



# Preparing Templates

## When to Template

- Dimensionally sensitive pieces—the carpet needs to be exactly this size. See our Tolerance whitepaper for limitations.
- Organic shapes, including partial arcs.
- Critical angles that are not 90 degrees.
- Stairs, where pattern placement is critical or any curved, angled, special shaped stairs.
  - Stair templates should be labeled clearly with tread, riser, nose, top, bottom, face up. Each step (tread and riser) template should be numbered and correspond to layout or cad drawing. Templates should also be indicated as NET or GROSS. If entire (or GROSS) step is templated, the placement of the intended carpet should be clearly marked on the template. Bowed and spiral stairs require templates.
  - Single templates can be used to reflect multiple steps of the same size if applicable.
  - Each template must match from step to step (the riser must match the tread for the adjacent step).
- If quoting before we have final measures/template, we will always add into quotes that the price is subject to final measurements/ template.

## Template Material:

- Have measuring service use non-elastic material such as Tyvek.
- Do Not Use:
  - Plastic Sheeting
  - Kraft Paper (folding the template changes the size, and Kraft Paper rips easily)
- Make sure all overlapping pieces are securely taped on both the front and back of template.

## Orientation Marks

- All templates must clearly indicate the face side of carpet using the words “face up”.
- Template should be marked with corresponding room / area information. They should note things like doors or windows so you can re-orient it in the room correctly.
- Clearly mark where two or more templates will connect to one another.
- Clearly mark where other materials will butt up to the templated material.
- Net size should be indicated on stair templates when reveals are required.
- Requested overage amount should be indicated on each edge of the template if applicable. Should be at least 1.5” for wall-to-wall.

## Other Special Staircase Instructions:

- Specify the type of installation
  - Cap and Band
  - Waterfall (carpet goes over the stair nosing and is not tucked under)
  - Tread only
  - Wrapped Tread
  - Tread and riser separate (generally used for shaped/curved stairs)
  - Upholstered

- Orientation markings
  - o All templates must clearly indicate face side of carpet using the words "face up".
  - o Indicate on the template the location of each point where the riser meets the tread.
  - o Riser/Nose tread connections.
  - o Where the installation is a "Waterfall", only mark the point where the bottom of the riser meets the tread.
  - o Where treads are to be made separate from risers, clearly mark the "TOP" and "BOTTOM" of the riser.
- Special instructions
  - o Specify any edges to be hemmed