

# 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: \_\_\_\_\_

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(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? \_\_\_\_\_

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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. \_\_\_\_\_

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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 \_\_\_\_\_

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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:

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Company safety policy or program: \_\_\_\_\_

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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>



# The CTEF Contractor Questionnaire

## Employee Profile

Are all of 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 superintendants 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: \_\_\_\_\_  
\_\_\_\_\_

# The CTEF Contractor Questionnaire

## 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 of the installers who will be on my project certified by CTEF? \_\_\_\_\_  
(Verify at [www.tilecareer.com](http://www.tilecareer.com))

\_\_\_\_\_

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? (See the Top Ten List)

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