

HOW TO BECOME A BETTER INSTALLER:

INSTALL CHECKLIST – _____ JOB NAME _____ DATE _____

_____ Check paperwork on clipboard --- make sure you have directions, contact #'s, and SIGN-OFF sheets.

_____ Check pieces BEFORE you put on A-frame –visually count the pieces and confirm all sizes with shop sheet.

_____ Count and measure ALL splashes; check every piece to measurements to match drawing, run tape to centerline of all cutouts.

_____ Look at paperwork to determine if you need to take a sink or cooktop WITH YOU; inspect for dings, scratches, etc prior to leaving the shop

_____ Check truck for all Supplies – and be ready for Weekly AM TRUCK INSPECTIONS

INSTALLER / HELPER – ONSITE LIST

*Arrival times are: 8:00-10:00am for Local Jobs. INSTALLER MUST CALL CUSTOMER WHEN LEAVING THE SHOP – inform customer of accurate arrival time (i.e. build into that time stopping to get gas, or hardware store, etc.)

*Evaluate driveway – confirm w/ homeowner or contractor if you can pull truck into driveway. NO DRIVING ON THE LAWN, NO DRIVING ON WALKWAYS!

*Introduce yourself and your helper. Ask about entry into the house and check for the best and safest way.

*Is there anything that needs special protection? Floor, Cabinets, Walls, etc. _____

*Bring in floor covers on remodels if homeowner lives in home – Make a point of protecting the homeowner’s property.

*Fill out Pre/Post inspection report and have customer sign (always check the condition of walls, floors, etc prior to the install)

*Set the sink inside the cabinets to make sure the sink fits and there’s no cabinet work to be done.

*Brink in LEVEL and check levelness on each cabinet and along all “Runs.”

*Cooktop & Top Mount sink cutouts: Remove all drawers, cleaning products, pans, etc from Cabinet. Place **Cooktop Bag** inside cabinet and tape to the top of cabinet wall. MAKE SURE YOU USE A SHOP VAC FOR DRY CUT OR WATER IF WET CUTTING. Minimize the dust and debris as much as possible.

*For jobs with backsplashes or pieces that need to be “trimmed.” Set up your saw horses outside on level ground (away from customer’s cars) with a chord along with necessary machines and polishing pads.

*Bring in Countertops.

*Level tops, Set Sinks, and Seams.

*Clean Countertops.

*Install backsplashes. Caulk Splashes with clear Silicone and on White Marble and White Quartz use Transparent Silicone. Seams in backsplash must be glued with Akemi (color must match the seams in the countertops.)

*CLEAN THE WORK AREA. DO NOT leave any cut outs, or granite shavings on the job site. If the customer requests cutout, then you may do so and have them sign of the front page that you left it, and “damage to property or personnel is the responsibility of the customer.”

*Any follow-up required? Complete the *Installer Report* stating any punch list items, additional work, or problems noted on job.