

# SECTION 1000-GENERAL SPECIFICATIONS

## **CARPET TILE INSTALLATION INSTRUCTIONS:**

Failure to follow these guidelines for installation may void of Product Warranty. Any variance from any of the following instructions will become the responsibility of the installer and not the manufacturer, and shall void all otherwise applicable warranties.

### **1. Site Conditions**

Carpet Tiles are not intended for installation on walls or wet surfaces. We recommend the following conditions before installation: The best environment in which the carpet is to be installed is the temperature between 65° F and 95° F (18° C and 35° C) and the relative humidity between 10% and 65%. A pH range of 5-9 is satisfactory.

### **2. Floor Preparation**

Carpet must be installed over properly prepared substrates. All cracks, holes and flooring irregularities must be adequately repaired to ensure a smooth, finished appearance and prevent accelerated wear.

### **3. Check the Carpet Before Installation**

All Carpet Tiles should be inspected carefully for dye lot, pattern, quality and other damage during the shipping before installation. Contact with your dealer immediately when finding some defects. Labels on each carton contain important information including: product name, weight. Do not install any product that has visible problems, otherwise that would void of the Product Warranty. The manufacturer will not be responsible for workmanship or problems due to improper installation. Carpet Tiles must be adequately protected from soil, dust, moisture and other contaminants and stored on a flat surface; however, the number should be no more than 5 cartons for a long period if overlapped. In the event of any shading or dyelot problem, please do not install the tiles and inform your local distributor immediately.

### **4. Tools and Supplies Checklist**

Scissors; Tape Measures; Straight Edge; Marking Pen; Vacuum Cleaner; Trowel, pH Test Paper; Calcium Chloride Moisture Test.

### **5. Adhesives**

Any uneven surface that cannot be leveled may require adhesive or double-sided tape to hold a tile in place. Recommend to use solvent environment-friendly glue.

**Caution:** To protect your hands, always wear heavy work gloves when handling tackless strips and other tools and materials.

### **6. Cutting Carpet Tiles**

Always cut tiles from the back. Using one tile as a reference tile, score a line on the back of the tile that is to be cut. Cut the tile along the reference line, being careful not to cut through the installed tile below it. Always secure cut or partial tiles with releasable adhesive or double-sided tape. The square of the cut carpet should not less than half of the square of common carpet tile. Otherwise, it is not easy to secure it.

### **7. Floor Layout**

Make a diagram with exact measurements of the area(s) where carpet will be installed. It is wise to always locate the seams in the areas of lightest traffic. Indicate all windows, doors, furniture, and unusual angles. Divide the room into four quadrants and snap a chalk line. Make sure quadrants meet at right angles. Use the 3-4-5 triangle method to make sure the first line is perpendicular to the second line. Check the distance from each centerline to its parallel wall and determine how many tiles will be required (Fig. 1).

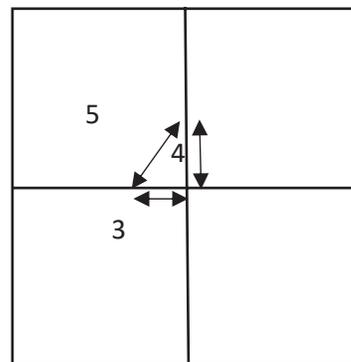


Fig. 1

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## CARPET TILE INSTALLATION INSTRUCTIONS CONT.:

**8. Carpet Installation**

Tiles are printed on the back with arrows showing pile direction. Start from the intersection point in the center of the floor. Install the tiles in one quadrant using the chalk lines as guidelines. Fill in the area between the two chalk lines using the stair step method. Continue to install tiles in a stair step or pyramid pattern, starting at the center point. Check to make sure the tiles are properly aligned at edges during the installation. Fit the tiles tightly together by sliding them together and press into the adhesive (Fig. 2).

*Refer to the installation instruction sheet found in each box.*

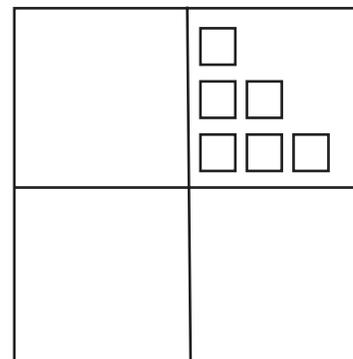


Fig. 2

**9. Carpet on Electrical Lines**

Mark locations with a piece of tape on tiles installed over electrical boxes and electrical floor. Tiles can be lifted for cut-outs later.

**10. Repair After Carpet Tile's Installation**

Check the whole effect after the installation, if there are any seams among tiles, change them if possible. As for the fluff, use the scissors to repair accordingly.

**11. Replacement of Damaged Tiles**

In order to minimize visual differences between new and old tiles, consider replacing damaged tiles with tiles removed from less visible areas. Use stock tiles to replace those removed from less visible areas