



# 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 hardwood 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.

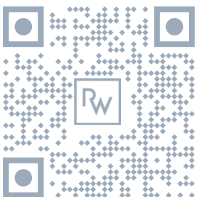
INSTALLATION			
Start date: / /		Completion date: / /	
HVAC unit installed & working?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Indoor Environment
		°F	% RH
HVAC unit installed & working at time of sanding & finishing?		<input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC System 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

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Thank you for choosing us for your hardwood flooring needs. We take pride in our quality products, customer service, and excellent craftsmanship to give you the perfect floor for your home or business. Here are some guidelines to maintain the quality of your beautiful hardwood flooring.

1. The manufacturer produced your flooring to the highest quality standards and to proper moisture levels to perform well in your home or business. Keep your hardwood floors looking great by keeping 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. When your environment is within these ranges, your hardwood flooring stays stable and looks 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. Note: symptoms of an overly dry or wet floor are not covered by any manufacturer's warranty. They 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 damp cloth and clean with a wood floor 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. Note: no manufacturer warranties against scratches, dents or marks.



Hardwood floors add value and beauty to your space, and regular and long term maintenance is important. Whether it is touching up a scratch or restoring the finish with a professional re-coating, proper maintenance is the key to maintaining hardwood flooring.

For more information, visit:  
[www.rwsupply.com](http://www.rwsupply.com)