QM In-Process Assessment for Timber Flooring

Project	
Main Contractor	
Site Coordinator	
Sub-Contractor	
BCA Assessor	
Date	

S/nos	Process	Observations
1.0	**Flooring System**	
1.1	▪ Parquet	
1.2	▪ Timber Strip	
1.3	▪ Laminated	
2.0	**Method of Installation**	
2.1	▪ direct	
2.2	▪ plywood sub-base	
3.0	**Adhesives**	
3.1	▪ Polyvinyl acetate (PVA)	
3.2	▪ Polyurethane (PU)	
3.3	▪ Others (e.g. epoxy, acrylic, etc)	
4.0	**Finishing Coat**	
4.1	▪ Oil-modified urethane	
4.2	▪ Moisture-cured urethane	
4.3	▪ Water-based urethane	
4.4	▪ Conversion varnish / acid-cured urethanes	
5.0	**Provision for movement**	
5.1	▪ Expansion gap (6-8mm)	
5.2	▪ Staggered joints for plywood subbase	
6.0	**Delivery**	
6.1	▪ Moisture content check ▪ 10-14% for aircon bldg ▪ 14-15% for non aircon bldg	
6.2	▪ Dimensional variation ▪ Width ±0.75mm ▪ Thickness ±0.4mm	
6.3	▪ Defects free	

7.0	**Handling**	
7.1	No transportation, loading & unloading in rain	
7.2	Direct to area of installation preferably	
8.0	**Storage**	
8.1	In enclosed bldg	
8.2	Clean & dry	
8.3	Stacked on pallet to maintain flatness	
8.4	Good air circulation	
8.5	If kiln dried – remove packaging only before installation	
8.6	If air dried – min 2 weeks acclimatization on site	
9.0	**Delivery & storage of adhesive & finishing coat**	
9.1	In original containers	
9.2	Seal & labels intact	
9.3	Clean & dry storage area	
9.4	No contamination	
10.0	**Surface Preparation**	
10.1	Concrete substrate cured for more than 28 days	
10.2	Substrate condition	
10.3	Alignment of wall and slab	
11.0	**Preparation & Laying of Screed**	
11.1	Establish common ref line	
11.2	Set out level pegs at regular interval	
11.3	Wet concrete surface prior to laying screed (saturated-surface-dry condition)	
11.4	Apply bonding agent	
11.5	Lay cement/sand screed	
11.6	Damp cured screed (min 14 days curing)	
11.7	Check screed surface (level & hollowness)	
11.8	Check moisture content of screed	
12.0	**Preparation & Laying of Sub-base**	*(only for plywood sub-base)*
12.1	Clean screed surface	
12.2	Lay plywood	

12.3	Allow adhesive to cure – firm & stable with no movement	
12.4	Clean plywood surface	
13.0	**Laying Timber Flooring**	
13.1	Vacuum screed surface *(only for direct over screed)*	
13.2	Sorting for tonality	
13.3	Lay timber strips - pattern	
13.4	Condition of adhesive	
13.5	Condition of nails	
13.6	Allow timber flooring to cure – min 3 weeks	
13.7	Check evenness	
13.8	Check loose timber	
14.0	**Sanding**	
14.1	Check for any protruding nail head	
14.2	Clean floor with vacuum cleaner	
14.3	Sanding equipment	
14.4	Sanding - direction	
14.5	Sanding Grits (Coarse/Medium/Fine/Very Fine)	
14.6	Clean surface after each sanding	
14.7	Apply wood filler & type	
15.0	**Applying finishing coats**	
15.1	Sweep & Clean the flooring	
15.2	Applying Finishing Coat	
15.3	Allow finishing coat to dry	
15.4	Cut back with sanding	
15.5	Clean the floor	
15.6	Apply the 2nd finishing coat	
15.7	Allow flooring to cure – min 7 days	
16.0	**Installing Timber Skirting**	
16.1	Properly secured	
16.2	Patch nail holes	
17.0	**Protection**	

17.1	No traffic for min 1 day	
17.2	No footwear during curing period	
17.3	Protection method	

Site Observations