

Best Practice Approval Sheet

Hardwood Floor Installation/Refinishing

NOTE: All descriptions are based on visibility from 2' in "natural light"

Installation, Sand and Prep

- Materials are delivered 48 hours before installation and neatly organized onsite
- Site is completely partitioned, swept, and vacuumed (including floor, trim, vents, outlets, cabinets, etc.)
- Substrate has been repaired, and leveled where necessary
- NEW Select Grade materials are used
- New butt joints and seams are square and tight <1/16" (business card thickness)
- At least three grades of sandpaper is used (except in rare circumstances)
- Surface is free of drum marks, waves, and swirls
- Edges and stairs are smooth with no sign of transition between tools (when sanding)

Staining and Finishing

- Sanding sealer and at least two coats of urethane is used
- Top coat should be free of ALL visible curtains, bumps and air pockets
- Field Worker Policy is being followed
- Base shoe is installed using coped joints and modified 45 degree ends
- Transition strips are tight to all surfaces

Substantial Completion

- All work has been completed
- Client Walkthroughs has passed
- All related change orders have been resolved
- Extra stain and sealer has been labeled clearly and stored in appropriate area onsite (Label indicating: Color Name/Rooms used/[ReTouch]/Date)
- All other product and materials have been removed from site

General Requirements

- Work was completed on time
- Daily check-in/out was conducted with Project Coordinator
- Workspace was rolled up and swept clean daily
- We have current certificate of insurance (with worker's comp and liability) on file