

New Bern Parks and Recreation Preventative Maintenance Plan

New Bern Parks and Recreation has created a preventive maintenance plan in an effort to improve the overall quality and effectiveness of our equipment, vehicles, facilities, parks, and general amenities. The plan is intended to be a proactive maintenance asset, rather than a reactive maintenance issue.

The following inspections should occur on a regular basis. Required forms should be submitted to Parks and Recreation Administration for review and filing.

Daily

- Designated Employees – Inspect vehicles before use. A visual inspection should include walking around the entire vehicle, checking the tires, all lights, any dents/damage, verifying the interior is in good shape, the car is clean, has gas and starts. Any issues found should be reported to your supervisor immediately.
- Facility Supervisors – Perform a walk through of the facility and complete the daily opening/closing inspection. Any issues found should be reported to your supervisor immediately.
- Cleaning Maintenance Staff – When visiting the parks each day to clean restrooms, shelters and pick up trash, perform a visual inspection and note any issues with those amenities and report to your immediate supervisor immediately.
- All Staff – When visiting the parks and public spaces, perform a visual inspection and note any maintenance issues and report to your supervisor immediately.

Weekly

- Maintenance Staff – When visiting playgrounds, perform a visual inspection and note any issues. Report to your immediate supervisor immediately.

Monthly

- Maintenance Supervisors – Perform a thorough playground inspection with the prescribed forms. Note any issues. Report problems to your supervisor immediately.
- Maintenance Supervisors – Perform a thorough inspection of all parks, ballfields, trails, docks, piers, and amenities (drinking fountains, benches, grills, etc.). Note any issues and report to your supervisor immediately.

Semi-Annual

- Maintenance Staff – All drinking fountains, unheated restrooms, aquatic facilities should be winterized (as needed) to prevent freeze/thaw of pipes and expensive repairs.

7.5.2 – Preventative Maintenance

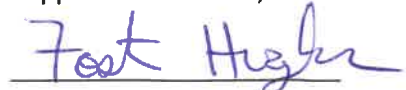
- Maintenance Staff – Any equipment not used during the winter should be properly stored and/or winterized until the spring. Follow the maintenance and care guidelines as established for the individual equipment and amenities.

Annual

- Contracted – All fire extinguishers should be inspected by an authorized service provider.

For questions or concerns, please contact the Director of Parks and Recreation.

Approved – June 10, 2018



Foster Hughes, CPRE

Director of Parks and Recreation