

## **General information**

Bulletin Board is a versatile linoleum finishing material, best known as a pin board material with exceptional durability. It is a common wall covering in, for instance, schools, offices and the health care sector. As a semi-finished product, it is also incorporated in notice boards, dividing walls, furniture, and door panels and cupboard walls.

The range of rich and exciting colours in the collection, combined with their intensity, allows Bulletin Board to be used in new and very different applications. The colours in the Bulletin Board collection have been designed such that they combine well with other materials such as wood, stone or aluminium.

Bulletin Board is the material of choice when a notice board/ functional wall covering material is to be combined with a balanced use of colours.

**Note:** Bulletin Board is manufactured for interior use only. Bulletin board is not recommended for external applications such as encased in an externally located notice cabinet.

## **Natural and durable**

Bulletin Board is produced from renewable raw materials. The combination of oxidised linseed oil, rosin, cork and pigments in the covering gives it flexibility and resilience. These qualities result in a product with exceptional durability.

## **Fire behaviour**

It is important to note that Bulletin board does not have a fire rating to BS476, and current fire regulations should be consulted when considering fixing directly to a wall surface. Bonded onto a carrier such as MDF and fixed to the wall as a separate notice board, for example as separate panels mounted on split battens, Bulletin board may be treated as a furniture item and is usually outside the scope of UK fire regulations.

## **Applying Bulletin Board to sheet (carrier) material**

If Bulletin Board is used on notice boards, door panels, furniture cupboards or dividing walls/movable dividing walls, it must be adhered to a sheet material. This material must be flat, clean and grease-free.

## **Preparation**

Bulletin Board stored rolls should be stored vertically. Make sure the rolls and the substrate are at room temperature prior to processing ( $\geq 18^{\circ}\text{C}$ ). Use a Forbo Approved adhesive as bonding agent. Apply it to the substrate with a regularly notched trowel.

For industrial processing, heat-cured adhesives may be used (these offer shorter curing periods).

## **Adhering and pressing**

1. Unroll the Bulletin Board and cut to length allowing an extra 5 to 7cms 24 hours prior to installation. Lay the cut lengths flat and allow them to acclimatise at a minimum temperature of  $20^{\circ}\text{C}$ . It is recommended to store the cut lengths in the room in which they are to be installed.

## Installation Guidance Note: Bulletin Board

Back roll the cut lengths once to release roll tension and end curl. Bulletin Board will shrink up to 1% in the length and expand slightly in the width. If the correct installation procedures are followed this shrinkage will be compensated for and will not be visible.

2. Apply the adhesive to the sheet carrier material.
3. Place Bulletin Board in the wet adhesive and press firmly, using a hand roller or press. Using a press enables a number of Bulletin Board covered sheets to be pressed simultaneously.
4. Allow the adhesive to cure and cut or mill to size or into the desired shape (be sure to use sharp cutting tools).
5. If required, the edges can be finished with an aluminium profile or timber strip.

Adhering Bulletin Board to one side of the sheet material imposes shrinkage stress on the sheet material. To prevent warping due to such stress, the sheet material must have sufficient strength to support the Bulletin board.

If any doubt exists the construction should be counterbalanced, Bulletin Board should also be applied (in the same direction and under the same conditions) to the rear of the material before the adhesive is cured. It is also possible to use a different material for counterbalancing such as foil or laminates if it achieves the same results. We recommend conducting a test installation if you have not worked with these materials before.

### Applying Bulletin Board to walls

Bulletin Board can be applied directly (where fire regulations allow) to flat concrete walls, walls with a cement-stabilised plaster finish, gypsum walls, dividing walls and sheet materials such as hardboard, fibreboard, plywood, MDF and HDF. However, substrates must have been fixed in such a manner that warping, due to adhesion to one side only, is prevented. For loose panels, see "Applying Bulletin Board to sheet material".

### **Preparation**

Walls must be clean and dust free, sound, resistant to tensile stress and permanently dry.

Old paint layers must be roughened and any loose paint removed; water based paints and whitewash must be removed.

**Note: If in doubt completely remove old paint layers (recommended).**

Cracks, holes, etc. must be filled and, after curing, sanded. Countersink nail and screw heads and fill large holes. Sand after curing.

Rough walls such as concrete, block work, cement render, enamel or ceramic tiles must be smoothed with an appropriate wall smoothing finish after cleaning and priming. Loose wall tiles must be removed.

Moisture-permeable walls must be provided with a moisture proof layer and then smoothed, for correct curing of the adhesive.

New concrete walls may have a laitance film of unbound or loosely bound mortar approximately 0.5 mm thick. These walls should be sanded and then primed. The moisture content of cement-stabilised walls or plaster must not exceed 75% RH.

## Adhering

An adhesion test is always recommended.

Use Forbo approved adhesive with Bulletin Board. If the length of Bulletin Board is very heavy, the top 20 cm must be fixed using a double stick contact adhesive. On plasticised fibreboard, a contact adhesive must be used which is applied to both surfaces.

## Acclimatisation

Make sure the rolls and the substrate are at room temperature ( $\geq 18^{\circ}\text{C}$ ) for 24 hours prior to, during and for 48 hours after installation.

To prevent roll stresses in as far as possible, the rolls should be cut to length and left to acclimatise at room temperature for one day before processing.

Cut the lengths with an appropriate over measure, back roll each length and then lay them out flat on the floor with the jute side down.

When cutting, take into account a lengthwise shrinkage of approximately 1%.

## Tools

You will need the following tools:

- Pencil
- Ruler and straight edge
- Piece of strong paper (e.g. wrapping paper)
- Disk and/or a small straight edge
- Utility knife with straight and hooked blades
- Trowel, regular notches B1
- Short scriber (over & unders) with blade
- Long (bar) scriber
- Hand roller or rubbing hammer
- Hand groover

## Application to the wall in vertical direction

1. Draw a plumb line in the centre of the wall and repeat this every width of the Bulletin Board to be fixed. Trim the factory edges of the Bulletin board using a Forbo Strip and seam cutter.

**Note:** the Forbo strip and seam cutter is set to produce the required undercut on seam edges. Note; when cutting with a utility knife score the sheet to about 1/3 of the thickness with a straight blade and the finish the cut with a hook blade angling the knife to provide a slight undercut.

2. Use a small straight edges or disc and the pencil to trace the shape of the ceiling to a piece of template paper. Start with a length of Bulletin Board in the centre of the wall. Keep the template flush with the plumb lines and with the clean-cut edge of the sheet.

3. Place the template on the length of Bulletin Board, copy the shape using the small straight edge and the knife and then cut the material with a slight undercut.

## Installation Guidance Note: Bulletin Board

4. Apply the adhesive between two plumb lines to the wall. Press down the length of Bulletin Board along the ceiling joint, and then along the plumb line. Then press down the length of Bulletin Board first across and then lengthwise using the hand roller. Use a damp cloth to immediately remove any excess adhesive.

**NB:** In some cases, the weight of the Bulletin Board may make it necessary to apply a layer of contact adhesive to the top sections of the wall and the back of the Bulletin Board over 20 cm. This will prevent the sheet from sliding down in the fresh adhesive.

5. Cut the length of Bulletin Board to fit at the floor using the short scribe (counter setting) and the knife.

6. Repeat stages 4 and 5 for all other full-width lengths of Bulletin Board which are bonded with butt joints. Place all lengths in the same lengthwise orientation. Do not reverse.

7. Use a piece of template paper, the disk and the pencil to trace the shape of the corner joint. Use the same method as in stage 2.

8. If the last length of Bulletin Board has to be cut lengthwise, always do it in the corner (never on the side of the joint with the last full-width length of Bulletin Board).

9. Use the template, the small straight edge and the knife to copy the shape to the length of Bulletin Board and cut the material edge with a slight undercut. Use the same method as in stage 2. Cut at the net width plus 2 cm.

10. Use the template to copy the ceiling joint and cut with a slight undercut.

11. Apply adhesive to the wall and press down the length of Bulletin Board. Use a damp cloth to remove immediately any excess adhesive.

12. Cut the length of Bulletin Board to fit at the floor using the short scribe (counter setting) and the knife.

13. Finally cut the overlapping seam to size using the short scribe and press down the length of Bulletin Board using the hand roll.

14. Repeat stages 7 to 13 for the other corner seam. If it is not possible to fit the cross end at the floor side using the scribe, do the following:

1. Copy the shape of the floor joint to the paper using the disk and the pencil and place a cross line at both sides of the paper on the wall and on the paper.

2. Accurately measure the distance between the ceiling and the lines at the base of the wall (on both sides) and copy these distances to the length of Bulletin Board.

3. Place the template with the floor joint flush with the lines on the length of Bulletin Board and cut the floor joint to fit using the small straight edge and the knife.

4. When applying this method, allow for shrinkage of approximately 1%.

5. Cut all other lengths of Bulletin Board to fit according to this method and then install them.

### **Additional advice**

To speed up the procedure, ceiling and floor joints can be finished with a moulding and a skirting, respectively. This will make cutting the cross edges to fit superfluous.

### **Application to the wall in horizontal direction**

1. Mark the desired height from the ceiling and place a mark line.

2. Determine the required height of Bulletin Board and mark it on the wall. Take for the lowest line about 0.5 cm less than the desired height, so that the line will no longer be visible after installing the length of Bulletin Board.

3. Mark the required height on the length of Bulletin Board and cut it to size using the straight edge. Carry out the following stages 4 to 8 only if installing the length of Bulletin Board over the full wall width.

4. Copy the shape of one of the corner walls where the cross ends meet to a piece of paper using the disk and the pencil. With a pencil, draw a cross line at both sides of the paper on the wall and on the paper (make sure this line is within the measured length of Bulletin Board height so it will not be visible after installation).

5. Put the template on the length of Bulletin Board and use the small batten and the knife to copy the shape and put the two cross lines on the length of Bulletin Board.
6. Repeat stage 4 for the other cross end.
7. Accurately measure the width between the lines on the wall and copy this width to the length of Bulletin Board.
8. Place the template with the second cross joint flush with the lines on the length of Bulletin Board and cut it to size.
9. Allow for a length shrinkage of approximately 1%.
10. Apply adhesive between the lines, press down the Bulletin Board in the fresh adhesive and roll it or press it down using the hand roller or rubbing hammer.

### **Additional advice**

At doorposts, Bulletin Board can be scribed and cut to size using the short scribe and the knife.

Along skirting boards, Bulletin Board can be cut to size using the long scribe set at plinth height.

Another option is to install the lengths of sheet with a few millimetres spacing. Take this into account when setting out the plumb lines. A joint of a few millimetres can be finished with a T-profile, a timber or synthetic moulding or similar.

### **Corner finishing**

The best way to finish an inside corner is to use the long scribe with knife.

An angle profile is the best finish for an outside corner. It will also protect the corner joint from damage.

### **Cleaning**

Cleaning Bulletin Board is simple. The material is permanently antistatic and thus does not attract dust, it is also bacteriostatic and these properties mean it is low-maintenance and hygienic.

To clean Bulletin Board simply use a pH-neutral cleaning agent and then wipe it with a damp cloth.

If in doubt, please contact us: **Forbo Flooring UK Ltd.**

**Tel: 0800 0282 162**

**Fax: 01772 646912**

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

### **Additional Reference documents/Information**

Forbo Floor Coverings Installation Guide. (Tel: 0800 731 2369)

### **For Installation Video Clips visit:**

[http://www.youtube.com/results?search\\_query=forbo+bulletin+board&aq=f](http://www.youtube.com/results?search_query=forbo+bulletin+board&aq=f)