



## **CONDITIONS FOR THE INSTALLATION, ACCEPTANCE AND COMMISSIONING OF TIMBER FLOORING.**

### **1. Preparation for Handover - Acceptance Protocols for Flooring Materials**

- A) Substrate protocol
- B) Heating protocol
- C) Protocol for drying out flooring using existing, underfloor heating
- D) Protocol for laying timber flooring

### **2. Conditions for installation.**

The quality and humidity of the parquet should be checked before being laid down. Before commencing installation, the material supplied should be carefully checked and any irregularities or damage should be immediately reported to the manufacturer. Should the product be installed nonetheless, even though the Customer has perceived it to be defective and as not meeting his/her expectations regarding the substrate, then this decision on the part of the Customer will render ineffective all forms of complaint against the manufacturer. *N.B. If only one* of the protocol's standards fails to meet the requirements, the flooring *must not* be installed. Timber which has already been laid and is subsequently found to be defective, *cannot* be the subject of a complaint!!!!

### **3. The Art of installing and commissioning Parquet-flooring.**

Leave a gap with a width of 10mm - 20 mm around the edges of the room to allow for dilation of the slats.

Leave gaps in the following, in order to facilitate the slats to 'shift' or self-adjust where they come into contact with the floor's base:

- in the case of solid boards, where the length of the wood flooring exceeds 8 m and a width of 6 m;
- in the case of sandwiched slats, where the floor's length exceeds 12 m and the 8 m width is in-filled with flexible agents, as is the case with *Sika* flooring or cork. The direction of the flooring should be parallel, lengthways, to the room, so that the width is less in dimension than the length when the flooring is laid down. In addition, the flooring should always be laid in such a way that the sun's rays fall *along* the boards, that is, lengthways and *not across* them, widthways.

Preparing the floor – Apply a film coating of fresh adhesive to the parquet slats, pressing each slat so that it is totally covered with adhesive along the bottom, making sure, meanwhile, that all traces of any previous adhesive used, has been removed.

The parquet slats should be laid in such a manner that no scratches - *which are the result of grinding*, no hollows or indentations, made by any machinery- *as may be the case with new parquet flooring* and no brush marks or roller traces, *made when painting or varnishing*, are visible when seen from a standing position in the room, looking downwards onto them.

Acceptance of the flooring should be carried out from the position(s) usually adopted where the room is to be used in the normal course of events, either from a standing or from a sitting position. Acceptance should also take place under the lighting conditions usually prevailing in the room.

After installation, the operative who installed the flooring should, along with the investor, complete all protocols, providing them to the seller/manufacturer within 7 days (Zakład Drzewny "ANDREWPOL" Andrzej Pryczynicz ul. Woskowa 9, 17 – 200 Hajnówka).

#### 4. Conditions of Use for Wood Flooring.

Please note that wood is an hygroscopic material and changes its properties, synchronously, with the changing conditions of its environment, expelling excess moisture into the environment during the winter season when the heating is switched on and absorbing moisture from that same environment, during the summer, when humidity of above 60% is reached. With prolonged use, especially during the winter months, when the heating is switched on, small gaps or cracks may appear. These are caused by changes in the dimensions of the staves, where humidity is in excess of 60%. Swelling or sweating of the slats may also result while the floor and the parquet self-adjust to the ambient humidity. Problems arising from the floor slats, naturally *working in* while they self-adjust to their new environment, do not constitute grounds for complaint. To minimise the effects of this *working in*, the air humidity in the room should be at a level of 45-65% R.H., while a temperature of about 19-22° C should be maintained. In winter, rooms should be humidified - preferably by means of electric humidifiers. To maintain the floors in a proper condition, they should be protected against external influences. Mechanical damage can be prevented by using felt pads under the furniture, while the wearing of high heels, particularly *stiletto* heels, should be particularly avoided. Scratches can be avoided by placing a door mat or shoe-scraper at the doorway, so as to leave the dirt and grit, *which can have a gravely, deleterious effect on wood flooring*, outside. Wood absorbs moisture very quickly. For this reason, any spilled liquids should be wiped dry immediately until the floor is moisture-free. Potted plants should not be placed directly onto the floor. Scratches and mechanical damage, which may have been caused by such negligence, cannot be the subject of any claim.

I accept the work which has been carried out, in accordance with the above conditions for the acceptance of wood floors. I have been informed of the conditions for using wood flooring and accept those conditions as being a requirement for maintaining the flooring in optimum condition.

.....  
Signature of the Investor

.....  
Signature of the Contractor

#### **INFORMATION FOR THE INVESTOR:**

The Zakład Drzewny „ANDREWPOL” Andrzej Pryczynicz ul. Woskowa 9, 17 - 200 Hajnówka cannot be held responsible for any installation effected, which is found to be incompatible with the standards, recommendations and guidelines as posted online at: [andrewpol.com.pl](http://andrewpol.com.pl)



**A) SUBSTRATE PROTOCOL**

Details of the Investor.....

Type of investment, whether the apartment is in a block of flats; which floor; detached house with basement, or on the ground floor, other premises whether office, restaurant, gym and so on; please specify.....

The surface of the floor being laid down.....

Type of substrate (concrete, anhydrite, wood, other - specify).....

Hardness and properties of the substrate: *soft / of average hardness / hard / dusty / porous / smooth.*

Contaminated with glue, paint or other substances.....

Strength of the substrate (in MPa).....

Evenness of the substrate and using a 2 m patch..... *(no clearances larger than 3 mm are acceptable).*

Substrate humidity - a mean of the measurements taken .....%

Test method for moisture.....

Meter type: ..... and settings: .....

number of test sites ..... ..

CO pipes in the substrate *Yes / No.*

Insulated *Yes /No.*

Date of laying down the floor.....

Confirmed in the construction log book *Yes /No.*

Printout from the measuring device as an attachment *(required)*

Date of inspection and the taking of measurements: .....

Name and surname of the person taking measurements: .....

.....  
*Signature of the Investor*    *Signature Construction Manager*    *Signature of the Contractor*

The substrate *meets / does not meet* the requirements

.....  
*Signature of the Investor*    *Signature Construction Manager*    *Signature of the Contractor*

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## B) HEATING PROTOCOL

Floor heating. *Yes / No*.

Type of floor heating. (electric, water)

Temperature seal used. *Yes / No*

Damp-proofing applied to the floor. *Yes/ No*

Protocol of the heating test in accordance with the standards, date of the test..... (attach the protocol)

Protocol for the testing of the underfloor heating, date of the test ..... (attach protocol)

Air blast - heating *Yes / No*, date of commissioning .....

.....  
*Signature of the Investor*

.....  
*Signature Construction Manager*

.....  
*Signature of the Contractor*

Temperature in the rooms .....°C

Humidity in the rooms .....%. It is recommended to take measurements in all rooms where the flooring will be laid.

Date and place of assessment and measurements: .....

Name and surname of the person taking the measurements: .....

Declaration of the Investor or Investor's representative re the correct preparation of the vertical and horizontal insulation.

.....

.....  
*Signature of the Investor*

.....  
*Signature Construction Manager*

.....  
*Signature of the Contractor*

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### C) FLOOR HEATING PROTOCOL

Investor: .....

Premises, whether a detached house, apartment and so on: .....

Address: .....

The room (for one room): .....

Type of heating whether water, electric and so on: .....

Type of screed: .....

Date of the implementation of the screed: .....

Date of commencement of the heating process: .....

<i>DAY</i>	<i>TEMPERATURE OF THE SYSTEM</i>	<i>REMARKS</i>	<i>SIGNATURE</i>
1.	system heated to a temperature of +20° C		
2.	system heated to a temperature of +30° C		
3.	system heated to a temperature of +40° C		
4.	system heated to a temperature of +50° C or to the maximum temperature of the system		
5 -15	system operating at maximum temperature		
16.	temperature of the system was lowered to + 40° C		
17.	temperature of the system was lowered to +30° C		
18.	temperature of the system was lowered to +20° C		
19.	measurement of the substrate humidity (carbide method)		
19- 23	system off		
24.	system was heated to a temperature of +20° C		
25.	system was heated to a temperature of +30° C		
26.	system was heated to a temperature of +40° C		
27.	system was heated to a temperature of +50° C or to the maximum temperature of the system		
28.	temperature of the system was lowered to +40° C		
29.	temperature of the system was lowered to +30° C		
30.	temperature of the system was lowered to +20° C		

Contractor:  
.....  
(Date and legible signature)

Construction Manager:  
.....  
(Date and legible signature)

Investor:  
.....  
(Date and legible signature)



#### D) PROTOCOL FOR LAYING TIMBER FLOORING

Type of flooring laid: solid parquet, solid wood planks, sandwiched parquet, sandwiched planks,  
other: .....

Wood species: oak, mountain ash, beech, birch, other: .....

Size in mm and confirmation of the consistency of the dimensions.....

Quality class and confirmation of the maintenance of quality standards for the class: .....

Type of mounting (*bonding to the substrate, mounting with screws, affixing with nails, etc.*).....

Was the substrate primed? *yes/no*

Name of the primer used: .....

Name of the adhesive used for the floor mounting: .....

Time of acclimatization of the floorboard.....

Type of surface finishing agent used (*oil, paint, other*).....

Name of the surface finishing agent used: .....

Humidity of the wood before laying down, as a percentage, plus confirmation of compliance with the standard of 9% +/- 2%: .....

Humidity of the wood after laying, as a percentage: .....

Meter type: ..... and settings: .....

It is recommended that the measurements be taken at random

Printout from the measuring device as an attachment (*required*)

Date of inspection and the taking of the measurement: .....

Name and surname of the person taking the measurements: .....

The floor has been laid in accordance with the expectations of the Investor *Yes /No*

.....  
*Signature of the Investor*

.....  
*Signature Construction Manager*

.....  
*Signature of the Contractor*

Remarks on the installation:

.....  
.....  
.....

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