

PRE-INSTALLATION CHECKLIST

Complete this checklist before your flooring installation day to help things go smoothly and avoid delays.

Name: _____ Installer Name: _____

Date of Install: ____/____/____ Company Name: _____

Address: _____ Company Phone: _____

PRE-INSTALLATION CHECKLIST

Material Info & Room Details: The material being installed is:

☐ Carpet ☐ LVP ☐ Laminate ☐ Tile ☐ Hardwood ☐ Other: _____

Brand Name: _____ Product Name: _____

Product SKU: _____ Color SKU: _____

Installation Type: The material was installed using methods:

Carpet:

- ☐ Stretch-In Installation
- ☐ Glue-Down Installation
- ☐ Stair Runner Installation

LVP & Laminate:

- ☐ Floating / Click-Lock Installation
- ☐ Loose Lay Installation

Hardwood:

- ☐ Nail-Down Installation (Hardwood)
- ☐ Staple-Down Installation
- ☐ Glue & Nail-Down Installation

Tile:

- ☐ Thinset Mortar Installation
- ☐ Mud Set Installation
- ☐ Uncoupling Membrane Used

Subfloor:

- ☐ Self-Leveling Compound Was Used
- ☐ Concrete Grinding Was Used
- ☐ Sub Floor Was Replaced During Install

Other:

☐ Material was installed on top of : _____

The room(s) that are being installed into are:

Room 1: _____

Room 2: _____

Room 3: _____

Room 4: _____

Preferred Board direction has been discussed (*if applicable*): ☐ North ☐ South ☐ East ☐ West

Installation Time: I've called and confirmed my installation time for: ____ / ____ / ____
at ____ : ____ AM / PM

Pre-Walkthrough Checklist:

- ☐ **Power:** I have power turned on and available in the installation area.
- ☐ **Gate Codes & Access:** I've provided gate codes or access instructions (if needed) to my flooring store or installer.
- ☐ **Furniture & Fragile Items:** I've removed all furniture, electronics, décor, and fragile items from the area.
 - ☐ *If furniture moving is included in my service, I've emptied drawers and cleared off all surfaces.*
 - ☐ *I've made a plan for disconnecting or moving electronics like TVs or speakers.*
- ☐ **Appliances & Closets:** I've confirmed who is disconnecting any appliances with my flooring store.
 - ☐ *I've removed or uninstalled items like toilets, water heaters, or refrigerators (if required).*
 - ☐ *I've emptied closets in areas where flooring will be installed.*
- ☐ **Pets:** I've made a safe plan to keep pets away from the work zone during the install.
- ☐ **Before Photos:** I've taken my "before" photos to capture the transformation.

☐ **Product Inspection:** I understand I should inspect the flooring for defects, color mismatches, or damages when it arrives.

☐ *I've already viewed the product at the store on ____ / ____ / ____ at ____ : ____ AM / PM*

☐ *I will inspect it thoroughly on the day of delivery before installation begins. (Note: Saying "Looks great!" without inspection may be considered acceptance of the material.)*

☐ **Work Area & Entry Path:** I've cleared all hallways, doorways, and rooms of trash, debris, tools, or clothing. Entry paths are safe and accessible, especially if it's snowy or rainy outside.

☐ **Climate Control:** I've kept my HVAC running at normal temperature (68–72°F) for at least 48 hours prior to installation to allow proper acclimation of the flooring.

☐ **Questions or Concerns:** I've discussed any questions about transitions, thresholds, door undercutting or other concerns with the store or installer in advance and whose responsibility each part of the install falls upon.

Notes: _____

