

RECREATION FACILITY MAINTENANCE POLICY

Policy No. RF 001-92

Date: Dec 9/92
Council Resolution No: 355-92

1.0 Introduction

- 1.1 The purpose of this policy is to establish clear direction and guidelines regarding staff responsibilities to enforce the efficient operation of the Village of Haines junction recreation facilities.

2.0 Responsibilities

- 2.1 It is the responsibility of the respective facility manager to ensure that regular minor maintenance is performed on an ongoing basis and to communicate and coordinate with the Public Works Foreman where major repairs or larger maintenance tasks are required.

3.0 General Guidelines

3.1 Pool

a. Manager

- coordinate staff to perform daily maintenance to ensure the safe use by all users.
- develop a maintenance schedule which will serve as a guide to staff for the ongoing maintenance of the pool and equipment.
- responsible for the ordering of supplies, as needed in accordance with budget guidelines for the efficient operation of the facility (ie. chemicals, toiletries, cleaning disinfectant, etc.)
- ensure that the correct balance of water and chemicals is maintained at all times and staff is trained in correct procedures for this operation.
- arrange for the safe handling and storage of chemicals and ensure that the chemicals are stored in a heated and secure building at shut down.

b. Public Works Foreman

- coordinate staff to perform repairs or maintenance to the pool facility which are other than routine or of a minor nature.
- shall order all supplies necessary for the efficient start up and shut down of the facility such as antifreeze, fixture parts, etc.
- will generally supervise construction and contract jobs that may occur from time to time as approved by the capital budget.

Procedures for Start Up and Shut Down of Pool

Start Up:

Pool Manager

- will ensure the pool is clean and public informed of start up.
- will be responsible for starting the pumps at the beginning of the season

Public Works Foreman

- responsible for the initial fill of H₂O in the pool at start up
- responsible for the control of water into the facility and will shut down water supply at year end

Shut Down:

Pool Manager

- immediately following pool closure for the season start major clean up and storage of PFD's, mats, balls and all other equipment and supplies.
- drain pool to below all inlets and suction fittings and adjust H₂O for winter.
- service and clean all pumps, fittings, etc. and where appropriate ship for servicing at end of season.

Public Works Foreman

- facilitate the transportation of chemicals to and from the facility to heated storage.
- will drain and winterize facility as well as put in service all plumbing fixtures ensuring there are no leaks.

3.2 Arena

a. Manager

- coordinates staff to perform daily maintenance to ensure the safe and efficient use of all users, which does not include the mezzanine.
- develop a maintenance schedule which will serve as a guide to staff for the ongoing maintenance of the arena and equipment.
- responsible for the ordering of supplies, as needed, in accordance with budget guidelines; for the efficient operation of the facility.
- maintain cleanliness of arena lobby area, washroom, storage areas and dressing rooms.
- maintenance of boards and plexiglass in arena
- ensure the security of the building is upheld by maintaining doors and locking up at end of shift. This shall not be delegated.
- ensure that there will be no storage of any item, in the furnace other than that which is agreed upon with the Public Works Foreman, and that user groups do not store anything in the facility that compromises the security or integrity of the facility.
- responsible that garbage is bagged and removed to the outside container provided on a consistent basis.

- b. Public Works Foreman
- coordinate staff to perform repairs or maintenance to the arena facility which are other than routine or of a minor nature.
 - shall order all supplies necessary for the off season work performed at the facility and shall ensure cleanliness during off season months.
 - will generally supervise construction and contract jobs that may occur from time to time as approved by the capital budget.
 - perform all maintenance on zamboni and keep log of such.
 - coordinate the transportation and delivery of oils and fluids to the arena facility.
 - responsible for hauling of garbage weekly and maintenance and cleanliness of garbage containers.
 - will arrange for fuel oil and propane delivery on an ongoing basis to the arena.

Procedures for Start Up and Shut Down of Arena

Start Up:

Arena Manager

- to ensure all parts of the building are clean
- all cleaning supplies are ordered prior to start up
- to arrange for extra maintenance items that may need doing by Public Works or contractor
- arrange bookings with users

Public Works Foreman

- to ensure all major repairs are completed before opening date
- to ensure all furnaces, boilers, and hot water tanks are on and operating
- to ensure all sinks, toilets, urinals, showers, taps and plumbing is on and operating
- to ensure zamboni has had a tune up, oil change, and is fully maintained and logged. That gas and oil are in stock.
- to ensure walk ways, all doors, boards, gates, screen, time clock and lights are in working order.
- order all parts for the maintenance of the arena and equipment, not including cleaning supplies, plastic or plexiglass for boards, and zamboni blades.

Shut Down:

Arena Manager

- to clean all areas of the arena except the mezzanine
- to lock all changing room doors, office, furnace room, zamboni room, storage rooms and concession.
- to make sure all outside doors are locked and secure
- to send zamboni blades out for sharpening or arrange the purchase of new ones
- to supply to Public Works Department and office a list of maintenance items along with a report of how the maintenance went over the winter, what was done, what was not done satisfactory and how it could be improved.
- to ensure all parts have been ordered for the repairs and start up for the following season that will be needed by the arena staff and manager.

Public Works Foreman

- to work with Manager on maintenance list and parts list
- to go over areas of responsibilities that may need clarifying and changed.
- make sure building is left clean and secure
- to shut down boiler, furnaces, plumbing and power at appropriate times.
- to do all maintenance and repairs as needed by reports or as noticed and coordinated with facility manager.
- to ensure the security of the building
- to remove left over gas, oil, etc.
- to monitor all activities in the building during the off season if needed.