



**BULLETIN BOARD
INSTALLATION AND
MAINTENANCE MANUAL**

Indoff

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1. GENERAL

1.1 Bulletin Board

Bulletin Board is a special product for application as a decorative and functional material on walls, notice boards and office furniture systems.

Bulletin Board is a uni-colored linoleum, which contains a large quantity of ground cork. The raw materials that are used are of natural origin:

- oxidized linseed oil
- rosin binders
- ground cork
- mineral fillers (limestone/pigments).

Bulletin Board is calendered onto a jute backing with a smooth finish to ensure easy maintenance.

Bulletin Board's high cork flour content makes it extremely durable, but also highly resilient. Bulletin Board also has the ability to self-heal from thumbtacks.

1.2 Product Range

Standard:

Number of colors:	13	
Roll length:	approx. 90 lin. ft.	approx. 28 lin. m
Roll width:	approx. 48 inches	approx. 122 cm
Thickness:	approx. 1/4 inch	approx. 6.0 mm

NOTE: Some colors are available in 72 inch (183 cm) width.

Gauge		1/4" (6.0mm)	
		48" (122 cm)	72" (183cm)
2067		x	x
2079		x	
2162		x	
2166		x	x
2182		x	x
2185		x	x
2186		x	
2187		x	
2189		x	x
2190		x	
2195		x	
2196		x	x
2197		x	

1.4 Features and Benefits

- **Color Range** Bulletin Board can be used in numerous combinations because all colors are coordinated with several market applications and harmonize with the colors of the Artoleum, Marmoleum Real, Marmoleum Fresco, Walton, and Desk Top linoleum ranges.
- **Durability** With ground cork and oxidized linseed oil as ingredients, Bulletin Board will retain its resilience and flexibility for a very long time.
- **Maintenance** Bulletin Board is easy to clean with a damp cloth or, if necessary, with a brush and the suds of a neutral detergent; rinse with clean water.
- **Flexibility** Bulletin Board has a flexible surface so that push pins can be easily pushed in and remain fixed.
- **Self-healing** Because of Bulletin Board's flexibility, pushpin punctures will almost entirely disappear.
- **Reflection** Bulletin Board comes in matte colors so that annoying light reflection caused by sun or artificial light is reduced.

- **Jute Carrier** Because of its jute backing, Bulletin Board has good adhering properties, provided the proper adhesives are used.
- **Environment** Bulletin Board is composed almost exclusively of natural raw materials.
- **Installation** Bulletin Board is easy to work with, both for manual and industrial application.
- **Hygiene** Bulletin Board is easy to clean (see Cleaning and Maintenance) and has bactericidal properties.

2. **FIELDS OF APPLICATION**

2.1 **Decorative, Functional Walls**

In many rooms it is very useful to have facilities for posting temporary or permanent information. Examples of this are:

- presentations
- announcements
- wall decorations (posters)
- coloring contests in schools or kindergartens
- 'For Sale' notices.

Bulletin Board will hold push pins and thumb tacks firmly, thus making it an exceptionally functional wall covering. The modern range of colors of Bulletin Board means that Bulletin Board, either in matching or in contrasting colors, will harmonize with any interior.

Bulletin Board makes walls the ideal place for hanging up notices and messages, without ugly adhesive-tape marks on their removal. Bulletin Board makes for systematic walls, without frequent cleaning and repainting. A few application possibilities are:

2.2 **Notice Boards**

In many countries Bulletin Board is known as the perfect, high-quality material for notice boards. However, it has to compete with other materials used for this purpose, such as conglomerate cork, softboard and magnetic board. Bulletin Board's high quality, good durability and self-healing properties make it one of the best notice board materials, and as such it finds worldwide application.

2.3 **Kindergartens and Primary Schools**

Bulletin Board on walls in classrooms lets school children pin up and remove their drawings, coloring pictures, cutouts and paste-ups.

2.4 **Movable Partitions**

In many offices and hotels partitions are used to divide meeting and conference rooms. With Bulletin Board on one or more of these panels, large drawings and flip-over sheets can be easily pinned up and removed without damaging the surface.

2.5 **Doors and Cupboards**

In open-plan offices, cupboards often serve to separate workspace. Covered with Bulletin Board, the fronts as well as the backs of these panels can be used as notice boards or turned into decorative elements.

2.6 Hospitals

Bulletin Board is often installed behind hospital beds, serving two purposes:

- greetings cards can be easily pinned there to brighten the wall, which stays neat and clean (no adhesive tape residue);
- the walls are well protected by the high impact resistant Bulletin Board against possible damage caused by moving hospital beds. This saves the recurring cost of repair or replastering.

2.7 Conference Room Walls

Bulletin Board can be installed covering an entire wall or just sections of a wall, making it great for pinning up drawings, photos, or presentation ideas during business meetings. Note: Bulletin Board can be painted or screen-printed if so desired.

2.8 Office Furniture

A panel in your work station for pinning up photos or personal memos.

2.9 Moveable Art Exhibits

Fine art is often displayed in malls or in banks, etc. on freestanding panels. Bulletin Board is the perfect functional surface for these panels

3. MAINTENANCE INSTRUCTIONS FOR BULLETIN BOARD

"Not only functional, hygienic as well!"

Bulletin Board is supplied with a smooth finish and is very easy to clean.

3.1 After Installation

Bulletin Board is ready for immediate use. Adhesive residue should always be removed as quickly as possible with a clean damp cloth. Dried adhesive residue should be cleaned with a clean cloth and mineral spirits.

3.2 Regular Maintenance

Regular dusting or, if necessary, wiping with a damp cloth guarantees a long useful Bulletin Board life.

Note: Bulletin Board does not normally need a special maintenance product.

3.3 Intensive Maintenance

Clean Bulletin Board with a stiff brush and lukewarm water using a neutral pH (7-8.5) cleansing agent, such as Marmoleum Floor Cleaner; remove water with a squeegee and a cloth. Rinse with clean water to prevent the formation of white residue. Use squeegee once more to remove water.

4. Application Possibilities

Bulletin Board can be applied in three different ways:

- 4.1 Installed as a notice board or a panel for furniture workstations/partitions.
- 4.2 Installed to cover entire walls/parts of walls.

4.1 Bulletin Board: installed as a notice board or a panel for furniture workstations/partitions.

CUTTING SHEETS

Unroll Bulletin Board and cut with the length adding two to three inches of overlap, preferably 24 hours prior to installation. Lay sheets flat and allow them to acclimate at a minimum temperature of 68° F (20° C). It is best to store the sheets in the room they are to be installed in. Back roll sheets once in reverse direction to release roll stretch and end curl. Bulletin Board shrinks lengthwise (1% at maximum) and expands slightly widthwise.

CHOICE OF ADHESIVE **-Forbo Industries' L910**

Apply Forbo Industries' L910, an SBR solvent free adhesive with a 1/16" x 1/16" x 1/16" square notched trowel. When using a press, the use of a quality polyvinylacetate dispersion adhesive may be used in a double-stick method.

ADHERING AND PRESSING

Adhere the Bulletin Board onto the surface of a backing board and press in firmly with a hand roller, or with a press. Using a press enables a number of Bulletin Board covered sheets to be pressed simultaneously.

SAWING/MILLING TO SIZE

Test the Bulletin Board for proper adhesion then saw or mill to size. Note: Always use sharp tools for best results.

FINISHING OFF EDGES

The edges can be finished by:

- fitting a frame around the edge,
- beveling the edges,
- milling to desired edge,
- cutting the edges straight.

BACKING/COUNTER- BALANCING

Standard recommendation: for proper counterbalancing, the back of the board should also be covered with the same material as that pasted on the front, in the same direction, with the same type of adhesive and, if possible, at the same time. Depending on the thickness, symmetrical construction and rigidity of the surface (MDF, plywood, etc.) other materials can also be used, such as foil, laminates, impregnated paper or marine lacquer sprays. We recommend conducting a test installation if you have not worked with the materials before.

4.2 INSTALLING BULLETIN BOARD TO COVER ENTIRE WALLS/PARTS OF WALLS

WALL CONDITIONS

- **CLEAN**
 - **SMOOTH**
 - **PERMANENTLY**
 - **DRY**
- Bulletin Board can be stuck directly onto walls which are compression and deformation resistant, permanently dry, smooth and clean. Repair damages and fill crevices in nonsmooth walls and sand surface; sand painted walls; remove any existing wallcovering and sand off any existing adhesive residue. Be sure walls to be covered are clean and free of dust. This is to ensure proper bonding with the adhesive. It is always best to conduct an adhesive bond test prior to installation.

JOB CONDITIONS:

- **LAY FLAT**
 - **> 68° F**
 - **24 HOURS**
- Cut sheets of Bulletin Board with required length, including 2 to 3 inches overlap, preferably 24 hours prior to installation. Lay sheets flat and allow them to acclimate with the permanent HVAC system set at a minimum of 68° F (20° C) for a minimum of 72 hours prior to, during and after the installation. If possible store sheets in the room they are to be installed. Back roll sheets once in reverse direction to release roll stretch. Bulletin Board shrinks lengthwise (1% at maximum) and expands slightly widthwise.

CUTTING TO SIZE:

- **REMOVE FACTORY EDGES**
 - **CUT STRAIGHT ALONG TOP**
 - **LEAVE BOTTOM EDGE WITH LENGTH OF OVERLAP**
 - **MARK PERPENDICULAR STARTING LINE**
- Cut a sheet from the roll of Bulletin Board allowing some length of overlap. Remove factory edge from both sides with a Forbo Seam and Strip Cutter. A straight edge, utility knife and hooked blade knife may also be used to trim the factory edge. Trim off a minimum of 1/2 inch. With utility knife, score material about 1/3 of the material thickness. Then with the hooked blade knife, cut along the score line, holding the knife at an angle, to slightly undercut the edge. Cut straight along the top edge or direct scribe. The bottom edge should be cut to size by direct scribing during installation. Draw a perpendicular pencil line on the wall for your starting point. For best results do not use sheets less than 39 inches wide.

CHOICE OF ADHESIVE:

- **FORBO INDUSTRIES' L910**
- **PUTTY KNIFE**
- **PROPER NOTCHED
TROWEL**

It is important that you use the proper adhesive. For best results, use Forbo Industries' L910 adhesive. Apply adhesive to the wall with a putty knife and spread with a 1/16" square notched trowel in the area of the sheet being applied. If necessary, apply 10 to 12 inches of contact adhesive or acrylic dispersion to the upper part of the wall and to the back of the Bulletin Board, to prevent the sheet from sliding down along the fresh adhesive.

PRESSING INTO ADHESIVE:

- **WORK FROM THE TOP**
- **FIRST WIDTHWISE, THEN
LENGTHWISE**
- **REMOVE ADHESIVE
RESIDUE IMMEDIATELY**

Press the sheet of Bulletin Board into the fresh adhesive, starting with the top edge and the side along the perpendicular pencil line. Work from the top downwards, first widthwise, then lengthwise. Roll firmly through the width then the length with a hand roller to insure proper transfer of adhesive and to remove all air bubbles. Remove adhesive residue immediately with a damp cloth. Mineral Spirits may be used to removed dried adhesive. The first sheet should Now be fully cut in, adhered and rolled.

NOTE: On non-porous walls it is best to let the adhesive flash off at least 50% before applying the Bulletin Board material. This will give better initial tack and allow the adhesive to cure properly.

SEAMING WITH SUBSEQUENT SHEETS:**- DO NOT REVERSE
MATERIAL DIRECTION****- 1/2 INCH OVERLAP****- PREPARE FOR
SUBSEQUENT SEAM****- UNDERSCRIBE THE
SEAM****- ROLL WITH HAND
ROLLER****- REMOVE ADHESIVE
RESIDUE IMMEDIATELY**

Cut the subsequent sheet to required length, including 2 to 3 inches overlap. **NOTE: DO NOT REVERSE SHEET.** Install all Linoleum Sheets in same direction. Overlap at seam should be a minimum of 1/2 inch. Using the Forbo Seam and Strip Cutter, trim the factory edge on opposite side to prepare for the next seam. Draw a pencil line on the wall where next seam line will fall. Spread the Forbo Industries' L910 Adhesive with proper notched trowel. Spread from the edge of the first sheet up to the pencil line at the seam edge of the second sheet. If necessary, apply 10 to 12 inches of contact adhesive or acrylic dispersion to the upper part of the wall and to the back of the Bulletin Board, to prevent the sheet from sliding down along the fresh adhesive. Immediately after material has been laid into wet adhesive, underscribe the seam.

NOTE: Scribe should be set for a net fit, so that material will fall into place without force or pressure. This will compensate for the slight expansion that will occur. Next cut the material along the scribe line using a hooked blade knife and holding it at an angle so as to slightly under cut the material. Roll seam with hand roller. Remove adhesive residue immediately. Dried adhesive can be removed with Mineral Spirits. Repeat the same procedures for each sheet, completing one sheet at a time until the job is completed.

NOTE: When installing Bulletin Board to cover an entire wall, it is best to finish off walls with crown molding and base. Plus, in doing your take offs, order enough material so that you won't have any cross or butt seams.

NOTE: Another acceptable method for fitting the Bulletin Board in an entire wall installation is to pattern scribe the material. This would be recommended when the material has to be fit to the exact size without the use of molding or base.

FINISHING OFF JOINTS

- A: gouge out**
- B: short scribe**
- C: narrow groove**
- D: T-profile**

Possibilities:

- A: Install Bulletin Board sheets, with trimmed factory edges butted against each other, and gouge out grooves between the sheets with the grooving gouge.
- B: Remove the factory edge from sheet one; stick sheet two onto the wall with a 2 cm overlap over sheet one; scribe sheet two lengthwise with the short scribe and cut with undercut.
- C: Remove the factory edges from both Bulletin Board sheets and affix the sheets to the desired distance from each other, after having painted the visible part of the wall in a matching color.
- D: Finish the edges with T-profiles, obtainable from retail shops.
- E: Trim factory edges; then using a routing machine, bevel or shape the edge for the desired look. Then install Bulletin Board butted against each other.

FINISH

Finish off wall with strips and skirting.

INSIDE CORNERS - For best results, pattern scribing the material will ensure a tight fit between the Bulletin Board Sheets.

OUTSIDE CORNERS - For the best finish look an outside corner profile should be used. Corner guard profile should be used. This will ensure adequate protection and durability to the installation.

5. PRODUCT SPECIFICATIONS

5.1 **Drying room film**

Bulletin Board is made from natural raw materials. An occurrence during the manufacturing process is that while it is maturing in the drying stoves, a yellow cast, termed "drying room film" may appear on its surface. This film, caused by oxidation of linseed oil, occurs intermittently and with varying intensity. It is most noticeable on the blue and Grey shades. However, the discoloration is only **TEMPORARY**.

5.2 **Technical Data**

MATERIAL:

Linoleum resilient tackable surface material shall be Bulletin Board as manufactured by Forbo.

1. Construction

Linoleum resilient homogeneous tackable surface material shall be of natural materials consisting of linseed oil, granulated cork, rosin binders and dry pigments, mixed and calendered onto a natural burlap backing. Uni-color shall extend throughout thickness of material. Contains no harmful by-products or carcinogens.

2. Physical Characteristics

Width _____ 48" (122cm)

_____ 72" (183cm)

Gauge _____ 1/4" (6.0 mm)

Length _____ 90 lineal feet (27.0 lineal meters) approximate

Backing _____ Burlap

3. Technical Data

Flexibility

Will not crack or break when bent around a 2 3/4" (70mm) diameter cylinder.

Fire Resistance

ASTM E-84 (Fuel Contribution)—Class B

NFPA 253 (Critical Radiant Flux)—Class II

Electrical Insulation

DIN 51953— 10^{10} Ohm

VDE 0100 24— 10^6 Ohm

Anti-static characteristics to ISOTR6356—minimal charges, even at 23°C and 25% relative humidity. Under normal conditions, Bulletin Board is not susceptible to build-up of electrostatic charges.

Thermal Conductivity

The coefficient of thermal conductivity is 0.10 W/m.K.

Chemical Resistance**• Diluted Acids:**

Acetic Acid (5%) _____ No effect

Citric Acid (5%) _____ No effect

Lactic Acid (5%) _____ No effect

• Solvents:

White Spirits _____ No effect

Turpentine _____ No effect

Ether _____ No effect

Acetone _____ No effect

• Miscellaneous:

Hydrogen Peroxide (3%) _____ No effect

Alcohol _____ No effect

Mineral Oil _____ No effect

Vegetable Oil _____ No effect

Formalin (2%) _____ No effect

*Not resistant to high alkalis. Use neutral pH cleaners (pH 7-8.5)

4. Technical Services

For current installation and maintenance specifications, and other technical data, contact Forbo Industries Support Services at 1-800-842-7839.

5. Areas of Application

- For any indoor application where the following features are required:
- Wherever low life-cycle cost, decorative and durable bulletin boards are required (in schools, clubs, business, etc.)
- As a tackable surface for use on decorative or functional walls (kindergartens, schools, meeting rooms, hospitals, etc.)
- As a decorative finish to movable partitions, furniture, doors, cupboards, etc.

Washable Finish

Bulletin Board's linoleum surface provides for a washable finish to retain original appearance. The surface can be wiped or washed using any common neutral pH cleaner (pH 7-8.5) such as Forbo's Marmoleum Floor Cleaner. Simply rinse with water after cleaning.

Dimensional Stability

Due to the natural burlap backing providing a strong durable foundation, the product is dimensionally stable in all directions when properly installed. It resists cracking, drying and peeling.

Self-Healing

Ability to self-heal from thumbtack and pin punctures. Does not dry out, crack, peel or crumble. Tacks can be inserted easily and are gripped firmly.

Light Reflection

Bulletin Board comes in matte colors so that annoying reflection caused by sun or artificial light is reduced.

Resistance to Bacteria

Provides a self-sanitizing quality in the form of a bactericidal effect. Tests indicate that Bulletin Board has a sterile zone around the material, inhibiting contaminants such as staphylococcus aureas.