

# CARPET TILE INSTALLATION INSTRUCTIONS

## General Guidelines

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE INSTALLATION. IMPROPER INSTALLATION WILL VOID WARRANTY.

- Flooring should be one of the last items installed in any new construction or remodel project.
- Inspect all materials carefully for color, finish, sheen, and defects before installation. Ensure adequate lighting for proper inspection. The warranty does not cover materials with visible defects once they are installed. If there are any doubts to the quality, dimensions or appearance of the carpet tiles DO NOT INSTALL. Please contact BuildDirect as INSTALLATION IS ACCEPTANCE.
- It is good practice to test the installation surface for moisture and action accordingly.
- Store flooring boxes flat and fully supported during shipping and storage.
- Condition the carpet tiles by storing the carpet tiles in the room or rooms where installation will occur for 24-48 hours before installation at a minimum temperature of 50°F. This product is not suitable for installation in areas below temperatures listed.
- Carpet tiles should be installed in temperatures above 50°F.
- Carpet tiles are fade resistant; however, it is best practice to avoid direct sunlight exposure to minimize thermal degradation, color fading, and potential adverse effects on carpet tile.
- It is the responsibility of the installer/owner to determine if the jobsite subfloor and jobsite conditions are environmentally and structurally acceptable for carpet tile installation. The manufacturer declines any responsibility for carpet tile failure resulting from or related to subfloor, subsurface, jobsite damage or deficiencies after carpet tiles have been installed.
- Installed areas should not exceed below 20°F or above 110°F.
- DO NOT INSTALL on stairs.

## Subfloors

- Carpet tiles can be installed indoors and outdoors, over concrete, wood subfloors and most existing hard-surface floor coverings, and even some existing soft surface floor coverings.
- All subfloors must be dry, clean (swept and vacuumed of any debris), structurally sound and flat within 3/16" (4.7mm) per 10-foot radius. Ensure surface is dry and thoroughly swept or vacuumed (heavily soiled carpeting should be steam cleaned and dry) before installation.
- Wood subfloors must be well secured; nail or screw every 6" along joists to avoid squeaking. If not flat, sand down high spots and fill low spots with a Portland cement-based leveling compound. Counter sink nail heads and cover with a suitable latex filler. The surface must be completely clean and free of paint, varnish, or wax. Completely seal the entire subfloor with a suitable latex sealer. DO NOT INSTALL OVER PARTICLE BOARD OR MDF.
- Concrete subfloors must be fully cured for a minimum of 60 days prior to carpet tile installation and must be tested for moisture. Concrete moisture vapor emissions should not exceed 8lbs (ASTM F1869) or 90%RH (ASTM F2170) with a pH limit of 9. Fill in all cracks and holes with a suitable latex filler and completely seal the entire subfloor with a suitable latex sealer. DO NOT INSTALL ON UNTREATED CONCRETE.
- To install over an existing hard-surface flooring (ceramic tile, resilient tile, etc.) check to see it is well bonded to the subfloor and flat. Apply cement based leveling compound to flatten surface. Heavily cushioned vinyl flooring or vinyl flooring consisting of multiple layers is not a suitable subfloor for installation. Do not sand existing flooring as it may contain asbestos. Take proper precautions and contact an asbestos abatement company to remove old flooring. Completely seal the entire subfloor with a suitable latex sealer.
- Carpet tiles can be installed outdoors over decking and concrete, however: If your floor is painted and the paint is bonded well to the floor, you can apply carpet tiles directly on the painted surface. If you are unsure the paint is well bonded to the floor, conduct a very quick and simple test to find out: first, take a piece of aggressive sticky tape, such as duct tape, and press the tape down firmly on the painted surface, keeping one end of the piece of tape in your hand. Then, pull the tape up quickly. If the paint comes off with the tape, the paint is not well bonded, and your floor will need to be stripped before installing carpet tiles. If the paint doesn't lift off with the tape, the paint is well bonded to the floor. Test several areas of the floor to ensure the entire floor is suitable to install carpet tiles.

## Installation Requirements

- Tools needed: tape measure, utility knife or carpet knife, chalk line, cutting mat, and eye protection.
- Do not use tape or adhesive products of any kind onto the surface. Doing so may discolor and/or damage the finish.
- BEFORE installation inspect all materials carefully for color, finish, sheen and defects before installation. Ensure adequate lighting for proper inspection. The warranty does not cover materials with visible defects once they are installed. If there are any doubts to the quality, dimensions or appearance of the carpet tiles DO NOT INSTALL. Please contact BuildDirect as INSTALLATION IS ACCEPTANCE.
- Install carpet tiles from several boxes at one time to ensure a good color and shade mix.

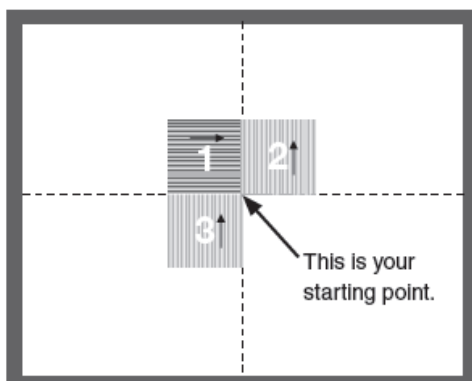
## Installation

Always work from several open boxes of flooring and "dry lay" the carpet tile before permanently laying the carpet tiles. This will allow you to arrange them in a harmonious pattern. It is the installers' responsibility to determine the expectations of what the finished floor will look like with the end user expectations.

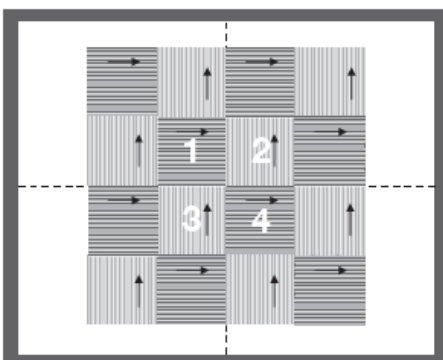
1. Each carpet tile comes with a tear sheet on the back with directional arrows to aid in installation. The arrows on the back of the carpet tile indicate the direction of the nap in the carpet. Carpet tile will appear to be different in color from each other when arrows are not run in the same direction of the desired design. Be sure the arrow on the carpet tile faces the direction of the desired pattern.

# CARPET TILE INSTALLATION INSTRUCTIONS

2. Begin installation in the center of the room. Establish the center of the room by measuring an equal distance from the wall at both ends and snapping a chalk line, this needs to happen in both directions of the room. Where the two chalk lines intersect is where installation will begin.



3. Installing first tile: peel off the release paper and stick the carpet tile to the floor. It is critical you install the first carpet tiles straight and square, proper placement of the first carpet tiles is key to the installation. Apply weight to the carpet tile to secure to the subfloor. This can be done by pressing firmly with your hands or walking on it carefully. If a carpet tile is misplaced, simply lift it up, remove any dust or particles and place it in its proper position.
4. After placing the first carpet tile, continue to place carpet tiles in desired pattern by rotating the next carpet tile  $\frac{1}{4}$  turn. Make sure the seams are snug. Be sure the arrows face the direction of the desired pattern.
5. Install the third and fourth tiles: peel off the release paper and stick the carpet tile to the floor. Apply weight to the carpet tile to secure to the subfloor. This can be done by pressing firmly with your hands or walking on it carefully. If a carpet tile is misplaced, simply lift it up, remove any dust or particles and place it in its proper position. Be sure the arrows face the direction of the desired pattern.



6. Continue installing additional carpet tiles in this manner until reaching final rows. Measure and cut final carpet tiles to length.

## Radiant Heat

- Use of under-floor electric heating mats or other under-floor heating units directly under carpet tiles is possible as long as the contacted area of installation is not above 120°F.

## Post Installation Maintenance

- Use rosin paper and cover installed carpet tile area to prevent damage from other trade works. Do not use plastic film or other non-breathing material.
- Clean up spills immediately.
- Routinely vacuum, carpet tiles. The carpet tiles can be vacuumed, shampooed, or hosed down for cleaning. As with any surface, please use caution when wet. Do not walk or drive on carpet tiles until they are completely dry.

# CARPET TILE INSTALLATION INSTRUCTIONS

- To protect carpet tiles, close blinds and/or drapes during peak sunlight hours. Excessive heat and light will subject carpet tiles to thermal degradation and potential fading effects. **AVOID DIRECT SUNLIGHT EXPOSURE.** Use non-staining, breathable mats. Rubber mats may discolor carpet tiles. Use floor protectors for furniture. Non-staining felt pads can be used provided they are changed on a regular basis to prevent dirt, debris and sand buildup. Wide, non-staining casters at least 2" in diameter or floor protectors should be used on rolling furniture such as office chairs. To prevent point loads on heavy furniture, use large non-staining surface floor protectors. Do not use ball type castors as they can damage floors.
- When moving heavy furniture or appliances, place a sheet of Masonite or plywood under the piece being moved to distribute the weight. For light pieces use a clean blanket or a piece of carpet face down under the piece to be moved. Be aware of any sharp edges as they can scratch and tear your floor's surface.