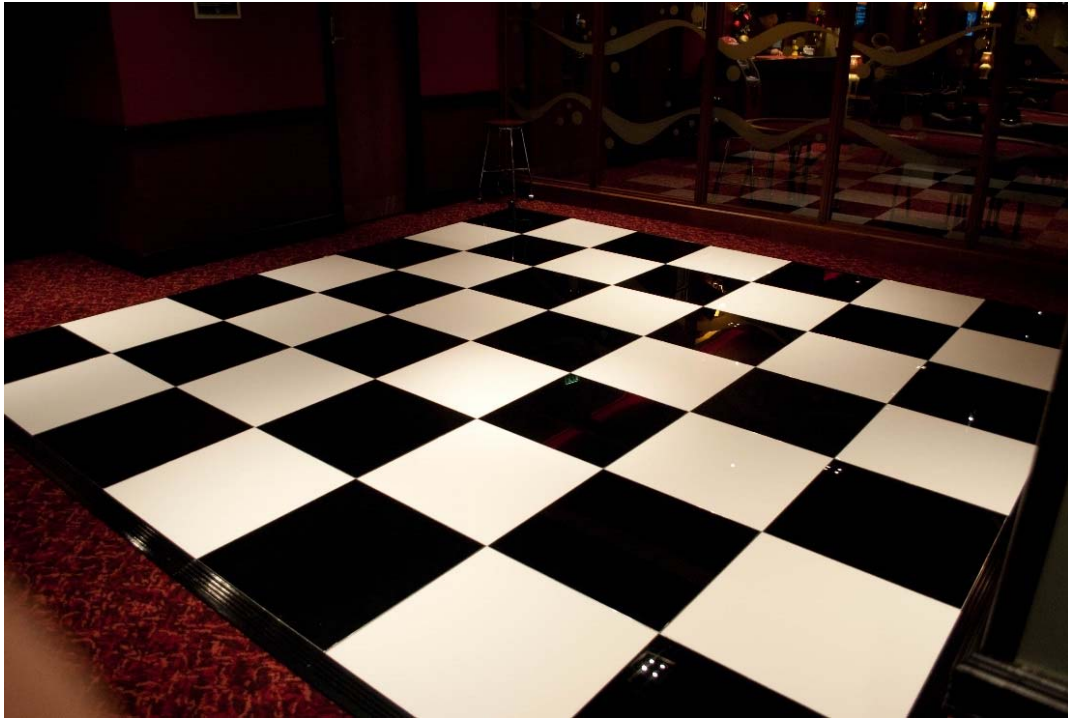




pub lok[®]

PORTABLE DANCE FLOOR

General care & laying instructions



Available in All White, All Black or
Black and White Checkered



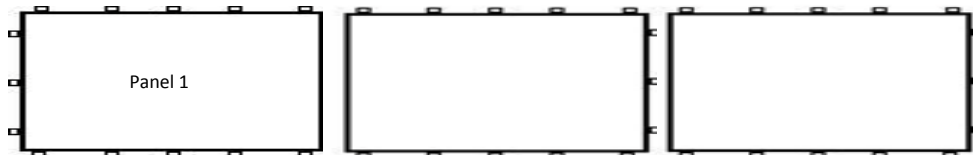
PUBLOK® Portable Dance Floor laying instructions

The Publok® portable dance floor consists of **FULL** and **HALF** panels which are set up in a “brickwork” design 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.) starts and ends 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 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 centered with the room itself or other furniture such as a stage unit.

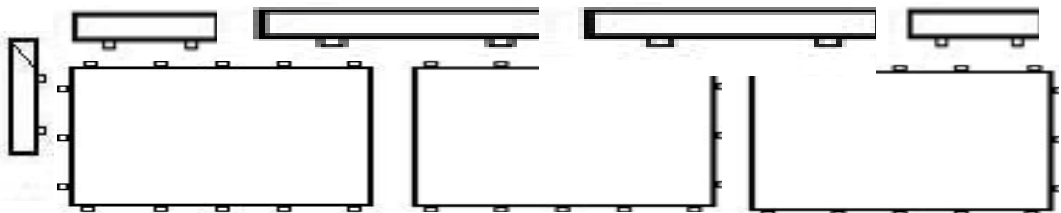
Using the attached floor plan as a guide for your size of floor lay the floor as follows:

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.

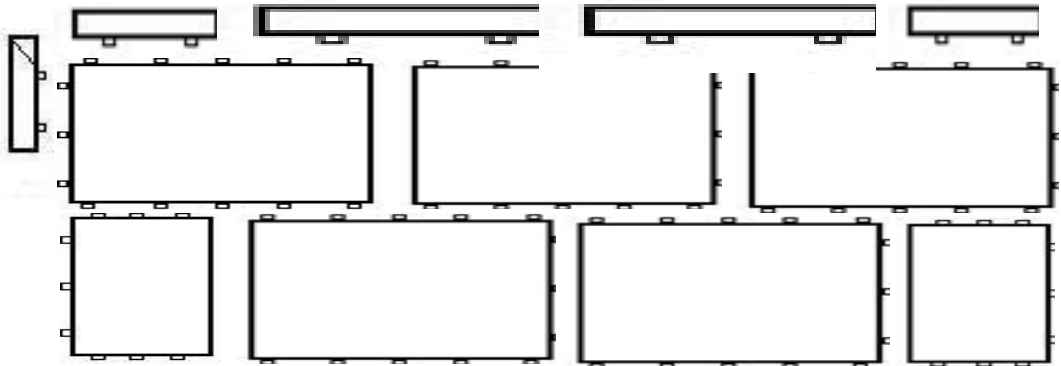


*! Fit the edging by pushing the lugs under the panel rim at an angle and lowering the edge into place. **DO NOT FORCE** but **adjust**.*



PUBLOK® Portable Dance Floor laying instructions

- ROW 2: The second row starts with a **HALF** panel again on the left hand side. As with 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.

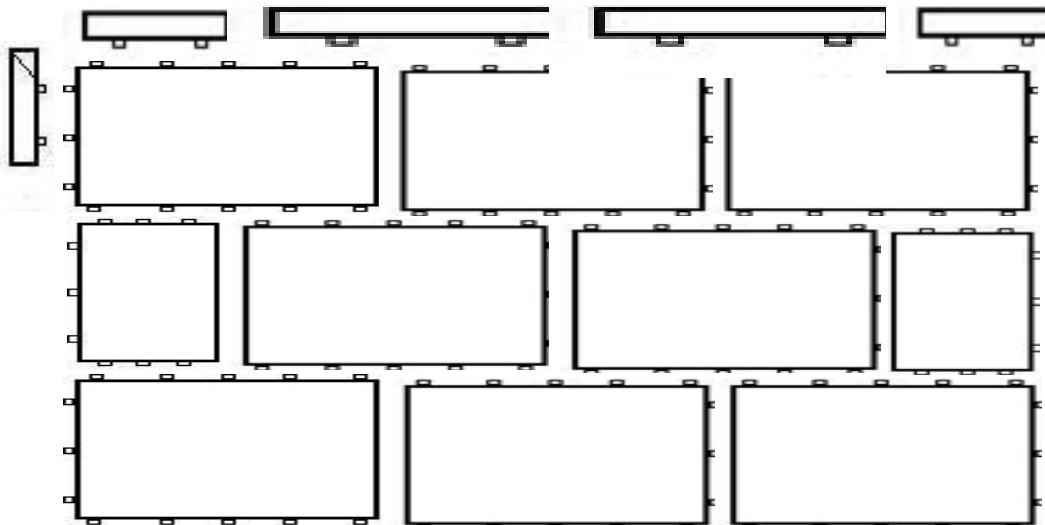


! The five top LUGS on the panels used in the second and all following rows are designed to slide under the rim of the frame on the adjacent panel. Holding the panel at an angle of between 30° and 45°, slide the lugs under the panel above. When the two panel frames are touching along the whole length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

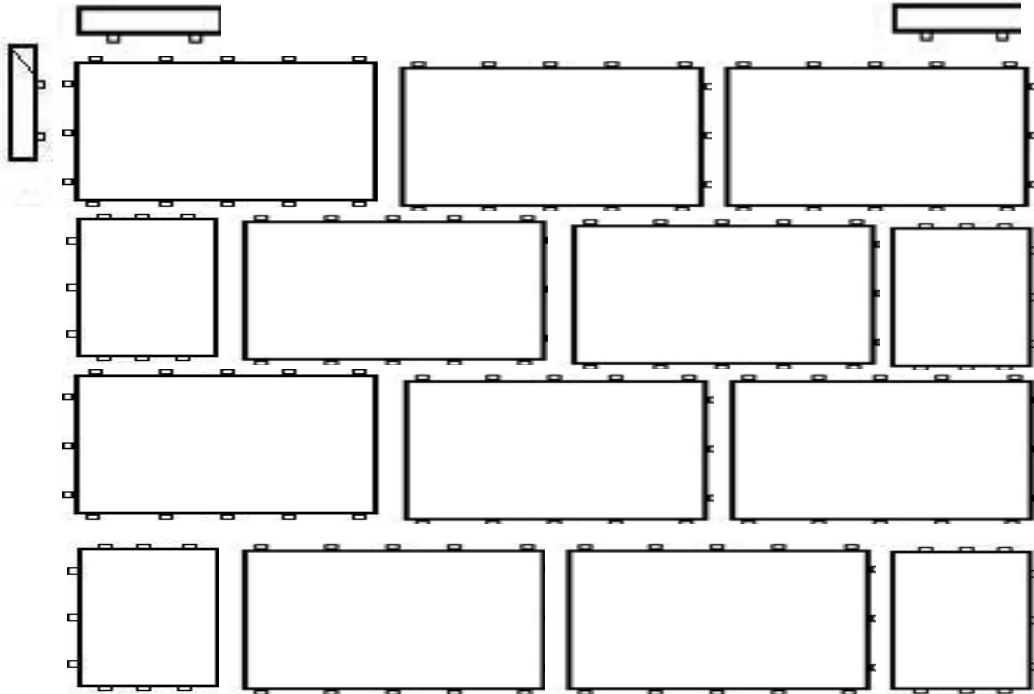
- ROW3: The third row is laid as the first row with **FULL** panels



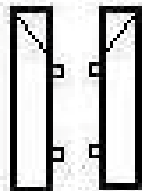


PUBLOK® Portable Dance Floor laying instructions

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 corner 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.



Corner Edge
LH RH



Floor Edge
Half

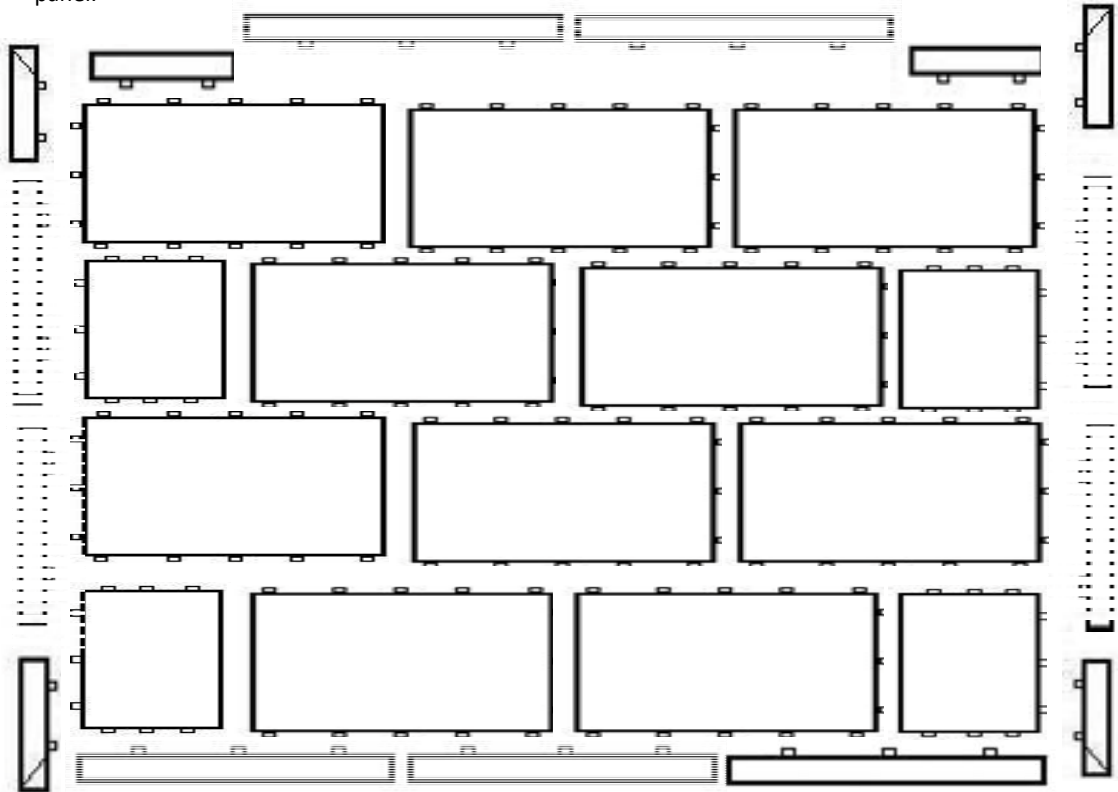


Floor Edge
Full



PUBLOK® Portable Dance Floor laying instructions

8. 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.





PUBLOK® Storage Cart

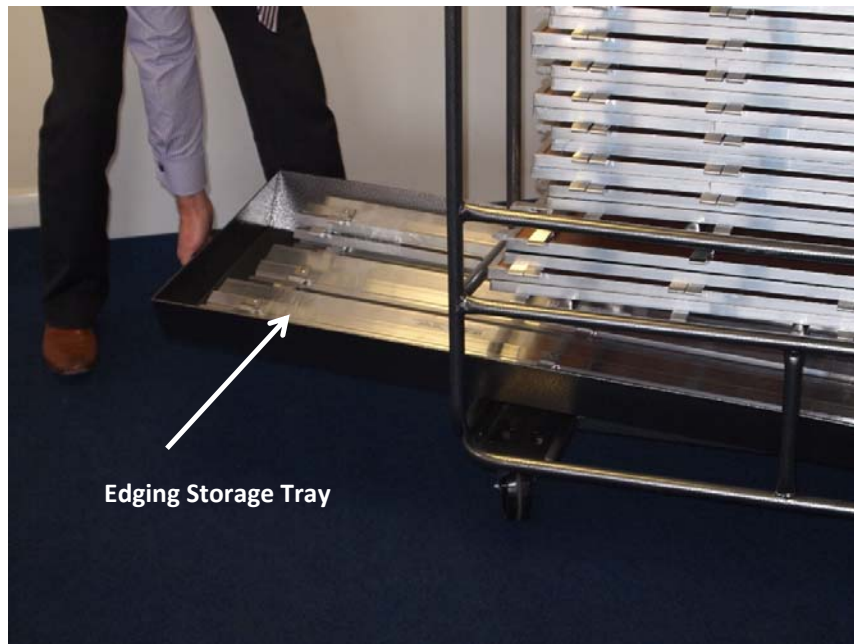


The NEW Publok® storage cart is designed to store and transport a complete 16ft x 16ft portable dance floor complete. The maximum number of **FULL** panels which can be stored in a cart is 28 with a maximum of 8 **HALF** panels which are stored in the rack under the main full panel rack of the cart. 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 horizontally in the cart with the edging stored in the sliding tray at the bottom of the cart.

PUBLOK® Portable Dance Floor laying instructions

Loading the cart:

1. The panels should be loaded horizontally and face to face and back to back to protect the surfaces of the panels.
2. The **HALF** panels sit in the rack under the full panels ensuring that panels are again face to face to avoid damage.
3. 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.





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

Inspect the individual and assembled components periodically and repair as necessary. This product is manufactured using wood, glue and lacquers which, if subjected to excessive heat or flame will burn possibly causing heat, fumes and consumption of oxygen. **This could cause injury or death**

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

- The floor is wet
- Without edging sections
- If the surface is uneven or has chipped, cracked or missing acrylic
- If a gap of more than 5mm is apparent between the panels/edging

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

PUBLOK® Portable Dance Floor laying instructions

Caring for your new portable dance floor:

Your Publok® portable dance floor is manufactured from a mix of acrylic, plywood and aluminium parts. Although the floor is designed and manufactured to be used in highly paced environment such as hotels and event management activities, it is predominantly a product manufactured from a natural/acrylic source. Care should be used when handling the equipment and the more it is looked after the longer it will last. This product is designed for indoor use only. ***IF*** due care is taken the floor should perform adequately in a tent or terraced environment ***short term***, **it should not** be left as a permanent lay and should be recovered, cleaned and inspected after each function. Please be aware that any moisture ingress is not covered by warranty or guarantee.

1. **NEVER** use excessive amounts of water to clean the panels but rather a lightly damp mop or rag, stubborn marks and scuffs are normally removed with a damp rag.
2. **ALWAYS** clean up spills and water immediately.
3. **ALWAYS** store the product in a well-ventilated area and **never** in a hot and dry or damp environment.
4. **AVOID** excessive exposure to moisture.
5. **NEVER** use water or water-based cleaners or waxes on your wooden floor
6. **NEVER** use alcohol, ammonia, kerosene or turpentine on your wooden floor



Health & Safety tips on using the equipment:

1. The movement of the cart and installation of the floor should be undertaken by a minimum of two competent persons but please **consult your company's Health & safety policy and risk assessments with regards to manual handling** before using the equipment.
2. **ALWAYS** have a minimum of two persons to move and steer the cart.
3. **NEVER** move, pull or push the cart from the front or back but rather from the sides.
4. **ALWAYS** 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.