

ReEntry™

Work Instructions

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Climate change is undeniable. And reversible. Our mission is to prove it. Join the #ClimateTakeBack and help create a climate fit for life.

A. ReEntry service

By choosing for the ReEntry service you're making a sustainable choice for the end of life of your used Interface carpet tiles. Whenever possible your carpet tiles will be reused in their original shape, otherwise they will be transformed into another material or product or, as a last resort, converted to energy.

Take Back Conditions

- To be eligible for the ReEntry program, the used carpet tiles must have been installed with a releasable adhesive or Interface TacTiles® carpet tile installation system.
- Approved material must be palletized on Interface or Euro pallets and secured for shipping for safety and health reasons (max height 100-110 cm, outer corner protections, shrink wrapped etc.).
- Pallets need to be placed on the ground floor in an easily accessible and sheltered space prior to the date of collection to allow the Interface appointed carriers to retrieve the pallets via a hand lift.
- Material must not contain any other flooring products (and may only as an exception, subject to prior written agreement from Interface, contain competitor products). Material must also not contain products not intended for the ReEntry program (such as litter, construction waste etc.).
- If the take back conditions are not met, Interface (or its appointed carrier/ driver) may refuse to accept the take back shipment and expenses will be charged to the customer.
- Notifications must be given of any special requirements for preparation of material or collection such as liftgate, consumables, collection time window etc. prior to the provision of a quote.
- Title and risk of the used carpet tiles passes to Interface at the moment said carpet tiles are placed on the transport vehicle designated by Interface or Interface's appointed carrier.
- Any costs for the return of the carpet tiles shall be agreed to between the customer and Interface prior to the written confirmation of any shipment dates or shipment location.
- Only the processing of carpet tiles with CQuest underlay will be done free of charge by Interface. The customer will be charged for logistics, handling and transportation costs to the specified location.
- These take back conditions and take back orders are agreed between the Interface entity and the customer stated on the take back order, and are governed by and construed in accordance with the local laws of the country where the respective Interface entity is located. The applicability of the Vienna Sales Convention is excluded.
- The customer accepts these take back conditions upon signature of the Take Back Order.
- The below instructions are for informational purposes only, and may be changed at will by Interface.

B. ReEntry work instructions

Please follow these instructions to ensure the uplifted full size tiles and all cut tiles are stacked and secured safely.

By following the work instructions you help to keep the value of the product for its next usage!

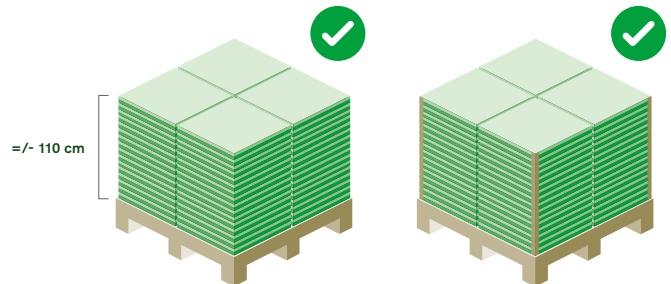
1. Preparing the take back collection

1. Once you are ready to uplift the carpet tiles, please contact our customer service to arrange a collection. The collection date will be confirmed by us within 24 hours.
2. Collection information should include
 - a. Volume in m² of Carpet tiles
 - b. Collection Date
 - c. Time window for collection (a.m., p.m.)
 - d. Collection address
 - e. On site contact and phone number
 - f. Special collection instructions or restrictions e.g. goods escalator available
 - g. Request of consumables such as Interface pallets (106 x 106cm), shrink wrap and corner protection. Please advise if tiles to be collected are 60 x 60cm.
 - h. Delivery date for consumables
3. In some cases, e.g. for bigger projects the Account or Technical Manager might make a pre-scan of the used carpet tiles to pre-select if it is suitable for reuse or any other end of life solution.
4. Consumables, if requested, will be delivered prior to the collection on the agreed date.

B. ReEntry work instructions (continued)

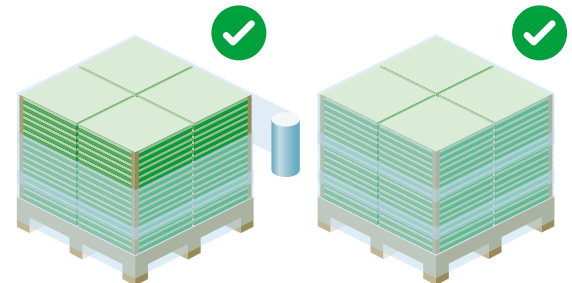
2. Removal of Carpet Tiles

1. Remove Carpet Tiles before strip out or demolition whenever possible; this will help to secure used carpet tiles to qualify for ReUse.
2. Use Interface (106 x 106cm) or own pallets for stacking. Own pallets must be Europallets (80 x 120cm) and in good condition with no broken, loose or missing boards.
3. Stacking of **full tiles** or **skinny planks**
 - a. Stack full tiles or skinny planks on piles with even height max. 100-110 cm height on a pallet (Interface pallet = 4 piles, ca. 110 m²; Europallet = 2 piles; ca. 55m²); for skinny planks half of the height should be 90 degree crossed.
 - b. Protect the outer corners of the stack with corner protectors provided by Interface (quality protection for ReUse); the corner protectors can be used as height guide.
 - c. Use shrink-wrap to provide strength and hold the tiles in position for transportation once they are stacked. Shrink wrap should cover the full stack and tightens stack to the pallet at the bottom.
4. Collection of **cut tiles**
 - a. Stack cut carpet tiles **on top of** the piles with full carpet tiles (total maximum height +/- 110 cm).
 - b. Use shrink-wrap to provide strength and hold carpet tiles in position for transportation once they are stacked. Shrink wrap should cover the full stack and tightens it to the pallet at the bottom.



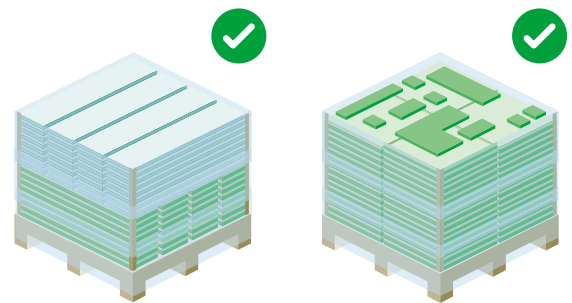
Stack as advised

Add corner protectors



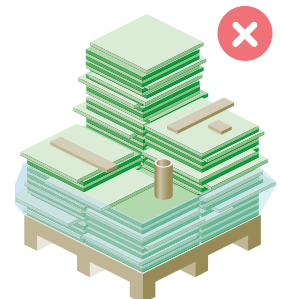
Shrink-wrap stacks
(include full stack and also the pallet)

Correctly prepared carpet tile pallet



Correctly prepared skinny plank pallet
bottom half 90 degrees to top half

Correctly prepared
pallet including cut tiles

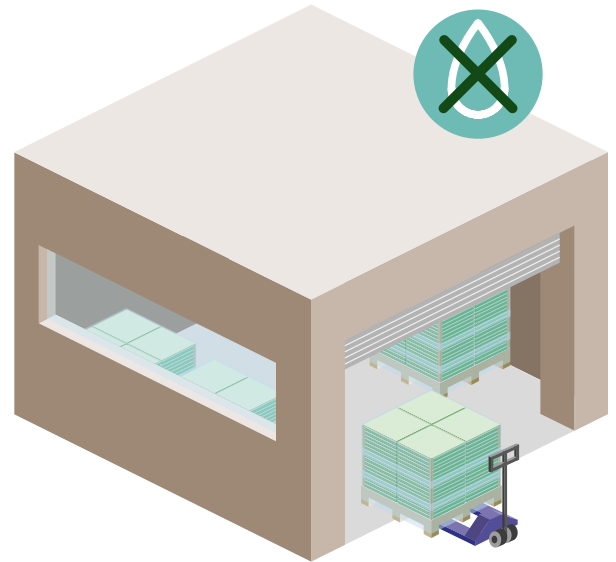


incorrectly prepared pallet

B. ReEntry work instructions (continued)

3. Preparation for collection

1. Keep pallets separate and do not put on top of each other.
2. Ensure pallets are sheltered in dry place.
3. Make pallets accessible on ground floor to allow easy pick up via hand lift by carrier.
4. Loads outside this guidelines (if pallets are wet, include other items, are not wrapped properly for transportation or exceed ca. 100-110cm height) will be refused and Interface reserves the right to impose penalties.
5. In case of any change of agreed collection specification, please contact your Interface Customer Service Manager.
6. If requested, pick up time will be confirmed 24 hours prior to pick up.



Thank you for your commitment turning waste into value by entering used carpet tiles into ReEntry™ program!