MATWORKS
PROTECT EVERY STEP

# Installation Instructions
## Select Comfort Tiles

## PREPARATION, MATERIALS, & TOOLS

### TOOLS & MATERIALS

- Tape measure
- Rubber mallet
- Chalk line
- Metal straight edge
- Utility knife with heavy-duty blades
- Framing square
- Removal equipment; mechanical or manual

### SITE CONDITIONS

- Inspect all tiles for visual defects before beginning installation. No labor claim will be honored on material installed with visual defects.
- Care should be taken when moving large or heavy equipment over Comfort Tiles due to the modular and ergonomic design of the system. Plywood or other rigid sheeting can be utilized to better disperse the load to avoid tile buckle.
- This product is intended for indoor use only. Do not use where the flooring will be exposed to fuels, oils, solvents, chemicals, or large fluctuations in temperature.
- Areas to receive flooring should be weather tight and maintained at a minimum uniform temperature of 65°F (18°C) for 48 hours before, during, and after the installation.
- Comfort Tiles can be installed over wood or concrete subfloors or firmly adhered resilient flooring, linoleum, laminate, ceramic tile, and wood.
- The surface should be smooth to prevent irregularities, roughness, or other defects from transferring through to the new flooring.

### DELIVERY & STORAGE

- Order materials in compliance with the product supplier's ordering and lead time requirements in order to take delivery at least 24 hours in advance of installation (to allow materials to acclimate to job site conditions).
- Accept delivery of materials only if they are in unopened, undamaged packaging that bears the name and brand of the manufacturer or supplier, project identification, and shipping and handling instructions. If material is damaged during transport, do not attempt to install it.
- Inspect all materials for visual defects before beginning the installation. Verify the material delivered is the correct style, color, and amount. Any discrepancies must be reported to the retailer where the material was purchased.
- Remove tiles from cartons and allow them to sit out in room temperature 24 hours prior to installation.
- Mix tiles from several boxes or skids.

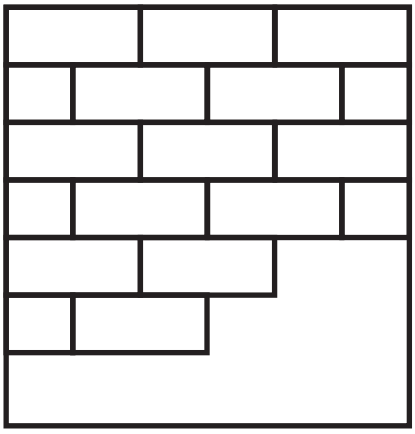
### PREPARATION

- Remove existing material with a mechanical stripping machine or manual scrappers.
- Use a floor patch material, if required, to fill in cracks or minor holes in sub-floor, and allow to dry.
- Make sure that floor is clear of any abrasive obstructions or dust and dirt.
- If VCT is sub-floor and has been recently waxed, use a mop on the floor stripper to remove the coat of wax.

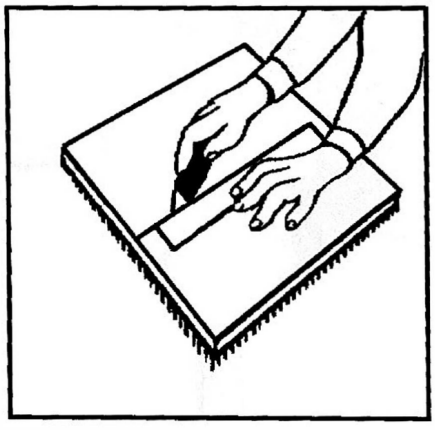
## INSTALLATION

### LAYING

- Before laying, it is recommended the tiles are stored at room temperature 60°F-70°F (15°C-20°C).
- The tiles can be loose laid on flat, dry floors free from impurities such as oil, grease etc. Cracked floors should be filled, and uneven floors covered with hardboard. Dusty floors should be primed.
- Because of the high insulation value of these tiles, it is not recommended they be laid when underfloor heating systems are in use.
- Where tiles are to be used beneath caster chairs, tiles should be fully secured.
- Lay the tiles from left to right to the wall in a brick formation. The last tile will likely have to be cut to fit against the wall. DO NOT compress tiles against the wall. IMPORTANT: Tiles must be installed in the same direction
- Only tiles with the same batch number should be laid together. Before laying, it is recommended the tiles are stored at room temperature 60°F-70°F (15°C-20°C).



Lay the tiles from left to right to the wall in a brick formation. The last tile will likely have to be cut to fit against the wall.



The tiles may be cut using a sharp box cutter or X-Acto knife.

## MAINTENANCE

- Traffic paths can be avoided by interchanging the tiles as necessary.
- Use a suction type of vacuum cleaner for daily maintenance.
- Spillages and stains can be treated by lifting tiles and washing them under the tap with detergent or other proprietary cleaning agents, the water will quickly drain from the tile if left on edge after which it can be replaced.
- Periodic shampooing and cleaning by a professional cleaning company should be carried out to keep the tiles in good condition.
- Do not use petrol or similar solvent product.