

INSTALLATION GUIDE

officeSMART™ MODULAR CARPET TILE

Note: The following instructions should be reviewed prior to installation. Every effort has been made to provide accurate and reliable information in this guideline. This is only intended as a guide for our customer's use with our recommended tools and materials. Julie Industries can not accept any responsibility for loss or damage that may result from the use of this information, due to the possibility of variations of processing or working conditions and/or workmanship beyond our control. End user customers are advised to conduct their own tests for a particular application. We strongly recommend using a licensed and experienced flooring installer to ensure satisfactory results.

1. CONDITION YOUR SITE AND TEST

A proper installation depends on the proper site conditions. The following conditions **must be maintained for 24 hours** prior to, during and after installation:

- **HVAC System:** Must be operational maintaining the following conditions.
- **Temperature:** The installation site, carpet and adhesive must be between 65°F and 95°F. The adhesive will not function properly when applied over an extremely cold surface. Do not begin the installation if the subfloor temperature is below 50°F.
- **Humidity:** The installation site's ambient relative humidity must not exceed 65%.
- **Moisture:** Conduct relative humidity testing. Results must be below 85% (ASTM F-2170), or the Anhydrous Calcium Chloride test must not exceed 5.0 lbs per 1000 SF per 24 hours ASTM F-1869 test). Julie Industries recognizes RH as the qualifying standard.
- **Alkalinity:** Conduct pH testing on the floor in several locations. A reading below 5.0 or above 9.0 (ASTM F-710) requires corrective measures.

Do not begin the installation if an unacceptable moisture level is detected. If excess moisture is present the general contractor or building owner must be advised and a decision made if the installation is to begin. Julie Industries will not be responsible for any moisture related installation failures if these guidelines are not strictly followed.

2. PREPARE THE FLOOR

The substrates must be structurally sound, clean, level and dry. The substrate must be free of dust, dirt, oil, grease, paint, curing agents, concrete sealers, loosely bonded toppings, loose particles and any other substance or condition that may prevent or reduce adhesion.

NOTE: Do not sand or scrape Vinyl Asbestos Tile (VAT) without proper attention to abatement procedures and precautions in accordance with all state and local codes.

Fill depressions or cracks with liquid latex additive Portland cement-based patching compound. Do not use oil-based (red) sweeping compounds; they leave oily deposits. You may use wax-based (green) sweeping compounds if you sweep and remove them immediately.

EcoWorx ES is a peel-and-stick system. It is extremely important that the subfloor be completely free of dust or debris that could contaminate the applied adhesive. To ensure a proper bond, apply latex primer such Shaw 9050 to the sub floor to encapsulate any remaining dust prior to installation. Failure to prime the sub floor may result in installation failure.

Dusting/Powdering of Concrete: Prime the surface with a paint roll application of latex.

Patch, Leveler, Gypcrete: Prime the surface with a paint roll application of latex.

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VCT and VAT: All tiles must be secure to the subfloor. Strip any wax from the surface.

Wood Subfloors: Floors must be Wood Association Approved and primed with a paint roll application of liquid latex such as Shaw 9050.

Raised Access Flooring: All panels must be smooth, level, secure and free of any material that will affect the adhesive bond. Carpet tiles must be installed offset from access panel seams. Gaps between panels must not exceed 1/16" (1.6 mm).

3. PREPARE EXISTING ADHESIVE

Existing Non Active Multipurpose Adhesive: Remove ridges, sweep or vacuum debris.

Existing Active Multipurpose Adhesive: Remove ridges then eliminate the adhesive tack with a product such as Shaw 6200.

Pressure Sensitive Adhesive Affected by Plasticizer Migration: If the previous carpet tile had a PVC backing and the plasticizer in the backing has transferred to the adhesive, you must thoroughly remove adhesive by wet scrapping.

Existing Pressure Sensitive Adhesive: Evaluate the tack level of the existing adhesive. If sufficient, the existing adhesive can be used to install OfficeSmart tile. If insufficient, apply new adhesive over existing adhesive.

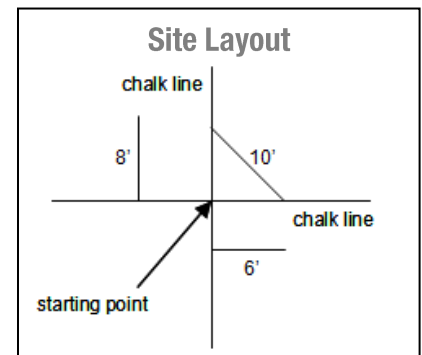
Active Cutback Adhesive: Wet scrape adhesive, reduce to a well-bonded residue and encapsulate.

Non Active Cutback Adhesive: Wet scrape adhesive and reduce to a well-bonded residue.

Do not use adhesive removers; they affect the bond and the new adhesive being applied.

4. LAY OUT YOUR SITE

- Start the modular installation as near to the center of the room as possible and position it to use the largest perimeter cut module size.
- Snap a chalk line parallel to one major wall bisecting the starting point. It may be necessary to offset the center chalk line to assure perimeter modules will be at least half size.
- Snap a second chalk line from the starting point at 90° to the first line. Use a 3-4-5, 6-8-10, or larger triangle depending on the room size. Meters or feet may be used to lay out the triangle in these proportions.



5. SELECT YOUR ADHESIVE

- Use a premium grade pressure sensitive adhesive such as Shaw 5000 or 5100.

6. APPLY YOUR ADHESIVE

Use a full spread of adhesive. The adhesive must be allowed to dry completely before installing the carpet. Installing into wet adhesive will result in a permanent bond and may cause the carpet to bubble. For EcoWorx ES no adhesive required.

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Adhesive Coverage Rates

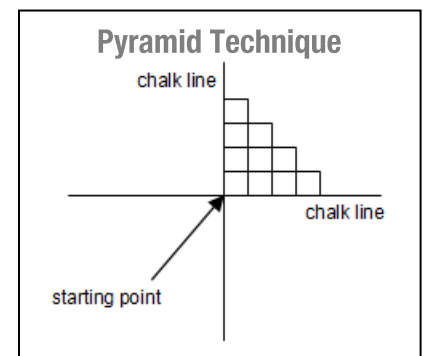
5000/5100: Use a 3/8" foam paint roller or 1/16 x 1/32 x 5/64 u-notch trowel. Approximate coverage rates are roller 35-40* yards per gallon; trowel 28 -33* yards per gallon.

*Coverages shown are for estimating purposes only. Actual jobsite coverages may vary according to skill of the installer, porosity/texture of the sub floor or type/angle of trowel used.

7. INSTALL YOUR TILES

Install each full carton and complete an entire pallet before starting another pallet to minimize product variation. Each has directional arrows on the back. These arrows allow for one-directional or multi-directional installation. Some styles may be large scale or linear in design and require quarter turning. If you are unsure about whether or not your product requires a quarter turned installation, please contact 1-800-225-6052. Numbers within the arrows are for manufacturing purposes and are not related to installation.

- Begin installation at the intersection of two chalk lines. Continue until you complete one quadrant. Proceed to an adjoining quadrant until all four quadrants are completed. Larger areas may require chalk lines bisecting the original four quadrants.
- Install modules using the pyramid technique. This gives you multiple alignment checks. If the edges do not align and the misalignment increases with progression of the installation, find and correct the source of the problem.
- OfficeSmart™ 24" tiles have directional arrows on back of the tile. This facilitates the installation method which is based on the requirements of the of the product, or the preference of the customer.
- Slide modules into position to prevent yarn from being trapped between the modules. Trapped yarn will adversely affect the appearance of the installation and will cause alignment problems. EcoWorx ES backing is manufactured with the adhesive already applied. Once the module is ready to install, simply peel the liner from the back and position snugly to the adjacent tile.
- Modules must fit snugly, but not be compressed. Press the entire surface of the tile to ensure adhesion. Check for fit by measuring the length of ten full modules after installation. The measurement must not be less than, or exceed by more than 1/4 inch, the length of the modules being multiplied by ten. For example: if 24" X 24" modules are being installed, the measurement should be between 240 and 240 1/4 inches.
- Roll the entire installation with a 75 lb. or greater roller to assure the proper adhesion to the substrate.



Flatwire Cable Systems

Flatwire cables should be installed on top of the adhesive and centered underneath the carpet tile for better seam quality.

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8. CUT YOUR TILES

- Measure and cut tiles from the back using a straight edge. Be sure the arrows are pointing in the correct direction.
- Or let tiles cover up the wall and cut with a carpet knife, wall trimmer or similar tool. Do not compress.

9. POST INSTALLATION CARE AND PROTECTION

- Place plywood over the carpet when heavy objects are moved within 24 hours after installation.
- Use protective chair mats under chairs with casters. This will prevent excessive wear to the face of the carpet and possible transfer of the pressure sensitive adhesive to the back of the carpet.
- Place a non-staining building material paper over the carpet to protect it when additional construction activity is to take place. Do not use plastic sheeting as it will trap moisture.

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