



Hardwood Flooring Installation Checklist

Please keep for your records.

Job name:		
Job address:		
City:	State:	Zip:
Contact:	Phone:	

PRODUCT

Name:	Species:	Color:	
Width:	Thickness:	<input type="checkbox"/> Solid	<input type="checkbox"/> Engineered
Finish:	Lot #:	Note:	

DELIVERY

Delivery date: / /	Indoor Environment		
HVAC unit installed & working? <input type="checkbox"/> Yes <input type="checkbox"/> No	°F	% RH	
Room flooring left to acclimate in:	HVAC System Settings		
Moisture Meter Used:	°F	% RH	
Moisture Content Readings	Subfloor:	% MC	Flooring: %MC

**Proper acclimation for 3/4" solid flooring includes cross stacking and completely opening boxes including any interior wrapping. Engineered flooring may not require acclimation prior to installation. Always follow manufacturer's guidelines.*

INSTALLATION

Start date: / /	Completion date: / /	Indoor Environment	
HVAC unit installed & working? <input type="checkbox"/> Yes <input type="checkbox"/> No		°F	% RH
HVAC unit installed & working at time of sanding & finishing? <input type="checkbox"/> Yes <input type="checkbox"/> No		HVAC System Settings	
		°F	% RH
Moisture Content Readings:	Subfloor:	% MC	Flooring: %MC
Concrete Moisture Test:	Type:	Reading:	
Subfloor: <input type="checkbox"/> Concrete <input type="checkbox"/> Plywood <input type="checkbox"/> OSB <input type="checkbox"/> Other	Underlayment Type		
Installation method: <input type="checkbox"/> Nail/Staple <input type="checkbox"/> Glue-down <input type="checkbox"/> Floating			
Fastener: <input type="checkbox"/> Cleat <input type="checkbox"/> Staple	Size:	Gauge:	
Adhesive used:	Trowel size:		
Adhesive moisture barrier: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:		
Is the building or home enclosed and weather tight? <input type="checkbox"/> Yes <input type="checkbox"/> No	Whole home humidifier on w/ water connected? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Customer approves species, color, size, sheen and texture: <input type="checkbox"/> Yes <input type="checkbox"/> No	Subfloor clean, dry, sound & flat prior to install? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Installer signature:	Customer signature:		
Maintenance guide left with customer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /		

What you need to know about your new hardwood floor.

We want to thank you for the opportunity to help with your hardwood flooring needs. We take pride in our quality products, customer service, and excellent craftsmanship to help with your selection and installation of the perfect addition to your home or business. Just like any other quality product you have purchased, there are some things you should know and do to maintain the quality of your beautiful hardwood flooring.

1. The manufacturer of your hardwood flooring has made great effort to produce their flooring product to the highest quality standards and to proper moisture levels to perform in your home or business. To keep your hardwood floors looking great you need to keep the environment of your home stable and within recommendations of the manufacturer.
2. **It is recommended to keep the interior temperature between 60 to 80 °F and the interior relative humidity between 35 and 55%.** Depending on your geographic region, a whole home humidifier may be required to maintain this environment. Keeping your environment within these recommended ranges will keep your hardwood flooring stable and looking beautiful for many years. If the environment falls outside these ranges, damage to the flooring may occur including gaps, cupping, splits, cracks, checking, shear, delamination, squeaks, pops, etc. It is important to note that these symptoms of an overly dry or wet floor are not covered by any manufacturer's warranty, and can only be prevented by keeping the floor in the recommended temperature and relative humidity ranges.
3. The maintenance of your hardwood flooring starts at the doors with exterior mats to remove grit and grime from your shoes, and interior rugs at all points of entry to capture abrasives and moisture. Clean or shake out rugs and mats regularly.
4. Vacuum with a soft brush attachment, sweep and/or dust mop regularly to remove abrasives and dirt.
5. Install felt pads on the bottom of all furniture that touches your hardwood flooring. Felt pads do not last forever and need to be replaced as needed due to use.
6. Do not use household dust treatments to clean your hardwood floors as they will contaminate the finish making it harder to refinish or re-coat your floors later.
7. Keep high heels and other shoe bottoms in good repair as they can dent and scratch your hardwood floors.
8. Use only the manufacturer's recommended cleaning and maintenance products. Follow their procedures for the cleaning of your hardwood flooring.
9. Wipe up spills immediately with a dampened cloth and follow up with the approved cleaner.
10. If pets are in your home or business, it is important to maintain their nails. The more you do to maintain the pet's nails the less abuse your hardwood floors will take. However, no manufacturer warranties against scratches, dents or marks.

Hardwood floors are designed to add value and beauty to your home or business. Just like everything else in your home or business regular and long term maintenance needs to be apart of your plan. Whether it is touching up a scratch with a stain marker or the need to restore the luster throughout your floor with a professional re-coating, proper maintenance is the key to a lifetime of service for your hardwood flooring.

For more information, please visit:
www.themasterscraft.com/installation