Installing Bulletin Board

- Always refer to and follow the recommendations in ***Forbo's General Installation Guidelines*** prior to installing Bulletin Board.
- Always refer to and follow the recommendations in ***Forbo's Substrate Evaluation and Preparation Guidelines*** prior to installing Bulletin Board.
- Beginning the installation is an implied acceptance of site conditions and liability for any failure directly related to inadequate site conditions becomes the responsibility of the installer and/or flooring contractor.
- Bulletin Board can be successfully installed over a variety of substrates. **Regardless of the specific type of substrate that is being installed over, the final determination of suitability for that purpose is the responsibility of the installer and/or installation contractor.**
- Store Bulletin Board rolls standing upright.
- Use Forbo L 910W adhesive.
- **NOTE: If using a press, a quality PVA (polyvinyl acetate) dispersion adhesive may be used in a double-stick method**.
- Use a 1/8"x1/8" x1/16" V Notch Trowel to apply the adhesive. Replace the trowel blade when proper coverage is no longer attainable.
- **Bulletin Board must be installed into wet adhesive**. Do not spread adhesive in an area larger than can be installed while ensuring **100% wet** transfer to the backing of the material.
- Remove fresh adhesive residue immediately with a clean white cloth. Dried adhesive can be removed with a clean white cloth and Forbo Adhesive Remover. If this is not available, a solution of properly diluted neutral pH cleaner may be used. The area should then be rinsed with clean, cool water to remove all residues from the Forbo Bulletin Board.
  NOTE: Excessive pressure or aggressive cleaning may mar the Bulletin Board surface.
- Edges can be finished by fitting a frame around the edge, beveling the edges, milling or cutting the edge straight. For the best result, always use sharp tools or blades when cutting the material.
- Install protective outside corner guards over all outside corners. For inside corners, pattern or direct scribing the material will ensure a tight fit between the sheets.
- Take pride in your work and be Professional at all times.
- For additional information, contact Forbo's Product Support & Education Services at 1-800-842-7839 or www.forboflooringNA.com.

Cutting and Fitting the First Sheet

- For each wall, cut pieces of Bulletin Board to the required length and width, adding 2" – 3" in each direction to allow for final trimming. It is preferred that the material is cut 24 hours prior to installation.
- During storage in roll form, tension develops in Bulletin Board that will cause the ends of pieces cut from the roll to "cup", or not lay flat. This is commonly called end curl. This tension must be relaxed prior to installation so that the material will remain flat and in full contact with the adhesive while the adhesive dries. If installing multiple sheets of Bulletin Board, stack the pre-cut sheets face-to-face and back-to-back to help relieve the end curl and allow material to relax.
- To relax the end curl, while material is laying flat with the jute side down, pull the material back at a 45-degree angle from one corner, then place a hand on the jute side of the material and, with some pressure, massage the material back to its original position. Repeat this step on the other side of the material. Be sure to pull back past the center each time to ensure the entire end of the piece of material has been massaged.
- Plan the layout to allow for a minimum of 1/2" – 3/4" of the factory edge to be trimmed from each side of the material for seaming. The seams should fall a minimum of 6" away from joints in the substrate.
- Allowing for trimming, draw a plumb line on the wall where the seam for the first piece will fall.
- Using a Forbo Seam and Strip Cutter or a straight edge and knife, trim a minimum of 1/2" – 3/4" from the seam edge of the first piece. Angle the knife slightly to create an undercut.
- Trim the sheet and "dry" fit it to the wall section, making sure that the seam edge will align with the plumb line on the wall. Traditional scribing methods generally produce the best results. Establish "set marks" on both the material and the wall to aid in positioning the sheet during installation.

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Cutting and Fitting Second Sheet

- Before adhering the first sheet, prepare seams for all adjacent sheets on a clean flat surface. Cutting seams on the wall is not recommended.
- Position the second sheet adjacent to the first sheet, overlapping the second sheet on the first sheet a minimum of 1/2" – 3/4" at the seam.
  NOTE: Do not reverse the sheets. Install all Bulletin Board sheets in the same direction.
- Trace cut the seam using the Forbo Seam and Strip Cutter.
- Apply masking tape at several locations as set marks to aid in properly aligning sheets.
- Once the first sheet is installed on the wall, dry fit the next sheet and direct scribe along the ceiling and floor. Repeat this process for all adjacent sheets.

Adhesive Application

- Starting from the corner, spread adhesive in the area where the first piece will be installed. The plumb line is the boundary for the side opposite the corner. Depending on conditions, it may not be possible to spread adhesive in the entire area without the adhesive becoming too dry before the material is placed.
- If necessary, only spread adhesive a short distance from the starting point and stop the adhesive spread along a straight vertical line. Do not spread more adhesive than can be covered while the adhesive is still sufficiently wet to achieve 100% wet transfer to the material backing.
- Using the set marks and plumb line established during fitting, position the material on the wall, starting at the corner. Roll immediately with a three-section wall roller. Roll thoroughly in all directions, first across the width and then along the length, so that the material backing is firmly pressed into the wet adhesive and any trapped air bubbles are released. Clean excess adhesive while it is still wet. When it is not possible to adhere the entire piece at one time, fold the un-adhered portion of the material back over the adhered portion up to the adhesive spread line. Starting at the spread line, being careful not to overlap the adhesive, continue spreading adhesive toward the plumb line, placing and rolling the material as you go, until the entire piece has been adhered.
- Repeat this process for each sheet.
- When installing large pieces of Bulletin Board, it may be necessary to apply a quality contact adhesive or acrylic dispersion adhesive to the upper 10" – 12" of the material and wall. This can prevent the sheet from sliding down along the fresh adhesive.
- Where inside corners are involved, it is best to work away from the corners where Bulletin Board has already been installed on the adjacent wall.
- Bulletin Board shrinks slightly in the length when installed in wet adhesive. Back rolling the material will minimize shrinkage, but compensation must be made for shrinkage in cuts longer than approximately 20' in length to avoid fitting errors. For longer pieces, only trim to fit at the end where the installation will begin, leaving extra material at the opposite end. Begin adhering the piece at the fitted end and adhere the piece normally, stopping 4' – 5' from the unfitted end; shrinkage will occur as the piece is being installed. Once most of the piece has been adhered, fit the remaining end and adhere normally.
- Bulletin Board may expand slightly in the width when installed in wet adhesive. To compensate for any expansion, make sure that both seam edges are *slightly* undercut. This will allow the material to fall into place without force or pressure.
- The open time and working time of adhesives will vary depending on site conditions such as ambient temperature and humidity, the porosity of the substrate and air circulation. A general indication of proper open time is when a light touch produces transfer of adhesive to the finger, but a firm touch will flatten and "smear" the adhesive. It is the installer's responsibility to make adjustments to specific conditions as may be necessary.
- Check for adhesive transfer frequently. There must be **100% wet** transfer of adhesive to the material backing in order to achieve a secure bond. 100% wet transfer is a continuous film of adhesive, when wet, on both the backing of the material and the substrate with no trace of trowel marks or ridges.
- The material **must remain in contact with the adhesive while the adhesive is drying and curing.**
- Immediately roll the Bulletin Board in all directions using a three-section wall roller to ensure proper adhesive transfer. Additional rolling is required during adhesive setup to ensure that the material is flat and fully adhered.
- Proper sheet placement and rolling will result in a complete "explosion" of the trowel ridges, creating a continuous flat film of adhesive. Complete transfer of the sheet backing will appear in the surface of the adhesive.
- Remove fresh adhesive residue immediately with a clean white cloth. Dried adhesive can be removed with a clean white cloth and Forbo Adhesive Remover. If this is not available, a solution of properly diluted neutral pH cleaner may be used. The area should then be rinsed with clean, cool water to remove all residues from the material.
  NOTE: Aggressive scrubbing may mar the bulletin board surface. The need for aggressive scrubbing can be avoided by taking care to keep the surface clean while handling and adhering the sheets.

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Backing and Counter-Balancing

Bulletin Board may also be adhered to a backer-board and mounted to the wall. For proper counterbalancing, the back of the board should also be covered with the same material as on the front, in the same direction with the same adhesive and, if possible, at the same time. Depending on the thickness, symmetrical construction and rigidity of the surface (plywood, MDF, etc.), other materials can also be used, such as foils, laminates, impregnated paper or marine lacquers or sprays. It is recommended that a test installation be conducted if you have not worked with the materials before.

What is Ambering?

Ambering is the slight yellow hue to Bulletin Board when it is first removed from the packaging. This is a natural phenomenon that happens with Bulletin Board and is completely normal. Linseed oil, a natural oil extracted from flax seeds and one of the main ingredients in Bulletin Board is what causes this yellow hue. This very important ingredient in Bulletin Board provides several unique characteristics:

- Linseed oil makes the material naturally antistatic, repelling dust, making Bulletin Board easy to clean.
- When exposed to air and light, the linseed oil oxidizes from within the Bulletin Board and continues for the life of the product. This makes the material harden over time and become more durable.

As time passes, the ambering will fade as Bulletin Board is exposed to light, but its unique characteristics will not. The process may take as little as a few hours in bright sunlight, but it can take longer with artificial light. Areas that are not exposed to any light will retain the yellow hue until they are exposed to light. If an area of Bulletin Board is covered for an extended period, it's possible the yellow hue will re-appear. Don't be alarmed – it will fade once again when it's exposed to light.

Because this is a natural occurrence in the product, there is no set time frame for the yellow hue to fade. This is not a material defect. It's actually a sign that Bulletin Board is revealing its unique and valuable characteristics! Performing care procedures will not inhibit the process. It just takes a little bit of time and understanding what great benefits this process brings to Bulletin Board! All colors of Bulletin Board are subject to ambering, however it can be more noticeable in certain colors. Light blues, greens, greys, and beiges will display a more visible yellow hue than darker colors. To discover the true color of Bulletin Board, follow these few simple steps:

1. Take a piece of Bulletin Board and cover one half with heavy paper, cardboard, or another piece of Bulletin Board.
2. Place these pieces in direct sunlight for approximately 1 hour.
3. After the time has passed, remove the cardboard or heavy material and see the visual difference first hand.

Forbo's General Installation Guidelines contain additional information and are available for download at www.forboflooringNA.com. For additional information, contact Forbo's Product Support & Education Services at 1-800-842-7839.