

CARPET
Job Ready Checklist

This list is to be reviewed by the Builder/Superintendent to verify that the job site is ready for the Trade Contractor to arrive and begin work.

Check box
when complete

- Permit card is clearly posted.
- Readable sign identifying the lot number is in place.
- Full accessibility to the site is established, including clear driveway.
- Silt fence is in place, if applicable.
- Site is clear of trash and debris.
- Garage area is empty and clean.
- House is completed except for final paint touch-up.
- Sub floor and or slab have been checked for defects, squeaks, gaps, etc. Needed repairs have been completed. Raised nails have been corrected.
- Sub floors have been scraped and swept.
- Other Trades are not scheduled to be on site during carpet installation.
- Builder has verified the carpet and pad type, style, manufacturer, quality, color and location with the carpet contractor. The required carpet pad specifications have been verified with the Contractor.
- Builder has verified with Contractor if carpet and pad must meet VA or FHA specifications.
- Builder has specified color and type of metal knap lock to be used to secure carpet.
- Builder has specified type of carpet installation on stairs, waterfall or upholstery.
- Builder has specified if Contractor should vacuum carpet and install protection following installation.
- An area has been designated for storage of carpet scraps for the homeowner.
- An area has been designated for trash and debris collection.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company name: _____

Site Address: _____



ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT *Scopes of Work-Carpet*

- Builder has verified the completion of the Job Ready Checklist for Carpet.
- Perform all work within the guidelines specified by the contract, applicable building codes, manufacturer's specifications, Carpet and Rug Institute (CRI) and the *Homeowner Handbook* (or applicable warranty program of the builder).
- All work to be completed in a manner that respects the efforts and materials of other Trades.
- Sweep and clean a dry area where the carpet can be unrolled and cut.
- Re-nail occasional loose sub floor panels and countersink raised nail heads as required. Areas in need of excessive repair should be reported to the builder. Do not cover defects.
- Thoroughly check sub floor decking and steps for squeaks to be corrected.
- Any use of floor patching or leveling compounds is bid separate from the original bid.
- All carpet and pad materials shall be new, first-quality merchandise in current production, and covered by written manufacturer's warranties.
- All products such as tack strip, seaming tape, adhesives, staples, seam sealers, etc. used for the installation of carpet and pad materials shall be of a quality and type approved by the product manufacturer or CRI (Carpet and Rug Institute).
- Pad shall be installed abutting the tack strip without any gaps, holes, or separations.
- Pad shall be attached to the sub floor with pad adhesive on concrete or staples on wood flooring. If stapled, staples should be inserted to wood sub flooring 2' O.C.
- Pad seams shall be secured with tape and positioned so they do not coincide with carpet seams.
- Carpet appearance shall be uniform throughout the installation.
- All carpet seamed together as part of a continuous installation shall be installed with the pile oriented in the same direction, and shall be of the same dye lot with a uniform color and texture.
- Carpet patterns shall be visually square with walls, aligned at the seams, and not exhibit bows or distortions that exceed manufacturers specifications.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

Scopes of Work Continued - Carpet

- Carpet shall be power stretched, “drum tight,” and all edges shall be securely attached.
- Carpet shall be fitted neatly and securely at transitions with other flooring surfaces using a Z-bar, clampdown gripper bar, or binder bar, as specified by builder prior to installation.
- All carpet transition trim strips shall be installed square with doorways and other floor coverings.
- Trim strips shall be securely attached, well fitted, and not damaged or dented.
- No gaps (short cuts) or bulges (fullness) shall exist where carpet is fitted to vertical surfaces.
- Tack strips should not exceed 3/8” from baseboard.
- Gaps above carpet at baseboards shall not exist if baseboards are set within 3/8” of sub floor.
- When practical, seams shall be positioned away from high traffic areas and oriented in line with the primary sources of daylight.
- Use of cross seams and angle seams shall be avoided if practical (doorway seams excepted).
- Parallel seams shall be at least 3 feet apart.
- Seams shall be well bonded, tight, neatly trimmed, and have the same gauge as the carpet.
- Seam visibility or slight seam peaking is permissible; seams shall not be visible due to poor seaming techniques or materials.
- Berber seams shall be made with 6-inch wide seaming tape.
- Loop pile carpet (Berber) seams shall have edges sealed with latex prior to seaming.
- Upholstered carpet on steps shall be firmly attached, tightly stretched, and wrapped over the tread nosing.
- Carpet edges exposed on open-sided steps shall be neatly doubled under itself to provide a finished edge appearance without bulging.
- Carpet runners on stairs shall be square with steps and uniformly aligned from top to bottom.
- Binding on carpet edges (if specified) shall be color-matched and machine stitched.
- Staples used to secure carpet on steps shall not be visible.
- Care should be taken not to damage baseboards while tucking carpet
- Completed carpet installations shall be free of dirt or other debris.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

Scopes of Work Continued - Carpet

- Scrap carpet sections larger than 3' by 3' shall be neatly rolled, and stored in the designated area.
- All doors, shelving, door bumpers, or other attached items removed to facilitate carpet installation shall be put back in their original positions.
- Upon completion of carpet installation, contractor shall vacuum carpet, if specified by builder.
- If specified by builder, carpet protection should be installed.
- If required, Contractor is to provide documentation that the carpet and pad meet VA and FHA specifications.
- All installation scraps, trimmings, wrappers, boxes, knife blades, carpet tubes, sub floor sweepings, and personal trash shall be collected and deposited in the designated area.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

CARPET
Job Complete Checklist

This checklist is to be reviewed by both the Trade Contractor and the Builder/Superintendent to verify that the work has been completed according to the Scopes of Work.

Check box
 when complete

TRADE	BUILDER	
<input type="checkbox"/>	<input type="checkbox"/>	Carpet has been properly installed in the designated areas, per contract.
<input type="checkbox"/>	<input type="checkbox"/>	Any damage to baseboards, walls and trim has been reported to the Builder.
<input type="checkbox"/>	<input type="checkbox"/>	All excess adhesives, patching compound, etc. have been cleaned from surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	No gaps or bulges are present in the carpet.
<input type="checkbox"/>	<input type="checkbox"/>	Seams are properly addressed and minimally visible.
<input type="checkbox"/>	<input type="checkbox"/>	Carpet pile is oriented in the same direction at seams.
<input type="checkbox"/>	<input type="checkbox"/>	Carpet on stairs has been securely attached with no unfinished edges visible.
<input type="checkbox"/>	<input type="checkbox"/>	No staples are visible.
<input type="checkbox"/>	<input type="checkbox"/>	Trim strips are well fitted and free of damage and dents.
<input type="checkbox"/>	<input type="checkbox"/>	Carpet is free of dirt and debris.
<input type="checkbox"/>	<input type="checkbox"/>	Carpet has been vacuumed and covered with protection, if specified by the Builder
<input type="checkbox"/>	<input type="checkbox"/>	Unused carpet sections have been placed in the designated area.
<input type="checkbox"/>	<input type="checkbox"/>	All trash and debris has been collected and deposited in the designated area.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company Name: _____

Trade Contractor Signature: _____ **Date:** _____

Trade Contractor Company Name: _____

Site Address: _____