

6.1 LOOSE LAY SHEET

6.2 RECEIPT & STORAGE

- ▶ On receipt of rolls, check that colour references correspond to those ordered, that quantities are correct and that there is no damage.
- ▶ In particular, check that rolls are from one batch, if that was requested on the order.
- ▶ On arrival at site, the rolls should be safely secured, positioned and stored in accordance with the directions on the roll label at a minimum temperature of 18°C for at least 48 hours prior to installation.
- ▶ To achieve best results, site conditions should be as described in BS 8203 or prevailing local/national standards. A constant working temperature between 18°C and 27°C should be maintained for at least 48 hours prior to installation, during the installation and for 48 hours afterwards.

6.3 LOOSE LAY CONDITIONING

- ▶ Polyflor loose lay vinyl sheet requires conditioning ahead of installation. Conditioning should be carried out in the same areas as the installation, to prevent thermally induced dimensional changes.
- ▶ Conditioning should ALWAYS take place in the area that is to receive the installation.
- ▶ The conditioning time should be increased to at least 48 hours where the sheet has been stored outside or stored/delivered at temperatures below 10°C.

6.4 PRIOR TO INSTALLATION (UNDERFLOOR HEATING)

KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

On installations where underfloor heating is used:

- ▶ The system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled during the installation and for a minimum of 48 hours afterwards. Then slowly bring back up to the working temperature incrementally over several days.
- ▶ A maximum subfloor temperature of 27°C should never be exceeded.

6.5 PREPARATION OF WORK AREA

- ▶ The work area should now be prepared to receive the sheet flooring. Ensure that all other trades have completed their work and removed all their equipment and materials.

KEY POINT

Commencement of work is deemed by many as acceptance of the site conditions as suitable for laying floor coverings.

- ▶ Remove all debris and sweep or vacuum the whole floor area. Check the condition of the subfloor and make good as necessary.
- ▶ Stone or power grind any cementitious subfloor to remove any 'nibs' or ridges.
- ▶ Sweep or vacuum again prior to laying.
- ▶ If required by the contract, or if in doubt, check the moisture content of the subfloor and record the results and method used.
- ▶ Good lighting is essential.

6.6 LAYOUT OF LOOSE LAY VINYL SHEET

- ▶ Refer to Section 3.8 for information on alignment of decoration.
- ▶ The architect may have provided a drawing showing the direction in which the material should be laid. In this case, lay the sheet as directed.
- ▶ On installations where the architect has left this to the discretion of the flooring contractor; at the tender stage show in which direction the material will be laid and state that your estimate is based on this.
- ▶ If a joint is necessary always pay particular attention to where seams will fall, avoiding such occurrences as seams in the centre of doorways. If large windows are installed, minimise the effect of the joints by laying towards the window.
- ▶ For large areas over 20m² where a joint will be necessary or where rolling loads are likely, Polyflor recommend that the vinyl is fully bonded to the subfloor with a recommended adhesive from the Polyflor Approved Adhesive list.



Further information on fully bonded installation instructions can be found in Section three.

6.7 SLABBING THE SHEET

- ▶ Polyflor recommends that all Polyflor sheet flooring be rolled out face upward, taking care not to damage the surface, and cut approximately to size.
- ▶ Allowance of at least 75mm should be made at the ends for trimming in, the slabs should then be left overnight for 24 hours, to condition at a consistent temperature range between 18°C and 27°C.

6.8 FITTING THE FIRST LENGTH

- ▶ Place the first sheet in position next to the wall with the outer edge approximately 15mm from the nearest point.
- ▶ Adjust the lie of the sheet so that the inner edge is parallel with the axis of the room (fig. 1).

KEY POINT

A 2mm gap must be allowed around the perimeter of the room

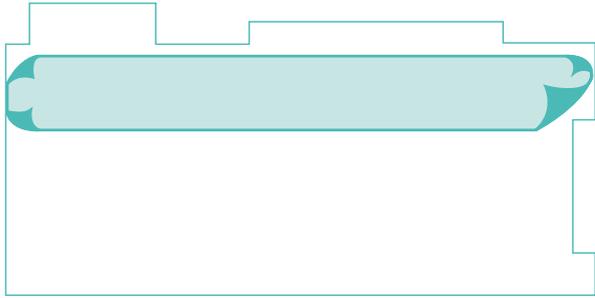


Figure 1 Lining up the first sheet

- ▶ Depending upon the depth of the recesses, either a bar scriber or a pair of scribers should be used to trace the profile of the wall. The scribers should be set to allow for the deepest recess or rake of the wall. The scribers should be set to allow for a 2mm expansion gap around the perimeter.
- ▶ Holding the scribers square to the edge, trace the wall profile onto the face of the sheet (fig. 2).



Figure 2 Scribing the wall profile

- ▶ Care should be taken when using the wider widths of loose lay sheet (3m or 4m) not to fully fold the sheet over itself when fitting into recesses and against walls as this can lead to pressure marks that might not relax out following installation.
- ▶ With this method, all irregularities of the wall will be accurately reproduced onto the surface of the sheet. If, because of the colour or decoration, the scribed line is difficult to see, rub suitably contrasting chalk dust into the line to highlight it.
- ▶ Ease the sheet away from the wall and, using a hook blade trimming knife, cut off the excess material to the scribed line.

- ▶ Slide the sheet back against the wall and check the fit, making any minor adjustments as necessary.
- ▶ When satisfied that the fit on the first edge is correct, use a pencil to trace the opposite edge onto the subfloor (line A-B in fig. 3).
- ▶ In the centre of the room, draw a line on both the sheet and subfloor square to the main axis of the sheet (line C-D in fig. 3).
- ▶ Keeping the inner edge of the sheet on line A-B, slide the sheet back to clear the wall at one end of the room.

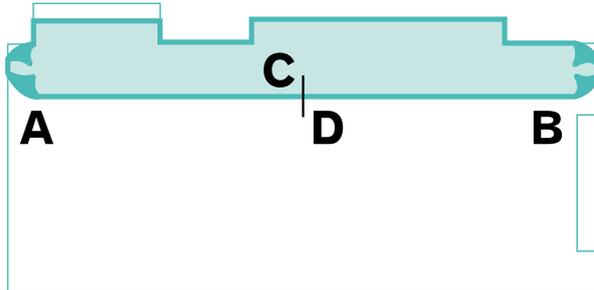


Figure 3 Marking the position

- ▶ Set the scribers to the distance now between lines C and D (fig. 4) allowing for a 2mm expansion gap.
- ▶ Trace the end wall profile and cut to fit as described in preceding paragraphs. Repeat for the other end of the sheet.



Figure 4 Scribing the wall profile

6.9 FITTING SUBSEQUENT LENGTHS

6.9.1 Alignment of decoration

- ▶ This type of floor covering features a print layer with a regular, repeat decoration (e.g. wood plank). It is important that care is taken to align the pattern decoration of each adjacent sheet.

If in any doubt contact the [Polyflor Customer Technical Services Department \(CTSD\)](#) for further advice on +44 (0) 161 767 1912.

- ▶ The label and printed information on the backing of the sheet must be checked and the product reverse laid when instructed.

6.10 CUTTING IN THE SEAMS

Polyflor recommends that all vinyl sheet floor coverings are welded.



Figure 5 Cutting in the seams



Further information on seam cutting and cold welding can be found in Section nine.

6.11 PATTERN TEMPLATE METHOD

Areas which call for a considerable amount of fitting around obstacles, or which are too confined to lay down a sheet for fitting by normal methods, can be dealt with by templating the floor in felt paper.

For new buildings consider coming to an agreement with the main contractor to fit fixtures such as WCs and sinks after the vinyl has been laid.

- ▶ Dry fit the area with felt paper, leaving a gap of 15mm to 20mm around obstructions and walls.
- ▶ Draw around the fittings using a suitable measuring and marking device. Mark the template 'This Side Up'.
- ▶ Place the sheet in a larger area with the face uppermost. Place the template on top ensuring the direction of decoration is correct. Secure the template firmly in position and mark the position of all obstacles using the template as a guide.
- ▶ Using a sharp trimming knife, cut the sheet to the marked lines and fit into position.

Do not use the felt paper template as an underlay.

6.12 LOOSE LAY TILE AND PLANK

6.13 RECEIPT & STORAGE

On receipt of tiles or planks:

- ▶ Check that colours correspond to those ordered, that quantities are correct and there is no obvious damage.
- ▶ In particular, check that tiles are from one batch, if that was requested on the order.
- ▶ On arrival at site, the tiles should be stored, together with the adhesive, at a minimum temperature of 18°C for at least 48 hours prior to laying.
- ▶ Under normal conditions (outside temperature above 10°C) the tiles should be off-loaded from the pallet and stacked no more than five boxes high during the conditioning period. The stacks should be arranged to allow the air to circulate around the stack on all sides.
- ▶ In cold weather (outside temperature below 10°C) the boxes should be opened and the tiles spread out in the area where they are to be installed permitting the tiles to acclimatize more quickly.
- ▶ To achieve best results, site conditions should be as described in BS 8203 or prevailing local/national standards. A working temperature of between 18°C and 27°C is required for 48 hours prior to, and during the laying period and for 48 hours afterwards.

6.14 LOOSE LAY CONDITIONING

The temperature should be constant and not vary more than 2°C. Conditioning areas and laying areas should be of similar temperature, to prevent thermally induced dimensional changes.

6.15 PRIOR TO INSTALLATION (UNDERFLOOR HEATING)

- ▶ On installations where underfloor heating is used, the system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing.
- ▶ The system should remain off and fully cooled during the installation and for a minimum of 48 hours afterwards. It should then be slowly brought back up to the working temperature incrementally over several days. A maximum floor temperature of 27°C should never be exceeded.

KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

6.16 PREPARATION OF WORK AREA

The work area should now be prepared to receive the vinyl tiles.

- ▶ Ensure all other trades have completed their work and removed all their equipment and materials.
- ▶ Remove all debris and sweep or vacuum the whole floor area.
- ▶ Check the condition of the subfloor and make good as necessary.
- ▶ Commencement of work is deemed by many as acceptance of the site conditions as suitable for laying floor coverings.

6.17 LAYOUT OF LOOSE LAY VINYL TILES

Although many floor layers regard vinyl tiles as being easier to lay than vinyl sheet, the layout of the tiles can be critical to the success of the installation. The regular form of tiles, especially when laid in contrasting colours, can accentuate deviations in the building line, emphasizing the need for detailed planning of the layout.

Many floor layers start in the main doorway, believing that the initial impression when entering a room is most important. However, working from the centre of the room and loose laying tiles to check the layout will make the final appearance correct from any viewpoint. This is of particular importance when incorporating a geometric design into a floor.

- ▶ Cut with a sharp knife from the face side, ensuring the cut is 90°, by scoring twice, the 2nd score cuts the glass fibre reinforcement layer. Open up the cut by bending the tile, and then finish the cut from the back side.
- ▶ A minimum 2mm expansion gap must be left between the product and the wall or other fixed components such as door frames or heating pipes.
- ▶ When installing in an entrance area; larger-scale heavy commercial environments or any areas where heavy foot traffic or regular rolling loads can be expected, a suitable double sided contact tape or suitable tackifier release system, can be used to avoid movement. If tape is used it should be applied diagonally, running one way only, across the full area at 500mm centres. This will ensure that all tiles are secured to the substrate.
- ▶ Areas larger than 10m x 10m, require the inclusion of a 5mm expansion joint. A suitable expansion joint cover should be used. Expansion joints should be included for every subsequent 100m².

Find out more
about the Layout of
Loose Lay on the 2 day
Polyflor Floor Laying
Course

- ▶ As extremes of temperature can occur between day and night time, temperatures will fluctuate. It is essential that the effects of these fluctuations be avoided. Installations that are directly adjacent to south facing and full height windows should be covered both during the conditioning and installation periods to minimise this effect. This includes covering patio doors, bi-fold doors and conservatory or orangery windows. Complaints arising from the failure to correctly condition the tiles and planks, which result in shrinkage or lipping, will not be accepted by Polyflor Ltd.

6.18 MEASURING AND MARKING OUT

KEY POINT

When setting out planks/tiles, always start from the centre of the room

- ▶ In order to produce the optimum appearance carefully plan and set out the tiles. It is advantageous to dry lay a section of the floor so that it can be determined whether the appearance of the pattern is acceptable and also to ensure any graining/texture within individual tiles is correct.
- ▶ Traditionally the starting point for tiles is the centre of the room.
- ▶ Before adhering confirm that the overall appearance of the flooring is acceptable.
- ▶ If the room is irregular in shape it may be necessary to square up the tiles off the most important wall or a specific feature.
- ▶ In areas directly adjacent to full height windows, conservatories, orangeries, etc., or areas exposed to direct sunlight for prolonged periods of time or where high temperature fluctuations can occur Polyflor recommend that a suitable high temperature adhesive selected from Polyflor's approved adhesive list should be used to fix tiles/planks in these localised areas only. Contact [Polyflor CTSD](#) on +44 (0) 161 767 1912 for further advice.
- ▶ Prior to laying the first plank, ensure all cuts are of an acceptable length (min. 150mm).
- ▶ As the planks are not required to be laid 'in bond' in the length, it is possible to begin the installation from an end wall.
- ▶ Planks must be staggered to obtain a random finish, however ensure that plank ends are not within 150mm of adjacent planks.

6.18.1 Straight Tiling – Setting Out

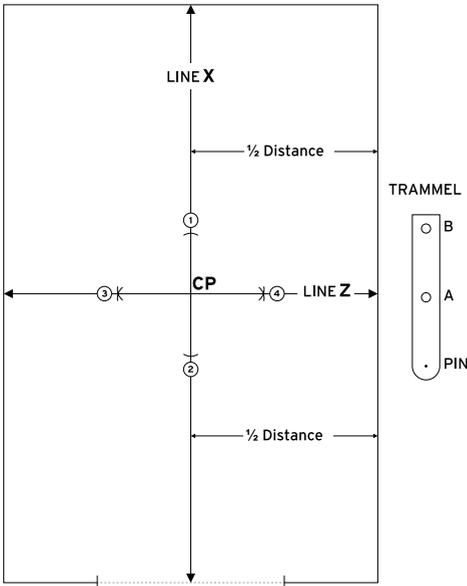


Figure 6 Marking out straight tiling

- ▶ Measure the room to be laid, in both directions, including any alcoves.
- ▶ Mark a centre line X. Ensure it is central to the room dimensions.
- ▶ Loose lay tiles to ensure there are no small cuts at the perimeter. If small strips are evident, move the centre line across half a tile in either direction to create an acceptable sized cut.
- ▶ Find the centre of line X and mark the Centre Point (CP).
- ▶ Mark arcs 1 & 2 at equal distances from CP on the centre line using point A on your trammel.
- ▶ With points 1 & 2 as centres, use point B on your trammel to draw further arcs intersecting at 3 & 4.
- ▶ Strike a line through point 3 & 4 ensuring it passes through CP.
- ▶ Line Z is now 90° to line X.
- ▶ Double check using the 3,4,5 method.

6.18.2 Diagonal Tiling – Setting Out

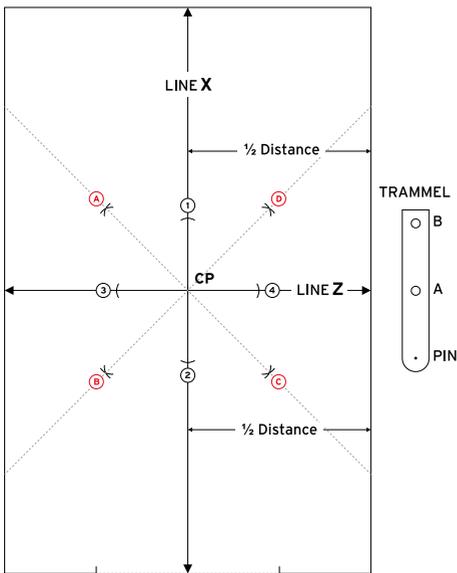


Figure 7 Marking out diagonal tiling

- ▶ Set out as overleaf for straight tiling. Ensure both lines are at 90° to each other.
- ▶ At CP (Centre Point), use point B on your trammel to mark arcs at 1, 2, 3 and 4.
- ▶ With points 1 & 3 as centres using point B on your trammel draw arcs to intersect each other at A.
- ▶ With points 2 & 4 as centres using point B on your trammel draw arcs to intersect each other at C.
- ▶ Strike a chalk line from wall to wall through points A & C; if no error has been made, this line will pass through CP.
- ▶ With points 1 & 4 as centres using point B on your trammel draw arcs to intersect each other at D.
- ▶ With points 2 & 3 as centres using point B on your trammel draw arcs to intersect each other at B.
- ▶ Strike a chalk line from wall to wall through points B & D; if no error has been made, this line should pass through CP.
- ▶ Double check using the 3,4,5 method.

6.19 CUTTING THE PERIMETER TILES

Two techniques are commonly used for cutting perimeter tiles. The choice is mainly dependent upon the run out of the wall.

6.19.1 Overlapping Method

Used when there is little or no run out of the abutting wall.

- ▶ Place the tile to be cut exactly over the last tile laid, ensuring the colour is correct and the decoration runs the correct way.
- ▶ Place another full tile on top of the tile to be cut with its 'top edge' against the wall or set-in coved skirting (fig. 8).



Figure 8 Measuring using an overlapping tile

- ▶ Scribe a line onto the tile to be cut, using the 'bottom edge' of the top tile as a guide.
- ▶ Cut the tile to the scribed line, loose lay into position and check the fit. Repeat along the whole wall.

6.19.2 Scriber Method

Used when the wall run out is quite severe or when the wall profile cannot be picked up using a straight edge.

KEY POINT

Use either Overlapping or Scriber Method to fit around projections such as door frames.

- ▶ Place the tile to be cut exactly over the last tile laid; ensuring the colour is correct and the decoration runs the correct way.
- ▶ Set the bar scriber to the size of the tile being laid.
- ▶ Trace the profile of the wall on to the tile to be cut, ensuring the bar scriber is kept upright and square to the edge of the tile.
- ▶ Cut the tile to the scribed line, loose lay into position and check the fit. Repeat along the whole wall.

Both the Overlapping and Scriber Methods can be used to fit around projections such as door frames. Similarly, a template can be made or a profile gauge containing movable pins can be used for awkward shapes.

6.20 INSTALLING TILES IN LARGE AREAS

Maintaining a clearly defined straight line over long distances can be difficult and often leads to inaccuracies. To eliminate this problem, an alternative technique is used when laying tiles in large areas:

- ▶ Establish the central starting point, as described previously, minimising small cuts on perimeter tiles.

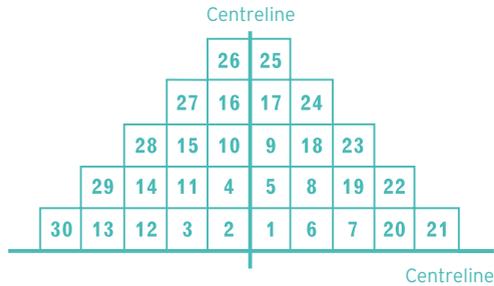


Figure 9 Pyramid layout

- ▶ Lay the first pyramid of tiles from the centrelines, using the sequence shown in fig. 9. Ensure a close bond is maintained at all times.
- ▶ Repeat this sequence on the opposite side of the centreline. Continue working in larger and larger pyramids, until only the perimeter tiles require fitting.

NOTE Construction of a pyramid should always start at the centre of the baseline, working in the same sequence as shown in Figure 9.

6.21 2G INTERLOCKING TILES AND PLANKS: 4.0mm gauge

6.22 GENERAL INFORMATION

When installing an interlocking product always follow current local and national standards for the installation of floor coverings. The best current installation practice incorporating the latest technical developments should be employed. The preparation of the subfloor, the installation of the floor covering and the measures taken to safeguard value are key factors in ensuring optimum suitability and performance of resilient floor coverings.

The 2G locking system (4.0mm) locks together without the need for any adhesive to create a floating floor. To ensure the best finished appearance it is essential to follow these installation instructions carefully.

2G interlocking plank and tiles are loose lay materials and are not recommended for use in areas where large temperature and/or humidity fluctuations can occur, such as heavily glazed areas or areas exposed to direct sunlight for long periods of time. Additionally, they should not be installed in unheated areas. Instead Polyflor's fully bonded LVT ranges are recommended for these areas.

If you are unsure that an area is suitable for the installation of Interlocking tile and plank flooring, please contact Polyflor's Customer Technical Support Dept on 0161 767 1912 for further advice.

6.23 RECEIPT & STORAGE

On receipt of materials:

- ▶ Check that colours correspond to those ordered and that there is no damage, visual defects or locking discrepancies in the material.
- ▶ In particular, check that the material is from one batch. Claims for visual defects or locking discrepancies can only be accepted prior to installation and cutting.
- ▶ The Interlocking plank/tile system must be protected against dirt and moisture during storage.
- ▶ During storage and installation the room temperature should ideally be 20°C (minimum 18°C) and have a relative humidity of 50-60%.
- ▶ Prior to laying the floor, open the boxes and place them in the room in which they are to be installed for a minimum of 48 hours BEFORE the installation commences, so the material can acclimatise itself.
- ▶ Boxes should never be stacked greater than three boxes high.

KEY POINT

Camaro LOC should not be stacked more than **THREE** boxes high.

6.24 PREPARATION OF SUBFLOORS

KEY POINT

Carpets and soft floorings are unsuitable as a base for the installation of the Interlocking plank/tile system. These will need to be removed.

- ▶ Subfloors should be prepared as described in BS 8203/DIN 18365 or prevailing local/national standards. Camaro Loc vinyl flooring can be installed over most hard subfloors, provided they are prepared in accordance with local standards. Subfloors must be hard, clean, and free from contamination, dry, durable, flat and sound. Solid subfloors must be tested in accordance to local standards to ensure they are not damp. Carpets and soft floorings are unsuitable as a base for the installation of Camaro Loc vinyl flooring and will need to be removed prior to installation. Remove all debris and vacuum the whole subfloor area prior to commencing the installation.
- ▶ Where underfloor heating is used, the maximum temperature on the surface of the flooring must never exceed 27°C. Subfloors should be tested for moisture in accordance with local standards. Solid subfloors should demonstrate a maximum damp content of 75%RH before the installation can begin. Timber subfloors can be uneven and may require levelling prior to installation, if in doubt call Polyflor's Customer Technical Support Dept on +44 (0)161 767 1912.
- ▶ Residual moisture content:
 - Cement screed max. = 2.0 CM %
 - With underfloor heating = 1.8 CM %
 - Anhydrite floor max. = 0.5 CM %
 - With underfloor heating = 0.3 CM %
- ▶ Remove any unevenness in the subfloor prior to installation. Subfloor levels should be in accordance with local/national standards and in any event, should never exceed a maximum deviation of 5mm when measured under a 3m long straight edge. High spots and ridges should be removed to prevent damaging the locking mechanism of the planks/tiles. Please note that while the Vinyl Loc Underlay will mitigate against minor undulations in the subfloor, it should not be used in place of a proprietary levelling compound.

NOTE Once the subfloor has been prepared the Interlocking plank/tile flooring **must** be laid over the **recommended Polyflor Underlay**.

6.25 PRIOR TO INSTALLATION WHERE UNDERFLOOR HEATING IS USED

KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

The system should be fully tested and commissioned prior to the flooring installation commencing. Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled during the time of the entire installation and for a minimum of 48 hours afterwards. Then over several days slowly and incrementally brought back up to the working temperature.

6.26 CONDITIONING

- ▶ The interlocking plank/tile system must be protected against dirt and moisture both before and during the installation.
- ▶ The climatic conditions acceptable for the installation of interlocking planks/tiles are:
 - Floor temperature > 15°C
 - Room temperature > 18°C
 - Air Relative humidity < 50–60%

6.27 INSTALLATION INSTRUCTIONS

During storage and installation the room temperature should ideally be 20°C (minimum 18°C) and have a relative humidity of 50-60%. In the event of extended deviations from the aforementioned room conditions < 30% or > 80% for relative humidity or temperatures of < 10°C or > 30°C a change in the dimensions, gap formation is a typical characteristic for this kind of product; the expansion gap required can therefore increase from those described herein. In such instances please seek advice from **Polyflor CTSD** by calling +44 (0) 161 767 1912.



KEY POINT

Camaro Loc planks & tiles always require Polyflor Vinyl Loc Underlay to be installed prior to the installation of the tiles or planks.

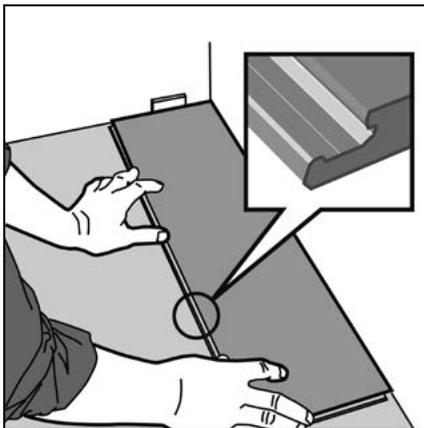


Figure 10 First plank, first row

6.27.1 Tools Required

- ▶ Pencil
- ▶ Utility Knife
- ▶ Retractable measuring tape or folding ruler
- ▶ Carpenter's 90° Square
- ▶ Hacksaw & drill (For installation around doorways/ radiator pipes)

Consider using safety glasses and protective gloves.

Following the installation of the Polyflor Vinyl Loc Underlay, the plank/tiles are laid without adhesive.

6.27.2 First plank/tile, first row

- ▶ Start to lay the floor in the left-hand corner of the room with the lower edge profile on the long edge facing towards you. (fig. 10)

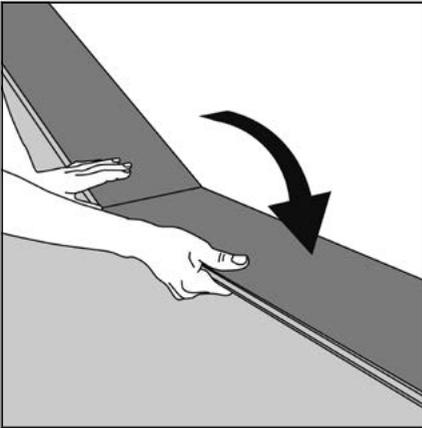


Figure 11 Second plank, first row

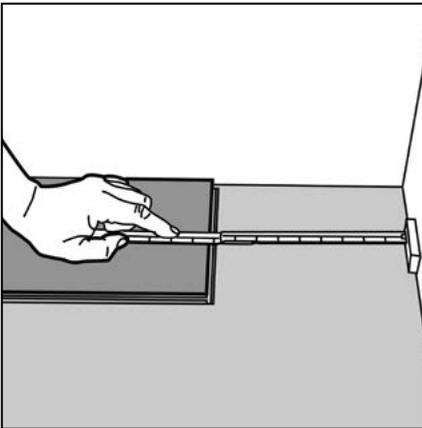


Figure 12 Last plank, first row

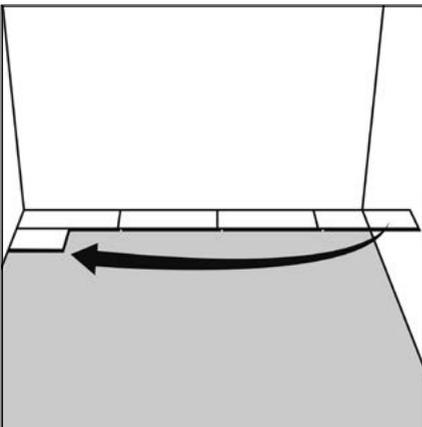


Figure 13 First Plank second row

- ▶ A minimum expansion gap of 4mm should be left around the installation perimeter and anything protruding from the subfloor.
- ▶ For larger installations an expansion gap of 1mm per linear metre of room length should be used. e.g. a room 8m x 4m would require an expansion gap of 8mm around the entire perimeter of the room and around anything protruding from the floor.
- ▶ Use small offcuts of the plank/tile as spacers between the planks and the walls to help achieve the correct size gap.

6.27.3 Second plank/tile, first row

- ▶ Press the short end of the next plank/tile at an angle to the first one (fig. 11), and then lay down. Complete the first row in the same way.
- ▶ It's important to ensure early in the installation that the short joints are fully engaged and locked into one another. Continue in this way to as far as full planks/tiles can be installed to the end of this first row. Try to avoid the lineal joints on rows of planks/tiles corresponding with the joints in the Vinyl Loc Underlay underneath.

6.27.4 Last plank/tile, first row

- ▶ Insert correct sized spacer between the end of the first row and the wall to ensure the correct expansion gap is left.
- ▶ Before cutting this last plank/tile – first turn it around through 180° so the overhanging male profile on the short edge is facing the spacer/wall, this will ensure you have the correct profile required when positioning.
- ▶ Measure the length of this plank/tile to fit (fig. 12), cut to correct length and turn back so the overhanging male profile on the short edge is now facing the previous plank/tile. Install as before. The minimum length of this plank/tile should be 350mm. Note - The remaining part of this plank/tile will start the next row (fig. 13).



Figure 14 First Plank, second row

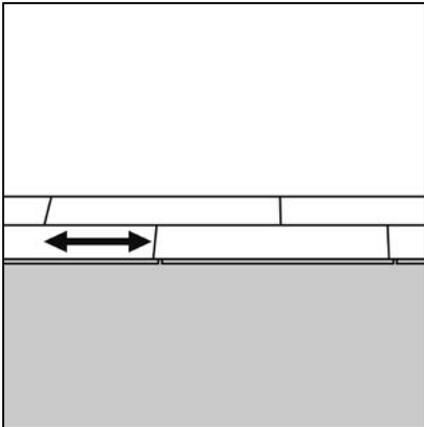


Figure 15 Stagger the short joints

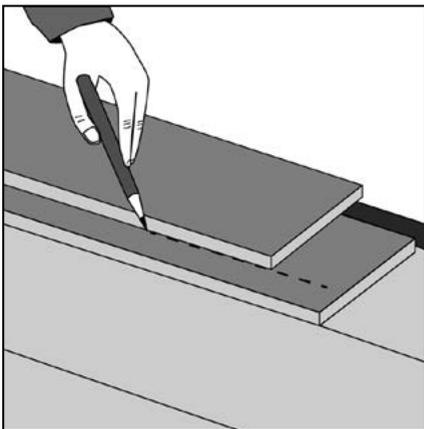


Figure 16 Last row, cutting the plank/tiles

6.27.5 First plank/tile, second row

- ▶ Ensure the appropriate expansion gap is left, then insert the correct sized spacer between the wall and the first plank/tile of this row.
- ▶ Start this new row with the leftover piece from the last row (min length 350mm – fig. 13). Insert the plank/tile at an angle against the plank/tile in the previous row (fig. 14). Press forward and fold down at the same time.
- ▶ Always try to stagger the short joints approx. 150mm from the nearest short joint in the previous row (fig 15). Do not forget to include the required expansion gap to the wall.

6.27.6 Second plank/tile, second row

- ▶ Gently place the plank/tile close to the long end of the corresponding plank/tile in the previous row and fold it down in a single action movement, ensuring the corner of the long and short sides connect into the corresponding profiles of the short edge of the first plank/tile. Gently apply pressure to this short edge joint to ensure it fits perfectly into place.

6.27.7 Remaining rows

- ▶ Fit subsequent planks or tiles into place in the same way by angling the upper and lower profiles together on the long edges, easing the upper and lower profiles of the short end until they lock into place. Remember to place spacers to ensure the correct expansion gap has been left at the walls. Continue in this way to the last row.

6.27.8 Last row

- ▶ To cut the planks/tiles to fit the last row, position them one at a time directly over the previous row in the direction you'll be laying them. Lay these planks/tiles on top of the installed row (fig 16).
- ▶ Hold them firmly in place, then line up a third plank/tile on top. Use the edge of this plank/tile to mark the cutting line with a pencil on the plank/tile beneath (minimum width 50mm). Carefully scribe along this line with the utility knife.

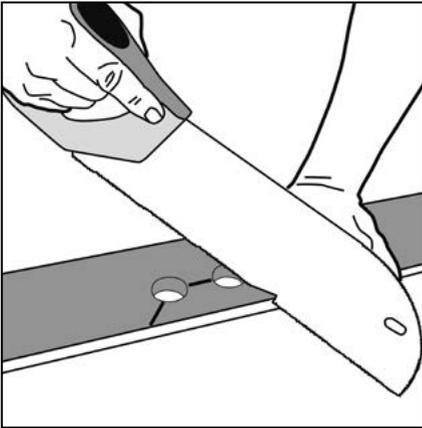


Figure 17 Radiator pipes

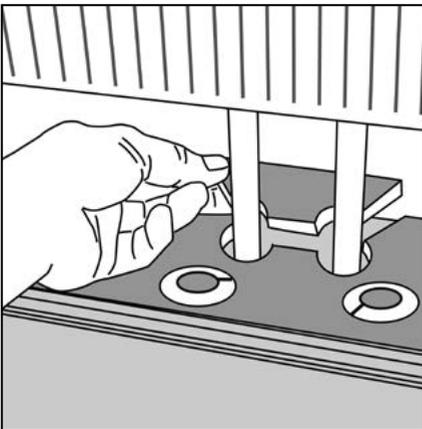


Figure 18 Radiator pipes

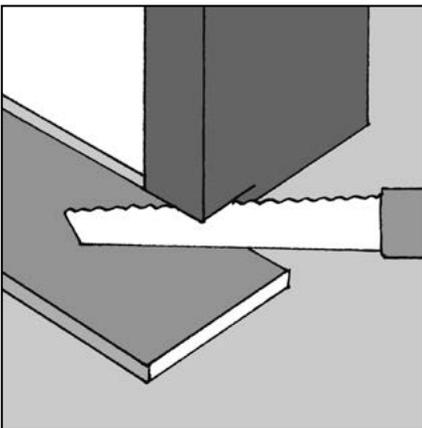


Figure 19 Door frames

- ▶ Remember to place a spacer to the wall before measuring to ensure the correct expansion gap is left. After scribing, cut the planks/tiles lengthwise. Carefully cut any excess with a sharp utility knife.

6.27.9 Managing uneven walls

- ▶ If the wall is uneven, the floorboards should be marked or scribed to its contours.
- ▶ Mark the floorboards with the contour of the wall. Don't forget to include the required expansion gap to the wall.
- ▶ To cut the planks to fit the last row, position them one at a time directly over the previous row in the direction you'll be laying them.
- ▶ Hold them firmly in place. Then line up a third board on top.
- ▶ Use the edge of this board to mark the cutting line with a pencil on the board beneath. Remember to allow for the expansion gap (fig. 16).

6.27.10 Radiator Pipes (fig. 17 & 18)

- ▶ Principle cut out – mark the centre of the holes on both the long and short sides using a carpenter's square and a pencil.
- ▶ Where the marks cross drill a pilot hole using a thin #6 or #8 drill bit. Further drill the hole with a spade bit wide enough to accommodate both the diameter of the pipe and the required expansion gap.
- ▶ Cut around as shown with a saw or with a sharp utility knife. Install the floor plank.
- ▶ If necessary, put a bead of contact glue on the cut piece and replace. Insert a spacer directly behind the inserted piece to wedge it in place ensuring that the correct sized expansion gap has been left. Leave this in place until the glue has hardened.

6.27.11 Door Frames (fig. 19)

- ▶ When installing Interlocking plank/tile around a door frame, cut into the door frame with a handsaw, using an off cut plank/tile and some underlay as a guide for the height and the amount to trim off the door frame.
- ▶ Slide the cut piece under the door frame.

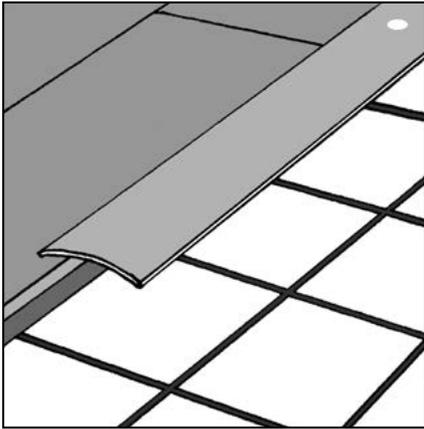


Figure 20 Threshold strip

6.27.12 Adjoining other floor coverings

- ▶ When adjoining other floor coverings, finish the Interlocking plank/tile in the doorway.
- ▶ An appropriate expansion gap should be left between the Interlocking plank/tile and the adjoining floor covering.
- ▶ This can be covered using a suitable threshold or diminishing strip later.

6.27.13 Installing across multiple rooms

(fig. 20)

- ▶ Finish the Interlocking plank/tile in the doorway on either side and allow a break between the two floors of double that left around the perimeter.
- ▶ A suitable threshold strip can then be installed to cover the resultant gap. Place two small off cut pieces of Interlocking plank/tile back to back to gauge the correct gap size.
- ▶ When installing a threshold never mechanically fix direct to the Interlocking plank/tile; instead affix to the subfloor and allow sufficient space between the top edge of the threshold and the surface of the Interlocking plank/tile so as to allow movement into the expansion gap.

6.28 COMPLETION WORK

Interlocking planks/tiles are floating floors hence the floor covering can be walked on straight away following installation.

- ▶ Remember to remove all the off cuts or spacers from the perimeter expansion gaps.
- ▶ Skirting boards, base boards, quadrants or scotia can be used to conceal the expansion gap, however they should be fitted directly to the wall or skirting board and never directly onto the surface of the interlocking plank/tile.
- ▶ Leave a small gap (min. 2mm) between the top surface of the plank or tile; and the underside of any scotia quadrant or skirting to allow for any natural movement of the plank/tile.

NOTE Shades that illustrate heavily embossed surfaces will require a slightly larger gap between the surface of the plank/tile and the underside of the skirting/scotia etc. to accommodate free movement into the expansion gap.

6.29 5Gi INTERLOCKING PLANKS: 6.5mm gauge

6.30 GENERAL INFORMATION

When installing an interlocking product always follow current local and national standards for the installation of floor coverings. The best current installation practice incorporating the latest technical developments should be employed. The preparation of the subfloor, the installation of the floor covering, and the measures taken to safeguard value are key factors in ensuring optimum suitability and performance of resilient floor coverings.

With the 5Gi locking system (6.5mm gauge), planks are locked together without the need for any adhesive by a unique system comprising protruding (upper and lower) male profiles to create a floating floor where the planks can be installed and locked together in a single action. To ensure the best finished appearance it is essential to follow these installation instructions carefully.

6.31 RECEIPT & STORAGE

On receipt of materials:

- ▶ Check that colours correspond to those ordered and that there is no damage, visual defects or locking discrepancies in the material.
- ▶ In particular, check that the material is from one batch. Claims for visual defects or locking discrepancies can only be accepted prior to installation and cutting.
- ▶ The interlocking plank system must be protected against dirt and moisture during storage.
- ▶ During storage and installation the room temperature should ideally be 20°C (minimum 18°C) and have a relative humidity of 50-60%.
- ▶ Prior to laying the floor, open the boxes and place them in the room in which they are to be installed for a minimum of 48 hours BEFORE the installation commences, so the material can acclimatise itself.
- ▶ Boxes should never be stacked greater than **three** boxes high.

6.32 PREPARATION OF SUBFLOORS

The interlocking plank system can be laid over :

- Mineral subfloors prepared in accordance with accepted trade standards. It must be clean, durable, permanently dry and flat.
 - Existing floor coverings of ceramic, vinyl and linoleum as long as they are clean, flat and there is no dampness under the floor covering.
 - Wooden floors, floorboards and chipboard floors as long as they are flat, firmly fastened and free of protruding nails etc.
- ▶ Joints in the subfloor must be evened out as a rule the maximum deviation permitted would be 5mm when measured under a 2m straight

KEY POINT

Encore Rigid Loc planks should not be stacked more than **THREE** boxes high.

edge. Higher deviation can cause permanent damage to the locking mechanism.

- ▶ Solid subfloors should demonstrate a maximum damp content of 75% RH before the installation can begin. Residual moisture contents for solid cementitious and screeded subfloors max. 2.0 CM % With underfloor heating 1.8 CM %.
- ▶ Anhydrite floor max. 0.5 CM % (With underfloor heating 0.3 CM %).
- ▶ In certain instances, Polyflor's interlocking plank ranges can be installed to solid subfloors where moisture readings exceed 75%RH. Please call the Polyflor Customer Technical Support Department on +44(0)161 767 1912 for details on how this can be achieved.

6.33 PRIOR TO INSTALLATION WHERE UNDERFLOOR HEATING IS USED

KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

Where underfloor heating has been installed within the subfloor:

- ▶ The system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled during the time of the entire installation and for a minimum of 48 hours afterwards. Then over several days slowly and incrementally brought back up to the working temperature.
- ▶ A maximum subfloor temperature of 27°C should never be exceeded.

6.34 CONDITIONING

- ▶ The interlocking plank system must be protected against dirt and moisture both before and during the installation.
- ▶ The climatic conditions acceptable for the installation of interlocking planks are:
 - Floor temperature > 15°C
 - Room temperature > 18°C
 - Air Relative humidity < 50-60%

6.35 INSTALLATION INSTRUCTIONS

During storage and installation, the room temperature should ideally be 20°C (minimum 18°C) and have a relative humidity of 50-60%. In heavily glazed areas exposed to direct sunlight for long periods of time, where they may be large temperature (<10°C or >30°C) and, or humidity fluctuations (<30% or >80%), a change in the dimensions, gap formation is a typical characteristic for this kind of product; the expansion gap required can therefore increase.

Expona Encore Rigid Loc flooring is a loose lay product. In areas subject to large temperature fluctuations such as heavily glazed areas and areas

subject to direct sunlight, special care must be taken including a larger expansion gap of a minimum 10mm and adequate UV protection.

With regards unheated areas, fully bonded Luxury Vinyl Tile ranges are recommended.

For clarification in such instances please seek advice from [Polyflor CTSD](#) by calling +44 (0) 161 767 1912.



KEY POINT

Expona Encore Rigid Loc is a floating floor. A minimum expansion gap of 5mm should be left around the entire perimeter.

Tools Required

- ▶ Pencil
- ▶ Utility Knife
- ▶ Retractable measuring tape or folding ruler
- ▶ Carpenter's 90° Square
- ▶ Rubber mallet
- ▶ Hacksaw & drill (For installation around doorways and radiator pipes)

Consider using safety glasses and protective gloves.

6.35.1 First plank, first row

- ▶ The plank are laid without adhesive.
Start to lay the floor in the left-hand corner of the room with the lower male profile facing towards you (fig. 21).
- ▶ A minimum expansion gap of 5mm should be left around the installation perimeter and anything protruding from the subfloor.
- ▶ For larger installations an expansion gap of 1mm per linear meter of room length should be used.
For example, a room 8m x 4m would require an expansion gap of 8mm around the entire perimeter of the room and around anything protruding from

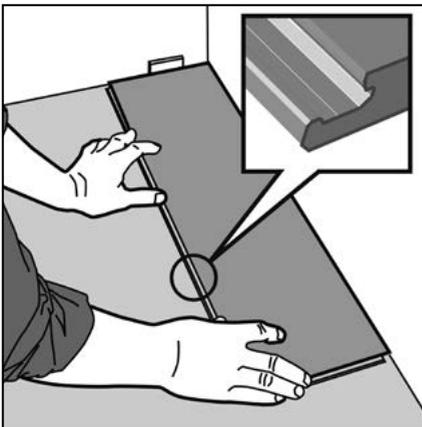


Figure 21 First plank, first row

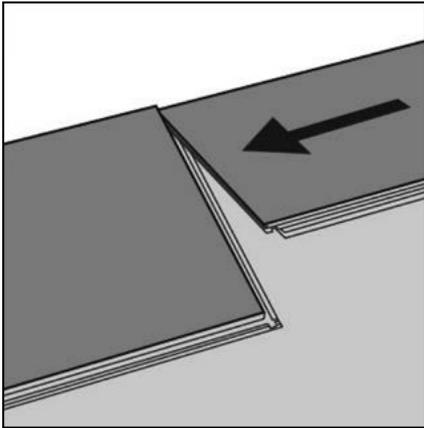


Figure 22 Second plank, first row

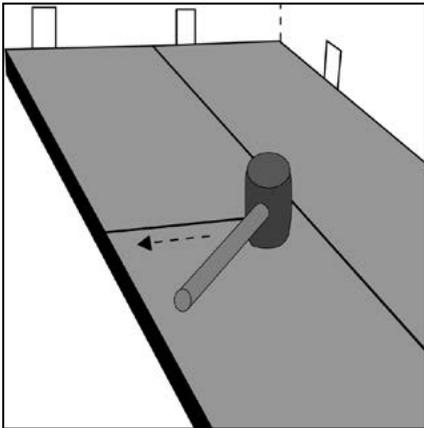


Figure 23 Ensure joints are fully engaged

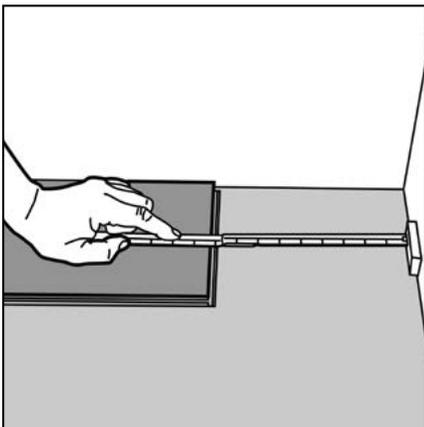


Figure 24 Last plank, first row

the floor. Use small offcuts from the plank as spacers between the plank and the walls to help achieve the correct size gap.

- ▶ Place spacers between the short and long edges of the plank and the walls.

6.35.2 Second plank, first row

- ▶ Place the short end of the second plank close to the corresponding short end of the previous plank. Carefully fold it down with a single action movement; (fig. 22).
- ▶ Press firmly down on the short end of the next plank into the corresponding short edge of the first one, these should now lock securely together.
- ▶ It's important to ensure early in the installation that the short joints are fully engaged and locked into one another. Provided the planks align and fit flush with each other on the short joints after any hand/mallet pressure has been released then the joints will be fully engaged. NB the remaining part of this plank will start the next row.
- ▶ Using the rubber mallet gently tap down the short joints along the short end just installed (fig. 23). If they don't re apply pressure until this is achieved.

- ▶ Complete the first row in the same way. Continue in this way to as far as full planks can be installed to the end of this first row.

6.35.3 Last plank, first row

- ▶ Insert correct sized spacer between the end of the first row and the wall to ensure the correct expansion gap is left.
- ▶ Before cutting this last plank – first turn it around through 180° so the overhanging male profile on the short edge is facing the spacer/wall, this will ensure you have the correct profile required when positioning. Measure the length of this plank to fit, cut to correct length and turn back so the overhanging male profile on the short edge is now facing the female profile on the previous plank.

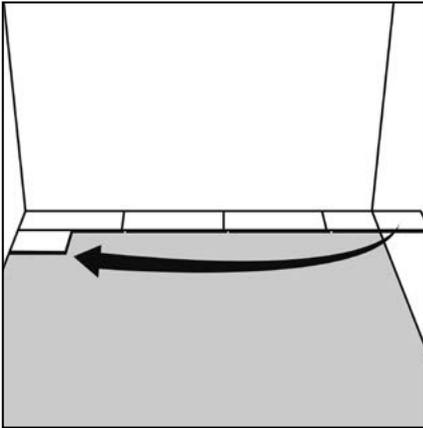


Figure 25 First plank, second row

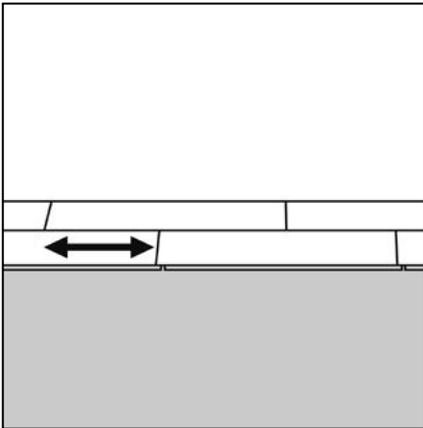


Figure 26 Stagger the short joints

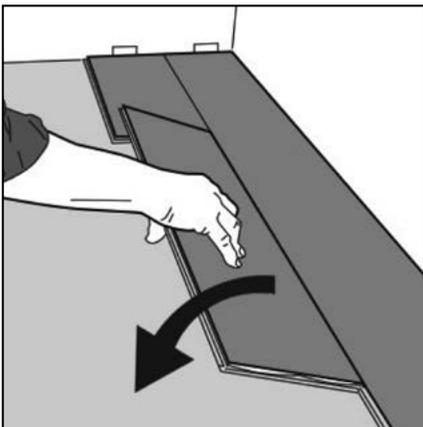


Figure 27 Second plank, second row

- ▶ Install as before ensuring that this short end joint is securely fixed using the rubber mallet (min. length 350mm) NB: The remaining part of this plank/tile will start the next row.

6.35.4 First plank, second row

- ▶ Insert a spacer between the end of the first row and the wall (expansion gap). Start this new row with the leftover piece from the last row (min. length 350mm – fig. 25).
- ▶ Insert the upper male profile of the long side of the plank into the corresponding lower profile of the long edge of the plank in the previous row, at a slight angle. Press down until it locks into place. Always try to stagger the short joints approx. 150mm from the nearest short joint in the previous row; (fig. 26). Do not forget to include the required expansion gap to the wall.

6.35.5 Second plank second row

- ▶ Gently place the plank close to the short end of the previous one (fig. 27) and fold it down in a single action movement ensuring the corner of the long and short sides connect into the corresponding profiles of the short edge of the first plank second row; and the long edge lower profile of the corresponding plank in the previous row respectively.

- ▶ Press down and firmly to lock into place.
- ▶ Gently tap this short edge joint perfectly into place using the rubber mallet.

6.35.6 Remaining rows

- ▶ Fit subsequent plank into place in the same way by easing the upper and lower profiles together on the long edges taking care to gently tap the short edge profiles together using the rubber mallet until lock into place.
- ▶ Remember to place spacers to ensure the correct expansion gap has been left at the walls; (fig. 28 overleaf). Continue in this way to the last row.

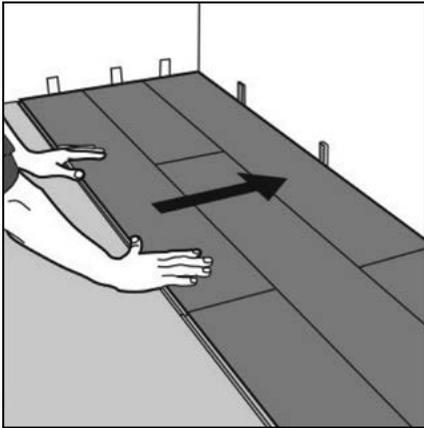


Figure 28 Remaining rows

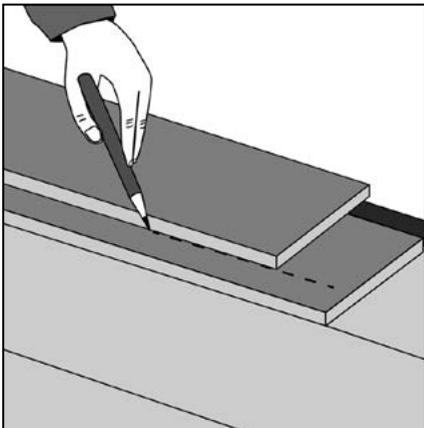


Figure 29 Last row

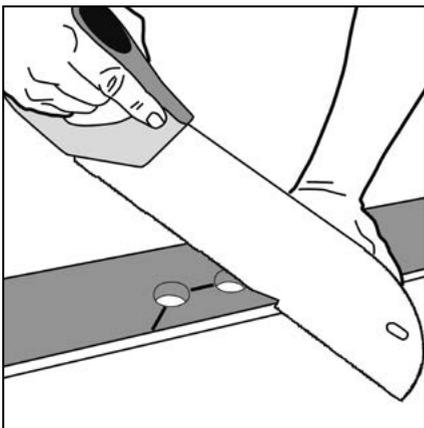


Figure 30 Radiator pipes

6.35.7 Last row

- ▶ To cut the planks to fit the last row, position them one at a time directly over the previous row in the direction you'll be laying them.
- ▶ Lay these planks on top of the installed row (fig 29). Hold them firmly in place. Then line up a third plank on top. Use the edge of this plank to mark the cutting line with a pencil on the plank beneath (minimum width 50mm). Carefully scribe along this line with the utility knife. Remember to place a spacer to the wall before measuring to ensure the correct expansion gap is left. After scribing, cut the planks lengthwise using a handsaw or jigsaw.
- ▶ Remember to allow for the expansion gap. Carefully cut any excess with either a saw or a sharp utility knife. If needed a pull bar can be used to pull the plank of the last row into the corresponding profiles of the penultimate row.

6.35.8 Radiator Pipes

- ▶ Mark the centres of the holes on both the long and short sides using a carpenter's square and a pencil. Where the marks cross drill a pilot hole using a thin #6 or #8 drill bit.
- ▶ Further drill the hole with a spade bit wide enough to accommodate both the diameter of the pipe and the required expansion gap. Cut around as shown with a saw or sharp utility knife; (fig. 30).
- ▶ Install the floor plank. If necessary, put a bead of contact adhesive on the cut piece and replace. Insert a spacer directly behind the inserted piece to wedge it in place ensuring that the correct sized expansion gap has been left. Leave this in place until the adhesive has hardened. (fig. 31 adjacent)

6.35.9 Door Frames or Architraves

- ▶ When installing interlocking flooring around a door frame, or architrave cut into the door frame or architrave with a handsaw; using an off cut plank as a guide for the height and the amount to trim off the door frame (fig. 32 adjacent). Slide the cut piece under the door frame.

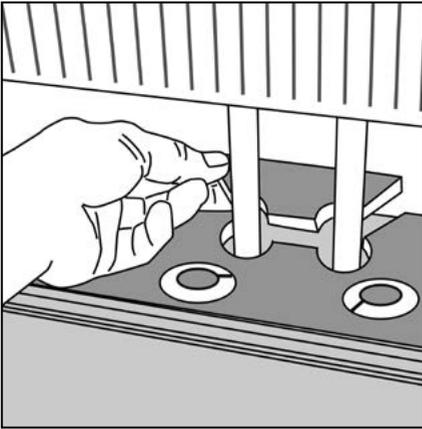


Figure 31 Radiator pipes

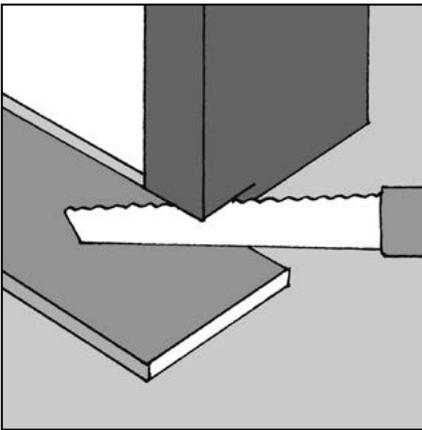


Figure 32 Door frames

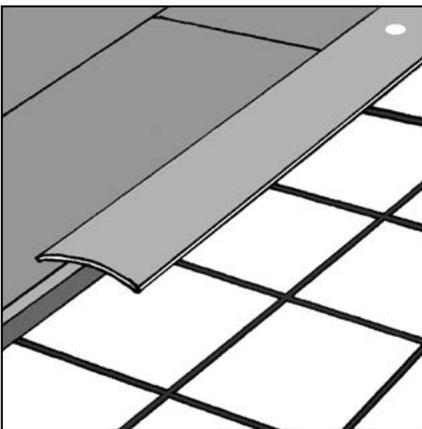


Figure 33 Threshold strip

6.35.10 Adjoining other floor coverings

- ▶ When adjoining other floor coverings, finish in the doorway. An appropriate expansion gap should be left between the interlocking flooring and the adjoining floor covering. This can be covered using a suitable threshold or diminishing strip (fig. 33).

6.35.11 Installing across multiple rooms

- ▶ If installing across multiple rooms; finish the interlocking flooring in the doorway on either side and allow a break between the two floors of between 8mm & 10mm. A suitable threshold strip can then be installed to cover the resultant gap. Place two small offcuts of the plank/tile back to back to gauge the correct gap size.

6.36 COMPLETION WORK

Interlocking plank systems are floating floors; they can be walked on straight away following installation.

- ▶ Remember to take out any offcuts or spacers you've used to gauge the expansion gap around the perimeter.
- ▶ Skirting boards, base boards, quadrants or scotia can be used to conceal the expansion gap, however they should be fitted directly to the wall or skirting board and never directly onto the surface of the plank or tile.
- ▶ Leave a small gap (min. 2mm) between the top surface of the tile or plank; and the underside of any scotia quadrant or skirting to allow the tile or plank to move naturally underneath.

NOTE Shades that illustrate heavily embossed surfaces will require a slightly larger gap between the surface of the plank and the underside of the skirting/scotia etc. to accommodate free movement into the expansion gap.

6.37 LOOSE LAY SAFETY VINYL SHEET

6.38 RECEIPT & STORAGE

- ▶ On receipt of rolls, check that colour references correspond to those ordered, that quantities are correct and that there is no damage.
- ▶ In particular, check that rolls are from one batch, if that was requested on the order.
- ▶ On arrival at site, the rolls should be safely secured, in an upright position and stored in accordance with the directions on the roll label at a minimum temperature of 18°C for at least 24 hours prior to installation.
- ▶ To achieve best results, site conditions should be as described in BS 8203 or prevailing local/national standards. A constant working temperature between 18°C and 27°C should be maintained for at least 48 hours prior to installation, during the installation and for 24 hours afterwards.

6.39 LOOSE LAY CONDITIONING

- ▶ Loose Lay safety vinyl sheet requires conditioning ahead of installation. Conditioning should be carried out in the same areas as the installation, to prevent thermally induced dimensional changes.
- ▶ Conditioning should ALWAYS take place in the area that is to receive the installation.
- ▶ The conditioning time should be increased to at least 48 hours where the sheet has been stored outside or stored/delivered at temperatures below 10°C.

6.40 PRIOR TO INSTALLATION WHERE UNDERFLOOR HEATING IS USED

KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

- ▶ The system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled throughout the entire installation process and for a minimum of 48 hours afterwards. Then slowly bring back up to the working temperature incrementally over several days.
- ▶ A maximum subfloor temperature of 27°C should never be exceeded.

6.41 PREPARATION OF WORK AREA

- ▶ The work area should now be prepared to receive the sheet flooring. Ensure that all other trades have completed their work and removed all their equipment and materials

6.42 LAYOUT OF LOOSE LAY VINYL SHEET

- ▶ The architect may have provided a drawing showing the direction in which the material should be laid. In this case, lay the sheet as directed.
- ▶ On installations where the architect has left this to the discretion of the flooring contractor; at the tender stage show in which direction the material will be laid and state that your estimate is based on this.
- ▶ If a joint is necessary always pay particular attention to where seams will fall, avoiding such occurrences as seams in the centre of doorways. If large windows are installed, minimise the effect of the joints by laying towards the window.

6.43 SLABBING THE SHEET

- ▶ Polyflor recommends that sheet flooring should be rolled out face upward, taking care not to damage the surface, and cut approximately to size.
- ▶ Allowance of at least 100mm should be made at the ends for trimming in, the slabs should then be left overnight for 24 hours, to condition at a consistent temperature range between 18°C and 27°C.

6.44 APPLICATION OF ADHESIVE TAPE

- ▶ Polysafe QuickLay double sided tape should be used at the perimeter of the room and at all seams.
- ▶ Ensure the tape is only peeled back once the product has been installed correctly and at all seams before grooving and welding.

6.45 FITTING THE FIRST LENGTH

- ▶ Place the first sheet in position next to the wall with the outer edge approximately 15mm from the nearest point.
- ▶ Adjust the lie of the sheet so that the inner edge is parallel with the axis of the room (fig. 34).

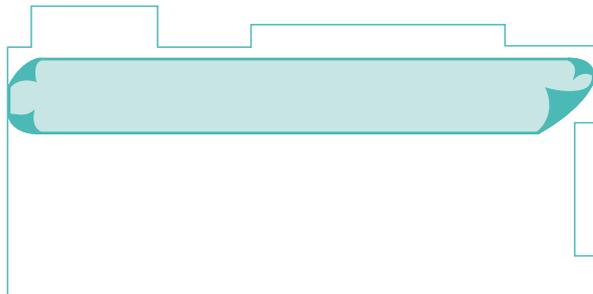


Figure 34 Lining up the first sheet

- ▶ Depending upon the depth of the recesses, either a bar scriber or a pair of scribers should be used to trace the profile of the wall. Set the scribers to allow for the deepest recess or rake of the wall.
- ▶ Holding the scribers vertically and square to the edge, trace the wall profile onto the face of the sheet (fig. 35).



Figure 35 Scribing the wall profile

- ▶ QuickLay double sided tape should be used at the perimeter of the room and at all seams, set 2mm away from the edge of the room (fig. 36).



Figure 36 Use double sided QuickLay tape

- ▶ With this method, all irregularities of the wall will be accurately reproduced onto the surface of the sheet. If, because of the colour or decoration, the scribed line is difficult to see, rub suitably contrasting chalk dust into the line to highlight it.
- ▶ Ease the sheet away from the wall and, using a hook blade trimming knife, cut off the excess material to the scribed line.
- ▶ Slide the sheet back against the wall and check the fit, making any minor adjustments as necessary.

KEY POINT
 Only Polysafe QuickLay tape should be used when laying QuickLay Sheet Flooring.

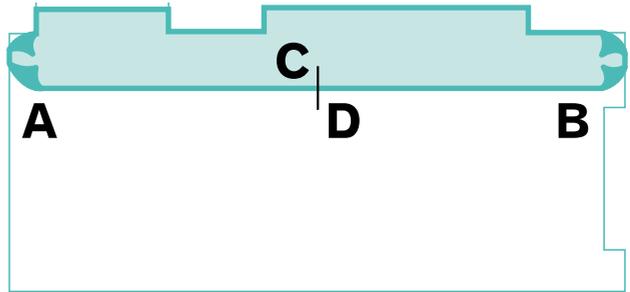


Figure 37 Lining up the first sheet

- ▶ When satisfied that the fit on the first edge is correct, use a pencil to trace the opposite edge onto the subfloor (line A-B in fig. 37).
- ▶ In the centre of the room, draw a line on both the sheet and subfloor square to the main axis of the sheet (line C-D in fig. 37).
- ▶ Keeping the inner edge of the sheet on line A-B, slide the sheet back to clear the wall at one end of the room.
- ▶ Set the scribers to the distance now between lines C and D (fig. 38)

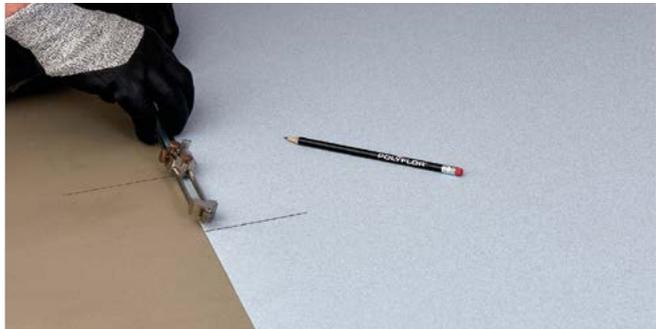


Figure 38 Scribing the wall profile

- ▶ Trace the end wall profile and cut to fit as described in preceding paragraphs. Repeat for the other end of the sheet.

6.46 CUTTING IN THE SEAMS

- ▶ Polyflor recommends that all vinyl sheet floor coverings are grooved and welded.
- ▶ Trimming off the Factory Edges of the sheet is a pre-requisite to successful welding
- ▶ Following installation fully weld all joints in accordance with the guidance offered in Section 9 of this Technical Information Manual.

6.47 PATTERN TEMPLATE METHOD

- ▶ Areas which call for a considerable amount of fitting around obstacles, or which are too confined to lay down a sheet for fitting by normal methods, can be dealt with by templating the floor in felt paper.
- ▶ Dry fit the area with felt paper, leaving a gap of 15mm to 20mm around obstructions and walls.
- ▶ Draw around the fittings using a compass set at 25mm. New Buildings consider coming to an agreement with the main contractor to fit fixtures such as WCs & sinks after the flooring has been laid.
- ▶ Mark the template 'This Side Up'.
- ▶ Place the sheet in a larger area with the face uppermost.
- ▶ Place the template on top; ensure the direction of decoration on the sheet is correct.
- ▶ Secure the template firmly in position and, with a pair of scribes set at 25mm, mark the position of all obstacles using the template as a guide.
- ▶ Using a sharp trimming knife, cut the sheet to the scribed lines and fit into position. NOTE Do not use the felt paper template as an underlay.

6.48 POST INSTALLATION

- ▶ Polysafe QuickLay can be trafficked immediately after it has been installed.
- ▶ Polysafe QuickLay can be installed earlier in the Construction programme than traditionally fully bonded floors; consideration should be given to adequately protecting against follow on Trades by covering with a suitable proprietary protective covering.



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COVERING THE WORLD