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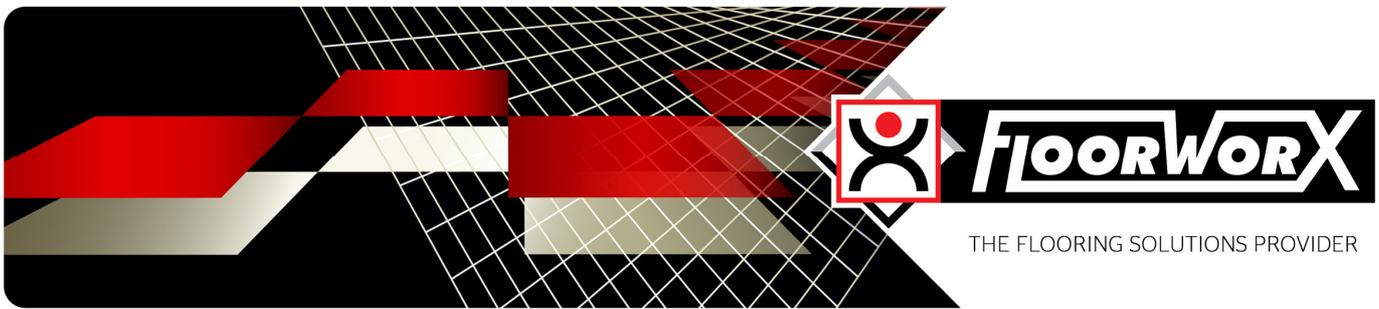
GUIDELINES TO ENSURE THE SUCCESSFUL INSTALLATION OF A NEW VINYL, RUBBER, LINOLEUM OR LUXURY VINYL FLOOR COVERING

This bulletin broadly describes the recommended procedure to be adopted to ensure that a new vinyl, rubber, linoleum or luxury vinyl floor covering is installed to the satisfaction of all parties concerned.

INTRODUCTION

Problems will undoubtedly occur if recognised flooring practices are not strictly adhered to. Neglecting the obvious will result in costly and time-consuming frustrating delays for all concerned. The following steps, if carried out to the letter, have stood the test of time.

1. The floor area should, wherever possible, be measured on-site. Occasionally, circumstances do not allow this and therefore necessitate taking dimensions off architectural drawings, provided these are to scale.
2. Where large areas are encountered, an agreement must be reached with the client tenant occupying the area as to where the break/s in the dye batches should take place. Often this can be at an expansion joint or within a pattern. There must, however, be an acknowledgement in writing of acceptance of multiple batches, and further, acceptance of full responsibility for managing the installation to avoid shade variation. It is recommended that approval be obtained of submitted samples before installing.
3. Once the material has been ordered and delivered to either the flooring contractor or the site, correct storage is essential. Boxed material should be stacked in the correct batch sequence and not more than five high to avoid possible distortion and damage to the tiles. In the case of rolls, the material needs to be stored in an upright position in the batch and roll sequence.
4. The final appearance and durability of any flooring installation depends largely on the condition of the surface upon which it is laid. A little time and effort spent on the proper preparation of the sub-floor will often be repaid in terms of an installation of which all concerned can feel proud. The minimum requirement is that the sub-floor is compliant to a Grade 1-floor finish as set out in SANS 10070 Code of Practice: The installation of resilient thermoplastic and similar flexible floor covering materials, in terms of levelness. This optimum floor finish can be achieved by using a high-quality, reliable cementitious self-levelling compound for levelling and smoothing work on interior surfaces.
5. On occasion, the damp proof membrane (DPM) may have been omitted, and this should be clarified with the main contractor. Irrespective of the presence or absence of a DPM, the flooring contractor shall ensure that the sub-floor is sufficiently dry before the installation of the flooring material by testing with a suitably approved Concrete Moisture Meter. (*Tramex CME 4, Caisson / Romus VI-D4 Pinless Concrete Moisture Meter, GE Protimeter Mini or a Hygrometer*).
(See **FloorworX Technical Bulletin No. 30: Moisture in Sub-Floors and Damp-Proof Membranes**).



Laying flooring onto a wet subfloor will not only affect the adhesive but will also cause the flooring to curl and lift.

6. All paint spots and foreign matter must be removed from the floor surface by scraping or rubbing down with a carborundum stone, after which, the total floor area should be thoroughly swept or vacuumed to remove all traces of dust and grit. It is also important to remove grease or any traces or patches of oil, using strippers or degreasing compounds. Once removed, the sub-floor must be thoroughly washed to remove any stripper residue and then allowed to dry thoroughly.

7. Minor imperfections in the sub-floor should be repaired using a suitable repair or smoothing compound e.g. Pavelite in combination with FloorworX No. 33 Bonding Liquid, mixed to the correct ratio and consistency. Note, Pavelite is primarily a screed repair and smoothing compound and will not necessarily improve any sub-floor undulations. A badly undulating floor may require grinding by mechanical means to improve the overall levelness and then need a layer of a reliable and reputable self-levelling compound.

8. Expansion joints are designed to accommodate movement within the building and it is important to note that it **is not permissible** to install any floor covering over these joints as it is deemed to be bad flooring practice. It is therefore recommended that the floor covering be stopped at the edge of either side of the expansion joint, and then the joint filled with a suitable "soft joint sealing compound" before being covered with an expansion joint cover.

Control or saw-cut joints may be covered with a floor covering on the premise that the **concrete has settled and no further movement will occur**, and that the joints are properly treated with a cementitious compound that is deemed to be appropriate for the specific type of joint.

9. The act of commencing the installation is an implied acceptance of site conditions by the parties involved and liability for any failure directly related to inadequate site conditions becomes the responsibility of the installer and/or flooring contractor.

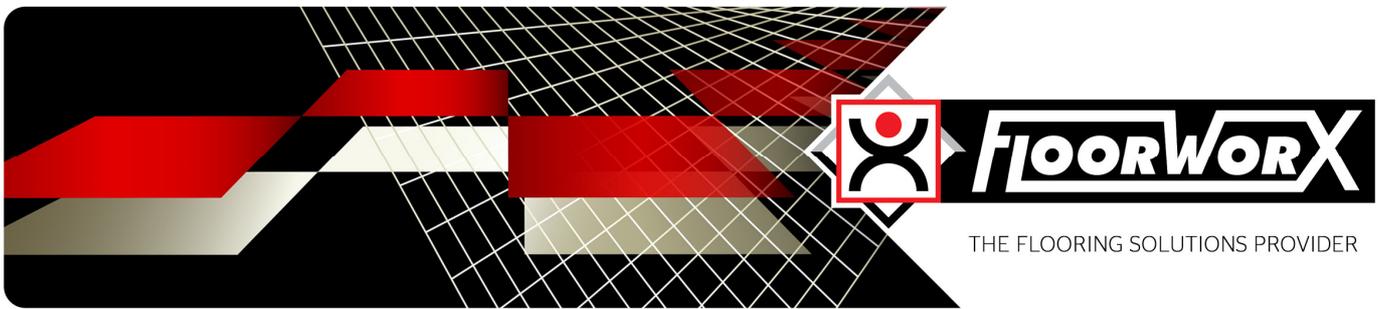
10. Correct setting out is critical, and consideration should be given to the shape and squareness of the area. It is generally safest to set out from the longest outside wall. The fitter should work to two chalk lines at 90° (or right angles) to each other. The 90° must be checked by using the 3-4-5 method.

11. The appropriate notch trowel concerning the type of floor covering being installed should always be used to ensure that the correct amount of adhesive is applied. Consideration should, however, be given to the porosity of the sub-floor. If a sub-floor has a steel rowel finish, or a moisture barrier has been applied, a smaller notch should be considered.

Impervious/primed floor finishes require less adhesive, which requires the trowel notching to be reduced accordingly. (**Consult the Technical Department in this regard**). Note, trowel notches deteriorate and wear with continuous use, thus consideration must be given towards replacing the trowel blade after spreading approximately 60m² to 80m² of adhesive, as worn trowel notches result in adhesive starvation, which could render the installation vulnerable to failure. In most cases, FloorworX No 62, which is a water-based acrylic adhesive should be used, however, it is recommended that you consult with the **FloorworX Technical Department** for advice on the correct adhesive concerning the type of floor covering.

Do not spread the adhesive over a larger area than can be covered within the **open time*** of the adhesive as

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this is influenced by the ambient temperature.

***Open time:** - The maximum working time that the adhesive, after it has been spread on the substrate, remains able to receive the flooring. There can be a significant difference in open time due to atmospheric moisture, ventilation, temperature and screed porosity.

12. During the manufacturing process of the tiles and sheeting, variances in marbling and shade can occur, therefore batch management – which is the responsibility of the installer, is essential.

- Tiles:- the batch numbers on the boxes must be checked to ensure that they are the same and sequential. (Note, sequential batches do not necessarily flow from one shade to another without a noticeable colour difference)
 - **Under no circumstances must different batches be mixed in an unbroken area of the floor.**
- Sheeting:- the batch numbers on the rolls must be checked to ensure that they are the same and that the roll numbers are sequential.
 - **Under no circumstances must different batches be mixed in an unbroken area of the floor.**
 - **Rolls must be installed in batch order and the correct roll number sequence. (Rolls can be used in an ascending or descending sequential numerical to ensure colour continuity).**

Failure to comply with these rules will render the installation vulnerable to shade and contrast variation.

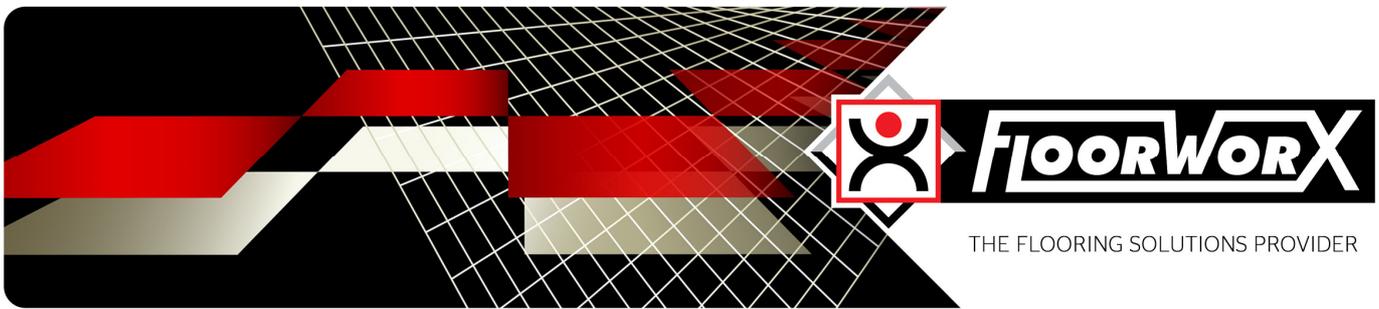
The product must be visually inspected before the installation is started as any uncertainty surrounding quality matters must be clarified with *FloorworX Technical Department*, as claims will only be considered if less than 100m² are laid before the complaint has been reported.

13. Start laying the tiles from the set-out point. The material can be installed in either a tessellated, monolithic or brick bond configuration. A tessellated formation should be used for the best aesthetic result. It is however advised that the configuration at all times needs to conform to the specification or clarified with the customer/client before the material is installed.

14. All vinyl flooring must be rolled in both directions with a 68-kilogram three-sectional articulated metal flooring roller, within the working time of the adhesive.

15. The completed floor should not be washed or cleaned for 48 hours after completion of the installation, to allow sufficient time for the adhesive to cure properly. This period will vary from one adhesive to another. Avoid excessive use of water at all times as this will have a detrimental effect on the adhesion of the tiles to the sub-floor and could cause the tiles to peak at the joints. It is recommended that a company specialising in floor care should be appointed to carry out the respective maintenance procedures.

16. It should be noted that the use of scaffolding mounted on hard and/or small nylon wheels should be avoided once the floor has been installed. All ceilings, lighting and painting of overhead fixtures and fittings, should be completed before the commencement of the installation of the flooring if mechanical damage to the newly laid floor is to be avoided.



Shelving components are often transported on pallet jacks to the area/s where they are to be erected. The pallet often has nails protruding which can cause extensive damage to the tiles if dragged across the floor or if left standing for some time with a heavy load (i.e. point loading). Sufficient time should be allowed to elapse for the adhesive to cure before re-merchandising.

17. Pallet jack and trolley wheels should be checked for damage, cleaned and serviced regularly. Only large-diameter, broad, flat, rubber-lined wheels are recommended. Stones and grit embedded in the wheel lining will cause serious damage to any floor.

18. The preamble of the Bill of Quantities usually specifies that the flooring is protected after installation to mitigate or avoid damage to the new floor covering. This protection can, for example, take the form of soft board or corrugated cardboard, smooth side facing down.

19. Note that damage to flooring caused by (broken) stiletto heels, point loading, incorrect, faulty or damaged bogey and trolley wheels etc. are beyond the control of the manufacturer or flooring contractor.

20. A recommended or approved efficient dirt-trapping system should be placed at all entrances to remove unwanted grit, which in turn has the potential to damage the flooring.

21. An ongoing, good quality maintenance programme – tailored to the installation, will maintain the aesthetic appeal of the installation and prolong the longevity of the installation.

REPLACING OF OLD EXISTING VINYL FLOOR

On occasions the old vinyl flooring will have to be uplifted, as overlaying one floor covering over another is not deemed as good flooring practice. The sub-floor must be prepared to a standard which is deemed as suitable to accept new vinyl flooring, preferably in compliance with a Grade-1 floor finish as set out in SANS 10070 Code of Practice: The installation of resilient thermoplastic and similar flexible floor covering materials, in terms of levelness.

The following should be taken into account. Once the old floor covering has been removed, there will be a remaining adhesive residue which needs to be completely removed. If the sub-floor is damaged in the uplifting process, then the appropriate remedial preparation needs to be undertaken to properly prepare the sub-floor for the acceptance of the floor covering. In cases where a bituminous residue adhesive is present, the floor must be properly prepared as recommended in **FloorworX Technical Bulletin No. 42: Preparation of Sub-Floor with Bitumen Residue.**

Only once the floor preparation has been properly addressed can the installation continue following 1 to 21 above.

DISCLAIMER

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