

# Parks Preventative Maintenance



## Building Maintenance

- (1) Restroom doors, locks, toilets and partitions are checked daily during summer season for proper operation and weekly during winter months.
- (2) Hinges and locks are lubricated annually or as needed.
- (3) Lighting fixtures are checked on a regular basis.
- (4) Exterior and interior walls and floors are sealed annually with masonry sealer.
- (5) Unheated buildings are winterized each fall with compressed air and RV anti-freeze to eliminate freezing of water pipes.
- (6) Furnaces are checked and serviced annually and include lubricating blower motors and changing filters.
- (7) Roofs, siding and eaves are inspected annually for leaks or other problems. Wood siding is treated annually with an oil base stain or sealer.
- (8) Chain link fencing is inspected annually and repaired as needed.
- (9) Outdoor sports lighting is inspected and burned out lighting elements are replaced before seasonal play begins.
- (10) Fire extinguishers are serviced annually by a certified fire extinguisher technician.

## Playground Maintenance

- (1) All playgrounds are inspected monthly for potential problems and wear points are lubricated.
- (2) Wood chip surfacing is monitored daily under swings and in front of slides and wood chips are added as needed to maintain adequate fall zones.
- (3) All S-hooks, bushings and other high wear parts are replaced annually.

## Vehicle and Equipment Maintenance

- (1) Preventive maintenance is performed on all vehicles and equipment according to manufacturer's specification and as outlined in the CAPRA Standard 7.7 Fleet Management.

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- (2) Daily inspections are required prior to the use of any vehicle or equipment and include the following:
  - Check engine oil
  - Check hydraulic oil level if applicable
  - Check tire inflation
  - Check coolant levels
  - Visual inspection
  - Grease as specified by manufacturer
- (3) Lawn mower blades are sharpened every other week.

### **Walkways and Trails**

- (1) Trails and walkways are checked weekly by maintenance crews throughout the summer season for potential hazards and problems.
- (2) Uneven joints in concrete walks are ground to eliminate tripping hazards.
- (3) Severely cracked and broken concrete is replaced as needed.
- (4) Snow is removed from all hard surface trails and walkways within 24 hours of a snow storm. Ice melt is applied as needed.
- (5) Gravel surface trails are not maintained in winter months.
- (6) Hard surface trails are cleaned as needed with high powered blowers

### **Grounds Maintenance**

- (1) Pre-emergent herbicides are applied during spring months to combat undesirable weeds and grasses such as crabgrass.
- (2) Broadleaf weeds are sprayed each spring to prevent further multiplication and spreading.
- (3) Irrigation systems are winterized each fall with compressed air to prevent damage from freezing temperatures during winter months
- (4) Trees are trimmed; dead and diseased limbs are removed to prevent possible injury to park users.
- (5) Signs, decks and boardwalks are treated with oil base stains annually to preserve the integrity of the wood.
- (6) Hand tools are checked often for needed repairs.
- (7) All baseball and softball playing fields are prepared prior to scheduled games.