

# Carpet Tile Installation Instructions

## Preparation

### 1. Storing the material

- Store the tiles on a flat surface and stack them in their original packaging.
- Do not stack more than 10 boxes.
- Before installation, allow the tiles to acclimatise in an enclosed space for 48 hours at a temperature above 15 °C but not exceeding 30 °C.

### 2. Site conditions

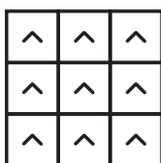
- The ambient temperature must be at least 15 °C, and relative humidity must not exceed 65%. The premises must be enclosed and covered.
- Ensure that the heating installation is fully watertight.
- The concrete must be structurally sound and dry. The result must comply with New Zealand Standards and regulations for construction. The moisture level in the floor screed must not exceed 5%.
- The subfloor must be clean, firm, plane, smooth, and dry. It must be prepared according to the Floor NZ Best Practice Guidelines for carpet installation and meet the requirements of AS/NZS 2455.1 and AS/NZS 2455.2.
- With screed or concrete sub floors, it is necessary to use a resurfacing or smoothing compound.
- The resurfaced base must not risk exposing the laid floor covering to rising moisture.
- In the case of a sub floor of vinyl tiles, Terrazzo marble, etc.: Remove surface chemicals. Correct the irregularities of the base surface with an appropriate smoothing compound.
- In the case of a base surface made of wood/fibreboard panels/reconstituted wood panels: If the floor is not even, it may be necessary before laying the tiles to install a panel of plywood or fibreboard, fixed at intervals of 1 m.
- In the case of raised floors: when laying the tiles it is recommended that the joints not be aligned with those of the floor modules. Be sure not to allow the preparation product to penetrate between the floor, which would make subsequent disassembly more difficult.
- In the case of underfloor heating: the temperature of the floor must not exceed 28°C. The heating must be turned off 48 hours before laying the tiles.

### 3. Adhesive and Fixing Method.

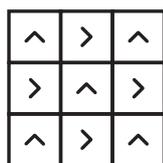
- Consult Gilt Edge Industries for their recommendations on adhesive and fixing method.
- Important: Failure to use the specified adhesive or follow the recommended fixing procedures may void the warranty and invalidate any claims.

### 4. Laying the tiles

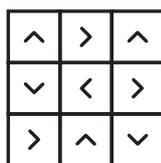
- Check the recommended laying direction on the Technical Specifications. Tiles must be installed only in the laying direction specified in the Technical Specifications.
- The pile direction is indicated by arrows on the back of each tile.
- All tiles must be installed following the defined laying direction (see diagrams below).



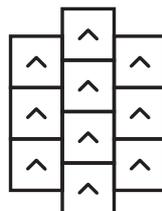
Monolithic



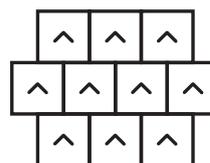
Quarter Turn



Non Directional



Ashlar



Brick

- Mark a reference line on the floor that is parallel to the longest wall. Using a square tool or the 3-4-5 method, establish a second reference line that is perfectly perpendicular to the first.
- Important: a well-planned tile layout enhances the overall appearance of the installation. Ensure there is balance at both ends of the room. Any trimmed tiles at the perimeter should be at least half a tile wide.
- Place the first tile at the intersection of the two reference lines and continue laying in a step formation, ensuring each tile remains square to adjacent tiles.
- Regularly check the alignment between tiles by running a finger along the tile edges.
- Make sure the tiles are fitted tightly edge to edge, applying only light pressure. Excessive force may create bumps or cause tiles to warp.
- When installing cut-pile carpet tiles, carefully lift and straighten the pile before positioning the tile to avoid trapping the pile at the joint.

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## 5. Post-installation

- Once an installation area is completed, the flooring must be protected from work carried out by other trades.
- Avoid moving heavy furniture across the covered areas until the entire surface is completed.

## Checklist

1. Store the tiles for 48 hours at a temperature above 15 °C but not exceeding 30 °C. Check that the tiles are the correct product and colour before installing them.
2. Check that the tiles prepared for the installation area come from the same batch. Do not accept any mixing of batches. Batch numbers are shown on the label of each box. Do not install tiles that show defects.
3. Follow Gilt Edge Industries recommendations for adhesive and fixing method.
4. Never begin installation from a full tile along a wall. Failure to install the tiles in a step formation may result in loss of squareness, causing partial joint openings that are not related to poor tile calibration. Be sure to follow these rules carefully.
5. Expansion joints: any tiles crossing an expansion joint must be cut along the joint and fixed by gluing on each side.
6. Cut pile carpet tiles: ensure that no pile is trapped between tiles. Lift the tile using a hooked blade to straighten any pinched fibres and restore a clean appearance to the joints.
7. Heating tests: after installation, avoid thermal shock caused by a sudden rise in temperature.
8. Responsibility: Belgotex declines all responsibility for any defects resulting from divergence from the methods described here.