



Thank you for your recent order for flooring. We have pleasure in enclosing your O&M Manual. This document contains important information to help ensure a successful installation, and provides guidance on how to maintain your product. This document should be passed directly to the end user so that the flooring can be correctly maintained in the future.

This is not an Order Confirmation. Your Order Confirmation will be sent as a separate PDF document.

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Your O&M Manual contains:

PRODUCT SPECIFICATION

INSTALLATION GUIDE

MAINTENANCE GUIDE

Description	Patterned Textured Loop Pile Carpet Tile	
Origin	Manufactured in the EU	
Pile Fibre	100% Econyl® Regenerated Nylon	
Dye Method	Continuous Dyed	
Method of Manufacture	Tufted	
Machine Gauge	1/12th (47 stitches per 10 cm)	
Pile Weight	770 g m ²	
Total Weight	4,365 g m ²	
Pile Height	3.4 mm	
Total Thickness	6.8 mm	
Secondary Backing	Modified Bitumen	
Wear Class Luxury Class	Class 33 Heavy Commercial Use LC2	EN 1307
Castor Chair Rating	≥ 2.4r Continuous Use	EN 985
Impact Sound Reduction	ΔLw 25 dB	EN ISO 10140
Sound Absorption	α _w 0.20	EN ISO 11654
Thermal Insulation	0.17 m ² kW	ISO 8302
Electrostatic Properties	≤ 2 kV (Antistatic)	ISO 6356
Flammability Rating	B _{FL} -S1	EN 13501
Colourfastness	5-6 (on a scale of 1-8)	ISO 105-B02
Emissions Certifications	Meets BREEAM GN22 V2.3 Exemplary Level Criteria	
Environmental Product Declaration	EPD-BAL-20170200-EN	ISO 14025 EN 15804
BREEAM Environmental Profile Certificate	ENP 499 de-dg	
Stock Profile	Stocked in the EU	
Product Sizes	500 mm x 500 mm	
Pack Sizes	20 Tiles per Pack (5m ²)	
Installation Methods	Loose Lay (Monolithic, Brick or Non-directional)	
Approximate Lead Times	Ex-stock EU 10 days Ex-production 4-6 weeks	



These guidelines are for experienced installers. Adherence to these procedures should result in a quality installation. Quadrant will not be responsible for poor workmanship, problems created by improper site conditions or installation, improper subfloors, improper applications, adhesives, varnishes and the use of maintenance products not recommended, or detectable defects verifiable prior to installation. Quadrant will be responsible, within the scope of the product specifications and warranties, for defective materials, but that does not include materials installed with defects identified prior to installation. If these instructions do not cover a particular site condition or if you require further information please contact Customer Services.

PRE-INSTALLATION

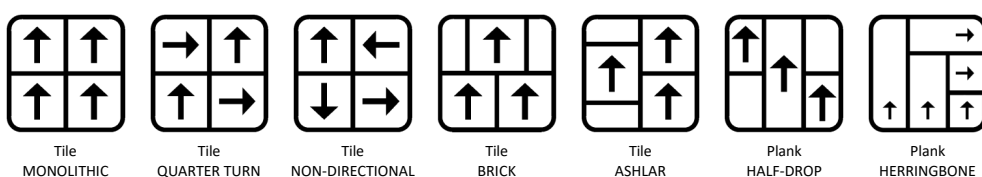
- Care should be taken when handling boxes to avoid damage. When stored, boxes should be stacked flat & square, with no overhang, and stacks should not be so high that they become unstable or place undue pressure on the bottom boxes. Boxes should never be stacked on their side. Protect the flooring from extreme temperatures.
- Boxes are individually labelled with a batch number. Batches should not be mixed unless authorised by the specifier.
- All materials must be conditioned in the area in which they are to be laid for at least 48 hours before installation. The ambient temperature within the area during conditioning and installation should not exceed 23°C or fall below 18°C and Relative Humidity should be maintained between 50% and 75%. These conditions must be maintained throughout the installation and for a minimum of 48 hours after installation.
- Our carpet tiles & planks are suitable for use over underfloor heating systems. The heating should be switched off at least 48 hours prior to installation, and remain switched off throughout the installation. After installation the surface temperature should be gradually increased to operating temperature and should never exceed 28°C (82°F).
- The installer is responsible for ensuring that the installation option used complies with our recommendations and the instructions of the specifier (see INSTALLATION OPTIONS below).
- Prior to beginning the installation all other trades should have their work completed and the area should be clear, clean and dust free.
- Only remove outer packaging when ready to install the materials.
- Inspect the materials in daylight for any visible faults or damage and report any visible faults to Quadrant immediately and do not install the affected materials.

SUBFLOOR

- Subfloors should be prepared in accordance with BS 5325 or corresponding national and European standards.
- All traces of previous floorcoverings and adhesives must be completely removed to reveal the original subfloor. Our flooring cannot be laid over old textile or vinyl floorcoverings. Only in limited cases where the existing flooring is solid and non-absorbent (for example ceramic tiles) can our flooring be installed over an existing floorcovering, subject to suitable preparation of the surface.
- The subfloor must be level, clean, dry, smooth and crack-free and free from surface contaminants such as grease. The surface should be moisture-free. Subfloors that do not meet these criteria will require additional surface preparation to ensure a perfect installation.
- Our carpet tiles & planks are suitable for installation directly onto raised access floors providing the panels are clean, smooth and dust free, and the panels are level and horizontally aligned. Any discrepancies in levels and any surface defects are likely to show through the flooring and prevent joints from settling properly.
- The final appearance of your flooring depends on the quality of the subfloor.

INSTALLATION OPTIONS

For each product we recommend specific installation options. The specifier should select the preferred option for the installation and advise the installers accordingly. The recommended options for each product are detailed on the product specification sheet which can be viewed or downloaded from www.quadmod.com/downloads/specifications/



ADHESIVES

We recommend the following adhesives for fixing our Carpet Tiles & Planks to horizontal surfaces (Unless the product is supplied with the adhesive pre-applied to the backing). Other adhesives may be used providing they are of a similar specification and quality.

- F Ball F41
- Mapei Ultrabond Eco Tack
- Uzin U2100

INSTALLATION—Standard Carpet Tiles & Planks

- Measure the area to find the best setting out point that would utilise a maximum size perimeter tile or plank. In some cases, due to doorways or partitions, the "starting point" is not the centre of the room. After selecting the starting point, snap chalk lines to bisect this point at right angles. In order to check the right angle mark a point exactly 3 metres from the starting point along one of the chalk lines and 4 metres on the bisecting line. The measurement between the two should be exactly 5 metres.
- Adhesive should be applied strictly in accordance with the manufacturer's recommendations to the whole floor area to receive carpet tiles. It is advisable to restrict the application to an area that can be completed without long interruption. Particular care should be taken when applying adhesive to raised floor modules to avoid surplus adhesive collecting in the joints between the panels.
- After the adhesive has dried begin the installation at the intersection of the chalk lines. Complete the installation one quarter area at a time laying the tiles firmly and accurately along the anchor lines. Remaining tiles in the quadrant should be installed using the stair step method.
- A tight installation without compression is required, however care should be taken to avoid exerting excessive pressure when butting one tile against another. This can result in peaked or buckled joints. Additionally, when installing cut pile carpet tiles, brush back the pile at the edges and tip into place. This avoids trapping pile fibre between tiles which accentuates joints.
- As each tile is installed ensure that the installation remains "square" and conforms to the chalk lines.
- Perimeter tiles should be cut from the back using a straight edge and a sharp blade. With the tile face side down, accurately measure and mark the tile on the backing. Using a carpet knife and straight edge, cut through the backing.
- To avoid disruption do not walk on or move furniture onto the carpet tiles until the area is completely anchored. Protect all completed areas as necessary to avoid damaging the carpets.

INSTALLATION—LiftBac Planks

LiftBac planks are supplied with tackifier adhesive pre-applied to the back of the modules. Not additional adhesive is required. LiftBac planks must be installed with great care, especially cut piles, to avoid trapping pile between the joints, which will result in visible seams. Once installed the planks should only be uplifted and relaid by an experienced floorlayer. Due to the construction of our LiftBac products and the need to take great care during fitting, LiftBac planks are likely to take longer to install than a traditional carpet tile, and this should be considered when planning an installation.

- Measure the area to find the best setting out point that would utilise a maximum size perimeter plank. In some cases, due to doorways or partitions, the "starting point" is not the centre of the room. After selecting the starting point, snap chalk lines to bisect this point at right angles. In order to check the right angle mark a point exactly 3 metres from the starting point along one of the chalk lines and 4 metres on the bisecting line. The measurement between the two should be exactly 5 metres.
- Complete the installation one quarter area at a time laying the tiles firmly and accurately along the anchor lines. Use a set square to ensure the planks remain square and aligned. Remaining tiles in the quadrant should be installed using the stair step method.
- A tight installation without compression is required, however care should be taken to avoid exerting excessive pressure when butting one tile against another. This can result in peaked or buckled joints. Additionally, when installing cut pile carpet tiles, brush back the pile at the edges and tip into place. This avoids trapping pile fibre between tiles which accentuates joints.
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POST-INSTALLATION

- Once installed it is advised not to use the floor until the adhesive has fully cured. As a guide foot traffic and furniture movement should be avoided for 6 hours after completion. Do not drag heavy objects across your floor and always place some kind of protection between an object and the floor when performing movements.
- Before using your flooring we recommend you vacuum the entire area thoroughly to remove dust and dirt.
- Protect your flooring immediately after installation to avoid unnecessary damage by other trades.

These guidelines are designed to provide you with the basic information needed to create an effective maintenance programme, however for detailed advice and implementation please consult our national aftercare service provider Traffik UK Ltd (www.traffik.uk.com T:0800 298 5012). Quadrant cannot accept responsibility for claims arising from product that has not been specified, installed or maintained in accordance with our guidelines. A consistent, proactive maintenance programme can significantly improve appearance retention throughout the life of the flooring and defer the need for premature replacement. Planned maintenance not only maximises your return on investment but also represents sound environmental stewardship as lifecycle analysis shows that the overall environmental footprint of flooring is reduced by increasing the amount of time a floorcovering remains on the floor.

PREVENTING PROBLEMS

- Outside maintenance helps minimise the immediate sources of soil. The cleaner you keep the areas around the perimeter of your building, the less dirt that will be tracked inside.
- Walk-off mats, grates and removable mats help collect soil before it can be tracked throughout the building. Be sure soil barriers are large enough to allow for at least 5 steps across. Vacuum daily, clean frequently and change often for best results.
- Use strong plastic sheeting with taped joints to protect the flooring during any building or enabling works as damage caused by contamination by products such as paint and varnish may prove difficult to remove.
- To avoid damaging the floorcovering, protect sharp edges of furniture and avoid dragging items across the flooring.
- Manage your HVAC system to remove any airborne particles before they are re-circulated, regularly replace or clean filters on air-handling equipment. Airborne soil includes industrial wastes, auto emissions, tobacco smoke and pollen.
- Maintain your vacuum cleaners to ensure effective regular cleaning of your facility your vacuum cleaners must retain extracted dry particulate within the vacuum cleaner and not push it back into the area as fine dust.

MANAGING SPILLS AND STAINS

- Promptly remove spills & stains because although spills are inevitable, permanent stains do not have to be. Most stains can be avoided or removed by immediate, or at least same day, treatment. It is good practice to have spot and stain removal products and equipment on hand for immediate use and to follow the manufacturer's detailed instructions carefully.

VACUUMING

- Heavy to moderate traffic areas such as entrances, receptions, lift lobbies, lift cars, busy corridors and walkways, funnel points, cafeterias, vending areas, should be vacuumed daily. Light traffic areas such as offices and conference rooms should be vacuumed at least two to three times per week.
- Vacuum to remove dry soil using an upright vacuum. Dual motor vacuums are very effective machines for thoroughly cleaning all areas of flooring. This vacuum uses two motors to clean. One motor drives a beater-brush bar that knocks dirt loose, while the second motor provides suction that pulls dirt into the vacuum bag.
- Vacuums must be capable of removing the dry soil without producing unacceptable pile distortion and without distribution of the particulate or volatile organic chemicals into the air.
- Consideration should be given to the use of vacuums equipped with High Efficiency Particulate Air Filters (HEPA). These filters are capable of filtering particles down to 0.3 microns, which includes bacteria and spores but not viruses. The HEPA-filtered vacuums have a very healthy impact upon indoor air quality.
- Vacuum bags should be emptied frequently, and never allowed to become more than one-quarter full. As bags fill up, vacuum efficiency decreases. When vacuuming heavy traffic areas, bags should be checked and emptied often. Change filters and brushes before they become clogged or worn.

CLEANING

- Cleaning should be carried out by professionals with experience cleaning your particular floor. There is a significant risk of permanently damaging flooring if cleaning is not carried out using the correct methods, equipment, chemicals and procedures. We strongly recommend you implement a planned carpet maintenance programme using a reputable and experienced carpet cleaning expert. For detailed advice and quotes please consult our national aftercare service provider Traffik UK Ltd (www.traffik.uk.com T:0800 298 5012).
- The goal of planned maintenance is to keep the carpet clean and maintain a consistent appearance level at the lowest possible cost, without sacrificing safety. Therefore a planned maintenance programme will consider...
 - Prompt removal of spills and stains (see above)
 - A properly executed vacuuming plan (see above)
 - An interim cleaning programme
 - A supplementary deep cleaning programme
- Interim cleaning of carpets involves frequent low-moisture pile revival and the removal of oily soil and sticky residues that would otherwise hold soil in the carpet and lead to over-cleaning. The two most effective methods of interim cleaning are Encapsulation and Dry Compound Cleaning.
- Where an effective and consistent planned cleaning programme has been adopted, periodic deep cleaning should only be performed occasionally, and less often in light traffic areas, except in special cases such as poor scheduling of emergency maintenance, flooding or otherwise extraordinary conditions. The most effective form of deep cleaning is Hot Water Extraction.