



**FLEXI**  
*ACCESS FLOOR*

# Site Preparation & Installation Methods





# Flexi Access Floor Site Preparation & Installation Methods

## 1. Production Rates & Crew Sizes

### 1.1 Production Rates

Depending on the type of floor being installed and general conditions at the job site, the average production rates for each man per day should be as follows.

Description	Rate
Material handling on site.	1000 Sq. Ft. per man per day.
A/F field area (full tiles)	400 Sq. Ft. per man per day for stringer floor. 460 Sq. Ft. per man day for stringerless floor.
Perimeter Cutting	100 Linear ft. per man per day
Ramp	1 each per man per day
Cut outs	35 per man per day.

### 1.2 Crew Size

The size of the crew is affected by various factors that are unique to each project:

- Size of area to be installed.
- Availability of work area in conjunction with other agencies.
- Having continuous flow of work without stoppages on site and in schedule.

If these types of factors are not a consideration, then normal crews size for effective productivity rates in a given room area should be evaluated as under.

Square Footage Working (Sq ft)	Foreman	Installer	Helper	Days
Up to 1000	1	1	2	2
1001 to 3000	1	1	3	4
3001 to 5000	1	2	5	5
5001 to 10000	1	4	8	7
10001 to 20000	1	5	10	10
20001 to 40000	1	6	12	20
40000 & UP	Split Crew and above			

## 2. Site Preparation

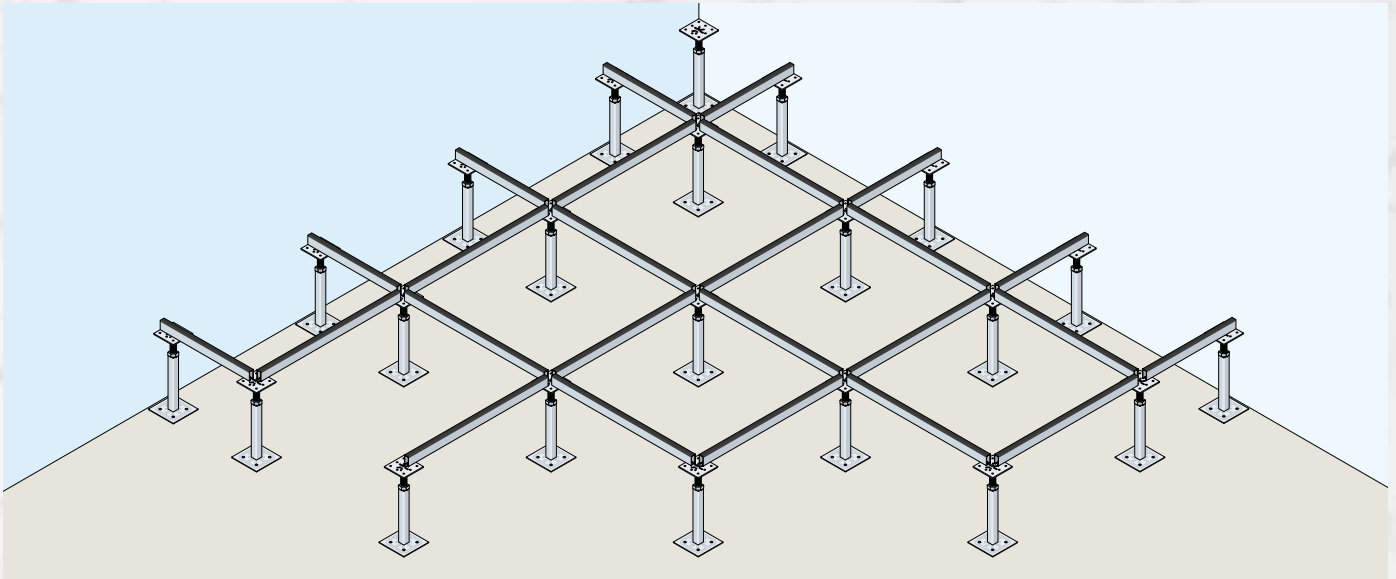
The Installation of an access floor requires a thorough understanding and control of the building space receiving the access floor. Attendance to the pre-construction meeting is a must. Be sure your requirements are known and understood. They include the following:

- Size and configuration of the floor area and location within the building
- Power available during the installation. Adequate light to work during day and night.
- Work schedule of other agencies. **All overhead work should be completed before access floor is installed.** If overhead work is to be done after installation by using access floor as a work platform then the access floor must be adequately protected to prevent damage.
- Prior to start of installation a dry, secure, and lockable storage space must be made available for the access floor material; it should be adjacent to the area where the floor will be installed.
- The Installation area must be closed to the weather with the recommended environment at 10 C to 32 C and 20% to 70% relative humidity, 24 hrs a day during and after installation
- Installation area should be free of other trades and their material. The installation area must be free of all civil work and wet work. Debris going into the pedestal heads and screws will cause permanent damage and the access floor will not perform, as it should.
- The sub floor must be free of moisture, dust, dirt & other debris.
- **Sub floor other than Concrete:** Be careful of wood or concrete floors with existing floor coverings. If you cannot avoid installing access floor over these floors it is recommended that you test conditions before installation
- Verify that the work conforms to the contract drawings and that the starting point is agreeable prior to commencing work.





**Step 7:** If stringers are a part of the system; attach them to the pedestal heads beginning at the starting point.



**Step 8:** Beginning again at the starting point, lay four rows of panels along the longest wall. Stay on the control lines and panels should not rock.

**Step 9:** If a panel rocks diagonally when placed in the system, turn it one-quarter (90) turn and check it again. If the panel continues to rock when rotated, some debris may be between the panel bottom and the pedestal head or stringer. Check that pedestal is not tilted, stringers are properly seated. The pedestal should not be adjusted unless 3 or 4 panels supported on it are rocking. At this point, make a minor elevation adjustment to the pedestal.

**Step 10:** After laying the 1<sup>st</sup> 4 rows of panels along the long wall, begin again at the starting point and lay 4 rows of panels perpendicular to the 1<sup>st</sup> rows. Follow the same steps for laying the panels and be sure to follow the control lines. If control lines are not followed the floor will not be square and the grid lines will not be straight.

**Step 11:** All grid lines should be straight before cutting in the perimeter panels. There should not be tightness problem as this will lead to difficulty in removal and reinstallation of panels.

Figure 10: Correcting a panel lipping condition

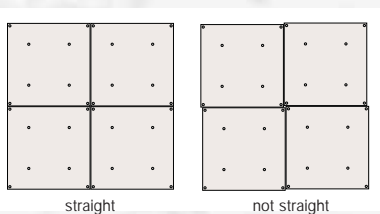
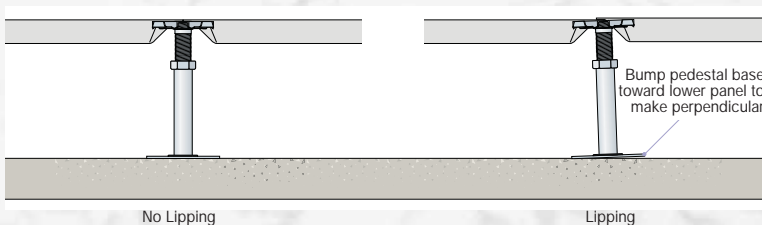
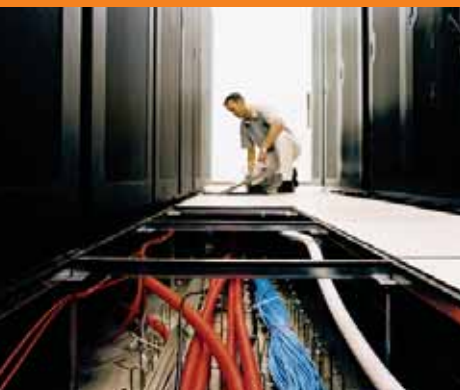


Figure 7: Checking for squareness





#### 4. Cut Outs & Accessories

Cut in the access floor to perimeter wall, curbs and around columns after the main field areas are installed. It may be necessary at times to install some cut panels in order to hold the floor tight and align the grid, or to laterally stabilize the system.

All cut panels are measured and precisely cut to fit in their own place, and are usually not interchangeable with other cut panels.

Make sure the perimeter pedestals are close to the wall, plumb, and at correct height. Throughout installation, always set aside panels not suitable for main field use, to use for perimeter cuts.

When a panel is cut, it will not be as strong as a full panel. If a cut panel is at an entry way or at the top of a ramp or other high traffic area, install extra pedestals at mid-span along the cut edge.

If the cut panel is 125mm or smaller then attach a steel or aluminium angle to the wall. You will have to remove the last row of panels to do this.

#### 5. Tools Required

##### 5.1 Measurement Box

- Measuring Tape • Marking Ink • Line Dori • Marker/Red Paint & Brush • Right Angles

##### 5.2 Power Tools

- Base Screws/Adhesive • Drill bits • Drilling Machine along with 20mts Cable • Spanner • Crew Drivers
- Hammer • Cutter Machines • Cutter Blades • Spray for Cutter Machines • Hexo Blades • Right Angles
- Panel Lifter

##### 5.3 People required

- Supervisor
- Installer (Labourers)
- Helper

##### Foreman / Supervisor Qualifications

- Experience with at least 5000 SQ. M. installations.
- Basic Carpentry skills.
- Ability to use measuring devices.
- Ability to read and understand drawings and specifications.
- Ability to operate laser and water levellers.
- Ability to direct a crew to efficiently install the access floor.

## Installer Qualifications

- Experience with successful access floor installations.
- Ability to use measuring devices.
- Ability to read and understand drawings and specifications.
- Ability to operate laser and water levellers.
- Ability to install access floor and accessories without supervision.
- Ability to use power tools and cutting devices.

## Helper

- Ability to assist with installing access floor with supervision.
- Ability to unload trucks and experience with material handling.
- Experience with trash removal and clean up.





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