



OUTLOK® Portable Dance Floor laying instructions

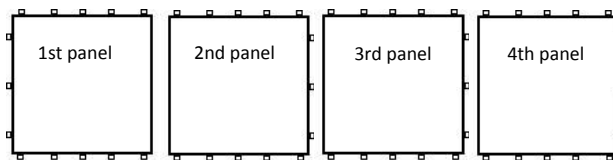
*Pictures show Florlok® but instructions written for Outlok®

The OUTLOK® portable dance floor consists of **FULL** and **HALF** panels which are set up in a “brickwork” fashion which in turn gives the floor its strength without the need for tools and/or screws. Panels have “lugs” attached on three sides (the side with three lugs are known as the “**END LUGS**”), which interlock with the adjacent panels, and one side without lugs. Along the other two sides are five **LUGS**, which interlock with panels used in the rows above and below. The top row consists of **FULL** panels and then every even row (row 2, 4, 6 etc.) starting and ending with **HALF** panels. The *first* panel of each row is laid with the “**END LUGS**” pointing left and all following panels with the “**END LUGS**” pointing right. Surrounding the panels are then aluminium edging strips also supplied in **FULL** and **HALF** lengths as well as the **CORNER** edges.

It helps to plan the dance area before laying panels to ensure you have the floor centred with the room itself or other furniture such as a stage unit.

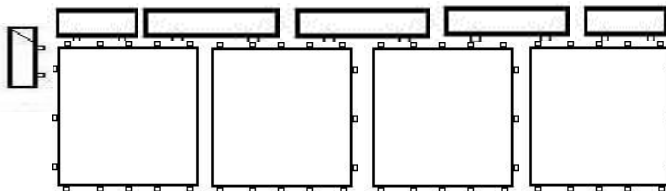
Using the attached floor plan as a guide for your size of floor lay the floor as follows:

1. **ROW 1:** The first **FULL** panel is laid at the top left hand corner of the floor with the three “**END LUGS**” pointing to the *left* and then the second **FULL** panel is laid alongside the first with the “**END LUGS**” pointing to the *right*. The first two panels just sit next to each other. The third and the rest of the top row **FULL** panels can now be laid with the “**END LUGS**” pointing to the *right* with the bare side of the panel sitting on top of the previous panels “**END LUGS**”.



! Ensure that the panels are flush along the top row.

2. To help keep the top row in place, now fit the edging pieces across the top row starting from the left hand side with a **HALF** edge and then a **FULL** edge which will span the joint of the first two **FULL** panels. Continue fitting the **FULL** edging pieces with a **HALF** edge being used at the end of the row to fit flush with the right hand side.

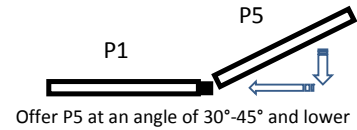
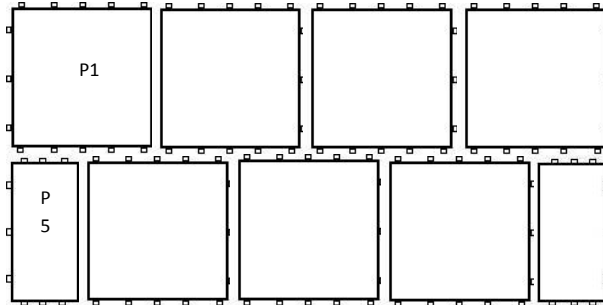


! Fit the edging by pushing the lugs under the panel rim at an angle and lowering the edge into place. DO NOT FORCE but adjust.



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3. ROW 2: The second row starts with a **HALF** panel again on the left hand side. As for the first row, the “**END LUGS**” will point to the left. Now complete the row with **FULL** panels ending with a **HALF** panel, lugs pointing right.

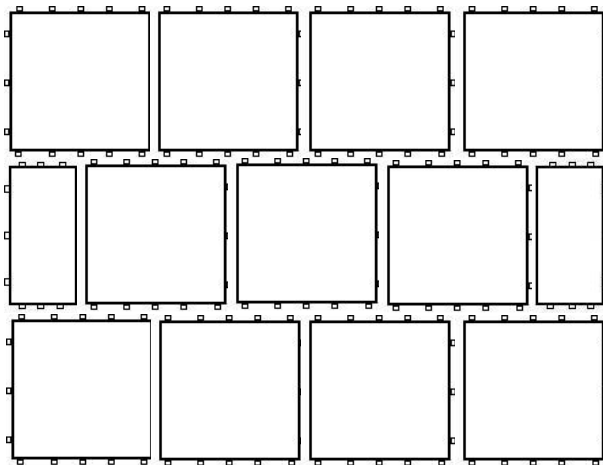


*! The five top **LUGS** on the panels used in the second and all following rows are designed to slide under the rim of the frame on the adjacent panel. Holding the panel at an angle of between 30° and 45°, slide the lugs under the panel above. When the two panel frames are touching along the whole length of the panel, gently lower the panel into place.*

*** It may be useful to have a second person standing on the first row of panels so as to keep the top row in place whilst linking the second row of panels.*

If the panel frames are not square or not flush; DO NOT FORCE the panel down but simply adjust it until resistance is removed and the panel lowers itself.

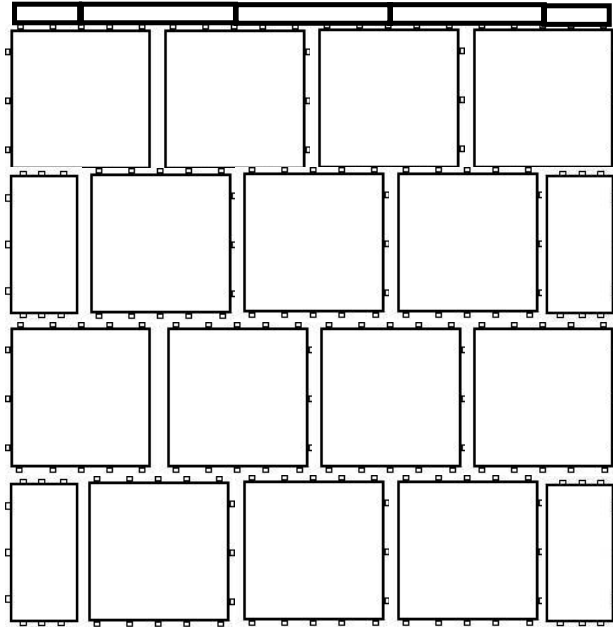
4. ROW3: The third row is laid as the first row with **FULL** panels





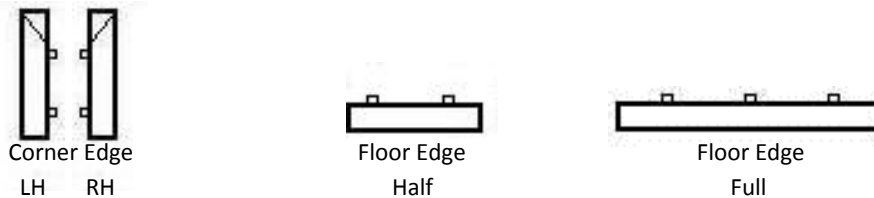
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5. ROW4: The fourth row is laid as the second row starting and ending with a **HALF** panel.



6. FOLLOWING ROWS: Continue laying the floor in this fashion until the desired size of floor is achieved.

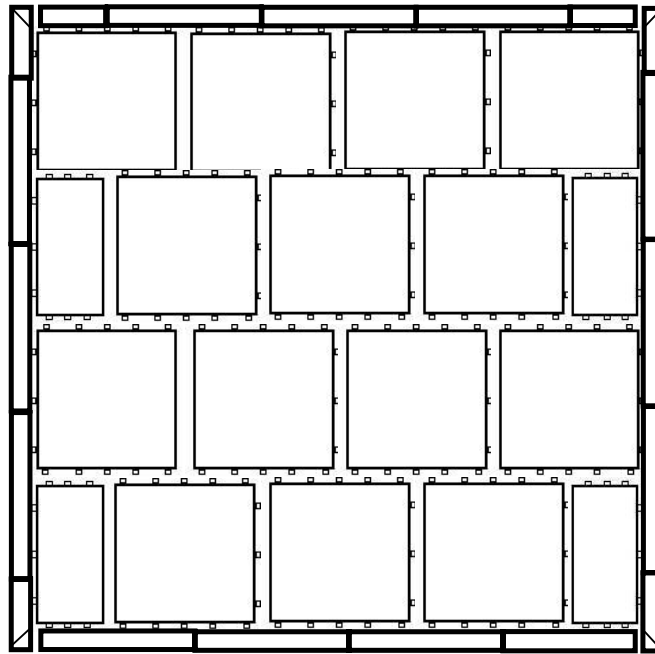
7. EDGING: now the edging can be completed. The top row should have laid in operation 2 above. Start now at the top right hand side with a **Right hand** edge piece followed by a **FULL** edge. Continue down the right hand side of the floor ending with a **left hand** corner edge.





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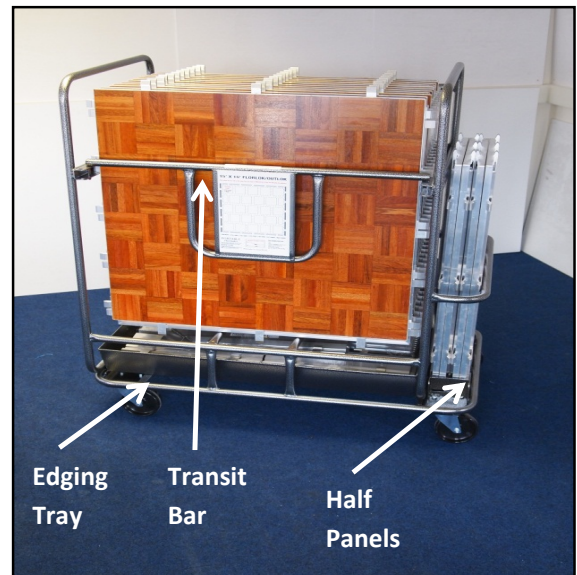
- Continue across the bottom row from right to left starting with either a **FULL** or **HALF** edge depending on the last row of panels. Continue up the left hand side ending at the top left panel.



OUTLOK® Storage Cart

The NEW OUTLOK® storage cart is designed to store and transport a complete 15ft x 15ft (4.6m x 4.6m) portable dance floor complete. The maximum number of **FULL** panels which can be stored in a cart is 23 with a maximum of 4 **HALF** panels which are stored in the rack on the right hand side of the cart. If your dance floor is larger than this then the panels and edging will be split between multiple carts.

The panels are stored alternately face to face and back to back vertically using the lugs to support the panels in and above the support channels built into the cart with the edging stored in the sliding tray at the bottom of the cart.

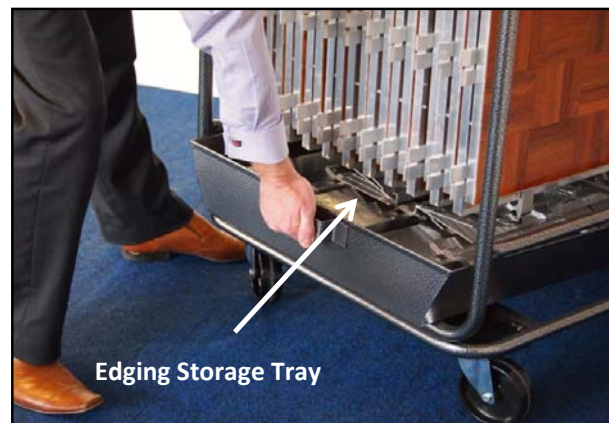
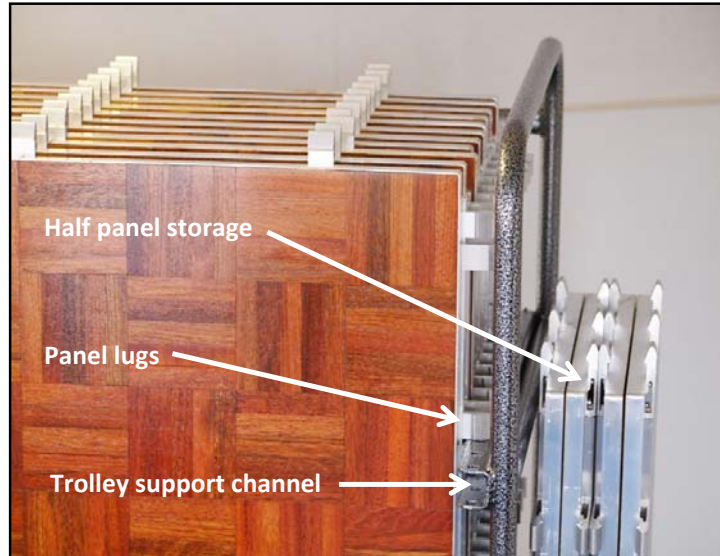




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Loading the cart:

1. The first panel should be loaded vinyl face towards operator with the three “**END LUGS**” pointing down. The second lug on each side of the panel is inserted into the channel on the cart and the panel should be gently pushed to the rear of the cart.
2. The second panel is inserted with the vinyl face towards the first panel, again with the three “**END LUGS**” pointing down and the second lug inside the channels on the cart. Push the panel down the channel to butt up to the first panel.
3. The third panel is inserted vinyl towards operator, “**END LUGS**” pointing up with the second side lugs in the support channels on the cart. The panel should slot against the second panel with the battens linking.
4. The fourth panel is inserted as for the third but vinyl face towards the third panel.
5. This action is continued (continue as per Para. 1) using the cart support channels for all panels as described above to a maximum of 23 panels.
6. Once complete fit the transit bar across the front of the cart.
7. Now load the **HALF** panels into the rack on the right hand side of the cart ensuring that panels are inserted face to face to avoid damage.
8. Pull out the sliding tray and carefully insert the edging. Do not force or drop the edging to avoid damage. Push the tray back in the cart once complete.





WARNING: Do not use or allow the floor to be used if:

- Without edging sections
- If the surface is uneven
- If a gap of more than 5mm is apparent between the panels/edging

Failure to adhere to these instructions could cause fall or injury.

Caring for your new portable dance floor:

Your OUTLOK® portable dance floor is manufactured from a mix of Karndeane® Vinyl and plastic. The floor is designed and manufactured to be used in highly paced environment such as hotels and event management activities. Care should be used when handling the equipment and the more it is looked after the longer it will last.

1. With a soft sweeping brush, remove any loose dirt or dust
2. Mop with mild soap and water (or just water)
3. Remove any excess water after moping
4. If needed: Add 50ml of **Karndeane Clean** (1 notch represents 50ml) to approximately 8-10 liters of clean water
5. Mop the **Karndeane Clean** solution onto the whole floor, removing any excess liquid

<http://www.karndeane.com/en/floors/guides-and-resources/resources/cleaning-and-maintenance>

Health & Safety tips on using the equipment:

1. The OUTLOK® portable dance floor including cart and panels is designed to be used by one person but please **consult your company's Health & safety policy with regards to manual handling** before using the equipment.
2. **NEVER** attempt to move the cart without the transit bar fitted
3. **NEVER** move, pull or push the cart from the front or back but rather from the sides.
4. **ENSURE** the edging tray is fully pushed back and locked into position before moving the cart.
5. **ALWAYS** bend from the knees when lifting panels or edging
6. **NEVER** leave the cart unattended on an incline and ensure the cart is secure in any other area.
7. **Make sure ALL panel lugs are inserted into the cart support channel.**

The user assumes full responsibility for installation and use of the dance floor and associated components.