

## Installation Timeline

The following timeline will be an effective guide, whether the installation is for a new facility or the replacement of carpet in an existing facility.

### 120 days before occupancy:

- Write down specifications for carpet and installation
- Request proposals

### 90 days before occupancy:

- Review proposals
- Check references of carpet companies and installation contractors under consideration. (Note: an installation contractor displaying the CRI Seal of Approval is the best choice)
- Select company; place order
- Prepare maintenance plan under the guidance of the carpet manufacturer

### 60 days before occupancy:

- Confirm that order was placed with mill; confirm shipment date from mill
- Schedule delivery, arranging for holding site
- Confirm installation date

### 30 days before occupancy:

- Check correctness of shipment: carpet style, color, pattern and dye lot
- Check for manufacturing defects (Note: manufacturers will not replace carpet that has been installed)
- Complete all other construction prior to installation to protect new carpet
- Have carpet installed with CRI 104/105 as guidelines for installation
- Ventilate during installation to protect indoor air quality
- Have representative come to review punch list