



# INSTALLATION GUIDELINES



TAPIBEL carpets have been produced according to strict quality control standards and will provide years of trouble-free service provided that it is correctly installed and maintained. So follow the instructions carefully.

Considering the large number of installation methods and other factors involved in fitting carpet in contract areas, this installation guide is only intended to provide guidelines. No liability can be accepted for loss or damage caused by the incorrect installation of Tapibel's qualities.

Specifically for carpet tiles, one of the key advantages is the ease and flexibility with which they can be installed or replaced. Installing carpet tiles moreover means savings in costs thanks to the smaller cutting loss by comparison with fitted carpets or other floor covering.



# General information

## 1. PACKAGING & INSPECTION

Upon receipt of your goods and prior to the installation work, we recommend you carefully check the packaging label on each box for product name, colour code and production batch. We recommend using tiles or rolls from the same batch in one and the same room or in larger open areas.

### Wall-to-wall

A standard roll of carpet will hold approx. 25,00 LM of material and depending on quality available in 4m and/or 5m width. Tapibel can cut full rolls to required split lengths or width to ease installation works on site.

Carpet rolls must be checked for possible damage caused during transport. Any damage must be declared on the delivery note. Although your order has passed the high standards of our quality control, we advise you to inspect the carpet (colour, design/pattern, dimensions, quantity, quality, etc) before fitting. It is important to report defects before cutting or fitting the carpet. Visible defects cannot be accepted after the carpet has been cut or fitted.

### Carpet tiles

A standard pallet will hold 200 m<sup>2</sup> of loop pile carpet tiles (40 boxes, 20 tiles = 5 m<sup>2</sup> per box) or 96 m<sup>2</sup> of cut pile carpet tiles (32 boxes, 12 tiles = 3 m<sup>2</sup> per box). Tiles with different shapes/sizes can influence the max load per box or pallet.

## 2. GENERAL PREPARATIONS

Tapibel flooring products should not be installed until all other work, such as decorating, has been completed.

The area of installation must be clean, fully enclosed, weather tight and heated to a minimum temperature of 18°C for 72 hours prior to installation, with a relative humidity level of +/- 60% RH during installation. Large changes in humidity may affect both the floor covering and the adhesive being used.

All carpet (tiles) and adhesive materials should be removed from their packaging and allowed to acclimatise in the rooms where they are to be installed, for at least 24 hours before installation commences.

### 3. SUBFLOOR

A thorough inspection of the subfloor is essential, as its quality significantly influences the result of the carpet installation. The subfloor must be **dry, clean, flat, evenly absorbent, sturdy and stable**. It should be free from dust, grease, oil, solvents, old coatings or adhesive residues, as these can compromise adhesion and may lead to moisture problems or mould formation beneath the floor covering.

Any residues of previous floor coverings must be completely removed. Irregularities, damaged areas or holes must be repaired using a suitable levelling compound of at least **3 mm thickness**, which must fully dry before installation continues.

Experience shows that **liquid adhesive removers** can negatively affect new adhesives and flooring materials and may void warranties. Removing existing linoleum or vinyl is recommended for best results.

The subfloor must comply with **national construction standards**, with a temperature between **10°C and 25°C**, and a moisture level not exceeding **5% (concrete protimeter test)**.

Carpet tiles require a **particularly even and stabilised** subfloor, as individual tiles can highlight minor height differences more visibly than broadloom carpet. Achieving a uniform, smooth surface helps ensure proper tile alignment and prevents telegraphing of subfloor imperfections.

Wall-to-wall carpet is more sensitive to **large area visual irregularities**, meaning that surface smoothness and uniform absorbency are especially important. Because the material covers the entire area in large continuous sections, any inconsistencies in flatness or surface texture may become visible after installation.

### 4. UNDERFLOOR HEATING

In a room with underfloor heating, the underfloor heating system must be switched off at least 24 hours before the carpet is installed. It can then be gradually brought back up to temperature ( $\pm 5^\circ \text{C/day}$ ), 48 hours after the carpet is installed. Always ensure that the heating circuit is completely waterproof. In order to prevent problems, it seems that the temperature at the underside of the floorcovering should never exceed  $27^\circ\text{C}$ .

## 5. CARPET PREPARATIONS FOR WALL-TO-WALL

Prior to installation, it is important to unpack and roll out the carpet in advance in the room where it will be installed. It is important to check the production details on the rolls to be certain that rolls from the same production batch are installed in the same room.

All lengths of carpet cut must be laid in the same direction to prevent shade variation. The pile direction can be easily checked by running a hand gently down the length of each section of carpet any sections laid in the opposite direction will feel different to the touch. This check is particularly important when installing cut rolls next to full rolls of carpet as the cut roll may not have been rolled in the same direction as a full roll due to cut section having been re-rolled by hand.



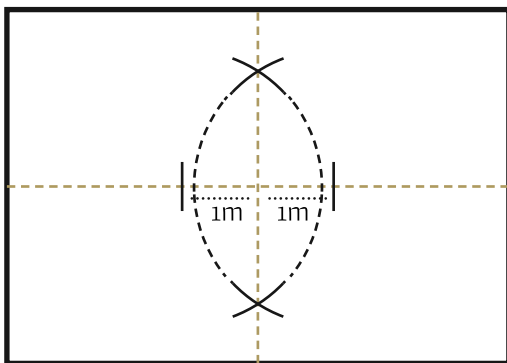


# Installation Carpet tiles

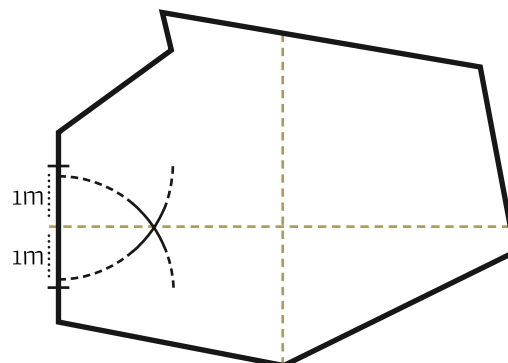
## 1. PLANNING & ADHESIVE

Plan the installation carefully. The correct starting point for setting out is the centre of the area to be tiled. It should be noted however that the final starting point for the installation might be offset from the centre line to ensure the correct size and balance of the side cuts. Draw a chalk line down the centre of the area or from a doorway. Find the centre point and draw a transverse line at a right angle to the first. Ideally, a complete tile is installed at the door opening.

Regular Areas



Irregular Areas

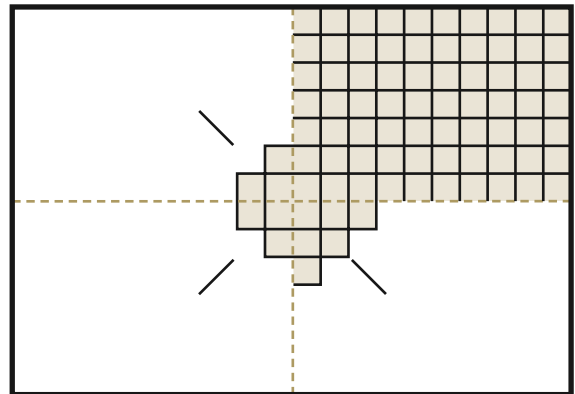
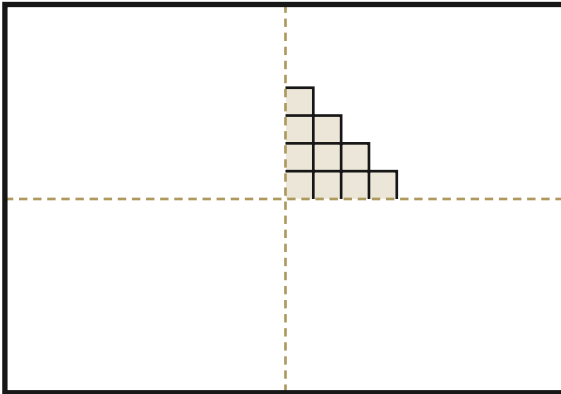


Tapibel recommends tiles are installed over a tackifier adhesive. The tackifier should be applied according to the adhesive manufacturer's recommendation. The tackifier should be allowed to dry (min. 30 minutes) to a clear tacky film before laying the tiles. Tiles should not be laid into wet tackifier as this will result in a permanent bond. UZIN U 1000 is ready to use, water-based and fluid tackifier which is frequently used for the install of Tapibel carpet tiles: <https://www.uzin.com/product/direct/235-uzin-u-1000/>

Where there are castor chairs, filing cabinets and other areas that undergo exceptionally heavy traffic, carpet tiles can be fully adhered using a permanent bond adhesive if required.

## 2. START POINT & PILE DIRECTION

The starting point for the installation should be as near to the centre of the room as possible. Starting at the intersection of the two datum lines the tiles are built up in a pyramid fashion using the step technique. It is important to ensure that the tiles are butted up tightly together, taking particular care to prevent the trapping of pile between adjacent tiles. The backing must fit closely, and the piles may not be squeezed. If the carpet tiles are pressed too tightly, lumps and warps can occur.



Having completed the first quadrant, the remaining quadrants can be completed. Growth should take place along an imaginary diagonal line.

An arrow on the backside of the tile indicates the pile direction and can be used to install the product in different ways. Always ensure that the carpet tiles are laid in the recommended direction for the product being installed. This information is available on the specification sheet for the product.

### Installation styles 50x50 tiles

Monolithic



Checkerboard



Brick

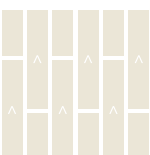


Ashlar



### Installation styles 20x100 planks

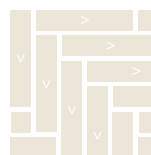
Half drop (Ashlar)



Variable drop



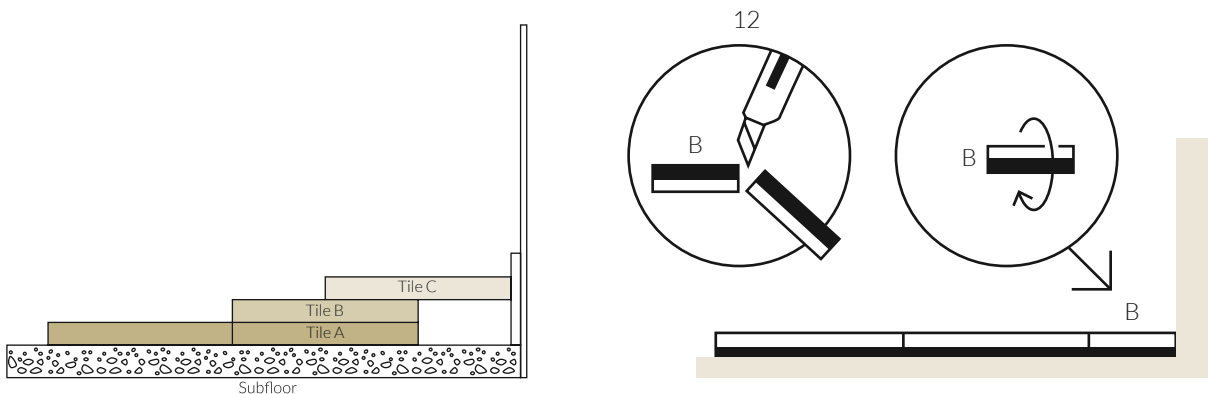
Herringbone (L-pattern)



### 3. CUTTING TILES

When the last full tile, A, has been fitted, a second tile, B, is placed directly on top. A third tile, C, is now placed face up on top of tile B but butting up tightly against the wall. A small incision is now made with a sharp knife on each side of tile B where tile C overlaps. Having removed tiles B and C, tile B is turned over and using a straight edge, the tile is cut from the back. The cut tile will fit exactly between tile A and the wall.

When installing carpet tiles on stairs the tiles are cut to fit each individual stair tread and riser and adhered with a permanent adhesive. We recommend using suitable stair edgings.



### 4. FLOOR PROTECTION

Make sure that the new floor covering is sufficiently protected (by film) if the room still has to be used by other workers. Do not place any furniture on the floor during the installation. Move heavy furniture on hardboard plates to prevent the carpet from getting damaged.





# Installation

## Wall-to-wall

### 1. LAYOUT PLAN

We advise to make a preliminary layout plan of the room. Measurements should never be taken from a plan without verification on site. It is the responsibility of the carpet fitter to submit a correct plan with detailed information about dimensions, the laying direction and the different carpet strips, taking into account any design/pattern report.

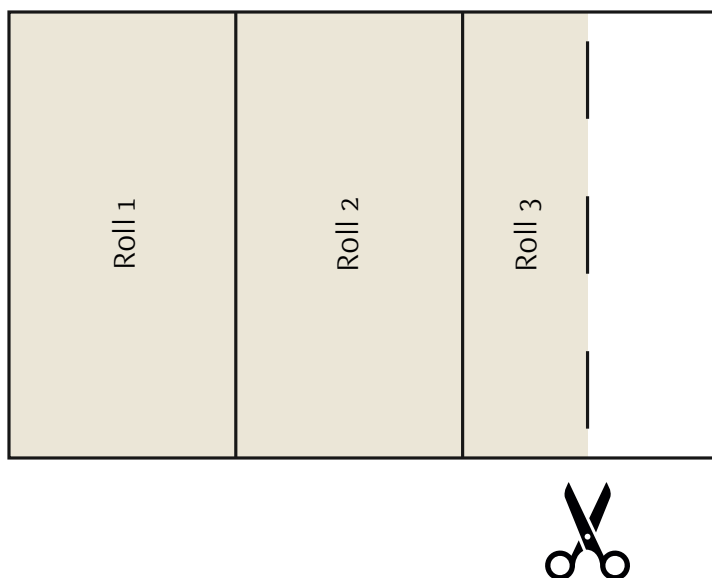
In case a patterned carpet with a larger design is installed, it is recommended that, wherever possible, the major design is centred within an area or doorway. Patterns should be held in permanent register throughout interconnected areas, including halls, landing, etc. If the pattern has a natural direction, it should relate to the major viewpoint, doorway or entrance to an area.

The pattern repeat information is available upon request via the Tapibel sales desk. Larger designs require more carpet; designs with a high degree of linearity (e.g. stripes) are not recommended as they can be a challenge to install and a slight design shift nearly always remains visible. Anyhow, a small pattern shift should be taken into account. The shift can occur after production or as a result of shrinkage due to changing atmospheric conditions and can mostly be corrected when fitting. The size of the area, the size and type of the pattern, the colour and the quality of the fitting will define to which extend the pattern shift will remain visible after installation. Installation of patterned carpet normally requires more time and expertise, and the quality of the pattern match relies to a very large extend on the installer's skills and capabilities.

Remember that you must provide sufficient carpet taking into account pattern repeat length & width, seams and other cutting losses. Please consider that the quoted dimensions are subject to both tolerance and ambient condition variations. Dimensions may be accurate when the material is leaving the factory but changes in atmospheric conditions during transport or storage prior to fitting may affect the dimensions.

With piece dyed qualities one should make sure that the sections of carpet be laid continuously along the outer edges of the carpet breadth, i.e. that no fitting sections have to be cut out of the centre of the width for fitting against the outer edges of full section widths.

Limit the number of seams as much as possible. We recommend that you avoid seams in places with a lot of traffic (doorways, entrances, etc) and if you cannot avoid it, we recommend seams in the same direction as the walking direction and not perpendicular to it.



## 2. INSTALLATION METHODS

Although there are different techniques for fitting carpet, they all have the purpose to secure the carpet and ensure that it is laid flat and at even tension. A correct tension ensures that the carpet will not be displaced by the movement of people or objects causing rippling. Tapibel does not accept any claims for shrinkage of the carpet unless it has been installed/secured in an appropriate manner or for carpet installed in areas subject to excessive moisture.

The selection of the carpet installation method depends on the installation itself, the carpet construction and the preference of the customer.

For tufted carpet with a secondary (action) backing, Tapibel recommends either a full adhesion installation or over an underlay ("double stick") for a more luxurious finish. An underlay also has a positive effect on wear and durability, and it will improve underfoot comfort and acoustical properties. Our tufted qualities can be adhered to a good subfloor without any problem. Tufted qualities are generally not suitable for stretching.

For rooms with floor heating systems, the only technique applied is full adhesion.

### 3. HOW TO LAY CARPET

Follow these simple instructions:

1. Cut the carpet to the required length plus 5cm before spreading the adhesive. Ensure to make allowance for pattern repeat where appropriate.
2. Lay the first piece lapping up the side and end walls.
3. Lay the next joining edge in the same way ensuring an overlap of 5cm on each seam. Proceed this way until the entire floor is covered.
4. Fold back the length of all pieces and, holding the trowel at an angle of 60°, spread the adhesive evenly to within 20cm of the seam over an area that can be covered within the open time.
5. Placing a straight edge along the centre of the overlap, cut through both pieces with a sharp knife and remove the surplus.
6. Lift the edges of both pieces, apply adhesive, lay the carpet and roll thoroughly with a carpet roller.
7. Cross joints in the material should be avoided at all costs but if this is inevitable the joint should be placed out of the main traffic area whenever possible.

### 4. STAIRS

#### General

Fitting carpet to stairs can be divided into three methods of application, namely:

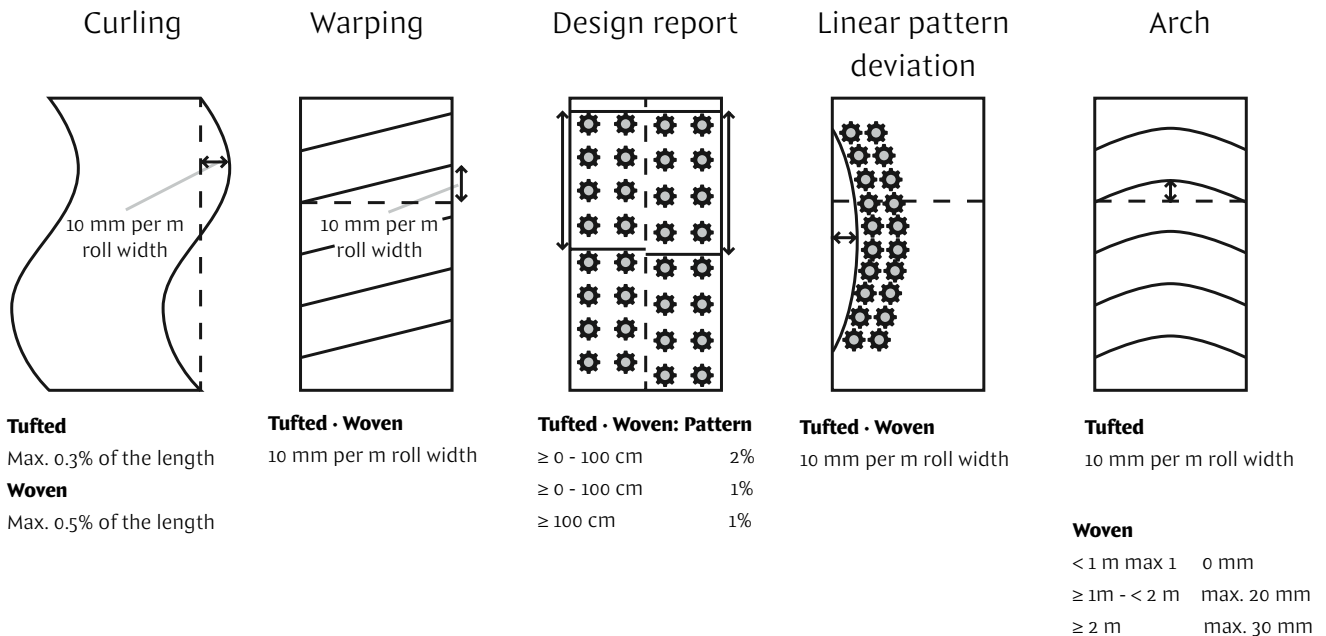
- Covering the stairs with carpet where the treads and the risers are completely covered in carpet and fully glued.
- Covering the stairs with carpet whereby nosing is fitted to the nose of the tread, and the tread and riser are fitted with carpet and fully glued.
- Fitting the stair carpet using the stretching method where the carpet is stretched over the tread and riser without a nosing section being used.

Before any of these methods can be applied it will be necessary to inspect and prepare the stairs following the instructions below. If the carpet is being fitted on stairs without tread nosing, with the tread and riser carpeting fitted without interruption, the rounding at the front or nosing of the tread should have a radius at least 2.5 cm. If a hollow angle is used in the corner between the tread and the riser, the hollow angle should also have a minimum radius of 2.5 cm. If tread nosing is present, the front of the tread should have the same shape as the inside of the nosing section. This is absolutely essential for ensuring a good connection and obtaining firm adhesion of the nosing section on the tread. If any space exists between the

nosing section and the tread it is quite likely that cracks will form in the nosing section. The front of the nosing section should not be glued.

## Tolerances

Regardless of woven or tufted carpet, following industry standards are applicable:



It is assumed that an experienced fitter should be able to install the carpet properly in order to achieve an installation with patterns matched and straight. The carpet should be fully laid out in the area to be carpeted and checked to determine if any bowing or other issues are present before proceeding with the fitting of the carpet. If there is any doubt as to the ability of the carpet installer to fit the carpet, the work should be stopped immediately and Tapibel should be contacted immediately. Once the carpet has been installed, no claims for bowing, pattern repeat, linear pattern distortion, skewing or arcing will be honoured.

## Conditions

### For carpet tiles

A maximum of 100 m<sup>2</sup> may be installed in advance for assessment. Tapibel must be informed in case of issues.

### For wall-to-wall

Freshly unrolled carpet will sometimes, for no apparent reason, give the appearance of being banded or streaked. This effect will normally disappear with usage. All cut pile carpets especially plain grounds are reliable to shading, which is to show dark and light patches arising from unequal crushing of the pile surface. Shading is inherent in all cut pile fabrics, and no claims will be accepted for complaints arising from any of these effects.

A maximum of 100 m<sup>2</sup> may be installed in advance for each installation for assessment purposes. If a party concerned, they should report any deviation from the original specifications and / or a production error is detected, Tapibel must be informed before proceeding with the further installation of the carpet.

The Tapibel guarantee may be invalidated if the installation instructions are not followed. Tapibel shall not be held liable for errors resulting from unprofessional installation. The guarantee shall apply only if the carpet (tiles) are used under normal circumstances and have been subject to the correct installation and maintenance.



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Your carpet, our tradition