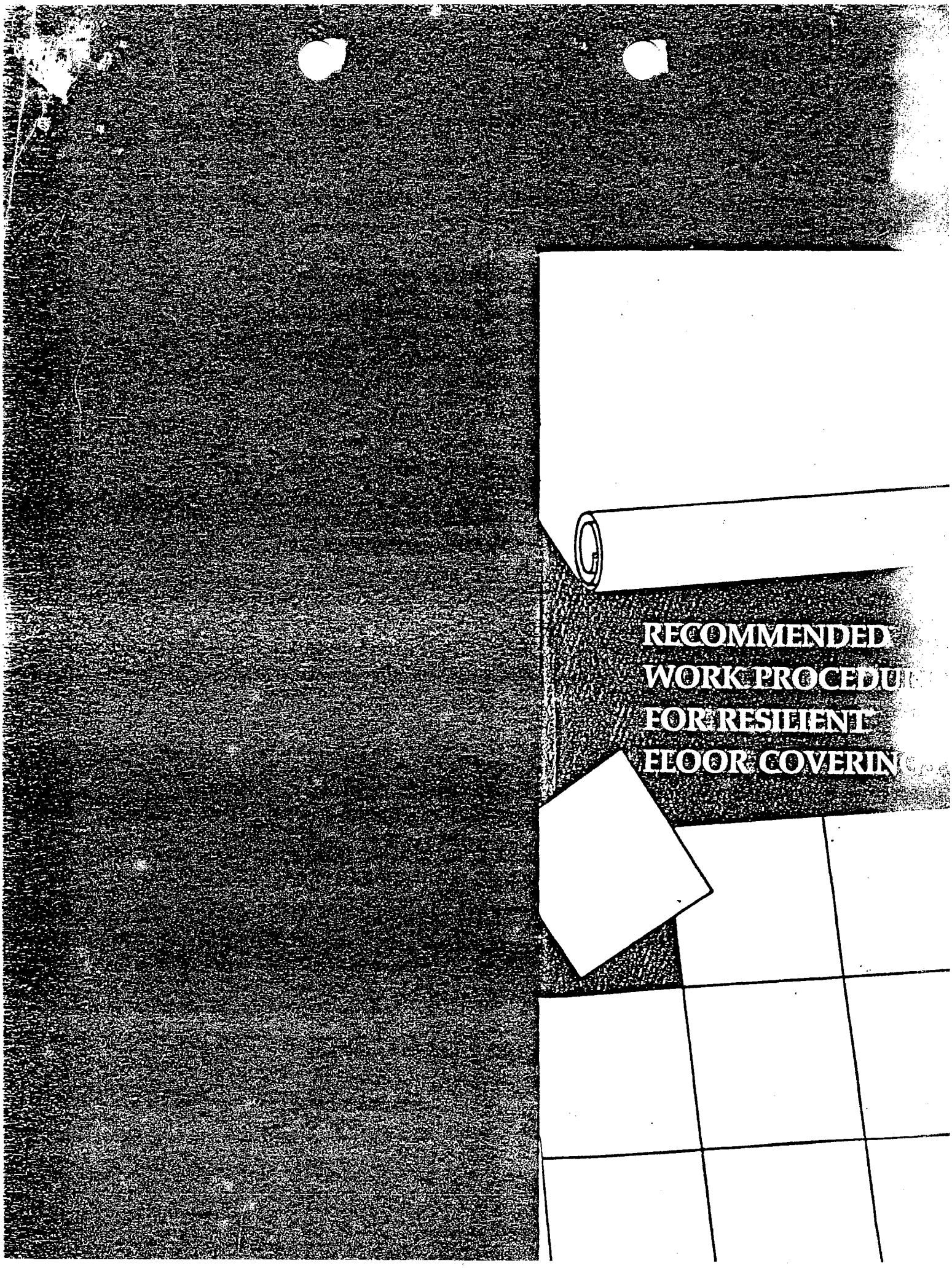
FILE NAME: Flooring (FLR)

DATE: 1980

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DOCUMENT DESCRIPTION: Recommended Work Procedures for Resilient Floor Coverings


RECOMMENDED
WORK PROCEDU
FOR RESILIENT
FLOOR COVERIN

RECOMMENDED WORK PROCEDURES FOR RESILIENT FLOOR COVERINGS

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IMPORTANT INFORMATION FOR INSTALLERS OF RESILIEN FLOOR COVERINGS

Introduction

The member companies of the RESILIENT FLO COVERING INSTITUTE are manufacturers of the foll ing forms of resilient floor coverings which may con some asbestos:

1. Sheet Vinyl
2. Vinyl Asbestos Tile
3. Asphalt Tile

WHY ASBESTOS IN RESILIENT FLOOR COVERINGS?

Asbestos fibers have been used in the manufactur resilient floor covering products for more than 50 y Asbestos fibers are used to provide durability to tile p ucts. In addition, asbestos fibers in sheet vinyl back permit these products to be installed on all grade le The presence of "locked-in" asbestos fibers in resi floor coverings provide the versatility and economy which they have been noted throughout the years.

WHAT ABOUT ASBESTOS?

In the past decade much attention has been focuse the relationship between exposure to asbestos fibers respiratory ailments. It has been determined that inl tion of free airborne asbestos fibers may be injurio health. However, the asbestos fibers contained in above types of resilient floor coverings are *not free*, firmly encapsulated or *locked-in* the product during manufacturing process. Asbestos contained therein not become airborne during the lifetime of the pro when these products are used and maintained as re mended by the manufacturer*.

*See "Monitoring for Airborne Asbestos Fibers: Vinyl Asbestos Floor Tile" "Monitoring for Airborne Asbestos Fibers: Sheet Vinyl Floor Covering," re prepared by SRI International, 1978-79. (Available on request from the Resi Floor Covering Institute, 1030 15th Street, NW - Suite 350, Washington, 20005).

It is essential that certain precautions be observed, however, when installing a resilient floor covering or when preparing or removing an existing resilient floor covering. It is the purpose of this Work Procedures Manual to provide those precautionary steps necessary to assure the safest way to accomplish the work involved.

Recommended Work Procedures

PREPARATION OF FLOORS WITH EXISTING RESILIENT FLOOR COVERNGS TO RECEIVE NEW RESILIENT FLOOR COVERINGS

Follow the installation instructions published by the manufacturer of the new floor covering when a new resilient sheet or tile floor covering is to be installed on a surface presently covered with a resilient floor covering. These instructions will tell you what must be done to the existing surface before the new resilient floor covering can be installed.

Of the four general procedures listed below, Items 1 and 2 are covered by manufacturers' instructions; Items 3 and 4 are covered specifically in this Work Procedures Manual*:

Resilient Floor Covering Installed Over. . . .

1. *The Existing Surface.* Follow the manufacturer's instructions for removing wax, filling in low spots, etc. *Use wet scrubbing. Never sand an existing resilient floor covering.*
2. *New Underlayment.* Install panels on top of the existing surface (wood subfloors only) and apply new floor covering directly over this. Follow the manufactuer's instructions.
3. *Partially Removed Existing Adhered Sheet Vinyl Floor Covering.* See instructions below under heading "Partial Removal of Existing Adhered Sheet Vinyl Floor Covering," page 8.
4. *Completely Removed Existing Resilient Floor Covering*
   (a) *Sheet Vinyl*—See instructions below:
      1. "Complete Removal of an Unadhered (Lo Lay) or Peripherally Adhered Sheet V Floor Covering," page 6.
      2. "Complete Removal of an Existing Adhe Sheet Vinyl Floor Covering," page 11.
   (b) *Tile*—See instructions under heading "Comp Removal of an Existing Resilient Tile Fl Covering," page 14.

*In case of minor variations, the manufacturer's instructions should be followed.

SHEET VINYL FLOOR COVERIN

Preparation of Floors With Existing Sheet Vinyl Fl Covering to Receive a New Resilient Floor Cover

Sheet vinyl floor covering is installed in several wa

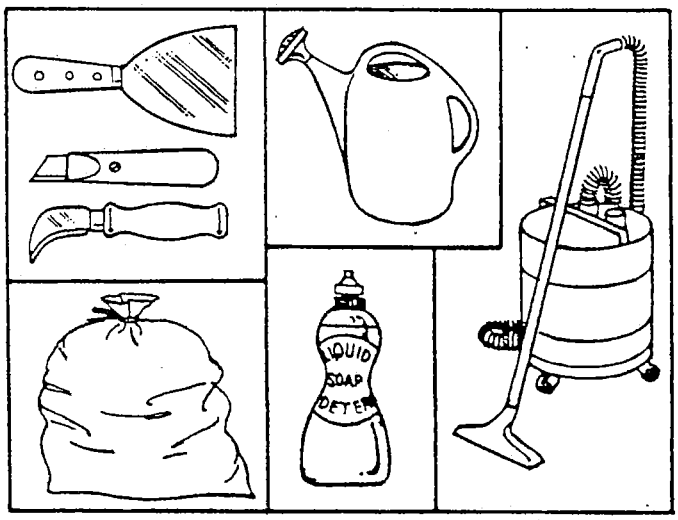
1. Unadhered or Loose-Lay.
2. Adhered or Cemented.
3. Peripherally adhered.

Some resilient floor covering can be installed over isting resilient sheet vinyl floor covering under cer conditions. Be sure to follow the floor covering manu turer's instructions, regarding the conditions and f preparation required.

If partial or complete removal of the existing sheet v floor covering is required, the following instructions ar be followed:

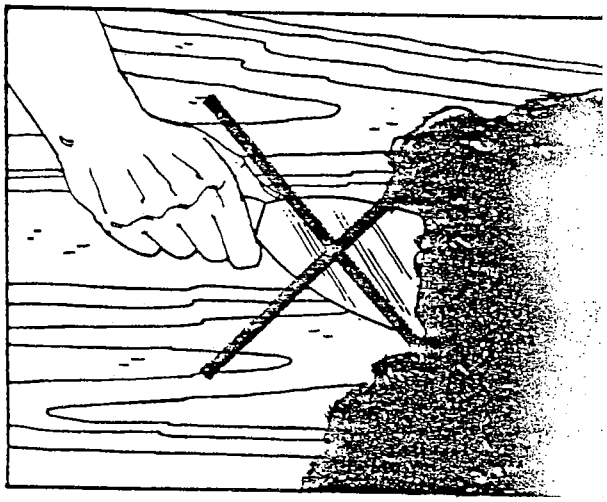
Supplies and Tools
(refer Sketch 1.)

1. Broad, stiff-bladed wall scraper, or floor scraper.
2. Utility or hook knife.
3. Tank type vacuum cleaner with disposable dust l and metal floor tool (no brush).
4. Large size heavy duty impermeable trash bags closed impermeable containers) with ties, tapes, string to tie shut, and tags for labeling.
5. Hand sprayer or sprinkling can.
6. Liquid dishwashing detergent or liquid wallpa remover mixed with water to make a dilute solut (1 oz. liquid in one gallon of water).



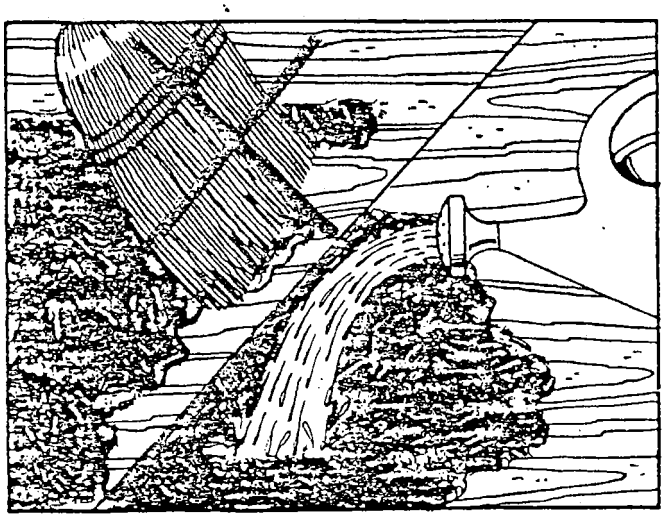
Sketch 1. *Tools and supplies for sheet removal.*

Special Precautions (Continued)

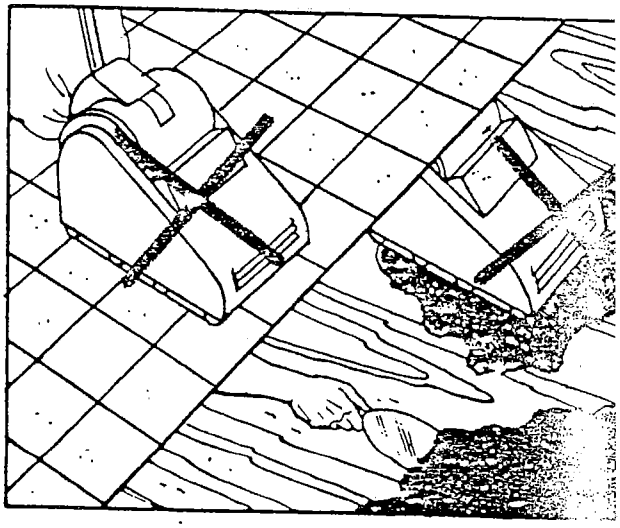


Sketch 3. *Never dry scrape adhered areas of floor covering.*

Special Precautions

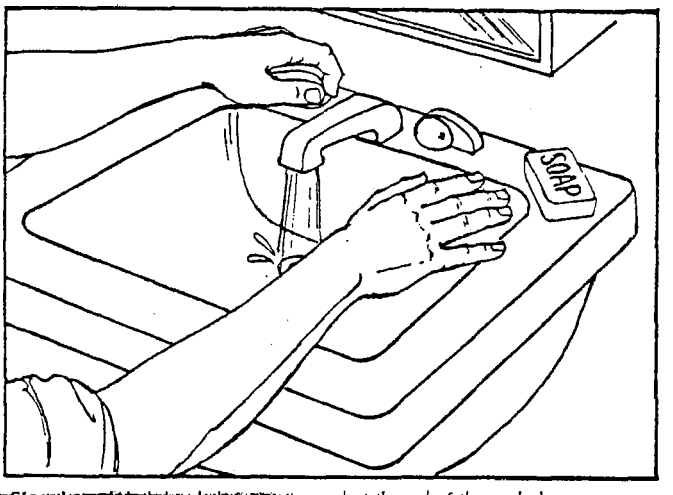


Sketch 2. *Never dry sweep. If unavoidable, use water or other suppressants.*



Sketch 4. *Never sand an existing floor covering; nor sand or dry scrape re felt.*

Special Precautions (Continued)

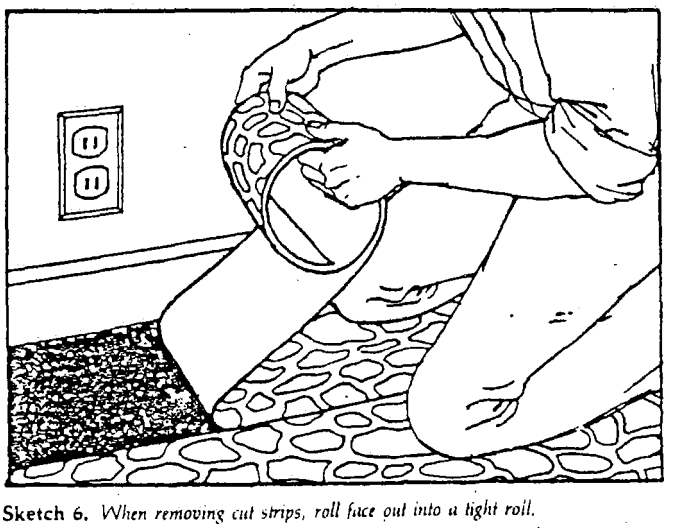


Sketch 5. *Wash hands before eating and at the end of the work day.*

Complete Removal of an Unadhered (Loose-Lay) or Peripherally Adhered Sheet Vinyl Floor Covering.

a. Remove any binding strips or other restrictive moldings from doorways, walls, etc.

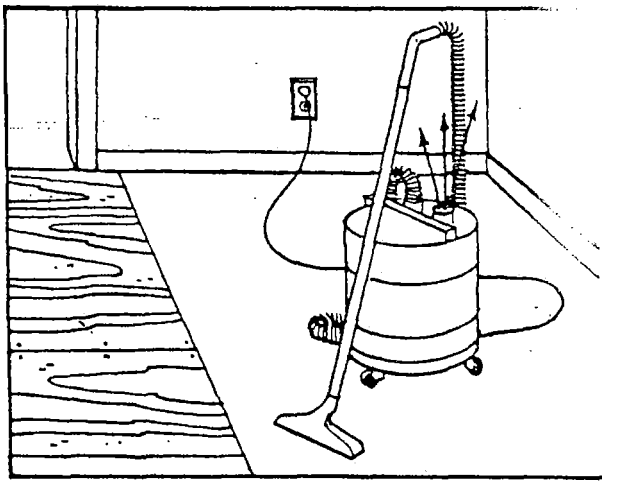
b. Cut a strip the length of the floor and about 18" wide along one wall. Remove this strip, gently turn it over and roll face out into a tight roll (see Sketch 6). Tie or tape securely so it will not unroll. Place it in a heavy duty impermeable trash bag, or closed impermeable container big enough to accomodate several rolls, for disposition.



Sketch 6. *When removing cut strips, roll face out into a tight roll.*

c. Clean the exposed floor with a vacuum cle positioned so that exhaust air does not blow the unclean area (see Sketch 7). *DO NOT I SWEEP. IF UNAVOIDABLE, USE WATER OTHER DUST SUPPRESSANTS.*

d. Repeat the above, cutting, removing, rol disposing of one strip at a time and cleaning newly exposed area immediately until the w floor covering has been removed and the w floor vacuumed clean.



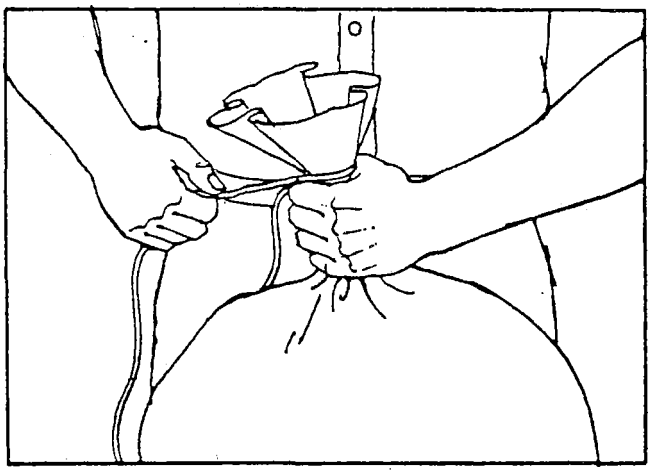
Sketch 7. *Position vacuum so that exhaust air does not blow over unclean*

e. If seams or door openings have been adhered v double faced tape, remove the tape and plac the heavy duty impermeable trash bag or clc impermeable container.

f. If any floor covering areas have been adhe with adhesive and remain stuck to the floor, t should be removed by the wet scraping met explained on page 10. *DO NOT DRY SCR/ OR SAND.*

g. Carefully remove the dust bag from the clea and place it in the trash bag.

h. Close and seal the trash bags tightly for disp (see Sketch 8). Identify contents with a label s ing—"Caution—Contains Asbestos—Dispose an approved land fill only."



Sketch 8. *Seal trash bags securely for disposal.*

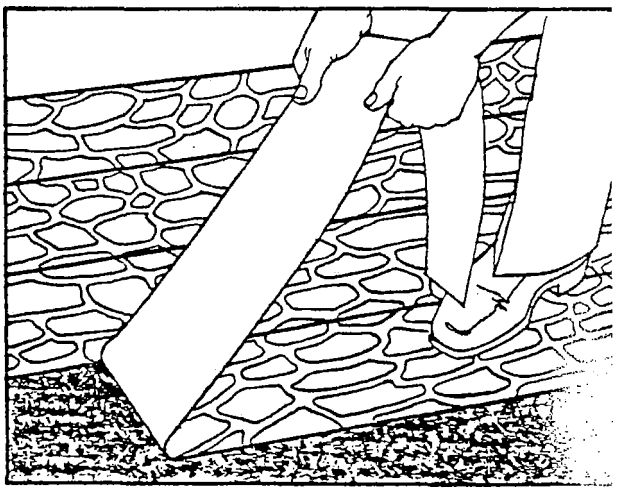
i. Install the new resilient floor covering according to the manufacturer's instructions.

Partial Removal of Existing Adhered Sheet Vinyl Floor Covering.

Most felt backed sheet floor coverings can be separated in the backing or felt layer. The felt left on the floor presents a smooth surface on which some new sheet floor coverings can be installed directly. Be sure to follow the manufacturer's instructions. Use the following procedure to partially remove the existing adhered floor covering.

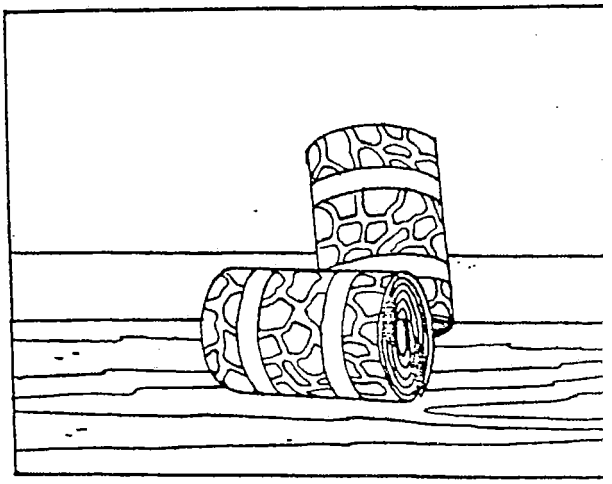
Reminder: Never Sand an Existing Floor Covering

a. Remove any binding strips or other restrictive moldings from doorways walls, etc.
b. Make a series of parallel cuts 4 to 8 inches apart through the top layers and about halfway through the backing, parallel to the wall.
c. Start at the end of the room farthest from the entrance door and pry up the corner of a strip, separating the backing layer. Pull the top layer back upon itself slowly and evenly at the angle that permits the best separation, and half the backing and the top layers will pull free (see Sketch 9). After it is removed, roll up the strip face out into a tight roll. Tie or tape securely (see Sketch 10) and place in the heavy duty impermeable trash bag or closed impermeable container for disposal.



Sketch 9. *Separating top layer from backing.*

d. Each succeeding strip should be removed i above manner. Avoid walking on the expos much as possible. Roll up each strip as it is re and place it in the trash bag or closed co Close full bags tightly and seal securely for dis Identify with a label stating "Caution—co asbestos. Dispose in an approved land fill only



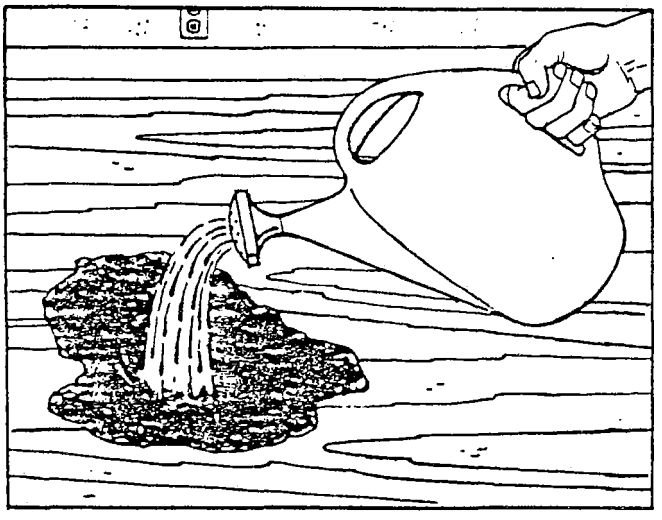
Sketch 10. *Rolled up strips must be tied or taped securely.*

e. Occasionally, parts of the top layers will stick backing. This can often be eliminated by p from the opposite direction. The stiff-bladed s will help in stubborn areas.
f. Any high spots of felt on the floor can be levell wet scraping.

Reminder: Never Sand or Dry Scrape Residual Felt

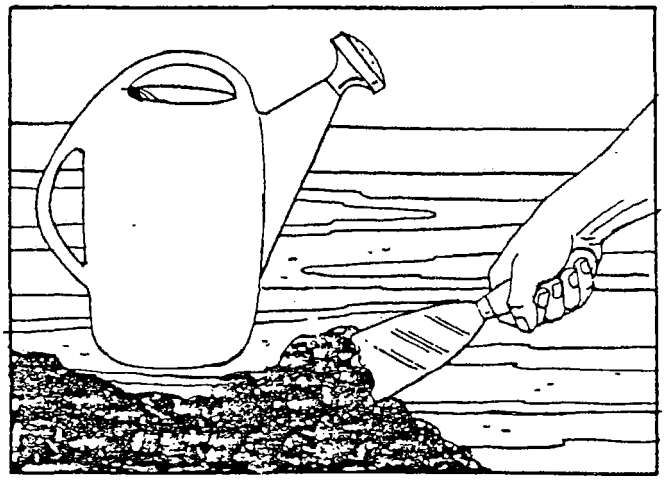
Wet scraping is done as follows:

1. Pour the detergent solution into the sprayer or sprinkling can.
2. Thoroughly wet the high felt spot with this solution. Wait a few minutes to allow the solution to soak into the felt (see Sketch 11 below).



Sketch 11. *Thoroughly wet dry felt before removal.*

3. Use the stiff-bladed scraper to remove the excess felt (see Sketch 12). If felt dries out, or dry felt is exposed during scraping, re-wet with more solution.



Sketch 12. *After wetting felt, use stiff-bladed scraper to remove.*

4. Pick up the larger pieces by hand and place trash bag immediately.

g. Non-adhered felt left on the floor can be cut and re-adhered to the floor with adhesive.

h. If small areas of backing pull free from the floo depression should be filled with latex patching pound, as recommended by the floor cov manufacturer.

i. Clean the floor with the vacuum cleaner usin metal floor tool. *DO NOT DRY SWEEP WI BROOM.* Position the vacuum cleaner so discharge air does not blow on the felt. C remove the dust bag from the cleaner immedi and place in a heavy duty impermeable trash b closed impermeable container.

j. Close and seal trash bags tightly for disposal. Ide contents with a label: "Caution—contains asb Dispose in an approved land fill only."

k. Do not walk over the felt unnecessarily, as this scuff the felt and raise dust.

l. Install the new resilient floor covering immedi following the manufacturer's instructions.

Complete Removal of an Existing Adhered Sheet Vinyl Floor Covering.

If complete removal is required, follow these in tions:

Reminder: Never Sand an Existing Floor Cover

a. Remove any binding strips or other restr moldings from doorways, walls, etc.

b. Make a series of parallel cuts 4 to 8 inches apar almost through the backing, parallel to a wall.

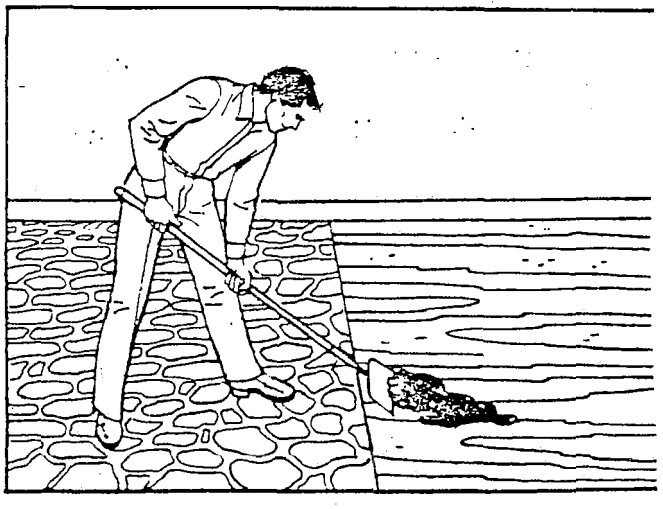
c. Start at the end of the room farthest from th trance door, and pry up the corner of the first separating the backing layer. Pull the top layer upon itself slowly and evenly at an angle that mits the best separation and most of the backing top layers will pull free (see Sketch 9). Remov strip, gently turn it over and roll face out into a roll. Tie or tape securely (see Sketch 10) and pla a heavy duty impermeable trash bag or close permeable container for disposal.

d. Repeat the above on the next two strips but do not remove anymore than a total of three strips at this time.
e. Remove the felt remaining on the floor in the stripped area by *wet scraping*.

Reminder: Never Sand or Dry Scrape Residual Felt

Wet scraping is done as follows:

1. Pour the detergent solution into the sprayer or sprinkling can.
2. Thoroughly wet the residual felt with this solution. Wait a few minutes to allow the solution to soak into the felt (see Sketch 11).
3. Stand on the remaining floor covering (not the felt) and use the stiff-bladed scraper to scrape up the wet felt (see Sketch 13 below).



Sketch 13. *Stand on the remaining floor covering,* not the felt, *during felt removal*

Reminder: Do Not Scrape Dry Felt

Re-wet the felt if it dries out or if dry felt is exposed during scraping. Pick up the scrapings as they are removed from the floor and place in a heavy duty impermeable trash bag or closed impermeable container. Scrape *all* felt from this floor area before proceeding further.

4. Repeat the above on the next series of strips. only *one* three-strip area at a time. Stand on th maining floor covering or clean floor (do stand on the felt) to scrape up the felt.
5. Repeat this operation until the felt has b removed from the whole floor. Close full tightly, and seal securely for disposal. Ide with a label stating "Caution—Contains Asbe Dispose in an approved land fill only."

f. When the whole floor has been cleaned free of let it dry and vacuum up any dirt using the vac cleaner with the metal floor tool.

Reminder: Do Not Dry Sweep.

Position the vacuum cleaner so that the discharg does not blow on the floor being cleaned.

g. Carefully remove the dust bag from the cleaner place in a heavy duty impermeable trash ba closed impermeable container for later disposal
h. When the floor is dry, it is ready to have a resilient floor covering installed. Follow the covering manufacturer's instructions.

RESILIENT TILE FLOOR COVERIN

Preparation of Floors With Existing Resilien Tiles to Receive New Resilient Floor Coverin

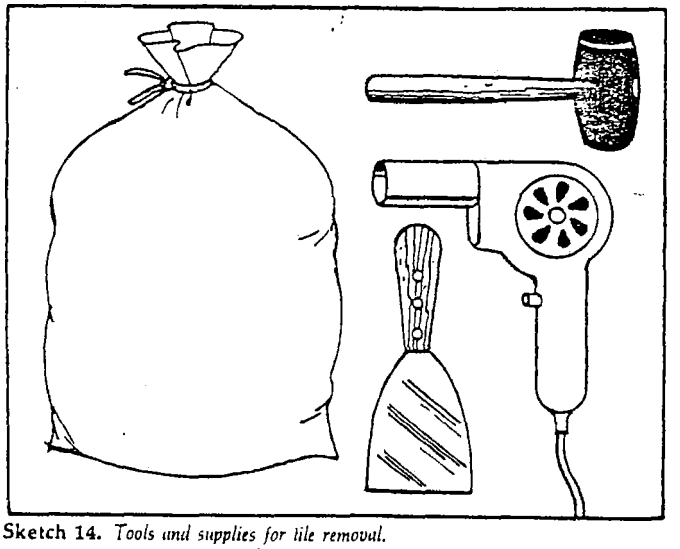
Some resilient floor coverings can be installed ov isting resilient tile installations. Follow the installati structions published by the manufacturer of the new covering when a new resilient floor covering is to stalled on a surface presently covered with a resilien covering. These instructions will tell you what mu done to the existing surface before the new resilien covering can be installed.

Caution: Never Sand an Existing Tile Installatio (see Sketch 4).

Complete Removal of Existing Resilient Tile Floor Covering.

Supplies and Tools (refer Sketch 14)

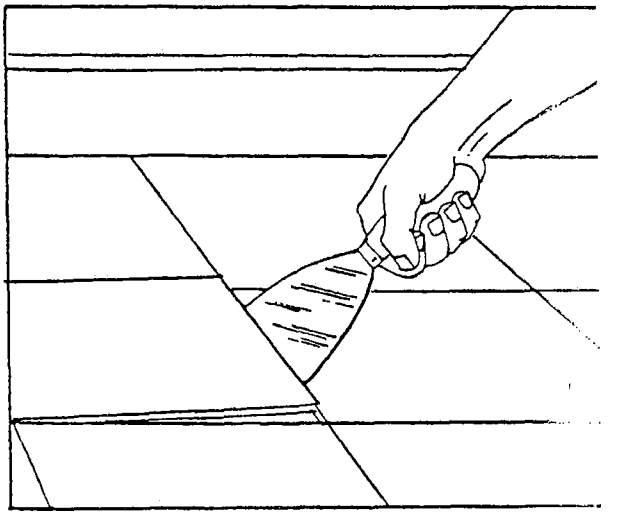
1. Heavy duty wall scraper with approximately 4" blade and 6" to 8" handle.
2. Hammer
3. Commercial type hand held hot air blower.
4. Heavy duty impermeable trash bags (or closed impermeable containers), ties and labels.



Sketch 14. *Tools and supplies for tile removal.*

a. Those areas normally exposed to heavy foot traffic patterns usually have tiles adhered the tightest. As a matter of good practice in starting the tile removal, those sections which receive least traffic should be the locations selected for starting the removal of the tile. Since tiles are normally in a 9" × 9" or 12" × 12" dimension, it should be the goal to remove individual tiles as a complete unit.

b. Start the removal by carefully wedging the wall scraper in the seam of two adjoining tiles and gradually forcing the edge of one of the tiles up and away from the floor (see Sketch 15). Do not break off pieces of the tile but continue to force the balance of the tile up by working the scraper beneath the tile and exerting both a forward pressure and a twisting action on the blade to promote release of the tile from the adhesive and the floor.

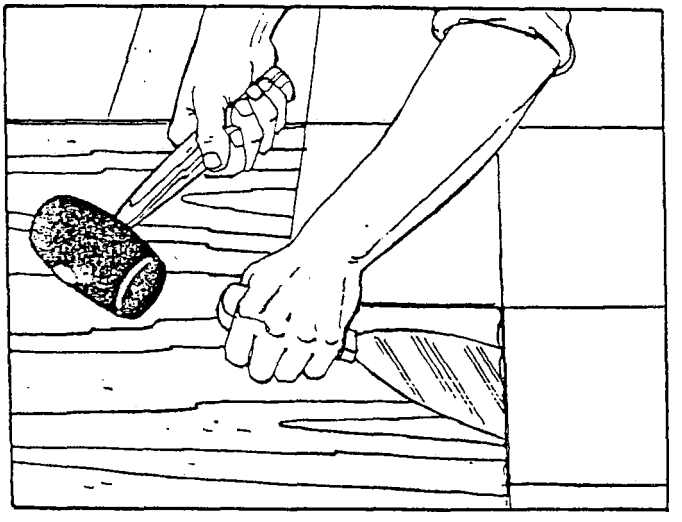


Sketch 15. *Wedge the scraper in the seam of two adjoining tiles and gradual tile upward.*

c. When the first tile is removed place it, wil breaking it into smaller pieces, in the heavy impermeable trash bag or closed imperm container which will be used for disposal.

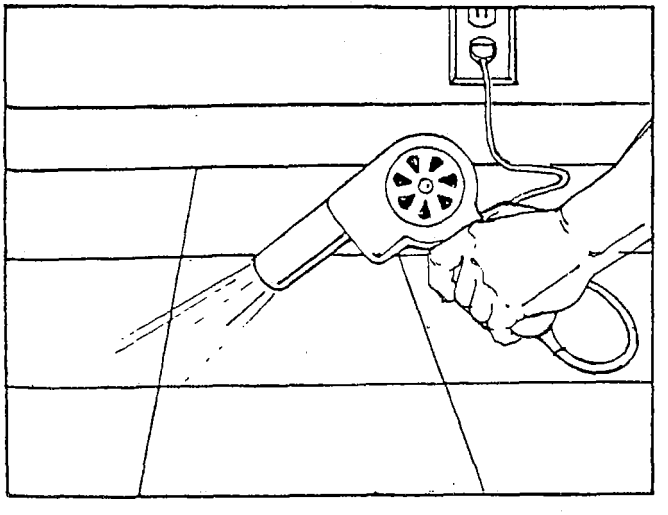
d. With the removal of the first tile accessibili other tiles is improved. Force the wall sc under the exposed edge of another tile and tinue to exert a prying twisting force tc scraper as it is moved under the tile until th releases from the floor. Again, dispose of th and succeeding tiles by placing in the heavy bag or closed container without additional b ing.

e. Some tiles will release quite easily while othe quire varying degrees of force. Where adhesive is spread heavily or is quite hard, it prove easier to force the scraper through tightly adhered areas by striking the scraper dle with a hammer using blows of moderate while maintaining the scraper at a 25° to angle to the floor (see Sketch 16).



Sketch 16. *Difficult tile removal can often be accomplished by striking the scraper handle with a hammer or mallet as shown.*

f. If some areas are encountered where even the technique detailed in the previous paragraph proves to be inadequate, the removal procedure can be simplified by throughly heating the tile(s) with a hot air blower until the heat penetrates through the tile and softens the adhesive. *NOTE:* Handle the hot air blower carefully to avoid personal burns (see Sketch 17 below).

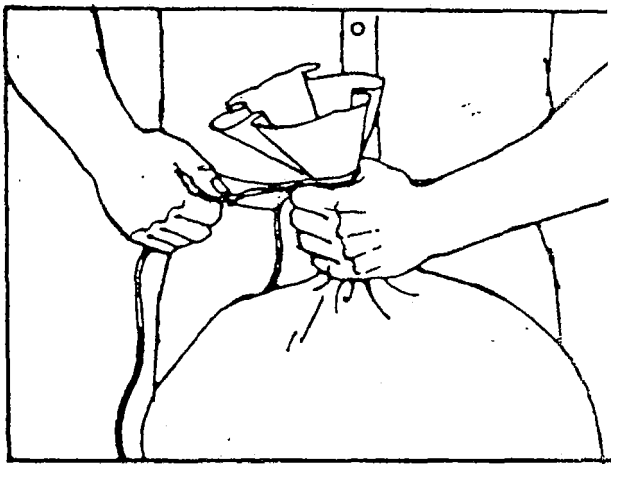


Sketch 17. *In very difficult areas, using a hot air blower can simplify tile removal.*

g. As small areas of subfloor are cleared of til adhesive remaining on the floor must be sc up with the 4" hand scraper until only a smooth film remains. In those areas v deposits are heavy or difficult to scrap removal can be expedited by heating with th air blower prior to scraping. Deposit scrapir a heavy duty impermeable trash bag or close permeable container.

h. As indicated in previous paragraphs, tiles sh be placed immediately in a heavy duty permeable trash bag or closed impermeable tainer. Do not attempt to break tiles after the in the bag.

i. When all tiles have been removed from the and placed in heavy duty bags or closed tainers, seal the bags securely for disposa Sketch 18 below) and mark: "Caution—Cor Asbestos—Dispose in an approved land fill c



Sketch 18. *Seal trash bags securely for disposal.*

WARNING

Do Not Sand Existing Resilient Flooring, Backing, Or Lining Felt. These Products May Contain Asbestos Fibers That Are Not Readily Identifiable. Sanding Of Asbestos Containing Material Can Place Fine Particles Of Asbestos In The Air. These Asbestos Particles If Inhaled May Cause Serious Bodily Harm.

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