

# BMI Installs New Construction Checklist

*All items must be completed prior to the arrival of the flooring installation crew*

*Customer is defined as the end user, corporate offices, general contractor or 3<sup>rd</sup> party contractor responsible for performing checklist items.*

## — Substrate Conditions:

- 1) Concrete slab work and/or patching must be fully cured, dry and meet hydrostatic moisture conditions of no more than 3 pounds per 1000 square feet.
- 2) It is the customer's responsibility to perform concrete moisture tests and insure results meet the minimum requirements above. Please submit test result documentation for insurance purposes. If concrete poured over 28 days, no test required.
- 3) Substrate should be graded (sloped) to drains as necessary to meet local health department requirements.
- 4) Concrete floors must be level, except for drain slope as required, and cleared of debris and equipment.
- 5) A minimum depth of 3"- 4" of concrete around all drains to ensure screw anchors installed are permanently set into the substrate.
- 6) The substrate is to be completely "scarified" before the flooring crew arrives. "Scarifying" is defined as:
  - a. Concrete is to be finished. It should be abraded - not smooth, allowing proper adhesive bond, is level and does not require grinding of cured concrete by the BMI Installs, Inc. crew.
  - b. Substrate is to be cleaned completely of dirt, debris, adhesive or other particulates left by other trades which will interfere with the flooring adhesive bond.
  - c. BMI Installs, Inc. does not perform floor prep on construction sites **unless otherwise specified** and this work is not included in the proposal. **BMI Installs, Inc. bills prep work at a rate of \$50/hour/man.** Should the customer request that BMI Installs, Inc. perform scarifying, patching or other prep work, a change order for time and materials will be submitted and must be signed and returned prior to the work being done.
- 7) The use of mud set is NOT recommended. Contact BMI Installs, Inc. directly for requirements and approvals if mud set is being utilized/specified.
- 8) BMI Installs, Inc. is not responsible for bad substrate conditions. Substrate problems that arise after the completion of the flooring installation will not be covered under warranty.

## — Installation Area:

- 1) Must be fully enclosed and water tight.
- 2) Roof and walls must be fully constructed and secure

## — 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) A minimum depth of 3"- 4" of concrete must be poured around the drains.
- 4) Are to be installed horizontal to substrate height ie: drains should not be installed at an angle to floor surface.
- 5) Please make sure the plumber finishes any concrete if backfilling after the slab is poured. **See item 6a under Substrate Conditions.**
- 6) Are to be in working order and drain properly.
- 7) All drain covers and accompanying hardware must be present and undamaged.

## — Wall Conditions:

- 1) Walls must be completely enclosed.
- 2) Sheetrock should be fully installed extending to substrate level.
- 3) FRP must be fully installed and extend to the substrate level.
- 4) Ceramic tile walls must be completely installed and extend to the substrate level.
- 5) 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 ½” 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.
- 5) BMI Installs, Inc. is not responsible for cooler/freezer door adjustments. They will need to be raised ½ to ¾ inch to accommodate the flooring and/or plywood if specified.

— **Bar Areas:** (if specified for installation)

- 1) Bars should be completely installed prior to flooring installation.
- 2) All **hookups** should be **9” above substrate level.**

— **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.

— **Site Access:**

- 1) Customer will insure BMI Installs, Inc. installation crew has unrestricted access to the jobsite as scheduled.
- 2) Customer must notify BMI Installs, Inc. a minimum of 48 hours in advance should there be site access limitations.

— **Storage:**

- 1) Titan Flooring material is to be laid flat while stored. The material has some memory and should not be folded or bent.
- 2) Titan Flooring material, stainless fixtures, adhesives and accessories are to **be stored in a dry and secure location.**
- 3) Customer will provide secure storage area for BMI Installs, Inc. materials.
- 1) Product loss or damage, once materials arrive at the job site, is the responsibility of the customer.

— **Contact List:**

- 1) Customer will provide BMI Install, Inc. with a written contact list and point of contact 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 BMI Installs, Inc. of need to reschedule a minimum of 6 days prior to arrival of flooring crew.
  - c) If material is in transit prior to the customer notifying BMI Installs, Inc. of schedule delays; the customer will be required to take delivery of materials and/or pay reshipping/storage fees.

— **Notification:** Customer will advise all parties involved with the project, (i.e. Contractors, vendors, store management, facilities, maintenance, building security, etc.) of the items listed on this checklist, scheduling and their individual responsibilities and possible project delay assessments.

— **Special Considerations:** BMI Installs, Inc. 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).*

**Following installation completion:**

- a) *The floor should be covered with craft paper or comparable material to insure other trades do not grind dirt/debris into the floor.*
- b) *If the floor is not covered and requires cleaning; pressure washing of the floor may be necessary.*
- c) *Should the floor be damaged prior to delivery/turnover of the job; BMI Installs, Inc. should be contacted immediately to schedule repair.*

*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 checklist items.*

Company: \_\_\_\_\_

Accepted by: \_\_\_\_\_ (print) Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*New construction checklist must be signed and returned to BMI Installs, Inc. prior to full acceptance of proposal (quotation) by BMI Installs, Inc. and before the flooring installation can be scheduled and work can commence.*