

NATIONAL FLOOR COVERING ASSOCIATION

INSTALLATION REVIEW GUIDE - RESILIENT TILE FLOORING

Project Name: _____

Review / Claim No.: _____

Project Address: _____

Inspector: _____

Product Location: _____

Review Date (D/M/Yr): _____

(list room areas) _____

Installation Date (D/M/Yr): _____

Owner's Name: _____

Owner's Phone No.: _____

Flooring Contractor: _____ **Contact:** _____ **Phone:** _____

NOTE: Review Evaluations must be based on Industry recommendations and applicable NFCA standards.

Review Report: 1 2 3 4
(Refer to last page)

ITEM	Not Applicable	Acceptable	Not Acceptable	Brief Explanation
Substrate:				
Substrate location(s)				Below Grade ___ on Grade ___ Above Grade ___
Substrate system / type				
Underlayment type / material				
Substrate condition				
Level and flatness tolerance				
Testing provided				Moisture Test: _____ Alkalinity Test: _____
Environment:				
Environment Condition				Area Temperature: _____ Substrate Temperature: _____
Heating System Type				Humidity Level: _____
Materials conditioned prior to installation				
Materials:				
Flooring Manufacturer / Product				Pattern No.: _____ Lot No.: _____
Material thickness				Thickness: _____
Material backing				Backing Type: _____
Material flaws				
Material damage				Freight ___ Broken ___ Stained ___ Other: _____
Shading / colour variations between tiles				
Pattern alignment / mismatch between tiles				
Size variations between different colours				

Project Name: _____

Inspection / Claim No.: _____

ITEM	Not Applicable	Acceptable	Not Acceptable	Brief Explanation
Off-square / bowing edges				
Surface indenting				
Surface staining				
Adhesive Type				Type /Grade:
Accessories / Edgings				Types:
Other:				
Workmanship:				
Substrate preparation (patching, etc.)				
Adhesive application / correct trowel size				
Overall bond of tiles				
Bond of tiles along end and side walls				
General layout of tiles and pattern direction				
Pattern match / alignment across tiles				
Abutment of tiles				
Symmetrical / balanced perimeter tiles				
Straightness of border tiles				
Neat / Tight-fits along walls and abutments				
Fill sizes along walls or in doorways				
Cove base installation				
Clean-up of adhesive spills				
General flooring clean-up / scrap removal				
Protective coverings installed				
Other:				
Flooring Failure Attributable to:	Not Applicable	Apparent Cause		Brief Explanation
Quality of workmanship				
Type of subfloor / location				

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Flooring Failure Attributable to:	Not Applicable	Apparent Cause	Brief Explanation
Excessive subfloor irregularities			
Moisture condition in area of failure			
Area flooding			
Excessive or insufficient heat in area			
Subfloor contamination migration			
Expansion / contraction of Tile			
Adhesive bonding failure			
Lifting of patching compound			
Substrate movement			
Construction / trade damage			
Other:			
Owner Attributable Flooring Failure:	Not Applicable	Apparent Cause	Brief Explanation
Traffic discoloration			
Sunlight / heat discoloration			
Moving damage			
Surface staining			
Surface indenting			
Scuffing of surface finish			
Inadequate / incorrect maintenance			
Other:			
Maintenance Information:	Name / Type		Brief Explanation
Cleaning Frequency Light Heavy			
Cleaning frequency			
Cleaning methods used			
Other:			

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Recommendations: Floor Covering Contractor Replace / Adjust _____

Owner / Builder to assume Responsibility _____

Comments:

Description / Diagram of Area:

Review Reports:

1 Pre-Installation Report Date: _____ Inspector: _____

2 Interim Report Date: _____ Inspector: _____

3 Final Report Date: _____ Inspector: _____

4 Post-Installation Report Date: _____ Inspector: _____