



CARPET TILE INSTALLATION INSTRUCTIONS

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

*Note: Any installation instruction provided below is for advice purposes only, please always refer to correct installation practices AS/NZS 2455.2 Textile floor coverings.

Site Conditions

These Carpet Tiles are not intended for installation on walls or wet surface. We recommend the following conditions before installation:

- The product has been installed in accordance with AS/NZS 2455.2 Textile floor coverings (Installation practice, current at the time of installation).
- Concrete sub-floor moisture must be less than 80% rh when tested in accordance with ASTM F 2170.
- Acclimatize Carpet Tiles by removing them out of their boxes in small piles for 24 hours prior to laying them between a recommended controlled temperature of 18°C- 28°C and ensure to maintain this temperature during installation. (Do not attempt installation in severe conditions if it's less than 10°C or more than 35°C).

Floor Preparation

These Carpet Tiles must be installed over properly prepared level substrates. All cracks, holes, and flooring irregularities must be adequately repaired to ensure a smooth, finished appearance and prevent accelerated wear. The under floor or sub floor must be thoroughly even, dry, clean and solid. Remove any carpet staples or glue residue and make sure floor is clean for proper installation.

Check the Carpet Tiles before Installation

All Carpet Tiles should be inspected carefully for dye lot, pattern, quality and other imperfections that may have occurred during the production process. Do not install any products that have visible defects, otherwise this would void the Product Warranty and replacement. The manufacturer will not be responsible for any defects resulted from production error after installation has occurred.

Tools and Supplies

Scissors; Tape Measures; Strait Edge; Marking Pen; Vacuum Cleaner; Trowel; pH Test Paper; Calcium Chloride Moisture Test.

Adhesives

We recommend the Ardex AF271 Pressure Sensitive Carpet Tile adhesive using a 1.6mm V Notch Trowel. If you do not have access to this product, please ensure you use a carpet tile adhesive fit for purpose.

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Cutting Carpet Tiles

Always cut tiles from the back. Using one tile as a reference tile, score a line on the back of the tile that is to be cut. Cut the tile along the reference line, being careful not to cut through the installed tile below it. Always secure cut or partial tiles with releasable adhesive or double sided tape. The square of the cut carpet should not be less than half of the square of common carpet tile. Otherwise it is not easy to secure it.

Floor Layout

Make a diagram with exact measurements of the areas where carpet will be installed. It is wise to locate the seams in the areas of lightest traffic. Indicate all windows, doors, furniture and unusual angles. Divide the room into four quadrants and snap a chalk line. Make sure quadrants meet at right angles. Use the 3-4-5 triangle method to make sure the first line is perpendicular to the second line. Check the distance from each centerline to its parallel wall and determine how many tiles will be required(Fig. 1).

Carpet Installation

Tiles are printed on the back with arrows showing pile direction. Start from the intersection point in the center of the floor. Install the tiles in one quadrant using the chalk lines as guidelines. Fill in the area between the two chalk lines using the stair step method. Continue to install tiles in a stair step or pyramid pattern, starting at the center point. Check to make sure the tiles are properly aligned at edges during the installation. Fit the tiles tightly together by sliding them together and press into the adhesive ensuring it has reach a tacky state. (Fig. 2).

Replacement of Damaged Tiles

In order to minimize visual differences between new and old tiles, consider replacing damaged tiles with tiles removed from less visible areas. Use stock tiles to replace those removed from less visible areas.

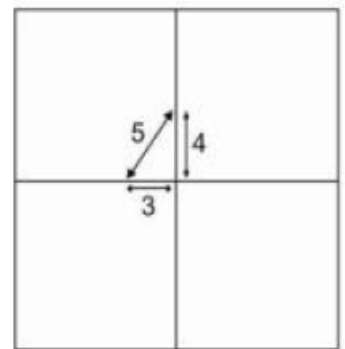


Fig. 1

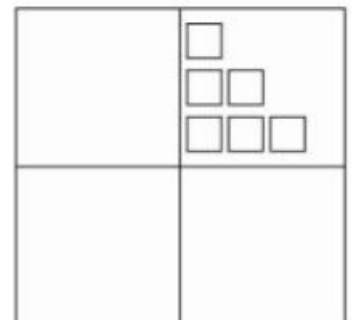
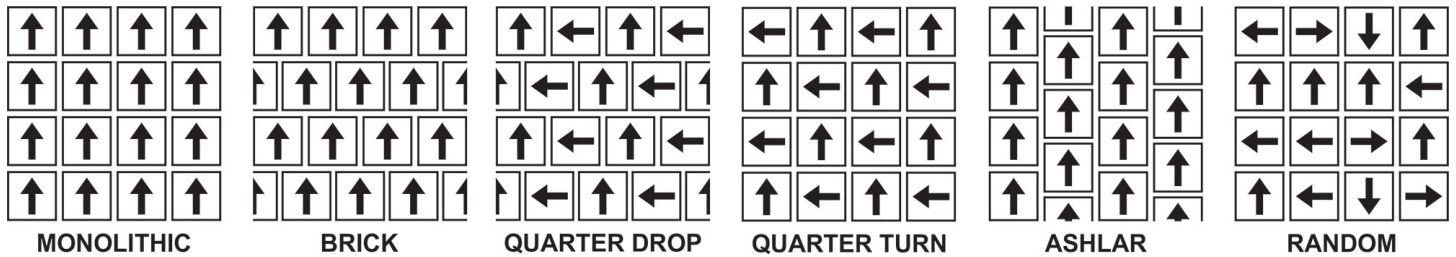


Fig. 2

Different Carpet Tile Installation Patterns



MAINTENANCE INSTRUCTIONS

XQ Floors carpet tile products are quality engineered to provide a long useful life and enhance the working environment.

Carpet Tiles offer many advantages over other flooring systems, such as sound absorption, reduced fatigue and lower maintenance costs.

From the start, the maintenance program should be considered as part of the buying decision. If proper maintenance is neglected, the carpet's appearance and performance will suffer, shortening the carpet's useful life and may void warranty that may have been applicable.

A comprehensive carpet care program consists of the following four (4) elements:

- **Reduction of soil entering the building:** This can be achieved by ensuring all personnel entering must do so with clean footwear. This can be carried out by using a door mat prior to entry and or having a shoe cleaning machine.
- **Removal of dry soil:** This can be done by regular cleaning, vacuuming and dry cleaning.
- **Removal of spots and spills:** This can be executed by using a dry cloth, pat dry and do not scrub harshly as this could damage the pile and further force stains into the carpet. Once this is done, gently use a damp cloth and a small amount of PH neutral soap to further remove any stain residue by patting over the top of the affected area. Once this is done, proceed to using another dry cloth and pat dry once more until the damp area looks and feels dry.
- **Cleaning by water extraction:** This can be achieved by steam cleaning or dry cleaning. If you use steam cleaning, you just need to be mindful of how much water is flowing out. Excessive amounts of water and steam could cause water to penetrate the subfloor causing bad odor and mold. In addition, excessive heat could trigger expansion in the carpet tile causing it to lift completely.