

## Preparation Checklist for Cabinet Installation

### **Before Installation:**

#### **1. Site Access & Communication:**

- Provide access details to the operations coordinator (e.g., lockbox code or key).
- Confirm primary site contacts and their key contact information.
- Reconfirm the final required date you initially provided to ensure you are still on schedule.
- If you are not on schedule for any reason, please immediately contact and provide the Installation & Service Coordinator with an alternative date.

#### **2. Flooring Preparation:**

- If replacing flooring, ensure the subfloor is ready.
- If existing flooring remains, protect it with a heavy-duty protector (e.g., Ram Board) to prevent damage during installation.

#### **3. Existing Cabinets & Tile:**

- Remove any existing cabinets and backsplash tiles or surfaces before the installer arrives.

#### **4. Plumbing, Electrical, Framing, Blocking & Backing, Drywall, Ceiling:**

- Ensure all necessary framing, blocking or backing is installed.
- Utility Rough-Ins: Electrical, gas, and plumbing rough-ins should be completed to the rough-in stage.
- Disconnection of Plumbing/Electrical: Ensure that plumbing or electrical work inside the cabinet area is disconnected before we begin.
- Repair ceilings, walls, and apply the final coat of paint. Minor paint touch-ups will be necessary after the cabinet installation (by the homeowner).

#### **5. Clean & Safe Worksite:**

- Ensure the job site is clean and free of hazards, including children and pets, for safety.

#### **6. Payment & Delivery:**

- Ensure you have made your final payment within the timeline. Please refer to your contract for more details.
- Your order is delivered 1-2 business days before installation. (i.e. The cabinets will be delivered on the previous Friday if you have a Monday start date).
- Ensure space is provided to store cabinets and materials adjacent to the room where they are being installed in and on the correct floor. Space for the installer also must be provided on the same floor.

#### **7. Installation Trips:**

- Ensure adequate lighting, heat, and restroom facilities are available.
- If you have a farmhouse sink or are providing your own decorative hardware, and we are installing it, have it on-site for the first trip (if applicable).
- Provide space for the installer to set up tools and cut material. Adequate space is required for cutting material if weather conditions do not permit cutting outside (i.e. Garage, Basement or covered patio).
- Ensure the installation area is free and clear of all appliances and they are moved out of the area.
- After the first installation trip, you can discard the packaging (cardboard and strapping) from the job site.
- Countertops (not purchased through Superior Cabinets) are the responsibility of the homeowner to arrange templating and installation.
- Countertops (If purchased through Superior Cabinets); templating could occur on the last day of the installation or 1-2 days after. Typically, countertops could take from 1-3 weeks after templating. Your Installation & Service Coordinator will confirm that with you. Depending on the countertop material and product, some suppliers require the physical sinks and fixtures to be on-site when templating. They will bring the sink and fixtures to their shop for fabrication and return them when installing the countertops.

#### **8. Final Trip:**

- Ensure Flooring is installed so your toe kick can be installed if they haven't already been installed.
- Ensure tile backsplash is installed so the installer can complete light valance installation (if applicable).
- Ensure the area is cleared of obstacles so the installer can complete their work efficiently.

#### **9. After Completion of Cabinets (all trips) (responsibility of the buyer):**

- Protect cabinetry from site conditions and other trades. You are now responsible for them. Any damage caused after this stage will not be covered under warranty, and it is the purchaser's financial responsibility to repair or replace.
- Install plumbing, lighting, electrical fixtures, appliances and paint touch-ups.
- Final cleaning of furnace and ductwork (if relevant).

#### **10. Care and Cleaning:**

- Final cleaning of interior and exterior of cabinetry before use.
- For guidance on cleaning and maintaining your cabinets, please refer to our website: <https://bit.ly/Cabinet-Cleaning-and-Care-Guide>.
- Safely store and keep all your paperwork for your records in case of future need.