

# Installation Guidance Note: Making Templates for Nuway Matting

This guidance note is designed to show how to make a template to assist with the manufacture of a Nuway rigid entrance barrier system in a non-rectangular matwell. Templates need to be an exact copy of a given area and should be made of from a dimensionally stable material.

## **PLEASE NOTE:**

Prior to template manufacture the matwell frame/surrounds should all be fixed, and the base floor should be clean, level and the area free from obstruction and/or other workers.

## **Suitable template materials include:-**

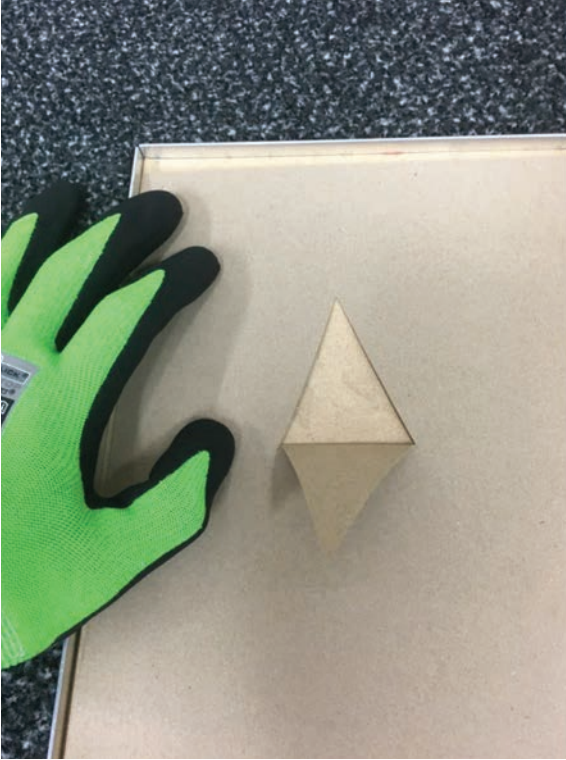
- Unused PVC flooring
- Unused Flotex
- 3mm hardboard

## **Materials required to assist in making a template:-**

- Flooring grade templating card, enough to cover the area
- Template material, enough to cover the area
- Utility knife, scissors
- Straight edge & small back mark
- Tape measure
- Marking pen / pencil
- Heavy duty floor tape
- Gloves, knee pads and any other PPE equipment that meets the requirement of the site



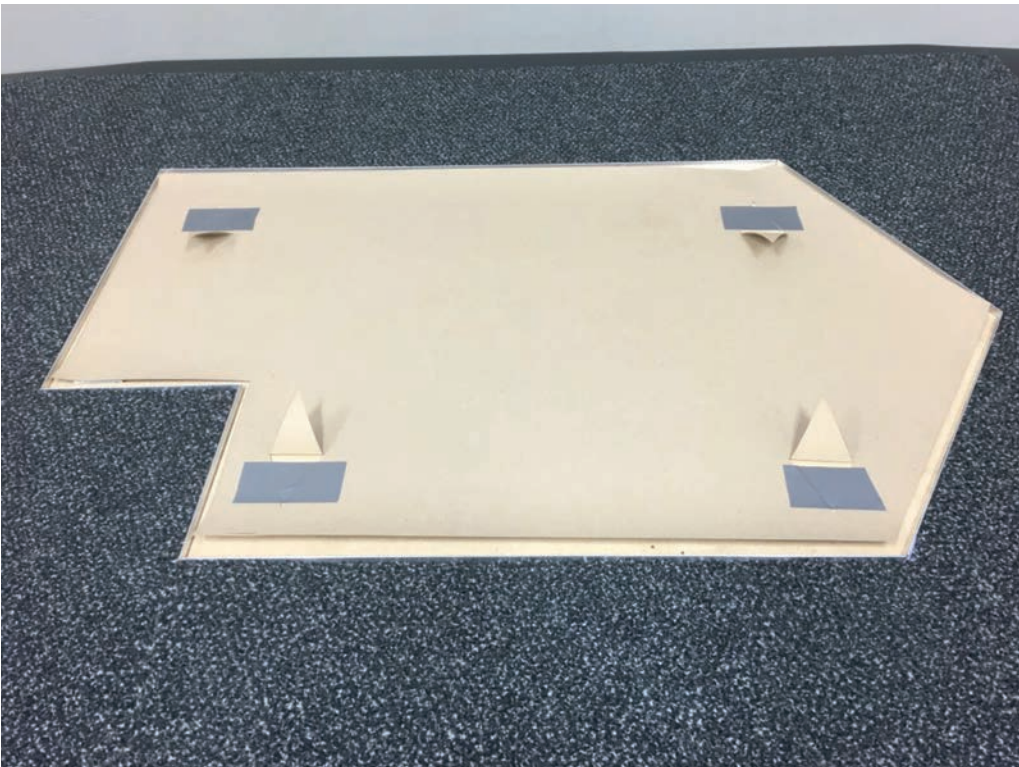
## Step 1 – Fitting the template card



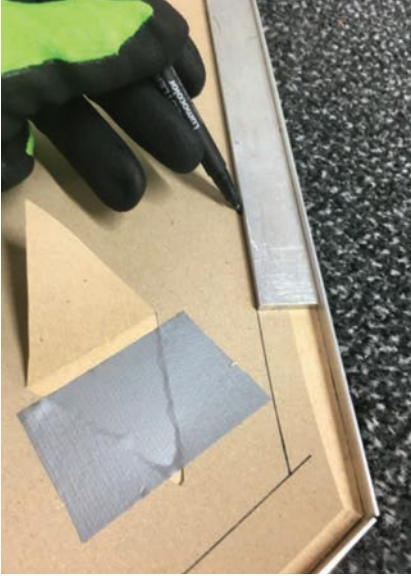
Lay the template card within the matwell and using a utility knife or scissors trim around the edges leaving a small gap (approx. 1cm).

**Tip: Cut a triangle shape into the template card so it can be taped to the floor to avoid movement and help keep the template card flat on the floor.**

If the area is of a size that requires multiple lengths of template card, the individual pieces should be taped together using a heavy-duty tape like below.



## Step 2 – Back Marking the template card



**Fig 1**



**Fig 2**

In areas where the matwell frame edge is straight, a 2cm wide straight edge can be used to back mark the template card (see fig 1). Always ensure the straight edge is sitting flush with the frame and mark the template card using a fine pen or pencil.

In areas where the matwell edge is not straight, use a small 2cm wide back mark to mark the template card (see fig 2). Marks should be at short interval thus copying any bends in the frame, the lines can later be joined up and trimmed creating a non-straight edge.

**Tip: The width of the straight edge/back mark does not matter so long as it is wider than the 1cm gap left between the template card and matwell edge.**

Continue until all parameters are clearly marked on the template card.

### T-bar joint strip

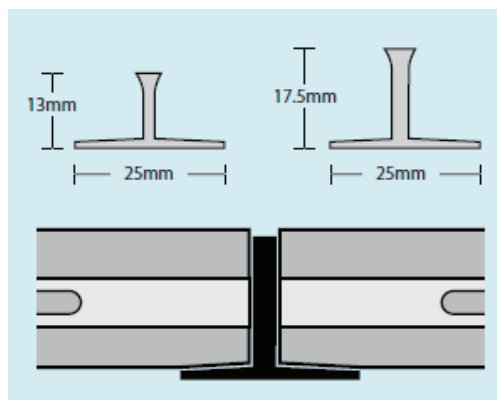
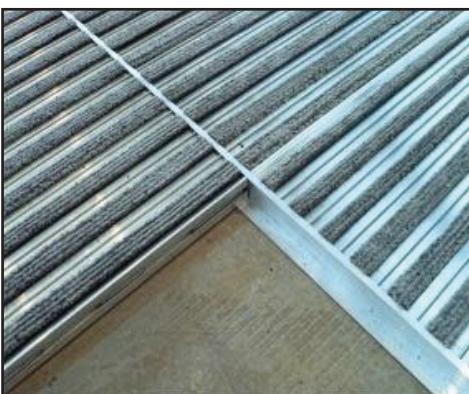
Larger areas may require a T-bar joint strip.

T-bars are loose laid and installed where mat modules meet each other on their length.

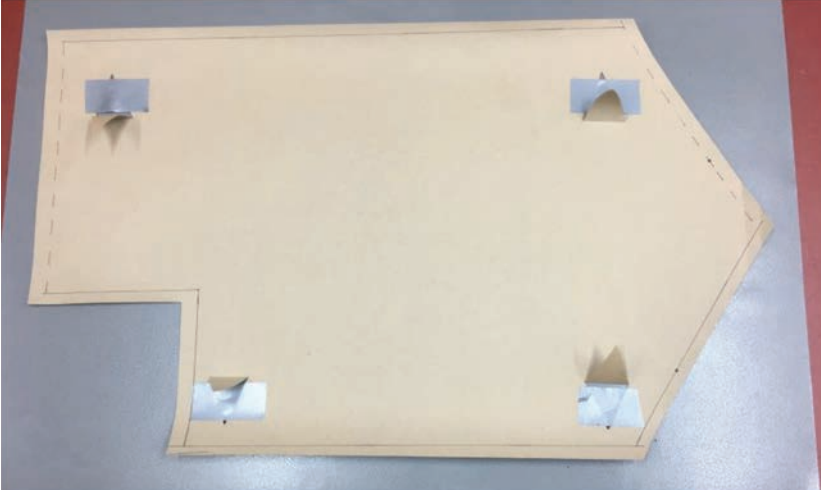
T-bars are often positioned in areas of the matwell such as, door posts, columns etc.

Preferred T-bar joint strip positions should be clearly marked on the template using the letter **T**

### T-bar joint strip detail

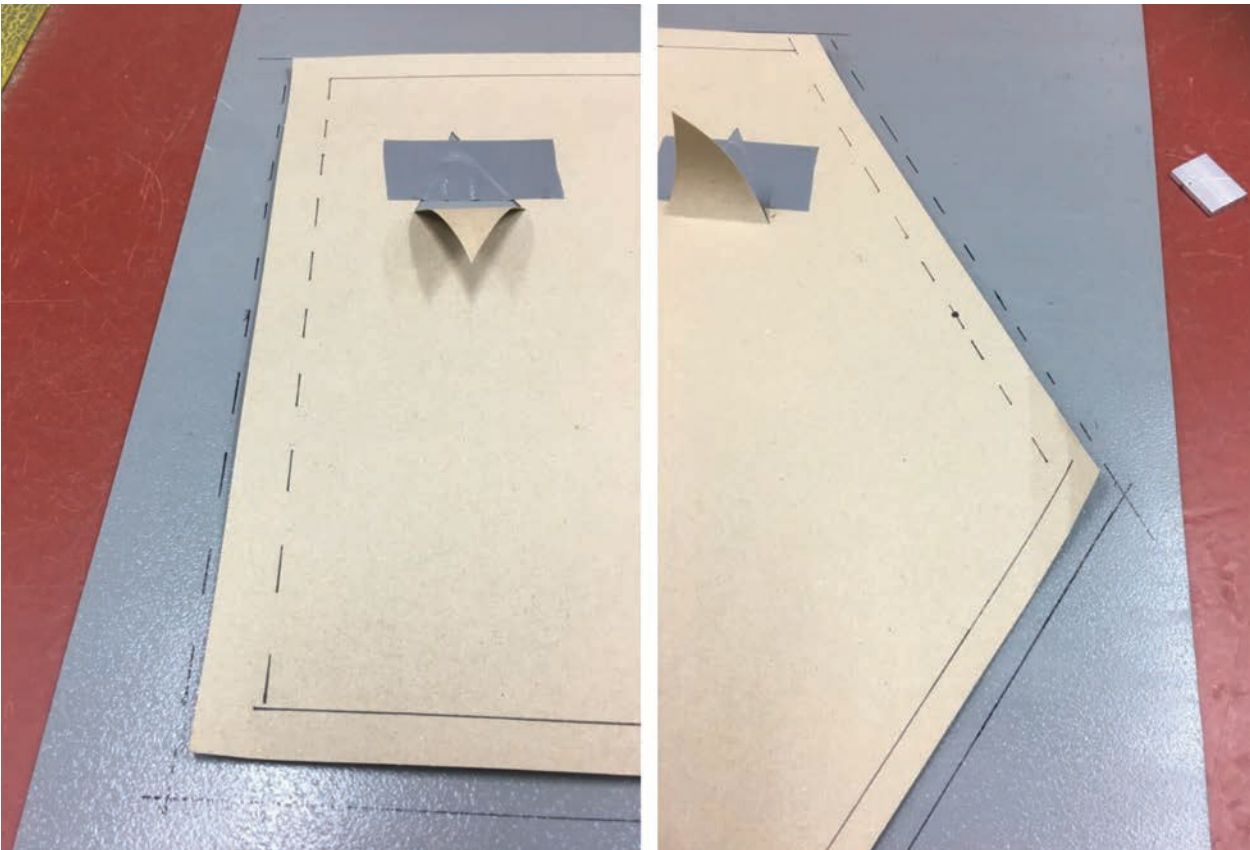


### Step 3 – Transferring the template card details onto the final template material

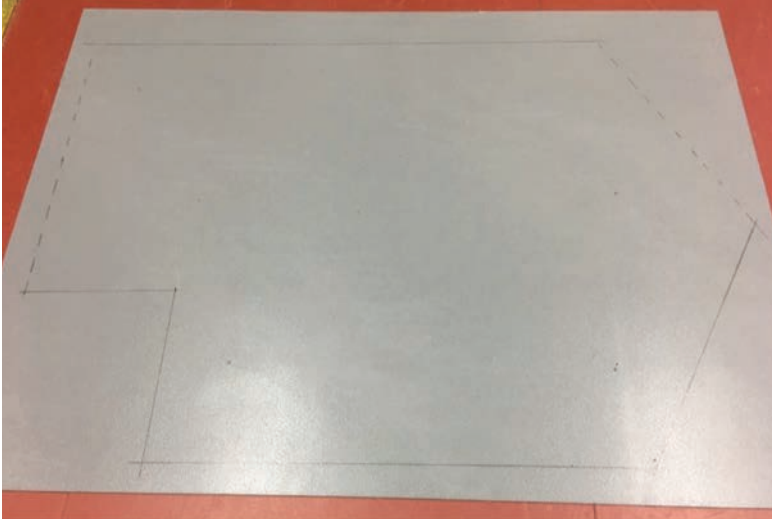


Lay the template card on top of the final template material and mark the final template material with a pen or pencil, using the same back marker as before.

***Tip: Lay the vinyl out on the floor at the start of the template process, this will allow any ripples or creases to disperse prior to marking out. You can use the same taped triangles to secure the template card down to avoid movement.***



## Step 4 – Trimming the template material

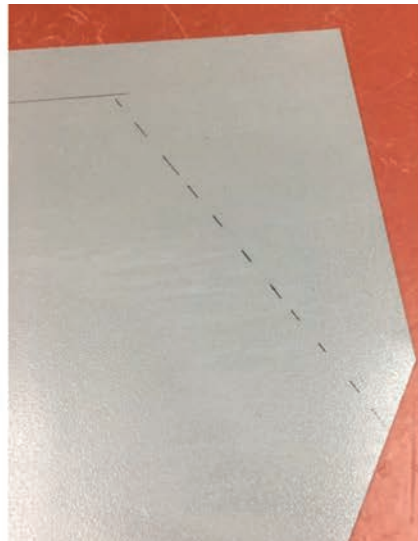


Once the template material is fully marked the template can be trimmed using a utility knife or scissors (for PVC Vinyl).

If using hardboard material, a jigsaw can be used.

Straight lines can be cut using a straight edge and utility knife. In the areas where the edges are not straight, the broken back marked lines can be joined up and the edge cut using a pair of scissors.

***Tip: When cutting the template, cut just inside the line, this will leave a 1mm tolerance gap between template edge and frame, this gap will avoid the template rucking up when reinstated back into the matwell for checking.***

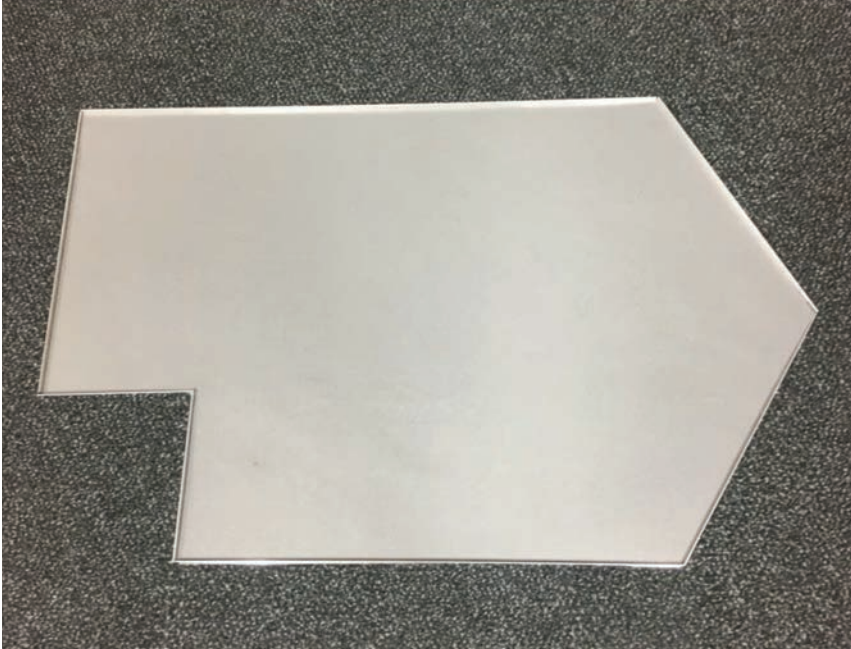


## Step 5 – Checking the template for size

Now take the pre-cut template and place it into the matwell to ensure it's a good fit.

Any slight modifications can now be facilitated if required.

The finished template should fit against all parameters without the template material rucking or bulging.



***Tip: It is often useful to take some photos of the final template within the matwell.***

Take both overall photos and around the parameters, these act as references and show the shape of the matwell footprint when templated.



## Step 6 – Information required with the template

Larger areas will require multi pieces of template material, where templates join each other they should be clearly marked by putting lines across each joint and then identified with a number which should be marked on a diagram footprint on the template. This will ensure the template is assembled correctly during the manufacturing process.

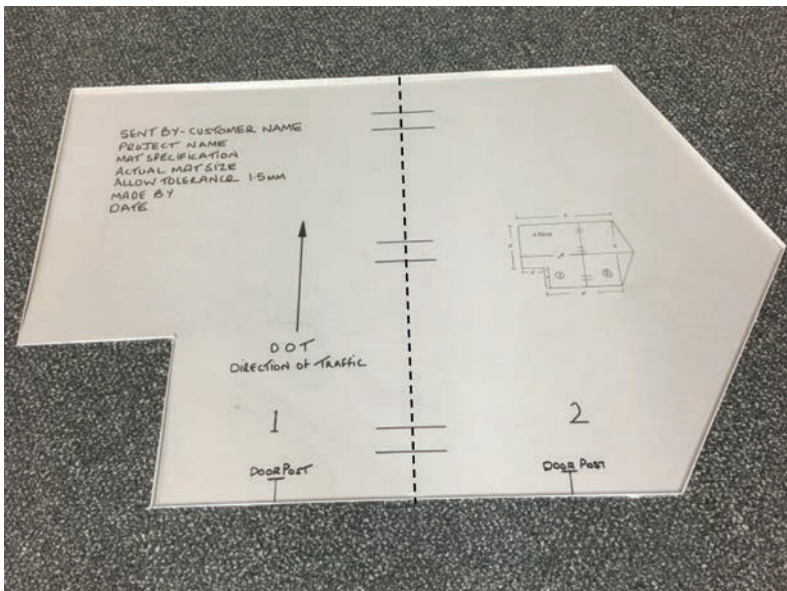
When you are happy that the template is an exact copy of the matwell area, the following details should be clearly marked on the template:-

- Customers name
- Project name - if there are multiple entrances on the same project, the entrance door reference should be written on the template e.g. main entrance, side entrance, car park
- Matting type – e.g. Tuftguard, Connect, Grid 17mm/12mm wiper strip colour, open closed construction
- Template sizing

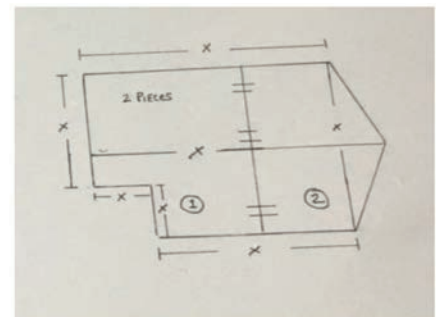
**Actual mat size** – the template has been made 1.5mm smaller all around the parameters of the internal frame, therefore the matting will be manufactured to the actual size of the template

**Internal frame size** – the template has been made exactly to the size of the internal frame allowing no tolerance, therefore the matting will be manufactured with a working tolerance of 1.5mm, deducted from all matting parameters

- Template makers name
- Date the template was made
- DOT direction of pedestrian travel
- Preferred T bar joint strip positions
- Positions of door post points
- Template joint marks, footprint diagram



**Tip: Optional, it may be beneficial to incorporate some overall measurements onto the template diagram footprint, this can be used as a check when the matting is manufactured.**



## **Step 7 – Sending the template to Forbo Flooring UK Ltd**

Ensure all the template pieces are carefully packaged to ensure the template does not get damaged in transit.

### **Send the template direct to the manufacturing site:**

Forbo Flooring UK Ltd  
Units G1 to G2  
Halesfield 19  
Telford  
Shropshire  
TF7 4QT

### **Any order queries, please direct to:**

Forbo Flooring UK Ltd  
EFS Customer Services  
High Holborn Road  
Ripley  
Derbyshire  
DE5 3NT

Tel: **01773 740 688**

Email: **efsflooringuk@forbo.com**

### **For other product queries, Forbo Flooring UK Ltd can be contacted on:**

Web: **[www.forbo-flooring.co.uk](http://www.forbo-flooring.co.uk)**

Email: **[info.flooring.uk@forbo.com](mailto:info.flooring.uk@forbo.com)**

Tel: **0800 121 4780**



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