



8082 SW Nimbus Ave, Space 6-A
Beaverton, OR 97008
503 419 6407 ph
216 373 4931 fax

INSPECTION FORM

Claim #:
Customer:

CUSTOMER INFORMATION

Company Name	
Contact Name	
Address	
Phone	

INSTALLER INFORMATION

Name	
Phone	

LOCATION INFORMATION

Homeowner / Job Site Name	
Address	
Phone	

PRODUCT INFORMATION

Product Name		Species	
Color		Lot #	
Invoice #		Affected boards	
Sidemark		Affected SQFT	
Problem or Concern			
Desired Remedy			
Date of Delivery	Date of Installation	Concern Noticed	

CLAIM SUBMITTED BY

Name	
Phone	
E-mail	

NOTES

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NOVA ELEMENTAL - INSPECTION FORM

Date verified: _____

REPORTED INFORMATION

VERIFIED INFORMATION

Recent changes to the site affecting drainage?		
Does the building have gutters/downspouts?		
<i>Are they directed away from the foundation?</i>		
Are climate control systems in place?		
<i>Were they operating at the time of delivery?</i>		
<i>Current setting of the thermostat:</i>		
Whole home humidifier installed and operating?		
<i>Level the humidifier is set at:</i>		
Time climate control was active prior to install:		
Where are the HVAC ducts located?		
Was a RH reading taken prior to installation?		
<i>RH reading prior to installation:</i>		
<i>Current RH reading:</i>		
Where was the floor installed?		
Were fasteners used?		
<i>What type of fasteners were used?</i>		
<i>What gauge?</i>		
<i>What length?</i>		
Was adhesive used?		
<i>Name of adhesive:</i>		
<i>Spread rate per gallon:</i>		
<i>What trowel was used?</i>		
Type of subfloor:		
<i>Cure time of concrete prior to installation:</i>		
<i>Moisture test taken on the concrete subfloor?</i>		
<i>Type of moisture test:</i>		
<i>Moisture reading:</i>		
Was a vapor barrier used?		
<i>Vapor barrier name:</i>		
Expansion gap left around the perimeter?		
Were moisture readings taken of the floor?		
<i>Subfloor moisture content prior to installation:</i>		
<i>Flooring moisture content prior to installation:</i>		
<i>Current subfloor moisture content:</i>		
<i>Current flooring moisture content:</i>		
How long was flooring acclimated?		
<i>Thermostat setting during acclimation:</i>		
<i>How was the flooring acclimated?</i>		
Extra boards on the job site showing concerns?		
Cleaning method being used?		

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NOVA ELEMENTAL - INSPECTION FORM

FURTHER INFORMATION

Residential or commercial setting?
New construction or remodel?
List rooms with wood flooring installed:
List rooms affected with concern:
Type of heating system (electric, gas, other):
Last service date of humidifier:
Sprinkler system directed away from the foundation?
Check grade level around the building:
Check planter boxes attached to the building for vapor barrier:
Check crawl space for vapor barrier, number of vents, and size:
Record basement temperature and relative humidity:
Are there any pets in the home? What size, and how many?

SAND & FINISH INFORMATION

Thermostat settings during S&F process:
Moisture content of flooring prior to S&F:
Grit used on big machine:
Grit used on edger:
Grit used on buffer:
Was the floor water popped?
Is the floor hand scraped?
Stain brand and color used:
How was the stain applied (method and number of coats)?
Dry time for each coat of stain:
What sealer was used, and how many coats?
Dry time for each coat of sealer:
Did you abrade the sealer before applying finish?
What did you abrade the sealer with?
What finish was used (method applied and number of coats)?
Dry time for each coat of finish:
Did you abrade in-between coats of finish?
What did you use to abrade in-between coats of finish?
What sheen was used on the final coat?

INSPECTOR INFORMATION

Name	
Signature	
Date floor was inspected	
Notes:	