

ADM

F L O O R I N G

ENGINEERED WOOD, VINYL, AND XDF (MINERAL FIBER BOARD)

- ACCLIMATION INSTRUCTIONS
- INSTALLATION INSTRUCTIONS
- CARE AND MAINTENANCE
- WARRANTY EXCLUSIONS

Acclimation Instructions

Acclimation, sometimes referred to as conditioning, is the process of allowing wood flooring to reach its equilibrium moisture content (EMC) under “normal living conditions” within a home or commercial space.

Proper acclimation is one of the most critical steps in any flooring installation. Failure to properly acclimate wood flooring may result in excessive expansion or shrinkage, dimensional instability, or structural damage.

Step 1: Prepare the Environment

Ensure that the jobsite is climate-controlled. Heating and air conditioning systems, including humidifiers or dehumidifiers (as needed), must be operational for at least five (5) days prior to delivery, during installation, and after installation is complete.

Step 2: Verify Conditions and Receive Material

Once the facility is confirmed to be within acceptable living conditions, proceed with delivery of the flooring material.

Recommended conditions:

- Temperature: 60°F – 80°F
- Relative Humidity: 30% – 50%

Immediately upon delivery, check the moisture content of the flooring. The acceptable EMC range for ADM Flooring products is between 6% and 9%.

Step 3: Check Subfloor Moisture

Measure the moisture content of the subfloor using a moisture meter.

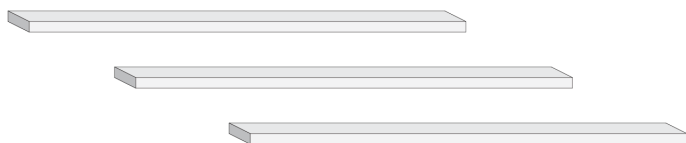
- The subfloor moisture content should be within 2%–4% of the flooring material.
- These readings help confirm that site conditions are consistent with expected living conditions.

Step 4: Acclimate the Flooring

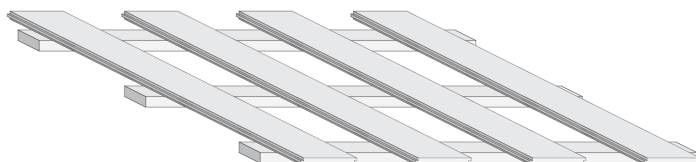
Expose the flooring material to the normal environmental conditions of the space where it will be installed.

- Distribute flooring into separate areas based on installation zones (e.g., 150 sq. ft. of flooring in a 150 sq. ft. room).
- Remove all packaging materials, including cardboard and plastic wrapping.
- Stack flooring in a crisscross pattern to promote airflow (diagram below), with stacks not exceeding 3 feet in height.
- Leave spacing between planks approximately equal to the width of a flooring plank.
- Elevate the bottom layer using spacers such as 2x4s or pallets to allow airflow underneath.
- If possible, use a fan on low to medium speed to improve air circulation.

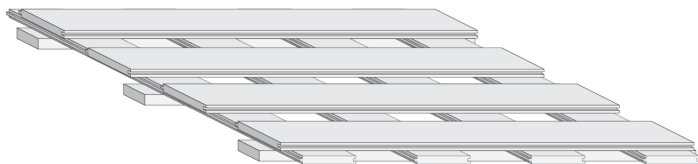
1: Lay down base for air gap use spare or scrap wood, 2" x 4" for example.



2: First layer laid in opposite direction to base layer, planks should be placed their own width apart.



3: Second layer laid in opposite direction to layer below, planks should still be placed their own width apart.



4: Repeat 2 and 3 until wood is in a manageable drying stack. Stack to a maximum height of 3ft.



Note:

- Leave approximately 10% of boxes unopened in case of returns. ADM Flooring accepts returns of unopened boxes within 30 days of delivery or pickup.
- Acclimation time for engineered hardwood is typically 3–5 days, depending on environmental conditions.
- Do not rely solely on time. Always confirm acclimation using moisture meter readings.

Step 5: Final Verification

Before installation, confirm that both the flooring and subfloor moisture levels are within acceptable ranges.

For concrete subfloors, sealing is strongly recommended to ensure long-term performance. Products such as Wakol PU-280 or Bostik Roll-Cote are suitable options.

If you require additional guidance or support, please contact our team.

Thank You,

ADM Flooring, Inc.
info@admflooring.com
888.729.6781

Installation Instructions

Installer/Owner Responsibility

Inspect all flooring material carefully for correct product and visible defects BEFORE INSTALLATION. Warranties do not cover visible defects once they are installed (a defect/irregular tolerance of up to 10% is allowed). As all flooring is unique, with no two pieces alike, review and compare the new flooring with the "sample board" from which the floor was selected to ensure it meets the homeowners' expectations prior to the installation. Vinyl, XDF, or any other inorganic flooring may have repeated patterns. If flooring is not acceptable, contact your distributor immediately and arrange for replacement. It is the responsibility of the installer/owner to ensure subfloor and jobsite conditions are environmentally and structurally acceptable for flooring installation. Problems or failures related to deficiencies in subfloor or job site damage after installation are not covered by our warranty.

- Receive the floor and make sure it meets owner's expectations. Grade out and separate any pieces with visible defects/irregularities. Test the subfloor and jobsite itself, including ambient temperature/relative humidity and all other variables that may adversely affect the flooring selected to be installed.
- Record the flooring moisture content upon delivery and at time of installation - RETAIN THESE RECORDS (not applicable to synthetic flooring options)
- Acclimate flooring to appropriate site conditions. Follow NWFA Installation Guidelines for Acclimation on Jobsite (Section I, Chapter 2)

ADM Flooring® products are designed to perform within a typical residential environment. Wood installed in areas where relative humidity is below 30% or above 50% may cup, warp, bow, shrink, delaminate, or split. A humidifier or dehumidifier may be necessary to keep the relative humidity within recommended levels of 30% to 50% year-round. Wood flooring installed and/or kept outside of this humidity range will likely react causing irreparable damage. CORRECT ANY OVERLY DRY OR WET CONDITIONS BEFORE INSTALLATION (not applicable to waterproof flooring options).

Pre-Installation/Jobsite Requirements

Acclimation Is Critical.

Allow floors to acclimate to the appropriate jobsite conditions. Proper acclimation is particularly important in extremely dry climates (e.g. Utah, Arizona, Nevada, Idaho, Colorado, etc.) or extremely humid environments (e.g. Florida, Texas, etc.). See NWFA Installation Guidelines, Section I, Chapter 2 for more acclimation details.

Upon delivery, check wood flooring moisture content (MC) with a moisture meter to establish a baseline for required acclimation. Record MC at time of delivery AND at time of installation. RETAIN THESE RECORDS. Out of the box acclimation is the most effective and recommended by ADM Flooring®. If out-of-box acclimation is not possible, open boxes at both ends to allow air to circulate through planks. If planks are covered with plastic wrap, cut plastic at both ends to allow for proper air circulation. Allow planks to lay flat in stacks of about 4 feet for a minimum of 5-7 days, or as long as necessary for the planks to meet the jobsite moisture conditions.

Use a moisture meter to monitor the flooring and job-site conditions as they acclimate. The equilibrium moisture content (EMC) for ADM Flooring's wood flooring is between 6% and 9%. If plywood is used for sub-floor, the MC should be no more than +/-2% between the wood flooring and plywood subfloor. This is not applicable to waterproof flooring options.

Handling and Storage

Finished flooring should be one of the last items installed on any new construction or remodel project. All work involving water or moisture should be completed before installation of flooring. Do not deliver flooring to the jobsite until the building is entirely closed and until appropriate temperature and humidity conditions have been achieved. Appropriate temperature and humidity conditions are defined as those conditions to be experienced in the building after occupancy and in accordance with ADM Flooring's guidelines. Temperature and humidity of installation areas should be consistent with normal, year-round living conditions for at least ONE WEEK before the installation of flooring. Room temperatures of 60°- 80°F and a humidity range of 30% to 50% should be maintained year-round. HVAC should be in operation before, during, and after the installation (refer to NWFA Installation Guidelines) Section I, Chapter 1, Part 1 for further information). Room temperature and humidity of installation areas should be consistent with normal, year-round living conditions for at least ONE WEEK before installation of flooring. Room temperatures of 60°- 80°F and a humidity range of 30%-50% is recommended year-round to prevent any unwanted reaction from the flooring. KEEP FLOORING DRY: Protect flooring from moisture during storage and transportation. Store material in a flat, dry and totally enclosed area. Garages, exterior patios, for example are not acceptable areas to store wood flooring. The moisture content (MC) of hardwood should generally be between 6% and 9%. For wide width flooring (3-¼" or wider), there should be no more than 2% difference in moisture content between properly acclimated wood flooring and wood subfloor.

Subfloor Types and Conditions

Types: (Refer to NWFA Installation Guidelines, Section II for Subfloor Information) CD: Exposure 1 plywood, minimum ¾" thick.

Solid board: 1" x 6" wide, square edge, kiln dried.

OSB: Exposure 1 (minimum ¾" thick).

Concrete (Refer to NWFA Installation Guidelines, Section II, Chapter 5 & 6).

The subfloor must be clean, dry, and flat to within 3/16" per 10' radius. If necessary, sand or plane high spots, and fill low areas using a cement based patching/leveling compound. Secure any loose boards or panels to prevent squeaking. The surface temperature of the subfloor, at time of installation should be at least 59°F but never exceed 80°F. Damage due to moisture issues is not a product failure and is not covered by our warranty.

Basement and Crawl Spaces:

Keep dry and ventilated. Crawl spaces must be a minimum of 18" from ground to underside of joists. Exposed earth should be fully covered by a minimum 6 mil black polyethylene vapor barrier with joints overlapped and sealed with a moisture resistant tape.

Concrete Subfloor:

New concrete should be completely cured for at least 50-60 days. Test for excessive moisture. A reading of over 3lbs./1,000 sq. ft. by Calcium Chloride test requires the application of a vapor retarder. Ensure concrete has a minimum of 3,000 PSI Compression. Over a lightweight concrete (less than 3,000 PSI) use a floating installation. To check for lightweight concrete, draw a nail across the top. If it scratches or indents, it is probably a lightweight concrete. WOOD SUBFLOOR: When floating over a wood subfloor, cover wall to wall with an underlayment overlapped 8" at seams (if the underlayment

is a relatively thin roll). It is recommended to tape overlapped edges the appropriate corresponding tape. To prepare wood subfloor for installation, re-nail any loose areas to prevent squeaking. Sand or plane high spots and fill low areas.

The moisture content (MC) of a wood subfloor should not exceed 11%. In general, the moisture content of hardwood flooring is between 6% and 9% and the MC difference between the subfloor and flooring should not exceed 2% on a 3 ¼" or wider flooring.

Installation Guidelines

REFER TO NWFA INSTALLATION GUIDELINES, SECTION III, CHAPTER 9. ADM Flooring® products can be installed above, on-grade or below-grade. Installation methods can be either: full layer troweled glue, floating, or nail down. ADM recommends using glue and nails whenever possible. **DO NOT NAIL ANY WATERPROOF FLOORING OPTIONS.** Due to the extra width and length of planks, it is recommended to glue all tongues and grooves, regardless of the installation method. This can reduce the likelihood of seasonal gapping. Gluing the end joints for click system flooring is not required or recommended. Plan the layout: "Rack" out (dry-lay) the flooring before installing to avoid close end joints and to blend color and grain patterns for a more organic look. To blend the visual differences from board to board it is recommended to work from several cartons simultaneously. Leave a ½" gap near all vertical objects (such as walls and kitchen islands) and undercut all door jams. This gap is required to allow for the flooring to move and expand; a natural occurrence.

Glue Down Method

ADM Flooring® recommends a specified tongue and groove glue for all of the tongues and grooves (T&G) in accordance with the installation of our products. Gluing the end joints for click system flooring is not required or recommended. Carefully read and follow the instructions provided by the adhesive manufacturers for the use and application of their product. The recommended trowel size for the glue down method is a ¼" x ¼" V-notch. Check with your flooring retailer for other adhesives and sealers that are compatible with ADM Flooring's floors. Adhesive that is allowed to dry to the plank surface can be difficult to remove and may leave a haze. Be sure to clean any surplus adhesive off the surface of plank as you go rather than leaving them to dry. Use a Urethane Adhesive remover for this purpose. **DO NOT USE A URETHANE ADHESIVE REMOVER ON FLOORS THAT ARE FINISHED WITH EITHER OIL OR WAX.**

The first step is to find a starting line from the wall the width of 2 or 3 boards plus a ½" expansion space. Nail or fasten a holding board, i.e. 1" x 2' (1-inch x 2 feet) or 1" x 4' (1-inch by 4-feet) length of straight wood along the line, this will help keep the first rows straight and firmly in place. Apply the adhesive to the subfloor (including the T&G adhesive in tongues and grooves) and place the first plank down up against the holding board with the groove side facing the wall. Continue laying the first row using the tongue and groove method. Tighten all joints by the use of a wooden or plastic tapping block and soft rubber mallet. Gently knock the boards in from the tongue side. Never use a hammer directly on the plank as this can cause damage to the finish. Use a pull-bar to pull the last row into place and tighten joints. A pull-bar or any other tool used to tighten joints should never touch or put pressure on the wear layer of the flooring. Remember to clean surplus adhesive as you work. Continue laying the second row, staggering end joints of boards from row-to-row a minimum of 16" apart. Repeat row-by-row using the same method until the entire section is complete. Remove the holding boards and complete the area from the starting boards to the wall.

COMPLETING THE JOB: Roll every 2 to 3 hours and on completion with a 100lb. to 150lb roller to ensure all planks are flat and in contact with the adhesive or lay non-abrasive weights across the installed flooring until the adhesives are fully cured. **DO NOT APPLY TAPE TO THE THE SURFACE OF THE FLOORING BY ANY MEANS.** Remove any spacer wedges. Cover all expansion spaces along walls

with moldings. Always nail and/or glue moldings to the adjacent wall, not the flooring! Clean, sweep, and vacuum in-installed flooring before use.

ADM Flooring recommends fully gluing and nailing down our engineered hardwood floors. Gluing alone is possible if there is no wood subfloor for nailing. However, this can lead to performance-related risks that are considered normal wood movement such as seasonal gapping. Consult your installer and the NWFA guidelines to maximize your floor's performance.

Floating Method

When choosing the floating method, it is critical that the subfloor is flat to within 3/16" per 10' radius. ADM Flooring® will not honor warranty claims for products damaged due to plank movement or flexing from an uneven floor. For floating installation, a 6 mil., age-resistant polyethylene plastic sheet is recommended as a moisture barrier. All waterproof flooring offered by ADM Flooring does not require an additional moisture barrier. Lap up walls 4". It is also required that a 15lb. asphalt saturated felt (rag paper) be used as an underlayment above the moisture barrier to reduce sound. You can also use a 2 in 1 product that incorporates both a moisture barrier and sound barrier in ONE sheet, e.g. Volara foam ¼" or Floor Muffler products.

Follow underlayment manufacturer's instructions. If you prefer a different moisture barrier and/or underlayment, please confirm with your distributor. Decide which direction the flooring will run. Install cushioning underlayment running same lengthwise direction that you plan to install the flooring. Starting from left to right across the floor, begin by snapping a chalk line the width of the plank (e.g. 9-½") plus the ½" expansion space, off the starting wall. Nail a series of holding boards (e.g. 1" x 4" lengths of wood) along the chalk line, this will help keep the first rows straight and firmly in place. Lay the first plank and align with the chalk line, up against the holding boards with groove side facing the wall. Take the second plank and apply a T&G adhesive (follow adhesive manufacturer's instructions) to the groove on each boards end and side and join to the first plank. Gluing the end joints for click system flooring is not required or recommended.

Continue the same steps until first row is completed. When reaching the end of the first row, cut the last board to fit; use spacing wedges to maintain a ½" expansion space between wall and end of plank. Make sure all side and end joints are tight and square. Remember to clean up the T&G adhesive as you work. Begin the second row by cutting the board - if necessary - to ensure a staggered end joint of approximately 16" between end joints of adjacent planks. Apply tongue and groove adhesives to the end and side grooves; join to first row, repeat until second row is complete. The floor can be installed in successive rows or with a stair-step approach. The stair-step approach ensures a tighter fit for the first few rows and limits board separation during the initial setup. Always use a random pattern to begin installation. Tighten all joints by the use of a wooden tapping block to gently knock the boards in from the tongue side. Do not use excessive force and never use a hammer directly on the plank. Use a non-metal pull bar to tighten joints from the sides. Use clamps or relative product to hold joints together. Undercut door jams to allow for expansion and slide plank under the cut for a cleaner look. Remember to leave a 1/2" gap near vertical walls to allow for expansion. Repeat all steps and install the rest of the floor. The last row may need cutting lengthwise to fit. Again, remember to allow expansion space. Use a non-metal pull bar to pull last row in place and tighten joints. Use spacing wedges to maintain the space.

COMPLETING THE JOB: Allow finished floor to be free of traffic for a minimum of 8 hours and before spacing wedges are removed. Be sure all expansion spaces are covered with appropriate moldings. Always nail and/or glue moldings to the adjacent wall, not the flooring! NEVER attach any molding to a floating floor. Clean, sweep, and vacuum installed flooring before use.

ADM Flooring recommends fully gluing and nailing down our engineered hardwood floors. Floating engineered hardwood floors without gluing or nailing is possible, but comes with performance-related risks such as seasonal gapping, popping, creaking or crackling noises. Consult your installer and the NWFA guidelines to maximize your floor's performance.

Nail Down Method (Not an option for Vinyl or XDF (mineral fiber board))

Nailing alone is an option, however ADM always recommends gluing AND nailing when possible. Due to extra width and length of the planks, it is recommended to glue all tongue and groove joints with an appropriate T&G glue. Carefully remove any baseboard trim around the perimeter of room. Save for replacement (if in tact) after floor is installed. Cover the subfloor wall to wall with the vapor retarder or 15 lb. asphalt saturated felt overlapped 4" at seams. This will not only retard moisture, but may help prevent squeaks. Snap a working line along the longest continuous wall allowing ½" expansion space. Direction of the planks should be at right angles to the joists for highest strength of flooring. Lay one row of planks along the entire length with groove facing the wall. If necessary, use spacing wedges to maintain expansion space. Top nail the first row, placing nails perpendicular to the surface as close as possible to the wall so that after completion the head of the nail will be hidden by the base molding. Apply T&G adhesives to all tongue and groove joints (not applicable to click systems). Remember to clean surplus adhesive as you work. Blind nail the other side of the plank through the tongue (use 1-½" length nails with a ¾" ply subfloor) with the nail slightly inclined and the head driven flush. Nails should be placed 3"- 4" apart and cleats every 4"- 6" apart. All fasteners should be placed 1"-2" of end joints. Hand nail the first row if necessary, then a nailing machine can be used. Do not use a pneumatic nailer as they apply too much pressure and can cause cracking in the structure of the flooring and/or the wear layer. Start the second row in the same manner. If necessary, cut the first board to stagger end joints of boards a minimum of 16" from row-to-row. From second row onward nailing is done on the tongue side only. Use a tapping block or soft rubber mallet to engage tongue & groove. A hard-head mallet can damage the milling of the plank. The last row usually requires cutting the plank lengthwise to fit the space (remember to maintain the expansion gap). Nail the last row in the same manner as the first.

COMPLETING THE JOB: Once the nailing is complete, remove any spacing wedges and install the base molding. Always nail and/or moldings to the adjacent wall, not the flooring! Clean, sweep and vacuum installed flooring before use. Inspect the completed floor for any scratches, nicks and minor gaps. Use touch-up kit, filler or wood putty as needed. Nailed down products are not warranted against performance issues like creaking or popping due to .

ADM Flooring recommends fully gluing and nailing down our engineered hardwood floors. Nailing down engineered hardwood floors without gluing or nailing is possible, but comes with performance-related risks such as seasonal gapping, popping, creaking or crackling noises. Consult your installer and the NWFA guidelines to maximize your floor's performance.

IMPORTANT: AFTER INSTALLATION, ANY PROTECTIVE COVERING USED SHOULD NOT BE TAPED DOWN TO THE FLOOR. TAPE EACH COVERING TO ITSELF ONLY. ATTACH TAPE TO BASE SHOE OR MOLDING, AVOID TAPING DIRECTLY TO THE FLOORING SURFACE AS MANY TAPES CAN DAMAGE THE FINISH. BE SURE TO COVER ENTIRE ROOMS AT A TIME TO ASSIST WITH PREVENTING SHIFTS IN COLOR BETWEEN COVERED AND UNCOVERED AREAS.

Over Radiant Heated Floor (Not an option for Vinyl or XDF (mineral fiber board)):

Prior to installation over radiant heat systems, it is important to refer to the NWFA Installation Guidelines Section IV. Appendix H. Failure to follow these guidelines can void your warranty and may

produce unsatisfactory results. Use only over water-heated or electrical systems. ADM Flooring® accepts no responsibility for flooring damaged as a result of improperly installed heated flooring systems. NWFA - National Wood Flooring Association: 800-422-4556 (USA) / 800-848-8824 (Canada). Radiant Heat Subfloors can be concrete, wood or a combination of both. The type of subfloor determines the subfloor preparation. If the Radiant Heat subfloor is concrete the system should be fully operating at a normal temperature for a minimum of 21 days prior to floor installation, to dry out residual moisture. The system MUST then be turned off 24 hours prior to installation and must remain off for 24 hours after installation so that the adhesive does not cure excessively fast.

After the 24 hours, the system temperature can be gradually raised again (over a 7-day period) up to the desired level. The maximum allowable subfloor surface temperature over radiant heat is 80°F. Radiant heat is a dry heat. A humidification system is recommended to maintain wood flooring in its comfort zone (refer to warranty temperature and moisture requirements). Surface checking, excessive gapping, etc. can be expected if the proper humidity level is not maintained between 30-50% year-round, or the surface temperature exceeds 80°F. To minimize the effect that rapid change in temperature will have on the moisture content of the wood floor, an outside thermostat is recommended.

The following ADM recommended installation methods can be used over radiant heated floors:

Floating - Install over approved subfloor. A minimum 6 mil poly vapor retarder should be used over a concrete subfloor. In some cases, this may be part of the flooring underlayment. A foam or resilient approved underlayment must be installed prior to installation of the flooring. Use an appropriate T&G glue for tongue and groove connections only. Moisture barrier and T&G glue is not required or recommended for vinyl or XDF (mineral fiber board).

Glue Down - Use over an approved subfloor. Use only approved adhesives – ADM Flooring® recommends ADM's urethane adhesives. For any floors being installed over radiant heat, consult with the appropriate manufacturer for their recommended adhesives. **DO NOT USE A URETHANE ADHESIVE REMOVER ON FLOORS THAT ARE FINISHED WITH EITHER OIL OR WAX.**

Recommended Tools: Tape Measure, Wooden Tapping Block, Non-skid Rubber Mallet, Power Saw, Wood or Plastic Spacers, Non Metal Pry Bar and Chalk Line.

ADM Flooring recommends only gluing down with an approved radiant-heat glue option or floating any of our flooring options over radiant heating systems. Nailing alone or in conjunction with gluing can damage the radiant heat system and thus the flooring that lays on top of it. Consult your installer and the NWFA guidelines to maximize your floor's performance.

IMPORTANT: AFTER INSTALLATION, ANY PROTECTIVE COVERING USED SHOULD NOT BE TAPED DOWN TO THE FLOOR. TAPE EACH COVERING TO ITSELF ONLY. ATTACH TAPE TO BASE SHOE OR MOLDING, AVOID TAPING DIRECTLY TO THE FLOORING SURFACE AS MANY TAPES CAN DAMAGE THE FINISH. BE SURE TO COVER ENTIRE ROOMS AT A TIME TO ASSIST WITH PREVENTING SHIFTS IN COLOR BETWEEN COVERED AND UNCOVERED AREAS.

Care and Maintenance

Keep in mind, like any floor covering, hardwood floors, vinyl floors, and XDF floors will show signs of wear over time. By observing a few precautions and setting up a regular cleaning routine/maintenance program, you can expect years of beauty from your floor. The following are examples of the simple and necessary maintenance you should perform to help keep your floors looking great.

- Dirt, grit and sand act like sandpaper to scratch, dent and dull your floors. You should place floor mats at exterior entrances to trap dirt.
- Avoid walking on floor as much as possible with high heels or spiked shoes.
- Sweep, vacuum and/or dust mop on a weekly or biweekly basis since built-up grit can damage the surface of the floor. The vacuum head should be a soft brush or felt type to avoid scratching. Be certain the wheels of the vacuum are clean and that they roll softly so that they do not damage the surface of the floor. Do not use a vacuum with a beater bar head.
- Use area rugs in high traffic areas and pivot points (e.g., stair landings, room entries, near kitchen sinks and stoves, etc.), especially if you have a large family and/or indoor pets.
- Rubber backed rugs are not recommended as discoloration may occur due to plastics migrating out of some rug backings. Instead, rubber liners/pads that are made especially for rugs over-hardwood floors are recommended. These liners also have holes in them for the wood to breathe and can be found at your local home improvement and select flooring stores.
- Remove all spills promptly using a soft cloth and recommended cleaning products. Any spills with acidic properties like pet urine, soda, etc. should especially be cleaned as soon as possible. Long periods of time uncleaned will likely damage your floor.
- NEVER drench-mop, wet-mop, or flood your floor with water or other products (vinyl and XDF are exempted). This can severely damage hardwood flooring and will void the warranties. The use of a
 - Swiffer® or other similar product that is lightly dampened is highly recommended. Do not use floor cleaning machines. Be sure to use a cleaning solution specific to your flooring finish e.g. lacquer, oil, etc. For vinyl or XDF, use the same cleaning methods, tools, and cleaning solutions as lacquer finished hardwood.
 - Use approved maintenance and floor-care products from companies such as, but not limited to, Woca and Bona for your oil or lacquer finished floors (contact your local retailer or ADM Flooring® at (888) 729-6781 / info@ADMFlooring.com to discuss which product best suits your needs).
 - Keep pets' nails trimmed, and paws clean and free of dirt, gravel, grease, oil, and stains, etc.
 - Place protective pads beneath furniture legs and feet to reduce scratches and dents.
 - Use a dolly and protective sheets of plywood on top of a felt pad when moving heavy objects furniture or appliances.
 - • Make sure certain furniture casters are clean and operate properly (a minimum 1" width is recommended for heavy objects).
 - Exposure to the sun and its UV rays accelerates the oxidation (for hardwood) and aging of floors. This causes the surface to fade and change color. We recommend closing curtains and blinds or adding sheer drapes to protect the floor from intense and direct sunlight. Rearrange rugs and furniture periodically so that the floor ages evenly. **THE WARRANTY DOES NOT COVER DAMAGE FROM THE SUN AND ITS UV RAYS.**

Don'ts

- Use oil based soaps on lacquered finished floors, vinyl, or XDF.
- Drag sharp wooden legs or metal furniture legs as it can scratch/dent floors.
- Expose to direct sunlight for extended period of time as it may dry/fade the flooring.
- Use steam cleaners. They are not recommended for use on natural wood flooring (vinyl and XDF are exempt).
- Place porous flower pots or vases on the floor.
- Use steel wool or scourers.
- Move heavy furniture without protecting the flooring by slipping a piece of cloth or pile under the legs or bottom of items.
- Ever wet-mop a wood floor. Standing water can dull a finish, damage the integrity of the wood and leave a discoloring residue.

Important

- Do NOT wash or scrub the flooring for at least 5 days after the installation. This will allow the planks to become “seated” in the adhesive (if glued down) and prevent excess moisture and cleaning agents from interfering with the adhesive bond.
- Do not use oil soaps, liquid or paste wax products or other household cleaners that contain lemon oil, tung oil, silicon or ammonia since the warranty will not cover damage caused by nonrecommended products. Use of these and other such products will harm the long-term performance of your floor and may also affect its recoat ability (for hardwood).
- For Oiled Floors: Clean directly after installation using woca natural soap or relative product. Allow a 24-hour drying period. Refresh your oil finish using woca’s oil refreshing soap or maintenance oil directly after installation and every 3 months.
- For Lacquered Floors, Vinyl, or XDF: Clean directly after installation using woca vinyl and lacquer soap or relative product. Allow a 1-2 hour drying period.

Seasonal Gaps:

- Seasonal gapping can be expected, especially on wider planks. This is normal and not a defect. Throughout its life, flooring will naturally expand and contract in response to the wet & dry seasons and also from the environmental conditions in the home. To keep these dimensional changes to a minimum, maintain the home temperature at 60° to 80° F & relative humidity within the range of 30%-50%.

Surface Checks (for hardwood)

During the winter months of low humidity, minor surface cracks (checks) may appear in wood flooring, then often close up again in the summer months when the humidity is higher. This is a normal characteristic of natural wood and not a basis of a complaint against ADM Flooring®, especially if there is no structural failure.

By following these simple guidelines, you can enjoy your new ADM Flooring® for years to come and minimize the need for repair and refinishing.

Terms and Conditions

General

These conditions of sale supersede any conditions, or conflict of conditions contained on Buyer's order unless specifically changed herein and accepted by both Buyer and Seller. With every purchase, the buyer accepts these Terms and Conditions by completing the checkout.

Credit

Seller, at any time and in its sole discretion, may limit or cancel the credit of Buyer as to amount and/or length of time and terms. Should credit not be extended for all, or any part of this contract, Seller may require anticipation (payment demand) in cash or otherwise, prior to delivery.

Late Payment Service Charge:

Late payment service charges of 1.5% per month may be charged.

Collection

Should the need arise to employ professional collection agents and/or attorneys to effect payment of monies due on this contract, all such costs incident to the collection, including, but not limited to: court costs, attorney fees, etc., shall be borne by the Buyer.

Delivery

Curbside Delivery Shipment of all, or part of this order, is contingent upon Seller's ability to obtain material and services through its usual means of supply. Seller shall not be liable for any delays in making a delivery when inconvenienced by any cause extending beyond its control. Transportation Companies' receipt for goods constitutes successful delivery, at which point Seller's responsibility ceases. All damage in transit must be notated on the delivery receipt at the time of delivery. All deliveries are curbside deliveries only unless specified in said order. Inside deliveries, if available, are subject to additional fees which are provided and determined by the carrier .

Cancellation / Returns

All returned or exchanged orders are subject to a re-stocking fee of 15% at Seller's discretion. Shipping arrangements and payments for returned or exchanged items are the responsibility of Buyer. All returned shipments must be in original packaging and a re-sellable condition (unopened) unless the product/s is/was damaged prior to receiving. There will be no re-stocking fee for damaged, defective, or miscalculated orders. ADM Flooring® will not accept any returns on orders exceeding 30 calendar days from date of delivery.

Claims

It is the responsibility of Buyer to inspect all material(s) for miscalculation(s) and damage(s) prior to releasing Seller's liability by signing the shipping carriers order acceptance form (delivery receipt). Buyer must, within 30 calendar days of delivery, report any defects in ADM product(s) and material(s) prior to installation. Therein, it the responsibility of Buyer to report any defects, damages, or miscalculations to Seller within the allotted time listed above. **ANY FLOOR BOARDS OR ACCESSORIES (E.G. STAIR OR TRIM PARTS) INSTALLED ARE CONSID-ERED ACCEPTABLE FOR USE AND WILL NOT BE WARRANTED FOR ANY DEFECTS THAT COULD HAVE BEEN NOTICED PRIOR TO INSTALLATION.** Only a valued ADM client may sign for receipt of any parcel(s) unless otherwise requested; however, Buyer assumes all responsibility for deliveries inspected by those person(s) which he/she has authorized to sign for the said parcel(s). To prevent claim void, the receiver should check and approve the order for both quality and quantity. Only then should the receiver print, sign, and date the delivery carrier order acceptance form. We suggest accepting orders with minimal damage rather than denying the acceptance of the order. Simply notate the delivery receipt when accepting then reach out to ADM Flooring with the damage claim. If the damage claim is larger than workable, deny the shipment and reach out to ADM Flooring immediately.

Dye Lots And Dimensions

Due to the production time element, color match between dye lots will vary slightly, thus, should be anticipated by Buyer. If possible, consider purchasing your entire project's flooring needs from the same batch. All dimensions advertised are near exact but are subject to a slight variation due to the hand finishing process.

Taxes

Any applicable government taxes will be charged to the Buyer. State Sales Tax, etc., will be charged to the Buyer unless the appropriate Exemption Certificate number is filed with ADM, prior to placing the order.

Exclusion Of Implied Warranties

As a material part of this bargain, all implied warranties (including merchantability) are excluded and the Buyer expressly waives any claim or remedy based.

Manufacturer's Warranty: Seller assigns to Buyer a manufacturer's warranty which is guaranteed by ADM Flooring®. Any such express warranties are contained in writing, furnished by ADM Flooring®, and may not be modified or expanded with any statements, either written or oral, by any representative of the seller.

Finish Warranty

ADM Flooring® warrants to the original purchaser/homeowner (who is listed either in the billing or shipping details on the order) that the finish, when used under normal residential traffic conditions, will not wear through or separate from the structure for a period of 25 years from the date of purchase. For commercial use, the same warranty applies but the time is reduced to 10 years. Gloss reduction is not considered a manufacturing defect and is not included in this warranty.

Finish warranty excludes any surfaces checks/splits caused by improper environmental conditions, scratches indentations, and color change from indoor UV light or sunlight. ADM Flooring® prohibits the use of any adhesive tape on the flooring during the time of installation or thereafter. This includes tapes that are specifically made for flooring, such as blue or green masking tapes. Such use of any tapes voids this warranty and no claims will be addressed in regards to defects in the finish as a result of the use of tape. The ADM Flooring® installation and maintenance instructions **MUST** be followed as condition for these Warranties to have effect. You may obtain these instructions directly from ADM Flooring® by downloading or printing them from our website, www.ADMFlooring.com, or sending an email request to info@admflooring.com.

Structural Warranty

ADM Flooring® warrants that the residential/commercial flooring sold under this Warranty is, at the time of sale, free from defects in material and manufacture and that it conforms to ADM Flooring® standard specifications for the product category. ADM Flooring® further warrants that, when installed and maintained according to ADM Flooring® specifications, and when used according to its intended purpose, the flooring will not delaminate, separate, buckle, warp, or cup as a result of a manufacturing defect.

Stair and Trim Structural Warranty

ADM Flooring® warrants to the original purchaser that the purchased stair and trim parts will be free from defects in material and workmanship when installed and maintained according to ADM Flooring® specifications. If a stair and trim fails, ADM Flooring® will replace or repair, at its option, for as long as the original purchaser still owns the property where the stair and trim part(s) was installed. Inspect stair and trim parts before installation; once material is installed, it is considered acceptable in it's current condition. Although stair and trim parts are designed to be the closest representation of the actual floor, variation in color, texture, shading, grain, knots & distressing may be evident and, in some materials, even extensive. This is normal and is not considered a defect. **ADM FLOORING® RECOMMENDS OBTAINING THE BEST POSSIBLE MATCH BETWEEN ANY FLOOR BOARD AND IT'S ADJACENT STAIR OR TRIM PART PRIOR TO INSTALLATION.** PLEASE NOTE: Nosing is not covered by a finish warranty.

Warranty Exclusions

- Checks, splits, or delamination caused by improper environmental conditions.
- Failure to maintain the environment at a humidity range of 30%-50% year-round and a room temperature of 60° to 80°F.
 - Color variations in flooring are a natural occurrence due to the material composition, age, character of flooring and exposure to UV light or sunlight. For these reasons, new and/or replacement flooring may not match display samples and/or existing flooring.
 - Due to color variations of product and/or samples, ADM Flooring® is not responsible for the consumer matching flooring to other products, such as cabinets, stair railings, trim, existing moldings, doors, etc.
 - Normal exposure to sunlight will bring about changes in the shading of any floor as the floor ages. Area rugs should be moved occasionally as they block sunlight and may give the appearance

of discoloring under the rug. This is not a product defect, but is rather referred to as sunburning.

- ADM FLOORING® RECOMMENDS USING CURTAINS TO PROTECT ANY FLOORS BOARDS DIRECTLY IN CONTACT WITH SUN EXPOSURE; REGARDLESS OF THE FLOOR BOARD'S COMPOSITION OR APPLIED FINISH.
- Improper installation/maintenance and/or failure to adhere to ADM Flooring® installation/maintenance instructions.
- It is the responsibility of the installer and/or the homeowner to inspect boards prior to installation. ADM Flooring® accepts no responsibility for costs of product or labor when boards with detectable defects have been installed.
- Indentations or scratches caused by furniture, appliances, pet claws, spiked or damaged heels pivot points, sand and pebbles or other abrasive materials.
- Damage due to water and/or moisture including, but not limited to, damage resulting from broken or leaking pipes, wet mopping, weather conditions or natural disasters is excluded from ADM Flooring® warranties.
- • Insect infestation after product leaves our facility.
- Abuse, neglect, abnormal use or misuse, application of solvents, corrosives, or other chemicals, etc. improper cleaning or maintenance products
- Squeaking/popping sounds or seasonal gapping on nailed down or floated flooring not also glued down.

This Warranty is made subject to the following conditions:

This Warranty does not cover damage to the surface as a result of incorrect maintenance, accidents, neglect, or abuse, to include damage such as scratches, indentations, or discoloration. All claims against surface wear must be easily visible and be at least 10% of the entire floor prior to installation. Gloss reduction is not considered surface wear. In the event of a finish defect, ADM Flooring® will, at our option, repair the defective planks, replace the defective planks, or refund the amount equal to the price paid for materials only. This is the sole and exclusive remedy under this Warranty.

Additionally, the use of any non-conforming adhesives or cleaning products will void the warranty. **In order to be covered under this limited warranty, the Flooring must be properly installed by a licensed flooring contractor in accordance with all installation instructions provided to you on our website.** This warranty does not cover damage arising from improper installation of the flooring. In order to be covered under this limited warranty, the Flooring must be purchased from an authorized dealer of ADM Flooring® products. ADM Floboring® offers no additional warranties, express or implied, other than those set forth herein. Neither your retailer nor anyone else has the authority to alter the terms of this warranty. Any representations or promises made by your retailer or installer are not binding on ADM Flooring®. For commercial use, the same warranty is applied but the time is reduced to 10 years.

ADM Flooring® considers flooring that has been installed as that which has been accepted as ordered. Prior to the installation, the homeowner, dealer, or installer, has the responsibility to inspect the product to ensure proper material, color, grade, integrity of structure, and finish. The installer must use reasonable selectivity and hold out or cut off pieces with defects, whatever the cause. The purchaser should consider buying 7-15% extra flooring material, also known as "waste". This warranty does not cover damages caused by or relating to improper transportation, storage, or installation of the flooring. This warranty does not cover any defects unless the square footage of such defective flooring exceeds ten percent (10%) of the total square footage of your purchased flooring. This warranty does not cover manufacturing defects in flooring that has been installed which are detectable or which reasonably could have been discovered by you or your installer prior to installation. You must notify ADM Flooring® of any such manufacturing defects before installing flooring. If not properly notified, ADM Flooring® shall not be held liable for any costs or expenses incurred as a result of the purchase or installation of any such defective or unsatisfactory Flooring.

Due to the natural materials and unique finishing processes, ADM Flooring® flooring products may experience tonal and color variation between planks depending on time in or out of the box and conditions such as weather, temperature, location, moisture levels or proper maintenance and installation. To avoid dramatic variation mainly caused by aging, it is recommended installation be completed from the same batch and done all at the same time.

Claims Services:

Any claim under the Residential/Commercial Limited Warranties shall be made by contacting your retailer within 30 days after it has been received. Proof of purchase, including the date of purchase, must be presented to make a claim. All claims must be filed through your ADM Flooring® dealer.

If ADM Flooring® accepts a claim under the Residential/Commercial Limited Warranties; it will repair or replace, as its portion, the affected ADM Flooring® materials. If the design for which a claim is made is no longer available, ADM Flooring® will replace the affected ADM Flooring® material with another design of equal value. However, ADM Flooring® will not accept any responsibility to pay for all other costs related to the defective flooring (e.g., labor to remove flooring, labor to install replacement flooring, additional materials required to install replacement flooring, removal of any household fixtures or furniture required to repair or replace the flooring, hotel stays required due to repair or replacement, etc.). Due to the nature of the product, replacement flooring is not guaranteed to match the original flooring in terms of color, tone, pattern or other natural characteristics of wood. These warranties are not transferable. They extend only to the original purchaser.

DISCLAIMER: ADM FLOORING® DISCLAIMS LIABILITY FOR INCIDENTAL AND CONSEQUENTIAL DAMAGES INCLUDING DOWNTIME, LOSS OF USE OF FLOORING/FACILITIES/ EQUIPMENT, LOSS OF PROFIT OR REVENUE. BREACH OF ANY EXPRESS OR IMPLIED WARRANTY AND DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THIS PRODUCT. THE ABOVE REMEDIES ARE THE CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES FOR CLAIMS ON THIS PRODUCT.

This writing is the complete and exclusive statement of the Warranty, and is in lieu of all other express and/ or statutory warranties. No waiver or amendment shall be valid unless in writing and signed by an authorized representative of ADM Flooring®.

