

# Carpet Tile Installation Guide



# Preparation

## 1. CONDITIONING OF MATERIALS

Due to the nature of textile materials, they need to be acclimatised to the atmospheric conditions that will prevail after installation and during use. Carpet tiles from Interface should be unpacked and allowed to condition in an area having a minimum temperature of 16°C for at least 24 hours before laying.

## 2. SITE CONDITIONS

### 2.1 Floor Preparation

Before starting to lay Interface carpet tiles, the position and depth of cables, heating elements and water pipes in the floor screed should be ascertained and all preliminary work, such as the fixing of floor sockets for service plugs, should be complete. The base should be firm and dry and floors should be cleared of all debris. All traces of old floorcoverings and adhesive residues must be removed and, if necessary, the surface treated with Stopgap or Styccoscreed by F. Ball & Co. Ltd, or an equivalent floor smoothing underlayment (see Fig. 1) to suit local site conditions in accordance with manufacturers recommendations. Any necessary preparation should be carried out in good time, to allow for setting and drying of any smoothing underlayment.

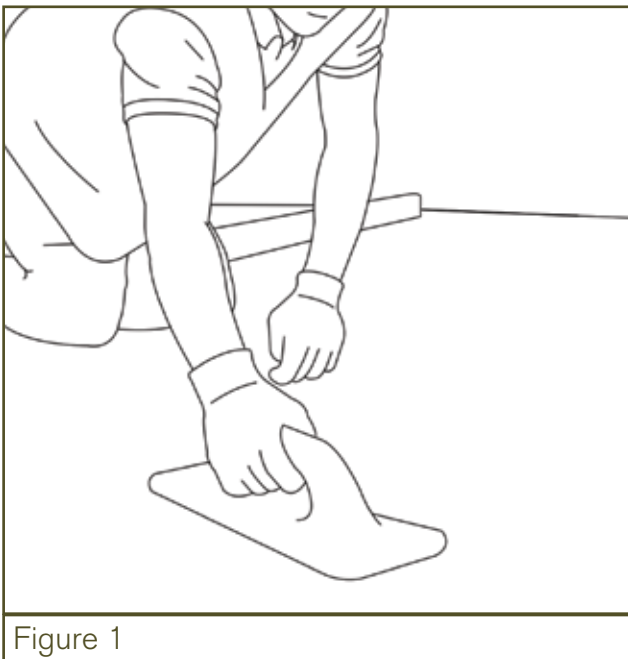


Figure 1

### 2.2 Damp Proofing

An efficient damp proof membrane should be incorporated in the construction of solid floors at ground or below ground level, or where moisture ingress may become apparent.

### 2.3 Subfloors

Subfloors should be prepared in accordance with BS 5325 or corresponding national and European standards. The suitability of a particular smoothing underlayment will depend upon the subfloor type and other requirements, e.g. high impact resistance, non protein for NHS use etc.

#### 2.3.1 Concrete

New concrete should be fully cured and sealed. Humidity must not exceed 75% (Hygrometer Test). Old concrete should be smooth and level. Resealing is recommended if chemicals have been used to remove a previous finish or where dusting is evident.

#### 2.3.2 Vinyl Tile

Damaged tiles must be patched with smoothing underlayment as described in section 2.1, or replaced with all wax or surface treatments being removed.

#### 2.3.3 Timber

The floor should be level, smooth, dry and clean. Worn or uneven floorboards should either be replaced or levelled by sanding, planing or by patch filling before covering with flooring grade plywood, chipboard or hardboard (rough side facing upwards) and pinned at 100mm centres (see Fig. 2 and BS8203 for further details).

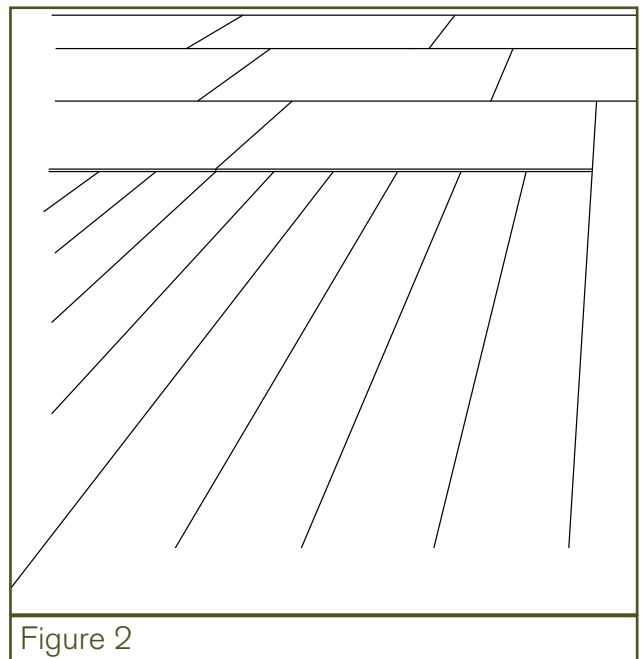


Figure 2

# Preparation

## 2.3.4 Wood Block Floors

Providing these are smooth, sound, level and securely bonded, they should be overlaid with flooring grade plywood, chipboard or hardboard as above. Wood blocks on ground floors must include an efficient damp proof membrane. If these conditions cannot be met the wood blocks must be removed and the subfloor prepared accordingly.

## 2.3.5 Chipboard

This should comply to BS 5669 and be free from wax, polyurethane or other types of surface seal. Uneven floors should be treated as described for timber floors.

## 2.3.6 Terrazzo, Marble etc.

All cracks and irregularities should be patched and any chemical finishes removed. Grout lines must be filled with a suitable levelling compound. If there is any doubt

about moisture ingress, cover with a layer of floor grade asphalt followed by skimming with 3mm smoothing underlayment.

## 2.3.7 Asphalt

The subfloor must be level, clean and dry. NB Glasbac® products should not be installed directly onto asphalt floors. Such floors would have to be screeded prior to installation.

## 2.3.8 Raised Access Panels

These should be smooth, level, clean and dry.

## 2.4 Underfloor Heating

Interface carpet tiles may be installed on internally heated floors, provided that the surface temperature will not exceed 27°C (80°F). Underfloor heating must be turned off at least 48 hours prior to installation.

# Planning

## 3.1 Tools

Steel measuring tape, chalk line, carpet knife and a straight edge.

For skinny planks a 1 meter set square

## 3.2 Measurement

Determine the centre of the room and starting (or datum) point using standard tile-laying methods. (see Fig. 3). The resulting quadrants should meet at right angles. Offsetting the centre chalk line may be

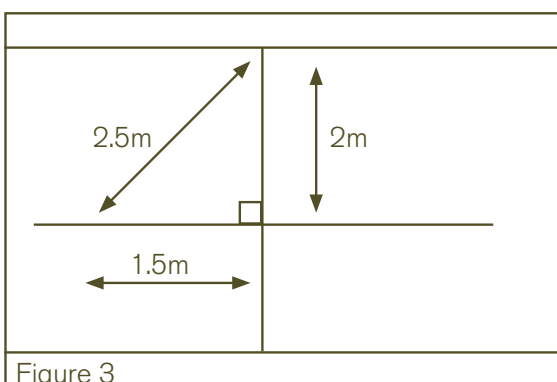
necessary to ensure that the perimeter tiles will be at least half-size or larger. In some cases, due to doorways or partitions, the starting point is not the centre of the room.

For skinny planks, particularly when laying traditional herringbone, measurement accuracy is vital to a successful installation.

When deciding on the starting point for herringbone and the pattern direction we recommend consideration of the following key factors:

1. The longest dimension of the room.
2. The pattern running to the major architectural features e.g. main entrance or reception desk.

See page 7 for more specific advice for planning & installing skinny planks.



# Planning

## 3.3 Method of Fixing

Glasbac® and Graphlex® backed products are designed for installation using spray adhesive (for example S920 from F. Ball & Co. Ltd) or free-lay installation within a 2 metre stabilisation grid (see Fig. 4). For this grid, an approved tackifier release adhesive must be used and applied by a roller. Where specific national building regulations exist for installation of carpet tiles, these regulations can be applied. Tackifier adhesive should be applied in a 100mm band width in a 2 metre grid and allowed to dry fully, following the manufacturer's instructions.

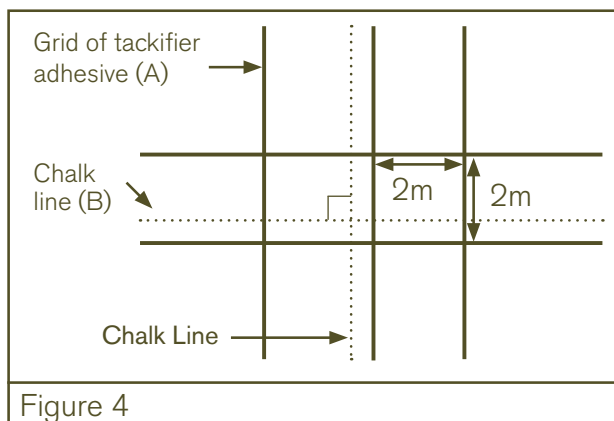


Figure 4

### 3.3.1 TacTiles™

Interface tiles may also be secured using TacTiles™. Subfloor preparation requirements for installations using TacTiles are the same as those for installations where adhesives would be used.

For further information on TacTiles and how to apply them please refer to the TacTiles Installation System Guide.

### 3.3.2 Raised Access Flooring

(see Fig. 5). Special care should be taken as follows:

- Over-application of tackifier must be avoided to ensure there is no penetration between panels which may bond them together.
- Under no circumstances should tackifier be diluted or poured directly onto panels.
- Tackifier should be applied using a roller to give even coverage.
- Tackifier must be allowed to dry completely before installation of carpet tiles.

NB: Alternatively an approved double-sided tape could be used.

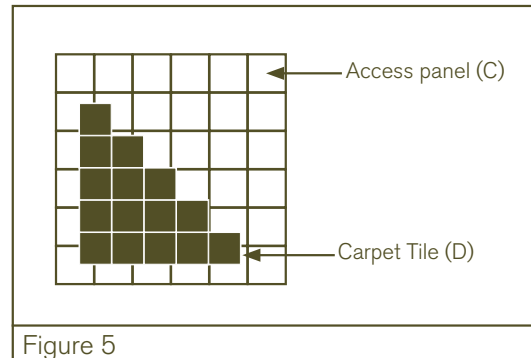


Figure 5

### 3.3.3 Perimeter Fixing

The whole tile closest to the wall and all perimeter cuts should be laid onto tackifier adhesive or tape. (see Fig. 6). In an open perimeter design, a fixed reducer strip anchored to the floor is necessary to lock the tiled area into place.

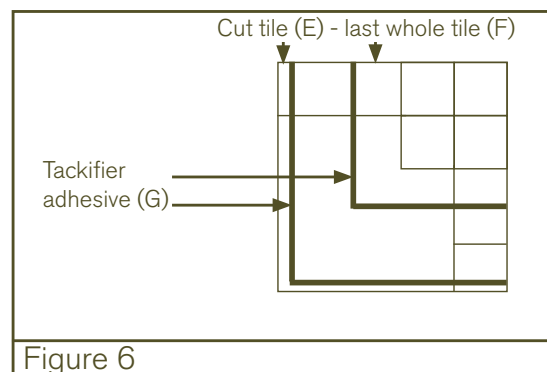
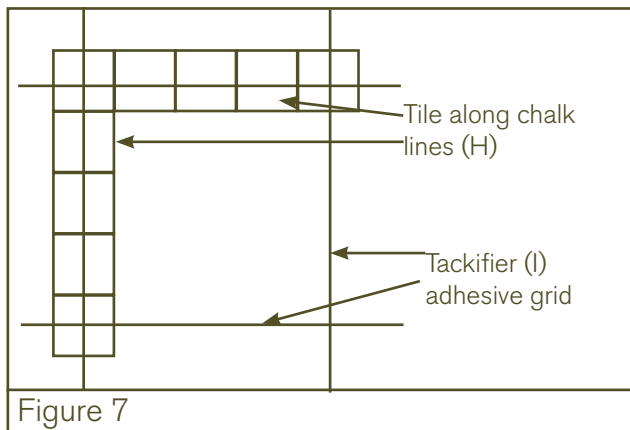


Figure 6

# Installation

## 4.1 Method

From the starting point, install one row of tiles accurately and firmly along each of the chalk lines. (see Fig. 7).




## 4.2 Pile Direction


The underside of all Interface products carry arrows denoting pile direction.


There are varying methods of tile installation:


Non-directional, Monolithic, Quarter-turn, Brick, Ashlar and Duolithic. With skinny planks herringbone, described later, is also a possibility.

For all methods of installation, the direction of the arrows on the reverse of the tile will help to create the correct pattern effect of the product. The shade cards, specifications and product catalogue on the website all carry product-specific installation recommendations. NB: Products designed for non-directional installation will have arrows on the reverse of the carpet tiles; these can be ignored as the surface design is random.

 **Ashlar** : Arrows should all point in the same direction with the tile bond displaced by half a tile in the length direction.

 **Brick** : Arrows should all point in the same direction with the tile bond displaced by half a tile in the width direction.

 **Quarter-turn** : Tiles turned 90 degrees to one another - also known as Chequerboard or Tessellated.

 **Monolithic** : Arrows should all point in the same direction - also known as Broadloom or Sheet.



**Non-directional** : Tiles installed without regard to direction and orientation.



**Duolithic** : An installation method whereby tile arrows can be pointed in opposite directions, resulting in broadloom installation.

## 25 x 100cm Plank Tiles



**Planks Ashlar** : Arrows should all point in the same direction with the tile bond displaced by half a tile in the length direction.



**Planks Herringbone** : Herringbone is created by laying planks in an L pattern.

## 4.3 Alignment

As tiles are butted against each other, frequently check the joints with your fingers to ensure they are properly aligned.

## 4.4 Tightness

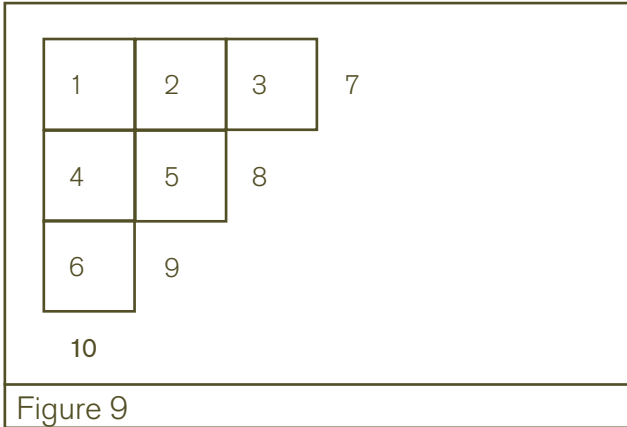
Particular care should be taken at all stages of installation to ensure that the tiles are tightly butted together, with the backing of adjacent tiles touching. The face pile should be brushed back, placed on the floor and pulled in to touch the adjoining tiles, avoiding any pile being caught in the joint (see Fig. 8).

Loose joints will result in movement and poor floor performance. Avoid too much pressure on adjoining tiles as this will cause them to “peak” or “buckle”.



# Installation

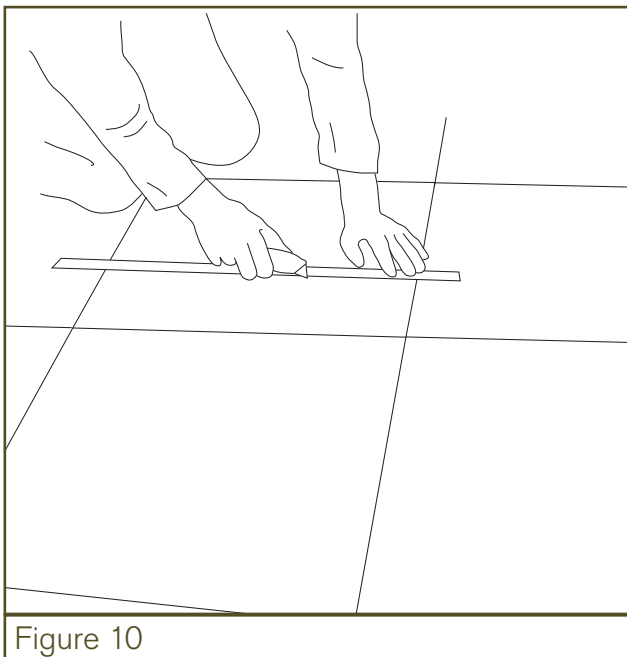
## 4.5 Complete Each Grid (see Fig. 9).



## 4.6 Cutting

### 4.6.1 At Perimeters

With the tile face side down, accurately measure and mark the tile on the backing (see Fig. 10). Using a carpet knife and straight edge, cut through the backing. NB: Tiles can also be top cut.



**4.6.2** Fit the perimeter cut with manufactured edge adjoining the last complete tile, then cut the edge to the perimeter.

### 4.7 Computerguard

All Graphlex® products have the patented Computerguard® static dissipation treatment. It is important that there is a clear connection between the back of the tile and the subfloor to ensure maximum static dissipation. On wooden subfloors an overall application of adhesive/tackifier is needed. With Glasbac® products the entire backing is conductive.

## 4.8 Stairways and Vertical Surfaces

**4.8.1** Interface carpet tiles can be installed on stairways providing a suitable nosing is fitted.

**4.8.2** Tiles fitted to treads and risers of stairs, and all other vertical surfaces, must be secured with an approved adhesive used in accordance with the manufacturer's instructions.

**4.8.3** Consideration for neat and tight fitting around mat wells and expansion joints should be given. Under no circumstances should expansion joints be filled with screed and the floorcovering taken across.

# Completion

Until the area is completed, with all perimeter tiles in position, walking upon and/or movement of furniture on the installation should be avoided. Heavy furniture or wheeled traffic can dislodge the carpet tiles under certain conditions. To avoid this during the movement and placement of heavy items, sheets of plywood or hardboard should be laid over the carpet.

## RECOMMENDED ADHESIVES

Subfloor Type	Double-sided Tape	Spray System (F. Ball & Co. Ltd)	Tackifier Grid (F. Ball & Co. Ltd)	Vertical Surfaces (F. Ball & Co. Ltd)
Concrete	Approved Acrylic	S920	F.41	F.60
Vinyl	Approved Acrylic	S920	F.41	F.60
Timber & Particale Board	Approved Acrylic	S920	F.41	F.60
Terrazzo/Marble	Approved Acrylic	S920	F.41	F.60
Raised Access Panel	Approved Acrylic	S920	F.41	F.60

# Special Product Guide

## 25 cm x 1 mtr skinny planks

UR501 can be installed either ashlar or herringbone:

Ashlar Installation:



**Planks Ashlar**

For ashlar the same planning and installation practices apply as for standard sized carpet tiles. Ashlar is created by offsetting the front and back tile joints by half a tile.

Herringbone Installation:



**Planks Herringbone : Type A**



**Planks Herringbone : Type B**

For herringbone it is possible to position the skinny planks in one of two ways which require a different level of planning. Herringbone is created by laying the skinny planks in an L pattern but the starting point could be at a 90 degree angle (type A) or a 45 degree angle (type B).

For type A the skinny planks can be laid in to the right angle created by the chalk lines as described in section 3.2. When building out from these anchor planks in an L pattern frequently use the set square to ensure precise alignment and squareness. See Fig: 11.

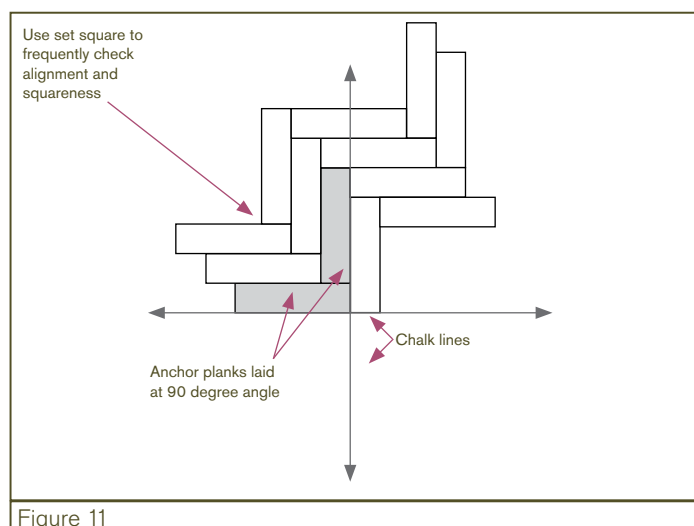


Figure 11

# Special Product Guide

Type B is more complex and requires additional working, diagonal lines. Establish the centre focal point for the desired pattern and snap the centre and base chalk lines as described in section 3.2. Use the set square to check the chalk lines are perpendicular.

The centre line follows the direction of the pattern and to ensure the pattern remains central it may be necessary to measure and draw a working line parallel to the centre line. For skinny planks measure 18 cm and snap a chalk line parallel to the centre line. This is the line to begin laying to.

Dissect the right angles where the working line and baseline meets and chalk diagonal, 45 degree lines. Use the set square to ensure these lines are square and then lay the first plank along the diagonal line starting at the intersection of the working line and baseline.

Place the next plank to create the L shaped pattern and using the set square ensure precise alignment.

These two anchor planks determine the squareness of the entire installation. Continue with this pattern frequently using the set square to ensure precise alignment. See Fig: 12.

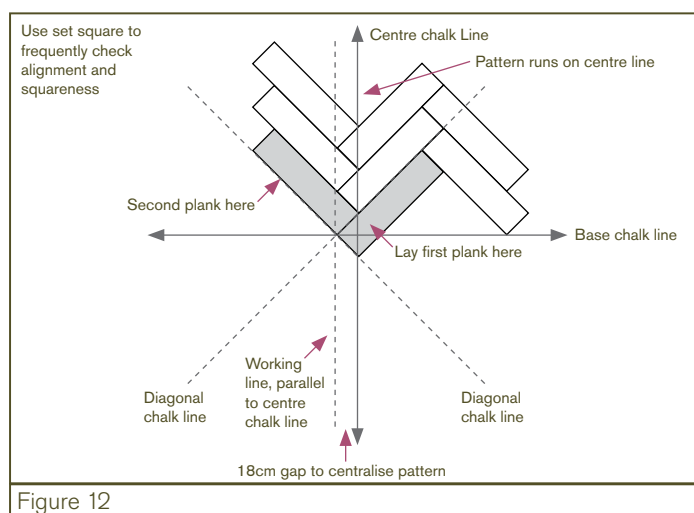


Figure 12

Skinny planks can be fixed using either Tackifier or Tactiles (see section 3.3 for further information).

## Warnings

**1.** In order to minimise the possible effects of shading, Interface products are dispatched in dye batches, which may be readily identified on all products and should not be mixed. It is the responsibility of the contractor, or those signing on their behalf, to check the delivery for quantity and dye batching prior to accepting and signing the delivery note.  
NB On all installations there is a maximum benchmark area of 100m<sup>2</sup> which should be inspected by all authorising parties. Should there be any discrepancies against original specification or manufacturing, Interface should be notified prior to the continuation of the remaining installation.

**2.** Cut pile products can be susceptible to temporary pressure marking – an effect caused by packing, storage and shipment. This temporary effect occurs with all grades of carpet and will vanish as the tufts recover and the carpet regains its original appearance.

**3.** Any variation in site practices to the above may have the effect of rendering the guarantee invalid. Interface cannot accept responsibility for faults occurring as a result of methods of installation varying from those outlined above. These instructions should also be read in conjunction with the Interface conditions of sale.

**4.** Health & Safety. Adhesives and floor preparation materials must be used in accordance with manufacturers' recommended procedures or precautions regarding safe handling procedures. COSHH and H&S data sheets need to be obtained from the appropriate adhesive manufacturer.

**For further information please contact your local Interface technical department.**