CHAPTER 5—MAINTENANCE

EXISTING CONDITIONS

Efficient and effective recreation and parks maintenance operations will enhance recreation amenities, save money, reduce liability, and foster environmental stewardship. The daily maintenance of all park and recreation facilities and open space areas is the responsibility of the Public Works Department. With 455 acres of parks in Moon Township, the maintenance of the parks and equipment is generally adequate. The majority of maintenance issues and concerns identified are primarily due to the age, location, or drainage problems associated with the facilities.

The park maintenance budget is prepared by the Public Works Director with the assistance of the staff of the Public Works Maintenance Facilities crew. Following the Township Manager's review, the budget is submitted to the Township Board of Supervisors for approval. Regular oversight of daily expenditures is completed by the Public Works Director. The capital budget is prepared by the Public Works Director and is projected for a five year period.

The Public Works staff completes all park, recreation, and open space maintenance work under the supervision of the Public Works Director. There are currently four full-time employees, one of which is designated as the lead for park maintenance, and four to six seasonal workers are hired as needed. According to information received from Moon Township (Facilities and Equipment Maintenance Survey), there is no formal maintenance program or corresponding schedule. However, it should be noted that daily inspections are completed on rolling equipment and heavy vehicles such as trucks. The Public Works Department mechanic inspects the equipment and completes repairs as needed.

The parks maintenance staff of Moon Township completes a monthly inspection of all playground equipment and an inspection form is prepared showing the findings of the inspection. The inspection form provides a thorough accounting of the inspection of each piece of equipment, date inspected, repairs needed, date repaired and staff completing inspection. Such inspection procedures are the standard requirements for a playground inspection form. When completed, these forms should be retained in an easily accessible place for quick reference to insure that all repairs are completed in a reasonable amount of time and questions concerning playground maintenance can be quickly addressed.

While the Township has a risk management plan that is to be followed by all township employees there is no risk management plan specific to the specialized needs associated with the Parks and Recreation Department.

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Maintenance Equipment Inventory

The equipment used by the Public Works Department to maintain all of the parks and recreation facilities in Moon Township is listed in Table 4-1: Moon Township Parks Maintenance Equipment.

Table 4-1: Moon Township Parks Maintenance Equipment

Purchased	Year	Expected Replacement Year
One Ton Dump Truck	1984	Immediately
Pickup Truck	?	?
Rack 6' Tractor landpride	1992	2007
16' Jacobson rotary lift mower Tractor	1999	2114
B-8200 Kobota Tractor 4 Wheel drive Auger 6' mower deck	1992	2007
Ford 2000 Tractor Gill tool Aerator Slit seeder (borrowed from school)	196?	
Pulverizer twin roll air crusher	1988	Immediately
Diesel tank 200 gallon hand pump	1992	2007
Sears radial saw table	1992	2007
Yamaha Golf Cart	1990	Immediately
Cushman attachment spreader	1994	2009
Spray-tank port, two wheel dolly	1990	2005
Sears Plane-welder	1992	2007
Toro Groundmaster 325D 6'	1992	2007
Flammable steel storage cabinet	1992	2007
Gandy 8' spreader	1992	2007
Landpride brush hog	1992	2007
Toro snow blower	1992	2007
Sears 5HP tiller	1992	2007
WAC tractor spreader	1997	2112
MITM gas belt pressure washer	1999	2114
Onan generator	2000	2115
Panorama 8' harrow	2001	2116
Toro 72" guardian recycler	2001	2116
Brush cut 11HP	2002	2117
Gasoline pressure washer	1994	
Router		
Torches		

CHAPTER 5—MAINTENANCE

ANALYSIS AND RECOMMENDATIONS

Maintenance Program Analysis

The existing maintenance plan for Moon Township is more responsive in nature rather than preventative. While the Public Works Department performs adequate routine maintenance on all parks and facilities, there is no formal maintenance management plan for the parks and equipment in the Township. A formal maintenance plan will provide the maintenance staff with the information needed to prioritize tasks and complete them efficiently and effectively. Such a plan would reduce liability risks and assist in the coordination of event programming.

The Parks and Recreation Department and the Public Works Department should work cooperatively to prepare a formal maintenance plan. By developing the plan jointly, both departments will have input on how often, and to what standard, tasks are performed. A written plan will also ensure that the park facilities and equipment are receiving both routine and preventive maintenance and are a priority for staff. To prepare a successful maintenance plan, the Township should complete the following tasks as recommended by the Department of Conservation and Natural Resources (DCNR):

- Involve all employees to get their complete understanding and support.
- Inventory the resources to maintain. Determine how many thousands of square feet of turf, the total building space, the number of restrooms, etc.
- Develop a standard for each of the resources. The standard is a short description of what the resource should look like when the maintenance has been completed. The standards can include specifics such as grass cutting height and frequency.
- List tasks to perform so that the resources are maintained up to standards. The tasks should be described in enough detail so that anyone would know how to perform them.
- Determine the amount of time it takes to do each task.
- Decide how often each task needs to be done. The frequency will determine the quality and cost of maintenance.
- Schedule tasks into an operational plan and divide up the tasks to develop a schedule for each staff person or crew.
- Implement and monitor the work schedules so adjustments can be made as needed. Have staff track how long it takes to complete each task and have the supervisor monitor the quality of maintenance.

Currently, there is no maintenance or replacement plan for equipment used by the Public Works Department. Such a preventative maintenance plan and regular inspections of equipment will maximize the efficiency of the department and help prevent accidents and unwarranted breakdowns. Therefore, it is recommended that the Public Works Department institute a regular replacement program for all maintenance equipment. Record keeping of all maintenance performed on each piece of equipment will assist in developing a cost benefit analysis. Good record keeping practices and documentation of costs and use will help to justify any budget requests. An annual review of this information at budget preparation time will aid in planning and prioritizing the replacement of the equipment.

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Risk Management Analysis

Risk management is defined by DCNR as "the process of making park areas and recreation facilities safer by conducting and documenting routine safety inspections, having procedures in place to correct problems and performing the necessary work promptly." A risk management plan should cover all recreation programs, facilities, and services offered by the Township. Each component of the park or recreation area needs to be thoroughly inspected and compared against the standards of acceptable condition and then classified as either a safety risk or not a problem.

To further support risk management efforts, it is recommended that the township implement a weekly visual inspection of all playground equipment before and/or after a heavy use period. This weekly inspection will supplement the monthly inspection and will allow the quick response to deficiencies.

Risk management record keeping should include daily logs of all maintenance activities, both scheduled and unscheduled. These logs should include the task performed, the amount of time taken, the materials needed and the equipment used. These daily maintenance logs will aid in determining maintenance needs and in budgeting.

In order to provide a successful Risk Management Plan, recreation and maintenance staff should undergo proper training. Appropriate education and training is provided by various organizations such as the National Recreation and Parks Association (NRPA) and the Pennsylvania Recreation and Park Society (PRPS). At least one staff member should receive their Playground Safety Inspection Certification and one staff member should have their Pesticide Certification in Category 23 along with other categories as needed. The staff should be trained to perform at a minimum the following duties:

- Continual monitoring of the physical condition of all facilities and open areas
- Conducting immediate repairs to minor unsafe facilities and areas
- Proper posting of unsafe conditions that cannot be immediately repaired
- Prevention of the use of unsafe equipment and facilities
- Reporting of safety hazards in writing
- Submission of accident reports
- Completion major repairs as soon as possible

Continual education of the entire staff and volunteer base regarding the safety standards published by the American Society for Testing and Materials (ASTM), the United States Consumer Product Safety Commission (CPSC) and other such organizations, should be a priority of the Parks and Recreation Department and Public Works. Each staff member and volunteer should be familiar with the contact procedures concerning legal requirements and inspections for conformance to sanitary regulations, criteria for licensing, fire laws, building and zoning codes, pesticide applications, and safety procedures. First aid supplies and safety equipment should be readily accessible and regular training of staff regarding the use of First Aid and CPR is essential. Finally, the township should ensure that the "Right to Know"

information and other information as required by law are posted in an easily accessible and highly visible location.

A risk management plan also requires adequate liability insurance coverage. As new equipment is purchased, new facilities constructed and new programs established, liability insurance should be revised to reflect the new conditions.