



Park Operations Maintenance and Operations Plan



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100: PURPOSE AND SCOPE

Welcome to Cleveland Metroparks Park Operations Department. This manual is a comprehensive guide for management, crews and administrative staff to use as a source of important information about the Park Maintenance Operations Division and its functions.

The purpose of this manual is two-fold:

- 1) To provide each employee with a learning tool which will guide them in doing an effective and efficient job maintaining the standard set forth within the Cleveland Metroparks system.
- 2) To provide each employee with a point of reference for accurate understanding of policies and procedures related to the delivery of services within parks and facilities managed by the Park Operations Department.

Employees are responsible for staying updated on revisions to policies and procedures. The Comprehensive Park Maintenance and Operations Plan is accessible at each location within the park district and should be referenced when a policy or procedure is in question.

200: AGENCY OVERVIEW

201: Mission

Cleveland Metroparks will conserve significant natural resources and enhance people's lives by integrating high quality outdoor education, recreation and zoological opportunities into people's lives.

202: Vision

Cleveland Metroparks will be national leader for sustainable green infrastructure that provides essential environmental, economic and community benefits for people, in its core surface area, surrounding region and the global reach of Cleveland Metroparks Zoo.

203: Core Values

Customer Focus - We recognize that we exist to serve our customers and that each interaction with a visitor or member of the public is an opportunity to deliver on the promises of our mission. Because of this, we will always place the customer and their experience first.

Dignity and Respect - We believe that dignity and respect are the foundations for the way we conduct all of our personal and organizational business. Fairness, sincerity and compassion are integral to this value.

Integrity - We believe that integrity is the guidepost in all our affairs as it is required to earn and promote the trust of all stakeholders. Integrity cannot exist without honesty and truth.

Professionalism - We believe professional excellence will result when we take pride in our work including our dependability, punctuality and attention to detail.

Sustainability - We believe that we must efficiently use all living, natural and financial resources in a sustainable manner that shows compassion, humility and wisdom, striking a balancing between the needs of today with challenges of the future.

Teamwork - We recognize that the strength of our team comes from dynamic differences in backgrounds, cultures and beliefs. We will draw on and celebrate the diversity of our stakeholders and in other ways encourage individuals to demonstrate loyalty and work together as one toward our common goals.

204: Leadership Philosophy

Cleveland Metroparks philosophy is to embrace the community and provide exceptional outdoor recreation year round for the people's health and wellness today and tomorrow. Cleveland Metroparks dedicated team of professionals, value integrity, respect, quality, communication and are committed to preserving the green space for tomorrow's children.

205: Department Contacts

Executive Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144

Chief Executive Officer: Brian Zimmerman

Senior Executive Assistant: Deborah Hairston, 216-635-3214

Gifts/Donations

Chief Development Officer: Natalie Ronayne

Giving Director: Karen Kannenberg 216-635-3217

Finance/Purchasing/Payroll Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144

Chief Financial Officer: Karen Fagan

Payroll Manager: Sara Foster, 216-635-3276

Director of Procurement: Ron Ciancutti, 216-635-3230

Procurement Card questions: Becky Eicher 216-635-3224

Golf Operations

Executive Director of Golf Operations: Sean McHugh

Big Met Golf Course

Location: 4811 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-1070

Course Manager: Marc Pucky

Clubhouse Manager/Pro: John Dorsey

Little Met Golf Course

Location: 18599 Old Lorain Road. Cleveland, OH 44111

Phone: 216-941-9672

Course Manager: Marc Pucky

Clubhouse Manager/Pro: John Dorsey

Manakiki Golf Course

Location: 35501 Eddy Road, Willoughby, OH 44094

Phone: 440-942-2500

Course Manager: Marc Pucky

Clubhouse Manager/Pro: Bill Roeder

Mastick Woods Golf Course

Location: 19900 Puritas Road, Cleveland, OH 44135

Phone: 216-267-5626

Course Manager:
Clubhouse Manager/Pro: Michael Inman

Seneca Golf Course

Location: 975 Valley Parkway, Broadview Hts., OH 44147
Phone: 440-526-0043
Course Manager: Dave Donner
Clubhouse Manager/Pro: Geoffrey Koller

Shawnee Hills Golf Course

Location: 18753 Egbert Road, Bedford, OH 44146
Phone: 440-232-7184
Course Manager: Mark Douglas
Clubhouse Manager/Pro: Ryan Short

Sleepy Hollow Golf Course

Location: 9445 Brecksville Road, Brecksville, OH 44141
Phone: 440-526-4285
Course Manager: John Fiander
Clubhouse Manager/Pro: Chad Lewanski

Washington Golf Learning Center

Location: 3841 Washington Park Blvd., Newburgh Hts., OH 44105
Phone: 216-641-1864
Course Manager: Fredric Lissauer
Clubhouse Manager/Pro:

Human Resources Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144
Chief Human Resources Officer: Harold Harrison
Director of Human Resources – Union questions: Matt Hawes, 216-635-3256
Benefits and Compensation Manager: Christina Seabold, 216-635-7016
HR Administration Manager - Personnel questions: Terri Gasser, 216-635-3228
Volunteer Services Manager: Lisa Fellows-Bobbitt, 440-331-8205

IT Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144
Chief Information Officer: Anthony Joy
System Administrator: Leland Barnes, 216-635-3221
Help Desk: Mary Ann - 216-635-3375

Legal Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144
Chief Legal Officer: Rose Fini
Director of Risk Management: Greg Headley, 440-331-8632
Safety Manager: Joe Lambert, 216-635-3296
Land Protection Manager: Stephanie Kutsko, 216-635-3240

Marketing Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144
Chief Marketing Officer: Kelly Manderfield
Sr. Manager of Events and Experiences: Sam Cario, 216-635-3264
Director of Communications: Jacqueline Gerling, 216-635-3338
Visual Communications: 440-526-4095

Park Operations Department

See Section 300: Park Operations Overview

Planning and Design Department

Location: 4101 Fulton Parkway, Cleveland, OH 44144
Chief Plan & Design Officer: Sean McDermott
Director of Project Development: Tammy Oliver, 216-635-3263
Facility Engineering Manager: John Kilgore, 216-635-3251
GIS Manager: Stephen Mather, 216-635-3243

Ranger Department

Location: 4600 Valley Parkway, Fairview Park, OH 44126
Chief Ranger: John Betori
Ranger Lieutenant (North): Rich Svoboda, 440-331-5530
Ranger Lieutenant (South): Mark Hayner, 440-331-5530
Ranger Lieutenant (East): Victor McDowell,
Ranger Lieutenant (West): Ken Schabitzer, 440-331-5129
Ranger Lieutenant (Mounted Unit): Don Sylvis, 440-331-5627
Ranger Dispatch: 440-331-5530

Cleveland Metroparks Zoo

Location: 3900 Wildlife Way, Cleveland, OH 44109
Executive Director: Chris Kuhar
Director of Facility Operations: Christopher Lowe, 216-635-3341
Sustainability Manager: Recycling or ECO Team questions - Nancy Hughes, 216-635-3337
Zoo Grounds Manager: Paul Dzurik, 216-635-3362
Horticulture Manager: Browse for Zoo - Leigh Anne Lomax, 216-635-3345

300: Park Operations Overview

301: Department Summary

Cleveland Metroparks Park Operations department consists of 190 full time, 65 part time and 250 to 275 seasonal staff who manage eight major operational sections: Park Maintenance, Site Construction, Building Trades, Fleet, Forestry, Trails Development, Natural Resources, Aquatics and Outdoor Experiences. The department has a budget of approximately \$25 million dollars annually and maintains 18 reservations of parkways, trails, athletic fields, building facilities and open space covering more than 23,000 acres. Collectively, the agency provides more than 75 miles of parkway, 100 miles of all- purpose paved trails, and 100 miles of natural surface trails for equestrian, hiking, and mountain biking for our community and visitors. The Cleveland Metroparks system is bordered on the north by Lake Erie, and is partitioned by three main watersheds – Rocky River, Cuyahoga River and Chagrin River.

302: Department Divisions

Park Maintenance Operations

Location: 4500 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-8517

Director West: Jim Kamps (Aquatics, Bradley Woods, Brookside, Huntington Beach, Lakefront, Rocky River)

Director East: Chuck Engelhart (Acacia, Euclid Creek/Euclid Shores, Garfield Park, North Chagrin, Ohio & Erie Canal)

Director South: Liz Geith (Bedford, Big Creek, Brecksville, Hinckley, Mill Stream Run, South Chagrin, West Creek)

Director of Construction: Jim Rodstrom (Building Trades, Fleet, Forestry, Site Construction, Trails)

Function:

- Park entrance and directional signs
- All trash cans, picnic tables, grills, benches and pet waste stations
- Park trash collection
- Picnic shelter cleaning and maintenance
- Playground inspection and maintenance
- Mowing and landscaping
- Road and trail maintenance and drainage
- Snow-plowing and salting
- Maintenance of athletic fields and other recreational surfaces
- Small to medium park construction projects
- Community volunteer groups and event support

Aquatics

Location: 4500 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-8635

Manager: Christy Moore

- Beach Rules and Regulations
- Pool Rules and Regulations
- Lifeguard staffing
- CPR/First Aid/AED training

Building Trades

Location: 4550 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-8701

Manager: Blake Owen

Functions:

- Medium to large trade projects
- Work order requests
- Annual HVAC inspections
- Repairs and maintenance – as needed

Fleet Management

Location: 4550 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-8537

Manager: Mike Wegas

Functions:

- Vehicle and equipment repair
- New vehicle annual request process
- Vehicle preventive maintenance
- Site fueling station coordination

Forestry

Location: 4500 Valley Parkway, Fairview Park, OH 44126

Phone: 440-526-1670

Manager: James Lassiter

Functions:

- Tree removal process
- Emergency response
- Tree care and guidelines

Natural Resources

Location: 2277 West Ridgewood, Parma, OH 44134

Phone: 216-206-1014

Director: Terry Robison

Functions:

- Natural Resource management plans for reservations
- Habitat restoration
- Invasive species control
- Wildlife management and research

Outdoor Experiences

Location: 8701 Lakeshore Blvd, Cleveland, OH 44108

Phone: 216-881-8141

Director: Wendy Weirich

- Nature Center management
- NatureTracks mobile outreach
- Education program and event development
- Recreation program and event development
- Youth Outdoors (urban programming)

Site Construction

Location: 9485 Eastland Road, Strongsville, OH 44136-1418

Phone: 216-739-6054

Manager: Greg Troyan

Functions:

- Medium to large park construction projects
- Heavy equipment operation
- Road, parking lot and APT construction and repair
- New project annual request process
- Repairs and maintenance – as needed

Trails Development

Location: 9305 Brecksville Road, Brecksville, OH 44141

Phone: 440-526-1670

Manager: Ralph Protano

Functions:

- Sustainable trail design
- New trail construction
- Existing trail maintenance
- Trail volunteer coordination

400: Park Information

401: Reservations

Acacia Reservation

Address: 26899 Cedar Road, Beachwood, OH 44122

Manager: Brad Shawhan

Acreage: 155 acres

Parkway: 0 miles

All-Purpose Trail: 1.7 miles

Other: Clubhouse

Bedford Reservation

Address: 14505 Button Rd, Walton Hills OH, 44146

Phone: 440-439-5127

Manager: Rob Angiocchi

Acreage: 2,305 acres

Parkway: 7.5 miles

All-Purpose Trail: 7.6 miles

Hiking Trails: 7.8 miles

Bridle Trails: 15.3

Mountain Bike Trail: 11.5 miles

Other: Ball fields, volleyball court, play areas

Big Creek Reservation

Address: 9485 Eastland Road, Strongsville, OH 44136-1418

Phone: 216-739-6056

Manager: Jeff Deluca

Acreage: 759 acres

Parkway: 7.7 miles

All-Purpose Trail: 8 miles

Hiking Trails: 4.9 miles

Other: Sledding hill

Bradley Woods Reservation

Address: 4638 Bailus Road, Westlake, OH 44145

Phone: 440-835-0360

Manager: Gary Baran

Acreage: 828 acres

Parkway: 0.8 miles

All-Purpose Trail: 1.4 miles

Hiking Trails: 4.9 miles

Brecksville Reservation

Address: 9305 Brecksville Road, Brecksville, OH 44141

Phone: 440-526-8300

Manager: Jeremy Peppard

Acreage: 3,983 acres

Parkway: 13.2 miles

All-Purpose Trail: 9.3 miles

Hiking Trails: 30.5 miles

Bridle Trails: 20 miles

Other: Archery range, sledding hill, ball fields

Brookside Reservation

Address: 4001 Fulton Parkway, Cleveland, OH 44144

Phone: 216-635-3328

Manager: Jeff DeLuca

Acreage: 132 acres

Parkway: 1.1 miles

All-Purpose Trail: 0

Other: Ball fields, volleyball court

Euclid Creek Reservation (Euclid Creek, Euclid Beach, Villa Angela, Wildwood)

Address: 850 Metropark Blvd, South Euclid, OH 44121

Phone: 216-382-5660

Manager: Shaun Jones

Acreage: 473 acres

Parkway: 3.1 miles

All-Purpose Trail: 2.5 miles

Hiking Trails: 5.9 miles

Other: Beach, marina, ball field, sledding hill

Garfield Park Reservation

Address: 11410 Broadway Ave, Garfield Hts., OH 44125

Phone: 216-341-3161

Manager: Jeremy Skaggs

Acreage: 219 acres

Parkway: 1.7 miles

All-Purpose Trail: 1.8 miles

Hiking Trails: 2.4 miles

Other: Volleyball court, ball field

Hinckley Reservation

Address: 2191 Parker Road, Hinckley, OH 44233

Phone: 330-278-4544

Manager: Amanda Creque

Acreage: 2,953 acres

Parkway: 3 miles

All-Purpose Trail: 3.3 miles

Hiking Trails: 16.7 miles

Bridle Trails: 6 miles

Other: Beach, pool, boathouse, concessions, sledding hill, ball fields, volleyball court

Huntington Beach Reservation

Address: 28649 Lake Road, Bay Village, OH 44140

Phone: 440-871-7699

Manager: Gary Baran

Acreage: 103 acres

Parkway: 0.5 miles

All-Purpose Trail: 0.9 miles

Hiking Trails: 2.1 miles

Other: Beach, concessions, ball fields, sledding hill

Lakefront Reservation (Edgewater Park, E. 55th St. Marina and Gordon Park)

Address: 740 E 72 St, Cleveland, OH 44103

Phone: 216-881-8141

Manager: Matt Krems

Acreage: 463 acres

Parkway: 0 miles

All-Purpose Trail West (Edgewater): 2.83 miles

All-Purpose Trail East (55th/72nd/Gordon/Lake Admin): 1.6 miles

Other: Beach, concessions, volleyball courts

Mill Stream Run Reservation

Address: 9485 Eastland Road, Strongsville, OH 44136-1418

Phone: 216-739-6055

Manager: Ken Morgan

Acreage: 3,432 acres

Parkway: 14 miles

All-Purpose Trail: 8.9 miles

Hiking Trails: 8.7 miles

Bridle Trails: 9 miles

Other Amenities: Beach, concessions, boat house, archery range, ball fields, volleyball court, toboggan chutes

North Chagrin Reservation

Address: 3037 SOM Center Road, Willoughby Hills, OH 44094

Phone: 440-943-5414

Manager: Brad Shawhan

Acreage: 2,179 acres

Parkway: 5 miles

All-Purpose Trail: 4.2 miles

Hiking Trails: 15.1 miles

Bridle Trails: 10.3 miles

Mountain Bike Trail: 9 miles

Other: Squire's castle, sledding hill, ball field, basketball court, volleyball court

Ohio & Erie Canal Reservation/Rivergate

Address: 4704 E. 49th Street, Cuyahoga Hts., OH 44105

Phone: 216-341-1706

Manager: Gary Bambam

Acreage: 372 acres

Parkway: 0.5 miles

All-Purpose Trail: 6.3 miles

Hiking Trails: 6.6 miles

Mountain Bike Trail: 2 miles

Rocky River Reservation

Address: 4500 Valley Parkway, Fairview Park, OH 44126

Phone: 440-331-8282

Manager: Rick Ditch

Acreage: 2,579 acres

Parkway: 14.2 miles

All-Purpose Trail: 13.6 miles

Hiking Trails: 4.4 miles

Bridle Trails: 14.2 miles

Other: Sledding hill, ball field, basketball court, marina

South Chagrin Reservation

Address: 35069 Cannon Road, Bentleyville, OH 44022

Phone: 440-248-5919

Manager: Ryan Shalashnow

Acreage: 1,607 acres

Parkway: 7 miles

All-Purpose Trail: 7.1 miles

Hiking Trails: 8.4 miles

Bridle Trails: 15.3

Other: Sledding hill, volleyball court, polo field

Washington Park Reservation

See OEC Contact Information

Manager: Gary Bambam

Acreage: 59 acres

Parkway: 1 mile

All-Purpose Trail: 2.7 miles

Other: Ball fields, volleyball court

West Creek Reservation

Address: 1921 W Ridgewood Dr., Parma, OH 44134

Phone: 440-887-1964

Manager: Rob Angiocchi

Acreage: 326 acres

Parkway: 0.6 mile

All-Purpose Trail: 1.8 miles

Hiking Trails: 2.5 miles

402: Nature Centers**Brecksville Nature Center**

Location: Brecksville Reservation

Address: 9305 Brecksville Road, Brecksville, OH 44141

Phone: 440-526-1012

Manager: Sharon Hosko

Canal Way Visitor Center

Location: Ohio and Erie Canal Reservation

Address: 4524 E. 49th Street, Cuyahoga Hts., OH 44105

Phone: 216-206-1000

Manager Stacey Allen

Garfield Park Center, Outdoor Recreation HQ

Location: Garfield Park Reservation

Address: 11350 Broadway Ave, Garfield Hts., OH 44125

Phone: 216-341-1704

Manager: Rachel Nagle

Look About Lodge Historic Site

Location: South Chagrin Reservation

Address: 37374 Miles Road, Bentleyville, OH 44022

Phone: 440-247-7075

Manager: Min Keung (North Chagrin)

North Chagrin Nature Center

Location: North Chagrin Reservation
Address: 3037 SOM Center Road, Willoughby Hills, OH 44094
Phone: 440-473-3370
Manager: Min Keung

Rocky River Nature Center

Location: Rocky River Reservation
Address: 24000 Valley Parkway, North Olmsted, OH 44070
Phone: 440-734-6660
Manager: Valerie Fetzer

Watershed Stewardship Center

Location: West Creek Reservation
Address: 2277 West Ridgewood, Parma, OH 44134
Phone: 440-887-1968
Manager: Gayle Albers

403: Special Use Areas**The Chalet /Go Ape! (Affiliate)**

Address: 16200 Valley Pkwy, Strongsville, OH 44136
Phone (Chalet): 440-572-3334
Manager (Chalet): Amy McRitchie
Phone (Go Ape!): 608-377-2908
Manager (Go Ape!): Ben Holy

E55th Street Restaurant and Marina

Address: 5555 North Marginal Rd, Cleveland, OH 44114
Phone (Restaurant): 216-431-3349
Phone (Marina): 216-431-3280
Manager (Restaurant): Mary Vivic
Manager (Marina): Lisa Buie

Emerald Necklace Marina

Address: 1500 Scenic Park Drive, Lakewood, OH 44107
Phone: 216-226-3030
Manager (Concessions): Katelyn Marshall
Manager (Marina): Lisa Buie

Hinckley Boathouse

Address: One West Drive, Hinckley, OH 44233
Phone: 330-278-2160
Manager: Melissa Pinto

Ledge Pool

Address: 1151 Ledge Road, Hinckley, OH 44233

Phone: 330-239-2911

Manager: Donna Repasy

Merwin's Wharf Restaurant

Address: 1785 Merwin Ave., Cleveland, OH 44113

Phone: 216-664-5696

Manager: Brian VanLoan

Polo Field

Address: 3841 Chagrin River Rd., Chagrin Falls, Ohio 44022

Phone: 440-248-5919

Manager: Ryan Shalashnow (South Chagrin Reservation)

404: Natural Resource Areas**West Region**

Reservations: Millstream Run, Rocky River, Huntington Beach, Bradley Woods

Office Location: 9485 Eastland Road, Strongsville, OH 44136-1418

Phone: 216-739-6046

Area Manager: John Krock

East Region

Reservations: North Chagrin, South Chagrin, Acacia, Euclid Creek, Euclid Beach

Office Location: 3037 SOM Center Road, Willoughby Hills, OH 44094

Phone: 440-943-5360

Area Manager: Erik Shaffer

South Region

Reservations: Bedford, Brecksville, Hinckley

Office Location: 14505 Button Road, Walton Hills, OH 44146

Phone: 440-439-8603

Area Manager: Ed Kuilder

Central Region

Reservations: Big Creek, Brookside, Garfield Park, Lakefront, Ohio & Erie Canal, West Creek

Office Location: 1921 W Ridgewood Dr., Parma, OH 44134

Phone: 440-439-8603

Area Manager: Valerie Carter-Stone

500: Park Operations Maintenance Division

501: Park Maintenance Overview

The purpose of the division is to provide safe, functional and aesthetically pleasing parks and facilities within all reservations and other properties maintained by the Park Operations department. Each reservation has a service level specific to their area, that may range in scale depending on park usage, location, type and scale of landscape or topography, amenities and facilities, athletic fields, waterways, trails, nature centers, reservable areas and recreation components. The level of care from the scope of the aforementioned factors dictates the established maintenance practices for the various locations.

Each Manager is responsible for the inspection and safety of his/her reservation grounds and facilities. The Manager will follow the Annual Operating Schedule and he/she or a designee will use the *Field Inspection form (Appendix 1201)* to account for the findings. The Manager is then responsible for correcting the deficiencies in a timely manner.

502: Park Maintenance Operating Schedule

| 2017 Annual Assignment Calendar for Park Managers | | |
|---|--------------------|---------------------|
| First Quarter | | |
| January Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Mgrs. discuss and <u>sign off</u> on recommended specs for approved Capital Equipment | Yearly | Fleet Manager |
| Annual Work Plans Due | Yearly | Park Director |
| Bulk Order upon request (i.e. grills, pic. tables, cans, lids, fibar, etc.) | Yearly | Admin. Coordinator |
| Managers Individual Zone Meeting (Rotation within Zone) | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| February Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |

| | | |
|--|--------------------|---------------------|
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Post OSHA 300 Log | Yearly | |
| Rental Property/Intern House Schedule Updates (MSR, HK, NC) | 2 x Year | Admin. Coordinator |
| Management Mtg. for Parks & Specialty (i.e. ST, BT, FL,TR, FR) only | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| March Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Backflow Preventer Inventory Update and repairs as needed | Yearly | Mgr. of Fac. Eng. |
| Combined All Park Operations Management Meeting | 2 x Year | |
| Visible Gas Well Inspection. (March/September) | 2 x Year | Park Director |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| Second Quarter | | |
| April Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Monthly Recycling Report | Monthly | Sustain. Mgr. |

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| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Plowing Days/Occurrences, Salt, Alternative Product Usage Report | Yearly | Admin. Coordinator |
| Boundary Inspections as prioritized | Yearly | Park Director |
| Vegetative Maintenance (tree removal count) | Yearly | |
| ENN (Emerald Necklace Network) | 2 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| | | |
| May Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Staff start time - Summer Hours (first pay period in May) | Yearly | |
| Management Weekend Coverage (Mid May - End of Sep.) | Yearly | Park Director |
| Fire Hydrants inspected/maintained | Yearly | Park Director |
| Managers Individual Zone Meeting (Rotation within Zone) | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| June Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |

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| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Chimney Inspections Begin | Yearly | |
| Bridge Inspections - Foot | Yearly | Park Director |
| Management Mtg. for Parks & Specialty (i.e. ST, BT, FL,TR, FR) only | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| Third Quarter | | |
| July Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Begin 2018 Capital Equipment and Project requests | Yearly | Park Director |
| Trees along urban right of way Inspection (where applicable) | Yearly | Park Director |
| Bridge Inspection Reports - Vehicles & Equipment | Yearly | Mgr. of Fac. Eng. |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| August Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| ECO Grant Application (must be received no later than 8/31 for next budget year) | Yearly | Grant & Outreach Cord. |
| Rental Property/Intern House Schedule Updates (MSR, HK, NC) | 2 x Year | Admin. Cord. |

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| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| September Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustain. Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Staff start time - Winter Hours (first pay period in October) | Yearly | |
| Capital Projects & Equipment Finalized | Yearly | Park Director |
| Updated CMEA Training & Develop. Plans and Career Goals (Also updated Resume, if needed) | Yearly | Park Director |
| Discontinue Management Weekend Coverage (Mid May - End of Sep.) | Yearly | Park Director |
| Visible Gas Well Inspection <i>Confirmation</i> (March/September) | 2 x Year | Park Director |
| ENN (Emerald Necklace Network) | 2 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| Fourth Quarter | | |
| October Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Weekly | Safety Mgr. |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Operational Budget Meetings with managers & assistants | Yearly | Analyst |
| Conference/Membership Tuition Requests | Yearly | Analyst |
| Annual reviews for Non-Union | Yearly | HR |
| Records Retention Report | Yearly | Admin. Asst. |

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| Mgrs.: Merit Process for assistants, secretaries, non-union PT employees. | Yearly | Park Director |
| Directors: Merit Process for Managers | Yearly | COO |
| Combined All Park Operations Mgmt. Meeting (next year work plans) | 2 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| November Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Update Annual Operating Schedule for next year | Yearly | Park Director |
| Managers Individual Zone Meeting (Rotation within Zone) | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |
| December Assignments | Frequency | To |
| Vehicle Inspections | Weekly | Park Manager |
| OT/Labor Distribution | Bi-weekly | Pk. Ops. Analyst |
| Monthly Recycling Report | Monthly | Sustainability Mgr. |
| Emergency Call Box Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Playground Inspections (Monthly: Nov-Apr / Weekly: May-Oct.) | Monthly | Safety Mgr. |
| Fuel Reports | Monthly | Finance |
| Gas/Fuel Storage Tank Inspection Log | Monthly | Park Director |
| Vehicle/Facilities Fire Extinguisher Inspection | Monthly | Park Manager |
| Manager Briefing Worksheet | Monthly/Bi-monthly | Park Director |
| Field Inspection forms - final completion of year analysis and update due | Yearly | Park Director |
| CMEA Annual Reviews | Yearly | HR |
| Annual Bridge Maintenance Tasks Log/Report | Yearly | Admin. Coordinator |
| Annual Year End Highlights | Yearly | Park Director |

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| Annual Affiliate Report (BV, BWH, HK, MSR, RR, SC) | Yearly | Special Projects Mgr. |
| Year End Inventory Valuations for Non-Capital Items (i.e. less than \$1,000 and/or five year life) | Yearly | CFO |
| Asset Inventory (i.e. anything over \$1,000.00) | Yearly | Finance |
| Management Mtg. for Parks & Specialty (, BT, FL,TR, FR) only | 3 x Year | |
| Injury/Accident (as applicable) | As Needed | Safety Manager |
| Special Events Reports w/assigned program codes (as applicable) | As Needed | Finance |

503: Picnic Shelter Listing by Location (Reservable and Open Public Use)

S- (Summer), YR- (Year-round)

- **Bedford** (4) – Lost Meadows Picnic Area (S), Hemlock Creek Shelter (S), Hermit’s Hollow Shelter (S), Egbert Shelter (S)
- **Big Creek** (4) – Creekside (S), Memphis Shelters – Lower and Upper Fern (S), Snow Rd (S)
- **Bradley Wood** (1) - Shelter (S)
- **Brecksville** (8) – Aukerman (S), Keeler (S), Meadows Shelter and Cookhouse (S), Oak Grove Picnic Area (S), Ottawa Picnic Area (S), Plateau (S), Stuhr Woods Picnic Area (S)
- **Brookside** (1) – Brookside Shelter (S)
- **Euclid Creek/East Shores** (5/2) – Rear Quarry Picnic Area (S), Lower Highland (S) Upper Highland Picnic Area (S), Welch (S), Euclid Beach Shelter (S), Wildwood Shelter (S)
- **Garfield Park** (4) Old Birch (S), Red Oak Shelter (S), Trolley Turn Canopy (S), Windy Ridge (S)
- **Hinckley** (8)- Johnsons (S), Ledge Lake Enclosed Building (W), Ledge Lake Shelter A (S), Ledge Lake Shelter B (S), Ledge Lake Shelter C (S), Redwing Picnic Area (YR), Top of Ledges (S) Whipps (S)
- **Huntington** (2) – Lake Picnic Shelter (S), Wolf Canopy (S)
- **Lakefront** (2) – Upper Edgewater – East Shelter and West Shelter (Both S)
- **Mill Stream Run** (8) – Albion Woods Picnic Area (YR), Bonnie Park (S), Chalet Picnic Area (S), Royalview Shelter (S), Wallace Canopy (S), Wallace Cook House (S), W.J. Green Picnic Area (YR), Wintergreen (YR)
- **North Chagrin** (9) – Forest (S), Intergrove Lodge Picnic Area (YR), Old River Farm Picnic Area (S), River Grove Chestnut Enclosed Shelter (YR), River Grove -Buckeye Shelter (YR), River Grove - Oak Open Shelter (S), Squires (S), Strawberry (S)
- **Ohio & Erie Canal** (2) – Morgan’s Hollow Reserved Picnic Area (S) Shettlers Bluff (S)
- **Rocky River** (9) – Big Cedar Point (S), Cottonwood (S), Lagoon (S), Maple Grove (S), Scenic Park (S), South Mastick (2) (S) Sycamore Shelter (S), Willow Bend Picnic Area (S)
- **South Chagrin** (5) – Harper Ridge Picnic Area (S), Henry Church (S), Polo Field A & B (S), Shelterhouse Shelter (S)
- **West Creek** (2) – Keystone Shelter (S), WSC (S)
- **Washington Park** (1) – Arborview Shelter (S)

504: Playground Locations

Bedford Reservation

Egbert Picnic Area
Hemlock Creek Picnic Area
Hermit's Hollow Picnic Area
Lost Meadows Reservable Area
Willis Picnic Area

Big Creek

Lake to Lake (Eastland Lot)
Snow Road Picnic Area
Upper Fern Picnic Area
Lower Fern Picnic Area
Memphis Picnic Area
Mastodon Play Pit

Bradley Woods Reservation

Codrington Play Area

Brecksville

Ottawa Point Picnic Area
Oak Grove Picnic Area
Harriet Keeler Picnic Area
Meadows Picnic Area

Brookside Reservation

Meadow Ridge
Ball Field Area

Euclid Creek/Euclid Beach

Lower Highland
Upper Highland
Welsh Woods
Rear Quarry
Wildwood
Euclid Beach

Garfield Park

Red Oak Picnic Area
Old Birch Picnic Area

Hinckley Reservation

Johnson's Picnic Area
Ledge Lake Pool

Hinckley Reservation cont'd

Ledge Pool (outside pool fence)
Ledge Lake Shelter's B & C

Huntington Reservation

Lake Picnic Area

Lakefront Reservation

EW Swings
E. 55 Marina

Mill Stream Run Reservation

Wallace Lake
W. J. Green Lodge
Albion Woods
Royalview Picnic Area
The Chalet Play Area

North Chagrin Reservation

Strawberry Picnic Area
Old River Farm
River Grove
Forest Picnic Area

Ohio & Erie Canal

Canal Overlook
Morgan's Hollow
Settler's Bluff

Rocky River Reservation

Willow Bend Picnic Area
Big Cedar Point Picnic Area
South Mastick ADA
South Mastick Picnic Area
South Mastick Cook House
Scenic Park Picnic Area

South Chagrin

Harper Picnic Area
Squaw Rock
Shelterhouse

West Creek Reservation

Center Park Play Area

Washington Park Reservation

Washington Park

505: Swimming Area Listing by Location

Euclid Creek Reservation: Villa Angela Beach (Lake Erie)

Dates: June – Labor Day

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Bathhouse, Life Jacket Station, Picnic Shelter, Picnic Areas, Observation Pier, Playground

Events/Programs: Euclid Beach Live! Summer concert series

Hinckley Reservation: Ledge Pool

Dates: May - August

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Concessions, Picnic Shelters, Playgrounds, Fishing Lake, Paddleboat rentals, Basketball court, Sand Volleyball Court

Events/Programs: Swim Lessons

Events/Programs: Annual Doggy Paddle Event

Hinckley Reservation: Hinckley Dam Swimming Area

Dates: June - August

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Bathhouse, Concession, Picnic areas, Life Jacket Station

Hinckley Reservation: Hinckley Boathouse

Dates: All Year

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Boat rentals, Boating area, Picnic areas, Gift shop

Huntington Reservation: Huntington Beach (Lake Erie)

Dates: June – Labor Day

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Bathhouse, Concessions, Picnic Shelter, Picnic Areas, Playgrounds

Lakefront Reservation: Edgewater Beach (Lake Erie)

Dates: June – Labor Day

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Concessions, Rentable cabanas, Picnic Shelter, Playground, Fishing Pier, Sand Volleyball

Events/Programs: Edgewater Live! Summer concert series and Movie Nights

Mill Stream Run Reservation: Wallace Lake

Dates: June – August

Hours of Operation: 11:00 am – 7:00 pm

Amenities: Concessions, Boating Area and Rentals, Life Jacket Station, Picnic Shelters, Picnic Areas, Fishing

600: Park Maintenance Guidelines

601: Athletic Fields & Recreational Surfaces

Commitment

Cleveland Metroparks Department of Park Operations will provide consistently managed fields and surfaces to offer park patrons safe, playable areas that are in good repair.

Athletic Field Guidelines

- **Baseball Fields**
 - Baseball fields and associated equipment will be assessed **weekly (May-October)**, or as dictated by the site's operational schedule for safety, playability, cleanliness and good repair.
 - Skinned infields will consist of baseball field blended materials and be managed to minimize water impoundments.
 - Skinned infields will be dragged weekly, or as dictated by use.
 - Turf areas will be managed in accordance with the *604: Mowing and Turf Care Guidelines (p 34)*.
 - Litter will be managed in accordance with the *612: Trash and Litter Removal Guidelines (p 42)*.
 - All back stops, benches, and plates will be inspected annually for budget replacement planning.
- **Polo/Soccer/Multi-Use Fields**
 - Fields and associated equipment will be assessed **weekly (May-October)**, or as dictated by the site's operational schedule for safety, playability, cleanliness and good repair.
 - Turf areas will be managed in accordance with the *604: Mowing and Turf Care Guidelines (p 34)*.
 - Litter will be managed in accordance with the *612: Trash and Litter Removal Guidelines (p 42)*.
 - The condition of the fields will be assessed annually to ensure safe use and to plan for budgeted repairs.
 - Goals and benches will also be assessed annually for budget replacement planning.

Recreational Surface Guidelines

- **Horseshoe Pits**
 - Surfaces will be cleared of debris and raked **weekly (May-October)** and the area will be assessed for safety, playability, cleanliness and good repair.
 - Borders will be maintained **weekly (May-October)**.
- **Basketball Courts**
 - Surfaces will be cleared of debris **weekly (May-October)** and the area will be assessed for safety, playability, cleanliness and good repair.
 - Surface cracks will be sealed as needed in a prioritized fashion.
 - Nets will be removed during the **winter (Nov – April)**.
 - Nets will be replaced **annually** or as needed to maintain good condition.

- Volleyball Courts
 - Surfaces will be cleared of debris and raked **weekly (May-October)** and the area will be assessed for safety, playability, cleanliness and good repair.
 - Borders of 30' x 60' will be maintained **weekly (May-October)**.
 - Nets will be removed during the **winter (Nov – April)**.
 - Nets will be replaced **annually** or as needed to maintain good condition.
- Bocce Courts
 - Surfaces will be cleared of debris **weekly (May-October)** or as dictated by the site's operational schedule, and the area will be assessed for safety, playability, cleanliness and good repair.
 - Borders of 12' x 60' will be maintained **weekly (May-October)**.
- Cornhole
 - Surfaces and boards will be cleared of debris **weekly (May-October)**, or as dictated by the site's operational schedule, and the area will be assessed for safety, playability, cleanliness and good repair.
 - A playing distance of 27' will be maintained **weekly (May-October)**.

602: Berming - Roads, All-Purpose Trails and Walkways

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality roads, all- purpose trails and walkways while prolonging the usability of their surfaces. Asphalt/concrete roads, all-purpose trails and walkway edges within the Park District will be managed with a proper berm to allow for a safe transition on and off the respective surface, while directing the flow of water away and reducing edge cracking.

Operational Guidelines: Roads

- Pavement/concrete edge and berm edge will be maintained routinely to allow smooth transition and proper pavement/concrete support as frequently as needed.
- Berms will be observed **once every two weeks** when not concealed by ice/snow. Any areas of concern will prompt due diligence rectification in a prioritized fashion.
- Berm material should be an approved aggregate mix that will bind together.

Operational Guidelines: APT/Walkways

- Pavement edge and berm edge will be maintained routinely to allow smooth transition and proper pavement support as frequently as needed.
- Berms will be observed **once per month** when not concealed by ice/snow. Any areas of concern will prompt due diligence rectification in a prioritized fashion.
- Berm material should be topsoil mixture or approved aggregate mix that will bind together.

603: Buildings and Facilities

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality buildings and facilities that comply with existing regulations, such as health and building codes and licensing requirements. Each Park District building will be managed for safety, sanitary conditions, functionality, and to maximize the building's productive life.

Operational Guidelines

- Repairs to and remodeling of existing buildings and/or facilities will be planned in coordination with the Building Trades Manager and performed by trained/experienced park employees and/or, when applicable, by certified/licensed personnel or outside professionals; and in accordance with industry standards under applicable federal and state codes, when required.
- Public buildings and facilities will be maintained in accordance with regulatory agency requirements at all times.
- Buildings/facilities and associated equipment will be maintained in accordance with the manufacturers' recommendations.
- HVAC equipment will be inspected in accordance with the *HVAC Equipment Inspection Process (Appendix 1202)*.
- Turf areas surrounding buildings and facilities will be managed in accordance with *604: Mowing and Turf Care Guidelines (p 34)*.
- Landscaped areas will be managed in accordance with *606: Planter and Landscape Bed Guidelines (p 35, 36)*.
- Restrooms will be managed in accordance with *607: Restroom Cleaning Guidelines (p 36, 37)*.
- Roads and parking lots surrounding buildings and facilities will be managed in accordance with *608: Road and Parking Lot Guidelines (p 37, 38)*.
- Trash will be managed in accordance with *612: Trash and Debris Removal Guidelines (p 42)*.
- Snow will be managed in accordance with *901: Cleveland Metroparks Ice/Snow Removal Policy (p 47-67)*. All other sidewalks will be cleared and de-iced on a priority basis, determined by park manager and as resources permit.
- Trees will be managed in accordance with *Cleveland Metroparks Vegetative Management Guidelines (Appendix 1203)* and professional arboriculture standards.
- All buildings and facilities will be visually assessed **one time per month**, or as determined by seasonal use, for safety, cleanliness, and vandalism. Any area of concern will be rectified with due diligence efforts in a prioritized fashion.
- All floors, windows and other surfaces will be cleaned of debris and soiled conditions as needed.
- Critical systems such as gutters and roofs will be assessed no less than **two times per year** and managed accordingly.
- Fire hydrants will be inspected/maintained **annually during the month of May** in accordance with the *Fire Hydrant Inspection and Maintenance Check List (Appendix 1204)*.

604: Mowing and Turf Care

Commitment

Cleveland Metroparks Department of Park Operations will manage turf areas with the environment in mind, for: natural resource habitat management, access and activity, fire control, maintaining vistas and aesthetics, safety/site lines, and sustainability.

Operational Guidelines

- Road corridors will be managed so motorists' line of site is maintained safely.
- Turf that requires cutting in natural resource management areas will be managed in accordance with the *Vegetative Management Guidelines (Appendix 1203)*.
- Managed turf areas (ball fields, road edge, picnic areas, etc.) will be cut on a rotational cycle basis as routinely needed. Grass height will be dictated by area requirements and best management practices.
- Roadsides will be cut in an undulating fashion for aesthetics where possible to the established mowing limits, and around designated "Grow No Mow" areas.
- Leaves will be managed to prevent accumulation on turf that would adversely impact public use areas.
- The turf in the areas surrounding fence lines, guardrails, guard posts, trees, sign posts, catch basins, and other pertinent mowing obstacles will be managed through string trimming or herbicide application. This will be carried out on a rotational cycle basis as needed.
- Damaged turf areas and ruts will be repaired with due diligence efforts in a prioritized fashion.
- Designated managed turf areas will be aerated as required.
- Best management practices may require the periodic application of fertilizers and/or pesticide to manage turf on athletic fields and high profile or special event sites.
- Irrigation systems will be monitored for leaks, damage and inoperability while in service. Systems will be winterized before the end of October.

605: Picnic Areas

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality grounds, facilities and services. Park district picnic areas will be managed to offer patrons an environment that is safe and clean, with facilities and structures that are in good repair.

Operational Guidelines

- Grounds and amenities will be assessed for cleanliness, safety, and good repair based on the site's operational schedule.
- Picnic tables, grills, and food preparation areas will be cleared of debris and soiled conditions no less than **1 time per day (May 15th – October 15th)** and **as needed (October 16th – May 14th)**.

- Aggregate surface picnic pads will be managed to remove finer debris and weeds **1 time per month (May 15th – October 15th)**.
- Water stations will be checked **daily (May 15th – October 15th)** for operability and managed for use and cleanliness.
- Athletic fields and Recreational Surfaces will be managed in accordance with *601: Athletic Fields and Recreational Surfaces Guidelines (p 31)*.
- Shelters will be managed in accordance with *603: Building/Facility Guidelines (p 33)* and *609: Shelter and Tent Guidelines (p 38)*.
- Turf areas will be managed in accordance with *604: Mowing and Turf Care Guidelines (p 34)*.
- Restroom facilities will be managed in accordance with *607: Restroom Cleaning Guidelines (p 36, 37)*.
- Trash will be managed in accordance with *612: Trash and Litter Removal Guidelines (p 42)*.
- Trees will be inspected and managed in accordance with *Cleveland Metroparks Vegetative Management Guidelines (Appendix 1203)*.
- All playground equipment/amenities:
 - Will be inspected **weekly (May – October and Monthly (November – April)** in accordance with *Cleveland Metroparks Playground Inspection Form (Appendix 1205)* by park manager or designated staff member. Any areas of concern will be rectified with due diligence in a prioritized fashion.
 - **One time per year**, playground equipment/amenities will be inspected by a Certified Playground Safety Inspector in accordance with *Cleveland Metroparks Playground Safety Audit Forms (Appendix 1206)* which reflect ASTM - F1487 recommendations. Any areas of concern will be rectified with due diligence in a prioritized fashion.

606: Planters and Landscape Beds

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality sign planters, landscape beds, and stormwater control measures (SCM) to enhance the appearance of Park District entrances, buildings, and parking lots. The planters and beds will contain no less than 80% native and/or naturalized trees, shrubs, and perennials that are vigorous while providing contrasting prolonged color.

Operational Guidelines

- Signs incorporated in planter/bed areas will be visually assessed routinely for good repair and clarity of graphics.
 - Damaged/faded/vandalized signs will be removed/repared with prompt due diligence in a prioritized fashion.
 - New signs or total sign replacements will be scheduled through Visual Communications and/or Building Trades prior to significant structural defects.
- Trees/shrubs will be planted and cared for per the *613: Tree/Shrub Installation and Aftercare Guidelines (p 42, 43)*.

- SCMs will be inspected after significant rain events and/or **one time per month** using the *Maintaining Stormwater Control Measures Guidelines (Appendix 1207)*.
- As weather conditions allow, during **Spring** of each year:
 - Rake out matted debris, and remove weeds.
 - Break up seasoned mulch and top with a fresh coat of new mulch.
 - Thin out/transplant perennials, apply fertilizer
 - Apply wildlife repellent if necessary.
- During **Late Spring** of each year:
 - Continue desired plantings, including annuals
 - Remove weeds
 - Monitor soil moisture and provide supplemental water
- During **Summer** of each year:
 - Remove weeds
 - Monitor soil moisture and provide supplemental water
 - Pinch off dead flowers
- During **Fall** of each year:
 - Remove weeds
 - Trim back dead perennials
 - Divide perennials as necessary

607: Restroom Cleaning

Commitment

Cleveland Metroparks Department of Park Operations will provide clean, safe, and high-quality facilities and services. Park District restrooms will be consistently managed for safety, sanitation, and good repair.

Operational Guidelines

Level I cleaning will include the following:

- Pick up and remove all trash and debris
- Disinfect, scrub and dry fixtures (as needed)
- Replenish paper products, hand soap/sanitizers, and deodorizers as needed
- Address any graffiti

Level II cleaning will include the following:

- Pick up and remove all trash and debris; remove all cobwebs inside and outside of facility
 - Disinfect all fixtures, walls, doors and floors with sanitizing agent when temperature conditions permit
 - Remove excess water and dry fixtures
 - Clean mirrors
 - Replenish paper products, hand soap/sanitizers, and deodorizers as needed
 - Address any graffiti
- All restrooms including pit toilets, portable toilets, and building facilities toilets, will receive a **Level I** cleaning/sanitizing **daily**.

- All restrooms including pit toilets, portable toilets, and building facilities toilets, will receive a ***Level II*** cleaning/sanitizing **once every 2 days (April – October) and once every 7 days (November – March)**, or as weather permits.
- Sanitary conditions which jeopardize safety and/or hygiene, will receive a ***Level II*** cleaning/sanitizing **upon discovery**.
- Pit toilets will be scheduled to get pumped out **2 times per year (Spring and Fall)** or prior to obtaining 80% liquid level in the vault (as needed).

608: Roads and Parking Lots

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality roads and parking lots. Park District roads and parking lots will be constructed of materials that are suitable for vehicular traffic, free of extreme bumps or holes, usable in all weather conditions, and are safe for appropriate use.

Operational Guidelines

- Associated structures (curbs, drains, bollards, etc.) will be installed and managed in accordance with current safety laws and guidelines.
- Traffic signs will be installed in accordance with the Ohio Manual of Uniform Traffic Control Devices and the *Cleveland Metroparks Standard Sign Manual (Appendix 1208)*.
- The backs of metal signs and posts will be painted brown.
- All trimming or cutting of vegetation will comply with the *Vegetative Management Guidelines (Appendix 1203)*.
- **Road and parking lot surfaces**
 - Roads and parking lots will be inspected **weekly and/or after a severe weather occurrence** for damage. Safety concerns will prompt due diligence repairs in a prioritized fashion.
 - Entrances and parking lots will be swept and/or blown off as needed.
 - All asphalt surfaces with cracks that are greater than ½” should be sealed as needed in a prioritized fashion.
- **Drainage structures (i.e., culverts and pipe)**
 - Drainage structures will be assessed **spring and fall and/or after a severe weather occurrence** for safety, damage and obstructions. Safety concerns will prompt due diligence rectification in a prioritized fashion.
- **Pavement Markings**
 - Stop bars, Crossings, Directional Arrows, and Parkway Edgeline/Centerlines will be assessed **annually** in the spring.
- **Signage, Guardrails, Bollards**
 - Signage and delineators will be assessed **daily** for damage, visibility, or safety concerns. Safety concerns will prompt due diligence efforts and will be repaired in a prioritized fashion.
- **Road berms**
 - Berms will be inspected and managed in accordance with *602: Berming – Roads, APT and Walkways Berming Guidelines (p 32)*.

- **Gates**
 - Gates will be locked open or closed at all times.
 - Gates will be assessed regularly for safety, damage and proper function. Needed repairs will be made in a prioritized fashion.
- **Bridges**
 - Bridges will be assessed **annually, and after a severe weather occurrence** in accordance with the *Annual Bridge Management Tasks (Appendix 1209)*.
- **Ice/Snow**
 - Ice and Snow will be managed in compliance with *901: Cleveland Metroparks Ice/Snow Removal Policy (p 47-67)*.

609: Shelter and Tent Cleaning

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality facilities and services. Park District picnic shelters and reservable tents will be managed to offer park patrons facilities that are safe, clean, and in good repair.

Operational Guidelines

Level I cleaning will include the following:

- Visually inspect for sanitary, safety, damage, and mechanical concerns; areas of concern will prompt due diligence rectification in a prioritized fashion.
- Wash and disinfect soiled tables and floor. Where appropriate, use blower or squeegee to dry surfaces.
- Report and address any graffiti.
- Remove ashes from fireplace and grills, and properly dispose of at Management Center to ensure hot coals are not accessible by visitors.
- Trash will be managed in accordance with the *612: Trash and Litter Removal Guidelines (p 42)*.

Level II cleaning will include the following:

- Visually inspect for sanitary, safety, damage and mechanical concerns. Areas of concern will prompt due diligence rectification in a prioritized fashion.
 - Remove cobwebs, bee nests, and bird nests that are in facility.
 - Empty and wash trashcans inside and out.
 - Wash soiled tables and floor. Where appropriate, use blower or squeegee to dry surfaces.
 - Report and address any graffiti.
 - Remove ashes from fireplace and grills and properly dispose of at Management Center.
 - Remove any adhesives, staples or tacks from picnic tables and structure.
 - Trash will be managed in accordance with the *612: Trash and Litter Removal Guidelines (p 42)*.
 - If needed, clean windows and doors.
- All Shelters and tents will receive a **Level I** cleaning **1 time every 2 days (April – October)** (Alternate with Level II cleaning).

- All Shelters and tents will receive a **Level II** cleaning/sanitizing **1 time every 2 days (April – October)** and **1 time every 7 days (November – March)** when temperatures permits, or on an as-needed basis as conditions dictate.
- Reserved shelters should take priority on days they are booked, and should receive a Level II cleaning at least 2 hours prior to reservation.

610: Swimming Areas

Commitment

Cleveland Metroparks Department of Park Operations will provide high-quality swim facilities that comply with Cuyahoga County Board of Health Bathing Beach Regulations, Medina County Health Codes, Ohio Pool Rules and licensing requirements. Park District swim areas will be managed for safety, cleanliness, sanitary condition, functionality and good repair to maximize the productive life of the facilities and provide the best possible experience for visitors.

Operational Guidelines: Beaches

- All buildings/facilities will be managed in accordance with *603: Building and Facilities Guidelines (p 33)*.
- Buoys and roping will be installed prior to the posted swim season and be utilized to identify areas designated for swimming and jurisdictional boundaries.
- Water quality testing will be completed in accordance with the applicable health codes or as requested.
- Swim facilities and associated equipment, including buoys, signage, and roping, will be inspected **daily (early morning) during the posted swim season** for safety, sanitary conditions, cleanliness, good repair, and vandalism; any area of concern will be rectified in a prioritized fashion.
- Sand beaches will be raked **at a minimum of two times per week (early morning) during the posted swim season.**
- All Lakefront beaches will be groomed **daily during the posted swim season.**
- Trash/debris will be picked up **continuously throughout the day during the posted swim season.**
- There will be random unannounced skill audits with lifeguards.
- Lifeguard training will include: American Red Cross Waterfront Lifeguard Certification, CPR/AED for the Professional Rescuer, First Aid, and site specific training is required for all lifeguards.
- **In the event of an emergency, follow instructions on the *Emergency Call Box Inspection Form (Appendix 1210)*.**

Operational Guidelines: Ledge Pool

- All buildings/facilities will be managed in accordance with *603: Building and Facility Guidelines (p 33)*.
- Swim facilities and associated equipment will be inspected **daily (before opening) during the posted swim season** for the safety, health and sanitary conditions, cleanliness, good repair, and vandalism; any area of concern will be rectified with due diligence in a prioritized fashion.

- Trash/debris will be picked up around the pool deck and grounds inside the fencing **continuously throughout the day and prior to closing during the posted swim season.**
- Chemicals will be checked **every two hours** during swim hours. (Chlorine and pH)
- Alkalinity will be checked **not less than once per week.**
- Chemicals will be checked **2 – 3 times per week.** (Calcium Hardness and Cyanuric Acid)
- The flow/pressure switch of the CAT auto controller will be tested a minimum of **once per month,** and recorded on Weekly Operation Report.
- The skimmer basket will be cleaned at a minimum of **two times per day** and after any sanitary situations. (i.e., vomit and fecal)
- There will be random unannounced skill audits with lifeguards.
- At a minimum, American Red Cross Lifeguarding Certification, CPR/AED for the Professional Rescuer, First Aid, and site specific training is required for all lifeguards.
- **In the event of an emergency, follow instructions on the *Emergency Call Box Inspection Form (Appendix 1210).***

611: Trails

Commitment

Cleveland Metroparks Department of Park Operations will provide a variety of high-quality trails for recreation. Park District trails will consist of all-purpose trails (APT), maintained surface/aggregate trails and natural soil surface trails. All trails will be developed, clearly marked, and managed to provide resource protection, sustainable use, visitor access, and safety.

All-Purpose Trail Guidelines (Users: Hiking, Biking)

- Sections of trail that are attached directly to the road will have delineators positioned **no more than 100' no less than 40'** apart along the transition line. An 8" white paint edge line will parallel the parkway edge line.
- All-purpose trails, bridges, and associated structures will be visually assessed **monthly** for structural safety, damage or vandalism. Any areas of concern will prompt due diligence efforts in a prioritized fashion.
- Berming will be in compliance with *602: Berming - Roads, All-Purpose Trail and Walkways Guidelines (p 32).*
- Ice and snow will be managed in accordance with *901: Cleveland Metroparks Ice/Snow Removal Policy (p 47-67).*
- Trees/shrubs will be managed in accordance with *Cleveland Metroparks Vegetative Management Guidelines (Appendix 1203).*
- Trees that fall across trails will be removed in a manner that minimally impacts the natural surroundings and has minimal visual impact.
- Trail surfaces will have debris removed as needed to maintain a clear surface.
- Noticeable trash on and along the trail will be picked up in accordance with *612: Trash and Litter Removal Guidelines (p 42).*

- Damage to or failure of trail surfaces that impedes travel will be prioritized for repairs.
- Pavement markings will be reapplied **once every 3 years**.
- Drainage will be assessed and prioritized **after a severe weather occurrence** for safety, damage and obstructions. Drainage will be managed so as to minimally impact the natural resources and to protect the trail.
- Bridges will be assessed **one time per year** in accordance with *Cleveland Metroparks Annual Bridge Management (Appendix 1209)*.

Aggregate and Native Soil Surfaces Guidelines (Users: Hiking, Bridle, Mountain Biking)

- Aggregate surface trails will be visually assessed **four times per year** (*once in each season*) for safety, trash/debris, damage, structural or vandalism; any area of concern will prompt due diligence resolution in a prioritized fashion. Prioritization and plans for vegetation management (brushing), drainage and way-finding issues should be documented during this assessment. Spring and fall inspections are most effective when completed during active rainfall to observe/assess water flow. Seasonal visual inspections should be completed to help assemble seasonal maintenance plans.
- Typical trail surface will be maintained in accordance with accepted *Cleveland Metroparks Trail Manual (Appendix 1211)*.
- Trimming and cutting of vegetation cycle will be completed using professional arboriculture standards in accordance with accepted *Cleveland Metroparks Trail Manual (Appendix 1211)* and *Vegetative Management Guidelines (Appendix 1203)*.
- Trees that fall across trails should be removed as reported for accessibility. Removal will be done in a manner to minimize adverse impact on natural resources and minimize visual impact.
- The width and/or height of trail corridors will be managed in accordance with accepted *Cleveland Metroparks Trail Manual (Appendix 1211)*.
- Damage to trails will be prioritized for repair if it impedes travel. Repair plan should be designed in coordination with the Trails Development Manager so that appropriate trail drainage structures can be incorporated into the surface repair.
- Damage to trail that does not impede travel will be repaired **bi-annually** in the late spring and fall as resources permit. This should be prioritized and done in conjunction with seasonal drainage clearing.
- Trailhead kiosks and signage will be assessed and repaired **bi-annually** in the late spring and fall as resources permit for safety, cleanliness, vandalism and good repair; any areas of concern will be prioritized for repair as needed.
- Drainage systems are cleared **2 times per year**, once during the spring thaw (March-April) and before the water table rises in the fall (late October) or **after a severe weather occurrence** for safety, damage or obstructions. Any replacement or new drainage structure should be designed in coordination with the Trails Development Manager so as to stabilize the trail surface and minimally impact the surrounding natural resources.
- “Bootleg” trails will be noted and reported to appropriate Natural Resource contact and Trails Development Manager and incorporated into their resource management plan or planned for removal.

- Bridges will be assessed/managed **one time per year** in accordance with *Cleveland Metroparks Annual Bridge Management (Appendix 1209)*.

612: Trash and Litter Removal

Commitment

Cleveland Metroparks Department of Park Operations will provide parks reservations that are clean, sanitary, and aesthetically pleasing. The Department will also work diligently to minimize the amount of recyclable materials that go to landfills.

Operational Guidelines

- Litter will be picked up **by all staff upon discovery**, as safety conditions permit.
- Trash cycle will include buildings, roadsides, picnic areas, athletic fields, parking lots, trailheads, and any other public use areas. It will be scheduled daily during morning hours, and additionally throughout the day as dictated by park use.
- Trash/recycle cans will be assessed **daily** and will be emptied at a time when they become $\frac{3}{4}$ full or unpleasant in sight/smell. Cans will be washed/wiped down as needed.
- Efforts will be made to collect and separate recyclables (plastic, glass, cardboard, etc.) from landfill trash.
- Damaged trash/recycle cans/lids will be replaced as needed.
- All cans/lids will be power-washed **annually during the month of May**, and as needed throughout the year.

613: Tree/Shrub Planting and Aftercare

Commitment

Cleveland Metroparks Department of Park Operations will provide a natural-appearing, semi-forested environment for all developed public use areas. This environment will consist of trees and shrubs that are predominantly indigenous or naturalized to northeast Ohio, with non-natives limited to specific applications. Trees and shrubs should be viable, functional, in balance with turf requirements, and representative of a diversified stand, both in age and species composition.

Operational Guidelines

- Trees and shrubs will be selected, planted and cared for in accordance with the *Vegetative Management Guidelines (Appendix 1203)* and *Cleveland Metroparks Basic Tree/Shrub Planting & Aftercare Procedures (Appendix 1212)*.
- Trees and shrubs should be planted in the spring or fall when possible.
- Aftercare for all trees/shrubs will be provided **for three consecutive years after planting**.
- Damage to support stakes will be repaired with due diligence in a prioritized fashion. All support stakes should be removed **one year after installation**.

- Soil moisture within the planting hole will be assessed **1 time per week** while tree/shrub possesses foliage. Soil moisture will be managed to minimize plant induced stress caused by drought conditions.
- Deer protection shall be installed during tree installation and in accordance with *Cleveland Metroparks Basic Tree/Shrub Planting & Aftercare Procedures (Appendix 1212)*.

700: Miscellaneous Maintenance Responsibilities

701: Maintenance of Park Facilities Lighting

Electrical outages, downed power lines or other emergencies should be reported to First Energy/The Illuminating Company. Power outages should also be reported to Toni Moore (440-331-8503) in Park Operations.

702: Maintenance of Indoor Park Facilities

These facilities, including all electrical and plumbing, as well as some structural issues are maintained by the site's Park Maintenance staff to the greatest extent possible. Large issues may require the assistance of Site Construction, Building Trades, or an outside contractor. If a problem cannot be handled on site, an electronic Work Order can be submitted online through the Cleveland Metroparks intranet portal: <https://mycmparks.net>.

***If a bathroom requires immediate cleaning or attention, the park manager should be informed so he/she can contact the appropriate person for cleaning. Bathroom cleanliness is one of the most likely causes for complaint from our visitors, so it is important that these issues are handled in a timely fashion.*

703: Maintenance/Attention of Creeks/Rivers throughout Park District

Most waterway issues are handled internally. Natural Resource issues, such as invasive aquatic plants, wildlife concerns, or severe bank erosion, should be directed to the Area Natural Resource Manager assigned to the reservation. Log jams, dam issues and other structural problems may need to be handled by Site Construction.

704: Maintenance of Flags and Flagpoles

All flagpoles and flags are maintained by Park Maintenance staff. Flags should be properly lighted and flown at half-staff when a governmental decree to do so is ordered. Damaged flags should be reported to the Park Manager.

705: Property Line Inspection

Cleveland Metroparks regularly inspects its lands to identify encroachments. These regular inspections are conducted by the Park Manager, or staff designee of the Park Manager, as they regularly manage and maintain the Park and are recognized as the first line of defense against property line encroachments. Additional support is provided by the Conservation Program Manager, who Coordinates and implements reviews of the property lines and areas of concern using GIS and Remote Sensing technology. The Conservation Program Manager also schedules site walks of each reservation using the pattern outlined within the procedures of the Encroachment Policy. (For the full policy, see Encroachment Policy 11-30-17 in Legal)

800: Safety Guidelines

Each Cleveland Metroparks employee is encouraged to be observant of any safety concern or hazardous condition. Employees are expected to 1) report immediate hazards to Management, a supervisor or the Safety Manager or 2) complete a *Request for Safety Review form (Appendix 1214)*. Once the Request for Safety Review has been completed it should be immediately forwarded to the department's Safety Point Person. The Safety Point Person will investigate the safety issue and discuss it with the respective park/facility manager and if necessary include the director. A resolution should be received within three days. If a resolution cannot be reached the Safety Manager must be contacted.

801: Playground Safety Inspections

A thorough annual inspection of all playgrounds is conducted by the agency's Certified Playground Safety Inspectors (CPSIs).

Cleveland Metroparks CPSI's are:

Rob Angiocchi, Park Manager Bedford/West Creek Reservation

Greg Headley, Director of Risk Management

Bob Metcalf, Technician West Creek Reservation

Victoria Putnam, Park Manager, Roving South

Ryan Shalashnow, Park Manager South Chagrin Reservation

Additionally, managers are required to complete weekly playground inspections at each location within the park district. They are to mark their findings on the *Playground Inspection Form (Appendix 1205)* and forward a copy to the Safety Manager. Items for follow-up maintenance at playgrounds must be completed as soon as possible. Any questions regarding the repair or maintenance of playgrounds can be directed to the agency's Playground Maintenance Technicians, Rob Angiocchi and Victoria Putnam.

802: PERRP

Cleveland Metroparks participates in voluntary safety inspections conducted by the State of Ohio's Public Employment Risk Reduction Program approximately every four years. These comprehensive inspections include a thorough examination of Cleveland Metroparks safety policies, training standards, equipment conditions, electrical systems, fire suppression systems, housekeeping and storage practices, work practices and environmental conditions, etc. These inspections generate an official report which is forwarded to each park or facility manager. Park or facility managers are required to correct any violations within three months of the inspection date and turn in the completed abatement checklist to the Safety Manager. The abatement checklist is then sent to the State as verification that the hazards have been corrected.

803: Employee Accident or Injury

Injury Reporting

For this process to work correctly, there are several steps an employee or volunteer should follow if a work-related injury occurs:

1. If the situation is not a medical emergency, then go directly to step 2. If it is an emergency, the employee or volunteer should seek emergency treatment immediately at the nearest available medical facility. Then continue to step 2.

2. The employee/volunteer should immediately notify his/her supervisor. The supervisor will provide the employee or volunteer with an *Injury Reporting Packet (Appendix 1215)*, which contains the following documents for processing the injured worker's claim:

- Supervisor's Report of Employee or Volunteer Injury/Accident – this form is to be completed by the employee's supervisor and faxed within 24 hours to the Park District Risk Management office at (440) 331-8746 or scanned and emailed to the Risk Management Department.
- Employee/Volunteer Statement – this form must be completed by the employee or volunteer detailing a complete and accurate description of how the injury occurred. Fax this form, along with the Supervisor Report of Employee or Volunteer Injury/Accident to the Risk Management Department within 24 hours.
- Medical Authorization – this form should be signed by the injured employee/volunteer and faxed with the above referenced forms to the Risk Management Department within 24 hours.
- MCO Identification Card – Important! The employee/volunteer should present this card upon arrival at the medical provider. (This card informs the medical provider where to forward your claim and billing information.)
- BWC First Report of Injury (FROI) – the employee/volunteer should complete the section entitled "Injured Worker Info." The medical provider will complete the balance of the form and forward to the MCO.
- Physician's Report of Work Ability – the medical provider should complete the required Return to Work information on this form and forward to the MCO. A copy should be given to the injured worker following treatment. The employee/volunteer should present this document to his/her supervisor upon return to work.

3. Choice of Medical Provider – under BWC rules, the employee or volunteer may choose the medical provider, however, the medical provider must be certified by the Ohio Bureau of Workers' Compensation. The employee/ volunteer should call the medical provider and ask "Is Dr. _____ certified by the Ohio Bureau of Workers' Compensation (BWC)?" If the answer is "No," the employee/volunteer should find another doctor, or the employee/volunteer may be required to personally pay for the treatment. Payment will not be provided by other medical insurance.

4. The employee/volunteer may choose to go to one of the Park District's Preferred Providers. Preferred Providers lists are published at each location with addresses and phone numbers.

5. Upon arrival at the certified medical provider location, present the MCO card along with the other referenced forms.

6. The doctor handles billing directly with the Managed Care Organization.

A claim number will be assigned by BWC. If the employee/volunteer is receiving medical bills but has not received a claim number, the employee/volunteer should contact the MCO. If a problem develops, contact the Risk Management Department at 440-331-8746 or 440-331-8627

900: Emergency Weather Response Guidelines

901: Snow/Ice Removal

Cleveland Metroparks will use reasonable efforts to maintain parkways and parking lots from 6:00 a.m. to 11:00 p.m. during the winter season. As an agency inherently concerned about the conservation and preservation of natural areas, Cleveland Metroparks will maintain a program of minimum salt usage in its snow and ice removal operation. Further, the guidelines outlined below seek to balance the need of public safety within financial parameters.

I. PROCEDURES/GUIDELINES FOR IMPLEMENTATION OF THE ICE/SNOW REMOVAL POLICY

A. PLOWING PRIORITIES

Whenever possible and practical, trucks will be driven in tandem with one operator per truck; Cleveland Metroparks will equip primary salt/plow trucks with mobile radios so as to facilitate communications between units.

- Priorities for all reservations:
 - 1) Roadways
 - 2) Nature Center parking lots
 - 3) Parking lots
 - 4) All Purpose Trails
 - Affiliates – will be prioritized by using manager’s best judgment based on the use of the area (i.e., stables - *frequent usage* vs. Brooklyn Exchange – *rare usage*).
- Snowplowing Courtesies: access from parking lots and roadways to APTs, toilets, garbage cans, hiking trails, and shelters shall be provided by crews as time permits.
- Individual reservation priorities will be followed per the Individual Reservation Priority Procedures pages, attached.
- **PLOW NO FASTER THAN 20 MPH:** The Meyer Company recommends that speed be kept down to reduce strain on vehicle and to allow for snow to be rolled off the road (as opposed to being thrown). When driving with plow in transit, truck should not exceed 40 mph.

B. SCHEDULING

1. The standard early shift varies from 5:00 a.m. – 1:30 p.m. to 6:00 a.m. – 2:30 p.m. seven days a week – beginning mid-November through mid- April. Refer to individual reservation pages for variation in standard regular shift start times. Based on reservation needs, management has the discretion to schedule 1 – 2 staff members to the early snow plowing shift.
2. Managers have the discretion to hold staff over at any time to ensure roadway safety.
3. Weekend person(s) will assist with ice/snow removal as noted on individual reservation priorities during normal weekend operating hours.

- C. DRIVING HOURS FOR SNOW PLOW OPERATORS** – CM will follow the rules taken directly from the Motor Carrier Safety Administration and Ohio Department of Transportation – Summary of HOS Regulations as of December 18, 2014:

| |
|---|
| <p><u>11 Hour Driving Limit:</u> May drive a maximum of 11 hours after 10 consecutive hours off duty.</p> |
|---|

14 Hour Limit: May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off duty time does not extend the 14-hour period.

Note: On duty time includes all time that employee is on the clock, whether driving or not.

60/70 Hour on Duty Limit: May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty. Must include two periods from 1 a.m. to 5 a.m. home terminal time, and may only be used once.

D. SEVERE CONDITIONS

From 11:00 p.m. to 6:00 a.m., the following severe conditions must be in place in order to have a crew in to plow:

- The policy should be restricted to reservations that cannot be closed during these hours and must maintain year-round access. These reservations include: Big Creek, Brecksville, Garfield Park, Hinckley, North Chagrin, Rocky River, South Chagrin, and West Creek. (*Lt. Victor to get back with input on 24 hr. coverage.*)
- Ice has accumulated due to freezing rain or **unusual circumstances**. For unusual circumstances, a follow-up report by park manager and ranger lieutenant is compulsory.
- Snow of 2" or more has accumulated.
- Ranger must be in the reservation to visually see conditions before manager(s) are called.

E. CALL-OUT PROCEDURES FOR PARK MANAGEMENT

1. **Ranger Headquarters** will notify each park manager when unsafe or impassable conditions exist. If unable to contact a park manager by work cell phone first or home second for any reason:
 - Contact the respective Park Director (East, South, and West) by work cell phone first or home second. If unable to contact the respective Park Director, contact one of the other Park Directors.
 - If unsuccessful in contacting any Park Director, the COO would be the last resort contact.
2. **Park Managers** will have snow plow equipment on the road according to each reservation's needs and weather conditions.
3. **Park Managers** will notify Ranger Headquarters when a crew has been deployed, stating estimated time of service.
4. There will be **Communication** between park managers and nature centers when there are scheduled events during snow storms.
5. **Primary Plow/Salt Truck Operator(s)** will notify Ranger Headquarters when beginning service, as well as when completing service.
6. Any miscommunication through call-out procedures must be immediately followed-up and completed by park managers and dispatch or zone Lt.
7. Phone Numbers - see last page contact list.

F. TRAINING

Snowplow operators are encouraged to attend annual training seminars pertaining to snow and ice removal. Employees not familiar or comfortable with the operation or procedures of

equipment/vehicles should arrange with their supervisor for additional training from the mechanic and experienced snowplow operators before they operate any equipment/vehicles.

G. RADIO COMMUNICATION NETWORK

- Plowing drivers will perform a radio check before heading out: call in to dispatch and listen for the copy response before disconnecting. **Always wait and listen for the dispatch copy response when calling in and out.**
- Plowing drivers will call in and call out to dispatch.
- Park managers will keep communication lines open with the plow truck driver.
- Division/field/zone lieutenant rangers and park managers are to communicate regarding severe conditions concerns or issues related to the snow plow policy as it relates to their specific areas.

H. BARRICADES

Barricades will be placed by the Rangers and are not to be used for road control as part of Cleveland Metroparks Ice/Snow Removal Policy, with the exception of the specific areas outlined below:

- Brecksville - Ridge Road, Valley Parkway
- Zoo - Wildlife Way
- North Chagrin - Ox Lane
- Huntington - Porter Creek Drive
- Bedford - Gorge Hill

I. ROUTINE VEHICLE/EQUIP MAINTENANCE

- All trucks and equipment shall be emptied of salt and washed to remove salt deposits, especially the undercarriage, at least every week whenever reasonable, and conditions allow.
- In extreme conditions salt may remain and a basic vehicle chase wash and walk-around inspection will be performed at the end of each snow event.

J. LOADING PROCEDURES

- Trucks are to be loaded with salt at the end of each time of use, if it is to be ready for an immediate next time of use, per management discretion (i.e.: If snow event is over and no imminent storm within 72 hours, salt **SHOULD NOT BE LOADED** for overnight or in waiting for next snow event. The only one exception would be an imminent storm within 24 hours.) **Otherwise, TRUCKS SHOULD BE EMPTIED, WASHED, LUBED, AND FUELED UP AT THE END OF A SNOW EVENT.**
- Trucks are to be loaded according to the manufacturer's recommendations and not exceed 2 tons in order to minimize damage to berms and road surfaces.
- Based on individual reservation availability, a tractor loader/backhoe/skid steer are the primary units used for loading. After loading the trucks they are to be parked inside whenever possible.

K. DE-ICING COMPOUNDS USED

- Salt is the primary de-icing compound used for maintenance of roadways, drives and parking areas.
- All salt spreaders will be calibrated annually in order to attempt salt delivery as close to the recommended 200 pounds per lane mile as equipment allows.
- All trucks have designated settings that should be maintained in most conditions; however, ice and bridges may dictate a heavy distribution in order to eliminate many trips back and forth on bridges. Please maintain common sense for safety.
- Salt will be dropped on roadways at intersections, hills, curves, bridges in order to comply with the conservation measures of Cleveland Metroparks.

- As well as, usage of these compounds shall be the minimum amounts necessary for safety in order to minimize impact on the environment.

L. ALL PURPOSE TRAILS

Cleveland Metroparks will use reasonable efforts to maintain designated APTs during the winter season.

- Salt is **not** to be used on APTs for ice removal or icy conditions. However, in severe conditions/unusual circumstances (refer to A. under Procedures/Guidelines) salt may be used on bridges and nature center paved walkways (example: Brecksville, Rocky River and North Chagrin nature centers).
- Exceptions pertaining to facilities throughout the Park District are detailed on the Facilities Individual Priority Procedures page.

M. GUIDELINE INTERPRETATION: Inquiries regarding these guidelines should be directed to:

**Park Operations Chief Operating Officer
4101 Fulton Parkway
Cleveland, OH 44144
(216) 635-3218**

**BEDFORD RESERVATION
Priority Procedures**

Special Note:

- Lost Meadows picnic area will have the gates closed at the first major snowstorm and remained closed for the balance of the winter.
- The Viaduct trail will not be plowed, as patron use on a snow packed trail presents a much safer surface due to the steep slope and curves.

| PLOWING PRIORITIES | | |
|--|---|---|
| Week Days (6:00 a.m. – 2:30 p.m.) | Week & Weekend Evenings (2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Lower Button Rd./Mgmt. Ctr. Lot | Gorge Parkway | Lower Button Rd./Mgmt. Ctr. Lot |
| Gorge Parkway | Hawthorn Parkway | Gorge Parkway |
| Hawthorn Parkway | Overlook Lane | Hawthorn Parkway |
| Overlook Lane | Lower Button Rd./Mgmt. Ctr. Lot | Overlook Lane |
| Outdoor Ed. Office Lot | Egbert Lot | Outdoor Ed. Office Lot |
| Hemlock Lot | Overlook Lot | Hemlock Lot |
| Hermits Hollow Lot | Hemlock Lot | Hermits Hollow Lot |
| Overlook Lot | N/A | Overlook Lot |
| Bridal Veil Lot | N/A | Bridal Veil Lot |
| Egbert Lot | N/A | Egbert Lot |
| Broadway Lot | N/A | Broadway Lot |
| Richmond Lot | N/A | Richmond Lot |

| | | |
|---------------------|-----|---------------------|
| Dunham Lot | N/A | Dunham Lot |
| Alexander Lot | N/A | Alexander Lot |
| Willis Street Lot | N/A | Willis Street Lot |
| Overlook Lane Lots | N/A | Overlook Lane Lots |
| Little Overlook Lot | N/A | Little Overlook Lot |
| Viaduct Lot | N/A | Viaduct Lot |
| Forbes Woods Lot | N/A | Forbes Woods Lot |
| APT (if possible) | N/A | APT (if possible) |

List of Equipment

- 2001 Ford 4WD 1Ton Dump Truck w/plow & salt spreader - EO 2501
- 2011 Ford 4WD Pickup - EO0511
- 1991 Case loader / backhoe - EO 0382
- 2007 GMC Large Dump Truck w/plow & salt spreader - EO1807
- 2016 John Deere Tractor w/plow - EM 0510

BIG CREEK RESERVATION
Priority Procedures

Special Notes: The Parma Heights Connector Trail is a walking trail. At present, the trail is not scheduled for any snow removal operations. Foot traffic is anticipated to keep the trail usable.

| PLOWING PRIORITIES | | |
|--|---|--|
| Week Days (6:00 a.m. to 2:30 p.m.) | Week & Weekend Evenings (2:30 p.m. to 6:00 a.m.) | Weekend Days (6:00 a.m. to 2:30 p.m.) |
| Big Creek Parkway from Valley Parkway to Brookpark Rd. | Big Creek Parkway from Valley Parkway to Brookpark Rd. | Big Creek Parkway from Valley Parkway to Brookpark Rd. |
| APT- Valley Parkway to Brookpark Rd. | | APT- Valley Parkway to Brookpark Rd. |
| Parking Lots: Slots, Willows, Beyers, Isaac, Stumph, Snow Rd. picnic area, Upper Fernhill picnic area, Memphis picnic area | | Parking Lots: Slots, Willows, Beyers, Isaac, Stumph, Snow Rd. picnic area, Upper Fernhill picnic area, Memphis picnic area |

List of Equipment

- 2011 Freightliner Large Dump Truck w/plow & salt spreader - EO 0711
- 2005 GMC 4WD Pickup Truck w/plow - EO 1805
- New Holland Tractor G6035 - EM 8601
- John Deere Tractor 3520 - EM 9202

BRADLEY WOODS / HUNTINGTON RESERVATION
Priority Procedures

Special Note:

- Gates will be closed by the Rangers at or after 6:00 p.m. at Bradley Woods if conditions warrant.
- Porter Creek Drive hill may also be closed by the Rangers if conditions warrant during the evening hours, using barricades left by Park Management at both ends of the hill.
- Salt is obtained/loaded at Rocky River Reservation.

| PLOWING PRIORITIES | | |
|--|---|--|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Bradley Woods paved path to and including the Management Center Huntington Service Center | Porter Creek Dr. - Huntington | Bradley Woods paved path to and including the Management Center Huntington Service Center |
| Porter Creek Dr. - Huntington | Wolf Picnic Dr. - Huntington | Porter Creek Dr. - Huntington |
| Wolf Picnic Dr. - Huntington | LENSC parking lot – Huntington | Wolf Picnic Dr. - Huntington |
| LENSC parking lots - Huntington | BAYarts/Playhouse lots - Huntington | LENSC parking lots - Huntington |
| BAYarts/Playhouse lots – Hunt. | Walkways to affiliates (as needed) - Hunt. | BAYarts/Playhouse lots – Hunt. |
| Coasting Hill - Huntington | | Coasting Hill - Huntington |
| White Oak Lane – Bradley Woods | White Oak Lane – Bradley Woods <i>(until 6:00 p.m.)</i> | White Oak Lane – Bradley Woods |
| Parking lots – Bradley Woods | Parking lots – Bradley Woods <i>(Until 6:00 p.m.)</i> | Parking lots – Bradley Woods |
| APTs | | APTs |
| Walkways to affiliates – Huntington | | Walkways to affiliates - Huntington |

List of Equipment

- 2000 Ford 4WD 1Ton Dump Truck w/plow & salt spreader - EO 2500
- 2003 Ford 4WD Pickup Truck w/plow - EO 3703
- Ford Snow blower equipped mower, frontline - EM 8894
- Ford 555 Backhoe - EO 3588
- New Holland 33D tractor w/plow - EM0161
- John Deere Gator w/cab and plow – EM8001
- Walk behind snow blower
- Hand shovels

BRECKSVILLE RESERVATION
Priority Procedures

Special Note:

- Gates at York Road Picnic area close during the winter season (Mid November – Mid April).
- Meadows Dr., between Valley Parkway and Mgmt. Center entrance, will be closed during the season.
- Valley Parkway, between Ridge and Bennett, will be closed *periodically* (usually at night), at Ranger discretion.

| PLOWING PRIORITIES | | |
|--|--|--|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 a.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Center parking lot | Management Center parking lot | Management Center parking lot |
| Meadows Dr. lot behind Mgmt. Ctr. | Edgerton to River Roadway | Meadows Dr. lot behind Mgmt. Ctr. |
| Valley Pkwy W&E - Rte. 21 to Edgerton | Nature Center Parking Lots | Valley Pkwy W&E - Rte. 21 to Edgerton |
| Valley Pkwy E&W - Rt. 21 to Chippewa | Park Entrances | Valley Pkwy E&W - Rt. 21 to Chippewa |
| Meadows Dr. to Parkview Rd. | | Meadows Dr. to Parkview Rd. |
| Chippewa Dr. - Riverview Rd. to Rt. 82 | | Chippewa Dr. - Riverview Rd. to Rt. 82 |
| Meadows Dr. from Chippewa Dr. to service drive at Management Center | | Meadows Dr. from Chippewa Dr. to service drive at Management Center |
| Nature Center lot and walkways | | Nature Center lot and walkways |
| Harriet Keeler parking lot | | Harriet Keeler parking lot |
| Oak Grove parking lot | | Oak Grove parking lot |
| Plateau parking lot | | Plateau parking lot |
| Meadows parking lot (rear meadows closed for winter) | | Meadows parking lot (rear meadows closed for winter) |
| Gorge parking lot | | Gorge parking lot |
| Sleepy Hollow GC parking lot | | Sleepy Hollow GC parking lot |
| Stuhr Woods parking lot | | Stuhr Woods parking lot |
| Aukerman Park | | Aukerman Park |
| York Rd. parking lot | | York Rd. parking lot |
| Brecksville Stables (front lot only and fire lanes around barns) | | Brecksville Stables (front lot only and fire lanes around barns) |
| (2) small lots at Harriet Keeler | | (2) small lots at Harriet Keeler |
| (2) lots east of Rt. 21 | | (2) lots east of Rt. 21 |
| Deer Lick Cave lot | | Deer Lick Cave lot |
| Orange Grove lot | | Orange Grove lot |
| Chippewa picnic area lot | | Chippewa picnic area lot |
| (2) small lots in River Ford Field area | | (2) small lots in River Ford Field area |
| APT: 1) Rt. 82 to Riverview Rd. 2) Valley Pkwy Rt. 21 to Chippewa Creek Dr., 3) Ridge Rd. to Edgerton Rd., 4) Prairie Loop trail | | APT: 1) Rt. 82 to Riverview Rd. 2) Valley Pkwy Rt. 21 to Chippewa Creek Dr., 3) Ridge Rd. to Edgerton Rd., 4) Prairie Loop trail |

Brecksville continued:

List of Equipment

- 2003 International Large Dump Truck w/plow & salt spreader – EO 1903
- 1997 International Large Dump Truck w/plow & salt spreader – EO 2797
- 1992 Chevy 4WD Pickup w/plow– EO 2892
- 1995 Ford 4WD Pickup w/plow – EO 2495
- 1985 Ford 555 Backhoe Loader– EO 5885
- Ford 445C Tractor with Front End Loader – EM 9594

BROOKSIDE RESERVATION
Priority Procedures

Special Note:

- The Brookside crew will plow and salt Nagy Boulevard up to 11 p.m. as needed. Nagy Boulevard will not be plowed after 11 p.m.
- Weekends and Holidays: Nagy Boulevard will be plowed and maintained on weekends and holidays by the Brookside crew between 6 a.m. to 11 p.m.
- The Bear Lot will have sidewalks and vehicle access areas plowed but will not be plowed for parking purposes

| PLOWING PRIORITIES | | |
|--|---|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Nagy Boulevard to zoo gate | Nagy Boulevard to zoo gates | Nagy Boulevard to zoo gate |
| All parking lots and walks | | All parking lots and walks |
| A.P.T. (plowed only) | | A.P.T. (plowed only) |

List of Equipment

- 2000 Ford 4WD 1 Ton Dump Truck w/plow & salt spreader – EO 2600
- New Holland TC33D 4WD Tractor – EM 0288
- GMC 4WD Pickup Truck w/plow – EO3206

EUCLID CREEK/EUCLID BEACH RESERVATION

Priority Procedures

Special Note

- The Parkway gates at Green Road (upper) and Highland Picnic Area (lower) can be closed to temporarily shut down the parkway if conditions warrant.
- Quarry and Rear Quarry Picnic Areas are gated and closed for the Winter Season.
- Upper Highland Picnic Area is gated and closed for the Winter Season.
- Euclid Beach will only be plowed during normal hours of operation. The gates should be closed and locked and the Picnic Area shut down during any snow event that occurs outside of normal hours of operation (5:00am-3:30pm).
- Wildwood will be kept open for the purpose of maintaining emergency access to the Main Boat Ramp until significant lake icing.

| PLOWING PRIORITIES | | |
|---|--|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p. m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| <u>Euclid Creek</u> | <u>Euclid Creek</u> | <u>Euclid Creek</u> |
| Management Center (all lots) | Parkway | Management Center (all lots) |
| Parkway | Management Center | Parkway |
| Highland Lot | | Highland Lot |
| Kelly Lot | | Kelly Lot |
| Welsh Woods Lots (upper and lower) | | Welsh Woods Lots (upper and lower) |
| All Pull Off Lots | | All Pull Off Lots |
| APT | | APT |
| <u>Wildwood</u> | <u>Wildwood</u> | <u>Wildwood</u> |
| Entrance Drive | Entrance Drive | Entrance Drive |
| Access to Main Boat Ramp (until significant lake icing) | Access to Main Boat Ramp (until significant lake icing) | Access to Main Boat Ramp (until significant lake icing) |
| First Main Parking Lot | | First Main Parking Lot |
| APT- East | | APT- East |
| APT- West (to Villa Angela and Euclid Beach) | | APT- West (to Villa Angela and Euclid Beach) |
| <u>Villa Angela</u> | <u>Villa Angela</u> | <u>Villa Angela</u> |
| APT | N/A | APT |
| <u>Euclid Beach</u> | <u>Euclid Beach</u> | <u>Euclid Beach</u> |
| Entrance Drive | N/A | Entrance Drive |
| Loop Driveway | | Loop Driveway |
| East Access to APT | | East Access to APT |
| West Access to APT and Bathrooms | | West Access to APT and Bathrooms |
| APT and Lake edge walking path to West Fence Gate | | APT and Lake edge walking path to West Fence Gate |

Euclid Creek/Euclid Beach Continued:

List of Equipment

| | |
|---|--------|
| 2003 Ford F250 4WD Pickup Truck w/plow | EO3503 |
| 2006 Ford F250 4WD Pickup Truck w/plow | EO2006 |
| 2007 GMC 5500 Dump Truck w/plow & salt spreader | EO1707 |
| 2007 Toro Groundsmaster 7210 Polar Trac w/plow | EM8603 |
| 2013 Ford F250 4WD Pickup Truck w/plow | EO1114 |
| 2013 Cushman 1600XD 4x4 Truckster w/plow | EM1169 |

GARFIELD PARK RESERVATION

Priority Procedures

Special Notes:

- Garfield Park Boulevard is maintained as a year-round 24 hours a day access commuter route.
- The Yard at Mill Creek Falls may be temporarily closed during significant ice/snow events.

| PLOWING PRIORITIES | | |
|--|--|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 a.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Center | Management Center | Management Center |
| Garfield Park Blvd. | Garfield Park Blvd | Garfield Park Blvd. |
| Mill Creek Lane | Intersections | Mill Creek Lane |
| Wolf Creek Lane | | Wolf Creek Lane |
| Intersections | | Intersections |
| Garfield Park Center - lot and walkways | | Garfield Park Center - lot and walkways |
| Parking Lots | | Parking Lots |
| APT (if possible) | | APT (if possible) |

List of Equipment:

| | |
|---|---------|
| 1994 Ford 4WD Pickup Truck w/plow | EO 2394 |
| 2001 Ford 1 Ton Dump Truck w/plow & salt spreader | EO 2401 |
| Dodge 3500 4WD Pickup Truck w/plow | EO2308 |
| New Holland Tractor | EO3501 |
| Snow Blower | |

HINCKLEY RESERVATION

Priority Procedures

Special Notes:

- Hinckley Reservation is located in a predominately rural area void of heavy traffic. However, located within the reservation are a number of year round reservable facilities and private residences that require attention. In accordance with Cleveland Metroparks Ice and Snow Removal Policy, Hinckley Reservation personnel will use reasonable efforts to maintain parkways and parking lots from 6:00 a.m. to 11:00 p.m. during the winter season.
- The following areas will be closed throughout the winter season (mid-November – Mid April):
 - Lower Whipp’s Ledges
 - Loop Drive
 - South Bay of Bathhouse Parking Lot
 - Parking lots North & South of Boathouse
 - North Ball field
 - West Bay of Ledge Lake Parking Area

| PLOWING PRIORITIES | | |
|--|--|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 a.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Center | West Drive | Management Center |
| West Drive | East Drive | West Drive |
| East Drive | Ranger Field Office | East Drive |
| Ranger Office Lot | Bathhouse parking lot | Ranger Office Lot |
| Bathhouse parking lot | Boathouse Dr. and lot | Bathhouse parking lot |
| Boathouse Dr and lot | Sledding Hill Dr and lot | Boathouse Dr and lot |
| Sledding Hill Dr and lot | Whipps Ledges Dr and lot | Sledding Hill Dr and lot |
| Ranger Stables Dr and lot | Top-O-Ledges Dr and lot | Ranger Stables Dr and lot |
| Whipps Ledges Dr and lot | | Whipps Ledges Dr and lot |
| Top-O-Ledges Dr and lot | Redwing (if reserved) | Top-O-Ledges Dr and lot |
| Redwing Cabin Dr and lot | Ledge Lake (if reserved) | Redwing Cabin Dr and lot |
| Ledge Lake Dr and main lot | Exchange (if reserved) | Ledge Lake Dr and main lot |
| Exchange Cabin Dr and lot | | Exchange Cabin Dr and lot |
| Route 606 Horse Trailer lot | | Route 606 Horse Trailer lot |
| Johnson’s Picnic area lot | | Johnson’s Picnic area lot |
| West Dr Scenic Overlook | Do Not Plow | West Dr Scenic Overlook |
| Buzzards Roost | Kiwanis Cabin Drive and lot | Buzzards Roost |
| South Ball Field lot | Johnson’s Horse Trailer lot | South Ball Field lot |
| East Dr Scenic Overlook | North Ball Field Drive and lot | East Dr Scenic Overlook |
| Judge’s Lake Dr and lot | Indian Point lot | Judge’s Lake Dr and lot |
| Taki (when appropriate) | Small lot on West by Johnson’s | Taki (when appropriate) |
| APT (all – if possible) | | APT (all – if possible) |

Hinckley Reservation Continued:

List of Equipment

- 2003 New Holland Lb. 90 Tractor Loader Backhoe - EM 0260
- 2007 GMC C5500 1Ton Dump Truck w/plow & salt spreader - EO 0407
- 2012 Ford F350 Pickup Truck w/plow - EO 0212
- 1995 Ford 4630 tractor w/plow - EM 3195
- 2012 Ford F250 Utility Truck w/ Plow - EM 1612

LAKEFRONT RESERVATION
Priority Procedure

Special Notes:

- **Lakefront Management Building** (will also house rangers): Kept plowed and salted during normal operating hours. During evening hours, if there is snow/ice and rangers need access they will call the reservation manager and appropriate staff will be called out to deal with the storm event.
- **55th Marina:** A path will be kept clear from the main gate to the gate on the west end of the property where both ODNR and Cleveland Division of Fire keep boats. This area must remain accessible in the event of an emergency where either agency will need to use their boats and equipment.
- **Lower Edgewater:** Kept plowed for access during normal operating hours. The north lot will be kept open all winter for access to the fishing pier. The main/beach lot will have access to the first two rows only (the most northern rows). The beach lot gate can be closed by ranger staff if necessary.
- **Upper Edgewater:** Kept plowed for access during normal operating hours. The gate can be closed if necessary. E. 72nd and Gordon Boat ramp will be of the same priority as Upper Edgewater.
- **As of Dec.18, 2014:** LKFT will be responsible for plowing Ed Hauser way from the driveway of NEORS to Whiskey Island/Wendy Park. It is yet to be determined what we will keep clear this winter at Whiskey Island/Wendy Park but we will at least make sure it is accessible for vehicular traffic.
- **Additionally** LKFT will share responsibility for snow removal at Rivergate Park with OEC plowing staff.

| PLOWING PRIORITIES | | |
|---|---|---|
| Week Days (6:00 a.m. – 2:30 p.m.) | Week & Weekend Evenings (2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Lakefront Management Office | By ranger request | Lakefront Management Office |
| E. 55 th path to access gate on west side of lot | | E. 55 th path to access gate on west side of lot |

| | | |
|---|--|---|
| Lower Edgewater- to Edgewater marina and north lot | | Lower Edgewater- to Edgewater marina and north lot |
| Upper Edgewater, E. 72 nd , Gordon Boat Ramp | | Upper Edgewater, E. 72 nd , Gordon Boat Ramp |
| Ed Hauser Way to Wendy Park | | Ed Hauser Way to Wendy Park |

List of Equipment:

- 1 ton truck with plow and spreader
- ¾ ton truck with plow
- ½ ton truck with plow
- Cushman utility vehicle with plow
- Cat loader as needed

MILL STREAM RUN RESERVATION
Priority Policy/Procedures

Note: Royal View will be closed for the season.

| PLOWING PRIORITIES | | |
|--|---|--|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| MSR/Big Creek Management Center and Ranger Facility | Valley Pkwy: Bagley to Edgerton | MSR/Big Creek Management Center and Ranger Facility |
| Valley Pkwy: Bagley to Edgerton | Chalet | Valley Pkwy: Bagley to Edgerton |
| Chalet | Park entrances (Ex: N. & S. Quarry) | Chalet |
| Park entrances (Ex: N. & S. Quarry) | | Park entrances (Ex: N. & S. Quarry) |
| APT (all) | | APT (all) |
| ALL parking lots (Ex: Wallace Lake, PawPaw, Bonnie Park, Albion, W.J. Green) | | ALL parking lots (Ex: Wallace Lake, PawPaw, Bonnie Park, Albion, W.J. Green) |
| Timberlane | | Timberlane |

List of Equipment

2001 International Large Dump Truck w/plow & salt spreader - EO 0301

2015 Freightliner 5 ton w/salt spreader - EO 0815
 2012 Ford F-350 pick-up - EO 0112
 2005 GMC 4WD Pickup Truck w/plow - EO 1605
 Ford 4630 Tractor Loader w/plow - EM 3195
 Ford 555E Backhoe - EM 0122

NORTH CHAGRIN/ACACIA RESERVATIONS

Priority Procedures

Special Notes:

- Ox Hill will be closed with barricades at bottom and gates at top, during significant ice/snow events.
- The east entrance gate to Acacia parking lot will be closed during the winter months.
- Access to residents located at upper 40 will be maintained.

| PLOWING PRIORITIES | | |
|--|--|---|
| Week Days (7:00 a.m. - 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 p.m.) | Weekend Days (6:00 a.m. - 2:30 p.m.) |
| Management Center/ Ranger Building | Management Center/ Ranger Building | Management Center/ Ranger Building |
| Sunset Lane | Sunset Lane | Sunset Lane |
| Upper 40 Drive | Upper 40 Drive | Upper 40 Drive |
| Ox Lane – North & South | Ox Lane – North & South | Ox Lane – North & South |
| Buttermilk Falls Parkway | Nature Center | Buttermilk Falls Parkway |
| Strawberry Lane | Manakiki Entrance Dr. (for events) | Strawberry Lane |
| Manakiki Entrance Dr. | Acacia Entrance & Lot | Manakiki Entrance Dr. |
| Nature Center drive , lot and walkways | | Nature Center drive , lot and walkways |
| Acacia Lot and APT | | Acacia Lot and APT |
| Strawberry lot | | Strawberry lot |
| Old River Farm lot | | Old River Farm lot |
| River Grove lots | | River Grove lots |
| Squire’s Castle lot | | Squire’s Castle lot |
| APT North Chagrin | | APT North Chagrin |

List of Equipment

2003 Ford 4WD Pickup Truck w/plow - EO 3603
 2003 TC55D New Holland Tractor w/plow - EO9501
 2002 Ford 1 Ton Dump Truck w/plow & salt spreader - EO1502
 2008 Dodge 1 Ton Dump w/plow & salt spreader - EO2408
 2012 Ford 1 Ton w/plow - EO1712

1991 Chevy 1 Ton Dump w/plow - NC3291
 1989 Case Loader/Backhoe
 2000 New Holland Skid Steer
 Toro Snowblower
 Ventrac Snowblower

OHIO & ERIE CANAL/WASHINGTON/RIVERGATE/HERITAGE PARK RESERVATIONS

Priority Procedures

Special Notes:

- Ohio & Erie Canal/Washington Reservation does not contain any public commuter roads. For this reason, the park manager in consultation with zone rangers and nature center manager may choose to close the Park at Whittlesey Way after 6:00 p.m. rather than call out a plow driver. If evening events are scheduled, the park will remain open and plowing will take place. In all cases zone rangers will consult with the park manager before closing the park.
- **Heritage Park I parking lot** is general public commuter use lot. CM will strive to have the lot plowed and salted by 6:00am Monday through Friday. It will be maintained on an on call/as needed basis on Saturday and Sunday and on weekday evenings after 3:30pm.
- **Rivergate Park** will be managed as follows:
 - In recognition of the unique access and parking relationship with adjacent businesses, CM will **assist** (in conjunction with normal operations) with plowing and conservative salt application on Merwin Avenue and the paved parking area behind the Columbus Road businesses up to Automatic Stamp Products’ gate. The aforementioned area serves as a common drive with access to CM storage building and is also contiguous with joint overflow parking.
 - Drives and parking areas will be plowed and salted as needed between the hours of 7:00am and 3:30pm seven days a week.
 - For evening hours after 3:30pm, these areas will be maintained on an on call/as needed basis (as determined by CM staff only).
- **Lake Link Trail** will be plowed in conjunction with the plowing of the APT at Steelyard Commons.

| PLOWING PRIORITIES | | |
|--|---|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 11:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Center | Management Center | Management Center |
| CEI Harding Substation | CEI Harding Substation | CEI Harding Substation |
| CanalWay Center and Lot and walkways | CanalWay Center Lot and Walkways | CanalWay Center and Lot and walkways |
| Morgan’s Hollow Parking Lot | Morgan’s Hollow Parking Lot | Morgan’s Hollow Parking Lot |
| Settler’s Bluff Parking Lot | Settler’s Bluff Parking Lot | Settler’s Bluff Parking Lot |
| Aqueduct Trailhead | Aqueduct Trailhead | Aqueduct Trailhead |
| I-480 Parking Lot | I-480 Parking Lot | I-480 Parking Lot |

| | | |
|-----------------------|-----------------------|-----------------------|
| Arborview Parking Lot | Arborview Parking Lot | Arborview Parking Lot |
| Towpath & APT's | | Towpath & APT's |
| Heritage Park 1 | Heritage Park 1 | Heritage Park 1 |
| Rivergate Park | Rivergate Park | Rivergate Park |

Ohio and Erie Canal Reservation Continued:

List of Equipment

- 1999 Ford 1 Ton Dump Truck w/plow & salt spreader - EO 3299
- 1998 Chevrolet 4WD Pickup Truck w/plow - EO 2598
- 2004 Ford F-250 4WD Pickup Truck w/plow - EO1404
- Husky 8hp self-propelled snow thrower
- New Holland TC45DA Tractor w/plow - EMO222

ROCKY RIVER RESERVATION

Priority Procedures

Special Note:

- **Upriver Alert:** Should a dangerous ice buildup together with a thawing condition develop, Cleveland Metroparks will alert the police departments of the City of Rocky River and the City of Lakewood for possible remedial action in the basin area. Cleveland Metroparks Ranger Headquarters can be reached at (440) 331-5530
- **U.S. Corps of Engineers Alert:** If officials from the cities of Rocky River and Lakewood conclude a potential emergency exists, the Corps of Engineers must first be contacted for confirmation before the Coast Guard can react with ice-breaker deployment. Cleveland Project Engineer, Ms. Sook Chang Reid, should be contacted at her office number of **(440) 522-4957** before the Buffalo office is called. The office number in Buffalo is **(716) 876-5454**. This is also the answering service phone number for after-office-hours use.
- **Coast Guard Alert:** In the event an ice emergency develops, the Coast Guard station in Cleveland can be reached on a 24-hour basis by calling either (440) 522-4412 or (440) 522-4413. Calls should be directed to Chief BMC John Kearns. The purpose of the call is to alert a Coast Guard icebreaker for possible alleviation of a river mouth ice jam. The Coast Guard requests communication link-up between Coast Guard vessels at the scene and dynamiting crews. The presence of a Coast Guard person with the dynamiting crew is also preferred.
- **Life Flight:** The southerly-most two parking lots at Tyler Field will be plowed to accommodate Life Flights.

| PLOWING PRIORITIES | | |
|--|--|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 p.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |

| | | |
|--|--|--|
| Management Center/Park Ops and Ranger Headquarters | Valley Parkway Detroit to Barrett Rd. | Management Center/Park Ops and Ranger Headquarters |
| Valley Parkway - Detroit to Barrett Rd. | Hogs Back Hill | Valley Parkway - Detroit to Barrett Rd. |
| Hogs Back Hill | Scenic Marina Loop | Hogs Back Hill |
| Scenic Marina Loop | Rockcliff Road Hill | Scenic Marina Loop |
| Rockcliff Road Hill | Shepard Road | Rockcliff Road Hill |
| Shepard Road | Wooster Road Hill | Shepard Road |
| Wooster Road Hill | Falls Lane | Wooster Road Hill |
| Falls Lane WALKWAY | Marina lots, fire lane and walkways | Falls Lane WALKWAY |
| Marina lots and fire lane | Nature Center lots, fire lane and walkways | Marina lots and fire lane |
| Nature Center lots, fire lane and walkways | RR Stables | Nature Center lots, fire lane and walkways |
| RR Stables | Life flight lots | RR Stables |
| Life flight lots | Barrett Sledding Hill lot | Life flight lots |
| Barrett Sledding Hill lot | Maple Grove Lot - if reserved | Barrett Sledding Hill lot |
| Memorial Field lots | Ranger H.Q. / Park Ops. Admin. | Memorial Field lots |
| Tyler Field lots | | Tyler Field lots |
| Big Met lot | | Big Met lot |
| North Mastick lots | | North Mastick lots |
| Cottonwood lot | | Cottonwood lot |
| Big Cedar Point lot | | Big Cedar Point lot |
| Maple Grove lot | | Maple Grove lot |
| Lagoon lots | | Lagoon lots |
| Willow Bend lot | | Willow Bend lot |
| Barrett Overlook lot | | Barrett Overlook lot |
| APT (if possible) | | APT (if possible) |

List of Equipment

2002 Sterling Large Dump Truck w/plow & salt spreader - EO 0102
 1993 International Large Dump Truck w/plow - EO 0193
 2006 Sterling Large Dump Truck with plow & spreader - EO0506
 1997 Ford 1 Ton Dump Truck with plow - EO4397
 2006 GMC 4x4 Pickup with plow - EO3106
 2005 GMC 3/4 ton 4x4 pickup with plow - EO 1705
 2015 F250 3/4 ton 4x4 pickup with plow - EO 0415
 New Holland back hoe - EM0011
 New Holland tractor with plow - EM7201

SOUTH CHAGRIN RESERVATION

Priority Procedures

Special Note

Sulphur Springs picnic area will have the gate closed annually beginning mid-November throughout the winter season until mid-April.

| PLOWING PRIORITIES | | |
|---|--|---|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 a.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Ctr/Ranger lot | Management Ctr/Ranger lot | Management Ctr/Ranger lot |
| Arbor Lane | Arbor Lane | Arbor Lane |
| Sulphur Drive | Sulphur Drive | Sulphur Drive |
| Look About Lodge lot | Look About Lodge lot | Look About Lodge lot |
| Hawthorne Pkwy. | Hawthorne Pkwy. | Hawthorne Pkwy. |
| Sulphur Drive to gate and lot | Shelterhouse lot | Sulphur Drive to gate and lot |
| Shelterhouse lot | Shadow Lake lots | Shelterhouse lot |
| Shadow Lake lots | Solon sledding hill lot | Shadow Lake lots |
| Solon sledding hill lot | River Road sledding hill lots | Solon sledding hill lot |
| River road sledding hill lots | | River road sledding hill lots |
| Squaw Rock lot | | Squaw Rock lot |
| Quarry Rock lot | | Quarry Rock lot |
| Arboretum lot | | Arboretum lot |
| Hawthorne Ridge lot | | Hawthorne Ridge lot |
| Pay phone lot at Rt. 43 | | Pay phone lot at Rt. 43 |
| Harper Ridge lot | | Harper Ridge lot |
| Polo Field lots | | Polo Field lots |
| Jackson Field lot | | Jackson Field lot |
| Chagrin Blvd. Lot | | Chagrin Blvd. Lot |
| APT (All: Hawthorn Pkwy to & in center – if possible) | | APT (All: Hawthorn Pkwy to & in center – if possible) |

List of Equipment

- 2002 New Holland Lb. 90 Loader Backhoe - EM 0171
- 2002 New Holland Tractor TC33d w/plow - EM 0168
- 1999 New Holland skid steer - EM 6503
- 1997 Ford 1 Ton Dump Truck w/plow & salt spreader - EO 4297
- 2007 GMC Dump Truck w/plow & salt spreader - EO 0307
- 2008 Ford F-250 Pickup w/plow - EO1008
- 2015 Ford F-350 Dump Truck w/plow & salt spreader
- Toro snow thrower
- Ariens snow thrower

WEST CREEK RESERVATION

Priority Procedures

Special Note:

Calcium Chloride will be used in modest amounts as needed. Salt will be put down on roads at West Creek only when absolutely necessary.

| PLOWING PRIORITIES | | |
|--|--|--|
| Week Days (7:00 a.m. – 3:30 p.m.) | Week & Weekend Evenings (3/2:30 p.m. – 7/6:00 a.m.) | Weekend Days (6:00 a.m. – 2:30 p.m.) |
| Management Center | Parkway to: 1) Watershed Stewardship Center, 2) Stegman household, and 3) Bluebird Point Trailhead | Management Center |
| Parkway to: 1) Watershed Stewardship Center, 2) Stegman household, and 3) Bluebird Point Trailhead | | Parkway to: 1) Watershed Stewardship Center, 2) Stegman household, and 3) Bluebird Point Trailhead |
| Parking Lots at: 1) Keystone Shelter, 2) Lookout Ridge Trailhead, and 3) Bluebird Point Trailhead | Parking Lots at: 1) Keystone Shelter, 2) Lookout Ridge Trailhead, and 3) Bluebird Point Trailhead | Parking Lots at: 1) Keystone Shelter, 2) Lookout Ridge Trailhead, and 3) Bluebird Point Trailhead |
| APT (if possible) | Management Center | APT (if possible) |

List of Equipment

2006 GMC 2500 4WD Pickup Truck w/plow & salt spreader - EO 3406

FACILITIES
Priority Procedures

Park Operations Management staff will remove snow from facility parking lots, walkways, and driveways during normal operating hours (6:00 a.m. – 3:30 p.m.), being aware that facilities are open between 9:00 a.m. – 5:00 p.m.

- Salt Application
 - Salt is **not** to be used on APTs. However, in severe conditions/unusual circumstances (refer to (A) under Procedures/Guidelines):
 - Salt may be used on bridges and nature center paved walkways (example: Brecksville, Rocky River and North Chagrin nature centers).
 - Calcium chloride or other approved material may be scattered sparingly on stamped concrete, and immediate door entrances and walkways, and at West Creek Stewardship Center.
 - Salt substitute, supplied by park managers, should be accessible at nature center entrances.
 - Scheduled weekend person(s) when conditions require, will assist with ice/snow removal on nature center/facility sidewalks and APT.
- After 3:30 p.m., Outdoor Education staff will shovel/blow walkways near their facilities, unless arrangements have been made with park managers.
 - West Creek Stewardship Center will utilize all building staff to maintain walkways at the center. The individual group/booking/event will be maintained by the person in charge of that group/booking/event.
- Outdoor Education Staff will inform the park managers weeks in advance of all night programs in the winter so park managers can make arrangements to clear parking lots, walkways and driveways near facilities.
- Outdoor Education Staff will get training in the safe use of snow blowers. The Safety Manager will coordinate this.
 - West Creek Stewardship Center, all building staff will be trained in the safe use of snow blowers.
- If severe/unusual conditions occur after 3:30 p.m. (refer to (A) under Procedures/Guidelines) the facility manager/program host will contact the park manager by work cell phone first or home second. If unable to contact the park manager within 5-10 minutes:
 - Contact the respective Park Director (East, South, and West) by work cell phone first or home second. If unable to contact the respective Park Director, contact one of the other Park Directors.
 - If unsuccessful in contacting any Park Director, the Chief of Operations would be the last resort contact.

2016-2017 PLOWING CALL-OUT LIST

| Park Management | Cell # | Home # | Work # |
|---|--|--|--|
| Bedford and West Creek Rob Angiocchi | 440-679-1244 | 440-539-7592 | 440-439-5127 |
| Big Creek and Brookside Jeff DeLuca | 440-679-1242 | 440-746-1964. | 216-739-6041 |
| Bradley Woods/Huntington Gary Baran | 440-679-1257 | 440-777-2684 | 440-835-0360 |
| Brecksville Jeremy Peppard | 440-679-1249 | 330-256-8980 | 330-278-4544 |
| Euclid Creek/Euclid Beach Shaun Jones | 440-679-1258 | 216-956-9156 | 216-382-5660 |
| Garfield Park Jeremy Skaggs | 440-523-1241 | 440-822-9860 | |
| Hinckley Amanda Creque | 440-679-1249 | 330-256-8980 | 330-278-4544 |
| Mill Stream Run, 1538 Ken Morgan, Sr. Park Manager | 440-523-1633 | 814-397-6102 | 440-526-8300 |
| Lakefront, 1546 Matt Krems, Sr. Park Manager | 216-780-1304 | 216-925-2140 | 216-431-7434 |
| North Chagrin,1532/Acacia,1548 Brad Shawhan, Sr. Park Manager | 440-679-1272 | 440-205-0586 | 440-943-5414 |
| Ohio & Erie Canal, Washington, Rivergate, Heritage Park, Scranton Rd. Trail Gary Bambam | 440-679-1239 | 440-237-0283 | 216-341-1706 |
| Rocky River Rick Ditch | 440-679-1264 | 330-769-0017 | 440-331-8287 |
| South Chagrin Ryan Shalashnow | 440-679-1319 | 44-488-2013 | 440-248-5919 |
| Roving Park Managers East Zone, vacant West Zone, Kurt Shoaff South Zone, Victoria Putnam | vacant 216-314-1860 216-406-5424 | 216-538-7543 216-577-7791 | |
| Park Operations Admin, 1510 Chuck Engelhart, Dir. of Parks East Jim Kamps, Director of Parks West Liz Geith, Director of Parks South Joe Roszak, Chief of Operations | 440-679-1251 440-679-1268 440-679-1265 440-679-1236 | 330-235-2463 440-292-5552 440-826-3310 414-688-7834 | 440-331-8520 440-331-8569 216-635-3218 |

*Distribution limited to Ranger H.Q., Park Managers, Directors of Parks, Chief of Operations *Last update: December 2015*

902: Flood Response

As the Cleveland Metroparks system is partitioned by three main watersheds – Rocky River, Cuyahoga River and Chagrin River, flooding of roads and public use areas can happen during or after a heavy rain. The park manager should close roads and trails that become flooded and are unsafe for passage using gates, signs and barricades as needed. Park managers should communicate all area closures with their respective director, Ranger dispatch, Marketing and administration (216-635-3200).

High-risk areas in the district include:

Bedford Reservation: Tinker’s Creek between Button Road and Gorge Parkway

Brecksville Reservation: the river ford to Chippewa field

Hinckley Reservation: Hinckley Lake Dam area

Millstream Run Reservation: Bonnie Park to WJ Green, and river ford

OEC Reservation: Cuyahoga River areas

Rocky River Reservation: all River ford areas, Big Met, Valley Parkway

South Chagrin: Chagrin River areas

903: Natural Disaster Response

Significant natural disasters, including but not limited to, severe storms/flooding, tornados and hurricanes often result in the use of Park District personnel and resources and the loss of Park District property for which federal and/or state financial assistance may be available. The process for capturing and reporting actual and estimated damage is detailed below.

Cuyahoga County* Office of Emergency Management (OEM) Notification

Immediately following a natural disaster, the Cuyahoga County OEM will contact the Emergency Coordinators** for local governments, school districts and other local authorities to solicit an initial damage estimate in an effort to determine if the aggregate damage for the county will meet the financial thresholds sufficient to trigger federal and/or state assistance.

Included with the above notification will be a request to complete a Public Assistance Damage Assessment form available from the Risk Management department. Cuyahoga County OEM’s timeframe for the entity to complete the form is very short, typically one week or less. Entities are requested to report actual costs incurred to date plus their “best guess estimate” of costs to repair/restore the damaged areas. To assist entities with the completion of the Public Assistance Damage Assessment form, the notification will also include a Public Assistance Damage Assessment informational guide. Notification to the affected Park District locations regarding the completion of the forms will be communicated by the Director of Risk Management or his/her designee.

The completed Public Assistance Damage Assessment forms should be returned to the Risk Management division by the date requested.

Cuyahoga County OEM will submit the initial Public Assistance Damage Assessment forms to the State of Ohio Office of Emergency Management (OEMA). OEMA will notify all impacted entities as to whether or not the Governor has authorized implementation of the State Disaster Relief Program (SDRP). Further instruction, including damage documentation, required forms and time frames for completing repairs will be communicated to all affected entities by the Grants Administrator/State Public Assistance Officer with OEMA.

Federal Emergency Management Agency (FEMA)

FEMA involvement will typically occur when a disaster involves multiple states and requires a disaster declaration from the President of the United States. In those instances, notification and request for initial estimated damage information will also be communicated through the Cuyahoga County OEM. Those disasters involving FEMA will result in the assignment of a FEMA representative to the affected area. The individual provides direct supervision and direction regarding damage documentation, completion of required forms, etc. Payment of allowed claims is coordinated between FEMA and the OEMA.

*Each county in Ohio has an Office of Emergency Management. As such, notification of potential assistance and request for an initial Public Assistance Damage Assessment form could come from any county in which the Park District is located.

**Cleveland Metroparks Emergency Coordinator contact: Chief of Rangers or his/her designee.

904: Emergency Evacuation

Each reservation and administrative facility has an *Emergency Action Plan (Appendix 1216)* specific to the site. These plans are updated annually and should be kept in a place that all staff can access.

1000: Vehicles and Equipment

Cleveland Metroparks is committed to keeping its vehicles and equipment safe and free of recognized hazards. This is accomplished through regularly scheduled inspections and follow-up preventive maintenance. With that said, each park manager is responsible for their location's inventory of vehicles and equipment. Employees and supervisors are responsible for the day to day workplace inspections to identify wear and tear of equipment/vehicles.

1001: Use of Vehicles

Employees who operate any motor vehicle (including golf or similar carts) in the course and scope of their employment shall operate the vehicle in a safe and courteous manner. This includes obeying all federal, state, and local laws pertaining to the operation of motor vehicles. All occupants of any motor vehicle being used in the course and scope of Cleveland Metroparks business shall use safety belts at all times. In addition, employees are strictly prohibited from engaging in distracting behavior (e.g., text messaging or otherwise utilizing wireless device, eating) while operating a vehicle on Cleveland Metroparks business. Employees are prohibited from utilizing a Cleveland Metroparks vehicle for personal purposes.

1002 Vehicle Idling Policy

The reduction of vehicle idling is a documented method of fuel conservation and a practice that reduces exhaust as a source of air pollution. Furthermore, non-idling reduces the risk of accidents and increases safety of unattended vehicles/equipment. Employees are required to turn the engine off in instances where idling may last one minute or longer. In addition, employees should not "warm up" engines before driving, as it is not a necessary practice.

1003 Vehicle Incident/Accident Reporting

A vehicle "incident" involves a small scrape or dent resulting from contact between a Cleveland Metroparks vehicle and Cleveland Metroparks property/vehicle. Generally, the vehicle will not need to be repaired after the incident. An employee involved in a vehicle "incident" must contact their direct supervisor and complete and turn in a *Vehicle Accident Packet (Appendix 1217)* within 24 hours of the incident. A vehicle "accident" involves any contact between a Cleveland Metroparks vehicle and non-Cleveland Metroparks property, or an "incident" that results in any injuries or significant property damage. Employees involved in an "accident" must contact the Ranger Department to file a report or, if the accident occurs outside Cleveland Metroparks jurisdiction, a report must be made to the local police authority. In addition, a copy of the accident report must be submitted to Risk Management. In cases involving injury to any party, Risk Management should be called as soon as practicable following the accident. An employee involved in either a vehicle "incident" or "accident" shall be subject to drug/alcohol testing as provided under the Drug Free Workplace and Disability Management Sections, above.

1004: Vehicle/Equipment Safety and Inspection

- At each reservation, the park manager ensures that all vehicles/equipment are inspected on a weekly basis. The *Vehicle Inspection Forms (Appendix 1218)* are sent to the Fleet Manager and a report is generated for service based on miles and hours. Also any detected deficiencies are either

immediately resolved (i.e. low tire pressure) or put on the service request for damage or other mechanical- based issues.

- All heavy vehicles over 25,000gvw receive a “third party” inspection annually. This level of assessment provides additional scrutiny to large vehicles/equipment that carries multiple passengers (busses) or plow roads.
- Vehicle mechanics attend on-going education and are required to be ASE certified (depending on job duties). Cleveland Metroparks is one of only three government agencies in Ohio to be a certified “ASE Blue Seal” organization.

1005: Vehicle/Equipment Preventive Maintenance

- Each vehicle and piece of equipment is maintained at one of two maintenance facilities within the district (Rocky River and Mill Stream Run).
 - Work requests are generated via an email through the online “FleetLink” service or phone call to the Fleet division.
 - Preventative maintenance is performed every 6000 miles, six months or 300 engine hours (whichever occurs first).
 - There are three levels of service performed
 - “A” inspection (lube, oil, filter and inspection)
 - “B” inspection (lube, oil, filter, tire rotation, brake inspection and related repairs to discovered problems)
 - “C” inspections (A & B combined with rehab, body work, heavy maintenance such as transmission service, spark plugs , timing belts).
 - The inspections are progressive (“B” is done after “A” the next service would be a “C” followed again by an “A”).

1006: Vehicle Motor Pool

At some locations, various pieces of equipment and sometimes vehicles are available to employees based on availability. This is coordinated through the assets division placeholder/manager. This is to preclude any issues with a vehicle/equipment being taken when the asset may be needed by the division placeholder.

1007: Vehicle/Equipment Fueling:

Locations and Use

Cleveland Metroparks maintains five underground and eighteen above-ground fuel storage tanks. Employees will be issued fuel keys on an as-needed basis. They will be prompted to enter information every time they get fuel including their personal identification number (last four digits of SSN), the Vehicle identification number and the mileage or operating hours of the vehicle or equipment they are fueling, and the tank number (gasoline or diesel) from which they are taking fuel.

Inventory Control and Reporting

An employee at each fuel storage location shall be designated the responsibility of fuel inventory. The following are procedures that apply to most locations. These procedures may vary depending

on the tanks location, leak detection devices, etc. Contact the Safety Manager for further information if needed.

1. Stick readings on the fuel tanks shall be taken daily, first thing in the morning, before pumping gas (except Saturday and Sunday), and before and after each delivery.
2. Stick readings, except those taken before and after deliveries, will be entered into the database (or recorded on a monthly log). Stick readings performed before and after each delivery should be documented on the delivery receipt/invoice.
3. All fuel issued must be accounted for by completion of a daily *Fuel Ticket (Appendix 1219)*, unless Petro Vend Fuel Dispensing System is used). Tickets must be filled out completely. Fuel shall be recorded to the closest tenth of a gallon. All Petro Vend System locations record the information electronically through the use of a keypad and gas key. Thus, manual fuel tickets are not required.
4. All Fuel Tickets shall be reviewed by a designated employee for accuracy. Upon approval from the park manager, tickets shall be entered into the Access database. Tickets must be entered at least once per week. Monthly reports are generated for chargeback purposes and for obtaining a refund for gasoline used off-road from the state of Ohio.
5. Copies of all reviewed daily stick reading reconciliations, monthly tank reconciliations, delivery receipts/invoices and any supporting documents should be maintained on-site. Please reference the "Gasoline Inventory Procedural Manual" for more information. A copy should be maintained at each fuel storage location.

1008: Fuel Task Force

Meetings take place twice a year. Reports of usage are reviewed, in addition to tracking mechanisms which are in each vehicle/piece of equipment to ensure that trips are being combined and carpooling is happening as frequently as possible. Managers are responsible for addressing idling of vehicles/equipment and that it is not tolerated. The meeting also generates new ideas toward a greener more sustainable environment.

1100: Facilities Procedures

1101: Opening of Facilities (Buildings and Rentals)

CMEA and seasonal employees must clock in within 6 minutes before their scheduled starting time. Staff should disarm alarm system, if applicable, and unlock all doors as directed. The employee will turn on the interior lights and, if appropriate, turn off exterior lights. The bathrooms must be checked, making sure they are unlocked, clean and in working order. Facility should be checked for minor repairs, such as broken locks on doors or burned out lights, especially exit and exterior lights. The employee should report any needed repairs to the Park Manager immediately so they have time to respond before the end of their work day, generally 3:30 p.m. Employees are responsible for minor clean up inside and outside the facility, such as trash, glass, grass on sidewalks, etc. If applicable, staff should check the answering machine for any messages.

1102: Closing of Facilities (Buildings and Rentals)

CMEA and seasonal park maintenance employees must clock out within six minutes after their ending time. Staff should place all equipment in its proper place, lock all doors, and turn off all lights, with the exception of security lighting. If applicable, the security system should be enabled.

1103: Facility Burglary, Vandalism, and Property Damage Procedures

For any vandalism, theft or damage to property, employees should call Ranger dispatch (440-333-4911/emergency or 440-331-5530/non-emergency) and alert their supervisor. The responding Ranger will fill out a Ranger report. Employees should be prepared to give as much information as possible.

1104: Keys and Locks

It is important that all offices, recreation facilities and storage locations are locked at the end of each business day, or throughout the day as needed. Facility access is restricted through the issuance of a very limited number of keys; appropriate staff is given keys to access locations within their span of control. Keys should not be loaned to anyone else. Keys are issued by the Park Manager, and staff who are issued keys are responsible for their safekeeping. At many parks, bollards or chains block vehicle access. Park gates and bollards are to be locked each time a vehicle/employee enters or exits the facility, to restrict access by non-authorized users. Staff who are issued keys must return them to the Park Manager at the end of their employment term.

1105: Regular Work Orders

Employees will have access to the agency intranet portal at <https://mycmparks.net>. Here, they will find a link to the Park Ops work order electronic request form.

1106: Treasury/Asset Audits

Cleveland Metroparks uses an internal audit system to ensure financial integrity, the safeguarding of assets, and compliance with mandated laws and regulations, as well as agency policies and procedures. If a concern arises, there are several different ways to report it. Cleveland Metroparks has an anonymous Fraud Hotline (1-877-472-2110) through Lighthouse where employees can report fraudulent or unethical behavior. The Compliance Manager monitors and investigates all reports that come through the system. Information regarding Lighthouse can be found on the Portal, under finance, accounting Documents library. The Auditor of State also has an anti-fraud hotline (1-866-FRAUD-OH or 1-866-372-8364). Both can be done anonymously.

Types of internal audits include, but are not limited to: Procurement / Travel Card, Revenue Procedures, Fixed Assets and IT Equipment, Cash and Petty Cash, Inventory, Payroll, Expenditures and CTC Forms.

For on-site P-Card audits, items reviewed include: Detailed receipts for each transaction, receipt matches the statement, no tax, receipts are extended properly, transactions are not duplicated, approved items, no CTC purchases, purchases made are under \$1,000 and that the transactions are not split in a way to maintain being under the threshold to avoid going through the PO process, they are within other purchasing guidelines, and that they are approved by the appropriate people. If an employee doesn't receive his/her statement, it is their responsibility to contact Purchasing to obtain a copy. The statement must be signed by the location's budget manager.

Park managers are responsible for keeping updated records of their site's fixed assets. A database of the agency's fixed assets can be found on the Portal under the Finance Department.

1107: Special Permit Requirements

First Amendment Permit

First Amendment activities are permitted in Cleveland Metroparks on a non-exclusive use basis. Park patrons that wish to engage in First Amendment activities must submit a completed *First Amendment Permit Application (Appendix 1220)* to the Special Events & Experiences division.

Fishing Guide Permit

Park rule 509.08 states: No person shall solicit, bet, hawk, peddle, or sell anything of value or service within the park, without a prior permit. In accordance with that rule, all fishing guides must register and obtain a *Fishing Guide Permit Application (Appendix 1221)* from the Park District prior to conducting business or operating on Cleveland Metroparks property. Permits will be issued for the calendar year. The permit holder shall maintain per occurrence \$1,000,000.00 in combined (i) commercial general liability insurance and (ii) commercial automobile liability insurance and name Board of Park Commissioners of the Cleveland Metropolitan Park District as an additional insured and produced a copy at time of application. All permit applications shall include proof of current certification in basic cardiopulmonary resuscitation (CPR) and First Aid. Annual permit fees are \$50.00 for residents of Cuyahoga County or Hinckley Township, and \$100.00 for non-residents of those areas. All fishing guides shall comply with all rules and regulations of the Park District, The Ohio Department of Natural Resources, as well as applicable state and local laws. It is the responsibility of the fishing guide to know where the Park District boundary lines are located to avoid trespassing on adjacent property.

Metal Detecting Permit

Permission to metal detect in Cleveland Metroparks is granted for surface-mining only. Digging is strictly prohibited, except in beach areas, where metal detecting is permitted during the non-swimming season only (from October 1 to May 15). Holes created in beach areas are to be no deeper than 12 inches and are to be filled in immediately upon completion of the dig. Metal detecting must not interfere with other park activities. A *Metal Detecting Permit Application (Appendix 1222)* must be submitted to Special Events & Experiences division and is issued for the calendar year in which it is requested. All permits expire December 31.

Research and Collections Permit

Cleveland Metroparks permits the use of Park District lands for research and collection purposes. In general, allowed research and collection projects are non-manipulative in nature meaning that there will be minimal disturbance to a site, that no or small quantities of materials are collected for research purposes only, and that little or no flagging will be used to mark plots. Researchers are required to submit a *Research and Collections Permit Application (Appendix 1223)* to the Manager of Field Research, Natural Resources Division, Cleveland Metroparks. A committee will review all permits and approve only those which conform to the goals and policies of our mission and do not interfere with ongoing conservation, education or recreational activities. Approved projects will be for the period originally outlined in the applications, and any extensions must be approved by the Manager of Field Research.

Rock Climbing Permit

Climbing in Cleveland Metroparks is permitted only at Whipp's Ledges in Hinckley Reservation. A *Rock Climbing Permit Application (Appendix 1224)* must be submitted to the Special Events & Experiences division. To obtain a permit no fee is charged, but proof of at least \$300k of 'personal liability' insurance is required.

Special Event/Activity Permit

Special Event/Activity Applications are reviewed on a case-by-case basis and may also require general liability insurance. A *Special Event/Activity Application form (Appendix 1225)* must be submitted to Special Events & Experiences one month to one year prior to the date of the event/activity.

Cleveland Metroparks will review the application and, if accepted, send a permit and conditions of use for the event/activity. Groups will then read everything, sign the permit and send it back with payment and certificate of insurance as needed. The non-refundable fee must be paid within fourteen (14) days of receiving the permit from Cleveland Metroparks.



























Wedding Ceremony Permit

Wedding Ceremonies Applications (Appendix 1226) are reviewed on a case-by-case basis. Wedding ceremonies are allowed at public, shared-use areas of Cleveland Metroparks. The areas are not reservable for anyone's exclusive use and can only accommodate 50 guests or fewer. A two (2) hour time slot is permitted for the area requested, so ceremonies should be short. No amplified music or sound systems are allowed. Popular locations include Squire's Castle in North Chagrin, Edgewater Beach in Lakefront Reservation, Music Mound in Mill Stream Run, Bridal Veil Falls or Scenic Overlook in Bedford, Euclid Beach in Euclid Creek Reservation, Scenic Overlook in Rocky River, and East Beach area in Huntington, among others. Requests for Weddings Permits in Cleveland Metroparks are accepted up to one (1) year in advance, and the application must be submitted to Special Events & Experiences. Cleveland Metroparks will review the application and, if accepted, sent a permit and conditions of use for the wedding. The applicant will then read everything, sign the permit and send it back with payment. The non-refundable fee must be paid within 30 days of receiving the permit from Cleveland Metroparks.

1200: Appendices

See the Employee Portal for the following Appendices

- 1201: Field Inspection Form
- 1202: HVAC Inspection Process
- 1203: Vegetative Management Policy (Plus 1203-2, 1203-3)
- 1204: Fire Hydrant and Maintenance Inspection Checklist
- 1205: Playground Inspection Form
- 1206: Playground Safety Audit Form
- 1207: Stormwater Control Measures Guidelines
- 1208: Cleveland Metroparks Standard Sign Manual
- 1209: Annual Bridge Management Form
- 1210: Emergency Call Box Instructions
- 1211: Trail Manual
- 1212: Basic Tree/Shrub Planting and Aftercare Procedures
- 1213: Property Line Inspection Form
- 1214: Request for Safety Review Form
- 1215: Employee Incident/Accident Form
- 1216: Emergency Action Plan (Template)
- 1217: Motor Vehicle/Equipment Accident Form
- 1218: Vehicle Inspection Policy
- 1219: Fuel Ticket
- 1220: First Amendment Permit Application
- 1221: Fishing Guide Permit Application
- 1222: Metal Detecting Permit Application
- 1223: Sample Research Permit Application
- 1224: Rocking Climbing Permit Application
- 1225: Special Event/Activity Application form
- 1226: Site Inspection Form - Safety

| | | | | |
|-----|---|---|---------|------------------------------|
| ... |   | 1211 Trail Manual Revised 2016 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1210 Emergency Call Box Inspection Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1209 Annual Bridge Management 2017 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1208 Cleveland Metroparks Standard Sign Manual 2017 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1207 Stormwater Control Measures Guidelines Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1206 Playground Safety Audit Forms Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1205 Playground Inspection Form Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1204 Fire Hydrant Inspection and Maintenance 2017 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1203-3 Tree Care Workshop Training Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1203-2 Landscaping for Biodiversity 2017 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1203 Vegetative Management Policy Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1202 HVAC Inspection Process 2017 Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |
| ... |   | 1201 Site Inspection Form Appendx Park Ops Maintenance and Operations Plan | General | Liz A. Geith |

