

# TECHNICAL INFORMATION MANUAL

Section six

## INSTALLATION OF LOOSE LAY VINYL



# INSTALLATION OF LOOSE LAY VINYL

A collection of adhesive-free floor coverings available in a variety of formats including sheet, plank and tile.

Replicating natural textures of wood & stone and abstract materials, the loose lay collections are designed to reduce installation time within both heavy commercial and residential situations.

SECTION	PRODUCT NAME	FORMAT	GAUGE	INSTALLATION
6.1	Secura Designatex Architex	Loose lay sheet	3.0mm	Adhesive-free
		Loose lay sheet	3.0mm	Adhesive-free
		Loose lay sheet	3.5mm	Adhesive-free
6.3	Polysafe QuickLay	Loose lay safety sheet	2.2mm	Adhesive-free

## 6.1 LOOSE LAY SHEET

- ▶ On receipt of rolls, check that colour references correspond to those ordered, that quantities are correct and that there is no damage.
- ▶ In particular, check that rolls are from one batch, if that was requested on the order.
- ▶ On arrival at site, the rolls should be safely secured, positioned and stored in accordance with the directions on the roll label at a minimum temperature of 18°C for at least 48 hours prior to installation.
- ▶ To achieve best results, site conditions should be as described in BS 8203 or prevailing local/national standards. A constant working temperature between 18°C and 27°C should be maintained for at least 48 hours prior to installation, during the installation and for 48 hours afterwards.

### 6.1.2 LOOSE LAY CONDITIONING

- ▶ Polyflor loose lay vinyl sheet requires conditioning ahead of installation. Conditioning should be carried out in the same areas as the installation, to prevent thermally induced dimensional changes.
- ▶ Conditioning should ALWAYS take place in the area that is to receive the installation.
- ▶ The conditioning time should be increased to at least 48 hours where the sheet has been stored outside or stored/delivered at temperatures below 10°C.

### 6.1.3 PRIOR TO INSTALLATION (UNDERFLOOR HEATING)

#### KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

On installations where underfloor heating is used:

- ▶ The system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled during the installation and for a minimum of 48 hours afterwards. Then slowly bring back up to the working temperature incrementally over several days.
- ▶ A maximum subfloor temperature of 27°C should never be exceeded.

### 6.1.4 PREPARATION OF WORK AREA

- ▶ The work area should now be prepared to receive the sheet flooring. Ensure that all other trades have completed their work and removed all their equipment and materials.

**KEY POINT**

Commencement of work is deemed by many as acceptance of the site conditions as suitable for laying floor coverings.

- ▶ Remove all debris and sweep or vacuum the whole floor area. Check the condition of the subfloor and make good as necessary.
- ▶ Stone or power grind any cementitious subfloor to remove any 'nibs' or ridges.
- ▶ Sweep or vacuum again prior to laying.
- ▶ If required by the contract, or if in doubt, check the moisture content of the subfloor and record the results and method used.
- ▶ Good lighting is essential.

**6.1.5 LAYOUT OF LOOSE LAY VINYL SHEET**

- ▶ Refer to Section 3.8 for information on alignment of decoration.
- ▶ The architect may have provided a drawing showing the direction in which the material should be laid. In this case, lay the sheet as directed.
- ▶ On installations where the architect has left this to the discretion of the flooring contractor; at the tender stage show in which direction the material will be laid and state that your estimate is based on this.
- ▶ If a joint is necessary always pay particular attention to where seams will fall, avoiding such occurrences as seams in the centre of doorways. If large windows are installed, minimise the effect of the joints by laying towards the window.
- ▶ For large areas over 20m<sup>2</sup> where a joint will be necessary or where rolling loads are likely, Polyflor recommend that the vinyl is fully adhered to the subfloor with a suitable tackifier release system from any one of the manufacturers listed on the Polyflor Approved Adhesive list.



Further information on fully bonded installation instructions can be found in Section three.

**6.1.6 SLABBING THE SHEET**

- ▶ Polyflor recommends that all Polyflor sheet flooring be rolled out face upward, taking care not to damage the surface, and cut approximately to size.
- ▶ Allowance of at least 75mm should be made at the ends for trimming in, the slabs should then be left overnight for 24 hours, to condition at a consistent temperature range between 18°C and 27°C.

**6.1.7 FITTING THE FIRST LENGTH**

- ▶ Place the first sheet in position next to the wall with the outer edge approximately 15mm from the nearest point.
- ▶ Adjust the lie of the sheet so that the inner edge is parallel with the axis of the room (Fig 1).

**KEY POINT**

A 2mm gap must be allowed around the perimeter of the room

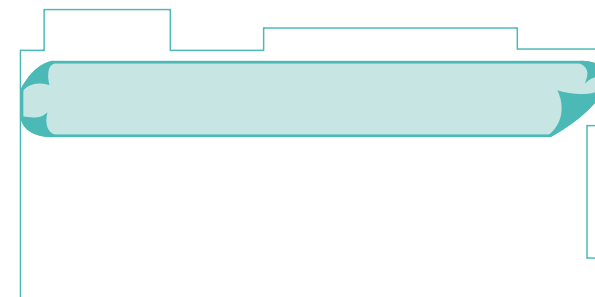


Figure 1 Lining up the first sheet

- ▶ Depending upon the depth of the recesses, either a bar scriber or a pair of scribers should be used to trace the profile of the wall. The scribers should be set to allow for the deepest recess or rake of the wall. The scribers should be set to allow for a 2mm expansion gap around the perimeter.
- ▶ Holding the scribers square to the edge, trace the wall profile onto the face of the sheet (Fig 2).

**KEY POINT**

Product laid into areas exceeding 20m<sup>2</sup> should be fixed down using a suitable tackifier release system. Wet Set permanent adhesives should be avoided.



Figure 2 Scribing the wall profile

- ▶ Care should be taken when using the wider widths of loose lay sheet (3m or 4m) not to fully fold the sheet over itself when fitting into recesses and against walls as this can lead to pressure marks that might not relax out following installation.
- ▶ With this method, all irregularities of the wall will be accurately reproduced onto the surface of the sheet. If, because of the colour or decoration, the scribed line is difficult to see, rub suitably contrasting chalk dust into the line to highlight it.
- ▶ Ease the sheet away from the wall and, using a hook blade trimming knife, cut off the excess material to the scribed line.

- ▶ Slide the sheet back against the wall and check the fit, making any minor adjustments as necessary.
- ▶ When satisfied that the fit on the first edge is correct, use a pencil to trace the opposite edge onto the subfloor (line A-B in Fig 3).
- ▶ In the centre of the room, draw a line on both the sheet and subfloor square to the main axis of the sheet (line C-D in Fig 3).
- ▶ Keeping the inner edge of the sheet on line A-B, slide the sheet back to clear the wall at one end of the room.

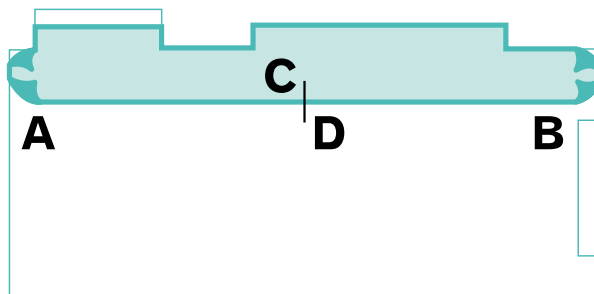


Figure 3 Marking the position

- ▶ Set the scribers to the distance now between lines C and D (Fig 4) allowing for a 2mm expansion gap.
- ▶ Trace the end wall profile and cut to fit as described in preceding paragraphs. Repeat for the other end of the sheet.



Figure 4 Scribing the wall profile

### 6.1.8 FITTING SUBSEQUENT LENGTHS

#### 6.1.8.1 Alignment of decoration

- ▶ This type of floor covering features a print layer with a regular, repeat decoration (e.g. wood plank). It is important that care is taken to align the pattern decoration of each adjacent sheet.

If in any doubt contact the [Polyflor Customer Technical Services Department \(CTSD\)](#) for further advice on +44 (0) 161 767 1912.

- ▶ The label and printed information on the backing of the sheet must be checked and the product reverse laid when instructed.

### 6.1.9 CUTTING IN THE SEAMS

Polyflor recommends that all loose laid vinyl sheet floor coverings are cold welded.

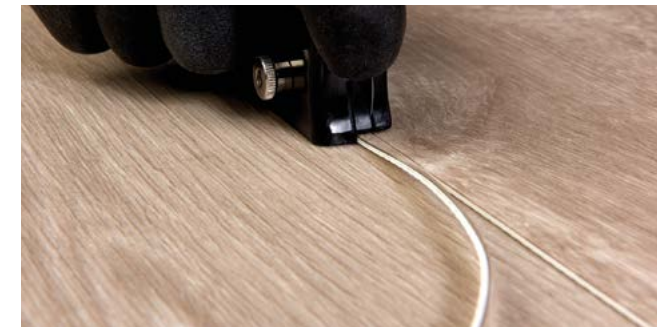


Figure 5 Cutting in the seams



Further information on seam cutting and cold welding can be found in Section ten.

### 6.1.10 PATTERN TEMPLATE METHOD

Areas which call for a considerable amount of fitting around obstacles, or which are too confined to lay down a sheet for fitting by normal methods, can be dealt with by templating the floor in felt paper.

For new buildings consider coming to an agreement with the main contractor to fit fixtures such as WCs and sinks **after** the vinyl has been laid.

- ▶ Dry fit the area with felt paper, leaving a gap of 15mm to 20mm around obstructions and walls.
- ▶ Draw around the fittings using a suitable measuring and marking device. Mark the template 'This Side Up'.
- ▶ Place the sheet in a larger area with the face uppermost. Place the template on top ensuring the direction of decoration is correct. Secure the template firmly in position and mark the position of all obstacles using the template as a guide.
- ▶ Using a sharp trimming knife, cut the sheet to the marked lines and fit into position.

Do not use the felt paper template as an underlay.

## 6.3 LOOSE LAY SAFETY VINYL SHEET

### 6.3.1 RECEIPT & STORAGE

- ▶ On receipt of rolls, check that colour references correspond to those ordered, that quantities are correct and that there is no damage.
- ▶ In particular, check that rolls are from one batch, if that was requested on the order.
- ▶ On arrival at site, the rolls should be safely secured, in an upright position and stored in accordance with the directions on the roll label at a minimum temperature of 18°C for at least 24 hours prior to installation.
- ▶ To achieve best results, site conditions should be as described in BS 8203 or prevailing local/national standards. A constant working temperature between 18°C and 27°C should be maintained for at least 48 hours prior to installation, during the installation and for 24 hours afterwards.

### 6.3.2 LOOSE LAY CONDITIONING

- ▶ Loose Lay safety vinyl sheet requires conditioning ahead of installation. Conditioning should be carried out in the same areas as the installation, to prevent thermally induced dimensional changes.
- ▶ Conditioning should ALWAYS take place in the area that is to receive the installation.
- ▶ The conditioning time should be increased to at least 48 hours where the sheet has been stored outside or stored/delivered at temperatures below 10°C.

### 6.3.4 PRIOR TO INSTALLATION WHERE UNDERFLOOR HEATING IS USED

#### KEY POINT

When underfloor heating is the only source of heat, alternative measures must be taken to meet all site condition requirements, as previously mentioned.

- ▶ The system should be fully tested and commissioned prior to the flooring installation commencing.
- ▶ Underfloor Heating systems should be switched off and be fully cooled for a minimum of 48 hours prior to the installation commencing. The system should remain off and fully cooled throughout the entire installation process and for a minimum of 48 hours afterwards. Then slowly bring back up to the working temperature incrementally over several days.
- ▶ A maximum subfloor temperature of 27°C should never be exceeded.

### 6.3.5 PREPARATION OF WORK AREA

- ▶ The work area should now be prepared to receive the sheet flooring. Ensure that all other trades have completed their work and removed all their equipment and materials.

### 6.3.6 LAYOUT OF LOOSE LAY VINYL SHEET

- ▶ The architect may have provided a drawing showing the direction in which the material should be laid. In this case, lay the sheet as directed.
- ▶ On installations where the architect has left this to the discretion of the flooring contractor; at the tender stage show in which direction the material will be laid and state that your estimate is based on this.
- ▶ If a joint is necessary always pay particular attention to where seams will fall, avoiding such occurrences as seams in the centre of doorways. If large windows are installed, minimise the effect of the joints by laying towards the window.

### 6.3.7 SLABBING THE SHEET

- ▶ Polyflor recommends that sheet flooring should be rolled out face upward, taking care not to damage the surface, and cut approximately to size.
- ▶ Allowance of at least 100mm should be made at the ends for trimming in, the slabs should then be left overnight for 24 hours, to condition at a consistent temperature range between 18°C and 27°C.

### 6.3.8 APPLICATION OF ADHESIVE TAPE

- ▶ Only Polyflor Quicklay recommended double sided tape should be used around the perimeter of the room; across doorways and at all seams.
- ▶ Ensure the tape is only peeled back once the product has been installed correctly and at all seams before grooving and welding.

### 6.3.9 FITTING THE FIRST LENGTH

- ▶ Place the first sheet in position next to the wall with the outer edge approximately 15mm from the nearest point.
- ▶ Adjust the lie of the sheet so that the inner edge is parallel with the axis of the room (Fig 10).

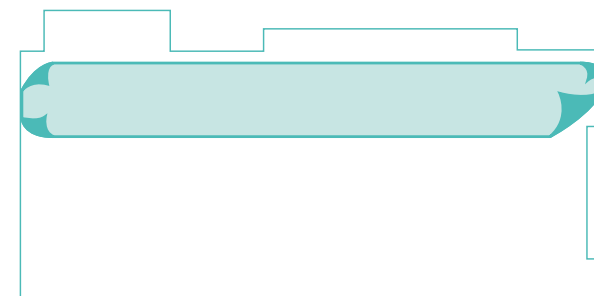


Figure 10 Lining up the first sheet

- ▶ Depending upon the depth of the recesses, either a bar scriber or a pair of scribers should be used to trace the profile of the wall. Set the scribers to allow for the deepest recess or rake of the wall.
- ▶ Holding the scribers vertically and square to the edge, trace the wall profile onto the face of the sheet (Fig 11).



Figure 11 Scribing the wall profile

- ▶ Only Polyflor Quicklay recommended double sided tape should be used at the perimeter of the room and at all seams; set 2mm away from the edge of the room (Fig 12).



Figure 12 Use double sided Polyflor recommended tape

- ▶ With this method, all irregularities of the wall will be accurately reproduced onto the surface of the sheet. If, because of the colour or decoration, the scribed line is difficult to see, rub suitably contrasting chalk dust into the line to highlight it.
- ▶ Ease the sheet away from the wall and, using a hook blade trimming knife, cut off the excess material to the scribed line.
- ▶ Slide the sheet back against the wall and check the fit, making any minor adjustments as necessary.

**KEY POINT**  
Only Quicklay tape should be used when laying Quicklay sheet flooring

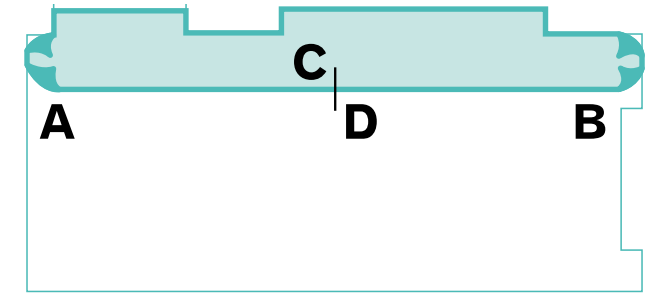


Figure 13 Lining up the first sheet

- ▶ When satisfied that the fit on the first edge is correct, use a pencil to trace the opposite edge onto the subfloor (line A-B in Fig 13).
- ▶ In the centre of the room, draw a line on both the sheet and subfloor square to the main axis of the sheet (line C-D in Fig 13).
- ▶ Keeping the inner edge of the sheet on line A-B, slide the sheet back to clear the wall at one end of the room.
- ▶ Set the scribers to the distance now between lines C and D (Fig 14)

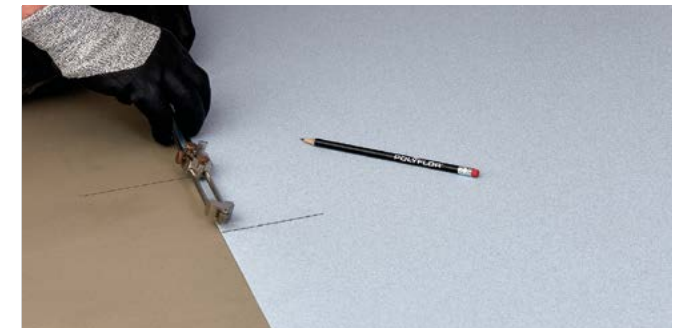


Figure 14 Scribing the wall profile

- ▶ Trace the end wall profile and cut to fit as described in preceding paragraphs. Repeat for the other end of the sheet.

### 6.3.10 CUTTING IN THE SEAMS

- ▶ Polyflor recommends that all vinyl sheet floor coverings are grooved and welded.
- ▶ Trimming off the Factory Edges of the sheet is a pre-requisite to successful welding
- ▶ Following installation fully weld all joints in accordance with the guidance offered in Section 10 of this Technical Information Manual.

### 6.3.11 PATTERN TEMPLATE METHOD

- ▶ Areas which call for a considerable amount of fitting around obstacles, or which are too confined to lay down a sheet for fitting by normal methods, can be dealt with by templating the floor in felt paper.
- ▶ Dry fit the area with felt paper, leaving a gap of 15mm to 20mm around obstructions and walls.
- ▶ Draw around the fittings using a compass set at 25mm. New Buildings consider coming to an agreement with the main contractor to fit fixtures such as WCs & sinks after the flooring has been laid.
- ▶ Mark the template 'This Side Up'.
- ▶ Place the sheet in a larger area with the face uppermost.
- ▶ Place the template on top; ensure the direction of decoration on the sheet is correct.
- ▶ Secure the template firmly in position and, with a pair of scribes set at 25mm, mark the position of all obstacles using the template as a guide.
- ▶ Using a sharp trimming knife, cut the sheet to the scribed lines and fit into position. NOTE Do not use the felt paper template as an underlay.

### 6.3.12 POST INSTALLATION

#### KEY POINT

When installing Polysafe QuickLay in areas where castor chairs or furniture with heavy castors, add extra Quicklay tape in these highly localized areas to prevent unnecessary rucking.

- ▶ Polysafe QuickLay can be trafficked immediately after it has been installed.
- ▶ Polysafe QuickLay can be installed earlier in the Construction programme than traditionally fully bonded floors; consideration should be given to adequately protecting against follow on Trades by covering with a suitable proprietary protective covering.
- ▶ Polysafe QuickLay should only be installed in areas that are fully weathertight.
- ▶ Polyflor's Cleaning & Maintenance instructions should be closely followed during any pre handover cleaning. If in any doubt please contact the [Polyflor Customer Technical Services Department \(CTSD\)](#) for further advice on +44 (0) 161 767 1912.

