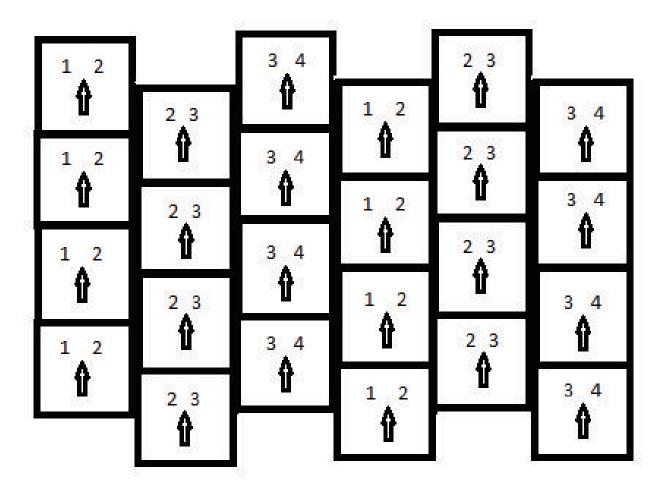# Tile Installation Guidelines

When installing tile, the preferred installation method would be as shown above. The tiles have been marked on the back.

The tile boxes are marked numerically and should be installed in either ascending or descending order for best results.

For example: box 19116705, 19116706 then 19116707 or descending like: box 19117100, 19117099 then 19117098.

Installation Instructions for Modular Carpet Tile

INSPECT CARPET TILES FOR CORRECT COLOR, PATTERN AND VISIBLE DEFECTS. CONFIRM INSTALLATION METHOD. MONOLITHIC, QUARTER-TURNED, ETC….

1. **Proper Site Conditions** – The building must be enclosed. The HVAC must be operational and activated. Carpet tiles should be stored between 65°F and 85°F for at least 48 hours in order to acclimate. Relative Humidity must be 12% - 65% (maximum) for 24 hours prior, during and after the installation.

2. **Subfloor** – Must be structurally sound, free of dirt, dust and debris. Concrete curing agents, sealers, or existing adhesives that could adversely affect a proper bond must be removed. This will require bead (shot) blasting in order to obtain a suitable bonding surface.

3. **Moisture Testing** – All subfloor surfaces must be tested for moisture. It is not Totally Enterprises, LLC's responsibility to perform moisture tests. It is the responsibility of the General Contractor or owner's Representative to perform these tests. Totally Enterprises, LLC recommends the following Moisture Tests and Readings:

   - Calcium Chloride Test – Must not exceed 8lbs. per 1,000 sq.ft. per 24 hours.
   - Relative Humidity ASTM F 2170 – Must not exceed 90% Relative Humidity.
   - Alkalinity Readings – must not exceed pH level of 9 or below 5.

   Moisture readings in excess of those recommended above can cause adhesive to break-down and fail. This can cause tiles to shift, re-align, buckle or edge curl. If Moisture Readings are excessive, advise the General Contractor of Remedial Recommendations.

4. **Recommended Substrates** – Concrete (on, above or below grade), cement terrazzo, patching compounds, self leveling compounds, light weight concrete and gypcrete. Light weight concrete and gypcrete must be sealed with primer/sealer before installation, regardless of MVE rates.

   All slabs on or below grade must have a functioning vapor barrier directly beneath the concrete slab. The vapor barrier must always be on top of the capillary break.

5. **Adhesive, Trowel Size, Rollers and Spread Rates:**

   Totally Enterprises, LLC requires Totally Pressure Sensitive Tile Adhesive #2230 for its modular tile installations.

   Recommended Trowel size : 1/16" x 1/32" x 1/32" U notched. Estimated spread rate: 24 – 29 yds per gallon.

   Note: Worn down or flat trowels will increase spread rate, but will NOT provide adequate adhesion, especially on porous substrates.

   3/8" Nap Paint Rollers – Are acceptable forms of full spread adhesive application For NON POROUS floors Only! Spread rate is 39-44 yards per gallon. Paint rollers must remain fully saturated with adhesive throughout the installation. DO NOT SKIMP.

6. **Floor Prep Directions** – Floor must be clean, sound, dry and free of foreign matter that would interfere with a solid bond. Level all high spots, fill cracks, holes and minor depressions with a suitable floor patch. Subfloor irregularities will "telescope" through the newly installed tile. Tile installation will be no better than the subfloor it's installed upon.

   "Do Not" sand, scrape, chip, pulverize or demolish existing resilient tile, sheet flooring, backing, lining felt, or adhesive residue. These products may contain asbestos or asbestos fibers. Inhalation of asbestos dust may cause asbestosis

or other serious bodily harm. If asbestos is suspected, stop installation immediately and obtain assistance from a qualified Remediation Expert.

7. Measurements – To ensure a proper installation and square alignment of tiles to the room, measure room for best starting positions. Chalk two lines that intersect at perfect right angles. These positions will serve as starting points. Failure to follow this recommendation will result in a tile installation that runs uneven with the contours of the room.

8. Spread Adhesive as Recommended – See instructions on pail and Step #5.

9.   Installation Configurations – Totally Enterprises, LLC allows for various forms of tile installation methods. Any form of tile configuration (Monolithic, Quarter-Turned, etc…) is acceptable as long as it meets End User's or Design Firm's approval. Tile installation methods have no bearing on performance or warranties.

    For a visual expectation mock-up areas are always recommended to evaluate various forms of installation methods.

    Owner's discretion rules …except when Totally Enterprises, LLC recommends specific tile configurations only.

10. Tile Placement – Starting at the intersecting chalk lines (referenced in Step #7) install tiles in a pyramid or step fashion by butting together evenly. Do not compress tiles too tightly. This can cause tile edges to peak or lift.
    Be aware of printed Arrows on tile backing to ensure correct and consistent pile direction. Check proper spacing and alignment by measuring 8(eight) tiles. Every 8 (eight) tiles (24"x24") should measure 192 inches within ¼". Continue measurements throughout entire installation.

11. Pallet & Tile Sequencing – Tiles should be installed in the order they were manufactured. (See Pallet Numbers) Select and install pallets and/or tile boxes in sequential order. On occasion, shading or face fiber compression will require tile substitutions or tile relocations in order to Achieve a uniform appearance. Tiles will acclimate.

12. Fitting & Cutting – Carpet tiles require cutting around room perimeters, electrical outlets, door openings, transitions, etc….Whenever tiles are cut, adhesive must be used. In addition, cut tiles require trimming and clipping at newly cut edges. Small pieces of carpet tile require extra adhesive to help hold them in place.

13. Flatwire – Never apply adhesive over flatwire. Position flatwire in center of modular tile.

14. Trench Headers – Install tiles in a manner where Trench headers are centered beneath each tile. Fully adhere tile on each side of Trench header to hold in place.

15. Raised Floor – Raised Floor Panels are susceptible to flexing. Do Not match Raised Floor Panel Seams with tile seams. Failure to comply will cause irregular and poorly matched seams at tile joints. Center the raised floor seams under all tiles. They should never align.

16. Floor Outlets – Floor outlets are typically wired after tile installation is complete. To avoid unnecessary tile removals in order to access outlets, mark each outlet location with painter's tape.

17. Roll Installation – Totally Enterprises LLC recommends rolling entire installation with a 75 – 100 lb. roller after tile installation is complete. Proper adhesive transfer to the tile is required and necessary.

18. Stairs – Use a raised stair nosing and cut tiles to fit nosing step and riser. Full spread adhesive is required.

19. Protection – Protect carpet from ongoing Trade Traffic. DO NOT USE PLASTIC. Plastic will discolor and cause accelerated soiling when plastic is removed and sticky residue remains. Use cardboard, masonite or craft paper.

Totally Carpet
White Paper: Carpet Tile Micro-Shearing

Totally's uniquely styled carpet tile products are the result of a patented yarn process, precision shearing, and the use of heavy face weights. While most carpet tile ranges from 14 to 24 ounces in face weight, typical Totally tiles are 30 to 60 ounces and manufactured to have a hand crafted look.

At this level of face weight additional craftsmanship is sometimes required during installation. Heavy face weight tiles often have excess yarn bundles surface as the tiles are slid together during installation. Removal of the excess yarn is performed utilizing an on site micro-shearing process performed by a qualified technician. Totally will work in tandem with the floor-covering contractor to facilitate this process if necessary.

The surfacing of excess yarn bundles is not a permanent or recurring problem. In most cases the initial removal is all that is needed. In the few instances when post installation yarn bundles appear, Totally will come back and perform any necessary micro-shearing.

Totally generally recommends quarter turn installation for its carpet tile products; however, many styles can be installed monolithically. It is imperative to understand monolithic installations will not exhibit "invisible" seams. To determine the suitability of a monolithic installation multiple tile samples should be viewed, and in some cases a mock-up installation may be required. All monolithic installations must be acknowledged with the purchase order sample submittals.

If any questions arise regarding this information, its applicability, limitations or intent, please call technical services at 888-882-1500.

TOTALLY
CARPETS

PSA Pressure Sensitive Adhesive

Totally Carpets PSA is a solvent-free adhesive with aggressive tack designed for the installation of vinyl-backed and non-vinyl-backed modular carpet tile, luxury vinyl tile (LVT), vinyl plank and sheet flooring, VCT and fiberglass reinforced vinyl sheet. Totally Carpets PSA is also suitable for adhering most carpet cushions to substrate in a double-stick installation. Totally Carpets PSA is non-staining and contains an antimicrobial system for enhanced resistance to mold and mildew. When used with carpet tiles, this adhesive is formulated for releasing and re-bonding while permanently retaining its tack, allowing individual tiles to be lifted out easily and replaced without substantial loss of adhesive properties. When used with LVT, plank and vinyl sheet flooring, Totally Carpets PSA provides a tenacious, permanent bond.

Before you begin:

Important: Proper substrate preparations are essential. Moisture testing must be performed and documented before installation begins. Read Technical Bulletin titled Substrate Preparation for complete instructions before beginning installation. This document may be obtained by calling 888-882-1500.

Installations:

Follow the flooring manufacturer's installation instructions and guidelines regarding adhesive application rate and method. Always roll the installation in both directions with a 75-100 lbs. 3-section roller immediately after flooring is placed, ensuring complete contact with adhesive.

Installing Carpet Tile:

Spread the adhesive with an appropriate trowel or paint roller, and allow to dry completely before placing tiles for a releasable installation. Drying time is approximately 30 minutes, depending on ambient humidity and temperature.

Use a 1/16"x1/32"x1/32" U-notch trowel, 3/8" nap roller or flat trowel.

Coverage will be approximately 220-260 sq. ft./gallon or 350-400 sq.ft/gallon for roller or flat trowel applications.

Installing over non-porous substrates:

Install vinyl sheet, tiles and plank flooring into adhesive as it becomes dry to the touch with little or no transfer to finger when touched. This will normally require 30–60 minutes of drying time at suggested installation temperature and humidity. Do not install flooring into wet adhesive on non-porous substrates.

Use a 1/16"x1/32"x1/32" U-notch trowel.

Coverage will be approximately 220-260 sq. ft./gallon.

Installing over porous substrates:

Vinyl sheet flooring may be placed into adhesive after 10–20 minutes open time (flash-off) over a porous substrate. Use a 1/16"x1/32"x1/32" U-notch trowel.

Coverage will be approximately 220-260 sq. ft./gallon.

Traffic:

Follow the flooring manufacturers's installation guidelines; otherwise restrict foot traffic for 24 hours after installation. No heavy traffic, rolling loads or furniture placement for 72 hours after installation. Additional time may be necessary if the installation is over a non-porous substrate. Allow at least five days following the installation before conducting wet cleaning procedures or initial maintenance.

Clean Up:

Use a clean wet cloth to clean up adhesive while still wet. Dried adhesive may require the use of an appropriate solvent.

Substrate conditions:

Use on concrete substrates with up to 90% RH for resilient flooring installed on or above grade (per current ASTM F2170), and pH of 8.0–10.0.

Use with:

Vinyl-backed modular carpet tile, Non-vinyl-backed modular carpet tile, Luxury vinyl tile (LVT), Luxury vinyl plank (LVP), Resilient sheet vinyl, Vinyl composition tile (VCT), Fiberglass-reinforced sheet vinyl, Carpet cushion (to substrate)

Limitations:

Do not allow product to freeze. Do not use on substrates that have been chemically cleaned or over treated plywood. Do not use to install vinyl-backed flooring over asphalt-based (cutback) adhesive residues.

Precautionary statements:

In case of eye contact, flush with water for 10-15 minutes. If irritation persists contact a physician. If prolonged skin contact causes irritation, wash with soap and water. If swallowed, consult a physician. Avoid release to the environment.

Safety glasses and gloves are recommended if contact is expected. Dispose of in accordance with local, regional, national, international regulations as specified. Read SDS for detailed product information. SDS may be obtained by calling 888-882-1500.

LEED v4 Program Credits (where applicable)
• IEQ Credit 2.1, 2.2: Low emitting materials
• VOC content is below that established by California SCAQMD Rule 1168
• California Section 01350 compliant

Shelf Life:

2 years from date of manufacture in unopened, properly stored container.

Avoid excessive heat or cold. Protect from freezing.

Store indoors at a temperature of 65°-95°F.

DISCLAIMER:

Users should determine the suitability of this information or product for their own particular purpose or application. Manufacturer is not responsible for the misuse of this product. This Technical Data sheet and the information conveyed herein supersede all previous versions. 10.10.2017