

The CTEF Contractor Questionnaire

Company Profile

Registered company name: _____

Address: _____

City, State & Zip code: _____

Number of years at this address: _____

Type of address (home, office, store or warehouse): _____

Phone: _____ Fax: _____

Cell phone: _____

Email: _____

Website: _____

Number of years in business under current business name: _____

Number of years providing ceramic tile installations: _____

Does the contractor have as insurance policy for property damage? _____

Does the contractor have an insurance policy for third party injuries? _____

(Ask for a certificate of insurance including coverage amount and policy expiration)

State-required license number and expiration: _____

(Search within your state's website for "builder licensing" or "contractor licensing" to learn about the current requirements in your state.)

Are all workers who will be on my project covered by worker's compensation? _____

(Ask for a copy of the current certificate of insurance)

If no, who is liable for a worker(s) injured on my property? _____

Are the workers on my job employees or subcontractors? _____

If they are subcontractors, provide certificates of insurance for property damage liability, worker's compensation and vehicles including the local insurance agent. _____

Does the contractor have designated work vehicles with authorized and insured drivers to transport the required tools and materials? _____

List the professional or industry organizations, associations or committees to which you belong and/or participate (include years of participation): _____

List industry-related educational seminars or events attended (including date and location) such as Coverings, Total Solutions Plus, NTCA Workshops, CTEF or manufacturer's training in order to stay current on installation best practices, changes to industry standards and requirements, or new product introductions _____

List completed project awards: _____

List references from industry contacts including tile distributors, architects, designers, general contractors, builders, homeowners and other clients _____

Specialized projects, such as steam showers, pools, water features, glass tile and stone tile installations, require specific skills and knowledge. Please provide references from successfully completed installations:

Company safety policy or program: _____

Save time! Find an NTCA 5-Star Contractor. Only tile contractors that demonstrate a commitment to training, service, quality, superior job performance and safety can boast 5-star status. For more info, visit the National Tile Contractors Association (NTCA) at <http://www.tile-assn.com>



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Employee Profile

Are all the people who will work on my project legally permitted to work in this country? _____

Has each worker who will be working on my project been subjected to random drug testing? _____

How do you screen, hire, train, or otherwise verify the skill level of your installers?

Do your superintendents and lead installers have tile-related experience or training?

Do you provide and/or require your installers to attend continuing education and/or training classes? _____

If so, please list these classes, dates attended and location: _____

Has each of the installers who will be working on my project been recognized as a Certified Tile Installer (CTI) through the Ceramic Tile Education Foundation? _____

If so, please list each name and CTI number: _____

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My Project

The name of the lead installer on my project is _____

Number of years with your company: _____

List the name(s) of the person(s) who is/are authorized to handle changes to the project plans, pricing, labor supplied, questions, problems or scheduling: _____

List the installers who will work on my project, providing their skill level, the number of years working at that level, and the number of years working for your company: _____

Are all the installers who will be on my project certified by CTEF? _____
(Verify at <https://www.ceramictilefoundation.org/>)

Can you provide photos/references for each installer's work? _____

Project warranty information: _____

Will all the materials being used on my project along with the installation methods be warranted by the manufacturers for the intended application?
