

PARKS & RECREATION POLICIES AND PROCEDURES

Subject: FACILITY MAINTENANCE STANDARDS	Policy No. 30-01	Date: 3/25/2014
	Author: Poldina Scherff, Recreation Manager Aaron Wanden, Acting Landscape/Facilities Mgr.	

Visitors of the City of Brentwood Facilities will find the conditions described in the standards below:

Section 1 Accessibility

1. All City facilities are places of public accommodation, and as such, meet the requirements of the Americans with Disabilities Act of 1990 (42 U.S.C.12181).

Section 2 Concession Stands (i.e.: Sunset Park Athletic Complex and Brentwood Family Aquatic Complex)

- 2.1 Concession stand structures will be clean and litter-free so at no time it detracts from the look or safety of the area.
- 2.2 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 2.3 Floor surfaces will be clean and free of food, litter and other debris.
- 2.4 Food handling areas will comply with State and local Health Department standards at all times.
- 2.5 Buildings will be structurally sound.
- 2.6 All doors windows and serving areas will function as designed.
- 2.7 Buildings will be properly secured when not in use.
- 2.8 Structures will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.
- 2.9 Trash receptacles will be emptied, covered, and will accept items for disposal.

Section 3 Drinking Fountains

- 3.1 Fountains will be clean and fully functional.
- 3.2 Stainless steel fountains shall be wiped clean, sanitized, polished and free of spots, grease and smudges.
- 3.3 Water flow will reach the designed height for user convenience, and the bowl will drain properly.
- 3.4 Leaks will be repaired immediately.
- 3.5 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 3.6 Structures will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.

Section 4 Exterior of Facilities

- 4.1 General Use Standard
 - 4.1.1 Facility entrances (approximately the 10' area around each doorway) shall be swept, washed or blown free from debris, stains and sticky substances (i.e. gum), and free of litter.
 - 4.1.2 Facility windows, window sills and doors shall be clean and free of dust, dead bugs, spots and smudges.
 - 4.1.3 Facility shall be clean of all spider webs.
 - 4.1.4 Facility floor mats shall be swept, pressure washed or blown free from debris and stains.
 - 4.1.5 Facility will be properly secured during non-operational hours.
 - 4.1.6 Facility shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.

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Section 5 Facility Water Features

- 5.1 Water features will be clean, litter free and fully functional.
- 5.2 Check and record water sanitation levels on a regular basis.
- 5.3 Water sanitation levels shall be in compliance with State and local Health Department standards.
- 5.4 Timers shall be set for optimal use with water conservation in mind.
- 5.5 Structures will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.
- 5.6 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.

Section 6 Fences

- 6.1 Fences will be installed where needed to protect facility property, restrict access to hazardous areas, augment user safety or protect adjoining properties.
- 6.2 Repair and replace fences, gates, and locking devices immediately which are required for site or equipment protection.
- 6.3 Materials used for replacement or repair shall match the existing facility to preserve the original design.
- 6.4 All fences will be free from litter and graffiti. Graffiti shall be removed within one (1) day of discovery.
- 6.5 Wooden fences will be plumb, sturdy, have no missing boards, and where needed, will be painted or stained on a regular schedule.
- 6.6 Metal or wire fabric fencing poles will be straight and fabric taut with no holes or gaps.
- 6.7 Fences that contain slats shall be in good repair and missing slats should be replaced.
- 6.8 Paint shall not be faded or chipped and should be re-painted on a regular basis.
- 6.9 All gates will function as designed.

Section 7 Interior of Facilities

- 7.1 General Use Standard
 - 7.1.1 Facility shall be clean of all spider webs.
 - 7.1.2 Facility floors shall be swept, vacuumed and mopped.
 - 7.1.3 Facility tile/grout and carpet shall be clean and free of spots and stains.
 - 7.1.4 Facility wood floors shall be maintained per manufacturer recommendations, or if unavailable, use best management practices to prolong the life of the flooring material.
 - 7.1.5 Facility waste baskets/recycle containers will be emptied and liners replaced and disposed of appropriately.
 - 7.1.6 Facility shall be dust free of all surface areas (i.e.: desks, counters, cabinets, artificial plants, bookcases, pictures, window sills, and tops of doors etc.)
 - 7.1.7 Facility blinds/window coverings shall be free of dust and stains.
 - 7.1.8 Facility stainless steel shall be wiped clean, sanitized, polished and free of spots, grease and smudges.
 - 7.1.9 Facility appliances shall be wiped clean, sanitized, polished and free of spots, grease and smudges.

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- 7.1.10 Facility walls, doors, chair rails and air vents shall be wiped clean and free of stains and dust.
- 7.1.11 Facility windows, window sills and doors (up to 8' high) shall be clean and free of dust, dead bugs, spots and smudges.
- 7.1.12 Facility plastic/aluminum tables, chairs and diaper changing areas shall be wiped clean, sanitized and disinfected.
- 7.1.13 Facility will comply with State and local Health Department standards.
- 7.1.14 Facility elevators shall be wiped clean, swept, vacuumed, mopped and shall be free of litter, dust, and debris.
- 7.1.15 Facility stairwells shall have handrails, wiped and polished and shall be free of dust and debris.

Section 8 Kitchen

- 8.1 General Use Standard
 - 8.1.1 Facility floors shall be swept and mopped free of spots, stains, and grease.
 - 8.1.2 Facility tile/group and fiberglass back splash walls shall be clean and free of spots and stains.
 - 8.1.3 Facility waste baskets/recycle containers will be emptied and liners replaced. Waste shall be disposed of properly.
 - 8.1.4 Facility shall be dust free on all surface areas (i.e., top shelves of counters, window sills, and tops of doors, etc.)
 - 8.1.5 Facility appliances shall be wiped clean, sanitized, polished and free of spots, grease and smudges.
 - 8.1.6 Facility will comply with State and local Health Department standards.
 - 8.1.7 Facility floor mats shall be swept, pressure washed or blown free from debris, stains and installed properly.
 - 8.1.8 Facility floor drains shall be clean, odor free, free of debris, and flushed with clean water.

Section 9 Lights

- 9.1 General Use Standard
 - 9.1.1 Lighting where installed will be in working order; including sufficient functioning lamps and light bulbs, and be ready for scheduled building events.
 - 9.1.2 All lighting covers shall be securely fastened, free of cracks and debris.

Section 10 Lockers/Changing Rooms

- 10.1 General Use Standard
 - 10.1.1 Facility waste baskets and feminine hygiene containers will be emptied and liners replaced.
 - 10.1.2 Facility hand towel, soap dispensers, fragrance sprayer, toilet seat covers and toilet paper shall be kept stocked and replenished. Use green products when possible.
 - 10.1.3 Facility tile floors shall be swept and mopped with germicidal solution.
 - 10.1.4 Facility stainless steel shall be wiped clean, sanitized, polished and free of spots, grease and smudges.

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- 10.1.5 All tiles and shower pans shall be free of soap scum, film, stains, mildew, disinfected and sanitized.
- 10.1.6 Facility floor mats shall be swept, pressure washed or blown free from debris, stains and installed properly.
- 10.1.7 Facility mirrors, sinks, fixtures, commodes, partitions and walls shall be clean.
- 10.1.8 All facility sinks, fixtures, shower curtains and commodes shall be disinfected and sanitized with water soluble products. (Do not leave any un-dissolved cleaning agents behind.)
- 10.1.9 Facility fixtures and dispensers shall be free of leaks and maintained in proper working condition.
- 10.1.10 Facility will comply with State and local Health Department standards.
- 10.1.11 Facility will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.

Section 11 Other Amenities

- 11.1 Facilities will contain a wide range of amenities from bike racks and flagpoles to public art.
- 11.2 All elements will be clean and litter-free.
- 11.3 All elements will be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 11.4 All elements will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.
- 11.5 All facility elements will be structurally sound and ready for the designed use and enjoyment of facility users.

Section 12 Paved Surfaces

- 12.1 General Use Standard
 - 12.1.1 Paved surfaces may include sidewalks, pathways, parking lots and other areas topped with asphalt or concrete.
 - 12.1.2 Pathways, parking lots and other paved areas will be free of sand, graffiti, sticky substances (i.e. gum), debris and litter so at no time it detracts from the look or safety of the area.
 - 12.1.3 Sand and decomposed gravel shall be removed from sidewalks daily.
 - 12.1.4 No standing water will be permitted on sidewalks, entryways and pathways.
 - 12.1.5 All surfaces shall be free of cracks, potholes, and tripping hazards.
 - 12.1.6 All asphalt surfaces shall be in a five (5) year slurry rotation as part of a pavement management plan.
 - 12.1.7 Asphalt surfaces shall be inspected routinely for cracks. Crack sealing shall be performed as needed to prolong the life expectancy of the asphalt.

Section 13 Pest Control

- 13.1 General Use Standard
 - 13.1.1 Interior and exterior of buildings shall be pest free. Any signs of pests that are a direct bother to the public or its safety shall be corrected by utilizing one of the three (3) steps indicated:

Preventative ~ a scheduled chemical program designed to prevent occurrence and damage.

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Corrective ~ application of chemical or mechanical controls designed to eliminate observed problems.

Integrated Pest Management ~ withholding any controls until such time as pests demonstrate damage to plant materials, or become a demonstrated irritant or safety concern to the public, such as in the case of wasps, ants, rodents, etc.

Section 14 Picnic Shelters, Group Areas, Gazebos, and Reservation Areas

- 14.1 Structure will be structurally sound.
- 14.2 Structure will be free of debris and litter so at no time it detracts from the look or safety of the area.
- 14.3 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 14.4 Floor surfaces will be clean and free of food, litter and other debris.
- 14.5 Picnic tables and benches will be clean including sweeping and/or washing down, graffiti-free, in good repair and ready for use.
- 14.6 Trash receptacles will be emptied, covered and will accept items for disposal.
- 14.7 Structures, benches and picnic tables will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.
- 14.8 All reservation areas will be inspected to insure site is customer ready.
- 14.9 Painted areas shall not be faded or chipped and should be maintained on a scheduled basis.

Section 15 Restrooms

- 15.1 General Use Standard
 - 15.1.1 Facility waste baskets and feminine hygiene containers will be emptied and liners replaced.
 - 15.1.2 Facility hand towel, soap dispensers, fragrance sprayer, toilet seat covers and toilet paper shall be kept stocked and replenished. Use green products when possible.
 - 15.1.3 Facility tile floors shall be swept and mopped with germicidal solution.
 - 15.1.4 Facility stainless steel shall be wiped clean, sanitized, polished and free of spots, grease and smudges.
 - 15.1.5 All tiles shall be free of soap scum, film, stains, mildew, disinfected and sanitized.
 - 15.1.6 Tile shall be sealed.
 - 15.1.7 Facility mirrors, sinks, fixtures, commodes, partitions and walls shall be clean.
 - 15.1.8 Facility floor mats shall be swept, pressure washed or blown free from debris, stains and installed properly.
 - 15.1.9 All facility sinks, diaper changing areas, fixtures and commodes shall be disinfected and sanitized with water soluble products. (Do not leave any un-dissolved cleaning agents behind.)
 - 15.1.10 Facility fixtures and dispensers shall be free of leaks and maintained in proper working condition.
 - 15.1.11 Facility floor drains shall be clean, odor free, free of debris and flushed with clean water.

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Section 16 Signage

- 16.1 All signage will be clean and graffiti-free. Graffiti shall be removed within one (1) day of discovery.
- 16.2 All signage shall be readable, as in not faded, and shall not be covered furniture or other materials.
- 16.3 Be securely mounted and appropriately located at key points for visitor safety and information.
- 16.4 City guidelines shall be applied for all installation.

Section 17 Trash Enclosures and On-site Storage

- 17.1 Buildings will be structurally sound.
- 17.2 Out-buildings, trash enclosures and on-site storage will be clean, pressure washed and litter-free.
- 17.3 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 17.4 Structures will be pest-free and maintained on a scheduled basis according to Section 13 Pest Control.
- 17.5 All doors, windows and locks shall be working and functioning as designed.
- 17.6 Building and structures will be screened from view.
- 17.7 Location of on-site storage will be as far as possible from main use areas.
- 17.8 Buildings and structures will be locked when not in use.
- 17.9 On-site storage will be kept to the minimum necessary to promote effective use and maintenance of the facility.
- 17.10 The enclosure area around the trash compacter shall be kept clean and free of debris.

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