



Project Name: _____

Project #: _____

Foreman: _____

Date (of Completion): _____

INSTALLATION COMPLIANCE REPORT/CHECKLIST

GUIDE: (Photos) = Types of photos to be taken and returned to Head Office (commonly referred to as "Completion Photos")

* = Information to be gathered about the project and reported to Head Office

(Form) = A document to be filled out by the customer and/or Foreman and returned to Head Office

SITE UPON ARRIVAL (Photos)	
OVERALL SITE DIMENSIONS VERIFIED *	
FINES/GRADING (Photos)	
RUBBER MEMBRANE INSTALLED (Photos)	
KEYSTONE TILES INSTALLED (Photos)	
STRATEGIC ROWS INSTALLED (Photos)	
EMPTY PAILS OF BOSTIK USED (Photos)	
SITE INSTALLED UNDER COMPRESSION (Photos) <small>(Photos need to be taken at 10' intervals, both ways)</small>	
SEAM GLUE APPLIED (Photos) <small>(Photos must show glue pushing up from the seams)</small>	
1 TUBE SIKA PER 32 LINEAR FT VERIFICATION (Photos) <small>(Photos with a measuring tape and markers (i.e., popsicle sticks/flags (showing adhesive applied per spec.))</small>	
CHALK MARKS ON EACH ROW INDICATING SEAM GLUING (Photos)	
SEAM GLUE TRIMMED (Photos) <small>(Photos showing seam glue has been trimmed)</small>	
EMPTY TUBES OF ADHESIVE USED (Photos) <small>(Photos must be taken verifying count)</small>	
POLE CUTS (Photos)	
PERIMETER (VERIFYING IT IS FLUSH) (Photos)	
OVERALL SITE PHOTOS (Photos)	
SITE WALK-THROUGH (WITH CUSTOMER) COMPLETED (Form) <small>(Installation Completion/Sign-off Signed by Customer)</small>	

PRODUCT	QUANTITY SHIPPED	* QUANTITY USED	SURPLUS QUANTITY
Rubber Membrane	_____	_____	_____
Tile-to-BASE	_____	_____	_____
Tile-to-TILE	_____	_____	_____

*Time Tile-to-Tile Adhesive Applied: _____

*Temperature Tile-to-Tile Adhesive Applied: _____

FINALIZATION (Office Use Only)

(Authorization)

(Date)