



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

LINOLEUM, RESILIENT TILE & CARPET LAYER

D.O.T. CODE 864.481-010

O*NET CODE 47-2042.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Tools of the Trade</u>	250 – 425
1. Safe use of all tools and equipment.	
2. Care, maintenance, and proper storage of tools, equipment and materials.	
B. <u>Preparation of Base Surfaces</u>	750 – 1,000
1. Disconnecting and removing obstacles such as appliances and light fixtures.	
2. Pulling plug only – <u>no</u> hard wire disconnect.	
3. Safely removing existing materials as appropriate.	
4. Sweeping, scraping, sanding, chipping dirt and irregularities.	
5. Filling cracks with such materials as putty, plaster, cement and grout.	
6. Pouring floors, as in Ardey or Tech-2,800. (optional)	
C. <u>Installation of Underlayments for Hard Surfaces</u>	350 – 500
1. Reading blueprints, sketches, work orders and/or specifications.	
2. Handling underlayment materials, such as plywood and felt.	
3. Measuring underlayment materials.	
4. Cutting underlayment materials.	
5. Applying adhesive cement to flooring.	
6. Installing and fitting underlayment materials.	
D. <u>Installation of Hard Surface Materials</u>	2,000 – 3,000
1. Reading blueprints, sketches, work order and/or	

D. Installation of Hard Surface Materials – continued

- specifications.
- 2. Measuring and planning layout for sheet goods: non-patterned, patterned, custom insets.
Measuring and planning layout for tiles: square installation, diagonal patterns, others.
- 3. Handling hard surface materials.
- 4. Laying out and marking center lines, guidelines, and border lines on foundation material.
- 5. Measuring and cutting covering materials.
- 6. Laying hard surface materials; fitting. Knifing, direct scribing, pattern scribing, other.
- 7. Applying covering using adhesive, staples, tape, nails, other.
- 8. Matching patterns and executing designs.
- 9. Seaming sections of sheet covering by double cutting, underscribing, sealing/welding, other.
- 10. Rolling finished surface.
- 11. Applying finishing materials: cove base, base shoe, metals/vinyl, other.
- 12. General maintenance and repair of hard surface materials.
- 13. Safe use, storage and disposal of adhesive.

E. Installation of Carpet

1,500 – 2,250

- 1. Reading blueprints, sketches, work orders and/or specifications.
- 2. Measuring and planning layout for appearance, durability, and matching of patterns; estimating amount of materials.
- 3. Handling underlay and carpet materials.
- 4. Laying padding or underlaying materials/ securing by stapling, gluing, taping, other.
- 5. Measuring and marking carpet.
- 6. Cutting carpet.
- 7. Installing fastening devices such as tackless strip, tacking strip, other.
- 8. Installing carpet: conventional method (stretching), gluing down, taping, other.
- 9. Trimming and securing carpet, finishing with metals/vinyls, base, other.
- 10. Seaming carpet by heat, sewing, wet method taping, other.
- 11. General maintenance and repairing of carpet and underlay.
- 12. Safely using, storing and disposing of adhesive.
- 13. Removing all type of carpet and handling new installation over old glues.

F.	<u>Speciality Work</u>	750 – 1,250
1.	Installing feature strips and fancy insets.	
2.	Installing coverings on walls, ceilings, furniture, other.	
3.	Fitting of mantels, fireplaces, and registers.	
4.	Covering straight, winding and floating stairs, solid or runners; using blind or visible rods.	
5.	Installing and repairing custom hand-made rugs/carpets.	
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	Total hours	5,600 – 8,425

*Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs.
Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law.
For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to
<http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>*

APPENDIX B

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RELATED INSTRUCTION

Safety and Accident Prevention

Fundamentals

Trade Safety – including proper use, storage and disposal of adhesive; MSDS sheets; removal of existing materials, including asbestos-backed; fall protection; all applicable OSHA and EPA regulations, standards, rules.

OSHA 10-Hour Construction Course – if required for Public Work

Asbestos Safety – course approved by NYS DOH for “Asbestos Handler” Certificate.
Annual Refresher Training required.

First Aid – 6.5 hours minimum every three years.

Blueprinting Reading and Sketching

Elementary Blueprint Reading

Sketching and Drawing (including scaled drawing and working drawings)

Layout

C.A.D. (optional)

Mathematics

Arithmetic

Algebra

Trade Math

Estimating Materials and Cost

Trade Theory and Science

Materials of the Trade

Material Handling

Tools and Equipment: Safety, Care, Use, Repairs

Surface Preparation

Installation Techniques

Flooring Layout and Applied Art

Seaming

Finishing Techniques

Special Applications (Walls, Ceiling, Furniture, etc.)

Industrial and Labor Relations (20 hours)

History and Background (6 hours, first year)

Current Laws and Practices (14 hours, second year)

Sexual Harassment Prevention Training (3 hours minimum)

Other Related Courses as necessary.

A minimum of 144 hours of Related Instruction are required for each Apprentice for each year.