

1. The flooring contract is awarded.
2. Flooring contractor: Submit the QAP Request for Review Form to NFCA
3. NFCA: Assignment of QAP Flooring Inspector.
4. Flooring Contractor:
  - Submit a **Consent of Surety** (Intent to Bond) to QAP Inspector
  - Submit Project Plans and Product Specifications to QAP Inspector
5. QAP Inspector:
  - Email introduction to group.
  - Hold a pre-installation site/virtual meeting with the construction team.
6. General Contractor:
  - Install RH/Temperature Data Logger (s).
  - Provide and maintain acceptable indoor environmental conditions prior to performing moisture tests of the parent (base) slab(s).
  - Submit 3<sup>rd</sup> party slab moisture test results to QAP inspector.
  - Correct slab curl/undulations/waviness to subfloor flatness tolerance.
  - Provide slab flatness test results to the QAP inspector.
7. QAP Inspector: **1st inspection** – submit Pre-installation Inspection Report to the construction team.
8. Flooring contractor: Submit list of installers names and qualifications to QAP inspector.
9. Flooring contractor: After passing moisture testing, verify correct indoor environmental conditions and perform material bond (pull) test (s). Minimum 72 hours later, video record the pull test and record HD, quality photos of surfaces (backside of material and substrate test area).
10. General Contractor: Prepare concrete subfloors to receive resilient flooring as per ASTM F710 (dry, clean, smooth, flat, and structurally sound).
11. Flooring Contractor: Install the mock-up area.
12. Architect and QAP Inspector: Will approve an acceptable mock-up. The mock-up sets the standard of quality for the balance of the installation.
13. QAP Inspector: **2<sup>nd</sup> Inspection** – Submit Installation Start-up Inspection. Check installers on site match names on list. Confirm correct tools and specified flooring materials and adhesives are on site. Confirm acceptable indoor environmental conditions.
14. QAP Inspector: **3<sup>rd</sup> Inspection** – Submit Interim Inspection Report of ongoing installation progress, approximately 25% into the installation.
15. QAP Inspector: **4<sup>th</sup> Inspection** – Submit Final Inspection Report (deficiencies list)
16. Manufacturer: Submit maintenance literature to GC.