

We thank you very much for choosing Belgotex EarthWerks® Hardwood Flooring. We sincerely hope your new environment will bring you the warmth, comfort, and beauty that only genuine wood can provide. We make every effort to insure that the finest hardwoods are used to create our wood planks, that the natural characteristics of the wood is preserved and that our UV Oil finish provides the protection needed to help preserve the look of your EarthWerks® Hardwood Flooring for years of admiration and enjoyment.

Hardwood flooring is a product of nature, which is characterized by distinctive natural variations in grain and colour and are not considered flaws. This hardwood flooring is manufactured in accordance with accepted industry standards, which permit a grading defect tolerance not to exceed 5%. The defects may be of a manufacturing or natural type. Careful consideration should also be given to the environmental factors that may affect the flooring.

GENERAL INFORMATION

Customer/Installer Responsibility

- The customer/installer assumes all responsibility for final inspection of product quality. This inspection of all flooring should be done before installation. Carefully examine the flooring for colour, factory finish, grade, and quality before installing it. Do not install (or cut off) pieces with glaring defects whatever the cause. If material is not acceptable, contact your retailer immediately before installation. Installation implies acceptance. No warranty will be offered for material with visible defects once the product is installed.
- Before beginning the installation of any hardwood flooring product, the installer must determine that the environment of the job site and the condition and type of the subfloor involved is acceptable.
- Belgotex declines any responsibility for job failure resulting from or associated with inappropriate or improperly prepared subfloors or job site environment deficiencies.
- The use of stain, filler, or putty stick for the correction of defects, small cracks, or face nail holes during installation should be accepted as normal procedure.
- When ordering, 5-10% must be added to the actual square meterage needed for grading and cutting allowances.

Job Site Inspection and Acclimatisation

- In new construction, hardwood flooring should be one of the last items installed. All work involving water or potential ground debris (plumbing, dry wall, etc.) should be completed prior to wood flooring being installed
- Flooring should not be delivered until the building has been closed in and cement work, plastering, painting, and other materials, are completely dry. New concrete and plaster should be cured and at least 60 to 90 days old.
- Check basements and under floor crawl space to be sure that they are dry and well ventilated to avoid damage caused by moisture. Crawl spaces must have a black polyurethane film as a moisture barrier.
- All concrete subfloors/slabs should be tested for moisture and the moisture content should not exceed 70% RH. All tests should be performed as per NZS AS1884:2013.
- Flooring should be at the job site at least 48 hours prior to installation for acclimatisation purposes.
- Handle with care. Do not stand on ends. Store flooring in a dry place, being sure to provide at least a 10cm air space under and around cartons.
- Do not store directly upon on grade concrete or next to outside walls. Cartons should be placed in the installation area.
- Engineered flooring should not be installed in bathrooms, laundries or other high moisture areas.
- Heating and air conditioning systems should be fully operating, maintaining a consistent room temperature at 15°-22°C and a constant relative humidity of 45-60% for a minimum of 5 days prior to installation of any flooring product.
- Underfloor Heating. Plantation Engineered Flooring can be installed over Radiant Heat systems. Underfloor heating systems must be fully operational and run for a period of no less than 21 days prior to installation. The heating system must be turned off 24hrs prior to installation to allow the subfloor to cool. Please ensure that start up protocols are followed as per underfloor heating supplier's recommendations. Please contact your distributor/supplier for further information.

PREPARATION

General

Measure the area to be installed and define the installation direction. It is recommended to install the length direction of the planks perpendicular to the main light source. The board width of last row shall not be less than 50mm, if so, adjust the width of the first row to be installed. When measuring, take the expansion gap at perimeter into account.

Subfloor

- For both glue down and floating methods of installation please ensure that existing subfloor is structurally sound. Engineered flooring is to be laid as an overlay and can be laid over both timber and concrete sub floors.
- Flat: Measure always with a vertical positioned floor plank or a straight edge. Unevenness greater than 2mm over 1m must be levelled. The same applies to any unevenness of more than 1mm over a length of 20cm. Use a Gilt Edge recommended self-levelling product to level your subfloor.
- Firm and Clean: Cross check old wooden floors, nail or screw to eliminate squeaking.
- Floating Flooring. Engineered flooring can be installed over virtually any sound, flat surface including existing vinyl, tiles, wood, cork or concrete. However for the best result is recommended to uplift all existing floor coverings. Floating flooring should not be laid over existing carpet or carpet underlay
- For wooden subfloor installation, there should be no signs of mould or moisture in the subfloor.
- For glue down installation, any existing floor covering must be removed entirely.
- Timber Subfloors - all timber subfloors need to be adequately ventilated and consideration should be given to ground moisture conditions. For further information contact your distributor/supplier for further information.
- Concrete Sub Floors - all concrete subfloors /slabs should be tested for moisture and the moisture content should not exceed 70% RH. All tests should be performed as per NZS AS1884:2013 However, we highly recommend that all concrete floors are treated with a moisture barrier at the time of installation, as a matter of best practice.

Underfloor Heating

Max allowed temperature at subfloor is 27°C. Please note that normal loose carpets insulate i.e. increase the floor surface temperature about 2°C.

Note: Follow the heating regulation recommendations given by the heating system supplier.

FLOATING INSTALLATION

Important: The flooring should be installed from several cartons at the same time to insure proper colour, grain, and shade mix. When installed using the floating installation method, we recommend installing a Gilt Edge Industries recommended quality underlay.

The floor must be able to move freely – do not connect or install tight to any construction part. Rooms with off square areas like for example L-, F-, T-, or U- shapes, please separate the areas with an expansion joint and or something of a similar construction or method to allow the expansion or contraction of the timber. For transitional profiles, including expansion joints, please contact Gilt Edge Industries.

Step 1: GETTING STARTED

Important: The flooring should be installed from several cartons at the same time to insure proper colour, grain, and shade mix.

Before starting, first measure the width of the room, and then divide the room's width by the width of the plank. If this means that the last row of planks will be narrower than 50mm, then you will need to cut the first row of planks to make it narrower. Cut in such a way that both rows of planks (the first and last to be installed in the room) will have the same approximate width for an overall continuous look. See installing the last row.

Note: To cut the boards, always saw with the teeth cutting down into the face or top of the board. Cutting from the top down helps protect the surface.

- Ensure Floor is sweep or vacuumed clean.
- Install underlay ensuring all joints are taped. Ensure appropriate underlay is used. Consideration should also be given to using an underlay that incorporates a vapour barrier or membrane. For further information on underlays please contact Gilt Edge Industries.



- The planks install easily without glue. Simply attach the tongue on one plank to the groove side on another plank and the planks will lock snugly together.



- Begin the installation of the planks in the left hand corner of the room with the long direction parallel to the incoming sunlight source or to the longest wall of the room (if this is possible). Be sure to install the first row of boards with the tongue side facing the wall (remove tongue facing wall so as not to compromise expansion).

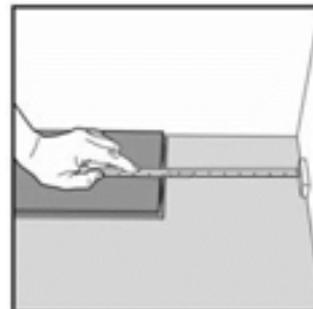
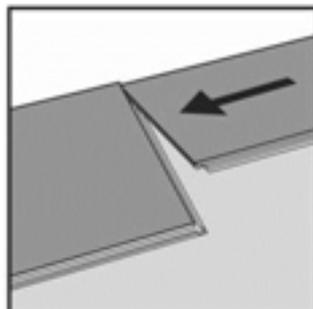
Note: Slightly bowed boards can be installed and are not considered defective.

- Use 10-12mm expansion spacers (depending on the thickness of the flooring) to provide a gap for the seasonal expansion of the flooring along the walls of the entire room. Always place expansion spacers against the wall where the two boards meet. This will make maintaining a good square easier.

Note: Larger rooms require additional expansion space. Add 1.6mm to the width of the spacers for every metre the room extends beyond 7.5 meters. Dimensions exceeding 12 metres require the use of a t-moulding for expansion.

Step 2: POSITION THE FIRST ROW

- Begin installing the first row by laying a plank flat over the underlayment.
- With the tongue side facing the wall, align the end of the second plank with the first and lock the end joints together by pushing it straight down on top of the first plank.
- Lock the ends of the planks together until the first row is finished. Cut the last board in the row to the necessary length.
- If the leftover plank is 400mm or longer, use it to begin the next row, or use a shorter length board from the box.
- If the starting wall is not square, it will be necessary to scribe the first row to match the wall, allowing the opposite side of the row to present a true square base for the rest of the floor. When the first row is complete, you must have a straight, even base established.



Step 3: INSTALLING THE REST OF THE FLOOR

- Always stagger 400mm between the end joints of adjacent plank rows. The end joints should not repeat visually across the installed floor, and "H" patterns should be avoided.



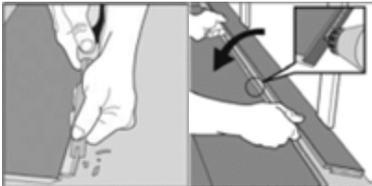
- After installing the first row of planks, line up the first plank of the second row so the outside end is even with the outside end of the first plank of the first row.
- Lock the long side of the second row plank onto the plank on the first row. To do this, insert the tongue of the second plank into the groove on the first plank while holding the plank at a 45 degree angle from the floor. Press the second plank down flat and the tongue will lock firmly into place.



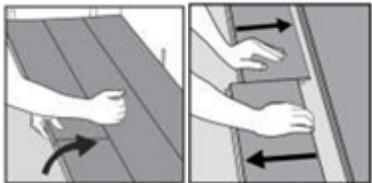
- After locking in place, lay the remaining planks in the row by first locking the long side in place and then tapping the end of the plank to slide firmly into place at its end.
- The planks cannot be forced together. If they are not lying flat, then they will not align properly during locking. If this occurs, begin again ensuring the edges of both planks meet evenly while applying equal pressure while rotating the plank.
- Once the third row has been clicked into place, check for a tight fit on sides and ends and that the spacers are in place.
- To install the rest of the flooring, continue placing the boards from left:



- Under doorjamb or toe kicks of cabinets there is not enough clearance to achieve the 45 degree angle necessary to engage the sides. The tongue portion of the sides should be cut away using a wood chisel and the boards glued together using high quality cross-linking PVA glue from Gilt Edge Industries. Remove any excess glue with a damp cloth.



- To disengage the planks, lift the long side to a 45 degree angle and remove. Slide the ends in opposite directions to disengage. Do not pull upwards to disengage the short ends so as not to break them.



Step 4: INSTALLING THE LAST ROW

- Most often, the entire length of the last row will need to be cut so that it is narrow enough to fit the remaining space. When this occurs, follow this simple procedure:
 1. Lay a row of boards with the tongue toward the wall, directly on top of the last row installed.
 2. Take a full width scrap piece of the product that is being installed with the face down and the tongue side against the wall. Use spacers against the wall to ensure the proper expansion gap is maintained.

3. Draw a line along the row moving down the wall. The resulting line gives the proper width for the last row which, when cut, can then be wedged into place using the pull bar.

Step 5: FINISHING THE FLOOR

- The use of putty to cover small cracks or face nails holes should be considered normal in hardwood flooring installations.
- When the installation is complete ensure the expansion spacers are removed and the expansion gap is covered with the appropriate moulding or trims.
- Vacuum the floor thoroughly using the soft brush attachment or dust mop to remove any dirt and debris.
- If the floor is to be covered, do not use plastic, use a breathable material such as cardboard or craft paper.
- Damp mopping, cleaning, furniture or heavy objects can be put back into place immediately after installation.

GLUE DOWN INSTALLATION

APPROVED SUB FLOOR

The flooring can be glued directly to a concrete subfloor. Apply a liquid based moisture vapour barrier coating to the subfloor. On concrete subfloors, use only a concrete moisture sealer system that is specifically designed for moisture suppression and adhesive bonding properties e.g. Bostick Moisture Seal or Uzin PE480. The subfloor must be permanently dry and protected against moisture. All engineered products, when installed using the glue down method, can be installed on grade or above grade. However, the following instructions must be followed.

Step 1: GETTING STARTED

Important: The flooring should be installed from several cartons at the same time to insure proper colour, grain, and shade mix.

Before starting, first measure the width of the room, and then divide the room's width by the width of the plank. If this means that the last row of planks will be narrower than 50mm, then you will need to cut the first row of planks to make it narrower. Cut in such a way that both rows of planks (the first and last to be installed in the room) will have the same approximate width for an overall continuous look.

Note: To cut the boards, always saw with the teeth cutting down into the face or top of the board. Cutting from the top down helps protect the surface.

- The planks install easily without glue. Simply attach the tongue on one plank to the groove side on another plank and the planks will lock snugly together.
- Begin the installation of the planks in the left hand corner of the room with the long direction parallel to the incoming sunlight source or to the longest wall of the room (if this is possible). Be sure to install the first row of boards with the tongue side facing the wall.

Note: Slightly bowed boards can be installed and are not considered defective.

- Use 10-12mm expansion spacers (depending on the thickness of the flooring) to provide a gap for the seasonal expansion of the flooring along the walls of the entire room. Always place expansion spacers against the wall where the two boards meet. This will make maintaining a good square easier.

Note: Larger rooms require additional expansion space. Add 1.6mm to the width of the spacers for every metre the room extends beyond 7.5 meters. Dimensions exceeding 12 metres require the use of a t-moulding for expansion.

Step 2: SPREADING THE ADHESIVE

- Ensure adhesive is applied as per the adhesive manufacturer's recommendations.

(Colder temperatures or high humidity will extend times and warmer temperatures or low humidity will shorten times.)

- Do not install the flooring after adhesive dries. Test by touching adhesive. If it is not readily transferred to finger, adhesive is already dried. If adhesive has dried, remove adhesive and apply new material. Periodically check flooring to confirm 100% adhesive transfer. We suggest that within one hour of setting wood, weigh down the floor with 20kg sand bags to promote good contact with the adhesive.
- It is also essential to refer to the technical data sheet for the adhesive product that you are using for any additional information.

Step 3: POSITION THE FIRST ROW

- At the starting wall measure a distance equal to the plank width of the first line of boards, and then snap a chalk line across the two marks parallel to the starting wall. Measure from both ends of the chalk line to the opposing wall. Check floor is running in line with the opposing wall. Care should be taken to centre floor if necessary.
- For wooden sub floors: If you are working on a wood type sub floor, use small finishing nails to hold the first row in place. Fill nail holes with filler to blend with your flooring.
- For concrete sub floors: If you are working on a concrete sub floor, take a piece of board and using concrete nails, nail the board onto the dry side of your chalk line.

This will hold your first row of starter boards in place. The area between the chalk line and the wall is the working area and will be the last to be installed.

- After the adhesive has been spread following Step 2, begin installing the first row by laying a plank flat over the adhesive. Install the piece of flooring with the groove towards you and the tongue facing the opposite wall. Line up the groove of the flooring with the chalk line, then press the flooring into the adhesive. Begin installing the first row by laying a plank flat over the adhesive.
- With the tongue side facing the wall, align the end of the second plank with the first and lock the end joints together by pushing it straight down on top of the first plank.
- Working from left to right, lay the next board and continue working towards the right until you need to cut a piece to complete the first row. Measure the size you need to lock the ends of the planks together until the first row is finished.
- Cut the last board in the row to the necessary length. If the leftover plank is 30cm or longer, use it to begin the next row, or use a shorter length board from the box.
- If the starting wall is out of square, it will be necessary to scribe the first row to match the wall, allowing the opposite side of the row to present a true square base for the rest of the floor. When the first row is complete, you must have a straight, even base established.

Step 4: INSTALLING THE REST OF THE FLOOR

- Always stagger 30cm between end joints of adjacent plank rows. The end joints should not repeat visually across the installed floor, and "H" patterns should be avoided.
- After installing the first row of planks, line up the first plank of the second row so the outside end is even with the outside end of the first plank of the first row.
- Lock the long side of the second row plank onto the plank on the first row. To do this, insert the tongue of the second plank into the groove on the first plank while holding the plank at a 45 degree angle from the floor. Press the second plank down flat and the tongue will lock firmly into place.
- After locking in place, lay the remaining planks in the row by first locking the long side in place and then tapping the end of the plank to slide firmly into place at its end.
- The planks cannot be forced together. If they are not lying flat then they will not align properly during locking. If this occurs begin again insuring the edges of both planks meet evenly while applying equal pressure while rotating the plank.
- Remove and lift a plank periodically to make sure that there is 100% contact between the board and the hardwood flooring adhesive.
- Once the third row has been installed, check for a tight fit on sides and ends and that the spacers are in place.
- To install the rest of the flooring, continue spreading the adhesive (Step 2) and placing the boards from left to right, plank by plank, and row by row.
- Clean adhesive from the surface using turpentine. Urethane adhesive is difficult to remove when cured. Use clean towels to prevent haze and adhesive residue.

Step 5: INSTALLING THE LAST ROW

- Most often the entire length of the last row will need to be cut so that it is narrow enough to fit the remaining space. When this occurs, follow this simple procedure:
 1. Lay a row of boards with the tongue toward the wall, directly on top of the last row installed.
 2. Take a full width scrap piece of the product that is being installed with the face down and the tongue side against the wall. Use 10 or 12mm spacers against the wall to ensure the proper expansion space.
 3. Draw a line along the row moving down the wall. The line gives the proper width for the last row which, when cut, can then be wedged into place using the pull bar.
 4. Remove and lift a plank periodically to make sure that there is 100% contact between the board and the hardwood flooring adhesive.

Step 6: FINISHING THE FLOOR

- The use of putty to cover small cracks or face nails holes should be considered normal in hardwood flooring installations.
- Make sure when the installation is complete that the expansion spacers are removed and the expansion space is covered with the appropriate moulding or trim.
- Vacuum the floor thoroughly using the soft brush attachment or dust mop to remove any dirt and debris.
- If the floor is to be covered do not use plastic use a breathable material such as cardboard or craft paper.
- Damp mopping, cleaning, furniture or heavy objects can be put back into place 2 hours after installation

AFTER THE INSTALLATION

The Environment

At all times, the recommended room relative humidity (RH) of 40-60% and temperature of 18-24°C should be kept. If necessary, install a humidifier/dehumidifier to ensure the best climate for yourself, your furniture, and your floor.

Cleaning and Maintenance

- Use a damp cloth to blot up spills and spots as soon as they happen. For tough spots such as oil, paint, markers, lipstick, ink, tar or cigarette marks, use acetone/nail polish remover then wipe with a damp cloth. Always avoid allowing liquids to stand on your floor. The WOCA Spot Remover can be used to remove spots that cannot be cleaned using this method.
- Vacuum, (using the hard floor attachment not the beater bar), dust mop, or sweep the floor to minimize abrasive grit, debris, and dirt.
- Occasionally wipe the floor with a damp mop or cloth.
- Clean the floor with WOCA Natural Soap cleaner which is specially formulated for the finish.
- Periodically maintain the floor with the WOCA Oil Refresher.
- Do not use oil based, wax, and polish, strong ammoniated or abrasive cleaners, steel wool or scouring powder to clean the floor.
- It is recommended to clean the floor with approved WOCA cleaning products. Do not steam-mop, wet-mop or wash the floor with soap, water, oil soap detergent or any other liquid cleaning material. This could cause swelling warping, delamination and joint-line separation, and void the warranty.
- Do not use any type of buffing machine.

Floor Protection

Use quality area rugs and doormats by outdoor entrance areas to prevent dirt, sand, grit and other substances such as oil, asphalt or tarseal from being tracked onto your floor. The rugs must be made of a breathable material to prevent moisture entrapment.

- Sweep, dust, or vacuum the floor regularly to prevent accumulation of dirt or grit that can scratch or dull the floor finish.
- Use protective casters/caster cups or felt pads on the legs of furniture to prevent damage to the flooring. Use wide bearing leg bases, barrel type caster wheels, or rubber rollers to minimize indentations and scratches from heavy objects.

- As a rule of thumb, the heavier the object, the wider the floor protector should be. Make certain to keep them clean and well maintained.
- Do not use rubber or foam backed plastic mats as they may discolour the floor. To prevent slippage, use an approved vinyl rug underlayment.
- Maintain a normal indoor relative humidity level between 40-60% and a temperature of 18-24°C throughout the year, to minimize the natural expansion and contraction of wood.
- Heating Season (Dry): humidifier is recommended to prevent excess shrinkage due to low humidity levels. Wood stove and electric heat tends to create very dry conditions.
- Non-Heating Season (Wet): An air conditioner or dehumidifier or periodically turning on your heating system can maintain humidity during the summer months. Avoid excessive exposure to water during periods of inclement weather
- Avoid gouges or cuts in your floor from sharp objects, sharp or pointed objects can still damage it.
- Don't walk on your floor with stiletto-style heels, spiked shoes, or cleats; they may cause indentations in your floor.
- Keep pet's nails trimmed to minimize finish scratches. Rearrange area rugs and furniture periodically so the floor ages evenly.
- UV sunlight will soften the tone of different species of hardwood to varying degrees.
- Protect your floor from direct sunlight. Use curtains and UV resistant film on large glass doors and windows.
- Use a dolly when moving heavy furniture or appliances. But first, put down a sheet of 6mm plywood or Masonite to protect the floor and help prevent denting. Carpet or cardboard is not adequate to prevent surface compression scratches. Never try to slide or roll heavy objects across the floor to avoid denting.