



Policies and Procedures	
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Reference:	<i>This document is intended to serve as a planning document to guide the county leaders and staff where and how to deliver parks, recreation facilities and program to meet public expectations and needs.</i>

Maintenance Standards Policy

Created/Reviewed by:
Park Operations Director
Planning & Development Director
Park Services Director

Reviewed/Approved by:
Tim Laurent, Director

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Purpose and Scope

This Comprehensive Parks Maintenance and Operations Plan is intended for use by employees, contractors, volunteers and administrative staff as a source of important information about the operations.

1. To provide each employee, contractor or volunteer with a learning tool and resource guide which will assist them in doing an effective and efficient job in the maintenance of Shawnee County Parks + Recreation's land and facilities.
2. To provide all personnel with a guide for interpreting policies and procedures related to the delivery of services within parks and facilities managed by the Department.

Department Mission and Vision

Vision Statement

“Shawnee County Parks + Recreation in partnership with the citizens of Topeka and Shawnee County will develop and manage accessible, walkable parks, recreation facilities and programs through a collaborative leadership process that provides a long-term perspective for how parks and recreation will impact the livability and economic value of living in the city and county.”

Mission Statement

“Shawnee County Parks + Recreation is an essential service established to improve quality of life for all residents of the county by proactively responding to changing demographics, emerging trends while maximizing all available resources in providing quality parks, recreation facilities and programs that enhance the residents health, promotes economic vitality and long term sustainability now and for future generations.”

Community Visions:

Land Use Management

“Our vision for parklands is to continue to make all parks a place of civic pride that results in high productive and positive use that supports healthy, active lifestyles for people of all ages. The goal is to maintain a high quality, diverse, and balanced park and open space system.”

Facilities Management

“Update existing facilities and when possible, add new facilities in underserved areas of the county to provide a balance of recreational opportunities for all residents.”

Programs and Services

“Develop and maintain a wide variety of quality programs and services for all ages, abilities, and interests. Continue to offer existing programs while working to increase offerings in program areas such as adaptive recreation, senior programs, and health and wellness.”

Professional Development

“Retain, attract and cultivate effective, dynamic staff by fostering growth and development through training, education and mentoring.”

Fiscal Stewardship

“Seek a balance between tax and earn-income support that meets the expectations of the community, Department, and County leadership. Employ best practices aimed at keeping the Department financially sustainable. Seek adequate funding to meet the community’s expectations for providing parks, recreation facilities, and program services that make the county a desirable place to live, work, and visit.”

Facility and Property Maintenance Standards

Maintenance Levels Overview

The purpose of this section is to set maintenance standards for all parks and other properties maintained by Parks + Recreation, with the goal of providing safe, functional and aesthetically appealing parks and facilities. Properties are divided into maintenance service levels which take into consideration the level and type of park usage, location, type and size of landscapes, amenities and facilities, sports fields and hardscape items. Standards were then established for all maintenance activities within these maintained properties. **It is important to note that all maintenance levels are considered to be optimal, and assumes that all needed resources and manpower are available. Actual maintenance levels may be lower than listed, and may fluctuate due to the availability of resources.**

By grouping the properties into levels, and setting standards for each maintenance category in each level, all properties will be clean, well maintained, and in proper working condition for use by the public. In addition, properties that are used the most will receive the highest levels of maintenance.

Some properties may cross over between two or more levels, depending upon amenities available at that park. An example of this is Felker Park. Overall, this is a Level 2 property, but the Kossover Tennis Center is considered Level 1 due to competition level and community impact.

Property and Facility Maintenance Levels and Standards

Recreation/Community Centers Maintenance Standards

Standards performed as required below or as noted in any agreement will meet Level 1 Maintenance. Frequency and recording of duties along with supplies and products utilized is determined by staff. This is not to be an all-encompassing list as site specific duties have to be performed at each facility. Such adjustments should be noted on page two of this document and updated during scheduled reviews.

DAILY DUTIES:

- Floors swept, vacuumed, wet mopped; entry rugs vacuumed.
- Interior counters, tables, furniture, drinking fountains, vending machines sanitized.
- Glass entry doors and windows cleaned.
- Indoor litter collected throughout the day and trash receptacles emptied as needed.
- Restroom fixtures should be cleaned, sanitized, and hygiene products stocked; frequency may be increased due to activities.
- Interior light bulbs and damaged ceiling tiles replaced within 72 hours of discovery.
- Any spills/soiling on any floor or wall surfaces and furnishings addressed immediately and appropriately.
- Kitchen/concession areas maintained in compliance with health and safety code.
- Broken equipment shall be reported and/or repaired immediately as staff is capable and parts are available.
- Should repairs not be immediately addressed, the broken equipment will be signed indicating that repairs are forthcoming and do not use; the area may be roped off with emergency tape if required.

- When applicable marks and blemishes on walls or doors corrected upon discovery.
- Scan perimeter of building, walk connections and parking areas for litter, vandalism, broken glass, environmental concerns and repair, clean or remove if applicable. Report such issues that are not correctable.
- Litter needs collected and disposed of properly immediately in problem areas such as drains, downspouts, entryways and exits, delivery areas, garages.
- Report third party requests appropriately. Example: Topeka Metro bus stop
- Interior signs and exhibits maintained at department standards. No hand drawn signs or notices taped on walls allowed.

WEEKLY DUTIES:

- Windows, door viewing panes, and handles are to be wiped clean.
- Dust window sills, furnishings, wall hangings.
- Thoroughly wipe down and disinfect all restroom and kitchen areas including appliances.
- Clean grease traps and range hood in kitchen.
- Inspect outdoor drains and clean as necessary especially after weather events.

MONTHLY DUTIES:

- Visually inspect for functionality of appliances, doors, windows, plumbing, air systems, and filters; clean or replace as scheduled or as necessary.
- Appliances should be deep cleaned.
- Inspect athletic equipment and maintain per department standards.
- Interior walls, baseboards and exhibits cleaned.
- Update public or employee bulletin boards.
- Exterior signs will be permanently affixed and maintained at department standards.

ANNUAL DUTIES:

- Inspect gutters, downspouts, storm drains; clean as needed but no less than twice annually.
- Furnishings, wall coverings, carpets should be deep cleaned.
- Composite tile or concrete floors stripped, sealed and waxed once or twice per year based on usage.
- Gymnasium ceilings, walls, wall lips dusted/cleaned.
- Safety and health inspections will be performed and kept on record by County or authorized personnel.
- Clean and replace filters in drinking fountains, air units, appliances every six months or as needed.
- Building exterior and outside windows cleaned every two years.
- Light fixtures cleaned once every six months or when light bulbs are changed.
- Inspections on roof tops should include roof material, drainage areas, air units, safety features and necessary functions performed as scheduled with issues being reported/addressed immediately.
- Paint interior rooms when applicable not to exceed every six years.

SITE SPECIFIC DUTIES:

- Maintain records of inspections and cleanings as performed.
- Quarterly clean and buff composite tile or concrete floors.
- Gymnasium lighting replacement will be scheduled on an as needed or safety basis.
- Additional cleaning practices may be applicable to portions or entire facilities and/or parklands contracted through the Department for the prevention and spread of communicable diseases. Any practices implemented should be communicated and mutually agreed upon with any contracted party/vendor.

CHILD CARE SITES

Staff will meet state law requirements for childcare sites along with maintenance standards.

BROKEN EQUIPMENT STANDARD

- Broken equipment shall be repaired immediately, as staff is capable and parts are available when noticed or reported.
- If staff is not able to repair, the broken equipment will be signed and roped off with emergency tape, indicating that the amenity is broken, not to be used, and if and when it will be repaired.
- Interior signs and exhibits maintained at 100% of design and policy standard. No hand drawn signs allowed.
- Exterior signs will be permanently affixed and maintained at 100% of design and policy standard.
- A general inspection of the building for safety and cleanliness will be conducted daily.
- Fitness equipment cleaning completed daily.
- Gym floors stripped, resurfaced, and sealed every 2-3 years.

Golf Course Maintenance Standards

Golf - Bunker

Goal: To provide a quality obstacle to enhance the golf experience.

- Rake, (7x/week).
- Supplement sand, (1x/annually).
- Remove water and check drains, (As needed).
- Cut edges, (1x/month and as needed).

Golf - Fairways

Goal: To provide a quality surface to hit the golf ball.

- Mow, blow trimmings, (3 or 4x/week).
- Repair holes and divots, (7x/week).
- Aerate, (1x/year).
- Overseed, (1x/year).
- Fertilizer, (3x/year).
- Apply Pre-emergent, fungicide, (1x/month).
- Apply pesticide, (1x/year).

- Adjust flags/signs, (1x/week).
- Inspect markers, (1x/week).
- Paint Tee markers, (1x/year).
- Water, (As required for green, smooth playing surface or 1"/week).
- Manage leaves, (2x/year and as needed).

Golf - Greens

Goal: To provide a quality putting surface for golfers to enjoy.

- Mow, blow as necessary, (7x/week).
- Collars mowed, (3x/week).
- Aerate, (up to 3x/year).
- Lightly Top-dressed, (1x/2 weeks or as needed).
- Overseed, (3x/year).
- Fertilizer, (1x/2 weeks).
- Water, (As required for green playing surface).
- Manage leaves/debris, (2x/year and as needed).
- Verticut, (3x/year).
- Roll, (As required for green playing surface).
- Change cups, (7x/week).
- Apply pesticide, (1x/week or as needed).

Golf - Tees

Goal: To provide a quality hitting surface for golfers to tee off from.

- Pick up tees, (3x/week and daily by ranger).
- Mow, (3x/week).
- Replace divots with grass and sand, (7x/week).
- Blow, (7x/week).
- Move markers, (7x/week).
- Inspect signs, (7x/week).
- Repair signs, (As needed).
- Check and replenish ball washer fluids, (7x/week).
- Empty trash cans, (7x/week).
- Aerate, (5x/year).
- Overseed, (2x/year and as needed).
- Fertilizer, (1x/month).
- Pre-emergence, (1x/year).
- Water, (7x/week).
- Manage leaves, (2x/year and as needed).

Maintenance Standards-Level One

Based on data collected during site visits, maintenance standards for Shawnee County Parks + Recreation were developed in both qualitative and quantitative formats, organized by three Levels of Service. Maintenance standards can change by season and month depending on the type of park area level of use. Standards will be calculated by time and equipment needed to develop required operation budgets through Cartegraph.

Planters

- All planters shall be maintained free of trash and debris such as paper, cans, bottles, tree limbs and leaves, etc.
- All planters shall be maintained free of weeds or grass whether by mechanical or chemical means.
- The plant material (trees, shrubbery and ground covering) in planters shall be trimmed for protection from wind, insect damage and for appearance.

Turf Maintenance – high profile areas (small areas, entire area visible to foot traffic).

- Mowing will occur 2 times/week.
 - Mowing heights-3 ½”
- Edging of all turf perimeters will occur 1 time/week.
 - 95% turf coverage.
 - 3% weed infestation for existing areas (new areas should be kept 100% weed free)
 - 2% bare area.
- Remove grass clippings if visible.
- Aerate 1 time/year (additionally if needed).
- Inspect thatch layer regularly and remove as needed.
- Test soil and water annually.
- Additional testing will occur if deemed necessary.
- Soil moisture will be consistent.
 - No wet areas.
 - No dry areas.
 - Firm enough for foot and mower traffic.
- Apply wetting agents to assist in uniform soil moisture.
- Hand water as needed.
- Inspect daily for insects, disease, and stress and respond to outbreaks within 24 hours.
- Fertilize (3) times per year.
- Top dress/over seed once a year.

Tree and Shrub Maintenance

- Prune/trim trees and shrubs as dictated by species twice annually during spring and fall.
- Remove sucker growth annually.
- Test soil annually to insure application of appropriate nutrients as needed.
- Apply fertilizer to plant species according to their optimum requirements as needed or yearly.
- Inspect regularly for insects and diseases. Respond to outbreaks within 48 hours.

- Place 2” of organic mulch around each tree within a minimum 18” ring.
- Place 2” of organic mulch around shrub beds to minimize weed growth.
- Remove hazardous limbs and plants immediately upon discovery.
- Remove dead trees and plant material immediately unless located within an environmental area.
- Remove or treat invasive plants within 5 days of discovery.
- Flower bed maintenance done yearly.
- Fertilize once a year.
- Pond maintenance done yearly and inspect weekly.
- Water features maintained weekly.
- Invasive plant removal is to be performed annually.

Storm Cleanup.

- Inspect drain covers at least once monthly and immediately after flooding occurs.
- Remove debris and organic materials from drain covers within every other month.
- Inspect and clean drains before forecasted storms begin.
- Maintain water inlet height at 100% of design standard.
- Invasive plant removal once a year or as needed.
- Drain system maintenance done once a year.

Irrigation Systems

- Inspect irrigation systems a minimum of once per month and as necessary.
- Initiate repairs to non-functioning systems within 48 hours of discovery.
- Annual back flow inspection to be done yearly.

Litter Control

- Pick up litter and empty containers at least once weekly or as needed.
- Remove leaves and organic debris once a week or as necessary.

Playground Maintenance

- Audit each playground to insure compliance with the current version of ASTM Performance Standard F1487 and the Consumer Product Safety Commission “Handbook for Public Playground Safety”.
- Complete low-frequency playground inspections at least monthly or as required. All low-frequency inspections are to be completed by a Certified Playground Safety Inspector (CPSI). Complete safety-related repairs immediately, and initiate other repairs within 48 hours of discovery.
- Complete high-frequency inspections yearly.
- Grooming surface monthly.

Pour and Play Surface Maintenance

- Remove any debris or other loose material with leaf blower.
- Broom surface. (soft bristle outdoor broom)
- Vacuum surface. (Shop Vac or equivalent)
- Dilute the cleaning agent as recommended by the manufacturer.
- Clean surface in 5’ by 5’ sections. Apply diluted cleaning agent to the surface until wet.

- Thoroughly scrub surface and work diluted cleaning agent to thick foam.
- Hose thoroughly. No foam or evidence of residue should be apparent when finished.
- After cleaning entire surface, re-wet with water to ensure complete flushing.

Hard Surface Maintenance

- Remove debris and glass immediately upon discovery.
- Remove sand, dirt, and organic debris from walks and hard court surfaces weekly.
- Remove trip hazards from pedestrian areas immediately upon discovery.
- Paint fading or indistinct instructional / directional signs as needed.
- Blow grass clippings after mowing around hard surfaces.
- Remove grass growing in cracks as needed.

Outdoor Court Maintenance

- Inspect courts monthly. Complete all repairs within 48 hours of discovery.
- Repaint lines as needed.
- Replace nets when frayed, broken, or removed.
- Maintain basketball goal posts, backboards, rims, tennis net posts, fencing, and hardware to original design specifications.

Trail Maintenance

- Inspect hard and soft surface trails monthly.
- Remove dirt, sand, and organic debris from hard surfaces at least once weekly.
- Remove organic debris from soft surfaces at least once weekly.
- Maintain a uniform 3-4" depth of compacted material on soft surface trails at all times.
- Graffiti removed immediately.
- Remove overhanging branches within 84" of the trail surface at least twice annually.
- Mechanically or chemically control growth 24" on either side of the trails.
- Inspect signs, benches, and other site amenities at least once monthly. Complete repairs within 10 days of discovery.
- Inspect and make necessary repairs to lighting systems as needed.
- Repair / replace bulbs to maintain lighting levels to design specifications at all times.

Site Amenity Maintenance

- Inspect benches, trash containers, picnic tables and grills, bicycle racks, flag poles, drinking fountains, and other site amenities at least monthly. Complete repairs within 24 hours of discovery.
- Cleaning/power wash of amenities as needed.

Sports fields grounds maintenance

- Use mower capable of "striping" the turf.
- Mowing will occur twice weekly.
- Mowing heights:
 - 2" during cool season (day time highs consistently below 75 degrees).
- Edging of field perimeters will occur twice monthly.
 - 95% turf coverage at the start of every season.
 - 80% turf coverage after play begins.

- 5% weed infestation.
- 0% bare area at the start of every season.
- 15% bare and weak areas will be acceptable after play begins.
- Apply pre-germinated seed to heavily worn areas after every tournament.
- Remove grass clippings if visible.
- Aerate 3 times annually.
- Spot aerate high use areas as needed.
- Inspect thatch layer regularly and remove as needed.
- Test soil and water annually.
- Additional testing will occur if deemed necessary.
- Soil moisture will be consistent.
- No wet areas.
- No dry areas.
- Firm enough for foot and mower traffic.
- Apply wetting agents to assist in uniform soil moisture.
- Hand water as needed.
- Inspect daily for insects, disease, and stress and respond to outbreaks within 24 hours.
- Fertilize monthly.
- Aerate and over-seed yearly.

Fences, Gates and Bollards Maintenance

- Inspect fences, gates, and bollards at least twice annually. Complete safety-related repairs immediately. Complete other repairs within 48 hours of discovery.
- Annually free fence of debris.

Sign Maintenance

- Inspect sign lettering, surfaces, and posts monthly.
- Repair / replace signs to maintain design and safety standards within 48 hours of discovery.
- Clean signs as needed.
- Cut back plant material as needed.

Pest Control

- In accordance with the Departments Integrated Pest Management Program (IPM), inspect problem areas monthly and remedy immediately upon discovery.

Vandalism and Graffiti Removal.

- Initiate repairs immediately upon discovery. Document and photograph damage as necessary.

Picnic Shelters

- Reserved units cleaned and litter removed prior to and after each reservation.
- Minor repairs are made immediately upon discovery.
- Non-reserved units are cleaned as needed.

Lighting Security/Area

- Foot-candle levels will be maintained to preserve original design.

- Inspect once monthly.
- Repairs/bulb replacement will be completed within 24 hours of discovery.

Aquatic Center Standards

- Vacuum pool weekly.
- Manually check water chemistry before opening the facility.
- Check water electronically on a continuous basis.
- Water checked for clarity on a continuous basis.
- Clean concrete areas daily.
- Repaint pool every three-five years.
- Pressure wash concrete areas weekly.
- Clean restrooms two times daily.
- Inspect facility and associated equipment daily.
- Maintain all equipment per manufacturer's suggestions.

Broken Equipment Standard

- Broken equipment shall be repaired immediately, as staff is capable and parts are available when noticed or reported.
- If staff is not able to repair, the broken equipment will be signed and roped off with emergency tape indicating that the amenity is broken, not to be used, and if and when it will be repaired.

Lifecycle Replacement

- The Department has a lifecycle replacement program in place that must be built into the Capital Improvement Program based on contractor and product specifications.

Concession Standards (outdoor); before season

- Concession facilities cleaned, wiped down, and sanitized before opening.
- Electrical appliances checked for compliance and repaired if damaged.
- Lights checked and repaired as needed.
- Concession operating permits secured before opening.
- Appliances cleaned thoroughly before opening.
- Prices for concessions will be posted.
- Cash registers tested to ensure they work properly.
- Circuit breakers tested prior to opening.
- Cleaning and sanitization supplies are to be on hand before opening.
- Pick up debris daily.
- Follow all Kansas Department of Health & Environment (KDHE) Rules & Regulations

Closing Concession Standards (outdoor); after season

- Equipment cleaned thoroughly.
- Supplies removed and discarded.
- Electricity should be turned off.
- Refrigerators and cables turned off and sealed.
- Facility floors, sinks, and counters cleaned thoroughly.
- Hoses cleaned and drained.

- Kitchen cleaned thoroughly.
- Inspections of standards will occur monthly.

Open Space Standard

- Maintain natural appearance to open space areas.
- Remove trees and branches that pose a hazard to the users of the area.
- Respond to disease and insect outbreaks within 24 hours of identification.
- Inspect areas monthly.
- Remove and clean dump sites within 48 hours of identification.
- Post and maintain appropriate signage for each individual area.
- Implement strategies to assist in reducing non-native invasive plants by 5% annually.
- No large branches or debris will be allowed in parks and along perimeters.

Maintenance Standards-Level Two

Maintenance standards can change by season and month depending on the park and level of use. Standards will be calculated by time and equipment needed to develop the required operation budgets. The difference between Level 1 and Level 2 standards is the frequency rate.

Turf Maintenance

- Mowing will occur once weekly.
 - Mowing height will be 3½”
- Edging of all turf perimeters will occur weekly during season and every 2 weeks in off-season.
 - 88% turf coverage.
 - 8% weed infestation.
 - 4% bare area will be acceptable after play begins.
- Remove grass clippings if visible.
- Aerate 1 time/year (additionally if needed).
- Inspect thatch layer regularly and remove as needed.
- Test soil and water annually.
- Additional testing will occur if deemed necessary.
- Soil moisture will be consistent.
 - No wet areas.
 - No dry areas.
 - Firm enough for foot and mower traffic.
- Apply wetting agents to assist in uniform soil moisture.
- Hand water as needed.
- Inspect weekly for insects, disease, and stress, and respond to outbreaks within 24 hours.
- Fertilize twice yearly.

Tree and Shrub Maintenance

- Prune/trim trees and shrubs as dictated by species at least once annually.
- Apply fertilizer to plant species only if plant health dictates.
- Remove sucker growth as needed.
- Inspect regularly for insects and diseases. Respond to outbreaks within 48 hours.
- Place 2” of organic mulch around each tree within a minimum 18” ring.

- Place 2” of organic mulch around shrub beds to minimize weed growth.
- Remove hazardous limbs and plants immediately upon discovery.
- Remove dead trees and plant material within 30 days of discovery.
- Remove or treat invasive plants as needed.

Storm Cleanup

- Inspect drain covers at least once monthly and immediately after flooding occurs.
- Remove debris and organic materials from drain covers within every other month.
- Inspect and clean drains before forecasted storms begin.
- Maintain water inlet height at 100% of design standard.
- Invasive plant removal once a year or as needed.
- Drain system maintenance done once a year.

Irrigation Systems

- Inspect irrigation systems a minimum of once per month and as necessary.
- Initiate repairs to non-functioning systems within 48 hours of discovery.
- Annual back flow inspection to be done yearly.

Litter Control

- Pick up litter and empty containers at least once weekly or as needed.
- Remove leaves and organic debris once a week or as necessary.

Playground Maintenance

- Audit each playground to insure compliance with the current version of ASTM Performance Standard F1487 and the Consumer Product Safety Commission “Handbook for Public Playground Safety”.
- Complete low-frequency playground inspections at least bi-monthly or as required. All low-frequency inspections are to be completed by a Certified Playground Safety Inspector (CPSI). Complete safety-related repairs immediately and initiate other repairs within 48 hours of discovery.
- Complete high-frequency inspections yearly or as needed.
- Surface to be groomed as needed.

Hard Surface Maintenance

- Remove debris and glass immediately upon discovery.
- Remove sand, dirt, and organic debris from walks, lots, and hard surfaces every 30 days.
- Remove trip hazards from pedestrian areas immediately upon discovery.
- Paint fading or indistinct instructional/directional signs as needed.
- Remove grass in the cracks as needed.

Outdoor Court Maintenance

- Inspect courts monthly. Complete all repairs within 48 hours of discovery.
- Repaint lines as needed.
- Replace nets when frayed, broken, or removed.
- Maintain basketball goal posts, backboards, rims, tennis net posts, fencing, and hardware to original design specifications.

Trail Maintenance

- Inspect hard and soft surface trails monthly.
- Remove dirt, sand, and organic debris from hard surfaces as needed.
- Remove organic debris from soft surfaces as needed.
- Maintain a uniform 2-4" depth of compacted material on soft surface trails.
- Mechanically or chemically control growth 24" on either side of the trails.
- Remove overhanging branches within 84" of the trail surface as needed.
- Inspect signs, benches, and other site amenities at least once monthly. Complete repairs within 10 days of discovery.

Site Amenity Maintenance

- Inspect benches, trash containers, picnic tables, grills, bicycle racks, drinking fountains, and other site amenities at least monthly. Complete repairs within 5 days of discovery.
- Cleaning and washing as needed.

Sports Field Grounds Maintenance

- Mowing will occur twice weekly.
- Mowing heights:
 - 2 ½" during cool season (day time highs consistently below 75 degrees).
 - 3" during warm season (day time highs consistently above 75 degrees).
- Edging of all field perimeters will occur once monthly.
 - 80% turf coverage at the start of every season.
 - 65% turf coverage after play begins.
 - 20% weed infestation.
 - % bare area at the start of every season.
 - 15% bare and weak areas will be acceptable after play begins.
- Remove grass clippings if visible.
- Aerate once annually.
- Inspect thatch layer regularly and remove as needed.
- Test soil and water annually.
- Additional testing will occur if deemed necessary.
- Soil moisture will be consistent.
 - No wet areas.
 - No dry areas.
 - Firm enough for foot and mower traffic.
- Inspect weekly for insects, disease, and stress, and respond to outbreaks within 24 hours.

Fence and Gate Maintenance

- Inspect fences, gates, and bollards at least once annually. Complete safety-related repairs immediately, and complete other repairs within 5 days of discovery.
- Clean debris as needed.

Sign Maintenance

- Inspect sign lettering, surfaces, and posts as needed.
- Repair/replace signs to maintain design and safety standards within 5 days of discovery.

Pest Control

- In accordance with the Departments Integrated Pest Management Program (IPM), inspect problem areas monthly and remedy immediately upon discovery.

Vandalism and Graffiti Removal

- Initiate repairs immediately upon discovery. Document and photograph damage as necessary.

Picnic Shelters

- Reserved units cleaned and litter removed prior to and after each reservation.
- Minor repairs are made immediately upon discovery.
- Non-reserved units are cleaned as needed.

Lighting Security/Area

- Inspect quarterly.
- Repairs/bulb replacement will be completed within 72 hours of discovery.

Maintenance Standards-Level Three

Overall Inspection: Twice per year

- Maintenance Standards can change by season and month depending on the type of park and level of use. Standards will be calculated by time and equipment needed to develop required operation budgets.
- Mowing will occur once every 10 days.
- Mowing heights.
 - 3½”
 - 50% turf coverage.
 - Up to 50% weed coverage for existing.
 - Up to 20% bare area.
 - Safety of hazard only action.

PARK MAINTENANCE

Both the frequency and the timeframe vary for each level

	Level 1	Level 2	Level 3
Task	Frequency	Frequency	Frequency
General Maintenance			
Mow/Trim/Blow Clippings	2x/week	1x/week	1x/every 10 days
Aerate	1x/year; As Needed	1x/year; As Needed	As Needed
Overseed	1x/year	As Needed	Not Performed
Fertilize	3x/year	2x/year	Not Performed
Apply Weed Control	1x/year; As Needed	As Needed	As Needed
Pick up trash prior to mowing	2x/week	1x/week	1x/every 10 days
Pest Control	As Needed	As Needed	As Needed
Manage Leaves	2x/year; As Needed	2x/year; As Needed	1x/year
Trash Removal	2x/week; As Needed	1x/week	Monthly
Tree Branch Removal	1x/month; As Needed	1x/month; As Needed	As Needed
	Level 1	Level 2	Level 3
Task	Frequency	Frequency	Frequency
Landscape Beds			
Mulch	2x/year	1x/year	As Needed
Weed Control	1x/week/ As Needed	Monthly; As Needed	As Needed
Plant Landscape Flowers	2x/year	1x/year	1x/year
Prune and Deadhead Flowers	1x/week/ As Needed	Monthly; As Needed	As Needed
Edge Beds	1x/year; As Needed	Every 2 years	Every 2 years
Cut Back Ornamentals	1x/year	1x/year	1x/year
Water	Daily	Weekly	As Needed
Replace/Supplement Bulbs	1x/2 years	1x/3 years	1x/3 years
Inspect/Adjust Irrigation Heads	1x/week/ As Needed	Monthly; As Needed	As Needed
Trim Shrubs	2x/year; As Needed	1x/year	As Needed