

# The Special Carpet Company Ltd

## Carpet Tile Installation Manual

### Tools and Pre-Preparation:

You will need:

- A Stanley knife fitted with a new heavy duty blades
- A straight edge, cutting board and tape measure
- Pencil or chalk marker


We recommend that all carpet tiles be removed from the box and allowed to acclimatise for 24 hours to room temperature.

But before they are removed from their boxes please ensure all boxes carry the same colour batch number.

Also, individual tiles from the boxes must be mixed (to eliminate any possible box to box colour variations)

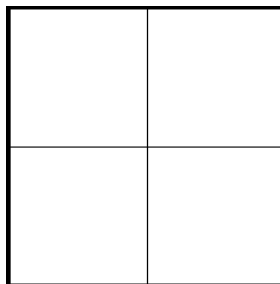
### Planning:

The first step in installing carpet tile is to establish whether the room is "square". A trapezoidal or parallelogram-shaped room will present no problems (until you get to the walls). A room that is off-square may

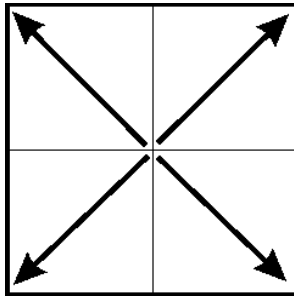
provide a tile pattern like this:  along the room walls unless you plan how the installation will finish up.

Determine the centre of your room. Measure each of your four walls and divide by two. Mark the centre of each wall.

Next, using a chalk line, snap a line from the centre mark of each wall to find the converging point at the centre of the room. The converging point will become the preliminary starting point for your trial carpet tile lay.

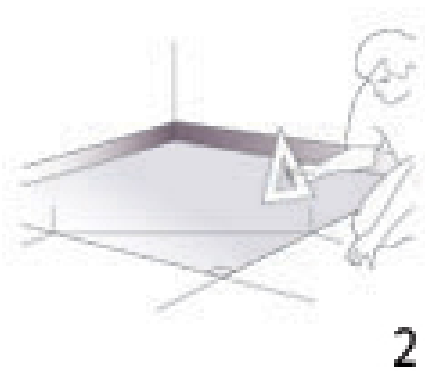


Now, measure from each centre line to the wall at various points along the line. Confirm that the measurements are similar. It is not uncommon for the measurements to vary by 1-2 inches, but if the measurements vary by 4-6 inches or more, you may want to measure your walls, again, and snap a new line. Next, as a second confirmation check. Measure from the centre point to each room corner to confirm that the measurements are similar.



This will confirm the proper starting point for your trial lay

Note. Another easy way of checking your right angle snap lines are correct is to construct a triangle with sides of 90cm, 120cm and a diagonal of 150cm (see fig 2)

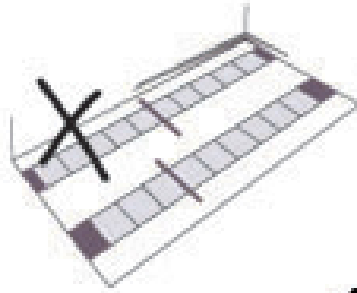


If you have an L-shaped room, you will need to subdivide the room into oblongs (see figure 3) and, for planning purposes, treat each oblong as a separate unit.



Proper planning should avoid trimming perimeter tiles more than half their width.

Carry out a trial lay along both lines (see figure 4), to ensure that the planning is correct. Lay the first tile into the right angle formed by the crossing lines, and continue to lay tiles along the main line up to the wall. If you find that this leaves you with a very narrow strip against the wall, you may have to re-plan the intersection of the guidelines.



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### Laying:

Using the re-planned chalk lines as your guide, begin laying the carpet tiles using the pyramid technique (Install one quadrant at a time) i.e. Place the first tile at the converging point of the two lines. Make sure the tile is located evenly on both lines. Realise : Minor variances will multiply significantly as you move outward toward the walls

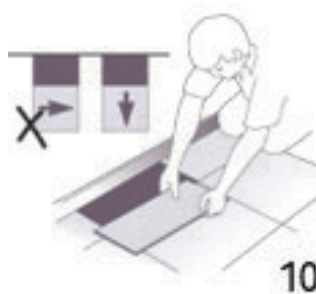


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Now continue the tiling by building up a pyramid shape (see figure 6). Continue to expand the pyramid outwards until you are less than one tile width from each wall. Where necessary, Use small pieces of a low-tack carpet tape (or anti plasticiser tape if you are tiling on a vinyl floor) to secure key tiles.

Ensure that each tile is butted tightly against its neighbour. When laying cut pile carpet tiles, be careful not to trap the pile between the edges of the tiles. The corners of the tiles should lie flat with seams lightly touching. Do not jam carpet tiles, instead use a seam roller to blend carpet seams. Note: Loop pile tiles may have some yarn blossoming at the edges which may require trimming

The arrows on the backs of the tiles (see figure 10) indicate the pile direction. For ranges designed to be laid in a conventional broadloom style the arrows must all point in the same direction to ensure a consistent finish. However, other ranges can be installed in a variety of ways to achieve pattern effects (e.g. quarter turn)



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All perimeter tiles must be anchored as firmly as possible.

You will have to cut the edge tiles to fit the space between the last row of full tiles and the wall. Turn the tile to be cut over (see figure 7), with the backing



facing upwards and the arrows going in the opposite direction. Place the upside-down tile against the wall and underneath the last full tile of the installation.

Using the edge of the full tile as a guide, draw a line across the tile to be cut (see figure 8). Remove the tile and score along the line with a Stanley knife and a straight edge. Then crack the tile from behind and cut through the top cloth. When cutting, always use a sharp blade and take precautions to cut safely.



Finally: Position the cut tile with the cut edge against the wall (see figure 9). Make sure that the arrow on the back is pointing in the same direction as the arrows on the other tiles.

