PURPOSE
The purpose of this procedure is to establish written maintenance and operations procedures plan for management of the parks and recreation department's areas, facilities, grounds, parks and equipment.

Parks, areas, facilities, equipment and grounds identified in the procedures (plan) are ranging from heavily used and highly developed areas to low level usage areas. Each of these areas is assigned an appropriate set of maintenance standards to include a recommended frequency and acceptable quality level for patrons (i.e.: a level of service for our citizenry).

PROCEDURE
Provide a copy of the procedures (plan) including the following accountability measures:

• Preventative maintenance plan
• Inspection Checklists
• Safety Checklists
• Vehicle Work Logs
• Vehicle Maintenance Logs
• Facility Condition Audit Report
• Copy of matrix of full-time employees, their years of service and professional certifications in the field
• Copy of maintenance personnel and copy of job responsibilities
• Operations manual
• Maintenance Plans (i.e: Modes for level of frequency – High, Medium and Low)
• Maintenance Standards (i.e: denoting level of service standards and guidelines)
• Parks and grounds and operations (maintenance) policies and procedures

This Field Operation Procedure (F.O.P.) denotes evidence of compliance for the following CAPRA standards:

7.5 – Maintenance and Operations Management
7.6.3 – Preventative Maintenance
7.10 – Maintenance Personnel Assignment
**MODE I**

State of the art maintenance applied to a high quality diverse landscape. Usually associated with high traffic urban areas such as public squares, malls, governmental grounds or high visitation parks.

**MODE II**

High level maintenance-associated with well developed park areas with reasonably high visitation.

**MODE III**

Moderate level maintenance-associated with locations with moderate to low levels of development, moderate to low levels of visitation or with agencies that because of budget restrictions can’t afford a high intensity of maintenance.
**MODE IV**

- Moderately low level—usually associated with low level of development, low visitation, undeveloped areas or remote parks.

**MODE V**

- High visitation natural areas—usually associated with large urban or regional parks. Size and user frequency may dictate resident maintenance staff. Road, pathway or trail systems relatively well developed. Other facilities at strategic locations such as entries, trail heads, building complexes and parking lots.

**MODE VI**

- Minimum maintenance level—low visitation natural area or large urban parks which are undeveloped.
### Cemetery Irrigation Checklist

<table>
<thead>
<tr>
<th>Name</th>
<th>Task</th>
<th>Time Spent</th>
<th>valve</th>
<th>Boxes</th>
<th>Time Spent</th>
<th>Heads</th>
<th>Time Spent</th>
<th>Electric Valves</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverview Cemetery</td>
<td>Valves</td>
<td></td>
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<tr>
<td>Staff</td>
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</table>

Note: Please round time to nearest quarter hour.

### Riverview Cemetery Field Operations

**PURPOSE**

The purpose of this procedure is to provide and maintain burial space for Green River and area residents.

**PROCEDURE**

The following areas of responsibility fall under the purview of the Cemetery Operations Division maintenance management program:

- Responsible for operations and maintenance of the Riverview Cemetery year-around.
- Supervise part-time and seasonal personnel assigned to cemetery in opening, closing and maintenance of graves, mowing, weeding, seeding, fertilizing, and irrigation of cemetery grounds, flower beds, and plants; and in the general improvement of the cemetery grounds.
- Disinter bodies when necessary.
- Remove snow from drives; mulch leaves; spray insects and turf; operate back how, mower, and other equipment; paint.
- Design, install, and maintain irrigation systems; repair and replace mains and lines, gate valves, electrically controlled valves, electrically controlled lines, and electronic systems; troubleshoot and diagnose computerized controller problems; winterize pumps; clean and blow water lines, and shut off systems in the fall.
- Prepare drawings and prints of layout and design.
- Maintain records concerning cemetery lots and sales.
- Show and sell lots; work with and provide information to the public, funeral directors, and monument salesmen concerning policies and operations of the cemetery; work with community groups in maintaining special sections of the cemetery.
- Monitor cemetery operations divisional budget 10-650.
- Interact with grieving families.
- Assist with preparation for, implementation of, and clean up after various special City events.
- Coordinate, plan, supervise and implement a minimum of two volunteer and community stewardship projects with civic and social agency groups per calendar year.

### Ball Fields Daily Checklist

**Name:** ___________________  **Supervisor:** ____________________

| Field | Watered | Infield | Drug | Infield | Prepared | Pitcher Mound | Prepared | Batter Box | Raked Infield | Edges | Swept Turf & Infield | Chalked Field | Cleaned & Swept Dugouts | Cleaned | Bathrooms | Swept | Concrete | Trash Pick up | CK. Outfield for holes & fill | CK. Bleachers & Benches for Loose Bolts | Check Fencing | Painted Foul Lines | Drag Warning Track | Time Finished |
|-------|---------|---------|------|---------|----------|--------------|----------|------------|--------------|--------|----------------|-------------|----------------------------|----------|----------------|--------|----------------|---------|----------------|--------------------------|-----------------------|---------------------|----------------|----------------|----------------|----------------|
| S/M   | Baseball| S/M     | Softball | S/M     | Little League | Veterans | Paxton Collier | Wyoming Evers | Note: Please round time to nearest quarter hour. |
### Project Checklist

**Project Name:** ______________________________________________

**Work Performed From:** ___ / ___ / ___       to       ___ / ___ / ___

<table>
<thead>
<tr>
<th>Employee</th>
<th>Description of Work</th>
<th>Date This Project Was Performed</th>
<th>Time Spent On This Project</th>
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*Note: Please round time to nearest quarter hour.*

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### Restroom Checklist

**City of Green River, Wyoming**

**Parks & Recreation Department**

**Rest Room Check List**

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Date</th>
<th>Remove All Cobwebs</th>
<th>Sweep/Wash Floors</th>
<th>Clean Toilets &amp; Urinals</th>
<th>Clean Sinks</th>
<th>Refill Toilet Paper &amp; Paper Towel Dispensers</th>
<th>Empty Trash</th>
<th>Sweep Walkways</th>
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</thead>
<tbody>
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*Note: Please round time to nearest quarter hour.*

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### Snow Removal Checklist

**City of Green River, Wyoming**

**Parks & Recreation Department**

**Snow Removal Location**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Date</th>
<th>Equipment Used</th>
<th>Frequency</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
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*Note: Please round time to nearest quarter hour.*

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Supervisor: ____________________

Comments: _______________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________
Soccer Checklist

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</table>

City of Green River, Wyoming
Parks & Recreation Center

Soccer Field Checklist

- Mowed Lines
- Lines Painted
- Goals Set in Place
- Goal Nets Set in Place

Misc.

Hours Worked

Staff Initials

Collier
S/M
Field 1
S/M
Field 2
S/M
Field 3
Castle Rock Park

Comments:

Saved as: Soccer Fields Maintenance Checklist Template (Rev: December 2007)

Name: ________________________

Date: ___ / ___ / ___

Supervisor: ________________________

Trash Pickup Checklist

<table>
<thead>
<tr>
<th>Location</th>
<th>Staff Name</th>
<th>Date</th>
<th>High / Medium / Low</th>
<th># of Trash Can Bags Replaced</th>
<th>Time of Day</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

City of Green River, Wyoming
Parks & Recreation Department

Trash Pickup Checklist

Saved as: Trash Pick Up Checklist Template (Rev: December 2007)

Supervisor: ____________________________________

Splash Park Checklist

<table>
<thead>
<tr>
<th>Evers Splash Park Monthly Facility Checklist</th>
<th>Date__________</th>
<th>Inspector (print name)</th>
<th>Supervisor/Manager's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Playground Structure &amp; Activity Pool</td>
<td>YES NO</td>
<td>Are there any broken parts or accessories?</td>
<td></td>
</tr>
<tr>
<td>Are all jets/hoses functional?</td>
<td>YES NO</td>
<td>Are the grates secure?</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filtration Room

- Is the quantity of hand chemicals sufficient? YES NO
- Is the chlorine tank at sufficient level? YES NO
- Is the filter pump working properly? YES NO
- Are the activity pumps working properly? YES NO
- Is the sand filter pump working properly? YES NO
- Is the chlorine feed system working properly? YES NO
- Do the pressure gauges need to be adjusted? YES NO
- Are there any leaks from the sand filters? YES NO
- Are all electrical boxes functional? YES NO
- Are all circular valves and levers functional? YES NO
- Are all surge pits clear of debris? YES NO

Comments:

Swimming Beach & Picnic Areas

- Is the water drainage sufficient? YES NO
- Is the ground free of holes/depressions? YES NO
- Is the area free of debris and weeds? YES NO
- Are the picnic benches in good condition? YES NO

Comments:

Facilities

- Are fire extinguers current and visibly located in each building? YES NO
- Are there any broken key locks/dead bolts? YES NO
- Is there any plumbing problems in the restrooms? YES NO
- Are the hand dryers working properly? YES NO
- Are the petitions secure and free of grafitti? YES NO
- Is there any damage to any fencing/gates? YES NO
- Is the drinking fountain in working order? YES NO

Comments:

Equipment & Signs

- Are the rule/facility signs in good condition? YES NO
- Are first aid supplies sufficient? YES NO

Saved as: Splash Park Checklist (Rev: December 2007)

Name: ________________________

Date: ___ / ___ / ___

Supervisor: ________________________
Vandalism Checklist

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Severity</th>
<th>Can it be Removed?</th>
<th>Must Item(s) be Replaced?</th>
<th>Describe the Damage</th>
<th>Staff Who Discovered It?</th>
<th>Was Damage Fixed &amp; Who Fixed it?</th>
<th>Was a Police Report Taken?</th>
</tr>
</thead>
</table>

Supervisor: ______________________

Aeration Checklist

<table>
<thead>
<tr>
<th>Site</th>
<th>Date</th>
<th>Staff Name</th>
<th>Time Spent</th>
<th>Over seeding (If Needed)</th>
<th>Hand / Tractor Aerated or Swept</th>
<th>Comments</th>
</tr>
</thead>
</table>

Note: Please round time to nearest quarter hour.

Supervisor: ______________________

Building Maintenance Checklist

<table>
<thead>
<tr>
<th>Building</th>
<th>Date</th>
<th>Staff Name</th>
<th>Time Spent</th>
<th>Repairs Made</th>
<th>Condition</th>
</tr>
</thead>
</table>

Supervisor: ______________________


Buildings and Structures

Field Operations Procedure

PURPOSE

The purpose of this procedure is to provide Green River citizens and City employees with clean, safe and well-maintained buildings and structures in which to conduct business, hold meetings and enjoy recreational opportunities.

PROCEDURE

The following areas of responsibility fall under the purview of the Buildings and Structures Division maintenance management program:

• 25 Picnic Shelters
• Pavilion (8,000 square foot facility)
• Gymnastics facility (2,500 square foot two-level facility)
• Rodeo Arena (and the announcers box at this structure/facility)
• City Hall building
• Outdoor Rifle Shooting Range (10-shooting bays)
• Outdoor Archery shooting range (16-shooting bays)
• FMC Red Barn (10,000 square foot facility)
• Pump house (located within Scotts Bottom Nature Area – which provides water to the FMC Red Barn)
• Horse Corrals (18-acre complex)
• Stratton Myers Park amphitheater, concession stand, restrooms, 3-scorers boxes, 3 ball fields, 3 soccer fields, picnic shelter and storage room)
• Fire Station #2
• 13 water fountains – city wide locations – stand alone outdoor sites
• 7 stand alone restrooms (ex: Centennial Park, Evers Park, Veterans Park, etc)
• Parks Maintenance Shop (9,824 square foot facility)
• Public Works Building
• Animal Shelter building (1,900 square foot facility)
• Wastewater Treatment Plant – building and offices
• Centennial Park (Martha Mable structure – storage and men’s/women’s restrooms)
• Landfill Scale House
• Landfill Office Quarters

1. Facility Safety and Security
2. Preventative Security Measures
3. Preparing for the unexpected (i.e. vandalism, graffiti, theft, etc.).
4. Collaborate with local law enforcement to be proactive.
E-460 Lock Locator

Location:

<table>
<thead>
<tr>
<th>Location</th>
<th># of Locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>All City Buildings</td>
<td>34</td>
</tr>
<tr>
<td>Evers Park</td>
<td>35</td>
</tr>
<tr>
<td>Expedition Island</td>
<td>36</td>
</tr>
<tr>
<td>Collier Park</td>
<td>37</td>
</tr>
<tr>
<td>Veterans Park</td>
<td>38</td>
</tr>
<tr>
<td>Stratton Mryers Park</td>
<td>39</td>
</tr>
<tr>
<td>Jacey Park</td>
<td>40</td>
</tr>
<tr>
<td>Riverside Park</td>
<td>41</td>
</tr>
<tr>
<td>Old Lincoln School</td>
<td>42</td>
</tr>
<tr>
<td>FMC Wetlands</td>
<td>43</td>
</tr>
<tr>
<td>Recreation Center</td>
<td>44</td>
</tr>
<tr>
<td>City Right of Way</td>
<td>45</td>
</tr>
<tr>
<td>Dirt Storage</td>
<td>46</td>
</tr>
<tr>
<td>Rodeo Grounds</td>
<td>47</td>
</tr>
<tr>
<td>Fish Lip Falls</td>
<td>48</td>
</tr>
<tr>
<td>Cemetery</td>
<td>49</td>
</tr>
<tr>
<td>Evers Park Special Locations</td>
<td>50</td>
</tr>
</tbody>
</table>

Questions?

Allan Wilson, APRP
Park, Facilities and Projects Manager
City of Green River, Wyoming
Parks and Recreation Department
Email: awilson@cityofgreenriver.org
Phone: (307) 872-6147