

Lay flat vinyl

Supporting:

***MSFFL2021: Install lay flat vinyl
floor coverings***



Workbook



Name:

Lay flat vinyl

Workbook

Containing learning activities and assignments for the unit of competency:

MSFFL2021: Install lay flat vinyl floor coverings

The assignment templates are also available in an electronic 'Word' version, downloadable from the INTAR website at:

www.intar.com.au



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This training resource forms part of the **Flooring Technology project**, developed and coordinated by INTAR (Industry Network Training and Assessment Resources). To see the on-line versions of the resources available under this project, please go to the INTAR website and follow the links.



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In all cases, users should consult the original source documents before relying on any information presented in the resource. These source documents include manufacturers' installation guides, Australian Standards, codes of practice and other materials produced by specialist industry bodies and government agencies.

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Table of contents

Introduction	1
Part 1 Learning activities.....	3
Section 1: Materials and equipment.....	5
Section 2: Preparing for installation	7
Section 3: Cutting and fitting	8
Section 4: Laying techniques	11
Part 2 Assignments.....	14
Assignment 1	16
Assignment 2	18
Assignment 3	22
Assignment 4	24
Practical demonstrations	27

Introduction

Lay flat vinyl is a 'learning unit' from the Flooring Technology training resource. It supports the following competency from the *Certificate III in Flooring Technology* (MSF30813):

- *MSFFL2021: Install lay flat vinyl floor coverings*

To be assessed as competent, your assessor will use a range of methods to check your understanding of the concepts presented in the Learner guide for this unit and your practical ability to install resilient floor coverings.

These may include:

- written assignments
- practical demonstrations
- on-the-job discussions about how you go about particular activities
- learning activities undertaken while you're progressing through the unit
- examples of installations you have undertaken
- log book or work diary.

Literacy, numeracy and computer skills

Literacy is the ability to read and write. To complete this qualification, you will need sufficient literacy skills to produce a range of workplace documents. You will also need the skills to be able to read and understand documents such as order forms, installation instructions, project briefs and safe operating procedures.

Numeracy is the ability to work with numbers. Flooring installers need to do lots of measure-ups and calculations, so there will be many opportunities for you to learn and practice your numeracy skills.

When it comes to completing the written assignments for this qualification, a certain level of literacy ability is required to read the questions and write down your answers. There will also be times when you are asked to generate documents on a computer.

Obviously, it's important that you clearly understand what the assignment is asking you to do, and that your work is a good reflection of what you really know. So if you're having trouble reading the questions, writing down your answers, or using certain computer programs, make sure you speak to your trainer before you hand the assignment in.

There are various ways your trainer can help you. For example, they may be able to ask the assignment questions verbally and help you to write down your answers. They may also be able to show you sample answers to similar questions, which will let you look at the way they're written and give you hints on how to write your own. You may also be allowed to do the assignment with the assistance of another person.

Applying for RPL

RPL stands for **Recognition of Prior Learning**. It is a form of assessment that acknowledges the skills and knowledge you have gained through:

- on-the-job experience
- formal training in other courses
- life experience, through your hobbies or other outside activities.

If you believe that you are already competent in some or all of the skills covered in this unit, ask your assessor about how to apply for RPL.

Using this workbook

All of the lessons in the Learner guide for this unit have learning activities at the end. Their purpose is to provide discussion points and questions to help reinforce your understanding of the concepts being presented.

There are also a range of assignments, which appear at the end of each section. These are designed to test your knowledge of the subject matter and ability to submit written responses in an acceptable format.

This workbook reproduces all of the learning activities and assignments in a format that lets you handwrite your answers to the questions.

Note that your trainer may ask you to produce a computer-generated document for all of the formal assignments, either printed out in hard copy or submitted electronically. To do this, go to the website version of the unit and look for the *Assignment* link in each section. This will allow you to type your answers into the 'Word' document and then either print it out or email it direct to your trainer as an attachment.

You may also be asked to share your learning activity answers electronically, especially if you are undertaking this unit by distance learning and are linked up with fellow students in other locations. This might be done through group emails or via a social networking site such as Facebook. In these cases, you should use the website resource rather than this workbook.

Part 1

Learning activities



Section 1: Materials and equipment

Lay flat vinyl

1. Identify one brand name product for each of the three types of lay flat vinyl flooring described below. Also name the manufacturer of the product.

Encapsulated glass fibre

Brand name	
Manufacturer	

Rotogravure vinyl

Brand name	
Manufacturer	

Inlaid vinyl

Brand name	
Manufacturer	

2. Which of these products have you installed?

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3. What type of projects were they used in?

--

Adhesives

Choose a lay flat vinyl product and get a copy of the manufacturer's installation instructions. Then answer the following questions:

1. What is the brand name and who is the manufacturer of the flooring?

Brand name	
Manufacturer	

2. What brand of adhesive is recommended for laying the flooring?

--

3. What type of adhesive is it? Briefly describe the product

--

Tools and equipment

Choose three cutting tools from the table shown in the Learner guide for this lesson.

How you would ensure that you always have a sharp blade to work with for each of these tools? What types of spare blades would you need to carry with you?

Cutting tool	Types of spare blades

Section 2: Preparing for installation

Dealing with the client

The arrangements described in the Learner guide are examples of some of the preparations and cross-checks you need to make before you show up on-site to carry out an installation.

Can you think of any others? Write your answers below.

Health and safety

Utility knives come in a variety of brands and models. Popular brands used for cutting lay flat vinyl include Delphin and Shark.

1. What brand do you use?

2. Are you happy with it?

3. If not, what design features could be better?

4. Do you know of any other brands with improved features?

Documentation

What sorts of documents do you take with you to the jobsite? Name the documents and list their purpose.

Document name	Purpose

Assessing the subfloor

1. Have you had to deal with old floor coverings that contained asbestos?

2. How did you handle the problem – did you remove the old floor covering first, or cover it with new underlay or flooring?

3. What precautions did you take while you were working with the old floor products?

If you haven't been personally involved in dealing with asbestos-based products, ask your supervisor or another installer about their experiences.

Section 3: Cutting and fitting

Seams and joins

Have a look for the batch numbers and roll numbers on some rolls of flooring.

1. Does your company have an inventory system that records these details so they're not lost when the roll is unpackaged? Describe the system and how would you go about matching up rolls that have been opened?

Freehand cutting

There are various tools that can be used to undercut a door jamb and architrave. You can use a jamb saw or multi tool, or in some cases even a handsaw and chisel.

1. Have you used power tools like these to undercut an architrave?

2. If so, what type of tool did you use and what was its brand name?

Direct scribing

Do your own research to find answers to the following questions. You can ask your supervisor or look up the installation guidelines from one of the manufacturers.

1. Why should you trim off the factory edge from both sheets before you join them side by side?

2. What sized roller should you use to roll out the sheets after they have been stuck down?

3. What tool does the installer use to scribe the seam on the second sheet where it butts up against the first sheet?

Pattern scribing

1. What tool could you use to roll sheets in places where a large roller would be too big?

Section 4: Laying techniques

Loose lay installation

Go to the web page below. Watch the Gerflor video clip and then answer the following questions.

<http://www.youtube.com/watch?v=tLLI6OItfU>

1. What tool does the installer use to trim around the walls?

2. How does the installer secure the seams?

3. What are the potential risks with using this method around the perimeter of the floor?

Full spread installation

Get two drums or containers of adhesive from different manufacturers and have a look at the labels. Use the table on the next page to answer the following questions.

1. What is the brand name, and who is the manufacturer?
2. What term is used for set-up (or 'open') time, and what is the duration?
3. What term is used for working time, and what is the duration?

Details	Adhesive 1	Adhesive 2
Brand name		
Manufacturer		
Term used for 'open time'		
Duration of open time		
Term used for 'working time'		
Duration of working time		

Cold welding

Go to the web page below. Watch the Johnsonite Flooring video clip and then answer the following questions.

<http://www.youtube.com/watch?v=3i8ngxa-GII>

1. What tool does the installer use to press the masking tape down firmly onto the flooring?

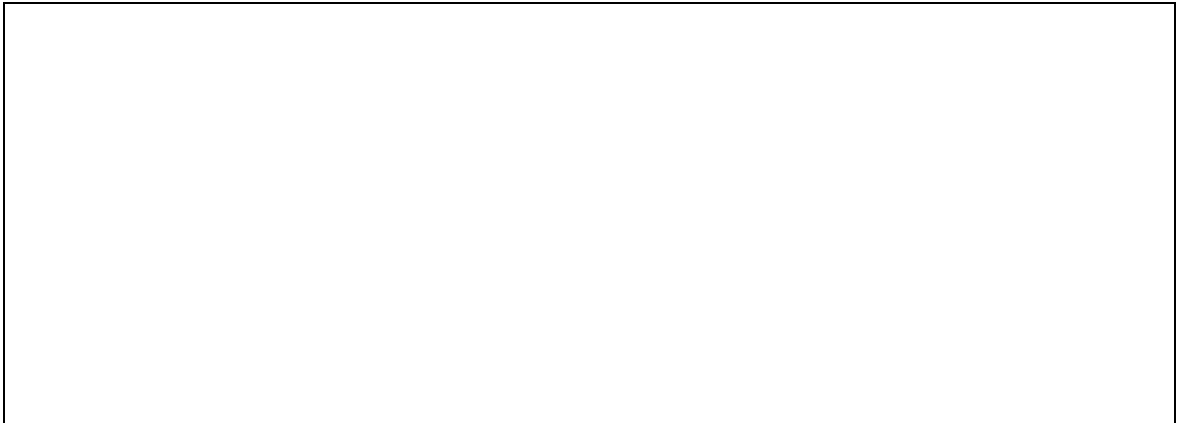
2. What angle does he hold the tube at while he is applying the cold weld liquid?

Finishing the job

You need to take particular care with hazardous products when you're cleaning up at the end of the job and disposing of left-overs.

1. What sorts of products do these include?

2. How should you dispose of hazardous products?



Part 2

Assignments



Assignment 1

Name		Date	
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1. How is lay flat vinyl different from other forms of sheet vinyl flooring? That is, why is it called 'lay flat'?

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2. Choose two lay flat vinyl products with different compositions (encapsulated glass fibre, rotogravure or inlaid). For each product answer the following questions:
- What is the brand name of the product and who is the manufacturer?
 - What is its composition?
 - What types of floor is it designed for (domestic, commercial, other)?
 - What are the manufacturer's instructions for conditioning the product prior to installation?

Details	Product 1	Product 2
Brand name		
Manufacturer		
Composition		
Conditioning instructions		

-
3. Choose one type of adhesive (suitable for lay flat vinyl) that's marketed as 'environmentally friendly' by the manufacturer.
- (a) What is the brand name of the adhesive and who is the manufacturer?
 - (b) What features of the product make it environmentally friendly?
 - (c) What types of applications is it used for?
 - (d) How should you clean up your tools after using it?
 - (e) How should you dispose of the waste materials?

Brand name	
Manufacturer	
'Environmentally friendly' features	
Applications	
Clean up	
Disposal	

Assignment 2

Name		Date	
------	--	------	--

1. There are many advance arrangements that need to be made with the client prior to installation day, over and above the specific details of the floor covering itself. List six of these arrangements that relate to general on-site conditions and preparations.

1.
2.
3.
4.
5.
6.

2. (a) You are going to install a lay flat vinyl floor in a person's home. The subfloor has already been prepared. What items of personal protective equipment (PPE) will you need to take?

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- (b) Now you are going to do the same installation in a large retirement village still under construction. What extra items of PPE should you have with you – that is, what might the site manager want to see before you are allowed on-site?

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3. Who takes final responsibility for deciding whether a subfloor is in a suitable condition for a floor covering installation?

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4. Name three things you should assess in a concrete subfloor before you begin an installation. For each issue, describe one possible problem that might result if the conditions did not meet the required standards.

1st issue to be assessed	
Possible problem	

2nd issue to be assessed	
Possible problem	

3rd issue to be assessed	
Possible problem	

-
5. Name three things you should assess in a timber subfloor before you begin an installation. For each issue, describe one possible problem that might result if the conditions did not meet the required standards.

1 st issue to be assessed	
Possible problem	

2 nd issue to be assessed	
Possible problem	

3 rd issue to be assessed	
Possible problem	

Assignment 3

Name		Date	
-------------	--	-------------	--

1. Describe two methods for fitting sheet vinyl around a door jamb and architrave. In your description, list the tools required for each method.

Method	Tools required

2. How would you go about cutting and fitting a sheet product around the base of a toilet? What items would you need?

Method	Items needed

3. (a) Why do you need to trim off the factory edge of a sheet at the seams?

- (b) Name two methods for trimming the factory edge, and state the tools needed for each method.

Method	Tools needed

4. (a) How does a wall trimmer work?

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- (b) Describe the adjustments required to make sure the trimmer will cut accurately, and the general process for cutting. If you are describing a particular model, state the name of the model.

Brand and model name	
Adjustments required	
Cutting process	

Assignment 4

Name		Date	
-------------	--	-------------	--

1. Loose lay installation:

(a) What types of floors or rooms are most suitable for a loose lay installation?

(b) What types of floors or rooms are not suitable?

(c) How big should the gap be around the perimeter of the floor?

(d) What is the purpose of the gap around the perimeter?

(e) What are the risks with using double-sided tape to secure seams and joins?

2. Full spread installation:

- (a) What is the difference between 'open time' and 'working time' in an adhesive?

- (b) How can you tell when an adhesive has 'tacked up'?

- (c) What is the purpose of the notches in a notched trowel?

- (d) Why does the floor need to be rolled after it's laid into the adhesive?

-
3. Name three potential problems you should look out for when you're inspecting a flooring installation that's just been completed. For each one, state what you could do to rectify the problem if it had occurred.

Problem	Solution

Practical demonstrations

The checklist below sets out the sorts of things your trainer will be looking for when you undertake the practical demonstrations for this unit. Make sure you talk to your trainer or supervisor about any of the details that you don't understand, or aren't ready to demonstrate, before the assessment event is organised. This will give you time to get the hang of the tasks you will need to perform, so that you'll feel more confident when the time comes to be assessed.

When you are able to tick all of the YES boxes below you will be ready to carry out the practical demonstration component of this unit.

Specific performance evidence	YES
Complete lay flat vinyl installations to:	
<ul style="list-style-type: none"> • a single room, including pattern match at seams and cross joins, using freehand, template and scribing method (Installation 1) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • connecting rooms, including pattern match at seams and cross joins, using free-hand, template and scribing method (Installation 2) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • a single room with a link up, including pattern match at seams and cross joins, using freehand, template and scribing method (Installation 3) 	<input type="checkbox"/>

General performance evidence	YES
1. Follow all relevant WHS laws and regulations, and company policies and procedures	<input type="checkbox"/>
2. Read and interpret plans and written instructions relevant to the tasks	<input type="checkbox"/>
3. Assess the condition of the subfloor to determine its suitability for the installation job	<input type="checkbox"/>
4. Prepare the subfloor for the lay flat vinyl	<input type="checkbox"/>
5. Select the appropriate adhesives, trims and accessories	<input type="checkbox"/>
6. Select the correct tools and equipment, and carry out all necessary pre-start checks	<input type="checkbox"/>
7. Plan the sequence of work tasks to maintain efficiency and quality	<input type="checkbox"/>
8. Check the specifications of the floor covering against the work order	<input type="checkbox"/>
9. Acclimatise the floor covering according to the manufacturer's	<input type="checkbox"/>

recommendations	
10. Identify hazards and controls risks when handling materials	<input type="checkbox"/>
11. Establish starting point and sets out working lines	<input type="checkbox"/>
12. Lay out the vinyl to achieve correct directional sequence, pattern match and joins	<input type="checkbox"/>
13. Mark and cut the vinyl to the required pattern and shape, with minimal waste	<input type="checkbox"/>
14. Apply adhesive (if required)	<input type="checkbox"/>
15. Seal the seams	<input type="checkbox"/>
16. Inspect finished installation for problems and rectify faults, if necessary	<input type="checkbox"/>
17. Store or recycle unused materials	<input type="checkbox"/>
18. Clean and store tools and equipment appropriately	<input type="checkbox"/>
19. Clean up work area and dispose of rubbish properly	<input type="checkbox"/>
20. Accurately complete all required documentation	<input type="checkbox"/>