Installation Instructions

Our tile is a unique textile composite flooring with specific installation techniques. While it may appear similar to carpet tile, special attention is required when installing. The section below titled “Module Placement” should be strictly followed to gain experience with correct installation methods.

The Installation Instructions and Maintenance Instructions are available electronically. Should you like a copy, please contact IncStores at 800.613.0996. For further questions or additional information, IncStores can be reached at 800.613.0996.

Installation Procedures for Modules
Make sure you inspect modules prior to installation. No claims will be honored if modules are installed with visible defects. Read all instructions prior to beginning installation.

Adhesive Requirement
IncStores 5500 Series Adhesive is an aggressive, pressure sensitive adhesives designed for the installation of our tiles. It is nonflammable and both alkali and water-resistant. It has low odor and “zero” calculated VOC’s, which makes it ideal for use in schools, health care facilities, public buildings and anywhere odor is a concern. 5500 Series Adhesive is CRI Green Label Plus™ certified.

Site and Modular Material Conditioning
The building must be enclosed and the HVAC in continuous operation. Modules must be conditioned to room temperature for 48 hours prior to installation. The ambient air relative humidity must be between 10%–65% with the floor and room temperature between 18º–35ºC. These conditions must be maintained for a minimum of 48 hours prior to installation and at least 48 hours after completion of the installation.

Surface Preparation
Dust, dirt, debris, and existing adhesive must be removed before the installation begins. Surfaces must be smooth and level with all holes and cracks filled with Portland cement-based patch reinforced with polymers. Adhesives cannot be applied to any substrate where chemical or solvent based cleaners have been used.

Subfloors

Wood: Wood floors must be APA flooring grade smooth and level, or CanPly Select Grade. If the floor is uneven, an approved underlayment will be required. Old finishes must be tested for compatibility with adhesives or removed and porous wood primed. Wood floors must receive a roll-on application of XL Brands® TriSeal. Follow instructions on the TriSeal bucket.
Full Spread Adhesive System
IncStores requires full spread use of 5500 Series Adhesive. The spread rate for 5500 Series Adhesive is approximately 300 square feet per gallon and must be spread using a 1/16˝ x 1/32˝ x 1/32˝ U-notched trowel. Allow to dry until transparent or adhesive does not transfer to finger when touched.

Shop Drawings
Show placement of all central anchor lines. Central module anchor lines are 90° perpendicular intersecting lines adjusted as near the center of the room as a check to ensure 90° anchor lines. The central anchor lines extend to each wall line and establish and maintain a true and squared installation. Show placement of all edge moldings.

NOTE: Due to the visual characteristics of modular products – pattern repeats, pattern run-off, and joints may appear noticeable. Such visual characteristics do not constitute a manufacturing defect, and as such, should be considered when selecting our tile and its installation.

Tools
Steel measuring tape, right angle square, chalk line and adhesive trowel.

Installing Our Modules
After adhesive has dried, begin the installation at the intersection of the central module anchor lines. Complete the installation one quarter area at a time laying the modules firmly and accurately along the anchor lines.

Alignment
As each module is installed, ensure that the installation is remaining “square” and conforming to the chalk lines by checking the joints for excessive play.

Drying time will vary with temperature, humidity and air velocity; however, modules must be installed within two hours after adhesive has dried.

NOTE: Inadequate amounts of adhesive can cause modules to shift and move and will not be covered by warranty. IncStores will not be responsible for the adhesive bond where other adhesives have been used.

Adhesive Clean Up
Use a moist cloth when wet; if dry, use a solvent based product applied to a towel then worked onto the module for removal of contaminants such as adhesive, paint, oil and grease. Follow manufacturer’s instructions.

For additional information, please call Customer Service at 800.613.0996.
Module Placement
Arrows are printed on the back of the module to show pile/machine direction. A tight installation without compression is mandatory for optimum performance and appearance of the modular installation. It is critical that each module uniformly touch each adjoining module without a gap. To ensure a clean tight fit, do not pull/tug or slide-in modules, but instead lay each module into its location against the adjoining module. Use your hands to press/form the module into place where the new module meets the previously installed module. Our tile requires quarter turn install method. Follow arrows printed on back of the product.

Modular Install Pattern
Modules may be installed using quarter turn install method. Our tiles have an arrow on the back of each module denoting pile/machine direction.

Module Repositioning During Installation
To reposition a module during installation, remove it by gently lifting along all four sides of the module with a spatula or putty knife, rotating around each side of the module doing a little at a time. The very center of the module should be the last part of the module touching the floor upon removal. Do not stretch a module while it is in the adhesive in order to align next to an adjoining tile. An attempt to stretch will likely result in the module pulling back to its original position. Never attempt to remove a module all at once by pulling one or only two sides of the module. Doing so may lead to distorting the module.

Module Replacement
On occasion, it may be necessary to replace damaged or heavily soiled modules. Modules can be replaced with new modules from on-site inventory or from another area of the installation. A difference of appearance may be noticed when modules are replaced; this difference usually diminishes in a short time. A light application of 5500 Series Adhesive.

Joints
Although a tight installation is required, care should be taken to avoid exerting excessive pressure when butting one module against another. This can result in buckled or peaked joints. It is important for the installer to do a periodic check throughout the installation for tightness. This check should occur after the placement of each 5 to 7 tiles to ensure proper alignment. Failure to effectively drop-in, or place modules will create the possibility for gaps and allow the subfloor to be visible between the tiles. These gaps may be more noticeable when viewed from a standing position.

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Transitions
Transisition to our tile must accommodate a thickness of 3/16” thick.

Expansion Joints or Trench Headers
Please contact IncStores at 800.613.0996.

Stairs
Use single or double undercut stair nosing and cut modules. Then, using full spread 5500 Series Adhesive, install modules on steps and risers, inserting the stair nosing edge and the top of the riser edge of each module into the vinyl undercut.

Cutting/Trimming
Our modules may require cutting at perimeters, floor electrical outlets and door openings. Perimeter modules may be cut in the conventional way of letting them cover up the wall areas when cutting them down with a tool similar to Robert’s Cushion Back Wall Trimmer; or they may be cut by measurement, cutting from the back using a carpenter’s right angle square and a tool similar to National #578 or the Crain #301 Cushion Back Cutter. Whenever modules are cut or trimmed, adhesive must be used. Small pieces of our modules should also have glue applied to the backing to help hold them in place.

Completing the Installation
To avoid dislodging modules, do not walk on or move furniture onto modules until the area is completely anchored. Roll entire area with a 75-100 lb. roller in both directions (north-south and east-west). It is also required that sheets of plywood or hardboard be laid over the new modular surface when transporting heavy furniture on carts or dollies. As a final step, vacuum the entire area with an upright vacuum.

NOTE: These installation recommendations are made for the experienced installer. Adherence to these procedures will result in a quality job. Any questions concerning these recommendations or any special situation encountered should be directed to the IncStores Customer Service Department.

Chair Pads/Mats
The use of hard surface flooring chair pads/mats are highly recommended for use under chairs with roller casters for optimal appearance retention. The use of chair pads/mats with spikes will void all warranties.

Following the Installation
Please refer to the 5500 Series Adhesive instructions for more specific and complete details. However, please note the following requirements:
1. No rolling traffic is permitted on the completed installation for a minimum of 24 hours.
2. The new installation of our flooring is not to be cleaned for thirty days utilizing any wet or chemical cleaning process.
3. The indoor temperature should never fall below 55º F, regardless of the age of the installation.

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