

Installation and Maintenance Instructions for Contract-Click Tile/Planks

Contract-Click is designed to be easy to install and can be installed in the following places:

- in rooms on, above or below ground level
- over plywood, OSB (Oriented Strand Board) or concrete subfloors
- directly over most existing hard surface flooring
- over radiant heating systems

Note: Special instructions are required for installation over radiant heat system available from your Tajima SPC dealer.

INSTALLER'S AND OWNER'S RESPONSIBILITY

Contract-Click is manufactured to the highest standard of product quality, but occasional manufacturing defects may occur in the product.

The installer and owner are responsible for conducting a quality inspection of all pieces before installation. Any pieces of flooring that appear to contain a manufacturing defect should not be installed. The installed flooring will be deemed to have been inspected and accepted by the installer and owner even if there is no owner at the time of installation. If defects are found, please contact your dealer. It is the sole responsibility of the installer to confirm that the job site, subfloor and installation and materials meet or exceed industry standards. Tajima will not accept responsibility for any problems caused by incorrect or improper site preparation or installation procedures.

Note: Contract-Click is a waterproof product, it is not a moisture protection product. Crawl spaces (the space between the flooring and the subfloor) need to be adequately ventilated and 0.15 mm poly vapor barrier (at least 12 "overlapped joints) should be covered on the exposed earth. Concrete slabs must be cured and dry (min. 60 days) with no evidence of moisture.

SITE PREPARATION:

INSTALLATION IN NEWLY-CONSTRUCTED BUILDING

Make sure the followings prior to installation:

- Concrete, painting and all other wetting work is completed and thoroughly cured and dried.
- Basements and crawlspaces are dry. Crawlspaces must have no standing water; crawlspaces must also have a vapor barrier and adequate ventilation in accordance with local building codes.
- Gutters and downspouts are in place, directing water away from the building
- A temperature range of 18-30°C should be maintained before, during and after installation throughout the home, subfloor is properly prepared for installation.
- In case of installing over radiant heat system, ensure that the system operates normally and has been fully tested and running for at least two weeks prior to installation. The system should be turned off for 24 hours prior to installation in the installation area.

INSTALLATION IN EXISTING BUILDING

Installation in an existing building must meet the same conditions as a new building. In case of a larger remodeling project, make sure that all wetting work (painting, texturing, etc) is completed and thoroughly dry before starting flooring installation.

In addition, please check the followings:

- Remove baseboards and moldings
- Undercut door casings (use a piece of the flooring as a depth gauge)
- Remove existing flooring if necessary
- if installing over radiant heat, ensure that the heating system can be operated effectively at temperatures acceptable (if necessary, consult a heat technician). The system should be turned off for 24 hours prior to installation in the installation zone.

SUBFLOOR PREPARATION

Contract-Click is a waterproof product, but it is strongly recommended to remove all moisture sources before commencing installation.

The installer and owner are solely and jointly responsible for ensuring that the subfloor is suitable and properly prepared for installation.

All subfloors must be clean, dry, structurally sound and flat to within 5 mm in 3 m radius.

➤ **Wood/Plywood**

- The moisture content of the wood/Plywood subfloors must not exceed 12% according to NWFPA guidelines.

➤ **Concrete**

- The concrete subfloor must be fully cured and dry (60 days) prior to installation. The moisture content of the concrete subfloor must be less than 85% relative humidity (ASTM F2170-11).

➤ **Gypsum**

- Gypsum Subfloor must be fully cured (30 days) prior to installation. The moisture emission rate should be less than 5 lb/(1000sq/ft·24 hours) using a Tramex Moisture Meter or equivalent device.

➤ **Ceramic Tile**

- Ceramic tile grout exceeding 1mm in depth and 4mm in width will require skim coating with a Portland cement leveling compound to avoid bottom up pattern telegraphing.

ACCLIMATION

Prior to installation, ensure that the flooring is at the same temperature as the job site. Depending on the season, this may take 24-48 hours for the flooring to become balanced to the interior temperature of the installation site.

UNDERLAY

When installing these products, no special underlay is required.

Where additional height is required to match an existing floor, a rigid underlayment (4mm or 6mm cork) or other rigid materials (plywood, OSB etc.) may be used under Contract-Click flooring without affecting the performance. All pre-installation preparations such as floor flatness, dryness etc. must be completed prior to installation.

STARTING WALL

Set the installation direction so that the board is parallel to incoming sunlight and select your starting wall.

Check for straightness of starting wall. If it is not straight, you may need to trim the edge of the first row of flooring to align the shape of the wall. Calculate how many rows of flooring will be required for the installation. You will need to cut lengthwise the final row of flooring to fit. The last row must be at least half of the width of flooring to ensure the integrity of the joint. If it is not half a flooring width, then cut your starting row enough to make up the difference.

EXPANSION SPACE

Be sure to maintain an expansion gap of approximately 8mm between the flooring and the wall. Also leave expansion space where the flooring will meet any vertical obstacle, such as stairs, pipes, door sills, tiles, cabinets etc. Use an expansion spacer of 8 mm on hand during installation.

INSTALLATION

Angle/Angle Installation:

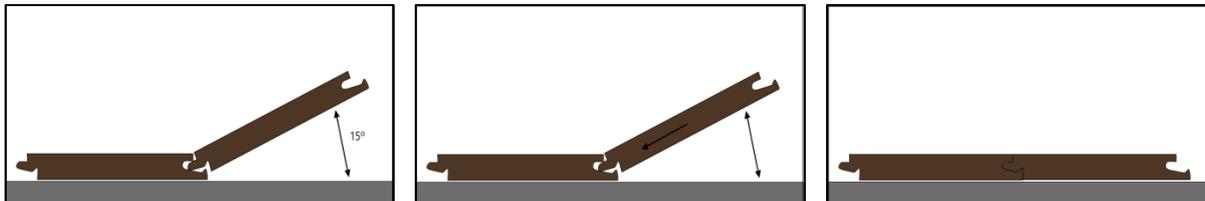
Hold the new flooring at an angle of 15° to the previously installed flooring, and combine the tongue of new flooring into the groove of installed flooring. With the locked together butt end gently lift the long side to about 15°, using a tapping block, gently tap the long side (groove side) to move into the tongue into the groove of the previously installed row.

As the flooring becomes seated into the previous row, let the flooring fall flat to the floor and gently tap as needed to set the long side into place. Move on to the next flooring.

Open 1 or 2 packages of flooring and inspect floorings to ensure there are no manufacturing defects. Floorings installed will be deemed to have been inspected and accepted by the customer. Select your starting wall and check for straightness as described above. Decide in which direction you want to install (Contract-Click can be installed left to right, or right to left). This manual will describe a left-to-right installation.

Begin at the left-hand end of the starting wall. Use sufficient expansion gap spacers of 8 mm during installation.

Begin with a full flooring. Saw off the tongue on the long and short sides of the flooring, and place the flooring with the sawn short side end against wall on the left, and put



the sawn long side facing

the starting wall, but set out about two feet from the starting wall. Insert a spacer at the left end of the flooring and nudge the flooring against the wall.

Take a shorter flooring to begin the second row, and angle in to position against flooring 1, fitting together the long side joint. Place a spacer at the left-hand end of the second flooring.

Note: Lay a heavy object like a full box of Contract-Click flooring on the end of the first two floorings to help keep them in position while your installation.

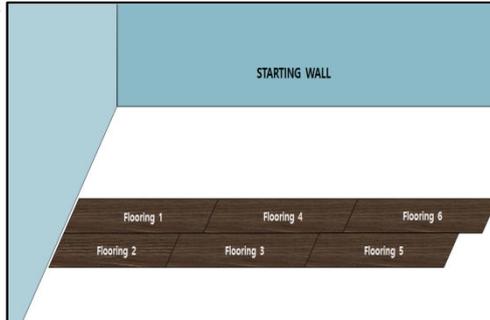
Install flooring 3. Hold it at angle and fit the butt end joint into the end of board 2. Drop board 3 slightly to engage the butt joint, then lift flooring 2 & 3 together and move gently up and down while pressing forward until the long side joint of flooring 3 locks into flooring 1.

Note: Make sure that all butt joints are staggered by at least 6” .

Take flooring 4 and saw off the tongue joint on the long side only. Hold it at angle and fit the butt end joint into the end joint into the end of flooring 1. Drop flooring 1 & slightly to engage the butt joint with flooring 1, then lift flooring 1 & 4 together and move gently up and down while pressing forward until the long side joint of flooring 4 locks into flooring 3. Kneeling on flooring 3 while you do this will help hold everything in place.

Install flooring 5 in the same way as flooring 3. Install flooring 6 in the same way as flooring 4. Continue until you have completed two full rows. At the end of the row, cut floorings to fit, but remember to leave expansion space at the end of the row as well.

Note: Begin rows with a variety of difference lengths of floorings. You can also use off cuts from previous row ends to start new rows. However, it is only possible to be at least 6 "(15cm) in length.



To begin the third row, hold the first board at a 30° angle and insert the long side tongue into the long side groove of the previous row, then let the flooring lower into place. Make sure that the left edge matches the previous row and places an expansion gap spacer between the left-hand end of the flooring and the wall.

Use the angled installation method described above to install the remaining floorings to complete the rows. Continue installing in this manner until you have completed 3 or 4 entire rows. Insert a series of expansion gap spacers along the starting wall and slide the assembled flooring against the starting wall.

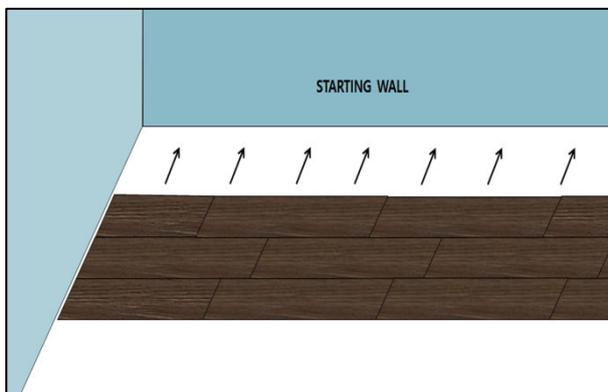
After pushing into the starting wall, continue the installation throughout the rest of the room. When reaching the final row, measure the distance to the far wall and 'rip' a row of floorings to fill up the gap. Leave a 8mm expansion space against the far wall.

Finish the installation by removing the expansion gap spacers. Install moldings, trim and transitions. Moldings and transitions must be affixed to the subfloor or to the wall - not to the flooring itself.

Before moving furniture onto the flooring, protect the flooring by putting felt pads to all furniture and accessories. For more information on care and maintenance of flooring, please see the product warranty.

Turn the heating back on and gradually increase the temperature by 5°C.

In case of the installation over a radiant heating system, turn the heating system back on and gradually increase the temperature by 5°C. You must not allow the surface temperature of the floor to exceed 28°C and avoid drastic temperature changes. Always adjust the heating slowly by 5°C increments. We recommend installing a dedicated temperature control unit so that the heating temperature can be adjusted accurately.



soaps, waxes or any abrasive materials. These could make the floor slippery or cause discoloration.

PRODUCT CARE & MAINTENANCE

Simple care and maintenance procedures will help to keep your Contract-Click in top condition and help to protect it from unnecessary wear and damage.

- Sweep or vacuum the floor regularly to keep it clean and free of dust, sand and other abrasive materials.
- Wipe away any food, drink or liquid spillage immediately.
- Avoid the use of any household cleaners, oils,

- Place area rugs or doormats at entry ways to help prevent sand, grit, oils, dirt and other abrasive materials from being tracked onto the floor surface from outdoors.
- Place protective mats at high-use work areas such as sinks, ranges, service counters and workstations.
- Ensure that environmental conditions are maintained with a temperature range of 18~30°C and humidity at 30~50% at all times. Problems resulting from exposure to improper environmental conditions are not covered by the product warranty.
- If the floor is installed over a radiant heating system, never allow the surface temperature of the floor to exceed 28°C. Avoid drastic temperature changes; always adjust the system gradually in 5°C increments. It is recommended that a dedicated quick recovery thermostat be installed to allow the temperature of the radiant heating system to be accurately controlled.
- Put felt protector pads on the feet of all furniture, display stands, file cabinets and other accessories that will be placed directly onto the floor surface. Inspect regularly for wear and replace as necessary.
- Do not expose to direct sunlight for prolonged periods as this will result in discoloration and expansion. To protect the flooring from sunlight, the use of drapes, blind systems or protective window film is required.

Failure to follow above care and maintenance instructions may invalidate the product warranty.