

NEW CONSTRUCTION CHECKLIST

ALL ITEMS MUST BE COMPLETED PRIOR TO THE ARRIVAL OF THE FLOORING INSTALLATION CREW

— **SUBSTRATE FLOOR CONDITION:**

- 1) CONCRETE SLAB MUST BE FULLY CURED, DRY AND MEET HYDROSTATIC MOISTURE CONDITIONS OF NO MORE THAN 3 POUNDS PER 1000 SQUARE FEET.
- 2) SUBSTRATE SHOULD BE GRADED (SLOPED) TO DRAINS AS NECESSARY TO MEET LOCAL HEALTH DEPARTMENT REQUIREMENTS.
- 3) CONCRETE FLOORS MUST BE LEVEL EXCEPT FOR DRAIN SLOPE AS REQUIRED AND CLEARED OF DEBRIS AND EQUIPMENT.
- 4) THE USE OF MUD SET IS NOT RECOMMENDED. CONTACT B & H DIRECTLY FOR REQUIREMENTS AND APPROVALS IF MUDSET MUST BE USED.

— **INSTALLATION AREA:**

- 1) MUST BE FULLY ENCLOSED AND WATER TIGHT.
- 2) ROOF AND WALLS MUST BE FULLY CONSTRUCTED AND SECURED.

— **DRAINS:**

- 1) MUST BE CLEARLY VISIBLE, ACCESSIBLE AND FREE OF DEBRIS.
- 2) ALL SQUARE, ROUND AND TROUGH FLOOR DRAINS ARE TO BE INSTALLED 1/8" ABOVE SUBSTRATE LEVEL TO ACCOMMODATE FLOORING MATERIAL.
- 3) ARE TO BE INSTALLED HORIZONTAL TO SUBSTRATE HEIGHT IE: DRAINS SHOULD NOT BE INSTALLED AT AN ANGLE TO FLOOR SURFACE.
- 4) ARE TO BE IN WORKING ORDER AND DRAIN PROPERLY.
- 5) ALL DRAIN COVERS AND ACCOMPANYING HARDWARE MUST BE PRESENT AND UNDAMAGED.

— **WALL CONDITIONS:**

- 1) WALLS MUST BE COMPLETELY ENCLOSED WITH SHEETROCK FULLY INSTALLED EXTENDING TO SUBSTRATE LEVEL.
- 2) FRP MUST BE FULLY INSTALLED AND EXTEND TO THE SUBSTRATE LEVEL.
- 3) CERAMIC TILE WALLS MUST BE COMPLETELY INSTALLED AND EXTEND TO THE SUBSTRATE LEVEL.
- 4) STAINLESS WALLS ARE TO BE COMPLETELY SECURED.

— **DOORS:**

- 1) DOOR FRAMES MUST BE COMPLETELY INSTALLED
- 2) DOORS IN AREAS OF NEW FLOOR INSTALLATION SHOULD BE INSTALLED TO ALLOW FOR A MINIMUM OF 1/2" TO ACCOMMODATE FLOORING MATERIAL AND STAINLESS TRANSITION.

— **COOLERS & FREEZERS: (IF SPECIFIED FOR INSTALLATION)**

- 1) MUST BE FULLY ASSEMBLED AND INSTALLED.
- 2) MUST BE WATER TIGHT AND COMPLETELY SEALED.
- 3) CONCRETE FLOOR SURFACES MUST MEET MINIMUM REQUIREMENTS ABOVE FOR SUBSTRATE CONDITIONS.
- 4) SHOULD NOT BE OPERATED 48 HOURS PRIOR TO OR IMMEDIATELY AFTER NEW FLOOR INSTALLATION.

— **BAR AREAS: (IF SPECIFIED FOR INSTALLATION)**

- 1) BARS SHOULD BE COMPLETELY INSTALLED PRIOR TO FLOORING INSTALLATION.

— **PLUMBING:**

- 1) PLUMBING INSTALLATION MUST BE COMPLETED PRIOR TO THE ARRIVAL OF THE FLOORING CREW.
- 2) PLUMBING AND EQUIPMENT PIPE CONNECTIONS ARE TO BE DISCONNECTED AND CAPPED PRIOR TO THE COMMENCEMENT OF FLOORING INSTALLATION.

— **GAS LINES:**

- 1) ARE TO BE INSTALLED 9" ABOVE SUBSTRATE LEVEL.
- 2) ARE NOT TO BE ANCHORED TO FLOORING AFTER FLOORING COMPLETION OR FLOOR WARRANTY MAY BE VOIDED.

— **WASTE REMOVAL:**

- 1) CUSTOMER MUST PROVIDE ADEQUATE WASTE REMOVAL CONTAINERS (DUMPSTERS) FOR FLOORING MATERIALS AND DEBRIS TO BE REMOVED FROM THE JOB SITE.

— **WATER ACCESS:**

- 1) HOT (IF AVAILABLE) AND COLD WATER ACCESS WITH STANDARD WATER HOSE CONNECTIONS.

— **POWER ACCESS:**

- 1) ELECTRICAL POWER DEDICATED TO FLOORING CREW AND AVAILABLE DURING FLOORING INSTALLATION WITH A MINIMUM OF 3 SEPARATE 20 AMP ELECTRICAL OUTLETS REQUIRED.
- 2) A POWER GENERATOR OR GENERATORS MEETING THE ABOVE REQUIREMENTS MUST BE PROVIDED BY THE CUSTOMER IF ADEQUATE BUILDING POWER IS NOT AVAILABLE.

Initials _____

B & H COMMERCIAL SERVICES INC.

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OFFICE: 919-852-5279 FAX: 919-852-5281

NEW CONSTRUCTION CHECKLIST (CONT.)

— **SITE ACCESS:**

- 1) CUSTOMER WILL INSURE B & H INSTALLATION CREW HAS UNRESTRICTED ACCESS TO THE JOBSITE AS SCHEDULED.
- 2) CUSTOMER MUST NOTIFY B & H A MINIMUM OF 48 HOURS IN ADVANCE SHOULD THERE BE SITE ACCESS LIMITATIONS.

— **MATERIAL DELIVERY:**

- 1) BASED ON START DATE OF INSTALLATION, CUSTOMER MAY BE ASKED TO RECEIVE DELIVERY OF AND UNLOAD ALL FLOORING MATERIALS INCLUDING:
 - a) PROTECT-ALL VINYL FLOORING MATERIAL & ADHESIVES.
 - b) STAINLESS STEEL FIXTURES AND ACCESSORIES.

(A weekend starting date may require a coordinated effort between customer and B & H for material delivery).

— **STORAGE:**

- 1) PROTECT-ALL FLOORING MATERIAL IS TO BE LAID FLAT WHILE STORED.
- 2) PROTECT-ALL FLOORING MATERIAL, STAINLESS FIXTURES, ADHESIVES AND ACCESSORIES ARE TO BE STORED IN A DRY AND SECURE LOCATION.
- 3) PRODUCT LOSS OR DAMAGE IS THE RESPONSIBILITY OF THE CUSTOMER.

— **CONTACT LIST:**

- 1) CUSTOMER WILL PROVIDE B & H WITH A WRITTEN CONTACT LIST AND POINT OF CONTACT (POC) AUTHORIZED TO SIGN ANY CHANGE ORDERS A MINIMUM OF 2 WEEKS PRIOR TO PROJECT START.
- 2) CONTACT LIST WILL INCLUDE:
 - a) GENERAL CONTRACTOR PHONES & ADDRESS
 - b) PROJECT MANAGER (INCLUDING CELL PHONE #)
 - c) JOB SUPERINTENDENT (INCLUDING CELL PHONE #)

— **ASSESSMENTS :**

- 1) ASSESSMENTS, IF INCURRED, ARE BILLED AT A RATE OF \$50.00 PER HOUR PER MAN TO A MAXIMUM OF \$1000.00 PER DAY.
- 2) ASSESSMENTS MAY BE INCURRED FOR THE FOLLOWING:
 - a) CUSTOMER HAS NOT MET CONSTRUCTION CHECKLIST ITEMS PRIOR TO ARRIVAL OF THE FLOORING CREW CAUSING A DELAY IN JOB START.
 - b) CONSTRUCTION PROJECT IS BEHIND SCHEDULE AND CUSTOMER DOES NOT NOTIFY B & H OF NEED TO RESCHEDULE A MINIMUM OF 6 DAYS PRIOR TO ARRIVAL OF FLOORING CREW.
 - c) HEAVY RAINS, WINDS OR NATURAL DISASTERS CAUSE FLOODING OR STRUCTURAL DAMAGE TO THE BUILDING CAUSING B & H TO BE UNABLE TO WORK OR COMPLETE THE PROJECT ON TIME.

— **SPECIAL CONSIDERATIONS:** B & H IS TO BE ADVISED IN WRITING OF SPECIAL CONSIDERATIONS OR UNUSUAL REQUIREMENTS ON THE JOBSITE PRIOR TO ACCEPTANCE OF PROPOSAL (QUOTATION) SUCH AS:

- 1) LABOR UNION CONCERNS
- 2) FREIGHT DELIVERY & UNLOADING RESTRICTIONS
- 3) BUILDING SECURITY
- 4) PARKING RESTRICTIONS
- 5) SITE ACCESS RESTRICTIONS

(FAILURE TO DISCLOSE ANY OF THE ABOVE SPECIAL CONSIDERATIONS PRIOR TO ACCEPTANCE OF PROPOSAL BY BOTH PARTIES WILL SUBJECT PROPOSAL TO BE NULL AND VOID REQUIRING A NEW PROPOSAL BE SUBMITTED FOR ACCEPTANCE).

I, THE UNDERSIGNED, FULLY UNDERSTAND THE REQUIREMENTS AS STATED ABOVE AND AGREE TO THE TERMS AS SPECIFIED. I ALSO UNDERSTAND THAT ANY CONDITIONS NOT MET ABOVE MAY CAUSE ADDITIONAL COSTS TO BE ASSESSED AND BORNE BY THE UNDERSIGNED. MY SIGNATURE BELOW ACKNOWLEDGES THAT I AM AUTHORIZED TO ENTER INTO SUCH AGREEMENT AND ACCEPT FULL RESPONSIBILITY FOR MY ACTIONS.

COMPANY: _____

ACCEPTED BY: _____ (PRINT)

POSITION: _____

SIGNATURE: _____

DATE: _____

NEW CONSTRUCTION CHECKLIST MUST BE SIGNED AND RETURNED TO B & H COMMERCIAL SERVICES PRIOR TO FULL ACCEPTANCE OF PROPOSAL (QUOTATION) BY B & H AND BEFORE THE FLOORING INSTALLATION CAN BE SCHEDULED AND/OR STARTED.