



HARDWOOD FLOOR (Oak) - INSTALLATION 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 gravel pad or clear driveway.
- Silt fence is in place.
- Site is clear of trash and debris.
- Sheetrock is hung and finished.
- All exterior openings can be securely closed.
- A site-specific set of plans, including areas to receive hardwood flooring, grade, color, pattern, etc., have been provided to the Trades Contractor.
- Verify that the slab has been constructed properly with a dry, flat trowel finish. No high spots, low spots, grease or oil. If needed, the Superintendent should contact the Concrete Trade Contractor to correct the slab.
- Builder should conduct a moisture test to verify that the slab is ready for hardwood installation. Two acceptable moisture tests are listed below for slabs. Use the proper moisture meter for subfloors.
 - a. The Rubber Mat Test: Lay a smooth, noncorrugated rubber mat on the slab, place a weight on top to prevent moisture from escaping, and allow the mat to remain 24 hours. If the covered area shows watermarks when the mat is removed, too much moisture is present. This test is only effective on light color concrete.
 - b. The Polyethylene Film Test: Tape a one-foot square of 6-mil clear polyethylene film to the slab, sealing all edges with plastic moisture resistant tape. If, after 24 hours, there is no “clouding” or drops of moisture on the underside of the film, the slab can be considered dry enough to install wood floors.

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

Builder Company name: _____

Site Address: _____

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Check box
when complete

- Builder must verify that subfloor is clean, complete, level, uniform, free of cracks and squeaks, thus ready for installation of hardwood flooring. Moisture content of the subfloor has been determined to be adequate. If in doubt, measure moisture content with the proper moisture meter.
- Subfloor has been checked for proper support and no delamination.
- Slab or subfloor is level within the manufacturers specifications or hardwood flooring specifications. No surface defects are present to prevent good adherence of flooring.
- Basement has been pressure washed, cleaned and dried.
- In warm weather, good ventilation must be maintained in the house to control moisture content of the wood.
- Wood flooring to be installed has a moisture content below 12-14%.
- An area has been designated for the collection of excess materials.
- 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 - Hardwood Floor (Oak) - Installation

- Builder has verified the completion of the Job Ready Checklist for Site Finished Hardwood Flooring Installation.
- Perform all work within the guidelines specified by the contract, applicable building codes, manufacturers specifications, NOFMA specifications 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.
- Hardwood flooring materials have been dropped off at the house in a designated area at least five days prior to installation. Caution should be taken to prevent damage to drywall. Flooring materials are placed to provide good air circulation around the stacks. If flooring is packaged, open and remove packaging for acclimation of the flooring.
- Countertops may not be used for workbenches or to hold tools, materials or toolboxes. Damage to counter surfaces is the responsibility of the Trade Contractor.
- Sand flat any raised OSB or plywood subfloor panel joints.
- Repair minor subfloor imperfections using a cement-based patching compound.
- Neatly stack all excess material in the designated area.
- Materials, trash, and construction debris shall be cleaned up and deposited in the designated area.

Preparation Over Concrete Slab (Does not include screed applications)

- Verify that slab is constructed properly with a dry, flat trowel finish. No surface defects are present to prevent good adherence of flooring.
- Slab should be level within the manufacturer’s specifications or the hardwood flooring specifications.
- Test the concrete for dryness, even if the slab has been in place for a long period of time. Slabs less than 60-days old are usually too wet for flooring installation.
- Conduct moisture test in several areas of each room, on both new and old slabs. If tests indicate too much moisture, do not install hardwood flooring. For a moist slab, let it dry naturally or accelerate drying with ventilation and heat and test again.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

Preparation Over Concrete Slab (continued)

- Trade Contractor should conduct a moisture test to verify that the slab is ready for hardwood installation. Two acceptable moisture tests for the slab are listed below.
 - a. The Rubber Mat Test: Lay a smooth, noncorrugated rubber mat on the slab, place a weight on top to prevent moisture from escaping, and allow the mat to remain 24 hours. If the covered area shows watermarks when the mat is removed, too much moisture is present. This test is only effective on light color concrete.
 - b. The Polyethylene Film Test: Tape a one-foot square of 6-mil clear polyethylene film to the slab, sealing all edges with plastic moisture resistant tape. If, after 24 hours, there is no “clouding” or drops of moisture on the underside of the film, the slab can be considered dry enough to install wood floors.
- A vapor retarder must be used on top of the slab with a U.S. perm rating of less than one perm.
- Apply cold-type cutback asphalt mastic with a straightedge or fine tooth trowel over the entire slab surface (100 square feet per gallon). Allow to dry about one hour.

Plywood On Slab System:

- Use ¾” or thicker sheathing grade exterior plywood as the subfloor over the appropriate vapor retarder.
- Lay ¾” plywood panels over entire floor, diagonal to the direction of the finished floor to prevent cracks associated with panel edges.
- Stagger plywood and joints every 4’ by cutting the first sheet of every other run in half.
- Maintain ¾” space at all wall lines and ¼” to ½” between panels.
- Plywood should fit within 1/8” near and around doorjambes and other areas where finish trim will be used.
- Fasten the plywood with powder-actuated concrete nailer or drill the slab and insert concrete anchors. Start at the center of the panel and work toward the edges to flatten the plywood. Use at least nine nails or more per panel to attach securely.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

Preparation Over Wood Joist Construction

- Verify the moisture content of the subfloor with the proper moisture meter.
- Re-nail any loose areas of the subfloor and sweep clean.
- If plywood is used for subflooring, use 3/4" (23/32") performance rated products. Also, 3/4" (23/32") OSB is a comparable substrate.
- Install subfloor panels as recommended by the manufacturer. Install with grain of faces at right angles to joists, nailed every 6" along each joist with appropriate nails and with appropriate spacing at panel ends and edges, unless recommended otherwise by the manufacturer.
- Mark location of joists so flooring can be nailed into them.

Laying and Fastening the Flooring (install according to NOFMA recommendations)

- Cover subfloor with a good grade of 15 lb. asphalt felt/building paper, lapped 2" to 4" along the edge seams.
- Finish flooring should be laid at right angles to the joists. This is generally the longest dimension of the room.
- Begin flooring installation along the longest continuous wall parallel to the flooring direction of the majority of rooms.
- Use a slip-tongue to reverse direction and complete the rooms.
- Glue or blind nail through the tongue.
- At any change of direction, provide tongue and groove engagement with a slip tongue, or factory edge or end.
- Keep end joints at least 6" apart.
- Find or cut pieces to fit within 1/2" of the end wall.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

Laying and Fastening the Flooring (continued)

- Verify that flooring pattern has an even distribution of long and short pieces, with no clusters of short boards. End joints should be staggered at least 6". Each row of wood should be snugly abutted to adjacent parallel pieces of wood at end joints.
- Flooring should be nailed at every joint using 2' barbed flooring cleats, 7d or 8d flooring nails, or 2" 15-gauge staples with 1/2" crowns, spaced 8"-12" apart.
- Blind nail through the tongue along the length of the strip.
- Counter sink any surface nails.
- Install across the room to the opposite wall, maintaining a 3/4" expansion space at the wall.
- Use an offset pry bar or lever device to tighten the last face nailed runs all at once before face-nailing.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

HARDWOOD FLOOR (Oak) - INSTALLATION

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"/>	Direction of nail-down flooring is perpendicular to floor joists.
<input type="checkbox"/>	<input type="checkbox"/>	Installation is visually “square” with exterior walls.
<input type="checkbox"/>	<input type="checkbox"/>	Spacing of adjacent end joints is 6 inches or greater.
<input type="checkbox"/>	<input type="checkbox"/>	Flooring fully extends under door casings and jams with no visible gaps.
<input type="checkbox"/>	<input type="checkbox"/>	Door jams and casings are cut cleanly and evenly to within 1/8” of flooring surface.
<input type="checkbox"/>	<input type="checkbox"/>	Flooring is fitted to within 3/8” of baseboards and cabinets.
<input type="checkbox"/>	<input type="checkbox"/>	Installation does not contain any damaged or defective boards. Splinters and slivers are unacceptable.
<input type="checkbox"/>	<input type="checkbox"/>	Transition strip pieces are installed where hardwood flooring meets another surface or riser.
<input type="checkbox"/>	<input type="checkbox"/>	Flooring materials are securely fastened. No flexing of the floor is apparent.
<input type="checkbox"/>	<input type="checkbox"/>	All doors, shelving, cabinetry, kickplates, hardware, or other items removed to install flooring has been put back in their original positions.
<input type="checkbox"/>	<input type="checkbox"/>	Excess materials have been collected and deposited in the designated area.
<input type="checkbox"/>	<input type="checkbox"/>	Materials, trash and debris has been collected and deposited in the designated trash collection area.

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

Builder Company Name: _____

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

Trade Contractor Company Name: _____

Site Address: _____