

## GENERAL INSTALLATION

### GUIDE #3

## Unfinished Medallion Installed into Unfinished Flooring

#### Supplies included:

- Unfinished medallion
- Plywood installation template
- Adhesive 3M tabs
- Screws & wood putty supplied with medallions 30" and above with knockout pieces

#### Additional tools needed:

- A plunge router with a .25 in. (6.3 mm) collet (not to exceed 2 hp)
- Router bit (1/4" shaft with 1/2" diameter bit and 3/8" cutting length, with a top guide bearing)
- Nail or stud finder
- Caulk Gun
- Urethane adhesive tube
- Basic carpentry tools
- Eye and ear protection
- Vacuum cleaner for dust containment

#### California Proposition 65 Notification Raw Wood Product Exposure

*Warning: Drilling, sawing, sanding, or machining wood products can expose you to wood dust, a substance known to the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection. For more information go to [www.P65Warnings.ca.gov/wood](http://www.P65Warnings.ca.gov/wood)*



920.582.9977

**Read instructions completely before starting installation.**

**It is the responsibility of the installer and/or homeowner to inspect all products prior to installation. If, before installation, you discover any product with perceived defects, please contact Oshkosh Designs immediately. Oshkosh Designs accepts no responsibility for cost of products or labor when products with perceived defects have been installed.**

### PREPARING FOR INSTALLATION:

This product must be protected from adverse moisture conditions. Interior environment must be controlled and humidity levels must be maintained between 30-50%. It should be stored above ground level and allowed to acclimate for **at least one week** prior to installation. Open the boxes and spread out the product. Avoid laying directly on concrete. Check NWFA guidelines for acclimation levels or requirements for your region.

A good installation begins with a good subfloor, whether it's a slab or wood. Oshkosh Designs medallions must be installed over a sound and flat subfloor that is in compliance with the National Wood Flooring Association, [nwfa.org](http://nwfa.org); 800.422.4556 (US); 800.848.8824 (CAN).

### INSTALLATION:

**1.** Position the inlay by taking into consideration the walls, vents, openings and furniture. Have the client approve and sign off on the position.

Inlays should be installed after the floor is laid to ensure a proper fit into the floor.

**2.** Installation can be started by placing the inlay on the floor and marking the outline with a pencil.

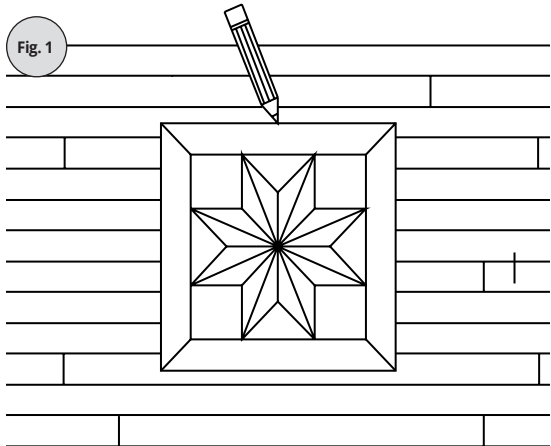
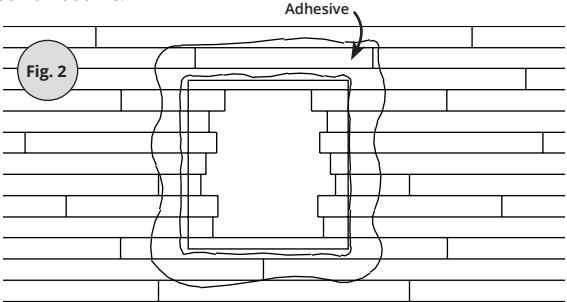


Fig. 1

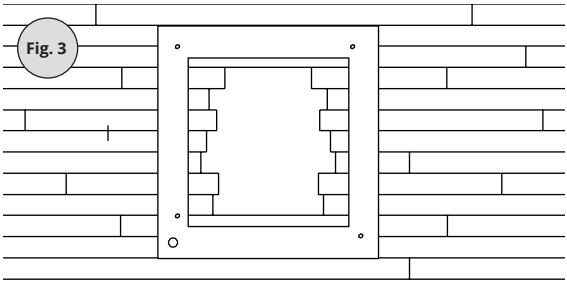
**Note:** Use magnets to find any fasteners along the outline and mark them. A template is provided, thereby reducing the chance of making bad cuts outside the proposed area for the inlay. Pay attention to small pieces of the floor that may be on the edge of the cutout area.

**Note:** Install the inlay as soon as possible after routing the outline; delaying inlay installation may allow the field to expand around the outline.

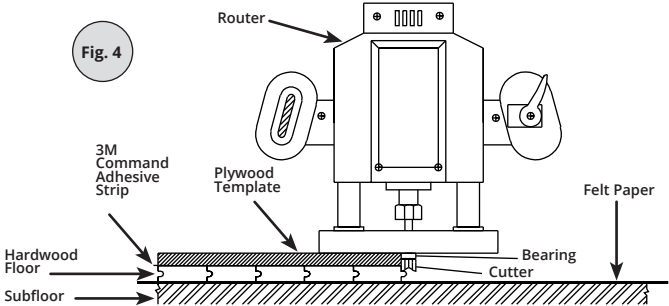
**If a new construction:** Begin installation of hardwood flooring. Upon reaching the drawn medallion outline, overlap it by 1 to 2 in. (25 to 50 mm). You may use urethane adhesive under the ends of hardwood flooring and up to the drawn medallion outline. Do not put any nails/staples or adhesive inside the drawn medallion outline; nails/staples and adhesive must stay at least 1 in. outside of the drawn medallion outline.



3. Fasten the template to the field flooring. The template can be fastened with 3M tabs provided, or by finish nailing into the field flooring between the floor boards.



4. With the router in its full up position, insert the shank of the bit into your router, so the cutter is flush with the router base plate (not below) and tighten. Now lower the router until the top of the bearing is flush with the faceplate of your router. Lock the router at this depth for your first pass around the template (when in the cutting position, only the bearing and cutter should be exposed below the router faceplate). In this position the entire bearing will ride on the inside of the template and the depth of your first cut will be no more than .25 in. (6 mm) into hardwood flooring.

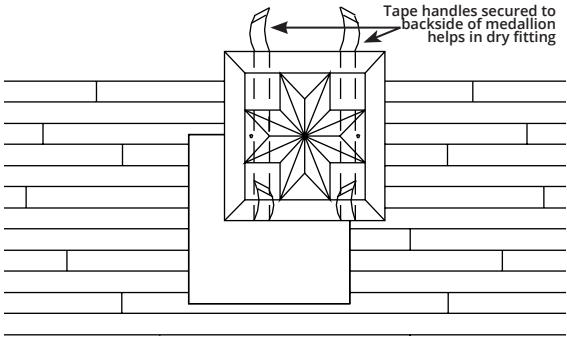


With router running, plunge the bit into the flooring, about an inch inside the template. This will prevent possible damage to the template when you insert or start your cutting into the floor. Pull the bit snugly against the template so the bearing makes contact with the inside wall of the template, then make your first cut in a clockwise direction. Move the router slowly, giving it time to

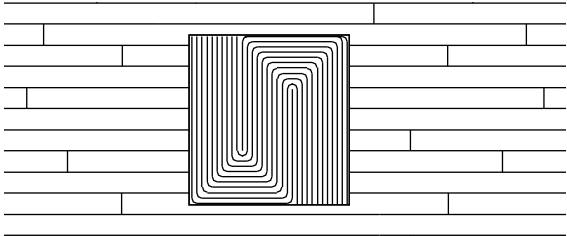
cut and to keep heat build-up to a minimum. It is important to keep the faceplate of the router flat on the plywood template at all times to insure a clean cut. Make several shallow passes with the router, cutting no more than .25 in. (6 mm) with each pass. Vacuum the sawdust from the cutting groove after each pass. Set any nails you encounter using a nail set to drive nails deeper or remove with pliers. Remove felt paper, pry loose flooring from the hole, and scrape bottom of hole smooth if necessary. Remove 3M adhesive tabs by pulling them away from the template, parallel with the floor. Remove template and vacuum cut out area to remove all debris.

5. Dry fit the medallion. Attach two strips of packaging tape several inches longer than the medallion to the backside of the medallion. (This gives you a handle for removing the medallion from the hole.) The medallion should be slightly below ( $\frac{1}{16}$  to  $\frac{1}{8}$  in.) the surrounding hardwood floor. Remove the medallion from the hole. (The adhesive will replace the thickness of the felt paper.) Remove tape handles from medallion back.

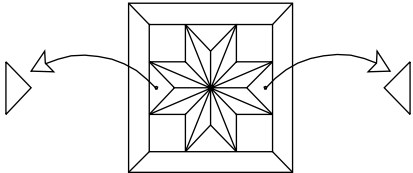
**Note:** Some medallions will require installers to chisel the corners square. You may use a sharp  $\frac{1}{2}$  in. chisel or a corner chisel (available from Oshkosh Designs separately). If using  $\frac{1}{2}$  in. chisel, leave template in place and use as corner guide. When using the corner chisel, remove template, and apply painter's masking tape to corner areas before striking chisel to protect prefinished flooring.



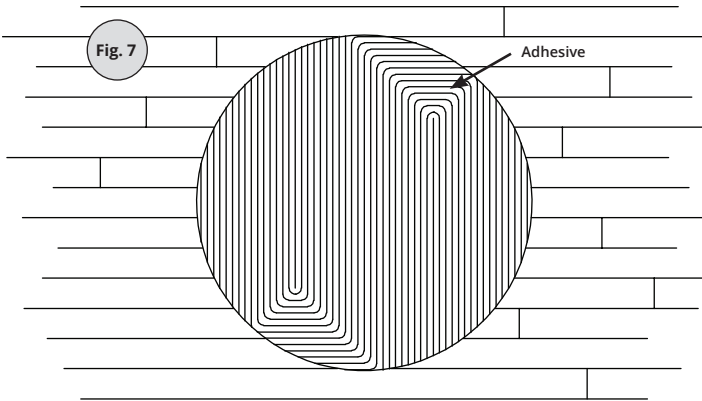
6. Using provided adhesive, bead even lines ( $\frac{1}{8}$  to  $\frac{1}{4}$  in. diameter) of adhesive approximately every 1- $\frac{1}{2}$  to 2 inches onto subfloor into cut-out area. **Use only as much adhesive as necessary to cover cut-out area.**



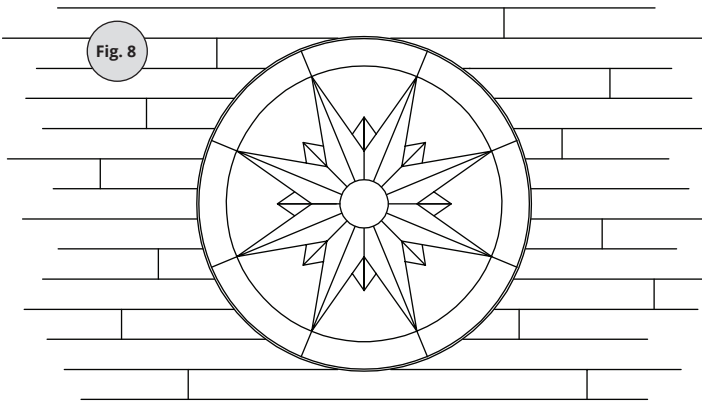
7. Remove knock-out pieces from medallion by striking back of medallion with hammer. Set them aside for Step #10. (All medallions 30" or less will not have knockouts.)



8. Using provided adhesive, bead even lines ( $\frac{1}{8}$  to  $\frac{1}{4}$  in. diameter) of adhesive approximately every 1- $\frac{1}{2}$  in. to 2 in. onto subfloor into cut-out area. **Use only as much adhesive as necessary to cover cut-out area.**



9. Place stone medallion (stone side up) onto adhesive and press into place so stone medallion is flush and level with surrounding wood floor. When properly positioned, there will be a  $\frac{3}{16}$  in. (5 mm) gap between the stone and the surrounding wood floor.



10. Allow the adhesive to set for 24 hours. For easier clean up, tape over the expansion joint with masking tape and trim tape with a utility knife so only the joint is exposed. Fill the expansion joint between the stone medallion and the surrounding wood floor with the silicone acrylic latex caulk provided. Remove the tape, and then use a damp cloth to clean caulk from surrounding area, being careful not to touch caulked seam.