



SUB-FLOOR INSPECTION REQUEST FORM

Ref # .....

Note: Inspectors are third party and may appear in court at an additional cost. No member or employee of the NFCA will appear in court. It is the goal of the Association and this inspection process to assist users of the service in resolving issues and avoiding any such actions. Due to the visual only, and non-invasive nature of the inspection process, we do not guarantee that the cause of the problem will be identified or that a recommendation for action will be given.

This inspection service does not include or involve laboratory testing.

Date: .....

Inspection request made by ..... Ph: .....

Email Address: .....

Flooring contractor Firm: ..... Ph: .....

Floor contractor contact name: ..... Ph: .....

Product Distributor: ..... Ph: .....

Flooring Product Manufacturer: ..... Ph: .....

GC / Builders name: ..... Ph: .....

Building Owners / PM's name: ..... Ph: .....

Address of Inspection: ..... City:..... Ph: .....

Building type: Offices: ..... warehouse..... School ..... Hospital ..... Multi unit .....

Other.....

Product type: VC Tile..... Sheet goods ..... LVT / P..... Other.....

Product name ..... Dimensions .....

Underlay name / description: .....

Type of installation: Glue down ..... Loose laid ..... Other.....

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Subfloor type: Plywood ..... Concrete ..... Light weight Concrete .....

What is below: Slab on grade ..... Enclosed basement ..... Crawl space ..... Garage.....

Heating system: Forced air ..... In floor hot water heat ..... Electric baseboard .....

Geo Thermal ..... Hot water radiators ..... Other: .....

If moisture barrier used what type: Product name .....

Was there any leveling done? ..... Cement or wood shimming .....

Date of installation ..... Date problem first noticed .....

How is the flooring maintained / cleaned .....

Brief description of complaint:

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The inspector is the only person permitted to record conditions using camera, video, audio or any other type of equipment. Attach separately any additional information, reports, specs that will help the inspection process. Attach separately any additional information, reports, specs that will help the inspection process.

All parties agree to the written decision coming out of the NFCA Grievance Committee Inspection report.  
All parties agree that the information can be made available to all parties after 7 days.

Commissioning parties name .....

Signature..... Date.....