**FLOORING INSTALLATION - SCOPE OF WORK CHECKLIST**

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| **Prepared by:** |  | **Date** |  |
|  |
| **Project Name:** |  | **Proj. No.** |  |
| **Owner/Facility:** |   | **name if other:** |  |
| **Campus/Location:** |  |
| **Building Type:** |  | **use/occupancy:** |  |
| **Project Type:** |  |
|  |
| **BJC PM/point of contact:** |  |
| **Drawing/Document Set:** |  | **Doc Date** |  |

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| ***This checklist shall serve to identify the requirements and assign responsibilities of the flooring installation Work for the project identified. Refer to the current edition of the Manual of Practice for applicable policies, guidelines, and standards.*** *This checklist identifies activities that are considered basic requirements but may not constitute the entire Scope of work required for a complete installation.* |

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| **GENERAL CONDITIONS** | ***`*** |
| *This General Conditions section serves to identify those activities that contribute to the overall execution of the Work. These activities are important to the successful completion of the Work and directly impact the project scope, schedule requirements, and cost of the Work associated with the General Conditions. Coordination and communication of these activities among all parties is important.* |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Project information** | **Review current project documents including all plans elevations, details, schedules and specifications if available** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Jobsite review** | **Visit jobsite and inspect existing conditions in order to determine appropriate work effort. Inspect substrate conditions to determine level of effort. Review locations for staging, layout, waste removal, and material delivery** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Infection Control Risk Assessment review** | **Coordinate and assist in the development of the Owner’s ICRA.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Infection Control Risk Assessment measures** | **Furnish and maintain temp partitions, walk-off mats, HEPA filtration, negative pressure, etc. as identified in accordance with the completed and approved ICRA requirements.** | **Dust-tight partitions:** |
|  |  |  |  |  | **HEPA filtration:** |
|  |  |  |  |  | **Negative pressure:**  |
|  |  |  |  |  | **Seal opening:** |
|  |  |  |  |  | **Other:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Work limits** | **Develop and provide a plan delineating and establishing limits of construction and limits of disturbance. (See BJC Manual of Practice for more information regarding definition of limits)** |  |

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| **General Conditions - continued** |  |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Schedule** | **Coordinate installation schedule with overall project schedule and Owner-specific requirements. Provide schedule to Owner for review and comment** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Work restrictions – physical environment and activities** | **Review existing adjacent departments/units (on floors above, below, and on the same floor adjacent to the project limits) and coordinate with Owner for issues related to noise, dust, vibrations, etc.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Work restrictions - time** | **Coordinate with Owner and Constructor for available installation times** | **Regular shift:** |
| **Night shift:** |
| **Weekend shift:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Phasing** | **Coordinate with Owner, Architect and Constructor number of phases with Work requirements** | **Number of phases:** |
|  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Sequencing** | **Coordinate with Owner, Architect and Constructor all sequence of Work requirements** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Project tracking website** | **Host and maintain project tracking internet site for project tracking and procurement** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Material delivery** | **Coordinate with Owner requirements for material delivery requirements** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Waste removal** | **Coordinate with Owner requirements for waste removal and dumpster use.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Electrical service and equipment** | **Furnish and maintain electrical power as necessary for the proper operation of power tools (and without disruption to Owner’s existing operations)** |  |
| **Furnish and maintain lighting as necessary for the activities anticipated (ceramic tile flooring, ceramic wall tile, resilient sheet flooring, and resilient tile flooring work will require enhanced lighting levels)** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **HVAC service and equipment** | **Furnish and maintain HVAC services and equipment as necessary to maintain jobsite conditions within tolerances identified for the proper installation of the flooring materials.** |  |
| **Furnish and maintain dehumidification equipment as necessary to maintain jobsite conditions within tolerances identified for the proper installation of the flooring materials.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Other:**       |  |  |

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| **DEMOLITION** |  |
| *This Demolition section serves to identify those activities associated with the removal of existing materials in order to complete the Work. When demolition and removal of existing materials is required, these activities are important to the successful completion of the Work. Coordination and communication of these activities among all parties is also important.* |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Moveable fixtures and equipment** | **Relocate existing moveable items including but not limited to furniture, artwork, and miscellaneous mobile equipment as directed by Owner** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Fixed items** | **Remove fixed building elements that obstruct the demolition, prep and construction activities. Building elements may include but not be limited to casework, plumbing fixtures (toilets), electrical equipment,** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing wall base** | **Carefully remove existing wall base (so as not to cause undue damage to existing wall surfaces)** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing flooring surfaces** | **Remove all floor surfaces and systems as identified in the scope of work by means as appropriate for the material to be removed and with consideration to the completed ICRA.** | **Scraping:** |
| **Grinding:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing methods of flooring attachment** | **Remove existing adhesive material as necessary to remove loose material by scraping method (manually, non-powered hand tools)** |  |
| **Remove all existing mechanical fasteners completely by all means as necessary to prepare substrate for installation** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Hazardous materials** | **Upon discovery of hazardous materials, immediately stop work and notify Owner and Constructor. Owner will separate engage testing and removal companies** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Embedded items** | **Remove all items embedded in the substrate that will affect the installation of the flooring. Coordinate with Owner, Architect and Constructor** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Wall surfaces and substrates** | **Remove wall surfaces and substrates as necessary for the proper installation of wall tile and wall base.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Other:**       |  |  |

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| **INSTALLATION PREP** |  |
| *This Installation Prep section serves to identify those activities associated with preparing substrates in order to complete the Work. These activities are important to the successful completion of the Work. Coordination and communication of these activities among all parties is also important.* |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing adhesive on substrate – scraping and grinding** | **Remove all remaining traces of existing adhesives by scraping and grinding operations. Chemicals and solvents are not permitted for removal of coatings and compounds. Remove adhesive material in its entirety to return to bare concrete.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing adhesive on substrate – bead blast** | **Remove all remaining traces of existing adhesives by bead blasting floors to remove any remaining material not previously removed. Remove adhesive material in its entirety to return to bare concrete.**  |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Existing compounds and coatings** | **Remove all traces of floor coatings and compounds including those that are incompatible with adhesives and that contain soap, wax, oil and/or silicone by sanding and grinding methods. Chemicals and solvents are not permitted.** | **Existing slabs:** |
| **New slabs: Coordinate with Constructor means of curing new concrete slabs. All curing agents must be completely removed to ensure flooring system warranty:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Unsuitable substrates** | **Remove any substrate material that is determined to be unsuitable for new flooring installation including but not limited to gypsum-based leveling compounds, deteriorated concrete slabs, etc.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Crack repair** | **Fill cracks and holes in substrate with cementitious patching compound as required** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Floor leveling** | **Provide cementitious floor leveling for areas that exceed floor flatness and floor levelness requirements. Refer to the Manual of Practice for requirements. Base bid shall account for ¼” thick leveling material to be applied to low spots and areas out of level. Unit price shall be provided for areas exceeding ¼” thick** |  |
| **Unit cost per sf at ¼” thick:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Substrate cleaning** | **Sweep and vacuum substrates in accordance with the flooring system installation requirements.**  |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Concrete testing** | **Perform alkalinity tests in accordance with the requirements of ASTM F710.** |  |
| **Perform moisture testing in accordance with ASTM F1869, Moisture Vapor Emission Rate (MVER)** |  |
| **Perform moisture testing in accordance with ASTM F2170, Relative Humidity (RH)** |  |

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| **Installation Prep - continued** |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Schedule** | **Update schedule as necessary** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Submittals** | **Prepare and provide shop drawings for each type of floor covering including layouts, workpoints, seaming diagrams, edges, doorways, columns, cabinets and casework, etc. to architect and Owner** |  |
| **Prepare and provide product data for primers, adhesives, sealers, coatings and other materials** |  |
| **Provide material control samples to architect and Owner for review and approval** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Other:**       |  |  |

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| **FLOORING INSTALLATION** |  |
| *This Flooring Installation section serves to identify those activities associated with installing finished floors and wall base in order to complete the Work. These activities are important to the successful completion of the Work. Coordination and communication of these activities among all parties is also important.* |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Electrical service and equipment** | **Furnish and maintain temporary electrical power as necessary for the proper operation of power tools (and without disruption to Owner’s existing operations)** |  |
| **Furnish and maintain lighting as necessary for the activities anticipated (ceramic tile work will require enhanced lighting levels)** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **HVAC service and equipment** | **Furnish and maintain HVAC services and equipment as necessary to maintain jobsite conditions within tolerances identified for the acclamation of the flooring materials.** |  |
| **Furnish and maintain dehumidification equipment as necessary to create substrate conditions suitable to receive finished flooring** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Moisture control system** | **Install moisture control system for slabs that exceed the allowable thresholds for moisture and alkalinity in accordance with the Manual of Practice. Acceptable manufactures include only Ardex, Koster, Chapco** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Waterproof membrane** | **Install waterproof system beneath tile flooring (ceramic, quarry, mosaic, stone, etc.) installations in areas exposed to wet conditions including but not limited to bathrooms and kitchens. Extend membrane up walls a minimum of 6 inches.** | **Membrane type:** |
| **Fluid-applied type:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Crack suppression** | **Install crack suppression system beneath tile flooring (ceramic, quarry, mosaic, stone, etc.) installations (Verify crack suppression capability of waterproof membrane systems where used)** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Resilient sheet flooring** | **Install resilient sheet flooring in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 096516.** | **Standard adhesive:**  |
| **Epoxy adhesive:**  |
| **Applied sheet adhesive:**  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Resilient tile flooring** | **Install resilient tile flooring in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 096519.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Tile carpet** | **Install tile carpet flooring in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 096813.** |  |

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| **Flooring Installation - continued** |
| ***Flooring Contractor*** | ***Constructor (CM)*** | ***Owner*** | ***General Activity*** | ***Detail Activity*** | ***Notes/Comments*** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Resinous flooring system** | **Install resinous flooring in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 096723.** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Tile flooring**  | **Install tile flooring (mosaic, paver, quarry, etc) in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 093000.** | **Standard grout:**  | ***(only permitted when approved by Director of Design)*** |
| **Epoxy grout:**  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Wall tile** | **Install wall tile in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 093000.** | **Standard grout::**  | ***(only permitted when approved by Director of Design)*** |
| **Epoxy grout:**  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Wall base** | **Install wall base in locations identified in the plans and as per the requirements identified in the Manual of Practice, including specification standard 093000, 096516 and 096513.** | **Resilient base:**  |
| **Tile base:** |
| **Resilient sheet flash cove base:** |
| **[ ]**  | **[ ]**  | **[ ]**  | **Attic stock** | **Supply attic stock of all flooring materials unless otherwise directed by Owner** | **Percent attic stock materials:** |
|  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Schedule** | **Update schedule as necessary** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Protection** | **Install temporary protection over flooring as necessary and for the duration of the project until move-in is complete.**  |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Final Clean** | **Comply with manufacturer's written instructions for proper cleaning procedures** |  |
| **[ ]**  | **[ ]**  | **[ ]**  | **Other:**       |  |  |

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| **ADDITIONAL COMMENTS** |  |
| *Provide any additional comments regarding the Work not identified above.* |
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**End of Flooring Installation - Scope of Work Checklist**