

Carpet Tile Installation Recommendations

Notes:

- It is the responsibility of the installer to verify, before installation, that all material conforms to the owner's specifications including product, color, and dye lot. If the wrong product is installed, the manufacturer will not be responsible for corrections.
- These products are not intended for installation on walls, outside use, or wet surfaces.
- After installation, use plywood over the carpet when moving heavy objects.
- 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.

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. Existing adhesive trowel ridges must be leveled by scraping, sanding, or patching with a Portland based leveling or patching compound, prior to adhesive application, to ensure proper pressure sensitive adhesive contact. All cracks should be filled using a Portland based leveling or patching compound. Should you encounter asbestos containing 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 install over resin or silicate based curing compounds. Do not use oil or silicate based sweeping compounds. 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.

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.

Alkalinity:

The pH range of the subfloor must be between 7-9. A pH reading above 9 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.

Floor Priming:

Plywood floors must be completely primed with a latex additive comparable to ParaChem's M615 or M620. This is to prevent excessive absorption of adhesive and to ensure a proper adhesive bond. Plywood substrates must be no less than ¾ inch thick. Particle board or thin plywood are not acceptable substrates.
Gypcrete Floors or substrates must be swept and vacuumed to remove excessive dust, then primed.
Concrete that is porous or dusty must be swept and primed.
Portland patching compounds and Skim coats are porous and must be primed.

Installation Method

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 specs 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.

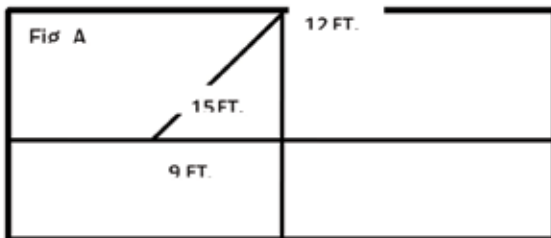
Randomizing Tiles

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 a several 'dark' tiles adjacent to each is less attractive than distributing the 'dark' and 'light' tiles throughout the room.

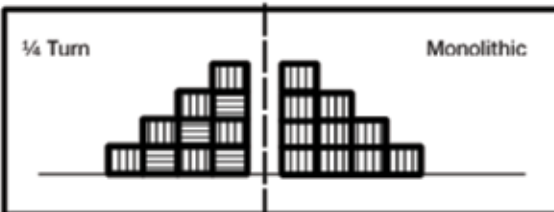
Layout:

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).

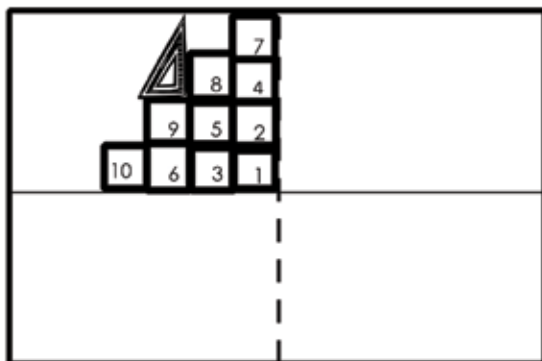


The diagram shows quarter turn and monolithic installation methods: For the monolithic method all backing arrows should point in the same direction. For the quarter turned method the backing arrows should be at a ninety degree angle to each other with all vertical arrows pointing in the same direction and all horizontal arrows pointing in the same direction at a ninety degree angle to the vertical arrows.

Applying Adhesive:

Use premium pressure sensitive adhesives that are approved for use on Enhanced Bitumen carpet tiles by the adhesive manufacturer. The subfloor should be scraped clean of old adhesive, and thoroughly swept before applying adhesive. The adhesive should be spread in one quadrant at a time, and should be spread only over areas that you will install in the current day

The full spread adhesive application is required. Follow adhesive manufacturer recommendations for open time, spread rate, application method etc. The entire area should be covered with adhesive. Drying times will vary based on local conditions but can be greatly reduced by using circulating fans.



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 197 inches or more than 197 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.

NEXTABS are a glue-free installation system designed for installation of Next Floor modular carpet tiles.

This system eliminates the need for full spread adhesive which requires dry time. NEXTABS have low odor which makes them ideal for use in schools, health care facilities, public buildings and anywhere odor is a concern and rapid, mess-free installation is important.

Make sure you inspect carpet tiles prior to installation. No claims will be honored if product is installed with visible defects. Read all instructions prior to beginning installation.

Site and Modular Material Conditioning

The building must be enclosed and the HVAC in continuous operation. Modules must be conditioned to room temperature for 48 hours prior to installation. The ambient air relative humidity must be below 65% with the floor and room temperature between 65°F – 95°F. These conditions must be maintained for a minimum of 48 hours prior to the installation, during, and at least 48 hours after completion of the installation.

Surface Preparation

Dust, dirt, and debris, and non-compatible adhesive must be removed before the installation begins. Pre-existing, dissimilar adhesives must be either mechanically removed, hand scraped to bare residue or encapsulated using cement-based patching compound. The substrate must be smooth and level with all cracks and holes filled using a Portland cement based patch reinforced with polymers. When adhesive residue of any type is present, encapsulate with APAC ENCapSeal. Do not use solvent or liquid adhesive removers.

Note: Failure to remove and/or seal pre-existing adhesives may cause installation failure, shifting, buckling, doming or edge curling; these conditions will not be covered under warranty when surface preparation instructions are not followed.

Flatwire Cable / Trench Headers

Cable should be centered under carpet tiles and no adhesive used unless approved by the manufacturer. Trench headers require a control grid of adhesive on either side of header panels to prevent movement. It is highly recommended that these areas be installed ashlar.

Substrates

NEXTABS are recommended for use on the following:

Concrete on grade, below or above grade in the absence of excessive alkali or moisture, hardwood, APA floor grade plywood, tile, terrazzo, and well-bonded existing hard surface floor covering.

Floors must be clean, dry and free of concrete sealers, existing adhesive, curing compounds, wax, oil, paint or any foreign matter that will interfere with a good bond. The installation site must be acclimated with HVAC in operation. The floor and room temperature, as well as flooring materials and adhesive, must be maintained at 65°- 95°F, and the humidity below 65% for 48 hours prior to, during, and after the testing and installation. Do not use on substrates that have been chemically cleaned.

Concrete Moisture and pH Testing

Concrete subfloors must be tested for moisture per ASTM F 2170. On-site relative humidity readings (ASTM F 2170) must not exceed 90%, and pH must be between 7.0 and 9.0.

Subfloors

New Concrete: New concrete must be fully cured, free of moisture, sound, clean and meet industry standards as defined in ACI Committee 302.1.04R Report (see ASTM F 710). New concrete requires a curing period of approximately 90 days. **Old Concrete:** Old concrete must be checked for moisture. Dry, dusty, porous floors must be primed or encapsulated with APAC ENCapSeal.

Note: Primers will not correct a moisture problem.

Wood: Wood floors must be smooth and level. If the floor is uneven, an approved underlayment will be required. Old finishes must be tested for compatibility with adhesives or removed and porous wood primed.

Terrazzo / Marble: Level all grout lines with Portland cement-based patch reinforced with polymers. Glossy surfaces must be sanded for adhesive bond. Waxes and similar finishes must be removed.

Hard Surfaces: Tiles must be well secured to the floor or removed. Broken, damaged, or loose tiles must be replaced.

Loop Pile Construction

Carpet tiles with loop pile constructions may experience yarn blossoming at the edges, which is consistent with this type of construction and is not considered a manufacturing defect. Clipping or shearing the yarn edges will remedy this.

Modular Placement

Arrows are embossed or printed on the tile backing to show pile direction. To ensure proper alignment, check spacing every ten carpet tiles. Proper spacing should be within ¼ inch. Continue to check spacing every ten tiles throughout the entire installation.

Pallet and Bundle Sequencing

It is very important to install carpet tiles in the order they were manufactured; this is easily accomplished by selecting pallets in sequential order and following the numbers located on each bundle of tiles. Typically, an installation will begin with the lowest bundle numbers and progress through the highest numbers until the project is complete. Installing carpet tiles by bundle sequence will assure the most even uniform look possible

If you have further questions or require additional information, please contact our service team at 888-611-3382.

Finished Installation

Roll entire job with 75-100 lb. roller after completion of installation.

Chair Pads

Chair pads are highly recommended for use under chairs with roller casters. If chair pads are not used, the appearance of the tiles will decrease and maintenance and/or shifting of the tiles may be required more frequently.

Replacement Carpet Tiles

On occasion, it may be necessary to replace damaged or heavily soiled carpet tiles. Tiles can be replaced with new product from on-site inventory or from another area of the installation. A difference in appearance may be noticed when tiles are replaced; this difference usually diminishes in a short time.

Stairs

NEXTABS are not recommended for use on stairs

Carpet Over Carpet

NEXTABS are not recommended for carpet over carpet installations.

Ramps

NEXTABS are not recommended for ramps or inclines. Pressure sensitive adhesive is to be used in these areas.

Benefits

Lower Environmental Footprint

- Virtually zero VOCs.
- Environmental footprint more than 90% lower than traditional carpet adhesives.
- Less waste - no pail or boxes of glue and associated materials.

Save Time and Money

- Install faster - no mess and no drying time.
- Install occupied spaces - no odor or sticky glue so little to no down time.
- Pay for floor prep once - less, if any, is needed for future installations.
- Potentially lower freight charges - boxes of **NEXTABS** connectors weigh less than 4 gallon containers of glue.

Easy to Use

- Just peel and stick - no special equipment needed.
- In-house staff can quickly replace soiled or damaged tiles.
- Install over almost any floor type, including raised access flooring.
- No liquid components mean they won't lose adhesion by freezing or "melting".
- Remove whole sections of the floor at once for renovations or moving.
- Neatly stack used carpet tiles without making a sticky mess.

NEXTABS Quick Reference Installation Instructions

A) With the first tile in position on the floor, place the **NEXTAB** under the corner of the tile with "THIS SIDE UP."

B) Lay the next carpet tile onto the exposed adhesive of the **NEXTAB**.

C) Continue laying tiles and **NEXTABS** at the intersections of the tile corners. Apply **NEXTABS** at edges of tiles. (See "C" diagrams.)



A.1 Peel the **NEXTAB** from the **NEXTABS** sheet



A.2 Place under carpet tile



A.3 "THIS SIDE UP" facing up

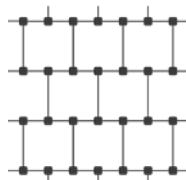


B.2 Position the next tile

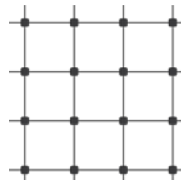


B.3 Press it into place

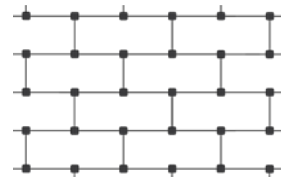
Ashlar and Brick installations generally require 30% more **NEXTABS than Monolithic and Quarter Turn installations.*



C.1 Brick installation



C.2 Monolithic installation



C.3 Rectangular brick installation

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