



### Installation Preparation Checklist:

Helpful tips to make installation day safer, smoother, and faster.

Please review and complete these items before your scheduled installation. Proper preparation helps reduce delays, avoid added moving charges, and protect your site & belongings.

| Checklist Item           |  | Best Practices   |
|--------------------------|--|--|
| <input type="checkbox"/> | 1. Clear the installation area.                                    | Remove rugs, décor, and everyday items from all work areas so the team has a safe and open space to work in.   |
| <input type="checkbox"/> | 2. Move furniture ahead of time.                                   | Please have furniture and personal items removed from the installation areas, unless moving services were arranged in advance.   |
| <input type="checkbox"/> | 3. Don't pile everything onto the bed.                             | Beds likely need to be moved around, or we may need to fully utilize the space to lay out materials, so please don't pile items onto the bed, or on other nearby furniture.                          |
| <input type="checkbox"/> | 4. Protect valuables and collectibles.                             | Place breakables, keepsakes, heirlooms, and other valuable items in a secure area away from the work zone.   |
| <input type="checkbox"/> | 5. Take artwork and wall décor down.                               | Vibrations from our tools, hammering, or moving materials in an out of the space may cause framed pieces or wall décor to shift or fall.   |
| <input type="checkbox"/> | 6. Empty closets when flooring continues inside.                   | Remove shoes, bins, and hanging clothes, especially anything touching the floor, so the installation can be completed properly.  |
| <input type="checkbox"/> | 7. Disconnect electronics in advance.                              | Unplug, unhook, and remove TVs, computers, gaming systems, speakers, stereos, or any other electronics before installation day.  |
| <input type="checkbox"/> | 8. Keep walkways clear & open.                                     | Our crew may be carrying heavy materials and going in and out many times, so hallways, entries, and paths should stay clear.   |
| <input type="checkbox"/> | 9. Secure pets in a safe area.                                     | Please keep pets away from any work zones or exterior doors while the crew is onsite to help prevent any escapes or injuries.  |
| <input type="checkbox"/> | 10. Keep children & elderly or guests out of any work areas.       | Tools, sharp objects, electrical cords, and loose flooring materials can create temporary tripping and safety hazards.   |
| <input type="checkbox"/> | 11. Plan for noise and limited room access.                        | Installations can involve loud noises, dust, or temporary access to areas, so please plan ahead as needed, for comfort & convenience.  |
| <input type="checkbox"/> | 12. In some cases, subflooring conditions may cause delays.        | Some existing subfloors (concrete or wood foundations) may need additional floor prep, which are discovered after the existing floors have been removed, that could cause delays or additional work. |
| <input type="checkbox"/> | 13. Confirm any special instructions before installation day.      | Let us know in advance about any building rules, parking limits, gate codes, work hour limitations, or fragile furniture concerns beforehand.  |
| <input type="checkbox"/> | 14. Check the flooring materials before we start the installation. | Please review all flooring products once they arrive, to ensure they're the correct color/style, and voice any concerns prior to installation, as needed.  |
| <input type="checkbox"/> | 15. Have payment & final approvals ready upon completion.          | Any client approvals or walk-throughs should be scheduled on the final day of installation. All remaining balances are due the same day.   |

Have any questions before installation day? Contact us so we can help you prepare: 321-316-4921