

## **INSTRUCTIONS FOR CUTTING AND TAPING HARLEQUIN PERFORMANCE VINYL FLOORING**

Harlequin endeavours to ensure every roll of flooring is sent to you in pristine condition, however, mistakes in orders or coloration differences may occur. Please inspect your entire order **BEFORE** you cut or use any flooring and refer to the Harlequin return policy.

### **CUTTING**

If you are cutting a long roll into shorter lengths, fully unroll it first and check the full length. Harlequin will not be responsible for any issues after the roll has been cut. Always keep the roll labels.

Cutting your Harlequin floor is really very easy, so long as you proceed slowly and carefully.

First, draw a straight pencil line across the flooring at the point you will be cutting. Use a straight edge to draw your line and carefully cut the roll along the straight pencil line with a sharp utility knife. The two pieces can then be easily separated by hand.

### **INSTALLING THE FLOOR**

**For the installation of Harlequin performance vinyl by taping the top surface,** we recommend the use of Harlequin PVC or Harlequin Gaffer floor tape.

Should you choose not to use Harlequin tape, please check with the adhesive tape manufacturer to ensure that their tape is suitable for use with Harlequin Vinyl Dance Floors.

Please note that Harlequin do not recommend taping the top surface of Harlequin Hi-Shine as removal of the tape may damage the surface of the floor. Hi-Shine should always be installed by taping the underside of the floor.

Taping the surface of your floor is very simple. First, lay the lengths of floor side by side. It is advisable to leave a gap of about 3mm in areas of high temperature fluctuations, such as on a stage.

Unroll a few centimetres of tape onto the join, then unwind the tape in a good straight line and lay it onto the seam. It can be helpful to have someone put their foot on the end of the tape to hold it tight. Tape all of the joins in this way.

Finally, tape down any exposed edges of the floor, such as in doorways. If the floor is laid in the middle of a larger performance area, all the edges should be taped.

**For the installation of Harlequin performance vinyl taping the underside,** we recommend the use of Harlequin double-sided floor tape.

Should you choose not to use Harlequin tape, please check with the adhesive tape manufacturer to ensure that their tape is suitable for use with Harlequin Vinyl Dance Floors.

Harlequin do not recommend taping the underside of Harlequin Reversible as this product is not reinforced with mineral fibre and fixing it to the subfloor can cause expansion ripples if large temperature changes occur.

Please note that a quality installation will require two people.

Lift back the floor at either side of the join, being sure not to let the floor move. Turn back one edge of each of the joints and mark the sub-floor with chalk to follow the approximate line of the joint.

Lay a line of double-sided tape on each side of the chalk line, but do not remove the top release paper from the tape yet. Do not put double-sided tape on the ends of each length of flooring.

Starting at one wall, remove the release paper from the tape nearest to one wall and smooth the flooring down onto the tape, brushing out any air bubbles with a soft broom as you go.

Working away from this first line of tape, ease out any fullness in the flooring and smooth the opposite edge down onto the next line of tape, removing the release paper and brushing out any air bubbles with a soft broom as you go.

Remove the release paper from the next line of tape and lay the second length of flooring onto it, so that the edges of the flooring almost touch, but leave a clean hairline gap.

Continue in this way until all lengths of flooring have been laid.

It may be helpful with raw cement floors and some wood floors to prime the strip where the double-sided tape will be placed. This will make the tape stick better. To prime the floor, brush regular strength wallpaper adhesive (or a 10:1 dilution of PVA wood glue) and allow it to dry. This will make the floor a little shiny, or less "powdery", and the double-sided tape will get more grip.

**If you have any questions regarding the installation or maintenance of your Harlequin floor, please contact our customer services team on**

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