



Flooring Installation Checklist

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)

Subfloor Type

- ☐ Concrete
- ☐ Plywood
- ☐ OSB
- ☐ Existing Flooring
- ☐ Other

Moisture Content (Subfloor)

Moisture Content (Flooring)


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

Enter date...

Delivery Confirmation Notes (Driver Signature, Condition upon arrival)

Write something...

Quantity Delivered (Square Feet/Units)

Enter a number...

Quantity Ordered (Square Feet/Units)

Enter a number...

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)

Enter a number...

Subfloor Type

☐ Plywood

☐ OSB

☐ Concrete

☐ Existing Flooring

☐ Other

Moisture Content (Subfloor)

Enter a number...

Moisture Content (Air)

Enter a number...


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

Client Signature