

## Best Practice Approval Sheet

### *Tile*



#### Prep and Substrate

- Materials are delivered and neatly organized at job site
- Subfloor has been leveled and screwed off
- Backer board has been installed with thinset and screws (backerboard must be used in showers/tubs in place of “Green board”)
- Doors are removed, labeled on top and replaced in correct place (unless another trade is replacing them)

#### Tile

- Tile is installed evenly with no more than 1/16” variation in spacing
- Tile is installed level with no more than 1/16” variation in height between tiles
- Tile has been installed under toilets, door casing and base shoe
- Transition strips are installed to within 1/16” of side of opening
- Where tile base is used, floor pattern is followed wherever possible
- Where wall tile turns a corner, pattern is followed wherever possible

#### Grout and seal

- Grout is installed evenly free from voids, color variation, or wipe marks
- All excess grout is cleaned off throughout (take note of corners and hidden spaces)
- All corners are caulked with matching colored caulk
- Sealer has been applied after 48 hour curing time
- All trash has been bagged in one pile or placed in dumpster (when available)

#### Final Stage

- All work has been completed
- Both ReTouch and Client Walkthroughs have been passed
- All related change orders have been resolved
- **Paperwork and warranties from product have been given to Coordinator**
- Extra product and materials have been removed from site

#### General Requirements

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