

Remodel Project 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 3rd party renovations contractor
responsible for performing checklist items.*

— Renovation Contractors and Dealers:

- 1) The customer will insure the contractor arrives on the jobsite on time and has been advised of the scope of their responsibilities.
- 2) The customer will insure the contractor has been advised of the job schedule and must coordinate with flooring crew according to flooring installation requirements.
- 3) The customer will insure that their contractor has been advised of any possible assessments.

— Substrate Floor Condition:

- 1) Substrate is to be graded (sloped) towards drains as necessary to meet local health department requirements.
- 2) Customer is to have a **minimum of 200 sq. ft. prepped unless otherwise specified** and ready for the BMI Installs, Inc. crew to install on a nightly basis to ensure the project remains on schedule.
- 3) Project delays, due to incompletion of checklist items, will incur assessment for labor, hotels & per diem
- 4) **All concrete work**, including the setting of drains, **is to be finished** (not rough or uneven).
- 5) 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, allows proper adhesive bond, is level and does not required grinding of cured concrete by the BMI Installs, Inc. crew.
 - b. Substrate is to be cleaned completely of dirt, debris, epoxy, paint, adhesive or other particulates which will interfere with the flooring adhesive bond.
 - c. **BMI Installs, Inc. does not perform floor prep unless otherwise specified** on construction sites 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.
- 6) Existing flooring materials are to be removed, patched or repaired as specified by BMI Installs, Inc.
- 7) Substrate is to be level, except for drain slope, clean and cleared of any debris.
- 8) Existing floor tile must be removed and patched with a patching compound approved by BMI Installs, Inc.
- 9) Tile wall base must be removed and any floor and wall gaps filled with a patching compound approved by BMI Installs, Inc.
- 10) Epoxy floors must be removed according to BMI Installs, Inc. specifications. Contact BMI Installs, Inc. for details.
- 11) Customer is responsible for insuring the substrate is sound and will not compromise the integrity of the installed flooring system.
- 12) 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.

— Drains:

- 1) Square, round and trough floor drains are to be **adjusted to 1/8” above substrate level** to accommodate flooring material.
- 2) A minimum of 4 square feet of floor tile around all floor drains must be removed and the exposed area patched with a patching compound approved by BMI Installs, Inc. to accommodate the 1/8” drain height as required above.
- 3) Are to be installed horizontal to the substrate. Drains should not be installed at an angle to the floor surface posing a potential trip hazard.
- 4) Are to be in working order and drain properly
- 5) All drain covers and accompanying hardware are to be present and undamaged.

— **Wall Conditions:**

- 1) Walls and supports must be free of damage, moisture or rot and/or completely repaired prior to the arrival of the flooring crew.
- 2) Walls must be **completely enclosed to substrate level** and FRP or stainless walls fully installed and secured prior to the arrival of the flooring crew.

— **Coolers & Freezers:** (if specified for installation)

- 1) **Must be shut down 48 hours in advance** of flooring installation to allow adequate condensation dry time.
- 2) Must be emptied of all contents, including racks and shelving, prior to the arrival of the installation crew.
- 3) Alternate refrigeration procurement is the responsibility of the customer.
- 4) Units must remain off during floor installation. Units may be turned back on and brought up to temperature immediately following the completion of the installation.
- 4) Wheeled conveyances should not be utilized inside unit for a minimum of 72 hours after floor installation completion.

— **Bar Area:** customer will insure bars are emptied of all contents (including glassware, liquor and supplies, etc.) and are free of debris prior to arrival of flooring installation crew.

— **Equipment Moving:**

- 1) Equipment (all trades) must be disconnected/reconnected and removed completely from areas specified for install on a nightly basis by the customer. **BMI Installs, Inc. does not disconnect, move, or reconnect equipment in areas to be installed.**
- 2) Equipment manufacturer warranties are the responsibility of the appropriate equipment manufacturer and are not the responsibility of BMI Installs, Inc.
- 3) BMI Installs, Inc. is not responsible for proper operation of equipment before, during or after flooring installation.

— **Connections:** Plumbing and equipment pipe connections are to be disconnected and capped prior to the commencement of flooring installation.

— **Plumbing Condition:** Damaged or corroded plumbing, valves, drain covers, connections, pipes, etc. are to be replaced by the customer prior to the commencement of flooring installation.

— **Soda Vendors:** Should be scheduled by the customer/contractor/undersigned 2-4 weeks prior to flooring installation.

— **Door Adjustments:**

- 1) Back door & cooler/freezer unit doors (if specified for installation) are to be adjusted a minimum of 1/2" to 3/4" to accommodate Titan Flooring and/or decking as required for stainless transitions.
- 2) If original substrate floor level is raised or lowered the customer is responsible for providing an adequate surface for wall base installation and insuring the door frames/jamb are sealed water tight prior to the installation of wall base or custom stainless door jamb extensions.

— **Waste Removal:** Customer will provide an adequate waste removal container (dumpster) for flooring materials and debris removed from the project site.

— **Water Access:** Customer will insure both hot and cold water access with standard water hose connections for the duration of the flooring installation.

— **Power Access:** Customer will insure an adequate building power source with three 20 amp outlets and access to breaker box for the duration of the installation. Breaker box is to be left unlocked unless a responsible party is on site during the installation.

— **Site Access:** Customer will insure BMI Installs, Inc. installation crew has unrestricted access to the jobsite from the close of each business day until 8:00am the following morning unless otherwise scheduled and accepted in advance with BMI Installs, Inc.

— **Contact List:** Customer will supply BMI Installs, Inc. with a complete written list of contact information, including cell phone #'s, for all parties involved in the project including contractors, construction project managers and superintendents, vendors, store management, facilities, maintenance, building security, and customer point of contact as required for change orders.

— **Assessments:**

- 1) If construction checklist items have not been completed by the customer/contractor/undersigned upon arrival of the flooring crew, the customer will be assessed at a rate of \$50.00 per hour per man to a maximum of \$1000 per day for any project delays.
- 2) If the customer is unable to provide the preparation of reasonable flooring area ready for install (minimum of 200 sq. ft.) per night an assessment of \$345.00 per day for additional hotel, per diem and truck 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, their individual responsibilities and possible project delay assessments.

— **Security:** Customer will contract for security personnel if required. This should be scheduled and confirmed in advance of the arrival of the flooring crew.

— **Material Delivery, Receipt & Storage:**

- 1) Based on start date of installation, customer may be asked to receive delivery of and unload all flooring materials and accessories. Trucking companies do not deliver on weekends or holidays. Requesting a weekend or holiday start date may require the customer take delivery and unload materials before the arrival of the flooring crew.
- 2) The customer will provide secure storage. Material is to be stored laid flat in a dry, secured area.
- 3) Customer is responsible for any loss or damage to flooring material and accessories after delivery receipt.

— **Special Considerations:** BMI Installs, Inc. is to be advised in writing of special considerations or unusual requirements on the jobsite prior to arrival of the flooring installation crew 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 (particularly union labor requirements) 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 written above. I also understand that any conditions not met above may cause additional costs to be assessed to and borne by the undersigned. My signature below acknowledges & certifies that I am authorized to enter into such agreement and accept checklist responsibilities for my company.

Customer Company Name: _____

Project Name: _____

Project Address: _____

Accepted by: _____ *(print)*

Position/Title: _____

Signature: _____ *Date:* _____

Remodel 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/or started.