

# PORTFOLIO TILES

## Installation instructions:

Easy Do-It-Yourself Installation!

**IMPORTANT: Make sure the PATTERN number located on the side of this box is the same when using two or more boxes. Before installing the tiles, store them at room temperature for at least a day.**

### 1. Preparing the Surface

ALL floor surfaces MUST be dry, clean, smooth and level.

- **Cement:** Fill in all cracks and holes with a suitable latex filler and coat all areas with a suitable latex sealer. Not to be installed on untreated cement.
- **Wood:** Make sure all planks or plywoods are securely nailed down. Counter-sink nail heads, and cover with latex filler. The surface must be completely clean and free of paint, varnish, or wax and completely seal all areas with a suitable latex sealer.
- **Resilient Vinyl:** Remove all dirt, grease, or wax build up.

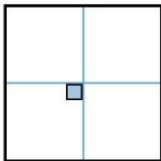
Do NOT install tiles over cushioned vinyl rubber flooring. Remove flooring or cover with plywood. If installing plywood, remember to countersink the nails and cover the holes with filler and then completely seal with a suitable latex sealer.

DO NOT INSTALL TILES OVER:

- Any floor exposed to excessively hot or cold temperatures.
- Any floor exposed to excessive moisture.
- Radiant heated floors.
- Particle board or MDF Board.

### 2. To Begin:

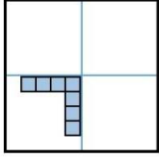
You must determine the center point of your room. Measure the center points of opposite walls and secure a chalk line from one to the other. Snap the line. Repeat the process with the other set of opposite walls. The point at which the chalk lines intersect is the room's center. (Figure 1)



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### 3. Tile Installation:

Wherever tiles are marked with arrows in the back, install them so that all arrows point in the same direction. Starting at the center point as shown in Figure 1, peel off the protective paper and carefully align the tile with the chalk line markings. Press down firmly. (Caution: the tile's protective paper covering is very slippery. To avoid accidents, do not leave the paper on the floor after you've peeled it from the tile.) Moving along the chalk line, butt each tile squarely and as tightly as possible. Without going directly against the wall initially, form an "L" shape as shown in Figure 2. Cover a quarter of the surface area at a time. Do not install tiles to the edges of the room until the main floor area has been covered.



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#### 4. **Cutting Tiles:**

Tiles should be cut with a straight edge and utility knife. (Do not cut over newly installed tiles as the blade may damage the new tiles.) Cut edges should face the wall. If possible, slide cut edges under wall molding. To fit tiles around irregularly shaped objects, make a pattern of the exposed area with a sheet of paper. Use the paper cut-out as a template. Placing the paper cut-out on the front side of the tile, trace the contours of the paper onto the tile. Cut around the marked contours.

#### 5. **Maintenance:**

While Portfolio Tile floors require minimum maintenance, please follow these guidelines:

- Sweep, damp mop, or vacuum regularly.
- Avoid abrasive cleansers.
- Use furniture leg coasters.
- Occasionally use an appropriate vinyl tile cleaner.
- DO NOT WAX. This will make the floor's surface too slippery and may cause accidents.

English:

#### **Limited Five Year Warranty:**

The manufacturer warrants The Portfolio Collection Tiles to the original purchaser for a period of five years against manufacturing defects, when installed according to the manufacturer's instructions. The manufacturer will only replace merchandise of similar quality as the defective item. This warranty covers only new material purchased from an authorized dealer. Proof of purchase will be required. This warranty does not apply to damage from stiletto heels, tar, wood stain, water accumulation, neglect, abuse, improper installation or maintenance, any usage other than residential interiors.

Spanish:

#### **Garantía Limitada Por Cinco Años:**

El fabricante Portfolio Collection Tiles da esta garantía al comprador original por un periodo de cinco años contra de defectos de fabricación, cuando instalado de acuerdo con estas instrucciones del fabricante. El fabricante solamente reemplazara el material de la calidad similar al material defectuoso. Esta garantía cubre solo material Nuevo cuando fue comprado de un comerciante autorizado. Prueba de la compra es requerida. Esta garantía no aplica a danos por zapatos de tacon altos, brea, manchas de madera, acumulación de agua, descuido, abuso, instalacion incorrecta, mantenimiento inapropiado, cualquier uso que no sea interior residencial.