

**WE Cork, Inc.**  
**Classic Collection Tiles and Planks Installation Instructions**

**Installer/Owner Responsibility**

Cork floors are a product of nature and therefore, not perfect. The defects may be of a manufacturing or natural type. The installer assumes all responsibility for final inspection of product quality. The inspection of all flooring should be done before installation. Carefully examine flooring for color, finish and quality before installing. If material is not acceptable, do not install it and contact the seller immediately.

Prior to installation of any wood-flooring product, the installer must determine that the job site environment and the sub surfaces involved meet or exceed all applicable standards and recommendations of the construction and materials industries. These instructions recommend that the construction and sub floor be dry, stiff and flat. The manufacturer declines any responsibility for job failure resulting or associated with sub-surface or job site environment deficiencies.

Prior to installation, the installer/owner has final inspection responsibility as to grade, manufacture and factory finish. The installer must use reasonable selectivity and hold out or cut off pieces with defects, whatever the cause.

WE Cork recommends selecting flooring from various cartons during installation to maintain natural color and pattern variation. Exposure to light may cause cork to lighten.

When flooring is ordered, 5% must be added to the actual square footage needed for cutting and grading allowance. Should an individual piece be doubtful as to grade, manufacture or factory finish, the installer should not use the piece.

Use of appropriate products for correcting sub floor voids should be accepted as a normal industry practice.

**Tools and Accessories**

Moisture-meter, Carpenters Square, chalk line, appropriate adhesive and trowel, sponges, gloves, portable table saw

**Pre-Installation Procedures**

**Job Site Inspection**

The building should be closed in with all outside doors and windows in place. All concrete, masonry, framing members, dry wall, paint and other “wet” work should be thoroughly dry. The wall coverings should be in place and the painting completed except for final coat on the base molding. When possible, delay installation of base molding until flooring installation is complete. Exterior grading should be complete with surface drainage directing water away from building. All gutters and downspouts should be in place.

Classic Collection Tiles and Planks may be installed on or above grade level. Crawl spaces must be dry and well ventilated.

***Sub floor must be checked for moisture content using appropriate testing method.*** The installation sight should have a consistent room temperature of 60-75 degrees and relative humidity of 50 to 70% for a minimum of seven days prior to installation, during and until occupied, to allow for proper acclimation. Cork flooring should be stored in the environment in which it is expected to perform. Air conditioning/heating systems should be in place and in operation at least 14 days prior to, during and after installation of the flooring.

Cork tiles and planks should be allowed to acclimate in the room that they will be installed in a minimum of three days prior to installation (meeting the above temperature and humidity requirements). When installing in an extremely dry climate the tiles should be allowed to acclimate for a minimum of seven days. Cork flooring should be removed from the box as well as the plastic they are packaged in to allow proper acclimation.

**Storage and Handling**

Handle and unload with care. Store in a dry place being sure to provide at least a four-inch air space under cartons, which are stored on concrete floors. Flooring should not be delivered until the building has been closed in with windows and doors in place and until cement work, plastering and all other “wet” work is completed and dry. Check adhesive label for storage limitations.

**IN-FLOOR RADIANT HEATING**

WE Cork Classic Collection tiles and planks are suitable for use with radiant heat. It should be pointed out that the flooring installed over in floor heating might gain moisture or dry out faster. Use of a humidifier is suggested, as well as using an adhesive that is freeze/thaw stable. It is important to follow the adhesive manufacturer’s recommend guidelines when installing over radiant heat systems. The surface temperature of the floor should not exceed 85 degrees Fahrenheit.

## Sub Floor Requirements

Sub Floors must be:

Clean - scrape, broom clean, and smooth. Free of wax, paint, oil, sealers, adhesives, curing agents and other debris.

Level/Flat - Within 3/16" in 10' and/or 1/8" in 6'. Sand high areas or joints fill low areas (no more than 1/8" at a time) with a cementitious leveling compound. Follow the instructions of the leveling compound manufacturer. Leveling compounds must be tested for moisture to ensure they are properly cured and within the manufacturer's specified requirements for proper installation.

Fill any cracks with latex floor filler. Apply a primer or thin coat of adhesive on porous and absorbent sub floors to prevent adhesive from "disappearing" into the surface.

### Wood

Structurally Sound - Wood sub floors should be at least 18" above the ground. Crawl spaces must be covered 100% by a vapor retarder of 6 mil black polyethylene. Vents should be properly located to foster cross ventilation. Nail or screw any loose areas that squeak. Replace any water damaged, swollen or delaminated sub flooring or underlayments. Avoid sub floor with excessive vertical movement unless they have been properly stiffened prior to the installation of the cork flooring. *Dry-Check moisture content of the sub floor. Moisture content of wood sub floors should not exceed 12%.*

All moisture tests must be documented prior to installation for WE Cork warranty to be in effect. WE Cork recommends 5/8" apa/ul grade plywood sub floor/ underlayment or equivalent. Follow manufacturers instructions for spacing and fastening. Cover existing "old" floor coverings with 1/4" underlayment grade plywood to be nailed down at 6" intervals throughout the field and 4" around the perimeter using 1 1/4" ring-grooved or resin coated nails.

### Concrete

Cork flooring can be glued directly to concrete. Do not use a concrete sealer nor install over one without prior approval from the adhesive manufacturer to avoid incompatible products and compromise of the bond. Surface preparations using mechanical methods such as sanding or scouring with open coat paper or a titanium disk is preferred. The concrete must be of high compressive strength. Concrete should be at least 60 days old. All moisture tests must be documented prior to installation for WE Cork warranty to be in effect. All acceptable test methods for sub floor moisture content include:

**Calcium Chloride Test. The maximum moisture transfer must not exceed 3 lbs./1000 square feet with this test.**

*A dry slab as defined by these tests can be wet at other times of the year.*

### Installing the Tile

A) Mark center point of the room, divide into four sections by using a carpenters square (for right angles) and chalk line (to mark lines). B) Spread the adhesive on in one of the four sections (follow adhesive manufacturer's directions carefully). C) Install the first tile with one corner on the center point, install adjoining tiles, sliding each tile into final position to eliminate air bubbles and obtain tightly butted joints. Be sure to clean up adhesive on the floor immediately following adhesive manufacturer's instructions. D) Roll over flooring with a 70-100 lb. roller frequently during and after installation until all tiles and seams are level.

### Maintenance

Do not wash for at least 5 days. Vacuum regularly. Clean the floor with Bona wood floor cleaner or equivalent, following the instructions on the bottle. Avoid using excessive water.

*Wax tiles* can be treated with a good quality paste wax and buffed with an electric buffing machine with a lambs wool pad. For heavy cleaning, remove old dirt and wax with a purple abrading pad and re-apply wax.

*Urethane/Greenshield tiles* can be treated with a liquid polish (never wax) and buffed. To refinish, use a buffing machine with 150 grit paper and follow Finish manufacturer's instructions. If you wish to seal a pre-finished floor with additional coats of polyurethane, we suggest a water-based product.