



GLUE-DOWN CARPET TILE

INSTALLATION GUIDE:

In any floor covering installation there are six basic requirements to insure a proper long lasting and attractive floor. These requirements are the same for Urban Surfaces commercial and residential products.

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1. Choose the Appropriate Product for the Job

1. Always select the proper product for the job, which you plan to install. Do not use a residential product for a commercial installation. Urban Surfaces' carpet tile line is modern and practical with a clean look. Flooring products are a long-term investment. Choose wisely.



2. Conduct Proper Product Inspection

Defects:

1. Ensure that Urban Surfaces' carpet tiles come in original packaging and are free from any visible damage or defects.
2. Check all material for correct color, design, size, and that the correct quantity is available to finish the job.
3. All products should be visually inspected before installation for color and style, to minimize possible shade variations mix flooring from several different cartons upon installation.

WARRANTY NOTE: Urban Surfaces warrants that flooring products shall be free from visual defects. *Do not install Urban Surfaces' products with visual defects. The installation of defective flooring is the error of the installer, therefore, no extra labor, material, or shipping costs will be paid by Urban Surfaces due to installation errors. (Refer to warranty for specifics)



3. Ensure Job-Site is Ready for Flooring

Clean Area:

1. Areas to receive Urban Surfaces flooring must be clean, fully enclosed, well lit, and weather tight.

Temperature & Humidity

2. The permanent HVAC system should be set at a minimum room temperature of 65°F and a maximum of 85°F for 48 hours prior to, during and after the installation. The floor temperature should stay between 65°F and 85°F before, during, and after installation.
3. A relative humidity no greater than 80% for at least 72 hours is required before, during, and after installation.

Job Scheduling:

4. The installation should not begin until the works of all other trades have been completed, especially overhead trades.

WARRANTY NOTE: Urban Surfaces' carpet tiles are to be installed inside a climate-controlled structure. Urban Surfaces' products are not designed to be installed outdoors and the installation of them outdoors will void all warranty.



4. Conduct Proper Subfloor Preparation

Prepare Subfloor:

1. No floor covering installation is better than the sub-floor over which it is installed. The preparation of the Sub-Floor is one of the most important parts of the installation process. The quality of the sub-floor will affect the levelness and durability of the flooring.
2. If the old flooring must be removed, make sure it is done properly and responsibly.
3. The sub-floor should be weather tight, rigid, finished smooth, clean and free of cracks, moisture, paint, oil, dust, solvents, sealers, old adhesive, and adhesive remover. If unable to remove all adhesive, it should be covered with a minimum of 1/8-inch cement based underlayment.
4. All cracks and holes should be filled with a non-shrinking water resistant Portland Cement Patching Compound or Floor Leveler.
5. The responsibility for determining the suitability of the sub-floor rests solely with the flooring installer.

Urban Surfaces does not manufacture floor patch, and therefore does not warrant its performance. Be sure to refer to the correct floor patch manufacturer's installation instructions that is being used in your particular installation.

A. Concrete/ Lightweight Concrete Sub-Flooring

Clean Surface:

1. Surfaces must be clean, dry and flat; free of voids, projections, loose materials, oil, grease, sealers and all other surface contaminants.
2. Mechanically remove all surface contaminants by grinding or scarifying the substrate if necessary.



Floor Patching:

3. Surface areas requiring patching or leveling must be treated using Web-Crete 95 or equivalent product. Refer to the technical data sheets for these products for proper installation.

Surface Texture:

4. Concrete substrate should NOT be smooth and reflective; it must have a surface profile of CSP 1-3 (similar to a light broom finish) as defined by CRI (International Concrete Repair Institute, Guideline No. 03732).
5. It is advisable to test for adequate substrate texture in several areas throughout the job site by sprinkling droplets of water onto the slab. The drops of water should show signs of penetrating the substrate within one minute. This is evidenced by a water stain on the concrete without a “domed” droplet. If no signs of water penetration are shown within one minute and “domed droplets remain (similar to drops on a car hood) the substrate will need to be mechanically textured.

Concrete Strength:

6. Concrete shall have a minimum compressive strength of 3000 psi.

Surface Flatness:

7. Surfaces need to be as flat as possible; to ensure visual aesthetics, and to keep wear-down from happening prematurely as higher points will wear faster.
8. Variations in subfloor flatness should not exceed 3/16“ in 10’ (4.76 mm in 3.05 m) or 1/8” in 6’ (3.17 mm in 1.83 m). Level floors with a suitable cement-based self-leveling underlayment following the manufacturer’s recommended guidelines.

B. Wood Sub-Flooring

Structurally Sound:

1. Wood subfloors must be structurally sound and in compliance with local building codes.
2. Wood subfloors, if suspended off grade, should be a minimum of 18” of well-ventilated air space below.



3. Wood subfloors directly fastened to concrete, or sleeper construction, are not recommended.
4. APA rated Sturdi-Floor panels are designed as combination subfloor/ underlayment, but exposure to construction conditions including weather may necessitate installation of a 1/4" underlayment panel prior to modular carpet flooring installation.
5. Urban Surfaces flooring is not recommended directly over fire-retardant treated plywood or preservative treated plywood. The materials used to treat the plywood may cause problems with adhesive bonding. An additional layer of APA rated 1/4" thick underlayment should be installed if this is the case.
6. Not for use over particle board, chip wood, Luan or pressboard

Floor Flatness:

7. A floor flatness tolerance is cited in the "Performance Standards for Wood Floors" published by the National Association of Home Builders. This states that floors shall not have more than 1/4 - inch ridge or depression within any 32 - inch measurement when measured parallel to the joists; and that no point on the surface of a wood floor shall be more than 1/2" - inch higher or lower than any other point on the surface within 20 feet, or proportional multiples of the preceding dimensions.

C. Moisture Test

Moisture Emission:

1. On concrete use the Calcium Chloride Moisture Emission Test. Test must be conducted in accordance with ASTM-F1869. The moisture emission results must not exceed 5.0 pounds per 1,000 square feet per 24 hours. If the moisture emissions exceed 5.0 pounds, the installation should not proceed until the problem has been corrected. Relative humidity should not exceed 80%. Be sure to record your results and keep them for your own records.
2. When testing floor for alkalinity ASTM F710 it must be 7.0 to 10.0 PH to be acceptable. (Mopping with a vinegar/water solution of 1 pint of vinegar to 2 gallons of water can sometimes reduce a higher PH.)



D. Adhesive Test

1. To determine if a subfloor is compatible to Taylor Adhesives, the recommended adhesive manufacturer, or to determine if the porous or non-porous adhesive application method is required, use this test:

Using the flooring and adhesive suitable for the subfloor, install a 2'x2' section following the recommended installation procedures. Select areas next to walls, columns, or other light traffic areas. Tape the perimeter with duct tape to prevent edge drying of the adhesive. After 48 hours, the adhesive should be dry and the flooring should be difficult to remove. On large installations, tests should be taken every 50 feet. Bond testing may take some time to complete, but the cost and time involved in a floor failure are considerably more.

WARRANTY NOTE: It may not be the floor covering installer's responsibility to conduct the tests listed above. It is, however, the floor covering installer's responsibility to make sure these tests have been conducted and that the results are acceptable prior to installing the floor covering. When moisture tests are conducted, it indicates the conditions only at the time of the test.

WARNING! DO NOT SAND, DRY SWEEP, DRY SCRAPE, DRILL, SAW, BEADBLAST OR MECHANICALLY CHIP OR PULVERIZE EXISTING RESILIENT FLOORING, BACKING, LINING FELT, ASPHALTIC "CUTBACK" ADHESIVES OR OTHER ADHESIVES.

These products may contain either asbestos fibers and/or crystalline silica. Avoid creating dust. Inhalation of such dust is a cancer and respiratory tract hazard. Smoking by individuals exposed to asbestos fibers greatly increases the risk of serious bodily harm. Unless positively certain that the product is a non-asbestos-containing material, you must presume it contains asbestos. Regulations may require that the material be tested to determine asbestos content and may govern the removal and disposal of material. See current edition of the Resilient Floor Covering Institute (RFCI) publication Recommended Work Practices for Removal of Resilient Floor Coverings for detailed information and instructions on removing all resilient covering structures. For current information go to www.rfci.com



Installing Over Resilient Floor Covering

Existing Resilient Floor Covering Must Be:

1. Single layered, non-cushion backed, fully adhered, and smooth.
2. Free of moisture or alkalinity.
3. Free of waxes, polishes, grease or grime.
4. Free of cuts, cracks, gouges, dents or other irregularities.
5. NOT installed over rubber based substrates.

NOTE: THE RESPONSIBILITY OF DETERMINING IF THE EXISTING FLOORING IS SUITABLE TO BE INSTALLED OVER TOP OF WITH RESILIENT, RESTS SOLELY WITH INSTALLER/ FLOORING CONTRACTOR ON SITE. IF THERE IS ANY DOUBT AS TO SUITABILITY, THE EXISTING FLOORING SHOULD BE REMOVED, OR AN ACCEPTABLE UNDERLAYMENT INSTALLED OVER IT. INSTALLATIONS OVER EXISTING RESILIENT FLOORING MAY BE MORE SUSCEPTIBLE TO INDENTATION.



Quarry Tile, Terrazzo, Ceramic Tile, Poured Floors (Epoxy, Polymeric, Seamless):

Existing Tile Must Be:

1. Totally cured and well bonded to the concrete.
2. Free of any residual solvents and petroleum derivatives.
3. Free of waxes, polishes, grease, grime, and oil.
4. Show no signs of moisture or alkalinity.
5. Free of cuts, cracks, gouges, dents, and other irregularities.
6. Free of low spots, holes, chips and seams that may telegraph through the new flooring.
7. Smooth. Grind any highly polished or irregular/smooth surfaces. Quarry tile or Ceramic tile grout joints and textured surfaces must be filled with an embossing leveler or substrate manufacturer approved material.

Old Adhesive Residue:

If the adhesive residue is asphalt-based (cut-back), or any other type of adhesive is present, a self-leveling Portland based underlayment may be applied over it. Check with a substrate manufacturer for suitability, application instructions, and warranties.

Never use solvents or citrus adhesive removers to remove old adhesive residue. Solvent residue left in/on the sub-floor may affect the new adhesive and floor covering.

WARNING: SKIM COATING OVER OLD ADHESIVE IS NOT RECOMMENDED. THE ADHESIVE MAY BREAK DOWN AND COULD LEAD TO FAILURE. THE OLD ADHESIVE MAY NOT ALLOW THE RESILIENT FLOORING TO RETAIN ITS DIMENSIONAL STABILITY, POSSIBLY LEADING TO UNNECESSARY INDENTATIONS. SOME SOLVENT BASED 'CUT-BACK' ASPHALT-BASED ADHESIVES MAY CONTAIN ASBESTOS FIBERS THAT ARE NOT READILY IDENTIFIABLE. DO NOT USE POWER DEVICES, WHICH CAN CREATE ASBESTOS DUST IN REMOVING THESE ADHESIVES. THE INHALATION OF ASBESTOS DUST MAY CAUSE ASBESTOSIS OR OTHER SERIOUS BODILY HARM.



5. Use the Right Tools for the Job

✓	Tool Checklist
	Safety Glasses
	Knee Pads
	Floor Scraper
	Trowel - (check glue manufacturer's requirements)
	Chalk / Chalk Line
	Paper and Pencil
	Tape Measure
	Straight Edge / Square
	Clean Rags / Water
	Mineral Spirits
	Razor Knife with Additional Blades
	100 lb. Roller / Hander Roller
	Broom and Dustpan
	Marking Pen

6. Installation

Acclimation Period

24 Hours:

1. Before starting the installation, allow the carpet tiles to acclimate in the room for at least 24 hours. Carpet tiles can expand and contract according to humidity and temperature levels in the room. Carpet tiles has the potential to expand or contract after it has been installed if room conditions are not controlled properly. This could cause the carpet tiles to separate or buckle.
2. Use the acclimation time to unpack the carpet tiles and inspect the products. Look for visual defects. It is always wise to order 5% to 10% more than the required square footage to account for damaged tiles, waste and spares for future repairs.

Layout

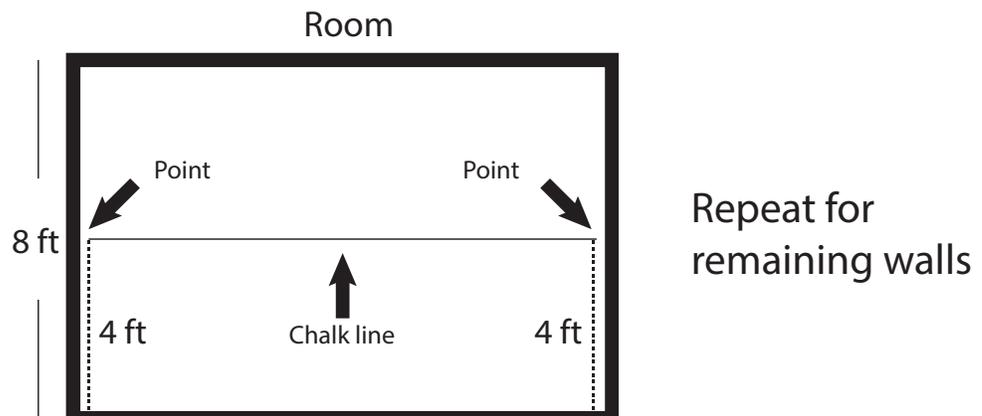
Plan:

1. The first step of carpet tile installation is planning. Carpet tiles should be installed starting from the center of the room, and working outwards towards the walls. To find the center of the room, measure the length of two parallel walls in the room and cut the measurements in half. Make points at the new measurements. Repeat this for the rest of the walls.

Mark the Floor:

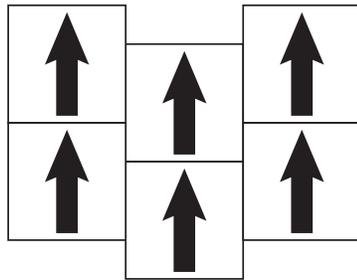
2. Use the points to make chalk lines in the room. Be sure that the lines are straight. Where the points intersect is the center of the room.

TIP: Use a Sharpie to make your chalk line more visible.

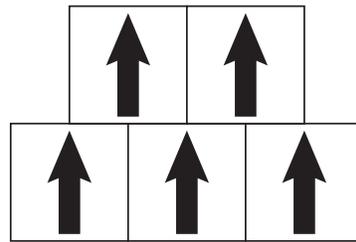


Tile Layout

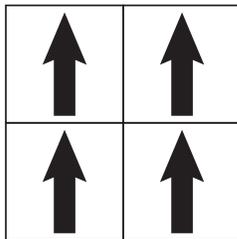
Ashlar



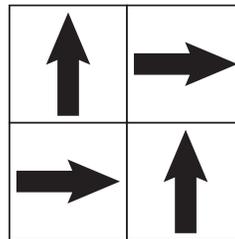
Brick



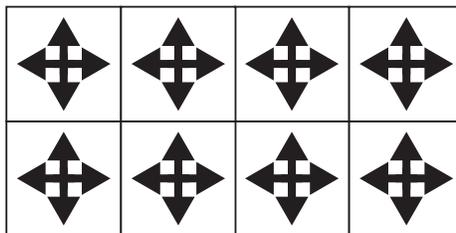
Monolithic

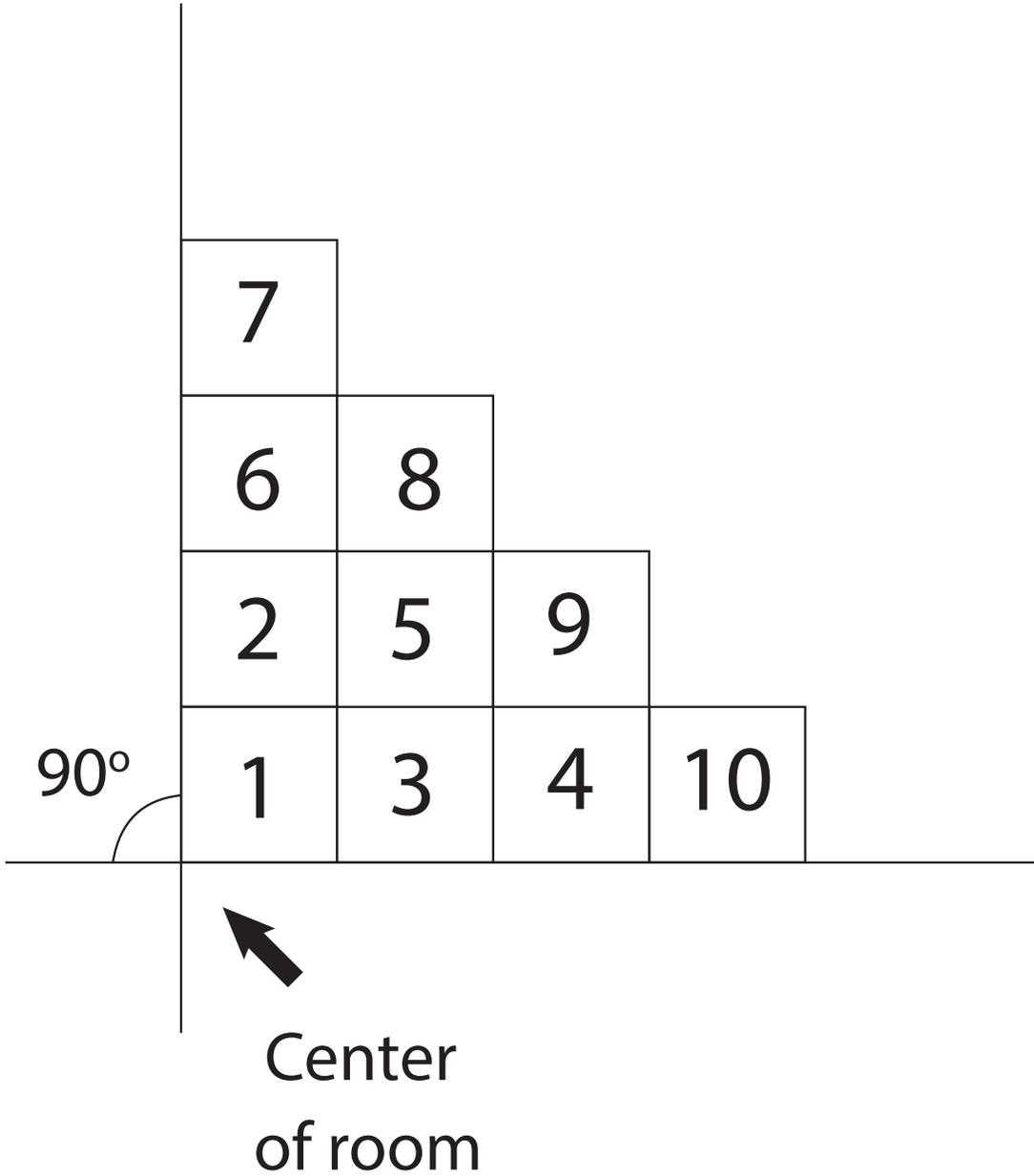


Quarter Turn



Random







Adhesive

Urban Surfaces does not manufacture adhesive and therefore does not warrant its performance. Be sure to refer to the correct adhesive manufacturer's installation instructions that is being used in your particular installation.

NOTE: Taylor 2027 is the manufacturer's recommended adhesive.

Installing the Tiles

1. It is advisable to start from the center of the room out completing one quadrant at a time. Once the adhesive has been spread out in the first quadrant (using the correct adhesive manufacturer installation guide) you will begin to lay down carpet tiles using the stair step method.
2. Start at the intersection point in the center of the room. Make sure to use the chalk lines as guidelines as you fill the first quadrant with carpet tiles in the installation method of choice (ashlar, brick, etc).
3. Fit the tiles together by sliding them together making sure they are firmly together, be aware to not trap fibers between or under the edges of the tile. Press or roll the tiles into the adhesive to secure the carpet.
4. All carpet tiles must be rolled with a 75 lb. or 100 lb. roller to ensure that it is tightly secured to the floor and adhesive.

Cutting the Material

Using a razor knife:

1. All cuts are made from the back. Place the carpet tile you are going to cut face down near the border you are looking to place the carpet, make sure the arrows are pointed in the same direction.
2. Mark with a pen or razor the amount that overlaps the already placed carpet. Once the Carpet tile is marked, cut the piece straight. Be careful not to over penetrate and cut the carpet tile that is underneath. This same method can be used for doorways or any other objects that must be cut around.

NOTE: Carpet tiles are NOT recommended for stairs.



Finishing the Installation

Seam Roller:

3. Use a seam roller to blend and enhance the seams. The loop modules will have some yarn blossoming at the edges. The face yarn will require occasional trimming.

Window Coverings:

4. Use blinds, curtains, or other window coverings to ensure that any carpet is not subject to direct sunlight. Exposure to direct sunlight may heat the floor to temperatures greater than the mandated temperature range of 65F - 95F, causing the floor to expand and contract.

Chair Pads:

5. Chair pads are not necessary, but are recommended to protect the carpet tiles from chairs with roller casters. If the chair pads are not used the carpet tile will lose its quality appearance. This will result in more frequent carpet replacements.

Chair Pads:

6. Damaged or heavily stained carpet tiles will need to be replaced. Each damaged tile can be replaced individually. The new tile that replaces the damaged tile will look out of place for a short time but will naturally blend in.

WARRANTY NOTE:

Urban Surfaces does not warrant shrinkage or expansion of the product. That is an installation issue, and therefore out of the control of Urban Surfaces.