TOWN OF AURORA
GENERAL COMMITTEE REPORT No. PR15-011

SUBJECT: ***Parks Maintenance Service Level Standards***

FROM: ***Allan D. Downey, Director of Parks and Recreation Services***

DATE: ***May 5, 2015***

RECOMMENDATIONS

THAT Report No. PR15-011 be received; and

THAT the Parks Maintenance Service Level Standards be received by Council as information; and

THAT, subject to any clarifications, questions and or requested revisions by Council, the Parks Maintenance Service Level Standards be adopted effective June 1, 2015; and

THAT all remaining funds be returned to source.

PURPOSE OF THE REPORT

To present newly developed Parks Operations Maintenance Service Level Standards for Council review and approval.

BACKGROUND

In the 2011 Capital Budget, staff included project #73131 Parks Maintenance Standards Study. It was proposed that an external consulting firm be retained to complete the study and create a policy document that would define current Parks Operations maintenance levels that were being conducted by the Parks and Recreation Services department specifically in the area of parks maintenance.

Prior to issuing the Request for Proposal (RFP) to retain a qualified consulting firm to complete the study, staff conducted a significant amount of research into Municipal Parks Maintenance Service Levels for the purpose of preparing suitable RFP Terms of Reference.

It was determined through this research that there was a wide variety of ways and means that are used in measuring and defining parks maintenance service level standards; however, it was evident that many park service level standards were task based whereby the maintenance task is describe and quantified by the number of

labour hours required to complete the task as opposed to the qualitative and quantitative aspects of the specific maintenance service being provided. In other words, what should a certain park or facility look like immediately following a cycle of maintenance and how frequently should the maintenance task be completed in order to consistently maintain a safe and acceptable condition appearance for given facility.

A maintenance standard based purely on the number of human resource hours to complete a task does little to quantify or describe the appearance of a facility. Based on the research conducted by staff and an excellent knowledge of the historic maintenance service levels in the Auroras parks system, it was determined that the best and most accurate information could be provided by the staff that has been providing all aspects of parks maintenance for many years.

As such, staff made the decision to complete the Parks Maintenance Service Level Standards as an in-house project, taking a practical approach based on our own historic and current parks maintenance service levels.

COMMENTS

The project involved a number of staff in the Parks Division who was instrumental in obtaining the data and verifying its validity over a significant period such that the information is an accurate portrayal of the Aurora Parks maintenance operation.

There are 33 individual types of maintenance services currently being conducted by the Parks Operations area. Each of these service levels have been assigned a task code number from 001-033. Each of the 33 individual Parks Maintenance Service Level Standards is based on the following three criteria:

Maintenance Cycle Standard

- defines the frequency of the actual maintenance service level standard, i.e. how often the particular maintenance operation or activity is completed and when it will be completed?

Standard Appearance

- describes the appearance of the facility or park area immediately following a cycle of maintenance.
- describes the condition and appearance of facility infrastructure and how it should appear on an ongoing basis to facilitate its intended use of a given facility.

Key Result Areas

- describes the maintenance tasks/functions that must be completed in order to maintain the appropriate maintenance service level standard.
- describes the methods, equipment, materials and operations that must be employed to achieve the Standard Appearance.

It was determined that a maintenance service level standard that was defined by the appearance of a facility combined with the maintenance functions and the frequency of

those functions that are required to ensure that the appearance is maintained was a far superior method of describing the actual service level.

Measuring service level standards based strictly on labour hours was considered to be an inferior method of defining a level of service in view of the many influencing factors associated with changing weather, site conditions and availability of staff resources.

Upon full implementation of the Work Order Management System (WAMS), handheld electronic devices will be configured to include all the current maintenance codes along with the locations were maintenance is being conducted. Staff working at the individual work sites will then, while on the job, enter all applicable maintenance information including the associated time requirements to complete the individual maintenance task.

This in addition to the normal routine Park inspections will greatly assist in tying the entire maintenance operation together such that audits can be conducted on an as required basis for the purposes of verifying the stated Maintenance Service Level Standards.

The maintenance information contained in the service level standards is not new or enhanced in any way. There are examples within the these standards that may lead one to believe that the standard is far too low such as roadside grass mowing Code 024 page 31 where it describes the possible presence of litter noxious weeds and other conditions that may be present immediately following a maintenance cycle. This is not to imply that these service levels are inappropriate, unsafe or unacceptable in any way. Rather, they are indicative of a suitable level of service for the specific maintenance task which is representative of the historic public expectations and the available financial resources.

The maintenance standards were developed on the basis of historical maintenance levels and relate a true depiction of the minimum maintenance levels that are actually being practiced in Aurora's parks. It is unrealistic and a considerable risk to the corporation to overstate maintenance service levels only to find that the standards are not actually being achieved.

Staff were very conscious of this when preparing the Service Level Standards and are confident that each of the Standards are correct, defendable and commensurate for the size of the municipality and the Corporations available resources.

Staff also believes that current park maintenance standards and the expectations of the general public including our sports users groups are closely aligned at this time as evidenced by the number of maintenance-related complaints received in a calendar year, being very few. As is the case with any standard or there will come a time when these maintenance standards will need to be revisited or updated to accommodate new technology, changes in legislation or emerging service levels based on growth.

Staff will continue to stay abreast of changes in the industry and make the necessary adjustments as required in our ongoing efforts to ensure that our parks and facilities remain well maintained and safe for all users.

LINK TO STRATEGIC PLAN

Maintenance Service Levels support the ***Strategic Plan Goal of Supporting an Exceptional Quality of Life for All*** by **encouraging an active and healthy lifestyle**.

Develop a long-term needs assessment for recreation programs, services and operations to march the evolving needs of the growing and changing population.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

1. Council can direct staff to make amendments and revisions to the Parks Maintenance Service Level Standards.
2. Council could defer receiving and adopting the Parks Maintenance Service Level Standards until a later date.
3. Further Options as Required.

FINANCIAL IMPLICATIONS

Funds in the amount of $40,000.00 were allocated in the 2011 Capital Budget for Project #73131 Parks Maintenance Standards Study.

There were no capital funds expended for the in-house Parks Maintenance Service Level Standards with the exception of the printing costs associated with the actual final documents.

The cost for this is approximately $3,000.00.

Funds for this project were available in the Parks Operation budget to cover the staff salaries when working on this project.

Remaining funds in the Capital projects budget can be returned to the appropriate reserve account.

The adopters of these service standards will have no immediate impact on staffing levels; however, as growth occurs, additional staffing will be required or the service levels adjusted.

CONCLUSIONS

Council to receive the Parks Maintenance Service Level Standards as information and that Council adopt these standards effective June 1, 2015.

PREVIOUS REPORTS

None.

ATTACHMENTS

Attachment #1 - Parks Maintenance Service Level Standards

PRE-SUBMISSION REVIEW

Executive Leadership Team, Thursday, April 23, 2015.

Prepared by: Jim Tree, Manager of Parks - Ext. 3222

Allan D. Downey
Director of Parks and Recreation

Neil Garbe
Chief Administrative Officer

AURORA

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PARKS MAINTENANCE STANDARD SERVICE LEVELS

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MAY 2015

INTRODUCTION

In developing the Parks Maintenance Standards contained in these pages, staff conducted a considerable amount of research into the topic of Parks Maintenance Management and the associated Standards for Parks Maintenance. Staff reviewed a number of Parks Maintenance Standards of other municipalities, some larger and others similar in size to the Town of Aurora.

The Standards presented here are based on the Towns historic parks operations service levels and they set the standard of care and maintenance currently being employed in the entire Town of Aurora parks system.

It has been suggested by experts in the field of municipal risk management that documented minimum service level standards be established by Council and that these standards be achieved by staff on an annual basis to ensure that service levels are being met consistently.

As part of the research, staff obtained the following document which served as an excellent reference source in developing Parks Maintenance Standards that are both easily interpreted and currently achievable.

Developing Park Maintenance Standards

By Walter H. Bumgardner, Director, Leisure Studies & Resources Program, University of Massachusetts

Since the early 1900's when Friedrick W. Taylor fathered the "Scientific Management" movement, there have been continual efforts by private industry and government to refine work performance standards. Although Taylor's concept has given way to the more contemporary behavioral science movement, his logic for utilizing work performance standards has become more valid today than ever. The high performance, crucial to the profit motive, is equally important to agencies entrusted with stewardship of public park and recreation resources.

There is virtually unanimous agreement among park managers that one of the prerequisites to effective maintenance programs is the application of maintenance standards. Managers occasionally have an opportunity to discuss standards during workshops and conferences, but too little research is being done on the subject and far too little written to advance it from the existing low technological level. Some managers are making localized efforts to improve standards; however, the comparative results are not being sufficiently disseminated throughout the field to be useful to others.

The literature indicates that the need for establishing a basic methodology for developing park maintenance standards has largely gone unrecognized. Furthermore, in the few cases where "park maintenance standards" have been published they have been not only somewhat arbitrarily established, but often grossly misrepresented as being widely applicable. Nothing could be further from reality. Park Maintenance standards are valid only when they have been developed to fit local circumstances that reflect agency objectives, capabilities and the nature of the resources being maintained. However, regardless of the variables, maintenance standards are the sine-qua-non of a well formulated maintenance plan.

The purpose here is to suggest a methodology for developing park maintenance standards. To begin with, there is a fundamental need for an operational definition of maintenance standards. I propose that maintenance standards should be defined as:
Guidelines specifying measurements of the quantitative and qualitative levels to which maintenance tasks should be accomplished.

This definition incorporates an important aspect (quality) of maintenance which has characteristically been left to chance. The emphasis has traditionally been placed on the quantification of man hours and unit costs to carry out tasks and these have, to a large degree, been relied upon as indicators of quality.

There appears to be comparatively little difficulty in establishing and measuring the quantitative components basic to standards, but there has not been a valid and reliable technique illustrated for incorporating the essential qualitative components.

We have not developed a universal procedure for answering the question: What is the minimum acceptable qualitative level to which park maintenance tasks should be accomplished?

In attempting to resolve this problem one's immediate tendency might be to somehow try to quantify quality. A common approach is to specify measurable units of worker productivity, but this is not a reliable indicator of desirable levels of such things as park aesthetics, cleanliness and public health precautions.

Another approach, that which is most frequently used by maintenance officials, is the inspection and subjective assessment technique. The shortcoming of this approach is the probability for inconsistent application in varying situations. Problems can arise in relaying these types of expectations to seasonal or temporary staff. Contractors may also be hampered in meeting expectations when they are imprecise.

Considering the alternatives, I suggest that narrative descriptions containing proportionate quantifications provide a workable approach for specifying quality. Supplementing with photographs and illustrations is an effective means of conveying quality. This requires that each task be evaluated to determine how well it must be completed to meet the minimum desirable expectations. Qualitative features of standards must be periodically reviewed and updated for the same reasons that quantitative features must be, i.e., seasonable changes and variations in manpower, funds and technology.
Regardless of the local variations in approach to specifying quantity and quality, the common denominator to developing standards is to begin by identifying key result areas (KRA's). These are the maintenance jobs that are considered basic and essential to an effective program. They are the key functions that must be carried out to meet the objectives of the maintenance plan. Examples relative to routine types of maintenance, include weed control, litter removal and lawn trimming.
The process of establishing KRA's is most effectively accomplished when designed around a well-structured park maintenance classification system.

References
(1) Grounds Maintenance, September 1970. "1970 Landscape, Work Simplification, Measurement, Performance Guide." pp. 25-28.
(2) Maintenance Standards and Cost Analysis, Park Maintenance and Development Division, Dallas Park and Recreation Department, Dallas, Texas.
(3) Schaefer, Theodore H., November, 1972, A Method of Data Collection For Use by Park and Recreation Departments to Analyze Operation and Maintenance Costs.

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SECTION 1

PARKS AND FACILITY SERVICE LEVELS BY FUNCTION

SERVICE LEVEL FUNCTION DESCRIPTION

Code 001 PARK & BOULEVARD TURF MAINTENANCE TRIM CREW OPERATIONS

Trim crews are responsible for turf maintenance in all neighbourhood parks, community parks and open space areas where larger wide area mowers cannot operate. Trim crews will be deployed on or about April 15th of each season, staffed with a compliment of one seasonal contract service person and up to five part-time student equipment operators. Crews will be equipped with a truck and utility trailer, ride on mowers, push mowers, string line trimmers, leaf blowers and an assortment of hand tools.

MAINTENANCE CYCLE STANDARD

- The minimum standard for this activity shall be one maintenance cycle every 14 days from April 15th to June 15th. One cycle every 10 days from June 16th to September 1st and one cycle every 14 days from September 1st through October 10th.

STANDARD APPEARANCE

- From June 16th through September 15th upon completion of a cycle of maintenance the park area will have a well-groomed appearance with no visible garbage or debris. Turf shall be neatly trimmed and detailed with minimal overgrown areas or unsightly conditions in the vicinity of park fences, bleachers, buildings, light poles playgrounds or other objects
- At all other times turf maintenance may be limited to areas of higher visibility and areas of long turf and weeds may be observed during rapid growth periods
- All turf areas will be mowed to an average height of 50 millimetres
- Spring cleanup of parks will continue through mid-May. During this period debris remaining from the winter months may be observed

KEY RESULT AREA

- Pick up litter and debris from the park grounds including flower and shrub beds, sports fields, under benches and bleachers and around the exterior of any structure or building
- Turf will be mowed to result in a clean neat appearance, clippings removed with a backpack blower from non-turf areas including parking lots, curbs, sidewalks, road ways, shrub/flower beds, baseball infields and hard court surfaces
- Trim around all obstacles and/or buildings
- Structures or fixtures shall be free of long turf or unsightly turf at their base
- Trees and tree bark shall remain undamaged and intact. No contact with string trimmers will be permitted
- All hard surfaces shall appear neat and clean
- Picnic tables and park benches shall be righted as required, cleaned and arranged neatly

- A visual inspection of the park shall be conducted including structures, hard surfaces, playgrounds and courts. All areas shall be free of debris, broken glass or any other safety related concern. Wrapped swing chains shall be unwrapped as required
- A maintenance log for the activities conducted in each park location shall be completed by the Crew Leader upon completion of the maintenance cycle

END OF CODE 001

Code 002 LAWN BOWLING GREEN MAINTENANCE

The lawn bowling green will be maintained by the Parks Operation Deptartment with a part time staff person being assigned the lawn mowing responsibilities throughout the playing season. The maintenance season for the lawn bowling green will commence April 15th and continue through to October 15th.

MAINTENANCE CYCLE STANDARD

- Lawn bowling green and surrounding grounds will be thoroughly cleaned once each spring
- Mowing of the green surface shall commence in mid-April pending weather and surface conditions
- Mowing will occur every other day throughout the season, with the exception of scheduled tournament days where the green shall be mowed on the day of the tournament
- Perimeter turf outside of the green shall be mowed once every seven days
- Hard surfaces shall be swept and cleaned, with weeds removed once every seven days
- Lawn bowling green will be aerated and top dressed with sand based materials once each season following the end of play in the fall
- A turf grass fertility and preventative maintenance program (Integrated Pest Management) will be implemented each season to ensure the promotion of healthy and playable turf
- Height of green turf shall be mowed at 3/16 to ¼ inch
- Charge, maintain and winterize bowling green irrigation system as per spring, summer and fall schedule

STANDARD APPEARANCE

- Upon completion of maintenance cycle the green surface will be clean, evenly cut and well groomed
- Upon completion of maintenance cycle the lawn bowling green outside perimeter area will appear well groomed, free of debris, clippings, twigs, leaves and neatly trimmed

KEY RESULT AREA

- Spring cleanup of green surface and perimeter area, rake up and remove all debris, twigs, leaves etc.
- Cut bowling green following cleanup of playing surface
- Cut in opposing direction from previous cut ie. corner to corner and end to end. Do not cut in the direction of play
- Apply fertility and pest management products in accordance with seasonal application schedule
- Program and monitor irrigation system and lawn bowling green for appropriate moisture levels. Increase/decrease irrigation cycle according to weather and surface conditions
- Aerate bowling green surface in fall each season. Remove aeration cores from green
- Apply sand based mix to freshly aerated surface. Allow sand to dry then drag in using drag mat and light turf equipment until aeration holes are filled and sand is well integrated into the green surface. Follow up with mowing, using the mower reserved for top dressing operation

END OF CODE 002

Code 003 PARK GARBAGE COLLECTION / REMOVAL

Garbage collection from trash receptacles distributed throughout the parks system will be maintained and emptied year round in all parks, trails and open space areas in accordance with a routine schedule. In addition, staff will respond to reports of overflowing and spilled trash receptacles. Loose garbage and debris shall also be collected in all areas as required. Additional garbage collection activities will be required to facilitate the various special cultural and sporting events throughout the year, such as July 1st celebrations, Santa Claus Parade, Worlds Longest Street Sale, Family First Night, Winter-fest, Rib Fest and sports tournaments. A garbage collection crew consisting of two staff will be dispatched in the garbage compactor collection vehicle, where conditions permit.

MAINTENANCE CYCLE STANDARD

- May 1st through August 30th one cycle of collection from all parks and trails every seven (7) days. September 1st through April 30th one cycle of collection from all parks and trails every fourteen (14) days
- December 15th through February 28th one cycle of collection from outdoor rinks located at Machell Park, Confederation Park, Ada Johnson Park and Town Park each day (pending ice skating conditions)
- As required, for all high use locations and special events requiring one or more cycles per day
- Emergency pick up as required, when reported by residents and user groups

STANDARD APPEARANCE

- Immediately following a cycle of maintenance the area within and around the garbage receptacle shall be clean and free of spilled or loose debris

KEY RESULT AREA

- Garbage receptacles observed to be at least 50% full of waste shall be emptied
- Garbage receptacles shall be relined with the standard plastic liner
- Garbage receptacles shall be neat and clean on the exterior
- Spilled garbage shall be picked up and removed from the immediate surrounding area
- Loose garbage and debris in all locations shall be picked prior to cutting turf
- Damage/vandalism/graffiti of receptacles to be reported to supervisor

END OF CODE 003

Code 004 PLAYGROUND INSPECTION, MINOR MAINTENANCE AND REPAIR

The minimum standard for children's playgrounds will be in accordance with the current CSA Standards. Inspections will be conducted by a certified playground inspector staff member. This function will include a detailed inspection of each component in the playground and the playground safety surfacing in accordance with the applicable industry standards and guidelines. In addition, staff will also respond immediately to any safety related concerns or reports from playground users.

MAINTENANCE CYCLE STANDARD

- Playgrounds will be visually inspected on a weekly basis
- Playgrounds will be physically inspected by a certified playground inspector staff member on a recurring monthly basis which will include a detailed inspection of each component in the playground and the playground safety surfacing in accordance with the applicable industry standards and guidelines
- An annual report shall be completed for all playgrounds in the inventory
- In addition to inspections, staff will perform, at the time of inspection, minor maintenance
- Staff will respond immediately to any safety related concerns or reports from playground users

STANDARD APPEARANCE

- Playgrounds will remain in a safe usable CSA compliant condition. Any safety concerns or non CSA compliant conditions will be promptly resolved and or reported to the department supervisor for appropriate resolution

KEY RESULT AREA

- Playgrounds shall be systematically inspected and documented on a detailed playground check list
- Playground safety surfacing shall be inspected and tested by hand digging method to ensure uniform depth of safety surface in all fall protection zones
- Minor repairs associated with playground components shall be completed during the inspection including tightening of loose fittings/fasteners/clamps and minor safety surface levelling
- Removal of debris from safety surface including broken glass, sharp protruding or foreign objects
- Removal of graffiti
- Follow up with supervisor promptly with any major defects or safety related concerns or deficiencies that have been identified that require additional human resources and or supplies in order to address the necessary repairs expediently
- Completed annual report summarizing all activities and actions taken in the preceding 12 months.

END OF CODE 004

Code 005 PLAYGROUND MAJOR MAINTENANCE AND REPAIR

Major maintenance and repairs of playgrounds will be scheduled and conducted as required and as determined by the following factors;

MAINTENANCE CYCLE STANDARD

- Life cycling requirements of the individual playground components and safety surfacing
- Major repairs identified by department staff via the monthly inspection reports and annual work plan
- When notification of a major defect from a playground user is reported to the department
- Upon detection or notification of an act of vandalism
- Compliance with CSA Standards for playground safety

STANDARD APPEARANCE

- Upon completion of a major repair or maintenance cycle the individual component or item will appear safe and in good condition with no visual defects or substandard conditions evident in accordance with CSA Standards

KEY RESULT AREA

- Playground safety surface material shall be evenly distributed throughout the playground and in accordance with CSA standards
- Low or dished out safety surface areas shall be filled and levelled
- Playground safety surface material shall be added as required to ensure that CSA standards are maintained in the fall protection zones of all equipment
- Major playground components will be replaced as required and documented in the monthly Playground Inspection forms
- Repairs and maintenance shall be documented on the prescribed forms

END OF CODE 005

Code 006 TENNIS COURT MAINTENANCE AND REPAIR

Tennis Courts will be maintained from the commencement of the tennis season around mid-April through mid-November at which time courts will be locked and secured and remain so during the off season. Consideration will be given to earlier opening and later closing dates based on weather conditions.

MAINTENANCE CYCLE STANDARD

- Tennis Courts will be formally inspected and maintained on a monthly basis throughout the operating season with additional inspections and maintenance occurring on an as needed basis
- Parks Operations staff will respond on short notice to provide additional inspections, repairs and maintenance resulting from observations or notifications from the public

STANDARD APPEARANCE

- Upon completion of a cycle of tennis court maintenance courts will appear in clean, neat and safe condition with no visible contaminants on the surface of the courts i.e. broken glass, garbage or debris.
- Nets will be in good condition, properly adjusted for tension with no tears or rips evident
- Court markings will be highly visible and perimeter fencing will be free of gaps along the bottom to prevent balls from escaping. Perimeter fencing will be retied to the fence frame as required
- Court flood lighting will be properly functioning with the flood light timing device properly adjusted for all seasons to facilitate play from dusk until 11:00 pm during the tennis season

KEY RESULT AREA

- Remove all surface debris and contaminants
- Install tennis nets that have been inspected and in good condition
- Winch tennis nets to ensure correct tension and ensure the correct centre net measurement in accordance with standard rule of play
- Check and adjust flood light operation and document location and quantity of non-functioning flood lights
- Check and adjust flood light timing device to ensure the correct time of day and hours of operation based on the changing seasonal light levels
- Replace flood light timer supplementary power battery when opening courts in spring
- Relamp and clean reflector flood lights on a 5 year cycle

END OF CODE 006

Code 007 PARKS AND TRAIL GENERAL INSPECTION, MINOR MAINTENANCE AND REPAIR

MAINTENANCE CYCLE STANDARD
Parks and trails will be visually inspected year round occurring on a monthly basis by a staff member who is a certified CSA Playground Inspector. Inspection cycle will include inspection of all park amenities including bleachers, park benches, tennis courts, out buildings, shelters, park signage and sports field and perimeter fencing. The Department will also respond, as required, to public safety or security issues requiring immediate attention.

In addition to the above inspection cycle, during non-winter months trails will be inspected following a major rainfall event where erosion and washout conditions could be expected.

The standard for maintaining granular surface trails shall be one cycle of trail grooming each month during the months of May through October.

STANDARD APPEARANCE TRAILS
In view of preserving our natural environment the Towns construction standards for the trails in our open space and forested areas shall be comprised of a granular or wood chip surface. Under certain circumstances and weather conditions granular surface trails may be subject to localized washouts and erosion in some locations. Wood chip surface trails may also be found in a degraded condition in some locations due to weather and wet site conditions and the presence of tree roots, fallen limbs. Rocks and other debris or obstacles can be present. During winter months the Trail Maintenance Standards do not provide for snow or ice removal or controls. As such, trails can remain snow or ice covered with intermittent bare patches.

KEY RESULT AREA
TRAILS

- Inspect trail surfaces in parks and open space for defects or hazardous conditions including washouts, potholes, roots, rocks and low areas where the surface is wet or muddy
- Identify areas requiring more significant attention such as top dressing, levelling or filling with suitable aggregate
- Identify and document potential hazards associated with defective trees, dead limbs and vegetation obstructing or located within striking distance of the trail
- Minor pruning or trimming of tree limbs obstructing trails
- Inspect bridges, culverts, railings and structures for worn or defective components including bridge deck boards, wood railings and guide rails. Document items requiring repair
- Identify and document graffiti or other conditions requiring attention
- Inspect trail signage, make minor repairs or replace signs as required
- Report to supervisor with inspection reports and priority works requiring immediate attention

PARKS

- Parks and Trail infrastructure shall be systematically inspected and documented on the prescribed inspection form
- Inspect the condition of park benches, bleachers and trash receptacles and make minor repairs including tightening fasteners, hardware etc.
- Replace broken, worn, cracked or weathered park bench boards, sand to smooth board edges where required
- Inspect tennis court nets, fencing and court surface. Replace damaged nets, fence ties and ensure the playing surface is free of debris, broken glass or other foreign objects
- Inspect park signage, make minor repairs or replace signs as required
- Report to supervisor with inspection reports and priority works requiring immediate attention

END OF CODE 007

Code 008 TRAIL SYSTEM MAJOR MAINTENANCE

MAINTENANCE CYCLE STANDARD

Major Trail maintenance will occur, as required, based on defects or substandard conditions that are observed and documented during the monthly inspection cycle. Additional maintenance will be required following a major rain fall event. Major trail restoration projects will be planned and scheduled in the Parks Division annual work plan or budget. Temporary repairs may be required to ensure public safety until sufficient resources become available as per the annual work plan. The department will respond as required to public safety or security issues requiring immediate attention.

STANDARD APPEARANCE

- Immediately following completion of a major repair or maintenance cycle granular surface trails shall be well groomed with a level surface, free of debris, washed out areas, ruts, potholes, foreign objects such as rocks, stumps, roots, garbage or overgrown vegetation

KEY RESULT AREA

Trail system major maintenance will involve repairs associated with the trail system throughout the Town of Aurora. Maintenance activities will include the following:

- Machine grooming of all granular trail surfaces a minimum of three cycles per year
- Repair wash outs and damage resulting from major rain events
- Cut trail apron vegetation a distance of 1 meter on each side of trail, two cycles per season
- Remove / cut vegetation from trail surface
- Trim back over growth of trees and saplings as required to maintain 1 meter clearance at the trail side in wooded areas
- Top dress trail with granular material in low areas or areas where standing water is present
- Remove roots and stumps from the traveled section of the trail surface
- Clean out, and or replace culverts to maintain and direct drainage water away from trails surface
- Cleanout swales and ditches to maintain and direct drainage water away from trails surface

END OF CODE 008

Code 009 SHRUB BED MAINTENANCE

Shrub bed maintenance will be conducted on all municipal traffic turning circle islands, municipal landscape entry features, parks and all municipal buildings in order to maintain the intent of the enhanced landscape standards imposed by the applicable urban design guidelines for parkland, residential and commercial areas.

MAINTENANCE CYCLE STANDARD

- The minimum standard for shrub bed maintenance will be based on regularly scheduled maintenance cycles throughout the active growing season for the purpose of removing non desirable invasive plant material, trash or debris and include the replenishment of wood chip mulch. The standard for this maintenance shall be based on the following;
    - Traffic turning circles and centre medians - two cycles each month during the months of May through September. Then one cycle every two months for removal of trash and debris from October through April
    - Parks and Entry Features - one cycle each month during the months of May through September
    - Wood chip mulch shall be replenished once per year during the months of July and August

STANDARD APPEARANCE

- Upon completion of a cycle of shrub bed maintenance the bed shall appear to be neat, clean, and pleasing to the eye with minimal evidence of unwanted vegetation or debris. Clean wood chip mulch should be observed on the visible surface and a well-groomed appearance of both shrub bed and the surrounding hard surface areas shall be evident. Without the ability to utilize chemical herbicides in our shrub bed maintenance program, unwanted vegetation will rapidly reappear and be evident within 7days following a cycle of maintenance

KEY RESULT AREA

- Remove and dispose of all unwanted vegetation by hand pulling including digging of roots as required
- Remove and dispose of all trash and debris from the beds
- Level and smooth wood mulch surface material
- Replenish wood mulch surface material to ensure a consistent depth of 6 cm throughout the bed
- Apply a non-chemical organic weed control product as required
- Sweep clean and remove all debris from hard surface areas surrounding the shrub bed areas
- Prune plant material as required to keep shape and form

END OF CODE 009

Code 010 GARBAGE CONTAINER / PICNIC TABLE AND PARK FURNISHING DISTRIBUTION AND MAINTENANCE

Distribution of garbage receptacles, picnic tables, bleachers, park benches and sports equipment storage lockers throughout the parks system for general use and to facilitate special cultural and sporting events. Included in this activity is the retrieval of this equipment. During the winter months all equipment is inspected, repaired and repainted as required. Initial distribution of this equipment will occur on or about May 1st of each year. A crew consisting of two staff, a parks vehicle and trailer will be utilized for this task for both the distribution and removal from the parks at the end of the season.

MAINTENANCE CYCLE STANDARD

- Portable garbage cans will be freshly painted every two years
- Permanent garbage receptacles in parks will remain in clean painted condition. Touch up as required
- Picnic tables will be inspected, bolts tightened, cracked or rough boards replaced and freshly painted prior to distribution each season
- Permanent park benches will be inspected, bolts tightened, cracked or rough boards replaced on an as required basis
- Park benches will be freshly painted once every 3 years
- Permanent bleachers will be inspected on a monthly cycle commencing May1 through October 31
- Parks equipment storage lockers will be inspected for damage ensuring locks are in place and hinges and latches are in working order
- All of the above equipment will be spot checked throughout the season and repaired/replaced as required

STANDARD APPEARANCE

- Immediately following the completion of a maintenance cycle, garbage receptacles, picnic table and park furnishing shall be rust free and in good condition with no visible defects. Minor defects and deterioration of furnishing may become more evident as the season progresses

KEY RESULT AREA

- Inspect for defects and overall condition of equipment
- Remove cracked and/or rotting boards and replace with new freshly painted boards
- Rusted sections of permanent garbage receptacles prepped and painted as required

END OF CODE 010

Code 011 BALL DIAMOND INFIELD MAINTENANCE

Ball diamond maintenance will generally consist of ongoing maintenance activities based on each class of facility. Regular maintenance will commence on or about May 1st and continue until September 30 of each year.

MAINTENANCE CYCLE STANDARD

- **Class "A"** facilities will be maintained on a once per day cycle and/or as field bookings require
- **Class "B"** facilities will be maintained on a once per week cycle and/or as field bookings require
- Line marking chalk shall be supplied and delivered to the ball diamond location on an as needed basis
- Dust suppression application will be conducted as required
- Facility to be visually inspected by field grooming staff during each cycle of infield grooming on the prescribed facility check list sheet

STANDARD APPEARANCE

Upon completion of a cycle of ball diamond infield maintenance the following conditions will be observed.

- Infield will be groomed to a smooth, level and true surface
- Facility shall be free of debris and garbage including players areas, dugouts, batting cages
- Home plate shall be in good condition, level with surrounding grade, swept clean, no ridges, rips or buckled edges
- Warning track will be groomed smooth and level, weeds and unwanted vegetation may be present during the months of May and June
- Lips at infield edges and base paths may become more pronounced as the season progresses

KEY RESULT AREAS

- Pitcher's mound/area will be hand raked to fill in ruts, scouring and loose granular material
- Home plate area will be hand raked to fill in ruts, scouring and loose granular material
- Anchor sockets for permanent bases shall be cleaned and plugs inserted where applicable
- Ball diamond infield will be made smooth and level with a tractor/groomer combination
- Complete facility maintenance / inspection check list and report deficiencies to supervisor

ANNUAL FALL RESTORATION WORKS

- Back stop fencing shall be inspected and repaired as required including fence ties, gates and posts
- Transition between infield area granular surfaces and turf shall be free of lips, worn edges or irregularities. Mechanical removal of lips, and re-sod as required
- Restring and edge all infield turf edges where necessary to ensure straight and true lines

END OF CODE 011

Code 012 SOCCER /BASEBALL FIELD INSPECTION /LAYOUT / LINING

Soccer/ball field layout and lining will commence on or about April 15th each year and continue throughout the playing season as required based on the issuance of field permits.

MAINTENANCE CYCLE STANDARD

- **Class "A "**and **"B"** soccer and baseball playing field lines will be painted once every seven days
- **Class "C"** soccer and baseball playing field lines will be painted once every ten days
- All playing field inspections will be conducted and documented on the prescribed form during each cycle of field lining

STANDARD APPEARANCE

Upon completion of a cycle of soccer/ball field infield maintenance the following conditions will be observed:

- Lines shall run straight and true
- Lines shall be highly visible and uniform in all areas
- During periods of rapid turf growth, typically the months of May, June and September playing field lines may become progressively faint depending on the weather and field surface conditions

KEY RESULT AREA

- Complete preseason inspections and initial field layout - square corners and apply lines
- Complete line maintenance with the line painting equipment - pre-cut and line field
- Complete field inspection and document findings during each field line painting cycle
- Report to supervisor any playing field deficiency requiring repair or service requirements

END OF CODE 012

Code 013 SPORTS FIELD AERATING / TOP DRESSING / OVER SEEDING / SODDING

Sports field cultural maintenance shall continue throughout the spring, summer and fall seasons and shall consist of a combination of cultural practices as follows;

MAINTENANCE CYCLE STANDARD
Deep Tine Aerating:
Class "**A**" and **"B"** soccer and ball diamond facilities will be aerated using deep tine aerator and agricultural tractor, one cycle every 30 days during May through August
Core Aerating:
Class "**A", "B"** and **"C"** soccer and ball diamond facilities will be core aerated once annually following the playing season
Top Dressing:
Class "A" and **"B"** soccer and ball diamond facilities will be top dressed once annually
Over seeding:
Class "A "and **"B"** soccer and ball diamond facilities will be over seeded once every 30 days during May through August
Sod Patching/Repairs:
Class "A", "B" and **"C",** all high wear areas observed on soccer and ball facilities will be repaired once per season in the fall

STANDARD APPEARANCE

- Immediately following the completion of a scheduled maintenance activity the field and general area hall be left in a clean and safe condition

KEY RESULT AREAS

- Pre-locate all irrigation heads and equipment at grade level
- Deep tine and core aerate field in two opposing directions
- Top dress and drag in at a rate of 1 cubic meter of top dress mix per 100 m2 application
- Over seed at a rate of 20kg of sports field turf seed mix per 4000 m2 minimum, applied in two opposing directions
- Cut out and repair high ware areas using a combination of soil /sand mix, seed or sod in the fall of each season prior to the dormant season

END OF CODE 013

Code 014 ARTIFICIAL TURF MAINTENANCE

MAINTENANCE CYCLE STANDARD

- Class E Artificial Turf Field condition inspections will be conducted and documented on the prescribed form, twice each month during the active playing season
- Artificial turf will be mechanically groomed once every 4 weeks during the active playing season
- Artificial turf will be mechanically swept clean of all foreign debris one every 6 weeks during the active playing season

STANDARD APPEARANCE

- Immediately following a cycle of artificial turf grooming the surface shall appear smooth and level with turf fibers evenly distributed and vertical to the ground
- Rubber infill material shall be disbursed evenly throughout the field with no visible areas of accumulated or heavy deposits of infill material evident
- Field should appear neat and clean with no visible debris of any kind evident on the entire field area
- There shall be no visibly low areas on the playing surface indicating a deficiency in rubber infill material
- Field surface and perimeter fences shall be free of defects, securely fastened and appropriately locked
- Playing field signs and notices shall be in place and in clean legible condition

KEY RESULT AREAS

- Inspect entire playing surface by walking the surface from end to end, corner to corner
- Remove any debris or foreign materials from the field surface, along side lines, end zones and players bench areas
- Sweep playing field with tractor mounted power sweeper. Complete sweeping in two opposing directions. Collect and dispose of accumulated debris
- Groom playing field with tow behind brush type groomer to ensure even distribution of infill material and exposed fiber is standing in a vertical orientation

END OF CODE 014

Code 015 TURF FERTILITY MANAGEMENT PROGRAM

Sports field soil fertility testing will be conducted as required and will involve the collection of soil samples to be analyzed by an external testing laboratory. Recommendations for soil amendments or supplements will be included in the ongoing annual sports field fertility program.

MAINTENANCE CYCLE STANDARD

Town owned **Class "A"** and **"B"** Soccer fields and ball diamonds will receive multiple applications of turf fertilizer each year as follows:

- Two applications of humic acid, solid formulation, applied in April and October
- Two applications (spring and fall) of a blended fertilizer containing the appropriate ratios of Nitrogen, Phosphorous and Potassium at the prescribed rates determined through regular soil nutrient testing analysis from the actual sports field
- Two applications of liquid formulation humic acid applied in early June and mid-July

Class "C" facilities will receive one application of a blended fertilizer containing the appropriate ratios of Nitrogen, Phosphorous and Potassium per year, applied in late spring.

STANDARD APPEARANCE

- **Class "A"** and **"B"** soccer fields shall appear green and lush, thick coverage with no apparent bare or sparse patching. Some browning off due to drought stress may be observed during periods of prolonged high temperatures and drought conditions. Turf may contain a percentage of perennial weeds, however weeds will not be the predominant ground cover and the rate of weed infestation may vary between facilities
- **Class "C"** fields may appear sparse, bare and drought stressed at certain periods due to prolonged heat and or drought conditions

KEY RESULT AREAS

- Apply chemical fertilizer with tractor mounted fertilizer spreader at the prescribed rate as determined by soils test analysis
- Apply solid form humic acid at the prescribed rate of 50kg. per ha.
- Apply liquid form humic acid at the prescribed rate of 10-litres per ha.

END OF CODE 015

Code 016 URBAN FORESTRY OPERATIONS

Arboriculture operations will involve the maintenance and planting of all municipal trees in accordance with the ***Municipal Forestry Policy.***

MAINTENANCE CYCLE STANDARD

The maintenance standard cycle for block pruning of street trees shall be as follows;

1. Trees in the age class 15-25 years shall be pruned once every 5 years
2. Trees in the age class of 25- 35 years shall be pruned once every 7 years
3. Trees in the age class of 35 years or more shall be pruned once every 10 years

Pruning may also occur throughout the year on any tree or shrub that poses an impediment to pedestrians, cyclists or motorists.

NOTE: Municipal Forestry Policy currently in final draft and under final review prior to presentation to council for consideration and approval. (Tentatively scheduled for June 2015)

END OF CODE 016

Code 017 PARK SPORT FACILITY LIGHTING EQUIPMENT MAINTENANCE AND REPAIR

MAINTENANCE CYCLE STANDARD

- Park sports facility flood lighting systems shall be inspected prior to the playing season to ensure that the systems and lamps are completely functional
- All other lighting equipment for parks and pathways will be inspected twice annually to ensure all lighting is completely functional. Inspections shall occur in spring and again in fall of each year
- The standard for re-lamping and cleaning of metal halide sports field light fixtures systems shall be once after every five playing seasons. This is required as a result of lamp deterioration and potential liability associated with less than adequate lighting levels
- The standard for re-lamping and cleaning of high pressure sodium light fixtures shall be on an as required basis given the prolonged life cycle of this type of lighting
- Where a lamp on a sports facility has been reported as out, the department will respond to the facility to test the system, confirm the problem and trouble shoot where possible

PROVISION/STANDARD APPEARANCE

- Sport field lighting systems shall be observed to be performing within the minimum lighting level design parameters with all luminaires functioning and in accordance with Class 4 North American Standard IESNA as follows:
    - Soccer average 200 LUX
    - Baseball infield average 300 LUX, Outfield average 200 LUX
    - Tennis average 300LUX
- All sports facility lighting shall remain properly aimed and operated to ensure maximum performance and uniformity in accordance with the manufacturers design specifications

KEY RESULT AREAS

- Operate lighting systems to observe deficiencies. All deficiencies shall be documented and followed up with the necessary repairs
- Adjust timing devices to coincide with seasonal light levels to ensure lights become energized one half hour prior to dusk and turn off at 11:00pm daily
- Inspect overall condition of light pole and lamps, document and follow up with the necessary repairs
- Respond within minimum of 24 hours to reports of lighting problems from user groups and the public
- Timing devices and lamps will be corrected as required.

END OF CODE 017

Code 018 PARK PATHWAY LIGHTING EQUIPMENT MAINTENANCE AND REPAIR

MAINTENANCE CYCLE STANDARD

- All park pathway lighting inventory will be inspected twice annually to ensure all pathway lighting is completely functional. Inspections shall occur in spring and again in fall of each year
- The standard for relamping and cleaning of high pressure sodium light fixtures shall be on an as required basis given the prolonged life cycle of this type of lighting

PROVISION/STANDARD APPEARANCE

- The standard for pathway lighting will include all neighborhood and community level parks and may extend to valley land trails where such trails lead to commercial, institutional or recreational destination points frequented by non-motorized users (pathway lighting continues to be added to parks where lighting was not initially installed pending the approval of annual capital budgets)
- Pathway lighting is not a level of service standard for the entire trail system with exception of the above noted standard

KEY RESULT AREAS

- Operate lighting systems to observe deficiencies. All deficiencies shall be documented and followed up with the necessary repairs
- Adjust timing devices to coincide with seasonal light levels to ensure lights become energized one half hour prior to dusk and turn off at 11:00pm daily
- Inspect overall condition of light pole and lamps, document and followed up with the necessary repairs
- Respond within minimum of 24 hours to reports of lighting problems from user groups and the public
- Timing devices and lamps will be corrected as required
- Engage contractor to provide necessary maintenance or repairs at the earliest possible opportunity

END OF CODE 018

Code 019 PARK SIGNAGE MAINTENANCE, INSTALLATION AND FABRICATION

The Parks Division will maintain and monitor all parks related signage in existing and new locations as required and outlined in the park signage inventory. This service level will include the in-house fabrication of town standard park name signage, design, ordering and installation of parks related By-law signage and posting of SWM pond signage.

MAINTENANCE CYCLE STANDARD

- Monthly visual inspection of all signage, followed up with any maintenance, repairs or replacements as required to ensure appropriate display of information
- Park name signs shall be refinished on a 6 year cycle
- Vandalized or damaged signage will be promptly repaired or replaced upon notification from the public or upon observation by operations staff

STANDARD APPEARANCE

- Signs shall appear to be in good/legible condition, free of vandalism, graffiti or damage
- Park signs shall be in compliance with and display current applicable By-law numbers
- Sign posts shall be straight and true with no affixed signs or placards mounted or located in such a manner to pose a public safety risk

KEY RESULT AREAS

- Repair damaged signs
- Repaint and refinish park name signs
- Revise park By-law # as required
- Maintain sign inventory, order stock as required

END OF CODE 019

Code 020 IRRIGATION SYSTEM MAINTENANCE AND REPAIRS

The Parks Division maintains the entire inventory of sports field and horticultural bed irrigation systems in accordance with the following service level standards.

MAINTENANCE CYCLE STANDARD

- Initial spring start up and ongoing inspection of sprinkler heads and adjacent grade to ensure sprinkler heads are level with surrounding area grades
- April start-up of irrigation systems involving pump installation, charging of systems and repairing of damaged or broken irrigation system components, resulting from winter frost damage
- Monitor, test, repair, maintain and adjust system timing devices according to weather patterns and turf or plant requirements
- Conduct routine and or emergency repairs associated with damaged sprinkler heads, broken pipes or other components
- October winterization and shut down of systems involving the blow out and drainage of all components

STANDARD APPEARANCE

- Irrigation systems will be in optimum working order with even distribution and coverage of water
- Sprinkler heads shall be in the closed position and flush with surrounding grade
- There shall be no ponding on the turf or excessively wet areas
- There shall be no obvious dry areas or areas of notable drought on the turf

KEY RESULT AREAS

- Repair all damaged or broken components as required
- Maintain a sufficient irrigation parts and component inventory in order to repair system components on both a routine and emergency basis
- Respond promptly to all emergency repair situations
- Repair, level or adjust any field irrigation components as required to ensure players safety by filling, leveling and or sodding prior to permitting further use of the playing field
- Inspect irrigated playing fields during the playing season in accordance with inspection schedule for sunken, damaged or non-operable irrigation components
- Document inspection and any required actions
- Report hazards or deficiencies to supervisor as required

END OF CODE 020

Code 021 PARKS DIVISION HORTICULTURAL PROGRAM/GREENHOUSE OPERATION

The Parks Division horticulture program consists of a combination of annual and perennial plants utilized in planting beds, portable and permanent receptacles and floral display baskets. The horticultural program is managed and maintained by the Parks Division Horticulturist.

MAINTENANCE CYCLE STANDARD

- Commence greenhouse operations and annual plant propagation program at the beginning of February
- In house production of 100 annual plant hanging baskets
- In-house production of 10,000 annuals for municipal display beds and 100 onsite receptacles
- Over winter and maintain 75 standard tropical display plants
- Display hanging baskets commencing first week of June
- Plant permanent receptacles and beds commencing first week of June
- Display plants until mid-September, then remove baskets and portable receptacles

Plants will be monitored and maintained daily (or as required) throughout the growing season in keeping with good horticultural practices, e.g. regular irrigation, fertilization, replacements, pest control and pruning. Plants will be displayed on site after all risk of frost has passed, commencing the first week of June through to September 15th of each year, pending weather conditions.

STANDARD APPEARANCE

- Annual plants shall appear lush and vigorous, free of insects, pests, diseases and weeds

KEY RESULT AREA

- Display hanging baskets commencing first week of June
- Plant annual receptacles and beds commencing first week of June
- Irrigate plants on an as needed basis (daily, every other day or bi-weekly)
- Fertilize plants with a soluble fertilizer 20-20-20 once per week
- Prune/deadhead annual plants on an as needed basis
- Apply pest control as required
- Dispose and cleanup of annual plants after display season
- Return standard plants to green house for over wintering

END OF CODE 021

Code 022 WIDE AREA MOWER OPERATIONS CLASS A & B SPORTS FIELDS AND ACTIVE PARK LAND

Wide area mower maintenance operations will involve the two separate service level standards (# 22 & #23) and many variations in turf appearance and condition can occur as a result of inclement weather and ground conditions which are often encountered during the months of April, May, early June, September and October

MAINTENANCE CYCLE STANDARD FOR SPORTS FIELDS

- Minimum height of sports turf shall be 55 mm
- Maximum height of sports turf shall be 90 mm
- Average height of turf will range between 55-60mm

STANDARD APPEARANCE

- Turf shall appear well groomed, uniform in height with minimal weeds or invasive plants visible
- Turf shall appear dark green, healthy and vigorous
- During the months of May and June turf may appear un-kept due to the presence of seasonal weeds in between maintenance cycles
- Some visible garbage may be present in the vicinity of the sports field between maintenance cycles
- As the season progresses areas of thin turf and soil may become more noticeable on sports fields

KEY RESULT AREAS

- Mow turf in an overlapping pattern
- Double cut areas of long turf or where weeds are present
- Prior to mowing remove major items of debris including paper products, glass and metal objects

END OF CODE 022

Code 023 WIDE AREA MOWER OPERATIONS NON ACTIVE PARKLAND

MAINTENANCE CYCLE STANDARD FOR NON ACTIVE PARKLAND AREAS

- Minimum height of turf shall be 55 mm
- Maximum height of turf shall be 120 mm
- Depending on the season, weather and ground conditions the above standards may vary

STANDARD APPEARANCE

- Turf shall be uniform in height. Weeds or invasive plants will be visible
- Turf shall generally appear healthy during spring and summer periods
- During the months of May and June and again in September and October there will be periods where turf appears excessively long due to the rapid growth conditions and the presence of seasonal weeds in between maintenance cycles
- Some visible garbage may be present between maintenance cycles
- During periods of low rainfall or drought turf will go into dormancy and will appear brown or straw like

KEY RESULT AREAS

- Mow turf in an overlapping pattern
- Re-mow or double cut areas of long turf or where weeds are present
- Prior to mowing remove major items of debris including large paper products, glass and metal objects

END OF CODE 023

Code 024 ROAD SIDE VEGETATION CUTTING

MAINTENANCE CYCLE STANDARD FOR ROAD SIDE VEGETATION CUTTING

- Minimum height of road side vegetation shall be between 5 to 10 centimeters
- Maximum height of road side vegetation between maintenance cycles will be from 10 to 80 centimeters
- The standard for road side vegetation cutting will be 3 cycles per season with the first cycle commencing in mid-June
- Depending on the season, weather, available resources and ground conditions, the above standards may vary

STANDARD APPEARANCE

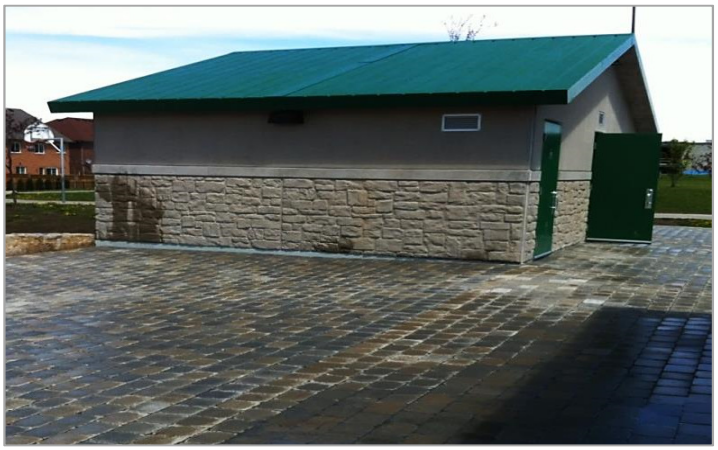
- Road side vegetation shall appear uniform in height and consist of a variety of plants including weeds or invasive plants.
- Between maintenance cycles road side vegetation may appear relatively long with the presence of paper and other debris or litter not uncommon
- During the months of May and June there will be periods where road side vegetation appears excessively long due to the rapid growth conditions and the presence of seasonal weeds between maintenance cycles
- Immediately following a mowing cycle some paper and other litter as well as the cut vegetation will be visible

KEY RESULT AREAS

- Mow road side vegetation to a minimum height of 5 to 10 centimeters
- Mow a maximum swath width of 1.5 meters to the right of the travelled portion of the road and shoulder area
- Prior to mowing remove major items of debris including large paper products, boxes, glass and metal objects

END OF CODE 024

Code 025 PARKS WASHROOM FACILITY MAINTENANCE



Washrooms will be operational during the daytime hours from 8:30am through to 11pm, Monday through Sunday, from May 1st through to September 1st. After September 1st, washrooms will be operational as required by permitted activities in each location until October 15th each year.

Heated washroom facilities will be available during winter months where a special or programmed event is occurring over a short period of time.

MAINTENANCE CYCLE STANDARD

- Washrooms will be opened, inspected, cleaned, sanitized and restocked each day prior to 8:00 am during the permitted sport field facility season and at water play parks when operating
- During tournaments and special events, washrooms will be inspected a minimum of twice each day or as required for cleanliness and paper products
- Reports of vandalism or emergency situations will be investigated with the necessary action taken promptly

STANDARD APPEARANCE

- Upon completion of a maintenance cycle washrooms will appear neat and clean, deodorized and fully stocked with paper products and supplies

KEY RESULT AREAS

- Washroom floors, toilets, urinals, partitions and sinks will be thoroughly cleaned, flushed and sanitized prior to opening each day
- Paper products and supplies will be restocked as required
- Respond throughout the day and after hours to washroom related emergency needs as reported by users or staff

END OF CODE 025

Code 026 VANDALISM/REPAIRS & GRAFFITI REMOVAL

MAINTENANCE CYCLE STANDARD

- Reports of graffiti and vandalism in the parks system will be investigated on the day the report is received or upon observation
- Upon notification or detection of vandalism, staff will notify By-Law and/or York Regional Police and complete a Vandalism Occurrence Report form. Pending the level of damage or extent of the occurrence, staff will be dispatched to take appropriate corrective action Graffiti will be removed promptly either the day of the report or the following day pending weather and site conditions Vandalism will be repaired promptly either the day of the occurrence or the following day pending the level of damage and available resources

STANDARD APPEARANCE

- Surfaces shall appear clean and free of graffiti or vandalism

KEY RESULT AREAS

- Remove graffiti from surfaces using various methods including soda blasting, sand blasting, power washing and cleaning solution
- Repair fixtures or building components as required

END OF CODE 026

Code 027 NON WINTER PARKING LOT GROOMING AND MAINTENANCE (ASPHALT AND GRANULAR SURFACE)

MAINTENANCE CYCLE STANDARD

- Granular parking lots will be graded a minimum of four cycles during the months of April through to November with top dressing of additional granular materials as necessary
- Parking curbs will be replaced and realigned as required and accumulated debris will be removed once per season during the month of April.
- Asphalt parking lots and curb lines will be swept clean in the spring of each year.
- Parking lot line painting will be re-applied every second year
- Ongoing maintenance will be conducted to remove debris and broken glass as required

STANDARD APPEARANCE

- With exception of late winter and early spring season, granular parking lots will appear clean and well-groomed with no potholes or rough areas. Parking lots shall be in a neat, clean and safe condition
- Asphalt parking lots will appear clean and well groomed

KEY RESULT AREAS

- Sweep broken glass and remove debris
- Curbs are aligned and then fastened into the ground using curb pins

END OF CODE 027

Code 028 SPLASH PAD FACILITY MAINTENANCE

MAINTENANCE CYCLE STANDARD

- Splash pads will be operational pending weather conditions from June 1st - August 31st each season
- Splash pads will operate on a 7 day cycle and be open to the public from 9am through 9pm pending weather conditions
- In periods of extreme heat, consideration will be given to extending the hours of operation
- Splash pads are not supervised by town staff
- Splash pads will be inspected and sanitized each morning prior to operation to ensure that the area is clean, safe and properly prepared for public use
- Reports of vandalism, equipment failure or emergency situations will be promptly investigated with the necessary action taken to continue operation of the splash pad
- Bi-weekly power washing, deep cleaning and sanitizing of the pad shall be conducted under normal operating conditions

STANDARD APPEARANCE

- Splash pads and the area surrounding these facilities will appear clean and sanitary in preparation for daily use
- All spray heads and splash pad timing devices and equipment shall be properly functioning
- Accumulated garbage and debris may be observed throughout the day during periods of intense use

KEY RESULT AREAS

- Daily inspection of splash pad and surrounding areas for debris, broken glass and other materials
- Daily sweeping and sanitization of the splash pad and surrounding areas
- Power wash and sanitize the splash pad and surrounding area in the event of a fouling or other surface contamination
- Power wash and deep clean/sanitize the splash pad and surrounding areas every 14 operating days
- Daily emptying of trash receptacles in the vicinity of the splash pad
- Respond as required to reports or notifications from users regarding any public safety or operational concern
- Regional Health Department Inspections posted on site

END OF CODE 028

Code 029 STORM WATER MANAGEMENT POND VEGETATION MAINTENANCE

MAINTENANCE CYCLE STANDARD

- Storm Water Management Pond herbaceous vegetation will be mowed two cycles per season
- The first mowing cycle will commence in late May and continue through mid-June until completion of the first cycle
- The second mowing cycle will commence in mid-August and continue through early September until completion of the second cycle
- Maintenance dates may vary depending on weather and site conditions

STANDARD APPEARANCE

- Storm Water Management Ponds are designed and maintained in accordance with the Towns guidelines for the intended functions and provide for a local natural habitat for a number of aquatic and terrestrial life. As such SWM Ponds will remain in a naturalized state in an effort to attract and enhance the habitat and may appear over grown with long vegetation including weeds and invasive aquatic plant material
- Accumulated garbage and debris may be observed between maintenance cycles

KEY RESULT AREAS

- Mow 5 meter strip from residential property line into storm water management pond area
- Mow invasive plant material above SWM pond water level
- Remove garbage, debris and all other refuse prior to mowing

END OF CODE 029

CODE 030 SKATE BOARD/BMX BIKE PARK MAINTENANCE STANDARD

MAINTENANCE CYCLE STANDARD

- Skate Board/BMX Bike Park facilities will be open to the public from April 1st through November 15th each year
- During the open season the facility will be inspected once per day
- Graffiti will be removed from the facility within 48 hours of it first being detected or reported to the department
- Any conditions or issues observed that might impact the ongoing safe use of the facility will be addressed as required

STANDARD APPEARANCE

Skate Board/BMX Bike Park facilities and the immediate surrounding area shall appear in a neat, clean and safe condition.

- No evidence of graffiti or debris on or within the facility
- No evidence of damaged or deteriorated surface conditions will be evident
- Normal ware and or scouring out of soil in the BMX area may be visible
- No evidence of unauthorized imported fill or excavation will be visible in the BMX area
- All warning and rules of use signage shall be in good condition and legible

KEY RESULT AREAS

- Document daily inspections, completing facility maintenance /inspection check list and report deficiencies to supervisor
- Empty trash receptacles and pick up loose debris from the Skate Board / BMX Bike Park area
- Remove graffiti using high pressure air and soda blasting equipment
- Open and close park for season and post appropriate signage that winter use of the facility for any activity is not permitted

END OF CODE 030

CODE 031 TOBOGGAN HILL MAINTENANCE

The following locations have been recognized as suitable sites for winter tobogganing and sliding slopes: Fleury Park, Machell Park, Copland Park and Lambert Willson Park.

All tobogganing and sliding areas are posted in each location. Other locations known to the Town as not suitable for this activity will be posted with the appropriate signage prohibiting this activity.

MAINTENANCE CYCLE STANDARD

- Toboggan hills to be inspected prior to the commencement of the tobogganing season or by mid-November and then on a once per week cycle
- Any conditions or issues observed that might impact the ongoing safe use of the facility will be addressed as required
- Toboggan hill signage shall be inspected on a once per week cycle during the period of November through March each year
- All supplementary safety devices, fencing or protective measures shall be in place prior to mid-November each year

STANDARD APPEARANCE

- Due to changing weather and snow conditions, hills may have bare patches and ground showing through, ice may also be present
- No evidence of debris or other foreign objects will be visible
- No evidence of added ramps or jumps that have been fabricated by users will be visible
- All warning and notice signage to be in place and in good condition

KEY RESULT AREAS

- Document inspections, completing facility maintenance/inspection check list and report deficiencies to supervisor
- Remove debris, obstacles, ramps and snow mounds as required
- Ensure barriers, fences and other protection measures are in good repair and make repairs as required

END OF CODE 031

Code 032 SNOW REMOVAL AND WINTER MAINTENANCE

Parks Division snow removal and winter maintenance will include sanding and removal of snow at municipal facilities listed below.

Removal of accumulated snow and ice from municipal facility sidewalks and exits will not be the prime responsibility of the Parks Division.

MAINTENANCE CYCLE STANDARD

The standard for removal of snow from municipal parking lots shall be based on an accumulation on the ground of 5 centimeters.

Priority of snow removal will be as follows;

- Priority 1 - Aurora Fire Stations
- Priority 2 - Aurora Community Centre / Stronach Aurora Recreation Complex / Aurora Family Leisure Complex
- Priority 3 - Aurora Town Hall / Aurora Public Library / Library Square
- Priority 4 - National Defence Bldg (212 Industrial Parkway) / Yonge Street Municipal Parking Lots
- Priority 5 - Sheppard's Bush Parking Lot and Parks Yard
- Priority 6 - Outdoor Natural Skating Rinks
- The standard for surface conditions on all paved parking facilities shall be bare pavement within 2 hours following the initial cycle of snow plowing, pending weather conditions and temperatures
- For all snow fall and freezing precipitation less than 5 centimeters applications of road salt and or a combination of road salt and sand shall be applied in the priority sequence as outlined above
- Repeat applications will be made depending on surface conditions, rate of snow fall and other factors as determined by the Supervisor of Parks in consideration of efficiency and safety

STANDARD APPEARANCE

- For priority 1 through 4 locations, pending the level of accumulation, current weather conditions and ambient temperature conditions, all parking lots shall appear bare and wet prior to opening of the municipal facility for business
- Priority 5 locations will be clear of snow and sanded
- Priority 6 locations will be cleared of heaviest snow accumulation, residual snow will remain until snow event has passed

KEY RESULT AREAS

- Remove accumulated snow from all surfaces
- Apply de-icing materials as required to maintain safety. Monitor and maintain throughout the day in the case of a day time snow event
- During facility business hours, plow/salt parking lot laneways and entrances as required. Remaining sections of the lots will be cleared once the facility is closed and the parking lots are empty of vehicles
- Once accumulated snow storage becomes excessive enough to impact parking lot capacity at Town Hall, Public Library and Library Square, snow will be removed
- Document all maintenance activities on the prescribed Winter Maintenance Log

END OF CODE 032

Code 033 NATURAL OUTDOOR RINK MAINTENANCE

The Parks Division will construct and operate four non supervised natural outdoor, pleasure skating ice rinks subject to weather and availability of accumulated base snow. Outdoor rinks will be constructed at Machell Park, Town Park, Ada Johnson and Confederation Park.

MAINTENANCE CYCLE STANDARD

- Grooming and/or flooding of rinks will be on a daily basis commencing December 15 through to February 15 subject to weather conditions.(consideration may be given to extending this maintenance subject to weather conditions)
- The standards for outdoor natural rinks do not include staff supervision
- Standards do not include perimeter boards or separate ice surface to facilitate hockey
- Rinks shall be divided by signage to direct users in the use of the ice for both pleasure skating and hockey
- Additional signage shall be posted warning users of the inherent risks associated with ice skating and the conditions that may be experienced on the ice rink

STANDARD APPEARANCE

- Under appropriate weather conditions and once the ice rinks are skatable, rinks will appear smooth and level with some minor ridges and surface variations. However, given the fact that rinks are natural with a complete dependency on weather conditions there could be rapidly changing ice conditions which could result in uneven surfaces, ridges, cracks, bare ground and rough areas on occasion

KEY RESULT AREAS

- Rinks will be inspected once each day while they are in active use and any debris or objects will be removed from the surface
- Accumulated snow will be removed from the rinks, in priority, not later than six hours following a snowfall event and/or following removal of snow from the municipal parking facilities
- Seek volunteers to assist in the maintenance of the outdoor rinks through the Community Partnership Program
- Document daily inspections and maintenance on the standard inspection forms
- Deficiencies such as debris etc., either rectified or reported to supervisor

END OF CODE 033

END OF SECTION 1

SECTION 2

PARKLAND LOCATIONS AND FACILITIES

Current January 2015

ADA JOHNSON PARK

LOCATION:	- 60 Hartwell Way
DEVELOPED	- 2007/08
ACREAGE:	- 5.2 acres
ACTIVE FACILITIES:	- Splash pad - Washroom facilities - Vita Par Cour fitness trail - Gazebo - 2 Half basketball courts - 1 Senior/junior playground - 1 Natural outdoor ice rink - 19 car paved parking facility - 1 Class D soccer field - 790 metres of paved pathway

ALLENVALE WOODLOT

LOCATION:	- 55 Allenvale Drive
DEVELOPED	- 1992
ACREAGE:	- 1.69 acres
ACTIVE FACILITIES:	- Deciduous wood lot, wood-chip trail system - Formal entrance and seating area on Allenvale Road - 102 metres of paved pathway and 77 metres of limestone/ woodchip pathway

ALLIANCE WOODLOT & OPEN SPACE

LOCATION:	- 372 Industrial Parkway South
DEVELOPED	- 1975
ACREAGE:	- 25.49 acres
ACTIVE FACILITIES:	- Mixed woodlot/sensitive wetland. No current public access

ATKINSON PARK

LOCATION:	- 46 Twelve Oaks Drive
DEVELOPED	- 1991
ACREAGE:	- 10.24 acres
ACTIVE FACILITIES:	- 200 metres of paved pathway connecting to the adjacent McKenzie Marsh and SWMP area on the south side of St Johns Sd. Road - 1 Senior/junior playground

AURORA COMMUNITY CENTRE

LOCATION:	- 1 Community Centre Lane (Aurora Hts. Drive & Yonge St)
DEVELOPED	- 1967
ACREAGE:	- 1.25 acres (approx.)
ACTIVE FACILITIES:	- Landscaped areas around building - 300 car paved parking facility

AURORA COMMUNITY GARDENS

LOCATION:	- 375 Industrial Parkway South
DEVELOPED	- 2009
ACREAGE:	- 0.62 acres
ACTIVE FACILITIES:	- Garden plots - Water service on site - 5 car granular parking facility

AURORA CULTURAL CENTRE

LOCATION:	- 22 Church Street
DEVELOPED	- 1870's
ACREAGE:	- 0.53 acres
ACTIVE FACILITIES:	- Flower planters - 14 car paved parking facility

AURORA PUBLIC LIBRARY

LOCATION:	- 15145 Yonge Street
DEVELOPED	- 2002
ACREAGE:	- 1.12 acres
ACTIVE FACILITIES:	- Landscaped areas around building - Formal seating area - 62 car paved parking facility

AURORA WAR MEMORIAL PARK

LOCATION:	- 14659 Yonge Street
DEVELOPED	- 1925
ACREAGE:	- 6.0 acres
ACTIVE FACILITIES:	- Historical monument site, primarily maintained open space, passive area - 45 metres of paved pathway - Decorative landscape feature

BALLYMORE POND & OPEN SPACE

LOCATION:	- 28 Ballymore Drive
DEVELOPED:	- unknown
ACREAGE:	- 18.8 acres
ACTIVE FACILITIES:	- Natural open space area and SWMP areas

BAYVIEW VANDORF OPEN SPACE

LOCATION:	- Monkman Court, Crossing Bridge and Benville Crescent
DEVELOPED	- 1990s
ACREAGE:	- 49.3 acres
ACTIVE FACILITIES:	- 1000 meters of trail - Natural open space area, trail and SWMP areas

BAYVIEW WELLINGTON NORTH STORM WATER MANAGEMENT POND

LOCATION:	- Kirkvalley Crescent
DEVELOPED:	- 1990s
ACREAGE:	- 2.2 acres
ACTIVE FACILITIES:	- Natural open space SWMP area

BILLINGS WELL

LOCATION:	- 14806 Yonge Street
DEVELOPED	- 1977
ACREAGE:	- 0.25 acres
ACTIVE FACILITIES:	- Passive parkland with public seating area

BOWLER STREET PARKETTE

LOCATION:	- 50 Bowler Street
DEVELOPED	- 1990
ACREAGE:	- 0.01 acres
ACTIVE FACILITIES:	- Passive parkland and walkway connecting point

CANINE COMMONS – LEASH FREE DOG PARK

LOCATION:	- 315 Industrial Parkway North
DEVELOPED	- 2003
ACREAGE:	- 4.5 acres
ACTIVE FACILITIES:	- Fenced in leash free dog walking area - Open space flood plain area connected to Holland River Valley Trail System - 22 car gravel parking facility

CASE WOODLOT (including Spence Drive)

LOCATION:	- 675 Henderson Drive
DEVELOPED	- 1982 (22 acres)
	- 1994 (20 acres)
	- 2012 (25 acres)
ACREAGE:	- 67 acres
ACTIVE FACILITIES:	- 762 metres of woodchip walking trails

CATTAIL STORM WATER MANAGEMENT POND AND OPEN SPACE

LOCATION:	- Stone Road and Bayview Avenue
DEVELOPED:	- 1994
ACREAGE:	- 5.7 acres
ACTIVE FACILITIES:	- Natural open space SWMP area

CHAPMAN PARK

LOCATION:	- 47 McMaster Drive
DEVELOPED	- 2001
ACREAGE	- 2.4 acres
ACTIVE FACILITIES:	- 1 Full basketball court
	- 1 Senior/junior playground
	- 372 metres of paved pathway

CONFEDERATION PARK

LOCATION:	- 30 Glass Drive
DEVELOPED	- 1967
ACREAGE:	- 15.0 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 2 Class C softball facilities
	- 1 Class C soccer facility
	- 1 Class D soccer facility
	- 2 Full basketball courts
	- 895 metres of paved pathway
	- Picnic shelter
	- Natural open space area
	- 1 Natural outdoor ice rink
	- 31 car paved parking facility

COPLAND PARK

LOCATION:	- 225 Aurora Heights Drive West
DEVELOPED	- 1983
ACREAGE:	- 5.0 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Class B softball facility
	- Posted toboggan area
	- 340 metres of paved pathway
	- Combined active parkland in SWMP detention area

CORRIDOR OPEN SPACE AND WALKWAY

LOCATION:	- Petch Crescent and Willis Drive
DEVELOPED:	- mid 1990s
ACREAGE:	- 3.9 acres
ACTIVE FACILITIES:	- 118 metres of paved pathway

COSCAN DETENTION PONDS A/B

LOCATION:	- Bathurst Street & McClellan Way
DEVELOPED	- mid 1980s
ACREAGE	- 2.5 acres
ACTIVE FACILITIES:	- Passive dry SWM area
	- 100 meters limestone pathway

COUSINS PARK

LOCATION:	- 65 Cousins Drive
DEVELOPED	- 1960s
ACREAGE:	- 1.3 acres
ACTIVE FACILITIES:	- Passive parkland and pathway connecting point

CRADDOCK PARK

LOCATION:	- 1 & 5 Batson Drive
DEVELOPED	- 1982
ACREAGE:	- 9.7 acres
ACTIVE FACILITIES:	- 1 Class C soccer facility
	- 20 car turf parking lot
	- Natural open space area

DARKWOOD DETENTION POND

LOCATION:	- Briardale Place & Loraview Lane
DEVELOPED	-1990s
ACREAGE:	- 4.0 acres
ACTIVE FACILITIES:	- Passive dry SWM area

DAVID ENGLISH PARK

LOCATION:	- 206 Carisbrooke Circle
DEVELOPED:	- 2013
ACREAGE:	- 2 acres
ACTIVE FACILITIES**:**	- 1 Senior/junior playground
	- Gazebo
	- 1 Two court lighted tennis facility
	- 252 metres of paved pathway

ELIZABETH HADER PARK & OPEN SPACE

LOCATION:	- 69 Timpson Drive
DEVELOPED	- 1988
ACREAGE:	- 17 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Class C softball facility
	- 168 metres of paved pathway and 277 metres of limestone pathway
	- Open space natural area

EVANS PARK & VANDORF RD OPEN SPACE

LOCATION:	- 100 Benville Crescent
DEVELOPED	- 2000
ACREAGE:	- 58 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 65 metres of paved pathway
	- Connects to natural open space area/Nokiidaa trail system

FACTORY THEATRE (AND OPEN SPACE)

LOCATION:	- 150 Henderson Drive
DEVELOPED	- 1979
ACREAGE:	- 2 acres
ACTIVE FACILITIES:	- Connects to natural open space area

FIRE STATIONS

LOCATION:	- 220 Edward Street & 1344 Wellington St. East
DEVELOPED:	- 1980 and 2007 respectively
ACREAGE:	- 1.8 acres
ACTIVE FACILITIES:	- Paved parking facilities

FLEURY PARK

LOCATION:	- 5 Community Centre Lane
DEVELOPED	- 1967
ACREAGE:	- 11.4 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Class A softball facility
	- 1 Class A soccer facility
	- 1 Four court lighted tennis facility
	- 557 metres of paved pathway
	- Washroom facilities
	- Picnic shelter
	- Natural open space area
	- Posted toboggan area

GOLF GLEN PARK

LOCATION:	- 8 Devlin Place
DEVELOPED	- mid 1970s
ACREAGE:	- 2.4 acres
ACTIVE FACILITIES:	- Natural open space/meadow area

GRAHAM PARKETTE

LOCATION:	- 101 Treegrove Circle
DEVELOPED	- 1992
ACREAGE:	- 1.3 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 114 metres of paved pathway

HADLEY GRANGE OPEN SPACE & McKENZIE MARSH TRAIL

LOCATION:	- Yonge St & St. John's Sd. Rd.
DEVELOPED	- 2011
ACREAGE:	- 8.6 acres
ACTIVE FACILITIES:	- Open space and 144 metres boardwalk & 344 metres of limestone pathway

HAMILTON PARK

LOCATION:	- 560 John's Sd. Rd. & 334 Pinnacle Trail
DEVELOPED	- 1997
ACREAGE:	- 1.34 acres
ACTIVE FACILITIES:	- 1 Full basketball court
	- 1 Senior/junior playground
	- 1 Class D soccer facility
	- 497 metres of paved pathway

HARMON PARK

LOCATION:	- 130 Aurora Heights Drive
DEVELOPED	- 1988
ACREAGE:	- 2.4 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Class D soccer facility
	- 140 metres of paved pathway

HENDERSON DRIVE OPEN SPACE

LOCATION:	- Henderson Drive
DEVELOPED	- 1980s
ACREAGE:	- 2.4 acres
ACTIVE FACILITIES:	- Passive open space

HERB MCKENZIE PARK & SANDUSKY OPEN SPACE

LOCATION:	- 48 Murray Drive
DEVELOPED	- 1960
ACREAGE:	- 3.7 acres
ACTIVE FACILITIES:	- Passive Open Space
	- 97 metres of paved pathway

HERON HOMES OPEN SPACE & DETENTION POND & (4) LANDSCAPE ISLANDS

LOCATION:	- Windham Trail between Kennedy St W & Wellington St W
DEVELOPED	- 1980s
ACREAGE:	- 3.1 acres
ACTIVE FACILITIES:	- Passive dry SWM area
	- Planted landscaped islands

HICKSON PARK

LOCATION:	- 155 Conover Avenue
DEVELOPED	- 2006
ACREAGE:	- 5.3 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- Skateboard facility
	- BMX circuit
	- 1 Class D soccer facility
	- 2 Half basketball courts
	- Gazebo
	- 443 metres of paved pathway

HIGHLAND FIELD

LOCATION:	- 510 Industrial Parkway South
DEVELOPED	- 1983
ACREAGE:	- 4.7 acres
ACTIVE FACILITIES:	- 1 Class A Soccer facility
	- Privately operated facility on Municipal lands
	- Full clubhouse facility on the property
	- 65 car gravel parking facility

HOLLAND RIVER VALLEY PARK/NOKIIDAA TRAIL & ARBORETUM

LOCATION:	- Valley corridor between Wellington St E & St. John's Sd. Rd.
DEVELOPED	- 1980s
ACREAGE:	- 126 acres
ACTIVE FACILITIES:	- Trail system
	- Arboretum

HOLLAND VALLEY TRAIL/NOKIIDAA TRAIL (Deerglen Entrance)

LOCATION:	- 118 Deerglen Terrace
DEVELOPED	- 1994
ACREAGE:	- 0.84 acres
ACTIVE FACILITIES:	- Trail system entrance

HOLLANDVIEW TRAIL PARKETTE NORTH & DETENTION PONDS A/B

LOCATION:	- Multiple Streets in Bayview Wellington Subdivision
DEVELOPED:	- 1980s
ACREAGE:	- 3.48 acres
ACTIVE FACILITIES:	- Trail System entrances

JACK WOOD PARK

LOCATION:	- 71 Dunning Avenue
DEVELOPED	- 1960's
ACREAGE:	- 3.87 acres
ACTIVE FACILITIES:	- Senior swing set, junior slide
	- Passive open space valley park system and informal trail

JAMES LLOYD PARK

LOCATION:	- 355 Stone Road
DEVELOPED	- 1996
ACREAGE:	- 5.3 acres
ACTIVE FACILITIES:	- 1 Class B softball facility
	- 1 Class C softball facility on adjoining Public School property under licence agreement to Town of Aurora
	- 1 Senior/junior playground
	- 1 Full basketball court
	- 674 metres of paved pathway
	- 1 Class B soccer facility on adjoining Public School property under licence agreement to Town of Aurora
	- 1 Class B soccer facility on adjoining Separate School lands under licence agreement to the Town of Aurora

KHAMISSA PARK

LOCATION:	- 20 Stemmle Drive
DEVELOPED	- 1997
ACREAGE:	- 78 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 39 metres of paved pathway

LAKEVIEW TRAIL SYSTEM

LOCATION:	- North-west Aurora
DEVELOPED	- 1992 to 1993
ACREAGE:	- 40 acres
ACTIVE FACILITIES:	- Connection to Willow Farm Valley trail system
	- 261 metres of paved walkway and 2,387 metres of limestone pathway

LAMBERT WILLSON PARK/AURORA FAMILY LEISURE COMPLEX

LOCATION:	- 115 &135 Industrial Parkway North
DEVELOPED	- 1989
ACREAGE:	- 28 acres
ACTIVE FACILITIES:	- 3 Class A senior softball facilities
	- 1 Class A baseball facility
	- 1 Class B soccer facility
	- 1 Senior/junior playground
	- Skateboard park
	- 2 Beach volleyball courts
	- Posted toboggan area
	- 962 metres of paved pathway and 1,698 metres of limestone pathway
	- 303 car paved parking facility at Aurora Family Leisure Complex
	- Washroom facility
	- Picnic shelter
	- Gazebo
	- Diamond #4 -128 car gravel parking facility
	- Entrances to Arboretum and Flora Aurora

LIBRARY SQUARE (including old Library, old Seniors Centre Bldg and Victoria Hall)

LOCATION:	- 27, 52 & 56 Victoria Street
DEVELOPED	-
ACREAGE:	- 1.18 acres
ACTIVE FACILITIES:	- Landscaped areas
	- 26 car paved parking facility

LIONS PARK

LOCATION:	- 39 Reuben Street
DEVELOPED	- 1975
ACREAGE :	- 2.95 acres
ACTIVE FACILITIES:	- 1 Class D soccer facility
	- 75 metres of paved pathways and 45 metres of woodchip pathway

LIONS PARKETTE

LOCATION:	- 15335 Yonge Street North
DEVELOPED	- 1977
ACREAGE:	- 0.1 acres
ACTIVE FACILITIES:	- Decorative stone sitting area with two floral beds

LUNDY PARK & OPEN SPACE

LOCATION:	- 28 Ballymore Drive
DEVELOPED	- 1993
ACREAGE:	- 1.75 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- Naturalized area with SWMP facility

MACHELL PARK

LOCATION:	- 2A Aurora Heights Drive & 15 Orchard Heights Drive
DEVELOPED	- 1974
ACREAGE:	- 14.6 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Class C soccer facility
	- 1 Class D soccer facility
	- 2 Class C softball facilities
	- 560 metres of paved pathway
	- 56 car paved parking facility
	- 1 Natural outdoor ice rink
	- Posted toboggan area

MARTIN JAEKEL PARK

LOCATION:	- 67 Soliel Court
DEVELOPED	- 2010
ACREAGE:	- 0.7 acres.
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- Gazebo
	- 120 metres of paved pathway

MCCLELLAN HEIGHTS PARK & DETENTION POND

LOCATION:	- 164 McClellan Way
DEVELOPED	- 1990s
ACREAGE:	- 1.67 acres
ACTIVE FACILITIES:	- 97 metres of paved pathway
	- Naturalized areas and SWMP

MCMAHON PARK

LOCATION:	- 76 Maple Street
DEVELOPED	- unknown
ACREAGE:	- 4.4 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Shared clubhouse facility (lawn bowlers & tennis club)
	- 1 Twelve lane lighted bowling green (irrigated)
	- 1 Three court lighted tennis facility

MCMAHON PARK (cont'd)

ACTIVE FACILITIES	- 1 Class E soccer facility
	- 169 metres of paved pathway
	- Gazebo with rock seating area
	- 28 car paved parking facility

MONKMAN CRESCENT TRAIL ENTRANCE

LOCATION:	- 18 Monkman Crescent
DEVELOPED	- 2000
ACREAGE:	- 23 acres
ACTIVE FACILITIES:	- Trail entrance and open space area

NORM WELLER PARK

LOCATION:	- 250 McClellan Way
DEVELOPED	- 1990s
ACREAGE:	- 5.8 acres
ACTIVE FACILITIES:	- 1 Class A softball facility
	- 1 Class B soccer facility
	- 1 Class C soccer facility on adjoining Separate School lands under licence agreement to the Town of Aurora
	- 1 Two court lighted tennis facility
	- 310 metres of paved pathway

OLD POLICE STATION OPEN SPACE

LOCATION:	- Gurnett Street
ACREAGE:	- 2.0 acres
ACTIVE FACILITIES:	- Passive open space

OPTIMIST PARK

LOCATION:	- 33 Birkshire Drive
DEVELOPED	- 2000 to 2002
ACREAGE:	- 9.2 acres
ACTIVE FACILITIES:	- 1 Class A softball facility
	- 1 Class A soccer facility
	- Senior/junior playground
	- Gazebo
	- 785 metres of paved pathway

PARKS DEPT. TREE NURSERIES (3)

LOCATION:	- 95 Edward St, Englehard and Industrial Parkway South
DEVELOPED:	- 2000 / 2014
ACREAGE	- 1.6 acres, 0.8 acres and 2.2 acres
ACTIVE FACILITIES:	- Tree nursery

PINNACLE TRAIL OPEN SPACE TRAIL ENTRANCE

LOCATION:	- 172 & 120 Pinnacle Trail
DEVELOPED:	- 2000
ACREAGE:	- 0.75 acres
ACTIVE FACILITIES:	- Grass trail entrance to Hydro corridor

QUEENS DIAMOND JUBILEE PARK

LOCATION:	- 18 Civic Square Gate
DEVELOPED:	- 1990s
ACREAGE:	- 1.27 acres
ACTIVE FACILITIES:	- 1 Class D soccer facility
	- Formal seating area with decorative gardens
	- 380 metres of paved pathway

ROTARY PARK

LOCATION:	- 50 Cousins Drive
DEVELOPED	- mid 1960's
ACREAGE:	- 1.4 acres
ACTIVE FACILITIES:	- 1 junior swing set
	- 27 metres of paved pathway
	- Passive open space

SESTON PARK

LOCATION:	- 75 Tradewind Terrace & 58 Sandfield Drive
DEVELOPED	- 1992
ACREAGE:	- 1.5 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 253 metres of paved pathway

SENIORS CENTRE

LOCATION:	- 86 John West Way
DEVELOPED:	- 2007
ACREAGE:	- 5.99 acres
ACTIVE FACILITIES:	- Arboretum trail entrance featuring Petch House grounds
	- 2 lane bocce court

SHEPPARDS BUSH

LOCATION:	- 93 & 93A Industrial Parkway South
DEVELOPED	- mid 1970s
ACREAGE:	- 62.75 acres
ACTIVE FACILITIES:	- 1 Class F soccer facility
	- 10 Class D soccer facilities
	- Picnic shelter
	- Washroom facility and concession stand
	- Trail entrance to Nokiidaa Trail
	- Vita Par Cour fitness trail
	- 156 car parking facility (2 lots)

SOUTHOLD DETENTION PONDS

LOCATION:	- Harmon & Wellington/McLeod & Wellington
DEVELOPED:	-1980s
ACREAGE:	- 2 acres
ACTIVE FACILITIES:	- Passive dry SWM area

ST MAXIMILLIAN KOLBE CATHOLIC HIGH SCHOOL

LOCATION:	- 278 Wellington Street East
DEVELOPED	- 2012
ACREAGE:	- NA
ACTIVE FACILITIES:	-1 Class F soccer facility on Separate School lands under license agreement to the Town of Aurora

STEWART BURNETT PARK

LOCATION:	- 1344 Wellington St., East (SARC Recreation Complex)
DEVELOPED	- 2010 to 2011
ACREAGE:	- 18 acres
ACTIVE FACILITIES:	- 1 Class A baseball facility

STRONACH AURORA RECREATION COMPLEX

LOCATION:	- 1400 Wellington Street East
DEVELOPED	- 2005
ACREAGE:	- 10.5 acres
ACTIVE FACILITIES:	- N/A
PASSIVE FACILITIES	- Exterior building landscape maintenance area
	- 296 car paved parking facility

SUMMIT PARK

LOCATION:	- 267 Orchard Heights Boulevard
DEVELOPED	- 1982
ACREAGE:	- 7.9 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Full basketball court
	- 1 Class C softball facility
	- 1 Class C soccer facility
	- 1 Two court lighted tennis facility
	- 20 car paved parking facility
	- 510 metres of paved pathway

TAMARAC GREEN

LOCATION:	- 124 Tamarac Trail
DEVELOPED	- 1985
ACREAGE:	- 4.0 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- Hard surface play court
	- 1 Half basketball court
	- 462 metres of paved pathway

TAYLOR PARK

LOCATION:	- 60 Hollidge Boulevard
DEVELOPED	- 1999
ACREAGE:	- 1.35 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 162 metres of paved pathway

TAYLOR PARK CORNER PARKETTES (9)

LOCATION:	- John West Way
DEVELOPED	- 1999
ACREAGE:	- 0.75 acres
ACTIVE FACILITIES:	- Passive parkland

TEMPERANCE & WELLINGTON ST. PARKETTE & PARKING LOT

LOCATION:	- corner of Temperance & Wellington
DEVELOPED	- 1979
ACREAGE:	- 0.25 acres
ACTIVE FACILITIES:	- Site of historical plaque as designated by Provincial Gov't
	- 27 metres of interlock walkway with seating

THOMPSON PARK

LOCATION:	- 40 Gateway Drive
DEVELOPED	- 2004
ACREAGE:	- .75 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- Minor skateboard facility
	- 1 Half basketball court
	- 113 metres of paved pathway

TIMBERS PARK

LOCATION:	- 100 Millcliff Circle
DEVELOPED	- 2004
ACREAGE:	- 1.75 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 47 metres of paved pathway

TOM'S PARK

LOCATION:	- 56 Lanewood Drive
DEVELOPED	- 1985
ACREAGE:	- 2.0 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 126 metres of paved pathway
	- Willow Farm trail access

TOWN HALL

LOCATION:	- 100 John West Way
DEVELOPED	- 1989
ACREAGE:	- 10.0 acres (approximately)
ACTIVE FACILITIES:	- Formal landscape around building
	- 194 car paved parking facility
	- Access point to Nokiidaa Trail and the Arboretum

TOWN PARK

LOCATION:	- 49 Wells St.
DEVELOPED	- 1920s
ACREAGE:	- 4.0 acres
ACTIVE FACILITIES:	- 1 Class A softball facility
	- 2 Class E soccer facilities
	- Bandshell
	- Washroom facilities
	- 1 Senior/junior playground
	- Splash Pad
	- 341 metres of interlock walkway
	- 1 Natural outdoor ice rink

VALHALLA PARK

LOCATION:	- 96 Walton Drive
DEVELOPED	- 1988
ACREAGE:	- 1.9 acres
ACTIVE FACILITIES:	- Passive parkland

VANDORF WOODLOT

LOCATION:	- 200 Vandorf Side Road & 422 Stone Road
DEVELOPED	- 1970s
ACREAGE:	- 66.5 acres
ACTIVE FACILITIES:	- Klaus Wehrenberg Trail/Nokiidaa Trail system

WILLIAM KENNEDY PARK

LOCATION:	- 306 Corner Ridge Road
DEVELOPED	- 1991
ACREAGE:	- 0.56 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 1 Half basketball court
	- Formal seating area
	- 76 metres of paved pathway

WILLOW FARM TRAIL SYSTEM & (5) LANDSCAPED ISLANDS

LOCATION:	- Willow Farm Lane
DEVELOPED	- 1988
ACREAGE:	- 23.23 acres
ACTIVE FACILITIES:	- 1,851 metres of limestone pathway
	- Landscaped entrance
	- SWM pond Willow
	- Planted cul de sac landscaped islands

WILSON PARK

LOCATION:	- 37 Moorecrest Drive
DEVELOPED	- 1988
ACREAGE:	- 1.1 acres
ACTIVE FACILITIES:	- 1 Senior/junior playground
	- 73 metres of paved pathway

END OF SECTION 2

SECTION 3

FACILITIES CLASSIFICATION

3.1 SOCCER FACILITIES CLASSIFICATION

TOWN OWNED SOCCER FACILITIES CLASSIFICATION						
	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	CLASS F
LIGHTED FACILITY	Yes	No	No	No	No	Yes
ARTIFICIAL FACILITY	No	No	No	No	No	Yes
IRRIGATED FACILITY	Yes	Yes	No	No	No	No
SPECTATOR SEATING	Yes	No	No	No	No	Yes
IMPROVED SOIL STRUCTURE	Yes	No	No	No	No	No
SUBSURFACE DRAINAGE	Yes	Yes	No	No	No	Yes
SENIOR REGULATION FACILITY	Yes	Yes	Yes	No	No	Yes
JUNIOR FACILITY(mini)	No	No	No	Yes	No	No
MINOR FACILITY(micro)	No	No	No	No	Yes	No
TOTAL NUMBER OF FIELDS PER CLASS	3	4	5	18	3	2

3.2 SOFTBALL/ BASEBALL FACILITIES

TOWN OWNED SOFTBALL/BASEBALL FACILITIES CLASSIFICATION				
	CLASS A (Softball)	CLASS A (Baseball)	CLASS B (Softball/baseball)	CLASS C (Softball)
LIGHTED FACILITY	Yes	Yes	No	No
ARTIFICIAL FACILITY	No	No	No	No
IRRIGATED FACILITY	Yes	Yes	No	No
SPECTATOR SEATING	Yes	Yes	No	No
IMPROVED SOIL STRUCTURE	Yes	Yes	No	No
SUBSURFACE DRAINAGE	Yes	Yes	No	No
SENIOR REGULATION SOFTBALL	Yes	No	Yes	No
SENIOR REGULATION BASEBALL	No	Yes	No	No
MINOR BASEBALL/SOFTBALL	Yes	Yes	Yes	Yes
TOTAL NUMBER OF DIAMONDS PER CLASS	7	2	2	7

END OF SECTION 3

SECTION 4

FACILITIES LOCATIONS

4.1 SOCCER FACILITIES

CLASS "A" - SENIOR SOCCER

FLEURY PARK
HIGHLAND PARK
OPTIMIST PARK

TOTAL 3

CLASS "B"- SENIOR SOCCER

LAMBERT WILLSON PARK (lower Legion)
NORM WELLER PARK
JAMES LLOYD (2) (on school property under license agreement with the Public & Separate School Boards)

TOTAL 4

CLASS "C"- SENIOR SOCCER

CONFEDERATION PARK
CRADDOCK PARK
MACHELL PARK
SUMMIT PARK
NORM WELLER (on school property under license agreement with the Separate School Board)

TOTAL 5

CLASS "D"- JUNIOR SOCCER (mini)

ADA JOHNSON PARK
CONFEDERATION PARK
HAMILTON PARK
HARMON PARK
HICKSON PARK
LIONS PARK
MACHELL PARK
QUEEN'S DIAMOND JUBILEE PARK
SHEPPARDS BUSH (10)

TOTAL 18

CLASS "E"- MINOR SOCCER (micro)

MCMAHON PARK
TOWN PARK (2)

TOTAL 3

CLASS "F"- SENIOR SOCCER

SHEPPARD'S BUSH ARTIFICIAL TURF
ST MAXIMILLIAN KOLBE CATHOLIC HIGH SCHOOL ARTIFICIAL TURF

TOTAL 2

4.2 SOFTBALL / BASEBALL FACILITIES

CLASS "A"- SOFTBALL

FLEURY PARK
LAMBERT WILLSON PARK (3)
NORM WELLER PARK
OPTIMIST PARK
TOWN PARK

TOTAL 7

CLASS "A"- BASEBALL

LAMBERT WILLSON PARK
STEWART BURNETT PARK

TOTAL 2

CLASS "B"- SOFTBALL

COPLAND PARK
JAMES LLOYD

TOTAL 2

CLASS "C"- SOFTBALL

CONFEDERATION PARK (2)
ELIZABETH HADER PARK
MACHELL PARK (2)
SUMMIT PARK
JAMES LLOYD PARK (on school property under license agreement with the Public School Board)

TOTAL 7

END OF SECTION 4

SECTION 5

PARKS FACILITY CHECK LISTS FORMS

5.1

INSPECTION FOR BALL DIAMONDS
CLASS A, B & C

Location: _____

Date:_____ Time: _____
(Day / Month / Year)

Inspector: _____

- Boxes stocked (chalk & bases) Y N
- Pitching mound free of depressions & rubber free of tears Y N N/A
- Field surface level & free of depressions Y N
- Home plate level and free of tears Y N
- Playing lines painted & visible Y N
- Sprinklers level with grade Y N
- Visible garbage or debris (dugouts/bleachers) Y N
- Signage posted/secure Y N
- Light fixtures, lenses in good visual repair Y N
- Fencing secure & free of hazards Y N
- General condition of turf Good Fair Poor

Action Needed / Comments
_____
_____
_____

Action Taken
_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.2

INSPECTION FOR SOCCER FIELD
CLASS A

Location: _____

Date:_____ Time: _____
(Day / Month / Year)
Inspector: _____

- Pre-season inspection/field layout Y N
- Soccer goals level, clean Y N
- Field surface level & free of ruts Y N
- Playing lines visible Y N
- Playing lines painted Y N
- Sprinklers level with grade Y N
- Irrigation system functional, no dormant turf grass, no wet areas Y N
- Visible garbage or debris Y N
- Goal posts & nets in good repair Y N
- Light fixtures, lenses in good visual repair Y N
- General condition of turf Good Fair Poor

Action Needed / Comments
_____
_____
_____

Action Taken
_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.3

INSPECTION FOR SOCCER FIELD
CLASS B & C

Location: _____

Date:_____ Time: _____
(Day / Month / Year)

Inspector: _____

- Pre-season inspection/field layout Y N
- Soccer goals level, clean Y N
- Field surface level & free of ruts Y N
- Playing lines visible Y N
- Playing lines painted Y N
- Sprinklers level with grade Y N
- Visible garbage or debris Y N
- Goal posts & nets in good repair Y N
- Light fixtures, lenses in good visual repair Y N
- General condition of turf Good Fair Poor

Action Needed / Comments
_____
_____
_____

Action Taken
_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.4

INSPECTION FOR SOCCER FIELD
CLASS E (artificial turf)

Location: _____

Date:_____ Time: _____
(Day / Month / Year)

Inspector: _____

➢ Preseason inspection	Y	N
➢ Field surface uniform with no visible imperfections	Y	N
➢ Infill material evenly distributed no visible high areas of Accumulated infill material	Y	N
➢ No tears or defects in the turf fibre	Y	N
➢ Lines fully adhered to turf no loose seams or edges	Y	N
➢ Visible garbage or debris on the surface sidelines or Players areas	Y	N
➢ Goal posts & nets in good repair	Y	N
➢ Light fixtures, lenses in good visual repair	Y	N
➢ Perimeter fencing and signage in good repair	Y	N
➢ Major defects reported to Supervisor	Y	N

Action Needed / Comments
_____
_____
_____

Action Taken
_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.5

DAILY SPLASH PAD INSPECTION

Location: _____

Date:_____ Time: _____
(Day / Month / Year)

Inspector: _____

- Is surface clean and free of debris Y N
- Is surface damaged Y N
- Are surrounding areas in good repair Y N
- Surfaces/walkways in good repair Y N
- Litter receptacles in good condition Y N
- Graffiti Y N
- Signs in good repair and visible Y N
- Grates/drain covers secure & free of debris Y N
- Surface has been sanitized Y N

Action Needed / Comments

_____
_____
_____

Action Taken

_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.6

DAILY SKATEBOARD PARK / BMX INSPECTION

Location: _____

Date:_____ Time: _____
(Day / Month / Year)

Inspector: _____

- Is surface clean and free of debris? Y N
- Are viewing areas/steps/fencing in good repair? Y N
- End caps on rails? Y N
- Ramps/surfaces/walkways in good repair? Y N
- Construction deficiencies? Y N
- Any foreign fixtures on site? Y N
- Litter receptacles in good condition? Y N
- Graffiti? Y N
- Signs in good repair and visible? Y N
- Are you aware of any recent complaints? Y N

Action Needed / Comments

_____
_____
_____

Action Taken

_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.7

WEEKLY INSPECTION FOR TOBOGGAN HILLS

Location: _____ Temperature:_____

Date:_____ Time: _____

- Sliding surface inspected Yes No
- Is the area clean & free of debris Yes No
- Signs visible and in good condition Yes No
- Garbage cans present Yes No
- Improvised ramps or mounds removed Yes No

Action Needed / Comments

_____
_____
_____

Action Taken

_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.8

DAILY INSPECTION FOR OUTDOOR ICE RINKS

Location: _____ Temperature:_____

Last date flooded_____ Last date plowed_____ Last date swept_____

Date Inspected:_____ Time: _____

- Ice condition inspected Y N
- Ice defects visible □ bare patches □ rough or uneven □ holes through surface
- Signs visible and in good condition Y N
- Ice surface and surrounding area is free of debris / garbage cans present and in good condition Y N
- Major defects reported to Supervisor Y N

Action Needed / Comments Action Needed / Comments

_____
_____
_____

Action Taken

_____
_____
_____

Completed By _____ Date: _____

Supervisor Notified Y N

5.9

VANDALISM OCCURRENCE REPORT

Date: _____

Location: _____

Inspected By: _____

Detailed Description of Damage:

(PLEASE TAKEN PHOTOS OF ALL VANDALISM /DAMAGE)

_____
_____
_____
_____
_____
_____
_____

Follow Up & Repair: (to be completed by Supervisor)

Date: _____ Time: _____

Incident Reported to York Regional Police Y N Incident #_____

Incident Reported to By-Law Y N

Detailed Description of Repairs:

_____
_____
_____
_____
_____
_____
_____

Time Required to Repair Damages: _____ # of Staff: _____

Costs Associated with Repairs: _____
_____
_____

5.10

PLAYGROUND/FACILITIES/INFRASTRUCTURE MAINTENANCE CHECKLIST

Location: _____

Date:_____ Time: _____
(D/M/Y)

Inspector: _____

CHECK POINT	ITEM OK		COMMENTS
IMPACT SURFACE MATERIALS/BORDERS			
Rake material to fill holes	Y	N	_____
Glass, rocks & debris	Y	N	_____
Replace impact surface material	Y	N	_____
SUPPORT BEAMS			
Securely fastened to platform	Y	N	_____
Exposed/damaged concrete/stringers	Y	N	_____
STEPS TO APPARATUS			
Secure	Y	N	_____
Bolts tight & in place	Y	N	_____
Missing/worn/damaged steps	Y	N	_____
Thinning of metal steps	Y	N	_____
HANDRAILS ON STEPS			
Welds, bolts & nails	Y	N	_____
Brocken, cracked or worn	Y	N	_____
CHAIN OR ROPE LADDERS			
Bolts in place	Y	N	_____
Bolts fastened top & bottom	Y	N	_____
Wear on chain or rope	Y	N	_____
PLATFORMS/DECKS			
Bolts in place	Y	N	_____
Pipe rods bent or broken	Y	N	_____
Damaged or worn deck	Y	N	_____
Clamp integrity	Y	N	_____
GUARD RAILS/BARRIERS			
Rails/bolts/welds in place & tight	Y	N	_____
Bent or damaged rails	Y	N	_____
Worn/damaged	Y	N	_____
SLIDES			
Fastened top & bottom	Y	N	_____
Bolts tight & welds secured	Y	N	_____
Sharp edges on overlaps & secure	Y	N	_____
Handrails on stairways/platforms/ladders	Y	N	_____

5.10 Cont'd

SLIDES (cont'd)			
Corrosion	Y	N	_____
Tube slides – cracks or sharp edges	Y	N	_____
Exposed/damaged concrete/stringers	Y	N	_____
Damage	Y	N	_____
FIREMAN'S POLE			
Bolts & welds secure	Y	N	_____
Pole fastened in ground	Y	N	_____
Sharp edges or burrs on pole	Y	N	_____
MONKEY BARS/CLIMBERS			
Bolts & welds fastened	Y	N	_____
Movement of handrails & support bars	Y	N	_____
Bent/broken/damaged bars	Y	N	_____
TIRE SWING			
Bolt holding swivel tight	Y	N	_____
Swivel or cross support worn	Y	N	_____
Grease nipples lubricated	Y	N	_____
"S" hooks or "C" links worn & closed	Y	N	_____
Worn links or chains	Y	N	_____
Bolt & plate tire fastened or wearing	Y	N	_____
Tire worn or cracked	Y	N	_____
SWINGS			
Cracks or cuts in rubber seals	Y	N	_____
Seat missing or damaged	Y	N	_____
Worn links or chains	Y	N	_____
Welds secure	Y	N	_____
Unwind chains from support	Y	N	_____
Worn "S" hooks or pivot joints	Y	N	_____
"S" hooks or "C" links secured	Y	N	_____
Exposed/damaged concrete	Y	N	_____
Grease swing swivels on top bar	Y	N	_____
Bolts tight	Y	N	_____
Chain secure on top of post	Y	N	_____
SPRING/RIDER TOYS			
Bolts tight or worn	Y	N	_____
Ground around concrete secure	Y	N	_____
Hand & foot support bars tight	Y	N	_____
STATIONARY EQUIPMENT			
Endcaps	Y	N	_____
Bolts & fasteners	Y	N	_____
Welds secure	Y	N	_____
ROTARY EQUIPMENT			
Welds/fasteners secure	Y	N	_____
Damage	Y	N	_____
Ease of rotation	Y	N	_____
BASKETBALL NETS			
Net damaged or missing	Y	N	_____
Hoops damaged	Y	N	_____
Hoops/backboards & supports secure	Y	N	_____
BIG-O SWING			
Swivel or cross support worn	Y	N	_____
Saucer cracked or damaged	Y	N	_____

5.10 Cont'd

BIG-O SWING (cont'd)			
Fittings cracked or worn	Y	N	_____
Cable frayed or worn	Y	N	_____
ACTIVITY PANELS			
Cracks or sharp edges	Y	N	_____
Rotating parts move freely	Y	N	_____
CLIMBING NETS			
Turnbuckles secure & tight	Y	N	_____
Fittings cracked or worn	Y	N	_____
Cables frayed or worn	Y	N	_____
BENCHES			
Damage	Y	N	_____
Loose fittings	Y	N	_____
BLEACHERS			
Damage	Y	N	_____
Loose fittings	Y	N	_____
BACKSTOPS			
Fencing	Y	N	_____
Loose fittings/ties	Y	N	_____
Welds secure	Y	N	_____
TENNIS COURTS			
Nets	Y	N	_____
Fencing	Y	N	_____
TREES			
Damage	Y	N	_____
Trimming	Y	N	_____
Hazards	Y	N	_____
FENCING			
Damage	Y	N	_____
Loose fittings/ties	Y	N	_____
POLES & LIGHTS			
Access covers secure	Y	N	_____
Hydro boxes secure	Y	N	_____
Switches /plungers	Y	N	_____
Exposed wires	Y	N	_____
PATHS & ROADS			
Interlock brick missing	Y	N	_____
Cement or interlock bricks heaved	Y	N	_____
Washouts, ruts or holes	Y	N	_____
Asphalt	Y	N	_____
Trip hazard	Y	N	_____
Granular surface	Y	N	_____
Other surfacing	Y	N	_____
SIGNAGE			
Sign vandalized or damaged	Y	N	_____
Sign missing	Y	N	_____
Sign required	Y	N	_____

OTHER/ADDITIONAL COMMENTS

_____
_____
_____
_____

5.11

PONDS/TRAILS MAINTENANCE CHECKLIST

Location: _____

Date:_____ Time: _____
(D/M/Y)

Inspector: _____

CHECK POINT	ITEM OK		COMMENTS
PATHS & ROADS			
Washouts, ruts, holes	Y	N	_____
Asphalt/concrete/interlock	Y	N	_____
Trip hazards	Y	N	_____
Granular/woodchips	Y	N	_____
BRIDGES/CULVERTS			
Deck or surface damage	Y	N	_____
Railings damaged or missing	Y	N	_____
Head walls	Y	N	_____
TREES/SHRUBS			
Pruning	Y	N	_____
Hazards	Y	N	_____
SIGNAGE			
Sign vandalized or damaged	Y	N	_____
Sign	Y	N	_____
Sign required	Y	N	_____
GUARD RAILS/RETAINING WALLS/RAILINGS			
Missing or damaged	Y	N	_____
Sections missing or damaged (R.W.)	Y	N	_____
BENCHES			
Damaged	Y	N	_____
Loose fittings	Y	N	_____
POLES/LIGHTING			
Light Poles	Y	N	_____
Exposed wires	Y	N	_____
FENCING			
Damage	Y	N	_____
Loose fittings/ties	Y	N	_____

OTHER/ADDITIONAL COMMENTS

_____
_____
_____
_____

5.12

WINTER MAINTENANCE LOG

VEHICLE #_____

DATE	LOCATION	INSPECT	PLOW	SALT	SHOVEL	TIME IN	TIME OUT	INITIALS

END OF SECTION 5