

Dear Customer,

We are pleased that you decided to buy self-laying carpet tiles made by SCHATEX®. Our products are made for long-term use. To ensure an optimal performance and a long life for your carpet tiles we published this installation guide as well as the cleaning and care advice for you.

Careful and correct laying of your carpet tiles is of utmost importance and will impact the durability and maintenance of their high quality. If you want to enjoy our product for a long time, please follow our installation instructions as precisely as possible.

The duty of care and inspecting the subfloor and the material to be processed rest with you as carpet layer. Please observe the standard DIN 18365 relevant to flooring works as well as the other rules in this field.

## 1. Preparation

Already before installing the carpet tiles some rules have to be observed. The following steps will facilitate your installation of the textile tiles and will assist you in the planning stage.

### 1.1. Ensuring that colour and consistent batch number are correct

If you are planning to furnish a large surface area with SCHATEX® carpet tiles, please make sure that they are of the same colour and of the same batch number, due to the fact that during the manufacturing process minimal colour variations may occur. In case of different manufacturing series the carpet tiles should be arranged in a way that your room can be furnished with very similar colour shades. Even in case of smaller quantities it is advisable to check the colour equality before you start to lay the carpet tiles since we are unable to accept any customer complaints once the products are installed.

**ATTENTION:** Due to production reasons a low degree of colour deviation cannot always be avoided even in case of carpet tiles with the same batch number.

### 1.2. Acclimation

It is absolutely necessary to remove the carpet tiles from their packaging and to store them lying flat for 24 hours at room temperature in the room where they will be installed. In this way the material can be adapted to the conditions of the surroundings. The minimum room temperature for laying carpet tiles shall be 14 degrees.

### 1.3. Floor Preparation

In general, the subfloor should be flat, hard, and free from grease, dirt and other contaminants. It is of utmost importance that the subfloor is completely dry. In case of floor heating, it is absolutely necessary to switch it off for at least 48 hours before the carpet tiles are installed. The maximum temperature at which the floor heating can be operated is 28 degrees, if operated with higher degrees the backing of the carpet tiles will be damaged.

**Attention:** SCHATEX® carpet tiles are not suitable for laying on a soft subfloor like carpets.

#### 1.3.1. Concrete Floors

When laying carpet tiles on a concrete floor, great care must be taken to ensure that it is insulated against moisture. In particular on the ground floor and in rooms at a lower level it is essential to prevent concrete floors effectively from moisture.

#### 1.3.2. PVC, Vinyl Flooring and Tiles, Marble etc.

Any unevenness must be removed by suitable material to level surface irregularities. On a floor containing PVC a blocking layer respectively inter layer should be placed to avoid chemical reactions which might occur between the carpet tile backing

and the subfloor. The material suitable for the blocking layer depends upon your subfloor. Please be advised that it is indispensable to consult a professional.

### 1.3.3. Wooden Floors

We would advise that you check the stability and evenness of the wooden floor boards before laying your carpet tiles. If necessary, the wooden floor should be levelled out with a spatula and abraded afterwards. According to experience, level differences, if any, can be well-adjusted with thin wooden plates and plywood panels.

### 1.3.4. Asphalt

When installing carpet tiles on asphalt a blocking layer should be placed between the subfloor and the carpet tile.

## 2. Planning

Before starting to lay your carpet tiles it is advisable to plan carefully the individual procedure steps. Please pay attention to the following points to achieve the best results.

### 2.1. Tools

For installing your carpet tiles a measuring tape, a ruler, and a piece of chalk are required to mark the initial point for the laying, and a carpet knife to cut the edge tiles. In addition, it is advisable to secure those carpet tiles which are to be laid in highly frequented areas (e.g. a hall, an entrance area) and along the walls of a room with a solvent-free double-faced adhesive tape or with a non-slip fixing agent to ensure an optimal laying.

### 2.2. Laying Arrangement

There are different techniques that can be applied when installing SCHATEX® carpet tiles. The appearance of the whole surface will depend upon the method you choose, that is why this style should be considered carefully and well-planned in advance.

**Attention:** On the back of your carpet tile you will find an arrow indicating the pile direction.

The classical laying technique is called monolithic whereby all arrows on the backside of the tiles turn toward the same direction. According to the surface construction a nearly seamless continuous appearance will be created. However, tufted tiles with loops will always show a certain "seam effect". Wherever possible, the carpet tiles should be placed with the arrows pointing along those walkways which are exposed to highest level strain.

Alternatively, the carpet tiles can be laid in a Chequerboard style, also known as Quarter Turn. When laid in this way, the arrows of a row of carpet tiles, installed from the starting position, will alternate between horizontal and vertical. The next row, beginning with the carpet tile next to the starting tile, will then point in the reverse order, i.e. vertical, horizontal etc. If done correctly a chequerboard pattern will be created. Please take the suitable laying technique from the technical data sheet enclosed.

### 2.3. Starting Point

First of all you have to identify the center of the room, determined by the length and the width of the room. When found, draw two orthogonal lines with a piece of chalk on the floor as basis for installing the tiles. The point where the lines intersect is the center of the room.

Then please check how many of the tiles can be laid from the center of the room to the walls. The edge tiles which have to be cut should not be smaller than half a tile. Furthermore you should take care that the edge tiles on the opposite sides are of the same size. If necessary, please adapt the starting point to fulfil the conditions mentioned above.

## 3. Laying

Starting from the defined center of the room (refer to 2.3), lay the tiles along the chalk line drawn, so that two rows of carpet tiles will be created which intersect at right angles in the center, producing a cross effect in the room. The first tile should be

laid into the right angle created by the orthogonal chalk lines intersecting. It shall be fixed with an adhesive tape or with a non-slip fixing agent. Please take care to lay the carpet tiles end-to-end to ensure an optimal edge finish in all directions. In addition, please check regularly whether the carpet tiles are arranged correctly. The fibers of carpet tiles with a long pile should not be pinched between two tiles.

The tiles installed along the wall shall be cut with a ruler and a carpet cutter. When cutting a carpet tile, we advise that you cut from the back of the tile. Don't forget to fix also the carpet tiles along the wall as well as the key tiles (i.e. tiles exposed to high level strain placed in doorways or in halls) by using a solvent-free adhesive tape or a non-slip fixing agent. The cutting edge of the carpet tiles shall point to the wall.

In this way four squares are formed to be filled with carpet tiles. Please start in the center of the room and place the carpet tiles in a pyramid structure evenly towards the wall.

*Failing to follow these instructions may result in the loss of our legal liability for defects. We therefore advise that you follow these installation instructions as precisely as possible. Should you require further assistance, please don't hesitate to call us on the number mentioned below.*

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