

LINOLEUM, RESILIENT TILE & CARPET LAYER

APPENDIX A

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

	Approximate Hours
A. Tools of the Trade	250 – 425
1. Safe use of all tools and equipment.	
2. Care, maintenance, and proper storage of tools, equipment and materials.	
B. Preparation of Base Surfaces	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. Installation of Underlayments for Hard Surfaces	350 – 500
1. Reading blueprints, sketches, work orders and/or	
2. specifications.	
3. Handling underlayment materials, such as plywood and felt.	
4. Measuring underlayment materials.	
5. Cutting underlayment materials.	
6. Applying adhesive cement to flooring.	
7. Installing and fitting underlayment materials.	

D. Installation of Hard Surface Materials

2,000 – 3,000

1. Reading blueprints, sketches, work order and/or 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. Speciality Work **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.

Approximate 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 <https://dol.ny.gov/public-work-and-prevailing-wage>

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APPENDIX B

RELATED INSTRUCTION

Safety and Accident Prevention

1. Fundamentals
2. 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.
3. OSHA 10-Hour Construction Course – if required for Public Work
4. Asbestos Safety:
 - a. If apprentice will do any handling of asbestos:
 - i. Successfully complete a course approved by the New York State Department of Health for “Asbestos Handler” and obtain, and keep current, an “Asbestos Handler (Worker)” certificate from the New York State Department of Labor
 - b. If apprentice will do no handling of asbestos:
 - i. Asbestos Awareness – minimum 4 hours (see attachment)
5. First Aid – 6.5 hours minimum every three years.
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law

Blueprinting Reading and Sketching

1. Elementary Blueprint Reading
2. Sketching and Drawing (including scaled drawing and working drawings)
3. Layout
4. C.A.D. (optional)

Mathematics

1. Arithmetic
2. Algebra
3. Trade Math
4. Estimating Materials and Cost

Trade Theory and Science

1. Materials of the Trade
2. Material Handling
3. Tools and Equipment: Safety, Care, Use, Repairs
4. Surface Preparation
5. Installation Techniques
6. Flooring Layout and Applied Art
7. Seaming
8. Finishing Techniques
9. Special Applications (Walls, Ceiling, Furniture, etc.)
10. Industrial and Labor Relations (20 hours)
 - a. History and Background (6 hours, first year)
 - b. Current Laws and Practices (14 hours, second year)

Other Related Courses as necessary.

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

Appendix B topics are approved by New York State Education Department.

ATTACHMENT TO APPENDIX B

Asbestos Awareness

This course must be delivered by one of the following:

1. A provider currently approved by the New York State Department of Health to deliver asbestos safety training.
2. A person holding a current Asbestos Handler certificate from the New York State Department of Labor in the title of: Inspector, Supervisor, Project Monitor, Management Planner, or Project Designer.
3. Anyone otherwise approved by the New York State Education Department.

Minimum course contents must include the following:

1. Definition of asbestos
2. Types and physical characteristics
3. Uses and applications
4. Health effects:
 - a. Asbestos-related diseases
 - b. Risks to families
 - c. Cigarette smoking
 - d. Lack of safe exposure level
5. Employer-specific procedures to follow in case of potential exposure, including making a supervisor or building owner immediately aware of any suspected incidental asbestos disturbance so that proper containment and abatement procedures can be initiated promptly.

Notwithstanding the above course requirement, employers are advised that they must also be in compliance with New York State Department of Labor Industrial Code Rule 56 at all times.

Employers are further advised, and must advise all apprentices, that completion of the above course requirement does not authorize any person to remove, encapsulate, enclose, repair, disturb, or abate in any manner, any friable or non-friable asbestos, asbestos containing material, presumed asbestos containing material, or suspect miscellaneous asbestos containing material.