

# GENERAL INSTALLATION GUIDELINES

## CARPET TILES



COMMERCIAL

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CARPET TILES

## Storage & transport

The packaging of IVC Carpet Tiles will depend upon the selected product. For the correct packaging information we refer to the technical specifications, which can be found on the IVC Commercial website; [www.ivc-commercial.com](http://www.ivc-commercial.com). Each individual carton will display specific packing information; number of pieces, tile size and contents. Please note that the IVC Carpet Tiles should be stored and transported on a flat surface. Do not store the boxes in very cold (less than 2°C) or very warm (more than 28°C) or damp places. Pallets can be double stacked for transportation purposes only, long term and site storage must be individual pallets.

## Prior to installation

### Visual inspection

Please ensure the product is inspected and checked for damage, defect or variation prior to installation in adequate light conditions. Do not install any carpet tiles that display any imperfections. For defects that are visible prior to installation, IVC Commercial will never assume responsibility for the uplift & relay costs. Installation implies acceptance.

Quality, colour and dye lot are mentioned on each box (see example below). Pile direction, dye lot and colour are shown on the back of each carpet tile. Check that this information corresponds to those ordered, the quantities are correct and there is no visible damage to the boxes. We recommend that you always use materials from a single dye lot for each installation, as we cannot guarantee a shade match between different dye lots.

### Suitability

- For the installation of IVC Carpet Tiles the subfloor must be hard, flat, smooth, clean and dry, as well as being free from defects and fit for purpose.
- IVC Carpet Tiles are suitable for all types of raised access flooring according to EN12825
- IVC Carpet Tiles are only suitable for indoor installation.
- Seasonal ambient conditions: IVC Carpet Tiles is mainly designed for temperature controlled office spaces. Under all conditions, keep the temperature of the air and the floorcovering between 15°C and 28°C. Relative humidity of the ambient air should always be kept between 40% and 75% (ideally 65%). Avoid rapid temperature increases of more than 5°C per 12 hours.

## Composition, construction and quality of the subfloor

Knowledge of the composition and construction of the subfloor or base provides valuable information that allows you to correctly check the acceptable humidity, flatness, compressive and tensile strength of the subfloor. In addition, it tells you what type of floor preparation, levelling/smoothing compound, and possible moisture barrier you may need during the installation process. When there is ambiguity or doubt about the quality or composition of your subfloor, check your local installation standards and/or seek advice from your floor preparation, levelling compound manufacturer/supplier.

### National regulations & standards

- Site and installation conditions must always comply with the relevant national regulations and installation standards.
- In case the national standard or regulation conflicts with the manufacturer's recommendation, the most stringent of the two prevails.

## Subfloor preparation

### Irregularities in the subfloor

Good preparation is essential for trouble-free installation. The appearance of IVC Carpet Tiles will only be as good as the quality of the base over which it is installed. Subfloors should be prepared in accordance with national and European standards.

The subfloor must be hard, flat, smooth, clean and dry, as well as being free from defects and fit for purpose. When required, scrape off and remove old adhesives and loose laying levelling compound. Make sure the subfloor is flat and free from chemical substances and other contamination.

Wood substrates are required to be structurally sound, flat, dry and securely anchored. Uneven surfaces should be leveled by the application of 6mm thick plywood, which may require sealing to prevent absorption of the applied adhesive.

### The moisture content of the subfloor

- The moisture content of the subfloor must be in accordance with local or national standards for the installation of textile floor coverings.
- Unheated cementitious screeds less than 2.0CM% - 75% RH (UK)
- Underfloor heated cementitious screeds less than 1.8CM% - 75% RH (UK)
- Unheated anhydrite (calcium sulphate) screeds less than 0.5CM%
- Underfloor heated anhydrite (calcium sulphate) less than 0.3CM%

Direct-to-earth concrete and stone subfloors must have an effective Damp Proof Membrane (DPM) in accordance with the national standards for the installation of textile floor coverings. Follow manufacturer's detailed instructions for the installation of a surface applied DPM and the use of levelling compound. An overview of recommended manufacturers and suppliers can be provided by IVC Commercial.

The effectiveness of a surface applied DPM heavily depends on the type of product, the way of application and the site conditions. It is the responsibility of the installer to get the correct advice from the manufacturer of the DPM and to apply it in accordance with their recommendations.

### Important

Floor installation should not begin until the installer has assessed and approved the subfloor and installation conditions.

## Acclimatisation

IVC Carpet Tiles must acclimatize in the area of installation for at least 24 hours prior to installation. The space in which the IVC Carpet Tiles are to be installed must be maintained at an ambient temperature of at least 15 °C and maximum 28°C and at a relative humidity of at least 40% and less than 75% (ideally less than 65%).

Store the planks or tiles in straight piles away from heating, cooling or windows with direct intense sunlight. This is to achieve a gradual acclimatisation.

## Starting installation

### Temperature conditions during and after installation

The acclimatisation conditions must be respected before, during and after the installation to allow the adhesive to completely dry, which can take up to 72 hours. The substrate temperature must not be lower than 10 °C and must be at least 3 °C above the dew point of the ambient air.

### Underfloor heating

IVC Carpet Tiles can be used with traditional water-based underfloor heating systems (according to standard EN 1264 part 1 to 5). Wired electrical systems are not recommended unless the system is encased in a minimum of 9mm of suitable levelling compound. Direct contact with electrical wired heating systems must be avoided. The surface temperature must never exceed 27°C. If in doubt seek further advice.

The underfloor heating installation must be switched off at least 24 hours prior to, and during the installation of IVC Carpet Tiles.

72 hours after installation the underfloor heating must be gradually increased by increments of 5°C per day until it reaches the standard operating temperature conditions, with a maximum operating temperature of 27°C. For the suitability of the system please check the manufacturer's instructions.

### Underfloor cooling

IVC Carpet Tiles can also be installed over floor cooling systems. However, the supply temperature of the cooling water must not be reduced below the dew point temperature. Always keep the temperature of the subfloor at least 3 degrees above the dewpoint. Temperatures below the dew point will produce condensation and can therefore damage the adhesive and the floor covering.

## Installation methods

IVC Carpet Tiles can generally be installed with the following methods:

- Semi-looselaid on a tackifier/release adhesive (preferred option)
- Fully looselaid using Xtrafloor® flexlok adhesive tabs to fix the panels to one another.
- Fully adhered to the subfloor with a permanent adhesive
- Remark: IVC Commercial IVC Carpet Tiles is not designed for installation on stairs

For alternative installation methods, not included in this overview, always seek technical advice from IVC Commercial.

### Semi-looselaid on a tackifier/release adhesive (unlimited m²)

The IVC Carpet Tiles or planks are butted to one another with the correct firmness. Not too loose as it will allow gaps to appear. Neither too tight as the edges of the IVC Carpet Tiles will be compressed, causing the edges to buckle and become distorted. The whole area must be adhered with a recommended Tackifier, following the manufacturers recommendations.

Advantages of using tackifier/release adhesive:

- Using a tackifier/release adhesive will reduce the IVC Carpet Tiles sensitivity to movement on suspended subfloors and give greater resistance to wheeled furniture or rolling loads.
  - Easy to install and to remove
  - Fast installation (also in occupied environments)
  - Saves time and cost
  - Instant accessibility
  - Flexible: still easy access to the subfloor
  - Easy to repair
  - Removable and reusable, no damage to the subfloor

Note:

The backing of the floor covering may remain tacky upon removal. Care should be taken to protect the floorcovering from contamination of dust and debris prior to reinstallation. If required, an extra layer of tackifier/release adhesive (same brand and type) can be applied on top of the existing one.

### Fully looselaid on Xtrafloor® Flexlok tabs (limited m²)

You will create a floating floor that is interconnected. Place at least one tab under each corner so that the planks or tiles are fixed to one another on the reverse side. The IVC Carpet Tiles should be butted to one another with the correct firmness. Not too loose as it will allow gaps to appear. Neither too tight as the edges of the IVC Carpet Tiles will be compressed, causing the edges to buckle and become distorted. In certain circumstances the use of Xtrafloor® Loose lay tape (specially formulated doublesided) around the perimeter may be helpful to lock the installation into position.

Advantages of using Xtrafloor® Flexlok tabs

- Easy to install and to remove
  - Fast installation (also in occupied environments)
  - Saves time and cost
  - Instant accessibility
  - Flexible: still easy access to the subfloor
  - Easy to repair
  - Removable and reusable, no damage to the subfloor



Fully adhered with recommended dispersion adhesive (essential for NXT backing)

The IVC Carpet Tiles planks or tiles are laid without tension and continuously butted to one other and against the walls/plinths.

The whole area must be adhered with the recommended adhesive, following the manufacturers recommendations.

## Recommended adhesives

Please seek further advice approved adhesives by IVC Commercial for your country. Adhesive recommendations may differ by country or continent due to the composition of the adhesive, local climatic conditions and national installation regulations/standards.

For any exceptional conditions and/or the use of a NXT or Ecoflex Echo backing, which require specific adhesive selection, please contact the IVC Commercial Technical Service team.

## Installation step by step

### Recommended tools

- Tape measure
- Pencil
- Chalk line/laser line to ensure the installation starts/ remains straight
- Tackifier or adhesive and appropriate applicator: paint-roller for tackifier and trowel for adhesive (not required when using Xtrafloor® Flexlok tabs)
- Xtrafloor® Flexlok tabs where required
- Damp cloth to remove adhesive residue (not required when using Xtrafloor® Flexlok tabs)
- Utility knife
- Carpet glider
- Only required for NXT backing: roller minimum 50kg



### General

The most widely used set-out and easiest method is to start on a 100% straight line through the longest length of the area and subsequently work to the left and to the right. Define the preferred direction of installation of the IVC Carpet Tiles. Measure the space accurately in width and calculate a

proportionate distribution of the first and last row. Next mark a start line on the floor using a straight-edge and pencil or chalk line. You will install the first row along this line.

Never cut carpet over carpet, as this can result in over penetration of the blade and severed loops on the lower carpet.

- IVC Carpet Tiles can be installed in different laying patterns depending on the product. Before you begin the installation, please consult our technical specifications and/or packaging to determine the recommended instructions for the product being installed. The underside of the carpet tile contains an arrow which will help you with this. Besides the arrow, the underside contains other information as well (dye lot, colour,...). The most common installation patterns are displayed below:



Monolithic



Monolithic



Monolithic Stepping



Half-Lap



Quarter Turn



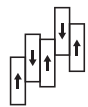
Brick Ashlar



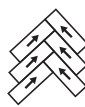
Brick Ashlar



Vertical Ashlar



Random



Herringbone



Multi-Directional

## Maintaining your floor

Appropriate maintenance procedures will help to preserve the appearance and will extend the life of a IVC Carpet Tiles floor. The frequency of maintenance will depend on the amount and type of traffic, degree of soiling, the floor colour and type.

Below we will give a short summary of the 5 key points to effective maintenance.

For full maintenance instructions and recommended products we refer you to [www.ivc-commercial.com](http://www.ivc-commercial.com).

### 1. Preventative measures

- Keeping dirt off the floor is easier and less expensive than removing it.
- Proper entrance walk-off material is able to remove large amounts of dry soil as well as absorb water or oil-based moisture.



- Prevention also means making the right choice of floorcovering and design/colour for the right area, e.g. avoid too dark or too light colours for high traffic areas near the entrance of a commercial building.
- Castor chairs must be equipped with hard wheels (type H) with a diameter of at least 50mm and a width of at least 20mm.



## 2. Vacuuming

Regular vacuuming is the most important part of a successful maintenance program to remove all grit, debris and other solid particles.

## 3. Spill and spot cleaning

Spills and spots are inevitable, but they don't have to be permanent. Remove a spill quickly and there is less chance of permanent staining. First try to blot the spill with a dry cloth/ kitchen towel, then use water. Only use detergents/cleaning products when the above is not sufficient to remove the spill/ stain. Use neutral pH detergents, e.g. from the product range of [www.james.eu](http://www.james.eu).

## 4. Periodic cleaning

- Periodic cleaning is a cost effective way to keep your carpet attractive and odour free in the period between two deep cleanings.

## 5. Deep cleaning

- Deep cleaning helps to retain the carpet's appearance by extracting soil and substances that can damage your carpet. IVC Commercial recommends hot water extraction or dry extraction as effective methods to give restorative deep cleaning results. For more information, please consult our full maintenance instructions on [www.ivc-commercial.com](http://www.ivc-commercial.com).



**Important part from the warranty:**

- When a maximum of 100m<sup>2</sup> has been installed it is essential that a proper evaluation is performed. If any product fault or manufacturing defects are discovered, IVC Commercial must be informed before installation proceeds, enabling IVC Commercial to take any necessary actions. Not following the installation guidelines may lead to expiration of the IVC Commercial guarantee. IVC Commercial shall not be held liable for errors and/or damage resulting from unprofessional installation. The guarantee shall only apply if the IVC Carpet Tiles has been installed and maintained correctly.
- Contact your representative / supplier for the complete warranty conditions.
- This document was issued on (see at the end of this document) and supercedes all previous versions, at the same time it is superceded as soon as a new version is published. For the latest version please always check [www.ivc-commercial.com](http://www.ivc-commercial.com). The original English version is always leading.
- In case of conflict between these installation instructions and the local technical standards/legislation, the most stringent of the two prevails.

IVC Group - 12/10/2023

