

# Cortejo® Luxury Cork Flooring

2G Installation Instructions

Care & Maintenance



# Cortejo® Installation Instructions

## 2G

**Cortejo**  
Luxury Cork Flooring



## Preparation

### Subfloor requirements

Please inspect the planks in daylight for any visible faults or damage. Also check if the subfloor and site conditions are in accordance with the specifications described within these instructions. Cortejo® can be installed in all domestic areas and in most commercial areas, except in saunas and permanent wet areas. All types of sub-floors, must be even, flat and level, dry, variations should not exceed 5mm in 2m (0.20" in 6.6 feet). It is possible to use Cortejo in other areas like bathrooms, or areas where spillages frequently occur since it will not swell when exposed to water. However, in order to prevent the water to penetrate under the installed floor (which can create conditions for growing of fungus, mold or smell), a polyurethane sealant must be applied on expansion joints. Cortejo floors are suitable for indoor use only. Cortejo can be installed on top of most hard surfaces such as resilient floor coverings and ceramic tiles which are sufficiently fixed, completely levelled and have no loose areas. Soft subfloors such as carpets and similar must be removed. For Cortejo flooring installation no underlay is required.

### Radiant-Heated Subfloors

Cortejo 2G floors should be installed with adhesive as a fully bonded floor when used over a subfloor with underfloor heating. A flexible wood flooring adhesive should be used. Please contact enquiries@v4.co.uk for recommended brands.

**Very important for subfloor heating systems** please take in account that the drying of a heated subfloor has to be made by turning the heating on/off with a pause before installation of the floor. After that you can begin the "heating phase".

The beginning of the heating phase in concrete subfloors is to be made not before 21 days after complete curing of the substrate. The heating phase has to begin with running temperature of 25°C (78°F) during 3 days. The subfloor should be in place and cured for at least 60-90 days. The temperature should then be increased each day until the maximum temperature allowed according to the manufacturer system. This maximum value should be kept for at least 72 hours and maintained for 5-7 days without turning it off. The decrease of temperature is made by reducing it gradually every day until 18°C (65°F) on the surface is achieved. During the installation, the temperature of the surface should not be less than 18°C (65°F) and should be kept for 3 days after finishing the installation (for floating floors). Then the temperature should be increased slowly to a max. of 28°C (82°F) on the subfloor surface. Remember that rugs or mats placed on top of the floor may function as heat accumulators and will increase the floor surface temperature. Maximum floor surface temperature should not exceed 25°C (78°F).

**Very important for cooling systems** that floor cooling systems must be equipped with an advanced control and safety system to prevent internal condensation (dew point regulation). To avoid damage to the floor, the supply temperature of the cooling system must not be reduced below a certain temperature, the so called dew point temperature. Lower temperatures will produce condensation in the floor and damage the floor covering (e.g. warping, distortion, swelling, gapping). For both heating and cooling systems, make sure that the relative air humidity in the rooms during the heating or cooling season is between 35% to 65% and the temperature the subfloor (temperature underneath of the floor) between 18-28°C (65°F-82°F).

### Cortejo flooring on wooden floor / chipboard / OSB.

In case of installation on a wooden subfloor, please remove any existing floor covering first. No signs of mould and/or insect infestations should be visible. Make sure that the plywood and OSB subfloor are mechanically fixed (screw), make sure that they are stable and show no movement anytime and at the same time the joints between the panels are even and firmly closed.

Existing laminate flooring, wood planks or engineered wood planks must be free of tensions. If there are any visible open seams and/or height differences between panels than needs to be entirely removed.

Existing wood planks, engineered wood boards, OSB panels, drywall elements etc. must not be covered with PE foil acting as a vapour barrier. The area below the floor should also be sufficiently ventilated in an adequate way (back-vented skirting board) to maintain the equilibrium moisture content of the wood planks, engineered wood boards, OSB panels, drywall elements. The crawl space under the wooden subfloor must be sufficiently ventilated. Remove any obstacles from the crawl space and make sure there is sufficient ventilation (minimum 4cm<sup>2</sup> (0.62" <sup>2</sup>) total ventilation openings per 1m<sup>2</sup> (3sqft) of flooring). The moisture content of the wood must not exceed 10%.

### Cortejo flooring on ceramic tile floors

The maximum joint should not be wider than 2mm (0.08"), and 1mm (0.04") depth. If this is not the case, or if there is any kind of embossing, skim coat the grout lines with a floor leveller).

## Prior to Installation

### Transport, storage and acclimatization

Transport and store the cartons horizontally.

Packed tiles should be acclimatized at the job site in a dry, well-ventilated area for a minimum of 24 hours so that flooring may acclimate.

Remove tiles from packages just before starting the installation.

During storage and installation, maintain temperature and relative humidity to a level consistent with the conditions which will prevail when the building is occupied. In most cases, this means maintaining a temperature range from 18°C to 28°C (65°F to 82°F) and relative humidity range from 35% to 65%. In order to reach this climate, use heating or air conditioning in the appropriate duration of time before starting the installation.

Cortejo shade variation is an inherent and attractive characteristic. To achieve the most pleasant blend of shades, shuffle the planks before installation.

### Site inspection

Prior to installation, please inspect the tiles in daylight for any visible faults or damage, and also check if the subfloor and site conditions are in accordance with the specifications described within these instructions.

Cortejo Cork Flooring cannot be held responsible for claims associated with improper subfloors, improper applications, adhesives, varnishes and the use of maintenance products not recommended, or detectable defects verifiable prior to installation.

### Expansion Gaps

Cortejo floating floors are installed as a "floating floors", so the planks should not be fixed to the subfloor. The skirting boards/mouldings cannot be pressed down, not restricting the movement of the floor. Also provide 5mm (0.2") expansion gaps to the walls and other fixed objects. Do not install any permanent and heavy structures like kitchen islands or cabinets on top of Floating floors. Skirting boards/mouldings should cover minimum 7mm (0.28") of the floor. Transitions between two rooms and asymmetrical floor areas require extra expansion gaps in floor areas superior to 325m<sup>2</sup> (3500sq ft) or with dimensions bigger than 18m (60 feet) in either direction. These requirements can be avoided, if Cortejo flooring is installed as a glue down (see glue down installation instructions).

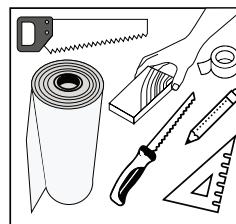
## Installation

### Installation with excessive heat or direct sunlight

Cortejo flooring should be protected from heat and sunlight by the use of curtains and/or blinds. In areas which will be exposed to excessive heat (≥ 45 °C /110 °F) or direct sunlight the whole area must be glued to the subfloor with the use of an approved adhesive (check our glue recommendation list).

Floating areas and glued areas must be separated by transition profiles.

### Tools required



Tape measure, craft knife, pencil, straight edge, chalk line, white rubber hammer, Damp proof membrane if required.

### Moisture Protection

Despite its age, there is always a risk of moisture in subfloors, so it is necessary to measure and keep recorders of the moisture content of the subfloor.

On concrete subfloors without radiant heat, consider the maximum humidity less than 75% RH or conduct calcium chloride moisture tests to ensure that moisture emission levels are less than 3 lbs/1000ft<sup>2</sup>/24 hours (USA and Canada), or CM Test:

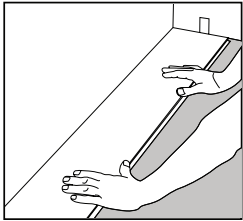
Type of Subfloor	Moisture content CM% Heated	Non-heated
Concrete	1,5	2,0
Anhydrite	0,3	0,5

Cortejo flooring should not be installed where excessive moisture emissions may exist, in accordance with applicable standards. When it is installed on concrete, ceramics or stone subfloors and effective moisture damp proof membrane should be used.



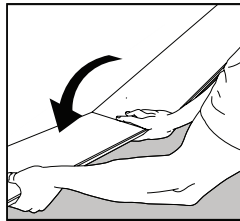
## Laying

On wooden floors, we recommend laying, Cortejo floors crossways to the existing floorboard. Cortejo 2G locking system is easy to install. We recommend to start installation in the right-hand corner.



1

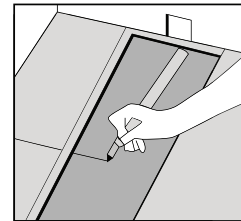
Turn the tongue side of the plank facing the wall. Maintain a gap of 5mm (0.2") on the short side.



2

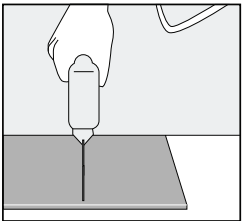
Hold the next plank against the first at an angle to the first one and lay it flat on the floor.

Complete the first row in the same way.



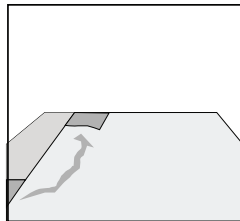
3

Cut the final plank of the first row to the correct length. Place the final plank face down and the short side without the locking strip towards the wall. The distance to the wall should be 5mm (0.2").



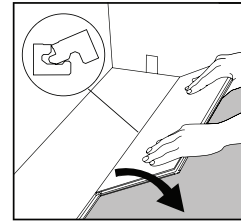
4

Mark where the plank is to be cut and place it on the work surface and cut to size using any kind of saw.



5

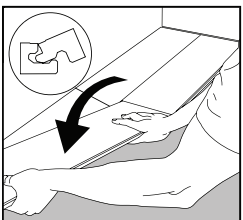
Make sure that the long sides of the planks make a straight line. Use the cut piece of the plank from the previous row to start the next one. However it must be at least 30cm (12") long. If the piece is too short, start with a new board and cut it in half. Always ensure that the end joints are staggered at least 30cm (12").



6

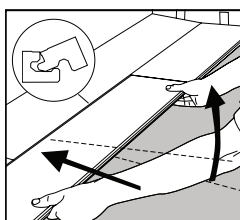
Place the first plank of the new row with the tongue side at an angle against the groove side of the plank in the previous row.

Press forward and lay it flat at the same time.



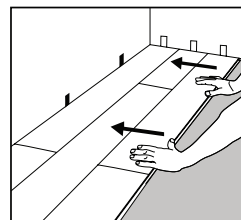
7

Place the short end of the plank at an angle against the previous installed plank and fold down. Ensure that the plank is positioned on the integral locking strip of the plank in the previous row.



8

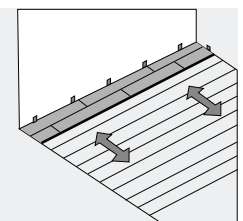
Lift the plank (together with the previous one laid in the same row) slightly up (about 30mm (1.2")), push it against the row in front and then put it down. Tip: This movement requires some gentle adjustments on the pressing angle.



9

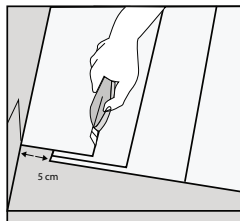
Adjust the distance to the wall to 5mm (0.2") when three rows are complete.

(Remaining Rows)



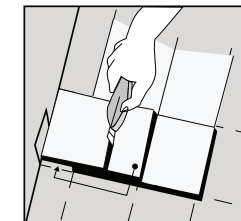
10

Proceed the installation as described above until reaching the opposite wall.



11

Measure and cut the planks in the last row to the correct size. Allow for a 5mm (0.2") distance to the wall. No plank should be less than 5cm (2") wide.



12

The last and first plank can be cut in the correct width. Place the last plank on top the second to last plank. Mark the plank with the help of a piece of plank without locking the strip. Allow for 5mm (0.2") distance to the wall for the expansion gap.

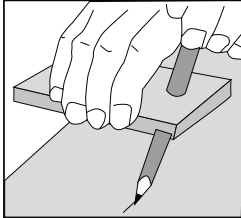
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## 2G

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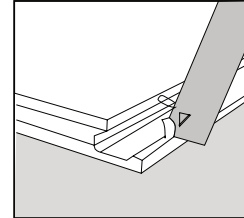


### (Uneven walls)



Sometimes the first row must be cut to match an uneven wall. Transfer the shape of the wall to the planks. Do not forget to allow 5mm (0.2") to 10mm (0.4") for the expansion gap. The width of the first row of planks should be equal or bigger than 5cm (2").

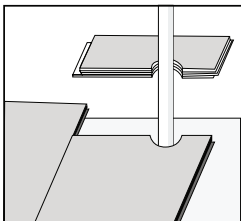
### (Installation around doors, radiators and last row)



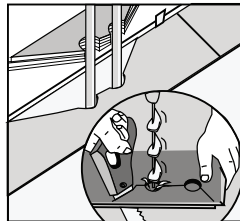
If you cannot angle the tile under the door frame or a low fitted radiator cut away the locking edge and apply glue (PVA D3 or Supper glue) on the groove and slide the plank in to the right position.

### (Heating Pipes)

Sometimes the first row must be cut to match an uneven wall.

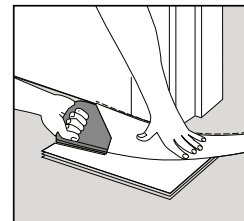


Drill the required holes in the planks, making a hole on the plank 10mm (0.4") bigger than the pipe diameter.



Cut the plank with a 45° angle towards the hole. The cut-off piece is glued in the position again. Cover the hole with a pipe sleeve.

### (Door frames)



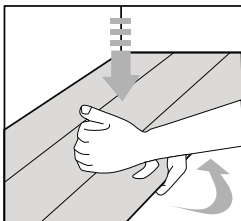
If a door frame needs to be cut, use a piece of plank to obtain the correct height.

Saw the door frame and architrave to the required height allowing for 2mm (0.08") of space to the planks.

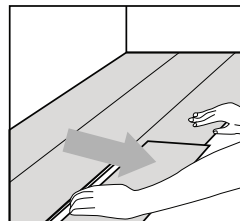
The planks can be laid from all directions. This makes easier to plan the installation e.g. around doors.

## After Installation

### Removing the floor



To uninstall the floor, lift the planks (long side) a few centimetres and then slide the planks on the short side.



Do not bend connected planks backwards as this will damage it.

# Cortejo® Care & Maintenance



## Preventative Care

- If other works will take place in the room where the floor is installed, protect it with craft paper, plywood or hardboard.
- The recommend room conditions are 35-65% R.H. at 20°C (68°F).
- When using intensive room heating, the indoor air humidity may drop so low that the floor is prone to dry out. Since cork is a natural material, this may cause shrinkage of the tiles that will result in minor gaps in the flooring joints. Use a room humidifier to prevent this.
- Note that rugs or mats placed on top of the floor may function as heat accumulators and will increase the floor surface temperature more than the maximum surface temperature recommended (must not exceed 20-22°C).
- Do not drag furniture across the floor.
- Use felt pads on chair and furniture legs.
- Office roller chairs must comply with EN12529 (Type W).  
Use protective office mats under the rolling chairs.
- Avoid moisture on the floor.
- Place quality walk-off mats at all entrances to retain dirt, grit and moisture.
- Place area rugs or mats in front of the kitchen appliances and sink to protect your cork floor from very high use, water spillages, dropping food, grease, and everything else that can cause premature wear of your kitchen floor.
- Cork, as a natural material, may tend to fade when exposed to sunlight. Cork and wood are natural products; colour change may be expected when exposed to natural light over a period of time. Cork will tend to fade while wood tends to mellow or darken. It is important to move area rugs and furniture to allow for even colour change.
- Use blinds, curtains or other sun screening system to minimize this effect.
- Never use latex or rubber backed mats as they can permanently stain the floor.
- Never use cleaning products with abrasive ingredients or solvent based (e.g. acetone).
- Never use wire brushes.

## Cleaning

### Cleaning Schedule

#### Daily Cleaning

Sweep and clear dust and debris with a soft bristle brush.  
Vacuum with a parquet/ hard floor setting to avoid scratching.  
Wipe up liquid spills as they occur when possible.

#### Weekly Cleaning

- Damp clean with a suitable spray cleaner. A pH neutral / balanced cleaning solution.
- Use a spray mop with a pH balanced soap solution to avoid soaking your floor. Mechanical, Robot cleaners are fine if they can accommodate wood floors.
- Do not use steam cleaners which will damage cork flooring.
- Avoid supermarket floor cleaning brands as they tend to be aimed at Laminate wood floors and can weaken lacquered surfaces.
- To avoid staining the floor always make sure the floor is vacuum cleaned. Before damp cleaning.
- Do not over clean your lacquered wood flooring, routine wet cleaning should be no more than once a week.
- When using a mop make sure it is well wrung.
- There should be no standing water or cleaning solution left on the floor.

#### Deep Cleaning

If your floor requires a heavy clean then use a pH balanced floor soap mixed with a bucket of lukewarm water and working with the grain where possible, apply with a well wrung mop or cloth. Use a second bucket for rinse water and change regularly to staining the floor with dirt. Avoid saturating the floor. Leave to dry before general use.

#### Recommended Cleaning Products

- Bona Wood Floor Cleaner
- Bona Premium Spray Mop for Wood Floors
- Rubio Monocoat All Natural Wood Cleaner