



FLOORING REPLACEMENT PROCEDURES

Flooring shall be installed by professionals or people with proven skills.

Flooring shall not be replaced without permission of the Board of Directors. The member shall request permission to have flooring replaced.

In cases where the member will pay for the cost of the installation of the flooring the member shall ensure that the floor replacement is done in a professional manner.

Any flooring replacement shall be subjected to an inspection by a staff person and a Board member shortly after the flooring has been installed. A final inspection by a staff member and a Board member will take place six (6) months after the first inspection.

FIRST INSPECTION OF FLOORING

- Prior to installation the old flooring shall be removed. New flooring shall not be laid on top of old flooring. Where necessary an underlay must be used.
- Lift area rugs to check the flooring, move sofas to check flooring
- Flooring should be laid starting at an outside wall and along the longest part of a room
- Protectors shall be installed under the legs of tables, chairs, sofas to prevent the laminate from being scratched
- **For Laminate flooring** the joints have to be staggered, no less than 6" apart
- Laminate flooring must have a gap of ¼" between the floor and the walls, no underlay may show; the flooring shall be tucked under the baseboards.
- Check that there are no scratches or dents or chipping.
- Transition areas shall be finished appropriately with some type of stripping; they have to be even. Bathrooms shall have a metal transition
- **For carpets** check that the seams are done tight, they should be almost invisible
- The carpets shall not show wrinkles and be tucked under the baseboards
- Transition from carpet to other type of flooring shall be even
- **For any type of tiles** check that the tiles are all even; all edges shall lay flat and match with the other tiles

SECOND INSPECTION (AFTER SIX MONTHS)

- **Laminate:** Check that no pieces have buckled, no gaps at the baseboards, no underlay showing. Transitions are even.
- **Carpet:** No fraying at the edges, no wrinkles; properly tucked under the baseboards.