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Australasian timber flooring association

Local professionals, world-class standards



RECORDS & CHECKLISTS

Adhesive fixed Prefinished Solid, Engineered & Bamboo

JOB DETAILS

Job Number

Client Name

Job Address

Contract Date

PUBLISHER DETAILS

Publication Details

ATFA Checklists – Version 2 – March 2017

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Customer Awareness and Safety

QA Record – Customer Awareness	Contractor notes	✓
Advised of time required away from the property		
Requested information from the client pertaining to allergies or chemical sensitivities users of the space may have		
Ascertained if the space is utilised by someone who is pregnant, has asthma or allergies, if yes advised of vapour barrier, adhesive and coating risks and options		
Advised of the risks with vapour barriers, adhesive and coating vapours (detailing solvent based, water based and natural solutions) and dust inhalation		
Discussed furniture removal and storage as well as property security		
Advised of food (fridge & cupboards) and pet removal during the barrier, adhesive and/or coating procedure – advised not to visit during coating process and not until the floor has cured		
Advised that power cuts can occur during use of heavier equipment		
Advised if touch up work to skirtings etc or clean-up work at the completion of the job does not form part of the contract		
Completed quotation and contract		
Necessary licenses and insurances obtained		

QA Record – Site considerations	Contractor notes	✓
Suitable delivery access for product to the site		
Appropriate site storage of products available		
Adequate electric power is available		
Confirm that no obvious signs were present that would compromise the floors performance (e.g. building leaks, gutters and downpipes not connected, obvious ponding of water beneath the dwelling or against the slab, wet trades)		

Site Plan and Services

Site plan to include service in wall or floor where care is necessary.

A large grid for drawing a site plan, consisting of 20 columns and 30 rows of small squares.

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CLIENT DETAILS	Contractor notes
Quotation Number	
Date	
Client Name	
Phone Numbers	
Mailing Address	
Email Address	
Site Address	
Quotation Accepted	
Date	

FLOORING SYSTEM OFFERED	Contractor notes
PRODUCT TYPE	
Species, product type or name	
Board size	
Flooring Manufacturer	
Product grade or name	
INSTALLATION METHOD	
Sub-floor	
Adhesive	
Mechanical Fixings	
Vapour barrier	
Slab levelling	
OTHER CONSIDERATIONS	
Floor direction, stairs, kitchen, existing floor covering, skirtings	
INFORMATION PROVIDED	
Client made aware of aspects relating to timber colour, grade, board width options, board lengths, fixing options and coating choices, floor care.	

PRE-INSTALLATION – ASSESSING THE SITE & INSTALLATION JOBSITE	Contractor notes
SITE ENVIRONMENT	
Determine the localities highest 9a m monthly relative humidity (RH)	
Is the site near the sea or a waterway (within 500m)?	
Is the site shaded, in a gully or with large expanse of grass or bush around it?	
If answer to either is yes or highest monthly average 9am RH exceeds 60%, then obtain in writing from the supplier the suitability of the product for this environment	

HOUSE ENVIRONMENT	
Confirm that dwelling is in a suitable stage of completion to lay the floor and not likely to become moisture affected or be subject to long lockup periods of high temperatures	
Are floors significantly sun exposed or has the dwelling heating systems? <i>If yes inform owners about likely shrinkage gaps and effects</i>	
If the warranty requires use of dehumidifiers to keep the relative humidity to moderate levels then confirm that the owner has been informed	

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PRE-INSTALLATION – ASSESSING THE SUB-FLOOR	Contractor notes
DIRECT ADHESIVE FIX TO CONCRETE SLAB Confirm that the slab is:-	
Sufficiently dry (record test results and locations)	
Sufficiently flat to meet adhesive and flooring installation requirements (record results and note if levelling is required)	
Clean and sound	
Requiring extra precautions due to floor being below grade, less than 150 mm above levels outside, of an age where a vapour barrier beneath the slab was unlikely or containing construction joints or the like	

NOTE: Where requirements are not met, also record test and measurement results when they have been met.

OTHER SUB-FLOORS Products can be laid over a variety of other flat surfaces. It includes particleboard, plywood, masonite, acoustic underlay and ceramic tiles This varies between manufacturers. Confirm the system used in accordance with manufacturer instructions.	
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PRE-INSTALLATION – ASSESSING THE FLOORING PRIOR TO INSTALLATION	Contractor notes
Confirm that flooring was in good condition when delivered. Adequately wrapped and no signs of moisture ingress. <i>If not, supplier involvement may be necessary.</i>	
Boards checked that they are not damaged or contain obvious imperfections. <i>E.g. Coating splits, telegraphing, crowning</i>	
Pack labels to be checked to determine that the correct product has been supplied.	
Record the manufactured moisture content range for the product as specified by the manufacturer	
Manufacturer installation instructions vary between products. Confirm that adequate instructions have been provided with the product. If not, supplementary information from the supplier may be required.	

ASSESSING LIKELY FLOOR MOVEMENT AFTER INSTALLATION	Contractor notes
Depending on the product and assessment of the dwelling location and likely in-service conditions, state if the floor in non sun exposed areas is likely to expand, shrink or move little. <i>Note: many of these products differ in construction and are often manufactured at lower moisture contents.</i>	
Is some localised movement expected in areas of the dwelling (e.g. sun exposed areas or adjacent to heating vents)? If yes confirm that the owner has been informed.	

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INSTALLATION	Contractor notes
ACCLIMATISATION	
If acclimatised confirm the practices used. <i>Note: Acclimatisation has different meanings with these products and is not required for some products. Some require the flooring to become accustomed to the in-service environment in pack form. With others acclimatisation as undertaken with hardwood flooring may be appropriate.</i>	
State the acclimatisation start and completion dates.	
GENERAL INSTALLATION	
Confirm that installation meets manufacturer recommendations. <i>Note: Manufacturers have their own installation recommendations which need to be followed. Generally a moisture vapour barrier is required and in some instances a second application may be recommended (bamboo). Products are not suitable for wet areas. Flooring is often to be laid from more than one pack. Boards require restraint while the adhesive cures and in some instances supplementary mechanical fixing is used.</i>	
EXPANSION ALLOWANCE	
Confirm that expansion allowance to manufacturer recommendations has been followed. <i>Note: This varies between products</i>	
INSTALLATION AESTHETICS	
Confirm that care has been taken to:– <ul style="list-style-type: none"> - ensure product is mixed - not lay boards with obvious imperfections - limit clustering of board ends - distribute grade features evenly - to blend colour variations 	

RECORD OF PRODUCTS & PRACTICES USED	Contractor notes
TIMBER FLOORING	
Manufacturer	
Supplier	
Board size	
Pack numbers	
SLAB PREPARATION	
Levelling compound manufacturer	
Levelling compound and sealer batch numbers and expiry dates	
Moisture vapour barrier manufacturer	
Moisture vapour barrier batch numbers and expiry dates	
Number of applications	
ADHESIVE	
Adhesive manufacturer	
Product	
Batch Number	
Method of spread	
MECHANICAL FIXING – Prefinished Solid	
Board to sub-floor: Nail, staple or cleat size and spacing	

Cleanup and final works

RECORD OF PRODUCTS & PRACTICES USED	Contractor notes
<p><i>When you as the contractor leave site you also leave your final impression on the client and this can significantly affect 'word of mouth' referrals.</i></p>	
<p>Confirm that:–</p> <ul style="list-style-type: none"> - The work has been inspected and is of a standard that is considered to be commercially acceptable - The work undertaken meets what has been agreed to in the contract - Any client concerns are addressed - The worksite is left in a clean and tidy manner - Waste products from the job are appropriately disposed of 	

Care and maintenance

RECORD OF PRODUCTS & PRACTICES USED	Contractor notes
<p>Confirm that the client has been made aware:–</p> <ul style="list-style-type: none"> - That timber floors do not benefit from extreme conditions. A lived in dwelling with furniture, moist air from cooking and showers, an environment not too hot or cold presents a normal living or in-service environment. Therefore houses particularly without window coverings, without furniture and without being lived in during hot weather can have a detrimental on the floor and should be avoided. - That all floors require care and maintenance and that timber floors are no different - That the legs of furniture require felt pads or equivalent to protect the floor from scratching and That heavy objects such as fridges need to be carefully put into position and never dragged - That timber floors will change colour over time and that this can leave a different tone under the likes of floor rugs. To alleviate this floor rugs should not be used for about the first six months - That window coverings should be installed as quickly as possible and particularly where floor areas receive a high degree of sun exposure - That floor rugs are good to catch grit off shoes at doorways but to never use rubber backed mats that can affect coatings (extra care being necessary if not in place during the first few months). Runners are also good in high wear areas 	

Care and maintenance

RECORD OF PRODUCTS & PRACTICES USED	Contractor notes
<ul style="list-style-type: none">- That floors benefit from regular cleaning but also that wet mopping and steam mops are to be avoided. In some many instances damp mopping is an appropriate method. Ensure client is aware of the correct cleaning method for the floor and the products suited to the coating or finish.- The client is informed of future maintenance possibilities for the floor. This may cover aspects of recoating, re-sanding and coating. With some products re-sanding is not an option and they should be made aware of this. If appropriate other maintenance products such as metalised polishes may be discussed. Also as appropriate it should be indicated that site sanding and finishing of factory coated floor will have some imperfections not present in the factory coated floor, but that the standard of finish can still be of a high.- The client is provided with information on care and maintenance of their floor	