

# **Recreation Center** **Preventative Maintenance**



## **Building Maintenance**

1. Carpets are vacuumed daily and extracted every 3 months.
2. Gyms and racquetball court floors are swept daily, twice if possible to ensure surfaces are not slick.
3. Showers, sinks, toilets, urinals and other restroom fixtures are inspected daily and repaired as needed.
4. Steam generator and soft water system are inspected weekly for leaks and salt levels checked.
5. Air handlers and furnaces are checked regularly to ensure that they are operating properly. The bearings are greased and belts inspected every 3 months. Filters are changed every 6 months.
6. Wood, tartan and V.C.T. tile floors are resurfaced every summer during school shutdown.
7. Building lighting is inspected regularly. Lamps and ballasts are replaced as needed.
8. Building roof, skylights, vents, ducts and gutters are inspected in the spring and fall. The exhaust fan motors are greased and belts are replaced as needed.
9. Exercise equipment inspected regularly. Equipment is cleaned and serviced as needed. Repairs are performed on site by Recreation Center staff or a maintenance specialist is called in when required.
10. Whirlpools and associated equipment are maintained daily. Chemical levels are checked and adjusted accordingly. Pumps are maintained, changed out and rebuilt as required

## **Grounds Maintenance**

1. Sprinkler system is inspected and prepped for spring start up. The system is maintained and repaired throughout the summer.
2. Grounds keeping duties such as mowing, trimming and raking are performed in all but the winter months.
3. Trees are trimmed to prevent injury to the public.
4. Mowing and trimming equipment is maintained by Recreation Center and School District maintenance personnel.
5. Snow removal and de-icing procedures are implemented in the winter to ensure public safety.

*City of Logan  
Parks and Recreation Department  
Recreation Center  
Preventive Maintenance Plan  
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