

**NATIONAL FLOOR COVERING ASSOCIATION**

**INSTALLATION REVIEW GUIDE - CARPET 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
<b>Substrate:</b>				
Substrate level				Below Grade ____ on Grade ____ Above Grade ____
Substrate system / type				
Underlayment type / material				
Substrate condition				
Level tolerance				
Testing provided				Moisture Test _____ Alkalinity Test: _____
<b>Environment:</b>				
Environment Condition				Area Temperature: _____ Substrate Temperature: _____
Heating System Type				Humidity Level: _____
Materials conditioned prior to installation				
<b>Materials:</b>				
Carpet Tile Manufacturer / Product				Pattern No.: _____ Lot No.: _____
Fibre Type				Carpet weight:
Backing Type				
Adhesive Type				
Accessories / edgings				Types:
Other:				

Project Name: \_\_\_\_\_

Inspection / Claim No.: \_\_\_\_\_

ITEM	Not Applicable	Acceptable	Not Acceptable	Brief Explanation
<b>Material Deficiencies:</b>				
Material flaws				Delamination ___ Tuft Loss ___ Fuzzing ___ Shedding ___ Shading ___ Pooling ___ Pilling ___ Other
Material damage				Freight ___ Soiled / Stained ___
Shading / colour variations between tiles				
Surface staining				
Other				
<b>Workmanship:</b>				
Substrate preparation (patching, etc.)				
Adhesive application / correct trowel size				
Overall bond of carpet tile				
General layout				Layout style:
Seam tightness / appearance				
Pattern match / alignment across seams				
Neat / Tight-fits along walls and abutments				
Fill placements / locations				
Carpet base installation				
Clean-up of adhesive spills				
General flooring clean-up / scrap removal				
Protective coverings installed				
Damage to wall / door frame surfaces				
Other:				

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<b>Flooring Failure Attributable to:</b>	<b>Not Applicable</b>	<b>Apparent Cause</b>	<b>Brief Explanation</b>
Quality of workmanship			
Type of subfloor / location			
Excessive subfloor irregularities			
Moisture condition in area of failure			
Area flooding			
Excessive or insufficient heat in area			
Subfloor contamination migration			
Adhesive bonding failure			
Lifting of patching compound			
Substrate movement			
Construction / trade damage			
Other:			
<b>Owner Attributable Flooring Failure</b>			
Traffic discoloration			
Sunlight / heat discoloration			
Moving damage (furniture, etc.)			
Surface staining			
Inadequate / incorrect maintenance			
Other:			
<b>Maintenance Information:</b>	<b>Name / Type</b>	<b>Brief Explanation</b>	
Cleaning Frequency    Light Heavy			
Cleaning Product Used			
Cleaning Methods Used			
Other:			

Project Name: \_\_\_\_\_

Inspection / Claim No.: \_\_\_\_\_

Recommendations: Floor Covering Contractor Replace / Adjust \_\_\_\_\_

Owner / Builder to assume Responsibility \_\_\_\_\_

Comments:

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Description / Diagram of Area:

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Review Reports:

1 Pre-Installation Report      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_

2 Interim Report      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_

3 Final Report      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_

4 Post-Installation Report      Date: \_\_\_\_\_      Inspector: \_\_\_\_\_