

Carpeting

Departments can initiate the installation of new carpet in unit-assigned rooms. All associated costs and scheduling will be the responsibility of the department.

Spaces that should not be carpeted include, but are not limited to:

- Corridors, restrooms, stairwells and other public spaces that are not College-assigned spaces.
- Damp areas or areas subject to flooding
- High traffic areas where carpet is likely to get soiled quickly and beyond cleaning.

If there are questions about space assignments, contact the College Facilities Planner for clarification

The process for implementing a carpeting project includes the following...

Determining the Scope of Work

- Keep in mind the existing wall base will be removed and/or replaced as part of the carpet installation.
- If new carpet is being installed over concrete or vinyl tile, the bottom of wood doors may need to be trimmed to provide adequate clearance.
- Carpeting projects require the room occupants to vacate for an extended period of time.....consider an alternate work area for the project duration.
- All furniture will need to be removed from the space and stored during the project.
- A carpeting project will take one of the two routes shown below.

If the Existing Floor is Concrete or Vinyl Tile

New carpet can generally be installed directly over concrete or vinyl tile

If the Existing Floor is Carpet

The flooring substrate may need to be tested for hazardous materials.....contact the College Facilities Planner before proceeding

Getting a Cost Estimate

- Contact an OSU-approved flooring contractor. For a list of contract vendors visit Purchasing's website using the following link;
<http://purchasing.osu.edu/sourcing/default.aspx>
- Schedule an on-site meeting with the vendor to discuss the proposed work and request a digital cost estimate.

If no hazardous materials are present, proceed to the next step.

If hazardous materials are detected, abatement by a licensed contractor is required

Contact the College Facilities Planner

The vendor provides a digital cost estimate

Process the purchase request in WorkDay