



Installation And Maintenance Manual

Section 1

SUBFLOORS AND UNDERLAYMENTS A. GRADE LEVELS

1. Suspended - An acceptable suspended floor is a concrete or wood substrate with minimum of 18" of well ventilated air space below.

2. On Grade - An acceptable on-grade floor is a concrete substrate in direct surface contact with the ground at the surrounding ground level.

3. Below Grade - An acceptable below grade floor is partially or completely below the surrounding grade level in direct contact with the ground or over a fill in direct contact with the ground.

B. DEFINITIONS

1. Subfloor or Substrate - Provides structure and support for the underlayment.

2. Underlayment - The smooth surface which the floor covering is to be installed on.

3. Subfloor/Underlayment Combination - A surface that must meet structural requirements and have a smooth surface suitable for the floor covering.

C. CONCRETE SUBFLOORS

NOTE: Regardless of the type of concrete or other cement like materials used as a base for Vinylasa resilient tile, in a situation of underlayment failure, the responsibility for warranties rest with the concrete manufacturer and not with Vinylasa American Tile, Inc.

1. Preparation - The surface of all concrete subfloors should be dry, smooth, clean and structurally sound. The concrete surface should be free of depressions, dust, loose or scaly surface solvents or other foreign matter. Remove all wax, oil, varnish and paint from all subfloors. The use of solvents to remove paint or other residue can penetrate and remain in the concrete and have a negative affect on the installation. Clean construction joints, cracks and score marks. All cracks and depressions must be filled until they are completely level with a recommended latex patching compound. We suggest they be acquired from a quality manufacturer that provides a warranty for use as a resilient flooring underlayment.

NOTE: In the situation of adhesion failure, the responsibility for warranties rest with the underlayment manufacturer and not with Vinylasa American Tile, Inc.

2. Residual Adhesives - When a residue of adhesive is present, the required removal is so that the adhesives must be left with no ridges or puddles and what remains is a thin, smooth film.

As an alternative, you can apply a recommended cementitious underlayment as approved by the underlayment manufacturer for use over residual adhesives.

Some older manufactured asphaltic "cutback" adhesives contain asbestos. For further instructions on removal contact the Resilient Floor Covering Institute.

3. Moisture Testing - It is the contractor and installers responsibility to test all concrete subfloors for moisture for determining if it is satisfactorily dry to install Vinylasa resilient tile. Moisture in the concrete should be below 2.5% when tested with a recommended moisture test kit or below the upper safe threshold recommended when tested with a Calcium Chloride Test. If these tests fail, the concrete is not sufficiently dry for a resilient flooring installation. Neither moisture test can predict long-term moisture conditions with on-grade or below-grade concrete slabs. They are only indicators of moisture conditions at the time the tests are conducted.

Vinylasa offers a guideline of 5 lbs. Per 1,000 square feet per 24 hours as a maximum acceptable moisture emission level for commercial installations.

D. WOOD SUBFLOORS

NOTE: Regardless of the type of underlayment used under Vinylasa resilient tile, the responsibility for warranties of the underlayment rests with the manufacturer of the underlayment and not with Vinylasa American Tile, Inc.

Vinylasa cannot be responsible for underlayment joint or texture shown through, ridging and tunneling over underlayment joints regardless of the type of underlayment panel used.

Vinylasa resilient tile is recommended on wood subfloor construction only if the subfloor is suspended with a minimum of 18" of well ventilated air space below.

Underlayments for resilient tile should be structurally sound and designed for resilient

flooring underlayment purposes, with a minimum thickness of 1/4". The underlayment should be smooth enough that the texture will not be a factor and should resist dents and punctures. Differences in the thickness of wood underlayment panels should be leveled by sanding and or recommended patching compound. Considering the wood subfloor manufacturers warranties, the following underlayments may be used with Vinylasa resilient tile.

1. APA Plywood rated as an acceptable underlayment for resilient tile. It should have an Exterior or Exposure 1 durability classification.

2. LAUAN Plywood rated as an acceptable underlayment for resilient tile. It should be Type I (Exterior).

3. Poplar Plywood rated as an acceptable underlayment for resilient tile.

4. Oriented Strand Boards (OSB) rated as an acceptable underlayment for resilient tile.

NOTE: Vinylasa American Tile, Inc. does not recommend its resilient tile to be installed over particle board or chip board.

Any existing wood flooring to be covered with a new resilient tile should be stripped of paint or varnish by sanding. Remove old adhesive enough so that no ridges or puddles are evident. If the surface has a residue of adhesive, oil or wax, it can be covered with an appropriate recommended underlayment.

E. EXISTING RESILIENT FLOORS

Vinylasa resilient tile may be installed over a single layer of existing resilient flooring if the proper installation method is used for the new tile and the old resilient flooring meets the following conditions:

1. The existing resilient flooring must be completely and firmly bonded.

2. If the existing floor is textured enough to show through the new tile it must be leveled with recommended patching compound.

3. The existing floor must be properly installed over recommended underlayments and subfloors.

4. It must not show any evidence of moisture, alkaline salts or hydrostatic pressure.

5. Existing floor could not be cushion-back or a foam backed floor.

6. Waxes and other finishes must be removed with a commercially available wax stripper.

7. Indentations or damaged areas must be replaced or repaired.

8. Vinylasa resilient tile must not be installed over existing below grade tile.



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NOTE: It is the flooring contractor and installers responsibility to evaluate the existing resilient flooring suitable for covering with underlayment, floor leveler, or to tear up and remove the existing floor. Installations over existing resilient flooring may be more susceptible to indentations.

Warning: The removal of existing flooring, which may contain asbestos material, can cause serious bodily harm. Unless you are positively sure that the existing floor contains no asbestos, always assume that it does. Consult a knowledgeable licensed contractor for safe removal of asbestos. For more information contact the Resilient Floor Covering Institute Work Practices.

Section 2

Vinyl Composition Tile Installation System **A. SUITABLE SUBFLOORS (SUBSTRATES), JOB CONDITIONS, PREPARATION AND ADHESIVES**

All approved subfloors must be properly prepared and meet the requirements discussed in section 1. Also, conduct a Bond and Moisture Test and/or The Calcium Chloride Test. Maintain room temperature at a minimum of 65 Degrees Fahrenheit for 48 hours before installation, during installation and about 48 hours after completion. The maximum recommended room temperature when installing vinyl composition tile is 100 Degrees Fahrenheit. Maintain a minimum temperature of 55 Degrees Fahrenheit. Before starting installation, allow all flooring material and adhesives to condition to the room temperature.

Adhesive Recommendations:

Vinylasa American Tile, Inc. will honor its warranty for Vinylasa resilient tile over any recommended clear thin spread, black thin spread, or non asbestos cutback adhesive. We require the adhesives be obtained from a quality manufacturer that provides a warranty for the products use as a resilient vinyl compositions tile adhesive.

ADHESIVE: Clear Thin Spread / Black Thin Spread / Cutback (non-asbestos)

RECOMMENDED SUBFLOORS: Concrete, Plywood, Existing Resilient Tile, Concrete, Asphaltic Residue, Concrete, Asphaltic Residue

- Clear thin spread should never be applied over existing asphaltic residue.

All adhesive should be dry to the touch before installing tile. Consult specific adhesive product data for open times. All adhesives are applied with a fine notching trowel (1/32" deep, 1/16" wide, 3/32" apart).

B. PROCEDURE

Vinylasa Vinyl Composition Tile cartons are marked with pattern numbers, dye lot numbers, and manufactured timing. We strongly recommend that all materials to be installed be checked before the job begins for correctness of pattern, color, and dye lot numbers. The same dye lot numbers should be used on any one installation. Open several cartons and mix them as they are installed to help blend any slight shade differences from one carton to the next carton. Also, we recommend the material be installed in order of sequential timing to help in ensuring the best shade flow on the job site

See Section 3 for Layout and Fitting.

Using fine notching, spread the adhesive over the area not covering the chalk lines. Let the adhesive set until dry to the touch. Install the tile along the chalk lines, laying the fields area first and then fitting in the border tile.

Warning: When installing over wood underlayments or over existing tile floors, lay tile so the joints do not coincide with the joints of the underlayment or existing tile installation.

Section 3

Layout and Fitting

A. SQUARE LAYOUT

The basis for all resilient tile installations is a careful layout. It is necessary to establish center or chalk lines which are right angles to each other from which tile must be laid. When laying out a room, measure only from the principle wall. Disregard offsets and other breaks. Lay tile starting at the center of the room working toward the walls, where the width of the border tiles can be adjusted to make allowance for variation in room sizes. Flooring contractors and installers can simplify the methods of laying out a floor with experience. Chalk lines can be snapped in positions other than the center of the room to allow laying more than half the room at one time, but it is necessary that the layout be determined so that the field will be

squared in the room. After decent size border widths (ideally 6") have been figured out and the center lines have been snapped, spread the recommended adhesive on the lines at center and near each wall. After adhesive has dried, resnap the lines on the top of the adhesive using the uncentered portions of the lines in circles at center and at each wall as guides. Then spread the adhesive on one half of the area. When adhesive is tacky, start laying tile from the right angle formed in the center of the room or center lines. Lay tile towards the corners of the room in a pyramid fashion. Always refer to your chalk lines so you can be corrected on time. Sometimes it may be necessary to compromise on the tightness of joints to allow for the evenness or waviness of the subfloor. The direction of the vertical tile chips should be reversed adjoining tile. If the subfloor is not completely level the corners of the tile may not meet exactly.

B. FITTING BORDER TILES

The border tiles must be cut up to the wall form the field tile. The border tile should be accurately scribed against the wall and any projections coming out form the walls. One difficult cuts where hear is needed to soften the tile, never heat the face of the tile only the back of the tile. Cut the tile from the face side with a sharp knife. A rather simple method of cutting in the border tile is to place the border along the outside edge of the field tile. Place another piece of tile the same size next to the wall on top of the first piece. Scribe the first piece using the top piece as a guide. Snap off piece along scribed line or cut it with a tile cutter. Fitting very difficult areas is sometimes best done by pattern scribing.

C. FINISHING THE JOB

It is recommended to roll the floor with a 100lb to 150lb roller. When job is finished, do not wash tile for atleast 2 days





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Section 4 □□□□□□□□□□

Maintenance Data

- Use extreme care to protect the newly installed floor from rolling loads for the first 48 hours while adhesive is drying.
- Always use strips of hardwood or plywood when moving heavy objects such as appliances and furniture over the floor even when using carts or dollies with wheels.
- Furniture legs should be equipped with large, flat surface protectors or glides.
- Protect the floors with heavy kraft paper on construction sites where other trades are active, and the initial application of floor polish is prohibited. Do not use asphalt-saturated felt paper.
- Remove spills quickly to prevent staining.
- Some solutions contain chemicals that may permanently stain or damage flooring if not cleaned up immediately. Asphalt driveways, particularly those recently installed or resealed with coal tar sealer, can cause permanent staining in prominent traffic areas. Regular maintenance and floor mats placed at entryways will reduce or eliminate coal tar stains. Vinylasa recommends the use of latex-emulsion sealer where possible.
- Avoid damage from tracked-in dirt and grit by placing floor mats at outside entrance doorways.

CAUTION: Rubber-backed mats may cause permanent staining.

Safety Information

CAUTION: Wet floors are slippery. Water, other liquids and foreign matter on the surface of the floor can cause it to be slippery and should be removed immediately. Improper waxes and finishes can also cause slipperiness. Whenever washing, waxing or stripping floors, traffic should be excluded from the area due to the possibility of slipping. The use of walk-off mats at entrances will reduce tracked-in water.

Maintenance Procedures

CAUTION: Do not dry buff, spray buff, or burnish vinyl composition (with or without asbestos) or asphalt floor tile without prior application of a metal cross-linked acrylic finish, which is resistant to neutral cleaners. Do not dry strip under any conditions.

PRODUCTS: Nova Series, Premium Marble, and Premium Quartz. The listed products must be maintained with floor polish to seal and protect the surface. Apply three to five coats of

polish, 48 hours after installation and prior to normal use.

Initial Maintenance

- Allow adhesive to dry a minimum of 48 hours before washing or waxing the floor.
- Remove scuffs and adhesive smears with a clean cloth dampened with lighter fluid.

CAUTION: Lighter fluid is extremely flammable. Read and follow cautions on container labels.

- Damp-mop with a dilute solution of no-rinse cleaner and rinse with clean water. Avoid flooding the floor.

NOTE: Do not attempt to strip the factory finish. Stripping is optional on tile products.

- Allow floor to dry and apply three to five thin coats of floor polish following all label instructions. Five coats are recommended in medium to heavy commercial applications.

Regular Maintenance

- Vacuum, sweep, or dust daily with an untreated mop to remove loose dirt and grit. Do not use sweeping compounds or oil treated mops.
- Damp-mop floor regularly with a dilute solution of no rinse cleaner. Follow all label instructions. To remove heavy soil use a slow speed floor machine equipped with a medium grade natural fiber scrubbing brush and a concentrated cleaner. Rinse floor after scrubbing.
- To refurbish and restore the gloss, clean the floor and spray buff with a high speed floor machine, 1000 to 1500 rpm, equipped with a white, tan, or red colored buffing pad. A dilute solution, 1 part polish/2 parts water, can be used for spray buffing.
- After repeated spray buffing operations, additional coats of polish must be applied.

Periodic Maintenance

- Periodically - once or twice a year or as needed - strip the floor polish to avoid build-up.
- Use a floor machine, 170 to 330 rpm, equipped with a blue or green pad, or a natural fiber, medium grade scrubbing brush, and a liquid stripping solution following all label instructions.
- Use a wet/dry vacuum to remove the residual polish and stripping solution.

WARNING: An electric shock hazard exists. Use a ground fault circuit interrupter for any electrical connection in a wet environment.

- Rinse the floor thoroughly with a clean mop, changing water frequently. Allow to dry.
- 3-5 coats of floor polish.

Spray Buffing

To refurbish and restore the gloss, clean the floor thoroughly and spray buff with a low speed machine, 170 to 600 rpm, equipped with a white buffing pad. A dilute solution, 1 part polish/2 parts water, can be used for spray buffing.

Polishing

Floor polish will provide additional protection in areas of high traffic.

- Thoroughly clean and rinse the floor.
- Allow to dry and apply two to five coats of floor polish.
- Spray buff occasionally to restore the gloss.
- After repeated spray buffing operations, additional coats of polish should be applied.
- Periodically - once or twice a year - strip the floor polish to avoid build-up.
- Use a floor machine, 170 to 330 rpm, equipped with a tan or red pad and a liquid stripping solution.
- Use a wet/dry vacuum to remove the residual polish and stripping solution.
- Rinse the floor thoroughly with a clean mop, changing water frequently. Allow to dry.
- Reapply two to five coats of floor polish.

CAUTION: Severe or extensive damage to the floor will occur if a floor machine is used improperly or carelessly.

Initial and Regular Maintenance

- Sweep or vacuum the floor to remove all loose grit, sand or, soil.
- Lightly Soiled floors may be damp mopped with clear water.
- At regular intervals, based on conditions such as traffic and soil to which your floor is subjected, the floor should be cleaned with a dilute solution of no-rinse cleaner and water. Heavily soiled floors may require rinsing to remove excessive soil. Hard to remove heel marks or scuffs may be removed by rubbing in a circular motion with a nylon pad dampened with cleaner.