

FORBES™

Industries

Care and Assembly Instructions for Dance Floors

FORBES™
Industries
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*All New
Maintenance
Free*
**Portable 4x4 Laminate
Dance Floors**

Tongue and Groove Connectability

- No hassle fitting
- Insures trim and dance floor panels will be flush with no gaps

**Oak with
Trim**

Dance Floor Panels

- 4' x 4' panels mean less panels needed
- Faster setup

Slotted Set Screw Assembly

- Quick fastening
- Sturdy hold
- Fastens quickly with slotted screwdriver

Durable Finish Laminate

- No refinishing necessary
- Resistant to fading and chipping
- Easy to clean
- No cracking or separating like solid wood floors

LAMINATE DOR MODELS	
# of Panels	# of Trim
4	4
6	4
8	10
9	12
12	12
5	12
	14
	16
	18
	16
	18
	20
	22
	24
	20
	22
	24
	26
	28
	30
	4

**1933 E. Locust Street
Ontario, California 91761
Phone: (909) 923-4559
Fax: (909) 9231969**

www.forbesindustries.com

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► PRE-ASSEMBLY INSTRUCTIONS

1. ESTABLISH THE ORIENTATION OF THE DANCE FLOOR.

Determine from the customer and/or a diagram in which direction the length and width of the floor will lay.

2. FORESEE POSSIBLE PROBLEMS

This avoids possible double handling and/or repositioning. If problems are foreseen, consider your options for optimum placement of the floor in the space available. Below are some things to look for:

- a. Posts, odd shaped walls, electric plates, sectional air wall tracks, etc.

3. LAY THE FLOOR SECTIONS OUT

Completely lay the floor out loose with about 2" spaces between each panel. Make sure all sections are lying in the same direction. It is easy to re-arrange floor sections when loose, but nearly impossible once the floor is assembled.

► FLOOR ASSEMBLY INSTRUCTIONS

1. THINGS TO REMEMBER

- a. When putting your floor together, push the tongue into the groove.
- b. **NEVER USE A BLUNT INSTRUMENT** (such as a hammer).
- c. FASTENING SCREWS
 1. Screws never need to be taken out of the floor or border piece. Just loosen or tighten.
 2. **DO NOT** let screws protrude above the surface of the floor or border piece. Every screw must be tightened to hold the dance floor together. It is your responsibility to replace screws when they are lost or stripped. Replacement screws are available, please call for more information.
 3. A narrow head screw driver is provided. Always use the same size screw driver as provided. **NEVER USE AN ELECTRIC SCREWDRIVER!**
- d. TEAMWORK IS KEY
It is best to have two people working together. The helper should be able to foresee the installers needs.
- e. PANEL KICKING TECHNIQUES
Kick or push panels together. Kicking is best because it saves time. A gripping soft soled shoe is best for this technique.
- f. WORK FROM ORIENTATION POINT OUT
The orientation point is the location by which the floor shall be centered upon (i.e. - stage, wall, etc.).

2. FLOOR ASSEMBLY

Step #1 - Start at the center point of the first row. Push together the two center panels from row one. Then push together the two panels from row two. Secure row two into row one. It is important to insure that these four panels are square both with the orientation point and all four of the panels inner corners. See diagram on page 12.

Step #2 - Complete the two top rows. Square these two rows with the orientation point. With experience, an installer should be able to "eyeball it" and have it square to the human eye. If the floor needs adjustment, it is still possible at this point. See diagram on page 12.

Step #3 - Using the "T" pattern, always work from the center out. This helps to keep the floor square. Kick two or three panels into place in the center of the floor, continuing this down at least two or three rows. This creates the "T" pattern. See diagram on page 12.

Step #4 - Continue securing sections until floor is completed making sure to stay square with each row. See diagram on page 12.

► TROUBLE SHOOTING

1. GAP COMPENSATION

Keep in mind that any gaps or misaligned corners will compound by the end of the floor assembly. One technique to correct this problem is called "gap compensation". For example, if the corner on the panel that was just placed is short of the corner above, then a small gap can be left between the next few panels to make up the difference. If the corner just placed is beyond the one above, loosen the screws to this whole row to make the adjustment. This reduces or eliminates the excess. This technique is only applicable with between four to six panels. Beyond this amount it becomes nearly impossible.

2. PANEL SEPARATION

If a screw head should break (usually from using electric screwdrivers) there is only one technique to separate the panel or a border from a panel.

Example: Establish a small gap on one end between the panels/border. Using the tongue of a border insert this into the gap. Slip this border up as far as possible towards the center of panels/border towards screw location. Using the bottom of your foot, kick the border at the screw. Repeat if necessary until separated.

► HANDLING TECHNIQUES

1. HEADS DOWN FOR ALL SCREWS

- a. Each panel measures 4' x 4'. An interlocking tongue and groove system with set screws secures the floor. Each tongue has a beveled edge which when secured properly with the set screws eliminates panel separation.
- b. Always use the "Heads Down" Rule for disassembly. The tongue's bevel measures approximately 3/16" at its thickest point. Screws need to be turned up only three rotations to clear this bevel. At three rotations the screw head should still be below the level of the surface of the floor. When screw heads protrude above the surface they damage the face of the panel upon which it is stacked.
- c. Reduce cosmetic damage. The tendency to leave screws up is probably responsible for nearly 75% of the cosmetic damage to the sections. Broken glass on the floor after a party can also cause the same type of damage. Attempt to shake off any glass or other debris before stacking.

2. TOPS UP FOR DANCE FLOOR SECTIONS

- a. ESTABLISH A FORMULA OR TECHNIQUE
When handling, laying or picking up a dance floor, maintaining a formula will reduce installation time.
- b. ALWAYS HANDLE THE PANELS IN THE SAME MANNER
Face the panels together, making sure that the screws are not up and that both "tops" are up.
- c. LOAD CARTS "TOP SIDE" INWARD
By loading the carts in this way, when the panels are removed and stood up, the tops are always "Tops Up".
- d. DISASSEMBLE FLOORS FROM TOP
Whenever disassembling a dance floor, always start at the top whenever possible. Two panels facing the same direction when side by side, can be flipped over and remain with both tops facing the same direction. This reduces double handling time.

► FLOOR CARE

1. Panels

- a. ALL FLOORS are slippery when wet. Customers should be aware of this fact.
- b. We do not alter the surface of any of the products used on our dance floor sections. It is sent to our customers in the same format it is sent to us from the manufacturer.
- c. Clean with clean damp soft cloth and wipe dry immediately.

2. STANDARD ALUMINUM BORDERS/TRIM

- a. Paint thinner in a spray bottle and steel wool works easy and efficiently to clean the borders of marks.

► FLOOR REPAIRS

1. DRILLING AND TAPPING NEW SCREW HOLES

a. ITEMS NEEDED TO DRILL AND TAP NEW SCREW HOLES INCLUDE:

1. 13/64" drill bit
2. 1/4" - 20 tap
3. Oil lubricant
4. Replacement screws (if needed)

b. Starting on the top of the floor section or GROOVED border piece, using the 13/64" drill, begin to drill a hole approximately 1" to either side of the damaged hole. **Make sure to drill completely through the bottom of the floor section or grooved border piece.**

c. Using the oil lubricant and the 1/4 - 20" tap, starting from the top of the floor/border piece into the hole you just drilled, begin turning (tapping) clockwise to start the thread in that new hole. Continue to tap the hole until the bit bottoms out of the new hole. Install the screw into your new tapped hole making sure the screw always remains in your floor section or border below the surface of the top of your floor section or border piece to prevent scratching of other floor sections.

2. IF SECTIONS START TO BOW FROM BEING LEFT IN WATER - YOU CAN DO THE FOLLOWING

a. After wiping excessive moisture from the floor sections, on a hard surface, stack the bowed sections, face to face and back to back on top of each other.

b. Evenly distribute as much weight on top of this stack of floor sections as you can. The amount of weight needed is achieved when all sections appear to be flat with all edges meeting on each section in the stack.

c. The object of this is to let the sections dry out completely with this weight on them. As the floor sections dry, they will no longer bow. They will return to the original flat state they started in. This should take a minimum of 5 to 7 days. We recommend 7 days.

► THINGS "TO DO"

1. Make sure screws are ALWAYS below the floor section surface.
2. Always carry heavy objects across the floor. Do not "drag" them across floors.
3. **ALWAYS** use **NARROW HEAD SCREWDRIVERS** to secure or loosen screws.
4. When ordering parts refer to dance floor components on page 10.

► THINGS "NOT TO DO"

1. Never use dance floor outside
2. NEVER put tent poles directly on the surface of the floors.
3. NEVER put an infrared or radiant heater on the surface of the floors. Umbrella heaters are OK with a buffer underneath.
4. NEVER drive a car or any other machine across the surface of the floor.
5. NEVER allow a panel to get wet.
6. NEVER use an electric screwdriver or any other type of automatic driver to tighten the screws. Use only hand-tighten screwdrivers.
7. NEVER use any blunt instruments to knock panels together. Aluminum bends very easily. Panels should easily slip together by pushing.

► MANUFACTURER'S WARRANTY

Forbes promises to stand by our products and asserts that the manner in which the products are made and the materials used to manufacture them are free from defects. Our manufacturer's warranty lasts 3 years from the invoice date/purchase date. Our warranty is a guarantee that we will make any necessary repairs due to defective materials or improper manufacturing materials or replace the products at our discretion at no charge to our customer. There is no other warranty express or implied.

Items not covered by our warranty include but are not limited to the following:

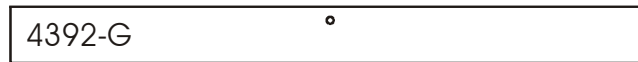
1. improper use of the products**
2. improper handling of the products**
3. normal wear and tear from use of the products

**The above items include but are not limited to the following:

- a. Dropping the dance floor sections
- b. Exposure to water of dance floor sections
- c. Extreme heat exposure such as from sun damage, fire or other heating elements of dance floor sections
- d. Abuse during installation
- e. Abuse during storage
- f. Abuse during transportation

► **DANCE FLOOR COMPONENTS**

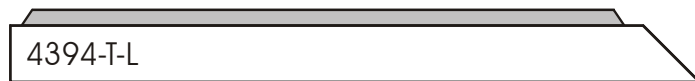
Flat Trim with Groove



Flat Trim with Tongue



Left Corner Trim with Tongue



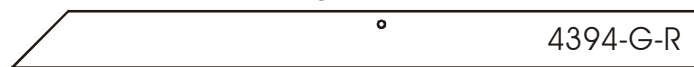
Right Corner Trim with Tongue



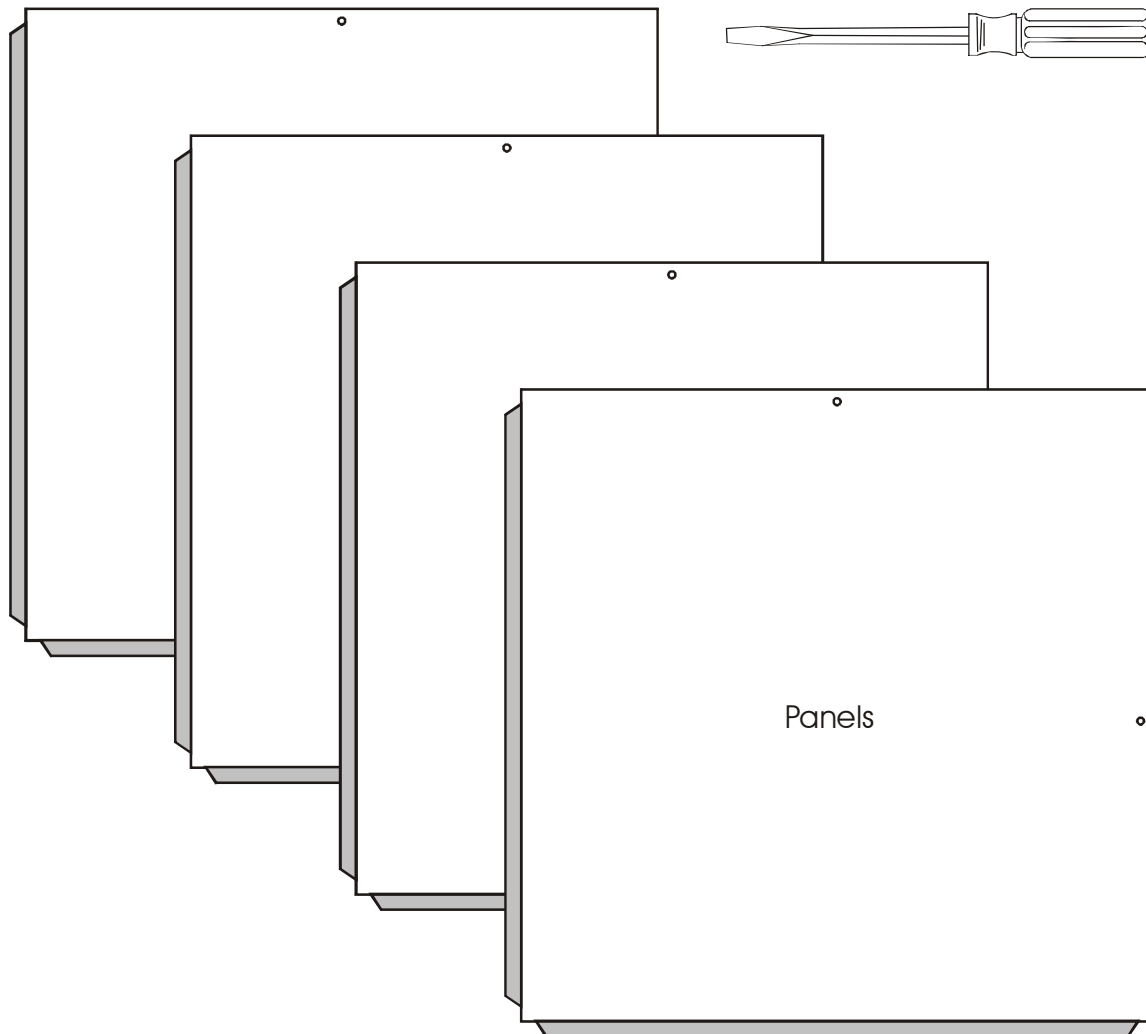
Left Corner Trim with Groove



Right Corner Trim with Groove



Slotted Screwdriver



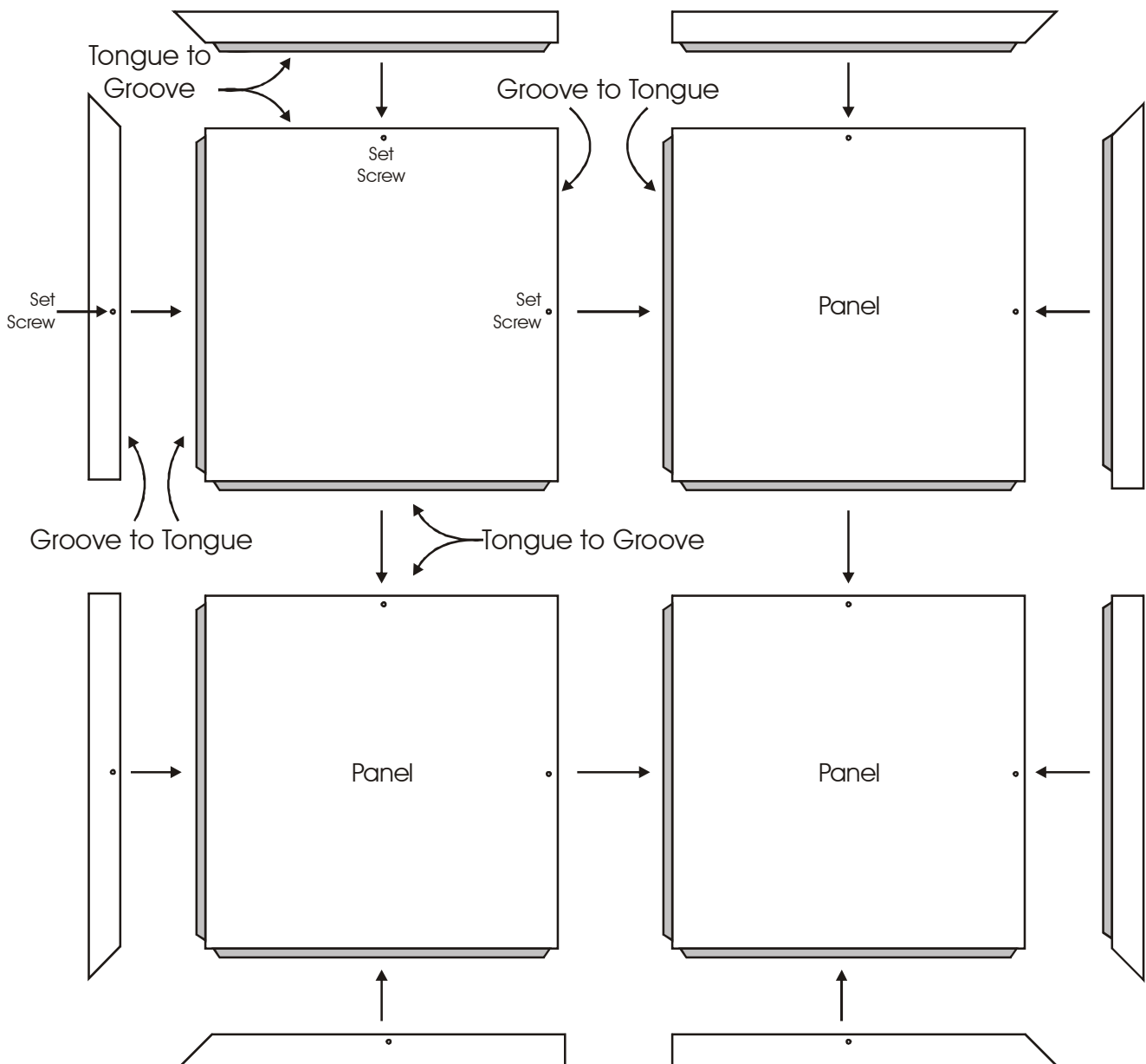
► DANCE FLOOR DIAGRAM

ORIENTATION OF DANCE FLOOR

-Tongue to groove orientation on trims as well as dance floor panels

-Tighten in set screws to lock dance floor panels in place

-Follow diagram below and on page 12 for placement of dance floor panels



► DANCE FLOOR LAYOUT

"T" PLACEMENT OF DANCE FLOOR PANELS

■ -First to be placed

□ -Second to be placed

⋯ -Remaining panels to be placed

