

Carpet Tile Installation Recommendations

General:

- It is the duty of the person installing the floor to inspect all flooring before installation. If during inspection the installer or buyer feels the floor is the wrong color, improperly manufactured, is off-grade, he/she should NOT install the flooring. Please immediately contact the retailer from which the flooring was purchased. No claims will be accepted for flooring which is visibly wrong if such flooring is installed. Installed flooring is deemed to be visibly acceptable.
- These products are not intended for installation on walls, outside use, or wet surfaces.
- After installation, use plywood over the carpet tiles when moving heavy objects.
- The manufacturer recommends using only one lot number on a job in adjacent areas. If more than one dye lot is used, the manufacturer cannot take any responsibility for issues that arise from mixing dye lots on a job.
- The recommended adhesive for installation is Next1100™ adhesive. Open time and working time will vary depending upon temperature and humidity. Spread rate (i.e. trowel size) must be appropriate to the porosity of the subfloor. If another adhesive is used, it must be a pressure sensitive adhesive, and the customer is responsible for ensuring that it is suitable for the application and relying on the adhesive manufacturers' installation instructions. If adhesive other than Next1100™ is used, adhesive-related floor performance issues are excluded from our warranty coverage.
- These installation recommendations are offered as a customer service and are based on product knowledge and field experience. These installation recommendations are intended for professional installers and can be used at their discretion and risk. The manufacturer does not guarantee results and assumes no liability in connection with these recommendations.

Subfloor Preparation:

It is the owner's or general contractor's responsibility to provide an acceptable substrate for the specified installation, which must also be inspected by the installation contractor prior to installation. Subfloors must be clean, smooth, flat, solid (no movement), structurally sound, dry, and free from all existing adhesive residues and/or any other foreign material that might prevent adhesive bond. Residual adhesives should be mechanically removed. Should you encounter asbestos containing "cutback" or other hazardous materials, you should stop the installation immediately and obtain assistance from a qualified remediation consultant prior to continuing the preparation process. Do not use chemical adhesive removers or solvents, and do not use oil or silicate based sweeping compounds. Plywood substrates must be no less than ¼ inch thick. Particle board or thin plywood are not acceptable substrates. Panels used as underlayment should be specifically designed for this purpose and have a written warranty for suitability and performance from the panel manufacturer. New concrete or gypcrete slabs must be thoroughly dry (at least six weeks) and completely cured. Curing agents, surface hardeners and other additives may cause adhesive bonding failure and must be removed by sanding or grinding. All cracks must be filled using a non-shrinking, water-resistant Portland cement based leveling or patching compound. Bond tests must be performed over concrete with unidentified sealers or primers. Apply approved adhesive and tile in a 4 ft. area and let set for 24 hours then check adhesive bond to the floor. Any uneven areas greater than 3/16" (4.76mm) in a 10-foot (3.05m) radius [1/8" (3.17mm) in a 6-foot (1.83m) radius] must be leveled with a non-shrinking, water-resistant Portland cement patching compound. An uneven subfloor can contribute to multiple problems, including assembly of tiles and post installation gapping of tiles, and roughness or unevenness of the subfloor will telegraph through the new floor covering resulting in an unsightly surface and excessive wear on high spots. Proper subfloor preparation and suitable underlayment installation are essential for a trouble-free job.

Moisture Emissions:

The building owner, or the general contractor, or their testing agent must submit to the flooring contractor a written report on the vapor emissions level and the surface alkalinity of the concrete subfloor. All subfloors must be tested for moisture emission rates using an anhydrous calcium chloride moisture test. The test must be conducted in strict compliance with ASTM Test Method F 1869. The moisture emission rate is measured in pounds of moisture over a 1,000 sq. foot area during a 24-hour period. Carpet tiles should not be installed in areas where the emission rate exceeds 5.0 lbs. Subfloors with readings greater than 5.0 lbs. require corrective action to reduce the vapor emissions to 5.0 or less. The subfloor must be re-tested and readings of 5.0 or less must be obtained before installation. Alternatively, relative humidity of the slab can be tested according to ASTM F2170. A result of up to 95% is acceptable when tested per ASTM F2170.

Alkalinity:

The pH range of the subfloor must be between 5-10. A pH reading outside of this range will require corrective measures. Testing must be performed in accordance with ASTM Standard Practice F-170. Note: results of Moisture and pH testing must be available and submitted with any claim.

Site Conditions:

Carpet tiles should not be brought to the job site until the facility (work area) is properly acclimatized, as if it were in use by the building occupants. Ambient site conditions must be between 65-85 F (18-29.5 C), and relative humidity between 40-60%. These conditions must be maintained at least 48 hours before, during, and 72 hours after the installation completion. Carpet tiles and adhesive must be acclimated to these conditions for a minimum of 48 hours before installation. If ambient conditions are outside these parameters, the installation cannot begin until the HVAC systems are operational and or the above conditions are met. Installation of carpet tiles should be the last item on the construction schedule to prevent soiling, staining, or construction

damage caused by other trades that may void the product warranty. Do not cover tiles with plastic protective covering. Use plywood, Masonite, or non-staining building material paper.

Installation Methods:

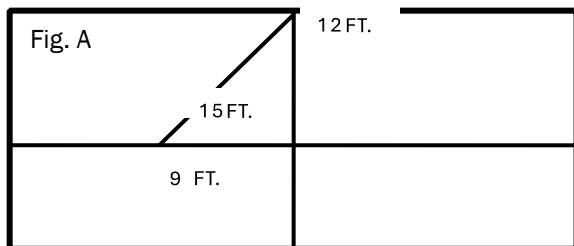
Carpet tile specifications include installation recommendations for each pattern. The recommendations include 'quarter-turn' for almost every pattern. All square tiles can be installed quarter turn. Square tiles must be installed quarter turn **unless the manufacturer's product specifications expressly allow other methods**, such as 'ashlar', 'brick', or 'monolithic'. **Refer to the product specifications for the manufacturer's recommended installation methods.** Ultimately the owner or end user must agree with the installation method. We recommend you lay-out a small area of about 9 tiles and ask the owner to approve the installation method before installing the entire job.

Randomizing Tiles:

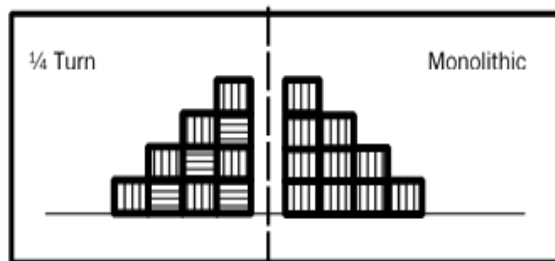
Most patterns are made with a variety of tile types. A combination of these tile types creates a desirable appearance on the finished job. Installers should draw from 2-3 cartons at a time to ensure they randomize the location of various tile types. Certain tiles will resemble each other because of the pattern location on the tile. For best results, you should randomize tiles on the floor to distribute the different tile types. For example, putting several 'dark' tiles adjacent to each is less attractive than distributing the 'dark' and 'light' tiles throughout the room. Styles prone to having light or dark yarns on the edge of the tile should also be distributed in a manner such that dark or light edges do not align on adjacent tiles.

Layout:

Begin the layout by carefully marking working lines on the floor surface to act as the starting position and guide for your carpet tile installation. First, determine that your room is as square as possible: Take measurements to determine the center of the room and snap a horizontal and a vertical chalk line that intersect at the center of the room. These lines will provide a guide for squareness as you install the carpet tile, as well as divide your room into 4 manageable quadrants. It may be necessary to offset the centerline to ensure that perimeter tiles are no less than 9" (half of a tile). Position the first tile at the intersection of the horizontal and vertical layout lines, dry lay a few tiles in one of the recommended installation methods for that particular product (monolithic, quarter turn, ashlar, etc.), to give you and the customer an indication of the overall appearance. Almost all styles can be installed quarter turned. A few styles are quarter turn only or monolithic only. Some styles can be installed monolithic, quarter turned, or ashlar. For styles that can be installed in different methods it is recommended that four to six tiles be laid out in each method and a decision made as to which method the tiles should be installed in. If there are any questions regarding acceptable installation methods refer to product specifications which are available on manufacturers website.



To verify that the working lines are square with each other measure 12' from the center point up the vertical length and make a mark. On the same horizontal quadrant line measure 9' across the width and make a mark, the diagonal measurement between the two marks should be exactly 15' if your lines are square. If your measurement is not 15' adjust your lines accordingly (see fig. A).

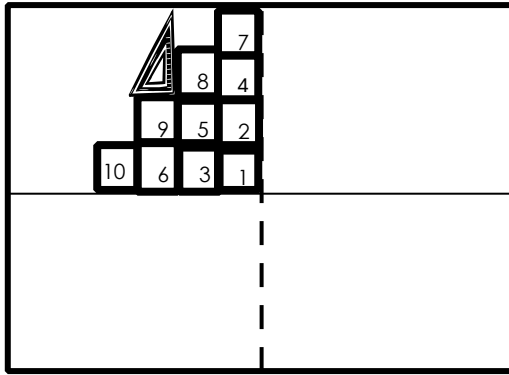


The diagram shows quarter turn and monolithic installation methods: For the monolithic method all backing arrows should point in the same direction. For the quarter turned method the backing arrows should be at a ninety-degree angle to each other with all vertical arrows pointing in the same direction and all horizontal arrows pointing in the same direction at a ninety-degree angle to the vertical arrows. **Note: This is an example only, refer to the product specification sheet for the product you are installing for the manufacturer's recommended installation methods.**

Applying Adhesive:

The adhesive should be spread one quadrant at a time and should only be spread over areas that you will install on the current day. Full spread adhesive application is required. Open time and working time will vary depending upon temperature and humidity. Spread rate (i.e. trowel size) must be appropriate to the porosity of the subfloor (Next1100™ Technical Data Sheet). If another adhesive is used, the customer is responsible for ensuring that it is suitable for the application and relying on the adhesive manufacturers' installation instructions, and that the subfloor is prepared in accordance with any additional requirements not noted above.

Installation:



Once the adhesive properly sets up place the first four tiles carefully along the intersection of your first quadrant, stair stepping each tile as you go (see fig. B). This pyramid technique keeps the entire layout square and in reference to the chalk lines. Slide each tile into position from the side to prevent trapping yarn. Trapped yarn will affect the appearance of the installation and cause alignment problems. **Do not compress tile when installing**, this will cause peaking, requiring reinstallation. Use a framing square to randomly check squareness of installation. **Tiles must fit snugly but not be compressed.** Check for fit by measuring the length of 10 full tiles. If individual tiles are 19.7" x 19.7" (50 cm x 50 cm), the length of 10 tiles cannot be less than 196 $\frac{3}{4}$ inches or more than 197 $\frac{1}{4}$ inches.

Tile Trimming:

Carpet tiles cut well from the back. Tiles should be cut so that the trimmed edge will always be placed against the wall. Change blades often for easier, clean, precise cuts. After installation, all areas must be rolled with a roller with a maximum weight of 75 lbs. **NOTE: Compressing the tile at the wall can cause edge peaking.**

One method of trimming the tiles is to measure the distance between the wall and the closest installed full tile. Utilizing the measurement, mark the back of the tile to be trimmed with a pencil or pen and a straight edge or other straight object. Using a sharp blade, score the tile along the marked line and bend or break the tile. Sever the tile along the line using a sharp blade.

When trimming around doors and columns, rigid "utility type" blades often work better than more flexible slotted blades. Carpet tiles are easiest cut by scoring the back with a rigid blade, and then bending or breaking the tile. The tile can then be severed with a sharp blade.

Warning: This product can expose you to chemicals including bitumen, which is known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov