

CARPET LAYING CONDITIONS AND METHOD STATEMENT

Part I: Before carpets are laid

- 1) All **Overhead work**, including services, installation of Gypsum, POP, and other types of false ceilings **must be complete**.
- 2) All **Painting work**, whether on the walls or other surfaces, **must be complete**.
- 3) All cable trunking work in the floor should be completed, all wires pulled, and all junction boxes should be fixed in place.
- 4) The IPS floor / Access Floor must be smooth, in level, clean of all debris, other material, and dirt on the surface.
- 5) All **Civil work must be complete**.
- 6) All **doors and windows must be installed**.
- 7) Adjacent areas where **civil and ‘wet’ work** is going on **must be blocked off** with lockable partitions.
- 8) The **elevator and other ducts must be blocked off** so that no flying debris falls from other floors.
- 9) Air conditioning must be functional and started to make sure that no dust or dirt comes out of the ducts that will dirty the carpet.
- 10) ***A TOTALLY ENCLOSED AND DUST FREE ATMOSPHERE MUST BE CREATED FOR CARPET LAYING.***
- 11) ***No other agency should be allowed to work*** on the site during the laying of carpets.

Part II: Method of Carpet Laying:

- 1) After all the conditions of “Carpet Laying Conditions” are met, the carpet will be laid in the following manner.
- 2) Stored carpet will be brought to the location where it must be laid.
- 3) The starting point will be identified and marked in consultation with the Architects to achieve the layout that they have visualized.
- 4) The area in which carpet is being laid will be barricaded so that only carpet installers can enter the area.
- 5) Adhesive will be applied to the floor surface and carpet will be laid after the required time interval.
- 6) Once carpet laying is completed the area will be covered with plastic for protection.

Part III: After carpets are laid

- 1) A meeting of senior persons from “Next working agencies” should be called.
- 2) The type of their work, their method of working, and the duration of their work should be understood and accepted at this point.
- 3) The agencies should be explained that it is ***their*** responsibility to make sure that the carpet is not damaged / dirtied while their work is going on.
- 4) All persons going in the carpeted area should be asked to remove shoes.
- 5) No workers who chew paan or tobacco should be allowed on the site.
- 6) No workers should be allowed with tea, coffee, or other eatables on site.



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- 7) Before the agencies move in with their material and manpower, they should be asked to jointly inspect the site and point out any damage to the carpet.
- 8) Another joint inspection should take place with these agencies AFTER their work is complete, to fix responsibility for any damage to the carpet.
- 9) During the entire period when other agencies are working, watchmen should be kept at all entry points to control the movement of persons going inside this area and keep a record of their movement.
- 10) This kind of control will not only reduce the chances of any undesirable persons visiting the site, but also deter the persons working on the site from behaving in an irresponsible manner.

PLEASE NOTE:

(A) Once the carpet is laid, we have little control over what is done on it, and we will not accept the responsibility for any damage done to it once it is covered with plastic.

(B) Covering the carpet with plastic and / or other protection material will also provide a false feeling of safety and can result in complacency. **Our experience shows that most of the damage to the carpet is done even before the owner has occupied the premises!** This must be avoided at all costs.

(C) Laborers from general contractors tend to chew paan / tobacco, and spit all over the site, including on the carpet. This **MUST** be controlled.

ALWAYS REMEMBER

Appearance Retention is the key to Carpet Performance.

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