

**FAC 7522 Athletic Field**

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Source: Inflated from previous FY using ENR labor and material cost indices to measure actual inflation

Original Source: Fairfax County VA Park Authority

# **Park Maintenance Standards**

## **Fairfax County Park Authority**

# Foreword

The responsibility of maintaining the Fairfax County Park Authority's multitude of diverse facilities contained in over 23,000 acres of parkland and over 400 parks is shared by multiple operations with the Agency.

- The Park Operations Division manages all of the Park Authority's non-staffed parks and provides maintenance support to all staffed parks. There are six geographically defined maintenance operations (Area Crews) spread across the County that manage all aspects of maintenance in non-staffed parks and provide outside maintenance support to staffed parks within their defined areas. There are also five operations (Equipment Support, Facility Support, Forestry Crew, Mobile Crew, Turf Crew) that provide specialized maintenance support to the Area Crews and indoor and outdoor operations at the staffed parks countywide.
- The Park Services Division's manages maintenance operations at each of its golf courses, lake front parks, and within all of its RECenters.
- The Resource Management Division manages maintenance operations at many of its staffed parks, an active farm, and a garden park.

Due to the large number of parks requiring care, diversity of facilities within each park, and with the responsibility for maintaining varied types of facilities shared at times by multiple operations; the Park Authority has established a set of standards that are not defined by individual parks or park classification types, but are defined by facility types which allows the individual maintenance operations to customize their operations plans and to apply standards for only those facilities which they have responsibility for. The Park Authority's maintenance standards require the same frequency and standard of maintenance to be applied to all like facilities. For facilities that are similar in type but for varied reasons may require a different frequency or standard of maintenance, the standards are defined for the different levels of care.

Maintenance Tasks that are routine or recurring in nature are identified and listed for each Facility Type. The information relevant to each Maintenance Task is presented in three categories: Frequency, Labor Hours per Recurrence, and Total Annual Labor Hours. The Frequency identified with each Maintenance Task identifies how often maintenance is to occur and may show time frames for when during the year it should occur. When applicable, a total amount of occurrences per year is also given. The information provided can be used as a basis for the development of a preventive maintenance program when compared to the established maintenance inventory.

A standard has been created that identifies the total number of Labor Hours per Recurrence that are needed to complete a task. Since the number of staff available to complete tasks varies from operation to operation and day to day, the standards have been designed to allow each operation to determine the hours needed to complete the tasks regardless of the staff available to them. This also provides operations with varied crew sizes flexibility in determining how to efficiently and effectively complete multiple tasks. Tasks can either be completed by one staff member or by multiple staff members, depending upon the nature of the task. When one staff member is assigned to complete a task then the figure shown for that task under the Labor Hours per Recurrence category is approximately how long the task should take to complete. When multiple staff members are assigned to complete a task, then the figure shown for that task under the Labor Hours per Recurrence category can be divided by the number of staff members available to complete the task which will result in a figure that shows approximately how long the task should take to complete.

Maintenance tasks are reported and tracked through an Integrated Workplace Management System called Tririga. Tririga automates service requests and self service requests in demand maintenance, preventive maintenance, and project management for dispatching, approvals, scheduling, cost tracking, and reports such as leases, inventory, equipment use/life expectancy, and expenses. Park staff can initiate, track, manage, and report on all requests online.

Reviewed March 2014



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Park Operations Division Director

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# Amenities

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## Benches

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Conduct a Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
<b>Metal</b>	Replace Seat or Back	Every 10 Years	1.0	0.1
<b>Recycled</b>	Replace Seat or Back	Every 10 Years	1.0	0.1
<b>Wood</b>	Replace Seat or Back	Every 5 years	2.0	0.4
	Painting	Every 2 Years	1.5	0.3

## Bollards

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Safetly and Maintenance Inspection (per Site)	4 Times Annually	0.1	0.4
<b>Metal</b>	Painting	Every 5 Years	2.0	0.4
<b>Removable Bollard</b>	Painting and Replacing Reflective Tape	Every 5 Years	2.0	0.4



### Fencing and Railing

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All (Per 100' Section)	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Repairs	Every 2 Years	2.0	1.0

**Gates**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>All</b>	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Painting and Miscellaneous Repairs	Every 2 Years	1.0	0.5

### Guardrail and Barricades

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per 100 Linear Feet)	Safety and Maintenance Inspection	4 Times Annually	0.2	0.8
<b>Metal Guardrail</b> (Per 500 Linear Feet)	Repairs	Every 10 Years	2.0	0.2
<b>Wood Guardrail and Cable</b> (Per 200 Linear Feet)	Repairs	Every 3 Years	2.0	0.7

### Parking Lots

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per 25 Spaces)	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
		Weekly, 13 Times per Year (December - February)	0.1	1.3
	Reset Car Stops	Twice per Year	0.3	0.6
	Replace Car Stop	Annually	0.5	0.5
	Snow and Ice Removal	Average of 3 Events Annually	0.6	1.8
	Pot Hole Repairs	Twice per Year	0.5	1.0
<b>Asphalt</b> (Per 25 Spaces)	Cleaning	Twice per Year	0.5	1.0
	Spraying Weeds	Twice per Year	0.2	0.4
	Striping (Contracted service)	Every 3 Years	5.0	1.7
	Regrading	Annually	6.0	6.0
<b>Gravel</b> (Per 25 Spaces)	Spraying Weeds	Twice per Year	0.4	0.8

### Parking Lot and Roadway Lighting

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Lighting	Safety and Maintenance Inspection	Weekly	0.2	10.4
	Lamp Replacment and Other Repairs (Contracted Service)	Annually	2.0	2.0

## Roadways

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per 250 Linear Feet of Roadway)	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Snow and Ice Removal	Average of 3 Events Annually	0.4	1.2
<b>Asphalt</b> (Per 250 Linear Feet of Roadway)	Pot Hole Repairs	Twice per Year	0.5	1.0
	Striping (Contracted service)	Every 3 Years	0.7	0.2
<b>Gravel</b> (Per 250 Linear Feet of Roadway)	Regrading	Annually	3.0	3.0

## Signage

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All Types</b>	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
<b>Metal</b>	Replacement	Every 10 Years	1.0	0.1
<b>Wood</b>	Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Replacement	Every 10 Years	4.0	0.4

### Trash Receptacles

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
55 Gallon Can with Dome	Painting	Every 2 Years	1.0	0.5
	Replacement	Every 3 Years for Receptacle	1.5	0.5
		Every 5 Years for Dome	0.5	0.1
		Every 10 Years for 4" X 4" Wood Posts	2.0	0.2
30 Gallon Can	Replacement	Every 5 years	0.5	0.1



# Athletic Fields

## **Level 1 Athletic Fields - Lighted and Irrigated**

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**Level 1 - Ball Diamonds  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	3 Times Per Week, 96 Times per Year April - November)	0.80	76.80
		Weekly, 20 Times per Year (December - April)	0.80	16.00
	Amenity Inspection	Weekly, 32 Times per Year (April - November)	0.80	25.60
	Dragging and Raking Warning Tracks	Weekly, 32 Times per Year (April - November)	0.50	16.00
	Concrete Pads Cleaning	Every 2 Weeks, 16 Times per Year (April - November)	1.30	20.80
	Weeding Warning Tracks and Mowstrips	Every 2 Months, 4 Times per Year (April, June, August, October)	1.50	6.00
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Wet Lining	Twice Annually	1.00	2.00
	Bases and Plates Replacement	Annually	0.60	0.60
	Bases and Plates Set-Up	Annually	1.20	1.20
	Bleachers Maintenance and Repairs	Annually	2.60	2.60

**Level 1 - Ball Diamonds  
Lighted and Irrigated**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>All</b>	Fencing Maintenance and Repairs	Annually	11.30	11.30
	Adding Material to Warning Tracks and Mowstrips	Every 2 Years	1.50	0.75
	Foul Poles Maintenance and Repairs	Every 3 Years	4.50	1.49
	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4

**Level 1 - Ball Diamonds  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>60' or 70' - Grass Infield</b>	Daily Preparation	3 Times per Week, 96 Times per Year (April - November)	2.50	240.00
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.00	128.00
	Infield Edging	Annually	5.70	5.70
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	49.00	16.17
<b>60' or 70' - Skinned Infield</b>	Daily Preparation	3 Times per Week, 96 Times per Year (April - November)	2.60	249.60
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.00	128.00
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	43.00	14.19

**Level 1 - Ball Diamonds  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>65' - Skinned Infield</b>	Daily Preparation	3 Times per Week, 96 Times per Year (April - November)	2.60	249.60
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.00	128.00
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	43.00	14.19

**Level 1 - Ball Diamonds  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>90' - Grass Infield</b>	Daily Preparation	3 Times per Week, 96 Times per Year (April - November)	2.70	259.20
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.30	147.20
	Infield Edging	Annually	9.00	9.00
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	49.00	16.17
<b>90' - Skinned Infield</b>	Daily Preparation	3 Times per Week, 96 Times per Year (April - November)	2.60	249.60
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.30	147.20
	Infield Edging	Annually	5.50	5.50
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	43.00	14.19

**Level 1 - Rectangles  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	3 Times Per Week, 96 Times per Year (April - November)	0.80	76.80
		Weekly, 20 Times per Year (December - March)	0.80	16.00
	Mowing	Twice Weekly, 64 Times per Year (April - November)	1.50	96.00
	Amenity Inspection	Weekly, 32 Times per Year (April - November)	0.60	19.20
	Irrigation Maintenance and Repairs	Twice Annually	8.00	16.00
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Wet Lining	Twice Annually	6.30	12.60
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Field Renovation	Annually	8.30	8.30
	Goals Maintenance and Repairs	Every 2 Years	8.00	4.00
	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39

**Level 1 - Rectangles  
Lighted and Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4



**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	2 Times Per Week, 72 Times per Year (March - November)	0.80	57.60
		Weekly, 16 Times per Year (December - March)	0.80	12.80
	Dragging and Raking Warning Tracks	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Concrete Pads Cleaning	Every 2 Weeks, 18 Times per Year (March - November)	1.30	23.40
	Weeding Warning Tracks and Mowstrips	Every 2 Months, 4 Times per Year (April, June, August, October)	1.80	7.20
	Wet Lining	Twice Annually	1.00	2.00
	Bases and Plates Replacement	Annually	0.60	0.60
	Bases and Plates Set-Up	Annually	1.20	1.20
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Fencing Maintenance and Repairs	Annually	10.10	10.10
	Adding Material to Warning Tracks and Mowstrips	Every 2 Years	1.80	0.90
	Foul Poles Maintenance and Repairs	Every 3 Years	4.50	1.49

**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4

**Level 2 - Ball Diamonds**  
**Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>60' or 70' - Grass Infield, Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.80	28.80
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.50	180.00
	Mowing	Weekly, 32 Times per Year (March - November)	1.40	44.80
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Infield Edging	Annually	5.70	5.70
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20
<b>60' or 70' - Grass Infield, Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.50	180.00
	Mowing	Twice Weekly, 64 Times per Year (April - November)	1.40	89.60
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Infield Edging	Annually	5.70	5.70
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20

**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>60' or 70' - Skinned Infield, Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.80	28.80
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (March - November)	1.40	44.80
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20
<b>60' or 70' - Skinned Infield, Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Twice Weekly, 64 Times per Year (April - November)	1.40	89.60
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20

**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>65' - Skinned Infield, Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.80	28.80
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (March - November)	1.40	44.80
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20
<b>65' - Skinned Infield, Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Twice Weekly, 64 Times per Year (April - November)	1.40	89.60
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	40.00	13.20

**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>90' - Grass Infield, Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.80	28.80
	Daily Preparation	2 Times per Week, 72 Times per Year (April - November)	2.70	194.40
	Mowing	Weekly, 32 Times per Year (April - November)	2.00	64.00
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Infield Edging	Annually	9.00	9.00
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	43.00	14.19
<b>90' - Grass Infield, Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Daily Preparation	2 Times per Week, 72 Times per Year (April - November)	2.70	194.40
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.00	128.00
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Infield Edging	Annually	9.00	9.00
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	43.00	14.19

**Level 2 - Ball Diamonds  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>90' - Skinned Infield, Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.80	28.80
	Daily Preparation	2 Times per Week, 72 Times per Year (April - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (April - November)	2.00	64.00
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Infield Edging	Annually	5.50	5.50
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	40.00	13.20
<b>90' - Skinned Infield, Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Daily Preparation	2 Times per Week, 72 Times per Year (April - November)	2.60	187.20
	Mowing	Twice Weekly, 64 Times per Year (April - November)	2.00	128.00
	Irrigation Maintenance and Repairs	Twice Annually	8.60	17.20
	Infield Edging	Annually	5.50	5.50
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	40.00	13.20

**Level 2 - Rectangles  
Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	2 Times Per Week, 72 Times per Year (March - November)	0.80	57.60
		Weekly, 16 Times per Year (December - March)	0.80	12.80
	Wet Lining	Twice Annually	6.30	12.60
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Field Renovation	Annually	8.30	8.30
	Goals Maintenance and Repairs	Every 2 Years	8.00	4.00
	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4



**Level 2 - Rectangles**  
**Lighted or Irrigated (Not Both)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Irrigated</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Mowing	Twice Weekly, 64 Times per Year (April - November)	1.50	96.00
	Irrigation Maintenance and Repairs	Twice Annually	8.00	16.00
<b>Lighted</b>	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.60	21.60
	Mowing	Weekly, 32 Times per Year (April - November)	1.50	48.00
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40

**Level 3 - Ball Diamonds  
Not Lighted or Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	2 Times Per Week, 72 Times per Year (March - November)	0.80	57.60
		Weekly, 16 Times per Year (December - March)	0.80	12.80
	Amenity Inspection	Weekly, 36 Times per Year (March - November)	0.50	18.00
	Dragging and Raking Warning Tracks	Weekly, 32 Times per Year (April - November)	0.20	6.40
	Concrete Pads Cleaning	Every 2 Weeks, 18 Times per Year (March - November)	1.30	23.40
	Weeding Warning Tracks and Mowstrips	Every 2 Months, 4 Times per Year (April, June, August, October)	0.80	3.20
	Wet Lining	Twice Annually	1.00	2.00
	Bases and Plates Replacement	Annually	0.60	0.60
	Bases and Plates Set-Up	Annually	1.20	1.20
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Fencing Maintenance and Repairs	Annually	3.60	3.60
	Adding Material to Warning Tracks and Mowstrips	Every 2 Years	0.80	0.40

**Level 3 - Ball Diamonds  
Not Lighted or Irrigated**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>All</b>	Foul Poles Maintenance and Repairs	Every 3 Years	4.50	1.49
	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4

**Level 3 - Ball Diamonds  
Not Lighted or Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>60' or 70' - Grass Infield</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.50	180.00
	Mowing	Weekly, 32 Times per Year (April - November)	1.40	44.80
	Infield Edging	Annually	5.70	5.70
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 4 Years	18.00	4.50
<b>60' or 70' - Skinned Infield</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (April - November)	1.40	44.80
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	18.00	5.94

**Level 3 - Ball Diamonds  
Not Lighted or Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>65' - Skinned Infield</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (April - November)	1.40	44.80
	Infield Edging	Annually	4.00	4.00
	Mound Reconstruction	Annually	5.10	5.10
	Infield Renovation	Every 3 Years	18.00	5.94
<b>90' - Grass Infield</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.70	194.40
	Mowing	Weekly, 32 Times per Year (April - November)	2.00	64.00
	Infield Edging	Annually	9.00	9.00
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	21.00	6.93

**Level 3 - Ball Diamonds  
Not Lighted or Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>90' - Skinned Infield</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	2.60	187.20
	Mowing	Weekly, 32 Times per Year (April - November)	2.00	64.00
	Infield Edging	Annually	5.50	5.50
	Mound Reconstruction	Annually	6.50	6.50
	Infield Renovation	Every 3 Years	18.00	5.94
<b>T-Ball</b>	Daily Preparation	2 Times Per Week, 72 Times per Year (March - November)	1.10	79.20
	Mowing	Weekly, 32 Times per Year (April - November)	1.40	44.80
	Infield Edging	Annually	4.00	4.00
	Infield Renovation	Every 4 Years	18.00	4.50

**Level 3 - Rectangles  
Not Lighted or Irrigated**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	2 Times Per Week, 72 Times per Year (March - November)	0.80	57.60
		Weekly, 16 Times per Year (December - March)	0.80	12.80
	Amenity Inspection	Weekly, 36 Times per Year (April - November)	0.50	18.00
	Mowing	Weekly, 32 Times per Year (April - November)	1.50	48.00
	Wet Lining	Twice Annually	6.30	12.60
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Field Renovation	Annually	8.30	8.30
	Goals Maintenance and Repairs	Every 2 Years	8.00	4.00
	Player Benches Maintenance and Repairs	Every 3 Years	4.20	1.39
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4

**Level 4 - Ball Diamonds**  
**Synthetic Turf, Lighted and Non-Lighted**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	2 Times Per Week	0.80	83.20
	Concrete Pads Cleaning	Monthly	1.30	15.60
	Aluminum Player Benches Maintenance and Repairs	Annually	0.50	0.50
	Artificial Mound - Replace pitching plate and minor repairs	Annually	2.00	2.00
	Bases and Plates Set-Up	Annually	1.20	1.20
	Bases and Plates Replacement	Annually	0.60	0.60
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Fencing Maintenance and Repairs	Annually	11.30	11.30
	Foul Poles Maintenance and Repairs	Every 3 Years	4.50	1.49
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4



**Level 4 - Ball Diamonds**  
**Synthetic Turf, Lighted and Non-Lighted**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>60' or 70' - Lighted</b>	Amenity Inspection	Weekly	0.80	41.60
	Dragging/Grooming	Weekly	1.40	72.80
	Spot-Dress with Rubber Infill	Monthly	2.00	24.00
	Sweeping/Debris Removal	8 Times per Year, Mainly in Fall and Spring	1.40	11.20
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Spiking	Annually	1.40	1.40
	Top-Dress with Rubber Infill	Every 4 Years	4.00	1.00
<b>60' or 70' - Non-Lighted</b>	Amenity Inspection	Weekly	0.50	26.00
	Dragging/Grooming	Weekly	1.40	72.80
	Spot-Dress with Rubber Infill	Monthly	2.00	24.00
	Sweeping/Debris Removal	8 Times per Year, Mainly in Fall and Spring	1.40	11.20
	Spiking	Annually	1.40	1.40
	Top-Dress with Rubber Infill	Every 4 Years	4.00	1.00

**Level 4 - Ball Diamonds**  
**Synthetic Turf, Lighted and Non-Lighted**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>65' or Above - Lighted</b>	Amenity Inspection	Weekly	0.80	41.60
	Dragging/Grooming	Weekly	2.80	145.60
	Spot-Dress with Rubber Infill	Monthly	3.00	36.00
	Sweeping/Debris Removal	8 Times per Year, Mainly in Fall and Spring	2.80	22.40
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
	Spiking	Annually	2.80	2.80
	Top-Dress with Rubber Infill	Every 4 Years	8.00	2.00
<b>65' or Above - Non-Lighted</b>	Amenity Inspection	Weekly	0.50	26.00
	Dragging/Grooming	Weekly	2.80	145.60
	Spot-Dress with Rubber Infill	Monthly	3.00	36.00
	Sweeping/Debris Removal	8 Times per Year, Mainly in Fall and Spring	2.80	22.40
	Spiking	Annually	2.80	2.80
	Top-Dress with Rubber Infill	Every 4 Years	8.00	2.00

**Level 4 - Rectangles**  
**Synthetic Turf, Lighted and Non-Lighted**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>All</b>	Remove Ground Trash and Empty Receptacles	2 Times Per Week	0.80	83.20
	Dragging/Grooming	Weekly	2.80	145.60
	Spot-Dress with Rubber Infill	Monthly	1.00	12.00
	Wet Lining	6 Times per Year (As Needed)	2.50	15.00
	Sweeping/Debris Removal	8 Times per Year, Mainly in Fall and Spring	2.80	22.40
	Aluminum Player Benches Maintenance and Repairs	Annually	0.50	0.50
	Bleachers Maintenance and Repairs	Annually	2.60	2.60
	Spiking	Annually	2.80	2.80
	Goals Maintenance and Repairs	Every 2 Years	8.00	4.00
	Signage Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Metal Sign Replacement	Every 10 Years	1.0	0.1
	Wood Sign Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0
	Wood Sign Replacement	Every 10 Years	4.0	0.4
	Top-Dress with Rubber Infill	Every 4 Years	6.00	1.50

**Level 4 - Rectangles**  
**Synthetic Turf, Lighted and Non-Lighted**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>Lighted</b>	Amenity Inspection	Weekly	0.60	31.20
	Lighting Maintenance and Repairs	Twice Annually	2.20	4.40
<b>Non-Lighted</b>	Amenity Inspection	Weekly	0.50	26.00

### Turf Program

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Irrigated Fields</b> (Per Acre)	Fertilizer Applications	Monthly, 4 Times per Year (April, June, September, November)	0.80	3.20
	Aeration	Twice Annually	1.80	3.60
	Pesticide Applications	Twice Annually	1.30	2.60
	Field Inspections	Annually	0.80	0.80
	Overseeding	Annually	1.90	1.90
	Soil Amendments	Every 3 Years	0.80	0.26
	Soil Sampling	Every 3 Years	0.50	0.17
<b>Non-Irrigated Fields</b> (Per Acre)	Fertilizer Applications	Monthly, 3 Times per Year (April, June, October)	0.80	2.40
	Aeration	Twice Annually	1.80	3.60
	Field Inspections	Annually	0.80	0.80
	Overseeding	Annually	1.90	1.90
	Pesticide Applications	Annually	1.30	1.30
	Soil Amendments	Every 3 Years	0.80	0.26
	Soil Sampling	Every 3 Years	0.50	0.17

# Buildings

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<b>Heating and Cooing Systems</b>	<b>3-3</b>
<b>Water Supply and Sewer</b>	<b>3-4</b>

### Building Envelop and Interior

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Doors Exterior</b>	Safety and Maintenance Inspection	Annually	2.0	2.0
<b>Electrical Load Center</b>	Safety and Maintenance Inspection	Annually	1.0	1.0
<b>Elevators (RECenters)</b>	Safety and Maintenance Inspection (Contracted Service)	Monthly	1.0	12.0
<b>Emergency Lights</b>	Safety and Maintenance Inspection	Monthly	1.0	12.0
<b>Exhaust Fans</b>	Safety and Maintenance Inspection	Twice Annually	0.5	1.0
<b>Exit Lights</b>	Safety and Maintenance Inspection	Monthly	2.0	24.0
<b>Exterior</b> (Each Building)	Minor Repairs and Touch-Up Painting	Annually	10	10.0
	Repainting	Every 5 Years	300	60.0
<b>Fire Alarm</b>	Safety and Maintenance Inspection	Annually	3.0	3.0
<b>Fire Alarm Pull Stations</b>	Safety and Maintenance Inspection	Monthly	1.0	12.0
<b>Fire Extinguishers</b>	Safety and Maintenance Inspection	Annually	1.0	1.0
<b>Interior Lights</b>	Safety and Maintenance Inspection	Annually	2.0	2.0
<b>Interior Walls and Ceilings</b> (Per 1,000 Square Feet of Building Space)	Minor Repairs and Touch-Up Painting	Annually	30	30.0
	Repainting	Every 5 Years	160	32.0
<b>Kitchen Exhaust Hood</b>	Safety and Maintenance Inspection	Annually	1.0	1.0
<b>Motors 1 to 75 hp</b>	Safety and Maintenance Inspection	Annually	8.0	8.0

### Building Envelop and Interior

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Roof</b>	Safety and Maintenance Inspection	Annually	3.0	3.0
<b>Roof Drains\Gutters</b>	Cleaning, Safety and Maintenance Inspection (Contracted Service)	Twice Annually	4.0	8.0
<b>Security System</b>	Safety and Maintenance Inspection	Monthly	3.0	36.0
<b>Smoke Detectors</b>	Safety and Maintenance Inspection	Twice Annually	2.0	4.0
<b>Sprinkler System</b>	Safety and Maintenance Inspection	Annually	2.0	2.0
<b>Sump Pump</b>	Safety and Maintenance Inspection	Annually	2.0	2.0
<b>Water Heater</b>	Safety and Maintenance Inspection	Annually	1	1.0
<b>Wheel Chair Lifts (Historic Sites)</b>	Safety and Maintenance Inspection (Contracted Service)	Monthly	1.0	12.0
<b>Windows</b>	Safety and Maintenance Inspection	Annually	2.0	2.0



### Heating and Cooling Systems

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Boilers</b>	Cleaning, Safety and Maintenance Inspection	Annually	5.0	5.0
	Monthly Chemical Treatment	Monthly	1.0	12.0
<b>Chillers</b>	Safety and Maintenance Inspection	Annually	8.0	8.0
<b>Cooling Towers</b>	Safety and Maintenance Inspection	Annually	6.0	6.0
	Cleaning	4 Times Annually	6.0	24.0
<b>Geothermal</b>	Safety and Maintenance Inspection	Monthly	6.0	72.0
	Change Filters	4 Times Annually	4.0	16.0
<b>HVAC System Up to 5 Tons</b>	Safety and Maintenance Inspection	4 Times Annually	2.0	8.0
<b>HVAC System 5 Tons and Above</b>	Safety and Maintenance Inspection	4 Times Annually	4.0	16.0

### Water Supply and Sewer

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Backflow Preventer</b>	Safety and Maintenance Inspection	Annually	2.0	2.0
<b>Gravity Flow Septic System</b>	Cleaning, Safety and Maintenance Inspection (Contracted Service)	Every 3 Years	1.0	0.3
<b>Pumped Septic System</b>	Cleaning, Safety and Maintenance Inspection (Contracted Service)	Every 3 Years	1.0	0.3
<b>Sewer Ejector Pump</b>	Safety and Maintenance Inspection	Twice Annually	4.0	8.0
<b>Well System</b>	Safety and Maintenance Inspection	Annually	2.0	2.0

## **Farm and Equestrian Features**

<b>Farm Animals</b>	<b>4-1</b>
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### Farm Animals

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Animal Barns	Cleaning Stalls	Daily	2.0	730.0
Dairy Cow	Milking	Twice Daily	1.0	730.0
Livestock and Poultry	General Maintenance and cleaning	Twice Daily	1.0	730.0
Pasture	Remove Ground Trash and Empty Receptacles	Weekly	1.0	52.0
	Safety and Maintenance Inspection	Weekly	0.5	26.0
	Fertilizing and Seeding	Twice Annually	30.0	60.0
	Mowing	Annually	25.0	25.0

## Fencing

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per 100' Section)	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Repair	4 Times Annually	2.0	8.0
	Paint fence	Every 5 years	16.0	3.2
	Replace	Every 10 Years	32.0	3.2

### Horse Stalls

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Weekly, 35 Times per Year (April - November)	1.0	35.0
		Monthly, 4 Times per Year (December - March)	1.0	4.0
	Safety and Maintenance Inspection	Weekly, 35 Times per Year (April - November)	1.5	52.5
		Monthly, 4 Times per Year (December - March)	1.0	4.0
	Emptying Manure Bin	Twice Monthly, 16 Times per Year (April - November)	15.0	240.0
	Grinding Manure	Monthly	8.0	96.0
	Miscellaneous Repairs	Weekly	2.0	104.0

### Indoor Riding Arenas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.3	109.5
	Remove Ground Trash and Empty Receptacles	Daily	0.2	73.0
	Bathrooms and Office Cleaning	Daily	0.5	182.5
	Refurnishing Jumps	Annually	40.0	40.0
Riding surface	Drag	Twice Weekly, 60 Times per Year (October - April)	1.0	60.0
		Weekly, 22 Times per Year (May - September)	1.0	22.0
	Water	Twice Weekly, 60 Times per Year (October - April)	1.0	60.0
		Weekly, 22 Times per Year (May - September)	1.0	22.0
	Level	Twice Annually	6.0	12.0

### Outdoor Riding Arenas

Description		Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Frying Pan Farm Park</b>	Remove Ground Trash and Empty Receptacles	Daily	0.2	73.0
	Safety and Maintenance Inspection	Daily	0.2	73.0
	Refurnish picnic tables/ bleachers	Annually	40.0	40.0
	Drag Riding Surface	Monthly	1.0	12.0
	Water	Monthly, 9 Times per Year (March - November)	1.0	9.0
	Level	Annually	6.0	6.0
	Supervision and Aid of equestrian Shows	Weekly	16.0	832.0
<b>Turner Farm Park</b>	Remove Ground Trash and Empty Receptacles	Daily	0.2	73.0
	Safety and Maintenance Inspection	Daily	0.2	73.0
	Refurnish picnic tables/ bleachers	Annually	40.0	40.0
	Drag Riding Surface	Monthly	1.0	12.0
	Water	Monthly, 9 Times per Year (March - November)	1.0	9.0
	Level	Annually	6.0	6.0



### Frying Pan Farm Park Buildings

Description		Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Visitor Center	Event Clean up	Twice Weekly	3.0	312.0
	Restrooms and Entry Cleaning	Daily	0.5	182.5
School House	Cleaning	Daily, 6 Days per Week	0.5	156.0
Elmore Farm	Restrooms Cleaning	Weekly	0.5	26.0
Meeting House	Inspection of Building and Surrounding Area	Twice Annually	1.0	2.0

## **Forested and Other Treed Areas**

<b>Downed Trees</b>	<b>5-1</b>
<b>Miscellaneous Tree Work</b>	<b>5-1</b>
<b>Park Inspections</b>	<b>5-1</b>
<b>Tree Spoils</b>	<b>5-1</b>
<b>Upright Trees</b>	<b>5-2</b>

### Forested and Other Treed Areas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Downed Trees</b>	Cutting Up a Downed Tree	Per Tree	7.5	7.5
<b>Miscellaneous Tree Work</b>	Flagging	Per Job	14	14
	Winching Trees	Per Tree	4	4
<b>Park Inspections</b>	Citizen Contact Follow Up	Per Job	2	2
	Developed Parks	Every 3 Years	4	1.32
	Playgrounds	Every 2 Years	1	0.5
<b>Tree Spoils</b>	Chipping of Brush	Per Tree	6	6
	Debris Dispersion	Per Job	3	3
	Removal of Wood from Site	Per Tree	9	9
	Stump Removal	Per Tree	4	4

### Forested and Other Treed Areas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Upright Trees	Cabling Trees	Per Tree	3	3
	Felling of a Live or Dead Tree	Per Tree	3	3
	Putting a Hand Line in Tree	Per Tree	1	1
	Tree Pruning via Climbing	Per Tree	4.5	4.5
	Tree Pruning From a Bucket Truck	Per Tree	3	3
	Tree Removal From a Bucket Truck	Per Tree	4.5	4.5
	Tree Pruning From the Ground	Per Tree	2	2
	Tree Removal via Climbing	Per Tree	12	12
	Tree Removal with Crane (Contracted Service)	Per Tree	6	6
	Tree Removal without Crane (Contracted Service)	Per Tree	3	3

# **Golf Courses**

<b>Driving Ranges</b>	<b>6-1</b>
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<b>General Course Maintenance</b>	<b>6-4</b>
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### Driving Ranges

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.2	73.0
	Remove Ground Trash and Empty Receptacles	Twice Daily, 428 Times per Year, (April - October)	0.2	85.6
		Daily, 151 Times per Year (November - March)	0.2	30.2
	Collect Range Balls	5 Times Daily, 1,070 Times Per Year (April - October)	1.0	1070.0
		2 Times Daily, 302 Times Per Year (November - March)	1.0	302.0
	Collect Range Ball Baskets	3 Times Daily, 642 Times Per Year (April - October)	0.4	256.8
		Daily, 151 Times Per Year (November - March)	0.4	60.4
	Blow Off Surface (Per 10 Stations)	Weekly, 30 Times per Year (April - October)	0.1	3.0
		Monthly, 5 Times per Year (November - March)	0.1	0.5
	Fairway with Tri Plex reel mower (Per Acre)	Twice Weekly, 70 Times per Year (April - November)	1.5	105.0

### Driving Ranges

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Fairway with 5-Gang reel mower (Per Acre)	Twice Weekly, 70 Times per Year (April - November)	0.7	49.0
	Irrigation Operation and Maintenance Inspection	Weekly, 35 Times per Year (March - November)	0.1	3.5
	Leaf and Debris Removal (Per Acre)	4 Times Annually	0.5	2.0
	Irrigation Head Repair	Annually	1.0	1.0
	Valve Repair	Annually	1.0	1.0
<b>Station</b>	Change Mat	Every 2 Years	0.2	0.1

### Fairways

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.1	36.5
	Fairway with Tri Plex reel mower (Per Acre)	3 Times Weekly, 105 Times per Year (April - November)	1.5	157.5
	Fairway with 5-Gang reel mower (Per Acre)	3 Times Weekly, 105 Times per Year (April - November)	0.7	73.5
	Irrigation Operation and Maintenance Inspection	Weekly, 35 Times per Year (March - November)	0.1	3.5
	Spot Watering	35 Times Annually	0.3	10.5
	Leaf and Debris Removal (Per Acre)	22 Times Annually	0.5	11.0
	Irrigation Head Repair	Annually	1.0	1.0
	Valve Repair	Annually	1.0	1.0



**General Course Maintenance  
(18 Hole Course)**

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Ground Trash and Empty Receptacles	Twice Daily, 428 Times per Year, (April - October)	1.5	642.0
		Daily, 151 Times per Year (November - March)	1.5	226.5
	Water Coolers - Clean, Fill and Place (Per 5 Coolers)	Daily, 214 times per Year (April - October)	1.0	214.0
	Irrigation Programing	Daily, 245 Times per Year (March - November)	0.5	122.5
	Mowing (Per 1,000 Square Feet)	Twice Weekly, 70 Mowings per Year	0.2	14.0
	General Irrigation Leak Repairs	10 Repairs Annually	2.5	25.0
	Irrigation Pump Service	6 Times Annually	0.3	1.8
	Irrigation System Spring Start-Up and Winterization (18 Hole Course)	Twice Annually	8.0	16.0

## Greens

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.1	36.5
	Cut Holes	Daily, 225 Times per Year	0.1	22.5
	Mow with Tri Plex Reel Mower (Per 6,000 Square Feet)	Daily, 210 Mowings per Year	0.3	63.0
	Mow with Walk Behind Reel Mower (Per 6,000 Square Feet)	Daily, 210 Mowings per Year	0.4	84.0
	Irrigation Operation and Maintenance Inspection (Per Green)	Weekly, 35 Times per Year (March - November)	0.1	3.5
	Spot Watering (Per Green)	70 Times Annually	0.3	21.0
	Leaf and Debris Removal (Per 6,000 Square Feet)	34 Times per Year	0.2	6.8
	Irrigation Head Repair	Annually	1.0	1.0
	Valve Repair	Annually	1.0	1.0

### Power and Pull Carts

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Power Carts</b>	Clean, Charge, Safety and Maintenance Inspection	Daily	0.2	73.0
<b>Pull Carts</b>	Safety and Maintenance Inspection (Per 20 Carts)	Daily	0.1	36.5
	Service and Repair As Necessary (Per Cart)	Monthly	0.1	1.2

### Putting Greens

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.1	36.5
	Cut Holes	Daily, 275 Times per Year	0.1	27.5
	Mow with Tri Plex Reel Mower (Per 6,000 Square Feet)	Daily, 210 Mowings per Year	0.3	63.0
	Mow with Walk Behind Reel Mower (Per 6,000 Square Feet)	Daily, 210 Mowings per Year	0.4	84.0
	Irrigation Operation and Maintenance Inspection	Weekly, 35 Times per Year (March - November)	0.1	3.5
	Spot Watering	70 Times Annually	0.3	21.0
	Leaf and Debris Removal (Per 6,000 Square Feet)	4 Times per Year	0.2	0.8
	Irrigation Head Repair	Annually	1.0	1.0
	Valve Repair	Annually	1.0	1.0

## Roughs

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Mowing</b> (Per Acre)	Mow with 3-Gang Pull Behind	Twice Weekly, 70 Mowings per Year	1.2	84.0
	Mow with 5-Gang Pull Behind	Twice Weekly, 70 Mowings per Year	0.6	42.0
	Mow with 7-Gang Pull Behind	Twice Weekly, 70 Mowings per Year	0.4	28.0
	Mow with 72" Outfront Mower	Twice Weekly, 70 Mowings per Year	2.0	140.0
	Mow with 32" Walk Behind	Twice Weekly, 70 Mowings per Year	4.2	294.0
	Mow with 10' Outfront Mower	Twice Weekly, 70 Mowings per Year	0.5	35.0
	Roughs with Zero turn 48" to 72"	Twice Weekly, 70 Mowings per Year	1.8	126.0

### Sand Traps

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per 5, 000 Square Feet)	Rake	Every Other Day, 138 Days per Year (March - Novemer)	0.2	27.6
		Weekly, 13 Times per Year (December - February)	0.2	2.6
	Edge	3 Times Annually	1.0	3.0
	Weed Control	3 Times Annually	0.2	0.6
	Fill and Level	2 Times Annually	0.5	1.0

## Tees

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	0.1	36.5
	Move Tee Markers	Daily, 225 Times per Year	0.1	22.5
	Mow with Tri Plex Reel Mower (Per 6,000 Square Feet)	3 Times Weekly, 105 Mowings per Year	0.3	31.5
	Irrigation Operation and Maintenance Inspection	Weekly, 35 Times per Year (March - November)	0.1	3.5
	Spot Watering	70 Times Annually	0.3	21.0
	Leaf and Debris Removal (Per 6,000 Square Feet)	4 Times per Year	0.2	0.8
	Irrigation Head Repair	Annually	1.0	1.0
	Valve Repair	Annually	1.0	1.0

### Turf Maintenance

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Aeration</b> (Per 6,000 Square Feet)	Greens - Solid Tines	4 Times Annually	0.7	2.8
	Tees - Solid Tines	4 Times Annually	0.7	2.8
	<u>Greens - Core Tines with Cores Picked Up</u>	Annually	1.4	1.4
	Tees - Core Tines with Cores Picked Up	Annually	1.4	1.4
	Tees - Core Tines with Cores Dragged In	Annually	1.2	1.2
<b>Aeration</b> (Per Acre)	Fairways - Solid Tines	Twice Annually	1.2	2.4
	Roughs - Solid Tines	Twice Annually	1.0	2.0
	Fairways - Core Tines with Cores Dragged In	Annually	1.6	1.6
<b>Fertilizer</b>	Granular Application with Lily Spreader (Per Acre)	4 Times Annually	0.3	1.2
<b>Liquid Application - Any Product</b>	Liquid Application with 100 Gallon Spray Tank (Per 6,000 Square Feet)	3 Times Annually	0.1	0.3
	Liquid Application with 200 Gallon Spray Tank (Per Acre)	3 Times Annually	0.3	0.9
	Preperation and Loading Spray Tanks	6 Times Annually	0.3	1.8
	Calibrating Spray Tank	6 Times Annually	0.3	1.8



### Turf Maintenance

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Pesticide</b>	Granular Application with Lily Spreader (Per Acre)	2 Times Annually	0.3	0.6
<b>Seeding</b>	Power Seeding Greens (Per 6,000 Square Feet)	Annually	0.7	0.7
	Power Seeding Fairways (Per Acre)	Annually	0.7	0.7
	Broadcast Seeding After Aeration On Greens (Per 6,000 Square Feet)	Annually	0.2	0.2
	Broadcast Seeding After Aeration in Fairway (Per Acre)	Annually	0.2	0.2
<b>Thatch removal per 6000 sqft</b> (Per 6,000 Square Feet)	Greens and Bentgrass Tees with Debris Removal	Annually	1.2	1.2
	All Other Areas Without Debris Removal	Annually	0.7	0.7
<b>Top Dressing</b> (Per 6,000 Square Feet)	Fine Turf Areas with Core Aeration and Brush In	Annually	0.7	0.7
	Light Application On Greens for Speed and Turf Managment	Annually	0.4	0.4
<b>Wetting Agents - Nutrients</b>	Granular Application with Walk Behind Spreader (Per 6,000 Square Feet)	Annually	0.2	0.2

# Managed Landscapes

One of the Maintenance Tasks associated with some of the facilities in the Managed Landscapes section is mowing. The Park Authority has established five levels of mowing classifications that are applied to a portion of or all of the mowing areas within a park.

**Class A** – Formal lawn areas which typically are associated with facilities that are rented for weddings, meetings, or parties. Areas are mowed once every seven days at a height of 2 ½”.

**Class B** – Parks containing one or more developed facility. Facilities include: staffed facilities not already mowed as a Class “A”, recreation centers, athletic fields, courts, playgrounds, picnic and pavilion areas, amphitheaters, active historical and cultural resource properties, and master planned open play areas. Trail systems that do not directly support a developed facility, or are not within a park with a developed facility, will not be mowed as a Class “B”. Areas are mowed once every 14 days at a height of 2 ½” to 3”.

**Class C** – (This Class is also addressed in the Trails and Crossings Section) Parks containing areas with established and maintained natural surface trails (i.e. grass, dirt, woodchip), or street frontage developed with a sidewalk or surfaced roadside trail within a residential area, not already being mowed as part of a Class “A” or “B” site. Areas are mowed once every 28 days at a height of 2 ½” to 3”.

**Class D** – (This Class is addressed in the Trails and Crossings Section) Parks containing areas with surfaced trails (i.e. concrete, stone dust, gravel, asphalt), that are not already being mowed as part of a Class “A”, “B”, or “C” site. If there is street frontage with a sidewalk or surfaced roadside trail that connects to a Park Authority maintained trail and is adjoining a commercial or industrial area, then the street frontage should be mowed along with the trail. These trails are typically within a stream valley or a park without any developed facilities. Areas are mowed 3 times per year at a height of 3” to 4”.

**Class E** – Parks containing areas that are designated for meadow management, stormwater features where woody plants are undesirable, or planned for future development. It may be necessary to remove any large diameter trees and bushes prior to mowing. Areas are mowed once every 1 to 2 years at a height of 3” to 4”.

Much of the Park Authority’s mowing is performed with contracted mowing services. Staff performs all specialized mowing such as the mowing of athletic fields and golf courses, the mowing of facilities that require infrequent mowing like trails and meadows, and the mowing of parks where contracted mowing services have not yet been established.

<b>Gardens and Landscape Beds</b>	<b>7-1</b>
<b>General Grounds</b>	<b>7-2</b>
<b>Meadows and Fields</b>	<b>7-3</b>

### Gardens and Landscape Beds

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Landscape Beds</b>  (Per 1,000 Square Feet of Bed)	Weeding	Monthly, 8 Times per Year (April - November)	0.5	4
	Integrated Pest Management	Monthly, 8 Times per Year (April - November)	0.2	1.6
	Pruning	4 Times Annually	0.5	2
	Mulching	Twice Annually	1	2
	Planting of Annuals	Annually	4	4
<b>Public Plots</b>	Remove Ground Trash and Empty Receptacles	Weekly	0.5	26.0
	Safety and Maintenance Inspection	Twice Annually	0.5	1.0
	Debris Removal	Annually	4.6	4.6
	Maintain Roadways	Annually	3.0	3

### General Grounds

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per Acre)	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
		Weekly, 13 Times per Year (December - February)	0.1	1.3
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Ground Repairs	Every 2 Years	2.0	1.0
<b>Mowing - Class A</b> (Per Acre)	Bulk and Trim Mowing - By Staff	Weekly, 32 Times per Year (April - Mid-November)	1.6	51.2
	Contracted Mowing - Staff Site Inspections	Weekly, 32 Times per Year (April - Mid-November)	0.3	9.6
<b>Mowing - Class B</b> (Per Acre)	Bulk and Trim Mowing - By Staff	Every 14 Days, 16 Times per Year (April - Mid-November)	1.3	20.8
	Contracted Mowing - Staff Site Inspections	Every 14 Days, 16 Times per Year (April - Mid-November)	0.3	4.8
<b>Mowing - Class C</b> (Per Acre)	Bulk and Trim Mowing - By Staff	Monthly (Every 28 Days), 9 Times per Year (April - Mid-November)	1.2	10.8
	Contracted Mowing - Staff Site Inspections	Monthly (Every 28 Days), 9 Times per Year (April - Mid-November)	0.3	2.7

### Meadows and Fields

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b> (Per Acre)	Remove Ground Trash	Monthly	0.3	3.6
<b>Mowing - Class E</b> (Per Acre)	Bulk Mowing - By Staff	Annually	2.6	2.6

# Operating Equipment

Staff members using equipment or performing maintenance or repairs on equipment should always follow the instructions and guidelines from the Operators Manual provided with each piece of equipment.

The Park Authority's vehicles and trailers are maintained and repaired by the Fairfax County's Department of Vehicle Services and are therefore not covered within the Park Authority's Maintenance Standards.

**Large Engine Equipment**

**8-1**

**Small Engine Equipment**

**8-4**

### Large Engine Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Front End Loaders</b>	Cleaning and Safety Inspection	Daily (Typically 50 Times per Year)	0.5	25.0
	Routine Preventive Maintenance	Twice Annually	4.0	8.0
	Repairs	Annually	2.0	2.0
<b>Heavy Construction</b> (Grader, Roller, Asphalt Spreader, Chipper, Skid Steer, Dozer)	Cleaning and Safety Inspection	Daily (Typically 50 Times per Year)	0.5	25.0
	Routine Preventive Maintenance	Twice Annually	8.0	16.0
	Repairs	Annually	2.0	2.0
<b>Infield Conditioners</b>	Cleaning and Safety Inspection	Daily (Typically 105 Times per Year)	0.5	52.5
	Routine Preventive Maintenance	3 Times Annually	2.0	6.0
	Repairs	Annually	2.0	2.0
<b>Off-Road Utility Vehicles</b>	Cleaning and Safety Inspection	Daily (Typically 120 Times per Year)	0.5	60.0
	Routine Preventive Maintenance	Twice Annually	4.0	8.0
	Repairs	Annually	2.0	2.0



### Large Engine Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Outfront Mowers 6' and Below</b>	Cleaning and Safety Inspection	Daily (Typically 105 Times per Year)	0.5	52.5
	Blade Sharpening	Weekly, 35 Times per Year	1.0	35.0
	Routine Preventive Maintenance	Twice Annually	4.0	8.0
	Repairs	Annually	2.0	2.0
<b>Outfront Mowers 10' and Above</b>	Cleaning and Safety Inspection	Daily (Typically 120 Times per Year)	0.5	60.0
	Blade Sharpening	Weekly, 35 Times per Year	1.0	35.0
	Routine Preventive Maintenance	Twice Annually	6.0	12.0
	Repairs	Annually	2.0	2.0
<b>Reel Mowers</b>	Cleaning and Safety Inspection	Daily (Typically 230 Times per Year)	0.5	115.0
	Blade Sharpening	Quarterly	5.0	20.0
	Routine Preventive Maintenance	Twice Annually	2.0	4.0
	Repairs	Annually	2.0	2.0
	Rebuild Reel Units	Annually	4.0	4.0

### Large Engine Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Tractors</b>	Cleaning and Safety Inspection	Daily (Typically 30 Times per Year)	0.5	15.0
	Routine Preventive Maintenance	Twice Annually	4.0	8.0
	Repairs	Annually	2.0	2.0
<b>Walkbehind Mowers</b>	Cleaning and Safety Inspection	Daily (Typically 105 Times per Year)	0.5	52.5
	Blade Sharpening	Weekly, 35 Times per Year	1.0	35.0
	Routine Preventive Maintenance	3 Times Annually	2.0	6.0
	Repairs	Annually	2.0	2.0
<b>Ice Resurfacer</b>	Cleaning and Safety Inspection	Daily	0.5	182.5
	Routine Preventive Maintenance	3 Times Annually	2.0	6.0
	Repairs	Annually	4.0	4.0

### Small Engine Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Blowers</b>	Cleaning and Safety Inspection	Daily (Typically 40 Times per Year)	0.2	8.0
	Routine Preventive Maintenance	Annually	1.0	1.0
	Repairs	Annually	2.0	1.0
<b>Chainsaw</b>	Cleaning, Sharpening and Adjusting	Daily (Typically 60 Times per Year)	1.5	90.0
	Replacing Chain	Monthly	0.3	3.6
	Replacing Chain Bar	3 Times Annually	0.3	0.9
	Repairs	Annually	2	2.0
<b>Edger</b>	Cleaning and Safety Inspection	Daily (Typically 10 Times per Year)	0.2	2.0
	Routine Preventive Maintenance	Annually	1.5	1.5
	Repairs	Annually	2.0	1.0
<b>Generators</b>	Cleaning and Safety Inspection	Daily (Typically 20 Times per Year)	0.2	4.0
	Routine Preventive Maintenance	Annually	1.0	1.0
	Repairs	Every 2 Years	2.0	1.0

### Small Engine Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Hedge Trimmers</b>	Cleaning and Safety Inspection	Daily (Typically 20 Times per Year)	0.2	4.0
	Routine Preventive Maintenance	Annually	1.5	1.5
	Repairs	Every 2 Years	2.0	1.0
<b>Pole Saw</b>	Cleaning and Safety Inspection	Daily (Typically 20 Times per Year)	0.2	4.0
	Routine Preventive Maintenance	Annually	2.5	2.5
	Repairs	Every 2 Years	2.0	1.0
<b>Sod Cutter</b>	Cleaning and Safety Inspection	Daily (Typically 10 Times per Year)	0.2	2.0
	Routine Preventive Maintenance	Annually	1.5	1.5
	Repairs	Every 2 Years	2.0	1.0
<b>String Trimmers</b>	Cleaning and Safety Inspection	Daily (Typically 105 Times per Year)	0.2	21.0
	Routine Preventive Maintenance	Annually	2.0	2.0
	Repairs	Every 2 Years	2.0	1.0

## Other Park Features

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### Amphitheaters

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Mason District Park</b>	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
		Weekly, 13 Times per Year (December - February)	0.1	1.3
	Safety and Maintenance Inspection	Weekly, 39 Times per Year (March - November)	0.2	7.8
		Monthly, 3 Times per Year (December - February)	0.2	0.6
	Painting and Miscellaneous Repairs	Annually	8	8.0
	Replenish Surfacing	Annually	6	6.0
<b>All Others</b>	Remove Ground Trash and Empty Receptacles	Twice Weekly, 26 Times per Year (June - August)	0.1	2.6
		Weekly, 39 Times per Year (September - May)	0.1	3.9
	Safety and Maintenance Inspection	Weekly, 39 Times per Year (March - November)	0.2	7.8
		Monthly, 3 Times per Year (December - February)	0.2	0.6
	Painting and Miscellaneous Repairs	Annually	8	8.0
	Replenish Surfacing	Annually	6	6.0

### Campgrounds

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily	1.5	547.5
	Remove Ground Trash, Empty Receptacles, and Clean Bathhouse	Daily, 7 Days per Week, 252 Days per Year (March - November)	7.0	1764.0
		Daily, 5 Days per Week, 60 Days per Year (December - April)	3.0	180.0
	Debris Removal, Cleaning of Grills, and Repairs as Needed	Weekly, 36 Times per Year (March - November)	8	288
		Monthly (December - February)	4	12
	Mowing	Weekly (April - November)	33	1056.0
	Snow and Ice Removal	Average of 3 Events Annually	8	24
	Leaf Removal and Gutter Cleaning	Annually	180	180.0
	Prepping and Painting Grills	Annually	66	66
	Painting and Repairing Picnic Tables	Annually	205	205
	Raking Sites and Repairing Roads	Weekly, 31 Times per Year (May - November)	6	186

### Carousels

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily, 214 Times per Year (April - October)	0.2	42.8
		Monthly, 5 Times per Year (November - March)	0.2	1.0
	Remove Ground Trash and Empty Receptacles	Daily, 214 Times per Year (April - October)	0.5	107.0
		Monthly, 5 Times per Year (November - March)	0.2	1.0
	Preventive Maintenance (Cleaning, greasing, oiling)	Monthly, 7 Times Per Year (April - October)	2.0	14.0
	Teardown and Assembly - Burke Lake	Twice Annually	48.0	96.0
	- Other Parks	Twice Annually	16.0	32.0
	Painting and Miscellaneous Repairs	Annually	6.0	6.0



### Fitness Courses

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Station	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Replenish Surfacing	Every 2 Years	1	0.5
	Painting and Miscellaneous Repairs	Every 2 Years	2.0	1.0

### Frisbee Golf Courses

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Station	Remove Ground Trash and Empty Receptacles	Weekly	0.10	5.20
	Safety and Maintenance Inspection	4 Times Annually	0.10	0.40
	Mowing	Monthly, 8 Times per Year (April - November)	1.00	8.00
	Pruning - Trees and Shrubs	Annually	1.50	1.50
	Repairs	Every 2 Years	1.00	0.50

### Marinas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Lake</b>	Remove Trash from Shoreline	Weekly, 21 Times per Year (May - September)	12.0	252.0
	Storm Clean-up	Average of 3 Events Annually	16.0	48.0
<b>Launch Area</b>	Safety and Maintenance Inspection	Daily, 214 Times per Year (April - October)	0.2	42.8
		Weekly, 21 Times per Year (November - March)	0.2	4.2
	Remove Ground Trash and Empty Receptacles	Daily, 214 Times per Year (April - October)	0.2	42.8
		Weekly, 21 Times per Year (November - March)	0.2	4.2
	Miscellaneous Repairs	Annually	2.0	2.0
<b>Paddle Boats</b>	Safety and Maintenance Inspection	Per Use, 4,200 Inspections per Year	0.1	420.0
	Miscellaneous Repairs (Per 10 Boats)	Annually (As Needed)	2.0	2.0
<b>Row Boats</b>	Safety and Maintenance Inspection	Per Use, 5,600 Inspections per Year	0.1	560.0
	Miscellaneous Repairs (Per 10 Boats)	Annually (As Needed)	1.0	1.0

### Marinas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Canoes</b>	Safety and Maintenance Inspection	Per Use, 1,650 Inspections per Year	0.1	165.0
	Miscellaneous Repairs (Per 10 Boats)	Annually (As Needed)	1.0	1.0
<b>Row Boats W/Trolling Motor</b>	Safety and Maintenance Inspection	Per Use, 1,040 Inspections per Year	0.1	104.0
	Battery Inspection and Charge	Per Use, 1,040 Inspections per Year	0.1	104.0
	Motor Repair	Annually, 150 Repairs per Year	0.5	75.0

### Miniature Golf Courses

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Daily, 130 Times per Year (May - October)	1.0	130.0
	Remove Ground Trash and Empty Receptacles	Daily, 130 Times per Year (May - October)	0.2	26.0
	Blowing Off All Surfaces	Daily, 130 Times per Year (May - October)	0.5	65.0
	Mowing	Every 10 Days, 22 Times per Year (April - November)	3.0	66.0
	Pruning of Shrubs	Twice Annually	8.0	16.0
	Winterize and Start-Up Water Features	Twice Annually	15.0	30.0
	Miscellaneous Hole Repairs	Annually	36.0	36.0
	Painting and Repairing of Benches	Every 2 Years	1.0	0.5
	Painting and Repairing of Bridges	Every 2 Years	2.0	1.0

### Off-Leash Dog Areas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
		Weekly, 13 Times per Year (December - February)	0.1	1.3
	Mowing (not needed at all facilities)	Every 2 Weeks, 16 Times per Year (April - November)	1	16.0
	Safety and Maintenance Inspection	4 Times Annually	0.3	1.2
	Surface Grooming	Twice Annually	6	12.0
	Fencing Repairs	Annually	3	3.0

### Outdoor Restrooms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Restrooms - Open Year Round	Safety and Maintenance Inspection	Twice Weekly	0.1	10.4
	Remove Ground Trash and Empty Receptacles	Twice Weekly	0.1	10.4
	Restock Toilet Paper	Twice Weekly	0.1	10.4
	Sweep and Wet Mop Floor	Twice Weekly	0.30	31.20
	Wipe Down Mirrors	Twice Weekly	0.10	10.40
	Clean Sinks With a Germicidal Detergent	Twice Weekly	0.10	10.40
	Clean Toilets and Urinals With a Germicidal Detergent	Twice Weekly	0.20	20.80
	Clean Partitions, Toilet Paper Disensors, Sanitary Napkin Boxes, and Hand Dryers With a Germicidal Detergent	Weekly	0.60	31.20

### Outdoor Restrooms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Restrooms - Open Spring thru Fall	Safety and Maintenance Inspection	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
	Restock Toilet Paper	Twice Weekly, 78 Times per Year (March - November)	0.1	7.8
	Sweep and Wet Mop Floor	Twice Weekly, 78 Times per Year (March - November)	0.30	23.40
	Wipe Down Mirrors	Twice Weekly, 78 Times per Year (March - November)	0.10	7.80
	Clean Sinks With a Germicidal Detergent	Twice Weekly, 78 Times per Year (March - November)	0.10	7.80
	Clean Toilets and Urinals With a Germicidal Detergent	Twice Weekly, 78 Times per Year (March - November)	0.20	15.60
	Clean Partitions, Toilet Paper Disensors, Sanitary Napkin Boxes, and Hand Dryers With a Germicidal Detergent	Weekly, 39 Times per Year (March - November)	0.60	23.40



### Outdoor Swimming Pools

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Inspect Diving Board	Daily, 90 Times per Year (May - September)	0.1	9.0
	Inspect Drain Covers, Gutters, Grates, and Skimmers	Daily, 90 Times per Year (May - September)	0.5	45.0
	Inspect Chemical Controller, Dispensor, and Feeders	Daily, 90 Times per Year (May - September)	0.4	36.0
	Inspect Ladders, Rails, Escutcheon Plates	Daily, 90 Times per Year (May - September)	0.1	9.0
	Inspect Racing Lane Dividers	Daily, 90 Times per Year (May - September)	0.1	9.0
	Remove Ground Trash and Empty Receptacles	Daily, 90 Times per Year (May - September)	0.2	18.0
	Safety and Maintenance Inspection	Daily, 90 Times per Year (May - September)	0.5	45.0
	Vacuuming Pool Bottom	4 Times per Week, 52 Times per Year (May - September)	1.5	78.0
	Blow/Hose Off All Surfaces	Twice Weekly, 26 Times per Year (May - September)	0.5	13.0
	Inspect and Service Vacuum	Weekly, 13 Times per Year (May - September)	0.2	2.6

### Outdoor Swimming Pools

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Backwashing	Weekly, 13 Times per Year (May - September)	2.5	32.5
	Service Ladders, Rails, Escutcheon Plates	Weekly, 13 Times per Year (May - September)	0.1	1.3
	Shock Pool	Weekly, 13 Times per Year (May - September)	1.0	13.0
	Service Chemical Controller, Dispensor, and Feeders	Monthly, 4 Times per Year (May - September)	1.6	6.4
	Service Diving Board	Monthly, 4 Times per Year (May - September)	0.4	1.6
	Service Drain Covers, Gutters, Grates, and Skimmers	Monthly, 4 Times per Year (May - September)	2.0	8.0
	Service Racing Lane Dividers	Monthly, 4 Times per Year (May - September)	0.5	2.0
	Draining and Cleaning	Annually	108.0	108.0

### Picnic Areas and Shelters

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Ground Trash and Empty Receptacles	Twice Weekly, 78 Times per Year (March - November)	0.5	39.0
		Weekly, 13 Times per Year (December - February)	0.5	6.5
	Safety and Maintenance Inspection	4 Times Annually	0.5	2.0
	Clean Grills (per Grill)	Twice Annually	0.1	0.2
	Table Painting and Miscellaneous Repairs (per Table)	Annually	1.5	1.5
	Replace Grill	Every 10 Years	2.4	0.2
	Replace Table	Every 10 Years	2	0.2
<b>Picnic Areas</b> (Per 10 Tables)	Replenish Wood Chips	Every 3 Years	4.0	1.3
<b>Shelters</b>	Blow Off Concrete Pad	Monthly	0.5	6.0
	Painting and Miscellaneous Repairs	Every 10 Years	60.0	6.0

## Playgrounds

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	Weekly	0.2	10.4
	Comprehensive Safety Inspection	4 Times Annually	2	8.0
	Repairs	Annually	3	3.0
<b>Engineered Wood Fiber Surface</b>	Replenish Engineered Wood Fiber	Every 3 Years	12	4.0
	Renovate and Replace Surfacing	Every 10 years	160.0	16.0
<b>Rubber Surface</b>	Blow Off All Surfaces and Debris Removal	Weekly	1.0	52.0
	Repairs (Per 1,000 square feet of surface) (Contracted Service)	Every 5 Years	1.0	0.2

### Skate Parks

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Safety and Maintenance Inspection	Daily	0.5	182.5
	Remove Ground Trash and Empty Receptacles	Daily	0.2	73.0
	Blow Off All Surfaces	Twice Weekly	0.5	52.0
<b>Sales Booth</b>	Clean all interior surfaces	Daily	0.3	109.5
	Wipe exterior surfaces	Monthly	0.5	6.0
	Sand interior wood surfaces	Annually	2.0	2.0
<b>Seating Area</b>	Rinse Off	Daily, 120 Times per Year (May - September)	0.2	24.0
<b>Ramps</b>	Repair Broken or Cracked Skatelite (one sheet)	4 Times Annually	2.0	8.0

## Trains

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Engine and Cars</b>	Safety and Maintenance Inspection	Daily, 180 Times per Year (April - September)	0.5	90.0
	Train Cleaning	Twice Monthly, 12 Times per Year (April - September)	4.0	48.0
	Engine Maintenance	Twice Annually	8.0	16.0
	Winterize	Annually	4.0	4.0
	Painting and Miscellaneous Repairs	Annually	10.0	10.0
<b>Track</b>	Track & Switches - Safety and Maintenance Inspection	Daily, 180 Times per Year (April - September)	0.5	90.0
	Track Ties - Safety and Maintenance Inspection	Monthly, 6 Times per Year (April - September)	2.0	12.0
	Tie replacment	60 Replacements Annually	0.3	18.0
	Miscellaneous Repairs	Annually	8	8.0

### Water Parks

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Twice Daily, 90 Days per Year (May - September)	1.0	180.0
	Inspect Chemical Controller, Dispensor, and Feeders	Daily, 90 Times per Year (May - September)	0.4	36.0
	Inspect Drain Covers, Gutters, Grates, and Skimmers	Daily, 90 Times per Year (May - September)	0.5	45.0
	Inspect Ladders, Rails, Escutcheon Plates	Daily, 90 Times per Year (May - September)	0.1	9.0
	Safety and Maintenance Inspection	Daily, 90 Times per Year (May - September)	0.5	45.0
	Vacuuming Pool Bottom	4 Times per Week, 52 Times per Year (May - September)	1.5	78.0
	Blow/Hose Off All Surfaces	Twice Weekly, 26 Times per Year (May - September)	0.5	13.0
	Mowing	Every 10 Days, 22 Mowings per Year (April - November)	12	264.0
	Backwashing	Weekly, 13 Times per Year (May - September)	2.5	32.5
	Clean Grills	Weekly, 13 Times per Year (May - September)	0.5	6.5
	Inspect and Service Vacuum	Weekly, 13 Times per Year (May - September)	0.2	2.6

### Water Parks

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Service Ladders, Rails, Escutcheon Plates	Weekly, 13 Times per Year (May - September)	0.1	1.3
	Shock Pool	Weekly, 13 Times per Year (May - September)	1.0	13.0
	Repair Funbrellas and Tents	6 Times per Year (May - September)	6	36.0
	Service Chemical Controller, Dispensor, and Feeders	Monthly, 4 Times per Year (May - September)	1.6	6.4
	Service Drain Covers, Gutters, Grates, and Skimmers	Monthly, 4 Times per Year (May - September)	2.0	8.0
	Weeding Planter Beds and Fencelines	3 Times per Year (May - September)	4	12.0
	Pump and Plumbing Repairs	Twice Annually	8	16.0
	Draining and Cleaning	Annually	108.0	108.0
	Painting and Repairing Picnic Tables	Annually	27	27.0
	Pre-season Site Clean-up and Preparation	Annually	138	138.0



# Outdoor Courts

Basketball	10-1
Horseshoe	10-2
Shuffleboard	10-3
Tennis	10-4
Volleyball	10-6

### Basketball

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Ground Trash and Empty Receptacles	Weekly	0.2	10.4
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Net Replacement	4 Times Annually	1	4.0
	Removing Court Surface Debris	Twice per Year	0.5	1.0
	Surface Repairs (Contracted Service)	Every 5 Years	1	0.2
	Painting - Backboard and Support Post	Every 10 Years	3	0.3
	Rim Replacement	Every 10 Years	2	0.2
<b>Lighting</b>	Safety and Maintenance Inspection	Weekly, 36 Times per Year (April - November)	0.1	3.6
	Lamp Replacment and Other Repairs (Contracted Service)	Annually	1.5	1.5

## Horseshoe

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Repair Pitching Boxes	Twice per Year	8.0	16.0

### Shuffleboard

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Restriping	Every 5 Years	4	0.8

## Tennis

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Removing Court Surface Debris	Monthly, 6 Times per Year (October - December and March - May)	0.8	4.8
	Fencing Repairs	Annually	4	4.0
	Net Replacement	Annually	1	1.0
	Surface Repairs (Contracted Service)	Every 5 Years	2	0.4
	Restriping and Color-Coating (Contracted Service)	Every 5 Years	2	0.4
	Net Post Replacement	Every 10 Years	4	0.4

## Tennis

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Practice</b>	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Removing Court Surface Debris	Monthly, 6 Times per Year (October - December and March - May)	0.8	4.8
	Fencing Repairs	Annually	4	4.0
	Painting and Miscellaneous Wall Repairs	Every 3 Years	6	2.0
	Surface Repairs (Contracted Service)	Every 5 Years	2	0.4
	Restriping and Color-Coating (Contracted Service)	Every 5 Years	1	0.2
<b>Lighting</b>	Safety and Maintenance Inspection	Weekly, 36 Times per Year (April - November)	0.1	3.6
	Lamp Replacment and Other Repairs (Contracted Service)	Annually	1.5	1.5

### Volleyball

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Ground Trash and Empty Receptacles	Weekly	0.1	5.2
	Safety and Maintenance Inspection	4 Times Annually	0.1	0.4
	Net Replacement	Annually	1	1
	Replenish Sand	Every 2 Years	6	3
<b>Lighting</b>	Safety and Maintenance Inspection	Weekly, 36 Times per Year (April - November)	0.1	3.6
	Lamp Replacment and Other Repairs (Contracted Service)	Annually	1.5	1.5

# **RECenters**

<b>Fitness Equipment</b>	<b>11-1</b>
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### Fitness Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Cardiovascular</b>	Routine Cleaning - Small Center	Daily	0.50	182.50
	- Medium Center	Daily	1.00	365.00
	- Large Center	Daily	2.00	730.00
	Preventative Maintenance (small)	Weekly	0.50	26.00
	Preventative Maintenance (medium)	Weekly	1.00	52.00
	Preventative Maintenance (large)	Weekly	2.00	104.00
	Repairs - New Equipment	Monthly	1.00	12.00
	- Old Equipment	Monthly	3.00	36.00
<b>Cybex Strength</b>	Routine Cleaning	Daily	1.00	365.00
	Preventative Maintenance	Weekly	2.00	104.00
	Repairs - New Equipment	Monthly	1.00	12.00
	- Old Equipment	Monthly	3.00	36.00
<b>Fitlinxx</b>	System upkeep & Information updates	Daily	1.00	365.00
	Safety and Maintenance Inspection	Twice Weekly	0.50	52.00
	Repairs	Monthly	0.50	6.00
<b>Free Weights</b>	Routine Cleaning	Weekly	0.50	26.00
	Safety and Maintenance Inspection	Weekly	0.50	26.00
<b>Group Exercise</b>	Safety and Maintenance Inspection	8 Times Annually	0.50	4.00
	Routine Cleaning	4 Times Annually	1.00	4.00
	Equipment/Supplies Replacement	4 Times Annually	2.00	8.00

### Fitness Equipment

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Spin Bikes	Routine Cleaning	Daily	0.50	182.50
	Safety and Maintenance Inspection	Weekly	0.50	26.00
	Repairs	Weekly	2.00	104.00
	Deep cleaning	Monthly	2.00	24.00

### Fitness Rooms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Remove Trash and Empty Receptacles	Twice Daily	0.10	73.00
	Safety and Maintenance Inspection	Daily	0.10	36.50
<b>Audio Equipment</b>	Safety and Maintenance Inspection	Weekly	0.10	5.20
	Equipment/Supplies Replacement	Quarterly	1.00	4.00
<b>Baseboards and Window Ledges</b>	Wipe Down	Weekly	0.30	15.60
<b>Fans</b>	Routine Cleaning	Weekly	2.00	104.00
<b>Fixtures</b>	Routine Maintenance and Cleaning	Monthly	0.50	6.00
<b>Floors</b>	Routine Maintenance and Cleaning	Daily	1.00	365.00
	Deep Cleaning (mop)	Weekly	1.50	18.00
<b>Windows and Mirrors</b>	Routine Maintenance and Cleaning	Weekly	0.50	26.00
<b>Stretching Area</b>	Routine Cleaning	Weekly	0.50	26.00
	Safety and Maintenance Inspection	Weekly	0.50	26.00
	Equipment Replacement	Bi-Annually	2.00	4.00

## Gyms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Safety and Maintenance Inspection	Hourly	0.3	1642.5
	Remove Trash and Empty Receptacles	Twice Daily	0.3	219.0
	Sweep with Large Push Broom (Per 1,000 Square Feet)	Daily	0.5	182.5
	Floor Maintainer (Floor Scrub Machine, Lee District Only)	Weekly	1.50	78.00
	Mop (Per 1,000 Square Feet)	Weekly	0.50	26.00
	Net Replacement	Twice Annually	1	2.0
	Stripping Wax Floor with Separate Wet Pick-up (Per 1,000 Square Feet)	Twice Annually	1.25	2.50
	Wax (Per 1,000 Square Feet)	Twice Annually	1.00	2.00
	Miscellaneous Repairs	Annually	5.00	5.00
	Rim Replacement	Every 2 Years	2	1.0
<b>Bleachers</b>	Safety and Maintenance Inspection	Daily	0.3	109.5
	Sweep and Clean	Daily	1.0	365.0
	Miscellaneous Repairs	Annually	10.0	10.0

### Ice Skating Arenas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Bench Areas (Warming Room)</b>	Sweep, Mop and Clean	Daily	1.00	365.00
	Sweep, Mop and Clean All Restrooms	Daily	0.40	146.00
<b>Bleachers and Benches</b>	Sweep and Clean	Daily	0.20	73.00
<b>Hallway Between Team Rooms</b>	Sweep and Mop Floor	Daily	0.20	73.00
<b>Ice Rink</b>	Remove Trash and Empty Receptacles	Twice Daily	0.50	365.00
	Safety and Maintenance Inspection	Daily	0.10	36.50
	Sweep and Mop Floor	Daily	0.20	73.00
	Clean and Wipe Down Boards	Weekly	0.50	26.00
	Miscellaneous Repairs	Monthly	1.00	12.00
	Annual Shutdown	Annually	630.00	630.00
<b>Team Rooms</b>	Remove Trash and Empty Receptacles	Daily	0.30	109.50
	Safety and Maintenance Inspection	Daily	0.10	36.50
	Swept and Mopped	Daily	0.20	73.00
	Wipe Down and Disinfect Mirrors and Shelves	Daily	0.10	36.50
	Wipe Down Baseboards and Window Ledges	Weekly	0.50	26.00

### Locker Rooms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Safety and Maintenance Inspection	Hourly	0.10	547.50
	Remove Trash and Empty Receptacles	Twice Daily	0.10	73.00
<b>Benches</b>	Clean and Disinfect (per bench)	Daily	0.10	36.50
<b>Floors</b>	Sweep Disenfect and Squeegee	Daily	0.30	109.50
	Scrub with Floor Machine and Squeegee (Per 1,000 Square Feet)	Monthly	0.50	6.00
<b>Lockers</b>	Dust Tops of Lockers	Weekly	0.20	10.40
<b>Mirrors</b>	Wipe Down	Daily	0.20	73.00
<b>Partitions</b>	Clean Fixtures With a Germicidal Detergent	Weekly	0.50	26.00
<b>Sanitary Napkin Box</b>	Clean Fixtures With a Germicidal Detergent	Weekly	0.25	13.00
<b>Toilets and Urinals</b>	Clean Fixtures With a Germicidal Detergent (Per Toilet/Urinal)	Daily	0.05	18.25

### Natatoriums

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Airshutes and Slides</b>	Safety and Maintenance Inspection	Twice Weekly	0.1	10.4
	Service and Repairs	Every 2 Months	1.0	6.0
<b>Bleachers</b>	Sweep and Clean	Daily	0.5	182.5
	Safety and Maintenance Inspection	Weekly	0.3	15.6
	Miscellaneous Repairs - Wood	Every 2 Years	8.0	4.0
	- Metal	Every 2 Years	2.0	1.0
<b>Filter and Storage Rooms, and Lifeguard Office</b>	Cleaninng and Organizing	Weekly	1.0	52.0
<b>Guard Chairs</b>	Inspect	Daily	0.2	73.0
	Service and Cleaning	Annually	12.0	12.0
<b>Life Saving and Safety Equipment</b>	Inspection	Daily	0.4	146.0
	Service	Monthly	1.0	12.0

### Natatoriums

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Pools	Pool Chemical Readings	Every 2 Hours	0.1	365.0
	Hose Off All Surfaces			
	- 50 Meter Pool Tiled	Daily	1.0	365.0
	- 25 Meter Pool Tiled	Daily	0.5	182.5
	- 50 Meter Pool Cement	Daily	0.7	255.5
	Inspect Chemical Controller, Dispensor, and Feeders	Daily	0.2	73.0
	Inspect Deck Vacuum	Daily	0.1	36.5
	Inspect Diving Board	Daily	0.1	36.5
	Inspect Drain Covers, Gutters, Grates, and Skimmers			
	- 50 Meter Pool	Daily	0.2	73.0
	- 25 Meter Pool	Daily	0.1	36.5
	Inspect Ladders, Rails, Escutcheon Plates	Daily	0.4	146.0
	Inspect Racing Lane Dividers			
	- 50 Meter Pool	Daily	0.2	73.0
	- 25 Meter Pool	Daily	0.1	36.5
	Inspect Submersible Vacuum	Daily	0.2	73.0
	Inspect Underwater Lights	Daily	0.1	36.5
	Remove Trash and Empty Receptacles	Daily	0.2	73.0



### Natatoriums

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
Pools	Safety and Maintenance Inspection	Daily	0.1	36.5
	Scum Line Cleaning - 50 Meter Pool	Daily	0.7	255.5
	- 25 Meter Pool	Daily	0.4	146.0
	Vacuuming Pool Bottom - 50 Meter Pool	Daily	1.5	547.5
	- 25 Meter Pool	Daily	1.0	365.0
	Slot Drains Cleaning	Daily	0.2	73.0
	Backwashing - DE	Weekly	2.5	130.0
	- High Rate Sand	Monthly	1.0	12.0
	Service and Clean Ladders, Rails, Escutcheon Plates	Weekly	1.0	52.0
	Service Chemical Controller, Dispensor, and Feeders	Weekly	1.0	52.0
	Service Underwater Lights	Weekly	1.0	52.0
	Cleaning of the Deck Caulking	Monthly	0.7	8.4
	Service Diving Board	Monthly	1.0	12.0
	Shock Pool (Pools without UV)	Monthly	2.0	24.0
	UV Lighting System Inspection and Cleaning	Monthly	0.2	2.4
	Service Racing Lane Dividers			
	- 50 Meter Pool	Annually	16.0	16.0
	- 25 Meter Pool	Annually	10.0	10.0

### Natatoriums

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Pools</b>	Service Deck Vacuum	Every 2 Years	1.0	0.5
	Service Drain Covers, Gutters, Grates, and Skimmers	Every 2 Years	5.0	2.5
	- 50 Meter Pool	Every 2 Years	2.0	1.0
	- 25 Meter Pool	Every 2 Years	2.0	1.0
	Service Submersible Vacuum	Every 2 Years	2.0	1.0
<b>Whirlpool / Spas</b>	Spa Chemical Readings	Hourly	0.1	547.5
	Inspect Chemical Controller, Dispensor, and Feeders	Daily	0.1	36.5
	Inspect Ladders, Rails, Escutcheon Plates	Daily	0.1	36.5
	Scum Line Cleaning	Daily	0.3	109.5
	Spa Cover - Covering, Uncovering and Storing	Daily	0.3	109.5
	Drain, Clean and Refill	Weekly	0.5	26.0
	Service and Clean Ladders, Rails, Escutcheon Plates	Weekly	0.5	26.0
	Service Chemical Controller, Dispensor, and Feeders	Weekly	0.5	26.0
	Service Drain Covers, Gutters, Grates, and Skimmers	Monthly	0.5	6.0
	Spa Cover Cleaning	Monthly	0.5	6.0

**Offices, Lobbies, Halls, Miscellaneous Rooms**

<b>Description</b>	<b>Maintenance Task</b>	<b>Frequency</b>	<b>Labor Hours per Recurrence</b>	<b>Total Annual Labor Hours</b>
<b>All</b>	Safety and Maintenance Inspection	Hourly	0.10	547.50
	Remove Trash and Empty Receptacles	Twice Daily	0.10	73.00
<b>Baseboards</b>	Wipe Down (Per 50 Feet)	Weekly	0.30	15.60
<b>Carpet</b>	Vacuuming- (Per 3,000 Square Feet)	Daily	1.00	365.00
	Spot/Stains Removal	Weekly	0.50	26.00
	Bonnet Buffing (Per 500 Square Feet)	Monthly	1.00	12.00
	Carpet Extraction (Per 500 Square Feet)	Twice Annually	0.50	1.00
<b>Dust</b>	Furniture and Equipment	Weekly	0.50	26.00
<b>Return Vents</b>	Clean Vents with Broom or Vacuum with Attachment	Weekly	0.10	5.20
<b>Trash Receptacles</b>	Wash Interior and Exterior	Monthly	0.10	1.20
<b>Vinyl or Tile Floors</b>	Mop (Per 1,000 Square Feet)	Daily	0.50	182.50
	Sweep (Per 1,000 Square Feet)	Daily	0.30	109.50
	Stripping Wax Floors with Separate Wet Pick-Up (Per 1,000 Square Feet)	Twice Annually	1.30	2.60
	Wax (Per 1,000 Square Feet)	Twice Annually	1.00	2.00
<b>Walls</b>	Cleaning (Per 300 Square Feet)	Monthly	1.00	12.00
<b>Windows/Mirrors/Ledges</b>	Cleaning (Per 100 Square Feet)	Daily	0.20	73.00

## Restrooms

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All</b>	Safety and Maintenance Inspection	Hourly	0.10	547.50
	Remove Trash and Empty Receptacles	Twice Daily	0.10	73.00
<b>Baseboards</b>	Wipe Down (Per 50 Feet)	Weekly	0.30	15.60
<b>Floors</b>	Sweep and Wet Mop (Per Restroom)	Daily	0.30	109.50
	Scrub with Floor Machine and Squeegee (Per 1,000 Square Feet)	4 Times Annually	0.50	2.00
<b>Mirrors</b>	Wipe Down	Daily	0.20	73.00
<b>Partitions</b>	Clean Fixtures With a Germicidal Detergent	Weekly	0.50	26.00
<b>Sanitary Napkin Box</b>	Clean Fixtures With a Germicidal Detergent	Weekly	0.30	15.60
<b>Sinks</b>	Clean Fixtures With a Germicidal Detergent	Daily	0.10	36.50
<b>Toilets and Urinals</b>	Clean Fixtures With a Germicidal Detergent	Daily	0.20	73.00

## Saunas

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Hourly	0.10	547.50
	Cleaned and Disinfected	Daily	0.30	109.50

# Trails and Crossings

**Bridges and Crossing**

**12-1**

**Trails**

**12-2**

### Bridges and Crossings

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
All	Safety and Maintenance Inspection	Monthly	0.3	3.6
Bridges	Miscellaneous Repairs	Every 2 Years	8.0	4.0
Low Water Crossings	General Maintenance and Cleaning	3 Times Annually	2.0	6.0

## Trails

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>All Trails</b>	Safety and Maintenance Inspection (Per 1,000 linear feet of trail)	Monthly	0.1	1.2
	Tree and Brush Pruning (Per 1,000 linear feet of trail)	Annually	2.0	2.0
	Snow and Ice Removal - Performed on select trails only. (Per 1,000 linear feet of trail)	Average of 3 Events Annually	1.0	3.0
	Leaf and Debris Removal (Per 1,000 linear feet of trail)	Annually	0.3	0.3
	Cleaning and Repair of Culvert Pipes (Per Pipe)	Annually	0.5	0.5
<b>All Surfaced Trails</b> (Asphalt, Concrete, Gravel, Wood Chip)	Mowing of Grass Along Trail - Class D (Per 1,000 linear feet of trail)	3 Mowings Annually (Spring, Summer, Fall)	0.5	1.5
<b>Asphalt</b> (Average 8' wide - 2,500' long)	Patch and Repair Holes (Average of 4 square feet per repair.)	Every 3 Years	1.5	0.5
	Repair Small Section (Average of 32 square feet per repair.)	Every 10 Years	4.5	0.5
	Repair Large Section (Average of 400 square feet per repair.)	Every 15 Years	8.0	0.6



## Trails

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Concrete</b> (Average 4' wide - 5,000' long)	Repair Small Section (Average of 18 square feet per repair.) (Contracted Service)	Every 10 Years	1.0	0.1
	Repair Large Section (Average of 240 square feet per repair.) (Contracted Service)	Every 20 Years	1.0	0.1
<b>Gravel</b> (Average 8' wide - 1,000' long)	Repair Small Section (Average of 32 square feet per repair.)	Annually	2.0	2.0
	Resurfacing Resurfacing of top 1"	Every 10 Years	6.0	0.6
<b>Natural</b> (Average 6' wide - 500' long)	Mowing - Class C (Per 500 linear feet of trail)	Monthly (Every 28 Days), 9 Times per Year (April - November)	0.2	1.8
	Repair Small Section (Average of 36 square feet per repair.)	Annually	2.0	2.0
	Resurfacing Resurfacing of top 1" or more	Every 5 Years	3.0	0.6
<b>Trail Lighting</b>	Safety and Maintenance Inspection	Weekly, 36 Times per Year (April - November)	0.1	3.6
	Lamp Replacment and Other Repairs (Contracted Service)	Annually	2	2.0

## Trails

Description	Maintenance Task	Frequency	Labor Hours per Recurrence	Total Annual Labor Hours
<b>Wood Chip</b> (Average 8' wide - 500' long)	Repair Small Section (Average of 64 square feet per repair.)	Annually	1.0	1.0
	Resurfacing Resurfacing of top 1" or more	Every 7 Years	2.0	0.3

# Summary

While it is important to identify the individual Maintenance Tasks associated with various facilities, it is also beneficial to summarize the tasks for each facility. The Summary section was developed to provide a quick reference guide showing the total annual labor requirements to maintain each facility.

<b>Amenities</b>	<b>13-1</b>
<b>Athletic Fields</b>	<b>13-2</b>
<b>Buildings</b>	<b>13-3</b>
<b>Farm and Equestrian Features</b>	<b>13-4</b>
<b>Forested and Other Treed Areas</b>	<b>13-4</b>
<b>Golf Courses</b>	<b>13-4</b>
<b>Managed Landscapes</b>	<b>13-5</b>
<b>Operating Equipment</b>	<b>13-5</b>
<b>Other Park Features</b>	<b>13-6</b>
<b>Outdoor Courts</b>	<b>13-6</b>
<b>RECenters</b>	<b>13-7</b>
<b>Trails and Crossings</b>	<b>13-7</b>

Facility Type	Total Annual Labor Hours
<b>Amenities</b>	
Bench - Metal	0.5
Bench - Recycled	0.5
Bench - Wood	1.1
Bollard - Metal	0.8
Bollard - Removable	0.8
Fencing and Railing (Per 100')	1.4
Gates	0.9
Guardrail and Barricades - Metal (Per 500')	4.2
Guardrail and Barricades - Wood or Cable (Per 200')	2.3
Parking Lots - Asphalt (Average 25 Space Lot)	16.5
Parking Lots - Gravel (Average 25 Space Lot)	19.2
Parking Lot and Roadway Lighting	12.4
Roadways - Asphalt (Per 250 Linear Feet)	2.8
Roadways - Gravel (Per 250 Linear Feet)	4.6
Signage - Metal	0.5
Signage - Wood	1.8
Trash Receptacles - 55 Gallon Can with Dome	1.3
Trash Receptacles - 30 Gallon Can	0.1

Facility Type	Total Annual Labor Hours
<b>Athletic Fields</b>	
Level 1 Athletic Fields - Lighted and Irrigated	
Ball Diamonds	
60' or 70' - Grass Infield	601.0
60' or 70' - Skinned Infield	606.9
65' - Skinned Infield	606.9
90' - Grass Infield	644.1
90' - Skinned Infield	629.0
Rectangles	259.2
Level 2 Athletic Fields - Lighted or Irrigated (Not Both)	
Ball Diamonds	
60' or 70' - Grass Infield, Lighted	423.2
60' or 70' - Grass Infield, Irrigated	470.0
60' or 70' - Skinned Infield, Lighted	428.7
60' or 70' - Skinned Infield, Irrigated	475.5
65' - Skinned Infield, Lighted	428.7
65' - Skinned Infield, Irrigated	475.5
90' - Grass Infield, Lighted	462.5
90' - Grass Infield, Irrigated	528.5
90' - Skinned Infield, Lighted	450.8
90' - Skinned Infield, Irrigated	516.8
Rectangles with Irrigation	231.2
Rectangles with Lighting	175.2
Level 3 - Athletic Fields - Not Lighted or Irrigated	
Ball Diamonds	
60' or 70' - Grass Infield	376.7
60' or 70' - Skinned Infield	383.6
65' - Skinned Infield	383.6
90' - Grass Infield	417.4
90' - Skinned Infield	405.7
T-Ball	269.1
Rectangles	167.2
Level 4 - Athletic Fields - Synthetic Turf Fields	
Ball Diamonds	
60' or 70' - Lighted	276.8
60' or 70' - Non-Lighted	256.8
65' or Above - Lighted	375.2
65' or Above - Non-Lighted	355.2
Rectangles with Lighting	327.1
Rectangles	317.5
Turf Program	
Irrigated Athletic Fields (Per Acre)	12.5
Non-Irrigated Athletic Fields (Per Acre)	10.4

Facility Type	Total Annual Labor Hours
<b>Buildings</b>	
Building Envelop and Interior	
Doors Exterior	2.0
Electrical Load Center	1.0
Elevator (RECenters)	12.0
Emergency Lights	12.0
Exhaust Fans	1.0
Exit Lights	24.0
Exterior	70.0
Fire Alarm	3.0
Fire Alarm Pull Stations	12.0
Fire Extinguishers (per 10)	1.0
Interior Walls and Ceilings (Per 1,000 Square Feet)	62.0
Kitchen Exhaust Hood	1.0
Lights	2.0
Motors 1 to 75 hp	8.0
Roof	3.0
Roof Drains\Gutters	8.0
Security System	36.0
Sprinkler System	2.0
Sump Pump	2.0
Water Heater	1.0
Wheel Chair Lift (Historic sites)	12.0
Windows	2.0
Heating and Cooling Systems	
Boilers	17.0
Chillers	8.0
Cooling Towers	30.0
Geothermal	88.0
HVAC System Up to 5 Tons	8.0
HVAC System 5 Tons and Above	16.0
Water Supply and Sewer	
Backflow Preventer	2.0
Gravity Flow Septic System	0.3
Pumped Septic System	0.3
Sewer Ejector Pump	8.0
Well System	2.0

Facility Type	Total Annual Labor Hours
<b>Farm and Equestrian Features</b>	
Animal Barns	730.0
Dairy Cow	730.0
Livestock and Poultry	730.0
Pasture	163.0
Fencing (Per 100')	14.8
Horse Stalls	535.5
Indoor Riding Arenas	581.0
Outdoor Riding Arenas - Frying Pan Farm Park	1,045.0
Outdoor Riding Arenas - Turner Farm Park	213.0
Frying Pan Farm Park Buildings	678.5
<b>Forested and Other Treed Areas</b>	
Downed Trees	7.5
Miscellaneous Tree Work	
Flagging	14.0
Winching	4.0
Park Inspections	
Citizen Contact Follow Up	2.0
Developed Parks	1.3
Playgrounds	0.5
Tree Spoils	
Chipping of Brush	6.0
Debris Dispersion	3.0
Removal of Wood from Site	9.0
Stump Removal	4.0
Upright Trees	
Cabling Trees	3.0
Felling of Tree	3.0
Putting a Hand Line in Tree	1.0
Tree Pruning via Climbing	4.5
Tree Pruning from a Bucket Truck	3.0
Tree Removal From a Bucket Truck	4.5
Tree Pruning from the Ground	2.0
Tree Removal via Climbing	12.0
Tree Removal with Crane (Contracted Service)	6.0
Tree Removal without Crane (Contracted Service)	3.0
<b>Golf Courses</b>	
Driving Ranges (Average of 25 Stations)	2,043.1
Fairways (Per Acre)	294.5
General Course Maintenance	1,261.8
Greens	239.3
Power Carts & Pull Carts (Per 20 Cars)	110.7
Putting Greens	238.3
Roughs (*See Actual Standard for Details)	*
Sand Traps (Per 5,000 Square Feet)	34.8
Tees	117.8
Turf Maintenance (*See Actual Standard for Details)	*

Facility Type	Total Annual Labor Hours
<b>Managed Landscapes</b>	
Gardens and Landscape Beds	
Landscape Beds (Per 1,000 Square Feet)	13.6
Public Plots	34.6
General Grounds	
Trash Removal and Miscellaneous Work (Per Acre)	6.6
Mowing - Class A (Per Acre Staff Mowed)	57.8
Mowing - Class A (Per Acre Contract Mowed)	16.2
Mowing - Class B (Per Acre Staff Mowed)	27.4
Mowing - Class B (Per Acre Contract Mowed)	11.4
Mowing - Class C (Per Acre Staff Mowed)	17.4
Mowing - Class C (Per Acre Contract Mowed)	9.3
Meadows and Fields	6.2
<b>Operating Equipment</b>	
Large Engine Equipment	
Front End Loaders	35.0
Heavy Construction	43.0
Infield Conditioners	60.5
Off-Road Utility Vehicles	70.0
Outfront Mowers 6' and Below	97.5
Outfront Mowers 10' and Above	109.0
Reel Mowers	145.0
Tractors	25.0
Walkbehind Mowers	95.5
Ice Resurfacer	192.5
Small Engine Equipment	
Blowers	10.0
Chainsaw	96.5
Edger	4.5
Generators	6.0
Hedge Trimmers	6.5
Pole Saw	7.5
Sod Cutter	4.5
String Trimmers	24.0



Facility Type	Total Annual Labor Hours
<b>Other Park Features</b>	
Mason Amphitheater	31.5
Other Amphitheaters	28.9
Campgrounds	4,508.5
Carousels	299.8
Fitness Courses (Per Station)	7.1
Frisbee Golf Courses (Per Hole)	15.6
Marinas	
Lake	300.0
Launch Area	96.0
Paddle Boats (Per 10 Boats)	422.0
Row Boats (Per 10 Boats)	561.0
Canoes (Per 10 Boats)	166.0
Row Boats W/Trolling Motor	283.0
Miniature Golf Courses	370.5
Off-Leash Dog Areas	41.3
Outdoor Restrooms - Year Round	135.2
Outdoor Restrooms - Partial Year	101.4
Outdoor Swimming Pools	437.4
Picnic Areas (Capacity of 60)	51.0
Picnic Shelters (Capacity of 60)	61.6
Playground with Engineered Wood Fiber Surface	46.6
Playground with Rubber Surface	78.8
Skate Parks	457.0
Train - Engine and Cars	168.0
Train Track	128.0
Water Parks	1,077.3
<b>Outdoor Courts</b>	
Basketball	
Lighted	21.6
Non-Lighted	16.5
Horseshoe	21.6
Shuffleboard	6.4
Tennis	
Lighted	21.7
Non-Lighted	16.6
Practice Tennis	
Lighted	22.1
Non-Lighted	17.0
Volleyball	
Lighted	14.7
Non-Lighted	9.6

Facility Type	Total Annual Labor Hours
<b>RECenters</b>	
Fitness Equipment	
Cardiovascular ( Small Center )	244.50
Cardiovascular ( Medium Center )	453.0
Cardiovascular ( Large Center )	870.0
Cybex Strength	517.0
Fitlinxx	423.0
Free Weights	52.0
Group Exercise	16.0
Spin Bikes	336.5
Fitness Rooms	709.3
Gyms	2,645.0
Ice Skating Arenas	2,081.0
Locker Rooms	913.2
Natatoriums	
Airshutes and Slides	16.4
Bleachers	202.1
Filter and Storage Rooms	52.0
Guard Chairs	85.0
Life Saving and Safety Equipment	158.0
Pools (25 Meter - w/tile)	2,072.8
Pools (50 Meter w/tile)	2,611.8
Pools (50 Meter w/cement)	2,502.3
Whirlpool / Spas	929.5
Offices, Lobbies, Halls, Miscellaneous Rooms (Each)	1,454.1
Restrooms	971.7
Saunas	657.0
<b>Trails and Crossings</b>	
Bridges	7.6
Low Water Crossings	9.6
Trails	
Asphalt (Per 2,500 Linear Feet)	10.0
Concrete (Per 5,000 Linear Feet)	8.7
Gravel (Per 1,000 Linear Feet)	11.1
Natural (Per 500 Linear Feet)	11.4
Wood Chip (Per 500 Linear Feet)	9.8
Trail Lighting	5.6