



Commercial Installation Guidelines

To ensure proper installation of your new floor coverings, please comply with the following furniture removal/replacement and lift guidelines:

- Desktops are to be cleared and drawer contents should be boxed.
- Computers are the responsibility of the customer.
- Bookcases should be emptied so that they can be moved.
- Filing cabinets should be secured, emptied if not stable enough to be moved.
- Telephones and all other electronic equipment should be removed.
- Credenzas should be emptied.
- Drink machines and vending machines are the responsibility of the customer.
- Phone and other wiring should either be (1) removed from under existing carpeting prior to new carpet installation, or (2) client personnel should be on site to identify the location of wiring.
- Door clearance is the responsibility of the customer (for example: new carpet in an area that was previously tile or a thicker carpet than the one previously installed).
- Client personnel should be on site to unlock doors adjacent to areas receiving new flooring so that proper transitions can be made.
- For proper installation we do require electricity, heat and lighting.
- Areas receiving work MUST be free of all traffic to offer you the most professional installation and most importantly for the safety of everyone. If traffic exists and is unable to be cut off we reserve the right to stop the project and reschedule at overtime hours, for additional charges, if necessary.

Our goal is to provide you with a professional and expeditious installation. Your cooperation with these guidelines is greatly appreciated. If we arrive at a job and are unable to work due to above items not being completed or a job is cancelled by a customer with less than 24 hour notice, we hold the right for additional charges at our discretion. We charge \$ 100.00 "no notice" cancellation fee or \$ 65.00 per hour for down time.

We GREATLY appreciate the opportunity to serve you! Thank you for choosing Cherry Carpet and Flooring.