



# INSTALLATION GUIDELINES

## 4 MM GLUE-DOWN VINYL FLOORING

Maintenance Instructions and Limited Warranty Included

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### IMPORTANT NOTICE

Buyers and owners are responsible for thoroughly reading all materials provided by the retailer at time of purchase prior to the installation of flooring, including the installation guidelines, maintenance instructions, and the product warranty information. The following instructions apply only to Golden Elite’s 4 mm glue-down vinyl floors, included within the Ibiza Collection. This product is installed using a premium LVP adhesive and the adhesive manufacturer’s guidelines are strictly followed concerning moisture limitations and application of the adhesive. A “Firm Set” LVP Adhesive is recommended for areas with “rolling loads” (wheelchairs, hospital beds, carts, racks, tables, etc.).

Golden Elite is not responsible for the installer’s application of the product and requires the product to be inspected prior to installation. The installer should contact the supplier immediately for replacement if the product (whether an individual plank or more) appears defective, such as color, finish or quality. The supplier is responsible for replacing flooring planks if the product is determined to possess a manufacturer’s defect. However, Golden Elite is *not* responsible for flooring that has been previously installed or damaged on the surface of the plank by the installer. For flooring that is determined to be defective pre and post-installation, Golden Elite will reimburse the buyer for the flooring planks only. Labor costs or any other related expenses will not be reimbursed.

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## GENERAL INFORMATION

- Laying the floor should be the last step of your project.
- Glue-down vinyl floors can be installed at grade level, above grade level, or below grade level.
- The glue-down vinyl flooring must be placed in the jobsite for a minimum of 48 hours prior to installation. Be sure the room temperature is between 55-100° F (12.78-38° C) before, during, and after the installation. **IMPORTANT: Do not remove planks from the carton during the acclimation period.**
- It is recommended to install flooring parallel to the longest wall in the room or parallel to the main window in the room.
- It is recommended to mix panels from a minimum of 3 different boxes during installation to assure an even distribution of any minor color variations, slight variances in texture and gloss levels.
- To calculate the flooring material requirements, measure the length and width of the room where you will be installing the glue-down vinyl floor and multiply them together to determine its area. Add 10% to the room's area to determine square footage of glue down vinyl flooring that you will require. We recommend you purchase a few extra cartons of flooring to be used in case you have some damaged pieces, miscalculate the size of the room or miss cut some pieces. If installing a diagonal or other special pattern, allow for 15- 20 % additional in material.
- *Document Each Test:* To ensure that the flooring product is being installed according to the outlined guidelines, Golden Elite requires the buyer or installer to document each step of the preparation process prior to installing the flooring. This involves taking a photograph of the test reader that displays, the temperature of the jobsite, the subfloor, etc., along with the date and time that the photograph was taken. This can be completed quickly using a basic camera on your cell phone and helps protect the buyer or installer in the case that a claim needs to be filed.
- **CAUTION:** Do not install glue-down vinyl flooring over carpet or any foam or underlayment. This product is not suitable for any outside use, sunrooms/solariums, saunas, or rooms/homes that will not be kept at approximate average room temperature of 55-100°F (12.78-38°C) all year round. Exposure to long-term direct sunlight can cause damage to your floor. Extreme variances in temperature may increase expansion and contraction not only in the flooring itself but also in the structure.

## MATERIALS & TOOLS

### **Materials**

- Glue-Down vinyl flooring
- Transitional moldings (if needed)
- Vinyl tile cutter (optional)
- Premium LVP adhesive (such as Roberts UNIVERSAL flooring adhesive 3.78L)

### **Tools**

- Safety Glasses
- Utility knife
- Measuring Tape

- Shears for cutting around irregular shaped objects
- 1/8" Spacers
- Chalk-line or straightedge/square
- 100lb Floor roller or seam roller
- Trowel (as per adhesive manufacturer's recommendations)
- Fine felt pen

**Depending on the required floor preparation, other materials required may include floor patching compound and trowel, embossing leveler, scraper, sander or grinder.**

## **SUBFLOOR PREPARATION**

### **A. General Subfloor Preparation & Precautions**

- Subfloors must be clean and free of dirt, debris, and all foreign materials (dust, wax, solvents, paint, oils, and old adhesive residue etc.) prior to installation.
- Subfloors must be structurally sound and flat prior to installation.
- Carpet is not a suitable underlayment for glue-down vinyl floors. All carpets, carpet pads and carpet tacks should be removed prior to installation.
- Variations in the subfloor flatness should not exceed 3/16" per 10 ft. (7.5cm in 3m) or 1/8" per 6 ft. (2.5cm in 1.8m). Floors must be leveled to meet this specification prior to installation. Level by filling depressed areas with floor leveling compounds and sanding or grinding down any raised areas. Subfloor thickness must be a minimum of 5/8" (15mm).
- Glue-down vinyl flooring is waterproof. It is *not* a water-proofing agent. Any and all moisture problems need to be addressed and corrected prior to installation.

### **B. Concrete**

- Concrete subfloors must be properly cured and allowed to dry for at least 60 days prior to installation. Test concrete subfloor for moisture prior to installation.
  - The flatness of concrete subfloors must meet or exceed the requirements of ACI FF25.
  - If condensation appears on the film after 24 hours or concrete appears dark, in color, moisture is likely present, and a Calcium Chloride test must be performed.
  - The maximum allowable moisture emission is 5 lbs./1000 ft.<sup>2</sup> per 24 hours (2.26 kg/101.6 m<sup>2</sup> per 24 hours).

### **C. Wood**

• Wood subfloors require a double layer construction requiring a clean underlayment grade underlayment as specified and warranted by the manufacturer of the underlayment. Fasten underlayment panels per the manufacturer's installation guidelines. Any failure of the underlayment, or flooring associated with the underlayment cannot be considered the responsibility of manufacturer/supplier. We do not recommend installing our resilient flooring over wood surfaces applied directly over concrete (AKA "Sleepers-construction floors").

• All crawl spaces be a minimum of at least 18" tall (46cm) from the ground to the underside of the joist. A black ground cover minimum 8mm thick Polyethylene overlapped a minimum of 6" (115 cm) and taped using a moisture resistant tape to avoid moisture migration from the ground up through the flooring. Cross ventilation (vents located around the perimeter) equal to 1.5% of the square footage of the area should be highly considered (if not already a local code).

### **D. Existing Floor Covering**

• Glue-down vinyl flooring can be installed over most existing hard surface floor coverings, provided that the existing surface is single layered, non-cushioned backed, well bonded, fully

adhered, and smooth. The flooring should show no signs of moisture or alkalinity.

- All topical waxes, polishes, air born contaminates, etc. must be removed. Any irregularities must be repaired or replaced. Embossing leveler is recommended to prevent telegraphing. Do not install over rubber-based substrates.
- All existing tiles must be well-bonded to the subfloor or substrate. Terrazzo flooring should be sound and stable. Any weak area should be filled in using a patching compound. The floor must be clean and contamination free. We recommend that you skim coat any existing grout lines exceeding the specifications with a latex fortified Portland cement-based patching compound. Grind any irregular surfaces.
- For installation over old resilient floor coverings or when considering removing existing resilient floors, please be advised that these products may possibly contain asbestos fibers or crystalline silica. Please follow all recommended Resilient Floor Covering Institute (RFCI) work practices.

#### **E. Radiant heat**

- The Hydronic or Embedded radiant heating system needs to be operational and working for one week prior to installation date to reduce any residual moisture. Should the Radiant heating system be in use at the time of installation it is necessary to lower the temperature to 65°F (18.3°C) for a minimum of three days prior to the installation date, during the entire installation, and for 24 hours following upon completion of the installation. The temperature can then be gradually increased in 5° increments. The temperature must never exceed 85°F (29°C). It is the responsibility of the purchaser to confirm the suitability of the radiant heating system for use with this product. Any damage to the floor caused by the radiant heating system will not be covered by the product warranty.

- Should the radiant heating system be an aftermarket system, we require confirming with the manufacturer of that system that Luxury Modular Flooring (considered resilient) can be installed over their system. Any problems associated with aftermarket radiant heating systems are not the responsibility of Golden Elite.

The owner and installer are solely and jointly responsible for checking that pre-installation conditions and/or specifications listed in this guide have been thoroughly met prior to installation of the floor.

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## **ROOM PREPARATION**

#### **A. Wall Base/Trim**

- Removal of existing wall base/trim is optional.
- Wall base or trim will need to be installed once the flooring installation is complete to cover the expansion space around the perimeter of the room.
- Always nail/adhere wall base and trim to the wall. Never nail/adhere it to the glue-down vinyl flooring.

#### **B. Doors/Door Jambs**

Glue-down vinyl floors should be installed under door jambs. If the door casings are metal the 1/8" (2.5cm) expansion space can be filled using a silicone or acrylic silicone caulk. Please note the expansion gap must be maintained under the door jamb. Your door jambs may need to be undercut accordingly. To do so:

- Use a glue-down vinyl flooring off-cut to support your saw blade at the correct height for undercutting.
- Check door clearances and make any necessary height adjustments before installing glue-down vinyl floors.

- Make sure to leave the correct expansion spacing.

### C. Wall Irregularities

Walls are not always perfectly straight. Golden Elite glue-down vinyl floors will need to be cut so as to fit within irregularities of your walls. To do so:

1. Create a complete, first row of the glue-down vinyl floor (do not glue down yet) and ensure that all long edges of the flooring are aligned flush with one another.
2. Slide the whole row against the wall; you will now notice any of these irregularities (i.e. areas where the wall is not straight.)
3. Trace the contour of the wall onto the row of glue-down vinyl flooring with a pencil or marker.
4. Once traced, uninstall the planks carefully and cut along the traced line.
5. Re-install the planks leaving the necessary 3/8" (10 mm) expansion space.

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## ACCLIMATION

**IMPORTANT:** Do not open boxes until you are ready to begin installation.

Glue-down vinyl floors must be acclimated to the conditions of your home before they are installed. To do so, raise and cross-stack unopened cartons in the area where they will be installed and away from outside walls, heat and air conditioning vents. Allow 48 hours for your floors to acclimate to the conditions of the installation area before opening the cartons. Installation temperature should be at a minimum of 55° F (12.78° C).

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## INSTALLATION

### A. Basic Procedures

- Inspect every plank for damage and visible defects before installing it. Do not install damaged planks. Golden Elite is not responsible for claims on flooring installed with obvious visible defects or damage.
- Golden Elite glue-down vinyl flooring is dye lot sensitive. Please make sure the installation is completed with one lot number only. Golden Elite cannot guarantee that any future replacement glue-down flooring of the same finish will completely match the originally installed product. It is always a good idea to keep at least one (1) box of the original lot, in the case that reparations need to be made at a future date (*see general instructions, Page 2*).
- The first and last row of the installation should be wider than 3.5" (9 cm). To ensure this will be the case, prior to installation:
  1. Measure the width of the room and divide it by the width of the planks you are installing.
  2. If the remainder is less than 3.5" (9 cm) cut 3.5" (9 cm) from the width of the first row. If this is not possible, simply ensure that both edge planks are as even in width as possible.
- Prepare the subfloor and room as per the corresponding instructions found in this guideline.
- Use spacers to maintain the 3/8" (10 mm) expansion space between the first row and the wall.
- Select a starting corner of the room and work from right to left. Planks should generally be installed parallel to the main line of sight in the room (this wall is usually located opposite the room's main entrance).

## B. Install the Floor

- 1.) Accurately measure the room to determine the center line, adjust the established line to ensure a balanced layout throughout the room, and then transpose this line to a comfortable width away from the starting wall (approximately 2' to 3' wide). Determine if the starter row will need to be cut.
- 2.) Spread adhesive with the proper trowel (please ensure you consult the adhesive manufacturer's instructions for trowel specifications). Use only **Premium LVP adhesive (such as Roberts UNIVERSAL flooring adhesive 3.78L)** and ensure the usage instructions are followed. Waiting for the adhesive to set may be required before installing the first row, so please ensure that you thoroughly consult the manufacturer's usage and instruction guidelines. **Golden Elite is not responsible for installation problems arising from not properly following the adhesive manufacturer's usage instructions.**
- 3.) Beginning at the centerline, begin installing your first row. Make sure your first plank is installed completely straight, as every plank will key off the first. Ensure that each plank is tightly fitted together with no visible gaps between planks. If you see gapping between your planks, carefully uninstall the planks and re-install properly. Be careful not to bend the corner of the plank. Maintain an expansion gap of approximately 1/8" (3 mm) from the wall on all sides.
- 4.) To begin your second row, use a vinyl tile cutter or utility knife and straightedge to cut one vinyl plank in half. The cut must be made at 90 degrees from its length. Staggering your vinyl planks creates an appearance that is more authentic. Remember to repeat this step when starting all subsequent rows by method of random alternation. Pieces should be a minimum of 8" (20cm) in length, as should the stagger from row to row.
- 5.) Continue installation of second row and work across the length of the room, ensuring all planks are properly aligned against each other. It is important for the first two rows to be straight and square, as they are your floor's "*foundation*" for the rest of the installation. Be sure to frequently check. Ensure to continue random staggering pattern when starting each row.
- 6.) Continue installing planks, being certain to maintain a random appearance and offset end seams at least 8" (20 cm). Maintain a 1/8" (3 mm) expansion gap at all fixed vertical surfaces. Check to be certain all planks are fully engaged. **N.B: It is important to constantly check for gaps when installing glue-down vinyl flooring. Once the adhesive sets and dries, closing these gaps is not possible.**
- 7.) When fitting around obstacles or into irregular spaces, vinyl planks can be cut easily and cleanly using a utility knife with a sharp blade. It is often beneficial to make a cardboard template of the area and transfer the pattern to the plank.
- 8.) Once the floor is completely installed, use a floor roller to ensure the planks are firmly bonded to the subfloor. Allow adhesive to completely set before installing moldings, or install moldings as per adhesive manufacturer's usage guidelines.
- 9.) Protect all exposed edges on the flooring by installing wall moldings or transition strips. **When installing moldings, make sure they are securely fastened to all walls or vertical structures, *not* your newly installed glue-down vinyl floor.**
- 10.) Should any adhesive residue be left on the surface of your floor after installation, it must be removed immediately. For wet adhesive residue, a clean water-dampened cloth will remove adhesive effectively. For dry residue, you may use acetone or mineral salts. **N.B: If using acetone or mineral salts, remember that excessive amounts of these products can damage your new installation. Please use caution when applying, and thoroughly clean up any existing residue when done.**

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### C. Precautions

- Replace or install new coordinating baseboards and quarter rounds in all areas. Baseboards are to be nailed into the wall and quarter rounds into the baseboards. **DO NOT** nail either of these into the LVF flooring.
- Protect furniture and chair legs with proper felt or rubber caps.
- Covering the floor's surface with plywood is recommended when moving heavy furniture or appliances onto your newly installed floor.
- Avoid bringing dirt, water and sand indoors by providing a suitable solid backed floor mat at the door.
- Furniture on casters/wheels must use soft, rubber wheels that are suitable for a glue-down vinyl floor and/or use a suitable protective mat.
- Golden Elite Glue-down Vinyl flooring is intended for indoor use only.
- Post installation temperature should be maintained between 55-100°F (18.3-29.4°C).
- It is recommended to protect the installation from direct sunlight exposure, as relative heat and UV may cause discoloration of installation over time.
- For commercial installations, we approve the use of a low speed (175 rpm) floor cleaning machine with 3M red or white pad. We will not be responsible for damage associated with any floor cleaning products or machinery.
- Hard surface mats are required under office chairs. Rolling traffic may damage your flooring and is not warranted.
- We recommend the use of non-staining walk off mats at all entryways. Note: Always use non-staining area rugs and mats as they can reduce the risk of permanently staining your flooring caused by latex and rubber backed rugs. Woven rugs may have dyes that can permanently stain your flooring. Using a non- staining padding / mat under it will help reduce that risk.

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### MAINTENANCE INSTRUCTIONS

Golden Elite glue-down vinyl floors are among the highest performing floors available, but they are not indestructible and minor cosmetic scuffing is normal wear for any glue-down vinyl floor. To ensure your floors perform as well in the future as they do the day after you install them:

#### DO

- Wipe up spills as soon as possible.
- Wash your floor occasionally with clean water. Air movers or fans will speed up drying time.
- Use cleaner approved for vinyl floors to return your floor's original shine if it begins to dull over time (pH neutral).

#### DON'T

- Buff, wax, or use cleaning products that contain surfactants. This includes but not limited to dish lotions, detergents, soap cleaners, vinegar, abrasive cleaners or "mop and shine" products. **Never steam clean or use a steam mop on the floor.**
- Use paste wax or solvent-based polishes.
- Use a beater bar when vacuuming because it can visibly damage the floor surface.
- Use highly abrasive scrubbing tools.

#### IMMEDIATELY AFTER INSTALLATION

- Maintain room temperature at 55+ degrees Fahrenheit for 48 hours after installation is completed.

#### **PROACTIVE PROTECTION FOR YOUR FLOOR**

- When moving appliances or heavy furniture, lay a plywood panel on your floor and "walk" the item across it. This protects your floor from scuffing and tears.
- Be careful with rolling casters. They can damage the floor. Therefore, we do not recommend them. If you choose to use them, the double wheel type are the best option.
- Place a walk-off mat at outside entrances to reduce the amount of dirt brought into your home. We do not recommend the use of rubber- or latex-backed mats because the chemical (antioxidant) used to keep the backing from becoming brittle can permanently stain your floor. We suggest a non-staining natural fiber mat or a woven rug that is colorfast. Most of these products are identified "colorfast" by the manufacturer.

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### **LIMITED LIFETIME RESIDENTIAL WARRANTY & 10 YEAR LIMITED LIGHT COMMERCIAL WARRANTY**

#### **IMPORTANT NOTICE**

Buyers and owners are responsible for thoroughly reading all materials provided by the retailer at time of purchase prior to the installation of flooring, including the installation guidelines, maintenance instructions and the product warranty information.

Some jurisdictions do not allow exclusions or limitations of incidental or consequential damages so the above limitations and exclusions may not apply. Your warranty gives you specific legal rights and you may also have other rights, which vary from jurisdiction to jurisdiction.

This warranty only applies to the original end user and is not transferable. Golden Elite requires the flooring receipts to verify date and proof of purchase to resolve any problem that may occur. If a defect is found, Golden Elite will, depending on availability, either supply floor planks of a similar color, pattern and quality or reimburse the value of those defective planks.

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#### **What Is Covered and How Long**

- Will not contain manufacturing defects.
- Will not rip or tear through from normal household use.
- Cost of flooring planks only.
- The Limited Lifetime Residential Warranty / 10-year Limited Light Commercial Warranty starts from the date of purchase.

#### **What Is Not Covered By These Warranties**

- Damage caused by fire, flooding, intentional abuse, water leakage, and excessive moisture.
- Damage caused by a vacuum cleaner beater bar, caster wheels or cuts from sharp objects.

- Damage caused by high heels and spiked shoes.
- Loss of gloss/scratching.
- Staining from latex, vinyl or rubber based mats.
- Minor color, shade or texture variations between sample or web pictures and delivered products.
- Installation related errors or damage including improper conditioning of jobsite and flooring material.
- Loss due to inconvenience, loss of time, incidental expenses, or consequential damage.

For more information on this product, please call Golden Elite, 1-888-642-8844 or email [info2@gefflooring.com](mailto:info2@gefflooring.com).

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