

# B.C. FLOOR COVERING ASSOCIATION

210-2160 Springer Ave., Burnaby, B.C. V5B 3M7

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## INSPECTION REQUEST FORM

**NO INSPECTOR OR MEMBER OF THE BCFCA OR EMPLOYEE OF THE BCFCA WILL APPEAR IN COURT – IT IS THE GOAL OF THE ASSOCIATION AND THIS INSPECTION PROCESS TO ASSIST USERS OF THE SERVICE IN RESOLVING ISSUES AND AVOIDING ANY SUCH ACTIONS.**

Date: \_\_\_\_\_

This inspection request is being made by: \_\_\_\_\_

Dealer's Name: \_\_\_\_\_ PH: \_\_\_\_\_

Distributor's Name: \_\_\_\_\_ PH: \_\_\_\_\_

G/C / Builder's Name: \_\_\_\_\_ PH: \_\_\_\_\_

Installer's Name: \_\_\_\_\_ PH: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_ PH: \_\_\_\_\_

Address of inspection: \_\_\_\_\_

Contact Person's name and number: \_\_\_\_\_

**Type of Installation:** Residential  Commercial  Light Commercial  Remodel   
New Construction  Other

**Type of Inspection:** Carpet  Vinyl  Cork  Hardwood  Laminate   
Ceramic  Parquet  Other  \_\_\_\_\_

**Product Information:** Site finished  Pre-finished  Solid  Strip   
Engineered  Plank  Floating Floor  Sheet Vinyl  Vinyl Tile   
Carpet/Wood/Vinyl Name & Type: \_\_\_\_\_ Fibre: \_\_\_\_\_  
Weight \_\_\_\_\_ Secondary Backing \_\_\_\_\_ Finish \_\_\_\_\_  
Other \_\_\_\_\_

**Installation Details:** Glued  Stapled  Nailed  Loose Laid  Double Stick   
Seams Sealed  Seams Buttered  Heat Welded  Adhesive: \_\_\_\_\_  
Wood Species: \_\_\_\_\_ Brand Name: \_\_\_\_\_ Grade \_\_\_\_\_  
Filler: \_\_\_\_\_ Finish: \_\_\_\_\_ # of coats: \_\_\_\_\_  
Type of sub-floor: \_\_\_\_\_ Type of pad: \_\_\_\_\_  
Type of moisture barrier/protection: \_\_\_\_\_ Radiant Heat: \_\_\_\_\_

Moisture test results: (Dates & Locations) \_\_\_\_\_

Type of heating: \_\_\_\_\_ Temperature on site: \_\_\_\_\_

Date of Installation: \_\_\_\_\_ Size & Approx. Value: \_\_\_\_\_

Specific Environment & Maintenance Used: \_\_\_\_\_

When problem was first noticed: \_\_\_\_\_ When first reported: \_\_\_\_\_

Has dealer inspected? \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_

Has Manufacturer / Distributor inspected? \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_

**CONSUMER'S COMPLAINT:** \_\_\_\_\_

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**DEALER'S INFORMATION:** \_\_\_\_\_

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**OTHER DETAILS: (BUILDER / CONTRACTOR / DESIGNER / INSTALLER)** \_\_\_\_\_

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Other than the inspector's camera, no recording, video or copying devices are permitted during inspection.  
Any additional information, reports, specifications, etc. that will contribute to the complete history of the flooring installation being inspected please write below or attach separately.

The party requesting the inspection must fill in the information above and mail, fax or email it to the BCFCFA. A fee of \$350 + HST for members and consumers who used a member, \$400 + HST if a consumer used a non-member \$ 450 + HST for a reno company, builder, contractor, insurance co. or architect who did business with

a member and \$500 + HST for non-member companies and all others. Payment must accompany this form and can be cheque, mastercard or visa with expiry date.

All parties agree to the written decision coming out of the BCFCA Consumer Affairs Committee Inspection Report.

All parties agree that the information is public after 7 days. All parties are aware that the inspectors remain anonymous and will not appear in court.

Please attach all manufacturers' reports, letters, specifications, installation instructions, guarantees, etc.

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Customer Signature

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Dealer / Manufacturer Signature