ProFusion Commercial Carpet Tile Installation Guide

Material Inspection

Inspect all material for correct pattern and colour. Each tile should be carefully inspected for any defects or damage prior to installing. Any material installed with a visible defect is not the responsibility of the manufacturer. Upon return of the material with a visible defect, replacement material will be provided but labour will not be covered.

Step 1: Tools and Materials

Gather the following tools and materials:

- Carpet tiles
- Carpet adhesive, if applicable
- Carpet cutter or utility knife
- Fan
- Vacuum and/or broom
- Pry bar
- Level
- Measuring tape
- Chalk line
- T-square
- Floor primer and paint roller (optional)
- Notched trowel (for glue down carpet tiles only)
- Floor roller

Step 2: Subfloor Preparation

Loose Lay flooring can be installed in new construction (concrete, OSB, plywood) as well as over existing flooring that has been secured to the subfloor (vinyl, linoleum, ceramic tile, hardwood installed above grade).

Subfloor must be flat, solid, smooth, clean, dry, and free of dust. Any deficiencies such as cracks or gouges in the subfloor must be filled with a cement-patching compound before installation. It is not recommended to glue Loose Lay flooring to OSB or Particle board. The subfloor must be level to within 1/8” (3mm) over a 10ft (305cm) span.

Moisture testing is a mandatory step of subfloor preparation.

Concrete Subfloors (new or existing) must meet ASTM – F710 Preparing Concrete Floors for Resilient Flooring (www.astm.org). For concrete subfloors the maximum allowable moisture is 80% RH, using in-situ probe, and the calcium chloride test – 5lbs/1000 sf per 24hrs MVER (Moisture Vapor Emissions Rate). Concrete PH must be between 5 to 9. New concrete must be cured for a minimum of 28 days prior to installation. Lightweight concrete must have a minimum density of 90lbs/cubic ft. – cellular concrete with plastic (wet) densities over 100lbs/cubic ft. are acceptable.

Wood Subfloors – Total combined thickness should be a minimum of 1". This is for structural integrity and to prevent deflection in the subfloor, which in turn could cause patch/underlayment/leveler to fail. The wood underlayment must be a minimum of 1/4" thick – APA – approved plywood, equivalent poplar/birch plywood, flooring underlayment grade OSB/particle board, all of which has a fully sanded face and is recommended as flooring underlayment. All wood substrates including plywood, and existing hardwood must be moisture tested and read below 11%. Although this product is waterproof, that does not mean it can act as its own moisture barrier. Hydrostatic pressure being released from the subfloor can damage planks. Moisture levels that exceed the stated tolerances can also result in the growth of mold/mildew which can be extremely dangerous to your health.

Failure to meet subfloor requirements will VOID all product warranties.

Maintain a room temperature between 18°C (64.4°F) and 29°C (85°F) before, during, and after installation. Loose Lay flooring can be installed over radiant heat with a maximum allowable heat of 27°C (80°F). Heating system components must have a minimum ½" (13mm) separation from the flooring. The heating system must be in operation for at least 3 weeks prior to installation. Heat should be turned off 48 hours prior to installation, during installation, and 48 hours following installation. 48 hours after installation is complete, the heat can be gradually increased in 5°F increments until it reaches the desired temperature. Skim coat ceramic tile grout lines with a floor-leveling compound before installation. Latex floor primer can be used over concrete and wood subfloors. Primer can provide additional bonding for approved adhesives and double faced tape.

<u>Do NOT Install Over</u>

- Multiple layers of previous flooring
- Cushion backed resilient flooring
- Subfloor that has been abated or contains alkali

The use of sound deadening underlayment is not recommended. We recommend you contact the underlayment manufacturer to determine if their product is suitable for this type of flooring. All flooring failures that occur when an underlayment is used are the responsibility of the underlayment manufacturer.

Step 3: Getting Ready for Installation

Dividing your floor into four parts or quadrants is the easiest way to lay carpet tile. Installing your tile quadrant by quadrant makes the job go quicker.

- Begin by measuring the room and finding its centre.
- Mark the centre point with a chalk line.
- Divide the room into four equal quadrants. Draw two perpendicular lines that intersect at the designated centre point.
- Use a T-square tool to make sure the lines intersect at a perfect 90-degree right angle.

Step 4: Plan the Carpet Tile Layout

Do a dry layout of the carpet tiles to determine orientation and fit.

- Start at the centre and work outward toward the walls.
- Lay the tiles in rows within each quadrant of the room.
- Trim perimeter tiles to fit between the wall and the last full-size tile. Measure the distance. Mark where you should cut on the back of the perimeter carpet tile. Set aside for now.

Carpet tiles will have arrows on the back that indicate the direction of the carpet pile. Two carpet tiles facing in different directions will appear to be slightly different colors. Follow the manufacturer’s recommendation. Orienting the tiles in the same direction will create a seamless look. Rotating each tile by 90 degrees will create a checkerboard effect.

Tip: Mix carpet tiles from different packs to account for dye lot variations.

Step 5: Install the Centre Carpet Tiles

Start installing the tiles at the centre point of the room. Use the chalk lines to guide you. Lay the first four carpet tiles at the corners of each quadrant to form a square.

Here’s how to install carpet tiles with adhesive:

- With a notched trowel, spread the adhesive onto the subfloor evenly.
- Start in small sections so that the adhesive does not dry out too quickly.
- Lay the carpet tiles along your guidelines and press down to secure them.
- Follow the manufacturer’s suggestion on how long the adhesive should set before placing each tile.

Step 6: Install the Carpet Tiles in Each Quadrant

- Working quadrant by quadrant, lay the carpet tiles in rows. Start from the centre tiles and work outward toward the wall.
- Nestle each carpet tile tightly against the edges of the neighbouring tiles.
- Lay carpet tile so the pile moves in the desired direction.
- If you need to adjust a carpet tile, pull it up and lay it again as soon as possible.
- Don’t adhere the last full tile next to the wall. Wait until you cut the final tile to size. (See Step 7 to learn how to trim carpet tiles to fit.)
- Once you have completed laying carpet tiles in one quadrant, move on to the next quadrant and repeat these steps.

Step 7: Trim the Carpet Tiles

Rooms are rarely perfectly square. The carpet tiles lining the walls will need to be trimmed to fit.

- Measure the space between the wall and the last carpet tile you laid.
- Use a carpet cutter and a straight edge to cut the carpet tile to fit.
- If the cut isn’t perfect or leaves a gap, patch it. Cut a small sliver from a scrap piece of carpet tile and fill the gap.
- Smooth the area with your hand until the transition looks seamless.

Step 8: Roll the Floor

Once you have laid all the carpet tiles, you will need to roll the floor. Rolling the floor will push out any air pockets. It will also make the carpet tiles adhere firmly to the subfloor. A 75-pound floor roller works well.

- Make sure the roller surface is clean of dirt or grime.
- Push the roller out from the centre of the floor to the outside edge. Roll back to the centre along the same path.
- Roll out from the centre again, overlapping the first path.
- Repeat until you’ve completed the floor.
- Reinstall baseboard/moulding.
- Vacuum the floor.

Extras

- Consider doing any painting or remodelling before installing new carpet tiles.

- To fit around door jabs, trace the area onto a piece of paper. Use this stencil as a guide for cutting the carpet tile.
- Carpet tiles can be installed over concrete, plywood or particleboard. However, some adhesives can permanently damage hardwood floors. You can also install over existing flooring such as wood, tile or vinyl flooring. Make sure the existing flooring is no more than an inch thick.
- Use the proper type of primer on your subfloor. There is primer for concrete or wood.