

# A Facility Manager's Guide to Entrance Matting Installation

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**COBA**  
flooring



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## Interactivity

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# Introduction

So, you've chosen your entrance matting system and the time has come for it to be installed.

As with all construction and refurbishment projects, time is money, and unexpected delays can have a knock on effect causing other issues.

Even a simple installation can become complex especially when you have to deal with numerous stakeholders such as Health and Safety officials and tradespeople.

This is why, as entrance matting specialists, we at COBA Flooring, have produced this handy guide specifically for Facilities Managers to help the installation process run as smoothly as possible, with minimal downtime for businesses.

Whether it's a new-build or refurbishment project, by being aware and planning for each stage of the installation, you can avoid many common pitfalls.

This guide will help you prepare a plan to cover the 3 stages of installation and provide insight on working with your entrance matting contractor or supplier.



**Pre-Installation**



**The Installation**



**Post-Installation**





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# We Can Help!

## **A Full Service Solution**

From manufacture, to specification support, supply and installation, COBA Flooring can help you with every step of your entrance matting project.

From 'easy install' systems in our Premier and PathMaster ranges, to custom-made to order aluminium solutions in our stylish Plan collection, we have an entrance matting option to suit a wide range of buildings, from schools and colleges, to retail, leisure and office complexes.

Visit our website for examples and more information.

**[www.cobaflooring.com](http://www.cobaflooring.com)**





# Pre-Installation: Planning

First things first, it is important to speak to the flooring contractor or supplier, (depending on who will be carrying out the entrance matting installation) to understand exactly what is involved, and how long the project will take.

Correctly assessing your needs at the beginning of the project will save you time, money and potential problems.

## Site Survey

Ask your flooring contractor/supplier to carry out a site survey with you ahead of the installation to help identify issues. We've provided a checklist of **Pre-Installation Considerations** on page 7, to give you examples of what typically needs to be covered.

## Timelines

Downtime during business hours can be costly, so your installation may need to be carried out overnight, especially if you are in retail.

If it can't be completed in one shift, and the building is being used, then the partially finished installation will need to be assessed by Health and Safety, and a plan put in place for the safe passage of the public and staff.

Installation time is very often underestimated – even the simplest of entrance matting systems, such as PVC interlocking tiles, can take one to two hours to install and that is without the need for any sub-floor preparation. Aluminium systems will take longer, and will vary according to the complexity of the install.

Ensure the contractor/supplier has been briefed about site access times and co-ordinate this with any other tradespeople working onsite.

Remember to allow enough time for the installation project, and if necessary, play safe and allow a little extra in case of unforeseen problems. There's more to installation than dropping a mat into a hole!

If the contractor is required to take a site or Health & Safety induction, then this should be factored into the overall timescales too.

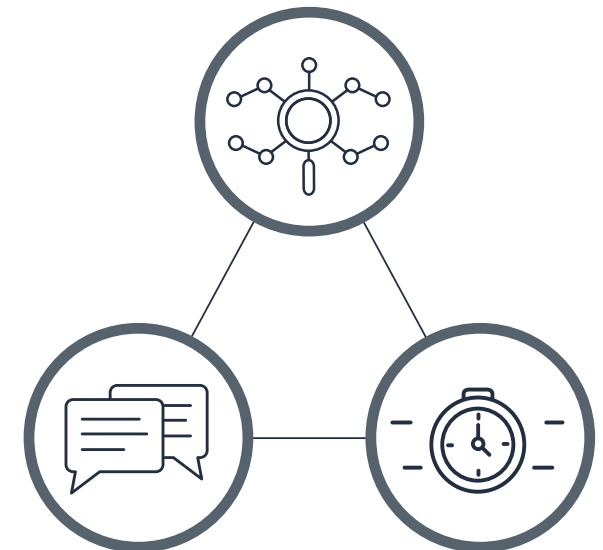
## Communication

Communicate your plan to relevant managers within your organisation and ensure all affected staff are aware of any access issues, restrictions on business, or health and safety implications. Additional security arrangements may be needed too.

*“Most installations, even small ones with no flooring preparation, framing or obstacles to cut around, can take in excess of two hours.*

*PVC tiles take less but still a good hour or so, in order to install a system properly with a high quality finish.”*

**Phil Taylor, Tailored Matting Ltd**







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# Pre-Installation: Site Survey

When doing your site survey, ensure you've assessed the following aspects and that your entrance matting supplier/contractor is aware of them.

## Sub-floor preparation

Determine how much sub-floor preparation will be required to level out the floor surface, repair any cracks or holes that may be appearing.

This may involve building up the floor, or applying a floor levelling screed. Some flooring contractors can do this work but it will take additional time, making the installation a more lengthy process.

## Entrance matting frames

Does the entrance matting area currently have a frame around it? It may be that the existing frame can be reused, but if a new one is required then the flooring contractor will need to know in advance.

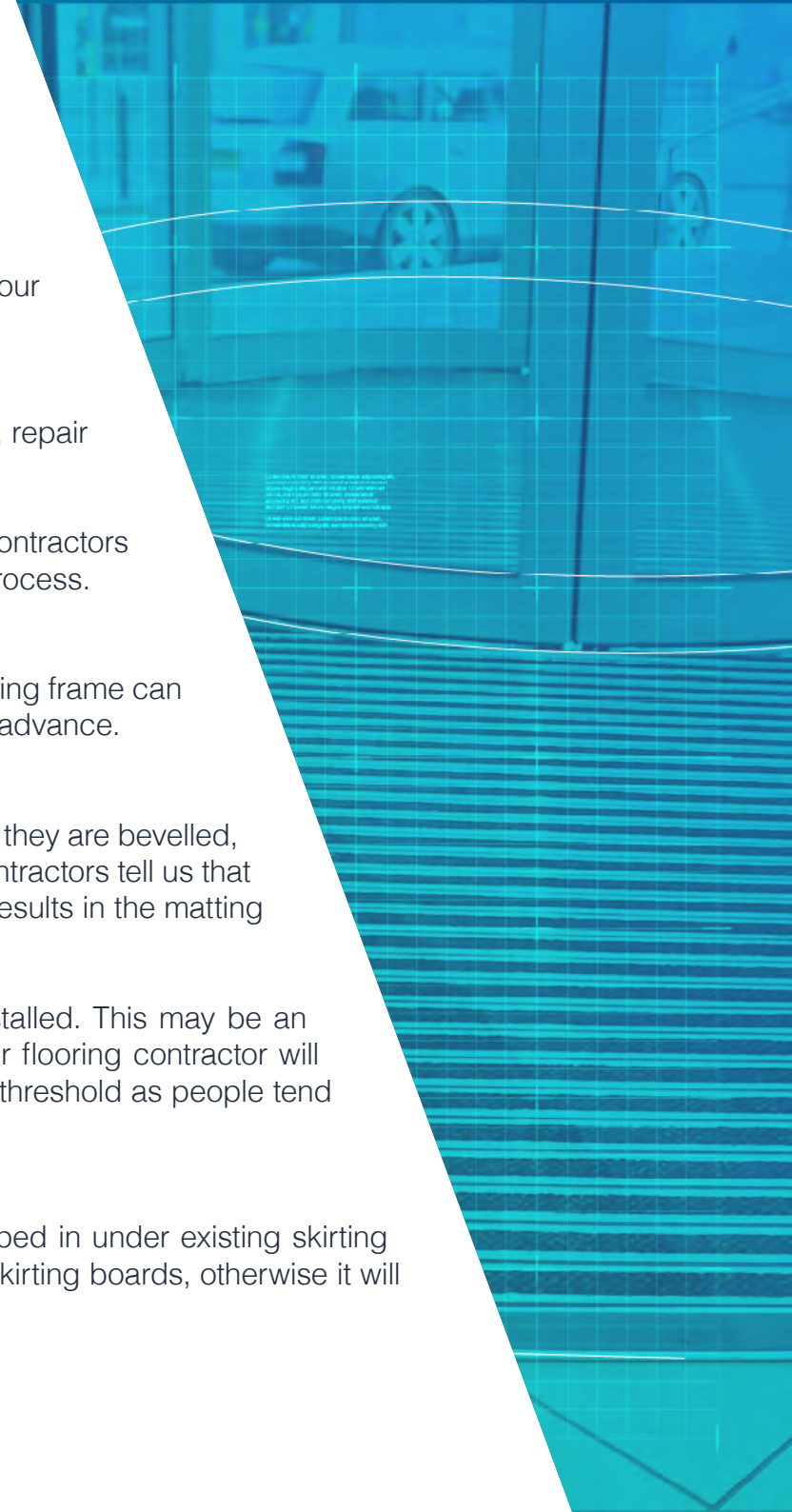
## Door thresholds

Ascertain whether your door thresholds at the base of the door are bevelled or square. If they are bevelled, the base of the bevel ideally needs to be at the finished floor level. However, flooring contractors tell us that more often than not, the top of the bevel will be even with the finished floor level which results in the matting standing 'proud' of the base of the bevel.

This can create a trip hazard and also become a dirt trap unless a cover plate is installed. This may be an additional cost. If the door threshold is not parallel to the finished floor surround, your flooring contractor will probably want to know where you want the raking cut to be. This normally goes by the threshold as people tend to focus on the edge of the matting where it meets tiles or carpet for example.

## Skirting boards

If your matting needs to be laid wall to wall, it's important to know that it **can't** be slipped in under existing skirting boards. If you are looking for this effect, then the matting needs to be fitted before the skirting boards, otherwise it will usually be finished with a frame.





# Pre-Installation: Consideration Checklist

It's good to be prepared, especially when it comes to installing more complex entrance systems, such as custom-manufactured aluminium designs. Good preparation and a sound understanding of what is involved - pre, during and post-installation - can make a huge difference to how smoothly the project will run, and how much it will cost.

Below are some factors to take into consideration, which ideally should be discussed with the contractor ahead of the installation:



## Plan:

- A thorough site survey with the contractor and/ or supplier of the entrance matting system.
- Timescales in terms of preparation and how long the project will take. Coordinate and communicate this with colleagues and other tradespeople onsite.
- For an induction/ and ensure your Health and Safety team have been briefed.
- Alternative access to the building if necessary for staff, customers and other tradespeople as necessary.
- Downtime, and the implications to the running of your business.

## Identify:

- If any sub-floor preparation is required.
- If a new frame is needed for the matwell.
- If there is underfloor heating.
- If electrical wires are below.
- If the floor surface is level, or on a slope.
- If there are smoke detectors in the area.
- If security systems are place.
- If the survey has factored in door thresholds.
- If the matting is to be fitted under skirting boards.

## Organise:

- Parking for the contractor to unload and park, and communicate this to those concerned.
- A cutting area for the contractor.
- Additional security if required.
- Cleaning for the matting post-installation.



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# The Installation: Access To Your Facility

## Site Access Times

Your contractor should already be clear about site access times. Ensure a plan and timetable is in place to co-ordinate all tradespeople working onsite.

## Contractor Parking

Your flooring contractor or entrance matting supplier carrying out the installation will want to know where to park a vehicle.

Parking will need to be as close as possible to unload the matting and all necessary tools.

Advise the contractor of any loading bays, and if there is parking outside, is it free or pay & display, are there time restrictions, are there bus lanes?

If you have your own onsite parking in close proximity so much the better. Difficult parking arrangements can increase the cost of installation as a 'one person job' can very often involve two people instead, simply because of parking logistics.

*“Some materials, especially aluminium, are quite heavy and unwieldy. Carrying these over a distance can add time to a job, especially if it’s a larger install.*

**Malcolm Soar, Installation Manager, COBA Flooring**





# The Installation: Additional Considerations

## Security

Depending on where your premises are located, you may need to arrange additional 'front door' security at the entrance to your building, especially if you are High Street retailer or supermarket, when the installation will almost certainly be taking place overnight.

The chances are your doors will be open for the flooring contractors. The more visible you are to the passing public, the higher the security risk at night.

Flooring contractors working for High Street retailers are prone to attracting unwanted attention from troublesome groups at night, so security shouldn't be ignored.

## Cutting Area & Smoke Detectors

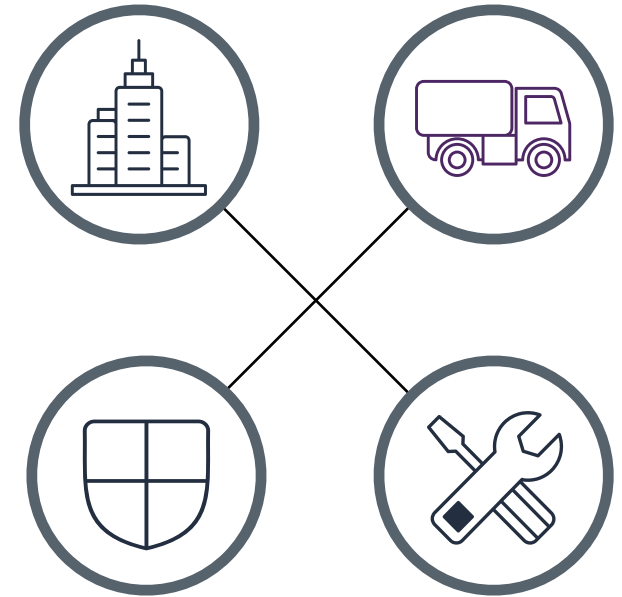
For maximum installation efficiency, designate a cutting area that is as close to the entrance as possible to save time.

Bear in mind that grinding (needed for aluminium entrance matting installations) creates dust and smoke, and therefore may set off smoke detectors.

For this reason, it is advised that smoke detectors are isolated.

***“Some live buildings ask us to cut in the loading bay or basement. This can't really happen as we need to cut, grind, offer up, grind some more and so on. If this is a 'must' then it can lengthen the time of install threefold.”***

**Phil Taylor, Tailored Matting Ltd**





# Post Installation: Almost Done!

## Post-Installation Trade Access

For major building or refurbishment projects, the likelihood is that there will be other trades people needing access via the entrance.

Our recommendation is to install entrance matting at the end of the project to protect it from damage. If, however, this isn't feasible, and for example platforms or scaffold towers are required, then it is essential to place an 18mm board over the matted area to protect it.

If you don't, even the most resilient matting will be ruined. Your flooring contractor or installation company may not provide protection for the mat, so it is wise to arrange for protective coverings to keep it clean and tidy.

## Post-Installation Cleaning

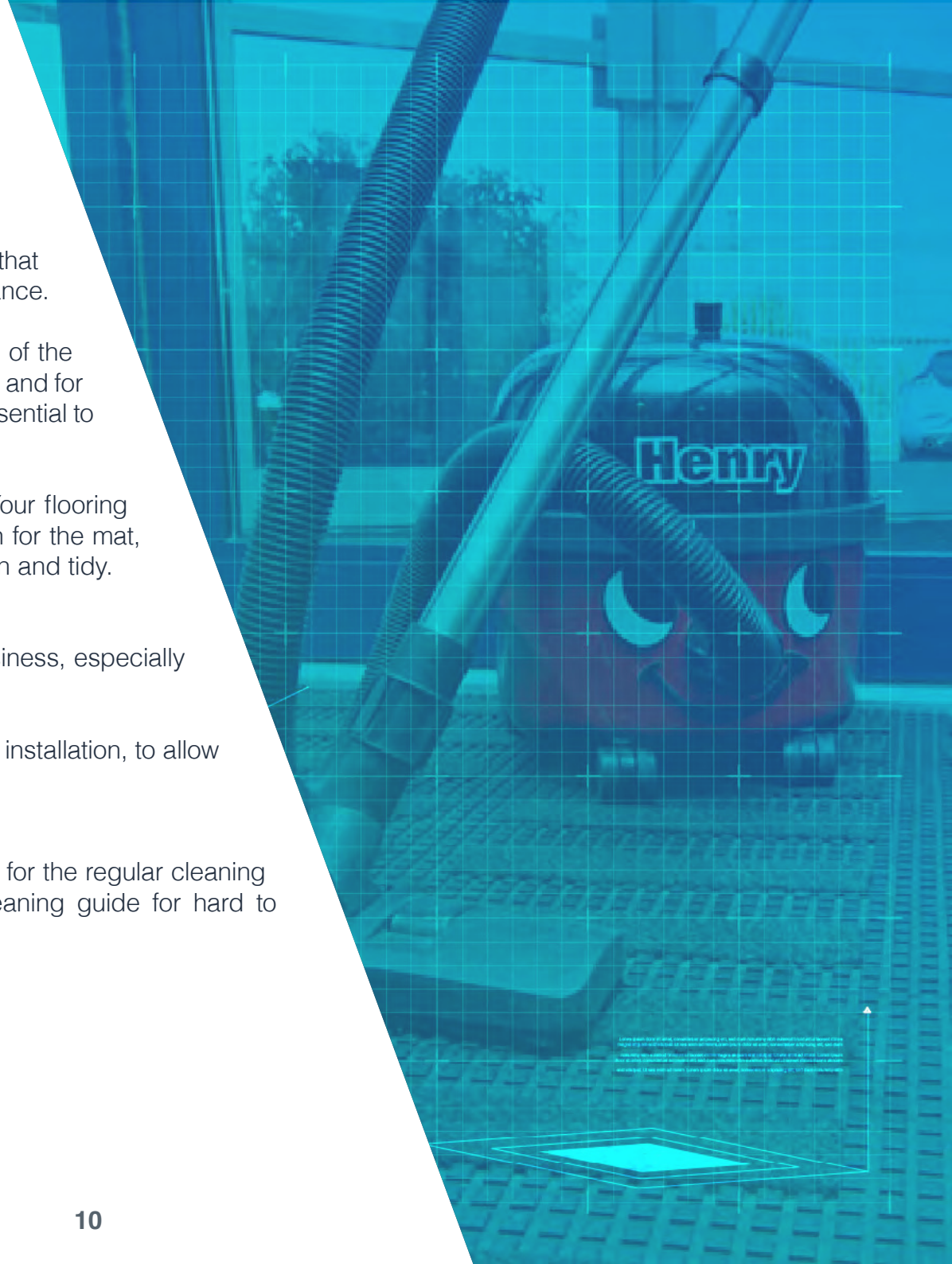
Installing entrance matting systems can be quite a dusty business, especially when using aluminium.

It is a good idea to arrange for cleaning the morning after the installation, to allow the dust to settle.

## Regular Cleaning & Maintenance

We at COBA Flooring have prepared a comprehensive guide for the regular cleaning and maintenance of entrance matting, including a spot cleaning guide for hard to remove stains and blemishes.

Simply click [here](#) to visit.







# COBA Flooring: Working With You

For many years, we have been working with facilities managers across many sectors. As an entrance matting manufacturer based in the UK, we can support you in a range of ways from recommending the right product for your location, to assisting with the physical delivery and ultimately, the installation.

As one of the largest matting manufacturers in Europe, we operate from state-of-the-art facilities in Leicestershire and have the ability to stock product for swift delivery, such as those in our Premier Tile range for example.



**Chris Stanley**  
Group Commercial Director EMEA

**E:** [cstanley@coba.com](mailto:cstanley@coba.com)  
**T:** +44 (0)1788 228 555

We also custom-manufacture some of our options, such as aluminium entrance systems in our Plan range, and those in our Logomat collection. Rubber and PVC floor tiles and GRP sheets/stair treads and nosing also form part of our 'flooring' range.

Many of our products are listed on **SpecifiedBy** to support the specification process.

It's not just entrance matting and flooring. Depending on the type of business you work in, we also supply an extensive range of safety mats with anti-fatigue and slip-resistant properties.



**Danni Cooke**  
Business Director

**E:** [dcooke@coba.com](mailto:dcooke@coba.com)  
**T:** +44 (0)1788 228 566

## Get in touch

Our experienced sales and customer service teams are here to assist you with your project, however large or small.

From manufacture, to specification support, supply and installation, we can help you with every step of your entrance matting project.

## Contact us today!

[www.cobaflooring.com](http://www.cobaflooring.com)



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Download the other publications within our Entrance Matting series or visit our **blog**, for fresh insights, ideas, webinars and case studies!



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