

Indoff, Inc.

Selling Nationwide
ahutton@ahutton.com
(860) 632-2026
FAX: (860) 632-2028
www.ahutton.com

BULLETIN BOARD CORK INSTALLATION

General

- The permanent HVAC system must be turned on and set to a minimum of 68F (20C) for a minimum of 72 hours prior to, during, and after installation.
- After the installation, the maximum temperature should not exceed 100F.
- If using L910 Adhesive (available from Bancor Cork), use a 1/16" x 1/16" x 1/16" square notch trowel only.
- Ensure the Bancork EZ Clean Bulletin Board cork has been climatized to the installation area for a minimum of 24 hours prior to installation.
- Material should always be visually inspected prior to installation; any material installed with visual defects will not be considered a legitimate claim as it pertains to labor cost.
- Wall must be smooth, rigid, flat, dry, clean and free of all foreign materials such as dust, paint, grease, oils, solvents, sealers, and old adhesive residue.
- All Bancork EZ Clean Bulletin Board cork must be from the same lot for color matching of butted seams/same room wall installations

PLEASE NOTE: Factory edges cannot always be butted together due to shipping and because the factory edges themselves are not always straight.

- Apply the Bancork EZ Clean Bulletin Board cork with burlap (jute) backing to the wall.
- Perform an adhesive bond test prior to installation, to ensure an adequate bond.
- Bancork EZ Clean Bulletin Board cork will expand slightly in the width and shrink slightly in the length when placed into the adhesive. Proper installation procedures will compensate for this.
- Do not reverse sheets for seaming. Install one sheet at a time. Install all cuts and rolls in consecutive sequence.
- Ensure that all recommendations for jobsite conditions are met prior to beginning the installation. Once the installation is started, you have accepted those conditions.

1. Application Possibilities

Bancork EZ Clean Bulletin Board cork can be applied in two different ways:

Installed as a notice board or a panel for furniture workstations/partitions.

Installed to cover entire walls/parts of walls.

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1.1 Installing Bancork EZ Clean Bulletin Board cork as a notice board or a panel for furniture workstations/partitions

CUTTING SHEETS

Unroll Bancork EZ Clean Bulletin Board cork and cut to 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 (20C). 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. Bancork EZ Clean Bulletin Board cork shrinks lengthwise (1% at maximum) and expands slightly widthwise.

CHOICE OF ADHESIVE

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

ADHERING & PRESSING

Adhere the Bancork EZ Clean Bulletin Board cork 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 Bancork EZ Clean Bulletin Board cork covered sheets to be pressed simultaneously.

SAWING/MILLING TO SIZE

Test the Bancork EZ Clean Bulletin Board cork 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.

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1.2 Installing Bancork EZ Clean Bulletin Board cork to cover entire walls/parts of walls

WALL CONDITIONS

Bancork EZ Clean Bulletin Board cork can be stuck directly onto walls which are compression and deformation resistant, and permanently dry, smooth, and clean. Repair any damaged areas and fill in crevices to walls with a non-smooth, sanded, or sand-painted surfaces. Remove any existing wallcovering and sand off any existing adhesive residue. Be sure the walls being 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

Cut sheets of Bancork EZ Clean Bulletin Board cork to required length, including 2 to 3 inches of 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 at least 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. Bancork EZ Clean Bulletin Board cork shrinks lengthwise (1% at maximum) and expands slightly widthwise.

CUTTING TO SIZE

Cut a sheet from the roll of Bancork EZ Clean Bulletin Board cork allowing some length of overlap. Remove factory edge from both sides with a seam and strip cutter. A straight edge, utility knife, or 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 of 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

It is important that you use the proper adhesive. For best results, use 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 adhesive to the upper part of the wall and to the back of the Bancork EZ Clean Bulletin Board cork to prevent the sheet from sliding down along the fresh adhesive.

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PRESSING INTO ADHESIVE

Press the sheet of Bancork EZ Clean Bulletin Board cork into the fresh adhesive, starting with the top edge and the side along the perpendicular pencil line. Work from the top downwards, widthwise first. Firmly roll 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 remove 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 Bancork EZ Clean Bulletin Board cork material. This will give better initial tack and allow the adhesive to cure properly.

SEAMING WITH SUBSEQUENT SHEETS

Cut the subsequent sheet to required length, including 2 to 3 inches of overlap. **NOTE: DO NOT REVERSE SHEET.** Install all Bancork EZ Clean Bulletin Board cork in the same direction. Overlap at seams should be a minimum of 1/2 inch. Using the 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 the next seam line will fall. Spread the 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 adhesive to the upper part of the wall and to the back of the Bancork EZ Clean Bulletin Board cork, to prevent the sheet from sliding down along the fresh adhesive. Immediately after material has been laid into wet adhesive, under scribe the seam. **NOTE:** Scribe should be set for a neat 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, holding it at an angle so as to slightly undercut 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 Bancork EZ Clean Bulletin Board cork to cover an entire wall, it is best to finish off walls with crown molding and base. In your take offs, order enough material so that you won't have any cross or butt seams.

NOTE: Another acceptable method for fitting the Bancork EZ Clean Bulletin Board cork 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

Possibilities:

Install Bancork EZ Clean Bulletin Board cork sheets, with trimmed factory edges butted against each other, and gouge out grooves between the sheets with the grooving gouge. Remove the factory edge from sheet one. Adhere 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.

Remove the factory edges from both Bancork EZ Clean Bulletin Board cork sheets and affix the sheets to the desired distance from each other,

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after having painted the visible part of the wall in a matching color. Finish the edges with T-profiles, obtainable from retail shops. Trim factory edges. Then using a routing machine, bevel or shape the edge for the desired look. Then install the Bancork EZ Clean Bulletin Board cork 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 Bancork EZ Clean Bulletin Board cork sheets.

OUTSIDE CORNERS

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

2. Maintenance Instructions for Bancork EZ Clean Bulletin Board cork

Bancork EZ Clean Bulletin Board cork is supplied with a smooth finish and is very easy to clean.

2.1 After installation

Bancork EZ Clean Bulletin Board cork 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.

2.2 Regular maintenance

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

NOTE: Bancork EZ Clean Bulletin Board cork does not normally need a special maintenance product.

2.3 Intensive maintenance

Clean Bancork EZ Clean Bulletin Board cork 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.

2.4 Drying room film

Bancork EZ Clean Bulletin Board cork is made from natural raw materials. While it is maturing in the drying stoves, a yellow coat, termed "drying room film" may appear on the surface. This occurs during the manufacturing process. This film, caused by oxidation of linseed oil, occurs intermittently and with varying intensity. It is most noticeable on the blue and gray shades. However, the discoloration is only

TEMPORARY.