.2) HOW TO CUT YOUR FLOOR?

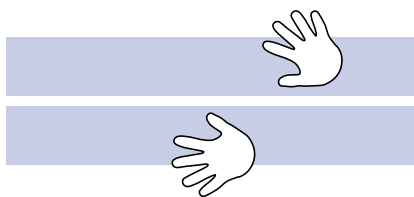
If you are cutting a long roll into shorter lengths, we strongly recommend completely unrolling it first and checking the full length. Harlequin cannot be held responsible for errors in cutting that customers may make.



First, **draw** a straight pencil line to precisely define the part to be cut. Use a straight edge to draw your line.




Secondly, carefully **cut** the roll using a sharp Stanley knife along the straight line penciled in.



Finally, **separate** the two pieces by hand.



II. The three laying techniques of a Harlequin floor

	Laying technique			Welding
	Loose	Semi-permanent	Permanent	
Duo ¹	✓✓✓	-	-	-
Studio	✓✓✓	✓✓	✓✓✓	❄️/🔴
Cascade	✓✓✓	✓✓	✓✓✓	❄️/🔴
Standfast	-	-	✓✓✓	❄️/🔴
Allegro	✓	✓✓	✓✓✓	🔴
Fiesta	-	-	✓✓✓	❄️/🔴
Hi-shine ¹	✓✓✓	✓✓	✓✓	❄️/🔴
Showfloor	✓✓✓	✓	✓	-
Marine	-	-	✓✓✓	🔴
Freestyle	✓✓✓	✓✓	✓✓✓	❄️/🔴

Key :

- ✓ compatible
- ✓✓ appropriate
- ✓✓✓ recommended
- 🔴 hot welding
- ❄️ cold welding

¹ recommended for stage use

LOOSE LAY : Recommended for touring shows. First, the floor is rolled out then the seams are covered with adhesive tape, normally 50 mm wide.

SEMI-PERMANENT LAY : Recommended in rehearsal studios or multi-purpose halls. Allows a vinyl floor to be temporarily laid or reused. Semi-permanent lay consists of fixing the vinyl with double-sided tape under the seams then taping over the top of the seams. Alternatively, the seams can be hot or cold welded (*) instead of taped.

PERMANENT LAY The floor is stuck down completely with glue. The seams are sealed by hot or cold welding. The hot method melts a flexible PVC welding rod onto the seam and the cold weld works by using a solvent to fuse the two sides together. Both welds are unobtrusive and waterproof.

** The hot weld method melts a flexible PVC welding rod onto the seam and the cold weld works by using a solvent to fuse the two sides together. Both welding methods are unobtrusive and waterproof. We recommend that hot and cold welding should be done by a professional in order to avoid permanent damage to the floor. These two laying techniques are not compatible with all Harlequin flooring solutions. Please refer to the chart above for further information.*

II.1) LOOSE LAY

How to fix the single-sided tape strips?

Taping the surface of your floor is very simple: unroll the floor strips side by side. Leaving a gap of about 3 mm in between the strips is advisable to compensate for the effects of temperature variations, such as they occur on stage.

Unroll and fix a few centimeters of adhesive tape onto the seam between the two first strips. A second person may help by putting a foot on the end to hold it tight, then unwind the tape in a straight line and fix it onto the seam.

! Allow for extra adhesive tape on areas exposed to frequent traffic, such as at the entrance to your rehearsal studio.

II.2) SEMI-PERMANENT LAY



How to apply double-sided tape?

1. Unroll all the floor rolls that you have previously cut to measure (see 1.a) in the direction of the lay of the floor (length or width wise). Make sure that they are laid straight (see photo 1).
2. Starting from the side of the room opposite the entrance, lift half of the first laid strip and flip it onto the part of the strip which still lays flat on the floor (see photo 2).
3. As the first strip is now partly lifted and flipped backwards on its half-length, remove the bottom protection strip of the double-sided tape and fix the tape onto the floor by aligning it with the adjacent strip of vinyl. The double-sided tape will indeed be fixed to each side of the seams between the two floor strips.
4. Now lay the previously lifted strip of vinyl floor onto the upper protection strip of the double-sided adhesive (without removing the strip).
5. Repeat steps 1 and 2 so to attach the second part of the first roll.
6. The whole length of the first strip has now been unrolled and pre-fixed.
7. Starting from one of the two ends of the first laid strip of vinyl, remove the upper protection strip of the double-sided tape and gently push on the vinyl floor to fix it to the adhesive tape (see photo 3).
8. The first strip of vinyl floor has now been fixed.
9. Repeat steps 2 to 7 until all the remaining strips have been fixed.
10. The seams are now ready to be covered with one of Harlequin's adhesive single-sided tapes (see above under 2.a), or to be hot or cold welded. (see page 5).



We do not recommend fixing Harlequin Duo floor using double-sided adhesive tape. This product is not reinforced with mineral fiber and double-side taping can cause expansion ripples to form as the floor is stuck to the sub-floor and cannot move. Its dimensional stability is $\leq 0.6\%$, i.e. it can expand or shrink by 6 cm on a 10 m length.

For all other Harlequin Floors, allow the floor to rest and reach room temperature before fixing it to the floor using double-sided adhesive tape.

II.3) PERMANENT LAY

The permanent lay technique means completely fixing the flooring using glue. The seams are sealed either by hot or cold welding (see page 5).



We strongly recommend having experienced professionals handle hot and cold welding.

III.Storage of Harlequin vinyl floorings

III.1) STORAGE INSTRUCTIONS TO BEST PRESERVE THE QUALITY OF YOUR HARLEQUIN FLOOR

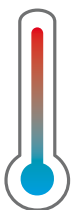
1. Always keep Harlequin vinyl flooring firmly rolled onto the cardboard cores (tubes) from the original packaging. This helps to prevent the flooring being flattened or dented and makes handling easier.
2. Never roll up the flooring without a core inside. It is especially important never to store them horizontally with no core to support them, as this will cause them to flatten and oval, resulting in permanent ripples.
3. Make sure, if you have to store the rolls horizontally, that they are not piled more than two high, and do not place heavy objects on top of them.
4. Ideally store your Harlequin floor with a long metal or wooden bar passed through the core and hang the two protruding ends of the bar from strong hooks.
5. Foam-backed rolls should be stored vertically, first making sure that the floor has been appropriately rolled onto its cardboard core and that the roll ends are square. If the roll ends are 'telescoped', or if you lean the rolls on one corner, you may damage the flooring. That may not always be possible, for instance you may have to lay them flat in transit.

6. It is better to store them horizontally rather than at an angle, which can produce 'elephants' feet' or pressure folds on the bottom edge. This will cause distortion on the bottom edge when you unroll the floor.



! Should you lose or damage the cores delivered with your flooring, you can order new ones or try to find an appropriate replacement, such as plastic drainpipes which are a minimum of 100 mm in diameter.

III.2) TEMPERATURE



Harlequin floors are not damaged if stored at gentle sub-zero temperatures. Should they be exposed to extreme sub-zero temperatures and be deep-frozen, the floorings harden and risk being damaged.

Avoid dropping rolls when they have been exposed to sub-zero temperatures, which may happen when unloading flooring rolls while on tour. Bring the rolls to room temperature before unrolling them. To accelerate this process, you may gradually unroll the flooring while it is unfreezing. This will help the rest of the roll to warm up more quickly.

IV. Useful advice for the day-to-day maintenance of Harlequin floors

QUICK CLEANING

The main cleaning difficulties in dance studios are related to scuff marks, sole marks from shoes, marking from shoe dyes and, of course, waxing residues, rosin, body grease originating from perspiration and body lotion stains.

Day-to-day cleaning of a Harlequin dance floor is straightforward, and consists of washing it with warm water and a mild detergent, while ensuring that the floor is completely dry before being used.

We recommend the following procedure :

Vacuum or sweep your floor to remove dust.

Please use a floor cloth dedicated to clean only your Harlequin dance floor to avoid the contamination with cleaning products meant to be used for any other type of floor coverings.

Wash the floor with warm water and an alkaline PVC-compatible flooring detergent. Alternatively a mild detergent such as dishwashing liquid can be used.

Always make sure you **rinse** your floor with clean water to avoid detergent residue build-up, which may cause your floor to become slippery.

Always let your floor **dry** before using it !



! If your floor is fixed using single-sided adhesive tape (loose-lay), simply use a damp mop to avoid water seeping underneath the flooring, which may damage the sub-floor by causing mould and mildew.

What to avoid ?

Avoid all products which are wax-based or designed to nourish natural stone. The latter will cause your floor to become slippery and is likely to damage it permanently.

Avoid using strong solvents such as paint thinner, petrol or acetone, which will damage your Harlequin dance floor.



V. Practical tips for a thorough cleaning of Harlequin floors



IN-DEPTH CLEANING

V.1) HARLEQUIN DRESSING REMOVER

For initial cleaning and periodical residue removal of *Harlequin Floor Dressing* and *Harlequin Floor Maintainer*.

Mixing: 1 part *Harlequin Dressing Remover* to 20 parts water (1:20).

Frequency of use : twice a year for a dance floor used daily quotidiennement.

1. Sweep or vacuum the floor thoroughly. Mix one part Harlequin Dressing Remover with twenty parts water. Apply the mixture onto the floor to be treated and allow a few minutes for the product to work. Scrub the floor thoroughly with a brush, or ideally with an industrial floor-cleaning machine equipped with a medium/light grade abrasive brush.

2. Mop up excess water including loosened dirt or use a water vacuum-cleaner. Rinse with clean cold water, wipe and allow to dry completely.

3. Your floor is now ready to be treated with *Harlequin Floor Dressing*, the nourishing product.



HARLEQUIN DRESSING REMOVER

V.2) HARLEQUIN FLOOR DRESSING

For a durable protection of your dance floor.

Can be used neat, no need to dilute with water.

Frequency of use : after each *Harlequin Dressing Remover* stripping treatment.

1. Before using *Harlequin Floor Dressing*, it is imperative you wash your floor with the *Harlequin Dressing Remover* stripper. When the floor is completely clean and dry, apply 2 thin coats of *Harlequin Floor Dressing* with a clean floor cloth.

2. Now that your dance floor has been stripped and nourished, we recommend that you sweep or vacuum it daily, and clean it at regular intervals using *Harlequin Floor Maintainer*.



HARLEQUIN FLOOR DRESSING

V.3) HARLEQUIN FLOOR MAINTAINER

For the regular cleaning and maintaining of Harlequin flooring treated with *Harlequin Flooring Dressing*.

Mixing: 1 part *Harlequin Floor Maintainer* to 8 parts water (1:8).

Frequency of use : once a week for a dance floor used daily.

1. Sweep or vacuum your floor. According to the intensity of use of the floor, mop with a solution of Harlequin Floor Maintainer diluted 1:8 with cold water.



HARLEQUIN FLOOR MAINTAINER

V.4) HARLEQUIN CLEANER

Harlequin Cleaner is meant to be used on a punctual basis to remove shoe marks, rosin or any other contact marks on your Harlequin dance floor.

Mixing: 1 part *Harlequin Cleaner* with 5 to 20 parts of warm water.

Frequency of use : If necessary

1. Sweep or vacuum the vinyl to remove any loose dirt and dust. Mix 1 part Harlequin Cleaner with 5 to 20 parts of warm water. Apply the mixture onto the floor to be treated

and allow a few minutes for the product to work.

2. Rinse with clean cold water, wipe and allow the floor to dry completely.



HARLEQUIN CLEANER

VI. Frequently Asked Questions

HINTS AND TIPS FOR LONG TERM MAINTENANCE OF YOUR HARLEQUIN FLOOR.

1. How often should I clean my vinyl floor ?

The floor should be swept daily to remove dust, dirt and various residues, followed every 2 to 3 days by washing with warm water and a mild commercial detergent (washing-up liquid diluted with water is also effective). Rinse the floor with clean water. The floor must be dry before use.

2. Can I use an industrial floor-cleaning machine to clean my flooring ?

The best way to thoroughly clean your Harlequin floor is to use an industrial floor-cleaning machine with a medium/high grade abrasive brush which you will only use to wash your dance floor.

3. What makes my floor slippery ?

The mixture of body lotion, body grease and dust can make the floor slippery. If so, please refer to point 5 : Practical tips for a thorough cleaning of Harlequin floors.

4. Can I use rosin on my Harlequin flooring ?

The use of rosin is strictly forbidden. It can alter the surface and might even damage the floor.

5. How can I remove difficult rosin marks, heel or shoe marks ?

To remove the most common marks, we recommend you to use Harlequin Cleaner. You can also try commercial ammoniated cleaners that are compatible with vinyl floors. For harder marks to remove such as rosin marks or heel and shoe marks, use methylated spirit which is sold in ironmongers. If this is not effective, individual marks can be removed with white spirit or methylated spirits. Make sure you immediately rinse the treated areas with clean water to avoid the risk of burning the PVC.

6. How can I remove chewing-gum ?

Cool the chewing-gum on the floor as much as you can (e.g. with ice cubes) and then lift it off with a spatula. This is the easiest way, as solvents or other products would only cause the chewing-gum to spread out further.

7. How can I remove tape residue ?

In the case of adhesive tapes using natural rubber adhesive, like our Harlequin gaffer tapes, residue can be removed with ether or, alternatively, with white spirit or methylated spirit. Make sure you immediately rinse the treated areas with clean water to avoid the risk of burning the PVC.

8. How can I get Harlequin Hi-Shine shiny if dirty ?

Use *Harlequin Floor Maintainer* (mixed with water 1:8). After using the Maintainer a few times you need to clean the floor with a mild detergent and warm water. Thereafter, rinse the floor with clean cold water. Your floor is now ready to be treated with the nourishing product, *Harlequin Floor Dressing*.

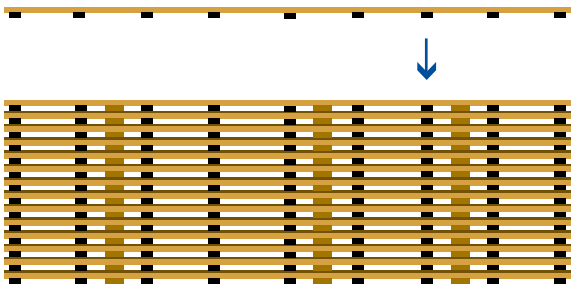


VII. Installation of the **portable** Harlequin Liberty sprung floors

VII.1) HOW TO HANDLE AND STORE THE PANELS ?

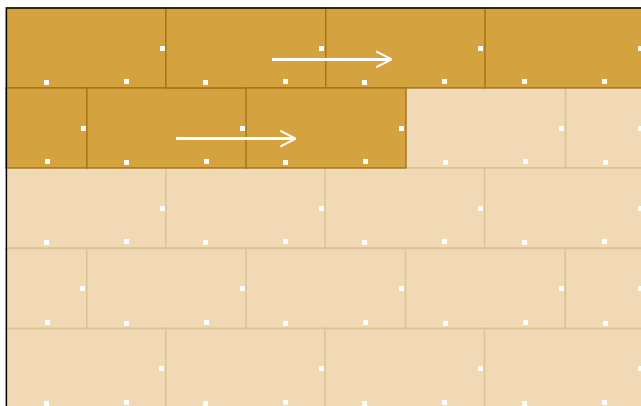
Before laying down your Harlequin Liberty sprung floor panels, thoroughly sweep your sub-floor to remove grit and dust. Panels should be handled and carried by two people. Be careful with the panel corners and edges to avoid damage during handling. The panels should be set down on the groove edge first and then laid down flat.

If stacked without the wooden battens supplied on delivery, no more than 5 panels should be put in one stack and the panels should not remain stacked for long periods.

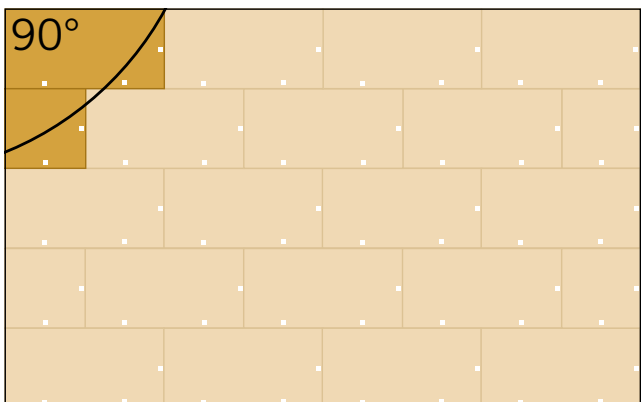


! If transported by means other than Harlequin Storage Carts, insert the original wooden battens between the elastomer blocks to prevent prolonged compression of the latter. Thus you can stack up to 20 panels.

VII.2) INSTALLATION INSTRUCTIONS FOR PORTABLE HARLEQUIN LIBERTY SPRUNG FLOORS

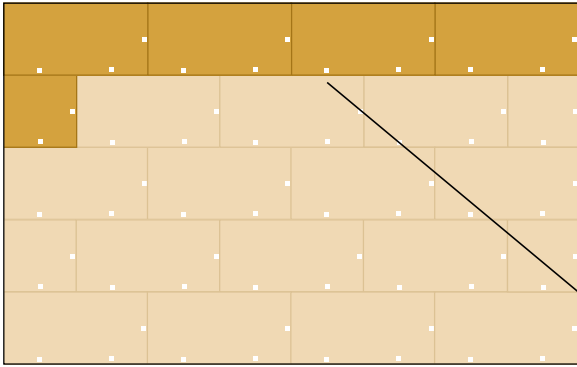


Installation sequence is from upper left to bottom right in a brickwork pattern. The panels are laid brickwork fashion so that the cross-joints do not coincide.



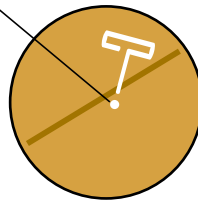
1. Start installing the floor making sure that you create a straight angle with the first panels of row one and two.

! If you have not received a layout plan, please inform your Harlequin representative.

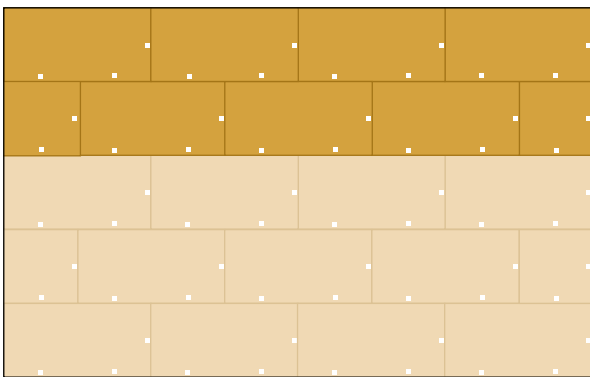


2. Attach the panels with the latch key supplied with your dance floor. Complete now the first row of panels. Turn the latch key until you hear the click of the lock engaging.

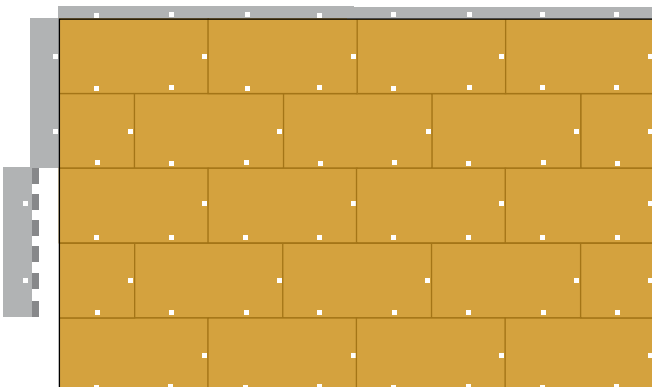
«click» of lock engaging in 2 times :
 ! 1st turn of the key is soft and easy
 ! 2nd turn of the key is harder and leads to the “click” of lock engaging



Latch Key



3. Complete the second row of panels, start the next one and proceed until the end.



4. Complete each row of panels before starting another, ensuring that the panels are pushed tightly together. You can then start fixing the edge trims and ramps against the panels.

*Please refer to
 Harlequin
 if you have any
 questions*

VIII. Installation of permanent Harlequin Liberty sprung floors

VIII.A) PERMANENT HARLEQUIN LIBERTY SPRUNG FLOOR

The panels are delivered on pallets.

The sub-floor where the Harlequin Liberty floor is to be laid must be level to within 5 mm over 2.5 m.

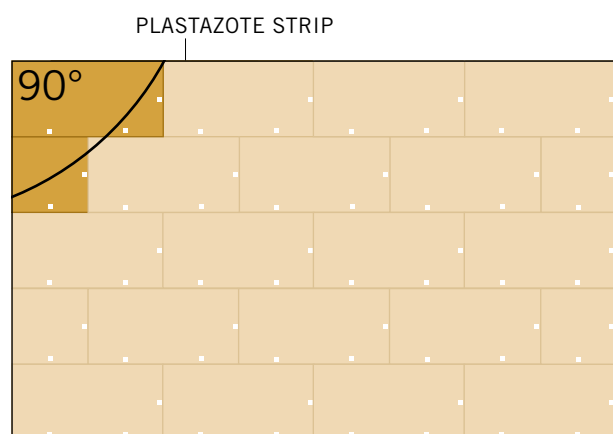
The humidity level of the sub-floor on which the flooring will be laid must not exceed 2.5%.

! Harlequin does not accept responsibility for accidental damage to products or damage caused by storing products in unsuitable conditions (humidity, open air and unevenness of the sub-floor).

VIII.B) INSTRUCTIONS FOR LAYING A HARLEQUIN LIBERTY PERMANENT FLOOR

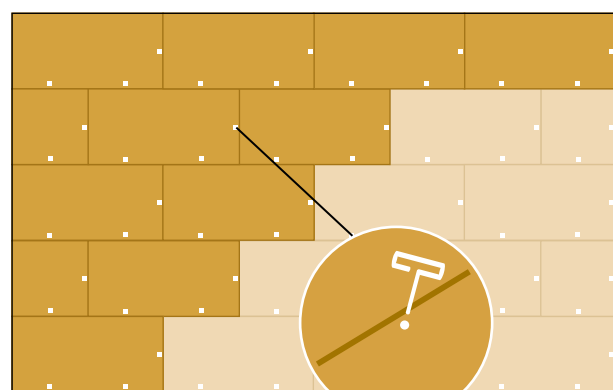
Instructions given for ideal laying conditions in a room with right angle corners and no cutting needed)

Overall view of the floor panels (completed studio)



1. Fix on the wall in the full perimeter of the room the black plastazote strips that Harlequin will provide in order to fill the expansion gap needed to install your sprung floor.
2. Begin laying the panels with a right angle on the side of the room opposite the entrance to your dance studio, following the layout plan supplied.

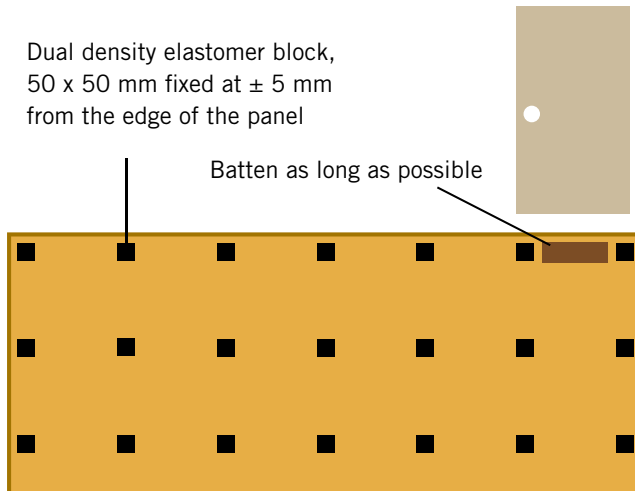
! If you have not received a layout plan, please inform your Harlequin representative.



LATCH KEY

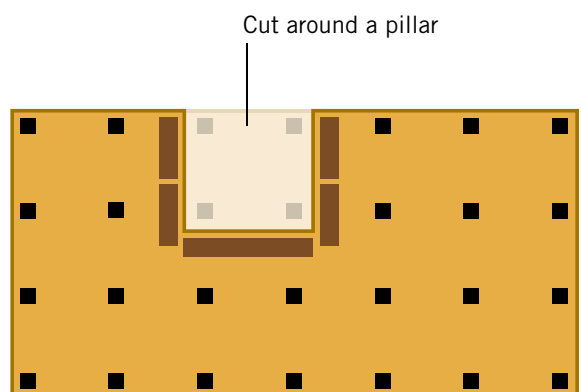
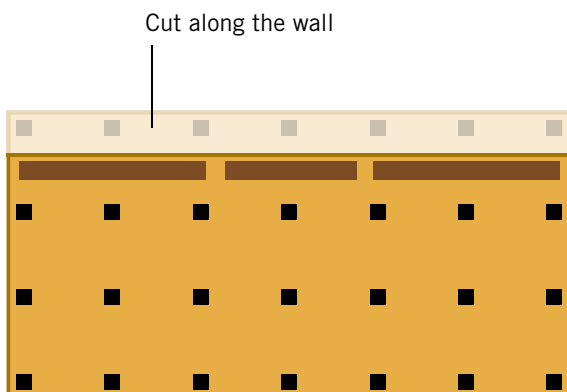
3. Lay the panels in brickwork fashion, like shown on the sketch (see left). Like this you can control the right angles of your room.
4. Cut the last panel of each row to the correct size.
5. Fix the panels using the latch key supplied with your dance floor. Turn the latch key until you hear the click of the lock engaging.

View of underside (of floor panel)



In order to reinforce the floor at doorways, we highly recommend to screw battens between the elastomer blocks under the panels. For the battens, we advise you to keep the packing pieces that came with your Harlequin Liberty floor (3 pieces per panel) which are only used to protect the elastomer blocks during transport.

If you need to cut along the length of a wall or around a pillar, it is advisable to screw wooden battens under your panels along the length of the wall or around any cutouts to prevent the floor compressing at the edge.



! Wooded battens should only be fixed under the panels around the perimeter or under panels which have been cut along the side of a wall or around a pillar. All other panels must be laid without adding extra battens.

Environmental policy

Environmental responsibility has been a core value at Harlequin Floors for many decades. Environmentally compatible products and state-of-the-art processes ensure that each production stage minimises our environmental impact. We engage in responsible product sourcing that combines our customers' preference for quality with care for the environment; carefully selecting suppliers who reflect our environmental and social concerns. We constantly seek to improve the environmental performance of our processes from manufacture through installation and ongoing maintenance. Raw materials and energy are used efficiently, waste is recycled wherever possible and emissions are kept to an absolute minimum.

Timber certification and material sourcing

We only use FSC certified sources and documentation to support this is available on request.

PVC lifecycle and policy

PVC floor coverings can be fully recycled and are therefore often described as a sustainable product. Harlequin Floors recycles nearly 100% of its post manufacturing waste. We also buy in further recycled PVC material, thereby actively reducing the amount of used PVC sent to landfill. As part of our commitment to Product Stewardship, we will also recycle any Harlequin Floors vinyl product returned to our factories in Europe for recycling at the end of its life, thus minimising our and our customers' carbon footprints.



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