



## CHF BC FLOORING PROGRAM PREPARE YOUR UNIT

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CO-OP NAME

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UNIT NUMBER

ADDRESS

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PHONE

BEST WAY TO CONTACT YOU DURING THE DAY

Dear Member,

As you know you will be getting flooring installations done in your unit; to make the process as efficient as possible, we ask that you do the following steps to prepare:

1. Prior to installation please prepare your unit

a. Carpet and Laminate

- Disconnect and remove stereos, computers and televisions
- Remove all loose personal belongings and fragile items from the furniture to be moved and store these items in a safe place
- Remove valuables (eg cash and jewelry) for safekeeping
- Arrange for piano and or freezer to be moved before installation
- Strip beds and store linens
- Remove all shoes and loose items from the floor and closets as well as long hanging clothes. Installers require 24" of clearance from the floor
- Take paintings off the wall (especially if the frames have glass in them)
- Open and carefully gather the folds of floor-length curtains, drape the fabric through a coat hanger and hang it on the curtain rod out of the way

b. Vinyl and Laminate Installation

- Empty large freezer and/or fridges as much as possible
- Secure items in your fridge to avoid spills (ie tape milk cartons closed)
- Oven drawer emptied of pots and pans
- Installers are not qualified to disconnect or reconnect gas appliances. Please make appropriate arrangements with qualified appliance personnel equipped to perform this service safely. For co-ops who do not wish to remove and re-install the gas appliances, your installer will install the vinyl flooring as far as possible beneath the appliance (usually about 1/3 of the way underneath).

Note: Vinyl flooring is not installed under built-in dishwasher.

Note: After vinyl flooring is installed, DO NOT WALK on it for at least ONE HOUR to ensure the glue sets properly



2. Secure any pets or make sure to have them out of the house during installations
3. On the day of your installation, be home to provide access or advised the CHF BC Contractors as to whom you have left your key with.

The CHF BC Contractors may contact you directly to arrange installation times with your schedule. We thank you in advance for your cooperation and your understanding.

Please complete and return this form to the co-op office mail box or email