



Sample

NFCA Quality Assurance Program (QAP) Pre-Installation Site Meeting Agenda Review

It is important for planning and scheduling purposes that scope of work between General Contractor (GC) and Flooring Contractor (FC) are reviewed and understood well in advance of floor covering installation start date. A pre-installation site meeting is held for this purpose and the agenda is sent out early to give all parties as much time as possible to discuss and plan work requirements accordingly.

Time and Date:

Address:

Primary Source: NFCA Reference Manual

Per QAP specification: Before commencement of work on site, the contractor, resilient contractor, flooring manufacturer's/distributor's representative and the [Consultant] [Owner] shall meet to discuss the following items:

1. Where applicable with old slabs, remove and dispose of existing floor covering, adhesives, and contaminants. Where applicable with new slabs, remove contaminants (hardening agents, sealers, other coatings, pen markings). Perform moisture and pH testing prior to any new coatings and toppings being applied (See #3 below).
2. Review of substrate requirements (wooden, concrete or other) and conditions including, substrate finish (smooth and without irregularities) and within flatness tolerances. Maximum flatness tolerance for suspended slabs is 1/8" over 10-foot straightedge and 3/16" for on-grade slabs. GC to provide these flooring conditions prior to flooring installation taking place per PART A12 Substrate Preparation, in the NFCA manual.
3. Substrate testing for **moisture and alkalinity** and provision of written results. As per industry standards ASTM F1869 and/or ASTM F2170 (3 tests for first 1000 sf and 1 test per 1000 sf thereafter) to be performed by an independent moisture testing agency. GC or owner responsible for providing these results to the inspector prior to flooring installation taking place.
4. A review of other testing requirements such as Bond (Pull) Testing, porosity, surface compressive strength (psi), concrete surface profile (CSP), existing sub-floor surface requirements, surface temperature.
5. Confirmation of all floor covering materials, i.e., types, patterns / colours and miscellaneous related materials. Flooring contractor to provide.
6. Scheduling of Mock-up requirement (Section 1.8) and all flooring work, including material deliveries, handling, storage, conditioning room, and staging of work. Flooring contractor to provide except conditioning room to be provided by GC.

7. Installation requirements, including heating, ventilation, lighting, condition and preparation of acceptable substrates and protection of completed work. GC to provide proper site conditions within manufacturers flooring/adhesive tolerances prior to installation taking place.
8. Review of details, including, but not limited to seaming, bases (flash cove/cove base), corners, interfaces with adjacent materials, construction joints, floor access hatches and floor penetration (e.g. trench and drain) requirements.
9. Coordination with mechanical sub-trade to ensure that floor drain types for sheet flooring have a clamping ring and flush floor grate or meet manufacturers installation guidelines.
10. **Inspection procedures** and reports (*pre-installation, interim, final*) including timing of the four reports for multi-phase projects. **Minimum** five (5) days notice requirement for QA inspections.
11. Provision of a list of names and qualifications of installers prior to commencement of work. Flooring contractor to provide.
12. Provision of Consent of Surety (by the flooring contractor) for a 2-year 100% Maintenance Bond.
13. Provision of maintenance materials and data requirements for cleaning, treatment and maintenance for each type of flooring installed.
14. Keep minutes of meeting including responsibilities of various parties and deviations from specifications and installation instructions, and distribute minutes to attendees within 48 hours.