
Site Protection Materials Checklist: Floor, Wall & Door

1.0 Objective & Scope

The objective of this procedure is to ensure that all field installations are completed without causing damage to existing floor, wall, or door surfaces. This SOP defines the required materials, deployment methods, and verification steps for site protection. The Lead Installer is responsible for carrying out this checklist and obtaining client sign-off upon completion.

This procedure applies to all field installation teams working on residential, commercial, or industrial sites where equipment or materials are moved through finished areas. It covers protection for hard floors (tile, hardwood, laminate, vinyl), soft floors (carpet), painted or finished walls, and all door frames and thresholds.

2.0 Required Equipment & Tools

- Ram Board or equivalent heavy-duty floor protection (minimum 3mm thickness for hard floors, 2mm for carpet)
- Corrugated cardboard or foam corner guards for wall edges and door frames
- Blue painter's tape (2-inch width, low-tack) for securing floor protection without residue
- Masking tape or duct tape for securing cardboard to walls and doors
- Scissors or utility knife with fresh blade for cutting protection material
- Measuring tape (25-foot minimum) for accurate sizing
- Knee pads for installer comfort during floor protection deployment
- Mobile tablet with SiteQueue application installed for checklist and photo capture
- Disposable gloves for handling materials
- Trash bag for collecting cut-off scraps and tape remnants

3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots required on all active construction sites.
- Inspect the work area for trip hazards such as loose carpet edges, uneven flooring, or debris before deploying protection.
- Ensure all power tools (e.g., utility knife) are used with blades retracted when not in use.
- Do not block emergency exits or fire extinguisher access with protection materials.
- If working on a multi-story site, secure all protection materials to prevent them from becoming slip hazards on stairs.
- Use proper lifting techniques when carrying rolls of floor protection to avoid back strain.

4.0 Step-by-Step Execution Procedure

1. Upon arrival, introduce yourself to the site superintendent or client and confirm the areas requiring protection. Review the site layout and identify all pathways from the entry point to the installation zone.
2. Lay out the floor protection material starting from the exterior door threshold, unrolling it toward the installation area. Overlap seams by at least 6 inches to prevent gaps. For hard floors, use Ram Board; for carpet, use a thinner, non-slip material.

3. Secure the floor protection along all edges using blue painter's tape. Apply tape every 12-18 inches along the perimeter and at all seams. Ensure tape is placed on the protection material, not directly on the floor, to avoid adhesive residue.
4. Cut and fit protection material around obstacles such as furniture legs, baseboard heaters, or floor vents. Use a utility knife to make precise cuts, and tape down any loose edges.
5. Protect all door frames and thresholds along the pathway. Apply foam corner guards or folded cardboard to the inside and outside edges of each door frame. Secure with painter's tape, ensuring the tape does not touch painted surfaces directly.
6. For walls that are within 3 feet of the pathway or equipment movement zone, attach corrugated cardboard or foam board to the wall surface. Use painter's tape at the top and bottom edges, spaced 24 inches apart. Do not use duct tape on painted walls.
7. If the installation involves moving large equipment through doorways, install additional threshold ramps or beveled edge protectors to prevent damage to the door frame bottom and floor transition.
8. Once all protection is in place, perform a full walk-through of the pathway. Check for any exposed floor, wall, or door surfaces. Verify that all tape is secure and that no protection material is loose or curled up at the edges.
9. Take clear, well-lit photographs of the protected areas from multiple angles. Include close-ups of seams, corners, and door frames. Upload these photos to the SiteQueue job ticket under the 'Site Protection' section.
10. Proceed with the installation work. During the installation, periodically inspect the protection materials for shifting or damage. Re-tape or replace any sections that become compromised.
11. After the installation is complete, carefully remove all protection materials. Start by pulling up tape at a 45-degree angle to minimize residue. Roll up floor protection and dispose of all scraps and tape in the provided trash bag.
12. Inspect all floors, walls, and doors for any damage that may have occurred despite protection. If damage is found, document it with photos and notify the site superintendent immediately.

5.0 Verification, Sign-off & Reporting

1. After removing all protection materials, conduct a final walk-through with the client or site superintendent. Point out the condition of floors, walls, and doors, and confirm there is no damage.
2. Open the SiteQueue job ticket and navigate to the 'Site Protection Checklist' section. Mark each item (floor, wall, door) as 'Protected' and 'Removed' with timestamps.
3. Capture the client's digital signature in SiteQueue to confirm satisfaction with the site protection and the condition of the site post-installation.
4. Upload all before-and-after photos of the protected areas to the job ticket. Ensure photos are labeled with the area (e.g., 'Floor - Entryway', 'Wall - Hallway', 'Door Frame - Kitchen').
5. Close the job ticket in SiteQueue with a status of 'Completed - Site Protected & Verified'. Include any notes about unusual site conditions or client requests.
6. If any damage was found or reported, escalate to the Field Operations Manager within 1 hour and submit a damage report via the SiteQueue incident form.

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