

*Appendix Y – Public Works Department Parks and Open Space Division Management
Information Manual, Volume 1: Maintenance Guidelines, November 2, 2001*

Public Works Department
Parks and Open Space Division
Management Information Manual

Volume I: Maintenance Guidelines



*Public Works Department
Parks and Open Space Division*

Parks and Open Space Management Information Manual

Volume I: Maintenance Guidelines

Manager's Message

The mission of the Parks and Open Space Division is to enhance the quality of life in Winnipeg making our City a great place to live, work and play.

Parks are where we celebrate life through concerts, festivals, sporting and other special events. Parks are safe places we take our children to play. Parks are natural areas enjoyed for the peace, serenity and health they bring to us.

Parks and natural areas are mother nature's way of purifying water flowing into our rivers and streams. Parks and our urban forest are the lungs of our city storing dust and pollutants and supplying us with oxygen in return. Parks are vital to our community's well being.

This manual provides park maintenance standards and guidelines which will change and develop over time. The end goal of this manual is to assist all staff in caring for and operating our park and open space system to meet the recreational, social and cultural needs of our citizens and visitors to our City.

We do all that we do in partnership with our community. We are the stewards and caretakers of one of our city's most precious assets: our parks, urban forest and open space. Let's do everything we can to wisely manage and preserve this asset for generations to come.

Don Budinsky, Manager
Parks & Open Space Division
Public Works Department

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Mandate of the Parks and Open Space Division

This Division within the Public Works Department is responsible for direct service to the public by developing, operating and maintaining all neighborhood, community and regional parks, regional areas and boulevards in the City through a set of area operations. In addition, it provides weed control, landscape development and contract administration, park security and forestry services.

Over the last several years, the Parks and Open Space Division has developed a business plan advocating an orderly, systematic approach to the delivery of maintenance services and programs. This approach is based on the principle that to effectively meet the expectations of the citizens, operating resources need to be delivered in a timely, measured, orderly manner. Developing structure and rationalizing the delivery of services has, therefore, become an integral part of the Division's operation.

Consistent with this philosophy, the Division has developed this Operations Manual.

Although the manual will eventually evolve into a comprehensive collection of standards, policies and procedures as they relate to the major Division services, this phase contains a description of maintenance service levels as they are applied to the various parks and open space types that are managed throughout the City. The service levels are described as maintenance **guidelines** which provide direction for all staff as they work toward a common goal. The guidelines are not intended to be a rigid set of standards; rather they are a guide for front line staff to know what is expected in terms of service delivery and, consequently the final product.

The maintenance **guidelines** are the basis upon which formal maintenance schedules are developed which guide the day to day operations and upon which annual budget requirements are prepared.

Parks and Open Space Definitions

Parks and Open Space refers to the outdoor environment which incorporates natural physical elements. A more comprehensive definition of parks and open space is all urban land and/or water open to sky; that is subject to management limitations, accessible to freely chosen activity and/or visual exploration which provides service for man and nature in an educative, aesthetic, productive and recreative capacity.

The Parks and Open Space Division has organized the various types of public open space into a hierarchy based on its function, size, service area and the population served. The classification system address the entire collection of parks and open space in the city and is described as follows:

Regional

Regional parks and open spaces are high profile, highly visible, unique areas that attract people throughout the city. They provide a variety of recreational opportunities and usually contain special features such as flower beds, fountains, barbecues, or other special structures. Regional parks and open spaces are vehicle oriented and may be developed for athletic and/or non-athletic recreation. These areas receive the most intensive level of maintenance characterized by frequent mowing, trimming, irrigation, i.e.: Assiniboine Park, Kildonan Park, St. Vital Park.

Community

Community parks and open spaces are less visible and accessible to the general public and more designed to serve the immediate community needs; four to six neighbourhoods are generally served. These parks and open spaces are also vehicle oriented and provide facilities and locations for athletic and/or non-athletic recreation. These areas receive a level of maintenance characterized by less frequent mowing, trimming, irrigation, and fertilizers than are applied to regional parks and open spaces.

Neighbourhood

Neighbourhood parks and open spaces are generally located within walking distance of family dwellings and are utilized by the residents of the neighbourhood. These areas provide a variety of organized outdoor recreation, unstructured recreational activities and passive recreational activities. These areas may be irrigated.

Naturalized

Naturalized designated areas and/or sites are passive in nature with natural pathways so that the serenity, appreciation of native plants and fauna can be enjoyed. Limited mowing to natural pathways, addressing safety concerns and providing litter control allows for natural growth enhancing these native settings.

Athletic Fields

Athletic fields provide opportunities for organized structured athletic recreation in activities such as soccer, rugby, football, and baseball. Athletic fields can be found within each of Regional, Community and Neighbourhood classifications with some locations for cricket, field hockey and track and field.

Special Use Areas

These areas serve a primary utilitarian function and some provide or have potential to provide a secondary recreational function. Special use areas are located throughout the City. Flood plains and storm retention ponds provide linear parks and open space development opportunities and linkage to other park and open spaces. Some public walkways, roadway medians and boulevards have a high visibility and thus contribute to the image of the City. Specialized features and amenities provide active and passive use such as gardens, playgrounds, and boat docks and launch areas.

Maintenance Classifications

Maintenance service levels or maintenance standards have been established in context of the hierarchy of parks and open space classifications. These classes acknowledge that maintenance requirements for various parks and open space areas are determined primarily by its use or function. Maintenance service levels are, therefore, tailored to meet the needs of the Parks and Open Space use. A more detailed description of maintenance as it is applied to the various parks and open space types is contained in the manual. Also included in the manual are the locations of the parks and open space where the maintenance class is applied.

Annual Budget Requirements

The maintenance **guidelines** form the basis upon which annual operating and capital budgets are established. The maintenance **classes**, as applied to the various types of open spaces, are used as a measure of how much resource (staffing, equipment, materials, utilities) will be necessary to achieve the desired result.

Annual budget requirements are based on operating and capital maintenance needs. Operating budgets represents three categories of maintenance costs described as follows:

1. **Cyclical Maintenance:** This represents maintenance activities or functions which occur on a regular cycle or frequency. These are represented by such functions as mowing, trimming, watering, litter pick-up, fertilizing, aerating, weeding, blowing irrigation lines, etc. These are predictable maintenance requirements and form the basis of the formal predetermined staff maintenance schedules.
2. **Up-Keep Maintenance:** This represents maintenance activities or functions, which are less predictable and less frequent. These include such activities as tree replacements, minor landscape/furniture/fixture repairs, painting, irrigation repairs and general repair work resulting from vandalism.

- 3. Support Service:** This represents various direct and indirect costs which are associated with managing a particular open space. These include such costs as utilities (power, energy, water, sewer), staff training and various administrative charges.

As new parks and open space is added to the inventory, generally as a result of residential subdivision development, operating budgets are adjusted. The process of determining those new costs involves first determining and categorizing the new park and open space in context of the parks and open space “hierarchy”. A corresponding level or **class** of maintenance is selected and costs are then determined on the basis of the amount of parks and open space that is being added to the system.

In 1985 the City installed a computerized maintenance management information system. This system has the capacity to track various maintenance functions by the type of parks and open space and to the specific location. The system is a valuable management tool in assisting with budget preparation and decision making.

The Parks and Open Space Division in conjunction with major user groups have optimized the resources of the Division by these groups entering into management agreements, partnerships and sweat equity arrangements to maintain the quality standards for parks and open space and the user groups.

Parks and open space capital budget requirements are based on three kinds of projects which are described as follows:

- 1. Development Projects:** These projects create a new parks and open space amenity. The decision to develop is based on whether there is a deficiency in the amount of parks and open space at the regional, community, neighbourhood and naturalized level as determined in context of surveys and studies.
- 2. Upgrading Projects:** These projects improve an existing parks and open space amenity. The decision to upgrade is made on the basis that the quality of the amenity is below an acceptable level, there is a demonstrated need for additional recreational capability or there is an opportunity to enhance an ecological condition. These projects are generally determined in context of identified need assessment.
- 3. Restoration Projects:** These projects return a deteriorated parks and open space amenity to its original condition. The decision to restore is made on the basis that the asset has deteriorated to the extent it can no longer fulfill its original intended purpose and maintenance is not effective. Maintenance staff, through field inspections and public feedback, generally determine these projects. Currently restoration projects are determined in context to the following categories; pathway, repair/resurfacing, landscape, stub posting/fence, drainage, furniture/fixture replacements, naturalized over seeding and streetscape repair.

SECTION 1

PARKS

Summary

Park Maintenance is primarily concerned with the maintenance of surface features. Of particular concern is litter control, turf maintenance, weed control, tree and shrub maintenance, flower bed maintenance, aggregate and hard surface maintenance, as well as maintenance of all outdoor amenities such as fences, gazebos, irrigation systems, lighting, fountains, benches, signs and so on. The maintenance activities include mowing, trimming, sweeping, watering, fertilizing, aerating, cultivating, and herbiciding; as well as upkeep tasks such as painting, sodding, planting, pruning, and repairing.

Maintenance activities are very seasonal, with most cyclical activities occurring in a 20-week period from mid-April to mid-September. Upkeep activities are usually performed in a six week period from mid-September to early November.

Maintenance Classifications of Parks

The park spaces managed by the City range from high quality, high use parks such as Assiniboine Park, Kildonan Park and St. Vital Park to lower use neighbourhood parks such as Brentford Park. To ensure that maintenance is provided in a fair and equitable manner, suitable to the type of open space and the use the area received, each park is characterized as belonging to a particular class. The maintenance schedules for that park are then developed based on the guidelines for that class of open space.

Maintenance guidelines are organized into four maintenance classes. Each class represents a different quality or intensity of maintenance. The four basic maintenance classes are described as follows:

Regional: This classification of maintenance is characterized by an intensive level of attention. Turf is maintained at a 3" (76mm) height of cut, receiving 1" (25mm) of water per application. Types of Parks and Open Space maintained at this classification may have annual flower beds and planter boxes as well as perennial beds, which are maintained in a relatively weed-free condition. During the summer season (approximately April through September) these spaces are inspected and litter is picked up seven days per week. During the off-season, litter pick up occurs daily during the regular work week (ie. 5 days per week).

Community: This classification is maintained in a somewhat less intensive manner than a Regional area. The turf is still maintained at a 3" (76mm) height of cut, but is cut half as frequently, and received only 1" (25mm) of water per application. Some community areas may have perennial flower beds, annual beds or planter boxes. This class of parks and open space receives litter pick up once per week during the summer season (May through September).

Neighbourhood: Parks and open space maintained at this classification may be un-irrigated, and receives a significantly lower intensity of maintenance. The turf is maintained at a 3" (76mm) height of cut and receives some sweeping or aerating. Neighbourhood parks and open space types may have flower beds or planter boxes. During the summer season, this class receives litter pick-up once every 2 weeks.

Naturalization: This classification is maintained as a passive area with the preservation of native grasses, trees and shrubs in a naturalized state. These areas receive only limited grooming to natural pathways, mowed buffer strip adjacent to residential properties, the removal of hazardous foliage and litter control. Selected park areas, boulevards and other spaces will continue to be naturalized in order to regenerate a nature setting.

NOTE: New tree plantings receive a relatively high level of maintenance for the first two years, regardless of the class of the surrounding parks and open space.

Turf Maintenance

Turf will be maintained in vigorous, healthy condition to a height of 3 inches (76mm), relatively disease and weed free, with few bare patches, ruts, site compaction or other evidence of soil disturbance. Turf shall have a uniform even-color appearance.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3 inch (76mm height of cut) • Uniform height of cut • No scalped turf • No missed areas • No mechanical damage to trees, shrubs or park furnishings 	1 x wk.	20
Trimming	<ul style="list-style-type: none"> • Trimming shall be at the same height as machine mowing • No scalped turf • No missed areas • No damage to trees, shrubs or park furnishings 	1 x wk.	20
Watering	<ul style="list-style-type: none"> • Turf will receive a minimum of 1 inch (25mm) of water per application. Irrigation will be applied only to compensate for deficiencies in natural precipitation • No standing water • Uniform coverage 	2 x wk.	36
Fertilizing	<ul style="list-style-type: none"> • Apply 1 lb of N in a slow release fertilizer per 1,000 sq.ft. • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage • Calibrate spreader as per manufacturer's instructions 	2 x yr. (designated areas)	1
Edging	<ul style="list-style-type: none"> • A clean edge will be maintained along curbs, sidewalks, hedges, and around shrubs and flower beds 	A.R.	
Turf Herbicide Application	<ul style="list-style-type: none"> • Apply a broad spectrum herbicide for control of weeds in areas where weed populations warrant treatment as defined by the City's Weed Control Policy • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to selective areas of the Weed Control Section • See Weed Control Policy 	A.R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Sweeping	<ul style="list-style-type: none"> Grass clippings will be swept when they cause an appearance problem or inhibit turf growth 	A.R.	
Aerating	<ul style="list-style-type: none"> Uniform throughout park, normally starting at perimeter and proceeding inwards No damage to turf, irrigation or park features Accomplished in two passes one at right angles to the other Clean-up aerated area as recommended 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Apply ¼ inch (6.25mm) topsoil to damaged areas Even and consistent level of application Establishment of turf should be compatible with the surrounding area Apply sod/seed as per City specifications 	1 x yr. (Spring & when necessary)	
Pest/Rodent Control	<ul style="list-style-type: none"> Request for service are prioritized according to site and hazard Pest/rodent control in some areas may be limited by program resources 	A.R.	
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		
Litter Control	<ul style="list-style-type: none"> Hazardous items such as needles, sharps, broken glass plus accumulations of paper, rocks, wood and other debris will be picked up 	As necessary	
Turf Control	<ul style="list-style-type: none"> Vehicle or vandal damage to turf will be address within a reasonable period 	A.R.	
Spring/Fall Clean Up	<ul style="list-style-type: none"> Accumulation leaves, rocks and other debris shall be removed 	2 x yr.	2

Shrub Maintenance

Shrub plantings in landscaped areas shall be maintained in a healthy condition relatively free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of shrubs 	A.R.	
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when watering as identified to encourage healthy growth 	A.R.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or broken branches and thin out shrub plantings Maintain natural character of shrubs No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	4 x yr.	4
Shrub Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased shrubs when deterioration becomes visible Shrub completely removed below ground level Holes filled and leveled 	1 x yr.	1
Replacement	<ul style="list-style-type: none"> New plantings will be maintained to encourage normal and healthy growth Plant shrub in a proper and specified manner Replace shrubs within reasonable time or removal 		
Edging/ Cultivating/ Weeding	<ul style="list-style-type: none"> Edge perimeter of shrub beds No damage to shrubs above or below ground while cultivating Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges Remove weeds by Dutch hoe or hand 	4 x yr.	4
Pesticide/ Herbicide Application	<ul style="list-style-type: none"> Even and uniform application of a pre-emergent herbicide A non-selective herbicide may be used (mid-summer) on a spot treatment basis Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy Spray shrubs with pesticide as required 	A.R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mulch Beds	<ul style="list-style-type: none">• Remove weeds by hand• Level mulch to maintain even and uniform surface• Replenish mulch material to recommended depth as necessary	A.R.	
Litter Control	<ul style="list-style-type: none">• Pick up litter and trash and deposit into garbage bags for disposal	A.R.	

Tree Maintenance

Tree plantings in landscaped areas shall be maintained in a healthy vigorous condition relatively free of disease and insect infestation. Urban Forest Service Standards shall guide the frequency of pruning, removals, replacement, stumping and watering.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Tank Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of newly planted trees for 2 years 	1-2 x wk.	8
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when tank watering for the 2 year period 	2 x yr.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or diseased/broken branches and thin out shaping tree Maintain natural character of trees No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	As per service standard	Various
Tree Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased trees when deterioration becomes visible or upon assessment Tree completely removed below ground level Holes filled and leveled 	A.R.	
Replacement	<ul style="list-style-type: none"> Replace trees within three years of removal 	2000 x yr.	
Rotovating/ Cultivating/ Weeding	<ul style="list-style-type: none"> No damage to trees above or below ground Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges 	A.R.	
Herbicide Application	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis (round-up) Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy 	A.R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Equipment	<ul style="list-style-type: none"> • Perform pre-operation check on equipment/vehicle; refuel as required • Change appropriate equipment/vehicle fluids as directed • Maintain acceptable standards while equipment/vehicle in operation • At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris • Ensure all cutting chains/blades are sharp and in optimum operating condition • Ensure all protective gear/clothing and safety equipment is in use • Maintain equipment to the maintenance standards as per the Employees Handbook 		
Chipping/ Hauling	<ul style="list-style-type: none"> • Chip branch/trunk piles as required • Load logs large branches on dump truck • Dispose of load/chips to designated site • All safety measures/work practices to be taken • Work completed in accordance with proper and accepted work practices 	A.R.	
Stump	<ul style="list-style-type: none"> • Cut tree stump with mechanical stumpper to specified level below ground • Clean up chips, level with top soil and seed • All safety devices in place • Proper and accepted stumping practices to be followed 	A.R.	
Insect Control	<ul style="list-style-type: none"> • A control program for cankerworms, forest ten caterpillars, elm bark beetle is established and provided by work order to Public Works Department, Insect Control Branch 	On-going	

Flower Bed/Planter Box Maintenance

Flower beds and planter boxes will be maintained in a vigorous, healthy condition, attractive in appearance, free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycle /Year
Watering	<ul style="list-style-type: none"> Supply sufficient moisture to soak the root zone in flower beds For planter boxes and flower baskets supply sufficient moisture to soak the bottom of the planter/basket No wilted material 	2 x wk.	30
Fertilizing	<ul style="list-style-type: none"> Apply recommended fertilizer as required Even and uniform application No chemical damage 	1 x yr.	1
Weeding	<ul style="list-style-type: none"> Flower beds and planter boxes shall remain relatively weed free 	1 x wk.	15
Bed Refurbishing Soil/Manure	<ul style="list-style-type: none"> Rotovating and/or add soil, manure, peat moss or other amendments as required Even and uniform application 	1 x yr.	1
Planter Box Repairs	<ul style="list-style-type: none"> Repair/replace boxes when breakage and/or cracks appear 	A.R.	
Removal	<ul style="list-style-type: none"> Remove annual plants at the end of the season or after the first killing frost and dig beds 	1 x yr.	1
Perennial Maintenance	<ul style="list-style-type: none"> Perennial beds are to be free of established weeds Dead or diseased plants are to be removed and replaced within a year Water and a slow release fertilizer to be applied as necessary 	2 x mo.	10
Litter Control	<ul style="list-style-type: none"> Remove litter, debris such as rocks, dead or damaged plants and deposit into garbage bags for disposal 	A.R.	
Insect Control	<ul style="list-style-type: none"> Plants will be chemically treated on an ongoing basis to maintain healthy growth 		

Miscellaneous Open Space Maintenance

All park buildings, equipment, signage, park furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Garbage receptacles and litter, especially hazardous items such as broken glass, etc. will be removed weekly from April to September and bi-weekly October to November 	1 x wk. (Apr. – Sept) A.R. (Oct. – Mar.)	
Spring/Fall Clean-up	<ul style="list-style-type: none"> Accumulations of leaves, rocks and other debris shall be removed 	2 x yr.	2
Park Furnishings And Special Features	<ul style="list-style-type: none"> Park furnishings and features are to be kept clean, painted and functional Remove and dispose of the ashes from barbeque pits on a scheduled basis Damaged fire liners and/or grates will be replaced immediately 	A.R.	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work is done by work order to the Building Maintenance Division 	4 x yr.	4
Cleaning Catch Basin	<ul style="list-style-type: none"> 5 year maintenance schedule Keep grates clear of any material which might restrict water flow 	2 x yr. Spring/Fall	2
Flood Control	<ul style="list-style-type: none"> Flooding events will be addressed within 48 hours of their occurrence 	A.R.	
Signage	<ul style="list-style-type: none"> All broken, defaced or otherwise damaged signs and posts shall be replaced or repaired as soon as possible Missing, loose or defective bolts/anchors shall be replaced 		
Fencing	<ul style="list-style-type: none"> Chain link/post and chain shall be repaired or replaced when breakage and/or damage occurs Ensure all posts are protected from the elements by applying exterior paint/stain as required 		
Pest Control	<ul style="list-style-type: none"> Requests for service are prioritized to site and hazard Corrective measures to prevent reinfestation will be implemented 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City's removal program (T.A.G.) 		
Opening/ Closing Facilities	<ul style="list-style-type: none"> Connect/disconnect water services Blow all water lines (non-heated facilities) Turn heat down 10C Install/remove structure protections (shutters, etc.) Perform required clean-up Inspect for deficiency/damage and report 	1 x yr.	2
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be kept clean, functional and stocked with necessary supplies 	7 x wk.	120

Aggregate & Hard Surface Areas

All surface areas including walkways, pathways, roadways and parking lots such as asphalt, concrete, decorative brick, crushed limestone, etc., will be maintained in a safe and functional condition to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Inspection and Cleaning	<ul style="list-style-type: none"> Inspected daily and litter picked up daily Some hard surface areas may only receive seasonal maintenance Remove loose aggregate materials from hard surfaces 	7 x wk.	150
Herbicides	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis Applied according to labeled instruction Even and uniform application No drift Adherence to Provincial and Divisional guidelines and policies See Weed Control Policy 	2 x yr.	2
Edging		2 x yr.	2
Weeding/ Leveling/Raking		1 x mo.	5
Snow Clearing/ De-icing	<ul style="list-style-type: none"> Snow clearing/de-icing will be provided to the designated sites when conditions warrant 	10 x yr. (Oct-Apr)	10
Minor Repairs/ Replenish	<ul style="list-style-type: none"> Restore and repair surface to original grade specifications 	1 x yr. A. R.	1

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Inspect and adjust so there is no interference with traffic areas 	1 x wk.	18
Painting Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Turf Maintenance

Turf will be maintained in vigorous, healthy condition to a height of 3 inches (76mm), relatively disease and weed free, with few bare patches, ruts, site compaction or other evidence of soil disturbance. Turf shall have a uniform even-color appearance.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> 3 inch (76mm) height of cut Uniform height of cut No scalped turf No missed areas No mechanical damage to trees, shrubs or park furnishings 	1 x 2 wk.	10
Trimming	<ul style="list-style-type: none"> Trimming shall be at the same height as machine mowing No scalped turf No missed areas No damage to trees, shrubs, or park furnishings 	1 x 2 wk.	10
Watering	<ul style="list-style-type: none"> Turf will receive a minimum of 1 inch (25mm) of water per application. Irrigation will be applied only to compensate for deficiencies in natural precipitation No standing water Uniform coverage 	A. R.	
Fertilizing	<ul style="list-style-type: none"> Apply 1 lb of N in a slow release fertilizer per 1,000 sq.ft. Applied evenly and uniformly No missed areas No mechanical or chemical damage Calibrate spreader as per manufacturer's instructions 	2 x yr. (designated areas)	1
Edging	<ul style="list-style-type: none"> A clean edge will be maintained along curbs, sidewalks, hedges, and around shrubs and flower beds 	A. R.	
Turf Herbicide Application	<ul style="list-style-type: none"> Apply a broad spectrum herbicide for control of weeds in areas where weed populations warrant treatment as defined by the City's Weed Control Policy Applied according to labeled instructions Even and uniform application Minimum drift No damage or burning to turf Adherence to Provincial and Divisional guidelines and policies Herbicide application is provided by work order to selective areas of the Weed Control Section See Weed Control Policy 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Sweeping	<ul style="list-style-type: none"> Grass clippings will be swept when they cause an appearance problem or inhibit turf growth 	A. R.	
Aerating	<ul style="list-style-type: none"> Uniform throughout park, normally starting at perimeter and proceeding inwards No damage to turf, irrigation or park features Accomplished in two passes one at right angles to the other Clean-up aerated area as recommended 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Apply ¼ inch (6.25mm) topsoil to damaged areas Even and consistent level of application Establishment of turf should be compatible with the surrounding area Apply sod/seed as per City specifications 	1 x yr. (Spring & when necessary)	
Pest/Rodent Control	<ul style="list-style-type: none"> Request for service area prioritized according to site and hazard Pest/rodent control in some areas may be limited by program resources 	A. R.	
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		
Litter Control	<ul style="list-style-type: none"> Hazardous items such as needles, sharps, broken glass plus accumulations of paper, rocks, wood and other debris will be picked up 	As necessary	
Turf Control	<ul style="list-style-type: none"> Vehicle or vandal damage to turf will be addressed within a reasonable period 	A. R.	
Spring/Fall Clean Up	<ul style="list-style-type: none"> Accumulation leaves, rocks and other debris shall be removed. 	2 x yr.	2

Shrub Maintenance

Shrub plantings in landscaped areas shall be maintained in a healthy condition relatively free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of shrubs 	A. R.	
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when watering as identified to encourage healthy growth 	A. R.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or broken branches and thin out shrub plantings Maintain natural character of shrubs No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	4 x yr.	4
Shrub Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased shrubs when deterioration becomes visible Shrub completely removed below ground level Holes filled and leveled 	1 x yr.	1
Replacement	<ul style="list-style-type: none"> New plantings will be maintained to encourage normal and healthy growth Plant shrub in a proper and specified manner Replace shrubs within reasonable time of removal 		
Edging/ Cultivating/ Weeding	<ul style="list-style-type: none"> Edge perimeter of shrub beds No damage to shrubs above or below ground while cultivating Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges Remove weeds by Dutch hoe or hand 	4 x yr.	4
Pesticide/ Herbicide Application	<ul style="list-style-type: none"> Even and uniform application of a pre-emergent herbicide A non-selective herbicide may be used (mid –summer) on a spot treatment basis Applied according to labeled instructions No drift Adherence to Provincial and divisional guidelines and policies Refer to Weed Control Policy Spray shrubs with pesticide as required 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mulch Beds	<ul style="list-style-type: none">• Remove weeds by hand• Level mulch to maintain even and uniform surface• Replenish mulch material to recommended depth as necessary	A. R.	
Litter Control	<ul style="list-style-type: none">• Pick-up litter and trash and deposit into garbage bags for disposal	A. R.	

Tree Maintenance

Tree plantings in landscaped areas shall be maintained in a healthy vigorous condition relatively free of disease and insect infestation. Urban Forest Service Standards shall guide the frequency of pruning, removals, replacement, stumping and watering.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Tank Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of newly planted trees for 2 years 	1-2 x wk.	8
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when tank watering for the 2 year period 	2 x wk.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or diseased/broken branches and thin out shaping tree Maintain natural character of trees No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	As per service standard	Various
Tree Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased trees when deterioration becomes visible or upon assessment Tree completely removed below ground level Holes filled and leveled 	A. R.	
Replacement	<ul style="list-style-type: none"> Replace trees within three years of removal 	2000 x yr.	
Rotovating/ Cultivating/ Weeding	<ul style="list-style-type: none"> No damage to trees above or below ground Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges 	A. R.	
Herbicide Application	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis (round-up) Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Equipment	<ul style="list-style-type: none"> • Perform pre-operation check on equipment/vehicle; refuel as required • Change appropriate equipment/vehicle fluids as directed • Maintain acceptable standards while equipment/vehicle in operation • At end of task or workday perform required maintenance, refuel, wash, clean equipment/vehicle of all debris • Ensure all cutting chains/blades are sharp and in optimum operating condition • Ensure all protective gear/clothing and safety equipment is in use • Maintain equipment to the maintenance standards as per the Employees Handbook. 		
Chipping/ Hauling	<ul style="list-style-type: none"> • Chip branch/trunk piles as required • Load logs large branches on dump truck • Dispose of load/chips to designated site • All safety measures/work practices to be taken • Work completed in accordance with proper and accepted work practices 	A. R.	
Stump	<ul style="list-style-type: none"> • Cut tree stump with mechanical stumpper to specified level below ground • Clean up chips, level with top soil and seed • All safety devices in place • Proper and accepted stumping practices to be followed 	A. R.	
Insect Control	<ul style="list-style-type: none"> • A control program for cankerworms, forest tent caterpillars, elm bark beetle is established and provided by work order to Public Works Department, Insect Control Branch 		

Flower Bed/Planter Box Maintenance

Flower beds and planter boxes will be maintained in a vigorous, healthy condition, attractive in appearance, free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> Supply sufficient moisture to soak the root zone in flower beds For planter boxes and flower baskets supply sufficient moisture to soak the bottom of the planter/basket No wilted material 	2 x wk.	30
Fertilizing	<ul style="list-style-type: none"> Apply recommended fertilizer as required Even and uniform application No chemical damage 	1 x yr.	1
Weeding	<ul style="list-style-type: none"> Flower beds and planter boxes shall remain relatively weed free 	1 x wk.	15
Bed Refurbishing Soil/Manure	<ul style="list-style-type: none"> Rotovating and/or add soil, manure, peat moss or other amendments as required Even and uniform application 	1 x yr	
Planter Box Repairs	<ul style="list-style-type: none"> Repair/replace boxes when breakage and/or cracks appear 	A. R.	
Removal	<ul style="list-style-type: none"> Remove annual plants at the end of the season or after the first killing frost and dig beds 	1 x yr.	1
Perennial Maintenance	<ul style="list-style-type: none"> Perennial beds are to be free of established weeds Dead or diseased plants are to be removed and replaced within a year Water and a slow release fertilizer to be applied as necessary 	2 x mo.	10
Litter Control	<ul style="list-style-type: none"> Remove litter, debris such as rocks, dead or damaged plants and deposit into garbage bags for disposal 	A. R.	
Insect Control	<ul style="list-style-type: none"> Plants will be chemically treated on an on-going basis to maintain healthy growth 		

Miscellaneous Open Space Maintenance

All park buildings, equipment, signage, park furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Garbage receptacles and litter, especially hazardous items as broken glass, etc. will be removed weekly from April to September and bi-weekly October to November 	1 x wk (Apr-Sept) A. R. (Oct-Mar.)	
Spring/Fall	<ul style="list-style-type: none"> Accumulations of leaves, rocks and other debris shall be removed 	2 x yr.	2
Park Furnishings And Special Features	<ul style="list-style-type: none"> Park furnishings and features are to be kept clean, painted and functional Remove and dispose of the ashes from barbeque pits on a scheduled basis Damaged fire liners and/or grates will be replaced immediately 	A. R.	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work is done by work order to the Building Maintenance Division 	4 x yr	4
Cleaning Catch Basin	<ul style="list-style-type: none"> 5 year maintenance schedule Keep grates clear of any material which might restrict water flow 		
Flood Control	<ul style="list-style-type: none"> Flooding events will be addressed within 48 hours of their occurrence 	A. R.	
Signage	<ul style="list-style-type: none"> All broken, defaced or otherwise damaged signs and posts shall be replaced or repaired as soon as possible Missing, loose or defective bolts/anchors shall be replaced 		
Fencing	<ul style="list-style-type: none"> Chain link/post and chain shall be repaired or replaced when breakage and/or damage occurs Ensure all posts are protected from the elements by applying exterior paint/stain as required 		
Pest Control	<ul style="list-style-type: none"> Requests for service are prioritized to site and hazard Corrective measures to prevent reinfestation will be implemented 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City's removal program (T.A.G.) 		
Opening/ Closing Facilities	<ul style="list-style-type: none"> Connect/disconnect water services Blow all water lines (non-heated facilities) Turn heat down 10C Install/remove structure protections (shutters, etc.) Perform required clean-up Inspect for deficiency/damage and report 	1 x yr.	2
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be kept clean, functional and stocked with necessary supplies when open to the public 	A. R.	

Aggregate & Hard Surface Areas

All surface areas including walkways, pathways, roadways and parking lots such as asphalt, concrete, decorative brick, crushed limestone, etc., will be maintained in a safe and functional condition to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Inspection and Cleaning	<ul style="list-style-type: none"> Inspected daily and litter picked up daily Some hard surface areas may only receive seasonal maintenance Remove loose aggregate materials from hard surfaces 	7 x wk.	150
Herbicides	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis Applied according to labeled instruction Even and uniform application No drift Adherence to Provincial and Divisional guidelines and policies See Weed Control Policy 	2 x yr.	2
Edging		2 x yr.	2
Weeding/ Leveling/Raking		1 x mo.	5
Snow Clearing/ De-icing	<ul style="list-style-type: none"> Snow clearing/de-icing will be provided to the designated sites when conditions warrant 	10 x yr. (Oct-Apr)	10
Minor Repairs/ Replenish	<ul style="list-style-type: none"> Restore and repair surface to original grade specifications 	1 x yr. A. R.	1

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Minor Repair/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Inspect and adjust so there is no interference with traffic areas 	1 x wk.	18
Painting Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Turf Maintenance

Turf will be maintained in vigorous, healthy condition to a height of 3 inches (76mm), relatively disease and weed free, with few bare patches, ruts, site compaction or other evidence of soil disturbance. Turf shall have a uniform even-color appearance.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3 inch (76mm) height of cut • Uniform height of cut • No scalped turf • No missed areas • No mechanical damage to trees, shrubs or park furnishings 	1 x 2 wks.	10
Trimming	<ul style="list-style-type: none"> • Trimming shall be at the same height as machine mowing • No scalped turf • No missed areas • No damage to trees, shrubs or park furnishings 	1 x 2 wks.	10
Watering	<ul style="list-style-type: none"> • Turf will receive a minimum of 1 inch (25mm) of water per application. Irrigation will be applied only to compensate for deficiencies in natural precipitation • No standing water • Uniform coverage 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply 1 lb of N in a slow release fertilizer per 1,000 sq.ft. • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage • Calibrate spreader as per manufacturer's instructions 	2 x yr. (designated areas)	1
Edging	<ul style="list-style-type: none"> • A clean edge will be maintained along curbs, sidewalks, hedges, and around shrubs and flower beds 	A. R.	
Turf Herbicide Application	<ul style="list-style-type: none"> • Apply a broad spectrum herbicide for control of weeds in areas where weed populations warrant treatment as defined by the City's Weed Control Policy • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to selective areas of the Weed Control Branch • See Weed Control Policy 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Sweeping	<ul style="list-style-type: none"> Grass clippings will be swept when they cause an appearance problem or inhibit turf growth 	A. R.	
Aerating	<ul style="list-style-type: none"> Uniform throughout park, normally starting at perimeter and proceeding inwards No damage to turf, irrigation or park features Accomplished in two passes one at right angles to the other Clean up aerated area as recommended 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Apply ¼ inch (6.25mm) topsoil to damaged areas Even and consistent levels of application Establishment of turf should be compatible with the surrounding area Apply sod/seed as per City specifications 	1 x yr. (spring & when necessary)	
Pest/Rodent Control	<ul style="list-style-type: none"> Request for service are prioritized according to site and hazard Pest/rodent control in some areas may be limited by program resources 	A. R.	
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		
Litter Control	<ul style="list-style-type: none"> Hazardous items such as needles, sharps, broken glass plus accumulations of paper, rocks, wood and other debris will be picked up 	As necessary	
Turf Control	<ul style="list-style-type: none"> Vehicle or vandal damage to turf will be addressed within a reasonable period 	A. R.	
Spring/Fall Clean up	<ul style="list-style-type: none"> Accumulation leaves, rocks and other debris shall be removed 	2 x yr.	2

Shrub Maintenance

Shrub plantings in landscaped areas shall be maintained in a healthy condition relatively free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of shrubs 	A. R.	
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when watering as identified to encourage healthy growth 	A. R.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or broken branches and thin out shrub plantings Maintain natural character of shrubs No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	4 x yr.	4
Shrub Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased shrubs when deterioration becomes visible Shrub completely removed below ground level Holes filled and leveled 	1 x yr.	1
Replacement	<ul style="list-style-type: none"> New plantings will be maintained to encourage normal and healthy growth Plant shrub in a proper and specified manner Replace shrubs within reasonable time of removal 		
Edging/ Cultivating/ Weeding	<ul style="list-style-type: none"> Edge perimeter of shrub beds No damage to shrubs above or below ground while cultivating Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges Remove weeds by Dutch hoe or hand 	4 x yr.	4
Pesticide/ Herbicide Application	<ul style="list-style-type: none"> Even and uniform application of a pre-emergent herbicide A non-selective herbicide may be used (mid-summer) on a spot treatment basis Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy Spray shrubs with pesticide as required 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mulch Beds	<ul style="list-style-type: none">• Remove weeds by hand• Level mulch to maintain even and uniform surface• Replenish mulch material to recommended depth as necessary	A. R.	
Litter Control	<ul style="list-style-type: none">• Pick up litter and trash and deposit into garbage bags for disposal	A. R.	

Tree Maintenance

Tree plantings in landscaped areas shall be maintained in a healthy vigorous condition relatively free of disease and insect infestation. Urban Forest Service Standards shall guide the frequency of pruning, removals, replacement, stumping and watering.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Tank Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of newly planted trees for 2 years 	1-2 x wk.	8
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when tank watering for the 2 year period 	2 x wk.	2
Pruning/ Trimming	<ul style="list-style-type: none"> Remove dead and/or diseased/broken branches and thin out shaping tree Maintain natural character of trees No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	As per service standard	Various
Tree Removal	<ul style="list-style-type: none"> Removal all dead and/or diseased trees when deterioration becomes visible or upon assessment Tree completely removed below ground level Holes filled and leveled 	A. R.	
Replacement	<ul style="list-style-type: none"> Replace trees within three years of removal 	2000 x yr.	
Rotovating/ Cultivating/ Weeding	<ul style="list-style-type: none"> No damage to trees above or below ground Depth not to exceed 3 inches (76mm) Soil is to be left relatively free of ridges 	A. R.	
Herbicide Application	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis (round-up) Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Equipment	<ul style="list-style-type: none"> • Perform pre-operation check on equipment/vehicle; refuel as required • Change appropriate equipment/vehicle fluids as directed • Maintain acceptable standards while equipment/vehicle in operation • At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris • Ensure all cutting chains/blades are sharp and in optimum operating condition • Ensure all protective gear/clothing and safety equipment is in use • Maintain equipment to the maintenance standards as per the Employees Handbook 		
Chipping/ Hauling	<ul style="list-style-type: none"> • Chip branch/trunk piles as required • Load logs large branches on dump truck • Dispose of load/chips to designated site • All safety measures/work practices to be taken • Work completed in accordance with proper and accepted work practices 	A. R.	
Stump	<ul style="list-style-type: none"> • Cut tree stump with mechanical stumpper to specified level below ground • Clean up chips, level with top soil and seed • All safety devices in place • Proper and accepted stumping practices to be followed 	A. R.	
Insect Control	<ul style="list-style-type: none"> • A control program for cankerworms, forest tent caterpillars, elm bark beetle is established and provided by work order to Public Works Department, Insect Control Branch 	On going	

Flower Bed/Planter Box Maintenance

Flower beds and planter boxes will be maintained in a vigorous, healthy condition, attractive in appearance, free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> Supply sufficient moisture to soak the root zone in flower beds For planter boxes and flower baskets supply sufficient moisture to soak the bottom of the planter/basket No wilted material 	2 x wk.	30
Fertilizing	<ul style="list-style-type: none"> Apply recommended fertilizer as required Even and uniform application No chemical damage 	1 x yr.	1
Weeding	<ul style="list-style-type: none"> Flower beds and planter boxes shall remain relatively weed free 	1 x wk.	15
Bed Refurbishing Soil/Manure	<ul style="list-style-type: none"> Rotovating and/or add soil, manure, peat moss or other amendments as required Even and uniform application 	1 x yr.	1
Planter Box Repairs	<ul style="list-style-type: none"> Repair/replace boxes when breakage and/or cracks appear 	A. R.	
Removal	<ul style="list-style-type: none"> Remove annual plants at the end of the season or after the first killing frost and dig beds 	1 x yr.	1
Perennial Maintenance	<ul style="list-style-type: none"> Perennial beds are to be free of established weeds Dead or diseased plants are to be removed and replaced within a year Water and a slow release fertilizer to be applied as necessary 	2 x mo.	10
Litter Control	<ul style="list-style-type: none"> Remove litter, debris such as rocks, dead or damaged plants and deposit into garbage bags for disposal 	A. R.	
Insect Control	<ul style="list-style-type: none"> Plants will be chemically treated on an ongoing basis to maintain healthy growth 		

Miscellaneous Open Space Maintenance

All park buildings, equipment, signage, park furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick Up	<ul style="list-style-type: none"> Garbage receptacles and litter, especially hazardous items such as broken glass, etc. will be removed weekly from April to September and bi-weekly October to November 	1 x wk (Apr.-Sept.) A. R. (Oct. – Mar.)	
Spring/Fall Clean Up	<ul style="list-style-type: none"> Accumulations of leaves, rocks and other debris shall be removed 	2 x yr.	2
Park Furnishings and Special Features	<ul style="list-style-type: none"> Park furnishings and features are to be kept clean, painted and functional Remove and dispose of the ashes from barbeque pits on a scheduled basis Damaged fire liners and/or grates will be replaced immediately 	A. R.	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work is done by work order to the Building Maintenance Division 	4 x yr.	4
Cleaning Catch Basin	<ul style="list-style-type: none"> 5 year maintenance schedule Keep grates clear of any material which might restrict water flow 	2 x yr. Spring/Fall	2
Flood Control	<ul style="list-style-type: none"> Flooding events will be addressed within 48 hours of their occurrence 	A. R.	
Signage	<ul style="list-style-type: none"> All broken, defaced or otherwise damaged signs and posts shall be replaced or repaired as soon as possible Missing, loose or defective bolts/anchors shall be replaced 		
Fencing	<ul style="list-style-type: none"> Chain link/post and chain shall be repaired or replaced when breakage and/or damage occurs Ensure all posts are protected from the elements by applying exterior paint/stain as required 		
Pest Control	<ul style="list-style-type: none"> Request for service are prioritized to site and hazard Corrective measures to prevent reinfestation will be implemented 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City's removal program (T.A.G.) 		
Opening/ Closing	<ul style="list-style-type: none"> Connect/disconnect water services Blow all water lines (non-heated facilities) Turn heat down 10C Install/remove structure protections (shutters, etc.) Perform required clean-up Inspect for deficiency/damage and report 	1 x yr.	2
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be kept clean functional and stocked with necessary supplies when open 	A. R.	(when facilities are open)

Aggregate & Hard Surface Areas

All surface areas including walkways, pathways, roadways and parking lots such as asphalt, concrete, decorative brick, crushed limestone, etc., will be maintained in a safe and functional condition to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Inspection and Cleaning	<ul style="list-style-type: none"> Inspected daily and litter picked up daily Some hard surface areas may only receive seasonal maintenance Remove loose aggregate materials from hard surfaces 	7 x wk.	150
Herbicides	<ul style="list-style-type: none"> A non-selective herbicide will be used on a spot treatment basis Applied according to labeled instruction Even and uniform application No drift Adherence to Provincial and Divisional guidelines and policies See Weed Control Policy 	2 x yr.	2
Edging		2 x yr.	2
Weeding/ Leveling/Raking		2 x mo.	5
Snow Clearing/ De-icing	<ul style="list-style-type: none"> Snow clearing/de-icing will be provided to the designated sites when conditions warrant 	10 x yr. (Oct.-Apr.)	10
Minor Repairs/ Replenish	<ul style="list-style-type: none"> Restore and repair surface to original grade specifications 	1 x yr. A. R.	1

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Inspect and adjust so there is no interference with traffic areas 	1 x wk.	18
Painting Heads/ Lids, etc.		1 x yr.	1
Blow lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Turf Maintenance

Native and course grass turf will be maintained in a naturalized state throughout the growing season, except for specific areas indicated below. A mowed strip approximately fifty feet (15m) wide will be maintained adjacent to residential properties and other politically sensitive areas including cutting of natural pathways.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	• Naturalized areas cut at 6-8 inches (15-20cm)	1 x yr. (Jul-Aug)	1
	• Mow strips; 3 inch (76mm) height of cut • Uniform height of cut • No scalped turf • No missed areas • No mechanical damage to trees, shrubs or park furnishings	1 x mo.	4
Trimming	• Trimming shall be at the same height as machine mowing • No scalped turf • No missed areas • No damage to trees, shrubs or park furnishings	2 x yr.	2
Fertilizing	• On over seeded areas only	A. R.	
Turf Herbicide Application	• Apply a broad spectrum herbicide to control weeds in heavily infested areas as requested by the parks maintenance foremen • A totally weed free turf is not our objective. The objective of the herbicide program is to control noxious weeds such as dandelions • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Branch • See Weed Control Policy	A. R.	
Over Seeding	• Over seeding with a native and course grass mixture will occur in areas where grass is poorly established	A. R.	
Rodent Control	• Request for service are prioritized according to site and hazard • Rodent control in some areas may be limited by program resources	1 x yr. (Spring and on request)	1

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Controlled Burn	<ul style="list-style-type: none">• To discourage weeds and invading plant species• Weather conditions favourable• Fire crew and pumper equipment to control and monitor the burn	1 x yr. (spring)	

Tree/Shrub Maintenance

Tree and shrub plantings in landscaped areas shall be maintained in a healthy condition relatively free of weed, disease, and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Tank Watering	<ul style="list-style-type: none"> Supply supplemental moisture over the entire depth of the root system of newly planted trees and shrubs for 2 years 	1 x 3 wk.	8
Fertilizing	<ul style="list-style-type: none"> Supply a 20-20-20 water soluble fertilizer when tank watering for the two year period 	2 x yr.	2
Pruning	<ul style="list-style-type: none"> Remove dead and/or broken branches and thin out shrubs/trees plantings to address safety concerns only Maintain natural character of trees/shrubs No stubs or tearing of bark Disinfect pruning equipment when working on diseased plants 	1 x 5 yr.	
Removal	<ul style="list-style-type: none"> Remove all dead and/or diseased trees and shrubs Tree/shrub completely removed below ground level Holes filled and leveled 	1 x yr.	1
Replacement	<ul style="list-style-type: none"> Replace native trees/shrubs within five years of removal 	1 x 5 yr.	
Rotovating/ Cultivating/ Weeding	<ul style="list-style-type: none"> New seeding and/or planting only No damage to trees/shrubs above or below ground level Depth not to exceed 3 inches Soil is to be left relatively free of ridges 	3 x yr.	3
Herbicide Application	<ul style="list-style-type: none"> Even and uniform application of a pre-emergent herbicide A non-selective herbicide may be used (mid-summer) on a spot treatment basis Applied according to labeled instructions No drift Adherence to Provincial and Divisional guidelines and policies Refer to Weed Control Policy 	1 x yr.	1
Mulched Beds	<ul style="list-style-type: none"> Beds are covered with 4 inches (10cm) of mulch Mulch will be replenished as required 	1 x 5 yr.	

SECTION 2

SPECIAL

USE

AREAS

Summary

Park maintenance is primarily concerned with the maintenance of surface features. Of particular concern is litter control, turf maintenance, weed control, tree and shrub maintenance, flower bed maintenance, aggregate and hard surface maintenance, as well as a maintenance of all outdoor amenities such as fences, gazebos, irrigation systems, lighting, fountains, benches, signs and so on. The maintenance activities include mowing, trimming, sweeping, watering, fertilizing, aerating, cultivating, and herbiciding; as well as upkeep tasks such as painting, sodding, planting, pruning and repairing.

Maintenance activities are very seasonal, with most cyclical activities occurring in a 20 week period from mid-April to mid-September. Upkeep activities are usually performed in a six week period from mid-September to early November.

Maintenance Classes of Special Use Areas

The categories of special use areas managed as parks and open space are centre medians, side boulevards, arterial road rights-of-way, retention ponds, floodplains, public walkways, traffic islands, buffer strips, gardens, playgrounds, boat docks and boat launch areas.

The Special Use Areas managed by the City range from high visibility side boulevards and centre medians on arterial streets, to minimally maintained areas such as drainage ditches. To ensure that maintenance is provided in a fair and equitable manner, suitable to the type of parks and open space and the use the area receives, each Special Use Area is characterized as belonging to a particular class. The maintenance schedules for these areas are then developed based on the guidelines for that class of parks and open space.

Maintenance guidelines are organized into four maintenance classes. Each class represents a different quality of intensity of maintenance. The four basic maintenance classes are described as follows:

Regional: This class of maintenance is characterized by an intensive level of attention. Turf is maintained at a 3" (76mm) height of cut, receiving a 1" (25mm) of water per application. Types of parks and open space maintained at this classification may have annual flower beds and planter boxes as well as perennial beds, which are maintained in a relatively weed-free condition. During the summer season (approximately April through September) these spaces are inspected and litter is picked up seven days per week. During the off-season, litter pick up occurs daily during the regular work week (ie. 5 days per week).

Community: This class is maintained in a somewhat less intensive manner than a regional area. The turf is still maintained at a 3" height of cut, but is cut half as frequently, and receives only water as resources permit. Some community areas may have perennial flower beds, but do not have annual beds or planter boxes. This class of parks and open space receives litter pick up once per week during the summer season (May through September).

Neighbourhood: Parks and open space maintained at this classification has limited irrigation and receives a lower intensity of maintenance. The turf is maintained at a 3 inch height of cut and receives no sweeping or aerating. Neighbourhood parks and open space types have no flower beds or planter boxes. During the summer season, the class receives litter pick-up once every 2 weeks.

Naturalized: This class is maintained as native and course grass turf in a naturalized state throughout the growing season, receiving only mowing to natural pathways. A mow strip is maintained adjacent to residential properties. This strip is maintained at a level roughly corresponding to a neighbourhood class. Litter pick up in these areas are also once every 2 weeks.

Note: New tree plantings receive a relatively high level of maintenance for the first two years, regardless of the class of the surrounding parks and open space.

Buffer Strips

Buffer strips separate residential areas, school sites and commercial sites from incompatible land uses, such as major arterial routes or rail lines. Some buffer strips may have the potential for accommodating recreational activities as a secondary function.

All buffer strips are un-irrigated, receiving applicable community level of maintenance.

- All buffer strips that are less than 100 feet (30.5m) wide will receive a community level of maintenance for the horticulture components (turf & trees).
- Large buffer strip areas that exceed 100 feet (30.5m) in width may be suitable for naturalizing which would receive naturalized level of maintenance for the horticultural components (turf & trees).

Exceptions and excerpts to the community service levels are noted below.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up/ Clean-up	<ul style="list-style-type: none">• Hazardous items such as broken glass plus accumulations of rocks, wood, and other debris will be picked up	A. R.	2
Flood Control	<ul style="list-style-type: none">• Flood control will not be provided under normal circumstances		
Mowing	<ul style="list-style-type: none">• 3 inch (76mm) height of cut to turf	10 x yr.	10

Public Walkways

Walkways are registered land parcels that typically serve as mid-block pedestrian access routes. Walkways generally provide access between residential, commercial, school and parks and open space sites.

Riverbank walkways such as along the Assiniboine River from the Forks to the Manitoba Legislative grounds providing access to the scenic beauty of our waterways.

All walkways are classified as un-irrigated – Community Class. Refer to turf, tree and aggregate and hard surface standards and service levels for detail.

- The majority of walkways are un-irrigated and would receive a Community level of maintenance
- Where stub posting is installed in walkways, a once a year inspection will be done to ensure the sub-posting is functional.
- Stub posts located on pathway surfaces shall be painted traffic yellow and marked with reflective tape.
- Stub posts adjacent to pathway surfaces shall be painted forest green, with no reflective tape.
- Walkways will be maintained to ensure a continuous surface grade, free from abrupt depressions, a safe condition, free from obstructions and aesthetically pleasing environment.

Traffic Islands

A traffic island is a curbed area within a cul-de-sac or bay created for regulating vehicular traffic and on street parking. Included in this category are squares, triangles and corners.

- Un-irrigated traffic islands receive a Community level of maintenance (turf, trees)
- Asphalt surfaced or paving stone traffic islands with no other landscape features receive only weed control for maintenance. Weed control may be provided by chemical or mechanical means.
- Refer to Community Maintenance guidelines and service levels for detail.
- In some sites residential volunteers look after irrigation needs in the tree/shrub plantings.

Side Boulevards and Centre Medians

Side boulevards are landscaped areas extending from the street curb to adjacent private/public properties. Boulevard landscaping is required to enhance their appearance and to screen unattractive views or major roadways from adjacent properties. Centre medians are paved or landscaped linear spaces provided to separate traffic lanes.

The level or class of maintenance for side boulevards and centre medians is determined by the prominence of their location and the City's Uniform Boulevard Maintenance By-law. Centre medians and side boulevards located along arterial and/or ceremonial routes, receive a Community level of maintenance. Those located along highways, collector roads, and regional streets would receive a community level for irrigated and un-irrigated areas.

Refer to Community Maintenance standards and service levels for detail (turf, trees).

The Uniform Boulevard By-law No. 7584/2000 and 5895/92 provides for the care and maintenance of boulevards within the City. Homeowners/residents are responsible for the mowing of fronting boulevards. This By-law details the cutting of the turf and trimming, pruning and care of the trees, shrubs and flowers on the Regional street system and major arterial routes as it applies to centre medians, side and flanking boulevards, traffic islands, rearages and extended boulevards.

The annual spring abrasive clean-up turf, primarily boulevards, is carried out as soon as weather allows, on a continuous two shift basis until completion to ensure that all areas are free of abrasives and aesthetically pleasing in a reasonable amount of time. All abrasives, trash and general debris shall be removed and sufficient water applied to control dust.

Playgrounds

Many parks, playgrounds, joint use sites and other open space areas are equipped with play structures for children. Routine safety inspection of playground equipment occurs every seven to ten days with minor repairs to be done on site immediately. Any structure or items assessed dangerous shall be locked out and/or removed and immediate remedial action instituted. Play structures and maintenance shall comply with the CSA Playspace Standards.

Routine maintenance includes litter collection, emptying garbage receptacles, turf maintenance as detailed in the neighbourhood level of service.

Sand for sand boxes is replenished each spring.

A safety check list, shown below, is completed ten times per year for each site.

PARK/PLAYGROUND EQUIPMENT INSPECTION

MAP # _____


LOCATION: _____

DATE OF INSPECTION: _____

INSPECTED BY: _____

NOTE:

- Any structure or items assessed dangerous, take immediate action consulting with Foremen.
- Any minor maintenance requiring minimum time to repair should be carried out by person inspecting.



PUBLIC WORKS-PARKS AND OPEN SPACE DIVISION

~ SAFETY CHECK LIST ~

	CREATIVE PLAY STRUCTURE	SLIDING POLE	TIRE, POLE OR CHAIN CLIMBER	WOOD CLIMBER	HANGING HAND ROLLER	SAND PULLY SAND DIGGER	STAIRS	WOODEN PLATFORMS	SENIOR SWINGS	SAFETY/HANDICAP SWINGS	SPRING TOYS, TIRE SWINGS	SPRING & BOUNCING TOYS	NEED-LOG/RING	TRAMP METAL CLIMBERS	TRAMP METAL SLIDES	WOODEN SLIDES	TUBE & PLASTIC SLIDES	TETHER TOTTERS	SANDBOX	VOLLEYBALL EQUIPMENT	TENNIS BALL EQUIPMENT	TENNIS COURT EQUIPMENT	BACKSTOPS	GOAL POSTS	RELEASES	BUNDS/RAMPS	FENCING/WOODEN BORDERS	PATHS AND PLAY SURFACES	VEGETATION	SHELTERS	BENCHES & PICNIC TABLES	BARRIQUES	GARBAGE RECEPTACLES	BICYCLE STANDS	ARTS/CULPTURE/MONUMENTS	LIGHTING	SIGNS (95-100% Paid)	BUILDING CHECKS	OTHER		
1	OVERALL STABILITY IN GROUND - Movement, tilting																																								
2	CONCRETE - Not covered to 6" below ground																																								
3	POSTS & PLATFORMS - Slippy, not aligned or level																																								
4	NUTS, BOLTS, CLAMPS - Loose, worn, or rusted																																								
5	FITTINGS - Sharp, cracked, broken																																								
6	MOVING PARTS - Over or under lubricated, worn																																								
7	ROPE OR CABLE - Inadequate length, worn, or frayed																																								
8	CHAIN LINKS & S HOOKS - Worn, rusted or open																																								
9	CHAINS - Rusted																																								
10	BABY SEAT																																								
11	SWING SEATS - Worn, rough or broken																																								
12	TIRES - Worn, torn or clogged drainage holes																																								
13	UPRIGHTS & HORIZONTALS - Protrusions, uncapped pipes																																								
14	ENTRAPMENT POINTS - For Finger, head or neck																																								
15	STAIRS - Not level, unequally spaced or slippery																																								
16	SPRING FOOTINGS - Loose, broken, tilting or exposed																																								
17	HANDLES - Sharp, loose or bent																																								
18	SAFETY RAILS & SUPPORT BARS - Poorly spaced or loose																																								
19	WOOD PARTS - Splintered, worn, burned or creosoted																																								
20	METAL/WOOD SURFACES - Graffiti, chipped paint or dirty																																								
21	PROTECTIVE SURFACE AREA - Worn, weeds or ponding																																								
21a	PROTECTIVE SURFACE AREA DEPTH																																								
22	FOREIGN MATERIAL - Garbage, sharps or defecation																																								
23	PLAYING AND PATH SURFACES - Pounding weeds, unmown																																								
24	LIGHTING - No secure lighting, or broken																																								
25	VEGETATION - Not maintained, vandalized or no shade																																								

FOREMAN'S SIGNATURE: _____

DATE RECEIVED: _____

CV764:2009 11

COMMENTS: _____

(SEE UNDERSIDE)

ACTION TAKEN: _____

DATE: _____

Retention Ponds

Retention ponds store surplus storm water during storm events by allowing the water level in the ponds to rise above the normal water level. Surplus water is then gradually released into the city's storm water drainage system. Water and Waste Department is responsible for the water area and the Parks and Open Space Division is responsible for the maintenance of the turf, trees, and amenities surrounding the ponds. Some pond areas provide sufficient space for active recreation activity such as Woodsworth Park.

Maintenance of retention ponds is provided at a community level of service and standard for parks and athletic fields. Weed Control within the water area is provided by the Weed Control Section of Parks and Open Space Division by work order from Water and Waste Department.

Area immediately surrounding the ponds attract geese, ducks and other waterfowl creating both a viewing opportunity for the public of these birds and a sanitary maintenance environment problem.

Duck Ponds

Duck ponds located in a number of parks such as Assiniboine and St. Vital is home to many waterfowl species and native water plants. These ponds provide passive leisure where the patrons can observe and feed ducks, geese and swans in their natural habitat. Observation areas are furnished with park benches and picnic tables.

Maintenance of duck ponds is provided at a regional level of service and standard for parks. Weed control within the water area is provided by the Weed Control Section. Turf, tree, shrub, aggregate/hard surface, miscellaneous maintenance is detailed in parks – regional section of this manual.

Outdoor Court Maintenance

Outdoor sport courts with aggregate or asphalt surface provide areas for recreational tennis and sand volleyball. The maintenance involves the installation of components, court markings, level playing surfaces, litter picked up, spot weed control and monitoring and reporting damages and safety concern of the perimeter fencing.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Install Components	<ul style="list-style-type: none"> • Posts and standard are erected annually with chain link netting at non-supervised sites and nylon netting at supervised sites • Ensure posts, standards and netting are in good repair and securely fastened • Remove components each fall 	1 x yr.	2
Court Markings	<ul style="list-style-type: none"> • Aggregate surfaces shall be marked with vinyl lines for the appropriate court size • Hand sweep surface dust off line markings so that they are plainly visible • Remove vinyl marking tape each fall • Asphalt surfaces shall be painted with traffic paint for the appropriate court size as required 	1 x yr.	2
Herbicide	<ul style="list-style-type: none"> • A non-selective herbicide will be used on a spot treatment basis for weed control • Apply according to labeled instructions • Even and uniform application • No drift • Adherence to Provincial and Divisional guidelines and policies 	A. R.	
Leveling/ Replenish	<ul style="list-style-type: none"> • Aggregate playing surface shall be free from depressions, mounds or obstacles • Drag playing surface with mat to maintain viability and level • Apply water spray for dust control as required • Replenish aggregate material, sand or limestone dust, annually to maintain the integrity as required • Apply calcium chloride to identified courts at recommended rates for dust control 	1 x yr. A. R.	1
Litter Pick Up	<ul style="list-style-type: none"> • Litter and debris pick up daily supervised sites with garbage receptacles removed on a scheduled basis • Hard surface areas only receive receptacle pick up 	10 x yr.	10
Miscellaneous Maintenance	<ul style="list-style-type: none"> • Miscellaneous maintenance is provided as detailed in Parks – Community Class 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Clean Up	<ul style="list-style-type: none">• All debris, glass, litter and other obstacles are removed• Hard surface areas are mechanically swept as required	1 x yr.	1

Note: Some sport organizations augment the maintenance of the sites they use by providing through their own resources, supervision, daily court maintenance and janitorial services in partnership with the division.

Garden Maintenance

Gardens include flowers, shrubs, and special features will be maintained in vigorous, healthy conditions, relatively disease and weed free. On a routine basis all plants are watered to ensure optimum growth, free from insects and pests, and that the flower beds are properly edged. Turf is mowed on a regular basis and shrubs are pruned to ensure healthy growth.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Flower Beds	<ul style="list-style-type: none"> • remove trash and debris from beds as required • remove dead or damaged plants, plants irregular in form or colour, or discoloured flower heads and foliage • plants will receive sufficient water to soak the root zone • fertilizer is applied in an even and uniform manner with no chemical damage • hand weed using hoe or three pronged cultivator • edge beds as required • regularly inspect for pests and apply appropriate pesticides • for perennial plants, stake plants having a tendency to fall or bend over • bed refurbishing by rotovating and/or adding soil, manure, peat moss or other amendments shall be applied evenly and uniformly as required • after first killing frost, remove all dead plant material and hand dig beds 	A. R. A. R.	1
Turf	<ul style="list-style-type: none"> • turf maintenance is provided as detailed in the level of service and guidelines for Parks – Regional Class 	1 x yr.	1
Shrub	<ul style="list-style-type: none"> • shrub maintenance is provided as detailed in the level of service and guidelines for Parks – Regional Class 		

Boat Launch/Dock

Boat launches/docks are provided for public use at nine locations throughout the river waterways within the City. These amenities give access to the users for pleasure cruises on the Winnipeg river systems and their inherent beauty. The maintenance involved all work associated with the installation, removal, routine maintenance and repairs of docks and surrounding launch areas.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Install	<ul style="list-style-type: none">• transport dock modules from storage• lift modules using crane and positioning in water• connect dock modules and secure/anchor to the riverbank• immediately replace or repair any defective or damaged components		
Remove	<ul style="list-style-type: none">• remove annually prior to freeze up• disconnect dock modules and lift with crane onto transport• transport to storage to prevent damage and unload		
Launch Areas	<ul style="list-style-type: none">• restore, replenish and repair aggregate and hard surfaces by filling holes, leveling surfaces and addressing cracks• keep turf areas cut and litter removed		

Other Service Maintenance

Other service maintenance includes turf, shrub, flower bed and planter box maintenance which is provided to nine historical sites and civic buildings and facilities such as City Hall, swimming pools, arenas, libraries, community centres, service yards, Deacons Reservoir, snow dumps and some school division sites. This service ensures the upkeep to their surface amenities and maintains their aesthetic appearance.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Turf	<ul style="list-style-type: none"> turf maintenance is provided as detailed in the level of service and guidelines for Parks – Community Class 		
Shrub	<ul style="list-style-type: none"> shrub maintenance is provided as detailed in the level of service and guidelines for Parks – Community Class 		
Flower Planter Box	<ul style="list-style-type: none"> flower planter box maintenance is provided as detailed in the level of service and guidelines for Parks – Community 		
Flower Beds	<ul style="list-style-type: none"> flower bed maintenance is provided as detailed in the level of service and guidelines for Special Use Areas – Garden Maintenance 		

SECTION 3

ATHLETIC

FIELDS

Summary

The Athletic Field Task Force Report, completed in 1989, organized athletic fields on the basis of their usage, population served, appropriate field size, components and amenities available and location into formal groupings called classes. This structure is used as the basis upon which the required level of maintenance and quality for Athletic Fields are developed into maintenance guidelines. The guidelines ensure that maintenance is provided in a manner which is fair, equitable, and subsequently, suited to the type of activity and level of play designated for a particular field. Although the above mentioned report did not include cricket pitches, field hockey or track and field components the maintenance guidelines for these athletic fields appear in this section.

Maintenance Classes of Athletic Fields

There are three basic classes of athletic grounds: Regional, Community and Neighbourhood. Although athletic fields level of maintenance are described below, in actual fact virtually all are maintained by the Parks and Open Space Division at a Neighbourhood level with some exceptions such as Riel park, Charlie Krupp Stadium. Detailed in this section are the standards which exactly define the level of maintenance and quality required of athletic fields. This detail was included so that the user groups could augment and provide optimum quality standards required for their level of play by entering into management agreements, partnerships, sweat equity program and their own resources.

Regional: These athletic surfaces are intended for users with the highest qualitative requirements for play. They are developed and maintained at a level that would satisfy national or international caliber users. The playing areas has a full size regulation field with the amenities and components such as lighting, permanent bleacher seating, fencing, irrigation and changing facilities. They are provided on a city-wide basis. This class of maintenance is characterized by an intense level of attention. The turf is maintained at a 2" (50mm) to 3" (75mm) height of cut, receiving 1" (25mm) of water per application. The fields are lined by city staff 2 times per season. Litter is picked up on a scheduled basis.

Community: These athletic surfaces are also of a high quality, although some elements of the playing surface may not be up to national/international specifications. The playing area has a combination of full size regulation fields and fields sized for the appropriate age group of user with the amenities and components such as bleachers seating, fencing, irrigation and washroom facilities. They provide fields to identified Community areas. This class of maintenance is characterized by a high level of attention. The turf is maintained at 3" (25mm) height and cut 10 times per year, receiving 1" (25mm) of water per application. Community Centre's operated by volunteers in conjunction with the City manage and maintain these fields.

Neighbourhood: These athletic surfaces may or may not be full sized fields. These fields are intended to meet the needs of a neighbourhood areas and there are usually no provisions for spectators. The playing area is sized for the appropriate age group of users with limited amenities and components such as backstops, goal posts and some form of surface irrigation. They are provided for younger users within their neighbourhoods and/or part of community based teams. This class of maintenance provides inspection/assessment, turf, miscellaneous and irrigation on a routine basis. User groups are responsible for providing the field markings after initial marking, as well as, the nets, bases, pitching rubber, home plate, etc..

Inspection/Assessment

These fields consist of 100% Kentucky Bluegrass turf or with a 15% blend of perennial ryegrass and with an independent irrigation system. These fields are located in regional sites or an athletic field complex where some passive recreational opportunities are present. These maintenance guidelines refer to athletic ground turf conditions.

This activity is carried out by supervisory staff, operations and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> site assessments are conducted and request to the Weed Control section as a high priority based on the herbicide policy 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> site requirements are assessed annually primarily for extensive turf wear in the centre portions and goal areas of the fields 	2 x yr. (spring & fall)	2
Field Condition	<ul style="list-style-type: none"> assessment of the general turf condition, irrigation system operation efficiency rodent/pest infestation (safety) surface holes, uneven surfaces (safety) temporary fencing restoration sites site inspection following heavy rain (to determine usage) foreign objects (glass, etc.) 	2 x yr. (weekly user group) Daily A. R.	2
Communication with Central Booking	<ul style="list-style-type: none"> occurs on a routine basis with use permits issued for the season occasional user permits are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr. A. R.	
Park Furnishings	<ul style="list-style-type: none"> permanent/temporary bleachers, goal posts and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Fields Maintenance/ Rest Days	<ul style="list-style-type: none"> fields are taken out of use 2 day/week, preferably 2 consecutive, in order to provide upkeep maintenance tasks 	Where possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 2" (50mm) – 3" (75mm), relatively free of disease and weeds, ruts, site compaction, or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 2" (50mm) – 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	2 x wk.	36
Watering	<ul style="list-style-type: none"> • Turf will receive 1" (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr.	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr.	1
Over Seeding & Top Dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. C 3520-R4 in the spring or fall. • Top dress as per soil spec. CW3540 • Establishment of turf should be compatible with the surrounding area 	1 x yr.	1
Field Lining	<ul style="list-style-type: none"> • Field lining is provided by Athletic Fields maintenance staff • Field layout checked • Grass sterilant applied, paint or chalk lines 	2 x yr. A. R. on specific fields by user group	2

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Soil Test Sweeping	<ul style="list-style-type: none"> Soil testing is performed to evaluate fertilizer requirements Turf is swept in the spring to remove thatch build up 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per spec. CW3510 R6 	A. R.	1
Field Maintenance Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/wk, preferably consecutive in order to provide time for upkeep maintenance tasks 	Where possible	40
Uneven Surfaces/Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface 	Ongoing	
Pest/Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by work order as a high priority on a request basis Requests for service to control pests are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter Control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc. shall be removed Accumulation of litter, rocks and other debris will be removed 	A. R. Ongoing	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damage turf shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicles, refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades area sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standard as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for hazardous items such as broken glass, etc. Garbage receptacles to be picked up on a scheduled basis 	2 x wk.	32
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during the user months 	2 x wk.	32
Park Furnishings	<ul style="list-style-type: none"> Park furnishings are to be kept clean, painted and functional 	A. R.	
Site Restrictions	<ul style="list-style-type: none"> Fields that are closed for restoration activities are signed/ temporarily snow fenced during the construction and grow-in period Fences are maintained daily 	A. R.	
Field Components	<ul style="list-style-type: none"> Goal posts are to be kept painted, functional and securely fastened Perimeter fencing shall be kept in good repair 	A. R.	
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be clean, functional and stocked with necessary supplies 	7 x wk (Div./User Group)	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work or bulb replacement is done by work order to the Building Maintenance Division 	A. R.	
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City removal program (T.A.G.) 		

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start Up/ Minor Repair/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections For Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Adjust so there is even coverage on athletic surface 	A. R.	
Painting Heads/ Lids, Etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Inspection/Assessment

These fields consists of 100% Kentucky Bluegrass turf or with a 15% blend of perennial ryegrass and with an independent irrigation system. These fields are located in a regional site or a athletic field complex where some passive recreational opportunities are present. These maintenance guidelines refer to athletic ground fine turf conditions.

This activity is carried out by supervisor staff, operators, and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> Site assessments are conducted and request to the Weed Control Section is a high priority based on the herbicide policy 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> Site requirements are assessed annually primarily for extensive turf wear in the centre portions and goal areas of the fields 	2 x yr. (spring & fall)	2
Field Condition	<ul style="list-style-type: none"> Assessment of the general turf condition, irrigation system operation efficiency Rodent/pest infestation (safety) Surface holes, uneven surfaces (safety) Temporary fencing restoration sites Site inspection following heavy rain (to determine usage) Foreign objects (glass, etc.) 	2 x yr. Weekly User Group Daily A. R.	2
Communication With Central Scheduling Booking	<ul style="list-style-type: none"> Occurs on a routine with use permits issued for the season daily basis during the user months Occasional user permits schedules are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr. A. R.	
Park Furnishings	<ul style="list-style-type: none"> Permanent/temporary bleachers, goal posts and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> Response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Fields Maintenance/ Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably 2 consecutive, in order to provide upkeep maintenance tasks 	Where possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 3” (75mm) relatively free of disease and weeds, ruts, site compaction, or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3” (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	1 x wk	10
Watering	<ul style="list-style-type: none"> • Turf will receive 1” (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr.	1
Over Seeding And Top Dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. CW3520-R4 in the spring or fall • Top dressed as per soil spec. CW3540 	1 x yr.	1
Field Lining	<ul style="list-style-type: none"> • Field lining is provided by Athletic Fields maintenance staff • Field lay out checked • Grass sterilant applied, paint or chalk lines 	2 x yr. A. R. on specific fields by user groups	2
Soil Test	<ul style="list-style-type: none"> • Soil testing is performed to evaluate fertilizer requirements 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Sweeping	<ul style="list-style-type: none"> Turf is swept in the spring to remove thatch build up 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per spec. CW 3510 R6 	A. R.	
Field Maintenance Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 day/week, preferably consecutive, in order to provide time for upkeep maintenance tasks 	Where Possible	40
Uneven Surfaces/Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface Field surface restored to original specifications 	Ongoing	
Pest/Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by work order as a high priority on a request basis Requests for service to control pests are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter Control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc., shall be removed Accumulation of litter, racks and other debris will be removed 	A. R. Ongoing	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damage turf shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Performs pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for hazardous items such as broken glass, etc. 	2 x wk.	32
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during the user months. 	2 x wk.	32
Park Furnishings	<ul style="list-style-type: none"> Park furnishings are to be kept clean, painted and functional 	A. R.	
Site Restrictions	<ul style="list-style-type: none"> Fields that are closed for restoration activities are signed/temporarily snow fenced during the construction and grow-in period Fences are maintained daily 	A. R.	
Field Components	<ul style="list-style-type: none"> Goal posts are to be kept painted, functional and securely fastened Perimeter fencing shall be kept in good repair 	A. R.	
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be clean, functional and stacked with necessary supplies 	7 x wk. (Divisional/User Group)	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work or bulb replacement is done by work order to the Building Maintenance Division 	A. R.	
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the city removal program (T.A.G.) 		

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start-up/ Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Adjust so there is even coverage on athletic surface 	A. R.	
Painting Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Inspection/Assessment

These fields consist of 100% Kentucky bluegrass turf or with a 15% blend of perennial rye grass and with an independent irrigation system. These fields are located in a regional site or an athletic field complex where some passive recreational opportunities are present. These maintenance guidelines refer to athletic ground turf conditions.

This activity is carried out by supervisor staff, operators and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> Site assessments are conducted and request to the Weed Control Branch as a high priority based on the herbicide Policy 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> Site requirements are assessed annually primarily for extensive turf wear in the centre portion and goal areas of the fields 	2 x yr. (spring & fall)	2
Field Condition	<ul style="list-style-type: none"> Assessment of the general turf condition, irrigation system operation efficiency Rodent/pest infestation (safety) Surface holes, uneven surfaces (safety) Temporary fencing restoration sites Site inspection following heavy rain (to determine usage) Foreign objects (glass, etc.) 	2 x yr. (weekly user group) Daily A. R.	2 24
Communication with Central Scheduling/Booking	<ul style="list-style-type: none"> Occurs on a routine daily basis with use permits issued for the season Occasional user permits/schedules are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr. A. R.	
Park Furnishings	<ul style="list-style-type: none"> Permanent/temporary bleachers, goal posts and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> Response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Fields Maintenance/Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably 2 consecutive, in order to provide up keep maintenance tasks 	Where possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 3” (75mm) relatively free of disease and weeds, ruts, site compaction, or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3” (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	1 x 2 wk	10
Watering	<ul style="list-style-type: none"> • Turf will receive 1” (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr.	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Division guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr.	1
Over Seeding and Top Dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. CW 3520 R4 in the spring or fall. Top dress as per soil spec. CW 3540 • Establishment of turf should be compatible with the surrounding area 	1 x yr.	1
Field Lining	<ul style="list-style-type: none"> • Field lining is provided by Athletic Field maintenance staff • Field lay-out checked • Grass sterilant applied paint or chalk lines 	2 x yr. A. R. on specific fields by user groups	2

Athletic Fields
Neighbourhood – Soccer/Football Fields

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Soil Test	<ul style="list-style-type: none"> Soil testing is performed to evaluate fertilizer requirements 	A. R.	
Sweeping	<ul style="list-style-type: none"> Turf is swept in the spring to remove thatch build up 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per spec. CW 3510 R6 	A. R.	
Field Maintenance Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably consecutive, in order to provide time for upkeep maintenance tasks 	Where possible	40
Uneven Surfaces/ Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface Field surface restored to original specifications 	Ongoing	
Pest/Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by work order as a high priority on a request basis Requests for service to control pests are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter Control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc. shall be removed Accumulation of litter, racks and other debris will be removed 	A. R. Ongoing	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damage turf shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Performs pre-operation check on equipment/vehicle refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or work day perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for hazardous items such as broken glass, etc. Garbage receptacles to be picked up on a scheduled basis 	2 x wk.	32
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during the user months 	2 x wk.	32
Park Furnishings	<ul style="list-style-type: none"> Park furnishings are to be kept clean, painted and functional 	A. R.	
Site Restrictions	<ul style="list-style-type: none"> Fields that are closed for restoration activities are signed/ temporarily snow fenced during the construction and grow-in period Fences are maintained daily 	A. R.	
Field Components	<ul style="list-style-type: none"> Goal posts are to be kept painted, functional and securely fastened Perimeter fencing shall be kept in good repair 	A. R.	
Janitorial Services	<ul style="list-style-type: none"> All buildings with public access are to be clean, functional and stocked with necessary supplies 	7 x wk. (Divisional/User Group)	
Lighting	<ul style="list-style-type: none"> A systematic inspection of lighting, monitored at night will be done Repair work or bulb replacement is done by work order to the Building Maintenance Division 	A. R.	
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City removal program (T.A.G.) 		

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start-up/ Minor Repairs/ Meter Installation	<ul style="list-style-type: none">• Test run to ensure no line leaks	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none">• Adjust so there is even coverage on athletic surface	A. R.	
Painting Heads/ Lids, etc.	<ul style="list-style-type: none">• Adjust so there is even coverage on athletic surface	1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none">• Winterize so irrigation lines, heads, etc., are free of water	1 x yr.	1

Inspection/Assessment

These fields are athletic grounds turf infield/outfields with a independent irrigation system and aggregate diamonds. These ball diamonds are located in a regional site or complex where some passive recreational opportunities are present. Ball diamonds include baseball, fastball and softball.

This activity is carried out by supervisory staff, operators and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> Site assessments are conducted and request to the Weed Control Section as a high priority based on the herbicide Policy 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> Site requirements are assessed annually primarily for extensive turf wear in the centre portions of the fields 	2 x yr.	2
Field Condition	<ul style="list-style-type: none"> Assessment of the general turf condition, irrigation system operation efficiency Rodent/pest infestation (safety) Temporary fencing restoration sites Site inspection following heavy rain (to determine usage) Foreign objects (glass, etc.) 	1 x wk. Daily (A. R.)	24
Communication With Central Booking	<ul style="list-style-type: none"> Occurs on a routine basis with use permits issued for the season User permits are picked up the previous Friday by the maintenance supervisor or representative 	1 x wk.	24
Park Furnishings	<ul style="list-style-type: none"> Permanent/temporary bleachers, backstops, player benches and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> Response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Fields Maintenance/ Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably 2 consecutive, in order to provide upkeep maintenance tasks 	Where Possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 2" (50mm) – 3" (75mm), relatively free of disease and weeds, ruts, site compaction, or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 2" (50mm) – 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	2 x wk.	24
Grass Infield Mowing	<ul style="list-style-type: none"> • 2" (50mm) – 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	2 x wk.	
Watering	<ul style="list-style-type: none"> • Turf will receive 1" (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr.	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr. A. R.	1
Overseeding and Top-dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. CW 3520 R4 in the spring or fall. In mid-summer with AFSSO mix #4 (perennial rye) and is top dressed as per soil spec. CW 3540 • Establishment of turf should be compatible with the surrounding area 	1 x yr.	1

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Field Lining	<ul style="list-style-type: none"> Field lining is provided by Athletic Fields maintenance staff Field lay-out checked Grass sterilant applied, paint or chalk lines 	2 x yr. A. R. (on specific fields by user group)	2
Soil Test	<ul style="list-style-type: none"> Soil testing is performed to evaluate fertilizer requirements 	A. R.	
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per spec. CW 3510 R6 	A. R.	
Field Maintenance Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/wk. preferably consecutive, in order to provide time for up-keep maintenance task 	Where Possible	
Uneven Surfaces/ Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface Field surface restored to original specifications 	On going	
Pest/Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by Pest Management as a high priority on a request basis (as per the gopher control policy) Request for service to control pests are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc. shall be removed Accumulation of litter, rocks and other debris will be removed 	A. R. On going	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damaged turf shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicles; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or work day perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for hazardous items such as broken glass, etc. 	7 x wk.	170
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during the user months 	2 x wk.	48
Janitorial Services	<ul style="list-style-type: none"> Washrooms and change rooms where provided are kept clean and stocked with necessary supplies when in use 	7 x wk.	170
Playing Field Inspection	<ul style="list-style-type: none"> This activity is conducted by the on-site operators (user) and/or foreman on a regular basis and contains everything within the boundaries of, and including the backstop, outfield fence and baseline fencing, more commonly known as the playing field. The findings of this inspection determine this areas maintenance up-keep requirements, foremost those items that may pose liability or safety related problems 		
Outfield Fence	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to user groups 	A. R.	
	<ul style="list-style-type: none"> No loose or unattached plywood 		
	<ul style="list-style-type: none"> Ensure stable and structurally sound 		
	<ul style="list-style-type: none"> No loose screws or bolts 	1 x yr.	1
Backstop and Chain Link Fence	<ul style="list-style-type: none"> No peeling or faded paint 		
	<ul style="list-style-type: none"> Painted 		
	<ul style="list-style-type: none"> Foul balls poles secured and straight 	1 x yr.	
	<ul style="list-style-type: none"> Foul ball poles painted 		
	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to the user group 	1 x yr.	
	<ul style="list-style-type: none"> No loose, protruding or broken meshing or cross bracing 		
	<ul style="list-style-type: none"> No openings or holes in meshing 		
	<ul style="list-style-type: none"> Meshing and framing must be of sufficient strength and be structurally sound 		
	<ul style="list-style-type: none"> Minimal rust allowed-paint 	1 x 3 yr.	
	<ul style="list-style-type: none"> Fencing maintained straight 		
	<ul style="list-style-type: none"> Pull weeds from inside of outfield fence line 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Pitching Mounds, Bullpens, Batters Boxes	<ul style="list-style-type: none"> • Reconstruction to obtain proper distance, height and alignment • Built to conform to all baseball and softball rules and regulations • Prior to each event: watered down in AM to harden and pack clay areas • Prior to each event: fill, tamp and groom worn clay areas in pitching mounds and bull pens to a smooth, firm footed, non-slippery surface • During each event: rake in shale and pack batters boxes 	A. R.	A. R. (user group)
Skinned Infield and Warning Track	<ul style="list-style-type: none"> • Evaluate low areas, calculate amount of aggregate need to remedy problem, order that amount plus 10 yards for stockpiling • Allow no puddling that may create loose or slippery conditions • Prior to each event: inspect for and remove any stones, glass or other debris • Eliminate ridges and puddling, maintain drainage slopes, provide a consistent, smooth and safe playing field • No washout areas or aggregate build ups against any fence lines or backstops • Prior to each event: scarified and dragged to loosen compaction, remove ruts and lips, reduce unsafe running and sliding hazards, improve traction, provide true ball hop • Water down infield to control dust, prevent wind erosion, soften field • During each event: base paths re-groomed, hand raked • Prior to each event: inspect and adjust irrigation heads in the infield 	2 x yr. (spring/ summer)	2
Field Markings	<ul style="list-style-type: none"> • Prior to each event: baselines and batter's boxes marked to satisfy a league's requirements and regulations • To distinguish between fair and foul territory • Field marked 	A. R.	(user group)
Edging	<ul style="list-style-type: none"> • Eliminate ridge of aggregate along grass edge (base paths) • Eliminate choking out of turf • Eliminate risk of injury to users 	A. R.	20
Pitching Rubbers & Plates	<ul style="list-style-type: none"> • Prior to each event: inspected for wear and/or hazards • Removed and re-installed • Pegged securely • Replaced with regulation size 	A. R.	1
Bases	<ul style="list-style-type: none"> • Prior to each event: inspected for wear and/or hazards • Pegged and securely fastened 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Dugouts	<ul style="list-style-type: none"> • Prior to each event: swept and washed out • No standing water on floor • Painted • Sump pits pumped out • Wooden benches solid, no splintered; painted 	<p>A. R.</p> <p>1 x 2 yr.</p> <p>A. R.</p> <p>1 x 2 yr.</p>	
Field Illumination	<ul style="list-style-type: none"> • Survey all light poles, wiring, junction boxes, transformers • Inspect and test all field lighting not only for bulb replacement but also for industry standard candle power and direction alignment 	1 x yr.	4
Rain Delay Procedures	<ul style="list-style-type: none"> • Rake in and spread absorbent material in slippery or puddling areas as required • Check field markings, remark if necessary • Converse with managers and umpires to determine when game will resume and inform them of any potentially dangerous areas • Assuming rain hasn't warranted a game cancellation, field should be playable condition within 30-40 minutes 	<p>A. R.</p> <p>(user group)</p>	
Game Cancellations	<ul style="list-style-type: none"> • Determined by user group on site or cancelled by Booking Office • Dependent upon amount of rain received and weather conditions to follow, available "dry time", cost to repair damage, level of play, safety of those using the field • Central Booking will inform of cancellation no later than 2 hours prior to scheduled event 		
Communication with Central Booking	<ul style="list-style-type: none"> • Occurs on a routine basis with permits issued for the season • Occasional user permits are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr.	
Vandalism	<ul style="list-style-type: none"> • Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the City's removal program (T.A.G.) 		

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start-up Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Adjust so there is even coverage on athletic surface 	A. R.	
Paint Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Inspection/Assessment

These fields are athletic grounds turf infield/outfields with an independent irrigation system and aggregate diamonds. These ball diamonds are located in a regional site or complex where some passive recreational opportunities are present. Ball diamonds include baseball, fastball and softball.

This activity is carried out by supervisory staff operators and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> Site assessments are conducted and request to the Weed Control Section as a high priority based on the herbicide policy 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> Site requirements are assessed annually primarily for extensive turf wear in the centre portions of the fields 	2 x yr. (spring & fall)	2
Field Condition	<ul style="list-style-type: none"> Assessment of general turf condition, irrigation system operation efficiency Rodent/pest infestation (safety) Surface holes, uneven surfaces (safety) Temporary fencing restoration sites Site inspection following heavy rain (to determine usage) Foreign objects (glass, etc.) 	1 x wk. Daily A. R.	24
Communication and Central Bookings	<ul style="list-style-type: none"> Occurs on a routine daily basis with user permits issued for the season User permit schedules are picked up the previous Friday by the maintenance supervisor or representative 	1 x wk.	24
Park Furnishings	<ul style="list-style-type: none"> Permanent/temporary bleachers, backstops, player benches, and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> Response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Field Maintenance/ Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably 2 consecutive, in order to provide upkeep maintenance tasks 	Where possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 3" (75mm), relatively free of disease and weeds, ruts, site compaction or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	1-2 x wk.	10
Grass Infield Mowing	<ul style="list-style-type: none"> • 3" (75mm) high height of cut • Uniform height of cut • No scalped turf • No missed areas 	2 x wk.	
Watering	<ul style="list-style-type: none"> • Turf will receive 1" (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr.	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr. A. R.	1
Over Seeding and Top Dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. CW 3520 R4 in the spring or fall in mid-summer with AFSSO mix #4 (perennial rye) and is top dressed as per soil Spec. CW 3540 • Establishment of turf should be compatible with the surrounding area 	1 x yr.	1

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Field Lining	<ul style="list-style-type: none"> Self lining is provided by Athletic Fields maintenance staff Field lay-out checked Grass sterilant applied, paint or chalk lines 	2 x yr. A. R. (on specific fields by user group)	2
Soil Test	<ul style="list-style-type: none"> Soil testing is performed to evaluate fertilizer requirements 	A. R.	
Sweeping	<ul style="list-style-type: none"> Turf is swept in the spring to remove thatch build up 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per Spec. 3510 R6 	A. R.	
Field Maintenance Rest Day	<ul style="list-style-type: none"> Fields are taken out of use 2 days/wk. preferably consecutive, in order to provide time for upkeep maintenance tasks 	Where possible	
Uneven Surfaces/ Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface Field surface restored to original specifications 	On going	
Pest/ Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by Pest Management as a high priority on a request basis (as per the gopher control policy) Request for service to control pest are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter Control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc. shall be removed Accumulation of litter, rocks and other debris will be removed 	A. R. On going	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damaged tusks shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle, refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or work day perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for Hazardous items such as broken glass, etc. 	7 x wk.	170
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during user months 	2 x wk.	48
Janitorial Services	<ul style="list-style-type: none"> Washrooms and change rooms where provided are kept clean and stocked with necessary supplies when in use 	7 x wk.	170
Playing Field Inspection	<ul style="list-style-type: none"> This activity is conducted by the on-site operators (user) and/or foreman on a regular basis, and contains everything within the boundaries of, and including the back-stop, out-field fence and baseline fencing, more commonly known as the playing field. The findings of this inspection determine this areas maintenance upkeep requirements, prioritizing foremost those items that may pose liability or safety related problems 		
Outfield Fence	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to user groups 	A. R.	
	<ul style="list-style-type: none"> No loose or unattached plywood Ensure stable and structurally sound No loose screws or bolts No peeling or faded paint Painted Foul ball poles secure and straight Foul ball poles painted 	1 x yr. 1 x yr.	1
Backstop and Chain Link	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to the user group No loose, protruding or broken meshing or cross bracing No openings or holes in meshing Meshing and framing must be of sufficient strength and be structurally sound Minimal rust allowed paint Fencing maintained straight Pull weeds from inside of outfield fence line Replaced with regulation size 	1 x yr. 1 x 3 yr. A. R. 1 x 3 yr.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Bases	<ul style="list-style-type: none"> Prior to each event: inspected for wear and/or hazards Pegged and securely fastened 	A. R.	
Dugouts	<ul style="list-style-type: none"> Prior to each event: swept and washed out No standing water on floor Painted Sump pits pumped out Wooden benches solid, not splintered; painted 	A. R.	
Field Illumination	<ul style="list-style-type: none"> Survey all light poles, wiring, junction boxes, transformers Inspect and test all field lighting not only for bulb replacement but also for industry standard candle power and direction alignment 	1 x yr.	4
Rain Delay Procedures	<ul style="list-style-type: none"> Rake in and spread absorbent material in slippery or puddling areas as required Check field markings, remark if necessary Converse with managers and umpires to determine when game will resume and inform them of any potentially dangerous areas Assuming rain hasn't warranted a game cancellation, field should be playable condition within 30-40 minutes 	A. R. (User groups)	
Game Cancellations	<ul style="list-style-type: none"> Determined by user group on site or cancelled by Booking Office Dependent upon amount of rain received and weather conditions to follow, available "dry time", cost to repair damage, level of play, safety of those using the field Central booking will inform of cancellation no later than 2 hours prior to scheduled event 		
Communication with Central Booking	<ul style="list-style-type: none"> Occurs on a routine daily basis with permits issued for the season Occasional user permits are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr.	
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the city removal program 		

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Pitching Mounds, Bullpens, Batters	<ul style="list-style-type: none"> • Reconstruction to obtain proper distance, height and alignment • Built to conform to all baseball and softball rules and regulations • Prior to each event: watered down in AM to harden and pack clay areas • Prior to each event: fill, tamp and groom worn clay areas in pitching mounds and bullpens to a smooth, firm footed, non-slippery surface • During each event: rake in shale and pack batters boxes 	A. R.	A. R. (User groups)
Skinned Infield and Warning Track	<ul style="list-style-type: none"> • Evaluate low areas, calculate amount of aggregate need to remedy problem, order that amount plus 10 yards for stock-piling • Allow no puddling that may create loose or slippery conditions • Prior to each event: inspect for and remove any stones, glass or other debris • Eliminate ridges and puddling, maintain drainage slopes, provide a consistent, smooth and safe playing field • No washout areas or aggregate builds up against any fence lines or backstops • Prior to each event: scarified and dragged to loosen compaction, remove ruts and lips, reduce unsafe running and sliding hazards, improve traction, provide true ball hop • Water down infield to control dust, prevent wind erosion, soften field • During each event: base paths re-groomed, hand raked • Prior to each event: inspect and adjust irrigation heads in the infield 	2 x yr. (spring/summer)	2
Field Markings	<ul style="list-style-type: none"> • Prior to each event: base lines and batter's boxes marked to satisfy a league's requirements and regulations • To distinguish between fair and foul territory • Field marked 	A. R.	(User groups)
Edging	<ul style="list-style-type: none"> • Eliminate ridge of aggregate along grass edge (base paths) • Eliminate choking out of turf • Eliminate risk of injury to users 	A. R.	
Pitching Rubbers and Plates	<ul style="list-style-type: none"> • Prior to each event: inspected for wear and/or hazards • Removed and re-installed • Pegged securely 	A. R.	1 x yr. 1

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start-up Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Adjust so there is even coverage on athletic surface 	A. R.	
Painting Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc., are free of water 	1 x yr.	1

Inspection/Assessment

These fields are athletic grounds turf infield/outfields with an independent irrigation system and aggregate diamonds. These ball diamonds are located in a regional site or complex where some passive recreational opportunities are present. Ball diamonds include baseball, fastball and softball.

This activity is carried out by supervisory staff operators and/or user groups on a regular basis. This activity influences the frequency of tasks outlined in the quality guidelines, and cycles per year. The inspection may warrant immediate action to rectify (based on the safety hazard) or information may be prioritized with other items and addressed at a later date based on funding/need.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Weed Assessment	<ul style="list-style-type: none"> Site assessments are conducted and request to the Weed Control Section as a high priority based on the herbicide Policy. 	2 x yr. (spring & fall)	2
Turf Assessment	<ul style="list-style-type: none"> Site requirements are assessed annually primarily for extensive turf wear in the centre portions of the fields 	2 x yr. (spring & fall)	2
Field Condition	<ul style="list-style-type: none"> Assessment of the general turf condition, irrigation system operation efficiency 	1 x wk.	24
	<ul style="list-style-type: none"> Rodent/pest infestation (safety) 	1 x wk.	24
	<ul style="list-style-type: none"> Surface holes, uneven surfaces (safety) 	Daily A. R.	
	<ul style="list-style-type: none"> Temporary fencing restoration sites 		
	<ul style="list-style-type: none"> Site inspection following heavy rain (to determine usage) Foreign objects (glass, etc.) 		
Communication with Central Booking	<ul style="list-style-type: none"> Occurs on a routine daily basis with use permits issued for the season User permits are picked up the previous Friday by the Maintenance Supervisor or representative 	1 x wk.	24
Park Furnishings	<ul style="list-style-type: none"> Permanent/temporary bleachers backstops, player benches and litter containers 	1 x yr.	1
Complaint Response	<ul style="list-style-type: none"> Response to telephone inquiries (safety) are followed up within 24 hours 	A. R.	
Fields Maintenance/ Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/week, preferably 2 consecutive, in order to provide upkeep maintenance tasks 	Where possible	

Turf Maintenance

Turf will be maintained in a vigorous, healthy condition to a height of 3" (75mm), relatively free of disease and weeds, ruts, site compaction, or evidence of soil erosion.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	1 x 2 wks.	10
Grass Infield Mowing	<ul style="list-style-type: none"> • 3" (75mm) height of cut • Uniform height of cut • No scalped turf • No missed areas 	1 x 2 wks.	10
Watering	<ul style="list-style-type: none"> • Turf will receive (25mm) of water per application • No standing water 	A. R.	
Fertilizing	<ul style="list-style-type: none"> • Apply at a rate consistent with soil test requirements • Applied evenly and uniformly • No missed areas • No mechanical or chemical damage 	1 x yr.	1
Aerating	<ul style="list-style-type: none"> • Fields aerified during the growing season • Uniform throughout park • No damage to turf, irrigation, or park features 	1 x yr.	1
Turf Herbicide Application	<ul style="list-style-type: none"> • Selective herbicides are applied as required • Applied according to labeled instructions • Even and uniform application • Minimum drift • No damage or burning to turf • Adherence to Provincial and Divisional guidelines and policies • Herbicide application is provided by work order to the Weed Control Section • See Weed Control Policy 	1 x yr. A. R.	1
Over Seeding and Top Dressing	<ul style="list-style-type: none"> • Fields are over seeded. Spec. CW 3520 R4 in the spring or fall. In mid-summer with AFSO mix #4 (perennial rye) and is top dressed as per soil Spec. CW 3540 • Establishment of turf should be compatible with the surrounding area 	1 x yr.	1

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Field Lining	<ul style="list-style-type: none"> Field lining is provided by Athletic Fields maintenance staff Field lay out checked Grass sterilant applied, paint or chalk lines 	2 x yr. A. R. (on specific fields by user group)	2
Soil Test	<ul style="list-style-type: none"> Soil testing is performed to evaluate fertilizer requirements 	A. R.	
Sweeping	<ul style="list-style-type: none"> Turf is swept in the spring to remove thatch build up 	1 x yr.	1
General Turf Renovations	<ul style="list-style-type: none"> Replacement sodding in high wear areas as per Spec. CW 3510 R6 	A. R.	
Field Maintenance Rest Days	<ul style="list-style-type: none"> Fields are taken out of use 2 days/wk., preferably consecutive, in order to provide time for upkeep maintenance tasks 	Where possible	
Uneven Surfaces/ Holes	<ul style="list-style-type: none"> Turf areas are checked and repaired to ensure a safe playing surface Field surface restored to original specifications 	On going	
Pest/Rodent Control	<ul style="list-style-type: none"> Gopher control is provided by Pest Management as a high priority on a request basis (as per the gopher control policy) Request for service to control pest are prioritized to site and hazard Corrective measures to prevent re-infestation will be implemented 	A. R.	
Litter Control	<ul style="list-style-type: none"> Hazardous items such as broken glass, etc. shall be removed Accumulation of litter, rocks and other debris will be removed 	A. R. On going	
Vehicular Damage	<ul style="list-style-type: none"> Ruts/damaged turf shall be immediately addressed to restore surface to original grade specifications 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or work day perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, equipment, signage, site furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Playing surfaces are checked regularly for litter, primarily for hazardous items such as broken glass, etc. 	7 x wk.	170
Garbage Removal	<ul style="list-style-type: none"> Litter is removed from containers during the summer months 	2 x wk.	48
Janitorial Services	<ul style="list-style-type: none"> Washrooms and change rooms where provided are kept clean and stocked with necessary supplies when in use 	7 x wk.	170
Playing Field Inspection	<ul style="list-style-type: none"> This activity is conducted by the on-site operator (user) and/or foreman on a regular basis, and contains everything within the boundaries of, and including the backstop, outfield fence and baseline fencing, more commonly known as the playing field. The findings of this inspection determine this areas maintenance up-keep requirements, prioritizing foremost those items that may pose liability or safety related problems. 		
Outfield Fence	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to user groups 	A. R.	
	<ul style="list-style-type: none"> No loose or unattached plywood 		
	<ul style="list-style-type: none"> Ensure stable and structurally sound 		
	<ul style="list-style-type: none"> No loose screws or bolts 	1 x yr.	1
	<ul style="list-style-type: none"> No peeling or faded paint 		
	<ul style="list-style-type: none"> Foul ball poles secure and straight 	1 x 2 yr.	
Backstop and Chain Link Fence	<ul style="list-style-type: none"> To inspect, identify, address and remove any hazards or risks to the user groups 		
	<ul style="list-style-type: none"> No loose, protruding or broken meshing or cross bracing 		
	<ul style="list-style-type: none"> No openings or holes in meshing 		
	<ul style="list-style-type: none"> Meshing and framing must be of sufficient strength and be structurally sound 		
	<ul style="list-style-type: none"> Minimal rust allowed – paint 	1 x e yr.	
	<ul style="list-style-type: none"> Fencing maintained straight 		
	<ul style="list-style-type: none"> Pull weeds from inside of outfield fence line 		A. R.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Pitching Mounds, Bullpens, Batters Boxes	<ul style="list-style-type: none"> • Reconstruction to obtain proper distance, height and alignment • Built to conform to all baseball and softball rules and regulations • Prior to each event: watered down in AM to harden and pack clay areas • Prior to each event: fill, tamp and groom worn clay areas in pitching mounds and bullpens to a smooth, firm footed, non-slippery surface • During each event: rake in shale and pack batters boxes 	A. R.	A.R. (User group)
Skinned Infield and Warning Track	<ul style="list-style-type: none"> • Evaluate low areas, calculate amount of aggregate needed to remedy problem, order that amount plus 10 yards for stockpiling • Allow no puddling that may create loose or slippery conditions • Prior to each event: inspect for and remove any stones, glass or other debris • Eliminate ridges and puddling, maintain drainage slopes, provide a consistent, smooth and safe playing field • No washout areas or aggregate build ups against any fence lines or backstops • Prior to each event: scarified and dragged to loosen compaction remove ruts and lips, reduce unsafe running and sliding hazards, improve traction, provide true ball hop • Water down infield to control dust, prevent wind erosion, soften field • During each event: base paths re-groomed, hand raked • Prior to each event: inspect and adjust irrigation heads in the field 	2 x yr. (spring/summer)	A. R.
Field Markings	<ul style="list-style-type: none"> • Prior to each event: baselines and batter's boxes marked to satisfy a league's requirements and regulations • To distinguish between fair and foul territory • Field marked 	A. R.	(User groups)
Edging	<ul style="list-style-type: none"> • Eliminate ridge of aggregate along grass edge (base paths) • Eliminate choking out of turf • Eliminate risk of injury to users 	A. R.	
Pitching Rubbers and Plates	<ul style="list-style-type: none"> • Prior to each event: inspected of wear and/or hazards • Removed and re-installed • Pegged securely • Replaced with regulation size 	A. R.	1
Bases	<ul style="list-style-type: none"> • Prior to each event: inspected for wear and/or hazards • Pegged and securely fastened 	A. R.	

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Dugouts	<ul style="list-style-type: none"> • Prior to each event: swept and washed out • No standing water on floor • Painted • Sump pits pumped out • Wooden benches solid, no splintered; painted 	A. R.	
Field Illumination	<ul style="list-style-type: none"> • Survey all light poles, wiring, junction boxes, transformers • Inspect and test all field lighting not only for bulb replacement but also for industry standard candle power and direction alignment 	1 x yr.	4
Rain Delay Procedures	<ul style="list-style-type: none"> • Rake in and spread absorbent material in slippery or puddling areas as required • Check field markings, remark if necessary • Converse with managers and umpires to determine when game will resume and inform them of any potentially dangerous areas • Assuming rain hasn't warranted a game cancellation, field should be playable condition within 30-40 minutes 	A. R. (User group)	
Game Cancellations	<ul style="list-style-type: none"> • Determined by user group in site or cancelled by Booking Office • Dependent upon amount of rain received and weather conditions to follow, available "dry time", cost to repair damage, level of play, safety of those using the field • Central Booking will inform of cancellation no later than 2 hours prior to scheduled event 		
Communication and Central Booking	<ul style="list-style-type: none"> • Occurs on a routine daily basis with permits issued for the season • Occasional user permits are picked up the previous Friday by the maintenance supervisor or representative 	1 x yr.	
Vandalism	<ul style="list-style-type: none"> • Willful damage, arson, graffiti and structural damage shall be addressed immediately with major graffiti being referred to the city removal program 		

Irrigation Maintenance

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start-up Minor Repairs/ Meter Installation	<ul style="list-style-type: none"> • Test run to ensure no line leaks 	1 x yr.	1
Inspections for Minor Repairs/ Head Adjustment	<ul style="list-style-type: none"> • Adjust so there is even coverage on athletic surface 	A. R.	
Painting Heads/ Lids, etc.		1 x yr.	1
Blow Lines/ Meter Removal	<ul style="list-style-type: none"> • Winterize so irrigation lines, heads, etc. are free of water 	1 x yr.	1

Cricket/Field Hockey Maintenance

A designated grass turf area in Assiniboine Park is jointly used for cricket and field hockey. This area provides the required space for three cricket pitches and/or two field hockey fields. The turf will be maintained in vigorous, healthy condition to a height of ¾" (19mm), relatively disease and weed free, with no bare patches or uneven surfaces. Turf shall have an even colored appearance. This field was designed for dual use for cricket and field hockey and is co-operatively maintained through a management agreement.

This field receives a Regional – Parks level maintenance which includes turf, miscellaneous and irrigation maintenance. Refer to these sections for the detail on the standards and service levels.

Exceptions to the Regional – Parks service levels are noted below:

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> 3/4 " (19mm) height of cut 	2 x wk.	40
Field Markings	<ul style="list-style-type: none"> User groups lay out the appropriate field markings and apply paint or chalk lines Lines shall be 2" (50mm) in width, uniform and continuous Subsequent field markings are the responsibility of the user groups as required 		
Leveling	<ul style="list-style-type: none"> Turf area is routinely checked and uneven surfaces shall be spot filled with sand to original grade and compacted to ensure a safe playing surface 	A. R.	
Booking	<ul style="list-style-type: none"> Occurs on a routine basis with user permits issued for the season Weekly/game schedules developed by the user group are submitted to the maintenance staff and booking office 		

Track and Field Maintenance

There are nine 400m running tracks throughout the Parks and Open Space system providing athletes and enthusiasts a competitive facility which meets the Canada Track and Field standards. Some sites have components such as jump pits, discus area, etc. usually located in the infield of track. The aggregate track surface will be maintained in a safe and functional condition to ensure a high level of visitor and employee satisfaction. The perimeter and infield turf will be maintained in vigorous, healthy condition to a height of 3" (75mm), relatively disease and weed free, with few bare patches, ruts, site compaction or evidence of soil disturbance. These sites are used mainly by Track and Field clubs and School Divisions and receive a Community – Parks level of maintenance which includes turf, miscellaneous, aggregate surface and irrigation maintenance. Refer to these sections for the detail on the standards and level of service.

Some exceptions to the Community – Parks service levels are noted below:

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Jump Pits	<ul style="list-style-type: none"> Inspected on a routine basis (safety) Sand in the pits to be replenished annually to maintain original grade specifications 		
Track Marking	<ul style="list-style-type: none"> Maintenance staff lays out the appropriate track markings and apply paint or chalk lines Lines shall be 2" (50mm) in width, uniform, continuous Subsequent track marking are the responsibility of the user groups as required 	1 x yr.	1
Uneven Surfaces	<ul style="list-style-type: none"> Aggregate track surface is routinely checked and uneven areas shall be spot filled with limestone dust to original grade Drag entire surface of track (ensure that surface is sufficiently dry to carry the weight of the tractor) as follows: use harrows, chain link drag, bristle broom drag and lastly a carpet drag 	1 x yr.	1
Booking	<ul style="list-style-type: none"> Occasional user permits for each event are issued and picked up by the previous Friday by foreman Activities are scheduled and supervised by the user group 		

SECTION 4

LAWN

BOWLING

GREENS

Summary

Bowling green maintenance is primarily concerned with the maintenance of surface features. Of particular concern is greens maintenance, litter, weed, disease control, shrub, flower planter box, aggregate and hard surface maintenance, as well as, maintenance of all outdoor amenities such as fencing, lighting, irrigation systems, drinking fountains, benches and so on. The maintenance activities include mowing, watering, fertilizing, aeration, verticutting, moisture control and fungiciding, as well as, up-keep tasks such as janitorial, painting, sodding, and repairs

Maintenance activities are seasonal with most cyclical activities occurring in a 20 week period from May to September. Upkeep activities are usually performed in a 4 week period in April and a corresponding period in October.

The Parks and Open Space Division provides maintenance to 12 lawn bowling greens at 9 sites (with one exception). The greens are designed to meet the standards of Lawn Bowls Canada and serve the needs to recreational and tournament play. The Division in conjunction with the major user groups have optimized the resources of the Division by these groups entering into management agreements, partnerships and sweat equity arrangements to maintain the quality standards required for lawn bowling greens.

Maintenance of Lawn Bowling Greens

Lawn bowling greens are maintained to a very high level, with clearly defined maintenance standards detailed for each aspect of the greens, and aprons. The peripheral elements of the landscape such as shrubs, flower boxes and aggregate areas are maintained in a manner similar to a Regional park (with some exceptions).

In the case of the Dakota lawn bowling greens, the greens and peripheral landscape are maintained by the user group within their own resources including a grant to achieve a national and Provincial level facility.

The maintenance guidelines and service levels for lawn bowling greens are detailed as follows in this section.

Note: There are only four main items that apply to bowling greens: (1) water – controlled irrigation; (2) nourishment – fertilizer, which is inorganic; (3) pure fine sand – sieve size 50 to 60; (4) medication when necessary – fungicides, herbicides, insecticides.

Turf Maintenance – Greens

In general, the turf shall be maintained in a vigorous healthy condition, having acceptable density with an even-colored appearance that presents a fair playing surface to the customer.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • 3/8" (9.5mm) (regular) – 1/4" (6.4mm) (tournament) height of cut • Straight lines • Uniform height of cut • No scalped turf • No missed areas • Around the clock direction of cut (20) • No mechanical damages • No clippings left on greens 	1 x day with rest days	120
Watering	<ul style="list-style-type: none"> • Turf shall not reach a wilted condition • Surfaces to be firm but not hard • Uniform application of water • No standing water • No watering on tournament days 	1 x day Except rain days	130
Aerification	<ul style="list-style-type: none"> • Minimum 1 x per season (core) • 3/8" (9.5mm) – 1/2" (12.7mm) width core • Minimum 2 1/2" (63.5mm) depth • Maximum spacing – 2 1/2" (63.5mm) x 2 1/2" (63.5mm) • No missed areas 	1 x yr. Or as identified	1
Topdressing	<ul style="list-style-type: none"> • 1/16" (1.6mm) to 1/4" (6.4mm) depth • No overlapping • Materials to be brushed in (no use of steel mats) • Topdressing materials must always be coarser than the "base" and meet required specifications for each green 	3 – 6 x yr.	5
Pest Control	<ul style="list-style-type: none"> • The use of herbicides, insecticides and fungicides occur only when curative action is required • Applied according to labeled instructions • Even and uniform application • Minimum and/or no drift • No damage or burning to turf • Adherence to Provincial and Divisional policies • Weed free • Insect free • Disease free (no areas missed) 	A. R. 3 x yr.	 3

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Markers	<ul style="list-style-type: none"> • Rotate lanes of play daily by relocating markers 	On going	
Winterizing	<ul style="list-style-type: none"> • Use of protective materials individually or in combination: flax straw, top dressing, covers • Spray a liquid fungicide (arrest 75) • Broadcast spread granular fungicide (Quintozene) 	1 x yr.	1
Verticutting	<ul style="list-style-type: none"> • 3/16" (4.8mm) – 1/4" (6.4mm) depth • Must not bring up soil materials • Must not adversely affect the roll of the ball • Principle method of thatch control 	1 x 2 wk.	12
Fertilizing	<ul style="list-style-type: none"> • Must be applied evenly/uniformly • Promotion of even consistent growth (leaf) • Promotion of strong root development • No mechanical or chemical damages 	1 x mo.	4
Moisture Control	<ul style="list-style-type: none"> • Spring remove any snow build-up or ice from turf • Remove any excessive water build-up on greens • Dew to be removed as early as possible when green is to be used within the morning 	A. R.	
Turf Repair	<ul style="list-style-type: none"> • leveling of green should be carried out every 8 – 10 days using a sterifier. Low area to be built-up, apply light top dressing over a period of time • use nursery stock sod in areas of high usage • seed area where less traffic occurs. Seeded areas – watered daily and covered with burlap until chutes are 1/8" (3.2mm) then remove burlap • over seed lightly, top dressing after seeding using a mixture of pure fine sand – sieve size 50 – 60 and drag green area with a flexible mat 	A. R.	

Turf Maintenance – Aprons

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Mowing	<ul style="list-style-type: none"> • ½" (12.7mm) – ¾" (19mm) height of cut • Uniform height of cut • No scalped turf • No missed area • Even lines of cut (where possible) • Variable direction of cut (2) • No mechanical damages 	1 – 2 x wk.	40
Watering	<ul style="list-style-type: none"> • Turf shall not reach a wilted condition • Surfaces to be firm but not hard • Uniform application of water • No standing water • No watering on tournament days 	1 x day Except rain days	130
Pest Control	<ul style="list-style-type: none"> • Weed free • Insect free • Rodent free • Minimal disease • No mechanical or chemical damages 	A. R. 1 x yr.	1
Fertilizing	<ul style="list-style-type: none"> • Must be applied evenly/uniformly • Promotion of even consistent growth (leaf) • Promotion of strong root development • No mechanical or chemical damages (fertilize with greens) 	1 x mo.	4

Shrub Maintenance

Shrub plantings in landscaped areas shall be maintained in a healthy vigorous condition relatively free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none"> • Supply supplemental moisture over the entire depth of the root system of shrubs • No wilted material 	1 x wk.	15
Fertilizing	<ul style="list-style-type: none"> • Fertilized to maintain plant vigor without excessive growth 	A. R.	
Pruning/ Trimming	<ul style="list-style-type: none"> • Remove dead and/or diseased shrubs when deterioration becomes invisible • Free of dead, diseased or broken branches • Removal of sucker growth • No paper or related debris 	A. R.	A. R.
Pest Control	<ul style="list-style-type: none"> • The use of herbicides, insecticides and fungicides occur only when curative action is required • Weed free • Rodent free • Insect free • Disease free 	A. R.	

Flower Planter Box Maintenance

Flower planter boxes will be maintained in a vigorous, healthy condition, attractive in appearance, free of disease and insect infestation.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Watering	<ul style="list-style-type: none">For planter boxes and flower baskets, supply sufficient moisture to soak the bottom of the planter/basket	1 x wk.	20
Fertilizing	<ul style="list-style-type: none">Apply a water soluble fertilizer, 20-20-20 once per year	1 x yr.	1
Weeding	<ul style="list-style-type: none">Flower planter boxes shall remain relatively weed free	1 x wk.	15
Box Refurbishing Soil/Manure	<ul style="list-style-type: none">Add soil, manure, peat moss, or other amendments as required	1 x wk.	1
Removal	<ul style="list-style-type: none">Remove annual plants at the end of the season or after the first killing frost	1 x yr.	1

Miscellaneous Open Space Maintenance

All park buildings, equipment, signage, furnishings and special features will be maintained in a safe and functional condition to enhance the overall image of the open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Litter Pick-up	<ul style="list-style-type: none"> Garbage receptacles and litter, especially hazardous items such as broken glass, etc. will be removed daily, from April to October 	Regular (Apr.-Oct.)	
Spring/Fall Clean-up	<ul style="list-style-type: none"> Accumulations of leaves, rocks and other debris shall be removed 	2 x yr.	2
Park Furnishings	<ul style="list-style-type: none"> Park furnishings are to be kept clean, painted and functional 	A. R.	
Janitorial Services	<ul style="list-style-type: none"> This service is jointly provided by club members and Building Services 		
Lighting	<ul style="list-style-type: none"> Monitored by club members and staff identifying burn out bulbs Repairs to fixtures, replacement of bulbs and electrical work is provided by work order to Building Maintenance Division 		
Nursery Stock	<ul style="list-style-type: none"> A special area (20' (6m) x 20' (6m)) at St. John's Park provides replacement Nursery Stock sod for heavy use area on the green. The bent grass is specifically grown for lawn bowling greens. The sod removed from the nursery is replenished by seeding those areas and maintained to enhance vigorous growth The Nursery Area will be maintained in the same manner as Turf Maintenance Greens 		

Aggregate & Hard Surface Areas

All surface areas such as asphalt, concrete, decorative brick, crusher dust, etc., will be maintained in a safe and functional condition to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Inspection and Cleaning	<ul style="list-style-type: none">Inspected daily and litter picked up daily	1 x day (May – Oct)	180
Herbicide	<ul style="list-style-type: none">Herbicide is applied selectively on a spot treatment basis	A. R.	
Weeding/ Leveling/Raking		A. R.	
Minor Repairs/ Replenish		A. R.	
Flood Control	<ul style="list-style-type: none">Flooding events will be addressed immediately		

Irrigation Operational Maintenance (including programming)

All irrigation systems, automated and manual, will be maintained so that all parts are operational, no leaks, no interference with pedestrians or vehicle traffic and no interference with private property. Leaks to be fixed in accordance with City's irrigation specifications and turf restoration standards. Adherence to safety standards at all times.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Spring Start Up/ Minor Repairs/ Meter Installation	<ul style="list-style-type: none">• Test run to ensure no line leaks	1 x yr.	1
Inspections For Minor Repairs/ Head Adjustment	<ul style="list-style-type: none">• Adjust so there is no interference with traffic areas	A. R.	24
Blow Lines	<ul style="list-style-type: none">• Winterize so irrigation lines, heads, etc., are free of water	1 x yr.	1

SECTION 5

**WINTER
FEATURES/
STRUCTURES**

Summary

The Parks and Open Space Division provides maintenance for 12 weeks to 174 outdoor ice surfaces which are comprised of 47 knockdown hockey pens and 120 pleasure skating surfaces. These locations strategically located throughout the city. Six pleasure skating sites are on duck ponds or river trails and the speed oval at Sargent Park complex are also included.

All sites except some neighbourhood pleasure sites have heated shelters.

The City provides supervision at some knockdown hockey pen and pleasure skating sites such as Mayfair Park, William Whyte School Park and Pascoe Playground.

Other winter features and structures maintained are 13 winter walkways, 20 slides/hills, 5 snowboarding areas, 10 cross country ski trails and snow clearing of 69 parking lots, 43.2 lane/km park roadways, 50 km park pathways and walkways.

The City augments and assists some community centres and winter sport organizations through management agreements, portable structures and certain maintenance services. These co-operative arrangements ensure enhanced service to the overall image of the parks and open space environment.

Maintenance Classes of Winter Features/Structures

The Parks and Open Space Division maintains recreational and passive winter features and structures in the city overall to satisfy the activity needs of the user. Through a combination of section resources, community services department and user groups a suitable level of service quality, safety, and maintenance has been detailed in the following maintenance guidelines.

The level of maintenance and services provided to various sites is determined by the type of surface or structure: knockdown hockey pens, pleasure, duck ponds and river trails, speed skating oval, slides/hills, and walkways. This is accomplished by staff at designated locations or mobile maintenance crews.

All utility cost (rink lighting, shelter heating, and water costs) are provided through the operating budget.

Ice Surface Maintenance

Knockdown hockey pens including screened ends and players boxes at designated sites are generally used for unscheduled casual recreational purposes. The city provides nets for use at the boarded sites where required. Each of these sites has 3 to 4 light standards per side (6 to 16 lights). The city also provides supervision at each of these sites other than community centres.

The season is 12 weeks long, made up of 2 weeks of preparatory work, and 10 weeks of active use, weather permitting.

Where knockdown hockey pens are provided to community centres, the initial flooding, routine ice maintenance and hockey markings are their responsibility.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Flooding	<ul style="list-style-type: none"> Initially the rink bottom is sealed by a light flood, allowed to freeze than a heavier flood applied (max, water depth 5cm) Surfaces are flooded to maintain a smooth surface, free of cracks or bare spots Water is supplied from water tank or building water connection 	2 x wk.	20
Cleaning	<ul style="list-style-type: none"> Bladed and shoveled to maintain a clear skating surface Heavy snow is cleared by front-end loader or snow blower 	2 x wk.	20
Hockey Markings	<ul style="list-style-type: none"> No markings are provided at division maintained sites 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle or all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, shelters, structural components, and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Board Up-Keep	<ul style="list-style-type: none"> Boards are maintained in a safe and stable condition, free of exposed nails and other hazards 	A. R.	
Shelter Clean-up	<ul style="list-style-type: none"> Shelters are checked and cleaned daily, by site supervisor during the season 	6 x wk.	60
Lighting	<ul style="list-style-type: none"> Lights are checked daily during the season and replaced as required Light standards are transported and installed on their bases Lighting, wiring and hook-up shall be performed by a qualified electrician 	6 x wk. 1 x yr.	60
Install	<ul style="list-style-type: none"> Transport prefabricated rink sections, braces, screen ends, player boxes, sandbags, and other miscellaneous material ensuring components are not damaged Erect prefabricated sections in designated area pegging and bracing each section as it is erected All broken, worn, missing, loose, defective hardware or other damage shall be repaired or replaced Distribute sand around outer perimeter of pen 	1 x yr.	
Removal	<ul style="list-style-type: none"> Pens, player boxes, screen ends, and rink lighting shall be dismantled and transported as soon as possible after the season Debris, litter and hazardous items shall be removed 		
Water Supply	<ul style="list-style-type: none"> All water source connections shall be monitored to prevent freezing Ensure no line leaks in flooding hoses and address any hazardous ice areas created immediately Properly drain hoses to prevent freezing 		

Ice Surface Maintenance

This facility receives a high level of maintenance due to its use by a user group with qualitative requirements. The facility is an Olympic size speed skating oval used primarily by the Manitoba Speed Skating Association for training and hosting local, provincial and national meets. The oval is located at Sargent Park Complex.

The season is 14 weeks long, incorporating 4 weeks of pre/post season maintenance, and a 10 week season, weather permitting.

A management agreement between the City and the Association details their respective responsibilities and are reflected in the following maintenance guidelines.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Flooding	<ul style="list-style-type: none"> Seal oval surface by a light flood allow to freeze then apply a heavier flood (max. water depth 5cm) Surfaces are flooded to maintain a smooth surface, free of cracks or bare spots Load required length of hose and proceed to far end of oval Coil and store excess hose on trailer as progress is made 	7 x wk	70
Cleaning	<ul style="list-style-type: none"> Bladed and swept to maintain a clear skating surface Heavy snow is cleared by front-end loader or snow blower 		
Borders	<ul style="list-style-type: none"> Bank snow around perimeter of oval, using on-site snow 		
Water Supply	<ul style="list-style-type: none"> All water source connection shall be monitored to prevent freeze Ensure no line leaks in flood hose and address any hazardous ice areas created immediately Properly drain hoses to prevent freezing 		
Marking	<ul style="list-style-type: none"> Inspect ice surface to ensure line painting can proceed Identify survey markers establishing lanes, etc to be painted Layout lanes and stencils as required for various types of markings Apply spray paint, using applicator, ensuring proper color is used and paint does not streak or smear All lines shall be of proper color, width and shall be in accordance with survey lay-outs 	1 x yr.	
Booking	<ul style="list-style-type: none"> The association books all meets, practice, casual use of skating oval. A daily schedule is provided to maintenance staff and complex supervisor 		

Miscellaneous Maintenance

All buildings, shelters, structural components, and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitors and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Pre/Post Maintenance	<ul style="list-style-type: none"> Grading the oval to ensure level surface, water service check and repairs, preparing equipment, checking lights, weed control, oval lane measuring, pin adjustment/repairs, sign installation/removal, sound equipment installation/removal 	1 x yr or A. R.	A. R.
Lighting	<ul style="list-style-type: none"> Lights are checked daily during the season 	7 x wk.	70
Survey	<ul style="list-style-type: none"> A topographic survey of the oval's surface is completed to ensure a level surface and the lanes are positioned correctly (survey supplied by Association) 	1 x yr.	
Site Furnishing	<ul style="list-style-type: none"> Furnishings are to be kept clean and functional 		
Safety	<ul style="list-style-type: none"> Necessary signage, railing, mats are installed to ensure the safe use of the patrons 		
Booking	<ul style="list-style-type: none"> Club rooms in complex are booked through complex supervisors Maintenance of club rooms provided by complex staff 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employee Handbook 		

Ice Surface Maintenance

Skating pond and river trail sites are generally used in much the same way as pleasure sites for unscheduled casual recreational purposes and are family orientated. They are intended for pleasure skating rather than for hockey or ringette.

The season is largely dictated by the weather, starting when the ice is thick enough and lasting as long as the ice is safe (between 10 and 12 weeks depending on the weather).

Each of the five pond sites has an open skating area. A River Winter Trail joins two parks – Fraser’s grove and Kildonan via the Red River and is less than one kilometer in length. The trail is maintained at a width of 15-20’.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Flooding	<ul style="list-style-type: none"> Seal pond or river surface by a light flood allow to freeze then apply a heavier flood (max. water depth 5cm) Surfaces are flooded to maintain a smooth surface, free of cracks Water supplied from water tank, river source or building water connection 	A. R.	
Cleaning	<ul style="list-style-type: none"> Bladed and swept to maintain a clear skating surface Heavy snow is cleared by front end loader 	7 x wk.	100
Borders	<ul style="list-style-type: none"> Bank snow around perimeter of pond/trail, using on site snow 		
Water Supply	<ul style="list-style-type: none"> All water source connection shall be monitored to prevent freezing Ensure no line leaks in flood hose and address any hazardous ice areas created immediately Properly drain hoses to prevent freezing 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employee Handbook 		

Miscellaneous Maintenance

All buildings, shelters, structural components, and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Check Ice Thickness	<ul style="list-style-type: none"> Thickness of the ice is regularly monitored as required for users safety and by the weather conditions. Monitoring increases during the fall and spring periods 	On going	
Shelter Clean Up	<ul style="list-style-type: none"> Shelters are checked and cleaned daily, by site staff during the season 	7 x wk.	70
Litter Control	<ul style="list-style-type: none"> Remove litter, debris and hazardous items from rink and surrounding area 		
Site Furnishings	<ul style="list-style-type: none"> Furnishings such as benches, picnic tables are to be kept clean and functional 		
Safety	<ul style="list-style-type: none"> Necessary signage, railing, mats are installed to ensure the safe use by the patrons Hazardous warning signs are posted and the appropriate notices issued through the media when unsafe conditions are present 		
Vandalism	<ul style="list-style-type: none"> Willful damage, arson, graffiti and structural damage shall be addressed immediately Unsafe equipment or components shall be locked out or fenced with warning signs posted to prevent any use. 		

Ice Surface Maintenance

Pleasure sites are generally used for unscheduled casual recreational purposes. They are intended for pleasure skating rather than for hockey or ringette. Most pleasure sites have lighting.

The season is 12 weeks long, made up of 2 weeks of preparatory work, and 10 weeks of active use, weather permitting.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Flooding	<ul style="list-style-type: none"> Initially the base is sealed by a light flood allowed to freeze then a heavier flood applied (max. water depth 5cm) Surfaces are flooded to maintain a smooth surface, free of cracks Water is supplied from water tank or building water connection 	2 x wk.	20
Cleaning	<ul style="list-style-type: none"> Bladed and shoveled to maintain a clear skating surface Heavy snow is cleared by front end loader or snow blower 	2 x wk.	20
Borders	<ul style="list-style-type: none"> Make borders by banking snow along the edges of the rink to designate size 	1 x yr.	
Water Supply	<ul style="list-style-type: none"> All water source connections shall be monitored to prevent freezing Ensure no line leaks in flood hoses and address any hazardous ice areas created immediately Properly drain hoses to prevent freezing 		
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicle of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employees Handbook 		

Miscellaneous Maintenance

All buildings, shelters, structural components, and special features will be maintained in a safe and functional condition to enhance the overall image of the parks and open space environment and to ensure a high level of visitor and employee satisfaction.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Shelter Clean Up	<ul style="list-style-type: none">Shelters are checked and cleaned daily by site supervisor during the season	6 x wk.	60
Lighting	<ul style="list-style-type: none">Lights are checked on a routine basis during the season	5 x wk.	50

Slides/Hill Maintenance

Slides and hills are primarily used for sliding, sledding, tobogganing and snowboarding. These areas are intended to provide active recreational outings for all ages. Most sites have warm up shelter, washrooms and public parking.

The season is 12 weeks long, made up of 2 weeks preparatory work, and 10 weeks of active use, weather and snow conditions permitting.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Warming Shelter	<ul style="list-style-type: none"> • Shall be checked and kept clean, functional and stocked with necessary supplies daily by site supervisor during the season 	7 x wk.	70
Components	<ul style="list-style-type: none"> • Slides which are of wood construction are inspected annually and all broken, worn, missing, loose, defective hardware or other damage shall be repaired or replaced • Snowboarding runs include back to back ramps with a flat deck joining them are routinely inspected for safety concerns 	1 x yr.	1
Safety	<ul style="list-style-type: none"> • A daily checklist is performed at slides including structural components, resurfacing of the slide chute, snow build up on slide and runway, no holes, ruts, bare patches on the slide, base of slide or runway, hazardous obstacles such as rocks or debris with required maintenance immediately done. • Necessary signage including out of bound areas and areas to be used are posted to ensure the safe use of the patron • Snow depth on hills is continuously monitored to ensure appropriate cover with no bare patches or hazardous uneven surfaces 	5 x wk. A. R.	50
Litter	<ul style="list-style-type: none"> • Remove litter, debris and hazardous items daily 	5 x wk.	50
Vandalism	<ul style="list-style-type: none"> • Willful damage, arson and structural damage shall be addressed immediately • Unsafe components shall be locked out or fenced with warning signs posted to prevent any use 	5 x wk.	50
Lighting	<ul style="list-style-type: none"> • Lights are checked on a routine basis during the season 		

Walkways/Ski Trails

Walkways and ski trails provided throughout the city provides areas for the winter outdoor enthusiast to walk, run or cross country ski. They provide a safe, scenic and natural environment for the individual or family enjoyment. Walking paths are maintained for safety and cleared of snow. Cross country ski trails are groomed as soon as there is adequate snow cover.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Snow Clearing De-icing	<ul style="list-style-type: none"> Snow clearing/de-icing will be provided to walkways when conditions warrant 	A. R.	
Trails	<ul style="list-style-type: none"> Groom trails in accordance with the type of trails and locations as shown on plans (single, double or triple track) severe drifting or snow accumulation shall be sufficient cause to groom trails more frequently 	1 x wk.	8
Safety	<ul style="list-style-type: none"> Remove any hazardous obstacles to maintain the ski trails or walkways original clearances Post signage where required 	A. R.	
Equipment	<ul style="list-style-type: none"> Perform pre-operation check on equipment/vehicle; refuel as required Change appropriate equipment/vehicle fluids as directed Maintain acceptable standards while equipment/vehicle in operation At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicles of all debris Ensure all cutting chains/blades are sharp and in optimum operating condition Ensure all protective gear/clothing and safety equipment is in use Maintain equipment to the maintenance standards as per the Employee Handbook 		

Snow Clearing

Snow clearing is provided for park roadways, pathways, walkways and parking lots at designated sites such as libraries, arenas, swimming pools and winter park sites. This accommodates the safe passage of vehicles, patrons and keeps easy access for emergency vehicles. Snow clearing occurs after 2 cm of snow has accumulated over the entire surface or drifting has resulted in unsafe conditions.

Activity	Maintenance Guidelines	Average Frequency	# of Cycles /Year
Clearing	<ul style="list-style-type: none"> • Snow clearing shall be done in a safe manner with all safety warning equipment operational • Slippery surface is to be sanded or salted as required 	A. R.	
Equipment	<ul style="list-style-type: none"> • Perform pre-operation check on equipment/vehicle; refuel as required • Change appropriate equipment/vehicle fluids as directed • Maintain acceptable standards while equipment/vehicle in operation • At end of task or workday perform required maintenance, refuel, wash and clean equipment/vehicles of all debris • Ensure all cutting chains/blades are sharp and in optimum operating condition • Ensure all protective gear/clothing and safety equipment is in use • Maintain equipment to the maintenance standards as per the Employees Handbook 	A. R.	