

Best Practice Approval Sheet *Vinyl Flooring*



Substantial Completion Stage

- Seams are not visible > 4' distance
- Underlayment has been installed according to manufacturer's specifications (if required)
- Vinyl has been installed under toilets, door casing and base shoe
- Transition strips are installed with < 1/16" gaps at ends
- Doors are labeled on top and replaced in correct place (unless another trade is replacing)
- Base shoe has been reinstalled or replaced where needed
- All trash has been bagged in one pile 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 conducted 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