

TTMAC ACTTM

INSPECTION REQUEST FORM

(Please type or print)

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Inspection requested by: (Name of Company): _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Contact Name: _____ Tel: _____ Email: _____

Authorized Signature: _____ Date: _____

This request for inspection is made by a: Member Non-Member

Members Inspection Fee: \$750.00
Additional Fees: \$110.00/Hour

Non-Members Inspection Fee: \$1000.00
Additional Fees: \$165.00/Hour

(Basic inspection fees include 1 hour travel time, a 1 hour site visit and 2 hours for report research and written report. Any further expenses will be billed as additional fees. Mileage and GST extra).

INSPECTION COSTS: The party requesting the inspection agrees to be responsible for any costs that the Terrazzo, Tile and Marble Association of Canada may incur as a result of this inspection. A cheque or credit card number must accompany this inspection form.

Type of card: Visa MasterCard American Express

Card No.: _____ Expiry Date: _____

Name on Card: _____ Authorized Signature: _____

WAIVER OF LEGAL RIGHTS: We agree that any opinions expressed, verbally or written, by any authorized representative of the Terrazzo, Tile and Marble Association of Canada are without prejudice and are made with the sole objective of maintaining the highest possible standards in the terrazzo, tile, marble and stone industry. We agree that the Association or its authorized representative shall be absolved from any responsibility for any statements written or verbal, which may result in a recommendation for remedial work. The Association accepts no responsibility for payment for any repairs or replacements recommended as a result of such inspection.

Signature _____ Print name _____

We hereby authorize the Terrazzo, Tile and Marble Association of Canada to arrange for an inspection of the following project:

Name of Project: _____

Inspection Address: _____ City: _____ Province: _____ Postal Code: _____

Site Contact Name: _____ Tel#: _____ Fax#: _____

Architect/Designer (if applicable): _____

Owner(s)
Name: _____

Trade Contractor: _____

Suppliers of Material: _____

Type of Installation: Terrazzo Marble Tile Other _____

Continued.....

Thank you for choosing the Terrazzo, Tile and Marble Association of Canada Inspection Service.

We appreciate that your use of our service means you are experiencing some issues with your hard surface installation. To reduce stress and minimize misunderstanding, we would like to explain the details surrounding our inspection process.

We ask that you supply to us, on the accompanying page, a clear statement of the "Reason for Inspection" (why you require our Inspection). This will ensure our report will address the specific issues you need addressed. Within this statement, an idea of the scope of the inspection will give us an opportunity to determine if our standard on-site time will be sufficient to carry out this inspection. Our standard fee provides for one hour of on-site inspection time. Most inspectors are somewhat flexible, but should the complexity or size of the project require more time, surcharges will be necessary. Please be succinct with the details.

The inspector must be allowed to conduct his investigation in privacy, unencumbered by questions or comments made by anyone that may be present at the inspection. The inspector will ask for pertinent information either before or after he performs the physical portion of the inspection.

The inspection is conducted as a non-intrusive inspection. If any flooring material is to be removed (and replaced), it is the client's responsibility to provide appropriate tradespeople and materials. The Association will not be held responsible for any damage or replacement of materials.

Once the on-site information is collected, the details are sent to our report writer who prepares a draft Report. This Report is then sent to our Committee, which consists of approximately 16 members. The membership includes both active and retired industry leaders from coast to coast. Their expertise includes manufacturing of setting materials and installation products, installations, and product sales in every aspect of the industry, both residential and commercial. Please note that the Association will address and note all relevant aspects of this installation. If there are other pertinent factors the committee considers important aspects of this installation, be they positive or negative, they will be documented. Our intent is to provide an unbiased examination of the installation, addressing the requested reason for inspection, but also confirming the work was done to TTMAC Requirements and Industry Standards.

Only the Operations Manager is a full time TTMAC employee. The site Inspector and the report writer (both Committee members) receive a nominal fee for the individual reports. The Committee is comprised of devoted volunteers who offer their time for the betterment of the industry.

All matters dealing with the inspection should be forwarded to the Operations Manager. The Inspector or the Committee members should not be contacted directly.

The normal time frame from inspection to receipt of the Report is approximately 4 weeks. Particularly difficult Reports (ones in which the conclusions are not so readily apparent) may require further information or research and may take several weeks longer. Please appreciate that this service is offered by experts who provide their talents during their free time.

The subsequent Report is an unbiased assessment of the installation based on what is observed at the time of Inspection. We will report on the on-site installation details, which may include other issues other than those requested so as to provide a complete overview of the installation. The draft Report will receive technical input from our Committee members, who provide insights for the "Conclusions and Recommendations" portion of the Report. The Conclusions are based on the TTMAC Specification Guide 09 30 00 Tile Installation Manual of the appropriate year and approved industry standards.

The Report will only be released to the party for whom it was commissioned.

Any use of the Report in legal proceedings must receive the prior approval of the TTMAC office. Request for such approval should be made in writing to the Operations Manager.

