

STATE OF NEW YORK  
DEPARTMENT OF LABOR

APPENDIX ALINOLEUM, RESILIENT TILE & CARPET LAYER

D.O.T Code 864-481-010  
O\*NET CODE 87605

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job classroom training.

WORK PROCESSES

<u>A.</u>	<u>Tools of the Trade</u>	<u>Approximate Hours</u>
1.	Safe use of all tools and equipment	250 - 425
2.	Care, maintenance, and proper storage of tools, equipment and materials.	
<u>B.</u>	<u>Preparation of Base Surfaces</u>	<u>750 - 1000</u>
1.	Disconnecting and removing obstacles such as appliances and light fixtures	
2.	Pulling plugs only—no hard wire disconnect	
3.	Safely remove existing materials as appropriate.	
4.	Sweeping, scraping, sanding, chipping dirt and irregularities.	
5.	Filling cracks with such materials as putty, plaster, cement and grout.	
6.	Pouring floors, as in Ardex or Tech-2,800 (optional)	
<u>C.</u>	<u>Installation of Underlayments for Hard Surfaces</u>	<u>350 - 500</u>
1.	Reading blueprints, sketches, work orders and/or specifications.	
2.	Handling underlayment materials, such as plywood and felt.	
3.	Measuring underlayment materials	
4.	Cutting underlayment materials	
5.	Applying adhesive cement to flooring.	
6.	Installing and fitting underlayment materials.	

Linoleum, Resilient Tile & Carpet Layer-ContinuedApproximate HoursD. Installation of Hard Surface Materials

2000 -3000

1. Reading blueprints, sketches, work order and/or specifications.
2. Measuring and planning layout for sheet goods: non-patterned, patterned, custom inserts. Measuring and planning layout for tiles: square installation, diagonal patterns, others.
3. Handling hard surface materials.
4. Laying out and marking center lines, guidelines, and border lines on foundation materials.
5. Measuring and cutting covering materials.
6. Laying hard surface materials; fitting. Knifing, direct scribing, pattern scribing, other.
7. Applying covering using adhesive, staples, tape, nails, other.
8. Matching patterns and executing designs.
9. Seaming sections of sheet covering by double cutting, underscribing, sealing/welding, other.
10. Rolling, finished surface.
11. Applying finishing materials: cove base, base shoe, Metals/vinyl, other.
12. General maintenance and repair of hard surface materials.
13. Safe use, storage and disposal of adhesive.

E. Installation of Carpet

1500 - 2500

1. Reading blueprints, sketches, work orders and/or specifications.
2. Measuring and planning layout for appearance, durability, and matching of patterns; estimating amount of materials.
3. Handling underlay and carpet materials.
4. Laying padding or underlaying materials/ securing by stapling, gluing, taping, other.
5. Measuring and marking carpet
6. Cutting carpet.
7. Installing fastening devices such as tackless strip, tackling strip, other.
8. Installing carpet: conventional method (stretching), gluing down, taping, other.
9. Trimming and securing carpet, finishing with metals/vinyls base, other.
10. Seaming carpet by heat, sewing, wet method taping, other.
11. General maintenance and repairing of carpet and underlay.

Linoleum, Resilient Tile & Carpet Layer-Continued

Approximate Hours

E. Installation of Carpet-Continued

12. Safely using, storing and disposing of adhesive
13. Removing all type of carpet and handling new installation over old glues.

F. Specialty Work

750 -1250

1. Installing feature strips and fancy insets.
2. Installing coverings on walls, ceilings, furniture, other.
3. Fitting of mantels, fireplaces, and registers
4. Covering straight, winding and floating stairs, solid or runners; using blind or visible rods.
5. Installing and repairing custom hand-made rugs/carpets.

G. Installing Artificial Turf Sports Field

750

1. Procedures for keeping job site log book
2. Site inspection procedures
3. Delivery of materials/unloading procedures
4. Blueprint reading (turf field drawings)

Total Hours

6350 - 9175  
9425

**ARTIFICIAL TURF INSTALLATION TRAINING**

Turf Installation for apprentices' curriculum has been developed to deliver a 2-week, 80-hour course of study to apprentices. This training will cover work procedures from logging information at the job site to the completion of sports field turf installation. This two-week course will offer apprentices an overview of work procedures and an understanding of work procedures to effectively work efficiently and safely on the sports field turf installation site.

- 1) General safety test, class rules and regulations. Field Turf safety training, review General Safety Procedures pertaining to Field Turf Installation
- 2) Procedures for keeping a job site log book
- 3) Procedures in site inspection
  - A. Composition of sports field to meet job specification
  - B. Procedures to check field for proper compaction of field underlayment, as per specifications
  - C. Procedures to check field for level and correct crown of field as required and drainage, as per specifications
  - D. Layout of field for installation of field nailers
- 4) Delivery of materials/unloading procedures
  - A. Equipment use training. Certification of lift truck, aerial lift, bobcat and infill broom/fill spreader, sewing machine and accessories
  - B. Proper storage procedures for the storage of chemical on job site
  - C. Procedures to mark turf rolls to match plan numbers on the site blueprints
  - D. Procedures to check shipping manifest for correct product and quantity
- 5) Blueprint reading (turf field drawing)
  - A. Layout of field, lines, logos, letters and numbers
  - B. Procedures on working with materials under extreme weather conditions (expansion and contraction of materials)
  - C. Procedures on cutting field turf for logos, letters, manufacturing templates from blue prints
  - D. Set up and placement of turf materials on field for installation
  - E. Inspection procedures to inspect for defects in turf materials before installation

APPENDIX B

LINOLEUM, RESILIENT TILE & CARPET LAYER

RELATED INSTRUCTION

Safety and Accident Prevention

Fundamentals

Trade Safety – including proper use, storage and disposal of adhesive; MSDS sheets; removal of existing materials, including asbestos-backed; fall protection; all applicable OSHA and EPA regulations, standards, rules.

OSHA 10-Hour Construction Course – if required for Public Work

Asbestos Safety – course approved by NYS DOH for “Asbestos Handler” Certificate. Annual Refresher Training required.

First Aid – 6.5 hours minimum every three years.

Blueprinting Reading and Sketching

Elementary Blueprint Reading

Sketching and Drawing (including scaled drawing and working drawings)

Layout

C.A.D. (optional)

Mathematics

Arithmetic

Algebra

Trade Math

Estimating Materials and Cost

Trade Theory and Science

Materials of the Trade

Material Handling

Tools and Equipment: Safety, Care, Use, Repairs

Surface Preparation

Installation Techniques

Flooring Layout and Applied Art

Seaming

Finishing Techniques

Special Applications (Walls, Ceiling, Furniture, etc.)

Industrial and Labor Relations (20 hours)

History and Background (6 hours, first year)

Current Laws and Practices (14 hours, second year)

Sexual Harassment Prevention Training (3 hours minimum)

Other Related Courses as necessary.

A minimum of 144 hours of Related Instruction are required for each Apprentice for each year.