

# THE GUILD

BY DUCHATEAU

## PORTFOLIO COLLECTION

### Installation Instructions: Straight Plank

#### General Information

The Guild by DUCHATEAU® Portfolio Collection is designed for indoor use in both residential and commercial settings, suitable for installation above-grade, on-grade, and below-grade. Installations outside these guidelines are not covered under warranty.

This product is a floating floor, meaning it should be allowed to expand and contract freely. Do not glue, nail, or fasten it to the substrate. Install permanent fixtures such as cabinets, vanities, and island counters before fitting the floor, leaving a ¼" gap for expansion and contraction.

#### Best Practices for Visual Appeal

This Portfolio floor features high-variation print technology and an ABCD print film design for a natural look with minimal repeat patterns.

To achieve the best visual effect, “dry lay” the floor by opening boxes labeled A, B, C, and D, and mix the planks accordingly.

#### Before Installation

Inspect the flooring for color, gloss, finish, and overall quality before installation. While DUCHATEAU maintains strict color consistency standards regardless of Lot Number, it's recommended to use flooring from the same Lot Number, indicated on each box's side label. If satisfied with the inspection, proceed with installation.

#### Storage, Handling, and Precautions

- Protect carton corners from damage.
- Store cartons flat, horizontally, and no more than six cartons high to ensure thorough acclimation.
- Improper storage can lead to warping and difficult assembly.
- Maintain a climate-controlled environment with temperatures between 65°F - 85°F (20°C - 29°C).
- Do not install Portfolio products over carpet.

#### Conditions to Avoid

Avoid installing in sunrooms, solariums, saunas, or any outdoor areas. Rooms without temperature control and areas exposed to direct sunlight, extreme heat, or significant temperature changes are not suitable for this product.

#### Subfloor Requirements

##### General:

- Ensure all substrates are structurally sound and free from movement or deflection.
- The substrate must be clean, dry,

flat, and free of defects. Remove any carpet staples or glue residue.

- The subfloor must be flat within 3/16" over a 10' radius to support the locking system.
- Smooth and level irregularities with a Portland cement-based or synthetic gypsum patching and leveling compound.

##### Concrete:

- Concrete subfloors must be properly cured and dried for at least 90 days before installation.
- Conduct the most current RH Test (ASTM F2170) or Calcium Chloride Test (ASTM F1869) and pH Test (ASTM F710) before installation. RH Test results should not exceed 85% relative humidity.
- Moisture levels should not exceed 8 lbs. per 1000 square feet in 24 hours MVER, and pH levels should be between 7 and 9. If moisture or alkalinity levels exceed these limits, install a moisture barrier.
- Prepare concrete substrates in accordance with ASTM F710 guidelines. New concrete, including lightweight gypsum toppings, should cure for at least 90 days before moisture testing.

##### Wood:

- Wood subfloors must have at least 18" of well-ventilated air space above the ground.
- Do not cover bare wood floors with sheet plastic; allow them to breathe.
- Install a moisture vapor retarder over the crawl space, ensuring overlapping widths and lengths.
- Wood subfloors must meet local building codes, be structurally sound, and have no deflection.
- Sand or plane high spots and repair any squeaks before installation.
- Level all irregularities with a Portland cement-based or synthetic gypsum patching and leveling compound.

##### Existing Sheet and Tile Floor:

- Existing flooring must be fully adhered and in good condition.
- Remove any floating floors.
- Repair any damaged areas.
- Heavily cushioned vinyl floors or vinyl floors with multiple layers are not suitable as a subfloor.
- Ensure ceramic tile and terrazzo meet flatness requirements. Apply a cement overlay or suitable patching or leveling compound to smooth surfaces and grout joints.

### Radiant Heat:

- Portfolio products can be installed over radiant heating systems as long as the heating element is not in direct contact with the flooring.
- New heating systems should run for two weeks before installation to remove residual moisture.
- Lower the heating system to 60°F for one week prior to installation.
- Gradually increase the temperature after installation, in increments of 10°F per day, to avoid shocking the flooring.
- The surface temperature should not exceed or sustain above 85°F.

### Conditioning and Acclimation

- Acclimate the flooring in unopened boxes for 48 hours at a temperature between 65°F - 85°F (20°C - 29°C).
- Maintain the acclimated conditions for 48 hours before and after installation to prevent excessive expansion and contraction, which could cause gaps. It's best to keep in-service temperatures close to the acclimation temperature.

### Room Preparation

- Remove existing shoe molding, quarter round, and doorway transition moldings. Molding must be large enough to cover the ¼" expansion area around the floor perimeter. If the expansion space cannot be covered by base molding, fill it with silicone caulking for a finished appearance. The flexible caulking allows for continued expansion and contraction while preventing dirt from collecting in the gap.
- Leave at least ½" of space between the flooring surface and the bottom of electric baseboard heaters to allow circulation.
- Undercut door moldings and casings to fit the flooring underneath without restriction. Sweep or vacuum the substrate to remove dirt and debris.
- After installation, trim the bottom of any doors as needed to accommodate the change in floor height.
- Ensure the floor does not fit tightly against any fixed, vertical objects (e.g., walls, pipes, passageways, staircases). Leave a minimum ¼" expansion space around the room perimeter and any fixed objects.
- All floating floors require cabinets to be installed before laying the planks.

### Getting Started

- Decide the direction in which the planks will be installed. For a room to appear larger or in small rooms and hallways, lay the planks parallel to the longest dimension.
- Measure the room to ensure squareness and determine the width of the last row of planks. If the last row's width is less than 2" (excluding the tongue), adjust the width of the first row accordingly.
- Inspect all planks for visible defects before and during installation. Do not install damaged planks, as DuChateau will not be responsible for claims on flooring installed with visible defects.
- During installation, inspect the groove area for debris that may prevent proper assembly.

### Staggered Layout Preparation

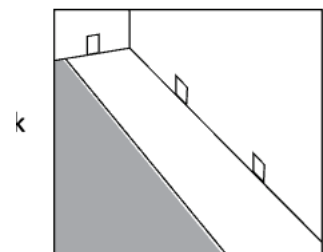
- To start a staggered layout, position the tongue side of the plank facing the starting wall and the groove side facing outward. Begin laying planks from the left side of the starting wall, working to the right. For the best appearance, use one of the following options:
- Option (a): Start with a full plank in the first row, a 1/2 plank in the second row, and a 1/3 plank in the third row. Repeat until complete.
- Option (b): Start with a full plank in the first row, a 1/2 plank in the second row, and a full plank in the third row. Repeat until complete.

### The First Row

#### STEP 1:

Dry lay all full-length planks that will fit in the first row. Measure the distance between the wall and the last full plank, subtracting ¼" for the spacer. If the last plank measures less than 11", adjust the length of the first plank accordingly.

Ensure the first and last plank in each row are at least 11" long. With the first row measured, cut the necessary planks and place ¼" spacers between the planks and the wall on both the short and long sides.



STEP 1

## STEP 2

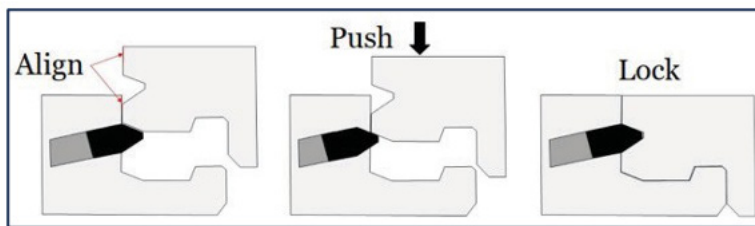
### Engaging the Short Side:

Working from left to right, for the short sides (the ends), the 5G locking mechanism features a special clip. As you gently press the plank down, the clip on the short side of the plank will automatically snap into place with the corresponding plank, securing the connection.

### Tapping if Necessary:

If needed, gently tap the end with a tapping block and a mallet to ensure the clip locks securely without gaps between the planks.

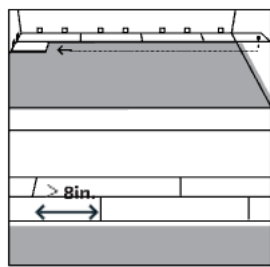
Continue this process to complete the first row.



STEP 2

## STEP 3

The leftover piece from the last plank in the first row can be used as the starter plank for the second row, as long as it is at least 11" long. Ensure that there is at least 8" between the end joints of adjacent planks in neighboring rows.



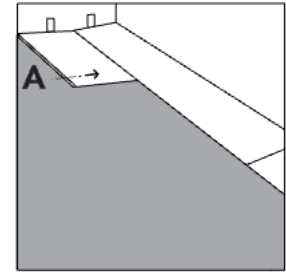
STEP 3

## Second and Subsequent Rows

### STEP 4A:

For the first plank in the second row, position it with the short end against the wall and the long side along the first row. Insert a 1/4-inch spacer between the plank and the wall. Lock the long edge of the plank by inserting the tongue into the groove at an angle and then drop it into place (see diagram). To remove a plank, lift the top/long angle joint slightly while pulling the entire row away. Then,

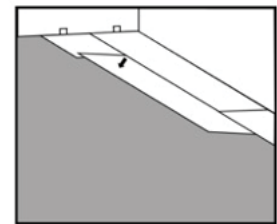
slide the drop joint apart along the floor. Failing to slide the joint can damage the drop lock mechanism and prevent proper installation.



STEP 4A

## STEP 4B

For each subsequent plank in a row, lock the long edge by inserting the tongue into the groove at an angle and dropping it into place (see diagram). Then, repeat STEP 2.

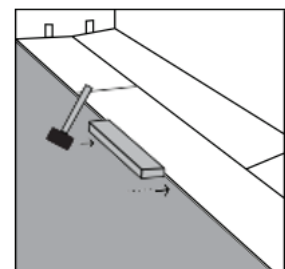


STEP 4B

*Note: The lock joints cannot be separated by lifting or angling. To remove a plank, first disengage the top/long angle joint by lifting it at a slight angle while pulling the complete rows away from each other. Then, slide the drop joint apart along the floor. Failure to do so may damage the drop lock mechanism, making it difficult to reinstall the affected plank.*

## STEP 5

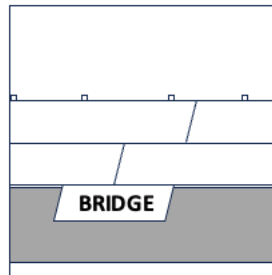
Use a hammer and tapping block to tap the long edge of the plank, ensuring a tight fit. Gaps can compromise the locking system. If you don't have a tapping block, you can use a scrap piece of flooring. Ensure the scrap piece is locked with the plank you are installing before tapping.



STEP 5

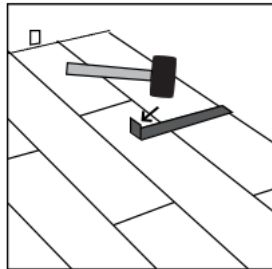
#### STEP 6:

Attach a scrap piece of flooring to bridge the gap between the ends of planks. Lock and tap until the planks are aligned and fully locked.



**STEP 6**

STEP 7: Use a hammer and pull bar to lock the long edges of the planks in the final row.



**STEP 7**

#### Notes:

*No T-molding is required for rooms smaller than 50 feet in any direction, provided the room temperature is well-controlled between 65°F and 85°F (20°C - 29°C) before, during, and after installation. However, T-moldings should be used in areas like doorways and archways when possible.*

*The last row of planks may need to be cut lengthwise to fit properly. The width of the last row should be at least 2 inches. To cut the planks, align a cut plank over the first plank in the previous row and lay a scrap plank on top to mark the distance with a pencil. Allow for proper spacing between the wall and the last row when cutting.*

#### Stairs

Portfolio Collection can be installed on stairs. A glue-down method is recommended. The stair substrate must be dry, sound, flat, clean, and glueable. Use the Portfolio Collection Stairnose as the matching molding.

#### Cutting Around Pipes

- Measure the distance from the wall to the center of the pipe and mark the plank where the hole will be drilled, allowing for the ¼-inch spacer.
- Measure the diameter of the pipe and cut a hole in the plank ¼ inch larger than the pipe's diameter using a utility knife.
- If the hole is in the center of the plank, make a perpendicular cut through the hole along the long side of the plank.
- If the hole is near the edge of the plank, make two 45° angle cuts to the hole from the side closest to it.
- Position the two pieces around the pipe.
- Fill the expansion space around the pipe with high-quality silicone caulking.

#### Installing Under a Door Jamb

1. Undercut the door jamb to allow the plank to slide freely.
2. If there isn't enough clearance to achieve the necessary angle for engaging the sides under the door jamb, use a wood chisel to cut away the tongue portion. Glue the boards together using high-quality white wood glue.

#### Finishing the Installation / Floor Care

- Remove spacers from the room's perimeter.
- For tubs, showers, and other wet areas, fill the expansion space with high-quality silicone caulking to prevent water seepage under the floor.
- Install transition moldings, but do not fasten them through the floor.
- Install quarter-round or baseboard molding, ensuring it covers the ¼-inch expansion space. Do not fasten moldings through the floor; instead, fasten them into the wall. For any ¼-inch expansion spaces that cannot be covered by base molding, use silicone caulking for a finished appearance.
- Use plywood, luan, paneling, or masonite when moving furniture or appliances.
- Use coasters or proper floor protectors under furniture legs.

Refer to Duchateau Luxury Vinyl Plank Flooring Maintenance Guide for complete information on cleaning and maintaining your floor.