

## **Appendix M**

### **Jobsite Checklist**

See Chapter 1, Jobsite Conditions.

One primary rule will eliminate many potential problem-causing jobsite conditions: Wood flooring should be one of the last jobs completed on any construction project. In particular, the jobsite should be enclosed and climate-controlled before wood flooring is delivered or installed. In addition, other trades working on the jobsite can damage the wood flooring installation, so many problems can be minimized by limiting the amount of traffic at the jobsite after the wood flooring is installed.

Certainly the jobsite should be carefully evaluated for potential problems before installation begins, but a thorough site evaluation should also be done even before wood flooring is delivered to the jobsite.

The reprintable Jobsite Checklist on the following pages can be used on the jobsite.

# JOBSITE CHECKLIST

## I. GENERAL INFORMATION

Owner's name	Date
Address	
Home phone	
Husband's work phone	Wife's work phone
Mobile phone	Pager
Jobsite address	
Jobsite visit appointment date	Time

## II. TYPE OF JOB

- Residential       Commercial  
 New                   Remodel

## III. RESIDENTIAL USE INFORMATION

Traffic:  High    Average    Low  
 Any special or unique use \_\_\_\_\_  
 Project rooms/areas \_\_\_\_\_  
 Project budget \_\_\_\_\_

## IV. COMMERCIAL USE INFORMATION

Retail store       Restaurant       Office  
 Bar                   Other  
 Traffic:  High    Average       Low  
 High-rise             Yes    No  
 Freight elevator     Yes    No  
 Passenger elevator  Yes    No  
 Hours of access \_\_\_\_\_  
 Power access \_\_\_\_\_  
 Maintenance \_\_\_\_\_  
 Maintenance company \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Proximity of parking \_\_\_\_\_  
 Cost of parking \_\_\_\_\_

## V. INTERIOR

Relative humidity in air-space:  
 Hygrometer \_\_\_\_%    Sling psychrometer \_\_\_\_%  
 HVAC units operable  Yes    No  
 If no, date to be operating \_\_\_\_\_  
 Type of heat:  
 Radiant       Baseboard       Radiator  
 Forced air     Electric           Gas  
 Heat ducts    Under floor       Wood-burning stove  
 Overhead

Insulated  Yes    No

Humidity controls  Yes    No

Thermostat setting

First unit \_\_\_\_ F      Second unit \_\_\_\_ F

Air conditioning  Yes    No

Large window/sliding glass doors facing:

East       South       West       North

Drapes  Yes    No

Tinted Glass  Yes    No

Double-glazed/storm windows  Yes    No

### Kitchen:

Instant hot water  Yes    No

Refrigerator  Yes    No

Icemaker  Yes    No

Food freezer  Yes    No

Dishwasher  Yes    No

Other \_\_\_\_\_

### Mud Room/Laundry Room:

Clothes dryer vented outside  Yes    No

Plumbing leaks \_\_\_\_\_

Ceiling stains \_\_\_\_\_

### Bathroom:

Bathroom exhaust  Yes    No

Heated exhaust  Yes    No

### Basement:

Walls cracked  Yes    No

Paint peeling  Yes    No

Floor stained  Yes    No

Damp  Yes    No

Vented  Yes    No

Rusty nails  Yes    No

Sump pump  Yes    No

Condensation on cold-water lines  Yes    No

Musty smell  Yes    No

Heated  Yes  No  
 Air-conditioned  Yes  No  
 Relative humidity in air-space:  
 Hygrometer \_\_\_\_\_% Sling psychrometer \_\_\_\_\_%

**VI. EXTERIOR**

Building is over:  
 Basement  Crawl space  Slab  
 Relation of lot to street:  
 Above  Level  Below  
 Lot cut and fill  Yes  No  
 Relation of lot to neighbor:  
 Above  Level  Below  
 Lot drainage away from foundation  Yes  No  
 Shaded lot  Yes  No  
 Gutters/downspouts  Yes  No  
 Directed away  Yes  No  
 Roof overhang  Yes  No  
 Foundation perimeter:  
 Waterproof  Yes  No  
 Soil damp  Yes  No  
 Window wells dry  Yes  No  
 Planterbox  Yes  No  
 Shrubs/flowers  Yes  No  
 Comments \_\_\_\_\_  
 Yard established  Yes  No  
 Recent  Yes  No  
 Sprinklers/irrigation  Yes  No  
 Excess watering  Yes  No  
 Entry is:  
 Step up  Level  Down  
 Swimming pool  Yes  No  
 In-ground  Above-ground  
 Distance from pool to foundation \_\_\_\_\_feet  
 Street curb drain active  Yes  No

**Crawl Space:**

Distance from soil to subfloor \_\_\_\_\_  
 Condensation  Yes  No  
 Musty smell  Yes  No  
 Concrete slab  Yes  No  
 Moisture barrier beneath concrete  Yes  No  
 Dirt floor  Yes  No

6- or 8-mil black poly cover  
 over dirt/concrete  Yes  No  
 15sf open vent per 1,000sf floor area  Yes  No  
 Vents open  Yes  No  
 Cross-ventilation  Yes  No

**VII. SUBLOOR INFORMATION**

(Reference NWFA Installation Guidelines, Section 2, Chapters 4-6 for approved subfloor.)

Existing wood type:  
 3/4-inch CDX Plywood \_\_\_\_\_  
 5/8-inch CDX Plywood \_\_\_\_\_  
 23/32-inch OSB underlayment grade \_\_\_\_\_  
 Solid board \_\_\_\_\_  
 Other \_\_\_\_\_  
 Joist span  16"  >16-19.2"  
 >19.2-24"  
 >24"

Renail  Yes  No  
 Sand  Yes  No  
 Damage  Yes  No  
 Pet stains  Yes  No  
 Rot  Yes  No

**Other subfloor repair**

Average moisture content in flooring \_\_\_\_\_ %  
 Average moisture content in subfloor \_\_\_\_\_ %  
 Average moisture content in sleepers \_\_\_\_\_ %  
 Average moisture content in joists \_\_\_\_\_ %

In areas or seasons of extreme moisture conditions, check moisture content in:

Adjacent baseboard \_\_\_\_\_ %  
 Door trim \_\_\_\_\_ %  
 Wood threshold \_\_\_\_\_ %

Paint/finish lines exposed  Yes  No  
 Trim pieces dislodged  Yes  No

**Slab:**

Relative elevation of slab surface to exterior soil line +/- \_\_\_\_\_ inches  
 Slab tested for moisture before install  Yes  No

**What test**

Results \_\_\_\_\_  
 New slab \_\_\_\_\_ Date poured \_\_\_\_\_  
 Existing slab \_\_\_\_\_ Age \_\_\_\_\_  
 Float/grind slab  Yes  No  
 Install wood subfloor  Yes  No  
 Moisture membrane  Yes  No  
 Flatness \_\_\_\_\_



