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PINE STATE COURTS | SCHOOL FACILITY PLANNING GUIDE

School Gym Floor Refinishing Planner

A Winter Break Project Guide

A practical planning workbook for school administrators, athletic directors, and gym facility managers.

PLAN AHEAD. PROTECT YOUR PLAYING SURFACE.

Use the school holiday window to assess your hardwood floor, coordinate the work, and prepare for a smooth reopening.

Inside this planner

01	**Assess your gym floor** Identify visible wear, damage, and areas that need attention.
02	**Refinishing or replacement?** Understand the factors that influence the right project scope.
03	**Winter break timeline** Organize the work from early planning through reopening.
04	**Contractor and facility checklists** Coordinate responsibilities and prepare the gym.
05	**Post-refinishing maintenance** Establish a routine to protect the renewed surface.

01 Assess Your Gym Floor Conditions

Before scheduling work, inspect the existing hardwood floor and document its condition. A professional assessment can help distinguish normal finish wear from issues that may require repairs or a different solution.

Visual condition

- ☐ The finish looks dull, faded, or uneven.
- ☐ Scratches and scuff marks are visible in high-traffic areas.
- ☐ The protective coating is peeling, flaking, or wearing away.
- ☐ Court lines or game markings are faded or difficult to see.
- ☐ The floor has discoloration or areas that look different from the surrounding surface.

Surface and structural condition

- ☐ Some areas feel or appear inconsistent.
- ☐ Boards are loose, splintered, separated, warped, or buckled.
- ☐ Water stains or signs of moisture damage are present.
- ☐ There are areas of noticeable movement or deterioration.
- ☐ The floor has a history of repeated repairs or previous sanding.

Record your findings

Inspection area	Notes / location of concern
Main playing surface	
Keys, sidelines, and baselines	
Center court and markings	
Entrances and high-traffic areas	
Floorboards, joints, and edges	

Helpful Tip: Photograph worn or damaged areas and share the images with the contractor during the initial assessment. Surface appearance alone does not establish whether the floor is suitable for another sanding cycle.

02 Refinishing vs. Replacement

The decision depends on the condition of the hardwood, remaining usable wood thickness, previous sanding history, and the extent of any moisture or structural damage.

Consider refinishing when...	Consider replacement or major repairs when...
The hardwood is generally sound but the finish is dull, scratched, or worn.	Large areas are warped, buckled, or structurally deteriorated.
Court markings need refreshing and the floor is otherwise suitable.	There is extensive water or moisture damage.
The floor has sufficient usable wood remaining for sanding.	There is not enough usable wood remaining for another sanding cycle.
Surface imperfections are minor and can be addressed in the refinishing	Subfloor problems or persistent move-ment affect floor stability.

Decision-Making Tip: Ask a qualified gym flooring contractor to inspect the floor and explain the recommended scope before approving the project.

03 Winter Break Project Timeline

Winter break can be a useful project window, but the available time is limited. Begin plan-ning several weeks in advance and build the schedule around the school's reopening date.

WHEN	KEY ACTIONS
4–6 weeks before break	☐ Inspect the floor and document concerns. ☐ Contact experienced gym flooring contractors. ☐ Arrange an on-site assessment. ☐ Discuss refinishing versus replacement. ☐ Confirm the school's holiday and reopening dates.
2–3 weeks before break	☐ Approve the project scope and written schedule. ☐ Confirm finish specifications and court marking work. ☐ Check material availability. ☐ Confirm contractor access and facility arrangements. ☐ Review safety, ventilation, and environmental requirements.

WHEN	KEY ACTIONS
During winter break	**Preparation:** Clear the gym and protect surrounding areas. **Surface work:** Complete sanding and approved repairs. **Markings and finish:** Apply markings if included, then apply specified finish coats. **Inspection:** Review the completed work and outstanding items
Before reopening	☐ Confirm the required drying and curing periods ☐ Obtain contractor approval for gym use. ☐ Return equipment only ☐ Communicate reopening guidance to staff and coaches.

Build in a realistic completion window

The schedule varies with floor condition, gym size, repairs, finish products, temperature, humidity, and manufacturer requirements. Drying and curing are not interchangeable, and the floor may not be ready for athletic activity as soon as the final coat is applied.

Do not set the reopening date based only on the last day of application. Ask the contractor to confirm the earliest safe return-to-use date in writing, based on the finish manufacturer's instructions and actual site conditions.

Project dates

Planned start date		Target completion date	
Gym reopening date		Project coordinator	

04 Contractor Coordination Checklist

Clear expectations help keep a school holiday project organized. Use this checklist when evaluating contractors and confirming the scope of work.

Experience and qualifications

- [ ] The contractor has experience with hardwood gymnasium floors.
- [ ] They can provide examples of completed school or athletic facility projects.
- [ ] They can explain the proposed sanding and refinishing process.
- [ ] They understand the performance requirements of sports flooring.
- [ ] They can explain relevant product specifications and care requirements

Project scope and materials

- [ ] An on-site assessment has been completed.
- [ ] Sanding, surface preparation, and repair requirements are documented.
- [ ] Finish products, application methods, and number of coats are confirmed.
- [ ] Court line repainting and game markings are clearly included or excluded.
- [ ] Ventilation, access, and safety requirements have been discussed.

Scheduling and communication

- [ ] The start date and target completion date are confirmed.
- [ ] The schedule includes preparation, sanding, finish application, and curing.
- [ ] A primary contractor contact is identified.
- [ ] Progress updates and decision points are agreed upon.
- [ ] A contingency plan exists for unexpected repairs or delays.

Final handover

- [ ] The completed floor has been inspected with the contractor.
- [ ] All agreed work and outstanding items are documented.
- [ ] Product care and maintenance instructions have been provided.
- [ ] The contractor has confirmed when the gym can safely reopen.
- [ ] Warranty and project documentation have been received, where applicable.

Ask for a written schedule. It should show the work sequence, key milestones, expected curing period, and the conditions required before the gym returns to use.

05 Gym Floor Preparation Requirements

School staff can help the project start smoothly by preparing the space and confirming facility arrangements before the contractor arrives.

Clear the gymnasium

- [ ] Remove sports equipment, tables, chairs, and other movable items.
- [ ] Arrange removal or protection of movable hoops and bleachers as needed.
- [ ] Clear wall-side areas, entryways, and storage spaces.
- [ ] Identify a suitable temporary storage location for equipment.

Prepare the facility

- [ ] Provide the contractor with agreed building and gym access.
- [ ] Identify approved material and equipment storage areas.
- [ ] Confirm access to electrical outlets and other agreed facilities.
- [ ] Coordinate restricted areas and safety notices with school staff.
- [ ] Discuss ventilation and building operation during the project.

Check environmental conditions

- [ ] Review indoor temperature and humidity with the contractor.
- [ ] Discuss any history of water intrusion or moisture problems.
- [ ] Confirm that site conditions meet product requirements.
- [ ] Avoid unapproved temperature or humidity fluctuations during the work

Cold-Weather Consideration: In Maine and across New England, winter heating and outdoor temperature changes can affect indoor conditions. Work with the contractor to maintain the temperature and humidity range required by the flooring and finish manufacturers.

06 Post-Refinishing Maintenance Checklist

A consistent maintenance routine helps protect the renewed finish, reduce abrasive dirt, and identify developing issues before they become more extensive. Follow the contractor's and finish manufacturer's care instructions first.

Daily

- [ ] Dust-mop the floor to remove dirt, grit, and debris.
- [ ] Clean spills promptly using approved methods.
- [ ] Look for visible damage or unusual surface changes.
- [ ] Keep outdoor dirt and moisture from being tracked into the gym.
- [ ] Use only approved cleaning products and equipment.

Weekly

- [ ] Check high-traffic areas for early signs of wear.
- [ ] Inspect entrances and equipment storage areas.
- [ ] Review court markings for visible deterioration.
- [ ] Clean surrounding areas to limit dust and debris.
- [ ] Check that entrance mats and protective pads are in place.

Seasonally

- [ ] Review indoor temperature and humidity conditions.
- [ ] Inspect for moisture-related changes or discoloration.
- [ ] Check heavily used areas for finish deterioration.
- [ ] Inspect floorboards, joints, and edges for damage.
- [ ] Review cleaning procedures with custodial staff.
- [ ] Arrange professional assessment when concerns appear.

Simple practices that help protect hardwood

Entrance mats	Reduce the dirt, grit, and moisture tracked onto the playing surface
Approved cleaners	Use products and methods recommended for the installed finish; avoid unapproved chemicals or excess water.
Equipment Protection	Use suitable protective pads on chairs, tables, bleachers, and movable equipment.
Table Conditions	Maintain indoor conditions in line with flooring and finish manufacturer recommendations
Routine Inspection	Record changes and address developing issues rather than waiting for widespread visible damage

Important: Keep the gym closed until the contractor confirms that all product-specific drying, curing, ventilation, and occupancy requirements have been met.

07 Your Winter Break Project Planner

Use this final tracker to follow the project from the first inspection through gym reopening. Print this page and assign an owner to each milestone.

PROJECT MILESTONE	STATUS	DATE / NOTES
Initial floor inspection completed	☐ Not started ☐ Done	
Floor condition documented	☐ Not started ☐ Done	
Refinishing vs. replacement evaluated	☐ Not started ☐ Done	
Contractor selected and scope approved	☐ Not started ☐ Done	
Materials and finish specifications confirmed	☐ Not started ☐ Done	
Winter break schedule finalized	☐ Not started ☐ Done	
Gymnasium cleared and prepared	☐ Not started ☐ Done	
Refinishing work completed	☐ Not started ☐ Done	
Final inspection completed	☐ Not started ☐ Done	
Curing requirements satisfied	☐ Not started ☐ Done	
Maintenance plan established	☐ Not started ☐ Done	
Gym approved for reopening	☐ Not started ☐ Done	

Facility and project details

School / facility name	
Project coordinator	
Contractor	
Planned start date	
Target completion date	
Scheduled gym reopening date	

Additional notes

Planning a Gym Floor Refinishing Project?

Pine State Courts provides gymnasium flooring services, including hardwood gym floor refinishing, for schools and athletic facilities. Contact our team to discuss your facility's needs and next steps.

Important Project Details

School / Facility Name: _____

Project Coordinator: _____

Contractor: _____

Planned Project Start Date: _____

Target Completion Date: _____

Scheduled Gym Reopening Date: _____

Additional Notes: _____

Let's Plan Your Gym Floor Project

Pine State Courts

Gymnasium Flooring Solutions

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