

WOOD FLOORING INSTALLATION REPORT

INSTALLER RESPONSIBILITIES

- ❖ **Fill out this Installation Report completely and keep as your Permanent Job Record.**
 - Multiple subfloor types on the same project – complete a copy of the “Site Survey” section for each subfloor type.
 - Different floor species/formats being installed – complete a copy of this report for each species/format.
- ❖ **Make sure the subfloor is suitable for the installation of wood flooring.**
- ❖ **Determine specific equilibrium points for wood on this site. Test and remediate any moisture/humidity related issues prior to beginning installation.**
- ❖ **Research in advance, any potential issues with the species you are about to install. Review materials at: <http://www.jgarchitectural.com/tech.htm> or call (877) 482-4771.**
- ❖ **Follow all recommended installation instructions.**
- ❖ **Educate the owner on what to expect from their wood flooring and how to care for it after installation.**
- ❖ **Review the owner checklist section with the owner, and get their signoff both prior to beginning installation AND once the installation is complete.**

GENERAL INFORMATION

Job Number:	_____	Flooring Type	_____
Installation Date:	_____		
Installation Co:	_____		
Address:	_____		
City State Zip	_____		
Phone:	_____		
E-mail Address:	_____		
Installation Manager:	_____		
Installation Crew:	_____		
Sanding/Finish Crew:	_____		
Project Name:	_____		
Site Owner:	_____		
Address:	_____		
City/State/Zip:	_____		
Phone :	_____		
Flooring Bought From:			
Copy of Invoice attached:	Yes	No	
Copy of Packing List attached:	Yes	No	
Copy of flooring box label attached:	Yes	No	
Copy of installation instructions attached for:			
Flooring being installed:	Yes	No	
Mastic (if any) being used:	Yes	No	Mastic Name: _____

Report Prepared By:
Print _____
Sign _____

Brand & Name of Flooring Product being Installed:	_____					
Format:	Solid	Engineered	Multiply			
Thickness:	3/4"	5/8"	3/8"	Other _____		
Width:	2 1/4"	3"	3 1/4"	4"	5"	Other _____
Other Description:	_____					
Pre-finished:	Yes	No				
Grade:	Eco	Select & Better	Clear			
Stain Color (if any):	_____					
Batch/Millrun Number (from box label):	_____					
Square Footage Installed:	_____					

RECEIVING CHECKLIST

Flooring Type _____

Is the quantity received correct ?	Yes	No
Are there any visible signs of physical damage ? If yes, describe.	Yes	No

Are there any signs of water damage ? If yes, describe and check further.	Yes	No
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Is the flooring received the correct species?	Yes	No
Is the flooring received the correct width?	Yes	No
Is the flooring received the correct thickness?	Yes	No
Is the flooring received the correct length range?	Yes	No
Is the flooring received the correct grade?	Yes	No
Is the flooring received the correct stain Color (if applicable)?	Yes	No
Does the flooring received have the correct finish (if applicable)?	Yes	No
Does the flooring received have the correct bevel (if applicable)?	Yes	No

Did you get Installation Instructions? If yes, attach a copy.	Yes	No
Did you get Finish Instructions (UF only)? If yes, attach a copy.	Yes	No
Did you get Maintenance Instructions? If yes, attach a copy.	Yes	No
Did you get Refinish Instructions? If yes, attach a copy.	Yes	No
Have you researched whether this species is resinous and requires special treatment?	Yes	No
Have you ordered the necessary trim/molding pieces such as nosings, reducers etc., to complete the project?	Yes	No

For Questions visit www.JGarchitectural.com or call (877) 482-4771

QUALITY VERIFICATION CHECKLIST

Flooring Type _____

Check the Flooring Quality by “dry” racking out a few bundles and check for the following:

Moisture Content (record measurements in section below):

_____ % _____ % _____ % _____ % _____ % _____ % _____ %

Flooring Fit and Finish:

Circle One

- | | | |
|-----------------------------------|-----|----|
| 1) Tongue and groove on edges OK? | Yes | No |
| 2) Tongue and groove on ends OK? | Yes | No |
| 3) Appearance of Grade OK? | Yes | No |
| 4) Appearance of Finish OK? | Yes | No |

If acceptable to you, then proceed and get the owner or project designer to review and sign-off on the Quality Verification Checklist with you, using the dry racked bundles of flooring you laid out above as the sample flooring.

OWNER SIGN-OFF (PRIOR TO INSTALLATION)

Confirm with the Owner or Project Designer that the flooring reasonably matches the samples they have chosen by using the following checklist:

- Color** of wood (& stain, if applicable) is acceptable.
- Color Range** (plank to plank) – review what to cull-out and/or hide (if any) and we will cull/hide the following:

- Expected **Color Change** – review how this wood species will change color over time.
- Wood **Grain Selection** (if any) is acceptable.
- Character/**Grade** is acceptable.
- Appearance of **Finish** (if site finishing, get sign off on your test samples) is acceptable.
- Finish gloss level (if site finishing, get sign off on your test samples) is acceptable.

The above items have been reviewed with me and I am satisfied with the flooring about to be installed.

Owner Sign-Off _____

OWNER SIGN-OFF (AFTER INSTALLATION)

Use the following checklist to review proper expectations for wood flooring’s use and expected future performance with Owner or Project Designer after installation:

- Review Finish and Warranty Limitations, and how to minimize scratches and dents.
- Review seasonal movement to be expected in their flooring due to changes in relative humidity
- Review the Maintenance Instructions.
- Review what “Attic Stock” remains (____sq.ft.), and how it should be stored for possible future use.

The above items have been reviewed with me, I have received copies of my Warranty and Maintenance Instructions (<http://www.jgarchitectural.com/tech.htm>), and the floor has been satisfactorily installed

Final Owner Sign-Off _____

SITE SURVEY

Date _____

Complete this site survey for every type of subfloor used on this project

Room Name _____

Grade Above Grade (Over Basement/Crawlspace?) At Grade Below Grade

Outdoor Drainage Satisfactory Unsatisfactory (explain) _____

Subfloor Concrete (if shows signs of past water issues, document and take appropriate measures)
Plywood (thickness: _____)
Other _____ (thickness: _____)

Subfloor Conditions Level and Flat Not Level and Flat (correct and resurvey)

Radiant Heat Yes No

Special Conditions _____

Heating System Oil Gas Electric Heat Pump Other _____

Wood Stove(s) Present Not Present

Central AC Present Not Present

Central Humidification Yes No

Central Dehumidification Yes No

Relative Humidity _____ %

Temperature _____ °F

Equilibrium Point _____ % (Use Chart on Last Page)

Subfloor M.C. _____ % _____ % _____ % _____ % _____ %

Type of Moisture Meter Used on Subfloor Non-Destructive (RF) Pin-Style

If Moisture Meter was not used, describe test used: _____

Is Subfloor too wet to install this Floor? Yes No

If Subfloor is too wet, what corrective actions have been taken? _____

Moisture Meter Used _____

Moisture Meter Setting _____

Was Moisture Meter Species Corrected? Yes No

Moisture Meters must be "Species Corrected", or calibrated for the species that you are installing.

MOISTURE EQUALIZATION PLAN

Relative Humidity (RH): _____ %
If below 35%, explain the risk of warping and gapping to the owner

Moisture content of other wood products on job site:

Moldings	Doors	Cabinetry	Other:
_____ %	_____ %	_____ %	_____ %

Projected moisture equilibrium point for wood flooring on this site: _____ %

Determine using Site Survey and Chart on last page of this report. Engineered wood flooring does not need to be equalized like solid wood flooring products. See the installation guidelines that came with your wood flooring for details.

Moisture Content of Wood Flooring Before Equalization:

_____ % _____ % _____ % _____ % _____ % _____ %

How Long was the Floor Equalized For? _____

Moisture Content of Wood Flooring After Equalization:

_____ % _____ % _____ % _____ % _____ % _____ %

INSTALLATION

Flooring Type _____

Nail-Down Method

- Which Gun Used: _____
- Air Pressure Setting: _____
- Nail Size: _____
- Nail Spacing: _____

Staple-Down Method

- Which Gun Used: _____
- Air Pressure Setting: _____
- Staple Size: _____
- Staple Spacing: _____

<u>If Flooring was Nailed or Stapled-Down</u>	
The nailed/stapled tongue is holding down the adjoining groove, without allowing up/down movement?	Yes No
Was a sound/moisture barrier installed?	Yes No
If 'yes', what type:	Cork Felt Paper Foam Plastic Film Felt Paper Rosin Paper Other: _____
If 'yes', how is it affixed to the subfloor:	Glued-down (Name of Glue: _____) Loose Laid Nailed/Stapled/Tacked

- Glue-Down Method**
- Which Mastic Used: _____
 - Which Trowel Size Used: _____
 - Did you follow mastic manufacturer's instructions?
Yes (attach copy) No
 - Did you tape pieces together while the glue set?
Yes (Name of Tape: _____) No

- Float Method**
- Moisture Barrier Used: _____
 - Foam Used: _____
 - Glue Used for T&G _____
 - Did you tape pieces together while the glue set?
Yes (Type of Tape: _____) No

SITE FINISHING

Flooring Type _____

Site-Sanded and Finished Floors

Were stains and finished first tested for compatibility on sample pieces?	Yes	No	
Did the owner or project designer sign-off on the sample pieces?	Yes	No	
Wood flooring was sanded to what grit?	1 st Sanding _____ grit		
	2 nd Sanding _____ grit		
	3 rd Sanding _____ grit		
Wood flooring was screened to what grit?	1 st Sreening _____ grit		
	2 nd Sreening _____ grit		
Was the floor tacked after sanding and screening?	Yes	No	
Was the floor stained?	Yes	No	
	Stain Type: _____		
	Stain Color: _____		
Was the floor fill-coated before finishing?	Yes	No	
If yes, was fill color matched the EXPECTED color change of the wood?	Yes	No	
	Fill Type: _____		
	Fill Color: _____		
Was the floor sealed or prime coated?	Yes	No	
Was the floor top-coated?	Yes	No	
	Finish Type : _____		
	Finish Gloss: _____		
	Number of Coats: _____		
Was the floor sanded between coats?	Yes	No	
	If yes, to _____ grit		
Were nail holes filled with putty?	Yes	No	
If yes, was putty matched to the EXPECTED color change of the wood?	Yes	No	
	Putty Type: _____		

Prefinished Floors that are Top-Coated

Was the finish first tested for compatibility on sample pieces? Yes No

Did the owner or project designer sign-off on the sample pieces? Yes No

Was the prefinished flooring manufactured with an **anti-scratch** finish? Yes No

If yes, Screened to _____ grit

Top-Coated with _____

Gloss Level: _____

Number of Coats: _____

Was the prefinished flooring manufactured with a **ceramic** finish? Yes No

If yes, Tie-Coated with _____

Top-Coated with _____

Gloss Level: _____

Number of Coats: _____

JOBSITE CLEANUP

Flooring Type _____

Was floor covered during and/or after installation? Yes No

If yes, How long was it covered for? _____

Type of material used as a covering: _____

Type of tape used to hold-down covering: _____

Was floor buffed with lambs wool after installation? Yes No

Were floor edges treating with fill and finish? Yes No

Clean-up Notes: _____

REFERENCES

Chart of Wood Moisture Equilibrium Points

Temp	Relative Humidity					Relative Humidity					Relative Humidity					Relative Humidity				
	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	98%
30 F	1.4	2.6	3.7	4.6	5.5	6.3	7.1	7.9	8.7	9.5	10.4	11.3	12.4	13.5	14.9	16.5	18.5	21.0	24.3	26.9
40 F	1.4	2.6	3.7	4.6	5.5	6.3	7.1	7.9	8.7	9.5	10.4	11.3	12.4	13.5	14.9	16.5	18.5	21.0	24.3	26.9
50 F	1.4	2.6	3.6	4.6	5.5	6.3	7.1	7.9	8.7	9.5	10.3	11.2	12.3	13.4	14.8	16.4	18.4	20.9	24.3	26.9
60 F	1.3	2.5	3.6	4.6	5.4	6.2	7.0	7.8	8.6	9.4	10.2	11.1	12.1	13.3	14.6	16.2	18.2	20.7	24.1	26.8
70 F	1.3	2.5	3.5	4.5	5.4	6.2	6.9	7.7	8.5	9.2	10.1	11.0	12.0	13.1	14.4	16.0	17.9	20.5	23.9	26.6
80 F	1.3	2.4	3.5	4.4	5.3	6.1	6.8	7.6	8.3	9.1	9.9	10.8	11.7	12.9	14.2	15.7	17.7	20.2	23.6	26.0
90 F	1.2	2.3	3.4	4.3	5.1	5.9	6.7	7.4	8.1	8.9	9.7	10.5	11.5	12.6	13.9	15.4	17.3	19.8	23.3	26.0
100 F	1.2	2.3	3.3	4.2	5.0	5.8	6.5	7.2	7.9	8.7	9.5	10.3	11.2	12.3	13.6	15.1	17.0	19.5	22.9	25.6

Chart from US Dept of Agriculture "Wood Handbook as an Engineering Material"

For Additional references, visit <http://www.JGarchitectural.com/tech.htm>