



LMT Parks and Recreation

Maintenance and Operations Manual

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CAPRA

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: Play for All

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

4.1 Community Park

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')

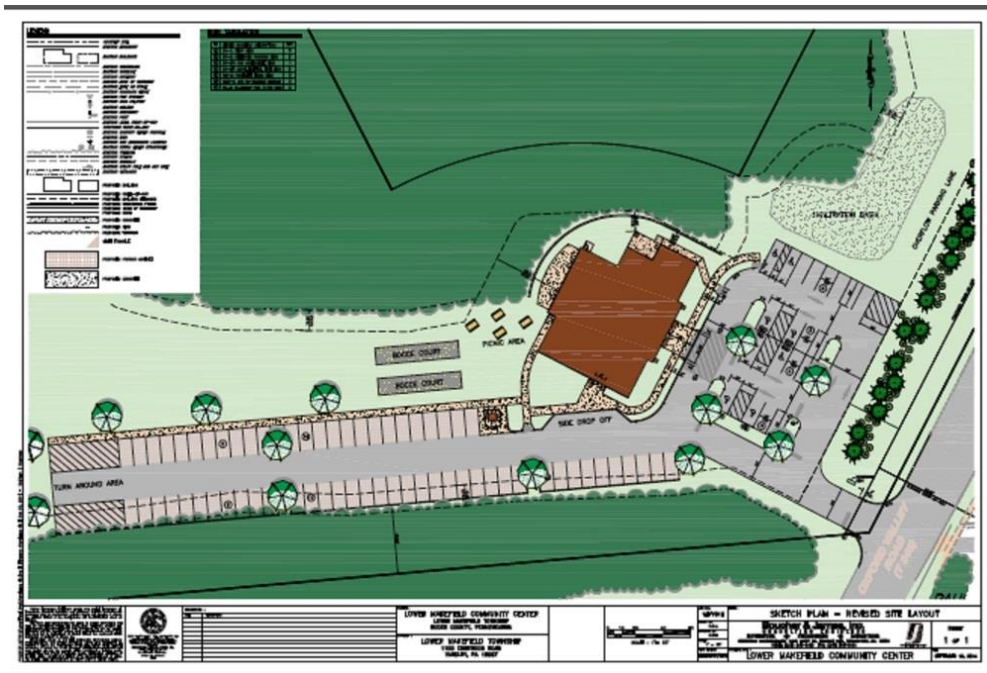


4.2 Community Center



12 Acres 1550 Oxford Valley Rd





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



4.5 Macclesfield Park



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

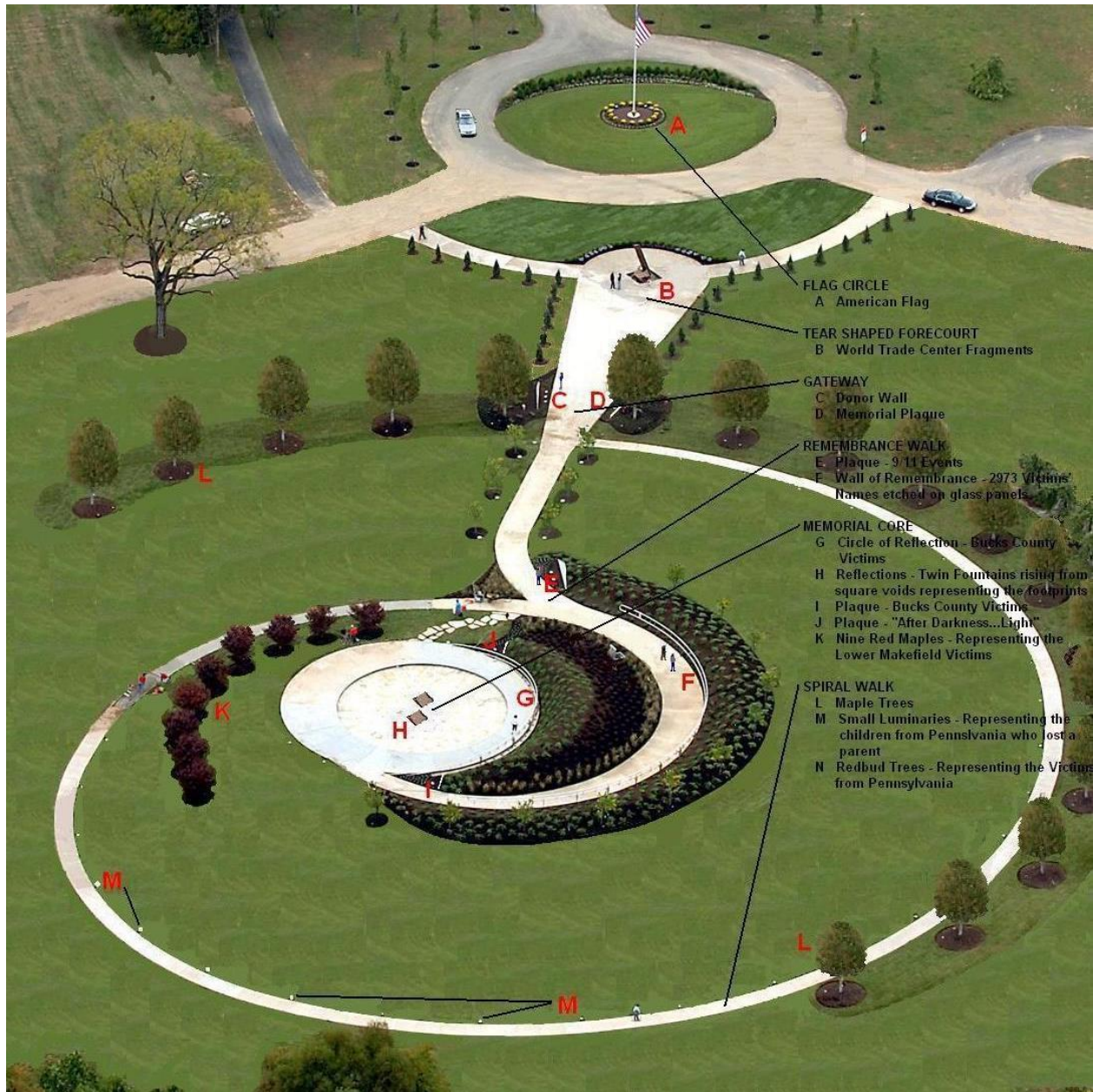
- Restrooms with a covered patio
- 1 skinned softball field
- Secret Garden inclusive playground with ADA parking lot
- Multipurpose field with field goals
- Gaga court
- Pavilion available to rent for LMT Residents
- 1k loop for walking
- Oak Garden with rubberized pervious surface walking path.

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

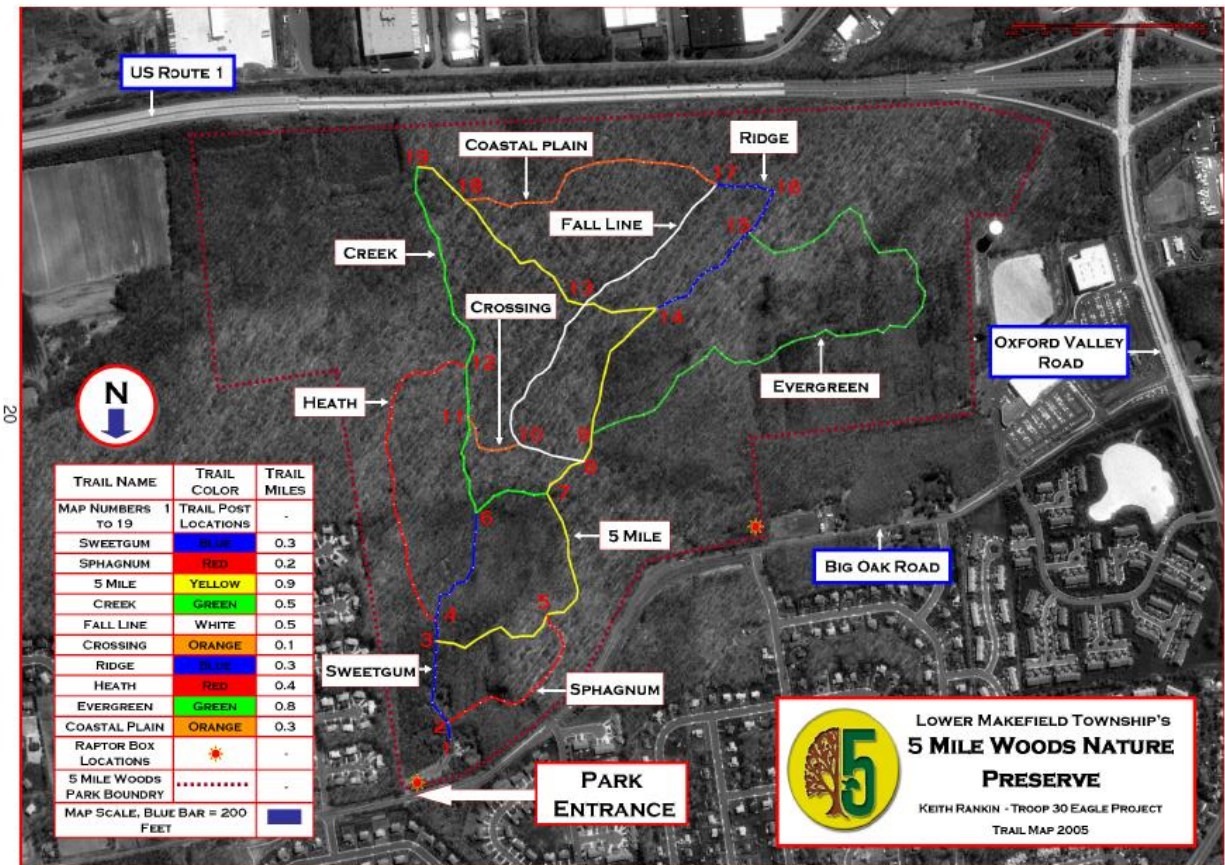


4.7.2 Building 2 – Stucco Georgian Farmhouse (Leased with renters)



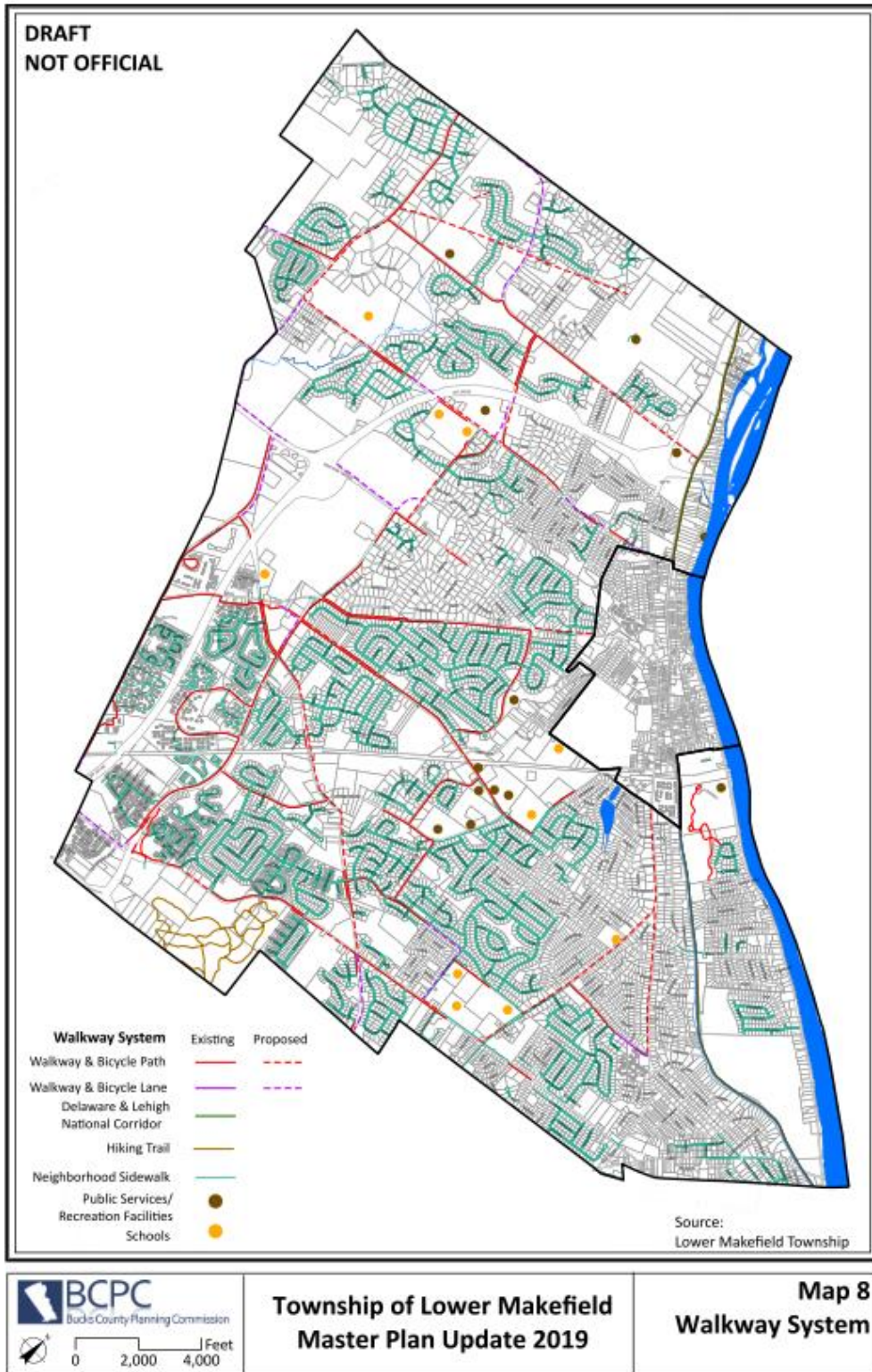


4.7.3 5 Mile Woods Trail System

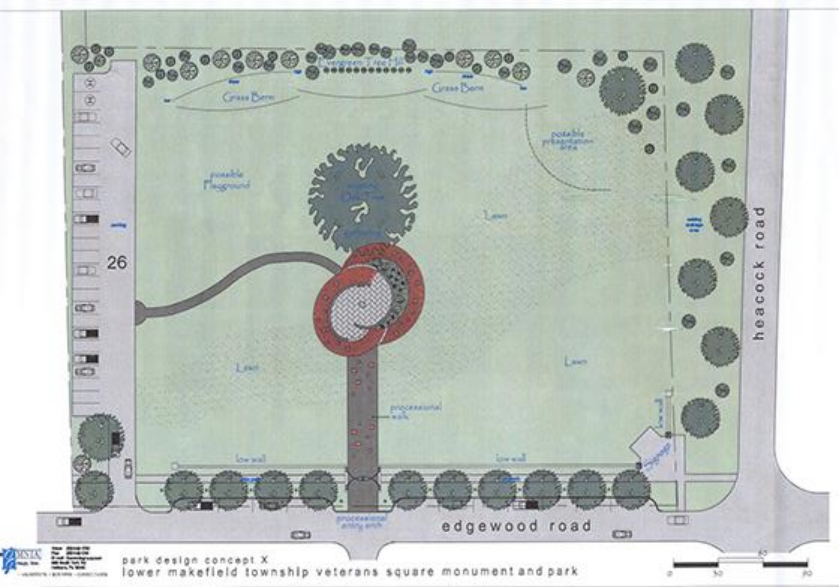


4.8 LMT Bike Paths

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



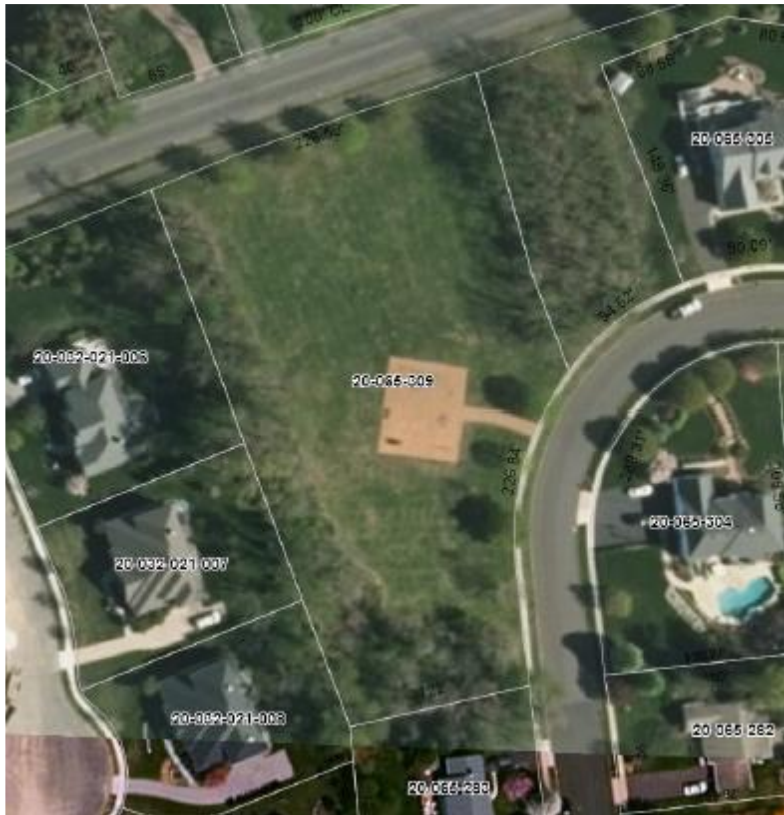
4.11.2 Heacock Meadows Basketball Court / Open Space



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.
- Trash and recycling removal.

- 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 requires 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

Work orders are prepared for the maintenance crew when additional repairs and projects need to be completed. The crew must follow the Work Order Protocol (Appendix D), procedures and priorities when reacting 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 weekly or as needed.
- 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.
- Partner trash and recycling containers when possible and place in accessible locations.

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/Pickleball 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 free of litter debris gravel and graffiti.
 - 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.
 - Ensure a roller and squeegee are hung/available at each court.

- Inspect fencing.
- 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.
- Ballfields
 - The top 2 inches of the field is to be mixed with Turface, every field, every year.
 - Inspect fencing.
- 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.
 - Remove encroaching plants.

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.

Garden of Reflection Porous Pave Pathway

- The Porous Pave pathway has specific maintenance directions which can be found in appendix E.

Pavilions

- Remove debris as needed.
- Empty trash cans as needed.
- Inspect for safety hazards, graffiti, and vandalism.

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.

Community Center

- Keep HVAC fan ON during Spring, Summer, and early Fall.
- Keep thermostat set at 72 during the Summer.
- Filters are to be changed monthly.
- Patio umbrellas are to be set out for Memorial Day and removed on Labor Day

Dog Park

- Remove litter, animal waste and trash daily.
- Inspect are for tripping hazards.
- Replenish waste bags as needed.
- Maintain area between fence and train track.

- Remove any encroaching plants at fence line.

Pool

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

Report problems and issues as they arise.

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
- Garden of Reflection fountain must be turned on when bathrooms are opened, this requires a 5-gallon container of chlorine.
- Trash removal continues throughout the year.
- Waste bins are reduced from November 1-March 15.
- Fall leaf and branch clean up trail maintenance
- Winter plowing as needed and special projects

(Please see the Appendix B 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
2500 Silverado 601	GMC	\$88,436.00	12/27/19	Vic - Shop
F450 DUMP TRUCK 602	FORD	\$41,396.00	7/29/05	Rob - Shop
GMC Sierra 2500 Pick UP 604	GMC	\$42,150.00	8/1/11	Dan - Shop
3500 Silverado 603	Chevy	52,902.00	9/30/22	Karl - Shop
Crown Victoria	FORD	\$25,217.84	6/5/08	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	Club Car	\$2,000.00	9/1/16	Shop
Golf Cart	Club Car	\$2,000.00	9/1/16	Memorial Park
Golf Cart	Jacobson Cart	\$2,000.00	9/1/16	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	_____	_____	_____	_____	_____

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

Classroom 2	M	T	W	TH	FRI
--------------------	----------	----------	----------	-----------	------------

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	_____	_____	_____	_____	_____

The Great Room	M	T	W	TH	FRI
-----------------------	----------	----------	----------	-----------	------------


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	_____	_____	_____	_____	_____

Senior Room	M	T	W	TH	FRI
--------------------	----------	----------	----------	-----------	------------

Wipe Down Countertops & Sinks	_____	_____	_____	_____	_____
Empty Trash & Recycling	_____	_____	_____	_____	_____

Sweep & Mop Floors	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Remove Extra Tables & Chairs	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____
Hallways/Side Door	M	T	W	TH	FRI
Remove Trash & Debris	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Sweep & Mop Floors	_____	_____	_____	_____	_____
Straighten Rugs	_____	_____	_____	_____	_____
Ensure No Doors are Blocking Hallway	_____	_____	_____	_____	_____
Check for Stains, Smudges, Smears	_____	_____	_____	_____	_____
General	M	T	W	TH	FRI
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	_____	_____	_____	_____	_____
Change HVAC filters Monthly	_____	_____	_____	_____	_____
Initial Weekly	_____	_____	_____	_____	_____

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		
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		
Notes:				

**Maintenance - Courts
Checklist**



Location: _____

Date: _____

Name: _____

Maintenance	Frequency	Date(s) Completed	Comments
Empty Garbage/Recycling Cans	Weekly		
Remove Leaves and Debris inside courts and surrounding areas	Weekly		
Ensure Roller & Squeegee are available at each tennis/pickleball court	Weekly		
Weed Whack around courts	Weekly		
Inspect Fencing	Weekly		
Ensure gate latch is functional	Weekly		
Inspect/Tighten nets as needed	Weekly		
Inspect benches for safety	Weekly		
Remove Graffiti	Weekly		
Inspect Court for damage, safety	Weekly		
Notes:			

Maintenance - Heavy Usage Facilities

Monthly Checklist



Location: _____

Date: _____

Name: _____

Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Ground Litter	As Needed	January - December		
Vandalism	As Needed	January - December		
Grounds Maintenance				
Grounds Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Playground Inspection	Monthly			
Turf Maintenance				
Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Over Seed	Monthly	April - June September		
Ground Cover & Shrub Maintenance				
Ground Cover & Shrub Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Pruning / Dead Heading	As Needed	April - September		
Tree Maintenance				
Tree Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Pruning	As Needed	January - December		
Monitor & Inspect	Monthly	January - December		
Notes:				

Maintenance - Heavy Usage Facilities

Annual / Bi-Annual Check List



Location: _____

Date: _____

Name: _____

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

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



Location: _____

Date: _____

Name: _____

Maintenance	Frequency	When	Date(s) Completed	Comments
Empty Garbage Cans	Weekly	Every Monday		
Clean Bathrooms	Weekly	April - October		

Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		

Inspection	Frequency	Month (s)	Date(s) Completed	Comments
Inspect for safety hazards	Weekly	April - October		
Inspect trees for damage, decay				

Notes: _____

Maintenance - Heavy Usage 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		

Notes: _____

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		

Turf Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Mowing	Weekly	April - October		
Trimming	Weekly	April - October		

Notes:

Maintenance - Lighter Usage Passive Parks

Monthly Checklist



Location: _____

Date: _____

Name: _____

Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Ground Litter	As Needed	January - December		
Vandalism/Graffiti	As Needed	January - December		
Grounds Maintenance	Frequency	Month (s)	Date(s) Completed	Comments
Playground Inspection	Monthly	January - December		
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		
Bike Path	Frequency	Month (s)	Date(s) Completed	Comments
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		

Playground Audit/Inspection	Annually	Pending Cert		

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		

Blow Lines	Annually	November		

Backflow Test	Annually	July		

Bike Path	Frequency	Month (s)	Date(s) Completed	Comments
Brush/Vacuum	Annually	Spring or Fall		

Maintenance - Minimal Passive Parks

Complete Check List



Location: _____

Date: _____

Name: _____

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

**Maintenance - Courts
Checklist**



Location: _____

Date: _____

Name: _____

Maintenance	Frequency	Date(s) Completed	Comments
Empty Garbage/Recycling Cans	Weekly		
Remove Leaves and Debris inside courts and surrounding areas	Weekly		
Ensure Roller & Squeegee are available at each tennis/pickleball court	Weekly		
Weed Whack around courts	Weekly		
Inspect Fencing	Weekly		
Ensure gate latch is functional	Weekly		
Inspect/Tighten nets as needed	Weekly		
Inspect benches for safety	Weekly		
Remove Graffiti	Weekly		
Inspect Court for damage, safety	Weekly		
Notes:			

Appendix C Calendar Year Inspections and Maintenance

			Updated 6/30/22
Month	To Do Item	Exp. Date/Info.	Notes
January	Order Furnishings		nothing ordered 2022
	Update Certificate of Insurance	1/1/2023	Emailed to DVIT 1/13/22
	Slide Registration Issued	2022	Complete
	Analytical Labs		In Progress
	Chlorine Storage Tank Registration/Permit Renewal	2/4/2023	Complete
	Bid Any Items for the upcoming season		Complete
	Spotlight Advertisement	February Issue	Complete
	Inspection of Light Post Bases	Inspected 1/15/2020	
	Work on advertisements/Flyers		Complete
February	Application to Operate a Public Bathing Place	4/30/2023	Complete
	Boiler Certification	334321B Exp. 4/27/23	Inspection done 1/22/19
		334322B Exp. 1/22/2021	Inspection done 1/22/19
		299060B Exp. 10/26/2022	
		299069B Exp. 10/26/2022	
		351985B Exp. 4/27/23	Inspection done 1/22/19
		351986B Exp. 1/22/2021	Inspection done 1/22/19
		330994B 3/22/2017	Do we still use?
	Electrical Inspection	good 3 years from 2/11/20	Complete, confirmed 2/17/21
	Pipes by surge tank being repaired		In progress
March	Stenner Pumps repaired, etc.		Completed
	Blowing the lines		
	Concrete patching		
	Petty Cash Request		
	Trash Removal		
	Acid & Power Washing		Started 5/1/22
	Pool Painting		
	Dry time 2 weeks		
	White 10 Days		
	Black Lines 2 weeks		
Blue Targets			
Facility Painting		Will start week of 5/9, Touch up and under slide Spring Clean-up, mulching, trim shrubs, weed beds	
Schedule grounds maintenance	Quote Approved 2/16/22		

	Order Supplies: Office, Bathroom, First Aid Heater Inspection Advertise in paper	Complete	Ordered May 3, 2022
Admin:	Order Guest, Volunteer and League Day Passes Print Pool Rules	Complete Complete	
May	Everything Ready by May 11th Slide Inspection Order special event supplies Fire Safety Inspection/Extinguishers 18 Ansel Systems (hood) Back Flow Preventor Testing Order Chlorine Order CO2 Landscaping Inspect 3M diving stand Inspection of slides	Completed 5/24/22 completed 5/9/22 completed 5/9/22 Complete Complete In progress Completed 5/25/22	Dry Inspection First In Progress for all extinguishers PR Plan: April Spring Cleaning, May trimming, late June trimming, wet inspection Bi-Weekly cleaning service all 6 bathrooms, Mon & Thurs
Pool:	1st week fill pool Chlorine Order Set-up	Call to schedule	Olympic Pool - 1 week to fill After Memorial Day, chemicals on auto delivery Need Water in Pool to test
Concession:	Heater guy comes Fire Extinguishers Checked Food Facility License Fridge/Freezer Check	completed 2022 completed 2022 Repaired May 2022	9/1/2020
June	PA Dept. of Health Inspection Slide Inspection Check Security System	Complete 2022 completed 6/25/22 Complete 2022	Inspects Fire Alarm system after Township checks it.
July	Slide Inspection		
August	Banner Comes Down end of month Slide Inspection		

September	Pool Closes Labor Day - Everything put away		
October	Winterization - Remove Chlorinators	completed 2021	
November	Final Winterization by end of the month		
December	Get Cert of Insurance PA Amusement Rides and Attractions Registration PA Pesticide Application Business License Renewal	1/1/2023 Complete 2022 Complete 12/31/2022	Complete Complete

Appendix D Maintenance Work Order Protocol

MAINTENANCE WORK ORDER PROTOCOL

Point of Contact:

Contact: Lynn Todd, Operations Manager
Phone: 267-274-1103
Email: Ltodd@lmt.org
Address: 1550 Oxford Valley Rd.
Yardley PA 19067

- When there is a problem within the parks a work order protocol is activated.
- The Operations Manager completes a through written work order including the date, location, and a description of the work to be completed.
- If an issue is an emergency or needs to be resolved within 24 hours, the Operations Manager will call the Crew Lead member directly.
- In the event of an Emergency the Operations Manager will follow up with crew lead for a completed form the following day.
- If the issue is not time sensitive, one copy of the work order will be placed in the designated bin located in the Community Center (1550 Oxford Valley Rd.).
- The Other Copy will be kept with the Operations Manager.
- The Maintenance Crew Lead is responsible for checking the bin each morning.
- The Maintenance crew lead will evaluate the work orders and assign them to the appropriate crew member based on special skill or location.
- Once the work order is complete the responsible crew member will indicate the job has been done by writing "Completed On this date" on the work order and return it to the Operations Manager.
(It is the Operations Managers responsibility to follow up with work orders to ensure they are completed within a timely manner)

The Operations Manager will then log the work order on an excel file.

Approved



Date

4/22/2022

Appendix E Porous Pave Maintenance



Maintenance

Porous Pave is a unique material when compared to traditional surfacing materials such as Porous Concrete and Porous Asphalt. Since Porous Pave is made from recycled rubber granules and aggregate it remains flexible in nature unlike the previously mentioned products which have a "fixed void" once they are cured. A "fixed void" is one that is hardened allowing pockets where sediment can become trapped and difficult to clean. Porous Pave, because it is flexible, moves when walked on or driven on. This movement helps to work the fine particles thru the material and into the substrate.

Porous Pave also has a much large void space than other similar materials. Porous Pave has a typical void space of 29% allowing fines to pass through or to be vacuumed out quite easy.

Recommended Cleaning

In the event that Porous Pave material becomes clogged with silt or sand one of two methods may be employed:

1. Large amounts of water can be applied at low pressure to wash the fines thru the Porous Pave into the sub base material.
2. A common shop vac can be used for smaller areas up to a street sweeper for large areas to extract the fines.

Testing has shown that the vacuum method can remove not only the sediment in the Porous Pave but actually can remove fines from the sub base as well. Since repeated washing of sediment into the sub base can cause it to become plugged over time, it is recommended that method #2 is used consistently or at least periodically in conjunction with method #1 to prevent build up in the sub base.

Other common maintenance ideas include regularly blowing leaves, sticks, grass clippings and other debris from the surface of the Porous Pave. This will help prevent breakdown of this debris preventing it from becoming trapped within the Porous Pavement. This is most commonly done by traditional leaf blower type equipment.

Porous Pave that is installed adjacent to gravel drives or areas where stones will likely be carried onto the surface of the Porous Pave should have regular cleaning. This will prevent buildup of the aggregate which could cause excessive and premature wear on the surface of the Porous Pave from vehicle tires if not removed.

Regular inspection and maintenance of the Porous Pave installations will help in prolonging both the porosity and the longevity of the installation.

4385 East 110th · Grant, MI 49327
888-448-3873 · Fax 231-834-5537 · www.porouspaveinc.com



SURFACE MAINTENANCE



WHY?

Over time in heavily used areas, the surface of any porous pavement can show signs of wear. Proper maintenance will certainly prolong the life of Porous Pave. Applying a top coat of binder will restore the surface to “like new” condition.

WHEN

There is no set date from time of install to required overspray time. Overspraying should be done as needed. Some jobs can last six years before required maintenance and other areas such as parking lots, playgrounds or other high wear areas may need yearly or bi-yearly maintenance. The installer should inform the client what signs to be looking for so the area does not get worn beyond the point of repair.

PREPPING THE SURFACE

- Be sure to blow/sweep the surface of the Porous Pave prior to applying the binder.
- Make sure all leaves, sticks, stones and other surface debris are removed before application.
- Vacuuming the surface with a shop vac, lawn vac or street sweeper may be necessary if dirt, sediment or leaves remain after blowing/sweeping has been completed.

COLORANT

In some cases the client may want to restore the original color when doing the overspray. This can be done by mixing Porous Pave colorant in with the thinned binder.

- All eight colors are offered, all colors will darken similar to original install
- One gallon of colorant is to be mixed per five gallons of binder and one gallon of thinner
- Oversprays with colorant will cover up the “dark spots” from the stone pieces. This will cause the entire surface to be a consistent color

CAUTION

When applying binder with a sprayer it is imperative that all skin be covered and a mask is worn. The binder is very sticky and a small amount of airborne mist will be created from the sprayer. Protect surrounding surfaces from overspray and accidental coating. Plants, bricks, cement, wood etc. must be covered.

ALWAYS follow all safety precautions found in the binder MSDS sheet at www.porouspaveinc.com



SPRAYER APPLICATION



TOOLS

Applying a binder overspray does not require many tools and is quite a simple process.

- Airless sprayer: We suggest an airless sprayer with a "suction hose" this hose will lay in the bucket or tote that contains the thinned binder. Some sprayers have a fixed hose that could make it hard to spray the binder from an oversized bucket or tote.
- Nozzle size: Using the largest tip available will be the most effective way to complete the surface overspray.
- Materials plus two extra pails of BT128 for cleaning the sprayer upon completion
- Tote or large mixing bucket



THINNING THE BINDER

Application of straight binder without thinner will be too thick and will not filter through the product, this will cause the surface to become plugged and result in a foamy, impermeable surface.

- Mix one gallon of Porous Pave Binder Thinner (BT128) into one five gallon pail of binder. Stir consistently until thinner mixes with the binder. If colorant is needed add that in the same mix at this time.
- Initially the BT128 will sit on top of the thicker binder, however after approximately 30-40 seconds of mixing the thinner will mix into the binder creating a thinner, easier to apply material.
- One gallon of BT128 mixed with five gallons of binder will cover 550-600 square feet when installing with a sprayer
- *The binder must be thinned with BT128 prior to applying!*



CAUTION

When applying binder with a sprayer it is imperative that all skin be covered and a mask is worn. The binder is very sticky and a small amount of airborne mist will be created from the sprayer.

Protect surrounding surfaces from overspray and accidental coating. Plants, bricks, cement, wood etc. must be protected.

ALWAYS follow all safety precautions found in the binder MSDS sheet at www.porouspaveinc.com

SPRAYER APPLICATION



SPRAYING METHOD

The most efficient way to complete the overspray as quickly and consistently as possible will be to purchase a 10-15 gallon tote as your "spray tray". The first mix will need to be mixed in the tote.

- Once the first mix is in the tote the empty pail can be used as a mixing bucket. Pour 2.5 gallons of binder with a half gallon of BT128 (if necessary add a half gallon of colorant) then mix the product in that bucket.
- Once mixed then carefully pour the thinned binder into the tote. Continuously repeat this process so that the sprayer can spray the mixed binder from the tote and there will be no need to stop.
- If done correctly this will eliminate the need to stop spraying when the sprayer stops or moves the hose will likely develop air bubbles in the hose line. Mixing and spraying using this method will result in the most consistent, quick and even overspray.

DISTRIBUTING AN EVEN APPLICATION

An even spray is required to ensure the entire surface is coated with the proper amount of binder to provide the best performance.

- Place a marker every 600 square feet and be sure to evenly spread the thinned binder throughout the area

CLEANING THE SPRAYER

When finished for the day or upon completion of the install, it is essential the proper cleanup steps are taken to ensure the sprayer will not be ruined.

- Once finished run one gallon of BT128 through the sprayer two-three times.
- Take a fresh batch of BT128 and rinse the sprayer one final time.



CAUTION

When applying binder with a sprayer it is imperative that all skin be covered and a mask is worn. The binder is very sticky and a small amount of airborne mist will be created from the sprayer.

Protect surrounding surfaces from overspray and accidental coating. Plants, bricks, cement, wood etc. must be protected.

ALWAYS follow all safety precautions found in the binder MSDS sheet at www.porouspaveinc.com

ROLLER APPLICATION



THINNING THE BINDER

Application of straight binder without thinner will be too thick and will not filter through the product; this will cause the surface to become plugged and result in a foamy, impermeable surface.

- Mix one gallon of Porous Pave Binder Thinner into one five gallon pail of binder. Stir consistently until thinner mixes with the binder. If colorant is needed add that in the same mix at this time.
- Initially the Porous Pave Binder Thinner will sit on top of the thicker binder, however after approximately 30 seconds of mixing the thinner will mix into the binder creating a thinner, easier to apply material.
- One gallon of Porous Pave Binder Thinner mixed with five gallons of binder will cover approximately 300 square feet when installing with a roller.
- Once Porous Pave B5HN binder is thinned it can be applied by a standard paint roller. The binder must be thinned with Porous Pave Binder Thinner prior to applying!



ROLLING METHOD

The most efficient way to complete the rolling overspray as quickly and consistently as possible will be to purchase a large paint tray. This will be used to get the thinned binder onto the roller evenly.

- Once the first mix is in the tray the empty pail can be used as a mixing bucket. Pour 2.5 gallons of binder with a half gallon of thinner (if necessary add a half gallon of colorant) then mix the product in that bucket.
- Once mixed then carefully pour the thinned binder into the paint tray. Continuously repeat this process so that the roller can roll the mixed binder from the tray and there will be no need to stop.
- If done correctly this will eliminate the need to stop rolling. Mixing and rolling using this method will result in the most consistent, quick and even overspray using a roller.
- Use a 3/4" nap roller cover for best results, a Purdy Collosus 18" roller with 3/4" knap is available from Sherwin Williams (or equivalent).



DISTRIBUTING AN EVEN APPLICATION

An even application is required to ensure the entire surface is coated with the proper amount of binder to provide the best performance.

- Place a marker around 300 square feet and be sure to evenly spread the pail of thinned binder throughout the area.
- Continually move your marker 300 square feet at a time throughout the installation to cover the entire area with one even coat of binder.

CAUTION

When applying binder with a roller it is imperative that all skin be covered, the binder is very sticky. Protect surrounding surfaces from overspray and accidental coating. Plants, bricks, cement, wood etc. must be covered.

ALWAYS follow all safety precautions found in the binder MSDS sheet at www.porouspaveinc.com