

APPENDIX M

JOBSITE CHECKLIST

(Also see Chapter 1, Jobsite Conditions)

One primary rule will eliminate many potential problem-causing jobsite conditions: Wood flooring should be one of the last jobs completed on any construction project. In particular, the jobsite should be enclosed and climate-controlled before wood flooring is delivered or installed. In addition, other trades working on the jobsite can damage the wood flooring installation, so many problems can be minimized by limiting the amount of traffic at the jobsite after the wood flooring is installed.

Certainly the jobsite should be carefully evaluated for potential problems before installation begins, but a thorough site evaluation should also be done even before wood flooring is delivered to the jobsite.

The reprintable Jobsite Checklist on the following pages can be used on the jobsite.

JOBSITE CHECKLIST

I. GENERAL INFORMATION	
Owner's Name _____	Date _____
Address _____	
Home phone _____	
Husband's work phone _____	Wife's work phone _____
Cellular/car phone _____	Pager _____
Jobsite address _____	
Jobsite visit appointment date _____	Time _____

II. TYPE OF JOB

Residential _____ Commercial _____
 New _____ Remodel _____

III. RESIDENTIAL USE INFORMATION

Traffic High _____ Average _____ Low _____
 Any special or unique use _____
 Project rooms/areas _____
 Project budget _____

IV. COMMERCIAL USE INFORMATION

Retail store _____ Restaurant _____ Office _____
 Bar _____ Other _____
 Traffic High _____ Average _____ Low _____
 High-rise Yes _____ No _____
 Freight elevator Yes _____ No _____
 Passenger elevator Yes _____ No _____
 Hours of access _____
 Power access _____
 Maintenance _____
 Maintenance company _____
 Phone _____
 Proximity of parking _____
 Cost of parking _____

V. INTERIOR

Relative humidity in air-space:
 Hygrometer ___% Sling psychrometer ___%
 HVAC units operable Yes _____ No _____
 If, no, date to be operating _____
 Type of heat: _____
 Radiant _____ Baseboard _____ Radiator _____
 Forced Air _____ Electric _____ Gas _____
 Wood-burning stove Heat ducts _____
 Overhead _____ Under floor _____

Insulated Yes _____ No _____
 Humidity controls Yes _____ No _____
 Thermostat setting
 First unit _____ F Second Unit _____ F

Air conditioning Yes _____ No _____
 Large window/sliding glass doors facing:
 East _____ South _____ West _____
 Drapes Yes _____ No _____
 Tinted glass Yes _____ No _____
 Double-glazed/storm windows Yes _____ No _____

KITCHEN:

Instant hot water Yes _____ No _____
 Refrigerator Yes _____ No _____
 Icemaker Yes _____ No _____
 Food freezer Yes _____ No _____
 Dishwasher Yes _____ No _____
 Other _____

MUD ROOM/LAUNDRY ROOM:

Clothes dryer vented outside Yes _____ No _____
 Plumbing leaks _____
 Ceiling stains _____

BATHROOM

Bathroom exhaust Yes _____ No _____
 Heated exhaust Yes _____ No _____

BASEMENT

Walls cracked Yes _____ No _____
 Paint peeling Yes _____ No _____
 Floor stained Yes _____ No _____
 Damp Yes _____ No _____
 Vented Yes _____ No _____
 Rusty nails Yes _____ No _____



Sump pump Yes _____ No _____
 Condensation on cold-water lines Yes _____ No _____
 Musty smell Yes _____ No _____
 Heated Yes _____ No _____
 Air-conditioned Yes _____ No _____
 Relative humidity in air-space:
 Hygrometer ___% Sling psychrometer ___%

VI. EXTERIOR

Building is over
 Basement ___ Crawl space ___ Slab ___
 Relation of lot to street
 Above ___ Level ___ Below ___
 Lot cut and fill Yes _____ No _____
 Relation of lot to neighbor
 Above ___ Level ___ Below ___
 Lot drainage away from foundation
 Yes _____ No _____
 Shaded Lot Yes _____ No _____
 Gutters/downspouts Yes _____ No _____
 Directed away Yes _____ No _____
 Roof overhang Yes _____ No _____
Foundation perimeter
 Waterproof Yes _____ No _____
 Soil damp Yes _____ No _____
 Window wells-dry Yes _____ No _____
 Planterbox Yes _____ No _____
 Shrubs/flowers Yes _____ No _____
 Comments _____
 Yard established Yes _____ No _____
 Recent Yes _____ No _____
 Sprinklers/irrigation Yes _____ No _____
 Excess Watering Yes _____ No _____
 Entry is:
 Step up ___ Level ___ Down ___
 Swimming pool Yes _____ No _____
 In-ground ___ Above-ground ___
 Distance from pool to foundation _____ feet
 Drains in pool deck and/or patio Yes _____ No _____
 Is street curb drain active Yes _____ No _____
CRAWL SPACE:
 Distance from soil to subfloor _____
 Condensation Yes _____ No _____
 Musty Smell Yes _____ No _____
 Concrete Slab Yes _____ No _____

Moisture barrier beneath concrete Yes _____ No _____
 Dirt floor Yes _____ No _____
 6- or 8- mil black poly cover over dirt Yes _____ No _____
 15sf open vent per 1,000sf floor area Yes _____ No _____
 Vents open Yes _____ No _____
 Cross-ventilation Yes _____ No _____

VII. SUBFLOOR INFORMATION

(Reference NWFA Installation Guidelines, Section 2, Chapter 2-7 for approved subfloor.)
 Existing Wood type:
 3/4-inch CDX plywood _____
 5/8-inch CDX plywood _____
 23/32-inch OSB underlayment grade _____
 Solid board _____
 Other _____
 Renail Yes _____ No _____
 Sand Yes _____ No _____
 Damage Yes _____ No _____
 Pet stains Yes _____ No _____
 Rot Yes _____ No _____
 Other subfloor repair _____
 Average moisture content in flooring _____%
 Average moisture content in subfloor _____%
 Average moisture content in sleepers _____%
 Average moisture content in joists _____%
 In areas or seasons of extreme moisture conditions, check moisture content in:
 Adjacent baseboard _____%
 Door trim _____%
 Wood threshold _____%
 Paint/finish lines exposed Yes _____ No _____
 Trim pieces dislodged Yes _____ No _____
SLAB:
 Relate elevation of slab surface to exterior soil line +/- _____ inches
 Slab tested for moisture before install
 Yes _____ No _____
 What test _____
 Results _____
 New slab _____ Date poured _____
 Existing slab _____ Age _____
 Float/grind slab Yes _____ No _____
 Install wood subfloor Yes _____ No _____
 Moisture membrane Yes _____ No _____

VI. FLOORING TYPES

 Unfinished _____ Prefinished _____
 Species _____
 Size of flooring desired _____
 Solid _____ Engineered _____ Floating floor _____
 Strip _____ Plank _____ Parquet _____

INSTALLATION:

 Glued _____ Stapled _____ Nailed _____
 Stain color _____
 Sealer _____
 Finish _____

Number of coats _____

Trim and moldings _____

 Special layout Yes _____ No _____
 If yes, type _____

IX. SPECIAL REQUIREMENTS
NEW CONSTRUCTION:

 Power 110 _____ 220 _____
 Distance to pole _____
 Booster Yes _____ No _____
 Time schedule for installation _____
 Other trades _____
 Wet work completion _____

REMODEL:

Move furniture Yes _____ No _____

Special Needs

 Piano ___ Antiques ___ Appliances _____
 Toilet ___ Other _____

(Note: Gas and water lines must be disconnected by customer or qualified personnel.)

Company responsible _____

Phone _____

Existing floor covering

 Carpet _____ Sheet vinyl _____
 Vinyl tile _____ Ceramic tile _____
 Wood _____ Other _____

Do existing wall moldings

need to be removed Yes _____ No _____

Does the existing floor covering need

to be removed Yes _____ No _____

Note: If it appears that floor covering could contain asbestos, check with the dealer/contractor company for proper abatement procedures.

Who is responsible for removal of existing floor covering? _____

Who is responsible for trash disposal? _____

Use graph paper like that below to sketch the dimensions of the installation to scale.
