



# LMT Parks and Recreation

Maintenance and Operations Manual

# Lower Makefield Township Parks and Recreation Department Maintenance and Operations Manual

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## 1.0 About

The Lower Makefield Township Parks and Recreation Department offers a robust variety of opportunities for the community. The administrative offices are located at 1550 Oxford Valley Rd Yardley Pa. This office is responsible for all programs, special events, rentals, facility permitting, pool and dog park membership, pickleball meetup, summer camp, pool management park facility feedback and reports and Parks and Recreation human resources for 130 summer hires, five full time administrative staff and five maintenance staff and future planning of all parks and facilities. The Park maintenance headquarters are located at 1100 Edgewood Rd. Yardley Pa 19067. The maintenance staff are responsible for the upkeep of all parks and facility encompassed in this manual.

Vision: Cultivating health, happiness and community

Mission:

**HEALTH:** Improve physical health, mental health and overall quality of life by offering safe and accessible facilities and open space.

**ENVIRONMENT:** Act as environmental stewards through responsible use of the natural environment and protect and maintain Parks and Recreation assets.

**COMMUNITY:** Create opportunities for the community to connect through a wide variety of partnerships, programs, events and classes.

## 2.0 Purpose

The purpose of the Maintenance and Operations Manual is to identify and develop policies, procedures, standards and frequency for all Lower Makefield Township Park & Recreation parks and facilities. The procedures and standards will be provided to all Park & Recreation crew members to inform them of expectations and to serve as a guide in the completion of all park and facility maintenance work.

### 3.0 Identifying Facility and Park Classification

The parks and facilities located within Lower Makefield Township have been classified based on their usage from light usage to heavy usage. The usage categories will range in color to provide a visual guide to assist the park crew in completing the repairs and maintenance required at each location.

**Green: Heavy Usage Facilities**



**Yellow: Heavy Usage Active Parks**



**Orange: Lighter Usage Passive Parks**



**Red: Minimal Maintenance Passive Parks**



## 4.0 Facilities

Property Name:	Township Complex/Library/Pool/Park
Tax Parcel ID:	20-034-022-002
Street Address:	1080 & 1050 EDGEWOOD RD
Acreage	25.1 Acres (Estimate)
Sales Date:	18-JUN-64
Sales Price	0
Book:	1768
Page:	1135
Estimated Market Value:	\$ 6,684,560



- Community Pool with Parking
- Kids Kingdom Playground
- Pavilion at Kids Kingdom

- Bathrooms
- Stone Storage Facility
- Tennis Courts & Basketball Complex
  - 4 lighted community tennis courts
  - 1 lighted basketball court
- Community Softball Field (lighted)
- Nature Trail
- 260 Parking spaces
- Leagues: Home of the LMT Swim and Dive Team;
- Home of PAA

#### 4.1.1 Community Pool Complex with parking (Seasonal)

- Dedicated 1981
- Paved Parking, 2 lots with 130 spots each, gravel parking is also available. (11 ADA)
- Olympic Sized Community Pool),
  - Slides



- Curly Slide
  - Straight slide
  - diving area
    - High Dive
    - 2 Standard Diving Boards
- Intermediate and
- Tot sized pool
- Lap Pool



- Snack bar
- Dual slides
- all pools are heated.
- 2 shade structures
- 1 Pavilion with seating

#### 4.1.2 Building Number 1 – Pool Office/Restrooms/Pump House/Mechanicals – Constructed in 1981



#### 4.1.3 Building Number 2 – Pool Bathrooms & Snack Bar – Constructed in 1981



#### 4.1.4 Building Number 3 – Pool Bathrooms at Lap Pool – Constructed in 1995



#### 4.1.5 Kids Kingdom Playground

- Dedicated in 1992
- Pavilion is available for Residents to reserve for parties



#### 4.1.6 Building 1: Pavilion at Kids Kingdom



4.1.7 Building 2: Restroom at Kids Kingdom

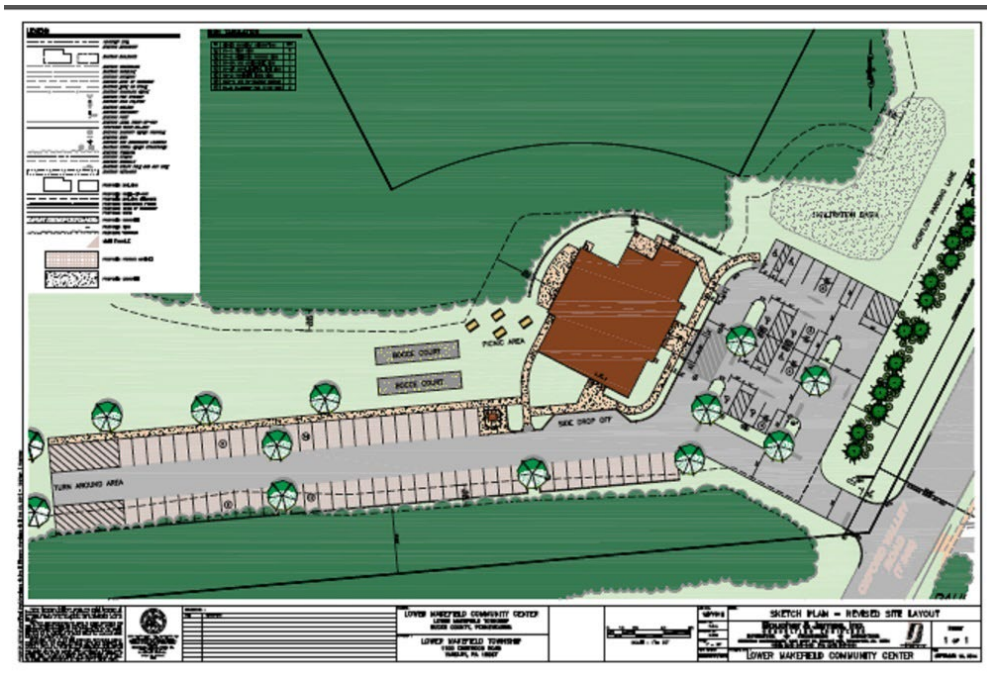


4.1.8 Building Number 3 – Stone Storage Building Adjacent to Kids Kingdom (24'x52')



4.2 Community Center





Opened January 16, 2018 - Dedicated March 12, 2018

- Large multi-purpose room
- 2 Classrooms
- Parks and Recreation Offices
- Small industrial kitchen
- 5,235 square-foot space
- Home of the Lower Makefield Township Seniors
- Home of the Newtown Quilters Guild
- Space available for scheduled programs, scheduled classes, senior programs, camps and lectures



LOWER MAKEFIELD COMMUNITY CENTER

Dark Color White  
 Address  
 Planning  
 Landscape Institute

### 4.3 Lower Makefield Township Athletic Complex (Seasonal March 1-November 1)



36.75 Acres 1103 Edgewood Rd

- Greg Caiola Baseball Park
- Convertible 50/70 field
- Convertible to 40/60 field
- 145 parking spaces plus additional gravel parking available
- Robert P. Stoddard Sports Complex
- 3, 60' foot fields
- Concession Stand
- 2 Sand Volleyball Courts

Leagues: Home of PAA Baseball

4.3.1 Greg Caiola Baseball Park (Part of the Samost Tract plot of land)



4.3.2 Robert Stoddart Fields



4.3.3 Building 2 – Robert Stoddart Fields Concession Stand, Restrooms, Pavilion – Edgewood Road





#### 4.4 Fred Allan Softball Complex (Seasonal March 1-November 1)



23 Acres      1500 Oxford Valley Rd

- Dedicated in 1999
- 3 softball fields, dugouts, water on 3 fields, electric on 2 fields
- Batting Cage
- 2 All-weather Bocce Courts
- Tot play pieces
- Picnic area with concession stand
- Restroom facility and covered pavilion with a floor
- Walking trail/bike path
- Approximately 120 paved parking spots
- Underdrains installed on all three fields in 2014



4.4.1 Building 1 – Fred Allan Softball Complex Concession Stand, Restrooms, Pavilion



4.4.2 Pavilion at Fred Allan Softball Complex





Tax Parcel ID	20-045-001 / 20-045-003-001
Street Address	1000 RIVER RD
Acreage:	91.9
Sales Date	12-DEC-86 / 09-JUN-89



- Front 60 acres dedicated 1989, rear 30 acres dedicated in 1997
- 8 full size multi-purpose fields (6 lighted) for use as regulation soccer, football and baseball fields, including one all-weather turf field installed by YMS.
- 2, 90' lighted baseball fields
- 1, 75' lighted baseball field
- 4 sand volleyball courts
- 2 mid-sized soccer fields
- 5 mini soccer fields
- Tot lot play area
- Bike path and exercise stations
- Picnic areas and restrooms
- 2 pavilions, a concession stand, maintenance garage
- Access to the canal towpath
- Approximately 600 parking spaces, paved

- 400 front lot
- 200 rear lot
- Leagues: Home of the Yardley Makefield Soccer, Lower Makefield Football Association, and Pennsbury Athletic Association

#### 4.5.1 Building 1 – Restrooms and Concession Stand



4.5.2 Pavilion at Fields C & D



4.5.3 Pavilion at Fields J & K



## 4.6 Memorial Park

(While we are rating this park a passive park, the Garden of Reflection requires a higher level of maintenance due to the nature of the monument)

Tax Parcel ID: 20-003-027  
Street Address 1950 WOODSIDE RD  
Acreage: 63.5



- 9/11 Garden of Reflection
- 2 basketball courts
- 2 sand volleyball courts
- Community Garden Plots

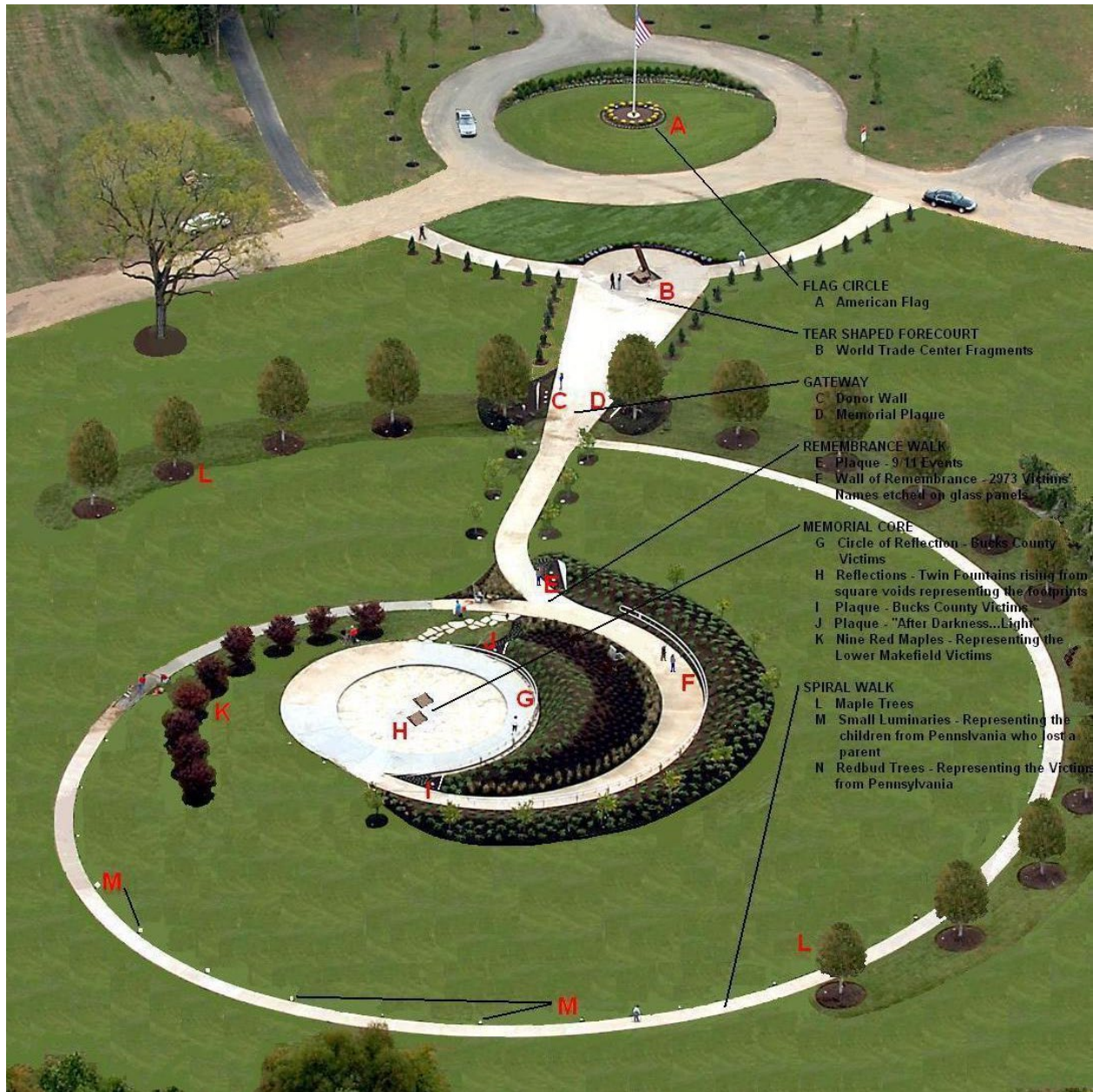


- Restrooms with a covered patio
- 1 skinned softball field
- Secret Garden inclusive playground with ADA parking lot
- Multipurpose field with field goals
- Gaga court
- Pavilion available to rent for LMT Residents
- 1k loop for walking
- Oak Garden with rubberized pervious surface walking path.

#### 4.6.1 Garden of Reflection 9-11 Memorial Official State Monument for 9-11







- A. American Flag –
- B. World Trade Center Fragments
- C. Gateway – The pathway through *The Garden of Reflection* Gateway is flanked by a pair of 20 foot long stainless-steel interpretative plaques.
- D. Memorial Plaque
- E. Donor Wall
- F. Pathway
- G. Plaque – 9-11 Events
- H. Wall of Remembrance – 2973 Victims’ Names are etched on glass panels held on a stainless-steel curved rail along Remembrance Walk.
- I. Plaque – Bucks County Victims
- J. Twin Fountains

- K. Circle of Reflection – Bucks County Victims’ Names are etched on hand cast glass panels.
- L. Plaque – After Darkness...Light –
- M. Nine Red Maples
- N. Spiral Walk
- O. 17 Maple Trees representing the Bucks County Victims
- P. 42 Small Luminaries symbolizing the 42 children from Pennsylvania who lost a parent.
- Q. 58 Red Bud Trees representing the 58 Victims from Pennsylvania lost in the attacks.

#### 4.6.2 Building 1 – Wood Frame Restrooms and Pavilion



#### 4.6.3 Building 2 – Stone Springhouse





## 4.7 Five Mile Woods Nature Preserve Office and House

Tax Parcel ID: 20-032-046-002  
Street Address: 1305 Big Oak Rd.  
Acreage: 298 Acres  
Sales Date: 17-NOV-80



- Nature center
- Ranger office
- Manor house
- 5 miles of nature trails
- Handicap accessible
- Gravel parking for 50 vehicles

4.7.1 Building 1 –Nature Center Office & Restrooms

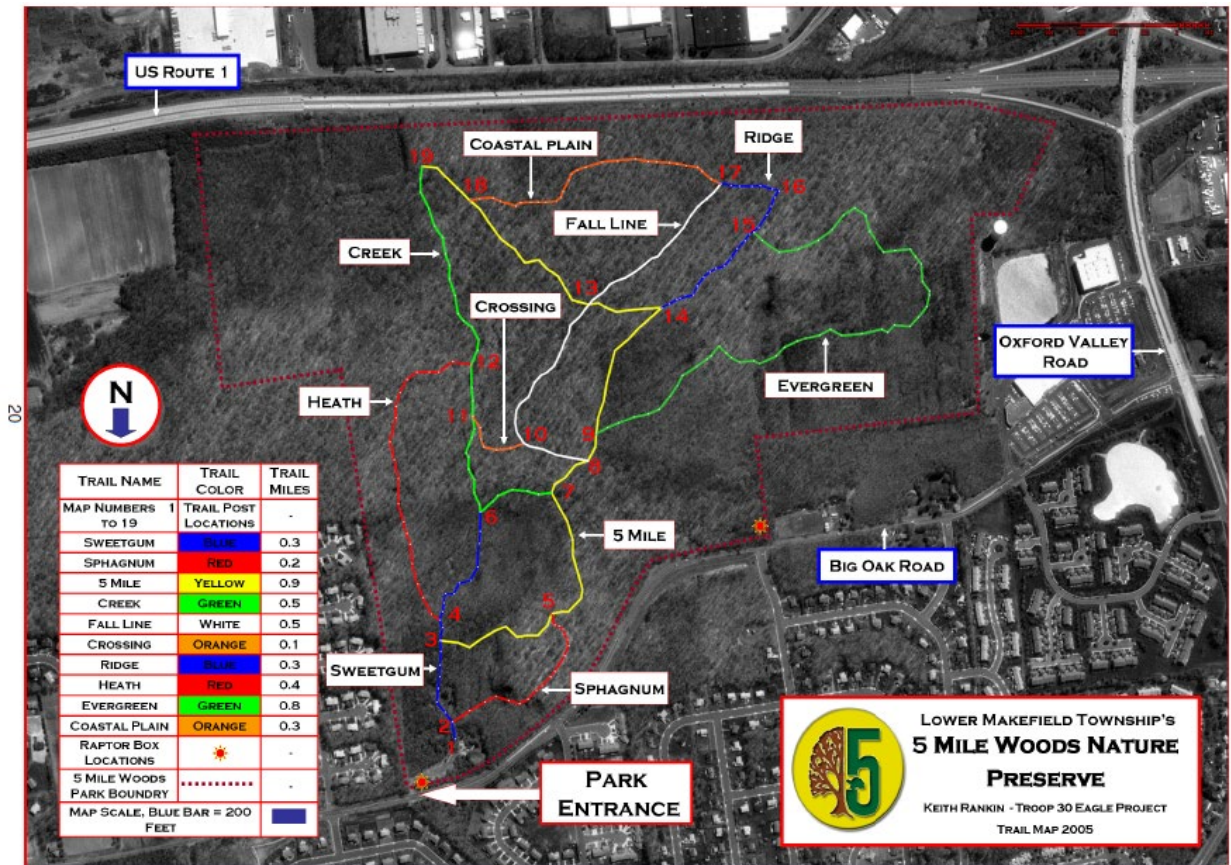


4.7.2 Building 2 – Stucco Georgian Farmhouse (Leased with renters)





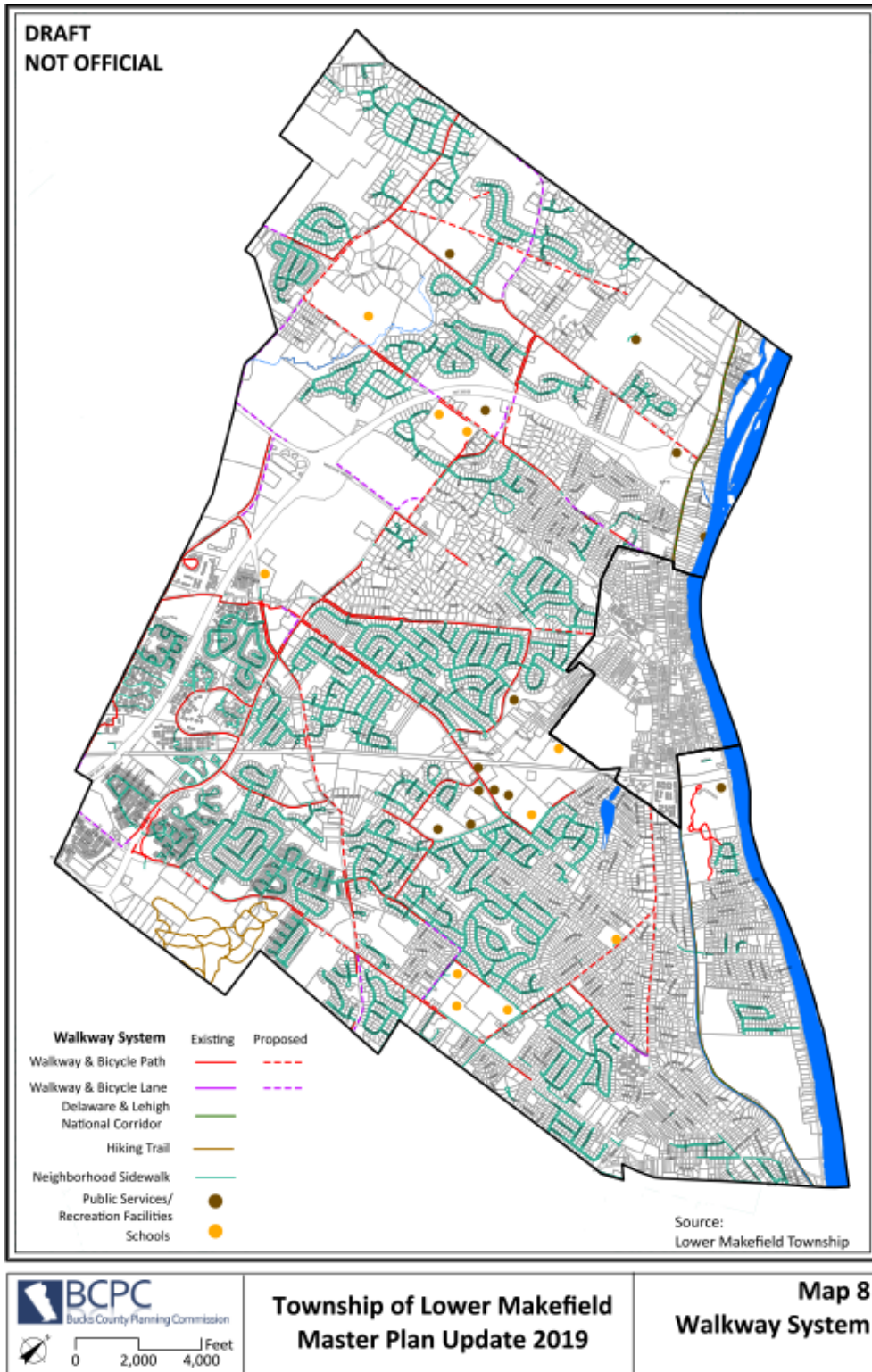
4.7.3 5 Mile Woods Trail System





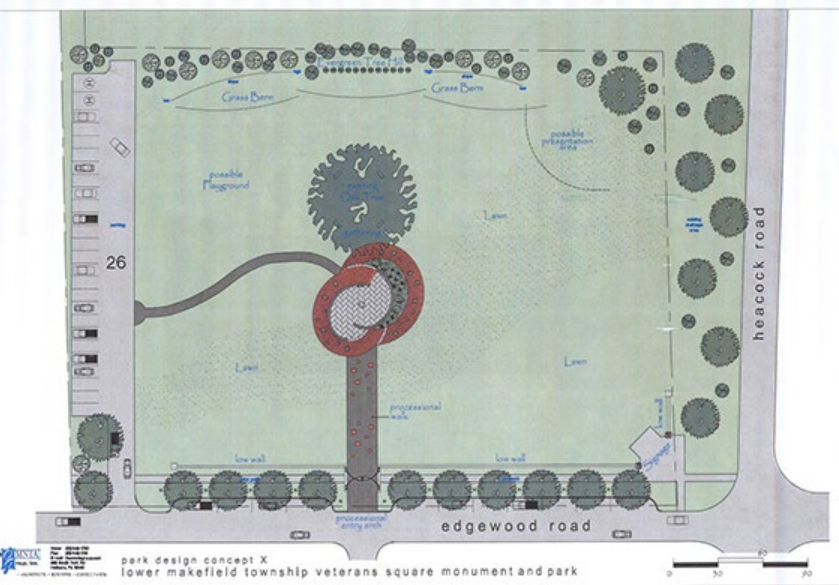
## 4.8 LMT Bike Paths

25 Miles





## 4.10 Veterans Square



2.8 Acres      1660 Edgewood Rd

- Veterans Square Monument
- Tot lot play area
- Picnic area with benches
- Gravel Parking area for 50 cars
- Water fountain

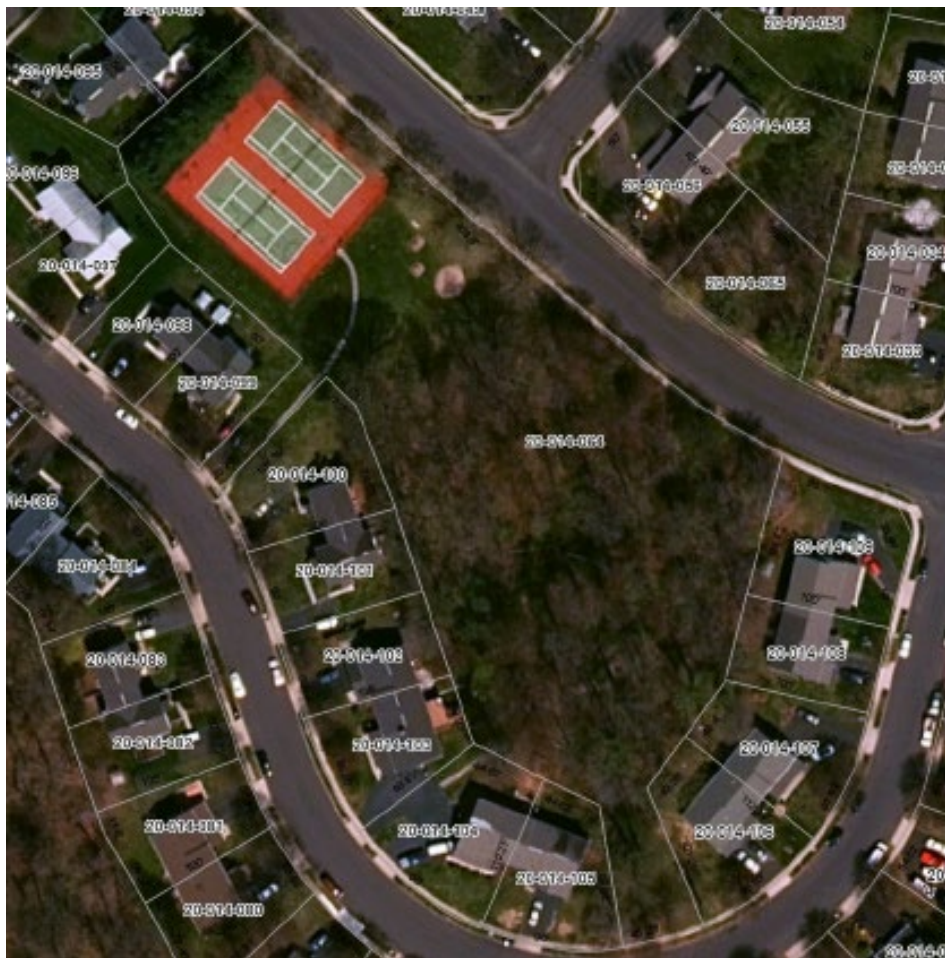
## 4.11 Heacock Meadows

8.2 Acres Heacock/Bluebird/Covington

- 4.5 Acres of Heacock Meadows Pocket Parks
- Dedicated 1979
- 1 Tot lot
- Basketball Court
- Tennis Court
- 4 Pickleball courts with portable nets

Home of Lower Makefield Township Pickleball Meetup

### 4.11.1 Heacock Meadows Tennis Courts / Open Space



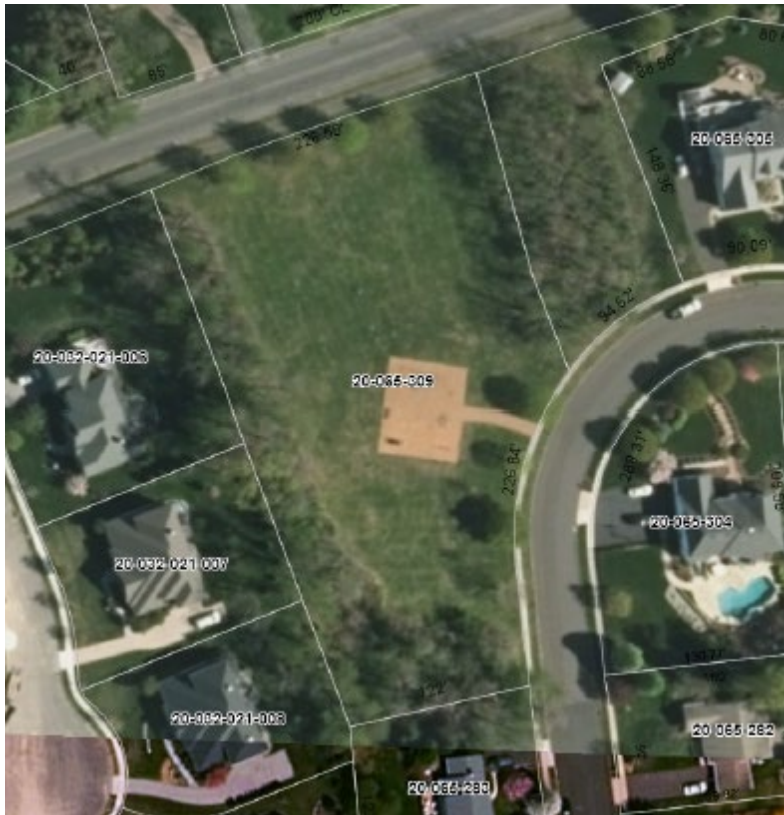
4.11.2 Heacock Meadows Basketball Court / Open Space



## 4.12 Peake Farm

Tax Parcel ID: 20-065-309  
Street Address: TWIG LN  
Acreage: 1.686 Acres  
Sales Date: 20-JUN-17

- Tot lot playground



## 4.13 Yardley Hunt

3.1 Acres Revere/Schulyer

Revere Tennis Courts - Yardley Hunt

- Schuyler Drive: 4 dedicated tennis courts
- Revere: 3 tennis/ pickle ball courts
- Paved parking areas approximately 12 vehicles at each location

League: Home of Yardley Makefield Tennis

4.13.1 Revere Tennis Courts - Yardley Hunt



Yardley Hunt Recreation Center 2





#### 4.14 Matrix Property

5 Acres

Purchase Date: 7/2/2020

- Walking Trail
- Benches



## 5.0 Required Maintenance

Lower Makefield Township Parks & Recreation crew are responsible for the maintenance and repairs of all facilities, athletic fields, bike paths and parks throughout the Township. While our union maintenance staff manage most of our maintenance Contractors are used to manage some of our more detailed work.

Contracted vendors are used seasonally at designated parks and facilities. Both the Park and Recreation crew and outside contractors work closely with the Director of Parks and Recreation.

Contractors are used for:

- Arborist services
- Diseased or dangerous tree removal
- HVAC Maintenance
- Inspections
- Maintenance of the Garden of Reflection
- Weed control
- Pest control
- Bee relocation
- Garden bed maintenance
- Large painting projects
- Waste removal
- Large bike path repair.

The Park and Recreation crew use a Maintenance Activity Schedule for each park and facility throughout the Township. The schedule provides a clear plan for the crew to organize their responsibilities on a daily, weekly, monthly, or annual basis. The Maintenance Activity Schedules for all facilities and parks can be found in Appendix of the document.

### Maintenance Elements

- Turf Maintenance – Mowing, trimming, fertilize, aerate turf, over seed.
- Fertilization – Turf, trees, shrubs, and floral plantings.
- Hardscape Surfaces – Sweeping, blowing, and power-washing of walkways, parking lots, bike paths, tennis courts, dugouts, and any other hard surfaces throughout the parks and facilities.
- Repair – Maintenance required at all parks and facilities.
- Inspection – Visual and physical examination of a park facility, equipment, or amenity to ensure compliance, safety and proper operation.
- Restroom Cleaning – Sweeping, sanitizing, stocking of supplies, any graffiti or vandalism must be reported to the Director of Parks and Recreation.

- Special Features – Maintenance of equipment or facilities such as flag poles, drinking fountains, goals, tennis, volleyball, basketball netting, baseball, softball, picnic tables, signage and trash receptacles.

## Quality Control

The following standards were developed to ensure maintenance issues are resolved, work orders are completed, and to determined workflow schedules.

## Routine Maintenance

Evaluate site conditions and identify potential maintenance need or safety hazard which require immediate attention. Identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard. Adjustments in the daily schedule are made based on the findings of these inspections. Perform maintenance services as needed.

## Preventative Maintenance

Perform preventative measures to avoid maintenance issues that could become a hazard to park and facility users and result in unnecessary costs. These items include but are not limited to:

- Winterizing restrooms, water fountains, faucets and irrigation systems.
- Cleaning and clearing roof, gutters, drains and pipes.
- Promptly notify the Parks and Recreation Director of potentially hazardous conditions.

## Repairs

Follow work order procedures and priorities to react to any requests for repairs. Problem areas identified in weekly visual inspections of facilities and grounds, monthly and annual inspections, and emergency reports will be reported to the Director of Parks and Recreation.

## Litter and Trash Removal

- Remove trash, ground litter, and debris daily or as need.
- Empty trash receptacles when they are more than half full or if attracting bees and insects.
- Inspect specific areas such as pavilions and athletic areas for debris and remove prior to scheduled use.
- Remove and replace trash liners at parks.
- Pick up ground trash and debris in the parks while checking trash receptacles.

## Restroom Cleaning

- Restrooms are to be cleaned daily during the week. More frequent cleaning may be necessary at times based on usage.
- Restrooms must be clean, sanitary, and properly stocked with paper products.

- Inspect lighting and ventilation systems are operational.
- Inspect toilets, water faucets, stall doors, and hand dryers are operational.
- Inspect restrooms to be sure they are free of graffiti.
- Restrooms must have clean trash receptacles.
- Restroom doors and locks must be operational.
- Ensure restrooms follow the requirements of the Americans with Disabilities Act.

#### Graffiti Removal

- Report graffiti to the Director of Parks and Recreation and photograph for documentation
- Remove graffiti within 24 – 48 hours from the time it is identified.
- Clean, remove or paint over as directed by the Parks and Recreation Director

#### Vandalism Reports

- Secure any vandalized area that is creating a public safety hazard immediately.
- Schedule repairs as necessary.
- Document and report all vandalism to the Parks and Recreation Director.

#### Playground Inspection and Repair

- Complete monthly inspections using checklist provided.
- Annual inspections will be performed by Certified Playground Inspector.
- Complete work orders as needed.

#### Athletic Courts Inspection and Repair

- Tennis Courts
  - Inspect surface to ensure they are smooth, level, and well drained; with no standing water. Surfaces are free of large cracks, holes, and trip hazards. Surfaces are painted and striped in accordance with United States Tennis Association's court specifications.
  - Inspect nets to ensure they are free from tears and frays. Nets are properly installed and secured to support poles. Nets have center straps installed at the regulated height and are anchored to the court. Support poles have hardware intact, properly anchored, and installed.
- Basketball Courts
  - Inspect surface to ensure smooth level and well drained with no standing water. Surfaces are free of large cracks holes and trip hazards. Surfaces are free of litter debris gravel and graffiti.

- Inspect backboards to ensure they are level with hardware intact. Support poles are secured in the ground and straight. Nets are fully intact, not ripped or missing.
- Sand Volleyball Courts
  - Inspect nets to ensure they are free from holes and are not torn or tattered. Nets are hung tightly at the specified heights. Nets are securely attached to the support poles. Support poles have hardware intact, properly anchored, and installed.
  - Inspect surface to ensure it is loose sand. The surface is smooth with good drainage and no standing water. Surface is free of weeds, grass, litter, and debris.
- Lights
  - Inspect electrical systems and components are operational and in compliance with appropriate building codes.
  - Inspect timers to ensure they are properly set for specific hours of operation.
  - Inspect electrical conducting wires ensuring that none are exposed.
  - Inspect ballast boxes and components are properly installed and secured.
- Fencing
  - Inspect fencing material to ensure the galvanized chain link is the appropriate-gauge wire for specified use.
  - Fencing material is properly secured to support rails.
  - Support rails are properly connected and straight.
  - Fencing is free of holes, protrusions, and catch points.
  - Gates and latches are operational.

#### Bike Path and Walkways

- Inspect bike paths and walkways for safety and cleanliness, report areas of concern.
- Remove trash as needed.
- Blow debris off weekly.
- Prune low-hanging limbs to eliminate hazards.
- Remove fallen limbs and debris, immediately after being notified.
- Remove snow and ice as needed.
- Annually brush and vacuum porous pavement.

#### Pavilions

- Remove debris as needed.
- Empty trash cans as needed

#### Tree Removal and Pruning

- Any tree or tree branch that requires more extensive pruning will be reported to the Director so the work can be scheduled with the tree maintenance contractor.
- Residents often request to have trees removed from their property surrounding park areas. Their requests must meet the following criteria for removal:
  1. Tree is located on Township property
  2. The tree causes a safety hazard
  3. An arborist determines is the tree is diseased.

#### Parking Lot Maintenance

- Check parking lots to ensure cleanliness and safety.
- Remove litter and debris.
- Check trash cans and empty as needed.

#### Dog Park

- Remove litter, animal waste and trash daily.
- Inspect are for tripping hazards.
- Replenish waste bags as needed.

#### Pool

- The Pool requires constant maintenance throughout the Spring and Summer months.
- Pre- and post-season work is performed by the Park & Recreation staff as well as hired contractors.

## 6.0 Maintenance Schedule

The Maintenance Schedule varies due to rain, dew, usage and special events. Each Park requires a certain amount of attention. The most regularly scheduled maintenance is mowing, trash collection, litter removal, bathroom clean up, weed whacking.

- Mowing Takes Place from Spring to Fall
- All outdoor bathrooms open by March 15 and Close by November 1
- Trash removal continues throughout the year.
- Waste bins are reduced from November 1-March 15.
- Fall leave and branch clean up trail maintenance
- Winter plowing as needed and special projects

(Please see the Appendix To view schedules per park classification.)

## 7.0 Fleet Management

The Park and Recreation Department owns a small fleet of equipment. Equipment is maintained by the Public Works Department Mechanics; the Parks and Recreation Maintenance staff manage small engine repair. the Public Works Department has a more expansive fleet for the Parks and Recreation Staff to utilize if necessary, we will rent necessary equipment for one-time use.

The Park and Recreation Department Equipment:

Item	Model	Purchase Price	Purchase Date	Storage Location
GMC 3500 PICK UP 600	GMC	\$36,495.00	4/30/15	Bob- Shop
GMC 2500 Pick UP 602	GMC	\$42,150.00	8/1/11	Dan-Shop
F150 DUMP TRUCK 604	FORD	\$41,396.00	7/29/05	Rob-Shop
Dump Truck	CHEVY	\$88,436.00	12/27/19	Vic-Shop
Crown Victoria	FORD	\$25,217.84	6/5/08	Karl-Shop
4710 Backhoe/Loader	John Deere	\$35,465.95	02/02/04	Pole Barn/Shop
Large Area Wing Mower	Jacobsen	\$46,000	6/30/10	Macclesfield Park
1600 Turbo Commercial Wing Mower	John Deere	35,782.56	03/20/03	Garden of Reflection
ATZ 31 KAW 60 Deck Mower	Hustler	\$11,700	6/24/10	Shop
2950M ZTRA Mower	John Deere	\$8,857.04	4/26/18	Shop
2950M ZTRA Mower	John Deere	\$8,857.04	4/26/18	Macclesfield Park
1600 Turbo Large Wing Mower	John Deere	\$52,878.52	4/26/18	Memorial Park
Infield mower with drag attachment	John Deere	\$5,973.21	2/19/19	Fred Allen
640 V-Blade Snowplow 48"	Avant	\$80,021.19	1/19/16	Barn at Community Park
Golf Cart				Shop
Golf Cart				Memorial Park
Golf Cart				Memorial Park

## 8.0 Resident Feedback/Customer Service

Lower Makefield Township Parks and Recreation welcomes resident feedback. Residents can simply complete an online form located on our webpage <https://www.lmt.org/government/departments/parks-recreation/>. All messages are sent directly to the Director of Parks and Recreation.

Parks & Recreation Community Feedback

Name

Address

Phone

Email

Your Message

**SEND**



# Appendix A Facility Maintenance Check Sheet

## Maintenance - Community Center Weekly Checklist

Date: \_\_\_\_\_

Bathrooms	M	T	W	TH	FRI
Check Toilet Paper Levels	_____	_____	_____	_____	_____
Check Paper Towel Levels	_____	_____	_____	_____	_____
Empty Bins in Stalls	_____	_____	_____	_____	_____
Empty Trash	_____	_____	_____	_____	_____
Clean Exterior/Interior of Urinals	_____	_____	_____	_____	_____
Clean Exterior/Interior of Toilet	_____	_____	_____	_____	_____
Clean Mirrors	_____	_____	_____	_____	_____
Wipe Countertops	_____	_____	_____	_____	_____
Wipe Inside of Sink	_____	_____	_____	_____	_____
Wipe Door Handles/Light Switch	_____	_____	_____	_____	_____
Wipe Stall Doors/Locks	_____	_____	_____	_____	_____
Wipe Inside & Outside of Baby Station	_____	_____	_____	_____	_____
Wipe Handrails Inside Stalls	_____	_____	_____	_____	_____
Sweep Floor	_____	_____	_____	_____	_____
Mop Floor	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____

Lobby	M	T	W	TH	FRI
Wipe Windows/Doors	_____	_____	_____	_____	_____
Unlock One Main Door	_____	_____	_____	_____	_____
Open Interior Doors	_____	_____	_____	_____	_____
Dust TV	_____	_____	_____	_____	_____
Turn on Light	_____	_____	_____	_____	_____
Dust Coffee Tables & Blue Table	_____	_____	_____	_____	_____
Ensure Flyers/Paper in Proper Spot	_____	_____	_____	_____	_____
Wipe Down Pillar Areas	_____	_____	_____	_____	_____
Make Sure Couch is in Correct Spot	_____	_____	_____	_____	_____

Vacuum/Sweep Rugs & Floors	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____

<b>Offices</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
----------------	----------	----------	----------	-----------	------------

Dust Desks/Tables	_____	_____	_____	_____	_____
Dust Electronics	_____	_____	_____	_____	_____
Empty Trash & Recycling	_____	_____	_____	_____	_____
Vacuum Rugs	_____	_____	_____	_____	_____
Turn on Light	_____	_____	_____	_____	_____
Clean Windows/Sills	_____	_____	_____	_____	_____
Empty Dehumidifier	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____

<b>Classroom 2</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
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Wipe Down Countertops & Sinks	_____	_____	_____	_____	_____
Empty Trash	_____	_____	_____	_____	_____
Wipe Down Cabinets if Needed	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Sweep & Mop Floors	_____	_____	_____	_____	_____
Remove Extra Tables & Chairs	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____

<b>The Great Room</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
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Dust off Walls	_____	_____	_____	_____	_____
Dust & Wipe Down Glass Cabinets	_____	_____	_____	_____	_____
Sweep & Mop Floors	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Disinfect Kitchen Countertops	_____	_____	_____	_____	_____
Empty Trash & Recycling	_____	_____	_____	_____	_____
Disinfect Doors & Handles	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____

<b>Senior Room</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
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Wipe Down Countertops & Sinks	_____	_____	_____	_____	_____
Empty Trash & Recycling	_____	_____	_____	_____	_____

Sweep & Mop Floors	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Remove Extra Tables & Chairs	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____
<b>Hallways/Side Door</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
Remove Trash & Debris	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Sweep & Mop Floors	_____	_____	_____	_____	_____
Straighten Rugs	_____	_____	_____	_____	_____
Ensure No Doors are Blocking Hallway	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____
<b>General</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>
Keep Chemicals Away & Out of Sight	_____	_____	_____	_____	_____
Keep Doors Closed When Not in Use	_____	_____	_____	_____	_____
Keep Supplies Out of Users' Way	_____	_____	_____	_____	_____
Put Unused Furniture Away	_____	_____	_____	_____	_____
Wipe Down Plastic Chairs	_____	_____	_____	_____	_____
Use Cleaning Solution on Padded Chairs	_____	_____	_____	_____	_____
Wipe Down Tables at Set-Up	_____	_____	_____	_____	_____
Keep Storage Closets Organized	_____	_____	_____	_____	_____
Take Note of Unsafe Equipment	_____	_____	_____	_____	_____
Remove Tables & Chairs to Mop	_____	_____	_____	_____	_____
<b>Initial Weekly</b>	_____	_____	_____	_____	_____

## Appendix B

Maintenance - Heavy Usage Facilities Weekly Checklist				
Location: _____				
Date: _____				
Name: _____				
Maintenance	Frequency	When	Date(s) Completed	Comments
Empty Garbage Cans	Weekly	Every Monday		
Clean Bathrooms	Weekly	April - October		
Ground Maintenance	Frequency	When	Date(s) Completed	Comments
Line Trimming	Weekly	April - October		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		

**Maintenance - Heavy Usage Facilities**  
**Monthly Checklist**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Ground Liter	As Needed	January - December		
Vandalism	As Needed	January - December		

Grounds Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Playground Inspection	Monthly			

Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Over Seed	Monthly	April - June September		

Ground Cover & Shrub Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Pruning / Dead Heading	As Needed	April - September		

Tree Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Pruning	As Needed	January - December		
Monitor & Inspect	Monthly	January - December		

**Maintenance - Heavy Usage Facilities  
Annual / Bi-Annual Check List**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

<b>Maintenance</b>		<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
HVAC Serviced	Bi-Annual	January July			
Pressure Washing	Annually	Spring			
Paint Bathrooms	Annually	Spring			
<b>Grounds Maintenance</b>		<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Herbicide Application	Annually	April or May			
Playground Audit/Inspection	Annually	Pending Cert			
<b>Turf Maintenance</b>		<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Fertilize	Annually	May			
Over Seed	Bi-Annually	Spring/Fall			
Aerate Turf	Annually	May			
<b>Water Lines</b>		<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Turn System On/Off	Bi-Annually	April October			
Blow Lines	Annually	October			
Backflow Test	Annually	May			

**Maintenance - Heavy Usage Parks  
Weekly Checklist**

**Location:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

Maintenance	Frequency	When	Date(s) Completed	Comments
Empty Garbage Cans	Weekly	Every Monday		
Clean Bathrooms	Weekly	April - October		
Ground Maintenance	Frequency	When	Date(s) Completed	Comments
Line Trimming	Weekly	April - October		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		

**Maintenance - Heavy Usage Active Parks  
Monthly Checklist**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Ground Litter	As Needed	January - December		
Vandalism/Graffiti	As Needed	January - December		
<b>Grounds Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Playground Inspection	Monthly	January - December		
<b>Ground Cover &amp; Shrub Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Pruning / Dead Heading	As Needed	April - September		
<b>Tree Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Pruning	As Needed	January - December		
Monitor & Inspect	Monthly	January - December		



**Maintenance - Heavy Usage Active Parks  
Annual / Bi-Annual Check List**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Paint Bathrooms	Annually	Spring		
Grounds Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Herbicide Application	Annually	Spring		
Playground Audit/Inspection	Annually	Pending Cert		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Fertilize	Annually	May		
Aerate Turf	Annually	May		
Grind Fields	Annually	Spring		
Water Lines	Frequency	Month (s)	Date(s) Completed	Comments
Turn System On/Off	Bi-Annually	April November		
Blow Lines	Annually	November		
Backflow Test	Annually	July		

**Maintenance - Lighter Usage Passive Parks  
Weekly Checklist**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Maintenance	Frequency	When	Date(s) Completed	Comments
Empty Garbage Cans	Weekly	Every Monday		
Clean Bathrooms	Weekly	April - October		
Ground Maintenance	Frequency	When	Date(s) Completed	Comments
Line Trimming	Weekly	April - October		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		

**Maintenance - Lighter Usage Passive Parks  
Monthly Checklist**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Ground Litter	As Needed	January - December		
Vandalism/Graffiti	As Needed	January - December		
<b>Grounds Maintenance</b>				
<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Playground Inspection	Monthly	January - December		
<b>Ground Cover &amp; Shrub Maintenance</b>				
<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Pruning / Dead Heading	As Needed	April - September		
<b>Tree Maintenance</b>				
<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Pruning	As Needed	January - December		
Monitor & Inspect	Monthly	January - December		
<b>Bike Path</b>				
<b>Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Patching	As Needed	January - December		

**Maintenance - Lighter Usage Passive Parks  
Annual / Bi-Annual Check List**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Paint Bathrooms	Annually	Spring		
Grounds Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Herbicide Application	Annually	Spring		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Fertilize	Annually	May		
Aerate Turf	Annually	May		
Over Seed	Annually	May		
Water Lines	Frequency	Month (s)	Date(s) Completed	Comments
Turn System On/Off	Bi-Annually	April November		
Turn System On/Off	Bi-Annually			
Blow Lines	Annually	November		
Backflow Test	Annually	July		
Bike Path	Frequency	Month (s)	Date(s) Completed	Comments
Brush/Vacuum	Annually	Spring or Fall		

**Maintenance - Passive Parks  
Complete Check List**

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

<b>Maintenance</b>	<b>Frequency</b>	<b>When</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Empty Garbage Cans	Weekly	Year Round		
Ground Litter	As Needed	Year Round		
Vandalism/Graffiti	As Needed	Year Round		
<b>Grounds Maintenance</b>	<b>Frequency</b>	<b>When</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Playground Inspection	Monthly	Year Round		
Playground Audit/Inspection	Annually	Pending Cert		
<b>Turf Maintenance</b>	<b>Frequency</b>	<b>When</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Mowing	Weekly	April - October		
Trimming	Bi-Weekly	April - October		
<b>Tree Maintenance</b>	<b>Frequency</b>	<b>Month (s)</b>	<b>Date(s) Completed</b>	<b>Comments</b>
Pruning	As Needed	Year Round		
Monitor and Inspect	As Needed	Year Round		

## Appendix C Calendar Year Inspections and Maintenance

Updated 9/17/2021			
Month	To Do Item	Exp. Date/Info.	Notes
<b>January</b>	Order Furnishings Update Certificate of Insurance Slide Registration Issued Analytical Labs Chlorine Storage Tank Registration/Permit Renewal Bid Any Items for the upcoming season Spotlight Advertisement Inspection of Light Post Bases Work on advertisements/Flyers	 1/1/2022 2021  2/4/2022  Inspected 1/15/2020	Ordered umbrella stands, small tables, delivery on 5/5/21 Complete Complete No contract needed Complete complete Complete - January 26 issue Repairs needed in progress
<b>February</b>	Application to Operate a Public Bathing Place  Boiler Certification    Electrical Inspection	4/30/2022 334321B Exp. 4/27/23 334322B Exp. 1/22/2021 299060B Exp. 10/26/2022 299069B Exp. 10/26/2022 351985B Exp. 4/27/23 351986B Exp. 1/22/2021 good 3 years from 2/11/20	Complete  Inspection done 1/22/19 Inspection done 1/22/19   Inspection done 1/22/19 Inspection done 1/22/19 Complete, confirmed 2/17/21
<b>March</b>	Stenner Pumps repaired, etc. Blowing the lines Concrete patching Petty Cash Request Trash Removal Acid & Power Washing  Pool Painting Dry time 2 weeks  Facility Painting Paint Lamp Posts  Schedule grounds maintenance	Repaired Jan. 2020   started 4/5/21   Scheduled for April 1  Quote accepted	Still good Complete Complete Complete Ordered Complete  All Pools - crack filled, caulking  Need slide frame, plant holders and rear bike rack, touch up doors, gate stands, lines 2 posts need to be repaired Spring Clean-up, mulching, trim shrubs, weed beds
<b>Additional Items</b>	Fix Snack bar fridge		Schedule Week of April 5th

<b>for 2021</b>	<p>Drain Valve Replaced</p> <p>Baby Pool Filter</p> <p>Slide Pump</p> <p>Replace Lap pool grates</p> <p>Awnings</p> <p>Awnings for Pavilion</p> <p>No Skid Diving Tile Markers</p> <p>Anti-skid tape at top of slides</p> <p>Replace all outlets w/ GFI, install covers</p> <p>Refurbish starting blocks</p> <p>Shower Tower Replacement</p> <p>High Dive Repairs or Replacement</p> <p>Parking Lot Lights</p> <p>Order Umbrella stands/tables</p> <p>Replace Sinks in Rear Ladies Bathroom</p> <p>Replace old light fixtures in bathrooms</p> <p>Garbage Cans - for bathroom</p>	<p>quote was approved 2020</p> <p>quote was approved 2020</p> <p>Emailed signed quote on 1/25</p> <p>2020 PO Submitted, Install - March - contact to see where we are.</p> <p>Installed 3/2021</p> <p>High Dive Stand Welded</p> <p>Accepted Quote</p> <p>Order heavy duty Vinyl Cans</p>	<p>Complete 2020</p> <p>Complete Jan. 2021</p> <p>Ordered 1/25/21</p> <p>Ordered 1/21/21</p> <p>Installed 1/11/21</p> <p>will replace all 3 in 2022</p> <p>Installed completed 2020</p> <p>completed 2020</p> <p>Quote received - meet w/ swim team</p> <p>Complete</p> <p>Completed March 2021</p> <p>Waiting for weather to clear</p> <p>Ordered</p> <p>Bob Working on</p> <p>Bob Working on</p> <p>Order</p>
<b>April</b>	<p>Slide resurfacing/repairs</p> <p>Summarization</p> <p>Install New CO2 Tank</p> <p>Order Chemicals CO2</p> <p>Chlorine - Set up auto delivery after opening, order initial supply</p>	<p>While pool is empty</p> <p>Installed 2021</p>	<p>requested early date</p> <p>Complete</p> <p>Complete</p> <p>15% strength chlorine</p>
<b>Concession:</b>	<p>Air Vent Cleaning</p> <p>Ansel System Inspected</p>	<p>Completed 5/5/21</p>	<p>Complete</p> <p>Complete</p>
<b>May</b>	<p>Everything Ready by May 11th</p> <p>Slide Inspection</p> <p>Order special event supplies</p> <p>Fire Safety Inspection/Extinguishers 18</p> <p>Ansel Systems (hood)</p> <p>Back Flow Preventer Testing</p> <p>Landscaping</p> <p>Inspection of slides</p> <p>Bathroom Cleaning Scheduled</p>	<p>Dry Inspection First</p> <p>Needs to be cleaned out</p> <p>Received quote, under budget</p>	<p>Complete</p> <p>No 2021</p> <p>Completed 5/3/2021</p> <p>Completed 5/3/2021</p> <p>Plan: April Spring Cleaning, May trimming, late June trimming,</p> <p>Complete</p> <p>Weekly cleaning service all 6 bathrooms</p> <p>Olympic Pool - 1 week to fill</p>
<b>Pool:</b>	<p>1st week fill pool</p>		

<b>Concession:</b>	Chemicals ordered Inspection of Diving Boards and 1M stands Heater guy comes Fire Extinguishers Checked Food Facility License Fridge/Freezer Check	No water needed  9/1/3020	After Memorial Day, chemicals on auto delivery  late April - Mid May Need Water in Pool to test Complete Mailed 2nd week of April Complete
<b>June</b>	PA Dept. of Health Inspection Slide Inspection  Check Security System	Complete	Complete Complete Inspects Fire Alarm system after Township checks it.
<b>July</b>	Slide Inspection		Complete
<b>August</b>	Slide Inspection		Complete
<b>September</b>	Pool Closes Labor Day - Everything put away		
<b>October</b>	Winterization - Remove Chlorinators		
<b>November</b>	Final Winterize by end of the month		
<b>December</b>	Get Cert of Insurance PA Amusement Rides and Attractions Registration PA Pesticide Application Business License Renewal	1/1/2022  2021  12/31/2021	Received 1/5  Complete  Complete