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Tool & Equipment Check List

This guide outlines the commonly used tools and equipment by flooring installers. It is designed as a practical reference for employers and apprentices and is not an exhaustive list of every item required for every installation.

Personal Protective Equipment

Suitable personal protective equipment must be chosen based on the hazards associated with the task and used in compliance with workplace procedures, safety data sheets, and site safety requirements.

No	Tool or Equipment	Primary Use	Check
1	**Safety Glasses**	Protect the eyes from dust, debris, splashes and cutting hazards.	☐
2	**Rubber Gloves**	Protect the hands when handling blades, sharp materials, chemicals and adhesives.	☐
3	**High-Visibility Clothing**	Improves visibility and supports compliance on active work sites.	☐
4	**Knee Pads**	Protect the knees during extended kneeling and floor-level work.	☐
5	**Dust Mask or Respirator**	Protects against dust, fumes and airborne contaminants when correctly selected and fitted.	☐
6	**Hearing Protection**	Reduces exposure to noise generated by grinders, saws and powered equipment.	☐
7	**Steel-Capped Safety Boots**	Protect the feet from falling objects, sharp materials and heavy equipment.	☐

General Accessories

The use of appropriate supporting items promotes a safe, orderly, and efficient work area, supporting both workplace safety and effective task completion.

No	Tool or Equipment	Primary Use	Check
1	**Buckets and Mixing Containers**	Used for preparing adhesives, levelling compounds and cleaning solutions.	☐
2	**Extension Leads and Power Boards**	Provide power across the work area when suitably rated, tested and positioned safely.	☐
3	**Broom and Mop**	Support site cleaning before, during and after installation.	☐
4	**Sponges and Rags**	Used for wiping spills, removing adhesive residue and cleaning surfaces.	☐
5	**First Aid Kit**	Provides immediate supplies for minor workplace injuries and emergencies.	☐
6	**Toolbox or Tool Bag**	Keeps hand tools organised, protected and easy to transport.	☐

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Measuring Tools and Equipment

Successful flooring installation begins with accurate measuring. These tools assist apprentices in achieving accurate dimensions, straight reference lines, and precise layout positioning.

No	Tool or Equipment	Primary Use	Check
1	**Tape Measure**	Measures rooms, flooring materials and installation areas accurately.	☐
2	**Steel Ruler**	Provides a firm straight edge for precise marking and cutting.	☐
3	**Chalk Line**	Creates long, straight reference lines across subfloors.	☐
4	**Scribing Tool**	Transfers the shape of walls, doorways & fixed objects onto flooring materials.	☐
5	**Square Set**	Checks right angles and supports accurate layout and cutting.	☐
6	**Laser Level**	Checks levels, heights and alignment across a room.	☐

Cutting and Trimming Tools and Equipment

Accurate cutting plays a key role in producing a high-quality flooring installation. Apprentices should always use the correct tool and blade for the material being cut and the task being performed.

No	Tool or Equipment	Primary Use	Check
1	**Utility Knife**	Cuts vinyl, carpet, underlay and other resilient materials, and trims edges accurately.	☐
2	**Hook Knife**	Cuts through carpet backing while reducing the risk of cutting or fraying the pile.	☐
3	**Carpet Trimmer**	Trims carpet neatly along walls, skirting boards and edges.	☐
4	**Vinyl Cutter**	Produces straight, controlled cuts in sheet vinyl and vinyl planks.	☐
5	**Jigsaw**	Makes detailed, curved and internal cuts in timber, laminate, hybrid and vinyl products.	☐
6	**Circular Saw**	Makes straight rip and cross-cuts in timber and laminate flooring.	☐
7	**Shears**	Trim carpet tiles, vinyl and underlay materials.	☐
8	**Mitre Saw**	Makes accurate angled cuts in trims, scotia and profiles.	☐
9	**Floor Scraper**	Removes old adhesive, coatings, flooring residue and surface debris.	☐

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Subfloor Preparation Equipment

Proper subfloor preparation is essential for the durability, appearance, and long-term performance of the finished floor.

No	Tool or Equipment	Primary Use	Check
1	**Moisture Meter**	Measures moisture levels in subfloors before installation begins.	☐
2	**Concrete Grinder**	Removes surface contamination and levels high areas in concrete substrates.	☐
3	**Edge Grinder**	Prepares concrete close to walls, corners and other restricted areas.	☐
4	**Scarifier**	Removes heavy coatings, adhesive build-up and significant high spots.	☐
5	**Levelling Pins**	Helps monitor and control the depth of self-levelling compounds.	☐
6	**Industrial Vacuum Cleaner**	Removes dust and debris before, during and after preparation work.	☐

Installation Tools

The use of specialised installation tools supports the accurate installation of flooring systems by ensuring proper tensioning, effective bonding, precise jointing, and clean seam formation.

No	Tool or Equipment	Primary Use	Check
1	**Knee Kicker**	Positions and tensions carpet over short distances and onto gripper rods.	☐
2	**Power Stretcher**	Applies controlled tension to carpet across larger rooms.	☐
3	**Seam Roller**	Presses carpet or resilient flooring seams to support a secure bond.	☐
4	**Seaming Iron**	Heats seam tape adhesive beneath carpet joins.	☐
5	**Heat Gun**	Softens and shapes resilient flooring and supports heat-welding tasks.	☐
6	**Tapping Block**	Closes plank joints without damaging board edges.	☐
7	**Rubber Mallet**	Applies controlled force without marking or damaging surfaces.	☐
8	**Welding Gun**	Heat-welds suitable vinyl and linoleum seams.	☐
9	**Adhesive Spreader Trowel**	Applies adhesive evenly using the notch size specified by the manufacturer.	☐
10	**Pull Bar**	Closes plank joints near walls and other areas where a tapping block cannot be used.	☐
11	**Nail Gun or Stapler**	Fixes underlay, trims or timber flooring where the installation system permits.	☐
12	**Mixing Drill with Paddle**	Mixes levelling compounds, patching products and adhesives thoroughly.	☐
13	**Heavy-Duty Floor Roller**	Presses resilient flooring into adhesive to improve transfer and bonding.	☐
14	**Hot-Melt Glue Gun**	Supports approved temporary fixing and minor repair tasks.	☐

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Finishing Tools

These tools assist installers in carrying out edge finishing, trim installation, repairs, and surface treatments to achieve a quality finished result.

No	Tool or Equipment	Primary Use	Check
1	**Edge Trimmer**	Trims flooring neatly and accurately around perimeters.	☐
2	**Polisher or Buffer**	Finishes suitable floors after sanding, cleaning or coating.	☐
3	**Sealant Gun**	Applies silicone and flexible sealants at edges, joins and penetrations.	☐
4	**Touch-Up Kit**	Repairs minor scratches, dents and surface damage where appropriate.	☐

Employer Acknowledgement

I have reviewed this checklist and acknowledge that I will provide my apprentice with the tools and equipment they need to perform their tasks in a safe manner.

Employer Name:

Signature:

Date: