

**THE DEPARTMENT of PARKS, RECREATION   
& COMMUNITY SERVICES**



**FACILITY AND GROUNDS MAINTENANCE PLAN**

**Formatting Note**

## Review & Approval

The most recent review and revision to this plan was conducted in the first quarter of 2020 by:

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## Approved by:

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[Date]

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## Facility Categories

**Regional Parks**

Claude Moore Park

Franklin Park

Hal & Berni Hanson Regional Park

Philip A. Bolen Memorial Park

District Park

Bles Park

Elizabeth Mills Riverfront Park

Kepheart Bridge Landing

Goose Creek Linear Park

Lovettsville Community Park

Mickey Gordon Park

**Community Park**

Brambleton Community Park (West)

Brambleton Community Park (East)

Edgar Tillet Memorial Park

Moorefield Station Community Park

Potomack Lakes Sportsplex

Scott Jenkins Memorial Park

Woodgrove Park

**Neighborhood Park**

Ashburn Park

Evergreen Mills Equestrian/Hiking Trail

Beth Miller Park

Bluemont Mountainside Park

Broad Run Valley Park

Byrnes Ridge Park

Chick Ford/Ryan Bickel Fields

Conklin Park

Countryside Park

Dawson Corner Park

East Gate Park

Greg Crittenden Memorial Park

Gwen Thompson Briar Patch Park

Goshen Corner Park

Goose Creek Linear Park

Hampshire Park

Keep Loudoun Beautiful Park

Kirkpatrick West Neighborhood Park

Leesburg Annex

Lucketts Park

Lyndora Park

Meadow Glen Park

Nell Boone Park

Potomac Green Park

Ray Muth Sr. Memorial Park

Shale Ridge Park

Sugarland Run Stream Valley Park

Trailhead at Belmont Ridge

Trailside Park

Vestal Gap Overlook Park

**Recreation & Community Center**

Ashburn Recreation & Community Center

Bluemont Community Center

Claude Moore Recreation & Community Center

Douglass Community Center

Dulles South Recreation & Community Center

Lovettsville Community Center

Lucketts Community Center

Philomont Community Center

Sterling Community Center

**Senior Center & Adult Day**

Ashburn Senior Center

Carver Center

Cascades Senior Center

Dulles South Senior Center

Eastern Loudoun Adult Day

Mac Brownell Adult Day

Senior Center at Leesburg

**Historic**

Arcola Slave Quarters

Broad Run Toll House

Claude Moore Historic District

Frogshackle

Lanesville House

School House

Vestals Gap Road

EE Lakes Store

Elizabeth Mills Canal & Locks

Settle-Dean Cabin

# Introduction

The Loudoun County Parks,Recreation & Community Services Department (PRCS), in conjunction with the Department of General Services(DGS), carries out the routine and preventive maintenance for County owned recreation facilities, parks, and equipment at parks, 2 recreation centers, and athletic fields located on 94 school sites. This plan was created to identify a tiered system of maintenance standards, and a preventive maintenance procedures for facilities and grounds at these locations.

# Maintenance Responsibilities

Responsibilities for park and facility maintenance are divided between Parks & Recreation and General Services’ staff as shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Facilities/Parks Responsibilities** | | | | |
|  |  |  |  |  |
| **Task** | **Assignment** |  | **Task** | **Assignment** |
| Raking | PRCS |  | Removing Fallen Trees | PRCS |
| Weeding | PRCS |  | Plumbing Repairs | DGS |
| Grass Cutting | PRCS |  | Irrigation Maintenance | PRCS |
| Sign Installation | PRCS |  | PA Systems and scoreboards | PRCS |
| Building Painting | DGS |  | Field Equipment Sports | PRCS |
| Pavilion & Exterior Structure Painting | PRCS |  | Trash Cans | PRCS |
| Pool Surface Repairs | DGS |  | Building Locks | DGS |
| Fence Repairs/Installation | PRCS |  | Locks for Gates | PRCS |
| Gate Installation and repairs | PRCS |  | Pool Mechanical and Electrical Equip | DGS |
| Asphalt/Concrete Maintenance | DGS |  | Equipment Installation | PRCS |
| Non-paved Trail Maintenance | PRCS |  | Playgrounds | PRCS |
| Moving Picnic Tables | PRCS |  | Vandalism | PRCS |
| Removing Dead Animals | PRCS |  | Standing Tree Removal | PRCS |
| Clean BMP's | DGS |  | Fitness Equipment  Maintenance | PRCS |
| Snow Removal | PRCS |  | Pool Chemicals and Cleaning | PRCS |
| Change Building Light Bulbs | DGS |  | Cleaning Recreation Centers | DGS |
| Maintain Athletic Field Lights | PRCS |  | Recreation Centers HVAC and Electrical | DGS |
| **Key:** |  |  |  |  |
| Department of Parks, Recreation and Community Services - PRCS | | | | |
| Department of General Services - DGS | | | | |

## Maintenance Standards

The Department of General Services (DGS) and the Department of Parks, Recreation and Community Services perform regular maintenance on recreation center facilities, park facilities and grounds, athletic fields/courts, playgrounds, pools, and trails maintenance standards listed are minimum requirements – frequency of maintenance may increase based on facility usage or program.

## Recreation & Community Center Facility Maintenance

### Locker Rooms, Restrooms and Bathhouses

Clean toilets – Periodically throughout the day

Check and replenish paper supplies – Daily or as needed Clean sinks, fixtures & mirrors – Daily or as needed

Empty trash and recycling – 2 times daily or as needed Showers Cleaned – 1 time daily

Check and replenish soap – 1 time daily or as needed Floors Cleaned – Daily or as needed

Lockers opened and cleaned - 2 times per week

### Fitness Rooms & Studios

Dust mop and sweep floors – Daily or as needed

Mop floors with rubber floor cleaner – 2 times per week Wipes replace – checked daily, replaced as needed

Machines and equipment wiped down –As needed

Empty trash and recycling – 2 times daily or as needed

Windows – Weekly or as needed

Lights, Fans and Vents – Cleaned annually and as needed

### Meeting Rooms

Dust mop and sweep floors – Daily or as needed Empty trash and recycling – 2 times daily or as needed Mop or scrub floors – 2 times per week or as needed

Windows and blinds – cleaned 1 time per week or as needed Lights, Fans and Vents – Cleaned annually and as needed

### Gymnasiums

Empty trash and recycling – 2 times daily or as needed Dust mop and sweep floors – Daily or as needed Drinking fountain – Daily or as needed

Windows – 1 time per month or as needed

### Lobbies and Halls

Vacuum floors – 2 times daily or as needed

Mop Floors – Daily or as needed

Empty trash and recycling – 2 times daily or as needed Dust and polish furniture – 1 time weekly

Windows – cleaned 1 time per week or as needed

### Offices

Empty trash and recycling – 1 time daily or as needed Vacuum floors – 1 time daily or as needed

Exterior of Windows – cleaned 1 time per week or as needed

## Aquatic Facilities Maintenance

* + Inspect pump room (Chlorine lines. Co2 lines, leaks, etc.) – Twice daily
  + Sweep Pump Rooms – Once daily
  + Check First Aid Kit and chemical/cleaning supplies – Once daily
  + Check and record readings (chlorine, bromine, temp) – Once hourly
  + Squeegee pool deck, hot tub deck and hot tub stairs – Once daily
  + Brush pool walls/walking lane – Once daily
  + Wash vacuum filter bag in cold water – Once daily
  + Scrub Lap Lanes – Once weekly
  + Spray drains with hose/chlorine in area 1-4 - Four times weekly
  + Check and inspect guard stand, ladders and rails – Twice weekly
  + Pick up trash in pool gutter – Weekly
  + Scrub guard stands shallow end area – Weekly
  + Clean spa scum lines – Once daily

## Facility Maintenance Classification

## Areas within a PRCS facility may have different levels of maintenance. This is designated by a map of each facility.

### Area I

Highest quality public landscape maintenance associated with high visitation park, turf athletic area and governmental grounds.

1. *Turf care -* Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may as often as once every three working days. Aeration as required, not less than two times per year. Reseeding or sodding as needed. Weed control should be practiced so that no more than one percent of the surface has weeds present.
2. *Fertilizer -* Adequate fertilization applied to plant species according to bi-annual soil tests to ensure their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations from the soil test results. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth.
3. *Irrigation -* Sprinkler irrigated. Electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and adequate staffing. Frequency of use follows rainfall, temperature, seasonal length and demands of plant material.
4. *Litter control -* Minimum of once per day, 7 days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash generated between servicing without normally overflowing.
5. *Pruning -* Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor as are clipped hedges versus natural style. Timing usually scheduled to coincide with low demand periods or to take advantage of special growing characteristics such as low demand periods or to take advantage of special growing characteristics such as pruning after flowering.
6. *Disease and Insect Control -* Control program may use any of three philosophies: 1) Preventative; a scheduled chemical or cultural program designed to prevent significant damage; 2) Corrective; application of chemical or mechanical controls designed to eliminate observed problems; and, 3) Integrated pest management; withholding any controls until such time as pests demonstrate damage to plant materials or become a demonstrated irritant in the case of flies, mosquitoes, gnats, etc. At this maintenance level the controlling objective is to not have the public notice any problems. It is anticipated that Area I problems will either be prevented or observed at a very early stage and corrected immediately.
7. *Winter Weather Response -* Winter weather response occurs as needed to insure facility opens safely on time and stays safe throughout open hours. Applications of snow melting compound and/or course aggregate are appropriate to reduce the danger of injury due to falls.
8. *Lighting -* Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.
9. *Surfaces -* Sweeping, cleaning, and washing of surfaces needs to be done so that at no time does accumulation of sand, dirt, and leaves distract from the looks or safety of the area. Repainting or re-staining of structures should occur when weather or wear deteriorate the appearance of the covering. Stains to surfaces should be taken off within five working days. Graffiti should be washed off or painted over the next working day after appearance.
10. *Repairs -* Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive.
11. *Inspection -* Inspections of this area should be done daily by a member of staff.
12. *Floral plantings -* Normally extensive or unusual floral plantings are part of the design. These may include ground level beds, planters or hanging baskets. Often multiple plantings are scheduled, usually at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care of watering, fertilizing, disease control, disbudding and weeding is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weed free.
13. *Rest rooms -* Not always a part of the design but where required will normally receive no less than once per day servicing. Especially high traffic areas or events may require multiple servicing or a person assigned as attendant.
14. *Special features -* Features such as fountains, drinking fountains, sculpture, speaker systems, structural art, flag poles or parking and crowd control devices may be part of the integral design. Maintenance requirements can vary drastically but for this mode it should be of the highest possible order.

### Area II

High level maintenance - associated with well-developed park areas with reasonably high visitation.

1. *Turf care -* Grass cut once per week. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be utilized at this level.
2. *Fertilizer -* Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on bi-annual soil tests, species, and length of growing season, soils and rainfall

Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentage should follow local recommendations based on the soil tests. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.

* 1. *Irrigation -* Some type of irrigation system available. Frequency of use follows rainfall, temperature, seasonal length, and demands of plant material.
  2. *Litter control -* Minimum of once per day, seven days a week. Off-site movement of trash dependent on size of containers and use by the public. High use may dictate once per day cleaning or more. Containers are serviced.
  3. *Pruning -* Usually done at least once per season unless species planted dictate more frequent attention. Sculptured hedges or high growth species may dictate a more frequent requirement than most trees and shrubs in natural growth style plantings.
  4. *Diseases and disease control -* Usually done when disease or insects are inflicting noticeable damage, reducing vigor of plant materials or could be considered a bother to the public. Some preventative measures may be utilized such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.
  5. *Winter Weather Response -* Winter weather response occurs as needed to insure facility opens safely on time and stays safe throughout open hours. Applications of snow melting compound and/or course aggregate are appropriate to reduce the danger of injury due to falls*Lighting -* Replacement or repair of fixtures when observed or reported as not working.
  6. *Surfaces -* Should be cleaned, repaired, repainted or replaced when appearance has noticeably deteriorated.
  7. *Repairs -* Should be done whenever safety, function, or bad appearance is in question.
  8. *Inspection -* Inspection by some staff member at least once a day when regular staff is scheduled.
  9. *Floral planting -* Some sort of floral plantings may be present. Normally no more complex than two rotations of bloom per year. Care cycle usually at least once per week except watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.
  10. *Rest rooms -* When present should be maintained at least once per day as long as they are open to public use. High use may dictate two services or more per day. Servicing period should ensure an adequate supply of paper and that rest rooms are reasonably clean and free from bad odors.
  11. *Special features -* Should be maintained for safety, function, and high quality appearance as per established design.

### Area III

Moderate level maintenance - associated with locations with moderate to low levels of development, moderate to low levels of visitation or with agencies that because of budget restrictions can't afford a higher intensity of maintenance.

1. *Turf care -* Cut once every 7 working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Reseeding or re-sodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas is weed infested or general turf quality low in 15 percent or more of the surface area.
2. *Fertilizer -* Applied only when turf vigor seems to be low. Low level application done on a once per year basis.
3. *Irrigation -* None
4. *Litter control -* Minimum service of two to three times per week. High use may dictate higher levels during warm season.
5. *Pruning -* When required for health or reasonable appearance. With most tree and shrub species this would not be more frequent than once every two or three years.
6. *Disease and Insect Control -* Done only on epidemic or serious complaint basis. Control measures may be put into effect when the health or survival of the plant material is threatened or where public's comfort is concerned.
7. *Snow removal -* Snow removal done based on local law requirements and whether facility is open.
8. *Lighting -* Replacement or repair of fixtures when report filed or when noticed by employees.
9. *Surfaces -* Cleaned on complaint basis. Repaired or replaced as budget allows.
10. *Repairs -* Should be done whenever safety or function is in question.
11. *Inspections -* Once per week.
12. *Floral planting -* Only perennials or flowering trees or shrubs.
13. *Rest rooms -* When present, serviced a minimum of 5 times per week. Seldom more than once each day. One thorough cleaning per week March-November.
14. *Special features -* Minimum allowable maintenance for features present with function and safety in mind.

### Area IV

Moderately low level - usually associated with low level of development, low visitation, undeveloped areas or remote parks.

1. *Turf care -* Low frequency mowing schedule based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing to aid public use or reduce fire danger. Weed control limited to legal requirements of noxious weeds.
2. *Fertilizer -* Not fertilized.
3. *Irrigation -* No irrigation.
4. *Litter control -* Once per month. Complaint may increase level above one servicing.
5. *Pruning -* No regular trimming. Safety or damage from weather may dictate actual work schedule.
6. *Disease and Insect Control -* None except where epidemic an epidemic condition threatens resource or public.
7. *Snow removal -* None except where major access ways or active parking areas dictate the need for removal.
8. *Lighting -* Replacement on complaint or employee discovery.
9. *Surfaces -* Replaced or repaired when safety is a concern and when budget is available.
10. *Repairs -* Should be done when safety or function is in question.
11. *Inspections -* Once per month.
12. *Floral plantings -* None, may have wildflowers, perennials, flowering trees or shrubs in place.
13. *Rest rooms -* When present, five times per week.
14. *Special features -* Minimum maintenance to allow safe use.

### Area V

High visitation natural areas - usually associated with large urban or regional parks. Size and user frequency may dictate resident maintenance staff. Road, pathway, or trail systems relatively well developed. Other facilities at strategic locations such as entries, trail heads, building complexes and parking lots

1. *Turf care -* Designed turf trails or areas mowed as required to allow access. Weed control on noxious weeds.
2. *Fertilizer -* None.
3. *Irrigation -* None.
4. *Litter control -* Based on visitation, may be more than once per day if crowds dictate that level.
5. *Pruning -* Only done for safety.
6. *Insect and Disease Control -* Done only to ensure safety or when problem seriously discourages public use.
7. *Snow removal -* One day service on roads and parking areas.
8. *Lighting -* Replaced on complaint or when noticed by employees.
9. *Surfaces -* Cleaned on complaint. Repaired or replaced when budget will permit.
10. *Repairs -* Done when safety or function impaired. Should have same year service on poor appearance.
11. *Inspections -* Once per day when staff is available.
12. *Floral plantings -* None introduced except at special locations such as interpretive buildings, headquarters, etc. Once per week service on these designs. Flowering trees and shrubs, wildflowers, present but demand no regular maintenance.
13. *Rest rooms -* Frequency geared to visitor level. Once a day is the common routine but for some locations and reasons frequency may be more often.
14. *Special features -* Repaired whenever safety or function are a concern. Appearance corrected in the current budget year.

### Area VI

Historic areas – maintained to meet historic qualities or guidelines on individual basis

## Athletic Facilities all PRCS Sites

### Athletic Natural Turf

* Healthy dense stand of grass and coverage is no less than 90% in playable areas.
  + Combination of latest generation Bermudagrasses, or cool season athletic field blends of Perennial Rye, Turf Type Tall Fescue, and/or Low mow Kentucky Bluegrass. All turf varieties must be highly rated in NTEP trials and appropriate for the region.
  + Bermudagrass fields over-seeded with either Perennial Ryegrass or Low Mow Kentucky Bluegrass in the fall and covered with turf blanket.
  + Play area has uniform surface that is well drained, free of holes and depressions.
  + Mowed 2-3 times per week during the growing season. Warm season turf to be mowed between 0.5 and 1.0 inch, cool season turf between 1.0 and 3.0 inches.
  + Free of litter and debris.
  + Soil samples to be taken in accordance with state regulations and turf maintenance program.
  + Nutrient program based on soil test results and/or nutrient management plan.
  + Integrated Pest Management (IPM) practices used for control of disease, pests & weeds
  + Aeration & cultural practices as frequently as required to maintain healthy, thick, vigorous stand of turf (minimum 2-3 times annually).
  + Priority one rectangle sites are taken out of service use for two weeks per season on a rotational basis for maintenance purposes and turf recovery.

### Skinned infields

* + Uniform, well drained surface that is free of lips, holes and trip hazards
  + Proper soil consistency for intended use.
  + Free of weeds and grass.
  + Bases, home plates and pitching rubbers are set at proper distances, installed per manufacturer specifications, are level and anchored properly and in good condition.
  + Groomed per site designations
    - **Priority 1** Every use or 4-5 times per week (whatever is greater)
    - **Priority 2** Every use or a minimum of 3 times weekly (whatever is greater)
    - **Priority 3** Middle and Elementary School sites: Up to twice weekly
    - **High School Sites** Every PRCS scheduled game and “maintenance drag” after each game.
  + Infields to be kept weed free during low use times with the assistance of non-selective and pre-emergent herbicides and “maintenance drags”.
  + Infield lips edged a minimum of 2X annually at regulation measurements to keep infields looking clean and crisp.

### Soccer Goals

* Provided by PRCS on PRCS sites per standard, leagues provide goals on school and other non PRCS sites.
* Properly installed and anchored according to National Standards by beginning of season
* Frames in good condition, free from breaks in welds or bends in metal.
* Nets in good condition, free from holes, tears and fraying. Removed at end of each season.
* Removed from athletic field at fall field closure.
* Inspect weekly

### Bleachers and Dugouts

* Hardware is intact. Inspected at beginning of spring and fall allocation seasons
* Bracing is tightly connected.
* Seating surface is clean, smooth & free of protrusions with no exposed sharp edges or pointed corners.
* Bleachers and bleacher pads are to be blown clean weekly to remove debris buildup (seed husks, infield dirt & trash).

### Lights

* Electrical systems and components are operational and in compliance with all local and state codes
* Broken Lamp replacement will be performed regularly to maintain the original foot-candle levels to preserve original design, no less than 95% of lights will be operational at any one time.
* All wiring will be enclosed within cabinets and junction boxes, no exposed wires.
* Ballast boxes and components to be properly installed and secured
* Inspect beginning of spring and fall seasons

### Fencing

* Fencing material is properly secured to support rails.
* Support rails are properly connected and straight.
* Fence is free of holes, damage and protrusions.
* Fabric/netting is free of holes, damage, dry rot or rust.
* Gates and latches are fully operational and safe.
* Fences are inspected weekly, and any safety related issues repaired immediately.
* Non safety related repairs to be repaired within 48 hours of discovery.
* Fence lines to be treated regularly with herbicide/pre-emergent combinations to retard/eliminate plant growth and fence damage.

### Restrooms

* Sanitized cleaning, minimum of once per week.
* Inspected, re-stocked, cleaned up and trash emptied daily.
* Lights and ventilation systems are operational.
* All toilets, urinals, water faucets, stall doors and hand dryers are fully operational.
* Free of graffiti.
* Clearly marked according to gender and user group.
* Doors have locks and/or timers that are functional.
* Restrooms are in compliance with ADA standards.

## Playgrounds

### Play Equipment

1. Play equipment and surrounding play area meets ASTM and National Playground Safety Institute Standards.
2. All hardware is intact as intended.
3. Free of graffiti.
4. Age appropriate signage for unit or area in place.

### Surfacing

1. Clean, level and free of litter and debris.
2. Meets ASTM and National Playground Safety Institute Standards.
3. Well drained.
4. Rubber cushion surfaces are free of holes and tears.
5. Rubber cushion surfaces are properly adhered to base material and curbing.
6. Wood mulch maintained to appropriate depth.
7. Wood mulch areas, and high use/wear areas are checked daily; displaced mulch returned to proper location to maintain adequate depth.

### Borders

1. Playground borders are well defined and intact.
2. Playground borders meets ASTM and National Playground Safety Institute Standards.

### Decks

1. Planks are intact, smooth and structurally sound, free of splinters and cracks.
2. Nails, bolts and screws are all flush with the wood surface.
3. Planks are level with no rot or warping.
4. Safety rails are intact and meet local building code.

### Benches

1. Slats are smooth and structurally sound.
2. Hardware is intact and fully operational.
3. Nails, bolts or screws are flush with the surface.
4. Seat and backing are smooth with no protrusions and have no exposed sharp edges or corners.

### Inspections

1. Playgrounds to be visually inspected a minimum of once weekly.
2. Any safety issues will be repaired immediately upon discovery, if that is not possible, the playground unit will be securely closed until repairs can be made.
3. Repair of safety related issues has to be completed within 24 hours of discovery, any cosmetic and non-safety related issues and damage must be repaired within 48 hours of discovery.
4. Complete annual inspection and audit of each playground annually by a Certified Playground Safety Inspector (CPSI), to insure playground integrity and compliance with the National Playground Safety Institute (NPSI).

## Pavilions/Shelters

### Pavilions

1. Pavilions comply with ADA guidelines and requirements.
2. Pavilions are clean, sanitary and free of graffiti.
3. External electrical sockets and lights are operational and in good condition.
4. Structure is sound, freshly painted, no wood rot or rusted metal, no loose siding or shingles.
5. Pavilions are rodent free, and treated as needed for ants, wasps, mice, termites and other pests.
6. Signage with reservation and rules information, contact numbers and emergency telephone numbers are posted in prominent and visible area.
7. Pavilion grounds are mowed, trimmed and free of litter and debris.
8. Pavilions are stocked with appropriate number of trash cans based on size and use frequency.

### Tables/Benches

1. Clean and free of rust, mildew and graffiti.
2. Hardware must be intact and functional.
3. Frames and slats are intact and properly secured.
4. Seats and tops are smooth with no protrusions and have no exposed sharp edges or corners.
5. Painted annually to maintain as new appearance.

### Grills

1. Grills must be operational and free from rust and corrosion.
2. Must be clean and free of grease build up.
3. Grill racks are operational and affixed to the grill properly.
4. Grills are anchored to reduce the possibility of theft.
5. Grills are in clear and under-brushed areas free of trash and debris.

### Trash Receptacles

1. Receptacles are clean, free from corrosion and in good condition.
2. Receptacle must have lid that keeps rain/snow out of liners.

### Inspections

1. All pavilions and shelters to be visually inspected a minimum of once per week.
2. Repairs to be made within 48 hours of damage discovery.
3. Heavy inspection once annually to identify and anticipate upcoming maintenance issues.

## Tennis and Basketball Courts

### Surfacing.

1. Surface is smooth, level and well drained with no standing water.
2. Surface is free of large cracks, holes or trip hazards.
3. Surface is painted and striped in accordance with USTA court specifications.
4. Surface is free of litter, debris and graffiti.
5. Courts to be inspected weekly.

### Nets

1. Nets are free from tears and frays.
2. Nets are properly installed and secured to support poles.
3. Support poles hardware is intact, properly anchored and installed.
4. Nets to be inspected weekly.

### Lights

1. Electrical systems and components are operational and in compliance with appropriate building and state codes.
2. Burned out bulbs are replace to maintain adequate foot candle rating.
3. Timers are properly set to hours of operation.
4. Electrical wiring and components to be installed in junction boxes or ballast boxes, no exposed wiring.
5. Lighting controls with operation instructions and information are conveniently located for easy access.

### Fencing

1. Fencing material is properly secured to support rails.
2. Support rails are properly connected and straight.
3. Fence is free of holes, damage and protrusions.
4. Fabric/netting is free of holes, damage or dry rot.
5. Gates and latches are fully operational and safe.
6. Windscreens are tightly secured to the fencing and are free of tears and holes.
7. Fences are inspected weekly, and any safety related issues to be repaired immediately.
8. Non safety related repairs to be repaired within 48 hours of discovery.
9. Fence lines to be treated regularly with herbicide/pre-emergent combinations to retard/eliminate plant growth

## Basketball Courts

### Surfacing

1. Surface is smooth, level and well drained with no standing water.
2. Surface is free of large cracks, holes or trip hazards.
3. Surface is painted and striped in accordance with USTA court specifications.
4. Surface is free of litter, debris and graffiti.
5. Courts to be inspected weekly.

### Goals and Backboards

1. Goals and backboards are level, painted and properly secured.
2. Nylon nets are hung and free from tears or holes.
3. Support poles are rust free and in good working condition.

### Lights

1. Electrical systems and components are operational and in compliance with appropriate building and state codes.
2. Burned out bulbs are replace to maintain adequate foot candle rating.
3. Timers are properly set to hours of operation.
4. Electrical wiring and components to be installed in junction boxes or ballast boxes, no exposed wiring.
5. Lighting controls with operation instructions and information are conveniently located for easy access.

### Inspections/Repairs

1. Inspect courts a minimum of one time per month.

2. Complete all repairs within 48 hours of discovery

## Sand Volley Ball Courts

### Nets

1. Nets are free from holes and tears and are not tattered.
2. Nets are hung to regulation height.
3. Nets are securely attached to poles.
4. Support poles are properly anchored and all hardware is intact.

### Surface

1. Court surface is sand, maintained to a depth of 12 inches.
2. Surface is smooth with good drainage and no standing water.
3. Surface is free of weeds, litter, grass and debris.

### Borders

1. Borders are defined and intact.
2. Borders meet ASTM and National Playground Safety Institute Standards.

### Inspections/Repairs

1. Volleyball pits to be inspected a minimum of once per month

2. Maintain an adequate depth of sand (approximately 12 inches) year round for safety and playability.

## Ponds

### Water

1. Pond surface water is at least 90% clear of vegetation.
2. Water area is free from trash and debris.
3. Banks are smooth, vegetative covered, free from washouts and erosion.
4. Where applicable, ponds will be stocked with fish appropriate for the location.
5. Algae blooms and invasive plants will be treated as required to maintain a relatively clean, healthy and clear water way.

### Fishing Piers and Decks

1. Planks are intact, smooth, structurally sound, free of rot, and no cracks greater than one quarter inch.
2. Nails, bolts and screws are flush with surface.
3. Handrails are present and structurally sound.
4. All piers and docks comply with and are ADA accessible.

### Inspections

1. Ponds will be inspected monthly and any repairs/maintenance performed within one week of discovery.

**VIII. Parks: General Standards (Passive and Athletic Field Sites)**

1. **Grounds/Field Surrounds**
2. Grounds are mowed and trimmed every 7-10 days
3. Park is free of litter, debris and hazards.
4. Parking lots are clean and striped (if applicable). Gravel lots are level, smooth and weed free with parking areas clearly defined.
5. Turf shall be maintained using a basic turf care program, including annual weed control and fertility applications within state guidelines.
6. All turf areas will be aerated and over-seeded in the Fall
7. **Drinking Fountains**
8. Fountains are accessible and operational.
9. Fountains are in appropriate locations.
10. Fountains are in compliance with the ADA act.
11. Fountains are installed on solid surfaces and free of any surrounding standing water or debris.
12. **Signage**
13. Park identification signs are secure and properly installed at park entrances and high visibility areas.
14. Handicap parking signs are secure, visible and installed to code.
15. Park Rules signs are secure and in a noticeable location.
16. Restroom signs are secure and visible.
17. Signs are clean and brightly painted, free from debris and erected on suitable sign posts.
18. **Ornamental Plants/Beds**
19. Plants are healthy and pruned at appropriate times.
20. Plant beds are free of litter, debris and weeds.
21. Plant selection is appropriate for the season and area.
22. All mulch areas must maintain a 2 inch depth of mulch.
23. Tree rings and beds to be edged a minimum of two times annually.

**E. Walkways/Hard Surfaces & Parking Lots**

1. Hard surfaces are uniform level and free of trip hazards.
2. Hard surfaces are free of litter and debris.
3. Hard surfaces meet ADA Act requirements.
4. Hard surfaces have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires and other obstructions.
5. Hard surfaces are neatly edged.
6. Hard surfaces are clear of weeds, and grass growth in cracks and expansion joints.

**F. Trash Receptacles**

1. Receptacles are clean and in good repair.
2. Roll off containers and dumpsters are screened and placed in low visibility areas.
3. Area around all trash receptacles to be kept clean and free of trash and debris.
4. Trash receptacles are checked/emptied daily, 2x daily at Pavilion Rental sites.

**H. Chain Link Fencing**

1. Fence hardware is intact.
2. Fences are properly anchored and supported
3. Bolts and screws are flush with the surface, no exposed sharp points or edges.
4. Fabric/netting is free from fraying, tears and holes and is erected properly and not sagging.
5. Fence inspections daily as part of park inspection.
6. Safety related repairs to be completed within 24 hours of discovery, cosmetic repairs within one

week of damage.

1. **Wood Fences and Signs**

1. Repaint signs a minimum of every 2 years
2. All lumber is intact, structurally sound and free of excessive deterioration.
3. Nails, bolts and screws are flush with surface with no exposed sharp points.
4. No signs of excessive splintering or cracking.
5. Wash signs once annually to maintain fresh appearance, repaint as required.
6. Inspect sign lettering, posts and all surfaces every 3 months.
7. Cut back ornamental plants so view of sign is not impeded.

**J. Security, Exterior and Facility Lights**

1. A minimum of 90% of lights must be functional, bulb replacement as soon as bulb outage is recognized.
2. No electrical wiring or conduit exposed.
3. All electrical work and lighting complies with current building codes.
4. Electrical components are operational, properly installed and secured.

**K. Bridges**

1. Bridges have a uniform surface, free of cracking and trip hazards.
2. Lumber is structurally sound free of deterioration and cracking.
3. Bridges have secure handrails and comply with ADA guidelines.
4. Bridges are free of litter, debris and graffiti.

**L. Athletic Practice Areas, Middle and Elementary School Athletic Fields**

1. All areas shall be kept clean of any trash and debris.
2. Turf shall be mowed at appropriate height for intended use.
3. Areas should have a uniform surface that is well drained.
4. Trash receptacle should be present and in good condition.
5. All goals should be properly installed and anchored.
6. Nets show no sign of excessive wear, holes or tearing.
7. Baseball/softball backstops are installed properly, anchored and in good condition.
8. Fencing is free of holes or protrusions.
9. Bleachers hardware is intact, bracing is securely connected and structure is safe for use.
10. Bleacher seating is smooth, clean & free of protrusions and have no exposed edges or sharp corners.
11. Infields are groomed a minimum of twice per week, to maintain a level weed free playing surface.
12. Home plate and pitching rubbers to be anchored securely and safely, must be in good condition and must be replaced when damaged or worn out, (bases to be provided by others).
13. Turf will be maintained using a basic turf care program that employs bi-annual soil samples, and proper N-P & K management. Including a minimum of once annual aeration and over-seeding

**M. Irrigation (Turf playing Surfaces)**

1. Irrigation system is fully operational with complete and uniform coverage.
2. System is free of leaks, and all heads rotate properly.
3. Heads are installed according to intended use.
4. Heads are properly adjusted to maximize watering efficiency and minimize runoff.
5. Run times are set to maximize water penetration and minimize evaporation loss.

**IX. Trails**

1**.** Trails to be inspected a minimum of once per month

2. Hard surface trails will be kept clean of sand, dirt and organic material

3. Trees, limbs and other organic material will be removed from trails when discovered

4. Graffiti removed when discovered

5. Trails will be either sprayed or mowed 36” each side of trail, and overhanging branches and vines will be trimmed back within 84” of trail surface

# Preventive maintenance

Preventive maintenance consists of regular inspections of facilities and equipment for safety hazards, repairs, and replacement. Preventive maintenance is performed on several different levels

## High frequency inspections

High frequency inspections are performed by front line Parks & Recreation staff at all facilities and parks. Visual scans of facilities for safety hazards, broken equipment, vandalism, and other issues are done during the course of each staff member’s regular routine. High frequency inspections may also include reports of issues from park users. These inspections are performed daily at high-use parks, and weekly at parks with lower usage. Issues found during these visual inspections are reported to the staff member’s supervisor.

## Monthly Facility Inspections

PRCS Policy requires that all facilities and parks be inspected for safety and maintenance issues on a monthly basis. These inspections are performed by site supervisors, Operations Coordinators, or Administrators. The inspections are more thorough than the high frequency inspections and should minimally include safety hazards, condition of buildings and equipment, condition of grounds parking lots and roadways, and cleanliness of the facility.

## Playgrounds

Playgrounds are inspected according to the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use (ASTM). The following guidelines will be adhered to by all PRCS staff:

* All playground sites will be subject to the playground safety program.
* All equipment shall be installed according to manufacturer specifications.
* Loudoun County Parks and Recreation shall provide reasonable resources to ensure prudent and timely inspections and repairs as determined necessary by the playground safety program.
* All play equipment shall be inspected, repaired, and maintained by agency employees on a regular basis with the necessary documentation.
* All playground inspectors and maintenance employees performing repairs shall be trained in accordance with the agency’s public playground safety training program, in order to maintain playground equipment in substantial compliance with current standard of care.
* All new equipment shall be in compliance with the current CPSC Handbook and ASTM Standards.
* Playground equipment manufacturers shall carry adequate product liability insurance coverage.

Playgrounds inspections are performed on two levels – Level I, a daily visual inspection by onsite facility staff or un-manned sites by Outdoor Maintenance staff and Level II, a more detailed inspection by CPSI certified staff annually.



# Appendices

## Sample Aquatic Facilities Daily Checklists

## Sample Facility Restroom Monitoring & Cleaning Log

## Sample Custodian Checklist – Recreation Center

## Sample Fitness Room/Rover Checklist

## Sample Climbing Wall – Daily Procedures Checklist

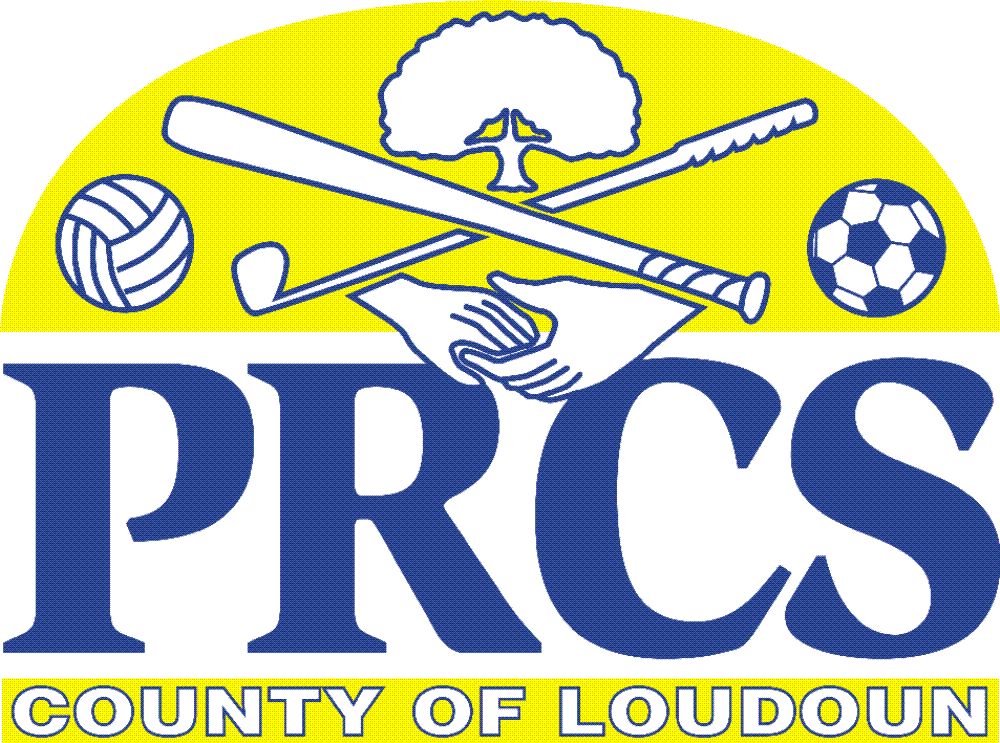
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## Sample Parks Daily Checklist

## Playground Safety Inspection Report

## Sample Parks Monthly Inspection Form

## Sample Facility Monthly Inspection Form

****Sample Aquatic Facilities Daily Checklist

**ROUND HILL AQUATIC CENTER**

**READINGS SUMMARY**

**OPENING, MID-DAY, & CLOSING READINGS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Initials | CO2 #1 | CO2 #2 | CO2 #3 | CO2 #4 | Propane#1 | Propane#2 | NaOCl #1 | NaOCl #2 |
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**HOURLY READINGS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Initials | Water Temp | Auto pH | Manual pH | Auto ORP | Manual FC | Manual Combined C |
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**BI-HOURLY READINGS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Initials | Pump Influent | Filter Influent | Filter Effluent | Upper Flow | HVAC |
|  |  |  |  |  |  | Time |
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**CHEMICALS ADDED**

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| --- | --- | --- | --- |
| Time | Initials | Type | Amount |
| Auto | Auto Feed | Liquid Chlorine Feed & Control |  |
| Auto | Auto Feed | CO2 Feed & Control |  |
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**WEEKLY READINGS (Mondays unless heavy bather load suggests repeating)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Initials | Total Alkalinity (TA) | Calcium Hardness (CH) | Iron | | Pool Temperature | | Saturation Index |
|  |  |  |  |  |  | |  | |
| Saturation Index = pH + h2o Temp + CH + TA – 12.1 (TDSf) \_\_\_\_\_\_= + + + - 12.1 | | | | | | | | |

*All staff members completing an item should initial that item.* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROUND HILL AQUATIC CENTER OPENING CHECKLIST**

\_\_\_\_1. Turn on ALL lights and unlock interior doors

\_\_\_\_2. Money for drawer and MHS Van Keys

\_\_\_\_3. Pool readings and inspect pump room

\_\_\_\_4. Inspect the pool and pool deck

\_\_\_\_5. Remove the vacuum from the pool.

\_\_\_\_6. Set out rescue tubes and the backboard

­­­­\_\_\_\_7. Check phones for dial tone

­­­­\_\_\_\_8. Check AED for “OK” signal (Alert Manager **IMMEDIATELY** if it doesn’t say “OK”)

\_\_\_\_9. Make sure the handicap lift battery is fully charged and in place and that the lift is operational

\_\_\_\_10. Inspect the main drains. Make sure they are visible and fully intact.

\_\_\_\_11. Inspect the locker rooms for cleanliness. Ensure toilet paper and paper towels have been replenished.

\_\_\_\_12. Unlock the front doors and change signs to OPEN

\*\*\* Mondays, manually test the Total Alkalinity and the Calcium Hardness

***If unsafe conditions are found, notify the Manager of the issue and wait to open.***

Opening supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of any other staff members completing opening tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ROUND HILL AQUATIC CENTER DAILY CHECKLIST (PAGE 1 OF 2)**

**TO BE DONE EVERYDAY, throughout the day.**

1. Every half hour, perform a head count of everyone in the facility, noting their activity.

2. Every hour inspect the locker rooms, REPLINISH paper towels and toilet paper and replace full trash liners. Clean floors, toilets and sinks as needed.

3. Clean the hair and lint strainer each morning before or shortly after opening.

4. Straighten any deck furniture and equipment.

5. Make sure hoses are wound and away from being an obstruction

6. Water flower pots (1/2 of blue bucket per each once a day)

7. Sweep, rinse, and disinfect the decks. Clean all deck drains.

8. Scrub any scum line that has formed.

9. Walk the building perimeter, checking grounds and doors. Check both propane tanks. If they drop below 30%, alert management.

Bathroom Checks:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hour | M | Time | Clean | Initials | W | Time | Clean | Initials | F | Time | Clean | Initials |
| 6 | M |  |  |  | W |  |  |  | F |  |  |  |
| 7 | M |  |  |  | W |  |  |  | F |  |  |  |
| 8 | M |  |  |  | W |  |  |  | F |  |  |  |
| 9 | M |  |  |  | W |  |  |  | F |  |  |  |
| 10 | M |  |  |  | W |  |  |  | F |  |  |  |
| 11 | M |  |  |  | W |  |  |  | F |  |  |  |
| 12 | M |  |  |  | W |  |  |  | F |  |  |  |
| 1 | M |  |  |  | W |  |  |  | F |  |  |  |
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| 8 | M |  |  |  | W |  |  |  | F |  |  |  |
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**(PAGE 2 OF 2)**

Downtime Duties:

|  |  |
| --- | --- |
| Days of the Week | Assignment |
| Monday | Wash ALL interior windows (409 window cleaner with squeegee and paper towel) |
| Tuesday | Wash ALL exterior windows (409 window cleaner with squeegee and paper towel) |
| Wednesday | Wipe down ALL doors (stainless steel cleaner) (use bleach water on white sides) |
| Thursday | Wipe down ALL surfaces (tables, window sills, tops of signs, desks, etc (409) |
| Friday | Restock janitorial supplies from Mezzanine. Wipe down mirrors. (409 and paper towels) |
| Saturday | Wipe down/scrub shower walls (bleach and scrub brush) |
| Sunday | Weed mulch and rock beds, deadhead flower pots (weather permitting). |

Names of any staff members completing daily tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ROUND HILL AQUATIC CENTER HALF-HOUR USAGE COUNTS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Initials | Lobby | Dry Room | Pool Deck | Pool Free Swim | Pool Lap Swim | Pool Water Walk | Pool Class Participant | Pool Reserved Activity |
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| Totals |  |  |  |  |  |  |  |  |  |

**NOTES:**

**ROUND HILL AQUATICS CENTER CLOSING CHECKLIST**

\_\_\_\_1. Blow whistle and notify patrons we are closing

\_\_\_\_2. Hose down deck and pick debris from drains

\_\_\_\_3. Empty ALL trash cans and receptacles (women’s bathroom), replace liners, and trash to outside trashcans.

\_\_\_\_4. Tidy all workspaces (lifeguard office, front desk, etc.)

­­\_\_\_\_5. Check locker rooms and lockers, make sure they are clean

\_\_\_\_6. Sweep and mop locker rooms

\_\_\_\_7. Vacuum carpets and dry side floors

\_\_\_\_8. Straighten up/wipe down front desk area (chairs, desk, etc.)

\_\_\_\_9. Zero Out Cash drawer and deposit in safe

\_\_\_\_10. Make sure ALL exterior door and windows are secure

\_\_\_\_11. Communicate to opener any items or concern or that may need to be addressed

\_\_\_\_12. Change signs to CLOSED and make sure doors are locked and secured after exiting

\_\_\_\_13. Plug in, turn on, and drop vacuum into pool

Closing supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of any other staff members completing closing tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample Facility Restroom Monitoring & Cleaning Log

**Name of Site:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Restroom  # | Checked  ( ) | Cleaned  ( ) | Supplies Filled/Actions Completed | Comments | Initials |
|  |  |  |  |  |  |  |
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Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Sample Custodian Checklist – Recreation Center (Page 1 of 2)

|  |  |  |
| --- | --- | --- |
| **Custodian/Maintance Checklist** | | |
| **Employee Name:** |  |  |
| **Date:** |  |  |
|  |  |  |
| **Floor/Location:** | **Completed** | **Comments** |
| **RESTROOMS- Phase 1 (Hourly Checks)** |  |  |
| Sinks |  |  |
| Vanities |  |  |
| Floors |  |  |
| Expendable Items Re-Stocked |  |  |
| Trash Emptied |  |  |
|  |  |  |
| **RESTROOMS- Phase 2 ( Hourly Checks)** |  |  |
| Mirrors |  |  |
| Sinks |  |  |
| Vanities |  |  |
| Floors |  |  |
| Expendable Items Re-Stocked |  |  |
| Trash Emptied |  |  |
|  |  |  |
| **LOBBY / ENTRANCE Phase 1 (Hourly Checks)** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
| Wate Faucets Wiped down |  |  |
|  |  |  |
| **LOBBY / ENTRANCE Phase 2 (Hourly Checks)** |  |  |
| Stair Wells |  |  |
| Trash Emptied |  |  |
| Floors Swept |  |  |
| Lights Working |  |  |
| Wate Faucets Wiped down |  |  |
| Recycled Emptied |  |  |
|  |  |  |
| **OFFICE AREAS Phase 1 and 2/ Beginning and Closing Shift** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
|  |  |  |
| **Stairwell/Banisters (Hourly)** |  |  |
| Swept |  |  |
| Bannister Wiped Down |  |  |
|  |  |  |
| **Kitchen/Beginning and Closing Shift** |  |  |
| Sinks |  |  |
| Counter Tops |  |  |
| Trash Emptied |  |  |
| Expendable Items Stocked |  |  |
| Recycled Emptied |  |  |
|  |  |  |
|  |  |  |
| Sample Custodian Checklist – Recreation Center (Page 1 of 2) | | |
| **Fitness Areas (Hourly)** |  |  |
| Equipment is put away |  |  |
| Mirrors upstairs Monitored/Cleaned if need be. |  |  |
| Equipment wiped down. |  |  |
| Wipes are stocked. |  |  |
|  |  |  |
| **Full Gym/Dance Rm (Beg. and End of Shift)** |  |  |
| Wipe down water fountains |  |  |
| Sweep |  |  |
|  |  |  |
| **Kids Gym (Beginning and End of Shift)** |  |  |
| Wipe down water fountains |  |  |
| Sweep |  |  |
| Bathrooms Checked |  |  |
| **Classrooms (Monday - Friday/Before and After Classes)** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
| Sinks Wiped Down |  |  |
| Bathrooms |  |  |
| Vaccumed /After last class |  |  |
|  |  |  |
| **Locker Rooms (Hourly)** |  |  |
| Mirrors Monitered |  |  |
| Sinks |  |  |
| Vanities |  |  |
| Floors |  |  |
| Expendable Items Re-Stocked |  |  |
| Trash Emptied |  |  |
|  |  |  |
| **Classrooms (Before and After Rentals)** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
| Sinks Wiped Down |  |  |
| Bathrooms |  |  |
|  |  |  |
| **Conference Room (Before and After Rentals)** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
| Counter Top and Table Wiped Down |  |  |
| Vacumed |  |  |
|  |  |  |
| **Recreation Rooms (Before and After Rentals)** |  |  |
| Trash Emptied |  |  |
| Recycled Emptied |  |  |
| Wipe down Counter Top |  |  |
| Wipe down Tables |  |  |
| Wipe down Chairs |  |  |
| Sweep |  |  |
| Mop |  |  |

Sample Fitness Room/Rover Checklist

**Fitness Rover Checklist**

You are responsible for roving the facility every 30 minutes.

**Lower Level Fitness Area**

* Are dumbbells in order?
* Are cable attachments hung up?
* Is the cardio equipment bottom surfaces clean?
* Is the strength equipment bottom surfaces clean?
* Are accessories for the Spider put away in order?
* Are there wipes in the trash containers?

**Upper Level Cardio Area**

* Is the cardio equipment bottom surfaces clean?
* Do I need to sweep the dust off the floor?
* Are there wipes in the trash containers?

**Upper Level Strength Area**

* Are the accessories on the X-lab in order?
* Are the cable attachments hung up?
* Are the clips and barbell pads in the crate?
* Do I need to sweep underneath the bench press machines or around the platform?
* Are there at least two plates on every plate holder (located on bench and squat racks)?
* Do the plates need to be organized?
* Are there wipes in the trash containers?

**Ab Lab Area**

* Do the exercise balls need to be blown up?
* Is the bottom of the equipment surface clean?
* Are the medicine balls in order?
* Do I need to sweep up the dust on the floor?
* Is the equipment in an organized fashion?
* Are there wipes in the trash containers?

**Mobility Corner Area**

* Is the equipment in an organized fashion?
* Does the stretch machine need to be wiped down?
* Do I need to sweep the floor?
* Are there wipes in the trash containers?

**The Edge Area**

* Is the equipment in an organized fashion?
* Does the floor need to be swept?
* Does the cable machine and skill mill need to be dusted or wiped down?
* Are the plyo boxes stacked?
* Are the boxing bags lined up against the fence?
* Are there wipes in the trash containers?

**Age Policy?**

* Are there underage kids on the fitness floor? Under 12: Not Allowed, 12-15: Must be with Adult

Sample Climbing Wall – Daily Procedures Checklist



**Climbing Wall Daily Procedures Checklist**

**Day** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Facility Supervisor Name(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please follow these procedures when opening the Climbing Wall. Your careful attention to detail will ensure the safety of our members. As you inspect the Climbing Wall, please be conscientious of safety hazards. Ask yourself, “would I climb on this equipment?” Note all observations in comments box, and notify a MOD immediately if you see anything you are unsure of or feel presents a safety hazard. Do not allow climbers on the wall until the issue has been resolved.

***PERFORM DAILY INSPECTION:***

* **Opening Procedures**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **INITIALS** | **COMMENTS** |
| **Radio present & turned on** |  |  |
| **Unlock equipment** |  |  |
| **Inspect and test each auto belay & top rope anchors** |  |  |
| **Inspect each rope for fraying, worn areas, etc** |  |  |
| **Perform general hazard sweep** |  |  |
| **Inspect floor anchors** |  |  |
| **Inspect harnesses and helmets** |  |  |
| **Clip back ropes and open gates** |  |  |

* **Closing Procedures**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **INITIALS** | **COMMENTS** |
| **Insure equipment is locked and secured** |  |  |
| **Secure belay/top rope anchors** |  |  |
| **Pick-up trash** |  |  |
| **Wipe down benches** |  |  |
| **Vacuum/Sweep floor** |  |  |
| **Put away floor anchor bags** |  |  |
| **Daisy chain rope and close gates** |  |  |
| **Place Radio in charger and give Checklist to MOD** |  |  |

Sample Parks Daily Checklist

Playground Safety Inspection Report

Sample Parks Monthly Inspection Form

Sample Facility Monthly Inspection Form

### CUSTODIAL \\-vRK SCHEDULE

#### Community Center Zone 1- Lobby Area

**(Vending Area, Room D/Kitchen/Lobby Restrooms/Senior Lounge/Teen Lounge/Craft Room/Childcare)**

D = Daily

2D = Twice Daily 2W = Twice Weekly

3W = Three Times Weekly

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M = Monthly

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Remove Trash

Clean/Sanitize & Supply Bathrooms Clean/Sanitize Fountains

Sweep Floors Wet Mop

Clean/Disinfect/Damp Wipe Tables, Counters, Sinks Vacuum

Regular Dusting

Complete Dusting **(Upon Request & Preparation)**

Clean Door Glass and Trim

Spot Clean, includes Plexiglas & glass partitions Spray Buff

Dry Buff Recycling

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**Priority**

* 1. **Health/Safety: restrooms, drinking fountains, trash removal, floor surfaces (slip free)**
  2. **Maintenance and protection of building**
  3. **Appearance**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **ZONEl** | |  | |  | |  |
|  |  | LOBBY AREA | | |  | |  | |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  |  |
|  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | | SATURDAY | | SUNDAY |
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| OBBY |  |  | - |  |  | |  | |  |
| BATHROOMS BY ROOM D |  |  |  |  |  | |  | |  |
| TEEN. LOUNGE |  |  |  |  |  | |  | |  |
| FRONT Dl:SK |  |  |  |  |  | |  | |  |
| BACK OFFICE |  |  |  |  |  | |  | |  |
| STAFF LOUNGE |  |  |  |  |  | |  | |  |
| SENIOR LOUNGE |  |  |  |  |  | |  | |  |
| **MAIN** ENTRANCE FOYER |  |  |  |  |  | |  | |  |
| VENDING/TV/PLAY AREA |  |  |  |  |  | |  | |  |
| ROOM D |  |  |  |  |  | |  | |  |

SPECIAL PROJECTS:

(Help With Set-Ups)

**CUSTODIAL** \\ ***JRK* SCHEDULE**

#### Community Center Zone 2 - A, B, C Wing

**(Meeting Rooms A, B** & **C, Kitchen, Restrooms)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D - Daily  2D = Twice Daily 2W = Twice Weekly  3W = Three Times Weekly  w = Weekly M = Monthly  2M = Twice Monthly | *u:i'*  ('j  1,\_1) >-.  -< ...0  ...0  u 0  ......:1  4,(-\_'<j ,(/\_"•J  E- .g  ..c ·;::  *b[)* ,\_  :...:...c0u | (/"J  ('j  ,(L\_)  -<  (L)  **u**  4....  0 | s(/"J  0  0  **11)**  uc::  ,1\_1)  <c-8::  u0 | s(/"J  0  0,\_  I  ('j  ,(\_L) | s(/"J  0  0,\_  ......  (/"J  (L)  0:: |  | ,\_  11)  ;S  0  ..c  *if]*  ',::;  (L) s  u 0  O 0  ......:1 0::  D |
| Remove Trash | D | D | D | D | D |  |
| Clean/Sanitize & Supply Bathrooms |  |  |  |  | D | :D | |
| Clean/Sanitize Fountains | D |  |  | D |  |  | |
| Sweep Floors | D | I | | D | D | ID | |
| Wet Mop | 2W | I  I | ! | D | D | iD | |
| Clean/Disinfect/Damp Wipe Tables, Counters, Sinks |  |  |  | D | D | D | |
| Vacuum | D | 3W | 2W |  |  |  | |
| Regular Dusting | D | 2W | 2W | 2W | 2W | 2W | |
| Complete Dusting **(Upon Request** & **Preparation)** |  |  |  |  | I I | | |
| Clean Door Glass and Trim | D | jD | D | D | D | ID | |
| Spot Clean, includes Plexiglas & glass partitions | D | !D | D | D | D | ID | |
| Spray Buff | 2M |  |  | 2M |  |  | |
| Dry Buff | M | ! | | M | I | | |
| Recycling |  | 2W | I |  | I | | |

**Priority**

1. **Health/Safety: restrooms, drinking fountains, trash removal, floor surfaces (slip free)**
2. **Maintenance and protection** of **building**
3. **Appearance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **ZONE 2** |  |  |  |  |
|  |  | ABC AREA | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | SATURDAY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|  |  |  |  |  |  |  |  |
| LARGE KITCHEN |  |  |  |  |  |  |  |
| MEETING ROOMS ABC |  |  |  |  |  |  |  |
| HALLWAY BATHROOMS |  |  |  |  |  |  |  |
| STAIRWELL |  |  |  |  |  |  |  |
| HALLWAY |  |  |  |  |  |  |  |
| 2ND ENTRANCE FOYER |  |  |  |  |  |  |  |
| CRAFTROOM |  |  |  |  |  |  |  |

SPECIAL PROJECTS:

(Help With Set-UPS)

#### CUSTODIAL V, RK SCHEDULE

**Community Center Zone3**

**(Raquetball Crts/ Dance Room/Gym Lobby/Gym)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| D = Daily  2D = Twice Daily 2W = Twice Weekly  3W= Three Times Weekly  w = Weekly M = Monthly  2M = Twice Monthly | Urol  *V* >--.  --:.<.. .0  .0  suj  ro  :... 0  f- "O  ...c: ·c  *bl)* ;...  :·-:r: u0 | Cl)  ro  *V*  :...  --<  *V*u  u'-:H:::  0 | sCl)  0  0  ci::  *V*u  ::::  *V*:...  ::::  u0  D |  | sCl)  0  0  ;...  ...::I.:  ro  *V*:...  o:l | sCl)  0-  0:...  Cl)  *V* | :...  *V*  3':  .0..c:  ***U)***  --;::;  *V* s  ...u::.: 0  O 0  ....:i ci:: |
| Remove Trash | D | D | D | D | D |
| Clean/Sanitize & Supply Bathrooms |  |  |  |  | | D | D |
| Clean/Sanitize Fountains | D |  |  | D | |  |  |
| Sweep Floors | D |  |  | D | | D | D |
| Wet Mop | 2W |  |  | D | | D | D |
| Clean/Disinfect/Damp Wipe Tables, Counters, Sinks |  |  | /D | | | D | D |
| Vacuum | D | 3W | 2W I  I | | |  |  |
| Regular Dusting | D | 2W | 2W ! 2W i 2W | | | | 2W ! |
| Complete Dusting **(Upon Request** & **Preparation)** |  |  | I I  ! | | | | I  I |
| Clean Door Glass and Trim | D | D \D ID | | | | D | D I |
| Spot Clean, includes Plexiglas & glass partitions | D |  | | D | | D | D i |
| Spray Buff | 2M I | | i 2M i | | | | ! |
| Dry Buff | M i I !M I  i | | | | | | I |
| Recycling | 12w | | i I | | | | I  I |

**Priority**

* 1. **Health/Safety: restrooms, drinking fountains, trash removal, floor surfaces (slip free)**
  2. **Maintenance and protection of building**
  3. **Appearance**

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|  |  |  | **ZO·N,E 3** |  |  |  |  |
|  |  |  | GYM |  |  |  |  |
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|  |  |  |  |  |  |  |  |
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|  | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | TH.URSDAY | FRIDAY | SATURDAY |
|  |  |  |  |  |  |  |  |
| RAQUETBALL COURTS |  |  |  |  |  |  |  |
| GYM LOBBY |  |  |  |  |  |  |  |
| DANCE ROOM |  |  |  |  |  |  |  |
| STAIRWELL |  |  |  |  |  |  |  |
| HALLWAY |  |  |  |  |  |  |  |
| GYM LOBBY LOCKERS & CUBBIES |  |  |  |  |  |  |  |

SPECIAL PROJECTS:

*4 ..*

**CUSTODIAL RK SCHEDULE**

#### Comm unity Center Zone 4 - Fitness Area

**(Fitness Area/ Track/Restrooms/Office** & **Fitness Desk/Stairwell/Elevator)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D = Daily  2D = Twice Daily 2W = Twice Weekly  3W = Three Times Weekly  w = Weekly M = Monthly  2M = Twice Monthly | *Cl)*  ro >-.  < *...0*  u *...0*  0  ......:1  4r-oi C/l  t""' .g  '--< '--<  ...c: ·c  *bi)* '--<  ;·:-:r: u0 | Cro/l  ***C)***  <'--<  *C)*  **u**  4-i  0 | | aC/l  0  0  0:::  *C)*  u  **t::**  ***C)***  '--<  *,2*  t::  u0 | aC/l  0  0  '--<  I  ro  *C)*  '--<  **CO-** | aC/l  0  0.,'-\_-<,  C/l  *C)*  0::: | '--<  Q.)  .0..c:  *if!*  ';::;  *C)* a  **u** 0  0 0  ......:1 0::: |
| Remove Trash | D | D | | D | D | D | D |
| Clean/Sanitize & Supply Bathrooms |  |  | |  |  | D | D |
| Clean/Sanitize Fountains | D |  | |  | D |  |  |
| Sweep Floors | D |  | |  | D | D | D |
| Wet Mop | 2W |  | |  | D | D | D |
| Clean/Disinfect/Damp Wipe Tables, Counters, Sinks |  |  | |  | D | D | D |
| Vacuum | D | 3W | | 2W |  | I | |
| Regular Dusting | D | 2W | | 2W | 2W | 2W | 2W |
| Complete Dusting **(Upon Request** & **Preparation)** |  |  | |  |  | I  I | |
| Clean Door Glass and Trim | D | D | | D | D | D | !ID |
| Spot Clean, includes Plexiglas & glass partitions | D | D | | D | D | D | 1D |
| Spray Buff | 2M |  | |  | 2M | i | |
| Dry Buff | M | I | | | M | :  I | |
| Recycling |  | 2W | ! |  |  |  |  |

**Priority**

1. **Health/Safety: restrooms, drinking fountains, trash removal, floor surfaces (slip free)**
2. **Maintenance and protection of building**
3. **Appearance**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **ZO NE 4**  **1** | |  |  |  |  | |
|  | |  | FITNESS AREA | | |  |  |  | |
|  | |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  | |
|  | | SATURDAY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
|  | |  |  |  |  |  |  |  | |
| BATHRROOMS | |  |  |  | |  |  |  | |
| CATWALK | |  |  |  | |  |  |  | |
| STAIRWELL (BY THE ELEVATOR) | |  |  |  |  |  |  |  | |
| ELEVATOR | |  |  |  |  |  |  |  | |
| STAIRWELL (BY JOHN OFFICE) | |  |  |  |  |  |  |  | |
| TRACK |  |  |  |  |  |  |  |  | |
| OFFICES/ DESK AREA | |  |  |  |  |  |  |  | |

SPECIAL PROJECTS:

. (Help With Set-Ups}

**CUSTODIAL\\, *JRK* SCHEDULE**

**Community Center Zone 5- Locker Rooms**

**(Men's, Women's & Family Locker Rooms)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| Remove Trash | D | D | D | D | D | D |
| Clean/Sanitize & Supply Bathrooms |  |  |  |  | D | D |
| Clean/Sanitize Fountains | D |  |  | D |  |  |
| Sweep Floors | D |  |  | D | D | D |
| Wet Mop | 2W |  |  | D | D | D |
| Clean/Disinfect/Damp Wipe Tables, Counters, Sinks |  |  |  | D | D | D |

**Priority**

D = Daily

2D = Twice Daily 2W = Twice Weekly

3W = Three Times Weekly W = Weekly

M = Monthly

2M = Twice Monthly

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Vacuum Regular Dusting

Complete Dusting **(Upon Request & Preparation)**

Clean Door Glass and Trim

Spot Clean, includes Plexiglas & glass partitions Spray Buff

Dry Buff

Recycling

D D

3W 1 2w

2W 2W 2W 2W 2W

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* 1. **Health/Safety: restrooms, drinking fountains, trash removal, floor surfaces (slip free)**
  2. **Maintenance and protection of building**
  3. **Appearance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **ZONE 5** |  |  |  |  |
|  |  | LOCKER ROOMS | | |  |  |  |
|  |  | WHOLE TEAM | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | SATURDAY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|  |  |  |  |  |  |  |  |
| MENS LOCKER ROOM |  |  |  |  |  |  |  |
| WOMEN LOCKER ROOM |  |  |  |  |  |  |  |
| FAMILY LOCKER ROOM |  |  |  |  |  |  |  |
| SAUNAS |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | - |  |  |  |  |
|  |  |  |  |  |  |  |  |

SPECIAL PROJECTS:

(Help With Set-Ups)



**Appendix B -** Aquatic Facilities Daily Checklist

**Week:**

**Maintenance Check List (initial white boxes when complete)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Shift Duties Daily:** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** |
| Bump system (if influent/effluent are greater than 5 PSI's apart, 10 total) |  |  |  |  |  |  |  |
| Put out lane signs for all programs |  |  |  |  |  |  |  |
| Ensure all trash cans are empty. |  |  |  |  |  |  |  |
| **Occasional Duties:** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** |
| Clean pool strainer basket. |  |  |  |  |  |  |  |
| Drain and Fill Pool |  |  |  |  |  |  |  |
| Manually vacuum therapy pool |  |  |  |  |  |  |  |
| Drain, scrub and refill hot tub. |  |  |  |  |  |  | **York/James** |
| Add chemicals to pool or hot tubs using chart in pump room.\* | **York** |  |  |  |  | Pool | **James** |

*\*Chemicals are to be added after the pool has closed. Main pool chemicals can only be added on Saturdays.*

##### NOTES:

**Week:**

**Opening/Closing Check List (initial white boxes when complete)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Opening Duties:** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** |
| Pick up keys from the front desk. |  |  |  |  |  |  |  |
| Turn on pool lights. |  |  |  |  |  |  |  |
| Unlock all doors and back gate. |  |  |  |  |  |  |  |
| Brush pool walls/walking lane. |  |  |  |  |  |  |  |
| Turn on both saunas. |  |  |  |  |  |  |  |
| Flip circulation switches in pool office. |  |  |  |  |  |  |  |
| Clean and squeegee office and lobby windows |  |  |  |  |  |  |  |
| Take pool/hot tub readings and write on white board. |  |  |  |  |  |  |  |
| Adjust chemicals in pool/hot tubs if necessary. Note on reading sheet. |  |  |  |  |  |  |  |
| Drain and fill pool. |  |  |  |  |  |  |  |
| Check chemical barrels and replace if necessary. Note on reading sheet. |  |  |  |  |  |  |  |
| Organize swim equipment/lifejackets |  |  |  |  |  |  |  |
| Charge vacuum battery. |  |  |  |  |  |  |  |
| Verify hot tub water level is at or above center line of blue tiles. |  |  |  |  |  |  |  |
| Pick up any trash and /or toys on pool and hot tub decks. |  |  |  |  |  |  |  |
| **Mid Day Duties:** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** |
| Hose entire pool decks. |  |  |  |  |  |  |  |
| Hose/squeegee bleachers**.** |  |  |  |  |  |  |  |
| Hose hot tub deck. |  |  |  |  |  |  |  |
| Scrub stainless steel and lifeguard stands. |  |  |  |  |  |  |  |
| Clean and pick up drains. |  |  |  |  |  |  |  |
| Empty trash cans on pool deck/staff room/pump room. |  |  |  |  |  |  |  |
| Wash vacuum filter bag in cold water. |  |  |  |  |  |  |  |
| Straighten/sweep both pump rooms. |  |  |  |  |  |  |  |
| Check First Aid Kit and chemical/cleaning supplies. Note if low. |  |  |  |  |  |  |  |
| **Closing Duties:** | **Mon.** | **Tues.** | **Wed.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** |
| Complete daily forms and put out new daily sheets for morning guards. |  |  |  |  |  |  |  |
| If needed, remove any empty chemical barrels from the hot tub pump room. |  |  |  |  |  |  |  |
| Pick up any trash and/or toys on pool and hot tub decks. |  |  |  |  |  |  |  |
| Flip circulation switches in pool office. |  |  |  |  |  |  |  |
| Verify hot tub water level is at or above center line of blue tiles. |  |  |  |  |  |  |  |
| Lock all doors, including back gate. |  |  |  |  |  |  |  |
| Organize swim equipment/lifejackets in backroom/blue boxes |  |  |  |  |  |  |  |
| Vacuum pool/Charge Battery |  |  |  |  |  |  |  |
| Turn off pool lights. |  |  |  |  |  |  |  |
| **Notes: LOCK ALL DOORS/RETURN KEYS TO FRONT DESK** |  |  |  |  |  |  |  |

JAMES CITY WILLIAMSBURG COMMUNITY CENTER: AQUATICS DAILY RECORD SHEET DATE:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Open** | **5am** | **6am** | **7am** | **8am** | **9am** | **10am** | **11am** | **12pm** | **1pm** | **2pm** | **3pm** | **4pm** | **5pm** | **6pm** | **7pm** | **8pm** |
| **HOT TUB #1: JAMES** | | | | | | | | | | | | | | | | | |
| pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chlorine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CAT pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CAT ORP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Influent Temperature |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **HOT TUB #2: YORK** | | | | | | | | | | | | | | | | | |
| pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chlorine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CAT pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CAT ORP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Influent Temperature |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POOL** | | | | | | | | | | | | | | | | | |
|  | **TDS/Drain & Fill** | | **Initials** | | **Water Temp (Boiler Room)** | | | | Alkalinity/Hardness | | | **Bump Time** | | | **Initials** | | |
| **Opening Readings** |  |  |  |  |  | | | | James / | | |  | | |  | | |
| **Monday/Friday** |  | 6A/8A |  |  |  | | | | York / | | |  | | |  | | |
| **Saturday/Sunday** |  |  |  |  |  | | | | Pool / | | |  | | |  | | |
| pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chlorine |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chemtrol pH |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chemtrol ORP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Air Temperature |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Influent Filter PSI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Effluent Filter PSI |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| UV On (if yes check box) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| UV Dose mJ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Staff Initials*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pool Chemicals Added** | | | | | | | | | | | | | | | | | |
| Chemical Name: | | | | | Amount: | | | Staff Initials: | | Notes: | | | | | | | |
|  | | | | |  | | |  | |  | | | | | | | |
|  | | | | |  | | |  | |  | | | | | | | |
|  | | | | |  | | |  | |  | | | | | | | |
|  | | | | |  | | |  | |  | | | | | | | |
| **Pool Closing** | | | | | **Time** | | | **Reason and what you did:** | | | | | | | | | |



**Appendix C -** Fitness Room Checklist

##### James City County Recreation Center Fitness Checklist



**Appendix D -** Parks Daily Checklist

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Freedom Park Daily Checklist** | **Week:** | | | | | | |
| **Before Opening:** | **Sun** | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** |
| Check voicemail and e‐mail |  |  |  |  |  |  |  |
| Set up cash drawer |  |  |  |  |  |  |  |
| Pick up all ground trash in park while performing opening duties\* |  |  |  |  |  |  |  |
| Unlock cabins and inspect structures in Free Black Settlement for damage\* |  |  |  |  |  |  |  |
| Check and empty all trash cans and doggie pots in the park\* |  |  |  |  |  |  |  |
| Check entrance road and mailbox\* |  |  |  |  |  |  |  |
| Visually inspect facilities,grounds, and equipment for safety or maintenance issues and report to  supervisor\* |  |  |  |  |  |  |  |
| Sweep/blow out picnic shelter, clean out grills |  |  |  |  |  |  |  |
| Empty trash cans in botanical garden |  |  |  |  |  |  |  |
| Restock trail maps |  |  |  |  |  |  |  |
| Check trail status and change sign, phone message and send out email ‐ **as needed** |  |  |  |  |  |  |  |
| Clean restroom fixtures/mirror/dryer splash pads, restock toilet paper/soap, sweep floors |  |  |  |  |  |  |  |
| Turn on kiosk, display and lobby lights, unlock front doors and flip signs by 10am |  |  |  |  |  |  |  |
| *\*Top Priority* | | | | | | | |
| **Daily** |  |  |  |  |  |  |  |
| Clean out barbecue grills & fireplace (inside/outside) are clean |  |  |  |  |  |  |  |
| Set up, break down, and/or sweep/mop meeting room (depending on reservation schedule) |  |  |  |  |  |  |  |
| Wipe down kiosk screens and all indoor glass |  |  |  |  |  |  |  |
| Make sure storage room is organized and neat |  |  |  |  |  |  |  |
| Keep sidewalks clean ‐ leaf blow if needed |  |  |  |  |  |  |  |
| Restock maps and literature in lobby, remove old material from bulletin boards |  |  |  |  |  |  |  |
| Clean kitchen and fridge (wipe counters, sweep, mop) |  |  |  |  |  |  |  |
| Pick up trash in Park |  |  |  |  |  |  |  |
| Check bathrooms hourly ‐ sweep, restock toilet paper, hand soap, and empty trash as necessary |  |  |  |  |  |  |  |
| Sweep floors in the lobby and the meeting room |  |  |  |  |  |  |  |
|  | | | | | | | |
| **Prior to Closing (4‐5pm):** |  |  |  |  |  |  |  |
| Clean & mop outdoor & indoor restrooms and lobby |  |  |  |  |  |  |  |
| Empty all trash in Center |  |  |  |  |  |  |  |
| Straighten/clean front desk area |  |  |  |  |  |  |  |
| Restock gatorades and water in fridge |  |  |  |  |  |  |  |
| Sweep out and lock cabins |  |  |  |  |  |  |  |
| Make sure kitchen oven is off and refrigerator is closed |  | | | | | | |
| Top off gas in gator, lock gator in shed (take to fleet and refill when 2 gas cans are empty) |  | | | | | | |
|  | | | | | | | |
| **After Closing: (5‐5:15pm):** |  |  |  |  |  |  |  |
| Shut down kiosk, turn off display and lobby lights, lock front doors and flip sign |  |  |  |  |  |  |  |
| Cash out and lock up money and trash coupons in safe & close door to room |  |  |  |  |  |  |  |
| Lock outdoor restrooms |  |  |  |  |  |  |  |
| Return keys/phone to Interpretive Center and make sure all doors are secured prior to leaving |  |  |  |  |  |  |  |
| Lock front gate on the way out (If cars are still in the park call Park Ranger and only lock incoming gate) |  |  |  |  |  |  |  |
|  | | | | | | | |
| **Weekly** |  |  |  |  |  |  |  |
| Email Pauline for more landfill coupons (if less than 75), cc: Freedom Park staff |  |  |  |  |  |  |  |
| Perform High Frequency Playground Inspection |  |  |  |  |  |  |  |
| Water plants in the lobby |  |  |  |  |  |  |  |
| Empty Botanical Garden debris trailer |  |  |  |  |  |  |  |
| Blow off MU trail 3 |  |  |  |  |  |  |  |
| Send list of custodial supplies needed to Ops Coordinator |  |  |  |  |  |  |  |
|  | | | | | | | |
| **Monthly** |  |  |  |  |  |  |  |
| Wash and clean out Gator |  |  |  |  |  |  |  |
| Make sure 1st Aid Supply kit is properly supplied |  |  |  |  |  |  |  |



**Appendix E -** Playground Safety Inspection Report



## James City County Parks and Recreation

**High Frequency Playground Safety Inspection Report**

**Park: Location:**

**Inspector: Date: Start/Finish Times: /**

**Use the following codes: 1=Okay, 2=Needs Maintenance, 3=Request for Repair, O=Supervisor Notified and Work Order Written, X=Corrective Action Completed**

|  |  |  |
| --- | --- | --- |
| **General Inspection Items** | **Code** | **Inspection/Repair Comments** |
| **Vandalism: Damage, graffiti, glass, trash, etc.** |  |  |
| **Loose or missing hardware** |  |  |
| **Chains (kinked, twisted, broken)** |  |  |
| **Components secure (no loosening)** |  |  |
| **Swing Seats (cut, cracked, missing)** |  |  |
| **Wood (rotten, cracked, missing)** |  |  |
| **Remove foreign objects (ropes, chains, wood, etc.)** |  |  |
| **Sweep walkways, platforms, steps** |  |  |
| **Footers (concrete) exposed** |  |  |
| **Standing water** |  |  |
| **Objects in surfacing material** |  |  |

|  |  |  |
| --- | --- | --- |
| **Need surfacing material needed** |  |  |
| **Swings** |  |  |
| **Climbers** |  |  |
| **Sliding Poles** |  |  |
| **Slides** |  |  |
|  |  |  |
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|  |  |  |

**Approved by: Date:**

**Reviewed by: Date:**



**Appendix F -** Sample Parks Monthly Inspection Form

**Date:**

## Warhill Sports Complex Inspection Sheet

|  |  |
| --- | --- |
| **Inspect: Multiuse/Soccer** | **Comments** |
| Condition of goals, sandbags, nets |  |
| Condition of grass (synthetic and natural) |  |
| Condition of fences, net screens |  |
| Condition of bollards and locks |  |
| Condition of bleachers |  |
| Condition of trash containers |  |
| Condition of all area signage |  |
| Playground general condition, level surfacing |  |
| Condition concession building water fountains |  |
| Condition concession building cleat cleaners and display board |  |
| Condition concession building toilets, urinals, sinks, stall walls |  |
| Condition concession building towel, t-paper, soap dispensers |  |
| Condition concession building heating and lighting |  |
| Condition concession building locks |  |
| Condition concession building landscaping and sidewalks |  |
| Condition concession building concession area |  |
| Condition concession building storage rooms |  |
| Inspect to insure no issues with items left out that could lead to vandalism |  |
| Check for grounds safety and possible safety issues in common areas |  |
| Any paint issues |  |
| Check field lights |  |
| Check for any non‐approved equipment |  |
|  |  |
|  |  |

**Additional Notes:**



**Appendix G -** Sample Facility Monthly Inspection Form

**Date:**

**James City County Recreation Center**

|  |  |
| --- | --- |
| **Inspect: James City County Recreation Center** | **Comments** |
| Condition of grass around Rec Center |  |
| Condition of trash containers |  |
| Sidewalks benches |  |
| Bus Stop |  |
| Patios outside ABC/ Lounge |  |
| Patio outside pool |  |
| Building exterior (walls, lights, etc.) |  |
| HVAC and Electrical rooms (clear of debris, no equipment stored) |  |
| Bike Rack / Mailbox outside |  |
| Restrooms ABC |  |
| Restrooms outside spin room |  |
| Restrooms Fitness area |  |
| Main Restrooms and Family Locker room |  |
| Indoor lights |  |
| Door handles, locks |  |
| Condition of drawers, cabinets, windows |  |
| Condition of lobby furniture, plants |  |
| Bulletin Boards |  |
| Catering Kitchen Ovens/Microwave |  |
| Small Kitchen ‐ Ovens/Microwave |  |
| Storage rooms/ Custodial closet |  |
| Meeting room A |  |
| Meeting Room B |  |
| Meeting Room C |  |
| Meeting Room D |  |
| Spin Room |  |
| Senior Lounge |  |
| Vending Area |  |
| Craft Room |  |
| Office Conference Room |  |
| Child Care Room |  |
| Basketball Courts ‐Rims, nets, walls, wall pads, alarms, spriklers |  |
| Gym lobby area‐ ping pong, fooseball, billards |  |
| Condition of office equipment and electric leaf blower |  |

**Additional Notes:**