

S E C T I O N I

GENERAL INFORMATION

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SECTION I

GENERAL INFORMATION

CHAPTER 1

MINIMUM ACCEPTABLE JOBSITE CONDITIONS

Wood flooring is one of the last jobs of any construction project.

Prior to delivery of the wood flooring a site evaluation should be done. Check for the following:

The building should be completely enclosed.

All outside doors and windows must be in place and have latching mechanisms

Surface drainage should direct water away from the building.

All concrete, masonry, plastering, drywall, and other wet work should be completed and thoroughly dry.

All texturing and painting primer coats should be completed.

In warm months, the building must be well ventilated each day.

Be sure the flooring will not be exposed to extremes of humidity or moisture. Interior environmental conditions must be near the average for the geographical area. See Section V, Appendix AD or AE, Moisture by Area.

Basements must be dry.

Crawl spaces must be dry.

Crawl space must be a minimum of 18" (400 MM) from ground to underside of joists.

The crawl space earth (or thin "rat slab") must be covered 100% by a vapor retarder of 6 mil black polyethylene.

Where a proper ground covering is in place, the crawl space should have perimeter venting equal to a minimum of .1600 of the crawl space square footage.

Vents should be properly located to foster cross ventilation.

See Section V, Appendix AC, Crawl Space Moisture Diagram.

Note: Local-building codes may differ. Local building codes prevail. Follow local building codes.

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The grade level should be noted so that the correct flooring can be specified for the job. See Section V, Appendix AF, Subfloor Grades.

Subfloor (wood or concrete) should be checked by an appropriate method for establishing moisture content. Average subfloor moisture content should be within the range as specified for the product and the product specifications. Refer to Section V, Appendix AA and AB, Moisture testing procedures for concrete and wood.

Where the minimum jobsite conditions are present, the flooring can be delivered and stored in the rooms in which it will be installed.

Upon delivery check wood flooring moisture content to establish a baseline for required acclimation. Acclimate to manufacturer's recommendations or as necessary according to geographical location (See Section V, Appendix AD & AE). Acclimation can be facilitated by breaking the floor units into small lots and/or opening packaging.

Note: Some manufacturers do not require acclimation for certain products prior to installation.

Where building codes allow, operating permanent HVAC systems at least five days preceding installation promotes proper acclimation. Where building codes do not allow operation of the permanent system, acclimation of the flooring must be completed with the temperature and humidity maintained at or near normal living conditions between 60 to 80 degrees Fahrenheit and at the average yearly relative humidity for the area.

Note: The moisture content of the subfloor and wood flooring should be checked by an appropriate method. There should be no more than 4% moisture content difference between properly acclimated wood flooring and subflooring materials, taking into consideration normal living conditions and equilibrium moisture content (EMC). See Section 2 and Section V, Appendix, AB.

II. Minimum Additional Acceptable Jobsite Conditions for Factory Finished Flooring.

All finished wall coverings and painting must be completed.

Note: Base and shoe mold may be installed and finished after the flooring installation.

Interior environmental conditions and moisture content of interior wood materials must be at occupied levels. Check moisture content of subflooring, trim, and exposed wood components. (See Section V Appendix AB)

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CHAPTER 2

JOBSITE CHECKLIST

Review plans of the installation and materials required or supplied for the job. Minimum material requirements should equal actual square footage of installed area plus 5% cutting allowance for standard installations. Review all Material Safety Data Sheets (MSDS) for each item and have them available at the jobsite.

Resolve any questions before going to job site, such as:

Do you have access to the premises for the duration of the job?

Are there restricted working hours?

On remodel work, will doors need to be cut and who will cut them and make necessary modifications to thresholds at exterior door openings?

Do you have the appropriate power for the equipment to be used, i.e. 110V, 220V, and know where it is, and does it require professional connection?

Have arrangements been made for any pets?

Have others with access been notified of work in progress?

Follow manufacturers specific installation procedures.

Check tools needed. Section V, Appendix EB, "Tools Checklist"

Be on time - if detained call & advise and check customers schedule or reschedule.

Respect the customer and their property

Be courteous - maintain a professional manner.

Do not talk about your personal problems.

Ask permission to use the bathroom and leave it as it was found.

Do not use tobacco, alcohol or drug products.

Ask to use the phone only if absolutely necessary.

Avoid discussing product, cost, procedures, etc. with the customer.

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If you see or suspect a product defect or unexpected problems:

- Stop all work
- Leave the premises

Use the nearest phone to contact your supplier, or if you're an employee, your office, before discussing your concern with the customer.

THINGS TO DO:

Proper arrangements should have been made to move furniture, appliances, and/or disconnect gas or water. DO NOT ATTEMPT to disconnect any lines. Water and gas lines should be disconnected by the customer or proper utility company. DO NOT ATTEMPT to move furniture or appliances without adequate help and appropriate insurance coverage.

If not already noted, discuss any existing damage i.e. scratched walls, furniture, worn wallpaper, soiled or chipped paint with customer and make notes. If customer is not present - make a list or take photographs.

NOTE: If it appears that existing floor covering could contain asbestos, check with the appropriate authority for proper abatement procedures.

Make sure wood is properly acclimated. See Section VI, Glossary and Section V, Appendix AD and AE.

Upon completion, clean work area, including wood floor and properly dispose of all trash.

NOTE: Refer to the NWFA Jobsite Checklist form in Section V, Appendix EA.