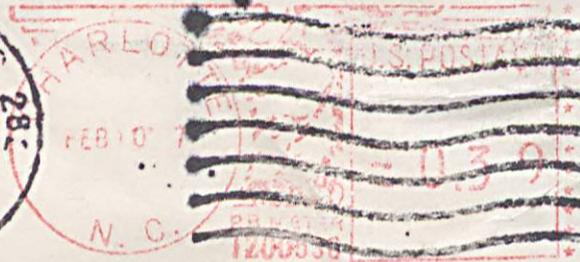


Architecture
Planning
Interior Design
Landscape Design



Post Office Box 2029
Charlotte, NC 28211

Mr. Fred Weaver, Postmaster
Kings Mountain Post Office
Kings Mountain, N.C. 28086

FEREBEE, WALTERS & ASSOCIATES

8008 Corporate Center Drive
 P. O. Box 2029
 CHARLOTTE, NORTH CAROLINA 28211

(704) 542-5586

LETTER OF TRANSMITTAL

TO Postmaster
Kings Mountain, N.C. 28086

DATE	<u>2-10-87</u>	JOB NO.	<u>1169.01</u>
ATTENTION	<u>Mr. Fred Weaver</u>		
RE:	<u>Kings Mountain Post Office</u>		

WE ARE SENDING YOU Attached Under separate cover via _____ the following items:

- Shop drawings Prints Plans Samples Specifications
- Copy of letter Change order VCT Maintenance

COPIES	DATE	NO.	DESCRIPTION
<u>4 ea</u>			<u>Maintenance instructions from factory (Tarbett)</u>

THESE ARE TRANSMITTED as checked below:

- For approval Approved as submitted Resubmit _____ copies for approval
- For your use Approved as noted Submit _____ copies for distribution
- As requested Returned for corrections Return _____ corrected prints
- For review and comment _____
- FOR BIDS DUE _____ 19 _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS

These are suggested maintenance procedures by Tarbett - the tile on the Main Room floor. You might want to consider the No-Wax procedure. This is in relation to the Main Workroom floor only. Jeff is contacting Armstrong about the Lobby floor.

COPY TO _____

SIGNED: Jocis Fore

INSTALLER



P.O. Box 258
100 E. Main
Cleveland, NC
27013
(704)278-4910



BARBARA L. GRAY

Accumulated coats of finish removed occasionally, follow simple steps:

vacuum floor to remove loose dirt.

2. Prepare stripping solution by adding 3 oz. of ammonia and 3 oz. of Tarkett Floor Cleaner to one gallon of warm water.
3. Apply solution with a clean string mop to one section of the floor at a time (approx. 6'x6' area). Allow to stand for 3 to 5 minutes.
4. Scrub with brush or electric scrubber equipped with polyester wax stripping pads.
5. Remove standing solution with string mop or wet pick-up vacuum cleaner.
6. Repeat procedure until entire floor is cleaned.
7. Rinse floor thoroughly with clean cool water and remove rinse water with string mop or wet pick-up vacuum cleaner.
8. Apply new coat of Tarkett Floor Finish.

The No-Wax Procedure—maintaining gloss without applying finish.

An alternate method of floor care is called the No-Wax Procedure. It's simple—buff tile daily for five or six days with a polyester polishing pad on a high speed machine. After about 30 days of buffing, a high patina surface, very resistant to scuffs with minimum upkeep, will be achieved. Buffing frequency can then be reduced to match traffic pattern requirements and to maintain the desired gloss.

**Accidental Spill and Stain Removal
Tarkett Floor Tile**

Most household products will not stain your Tarkett floor. However, all spills should be wiped up quickly, before they have time to set and become more difficult to remove.

Oil, grease, tar, heel marks, shoe polish, blood, cigarette burns, dye, grass, mildew, and rust stains. Use floor-mark remover pad (available in most supermarkets), or a clean white cloth dampened with paste wax or lighter fluid. Rinse, refinish.

Alkali, drain cleaner, lye. Wash with diluted vinegar solution. Rinse, refinish.

Alcohol, coffee, fruit juice, ink, iodine, mercurchrome. Wash with Tarkett Floor Cleaner or mild detergent solution. Rub with clean white cloth dipped in diluted chlorine bleach. Rinse and refinish with Tarkett Floor Finish if desired.

Tarkett Sheet Vinyl Floors WITH BRITE-BOND™ WEAR LAYER

Brite-Bond means great looks, easy maintenance. Specially developed by Tarkett to retain the original beauty and gloss of each pattern without waxing, stripping and rewaxing. Tarkett Sheet Vinyl with Brite-Bond Wear Layer offers a richer gloss, better stain resistance and easier maintenance. Built-in cushions and the durable Brite-Bond Wear Layer provide comfort underfoot and long, trouble-free service. However, all floors need some care to look their best.

First-time maintenance—newly installed floors.

Do not disturb welded seams for at least 24 hours after installation. If the floor has been cemented in place, avoid replacing furniture for at least 24 hours. Walk on floor as little as possible while adhesive is drying. Any face printing can be removed with Tarkett Floor Cleaner or mild detergent and water (if traces remain, use mineral spirits—DO NOT USE ALCOHOL).

To start you new Tarkett Sheet Vinyl Flooring off on the right step, the following first time maintenance procedure is recommended.

Newly installed floors should be washed the day after installation to remove any smudges or residue left during installation. Use hot water and a mild floor cleaner such as Tarkett Floor Cleaner followed by rinsing with hot water. Use a clean soft cloth or sponge to pick-up rinse water.

Routine maintenance.

Sweeping. Surface dirt can be easily removed with a vacuum cleaner or damp mop.

ing harsh abrasives or solvents. Apply Tarkett Floor Finish to Bonanza and Decorator tile.

Tarkett Commercial Floor Tile

First-time maintenance—newly installed floors.

Allow 3 days for new Tarkett Vinyl Composition tile floors to become tightly adhered to the subfloor. In the meantime, the floor can be damp mopped. Remove adhesive spots with a clean white cloth dampened with clear paste wax or lighter fluid (follow directions on solvent container—use caution).

Routine maintenance.

After the floor has set, wash with lukewarm water and Tarkett Floor Cleaner. Apply solution liberally with a clean string mop. Do not flood the floor. To loosen dirt in corridors and other large open areas, an 18-inch, 100 lb. electric buffing machine with a polyester scrubbing pad may be used. Remove wash water with a clean string mop or wet pick-up vacuum cleaner, rinse floor with clean water, and remove rinse water.

Finishing. After washing, apply a liberal coat of Tarkett Floor Finish with a lambs wool applicator. Buffing when dry is not required, but will result in a brighter shine if desired.

Heavy Traffic Areas. Gloss will be reduced gradually in these areas before other areas such as along the edges of a floor. Unless the finish has been completely worn off, a simple buffing will restore the gloss. Apply finish only to areas where gloss has noticeably lessened.

to remain on the mop, but don't flood the floor. Take up dirty water with a sponge mop or a wet pick-up vacuum cleaner, rinse with clean, lukewarm water and allow to dry. Never use cleaners containing harsh abrasives or solvents. **Apply Tarkett Floor Finish to Bonanza and Decorator tile.**

Tarkett Commercial Floor Tile

First-time maintenance—newly installed floors.

Allow 3 days for new Tarkett Vinyl Composition tile floors to become tightly adhered to the subfloor. In the meantime, the floor can be damp mopped. Remove adhesive spots with a clean white cloth dampened with clear paste wax or lighter fluid (follow directions on solvent container—use caution).

Routine maintenance.

After the floor has set, wash with lukewarm water and Tarkett Floor Cleaner. Apply solution liberally with a clean string mop. Do not flood the floor. To loosen dirt in corridors and other large open areas, an 18-inch, 100 lb. electric buffing machine with a polyester scrubbing pad may be used. Remove wash water with a clean string mop or wet pick-up vacuum cleaner, rinse floor with clean water, and remove rinse water.

Finishing. After washing, apply a liberal coat of Tarkett Floor Finish with a lambs wool applicator. Buffing when dry is not required, but will result in a brighter shine if desired.

Heavy Traffic Areas. Gloss will be reduced gradually in these areas before other areas such as along the edges of a floor. Unless the finish has been completely worn off, a simple buffing will restore the gloss. Apply finish only to areas where gloss has noticeably lessened.

Stripping. Accumulated coats of finish should be removed occasionally, following these simple steps:

1. Sweep or vacuum floor to remove loose dirt.
2. Prepare stripping solution by adding 3 oz. of ammonia and 3 oz. of Tarkett Floor Cleaner to one gallon of warm water.
3. Apply solution with a clean string mop to one section of the floor at a time (approx. 6'x6' area). Allow to stand for 3 to 5 minutes.
4. Scrub with brush or electric scrubber equipped with polyester wax stripping pads.
5. Remove standing solution with string mop or wet pick-up vacuum cleaner.
6. Repeat procedure until entire floor is cleaned.
7. Rinse floor thoroughly with clean cool water and remove rinse water with string mop or wet pick-up vacuum cleaner.
8. Apply new coat of Tarkett Floor Finish.

The No-Wax Procedure—maintaining gloss without applying finish.

An alternate method of floor care is called the No-Wax Procedure. It's simple—buff tile daily for five or six days with a polyester polishing pad on a high speed machine. After about 30 days of buffing, a high patina surface, very resistant to scuffs with minimum upkeep, will be achieved. Buffing frequency can then be reduced to match traffic pattern requirements and to maintain the desired gloss.

Accidental Spill and Stain Removal Tarkett Floor Tile

Most household products will not stain your Tarkett floor. However, all spills should be wiped up quickly, before they have time to set and become more difficult to remove.

Oil, grease, tar, heel marks, shoe polish, blood, cigarette burns, dye, grass, mildew, and rust stains. Use floor-mark remover pad (available in most supermarkets), or a clean white cloth dampened with paste wax or lighter fluid. Rinse, refinish.

Alkali, drain cleaner, lye. Wash with diluted vinegar solution. Rinse, refinish.

Alcohol, coffee, fruit juice, ink, iodine, mercurochrome. Wash with Tarkett Floor Cleaner or mild detergent solution. Rub with clean white cloth dipped in diluted chlorine bleach. Rinse and refinish with Tarkett Floor Finish if desired.

Tarkett Sheet Vinyl Floors WITH BRITE-BOND™ WEAR LAYER

Brite-Bond means great looks, easy maintenance. Specially developed by Tarkett to retain the original beauty and gloss of each pattern without waxing, stripping and rewaxing. Tarkett Sheet Vinyl with Brite-Bond Wear Layer offers a richer gloss, better stain resistance and easier maintenance. Built-in cushions and the durable Brite-Bond Wear Layer provide comfort underfoot and long, trouble-free service. However, all floors need some care to look their best.

First-time maintenance—newly installed floors.

Do not disturb welded seams for at least 24 hours after installation. If the floor has been cemented in place, avoid replacing furniture for at least 24 hours. Walk on floor as little as possible while adhesive is drying. Any face printing can be removed with Tarkett Floor Cleaner or mild detergent and water (if traces remain, use mineral spirits—DO NOT USE ALCOHOL).

To start you new Tarkett Sheet Vinyl Flooring off on the right step, the following first time maintenance procedure is recommended.

Newly installed floors should be washed the day after installation to remove any smudges or residue left during installation. Use hot water and a mild floor cleaner such as Tarkett Floor Cleaner followed by rinsing with hot water. Use a clean soft cloth or sponge to pick-up rinse water.

Routine maintenance.

Sweeping. Surface dirt can be easily removed with a vacuum cleaner or damp mop.