

**MAINTENANCE PLAN / STANDARDS   
  
Athletic Fields**

| **Task** | **Description** | **Frequency** | **Season** |
| --- | --- | --- | --- |
| Mowing | Even height, complete coverage, neat cutting, remove clippings if visible and keep off hard surfaces. Height range: 3 inches | Weekly (M, W,F) | April-October |
| Aerate | Core aeration 3" depth. | Monthly | Early Spring, early Summer and Fall |
| Fertilize | Use balanced or slow release fertilizer at rate of lb. N/1000sq ft | Tri-Annually | Spring, Summer and Fall |
| Irrigate | Proper coverage, regular inspections and maintenance | Monthly | May - October |
| Edge | All turf abutting concrete walks | Every 2 weeks | March-October |
| Trim | All grass around fences, sprinkler heads, borders, valve boxes, signs, posts etc. Chemical edging may be used. | Weekly (Tuesday, Thursday) | March- October |
| Leaf removal | Remove leaves from turf | Every 6 months | Spring and Fall |
| Litter removal Removal | All papers, metal, plastic, glass, etc. removed from lawn. | Daily | Year round |
| Over seeding | Cover bare or sparse area of turf.  Use certified seeds as recommended by supervisor or specialist. | Annually | Spring or Fall |
| Sod | Use cool season grasses, preferable locally grown to insure hardiness. Used where conditions require instant lawn establishment in renovation of old turf or establishment of new lawns | Annually | Spring or Fall |

**Paved Surfaces**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Description** | **Frequency** | **Season** |
| Clean walks | Keep free of hazards and debris by sweeping, washing or blowing | Weekly (M, W,F) | Yearly |
| Litter Removal | Pick up all debris | Daily | Yearly |
| Clean stairs | Keep free of hazards and debris by sweeping, washing or blowing | Weekly (Thu) | Yearly |
| Clean gutters | Keep free of hazards and debris by sweeping, washing or blowing | Monthly | Yearly |
| Graffiti Removal | Remove or paint out any visible graffiti. Report to supervisor | Daily | Yearly |
| Snow Removal | Remove mechanically, physically or chemically as available, according to location priority set by supervisors. | As Needed | Seasonal |
| Weed control | Remove all invasive vegetation. | As Needed | March-October |

**Park Amenities and Special Features**

| **Task (Maintenance Inspections, Repairs, Replace, etc.)** | **Description** | **Frequency** | **Season** |
| --- | --- | --- | --- |
| Art/Sculptures | Graffiti free, inspect for integrity, report repairs needed to Supervisor. | Inspected monthly | Year round |
| Backstops | Check for defects, report, repair chain-link and poles. Check back-boards, paint, replace or repair as needed in conjunction w/ league support. | Monthly | March-October |
| Basketball Courts | Inspect back-boards, nets, chains, hardware. Report, repair or replace as needed. Inspect and clean court surface. | Monthly | Year round |
| Benches | Inspect for integrity, graffiti free, treat wood surfaces in spring. | Monthly | Year round |
| Bike Racks | Graffiti free inspect for integrity. Paint as needed | Monthly | Year round |
| Bleachers | Inspect for integrity, repair or replace planks as needed. | Monthly | Year round |
| Bollards | Insure visibility and function. Graffiti free. Lock in place where applicable | Monthly | Year round |
| Decks | Surface treatment and repair as needed. | Monthly | Year round |
| Drinking Fountains | Spring start up and winterize shut down. Check for function, repair as needed | Daily | March to October |
| Fences and Gates | Inspect integrity, report to supervisor, repair or replace. | Monthly | Year round |
| Flag Poles | Inspect integrity, report to supervisor, repair or replace. Paint as needed. | Monthly | Year round |
| Fountains | Spring start up and winterize shut down. Inspect and lube pump, clean filters. Pick up all debris | Weekly | March to October |
| Horseshoe Pits | Inspect, repair or replace back stops and pegs. Replenish sand or dirt as needed. | Monthly | March to October |
| Light Fixtures | Replace as necessary in response to calls. Routine replacement program on fixed cycle. | Yearly or on cycle | Year round |
| Monuments/Plaques | Inspect integrity, report to supervisor, have professionally cleaned as necessary. | Monthly | Year round |
| Outbuildings | Graffiti free, structurally sound, clean and painted when needed | Monthly | Year round |
| Railings | Inspect poles and connections for integrity. Report, repair or replace. Paint if needed | Monthly | Year round |
| Retaining Walls | Graffiti free. Check for integrity and hazards. | Monthly | Year round |
| Signs/Scoreboards | Inspect integrity, graffiti free, legible, reflective (if applicable), properly mounted with solid base and supports. | Monthly | Year round |
| Storm Drains | Clean screens and keep free of leaves and debris. | As necessary | Year round |
| Trash containers | Graffiti free, intact and secured if necessary. Cleaned and painted as necessary. | Daily | Year round |
| Utility boxes | Graffiti free secured and locked. Cleared for servicing. | Monthly | Year round |
| Volleyball Courts | Inspect for hazards and debris. Rototill surface and replenish sand as needed. | Monthly w/ yearly surface treatment | March to October |