

# Flooring Installation Checklist

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## Pre-Installation Assessment

Verify the existing subfloor is suitable for the new flooring. Includes moisture testing, levelness checks, and structural integrity evaluation.

### Subfloor Levelness (Max Deviation)

Enter a number...

### Subfloor Type

- Concrete
- Plywood
- OSB
- Existing Flooring
- Other



### Moisture Content (Subfloor)

Enter a number...

### Moisture Content (Flooring)

Enter a number...

### Subfloor Condition

Good

Fair

Poor

### Notes on Subfloor Assessment

Write something...

### Subfloor Photos

 Upload File

# Material Delivery & Acclimation

Ensure flooring materials are delivered, inspected, and properly acclimated to the environment.

## Material Delivery Date

## Delivery Confirmation Notes (Driver Signature, Condition upon arrival)

## Quantity Delivered (Square Feet/Units)

## Quantity Ordered (Square Feet/Units)

### Material Condition Upon Arrival

- Excellent
- Good
- Fair
- Damaged - Report to Supplier

### Acclimation Start Date (Days)

Enter a number...

### Acclimation Start Date

Enter date...

### Acclimation Environment Details (Temperature, Humidity)

Write something...

### Acclimation Complete?

- Yes
- No

### Acclimation Notes (Observations, Adjustments)

Write something...

# Subfloor Preparation

Address and rectify any subfloor issues such as leveling, cleaning, patching, and applying appropriate underlayment or moisture barrier.

## Subfloor Levelness (Deviation Limit)

## Subfloor Type

- Plywood
- OSB
- Concrete
- Existing Flooring
- Other

## Moisture Content (Subfloor)

## Moisture Content (Air)

### Moisture Barrier Required?

- Yes
- No
- Unsure

### Subfloor Repair Notes

Write something...

### Subfloor Condition Photo(s)

 Upload File

### Underlayment Type (if applicable)

- Cork
- Foam
- Rubber
- None
- Other

## Layout & Planning

Determine the optimal layout to minimize waste and ensure a visually appealing final product.

### Room Dimensions (Length)

Enter a number...

### Room Dimensions (Width)

Enter a number...

### Total Square Footage

Enter a number...

### Waste Factor (%)

Enter a number...

### Direction of Flooring (with respect to longest wall)

- Parallel
- Perpendicular
- Diagonal

### Notes on Layout Considerations (e.g., furniture placement, door swing)

Write something...

### Pattern Type (if applicable)

- Straight
- Herringbone
- Chevron
- Random

### Detailed Layout Sketch or Diagram (Optional)

Write something...

## Flooring Installation

The core process of installing the chosen flooring material according to manufacturer's instructions and best practices.

### Manufacturer's Installation Instructions Followed?

Write something...

### Room Temperature (During Installation)

Enter a number...

### Adhesive Type (If Applicable)

- None
- Mortar
- Glue-Down
- Other

### Expansion Gap Considerations?

- Around Perimeter Walls
- Around Columns
- Under Cabinets
- Not Applicable

### Flooring Pattern

- Straight
- Diagonal
- Herringbone
- Other

### Specific Installation Challenges Encountered (if any)?

Write something...

### Number of Flooring Boxes Installed

Enter a number...

## Seams, Transitions & Trim

Properly manage seams, transitions between flooring types, and installation of baseboards, quarter-round, and other trim.

### Seam Adhesive Type

- Manufacturer Recommended
- Polyurethane
- Epoxy
- Other (Specify Below)

### Seam Adhesive Notes (If 'Other' Selected)

Write something...

### Transition Strip Type

- T-Mold
- Reducer
- Flush Transition
- Beveled Transition

### Transition Strip Fastener Count (per strip)

Enter a number...

### Trim Installation Notes

Write something...

### Caulk Used (Baseboards/Transitions)

- Silicone
- Acrylic
- None
- Other (Specify Below)

### Caulk Notes (If 'Other' Selected)

Write something...

### Installer Signature (Seam/Transition Approval)

## Finishing & Clean-Up

Final steps including cleaning, sealing (if applicable), and ensuring a pristine finished surface.

### Describe any final cleaning procedures performed (e.g., sweeping, vacuuming, mopping)

Write something...

**Was a floor sealant applied?**

Yes

No

**If sealant was applied, how many coats?**

Enter a number...

**Note any specific instructions given to the client regarding post-installation care (e.g., avoiding heavy furniture, recommended cleaning products)**

Write something...

**Were excess adhesive or grout remnants removed?**

Yes

No

**Describe any touch-up work performed (e.g., filling minor scratches, correcting imperfections)**

Write something...

# Quality Control & Client Walkthrough

Conduct a thorough inspection to identify and correct any imperfections, and perform a walkthrough with the client for approval.

## Overall Impression Notes

Write something...

## Are there any visible imperfections? (Select all that apply)

- Gaps
- Scratches
- Unevenness
- Discoloration
- None

## Subfloor Levelness (in inches)

Enter a number...

## Seam Visibility - Acceptable?

- Yes
- No

### Client Concerns/Feedback

Write something...

### Client Satisfaction Level

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

### Walkthrough Date

Enter date...

### Walkthrough Time

Enter time...

### Client Signature