



# Floor Covering & Installation Checklist/Guidelines

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***Important Note: Contact your unit's facility manager prior to ordering facilities-related services to ensure compliance with University and/or departmental policies, procedures, and standards.***

## Getting Started

- Establish a defined scope for the flooring project including: approximate measures of each defined area to have flooring installed; accessibility of the areas to determine if flooring provider is willing to move items as part of their quotation; if any item requires dismantling or disconnection from a power or water source; assess condition of area surfaces - as damaged areas (e.g. chipped subfloor, rust and corrosion, moisture, and mold) may require additional preparation work not normally covered in flooring quotes. **If you are not the facility manager for the facilities impacted, then the facility manager(s) should be contacted well in advance and provide approval to proceed before committing to the flooring project.**
- If the preparation of the existing surfaces or removal of floor covering has the potential to disturb asbestos or lead containing materials (e.g. floor tile, mastic, cove base, pipe insulation, existing surface paint and sub-layers) the provider must follow University of Michigan OSEH (647-1142) and the AEC asbestos abatement specifications. Your unit's facility manager may be the best link to UM OSEH department for counsel and possible testing.
- If any campus building systems (electrical, mechanical, or plumbing) are impacted, contact the [Plant Operations Call Center](#) at 647-2059 to set up a work request for the required disconnections/reconnections.
- Be mindful of smoke and fire detectors. Dust from sanding and fumes from epoxies may set them off.
- If the flooring project requires other services (e.g. painting, moving) then coordinate these services with all parties impacted to mitigate possible conflicts. Remember to secure these other services (or ascertain the availability of these services) soon after the scope of the flooring project has been defined and approved by the facility manager.
- If the flooring project is occurring at a leased property then the UM Real Estate Office must be contacted at 763-2302 in advance of making commitments for floor covering or other services related to the project.
- Orders for Strategic Carpeting not in the Carpet Quick Ship Program and/or all Strategic Carpet orders over \$25,000 must be placed through Interior Design Services.
- Non-Strategic carpet over \$5,000 must be bid through Procurement Services.

## Initiating the Project

- Review approved provider information.
- Establish contact with the provider(s) who appear capable of meeting your needs. Note: If other services are required of the flooring project (e.g. disconnect plumbing via Plant Operations) it may be prudent to determine availability for these other services before committing to flooring dates with provider(s).
- Once likely flooring dates are solidified, engage provider(s) in soliciting a quote for services. To avoid future scope conflicts consider scheduling a walk-through with provider(s) before obtaining a quote. Also, the walk-through serves as a good vehicle to initiate communication (and instant feedback) about other considerations such as the existing condition of areas to be installed, access to the facility including parking, and any hazards or obstacles to avoid.
- If estimated project cost is above \$10,000 or the approved providers cannot meet your needs, contact Procurement Services at 764-8212, option #1, or [procurement.services@umich.edu](mailto:procurement.services@umich.edu) for assistance.
- Before work begins it is best to include all expectations in writing and have a formal not-to-exceed acknowledgement from the provider. Also, floor samples should be of sufficient size to render reasonable assurances that expected color and tone will be realized. For your convenience a “request for quote” form has been developed for your use and possible contractual agreement.

## Project Close-Out

- Verify work was completed appropriately by performing a project close-out inspection.
- Immediately contact the provider with the results of the inspection. If remedies are required, it is important that the results be presented in writing.
- Contact the Procurement Services floor covering contract administrator at 615-3467 if you do not get a satisfactory resolution from the provider in a timely manner (usually within ten days).