Occupied Flooring Form

Protective Services Co., Inc. has been requested to replace/repair new flooring in your apartment. In order to assist Protective Services with an efficient and professional installation, we ask for your cooperation in completing the following required steps prior to the arrival of the technicians.

1. The technicians will move furniture such as sofas, chairs, tables, beds, dressers, dining tables, emptied entertainment centers, etc.
2. Disassemble all furniture that requires disassembly. The resident is responsible for the reassembly.
3. Aquariums must be emptied and moved.
4. Remove pets.
5. All items must be removed from closet floors.
6. China Cabinets and bookshelves must be emptied.
7. Resident must disconnect and remove all electronic equipment. The technician will not disconnect, reconnect, or move any electronic equipment
8. All knick-knacks and other breakable items must be removed from tables, furniture, desks, etc. to an area of the apartment where flooring is not going to be installed.
9. Resident will remove or put in a secure place all cash jewelry and other valuables from the apartment prior to the technicians arrival. Protective Services Co., Inc. and agents of Protective Services Co., Inc. are not responsible for claims of missing items.
10. We will not move damaged or broken furniture.
11. Do not place items on top of beds, sofas or items needing to be moved during the installation.
12. Linens should be removed from all bedding.
13. Large or unusual items such as pool tables, pianos, organs, glass or marble tables, large beds, antiques, weight equipment, and other expensive, delicate and irreplaceable items must be moved by resident prior to the technicians arrival.
14. While care is taken in moving items, small nicks, dents, and scratches may occur. Protective Services cannot and will not take responsibility for repairs when reasonable care has been used.
15. Paintings, clocks and other wall items need to be removed and placed in a secure area.

If any of the above items have not been completed prior to our arrival, Protective Services Co., Inc. will not be responsible for any claimed damages to belongings or missing items. This form must be signed and returned by fax prior to flooring installation. If the above requirements are not met, the installer will not be able to start the installation. The above guidelines are for your protection and will eliminate the majority of problems that could occur. The resident agrees that Protective Services Co., Inc. will not be held liable for broken, damaged or missing items resulting from noncompliance.

Protective Services Co., Inc. is committed to protecting the health and safety of our employees, installers and residents in these unprecedented times. In an effort to prevent the spread of COVID-19, we are requiring our installers to take all precautions including personal hygiene, sanitation, symptom monitoring, social distancing and using/wearing protective clothing and equipment in occupied installations. In an effort to limit contact with others, Protective Services Co., Inc. will only install/repair flooring in occupied units when the resident(s) are **NOT** home. By signing below, I agree Protective Services Co., Inc will not be liable and/or responsible for the spread of COVID-19. In addition, by signing below, I certify all residents in the unit have not experienced any symptoms or knowingly been in contact with anyone with COVID-19.

Complex _____ Address of Unit _____

Installation Date _____

By signing below, I have read and understand the guidelines and agree to comply.

Tenant Signature _____ Date _____

Manager Signature _____ Date _____

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