

Desk-Mat Care Record

Know your mat. Follow both care guides. Keep the floor dry.

Mat brand / model / material:

Backing type and approved floor type:

Floor material / finish / manufacturer:

Mat care guide or saved instruction location:

Mat cleaner and label-directed dilution:

Floor cleaner and approved moisture limits:

Before you clean

- ☐ Check that the mat and its backing suit the floor and finish.
- ☐ Move the chair and loose cords; keep liquids away from electricity.
- ☐ Ask for help if the mat is large, awkward, or trapped by furniture.
- ☐ Use a soft cloth and only the mat maker's approved cleaning method.
- ☐ No guessing with steam, polish, solvents, or abrasive scrubbers.

Need a manageable cleaning routine?

Explore practical guidance, printables, and monthly challenges at
www.cleanersclubhouse.com

Lift, Clean, Dry, Reset

A checklist for a removable vinyl / PVC desk-chair mat

- ☐ Find the mat instructions and the separate floor-care instructions.
- ☐ Remove loose grit from the top before lifting. Keep the walkway clear.
- ☐ Lift without dragging. Support the mat without forcing it to bend.
- ☐ Remove loose dirt from the underside and edges.
- ☐ Test the permitted method in a hidden spot; let the test dry.
- ☐ Gently wipe both sides as directed. Protect any special backing.
- ☐ Remove permitted cleaner residue with a separate clean damp cloth.
- ☐ Clean the exposed floor with its own approved method and tools.
- ☐ Dry both mat faces and the floor fully before replacing the mat.
- ☐ Check correct orientation, flat edges, stability, and safe chair movement.

Stop and ask the supplier about:

Cracks, sharp or curled edges, new tackiness, finish changes, or moisture.

Date checked / products used:

What I found underneath / concern to follow up:

Next check or action:

A five-minute option

Remove accessible surface grit and handle a spill safely. Plan the full lift-and-clean job when you have time to leave both surfaces dry.