

 REAL PROPERTY MANAGEMENT® VIKING <small>a neighborly company</small>	SCOPE OF WORK	JOB SITE:
WORK ORDER #: Required Final Completion Date:		OWNERS REP NAME: PHONE: EMAIL:

SCHEDULE

START DATE:	
SUBSTANTIAL COMPLETION DATE:	
INSPECTION DATE:	

SCOPE OF WORK-VINYL FLOORING

The work shall consist of furnishing all labor, materials and equipment required for the complete execution of all flooring work specified herein, as described in the supplement scope of work attached as Exhibit "A" if any, and as reasonably inferred to be performed by Real Property Management ("RPM").

LOCATION/AREA	WORK	FINISH
	PREP:	MIL/GRADE:
	WORK:	COLOR:
	PREP:	MIL/GRADE:
	WORK:	COLOR:
	PREP:	MIL/GRADE:
	WORK:	COLOR:
	PREP:	MIL/GRADE:
	WORK:	COLOR:
	PREP:	MIL/GRADE:
	WORK:	COLOR:
	PREP:	MIL/GRADE:
	WORK:	COLOR:

Subfloor preparation

- **Cleanliness:** The subfloor must be free of dirt, dust, wax, grease, and any other residues. Remove old adhesives, staples, or carpet remnants.
- **Flatness:** The subfloor must be flat within 1/8" in 6 ft or 3/16" in 10 ft. Sand high spots and fill low spots with a leveling compound.
- **Dryness:** Perform moisture tests on concrete or wood subfloors and do not install if moisture levels are above 65% in concrete or above 10% in wood subfloors.
- **Structural soundness:** Ensure the subfloor is sound, securely fastened, and does not move.

Site and product preparation

- **Acclimation:** The LVP must be acclimated for a minimum of 48 hours in the room where it will be installed.
- **Temperature:** Maintain the installation area at a constant temperature between 65-85°F (18-29°C). Avoid direct sunlight, which can cause the floor to expand and buckle.
- **Enclosed space:** The installation area must be fully enclosed and weather tight.

Installation details

- **Expansion gap:** Leave a minimum 1/4" expansion gap between the flooring and all walls and other fixed objects.
- **Increased gaps:** Expand the gap to 1/2" for any installation area over 50 ft in length or width. Areas over 85 ft are not recommended, and a 1/2" gap is required for three-season rooms.
- **Expansion molding:** Use a suitable trim molding to cover the expansion gap along the perimeter but ensure the molding does not restrict the expansion gap. Match the color of trim molding to the base trim Color or Wall color if no base trim is present.
- **Transitions:** Install Aluminum bullnose on stairs and Aluminum thresholds where vinyl meets other flooring types, with the exception where the vinyl meets carpeting that is already terminated with a folded edge.
- **Underlayment:** While not always required, underlayment can improve the feel and sound of the floor. Check the LVP manufacturer's recommendations for underlayment use and install if required.
- **Doors:** Remove doors if needed to install flooring and leave un-installed.
- **Accessories:** Replace floor registers, appliance kick plates, and other items removed unless stated above.

Subfloor moisture levels

- **Concrete subfloors:** Relative humidity should not exceed **75%**. Some manufacturers may have stricter requirements (e.g., less than 80% RH for specific products).
- **Wood subfloors:** Moisture content should not exceed **12%**.
- **Moisture testing:** Always test the subfloor moisture before installation. This is often done with a moisture meter or by following specific testing methods recommended by the manufacturer.

Important considerations

- **Moisture barrier:** Consider using a high-quality moisture barrier, especially under the LVP on concrete subfloors.
- **Manufacturer's instructions:** Always refer to and follow the specific installation instructions provided by your LVP manufacturer, as requirements can vary between products.

Disposal and Site Management

- **Disposal:** Dispose of all debris, packaging, and old trim and leave site broom clean.
- **Site Protection:** Take measures to protect the site from damage.

Submittals - prior to starting work, submit the following:

- **Flooring Material:** Submit a copy of the flooring material label with full specification.
- **Transitions:** Submit the spec to be used for bullnose and transition pieces
- **Trim Molding:** Submit the spec to be used for gap fill at wall (shoe/base trim)

Other: