

Accessories

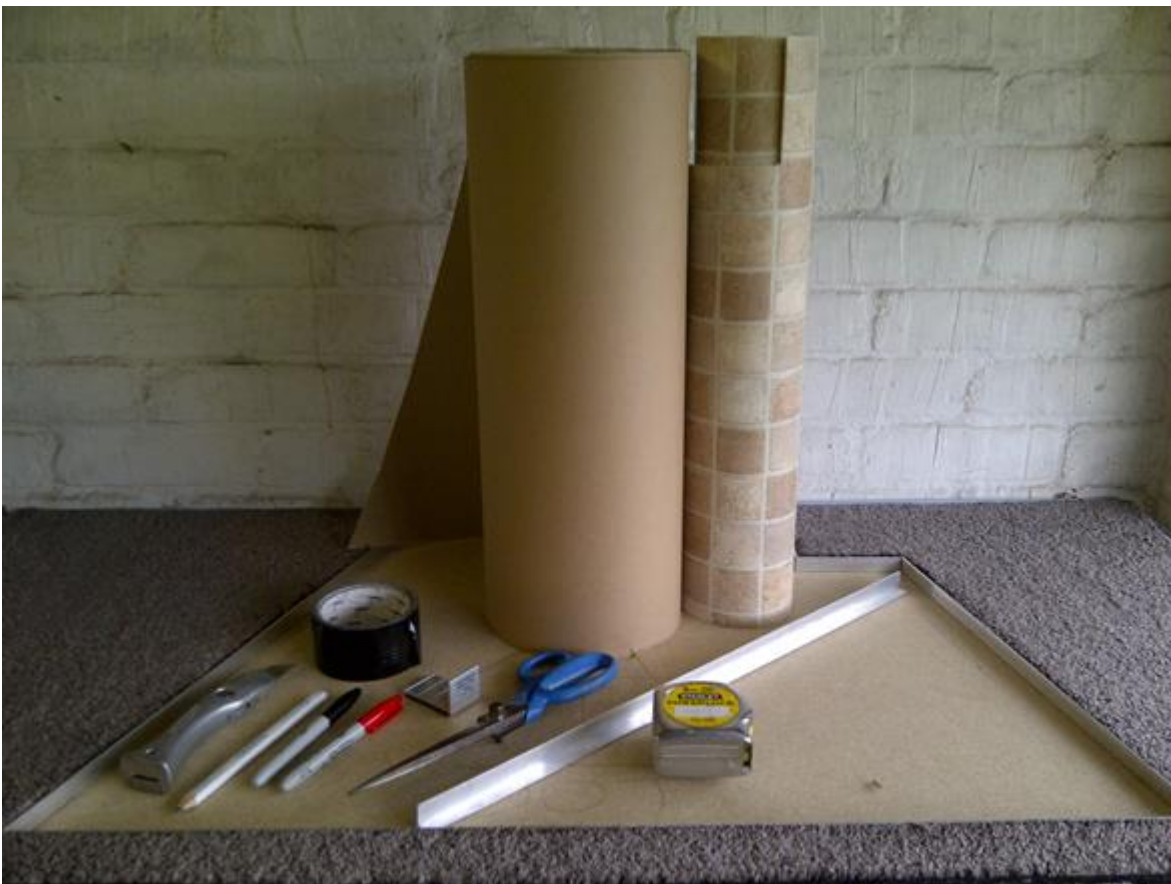
Matting Templating Guidelines

Primary Barrier Matting

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Basic Equipment checklist:

- Roll of paperfelt for back marking
- Gaffer tape
- Cushion back vinyl (or similar dimensionally stable material)
- Stanley / Dolphin knife
- Back marker (standard G11 nosing sample piece is ideal for this)
- Sharp pencil / Fine pen
- Straight edge
- Carpet shears (or a decent pair of scissors)
- Tape measure
- Knee pads, plus any other PPE requirements as per site guidance / Induction



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PLEASE ENSURE PHOTOS ARE TAKEN AT THE START AND FINISH OF THE PROCESS

Step 1:

Ensure the matwell is completely clear and flat.



Step 2:

Lay out the paperfelt into the entire matwell ensuring the perimeter is left slightly short and secure it to the matwell to avoid any movement.



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Step 3:

Ensure the pencil is sharp, or use a very fine pen, and begin placing back marks onto the paperfelt using a back marker (G11 shown). Continue doing this around the whole perimeter until the whole matwell is back marked.



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Step 4:

Lay the vinyl / hardboard in a suitable area, larger than the existing matwell.



If joins in the vinyl are required due to the size of the matwell, please ensure they are made secure and clearly marked with alignment marks. This is in case they become separated, or they need to be reconstructed in production.



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Step 5:

Mark out the matwell markings onto the vinyl / hardboard using the same back marker. Ensure the pencil is sharp (or use a fine tip pen) until the whole perimeter is marked. Then using a straight edge join all the gaps together.



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Step 6:

Remove the paperfelt and begin cutting off the excess vinyl around the entire perimeter. Ensure you cut just inside the line present on the vinyl / hardboard so, as a result, there is a 1mm tolerance around the whole perimeter. (THIS IS WHY IT IS ESSENTIAL TO HAVE A SHARP PENCIL LINE).



Step 7:

Take up the new template and place back within the matwell to ensure the fit is good. If necessary, make any adjustments to improve the fit. The result should be a template sat flat and clear of any bulges or kinks. The finished edge should sit 1mm short around the whole perimeter.



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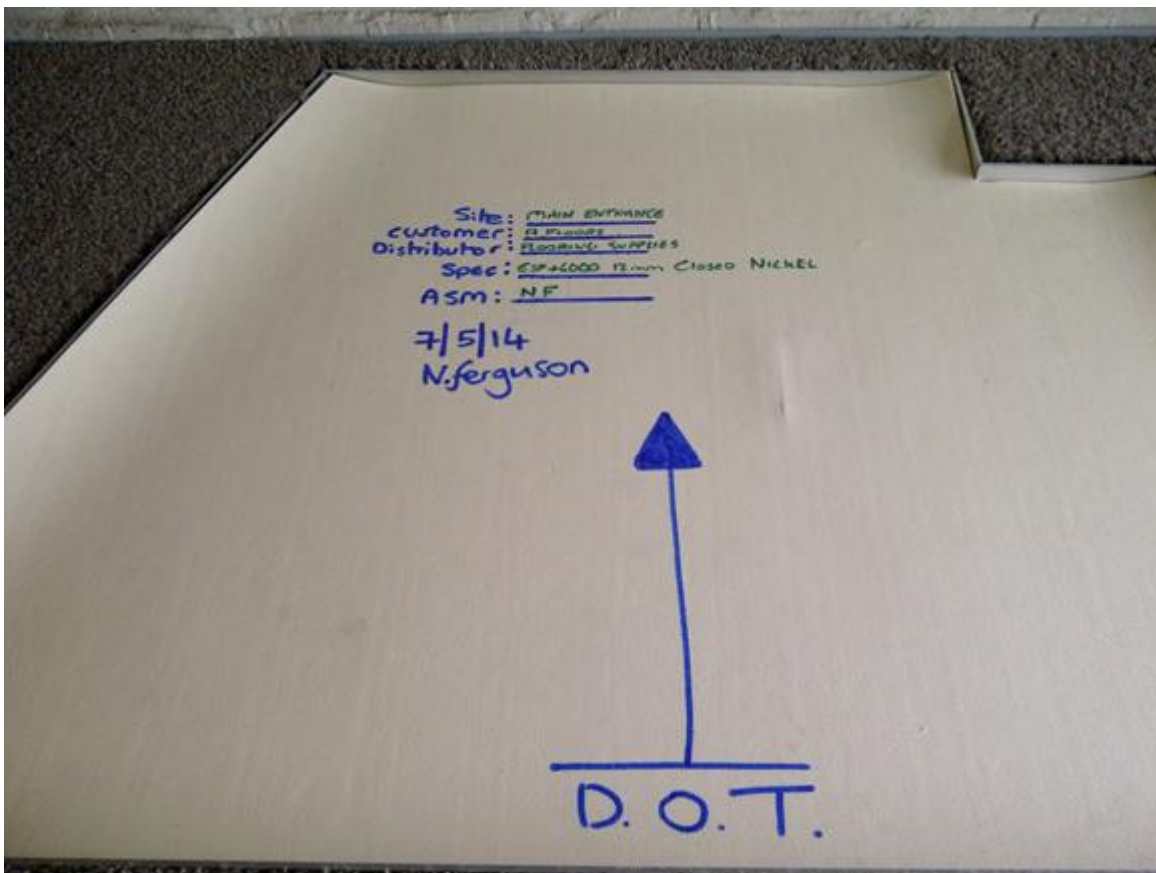
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Step 8:

Once you are happy with the finished template, mark it with the following:

- Direction of Travel (D.O.T.).
- Position of and 'T' Bars (if applicable).
- Any doorways (as this aids in the decision of where to place expansion strips (if required), and 'T' Bars if not predetermined on site).
- Site/Project name.
- Contractor (and distributor if applicable).
- Product Specification including; colours, thickness and construction.
- Date the template is taken and by whom.
- Name of the ASM responsible for the order.



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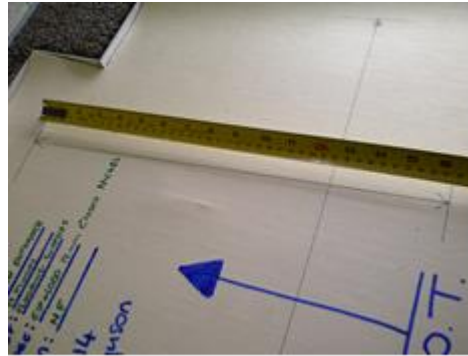
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Step 9: ***VITAL***

To ensure the template size does not get compromised during transit or storage, please ensure you place at least two measurements, which span across the majority of the mat. These can then be used by production to check the template is right.



Step 10:
Roll / pack up the template and all of your equipment

Step 11:
Clear the area and leave it as originally found.

PLEASE ENSURE PHOTOS ARE TAKEN AT THE START AND FINISH OF THE PROCESS

Step 12:
Firmly fix a label to the outside face of the rolled up template, marking clearly the following details;

- Matting template
- Contractors name
- Project name
- Gradus Address

Arrange to send the template to Gradus, providing the order number / order reference.