



MFMA FLOORING INSPECTION SERVICE

Since 1897, the Maple Flooring Manufacturers Association (MFMA) has served as the source for technical and general information regarding the manufacture, grading, installation, and maintenance of maple flooring systems. MFMA offers impartial, third-party inspection services in instances where parties involved in the installation and/or maintenance of MFMA maple flooring systems cannot resolve serious disputes and wish to obtain an additional outside opinion on the floor(s) in question.

The MFMA inspection service is intended for installation and post-installation problem assessment and evaluation. Separate guidelines for grade re-inspections are available from MFMA Headquarters. Additional information concerning this MFMA service:

1. Inspections are strictly limited to grade-marked and stamped MFMA maple flooring manufactured by an MFMA Milling Company Member.
2. The inspection service includes preparatory time in advance of the inspection, interviews with involved parties, the actual on-site inspection, and off-site follow-up. The on-site inspection covers grade, millage and specie of the wood, condition of the maple flooring, condition of the subfloor and concrete slab (if viewing is requested and possible), examination of general site conditions, and a review of the floor sanding, sealing, court lining, and finishing. The final evaluation is based upon structural integrity, playability, and aesthetics.
3. Architectural specifications, photographs, correspondence, and any other documentation of the problem (i.e. job files) and system installation should be mailed to MFMA for review prior to the on-site inspection.
4. All of the involved parties are encouraged to be present at the on-site inspection. This includes (but is not limited to) the owner, architect, general contractor, flooring contractor, facility manager, and facility maintenance staff. The on-site portion of our inspection service can usually be completed in 2-3 hours.
5. During the on-site inspection, we attempt to educate all parties on the care and maintenance of MFMA maple flooring systems.
6. A written report is issued by the Association within approximately 2-3 weeks after the inspection. The written report is sent **ONLY** to the individual that signs this agreement form. The report focuses on what was observed during the on-site inspection and will take into account all materials submitted regarding the floor. Our overall goal with each report is to provide the appropriate corrective measures to return the floor to its proper condition. If necessary, we will also recommend acceptance or rejection of the floor due to more serious factors.

(Over)

Maple Flooring Manufacturers Association

111 Deer Lake Road, Suite 100, Deerfield, Illinois 60015 U.S.A.
888/480-9138 • 847/480-9138 • Fax: 847/480-9282 • E-mail: mfma@maplefloor.org

7. The role of the MFMA on-site inspector is to obtain facts and observe the floor's condition. Final observations will be made **in writing only** -- **no opinions will be offered until the written report is issued.**
8. MFMA recommendations are not binding. Implementation of our recommendations and settlement of complaints is strictly between disputing parties.
9. Neither the MFMA nor the on-site inspector is responsible for arbitration of claims, financial losses resulting from an inspection, enforcement of agreements, or future performance of the floor when recommended corrective measures are undertaken. Parties waive any such claims against MFMA.
10. The fee for an MFMA flooring inspection is \$1850 plus expenses. MFMA requires a \$2,500 deposit in advance. The deposit covers the \$1850 inspection fee, written final report, and travel expenses. If expenses total less than \$650, a credit is issued for the difference. If expenses exceed \$650, an invoice is issued for the balance. This invoice details all expenses incurred by MFMA in conducting the on-site inspection, and must be paid in full before the final written report is issued.
11. In order to schedule an MFMA Flooring Inspection, please provide the following:
 - **A \$2500 deposit check made payable to "Maple Flooring Manufacturers Association" (must be on file before an inspection will be arranged or performed).**
 - **A letter requesting an MFMA inspection which identifies the facility, the flooring installer, the MFMA manufacturing mill and, if possible, a brief description of the condition or difficulties.**
 - **A signed copy of this agreement.**

Your signature below indicates that you have read, understand, and agree to be bound by provisions contained in this description of the MFMA Flooring Inspection Service:

Signature: _____ **Date:** _____

Printed Name: _____ **Company:** _____

Phone: _____ **Fax:** _____

E mail: _____

For more information or to schedule an inspection, contact:

Dan Heney, MFMA Executive Director
 MAPLE FLOORING MANUFACTURERS ASSOCIATION
 111 Deer Lake Rd, Suite 100
 Deerfield, IL 60015
 Toll Free: 888-480-9138 Phone: 847-480-9138
 Fax: 847-480-9282