

NATIONAL FLOOR COVERING ASSOCIATION

INSTALLATION REVIEW GUIDE - SOLID HARDWOOD 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 / 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				Lot No.: _____
Type: Strip ____ Plank ____ Edge ____				Size(s): _____
Species:				Grade: _____
Joint type				Square ____ Tongue and Groove ____
Underlayment type				
Adhesive type				VOC / LEED compliant ____
Accessories / edgings				Types: _____
Other:				

Project Name: _____

Inspection / Claim No.: _____

ITEM	Not Applicable	Acceptable	Not Acceptable	Brief Explanation
Material Deficiencies:				
Shading / colour variation				
Material flaws				
Material damage				Freight ___ Broken / Cracked / Stained ___ Other:
Other:				
Installation:				
Installation method				Floating ___ Adhered ___ Mechanically fastened ___ Plug ___
Board mix				Same ___ Mixed
Workmanship:				
Substrate preparation (patching, etc.)				
General layout / alignment				
Blend of material / shading				
Fill placements / locations				
Joint tightness / appearance				
Expansion joint along walls and abutments				
Installation of inserts (sports flooring)				
Removal of left-over scrap pieces				
General clean-up of flooring				
Protective coverings installed				
Other:				
Material Finishing				
Type of finish				Site: ___ Factory: ___ Type:
Quality of finish				
Other:				

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Flooring Failure Attributable to:	Not Applicable	Apparent Cause	Brief Explanation
Quality of workmanship			
Type of subfloor / location			
Excessive subfloor irregularities / undulations			
Moisture condition in area of failure			
Area flooding			
Excessive or insufficient heat in area			
Subfloor contamination migration			
Expansion / contraction of flooring			
Fastening failure			
Substrate movement			
Construction / trade damage			
Other:			
Consumer 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 products used			
Cleaning methods used			
Other:			

Project Name: _____

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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: _____