



Parks and Recreation Maintenance Plan/Standards

UPDATED February 2020

100: Purpose-

The purpose of this plan is to identify and develop maintenance standards and frequency for all City of Brookhaven park property and facilities. These standards will be provided to current City of Brookhaven park maintenance service providers to inform them of the expectation and serve as guidelines in the completion of all park related maintenance work.

200: Background-

The City of Brookhaven manages and operates fourteen parks and the facilities within those parks that lie within city limits. It is the City of Brookhaven Parks and Recreation Department's goal to offer and maintain these facilities to a standard in which residents, business owners, and city officials can be proud of. The main objective in obtaining that goal is to ensure parks and park facilities are safe, clean, accessible, and aesthetically pleasing.

The eighteen (18) facilities that the City of Brookhaven Parks and Recreation Department and its service contractor currently maintains can be found below.

Ashford Park

Blackburn Park

Blackburn Park II

Briarwood Park

Brookhaven Park

Parkside Park

Perimeter Trail @ Murphy Candler Park

Georgia Hills Park

Brookhaven Entry Right of Ways

Clack's Corner

Fernwood Park

Lynwood Park

Murphey Candler Park

Osborne Park

Skyland Park

Ashford Forest Preserve

LaVista Park

FEMA Properties

Brookhaven Parks and Recreation
Grass Cutting Schedule
2020

Monday	Tuesday	Wednesday	Thursday	Friday
Lynwood Park	Briarwood Park	Blackburn	Murphey Candler Park	Brookhaven Park
Ashford Park	Georgian Hills Park	Blackburn Park II		Skyland Park
Parkside Park	Clack's Corner Park			
Fernwood Park	LaVista Park			
FEMA Lots	Once every 3weeks during the months of May – September Once a month every other month or as needed from October – April			
Right of Way	Every two (2) weeks from April – September One (1) time a month or as needed from October – March.			

Brookhaven Parks and Recreation
Irrigation Schedule
2020

Park Location	Day	Time
Clacks Corner Park	Monday, Wednesday, Friday and Saturday	5:00 AM
Georgian Hills Park	Monday, Wednesday, and Friday	3:30 AM
Blackburn Park Open Space Field	Monday and Wednesday	3:00 AM
Skyland Park	Monday, Wednesday, and Friday	3:00 AM
Blackburn Softball Fields (#1 & #2)	Monday and Wednesday	3:00 AM

300: Maintenance Procedures and Schedule-

Currently, the City of Brookhaven utilizes the contracted parks and recreation maintenance services of Optech. Optech maintains all parks and recreation common areas and site amenities, along with the maintenance of athletic fields, inside the fence proper.

The contracted vendor works in close communication and are given direction by City of Brookhaven Parks and Recreation staff. Work flow, orders, and priorities are determined by city staff in consideration of park users, community organizations, and for the stewardship of public land.

Optech currently utilizes a crew of thirteen (13) full time employees working within City of Brookhaven Parks seven days a week. Current daily operational hours are 7:30am-3:30pm. Additionally, an Optech employee or employees are scheduled Saturday and Sundays to assist with janitorial duties during nonoperational hours to maintain park cleanliness and to assist in preparing for events, programming, or rentals.

Athletic Fields at both Blackburn and Murphey Candler Parks are maintained by partnering athletic association user groups. See chart below.

Optech	Optech	Concorde Fire	Murphey Candler Little League/Atlanta Colts/Murphey Candler Softball
Lynwood Park Open Use Field	All park common areas	Blackburn Park Soccer Fields	Murphey Candler Park Athletic Fields
Skyland Park Open Use Field	All park non-fenced open use fields		
Blackburn Park Softball Fields			

400: Maintenance Elements- Each task contains basic elements for maintaining the parks and facilities.

- Turf Care- Mowing, aeration, reseeding, top dressing, weed control.
- Fertilization- Fertilization of turf, trees, shrubs, or floral plantings.
- Irrigation- Automated or manual watering of turf, trees, shrubs, and floral plantings.
- Disease & Insect Control- Prevention, correction, and management of disease and/or insects in turf, trees, shrubs, floral plantings either by cultural or chemical methods; includes pest control in and around park buildings.
- Hardscape Surfaces- Sweeping, blowing, and power washing of walkways, parking lots, tennis courts, dugouts, and any other hardscape surfaces in our parks and facilities.
- Repair- Maintenance required to facilities or park amenities.

- Inspection- Visual and physical examination of a park facility, equipment, or amenity to ensure compliance, safety, and proper operation.
- Floral Planting- Mulching/strawing, Watering, fertilizing, disease control, dead-heading, cultivating, weeding, planting, or removal of ornamental flowering bedding plants.
- Restrooms Cleaning- sweeping, sanitizing, stocking of supplies; all vandalism and graffiti are to be reported to the Parks Manager.
- Special Features- Maintenance of equipment or facilities such as drinking fountains, flag poles, soccer goals, tennis, volleyball, and basketball netting, picnic tables, signs, litter receptacles.
- Playgrounds- Inspection and maintenance of play equipment and weekly high frequency inspections are completed. Daily raking of wood-chip surface to level dips and ruts, and to remove litter and other foreign objects in the surfacing material. Monthly low frequency inspections are to be completed and kept on file.

500: Quality Control-

Currently, City of Brookhaven Parks and Recreation Parks Manager has been designated the point of contact for both parks maintenance contractors. The following standards have been developed to ensure maintenance issues are resolved, work orders are being completed, and to determine future work flows and projects with regards to maintenance standards and expectation. A monthly inspection of each park will be conducted to ensure effective completion and proficiency is being provided by maintenance contractors.

600: Performance Standards-

- Park Coverage Requirements -General employee park coverage is required as follows:
 - Weekdays (year round) –Monday through Friday from 7:30AM to 3:30PM.
 - Saturdays and Sundays (year round) Minimum of 4 hours per day for bathroom cleaning and trash removal.
 - Special events -provide up to 100 hours for activities such as Movies in the Park, Fall Festival, athletic tournaments etc.
 - Holidays (City Recognized Holidays) – Minimum of 4 hours per day for bathroom cleaning and trash removal. Except Thanksgiving and Christmas Day.
- The contractor will be required to maintain a point of contact for 24-hour, 7-day per week response to weather-related incidents and other types of emergencies. The contractor must be able to have equipment and personnel mobilized in the City within 2 hours of notification of an incident.
- Routine Maintenance – Visually inspect the assigned area at least once daily. Evaluate site

conditions and identify potential maintenance needs or safety hazards which require immediate attention. Identify excessive litter or debris, graffiti, broken or vandalized amenities which may create a safety hazard. Adjustments in the daily schedule are made based on the findings of these inspections. Perform maintenance services as needed.

- Preventive Maintenance – Perform preventive measures to avoid maintenance issues that could become a hazard to park users and result in unnecessary costs. These items include but are not limited to:
 - Winterizing restrooms, water fountains, faucets and irrigation systems
 - Cleaning and clearing roofs, gutter, drains and pipes
 - Promptly notify the Parks and Recreation Director or designee of any potentially hazardous conditions that are outside the scope of this contract.

- Repairs – Follow work order procedures and priorities to react to any requests for repairs. Problem areas identified through daily visual inspections of facilities and grounds, biannual inspections of facilities and grounds, and emergency reports by the contractor and park users will be reported to the City’s Parks & Recreation Director his designee who will follow up and schedule repairs as needed.

- Work Order Priority- Perform services in accordance with an established work order priority schedule. After hours and emergency work orders may be authorized verbally and followed up with a written work order. The City has the following response time requirements for work orders:
 - Priority 1: Complete within 24 hours.
 - Priority 2: Complete within 7 days.
 - Priority 3: Complete within 21 days.
 - Priority 4: As directed

- Litter, Debris and Trash Removal -
 - Remove trash, ground litter, and debris daily or as often as needed during the week
 - Empty trash containers when they are more than half filled or are attracting bees and insects at the time of inspections or when park usage indicates that containers may be filled to capacity before the next inspection
 - Inspect specific areas such as pavilion rentals and athletic areas for litter and debris and remove litter and debris prior to scheduled use during normal working hours
 - Remove and replace trash liners placed by dog parks, dog water stations, pavilions and player areas daily regardless of how much or how little the containers are filled
 - Pick up ground trash and debris in the park while checking the trash containers
 - Report any debris that is too large to easily remove to the City’s Asst. Parks & Recreation Director or his designee

- Restroom Cleaning -
 - Clean restrooms every morning at a minimum and inspect and clean again, if necessary, prior to the end of the day. More frequent cleaning may be necessary at times based on usage, particularly for rentals, special events, and athletic facilities. Additional hours (500 yearly) requested on weekends, rentals, and special events will be communicated no less than a week in advance.
 - Restroom cleaning includes but is not limited to removing all litter and debris, sweeping and mopping floors, scrubbing toilets, sinks and urinal with disinfecting cleaner, and refilling toilet paper and paper towels and soap as needed.
 - Wash and scrub restroom floors and walls on a weekly basis

- Graffiti Removal -
 - Remove graffiti within 24 – 48 hours from the time it is identified whenever possible
 - Clean, remove or paint over graffiti. Report graffiti which cannot be easily removed or painted over to the City's Parks and Recreation Director or his designee. Take pictures for documentation.

- Vandalism Repairs -
 - Secure any vandalized area that is creating a public safety hazard immediately upon identification. This may include securing the areas for safety reasons, removing the object or placing a barrier around the area to prevent possible public access
 - Schedule necessary repairs based on the urgency of the repair
 - Document and report all vandalism to the City's Parks and Recreation Director or his designee

- Playground Inspection and Repair -
 - Visually inspect each playground on a daily basis.
 - Remove areas of trash and debris from the playground areas on a daily basis
 - Sweep and blow off walking areas as needed on a daily basis
 - Complete and document high frequency playground inspection monthly
 - Check proper movement and possible wear of all dynamic elements and lubricate as needed Inspect all nuts and bolts and tighten as needed. Inspect all pins, clamps, s-hooks and parts to ensure that they are securely attached in the proper locations and adjust as needed
 - Inspect for pinch points, rough edges and cracks of plastic, metal or wood surfaces and adjust as needed
 - Inspect all posts, handles, decks and play components for protruding objects that could result in injury and adjust as needed

- Inspect all fall areas for proper depth and hard rake to fill in low areas, daily
 - Inspect the playground and immediate areas for broken glass, trash and debris and remove debris, daily
 - Immediately restore missing or broken equipment or park furniture to a safe condition. If permanent repairs are not immediately possible, take immediate measures to restrict access to the equipment site and to adequately warn park patrons of the hazardous situation. This may include securing the area for safety reasons, removing the object or placing a barrier around the area to prevent possible public access.
 - Add mulch to playground, yearly or as directed
 - Prune trees and shrubs 2/year – early Spring, Summer (depend upon species)
 - Sand wood rails as needed
 - Clean wood and seal as directed
 - Paint playground metal structures as directed
- Sport Courts Inspection and Repair -
 - Conduct visual inspections on sport courts and schedule repairs as needed
 - Check the play surfaces and immediate areas for broken glass, trash and debris and blow all surfaces/remove debris daily
 - Check for tripping hazards such as vertical separation along cracks. Document or schedule repair as necessary
 - Remove any weeds growing in cracks that may exist on the play surface
 - Inspect all nets for damage and replace weekly/as needed
 - Inspect gates for proper operation and lubricate monthly
 - Inspect all fencing and ensure there are no protruding bolts or wires that may create a safety hazard, weekly
 - Inspect to ensure that windscreens are properly hung without any rips or tears weekly and repair as needed
 - Inspect to ensure that all signs are not vandalized and that they are in the proper locations, daily
 - Pressure wash courts, picnic tables, walkways and concrete surfaces yearly
 - Spray weeds out in and around court area quarterly
- Sidewalks and Trails
 - Inspect all sidewalks and trails for cleanliness and safety, and report any areas of concern
 - Blow all sidewalks and trails regularly to remove leaves and debris daily
 - Pick up all ground trash prior to blowing, daily
 - Prune low-hanging limbs to eliminate potential hazards (8ft. clearance min.), yearly
 - Remove fallen limbs and debris, daily/immediately

- Remove dead trees and limbs that could fall on the trail, as needed
- Inspect and repair trail surface as directed to include installation of mulch or stone.
- Spray weeds out in and around sidewalks and trails, quarterly
- Removal of snow and ice, as needed
- Installation of trail material and maintenance of trail erosion, as needed

- Pavilions
 - Blow and clean daily
 - Clean prior to any scheduled rental and inspect after the rental for additional cleaning or repairs as needed (Debris removal, cob-webs, rock/debris from roofs)
 - Blow roofs to remove leaves and debris twice a year
 - Conduct pavilion inspections of area and structures yearly
 - Coordinate repairs, painting, and upgrades with the City's Parks Manager or his designee

- Landscape and Turf -
 - ❖ During the off-season (November 1 through March 31 approximately):
 - Mow all common turf areas once every four weeks at the proper levels for each type of turf
 - String trim all posts, benches, tables, trash containers, fence lines, tree, grills and buildings as part of the mowing operation
 - Remove grass clippings when visible
 - Blow hard surfaces to remove debris, including dug-outs and stands
 - Trim and edge, remove debris (sticks and limbs) and provide weed control outside normal turf areas to prevent encroachment
 - Maintain embankments as needed, prune plants and tree limbs up to 14 feet in height and less than 2.5 inches in caliper, and pick up and dispose of trash

- Edging Curbs, Sidewalks and Pavilions -
 - Edge all curbs, sidewalks and pavilions once per week between April 1 through October 31
 - Spray weeds out in and around curbs, pavilions, and sidewalks

 - Remove all grass clippings and debris from the curbs and sidewalk areas after each edging

- Aerating Turf
 - Perform core aeration of all play field turf at least twice per year, including once in the spring just before fertilization and once in the fall. Perform aeration when the turf is actively growing and not under stress. Space aeration holes between 2-3 inches (this often requires 3 passes in different directions).

Crumble and spread dried soil cores over the turf by using a flexible steel mat or by some other means. Use a vibratory tine aerator to a depth of 4-6 inches during the winter months and as needed during the rest of the year to alleviate compaction.

- Provide evaluation and recommendations for aeration, sodding and reseeding of fields

- Over seeding
 - Over seed turf play fields as directed. Apply seed at a rate of 10 to 15 pounds per 1000 square feet depending on the field and its use requirements.
 - Additional replaced applications may be needed if rain and play dictate additional applications.

- Fertilizing Turf
 - Apply fertilizer as directed

- Herbicide Use
 - In accordance with the City's sustainability goals, apply integrated pest management best practices
 - Post areas after spraying to warn park users
 - Store herbicides in OSHA approved containers
 - Wear appropriate protective clothing while applying
 - Use non-selective herbicides to kill grass and weeds that are growing in cracks, around posts, around trees, along fence lines, along curb and gutters, or in other identified areas where no vegetation is desired
 - Use pre-emergent herbicides to control the germination and spread of broadleaf weeds in plant beds and turf areas
 - Use post-emergent herbicides to control emergent broadleaf weeds that are currently in plant beds or turf areas

- Sodding
 - Sod bare spots in areas which are located on steep slopes, in drainage areas, on play fields as directed. Sprig or over seed and add hay to other areas as directed
 - Ensure the soil is slightly moist when sod is transplanted
 - Add starter fertilizer at a rate of one pound of nitrogen per 1000 square feet of area
 - Irrigate the new sod frequently enough so that the underlying soil is always moist, but do not saturate
 - Spot sod areas as required

- Irrigation System Management / Maintenance
 - Test irrigation system before watering season begins. Test each zone for operation, water pressure, head damage, broken lines, etc. DE winterization should occur no later than March 15th.
 - Maintain and repair the irrigation system as directed
 - Shut off the irrigation system no later than November 15th, shut off the water at the meter and open existing drains and drain the system

- Flower Bed Maintenance
 - Place pine straw / mulch in landscape islands and around the base of trees planted in turf to a minimum of two foot radius from the tree twice per year.
 - Mulch shall not contact / cover the tree truck. A mulch free area of 6 inches wide at the base of the tree shall be provided to avoid disease and decay. Mulching in shrub and flower beds should be 3 -6 inches deep and contained within the border of the bed
 - Replace pine straw / mulch twice per year in depleted areas
Perform weed control in shrub and flower beds as required from February through October
 - Remove weeds in excess of 4 inches by pulling or cultivating, monthly
 - Restrict use of herbicides in park areas that are environmentally sensitive, such as the Brookhaven Community Garden
 - Where possible produce and install mulch and compost recycled from on-site plant material

- Tree Removal and Pruning
 - Prune to remove hazardous, broken, and diseased or deadwood from a tree or shrub and / or rejuvenate the shape of the plant
 - Remove diseased or dead trees immediately for disease control and to prevent safety hazards
 - Replace dead plants as directed

 - Trim all fence lines establishing 2-3 ft. buffer from fence

 - Removal and stump grinding of any tree that does not require certified arborist or tree expert for removal.

- Parking Lot maintenance
 - Daily check parking lots to ensure cleanliness and safety
 - Daily remove litter and debris
 - Daily check trash cans and empty as needed
 - Weekly blow leaves and excessive dirt

- Prune trees and shrubs located near parking spaces yearly or as needed to avoid safety hazards
- Spray or hand pull weeds in parking lot area as needed
- Inspect lots yearly to determine if marking of spaces, fire lanes and other markings are visible and make recommendations for repairs
- Check parking lot lights twice per year and make recommendations for repairs
- Replenish gravel lots with material as directed
- Removal of snow and ice as directed by the City

- Dog Park (where applicable)
 - Daily remove litter, animal waste and trash
 - Daily inspect and remove debris and trees
 - Daily blow entrance areas and sidewalks
 - Daily inspect turf areas
 - Daily inspect area for trip hazards and washouts
 - Daily inspect drains and remove any debris
 - Daily inspect fencing and repair as needed
 - Replenish waste bags as needed
 - Fill in holes in fenced dog play area as needed
 - Prune limbs and shrubs as needed
 - Remove dead trees and limbs as needed
 - Re-sod and repair worn areas
 - Aerate and over seed grass in the winter

- Storm Water Maintenance (Within Parks only)
 - Monthly inspect and remove all debris from drop inlets, pedestals, CMP's, manholes, and junction boxes
 - Monthly inspect and remove debris from rip rap and headwall structures
 - Maintain storm water swales
 - Maintain inventory of storm water and drainage structures
 - Perform minor drainage grading and storm water projects as directed by Parks and Recreation Asst. Director

- Electrical/Lighting Maintenance
 - Monthly inspect and inventory all pole/shine down lighting within parks. Notify Parks Manager for outages. Contact Power Company to report and repair light outages.
 - Monthly inspect and inventory all GCFI's and or outlets associated with pavilions, pole/shine down lights. Repair as needed.



PARK SAFETY AND MAINTENANCE CHECKLIST

Park Name: _____ Location: _____

Inspector: _____ Date: _____

Items to be Checked	OK	Deficiency Noted	Date Corrected
A. Signage			
1. Park name identification sign.			
2. Park Hours of Operations/rules posted Clearly.			
B. Walkways			
1. Even Walking surface, clear of debris.			
2. Ground level flushes with walking surface.			
C. Fencing			
1. Good Condition, no openings.			
2. Top/Bottom of fence has no protruding, sharp edges.			
D. Restrooms			
1. Faucet/Dispensers in good condition.			
2. Floors dry/free of debris.			
3. Door latch hardware in good condition.			
E. Playground			
1. Placement of equipment in accordance With CPSC standards.			
2. Age-appropriate signage present.			
3. Ground cover well maintained.			
4. Equipment in good condition, well – maintained.			
5. Entrapment hazards on equipment.			
F. Other Park Features			
1. Park mowed and trimmed.			
2. Landscape well maintained.			
3. Trash receptacles placed throughout park.			
4. Dog stations maintained throughout park.			
5. Picnic tables in good condition: no splinters or broken hardware.			
6. Water fountains in good condition: no broken hardware.			
7. Barbeque grills in good condition.			
8. Irrigation System in good condition.			