

New Bern Parks and Recreation Maintenance and Operations Management Standards

In an effort to provide quality facilities, greenspace, parks, and amenities to the citizens of New Bern, the following Maintenance Operations Standards have been created and implemented for our park system.

The Director of Parks and Recreation provides the overall guidance and support to the Superintendents to help them complete their tasks in a timely manner.

The Parks Superintendent is responsible for implementing these standards, as well as ensuring that staff properly maintain all areas under their purview. The Park Superintendent is responsible for all landscaping, public trees, Grounds maintenance, and mowing of parks, green spaces, public buildings, designated rights-of-ways within the City of New Bern, and equipment maintenance. The Parks Superintendent is responsible for assigning the appropriate full time and seasonal staff daily and weekly duties.

The Building and Grounds Maintenance Superintendent is responsible for maintenance, repair and construction of park amenities, playgrounds, buildings, and other general park infrastructure. The Building and Grounds Maintenance Superintendent is responsible for assigning the appropriate full time and seasonal staff daily and weekly duties.

Work is carried out through a variety of work crews, determined by the Superintendents.

PARKS AND GROUNDS MAINTENANCE DUTIES

1. Grounds Maintenance includes the following for all greenspaces, parks, and public spaces:
 - All parks and green spaces are on a 14-day mowing schedule.
 - Mowing, trimming, and edging.
 - Grass seeding or sodding, fertilizing, and weed control.
 - Tree pruning, removal, planting, and fertilizing.
 - Planting shrubs, annuals, perennials, bushes, special displays, and mulching.

2. Maintenance of Sports Fields/Specialty Turf areas.
 - Certain sports fields and specialty, high traffic areas are mowed multiple times per week, in season, based on the type of grass installed.
 - Mowing, trimming, and edging fields and fence line and general perimeter around fence area.
 - Fertilization and weed management on a consistent basis.
 - Verifying fence is in good shape.

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- Checking bases/goals for alignment and condition.
- Grooming fields daily in season, weekly off season.
- Lining fields on game days.
- Trash collection.
- Verifying bleachers are in good repair.
- Verifying dugouts are in good repair.

3. Restroom and Park Cleanliness

- Cleaning all park restrooms daily, and as needed.
- Picking up trash in parks.
- Emptying park trash cans daily.
- Cleaning park shelters.
- Visual inspection of parks.

4. Park renovation projects

- Construction or project management of new park amenities such as trails, sidewalks, shelters, playgrounds, fences, restrooms, drinking fountains and other buildings and structures.

5. Parks and Facilities Level of service

- Parks and facilities are classified in three categories, based on the amount of daily traffic, the size of the facility/park, and the location.

Categories include the following:

- High – Parks and facilities that have high usage, are high profile, and have popular amenities that draw the public to the location.
- Medium – Parks, facilities that used on a regular basis, multiple times per week.
- Low – Parks and facilities that are rarely use and have low daily traffic counts.

PARKS, GREEN SPACE, AND SPECIAL USE FACILITIES

CEMETERIES	Location	Acres/Sq. Footage	Level of Service
Bryan-Fordham	1035 Queen St.	.04 acres	Low
Cedar Grove Cemetery	808 George St.	12.6 acres	Medium
Cedar Grove Extension	701 George St.	3.04 acres	Medium
Evergreen Cemetery	2200 East Rose St.	7.18 acres	Medium
Greenwood Cemetery	810 Cypress St.	8.61 acres	Low
New Bern Memorial	1112 Chelsea Rd.	19.3 acres	Medium

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GREEN SPACE	Acres/Sq. Footage	Level of Service
Queen & Pollock (Triangle)	.07 acres	Low
Trent & Rhem (Triangle)	.26 acres	Low
Trent & Rhem (Long Triangle)	.6 acres	Low
Lucern Way	.6 acres	Low
Grace Ave.	.35 acres	Low
Cleveland Park	1.09 acres	Low
Woodland & MLK Triangle	.67 acres	Low
Grace & MLK	.37 acres	Low
High Street & River Drive	.23 acres	Low
Riverfront (Convention Center)	1.69 acres	Low
Talbot Lot (Craven/S. Front)	.45 acres	Low

MINI/POCKET PARKS	Address	Acres/Sq. Footage	Level of Service
Bear Plaza	2302 Middle St.	.23 acres	High
Carter-Sampson Park	924 Green St.	.12 acres	Low
Council Bluff Green	42 E. Front St.	.48 acres	Medium
Donald Miller Park	100 Ave. A	.14 acres	Low
James Reed Lane	319 Pollock St.	.09 acres	High
Lourenco Park	100 First St.	.3 acres	Low
Mary White Park	610 Julia Clay St.	.24 acres	Low
Palace Point Commons	600 Palace Point Commons	.39 acres	Low
Speight Park	2206 Center Ave.	.75 acres	Low
United Way Park	930 Queen St.	.07 acres	Low
Walt Bellamy Park	316 Jones St.	.02 acres	Low

NEIGHBORHOOD PARKS	Address	Acres/Sq. Footage	Level of Service
Fort Totten Park	490 Fort Totten Drive	3.96 acres	High
Tryon Village Park	901 Meadows St.	.9 acres	Low
Leander Morgan Park	925 Walt Bellamy Dr.	7.02 acres	Medium
Monk Mallard Park	1101 North Craven St.	1.51 acres	High
Pleasant Hill Park	427 NC 55 Hwy West	7.42 acres	Medium
Pierce Park	545 Neuse Ave.	3.73 acres	Low
Union Point Park	210 E. Front St.	6.35 acres	High

COMMUNITY PARKS	Address	Acres/Sq. Footage	Level of Service
DE Henderson Park	901 Chapman St.	14.23 acres	Low
Glenburnie Park	340 Glenburnie Dr.	45 acres	High
Lawson Creek Park	1309 Country Club Rd.	55 acres	High
Seth West Parrott Park	1225 Pinetree Drive	24.33 acres	High
Jacks Smith Creek Wetlands	Simmons St.	52.12 acres	Low

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REGIONAL PARKS	Address	Acres/Sq. Footage	Level of Service
Martin Marietta Park (future)	700 S. Glenburnie Rd.	880 acres	Medium
SPECIAL USE	Address	Acres/Sq. Footage	Level of Service
408 Hancock	408 Hancock St.		Low
Boat House	1307 Country Club Rd.		Low
Down East Dog Park	340 Glenburnie Dr.		Medium
George St. Splash Pad	807 George St.	2.06 acres	Medium
Kafer Park	603 George St.	2.82 acres	Medium
New Bern Aquatics Center	1155 Laura Lane	10.17 acres	High
Parks & Recreation Admin	1307 Country Club Rd.	.83 acres	Medium
Parks Maintenance	312 Glenburnie Dr.		Low
Maintenance Workshop	340 Glenburnie Dr.		Low
River Walk	210 E. Front St.	2.3 miles	High
Stanley White Recreation Center (CLOSED)	901 Chapman St.	2.6 acres	
West New Bern Recreation Center	1225 Pinetree Dr.		High
Cub House	248 Pollock St.	.04 acres	Medium
Queens Point Riverwalk	800 e. Front St.		Low
Community Garden	400 Cypress St.	1 acre	Low
WALKING TRAILS	Acres/Sq. Footage		Level of Service
Glenburnie Park	.64 miles		Medium
Henderson Park	.44 miles		Low
Lawson Creek Park	.73 miles		Medium
Martin Marietta Park	4.3 miles		Medium
Pleasant Hill Park	.18 miles		Medium
Riverwalk	2.3 miles		High
PLAYGROUNDS		Level of Service	
Henderson Park		Low	
Glenburnie Park		Medium	
Seth West Parrott Park (Kidsville 2.0)		High	
Fort Totten		High	
Tryon Village Park		Low	
Monk Mallard Park		Low	
Pleasant Hill Park		Medium	
Pierce Park		Low	
Union Point Park		High	
Carter Sampson Park		Low	
Mary White Park		Low	

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6. Communication with the public

- When dealing with property owners adjacent to park property:
 - Schedule noise-producing maintenance activities at times when the activity does not interfere with our neighbor's enjoyment of their homes and property.
 - Inform neighbors, in advance, of activities that may temporarily cause excessive noise, such as construction projects. Notification shall be written note placed delivered to residents. Larger projects shall include social media and website posting.
- When dealing with citizens:
 - Be courteous to all citizens. Do not take complaints personally. Be professional with dealing with citizens.
 - Report citizen suggestions and concerns to your immediate supervisor, and ultimately the Director of Parks and Recreation.

7. Supervision of staff.

- Provide clear directions to staff to help them better perform their job functions. If in doubt, provide directions in both verbal and written form.
- All staff are extremely important to the operation of the Parks and Recreation Department. Staff should be treated with dignity and respect.
- Provide supervision/training to all employees to help them perform their job duties to the best of their ability. Be patient. If retraining is required, do so until staff thoroughly understand.
- Double check all work to make sure they are performing to standards.
- Administration will provide communication through emails, flyers, in person and virtual meetings to keep staff up to date on activities and events occurring within the department.

8. Grounds Maintenance

- Mow, trim, edge, and spray weeds on a scheduled basis, as designated by the Parks Superintendent.
- Sod and seed as needed, based on the location and use.
- Spraying program – Follow all rules and regulations established to properly administer and mix chemicals. Maintain appropriate paperwork. Keep certifications up to date.
- Prune all trees, grasses and shrubs as needed.
- Replace dead or dying trees, grasses and shrubs during the spring and fall.
- Maintain, in good working order, all assigned park buildings, fences, gates, handrails, concrete, bleachers, benches, picnic tables, playgrounds and shelters.
- Mulch all beds and trees annually.
- Annually seed or sod any common area grounds that have thin or no grass.
- Over-seed "showcase" parks such as Union Point Park, and Thalmann Field

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with winter rye in the fall.

- Strive to make all parks more aesthetically appealing by suggesting and implementing landscape improvements to the Director of Parks and Recreation

9. Equipment

- Complete general preventative maintenance on all vehicles and equipment by checking fluids, belts, filters, and tire pressures.
- Check blades and chainsaw chains on a regular basis.
- Report any problems to your supervisor immediately.

10. Safety/Inspections

- Ensure that all staff wear the appropriate PPE and use safety signage as required.
- Perform inspections as needed and submit to Parks and Recreation Administration once complete.
- Operate equipment in the proper manner. Mower guards **MUST** be **DOWN**.
- Repair all safety-related problems noted on inspection forms and work orders.
- Log all repairs made to park amenities. Track staff time, cost of repair and document with a before/after photo.
- Inspect the perimeter of each park to ensure that private or illegal activities are not being allowed to encroach on public park property.
- Report all safety, encroachment and other park concerns to the Director of Parks and Recreation immediately.

11. Trail Maintenance

- Proper maintenance of trails are essential to their longevity and maximized use. Proper maintenance assures the safe use of the trails for the long term and minimizes expenses due to neglect. Proper maintenance assures pride and shared responsibility for the trails and can be used to increase public engagement through volunteerism and citizen response.

Trails include the following in our park system:

- Riverwalk
- Concrete walkways
- Asphalt walkways
- Boardwalks
- Natural surface trails

All trails must be maintained on a regular basis by:

- Trimming, spraying, and edging.
- Remove graffiti as it occurs.
- Apply additional surfacing as need.
- After heavy rains, repair any washed out areas.
- Remove any hazards, such as fallen branches, debris, tree roots, etc. that may

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impact the use of trails.

12. Playground Maintenance

- Engineered wood fiber should be installed annually, with touch ups as needed.
- Spray playground for weeds on a consistent basis.
- Check high use play amenities on a weekly basis, in season.
- If playgrounds have to be closed, make sure they are properly signed and marked off.
- All playground maintenance should be performed according to industry standards.
- Report any maintenance issues to the Director of Parks and Recreation ASAP.

Standard Operating Procedures Park Restrooms, Shelters, Grills, and Trash Collection

Restroom Cleaning Procedures

- A clean, well-maintained restroom promotes health and hygiene and reduces the spread of infection and disease. It is essential that staff follows consistent restroom cleaning procedures. Not only does this prevent cross contamination, but it also improves efficiency and reduces overall labor time.

Safety Precautions

- Before beginning with any cleaning task, be sure that you fully understand how to use the chemicals and equipment required for the job. It is mandated by OSHA that every employee has a right to know about the possible chemical hazards within their workplace.
- A safety data sheet (SDS) will provide the information regarding the chemicals within your building. **Read and understand the SDS, as well as the product label for every product that you use.** Your supervisor will show you where to find your SDS information and will also help you read and understand each sheet. The SDS for every product can be found in the breakroom.
- **Be careful not to use cleaning chemicals on any surface for which they are not intended. Be especially cautious when using acid cleaners. Never mix chemicals. It could cause serious or even fatal injury.**
- **Wear the proper personal protective equipment (PPE)** to protect yourself from exposure to cleaning chemicals. Gloves, a mask and goggles will prevent chemical splashes from coming into contact with your skin and eyes.
- Practice universal precautions when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances, such as needles, etc....
Note: Refer to OSHA's bloodborne pathogen standards for more information. Quick Reference Guide to the Bloodborne Pathogens Standard

Preparation

- Display the proper caution signs to warn of wet floors and close the restrooms to patrons before beginning to clean.

Remember these three rules of restroom cleaning:

Rule #1: Always clean top to bottom.

Rule #2: Work towards the exit door.

Rule #3: Cleaning Supplies *such as* extra paper products and cleaning supplies should be stored at ALL restrooms for weekend and special event service.

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Restrooms We Maintain

The following restrooms are cleaned on a daily basis: **Cub House (Weekend cleaning only), Fort Totten, Glenburnie, Lawson Creek #1 & #2, Pleasant Hill, Seth West, and Union Point.**

The following restrooms are cleaned daily from Memorial Day to Labor Day: **Spray Ground**

The following restrooms are cleaned based on the practice/game schedules and/or special events held at those locations: **Henderson, Pierce, Seth West Parrot Park Ballfields, and Kafer.**

PARK RESTROOMS

Cleaning Frequency: Daily to multiple times daily, and as needed.

Equipment Needed: Terminator Cleaner, Squeegee, Sprayer, Spray disinfectant, Hose, Broom, Dustpan, Trash bags, Paper products, Soap, toilet brush, Paint (*to cover vandalism*), signage, duster.

PPE (Personal Protective Equipment): Disposable cleaning gloves, Safety goggles, Respirator, Protective clothing, Shoe covers

- Display wet floor signage at entrance (*if needed*).
- Dispose of any trash or debris around the perimeter of building and on the inside.
- Empty trash (*if half full or more*).
- Verify lights and exhaust fan (if equipped) are working properly
- Turn sink on to verify it works. Verify the drain is also working.
- Verify the hand dryers are working properly.
- Verify the Drinking fountains are working properly, draining properly, with no leaks.
- Document any vandalism.
- Cover any spray paint vandalism.
- Clean out the light covers weekly or as needed to remove debris and dead insects.
- Sweep floors, walls and corners for debris, spider webs, and other debris.
- Verify toilets/urinals flush and drain properly.
- Verify Toilet paper, paper towel (*if present*) and soap dispenser are working properly and not damaged.
- Replace paper/soap products as needed.
- Clean and sanitize sinks and counters.
- Clean and sanitize toilets, seats, and urinals.
- Use **ONLY Terminator Cleaner with Spray Gun.**

(Terminator™ is a heavy-duty quaternary based disinfectant, cleaner, and deodorizer. Terminator has a broad spectrum of kill claims including Pseudomonas aeruginosa, Salmonella choleraesuis, Staphylococcus aureus including Staphylococcus aureus Methicillin Resistant (MRSA), Athlete's Foot Fungus, * HIV-1 (associated with the AIDS Virus), *HBV (Hepatitis B Virus), * HCV (Hepatitis C Virus), *Human Coronavirus and *Norwalk Virus, *Adenovirus Type 5 and Type 7 (at 8 oz./gal.).

Spray all (*non-drywall*) walls, and floors. Rinse Floors. Squeegee excess water to drains.
Remove wet floor sign when floor is dry.

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- Spray disinfectant on the handles of urinals, toilet seats, doors and towel dispensers as a final precaution to reduce cross-contamination.
- Sweep or blow out the entrance area.
- Report any broken/non-working items, theft, vandalism, and/or unusual odors that do not go away.
- If the restroom you are servicing has its own pump and grinder, if the RED light is on or the alarm is sounding, call Water Resources immediately to report the issue (*This number should be on the control box*), then inform your Supervisor.

SHELTERS

Cleaning Frequency: Twice weekly (May – September [M/F]); Once weekly (October – April [F]).

Equipment Needed: Hornet/Wasp spray, Trash bags, Blower, Hose, nozzle, sanitizer, Paint (to cover vandalism).

PPE (Personal Protective Equipment): Disposable cleaning gloves, Safety goggles.

- Check for stinging insects. Treat if present and remove any nests that may be present.
- Dispose of any trash or debris.
- If lights are installed at the shelter, verify they work.
- Clean light covers weekly or as needed to remove debris and/or dead insects.
- If electric receptacles are present, verify all receptacles are in working condition (weekly) and report any broken receptacle covers.
- Remove any non-approved signage, nails, tacks, strings, tape, etc....
- Blow off Picnic tables, and deck.
- Hose off tables and floor.
- Verify the Drinking fountains are working properly, draining properly, with no leaks.
- Remove any old signs from message board.
- Check to make sure power is working; Make sure receptacle cover(s) are not broken.
- Report any vandalism, broken tables, rotten wood, exposed bolts, nails etc... Immediately.

GRILLS

Cleaning Frequency: Weekly (Thursday/Friday).

Equipment Needed: Scoop, Brush, Dustpan, Trash bag, High Heat spray paint.

PPE (Personal Protective Equipment): Disposable cleaning gloves, Safety goggles.

- Remove all ash debris.
- Scrub and wipe down grill surfaces.
- Use Black (High Heat) Spray paint as needed to touch up rusted areas on the grill box (*not the grill grate itself*).
- Report any damage or broken items.

TRASH COLLECTION

Cleaning Frequency: Daily.

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Equipment Needed: Trash bags, Hornet/Wasp spray, and trash pickers.

PPE (Personal Protective Equipment): Disposable cleaning gloves.

- Empty all trash cans.
- Remove contents and replace liners.
- Never compress the trash and always be careful of sharp objects that may be sticking out of the liners.
- Spray the cans with disinfectant spray.
- All trash cans should have holes in the bottom to prevent standing water in the bottom of the can.
- Use Pick-up sticks and a trash bag or 5-gallon bucket for trash collection in parks.

Weekend/Holiday Trash Collection

Staff are responsible for removing trash in the following downtown containers on weekends and holidays:

- Broad Street Pollock Street
- Council Bluff Green – Riverwalk to Union Point Park
- Craven Street
- East Front Street
- South Front Street
- Middle Street

If you have any questions, please contact your supervisor immediately.

GENERAL INSPECTION

Frequency: Daily

A general park inspection shall be made on the following parks on a daily basis:
Fort Totten, Glenburnie, George Street Spray Ground (*Memorial – Labor Day*), Lawson Creek, Pleasant Hill and Seth West Parrot, and Union Point.

When performing a general inspection, you are visually scanning the area for problems such as broken limbs, broken fence, broken playground equipment, trip hazards, vandalism, etc. Items such as this must be brought to your Supervisor's attention immediately.

When performing any type of work at a park or green space, if you notice any issues, write it down and report it to your supervisor immediately.

NEW BERN PARKS AND RECREATION

Standard Operating Procedures

Cub House

Equipment Needed: Cleaning supplies, paper products.

PPE (Personal Protective Equipment): Gloves, mask.

The Parks Division is responsible for opening and closing the Cub House on the following schedule: Opening - holidays and every Saturday and Sunday. Closing – Daily . Public Works is responsible for opening, cleaning, and monitoring the facility during the week. This facility is highly visible and is frequently used by the general public. As such, the expectation is that the landscaping is to be maintained on a consistent basis and for restrooms to be cleaned on holidays and weekends.

This facility has an automatic locking system. The facility opens automatically at 8am daily. From May 1 – October 31, the facility closes at 7:00pm. From November 1 – April 30, the facility closes at 5:00pm. Keys are no longer used for access to this facility. To enter when building is closed, you must use your ID card and have the appropriate authorization. If staff are not able to access the building,

OPENING

- Turn lights on.
- Sweep floors.
- Clean restrooms, toilets, sinks.
- Replenish paper products.

CLOSING

- Enter facility after the designated closing time.
- Pick up any trash or debris.
- Check all rooms to make sure no one is in the building.
- Make sure doors are locked.
- Position blinds half-way up the window and open in main room only. Restroom blinds shall stay down.
- Turn all lights (except for porch lights) off.

Inform your supervisor immediately of any issues that arise.

Standard Operating Procedures Mowing Public Facilities

Frequency: Two weeks during the growing season.

Equipment Needed: Mowers, Trimmers, Edger's, Blowers, Sprayers, Pick up Sticks, and Trash bags.

PPE (Personal Protective Equipment): Hearing protection, Safety glasses, Gloves.

The Parks Division is responsible for mowing the following Public Facilities: Developmental Services, Fire Station #1, Fire Station #2, Fire Station #3, 1620 National Ave. (until sold), Parks & Recreation Administration, Police Department, Utility Billing, and Fire Museum, New Bern Aquatic Center, Stanley White Recreation Center, The Volt Center, and West New Bern Recreation Center.

These facilities are high visibility, frequently visited locations by the public. As such, the expectation is that the landscaping is to be maintained.

- Inspect area prior to mowing to pick up any trash or debris.
- All grass areas should be mowed in a consistent, neat manner.
- Curbs, Parking lots, Sidewalks and Landscape beds should edged/trimmed. Trim any weeds growing through cracks of asphalt/concrete.
- Verify that all walkways and parking lot (around the perimeter of the facility) are fully accessible and not blocked by any overgrowth of greenery or tree branches. Limbs should be no less than 7' tall in walkways and 8' in parking spaces. If areas such as this need attention, mark this on the inspection so that it may be assigned to the appropriate staff.
- After mowing and trimming, all sidewalks, steps, parking lots, etc.... should be blown off and excess debris collected. Note: Do NOT mow or blow grass clippings into the beds.
- Spray for weeds in the following locations: Parking lot, curb, sidewalks, and landscape beds. When spraying in beds, use extreme caution not to spray annuals, perennials, shrubs, or trees.
- Mow in the opposite direction of vehicles and pedestrians to avoid possible damage or injury.
- Yield maintenance operations to vehicles and pedestrians.
- When finished, survey the area to verify that all tasks have been completed.
- Unightly issues that can be addressed while on site such as minor trimming of individual branches, etc.... should be completed. Any work that will require more time to complete should be written up on the inspection.
- Continue on to the next assignment.

Inform your supervisor immediately of any issues that arise.

CEMETERIES

The City of New Bern operates and maintains the following cemeteries: Cedar Grove, and Cedar Grove Extension, Evergreen, Fordham, Greenwood, and New Bern Memorial.

These cemeteries are governed by City Ordinance. These rules and regulations are located at the following link:

https://library.municode.com/nc/new_bern/codes/code_of_ordinances?nodeId=PTIICOOR_CH18CE.

General Expectations:

- All work performed in cemeteries shall be performed with respect and dignity.
- All roadways and paths should be clear and free of debris at all times.
- Signage should be in good shape.
- Trash cans should be emptied on a regular basis. (No trash can should ever be overflowing).
- Pet waste bags should ALWAYS be in dispensers.
- Shrubs and trees around the perimeter and inside the cemetery should be maintained at all times.
- Dead limbs and debris shall be removed daily.
- Pruning shall occur throughout the year.
- Rules and Regulations are expected to be enforced.
- Any outside work shall be approved in advance by the Director of Parks and Recreation.
- Contractors performing any work (*Funeral Homes, Grave Diggers, Monument companies, Vault installers, etc....*) shall clean up their worksite. Any damage shall be documented and shall be corrected by the contractor.
- Fresh graves shall be mounded and monitored for settling. They shall also be seeded.

New Bern Parks and Recreation
Procedures for Securing Parks and Facilities
Parks Division

1. Secure all loose items in Parks (i.e.: Swings, trash cans, signage, benches, tables, chairs, etc.)
2. Close parks at designated time.
3. Park Closed signs installed.
4. When patrolling parks, that are posted: Ask any patrons to leave.
5. Flags removed.
6. Restrooms locked.
7. Have load of sand.
8. Have sandbags on hand available.

Barricades installed to block vehicle/pedestrian traffic: Sandbag barricades to prevent loss

- Parks and Recreation Administration
- Glenburnie Park
- Lawson Creek Park
- Union Point Park
- Donald Lee Miller Park with barricades at main road.

Prepare all Equipment we expect to use for this event.

- Verify Chain saws/Pole saws and other pertinent equipment are in proper working order.
- Extra chains
- Bar and Chain Oil
- Plenty of fuel
- Shovels, Rakes, Wheelbarrows on hand

Verify all staff have the proper PPE (Personal Protective Equipment)

- Hard hats
- Gloves
- Chaps
- Life Jackets
- Rain Gear
- Each vehicle is equipped with fire extinguisher/First Aid kit.

Communication

- Verify all Radios are in good working order.
- Make sure staff have back up battery and charger.
- Cell phone chargers in each vehicle.

Vehicles/Heavy Equipment

Depending on the event, equipment is staged at West New Bern Recreation Center.

- Make sure they are cleaned out and ready to go.
- Top off vehicles daily leading up to the event.
- Equip each vehicle with:

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- Shovels, rakes
- Saws, blowers, fuel,
- Barricades, cones to block off areas as needed
- Caution Tape

Parks & Recreation Administration

- All items off the floor.
- Computers on desks and unplugged
- Basement area – All items 5' off ground
- **Main level entrance doors sandbagged**
- Attach rope to kayak launch to prevent loss.

Union Point Park

- Zip tie gates to floating docks.
- **Attach rope to gangway and docks to prevent loss.**
- Secure restrooms
- Remove Little Free Library
- Remove swings
- Block Riverwalk bridge access on each end.
- Remove select deck boards to reduce loss of structure.
- Secure any loose objects.

Lawson Creek Park

- Attach rope to gangway and docks to prevent loss.
- Secure restrooms.
- **Thalman Field Restrooms – remove all equipment/Supplies to prevent loss.**
- Secure any loose objects.

Glenburnie Park

- Attach rope to gangway and docks to prevent loss.
- Secure restrooms.
- Secure any loose objects.

Cub House

- Remove all furniture
- Sandbag entrances

ALL Fishing Piers

- Block off with ribbon
- Secure any loose objects.

STAFF MEETING

- 72 hours prior to event have full staff meeting to prepare staff and give out duties.
- Each morning and evening
- Emphasize safety and review events of the day.
- Upcoming job tasks
- PPE reminder

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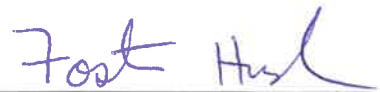
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- If PPE are needed – designate one person to pick up supplies to distribute.

FEMA PAPERWORK

- Each staff to complete information prior to moving to next task.
- Superintendents enter Information into spreadsheets each evening.

Approved – August 12 , 2020



Foster Hughes, CPRE
Director of Parks & Recreation