

Best Practice Approval Sheet

Carpet



Substantial Completion

- Pad has been replaced (on replacement jobs unless approved otherwise)
- Damaged tackstrips have been replaced
- Transition strips are installed with < 1/16" gaps
- Doors are labeled on top and replaced in correct place (unless another trade is replacing them)
- Stair seams and floor seams are not visible from >4', and stairs are double-tacked
- All trash has been bagged in one pile in proper area or placed in dumpster (when available)
- Field Worker Policy is being followed

Final Stage

- All work has been completed
- Client Walkthrough has passed
- All related change orders have been resolved
- **Cut sheets and warranties from product have been given to Coordinator**
- Extra product and materials have been labeled and stored or removed from site

General Requirements

- Work was completed on time
- Daily check-in/out was done with Project Coordinator
- Workspace was rolled up and swept clean daily
- We have current certificate of insurance (with worker's comp and liability) on file