

# Checklist of Critical Guidelines

The following checklist must be completed before the Installation of wood floor products.

The information on the checklist MUST be followed in every way. If any of these requirements are NOT completed, you WILL be jeopardizing your wood floor performance and/or warranties and guarantees. Allowing any items to be over looked, could cause the installation to fail in the short or long term. Once this information is secured, a signed copy should be kept in a safe place in case future concerns arise.

PRE-INSTALLATION EVALUATION OF JOB SITE:	
Date	Time
Job Name	
Address	
City	
Postcode	
Telephone	

**UNTIL THE FOLLOWING GUIDELINES HAVE BEEN MET, THE JOBSITE IS NOT READY FOR WOOD FLOOR INSTALLATION!**

## EXTERIOR CONDITIONS:

- 1 GUTTERS AND DOWN PIPES ARE PROPERLY PLACED TO DRAIN WATER AWAY FROM STRUCTURE:

YES	NO
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- 2 SOIL SURROUNDING THE STRUCTURE IS PROPERLY GRADED TO DRAIN WATER AWAY FROM THE STRUCTURE:

YES	NO
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## INTERIOR CONDITIONS:

- 1 ALL WET TRADES (TILE, PAINT, PLASTER, ETC.) HAVE COMPLETED WORK ON SITE:

YES	NO
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- 2 HVAC (HEAT VENTILATION, AIR CONDITIONING) ARE IN PLACE AND OPERATING PROPERLY: (3-5 days prior to delivery of wood floor products)

YES	NO
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- 3 THE BUILDING IS ENCLOSED; WEATHER TIGHT, INCLUDING DOORS AND WINDOWS:

YES	NO
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- 4 THE TEMPERATURE AND RELATIVE HUMIDITY WITHIN THE STRUCTURE ARE AT "NORMAL LIVING CONDITIONS" (TEMP- BETWEEN 18 -20°C AND RELATIVE HUMIDITY BETWEEN 45 - 55%)

YES	NO
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## CONCRETE SLAB CONDITIONS

- 1 DPM HAS BEEN INSTALLED UNDER THE SLAB:

YES	NO
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- 2 CONCRETE HAS A MOISTURE CONTENT OF UNDER 4% (2.5% CM Test / Din Standard):

YES	NO
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- 3 IF WOOD FLOOR IS TO BE INSTALLED OVER SLAB, IT IS FLAT AND TO SPECIFICATIONS:

YES	NO
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## DELIVERY AND WORKING CONDITIONS:

- 1 DRIVEWAY AND SIDE WALKS ARE INSTALLED:

YES	NO
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- 2 THE FLOORING WILL NOT BE INSTALLED BELOW GROUND LEVEL:

YES	NO
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## MOISTURE CONDITIONS

- 1 MOISTURE CONTENT OF THE WOOD SUBFLOOR IS NO MORE THAN 4 PERCENTAGE POINTS ABOVE OR BELOW THE FINISH FLOORING AND IS WITHIN REGIONAL MOISTURE CONTENT GUIDELINES.

YES	NO
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- 2 MOISTURE TESTING OF CONCRETE BEGAN NO SOONER THAN 30 DAYS AFTER THE SLAB WAS POURED. TEST RESULTS (BELOW 4%) INDICATED THAT IT IS SAFE FOR WOOD FLOORING INSTALLATION TO BEGIN, AND ALL READINGS HAVE BEEN DOCUMENTED:

YES	NO
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<b>WHAT TYPE OF TESTING EQUIPMENT WAS USED?</b>
RESULTS / READINGS:
INSTALLER
COMPANY
TEL:
<b>I verify jobsite is ready for wood flooring installation</b>
Signed
Date

FOR YOUR OWN BENEFIT IT IS VERY IMPORTANT THESE GUIDELINES ARE MET, AND FOLLOWED TO THE LETTER.

IF NOT, SOME ONE [BUILDER, OWNER, WOOD FLOOR CONTRACTOR, or ALL] NEEDS TO SIGN OFF THAT THESE ITEMS HAVE NOT BEEN FOLLOWED.

THAT PERSON COULD ULTIMATELY TAKE SOME, IF NOT ALL, RESPONSIBILITY IF THE JOB FAILS OR HAS RESULTING PROBLEMS.

For further technical information on this product visit: [www.elkaflooring.com](http://www.elkaflooring.com)

**Important: Elka Warranty.** Please remember to validate your Elka flooring warranty at either [www.elkaflooring.com](http://www.elkaflooring.com) or by contacting your Elka retailer for a 'Warranty Registration Pack'.

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