

City of Arvada

MAINTENANCE STANDARDS FOR PARKS

Focus
Spring & Summer Maintenance Specifications
(April 1st thru September 30th)

A. Turf Care

1. Turf Mowing

Frequency shall be once per week from April 1st through September 30th). All turf grass shall be mowed utilizing power rotary or reel type mowing equipment. Mower blades or reels shall be sharpened and maintained in order to provide a smooth, uniform cut without ridges or depressions. Operators are expected to use Rollover Protection Systems (ROPS) whenever mowing on a slope, mowing close to ditches, lakes or ponds or anytime that tipping or rolling over is a possibility. Turf grass shall be kept at a height of not less than two and three-quarter inches and not more than four inches. No more than one third of the total plant height shall be removed at one time. All mowing patterns are to be changed on a weekly basis to avoid rutting and uneven surfaces, operator shall also avoid running over valve boxes to prevent any damage to irrigation mainlines. Clippings shall not be removed or caught during the mowing operation unless considered unsightly or thatch build up becomes a problem. Mowing will be done to throw clippings away from road ways, drainage swales, inlets, curb and gutters, walkways, tree bowls, shrub beds and irrigation ditches. If necessary staff will crosscut, rake, or employ appropriate methods that will eliminate all “clumps” of grass left as a result of mowing wet or extremely long turf. Staff shall be responsible for cleaning all sidewalks, streets, curbs, etc. by blowing or sweeping after each mowing. Staff will utilize safety chutes on their equipment.

2. Sport field Mowing

Commencing date, seasons end, frequency and mowing height will be dependent upon the fields scheduled activities. Generally, sports fields will require twice a week mowing and a mowing height of two inches to three inches.

3. Native Area Mowing

Mowing frequency along walks shall be 5 times a year and property lines where deemed necessary 3 times a year. Mowing shall commence April 1st through October 31st. All native grass areas shall be mowed utilizing power rotary type mowing equipment. Mower blades shall be sharpened and maintained in order to provide a smooth, uniform cut free from ridges or depressions. Cutting Height shall not be less than five inches in large open areas and not less than four inches in height along walks, soft trails and fence lines. Clippings shall not be removed or caught during the mowing operation but mowing should be done to throw clippings in the direction that is away from drainage swales, inlets, curbs and gutters and irrigation ditches. Where possible native grasses will be mowed once a year after seed has dropped usually after the first hard frost.

4. Trimming and Edging

Concurrent with each mowing, string trimming shall be done around trees, shrub bed edging, curbs, concrete pads, fences, retaining walls, etc. This shall also be done to match the height of the mowed turf. Care is to be taken when trimming around trees making sure not to scar the trunk or any low hanging branches. If it is not possible to trim around a tree without damaging it, notify the immediate supervisor so that an appropriate sized tree bowl can be marked out or a proper pruning cut can be made. Keep string trimmers two feet away from the trunks of trees at a minimum. All turf is to be edged once a month From April 1st through September 31st. No growth extends over curbs and gutters, sidewalks, median edging, or into other improved areas at any time. This will be done with a steel blade edger, not a string trimmer.

5. Sports field edging

The edge of all skinned infields where the infield mix meets the turf (Lip) and foul lines if applicable will be edged twice a month from April 1st through September 30th.

6. Weed Control

All turf areas within the specified maintenance areas shall be kept 90% weed free. Weeding may be done manually or by the use of herbicides. Two applications per year of a broadleaf herbicide shall be applied to all turf areas, one application in the spring and one application in the fall. Additional spot applications may be necessary throughout the growing season. When applying broadleaf pesticides applicator shall avoid spraying within the drip zone of any trees or shrubs. All herbicides used shall be non-restricted use type pesticides unless previously approved by the City. A Colorado licensed Certified Operator or Qualified Supervisor must be on site or close by when the applicator is not certified. Applicators must notify any persons who appear on the Pesticide Sensitive Registry who have property in close proximity to where pesticides are to be applied within 24 hours of application as stated by the Department of Agriculture. All areas that are sprayed shall be flagged for public notification immediately before the spray operation begins at main entrance points. Staff is responsible for removing the flags after forty-eight hours have elapsed from the time of application. Staff is required to maintain a log of all pesticide applications performed that will show time, date, chemical used, and quantity of chemical used.

7. Aeration

Common turf areas shall be aerated once in the spring (March to early May) and once in the fall (September to November). Aeration shall be done so plugs are pulled from a depth of three to four inches. Sports fields may require four aerations per season dependent upon the activity scheduled. Staff will locate and flag all sprinkler heads and valve boxes prior to aeration. Staff shall remove all aeration plugs from all concrete surfaces.

8. Overseed/ Top dress

Over seeding and top dressing shall be done once a year in the early spring after aeration has been performed and as needed in high traffic areas such as goal mouths. Over seeding shall be done using a slit/drill seeder method. Seed rate will be five pounds per thousand square feet containing twenty-five percent of each grass species, (Compact, Midnight, American, and Aggressive Kentucky Blue Grass).

9. Fertilizing

Fertilization applications shall be performed once in the spring after the aeration has been performed. The formulation and application rate will be determined by a soil test. Fertilizer will be of a slow release type with a minimum of 120 days of activation.

Sports fields may require two applications throughout the growing season dependent upon the activity scheduled.

All fertilizer will be removed from all concrete surfaces to avoid staining.

B. Irrigation

Staff will be expected to energize the system in the spring, winterize in the fall, adjust heads as needed, repair breaks in a timely manner and prevent any interruptions in the watering cycles for all landscaping. When time allows staff will be expected to edge around valve boxes this will be done with sod knives and not string trimmers.

1. Maintenance

- a. The Staff shall perform routine maintenance on the system components on a weekly basis. Staff will make head adjustments for optimal coverage, make sure nozzles are free of debris and that valves are functioning properly. Staff will look for breaks in the system and make repairs. Any replacement parts must be of the same brand, model number, and nozzle size.
- b. The Staff will have a certified Backflow tester test the backflow device prior to charging the sprinkler system in the spring. This device must pass operation inspection before energizing the system. If the device does not pass it must be repaired by a certified backflow repair tech and then retested to ensure it is operating properly and passes the operation inspection test. Once the device has passed the test the system can be energized. Test documentation must be completed and submitted to the city representative.
- c. Energizing of the sprinkler system will commence in the early spring and be fully operational no later than April 15th. Backflow devices and any piping above ground will need to be insulated to protect them from freezing in the early spring. The system will be energized according to the following procedure:
 - Ensure that all manual drain valves are closed.
 - Insert quick coupling key at the end of the mainline.

- Open gate valve at P.O.C. slowly to allow filling of the mainline pipe. Purpose of slow filling is to minimize water hammer.
 - Energize each valve sequentially.
 - Check each sprinkler for proper operation. Repair as necessary.
 - Look for line breaks and check each valve for signs of leakage. The staff will be responsible for all backfill, sod or shrub repairs and clean-up. Upon completion of all clean-up the site.
 - Check to make sure that Master Valve is working properly.
 - Adjust irrigation schedule on controller to provide adequate irrigation for spring seasonal demand.
- d. Winterization of the sprinkler system will be completed by October 15th. Backflow devices and any piping above ground will need to be insulated to protect them from freezing in the late fall. The system will be winterized according to the following procedure:
- Close main shut off valve at the P.O.C.
 - Connect air compressor to the quick coupling key at the P.O.C.
 - Connect quick coupling key at the end of the mainline.
 - Open air compressor valve to allow air to enter the system and start forcing all of the water out of the mainline. Make sure not to allow the compressor to exceed 90 psi.
 - Open each valve sequentially through as many cycles as necessary until all of the water is forced out of each lateral line. This can usually be done in two cycles.
 - Open and close Bermad or Netafim Hydrometers separately after all zones have been gone through, to ensure solenoid has been blown out, usually open and close 4 to 6 times.
 - Open all drain valves to allow the main line to be completely drained.
 - Disconnect compressor and remove all quick coupling keys.
 - Turn all above ground drain valves, isolation valves and test cocks to a 45 degree angle

2. Watering Programs for Irrigation Controllers

- a. Staff is responsible for all scheduling and program changes to the irrigation controller's. The Staff must follow all appropriate watering practices for each specific type of plant material and turf species. In times of **DROUGHT** they must follow the watering practice set by the water purveyor. Staff is also responsible for letting the Supervisor know when to turn off the controller during a rain storm and turning them back on.

3. Computerized Irrigation

- a. Computerized irrigation will be installed and maintained to provide a more stable and efficient way of applying the proper amount of precipitation to parks and athletic complexes. When possible irrigation controllers will work in conjunction with weather stations.

C. Shrub and Plant Care

● Pruning

All plant material shall be maintained by the staff to ensure the health, vigor and aesthetic appearance according to accepted horticultural practices. Shrub growth shall be maintained in accordance with present space limitations to ensure natural appearance. This shall be done on an as needed basis throughout the growing season. Cut back ornamental grasses to approximately six inches prior to spring growth in March. Remove and dispose of the cuttings. Cut back herbaceous perennials to the ground in the fall, late October. Remove and dispose of the cuttings. Prune all dead, diseased and dying branches. Cut back taller growing herbaceous perennials when they become raggedy in appearance. Prune flowering shrubs within two weeks after flowers have expired. Prune ground covers to maintain a neat, well-kept appearance and to prevent ground covers from climbing shrubs. Pinch back dead flower heads on a weekly basis to promote greater flowering. Cut back bulbs after foliage has turned a 50 to 75% yellow and begun to exfoliate.

D. Trees

All trees shall be maintained by the Forestry staff in a manner that is consistent with the current Arboricultural practices at the time. Maintenance shall focus on safety, the health of the tree, and aesthetics. The following sections shall discuss the various maintenance responsibilities of the Forestry staff and the guidelines to follow while conducting the maintenance tasks.

1. Planting

Planting will follow the guidelines laid out in the Engineering Specifications Section 1044.04.

2. Pruning

Pruning will focus on Deciduous non-flowering trees in the summer months and on Conifers and flowering trees in the winter months.

The following pruning descriptions shall be used when determining the scope of work when pruning a tree:

- **Class I:** All dead removed from the canopy. All water sprouts removed from the canopy. All structural defects corrected (where appropriate). Canopy is appropriately thinned for species. Canopy

is raised and is as even as possible. Generally reserved for trees 4” DBH or smaller.

- **Class II:** All Dead 1” or greater removed from canopy. Canopy appropriately thinned for species and size of tree. Water sprouts removed as needed. Canopy is raised and is as even as possible.
- **Class III:** All deadwood 2” or greater removed from canopy. Minor thinning when necessary and appropriate for species. Canopy is raised and as even as possible.
- **Deadwood:** Remove all dead wood 2” or greater from the canopy.
- **Raise:** Raise canopy so that it clears the surrounding area for mowers, vehicles, pedestrians, bicyclists, signs, lights, etc. Minimum 14’ over the road where possible. Minimum 8’ over sidewalks/ trails where possible.
- **Safety Prune:** Remove all areas of concern from the canopy that pose a danger to the public such as large broken limbs, large deadwood (4” or greater), and large hanging limbs.
- **Structure Prune:** Correct structural defects in the tree such as codominate limbs, bark inclusions, and rubbing and crossing limbs, to the extent possible. Generally reserved for younger, smaller trees 8” DBH or smaller.

3. Tree Wrap

Trees will be wrapped starting November 1st and will be removed starting April 1st. Trees will be wrapped using the following guidelines:

- All trees that are two inches (2”) or less in diameter and all smooth barked trees four inches (4”) or less will be wrapped to the extent possible.
- The trunks of all trees shall be wrapped spirally from bottom to top, overlapping the seams and entirely covering the trunk from the ground up to the first branch. The tree wrap shall be neat, snug and secured with vinyl electrical tape at the top, middle and bottom sections of the wrap.

4. Tree Removal

Forestry staff will focus on removals that pose a risk to public safety, are dead, are having a detrimental effect on the integrity of hardscape infrastructure, are considered noxious or invasive by the Colorado Department of Agriculture, or have a negative effect on the aesthetics of a park. Other reasons for removing a tree will be addressed on a case by case basis. Emphasis will be placed on maintaining public safety, infrastructure integrity, and park/facility aesthetics.

5. Stump Grinding

Stumps will be ground out where possible. Stumps will be ground to a depth of six to eight inches (6"-8") and an additional four to six inches (4"-6") past the outside edge of the stump. The area will be thoroughly cleaned with the area the stump was ground out of left level with the grade of the surrounding area.

6. Plant Health Care

Tree watering

- Trees will receive 10 gallons of water per diameter inch where appropriate
- Trees planted in the current year will be watered twice a month or more, if necessary, from the time they are planted until September, time permitting. After September they will be watered as necessary. These trees are to be flood irrigated.
- Trees planted in the previous two years should be watered at least once a month when time permits and will be watered using a combination of flood irrigation and deep root watering.
- Any tree planted prior to this will be watered as deemed necessary by the Forestry staff and will be watered using deep root feeding.

Tree Mulching

Mulched tree rings shall be replenished as necessary and time permitting. Mulch will be placed no deeper than two (2) inches. Care will be taken not to pile mulch or "volcanoe" mulch around the trunk of the tree. Mulch should be spread out evenly around the trunk of the tree using hands or a rake. Mulch rings should have no larger than a 3 foot (3') radius from the trunk of the tree.

Air Spading

Air spading will be conducted on older trees to reestablish the mulch rings and reduce soil compaction as necessary and when time permits. Complete soil aeration around the trunk of the tree will have a radius no larger than three (3) feet from the trunk. Mulch will be placed in the freshly aerated ring immediately after air spading following mulching specifications.

Trees should be watered, when possible, following our water specifications after aeration occurs.

Nutrient management

Macro and micronutrient deficiencies, such as chlorosis from iron deficiency, will be addressed on a case by case basis. Foliage applications and/or deep root soil injections will be utilized to manage these deficiencies. Mycorrhizae will be added to each new tree at the time of planting.

7. Pest Management (IPM)

Pest management will focus on prevention of the spread of disease and insects that are harmful to the overall health of our urban canopy. This will be achieved through the use of:

- **Chemical controls:**

Techniques such as foliar applications, trunk injects, trunk sprays, and soil injections will be utilized to accomplish this.

- **Mechanical controls:**

- Timely removal of trees showing obvious signs of infestation from disease or insects.
- Pruning of diseased or infested tree parts before further spread to the rest of the tree or nearby trees occurs.
- Thorough cleanup after removal or pruning of diseased or infested trees
- Maintaining a healthy urban canopy through Proper PHC

- **Biological controls:**

Planting a diverse pallet of tree species and species that are resistant to common diseases or insects.

8. Demonstration Garden

Demonstration garden plants must be maintained as designated for proper care of each specific species. For designation of each species refer to the as-built planting plot legend. For other aspects of maintenance for the garden, sod and weed control, beds and mulch maintenance, and pruning techniques refer to the appropriate sections designated in the maintenance specification.

9. Weed Control

All shrub beds, annual and perennial plant beds, tree bowls, rock beds and pattern concrete shall be kept free from weeds at all times. Weed control will be performed on a weekly basis. All areas containing mulch will be kept at a depth

of four inches to discourage the growth of any plant material deemed undesirable. A two foot diameter ring around the base of all trees shall be kept free of weeds, grasses and debris. **The preferred methods of control of weeds in these areas is mechanical**, however, herbicides can be used if the following criteria is met. The applicator shall exercise extreme care in the use of herbicides so as to not damage desirable plants and will not spray directly over plant material and suckers. All herbicides used shall be non-restricted use type pesticides unless previously approved by the City. A Colorado licensed Certified Operator or Qualified Supervisor must be on site or reachable by phone when the applicator is not certified. Applicators must notify any persons who appear on the Pesticide Sensitive Registry with property in proximity to where pesticides are to be applied within 24 hours of application as stated by the Department of Agriculture. All areas that are sprayed shall be flagged for public notification immediately before the spray operation begins at main entrance points. Staff is responsible for removing the flags after forty-eight hours have elapsed from the time of application. Staff is required to maintain a log of all pesticide applications performed that will show time, date, chemical used, and quantity of chemical used.

10. Irrigation

Follow procedures and specification in the Irrigation Section, in addition to those irrigation requirements there will be winter watering of all trees and shrubs. This will be done once a month using a needle type root feeder.

11. Annual Flower Pots, Beds and Hanging Baskets

Annual Flower beds will have the soil turned once a year in the fall, before new flowers are planted. All flowers will be dead headed on an as needed basis. Watering will be done a daily during the growing season. Flowers will be displayed from May 1st thru September 31st.

12. Site Amenities

This section addresses the general care and up keep of amenities found around the site to include playground equipment, tennis courts, amphitheater, pavilion, baseball backstops, porta potty enclosure, benches, bike racks, trash receptacles, fencing, retaining walls, signs, drinking fountain, and pet pick up dispensers.

1. Playgrounds

Areas surrounding playgrounds shall be cleaned on a weekly basis. Careful attention should be placed on removing all twigs, rocks, litter, debris and sharp objects. Play area surface material will be kept weed free. Sweep or blow all playground material back into play areas once a week and as needed. Playground surface material shall be raked and fluffed up once a week paying close attention to fall zones. Surface shall be top dressed as needed to maintain the recommended twelve inch depth for safety. Safety inspections of equipment shall be performed weekly. All inspections will be recorded in a log. Repairs to playground will be immediate in accordance with manufactures guidelines and

accepted playground safety standards. Repairs shall be completed within 48 hours or immediately if deemed as a hazard.

2. Tennis Courts

Play surface area shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Staff shall make necessary adjustments to the net weekly to ensure the correct height of 3'6" at the end post and 3' at the center strap. Staff shall inspect the net, center strap, cable, end post, fencing and surface area weekly. Surface repairs shall be in accordance with court surface repair standards and should be completed quarterly all other repairs shall be completed within 48 hours, or immediately if deemed a hazard.

3. Baseball Backstop and Dugouts

Concrete area around backstop in the dugouts and under all benches shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Parks Staff shall inspect the backstop boards, fencing, dugout benches and spectator benches weekly and any repairs shall be completed within 48 hours or immediately if deemed a hazard.

4. Amphitheater

Staff will mow, aerate, fertilize and water the turf sloped area in the theater.

5. Pavilion

Area shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Picnic tables shall be washed once a week and as needed. Tape and decorations will be removed after rental is completed.

6. Port-o-Let Enclosure

Area shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Structure will be inspected once a week. Surrounding area will be power washed twice a year or as needed. Repairs shall be completed within 48 hours or immediately if deemed a hazard

7. Litter Removal

All areas shall have trash and all undesirable debris picked up daily and prior to all mowing, trimming or edging operations. The staff has the responsibility to remove all refuse from the site regardless of size. The staff is responsible for emptying receptacles before trash has reached past the ½ way mark or if liner is torn.

8. Pet Pick-Up Dispensers

Staff shall inspect dispensers once a week and repair or replace if needed.

9. Graffiti

Eradication shall include all surfaces throughout the site, including but not limited to: walkways, hard surfaces, benches, tables, boulders, retaining walls, signage, lighting and fencing. All materials and processes used in graffiti eradication shall be non-injurious to surfaces and adjacent property. If repainting is required, appropriate surface preparation shall be made on painted surfaces. Paint applied shall be the same shade or similar to that of the existing paint. Staff shall use special care and attention when removing graffiti from treated or sealed surfaces. Such surfaces shall not be painted.

10. Miscellaneous

All benches, bike racks, signs, fencing, retaining walls, drinking fountain shall be inspected once a week.

11. Fountain Display

Fountain will operate weather permitting from May to September with a daily schedule of (9:00 am to 11:00 am) (12:00 pm to 2:00pm) (4:00 pm to 6:00 pm) and (8:00 pm to 10:00 pm)

12. Seasonal Banners

Banners will be hung and switched out per season. And flags will be displayed on (President Day, Memorial Day, Flag Day, Independence Day, Labor Day and Veterans Day)

I. Sidewalk, Soft Trail and Hardscape

1. Sidewalks

Sidewalks shall be swept or blown off once a week and as needed to keep them free from debris. All litter will be picked up and removed. All sidewalk expansion joints and curb to sidewalk cracks shall be kept weed free at all times. Staff shall remove weeds mechanically or by use of herbicides. Trip hazards exceeding ½ an inch will be ground down.

2. Hardscapes

All concrete, cobble landscape areas, hard surface landscape areas and hard surface playing areas shall be swept or blown off once a week and as needed to keep them free from debris. All litter will be picked up and removed. All sidewalk expansion joints and hard surfaces shall be kept weed free at all times. Staff shall remove weeds mechanically or by use of herbicides.

3. Soft Trails

Crusher fine trails will require once a month spot treatment of weeds. Staff shall remove weeds mechanically or by use of herbicides. Portions of crusher fine trails may require top dressing, raking and compaction of new material which will be of like material originally installed. Staff shall top dress to achieve a four inch thick trail. Staff shall mow appropriately sized width on each side of

the trails. Mowing shall occur as needed and when possible from April 1st through November 1st.

4. Single Track Trails

Single Track trails are meant to follow the terrain of the land and are not generally maintained except when something is deemed hazardous by the Parks Maintenance Staff, such as washouts. Grass is kept down by use from bikes and foot traffic. No mechanical mowing will be done unless deemed necessary by the Parks Manager or an acting representative.

5. Winter Snow removal on Sidewalks

Snow removal shall be performed on all sidewalk arteries with any accumulation of snow. Snow removal will occur within twenty four hours after the snow fall. This will be conducted with pickup trucks and light duty equipment such as Groundsmaster, snow blowers, etc. School routes will hold top priority with other trails to follow accordingly based on usage traffic. All handicap area must be cleared completely at all times. (i.e....handicap access point and parking spaces)

6. Vehicle and Equipment:

1. Trucks

All vehicles should be checked on a daily basis making sure all fluids are in the designated operating zone. These include: Engine oil, brake fluid, coolant/anti-freeze, transmission fluid and hydraulic fluid if applicable. Walk around inspection should include: windshield, tires, signals, lights, horn, body damage and windshield wipers. All trucks should have a fire extinguisher. If you have never operated a truck before let your immediate supervisor know so that you can be properly trained before operating on the road. Do not be afraid to ask for help. When pulling a trailer or driving a Commercial Vehicle a pre and post trip log book must be filled out by the operator.

2. Trailers

All trailers should be inspected prior to departure, this check includes: condition of tires, pressure in tires, condition of decking, lights, signals and safety chains. If hauling equipment makes sure proper tie downs are being used for the piece of equipment. If you have never pulled a trailer or a trailer that big let your immediate supervisor know, so that you can be properly trained before driving on the road. Do not be afraid to ask for help.

3. Equipment

Check engine oil and hydraulic fluid if applicable, grease all fittings, check fuel level, check that all bolts are tightened and all pins are in place. Familiarize yourself with operating. If you have never operated a piece of equipment let

your immediate supervisor know so that you can properly trained before operating out in the field. Do not be afraid to ask for help.

Focus
Winter Maintenance Specifications
(October 1st thru March 31st)

A. Trimming and Edging

All turf is to be edged once a month from October 1st to March 31st to ensure that no growth extends over curbs and gutters, sidewalks, median edging, or into other improved areas at any time. This will be done with a steel blade edger, not a string trimmer. Staff shall be responsible for cleaning all sidewalks, streets, curbs, etc. by blowing or sweeping after trimming and edging.

1. Sports field edging

The edge of all skinned infields where the infield mix meets the turf (Lip) and foul lines if applicable will be edged as needed.

2. Aeration

Common turf areas shall be aerated once in the spring (March to early May) and once in the fall (September to November). Aeration shall be done in a cross type pattern (two different directions) with a commercial type aerator. Aeration shall be done so plugs are pulled from a depth of three to four inches.

Sports fields may require four aerations per season dependent upon the activity scheduled. Staff will locate and flag all sprinkler heads and valve boxes prior to aeration. Staff shall remove all aeration plugs from all concrete surfaces.

3. Over seed/ Top dress

Over seeding and top dressing shall be done once a year in the early spring after aeration has been performed and as needed in high traffic areas such as goal mouths. Over seeding shall be done using a slit/drill seeder method. Seed rate will be five pounds per thousand square feet containing twenty-five percent of each grass species, (Compact, Midnight, American, and Aggressive Kentucky Blue Grass).

B. Shrub and Plant Care

1. Pruning

All plant material shall be maintained by the staff to ensure the health, vigor and aesthetic appearance according to accepted horticultural practices. Shrub shall be done on an as needed basis throughout the season. Cut back ornamental grasses to approximately six inches prior to spring growth in March. Remove and dispose the

cuttings. Cut back herbaceous perennials to the ground in the fall, late October. Remove and dispose the cuttings. Prune all dead, diseased and dying branches. Cut back taller growing herbaceous perennials when they become raggedy in appearance. Prune flowering shrubs within two weeks after flowers have expired. Prune ground covers to maintain a neat, well-kept appearance and to prevent ground covers from climbing shrubs. Pinch back dead flower heads on a weekly basis to promote greater flowering. Cut back bulbs after foliage has turned a 50 to 75% yellow and begun to exfoliate.

C. Trees

See spring and summer specifications

D. Site Amenities

1. Playgrounds

Areas surrounding playgrounds shall be cleaned on a weekly basis. Careful attention should be placed on removing all twigs, rocks, litter, debris and sharp objects. Play area surface material will be kept weed free. Sweep or blow all playground material back into the play areas once a week and as needed. Playground surface material shall be raked and fluffed up once a week paying close attention to fall zones. Surface shall be top dressed as needed to maintain the recommended twelve inch depth for safety. Safety inspections of equipment shall be performed weekly. All inspections will be recorded in a log. Repairs to playground will be immediate in accordance with manufactures guidelines and accepted playground safety standards. Repairs shall be completed within 48 hours or immediately if deemed a hazard.

2. Tennis Courts

Play surface area shall be swept or blown off once a week weather permitting as needed to keep this area free from debris. All litter will be picked up and removed. Staff shall make necessary adjustments to the net weekly to ensure the correct height of 3'6" at the end post and 3' at the center strap. Staff shall inspect the net, center strap, cable, end post, fencing and surface area weekly. Surface repairs shall be in accordance with court surface repair standards and should be completed quarterly all other repairs shall be completed within 48 hours, or immediately if deemed a hazard.

3. Baseball Backstop and Dugouts

Concrete area around backstop in the dugouts and under all benches shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Staff shall inspect the backstop boards, fencing, dugout benches and spectator benches weekly. Repairs shall be completed within 48 hours or immediately if deemed a hazard.

4. Port-o-Let Enclosure

Area shall be swept or blown off once a week and as needed to keep this area free from debris. All litter will be picked up and removed. Structure will be inspected once a week. Surrounding area will be power washed twice a year or as needed. Repairs shall be completed within 48 hours or immediately if deemed a hazard.

5. Litter Removal

All areas shall have trash and all undesirable debris picked up once per week and prior to all mowing, trimming or edging operations. The staff has the responsibility to remove all refuse from the site regardless of size. The staff is responsible for emptying receptacles before trash has reached past the ½ way mark or if liner is torn.

6. Pet Pick-Up Dispensers

Staff shall inspect dispensers once a week and repair or replace if needed.

7. Graffiti

Eradication shall include all surfaces throughout the site, including but not limited to: walkways, hard surfaces, benches, tables, boulders, retaining walls, signage, lighting and fencing. All materials and processes used in graffiti eradication shall be non-injurious to surfaces and adjacent property. If repainting is required, appropriate surface preparation shall be made on painted surfaces. Paint applied shall be the exact shade of color as existing paint. Staff shall use special care and attention when removing graffiti from treated or sealed surfaces. Such surfaces shall not be painted.

8. Infrastructure

All benches, bike racks, signs, fencing, retaining walls, drinking fountain shall be inspected once a week.

E. Sidewalk, Soft Trail and Hardscape

1. Sidewalks

Sidewalks shall be swept or blown off once a week and as needed to keep them free from debris. All litter will be picked up and removed. Trip hazards exceeding ½ an inch will be ground down.

2. Hardscapes

All concrete, cobble landscape areas, hard surface landscape areas and hard surface playing areas shall be swept or blown off as needed to keep them free from debris. All litter will be picked up and removed.

3. Soft Trails

Crusher fine trails will require once a month spot treatment of weeds. Staff shall remove weeds mechanically or by use of herbicides. Portions of crusher

fine trails may require top dressing, raking and compaction of new material which will be of the same material originally installed. Staff shall top dress to achieve a four inch thick trail. Staff shall mow a four-foot wide swath on each side of the trails. Mowing shall occur as needed and when possible from April 1st through November 1st.

F. Holiday Lights

1. Holiday Street Lights

Holiday street lights will be installed and maintained from November 1st thru April 1st.

2. Large Holiday Tree in Plaza

Tree lights will be decorated from December 1st thru January 15th

G. Winter Snow removal on Sidewalks

1. Snow removal

Snow removal shall be performed on all sidewalk arteries with any accumulation of snow. Snow removal will occur within twenty four hours after the snow fall. This will be conducted with pickup trucks lite duty equipment such as Groundsmaster, snow blowers, etc. School routes will hold top priority with other trails to follow accordingly to usage traffic. All handicap area must be cleared completely at all times. (i.e.....handicap access point and parking spaces)

H. Vehicle and Equipment

1. Trucks

All vehicles should be checked on a daily basis making sure all fluids are in the designated operating zone. These include: Engine oil, brake fluid, coolant/anti-freeze, transmission fluid and hydraulic fluid if applicable. Walk around inspection should include: windshield, tires, signals, lights, horn, body damage and windshield wipers. All trucks should have a fire extinguisher. If you have never operated a truck before let your immediate supervisor know so that you can be properly trained before operating on the road. Do not be afraid to ask for help. When pulling a trailer or driving a Commercial Vehicle a pre and post trip log book must be filled out by the operator.

2. Trailers

All trailers should be inspected prior to departure, this check includes: condition of tires, condition of decking, lights, signals and safety chains. If hauling equipment makes sure proper tie downs are being used for the piece of equipment. If you have never pulled a trailer or a trailer that big let your immediate supervisor know, so that you can be properly trained before driving on the road. Do not be afraid to ask for help.

3. Equipment

Check engine oil and hydraulic fluid if applicable, grease all fittings, check fuel level, check that all bolts are tightened and all pins are in place. Familiarize yourself with operating. If you have never operated a piece of equipment let your immediate supervisors know so that you can be properly trained before operating out in the field. Do not be afraid to ask for help.

I. Irrigation

1. Maintenance

Weather permitting irrigation repairs, backflow installs, gate valve replacement, mainline re-routing, adding laterals or additional heads, replacing and repairing backflow enclosures.

2. Updating software and converting older systems from stand-alone controllers to controllers that are monitored, communicate and are controlled by our computerized irrigation system.

J. Turf Mowing

1. Equipment Readiness

Around late April weather permitting staff may convert some mowing equipment (Groundsmaster) over from snow attachments and add mower attachment and prepare other mowing equipment for the season. Around late September to middle October mowers will be readied for snow removal and plow, tracks and cabs will be installed.