

FLOORS @ WORK

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✓ PRE-INSTALLATION INTRODUCTION & COMPLIANCE CHECKLIST

Required Conditions for Installation & Warranty Coverage

For all SPC Vinyl Flooring Products: AquaPlus, Royal Flooring Solutions, Classic Collection, AquaSelect, AquaTile

RETAILER RESPONSIBILITY – PLEASE READ FIRST

All concerns regarding site conditions, product issues, or potential warranty claims must first be reviewed and resolved by the **authorized flooring retailer**. If the issue cannot be resolved at the store level, it may be escalated to Floors@Work with all supporting documentation, including this completed checklist and supporting photos or test results.

WHY THIS CHECKLIST MATTERS

This checklist is **strongly recommended** to help ensure the product is installed correctly, in line with manufacturer and NWFA-aligned standards. It protects all parties by creating a clear, traceable record of installation conditions.

IMPORTANT: Improper site prep or installation is a leading cause of flooring failure. Completing this checklist helps verify whether future issues are due to product performance or external factors.

⚠ If there is any visible defect, damage, or uncertainty about the flooring material before or during installation, DO NOT install the product. Immediately contact the retailer for inspection and guidance. Installing defective or questionable material will be considered acceptance of the product as-is.

⚠ Installation implies acceptance of site and product conditions. Claims based on visible defects, improper installation, or site-related issues will not be considered manufacturer defects.

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1. JOB, STORE & PRODUCT INFO

- Retail Store Name: _____
- Floors@Work Invoice Number: _____
- Installer Name & Company: _____
- Date of Installation: _____
- Customer Name: _____
- Product Name & Code: _____
- Flooring Batch Code (from box label): _____
- Installation Address: _____

1B. BUILDING DETAILS

- Building Type: ☐ House ☐ Condo ☐ Commercial ☐ Other: _____
- Approximate Age of Building: _____ years
- Installation Floor Level: ☐ Basement ☐ Ground Floor ☐ Above Ground (e.g., 2nd, 3rd)
- Room(s) where flooring is installed:
☐ Kitchen ☐ Living Room ☐ Bathroom ☐ Basement ☐ Hallway ☐ Commercial Area

2. ACCLIMATION & ENVIRONMENTAL CONDITIONS

A. Acclimation Time

- Date flooring brought in: _____
- Time placed flat: _____
- Total hours acclimated: _____ hours

Flooring must be stored flat and unopened for a **minimum of 72 hours** in the installation area with HVAC running. Room temperature must be maintained at **18–26°C (65–78°F)** and humidity at **35–65% RH** before and during installation.

B. Temperature & Humidity

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- Room Temperature: _____ °C / °F
- Relative Humidity: _____ %RH

C. HVAC Operation

- HVAC running at least 72 hrs prior?
☐ Yes — Start Date: _____ ☐ No

D. Humidifier Use

- Humidifier on-site?
☐ Yes ☐ No
- Type: ☐ Whole-home ☐ Portable
- Humidity control: ☐ Automatic ☐ Manual ☐ Unknown

3. SUBFLOOR & MOISTURE CONDITIONS

A. Subfloor Type & Condition

- Subfloor: ☐ Concrete ☐ Plywood ☐ OSB ☐ Existing (type: _____)
- Subfloor clean and free of adhesives/debris? ☐ Yes ☐ No
- Subfloor is stable and flat (no movement)? ☐ Yes ☐ No

B. Subfloor Flatness

- Measurement method: _____
- Max variation: _____ mm over _____ meters
- Areas corrected with leveling compound? ☐ Yes ☐ No Brand: _____

*Subfloor must not exceed **2mm over 2m** or **3/16" over 10 ft**.*

C. Moisture Testing (Required for concrete or suspect installs)

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- Test performed? ☐ Yes ☐ No (⚠ Required for concrete)
- Method: ☐ ASTM F2170 (RH) ☐ ASTM F1869 (CaCl)
- Result: RH: _____% OR Moisture Vapor: _____ lbs/1000 sq.ft./24h
- Slab age: _____ days (must be ≥ 60)

D. Moisture Barrier (Concrete only)

- Subfloor is on-/below-grade? ☐ Yes ☐ No
- Polyethylene moisture barrier ($\geq 0.6\text{mm}$) installed? ☐ Yes ☐ No Brand: _____

4. INSTALLATION PRACTICES

A. Expansion Gaps

- Expansion gap used: _____ mm (required: 8–12mm)
- Gaps visible at: ☐ Walls ☐ Columns ☐ Doorways ☐ Pipes

B. Installed Area Dimensions

- Room Width: _____ ft Room Length: _____ ft
- Over 30 ft wide or 36 ft long? ☐ Yes ☐ No
- T-moldings or expansion joints used? ☐ Yes ☐ No ☐ Not needed

C. Fixed Furniture

- Flooring installed under:
 - ☐ Kitchen cabinets/island ☐ Built-ins/appliances
- ⚠ Installing under fixed items will void warranty.

D. Underlayment

- Product includes attached pad? ☐ Yes
- Additional underlayment used? ☐ No (Compliant) ☐ Yes (⚠ Voids warranty)

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E. Cutting Method

- Tool used: ☐ Score-and-snap ☐ Approved cutter ☐ Other: _____
⚠ Do not snap by hand or use dull blades.

F. Installation Method

- Tapping block used? ☐ Yes ☐ No
- Trims installed with space? ☐ Yes ☐ No
- Trims fastened through floor? ☐ No ☐ Yes (⚠ Voids warranty)

5. OPTIONAL EVIDENCE & BEST PRACTICES

For best results and easier warranty review, we recommend:

- ☐ Photo of subfloor flatness (e.g., level across surface)
- ☐ Photo of temperature and humidity readings
- ☐ Photo of expansion gap
- ☐ (Optional) Video of click-lock installation
- ☐ 2–3 spare planks retained for future evaluation or repairs

Retaining spare planks is standard practice. It does not imply defect.

6. INSTALLER CONFIRMATION

I confirm the above steps were completed before installation. I understand that failure to meet these conditions may void the warranty.

Installer Signature: _____ Date: _____

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7. CUSTOMER / SITE OWNER ACKNOWLEDGMENT

I understand that proper site conditions and care are required to maintain warranty coverage.

Customer Signature: _____ Date: _____

8. POST-INSTALLATION CARE REMINDERS (FOR CUSTOMER)

- Maintain 18–26°C and 35–65% RH year-round
- Use felt pads on furniture legs
- Do not use rolling chairs or heavy gym equipment
- Clean with pH-neutral vinyl floor cleaner — no bleach, wax, or steam
- Never wet-mop or allow water to pool
- Protect from direct sun exposure (e.g., use blinds or UV film)