

# SYNLawn® Installation Guide

## Step-by-Step

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## INTRODUCTION

This manual is designed to provide you with the steps you need to take to handle artificial turf installation smoothly and successfully on a day-to-day basis.

As new methods and standards improve procedures, we will carefully review and test them to ensure they will be beneficial to you in the field. Any changes or updates to this manual will be communicated to you and noted within SYNSource. Once notified, these new procedures will then need to be implemented into your operation's best install practices.



Before installing SYNLawn you need to have the proper tools for the job. Some tools listed may not be necessary for all projects; however, it helps to understand what each tool does and how it applies to the installation of synthetic grass. Many of the power tools can be rented at local home improvement establishments or tool rental companies. In many cases power tools can be substituted with hand tools, they just help make the process easier and more efficient.

If questions should arise regarding any of these procedures and how they impact the operation of your SYNLawn business, please contact the Corporate Office. We recognize the importance of your independence as a business owner / operator, however, we strongly encourage everyone to work together to share techniques that will continue to enhance and help improve the SYNLawn brand as well as the entire SYNLawn network.

## LIST OF INSTALLATION TOOLS AND EQUIPMENT

A comprehensive list of tools with links to purchase these items online are listed within SYNOOffice.

- Calculator
- Carpet Blades
- Carpet Dolly
- Carpet Grabber
- Carpet Knife
- Drag Screen
- Drop Spreader
- Forklift
- Forklift Carpet Pole
- Hand Tamper
- Hole Cutter
- Hole Cutter Guide
- Installation Broom
- Knee Kicker
- Knee Pads
- Koolglide Pro (Heating Element)
- Landscape Rake
- Level
- Loader
- Loop Pile Cutter
- Loop Pile Cutter Blades
- Measuring Tape
- Measuring Wheel
- Nails
- Portable Desktop
- Power Blower
- Power Broom
- Power Broom Attachment
- Power Rake
- Power Sweeper
- Power Sweeper Attachment
- Seaming Iron
- Seaming Iron Tape
- Seaming Tape
- Shears
- Smart Tool
- Sod Remover Machine
- Stimpmer
- Tape Measure
- Tool Box
- Top Cutter
- Vibratory Plate Compactor
- Warehouse Racks
- Water Roller
- Wheelbarrow
- Wire Brush

## PREPARING CREW AND MATERIALS FOR INSTALLATION

It is recommended to begin preparing for your installation a week prior to the project date. In addition, there are additional steps to be taken approximately 24 hours prior to installation between the Operations Manager and Warehouse Foreman. The Operations Manager will contact the customer and coordinate with outside vendors. The Warehouse Foreman will search SYNOffice for customers with pending installations scheduled for the next day to begin gathering the appropriate materials. To prepare crews and materials for customer installation please follow the procedure below:

### 2-7 DAYS PRIOR TO INSTALL:

1. Operations Manager coordinates project details with customer
  - a. Pull all project paperwork including Contract, Work Order, Project Specification Sheet, drawings and review all information for completion and accuracy. (see pages 41-42 for samples of Work Order and Project Spec Sheet)
  - b. Verifies directions to install location
  - c. Verifies miscellaneous details such as gate codes, dogs, etc.
  - d. Calls customer confirming installation times and allow customer to prepare
  - e. Verifies HOA regulations
  - f. Verifies drop location of sub-base material
2. Operations Manager coordinates materials and vendors/sub-contractors
  - a. Issues PO to vendor/sub-contractors with adequate lead time
  - b. Confirms delivery date or demo times
  - c. Confirms drop area for materials
  - d. Sub-base amount is conformed by using calculations provided on Work Order. Calculation to be used for a 2" base is:  $\text{Total Sq. ft.} / 120 = \# \text{ of tons base material needed}$



**NOTE:** You will need crushed aggregate with a 1/4-inch to 3/8-inch minus rock size to build the proper base. When aggregate is delivered to the job site, it is important to place the load as close to the installation area as possible. Always check aggregate before dumping to confirm your order and verify correct rock size was delivered. Returning aggregate once it has been dumped is difficult, costly and time consuming.

If you own or rent the truck used for dumping aggregate, dump only what is needed for the job. If installing a large area, dump the aggregate in convenient locations throughout the job site. This makes it easier to spread the aggregate around the installation area.

## 24 HOURS BEFORE / MORNING OF:

1. Warehouse Foreman accumulates turf, consumables, and other materials
  - a. Searches SYNOOffice customers for pending installations
  - b. Prints all associated work orders, drawings, and special instructions for crew-leader
  - c. Pulls turf according to work order reference of roll number
  - d. Inspects turf for manufacturer defects and/or quality
    - Files claim if defective according to supplier claims process
    - Re-schedules job if necessary
    - Notifies Operations Manager for contacting customer
    - Checks consumable inventory on crew truck and replenishes necessary consumables with Crew-leader signing out materials
    - Loads truck with appropriate turf, materials, and tools
2. Operations Manager and/or Warehouse Foremen coordinate with crew-leaders prior to installation
  - a. Checks crews for proper uniform appearance
  - b. If performing a Lowe's installation, it is necessary for all crew-members to wear either a Lowe's Independent Contractor shirt or hat.
  - c. Reviews work orders with crew-leaders
  - d. Verifies materials for projects
  - e. Reviews directions and details
  - f. Truck maintenance
    - Checks tools
    - Air in the tires
    - Gas in the tank
    - Checks supplies
    - Records odometer mileage
    - Checks out phones
  - g. Crew-leader verifies materials, signs off on work order, and departs for job site



## PREPARING FOR DEPARTURE

1. Check to make sure each driver has the necessary paperwork to bring with him:
  - Work Order (sample follows)
  - Project Specifications Sheet (sample follows)
  - Drawing of project area
  - Directions to job site
2. [If a Lowe's install, be sure to have the Certificate of Completion \(COC\) form as well](#)
3. Check to make sure that each driver has the necessary safety gear in his truck.
4. Check the truck for general cleanliness and organization.
5. Check inventory. Make sure the driver has all tools, equipment, supplies, and materials needed for the day's schedule. The operations manager should have the rolls of turf and bags of infill/top dressing necessary for the job already set aside.
6. Verify the crew-leader has a digital camera, ensure lens is clean, batteries charged. A 5 MP (megapixel) or higher resolution camera is recommended.
7. Provide each driver with information about the jobs and schedule for the day, including any changes or additional services requested by the customer.
8. Plan the route so the driver knows the order in which the jobs will be performed, and how to travel to the first job and between subsequent jobs during the day, if applicable.
9. Walk around truck and perform vehicle safety inspection. Check the following:
  - Lights
  - Tire pressure
  - Horn
  - Windshield wipers and wiper fluid
  - Fuel, oil, and other fluid levels
10. Before departure, verify the cell phone of the crew-leader is functioning properly.

## ARRIVING AT THE JOB SITE

It is now up to the installation crew to follow through with each customer to ensure the job is completed in a professional manner. Customer relations and behaviour are key for each installer since they are the “faces” the customer will associate with the SYNLawn brand and represent SYNLawn throughout the installation experience.

Installers are to follow the following guidelines when arriving to a customer’s site for a scheduled artificial turf installation:

1. Verify the crew has arrived at the right location by double-checking the address and house number.
2. The crew-leader should knock on the door and introduce himself to the customer in a professional manner. The crew-leader will identify himself as the person to talk to for matters concerning the installation. He should then remind the customer of any remaining balance due upon completion of the installation.

**NOTE:** If performing a Lowe’s installation, be sure to have the “Lowe’s Installation In Progress” sign visible in the truck window or utilize a Lowe’s Yard Sign.

3. Have the driver park in front of the house near the driveway. If the customer allows the truck to be parked on the driveway, carefully back the truck into the driveway making sure the surrounding area is free from any children, pets, or other items. If parked in the driveway, place a cardboard sheet under the oil-pan area of the truck to ensure no oil spots are left behind.

**NOTE:** cardboard sheets are required during Lowe’s installations.

4. Look for any overhead obstructions (Ex: wires, tree limbs, etc.).
5. Review access to determine the most efficient path for moving in materials.
6. Remove tools, supplies, and materials from the truck.
7. Locate electrical outlets and water faucets.
8. Review picture and drawings.
9. Re-measure and re-confirm materials needed.
10. Before any actual work has been performed at the site, the crew-leader must take a variety of photos in the area that will have artificial turf installed **in its existing condition**. These photos will later be compared to the photos of the area following installation.

## CONDUCT AT THE JOB SITE

SYNLawn have very high standards when it comes to installations and attitude of all our employees. Professional behaviour and overall conduct must be strictly adhered to at all times without exception. SYNLawn expects everyone working at a job site behave in professional and courteous manner as well as follow these guidelines:

1. DO NOT smoke or dispose of cigarette butts on the job site
2. DO NOT use profanity
3. DO NOT ask to use the customer's bathroom
4. DO NOT ask to, or use any of the customer's tools (even if offered)
5. DO NOT ask for anything to drink, although you may accept if they offer one (non-alcoholic only)
6. DO NOT play loud music at or arriving to the job-site
7. DO NOT leave any sharp objects lying around
8. DO NOT leave any garbage behind
9. DO NOT leave any paperwork in they customers' mailbox. It is a federal offense to access a mailbox that is not your own.

## PRE-INSTALLATION PROCEDURES

It is extremely important to take the necessary steps in preparing the jobsite for artificial turf installation. With proper preparation, you will have the opportunity to ensure everything goes smoothly during the installation process. With this in mind, the following pages will detail the steps needed to take to prepare for SYNLawN installations.

### BEFORE DIGGING

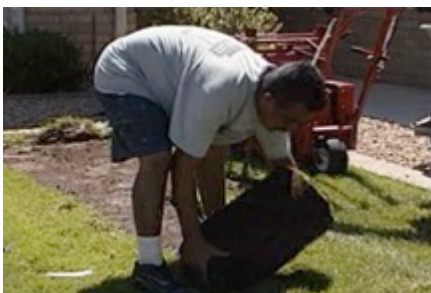
It is recommended to consult with local utility companies, or "call before you dig" resources to identify any potential risks before digging more than 3-inches deep.

### SOD REMOVAL



Sod removal is often required before a base can be laid. Sod cutters make the task of removing grass a snap. The blades of the sod cutter go just below the root level of natural grass separating the roots from the soil while making perfectly straight cuts for easy roll-up and removal.

If using a sod cutter, start engine and position at the optimal beginning of your first row. Be sure sod cutter is over sod before engaging the blades. It is recommended to begin cutting at least 8-inches from the edge to gauge the clearance of the machine. At sidewalks or edges, get as close as possible without allowing the blades to hit the edge. If the sod-cutter blades come into contact with a sidewalk or similar surface, there is risk of damaging the sod cutter and/or sidewalk. Disengage blade mechanism and reposition for the next strip before proceeding. Continue this process until you have cut as much of the natural sod cut as possible.



Cut long strips of lawn in the same manner as if mowing it. Once sod cutting is complete, simply roll-up sections and remove from the area. It is recommended to trim and roll-up sod into small, manageable sizes rather than trying to remove the entire strip all at once. Any remaining grass not reachable with sod cutter should be removed with a pick or shovel.

**NOTE:** Verify the location of any sprinkler heads and/or low-voltage wiring that may exist by checking all of the paperwork provided. If these have not been identified on the drawing, there could potentially be damage caused by any kind of digging. The sales representative who performed the estimate should have obtained this information, and notes should be made on the Project Specifications Sheet.

It is the customer's responsibility to ensure irrigation systems and low-voltage wiring are buried at least six inches below ground level. You are not responsible for damages to either system if they have not been properly buried. Should any property damage occur at any time during the installation process, stop working and call your Operations Manager for further instruction.

**NOTE:** If this is a Lowe's installation and property damage has occurred, call your Operations Manager who will then notify the Lowe's Administrator who will then notify the Lowe's Installation Manager for further instruction.

If necessary, you may have to remove dirt from the installation area so the turf level sits below whatever hard surface exists as a border (concrete, blacktop, or pavers) once the 2–4-inch base is laid. The turf should never sit above the bordering surface. Ideally, the turf backing should be installed about ¼-inch below the hard surface, which borders the turf.

Any exposed roots found in the work area that are above the surface will need to be cut or trimmed. Larger roots, which cannot be removed, should be covered with aggregate during base installation.

Using a flat-blade shovel, smooth out the installation area and create center mounds where appropriate. This decorative touch adds dimension and heightens the visual appearance of the artificial turf once it has been installed. Use the shovel to gently pull dirt away from the edges to help form the mounds.

### CAPPING SPRINKLER HEADS



Capping sprinkler heads, if any exist, is a very simple procedure. Typically, each truck will be supplied with several caps in an assortment of sizes.

You will need spray paint, a shovel, and a pair of large pliers for this task. Mark each location of the sprinklers on the lawn with spray paint. Dig around each sprinkler head to expose the head and pipe. Give yourself plenty of room to work and take care not to cut into the pipe with your shovel.

Once the area is prepared, simply unscrew the head from the pipe and discard. Screw cap over now exposed opening in the sprinkler pipe. Plumber's tape is recommended to cover the threads of the pipe and reduce the chance of leaks.

After caps have been attached, replace dirt to a level surface. Turn on irrigation system and allow the system to run for a few minutes. Check for any leaks. The crew-leader may offer the customer the old sprinkler heads as a courtesy.

### RE-TRENCHING WIRING

In some cases, you may have to re-trench the areas where low-voltage wiring exists to bury the wiring below a depth of six inches. Simply dig deep enough to expose the wiring. Carefully pull the wiring away from the trench and leave it alongside the trench. Then dig the existing trench deep enough to ensure the wiring will be placed at least six inches below the surface. Place the wiring back in the newly dug trench, and cover with dirt.

## BASE PREPARATION

### SPREADING AGGREGATE



Spreading aggregate over the installation area is the first step in creating your sub-base for SYNLawn. When complete, the sub-base will be a hard, smooth surface for turf to lie over. The sub-base gives the turf a solid foundation while providing proper drainage dispersion.

For smaller jobs, crushed aggregate is brought from the yard to the job site on your truck. For larger jobs, you may need to have a load of aggregate delivered to the home. If so, have the load placed as close to the installation area as possible.

**NOTE:** For artificial turf installation on areas used for playgrounds or athletic fields, you will need to add roughly 4 inches of Type II stone base before adding the crushed aggregate. Check with your crew-leader before adding sub-base to verify the amount and depth needed for each project.

Crew-members shovel the dumped aggregate into wheelbarrows, then bring it to the area where the turf will be installed. The crew-members then dump aggregate from the wheelbarrow at one end of the area where it can be distributed evenly. For large areas, crew-members should dump the aggregate in convenient locations throughout the job site as determined by the crew-leader. This makes it easier to spread the aggregate evenly over the entire installation area.

Using a landscape rake or broom, spread the aggregate into a 2-4 inch layer, then smooth the aggregate until achieving the desired look. Continue to work the aggregate until the entire area is properly filled, and smooth as possible in preparation for compaction. To create a harder, more compact and even top layer for the base, use a garden hose to wet the entire base. Be careful not to make puddles or over-saturate the surface. Let dry for 15-30 minutes, depending on air temperature and size of base.

**NOTE:** Additional steps are required for PET and PLAY AREA SYSTEM Installations.

## COMPACTING



In order to provide artificial turf with a solid base foundation that drains properly, it is important that you take the time to carefully prepare the base using the guidelines that follow.

Using a minimum 275-pound plate compactor, begin the compaction process along the outside perimeter. Compact around the perimeter 3-4 times moving inward with each pass before working toward the inside of the installation area.

Once the perimeter has been compacted, the main installation area can be started. Begin by compacting the main area end-to-end similar to mowing the lawn. Starting at one end move up and down the area in strips as wide as the plate compactor. Similar to mowing, you want to overlap the prior pass slightly. Take your time and don't rush this stage of installation. You may need to repeat this process more than once to achieve proper compaction. As one crewmember operates the compactor, another should be raking the edges inward to get a gradual mounding effect.

Use a hand tamp for areas unreachable by the plate compactor or smaller areas in corners. You may also need to use the hand tamp to smooth ridges or grooves left by the plate compactor. Continue compacting until you can no longer make footprints or indentions in the aggregate.

## COMPACTING DEFINED AREAS

Areas that are bordered by sidewalks, concrete, or other defined space require special care. Like the other compaction methods mentioned, start with the perimeter. Working with caution, guide the plate compactor slowly around the defined border. Be aware of your surroundings and work so that you do not run into the concrete or border. Work the perimeter 2-3 times moving inward with each pass. Once you are satisfied with the outside perimeter, you can start compacting the main area end to end. Use a hand tamp to compact corners or small areas unreachable by the plate compactor.

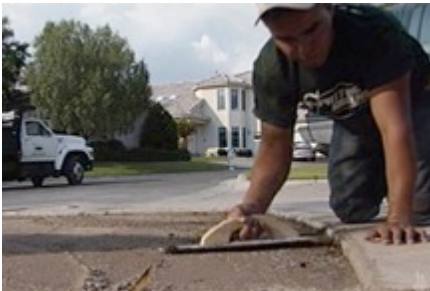
## USING THE HAND TAMP



The hand tamp is used to smooth ridges and grooves left behind from the plate compactor. It also comes in handy for smaller areas, corners, or places where the plate compactor will not fit. For small installations, hand tamping might be all that is necessary for compaction.

To use hand tamp properly, simply lift up and push down with medium force on areas needing extra attention. Lift tamp straight up and push straight down as to not create uneven spots in the aggregate base. It is better to work an area a couple of times rather than trying to achieve total compaction with one blow. Work the area in question with several tamps to work aggregate level.

## SMOOTHING EDGES WITH A TROWEL



Depending on the landscape, you may not be able to achieve a level edge around the area using the plate compactor. Use a trowel followed by a hand tamp for these areas before continuing the installation process.

After compacting as much of the area as possible with the plate compactor, hose down the aggregate with water. It is important the base be wet before using the trowel. The trowel draws water to the surface making it easier to work with the aggregate.

Use the side of the trowel to move granite to needed areas. Use the flat bottom of the trowel to smooth and level the area. Always follow with a hand tamp to ensure proper compaction around the edges. The surface should then be ready for the turf to be laid and installed.



## TURF PREPARATION

Before laying out the artificial grass rolls onto your base, you must prepare the turf for final installation. The instructions that follow explain how to mark your base in sections, prepare the artificial turf fibers, and trim excess materials from the turf rolls.

### MEASURING BASE BEFORE CUTTING



Before cutting a single piece of turf, plan your cuts by measuring and marking on your base. This will help determine the section sizes of the turf and determine seam locations. It is recommended that you make your general size cuts somewhere other than on your base, like a driveway or other large flat surface, so as not to disrupt the finished area before laying them into position.

Following your initial plan or estimate, determine the location of the sections. First measure and mark widths of 15 feet (the width of the turf rolls). Using spray paint, mark a dashed line down the length of the section. This can be used as a guide when positioning seams.

When each section width is marked, measure and mark the final lengths. It is good practice to mark the actual measurements directly on the sub-base for easy reference.

### POWER BROOM THE FIBERS



Before the turf is ready for installation the fibers need to be brushed upright. The turf fibers become completely flat as they are rolled and packaged for shipping. By brooming the fibers you create a more natural, multi-directional appearance and prepare the turf for top dressing. The preferred method for brushing the fibers is to use a power broom.

When possible, it is recommended to power broom the fibers before laying over the sub-base. To use the power broom on the fibers, position the turf so the grain of the fibers is pointing downward. Make sure you are facing the turf against the grain and start brooming from the top edge moving side-to-side.

Apply slight downward pressure on the power broom. It is important to keep the broom moving; do not stay in one place too long as you could damage the turf fibers. When the fibers are all standing upright, the installation and ballast application process will follow.

## TRIMMING EDGES



When turf is manufactured, a few extra inches of backing material remains along the edge of the turf. This extension runs the length of the turf roll on both sides after the last stitching row of yarn. Before you can seam two pieces of turf together, you must remove this extra material.

To trim the excess material, flip the turf over and work from the backside. Find the first row of stitching. Start cutting between the first and second stitch row with a carpet knife. By doing this you are using the groove formed by the stitching rows to help achieve a straight cut. You will lose one row of stitching as you cut along the length of the turf.

It is not recommended to cut on the outside of the first stitching row. It is more important to get a straight-cut then trying to save a single-stitched row of yarn.

## TURF INSTALLATION PROCEDURES

After carefully preparing the installation site and successfully building your sub-base, you will be ready to begin installing the synthetic grass. The guidelines that follow will describe the most common installation techniques for cutting, shaping, and securing your new artificial lawn.

**\*Please note:** not all of these techniques will be necessary for each individual installation. Strict adherence to these procedures will ensure consistent, reliable results.

### ROLLING OUT TURF



After measuring and marking all sections, roll the turf over the base and cut each section. It is good practice to leave a little extra length (4-6") while trimming and positioning the turf. This allows for a slight tolerance to account for grading and mounding.

Trim off the extra length once you have all the turf in position and are ready to cut the rough final shape.

Position the turf along one side of the installation area. Roll the turf to the desired length and trim. Make sure the turf is rolled out in the same direction each time to ensure the grain is consistent across each section.

- Pick one side of the installation area to start.
- Roll the turf out from the same starting location each time.
- After measuring and marking turf sections, roll the turf over the base and cut each section. It is good practice to leave a little extra length while you trim and position the turf. You will trim off the extra length once you have all the turf in position and are ready to cut the final shape.

## TURF SEAMING

Seaming together sections of artificial turf is necessary for areas larger than 15-feet wide (the width of a standard roll of SYNLawn artificial grass). It is very important to take your time during this process, carefully planning where seams will occur allowing for the least amount of waste. When done properly, seamed areas in your artificial lawn will be as strong, if not stronger, as the rest of the installed turf.

### SEAMING EDGES



To seam two large pieces together you will need urethane seaming cloth, a manufacturer recommended adhesive such as Nordot, a trowel, and landscape nails. It is recommended to have at least two people working together when seaming the turf. Whenever possible, seams should be worked in the same direction as the stitching rows of the fibers looking on the back-side of the turf to determine the stitch row direction. End seams (sometimes referred to as “Head Seams”) are possible (seams going against the stitching rows), but discouraged. Before cutting the turf to make your seams, make sure the grain of the fibers are facing the same direction on

both sections of turf.

Before beginning work on the seams, be sure to secure the turf with landscape nails spaced 4–6 inches apart to keep the turf and seams from moving during the process. Secure the turf along the seaming edge about 1 foot from the seam. Start with clean cuts down one of the stitching rows on each section of turf. Be sure to trim off the manufactured edge of backing material before attempting the seam. Check and double-check the fit of the two sections making sure that there is no overlap. Any overlapping of the two pieces will cause a crowning effect or bulge in the seam.

Flip over each side of the turf about 10-12 inches to allow for positioning of the seaming cloth. It is good practice to pin these flaps back with landscape nails to keep them out of the way during this part of the process. Roll the seaming cloth down the entire length of the seam extending the cloth approximately 6-inches past the edge. The seaming cloth should also be pinned down with landscaping nails spaced 4–6 inches apart to secure placement as even a small breeze can move the cloth from position.

### APPLYING ADHESIVE



Pour an adequate amount of adhesive in a circular motion down the seaming cloth. Keep moving as you pour, and try not to spill any excess onto the base. Use a trowel to spread the adhesive on the cloth. You will want a consistent  $\frac{1}{8}$ -inch of adhesive on top of the seaming cloth. Allow adhesive to cure for a few minutes before setting the turf into position. In cooler climates, allow 5-10 minutes. When the adhesive is set and ready, slowly ease the two sides together. With a partner holding one end, start bringing the pieces together checking the fit as you go. After the seam is in place,

walk along the seam pressing down with each step to ensure a tight bond.

The seam will need 4-8 hours to properly cure. Wait until seams are cured before attempting any final shaping or stretching.

## TRIMMING SEAM EDGES



After seaming two sections of turf together, you may need to do some additional trimming to hide the appearance of the seam. This is performed using heavy-duty shears and a spiked carpet roller.

Before working the seam, be sure the adhesive has had adequate time to cure. Start by brushing the fibers over the seam with your hand or the carpet roller to expose any tall fibers or excess material. Trim excess with heavy-duty shears. Following with the spiked carpet roller, roll over the seam to blend the fibers together. Continue trimming and rolling until the seam has disappeared. Do not trim too much of the fiber material as this will cause the seam to appear uneven or patchy.

## TRIMMING, CUTTING AND SHAPING

Consistent clean edges during the trimming, cutting and shaping portion of an installation contribute to the overall quality of the installation and its appearance. Take great care during this process to ensure each project looks its best. Before performing any of the following tasks, it is recommended the surrounding area be anchored before cutting so as not to disturb the position of the installation area.

### CUTTING AROUND TREES



The key to cutting turf around the base of a tree is planning and patience. Begin by making small, general cuts around the trunk of the tree to get the turf to lie flat without leaving wrinkles. Do not try to remove large sections of turf all at once.

With turf in position, begin by making a perpendicular cut from the base of the tree to one edge of the turf. Whenever possible, work with an edge the shortest distance from the tree. Position one side of the edge on one side of the tree and work your way around the trunk. As you move around the tree and from the back-side of the turf, cut slits in the turf to create smaller pieces. This allows you to position the turf without wrinkles.

Continue positioning and cutting slits until you have the turf lying completely flat. As you bring the turf around, make sure it lines up perfectly with the prior perpendicular cut without bubbles or wrinkles.



Once the turf is wrapped around the tree and the seams are lined up, final trimming can be done. If creating a shape like a circle around the tree, draw the shape in the fibers by using outdoor chalk. Using trimming shears, cut from the inside of the tree to your line in the turf. Use a loop pile cutter to cut the final shape. If butting the turf to the base of the tree, use a slotted blade carpet knife to trim the small pieces away. Always cut from the back-side of the turf to ensure clean cuts and to avoid accidentally cutting off the fibers.

**NOTE:** It is important to leave ample room around the base of the tree to allow the root system to collect enough water. It is recommended to leave at least 18-24" around the base but for larger or older trees, this could be more.



## CUTTING AROUND ROCKS



Cutting around rocks or other odd-shapes requires many small cuts to position the turf properly. Be sure to plan each cut and only remove as much turf that is absolutely necessary. Take your time and do not attempt to remove large sections of turf all at once.

Start from one edge of the turf and make small slits, working your way around the rock. Continue to work the turf up to the rock edge making as many small cuts as necessary until the grass lies flat on the ground without wrinkles. Remove any excess turf and work with smaller pieces. It is much easier to manoeuvre without large pieces of turf hindering your movement.

When the turf is positioned, wrinkle-free, around the rocks, the final trimming is ready to be done. Continue removing turf in small pieces until the final trim is made. Working down to the final trim in steps helps achieve a clean cut without gaps. Approaching the final cuts, continue to work from the back-side of the turf whenever possible. If the back-side is not accessible, it can be trimmed from the top. However, you must work slowly and precisely. Cutting from the top-side is not recommended as doing so may result in removing many of the fibers along the edge causing gaps or an uneven appearance.

## CUTTING AGAINST A WALL



When cutting along the side of a wall or similar structure, keep the turf snug against the wall edge. Always try to cut from the back-side of the turf whenever possible. If cutting from the topside, use caution to avoid cutting away too many fibers.

Position the turf along the wall edge and keep it taut the entire time you are trimming. Cut small slits to create narrow flaps along the edge. Using a sharp carpet knife, begin trimming away the small flaps along the edge, checking the position as you move. Working in smaller sections helps maintain a clean, snug edge. When finished trimming, use heavy-duty shears to clean up stray fibers or rough cuts.

## SHAPING BORDERED EDGES



Shaping the edges within a defined area or border is a simple process. By using the border as a guide, you are able to achieve clean edges all along the defined area.

With the turf overlapping the bordered area, make general shape cuts using a loop pile cutter. For easier cutting, hold the handle at a slight angle as you push along the turf. It is recommended to keep approximately 4-8 inches of overlap when making the general shape.

Using heavy-duty trimming shears, trim along the bordered edge using the concrete curbing or brick as a guide. Be sure to check your work every couple of feet as you trim. If necessary, use the trimming shears to clean up edges or excess fibers.

## SHAPING CURVED EDGES



Cutting curved or circular edges is a fairly simple task as long as you use the right tool. Be sure to use a loop pile cutter to cut along the curved path.

Define the curved shape in the turf by measuring, then drawing the shape with outdoor chalk. Re-measure and double-check the shape before cutting. Position the loop pile cutter at a slight angle for easier cutting. Follow the path, using caution when cutting over seams, and discard excess turf.

**NOTE:** Always stand back at a distance and make sure the shape looks as it is supposed to before cutting.

## SHAPING OVER SEAMS



Cutting shapes over seams takes extra care. Whenever possible, ask for assistance from another crew-member when performing this task.

Define the shape in the turf by drawing a shape with outdoor chalk. Position the loop pile cutter at a slight angle and push along the defined shape. Slow down when approaching the seam, and get help securing the turf as you cut over the seam. Do not disrupt the integrity of the seam by disturbing the seaming cloth or adhesive.

**NOTE:** Wait at least 4 hours after the seam has been set before attempting to cut your shape.



## USING A CARPET KICKER



Before securing the edges, stretch the turf to remove wrinkles by using a carpet kicker.

Kneel down and place the gripper end of carpet kicker down into the fibers. With a swift motion, kick the padded end with your knee. Continue stretching the turf around the entire area until all wrinkles are eliminated. Secure perimeter edges immediately with landscape staples or spikes.

## NAILING EDGES



Using yard nails or spikes is the recommended method of securing turf edges around the perimeter of the installation area. It is important to use 6-8 inch galvanized nails for outdoor use. For this reason, yard spikes are better than landscape staples in humid climates or areas with a lot of precipitation.

Simply tap in nails along the perimeter every 6-8 inches. Before completely hammering in, it is a good idea to use a spare nail to pull back the fibers from underneath the head of the nail. Once you have cleared the fibers, finish tapping in the nail. Smooth the fibers back into place covering the nail head.

**NOTE:** Additional steps are required for PET and PLAY AREA SYSTEM Installations.

## TURF INFILL/TOP DRESSING

Rubber grinds and/or sand add strength, support, and cushion to several types of artificial turf. SYNLawn synthetic grass products do not require rubber infill, with exceptions noted for playground or other sport related applications. Silica sand, coated sand and ZeoFill are all good options as top dressing. Typically, turf that is denser requires less sand for stability. Be sure to verify the infill/top dressing specifications of your SYNLawn synthetic lawn to ensure you meet the qualifications for the warranty offering. Top dressing must be used in accordance with the manufacturer specifications in order to receive the stated warranty. The following instructions outline the procedures for adding top dressing to artificial turf.

**NOTE: It is important to note that if top dressing is not added in accordance with the recommended amounts per the manufacturer, no warranty will be provided.**

### SPREADING RUBBER GRINDS



Spreading rubber grinds is best done by hand. The rubber crumbs are too big for most drop spreaders and they have a tendency to clog the spreader. However, due to its characteristics, rubber grinds are much easier to disperse once they are on the turf.

To get started, fill your wheelbarrow with the rubber crumb material. Position the wheelbarrow in a needed area, reach in with both hands and grab as much as you can carry. Simply throw the rubber crumb onto the turf until you have the entire area filled. You will want enough infill material to fill in between the fibers without completely covering the tips of the fibers. It is all right if some areas have more infill than others at this point of the process. You will be brushing the infill in with a power broom to even out the rubber grinds.

**NOTE:** *Static electricity* may present a problem when spreading rubber-infill (most common in humid climates). To remedy this it is recommended to wet the grinds or the grass before spreading.

### USING A DROP SPREADER

In order to maintain the longest turf life expectancy, it is recommended to add a specified amount of top dressing during the installation process to add ballast. Depending on the type of turf that has been installed, you will need to add 2-4 lbs. of top dressing per sq. ft. per the manufacturer requirements for that product. (Please ask your SYNLawn supplier for the required amounts determined by the manufacturer).



The drop spreader is used to evenly disperse top dressing into the turf fibers. Unlike rubber grinds, it is important that you apply a measured amount of sand with each pass of the spreader. Take every possible step to ensure that you keep a consistent flow of sand as you walk behind the spreader.

Fill the drop spreader with sand and start at one corner of the lawn. Like spreading fertilizer on natural grass, walk behind the spreader at a steady pace dropping a measured amount around the perimeter a couple of times. You can either continue walking in a circle until you reach the middle, or begin spreading using up and down passes. The key is to spread the sand as evenly as possible. It usually takes 2-3 passes with the spreader to completely fill the turf with sand.

## POWER BROOMING INFILL



Using a power broom to work the top dressing down into the fibers helps disperse both sand (or rubber if applicable) evenly throughout the lawn.

Make sure you are facing the turf against the grain and start brooming from the top edge moving side to side. Apply a slight downward pressure on the power broom as you move along. Bystanders in the installation area should stay clear of the power broom as you move over the area as they could run the risk of getting hit with flying debris and sand.

It is important to keep the broom moving; do not stay in one place too long as you could damage the turf fibers and/or remove too much infill/top dressing. Continue brooming until all of the infill/top dressing has been worked down into the fibers and the blades are standing upright. Take your time and be sure to work heavily infilled areas until the material is evenly dispersed.

When finished brooming, use heavy-duty shears to cut any unusually long fibers that are sticking up.

## WETTING DOWN TURF



The final step of the infill/top dressing process is wetting down the turf with a garden hose. This helps the material settle deep down into the fibers and into the base. It also helps clean excess dust and debris left behind during this process.

Simply hose down the area side-to-side with a garden hose. Make sure to wet down the entire area to ensure that all materials are settled. Repeat as often as necessary.

## FINISHING TOUCHES

If necessary, you may need to use a hammer and steel edger to pound turf in securely along the edges of the border, whatever the hard surface may be. You may also need to brush over the entire area with a hand broom, paying special attention to any seamed areas ensuring the turf fibers stick up and intermingle essentially hiding the seam. Again, trim any unusually long fibers that may be sticking up with heavy-duty shears.

## POST-INSTALLATION PROCEDURES

Once an installation is completed, certain steps must be followed to ensure the customer is billed properly and the installation crew has returned to the yard safely.

Installers are to follow these guidelines before completing a customer's turf installation:

1. All crew-members should work diligently to clean the work area.
  - Use a blower or backpack mulcher to remove all loose debris from the turf.
  - Use a broom to sweep area around worksite and discard debris into contractor waste bags for easy disposal.
  - Pick up all loose debris and discard into contractor waste bags for easy disposal.
2. The lead-installer needs to document on the Customer Work Order the actual amount of materials and supplies used during the installation.
3. All crew-members should put all equipment, supplies, and remaining materials back into truck.
4. Hose down the installed turf to ensure there is no granite dust present on the grass.
5. Hose down sidewalks, driveways, and all other areas exposed to the granite.
6. The crew-leader should take a variety of photos of the completed installation from roughly the same perspective as the initial photos were taken.
7. The crew-leader should greet the customer and let the customer know the installation has been completed. He should then show the customer the completed installation. As an additional courtesy to the customer, offering them the largest piece of scrap for any future repairs or additions may be done.
8. The crew-leader should collect the remaining balance, if applicable, in a sealed envelope from the customer and thank them.

**NOTE:** Sometimes the customer will make arrangements with you to leave the envelope in a designated area on the property for pick up by the crew-leader or sales representative.
9. The crew-leader should acquire the customer signature on the Certificate of Completion (COC). If the customer is unavailable for COC approval, then adhere to the following: Turn in paperwork and communicate to Operations Manager the COC status.
  - Operations Manager will coordinate with customer to acquire approval signature.
10. Proceed to next job location or return to warehouse.

## POST-INSTALLATION CHECK-IN PROCEDURES

When the installers complete their work for the day and have returned to the warehouse, they need to clean out the truck and discard any accumulated debris. In addition, the crew-leader must perform the following check-in procedures:

1. Complete work order form by filling in actual consumable amounts used during the job installation if not already done.
2. Turn in photo memory card and/or camera and indicate photo series file names on work order.
3. Turn in phones to Warehouse Foreman or Operations Manager.
4. Secure power tools in warehouse or locked in truck.
5. Check-in any unused materials / turf.
6. Turn in work order, COC, and any customer payments to Operations Manager.

Upon crew check-in, the Operations Manager handles the final paperwork and follows the data entry procedures below:

1. Scan COC (if done by hand) and attach to job in SYNOOffice.
2. [If a Lowe's installation, fax COC to store that sold project.](#)
3. Open the work order in SYNOOffice and enter the actual amounts consumed during installation as indicated by the crew-leader.
4. Once the above two-steps are performed, the job is marked as complete and the customer invoice is created for import into accounting system.

## FOLLOW-UP CALL

Following up with your customers once a job is complete shows the customer SYNLawn has a “we care” attitude. By making a follow-up call after an installation, you are looking out for the customer’s best interests and your own. Follow-up calls should ensure the customer has the following items:

- Warranty Instructions
- Care & Maintenance Instructions
- Survey
- Request for testimonial (ask customer if they would like to be featured in SYNLawn news story)
- Request for photos
- Request to ‘Like’ SYNLawn on our corporate and local Facebook pages
- Remind customer about referral program

A follow-up call is the most cost-effective customer relationship step that can be taken. It costs nothing but a little time. As an alternative, a written thank you card may be sent to the customer.



## PUTTING GREEN INSTALLATION INSTRUCTIONS



### INTRODUCTION

In addition to the most advanced synthetic grass products, SYNLawn offers the most advanced construction methods and installation techniques in the industry. Infused with craftsmanship standards, design principles, and engineering specifications, our customers will appreciate the value in the SYNLawn Golf System.

SYNLawn will provide a complete system with product, installation and service. Any landscaper can cut a 'kidney-shape' out of 'carpet', SYNLawn Golf System installations represent only the highest standard in form, function and craftsmanship with synthetic golf greens.

### CRITERIA FOR GOLF INSTALLATIONS INCLUDE:

- Landscape integration and design principle
- Elevated Base and advanced surface prep
- Radius fringe-cuts and precision seaming
- Realistic, challenging slopes and undulations
- Use the highest quality of consumables, materials and accessories

## GREEN CONSTRUCTION

Before installing a SYNlawn putting green, the proper tools are needed. It helps to understand what each tool does and how it applies to synthetic grass. A comprehensive list of tools and links to resources for purchase can be found within SYNOffice.

## MEASURING LAWN AREA



When preparing a putting green installation, a preliminary design is made to define the area for installation. While verifying measurements, use spray paint to determine the final shape of the putting green. Take into account how the grass will border against other landscape elements to ensure there are enough materials for the project.

Using a combination of flags and/or landscaping paint it is recommended to mark the major points, turf corners, edges, and placement of the turf pieces. Double-check your measurements before proceeding.

Mark the 'key-points' of the putting green such as the outermost and innermost curves (if applicable). Indicate where curves begin and end, then connect the marks to create a final shape representing the finished putting green boundaries.

It is also recommended to create a second set of markers away from the true corners and edges of the turf to aid in maintaining accurate measurements throughout the installation. Choose a distance far enough away from the putting green so they do not become obstacles (we recommend 5 feet).

Should and fringe be included within the putting green project, mark those corners. Finalize the outer shape of the fringe in the same manner as done for the putting green. It is helpful to have different colored flags and/or spray-paint to visually indicate the associated edges.

During the estimation process of a project, the turf length was determined including direction, where seams would be created, and where shaped-cuts would be made. Using the project estimate for reference, verify those estimates by marking turf widths of 15-feet, final lengths, seam locations and final shape outlines before proceeding.

Once all measurements are made, verify the project has enough materials on hand. Add all lengths together and compare to the roll(s) length. Wait until all dimensions have been verified, and creation of the base is constructed before cutting any turf.



## **BUILDING THE PUTTING GREEN BASE**

### **BASE MATERIALS**

The putting green base will be made of two layers.

- The first layer of base-material must be at least 6-inches.
- The second layer must be approximately 1-2 inches.

### **FIRST LAYER — 3/4" MINUS TO DUST**

The project requires a product that is 3/4' inch- minus- unwashed". The "unwashed" indicates the dust and other fine particles in the product. The first layer is referred to by many names including "Road-Base", "Crush-n-Run". or Type II AB. It is important the material be 3/4' (bigger) down to dust.

### **SECOND LAYER - 1/4" MINUS TO DUST**

Similar to the 1/4' minus unwashed" except instead of larger pieces being 1/4', the biggest size particle should be 1/4' Common names for this product include "Screenings", "Stone Dust", "Class III" or "Type III". The material must be 1/4' down to dust. This product will provide a smooth compacted surface.

## CREATING A SUB-BASE

Spreading aggregate over the installation area is the first step in creating a sub-base for the putting green. When complete, the sub-base will be a hard, smooth surface giving the turf a solid foundation and allowing for proper drainage dispersion.

### FIRST LAYER

Using approximately 1/3 of the first layer base-material, spread the aggregate over the installation area and compact. Repeat the process until you have a 6-8-inch layer. Begin shaping nice, flowing undulations on the elevated base.

### SECOND LAYER

After the first layer is complete, repeat the process using the base-material for the second layer. Carefully compact and grade the second layer material as not to damage the first layer of base-material. The second-layer must be as smooth as possible for realistic golf performance.

### FINE-TUNING

Once the second layer of material is laid out, proceed in fine-tuning the undulations. Using the flat side of a landscaping rake; begin at one end of the base, then drag the rake to the other end. While dragging, give the rake a small but consistent amount of down-force on so there is a constant flow of aggregate under the rake.

Doing this will show how the base is flowing and will help identify imperfections (low and high spots) not seen by the "eye". It is recommended to work in the base in a criss-cross pattern to work out the "highs" and fill-in the "lows". Discard any pieces of aggregate too large for the project.

### WETTING-DOWN THE AGGREGATE

After each step when building the base, it is important to wet-down the aggregate to create a firm base. To properly do this, spray the entire surface until it is almost to the saturation point. Avoid puddling or over-saturation.

**NOTE:** Sometimes when wet, aggregate will stick to the bottom of the plate compactor, which will become very hard and create ruts in the base. Check the plate often ensuring the surface of the plate and base remains smooth.

## COMPACTING AGGREGATE AROUND PERIMETER



Using a plate compactor, begin compaction around the perimeter 3-4 times moving inward with each pass before working through to the inside of the installation area.

## COMPACTING THE PUTTING SURFACE

Once the perimeter is compacted begin compacting the main area. Begin at one end of the surface moving end to end similar to mowing, overlapping slightly with each pass. Do not rush this stage of the installation and repeat the process until you can no longer make footprints or indentions in the surface.

**NOTE:** The putting green will be only as good as the base. Please be patient during this process.

## FINAL TOUCHES



After compacting the putting surface it is likely there will be ruts in the base from the plate compactor. To fill-in these ruts use the teeth of a landscaping rake to lightly scrape the base creating a thin, loose-layer (roughly 1/8" deep). Work the rake back and forth with little to no-pressure across the entire base.

Once a thin, loose-layer has been created use the flat side of a landscaping rake (or wide broom) to smooth the aggregate in a criss-cross patten to grade the base. A hand-tamp may be necessary to finish smoothing.

## SCREENING AGGREGATE



The final step in compacting the sub-base is to use a screen or drag a rake over the entire hour to help level an inconsistencies on the base-surface removing larger rocks and debris.

Begin by loosening the top of the base-surface with a landscape in a circular motion, dragging the screen or rake over the entire area beginning with the perimeter and working towards the center.

Once screening is complete, wet-down the aggregate with a garden hose, then re-compact the base with the plate compactor and hand-tamp to ensure a level sub-base.

With the sub-base complete it is recommended to paint where the finished putting green will actually lie. Doing so will allow the crew to see the whole putting green and will prevent mistakes such as placing a cup too close to an edge.

## PLACING CUPS / SLEEVES

Once the green has been repainted onto your base, locate the placements for the cups / sleeves.

Take measurements from the edge to verify distance from the edge. Do not have cups in line with each other blocking the "line" from one hole to another. Ideally users should have the ability to putt to any hole from almost anywhere on the putting green.

**NOTE:** Cups should not be closer than 3-feet from any edge of the putting green, giving ample read on the ball. If the putt rolls past the hole more than 3-feet, chances are the shot had little chance of going in.

Using a USGA regulation hole cutter, dig down approximately 10-inches. Remember to measure. Sleeves are 12-inches tall which will give the sleeve 1-2 inches at the bottom to wedge itself into existing earth. By wedging into the base material, the sleeve should never sink or move (unless the base moves).

After the holes are dug to the desired depth, place the sleeve half-way into the hold. Then, take some spare 1/4' minus (a hand-full or two) placing around the cup creating a small mound around the sleeve / cup. This added aggregate is to help make sure the area around the hole is solid.

Once the small mound has been created, place the hand-tamper on the sleeve. Step back to look at the hand-tamper from all directions to make sure the handle is perpendicular to the base. If not perpendicular adjust until the sleeve is completely straight up-and-down, then hand-tamp the sleeve into place. The objective is to tamp the sleeve enough so the area becomes level. Tamping too hard will create a "bowl" at the cup which will affect the putt(s). However, the sleeve / cup should be sitting on a small mound, be careful to tamp to make the area level.

It is not recommended to install the sleeves with cups inside. We recommend adjusting the sleeve's insert to a good height prior to installing. The rule of thumb is should sit 1/2' below the tips of the fibers. For example, if the turf's pile height is 1/2' adjust the sleeve insert so the cup sits approximately half inch above the top of the sleeve.

## PUTTING GREEN TURF PREP & INSTALLATION

The following steps are necessary for proper turf preparation and installation of SYNLawn Golf putting greens. It is extremely important that all steps of the process be executed perfectly to prevent creating any peaks or valleys, which affect ball-roll performance.

Proper preparation procedures and installation procedures are the same as explained for landscape product installation procedures:

- Measuring the base before cutting
- Power brooming the fibers
- Trimming the edges
- Rolling out the turf in the same direction
- Seaming Edges
- Applying Adhesive
- Trimming Seam Edges
- Finalizing the installation

### SHAPING THE PUTTING SURFACE



Using chalk, draw the entire shape of the putting green on top of the turf before cutting. When trying to get the turf as close as possible to an existing edge, pull the turf back then locate the edge making a mark on top of the turf. A series of marks indicating the edge can be made and then connected creating a line to follow when cutting the turf.

Before cutting, step back to view the entire putting green shape from a distance to ensure the proper shape is achieved before cutting. Once satisfied with the shape, begin cutting the outer edge of the green using a loop-pile cutter. Remove scrap pieces of turf to maintain a clean working area.

**NOTE:** Blades will become dull during this step, requiring frequent blade replacement. It is important to use a sharp blade allowing for long, flowing cuts that accurately follow the chalk-line of the putting green shape. It is also important to have a dispenser to safely discard old blades. Do not leave used blades lying on the turf, creating a hazard.

## SEAMING FRINGE WITH RADIUS CUTS

As with any install it is recommended to have at least two people working together when seaming turf.



With the putting surface securely placed in position, lay seaming cloth on all the edges which require fringe keeping at least 6-inches exposed to adhere the fringe. When seaming multiple sections, check and double-check all seams to ensure there is no overlap.

Beginning with the seam from putting surface to fringe, roll the seaming cloth the length of the turf, extending the cloth approximately 6-inches past the edge. Secure the large section with nails before proceeding to the next seam, then cut the smaller section of seaming cloth, position and secure.



Grain direction should always face the putting green on all sides, therefore, fringe pieces must be adjusted to face the putting green around the curves. Every curve, both inward and outward, will require a radius or mitred cut. Fringe pieces on a radius will fully overlap adjacent pieces from top to bottom. Each piece may need to be turned at a slight angle to ensure a seamless fringe with the grain direction facing the green all the way around the green. This will inhibit separation and failures on the putting surface to fringe seam.

## ADDING ADHESIVE TO FRINGE



As with any installation, pour an adequate amount of adhesive in a circular motion down the seaming cloth, moving as you pour and avoiding spill of any excess onto the base. Use a trowel to spread the adhesive to a consistent layer of approximately 1/8-inch thick. In cool climates wait approximately 5-10 minutes to allow adhesive to set before moving turf into position.

**NOTE:** Chalk may be used to mark seaming cloth to help guide the adhesive pour.



## MAKING THE SEAM

With the adhesive ready, two crew-members may begin slowly bringing the pieces together checking the fit as the pieces come together. Once the seam is in place, walk along the seam, pressing down with each step to ensure a tight bond.



**NOTE:** Seams typically take 4-8 hours to properly cure. Wait until seams are cured before attempting any final shaping or stretching.

Once the fringe pieces are cut on the inside and the adhesive has dried, the bottom of the fringe will be ready to cut. Using chalk, it is recommended to once again draw cut-lines before trimming the Fringe. Once the fringe has been trimmed, proceed with the process of brooming the fibers so there are no visible seams.

## SECURING PERIMETER EDGES



6-inch galvanized stakes are recommended to secure turf edges around the perimeter of the fringe area. Place each stake approximately 1-inch from the turf edge, then tap in with a hammer. It is recommended to be tapping at an angle, then straighten which aids in stretching the turf, creating a firm fit along the edge. Add stakes approximately every 6-8 inches along perimeter, adding additional stakes / staples if there are any slopes or trees.

**NOTE:** It is important to use stakes / nails at least 6-inches in length which are galvanized for outdoor use.

## SEAMING FRINGE TO EXTENDED LAWN AREA




Some putting greens have an extended lawn area in which the fringe will NOT be placed with the grain direction facing the putting surface. To keep a uniform look with no visible seams, place the grain direction towards the focal point as you would with a typical landscape installation.

## FINALIZING INSTALLATION

Please refer to the SYNLawn Installation Guide for remaining steps needed to finish installation.

## SAMPLE PROJECT SPECIFICATIONS SHEET

### Addendum #1

 **SYNLAWN™**

**PROJECT SPECIFICATIONS**

CLIENT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACT # \_\_\_\_\_ DESIGNER \_\_\_\_\_

**NOTE:** PLEASE BE AWARE THAT ANY CHANGES DISCUSSED BETWEEN YOU AND THE DESIGNER WILL REQUIRE A NEW SIGNED CONTRACT AND UPDATED PROJECT SPECIFICATION SHEET.

SYNLAWN WILL DO THEIR BEST TO ACCOMMODATE INSTALLATION DATE REQUESTS BUT PLEASE BE ADVISED THAT WEATHER, CASUALTY, SCHEDULING CONFLICTS AND GENERAL DELAYS IN MATERIALS PREVENTS SYNLAWN FROM GUARANTEEING INSTALLATION DATES.

STAIRS/LONG HAUL/RAMPS (CIRCLE) \_\_\_\_\_

SOD/DIRT/ROCK REMOVAL (Y/N) \_\_\_\_\_

ROCK DISPERSAL (Y/N) \_\_\_\_\_

CURBING/BORDERS (Y/N) \_\_\_\_\_

IRRIGATION (Y/N) \_\_\_\_\_

ADDITIONAL LANDSCAPING REQUIREMENTS (Y/N) \_\_\_\_\_

GRANITE DROP INSTRUCTIONS/LOCATION \_\_\_\_\_

SUB-BASE INSTRUCTIONS (Y/N) \_\_\_\_\_

DRAINAGE ISSUES (Y/N) \_\_\_\_\_

MATERIAL/SQ. FT. \_\_\_\_\_

PUTTING GREEN ACCESSORIES \_\_\_\_\_

APPROVED DRAWING \_\_\_\_\_

REFERRAL FEE \_\_\_\_\_

ADDITIONAL NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I HAVE BEEN MADE AWARE THAT I MUST REGISTER MY WARRANTY AT [WWW.SYNLAWN.COM](http://WWW.SYNLAWN.COM) WITHIN **30 DAYS** OF INSTALLATION.  
INITIAL \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
CLIENT

DATE: \_\_\_\_\_

\_\_\_\_\_  
DESIGNER

DATE: \_\_\_\_\_


10775 S. Cassman Dr., Suite 107, Scottsdale, AZ 85258

*beyond natural*



**SAMPLE WORK ORDER**

**Addendum #2**

 <b>SYNLAWN™</b>		<b>WORK ORDER</b>																						
CLIENT NAME _____		PHONE # _____																						
CONTRACT # _____	DESIGNER _____																							
<b>PROJECT INFORMATION</b>																								
INSTALLATION DATE _____		COMPLETION DATE _____																						
ADDRESS _____																								
CROSS STREETS _____																								
DEVELOPMENT NAME _____		GATE CODE _____																						
DIRECTIONS _____																								
_____																								
_____																								
BASE INCHES REQUIRED _____		ACCESS TO INSTALL AREA _____																						
15 x _____ PG _____	TOTAL AMOUNT _____																							
15 x _____ SYN _____	TOTAL AMOUNT _____																							
15 x _____ SYN _____	TOTAL AMOUNT _____																							
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