iCorkFloor flooring submission cover letter

Date: [Date]
To: [Reviewing authority], [Building name and address]
From: [Owner name], Unit [Unit]
Re: Proposed flooring renovation

Dear HOA board,

I request project review and approval for the following proposed work.
This letter does not assert a performance score, compliance or approval.

Proposed flooring:
- Manufacturer: [Manufacturer]
- Product name: [Product name]
- Exact SKU and thickness: [SKU], [Thickness]
- Existing construction: [Substrate, slab thickness, joists and ceiling]
- Proposed flooring layers: [Adhesive, underlay and finish]
- Proposed installation: [Installation method]
- Installer and proposed start/end dates: [Installer and schedule]

Building requirements:
[Building requirements and required evidence]
Record the exact applicable bylaw or CC&R clause, metric, test standard,
minimum rating, submission requirements and construction details.

Evidence proposed for review (repeat for each applicable report):
- Report identity: [Report issuer, ID and date]
- Method and measured quantity: [Standard and metric]
- Reference construction and installation conditions: [Tested assembly]
- Match to the proposed SKU and construction: [Current-product applicability]
- Supporting documents: [Installation, warranty and applicable certification
documents]

I will attach only documents applicable to the selected product and project.
Attach only applicable evidence; identify any unresolved product, assembly
or report differences for technical review before submission.

I understand that IIC and STC describe the complete tested assembly.
Delta IIC (ASTM E2179) and Delta Lw (ISO methods) are different metrics.
Do not add IIC, Delta IIC or Delta Lw to predict a project's final rating.
Concrete test results do not establish wood-joist performance.
Do not assume a floating installation or that cork-backed flooring accepts
extra underlay. Follow the selected product's installation instructions.
Confirm any certificate's product scope and validity; this letter makes no
universal fire, health, toxicity, emissions or certification promise.

I will obtain project approval before work begins and follow the approved
installation conditions and applicable manufacturer instructions.

Sincerely,
[Owner signature and preferred contact details]

Attachments actually enclosed: [Applicable documents and report IDs]

Unresolved questions for the reviewer: [Questions or missing evidence]

Blank template only. Fill and save offline; this endpoint collects no forms. Original documents remain available on the page; see the report index in the submission ZIP for links. The ZIP contains templates and guidance, not bundled original reports or certificates.