



11632 Fairgrove Industrial Blvd.
Maryland Heights, MO 63043
Phone: (314) 432-0600

INSTALLATION CHECKLIST

Job Site/Work Areas

- _____ Electric service must be available in the unit for power tools
- _____ Heat/air conditioning: temperature in the installation area should be between 68 – 78 degrees
- ___ Carpet / sheet vinyl: at a minimum, ensure temperature on the day of installation
- ___ Vinyl Plank/Tile: ensure temperature for 2 days prior to & 3 days following installation
- _____ Make sure the area is accessible for prompt entry (unlocked or key available).
- _____ Running water and adequate lighting must be available in the unit.
- _____ Other trades/workers are not to be in the area at the time of scheduled installation.
- _____ Gas stoves must be moved (if needed) before we arrive. We are not licensed to handle them.

When calling in a work order, PLEASE LET US KNOW if:

- _____ Old floor needs to be scraped up. This is **necessary** if old carpet is glued down, if there are two or more layers of existing vinyl, or if old vinyl is curled.
- _____ Vinyl floor is soft or has water damage. If this condition exists, we may need to install new plywood and/or underlayment, which requires extra time and materials. In cases where there is extensive damage, you may need a carpenter to repair or replace the subfloor.
- _____ Carpet area has water damage. We may need to bring tack strip, underlayment, and/or a scraper to take up any wet pad stuck to the floor.
- _____ Pet odor exists. The installer will be prepared with odor sealer and new tack strip. (NOTE: there is an additional charge for sealing floors).

The conditions above may require additional time and/or materials.

Special Notes:

1. If you need to reschedule, please call the office at least 24 hours before your appointment.
2. Installers will remove and replace wood baseboards as neatly as possible. However, due to age and condition, cracks or breaks can occur and will result in a charge for any new baseboard used.
3. If you have any concerns during or after an installation, please let us know right away.

Thank you for choosing CS Flooring!