

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board will meet Monday, August 19th at 6 PM.

This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Meeting Agenda

1. Call to Order

2. Approval of Agenda

3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

4. Consent Agenda

A. July 15th, 2024 (pg 2)

5. Old Business

A. FY 2025 Action Plan (pg 8)

The Advisory Board discussed their FY 2025 action plan and consider topics at the July meeting. Staff is seeking for the Advisory Board to engage in discussion and approve the FY 2025 Action Plan. The draft action plan is attached for review.

6. New Business

A. Maintenance Management Plan (pg 9)

Staff is in the process of updating the Maintenance Management Plan for the Parks Division. Staff would like to get feedback with the Advisory Board about the goals of maintenance and to provide some context for future budget discussions. The draft plan is attached for review.

7. Open Discussion

8. Staff Updates

A. Department Update

1) Upcoming Events

2) Shirt Sizes

3) 3v3 Basketball

4) Next Advisory Board Meeting: September 16th

a. Play Zebulon Master Plan Check In

b. Land Acquisition

c. Youth Advisory Board Proposal

d. Park Rules Review & Update

5) Sustainability Board Meeting: September 16th

a. Action Plan

8. Adjournment

Parks & Recreation Advisory Board Meeting

The Zebulon Parks and Recreation Advisory Board met Monday, July 15th at 6 PM.

This meeting was held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Brandon Wiggins was nominated and unanimously appointed to Chair and Quinton Taylor was nominated and appointed to Vice-Chair.

The following Advisory Board members were present: Wendi, Garrett, Dexter, Marcus, Brandon, David, and Quinton (arrived at 6:10).

Meeting Agenda

7. Call to Order

Brandon called to order at 6:04 pm.

8. Approval of Agenda

Motion to approve the agenda: David

2nd: Wendi

All in favor.

9. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

None.

10. Consent Agenda

A. June 17th, 2023

Motion to approve consent agenda: Wendi

2nd: Garrett

All in favor.

11. Presentations

A. National Parks & Recreation Month

The Mayor will present a proclamation in support of the National Parks and Recreation Month to the Advisory Board. Dinner will be provided to the Advisory Board at this time.

“July 2024 marks Park and Recreation Month, a tradition dating back nearly four decades through which NRPA celebrates the dedicated individuals who maintain and operate local, state and community parks. This year’s theme — “Where You Belong” — highlights the unique ability of parks to bring people of all backgrounds together to foster connections.” – National Recreation & Parks Association

Brandon recognized the Mayor to speak about Park & Rec Month. The Mayor gave a personal appreciation to everyone for being on the Board, stating it's such an important part of the community, involving so many facets such as living well and wellness. If you live somewhere that you cannot play, then you probably don't like where you live. Recognized Sheila for receiving her Certified Parks & Recreation Executive certification. The mayor read over the Park and Recreation Month Proclamation.

Sheila shared her sincere thanks to the board for their time and dedication. It's a volunteer board that takes a lot of time, energy, and collaboration. We will celebrate their support and show appreciation by enjoying dinner together.

Dinner 6:13pm.

B. Adopted Fiscal Year 2025 Budget

Staff will provide an update to the Advisory Board regarding the adopted FY 2025 budget.

Sheila reviewed the approved Fiscal Year Budget. There was discussion about items requested in the budget as noted below:

Not Funded:

- 2 park maintenance techs and 1 facility worker
- Community Park Bridge to Barbee St
- Level of Service and Design Standards/ UDO Open Space Review
- Whitely Park Totlot replacement
- Renovation of the Yoga Room
- Community Park Basketball court replacement
- Splash pad at Whitley Park

Funded:

- Begin some afterschool programs
- Program Coordinator
- Walking track repair at ZES
- Greenway Fence replacement
- Land acquisition
- Community Center Floor replacement
- Greenway designs
- Amenities- picnic tables
- Disc golf baskets and course improvements
- Projector at the Community Center
- \$500,000 for Gill St Bathrooms pending further soil investigation and remediation.
- Fabrication of our dugouts at community park
- The Christmas parade was funded and has not been assigned to Parks & Rec. We are aware that it will involve us to some extent. There are third party organizations, some in Raleigh, that manage events. Need someone that can focus and bring elements that are unique. Feedback from the board was that it's okay if the parade is not the same as it was, at the end of the day the public is still going to expect it. Need to figure out a way to make it unique and stand out, hopefully these third parties can help us do that. The Board engaged in discussion about time frames and opportunities for the public or other organizations to be involved. Quinton thought there might be room for the Main Street Board to help with the parade. Marcus shared it could

be a learning opportunity by bringing in the third party to help advise. Staff doesn't currently have the capacity to stand up the parade while also doing Candy Cane Lane.

Marcus asked about adult basketball programs and if they could fit in a 3 vs 3. Currently attends adult open basketball. Wanted to know if there could be an adult basketball league and wanted to know how the process works. Sheila stated it would be worth seeing if we could do a weekend trial tournament and see the interest level. Would they be happy playing at the community center or would they need a different facility. Don't have funding right now for a different facility. We can look and see if this is something we have the capacity to take, whether it be Justin or the new program coordinator, and will get back with him next time we meet.

12. New Business

A. FY 2025 Action Plan

The Advisory Board will discuss their FY 2025 action plan and consider topics. This item is for discussion to prepare for action at the August Advisory Board Meeting. A draft action plan is attached to generate discussion.

Sheila has drafted for the board's consideration an annual action plan to be able to adopt an actual action plan at their next meeting in August as a way to brief. The plan was reviewed with the board and general discussion amongst the Board was in favor of the action plan as presented.

Marcus asked if we could organize a marathon. Sheila stated the Boys and Girls Club is hosting one in September. Marcus stated he thought it would be good for youth engagement, something that's not Springfest or Candy Cane Lane. Brandon suggested Field Day. Sheila stated that those programs sound like great ideas, and offered clarity that this action plan is not for program ideas, but for board action items. We're trying to hire a new program coordinator that is going to have a focus on youth and teens. In September, we're looking to have discussion about a Youth Advisory Board. We've been wanting to get this together and haven't had the proper staff.

Marcus asked about the Youth Advisory Board. Sheila spoke about Commissioner Harrison who works with a national youth advisory council and will be sharing resources. Marcus asked if there will be a person that will be there to pull ideas out of the kids. Sheila stated we have the connection of a national organization that taps into youth boards all over the nation. Whenever we go to the schools, they have been very open with us in engagement and the things they want. When they are actually the ones able to plan and implement things with their friends, there is a lot more youth engagement as opposed to just a thing their parents signed them up for.

Sheila asked if the Board wants her to bring this same plan back to the meeting in August and they agreed.

B. Sustainability Board Appointment and Action Plan Draft

Staff will present a draft Sustainability appointment and action plan. Staff anticipates presenting this proposal to the Board of Commissioners at their August Regular meeting. This item is for discussion and to seek a recommendation from the Advisory Board to share with the Board of Commissioners. The draft proposal is attached for review.

Sheila went over the draft proposal. She stated the BOC provided an ordinance that creates the Sustainability Board and does not directly assign the Parks & Rec Board to this, no one has been

assigned to it yet. Sheila proposed in an interim basis the Parks & Rec Board serve as the Sustainability Board, but will immediately take applicants from September-November, and appoint members in December. That way we can start early action items that need to be done to create the formation of the board and will allow us to go ahead and apply for Bee City. The Sustainability Board will need to look at Tree Ordinance and other existing programs, events, stormwater, waste pickup, and things that are related to sustainability. The proposed action plan would affect the Advisory Board in in the fall, will need to identify work plan, set a meeting schedule, be aware of fall tree planting opportunities, and update the tree ordinance.

In October we will be planting trees on a Saturday morning and can promote this to the community for them to participate. This could be a good place to find people that want to be on the Sustainability Board. The ultimate goal is to get the people together that will be energized and focused on the Sustainability Board.

The advisory board engage in discussion about the benefits of bees, possible collaborators,

David mentioned Baxter's Bees and how Commissioner Baxter would like to come in and speak about bees/Bee City. Brandon agreed, stating this could be beneficial knowledge. Sheila clarified that either this be put on the Parks & Rec board agenda or put on the Sustainability agenda. Brandon stated it can be put on the Sustainability Agenda whose first meeting will be in September.

Marcus asked who the staff liaison will be and there has not been one appointed yet and not sure who it will be. Sheila shared she is working with her staff for now, but as things progress there may be another in the organization that can take this effort on and dedicate more time to it. For now we are seeking to balance the desires of the Board of Commissioners with the desires of the Advisory Board while being realistic with what a new board would be able to accomplish early on.

Marcus stated that if you don't have the correct knowledge of the environment, you can accidentally do more harm than good. Brandon asked if there would be an issue being on both boards. Sheila stated it's been done in the past, but you would still need to put in an application.

Motion for Sheila to petition to the Board with the plan as is: David

2nd: Quinton

All in favor.

7. Open Discussion
8. Staff Updates
 - B. Department Update
 - 6) Budget Update
 - 7) Next Meeting: July 19th

Amy spoke about the rise in fitness class participants, the high turnout for summer camp which many have wait lists, new art class teachers, Popsicle Pete, Bingo, movie night showing Migration, and Kesler who is doing a sensory program in August. Amy told the Board if they know anyone with special needs to spread the word and she can give them a flyer. The Health Fair is on July 27 with 32 vendors and doing 30 minute bingo sessions and fitness classes. We are partnering with Mt. Zion United Holy Church for Back to School Bash, giving away supplies, care packages, and haircuts.

Nick spoke about our nine adult softball teams; and fall youth athletic registration opened this month which is doing very well. Since the weather has been drier, we haven't had to cut as much grass which has allowed us to catch up. Been able to work on work orders that have been open for a while, about at the point where we're able to do more than what we're adding.

9. Adjournment

Motion to adjourn: Garrett

2nd: Marcus

All in favor.

Advisory Board Annual Action Plan

Background

The Staff will work with the Advisory Board to discuss an annual advisory action plan. Staff is proposing items for consideration by the Advisory Board to include in an annual action plan. Staff is seeking feedback and ideas from the Advisory Board.

Proposed Action Plan

Items may be brought forward as needed. Schedules may change as needed.

July	Department Update: Fiscal Year Adopted Budget Review Chair and Vice-Chair Appointment
August	FY 25 Annual Action Plan Maintenance Management Plan
September	Play Zebulon Master Plan Check In Land Acquisition Youth Advisory Board Proposal Park Rules Review and Update
November	Department Update FY 26 Budget Goals Fee Schedule Review *Candy Cane Engagement Opportunity
January	FY 26 Operating Budget FY 26 Capital Improvement Plan *meeting will be held on January 27 th
March	Annual Retreat Volunteer Appreciation Financial Aid Program
April	*Spring Fest Engagement Opportunity
May	Department Update Program Plan
July	Parks & Recreation Month Department Update: Fiscal Year Adopted Budget Review Chair and Vice-Chair Appointment
August	FY 26 Annual Action Plan

Additional meetings or topics may be added throughout the year.



TOWN OF ZEBULON PARKS AND RECREATION

PARK MAINTENANCE STANDARDS

PARKS & RECREATION MASTER PLAN: PLAY ZEBULON

September 2021, the Board of Commissioners adopted Zebulon’s first Comprehensive Parks and Recreation Master Plan. This plan is a long-range planning document intended to help shape the directions, development, and delivery of the Town’s Parks and recreation facilities over the course of the next 10 years and takes into account the rapid growth our community faces.

Mission: To connect all people and the community through quality parks, facilities, and programs.

Vision: To create recreational and cultural opportunities that enhance quality of life and connect our residents through positive impacts on health and wellness, social interaction, economic growth, and environmental stewardship.

Goals identified in the Play Zebulon plan support the Town’s Strategic Plan Focus Areas as noted below.

Vision Goal	Small Town Life	Vibrant Downtown	Growing Smart
Offer comprehensive services	x		x
Utilize effective and innovative practices			x
Engage community	x	x	x
Provide quality & diverse recreation	x		x
Support Economic Development	x	x	x
Access to natural/environmental education	x		x
Ensure equitable access to recreation	x	x	x
Provide exceptional service	x		x

GENERAL

a. INTRODUCTION TO PARK MAINTENANCE

The Parks and Recreation Department Parks Maintenance Division's primary function is to provide safe, welcoming, and aesthetically pleasing parks and greenways as well as high end, competition level athletic facilities. Regular and frequently scheduled service and monitoring of park and recreation facilities is essential to meet the needs of user groups, support existing and new programs, and to reduce liability risks throughout the system. These goals can be met by developing, defining, and implementing a maintenance and management plan with operational standards.

Operational standards help to define operational excellence through measures of effectiveness and efficiency. These standards can provide benchmarks for consistent levels of service and expectations throughout the park system. The standards recommended in this manual are considered "norms" in the industry, reflecting outcomes desired and expected by park and recreation facility users.

b. AREAS OF RESPONSIBILITY IN PARK AND RECREATION FACILITY MAINTENANCE

As the Town's work responsibilities are currently structured, responsibility for park upkeep is divided among two (2) departments.

- Zebulon Parks and Recreation (ZPRD): primary maintenance functions include park and park facility cleaning, management of park restroom cleaning, park mowing and landscaping, ballfield and athletic field mowing and care and special event set-up and breakdown.
- Public Works Facility Maintenance (PW): primary maintenance functions include trade repairs of all park restroom facilities, the Zebulon Community Center (ZCC), park picnic shelters, athletic field lights and the ZPRD maintenance shop.

c. GOALS

The goals of the ZPRD Park Maintenance Standards are set forth below. They are designed toward implementing key functional categories of park maintenance:

- Maintain parks and facilities that are clean, safe and aesthetically pleasing.
- Maintain athletic facilities that provide for high quality, competition level play.
- Develop and implement regularly scheduled routine and preventative maintenance programs
- Develop and implement maintenance and support of recreational programs and special events including equipment set up and breakdown
- Develop and implement a maintenance program to react to unplanned or emergency needs
- Assist in identifying maintenance implications for proposed new capital projects or proposed renovations of existing facilities

- Assist in identifying hazardous conditions in any park or facility and recommending or implementing remediation

d. INVENTORY OF PARK AND RECREATION FACILITIES

PARKS:

Zebulon Parks and Recreation Department works to connect all people and the community through quality parks, facilities, and programs. The department maintains and operates seven public parks, greenway trails, and a community center. Our parks feature amenities such as walking trails, walking loops, athletic facilities, playgrounds, picnic shelters, a disc golf course, tennis courts, outdoor basketball courts, and natural areas.

167.08 Acres of Park Land & Open Space Managed by ZPRD

2.25 Miles of Greenway

+ Under Construction or Approved Planned: 3.45 miles

Park	Acres	Description
Zebulon Community Park 401 S Arendell Ave	46.6	The Zebulon Community Park is the largest park in Zebulon consisting of 46.6 acres that include two athletic fields, a walking trail, two outdoor basketball courts, a disc golf course, a playground, two picnic shelters and open space.
Zebulon Elementary School Park 1002 Dogwood Drive	12.7	Zebulon Elementary School Park is a Joint-Use Park that is tucked behind the Zebulon Library and Eastern Regional Center and has two baseball fields, a soccer field, volleyball net, a picnic shelter and an open playfield.
Wakelon Elementary School Park 8921 Pippin Road	22.9	Wakelon Elementary School Park is a Joint-Use Park that consist of two large multipurpose fields along with a picnic shelter.
Gill Street Park 600 N. Privette Street	1.6	Gill Street Park is a small, neighborhood park that consists of a playground, an outdoor basketball court and three dispersed, shaded picnic areas.
Little River Park 1800 W Gannon Ave	23.4	Little River Park is a mostly undeveloped. nature-based park that is situated on both sides of the Little River. It is one of the oldest parks in Zebulon. Little River Park provides river access for fishing, white sand beaches, picnic tables and a short walking trail.
Whitley Park 601 N. Wakefield Street	4.8	Whitley Park is a neighborhood park that is heavily shaded. It consists of two playground areas, a large picnic shelter, a small picnic shelter, and two tennis courts.
Zebulon Municipal Complex Park 1003 N Arendell Ave	6.17	This park is split between the Town Municipal building and a recreational based open space. The recreational based open space is roughly 5 total acres and includes a fenced, full size soccer field with an ADA viewing pad.
Greenways	Miles	Description
Beaverdam Creek Greenway	1.5	Beaverdam Creek Greenway connects Taryn Meadows to Weaver's Pond and is 1.5 miles. Public access points can be

		found on Spiderlily Court, Ginger Lake Court, Pippin Road, Golden Plum Lane, and Sage Tree Drive.
AUTUMN LAKES / SHEPARD PARK GREENWAY	.75	Autumn Lakes Greenway is a portion of the Beaverdam Creek Greenway that is currently not connected to the rest of the greenway system. While it will eventually be incorporated into the full Beaverdam Creek Greenway, it is currently a segmented portion of greenway that runs behind the Autumn Lakes and Shepard's Park subdivisions.
FACILITIES/OTHER		Description
ZEBULON COMMUNITY CENTER	4 Acre lot 14,000 SF of indoor space	What used to be the old Zebulon Armory, the Zebulon Community Center has transformed into a vibrant and fun-filled community building. The Zebulon Community Center is our most active facility with numerous programs and activities taking place throughout the day with an open gym area, two fitness rooms, two activity rooms, an art room, and a classroom that are available for rent for birthday parties, meetings or banquets.
HORTIN ST HOUSE	.86	This is two adjoining lots in downtown Zebulon. One lot is .46 acres and is vacant. The other lot is .40 acres and has a 1,200 SF abandoned home. Long-term use of these properties are to be determined.
TARYN MEADOWS POCKET PARK	6,500 SF	This is a small pocket park at the end of Spiderlily Drive that has several pieces of outdoor fitness equipment, a bike repair station, and a water fountain.
ZEBULON/ WENDELL OPEN SPACE	26.29	This is 26.29 acres of largely undeveloped marshland along the Little River that is jointly owned by the Town of Wendell and the Town of Zebulon.
MAINTENANCE BUILDING	4,000 SF	Located behind the Zebulon Community Center, the maintenance building houses the maintenance crew and supplies for the Parks Division.
CEMETERY	17.38	The former Town cemetery is located between Cemetery Road and Gill Street and is conjoined with the lot that houses Gill Street Park.
ACTIVATED ALLEYS	2,900 SF	Two alleys in downtown Zebulon situated across from each other along N. Arendell Ave. between Vance and Horton Street. These alleys have several table and seating options with overhanging Edison blub string lights. They provide additional seating and hang out space during peak hours for downtown events and businesses.

INVENTORY OF PARK AND RECREATION MAINTENANCE EQUIPMENT

As of August, 2024 the Town of Zebulon’s Park Maintenance Staff has the following fleet and equipment:

<u>Equipment</u>	<u>Year</u>	<u>Equipment Number</u>	<u>Assignment</u>
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Trucks:

Ford F450 - DUMP Truck	2002	PR-02	Specialty Vehicle
Ford F250 – Crew Cab	2008	PR-04	Crew
Ford F150 – Extended Cab	2009	PR-05	Janitorial
Ford F150 – Crew Cab	2011	PR-06	Crew
Ford F150– Crew Cab 4x4	2021	PR-07	Programs Division
Ford F150– Crew Cab 4x4	2021	PR-08	Parks Manager
Dodge Ram 1500	2023	PR-09	Parks Supervisor
Nissan Pathfinder	2024	PR-10	Admin Division
Ford Ranger XL	2024	PR-11	Janitorial/Athletics

Mowers:

John Deere X495	2009	PR-102	
John Deere Z950R	2019	PR-104	
Hustler Super Z 35 HP Kaw / 60”	2022	PR-105	
Hustler Super Z 35 HP Kaw / 60”	2024	PR-106	

Other Equipment:

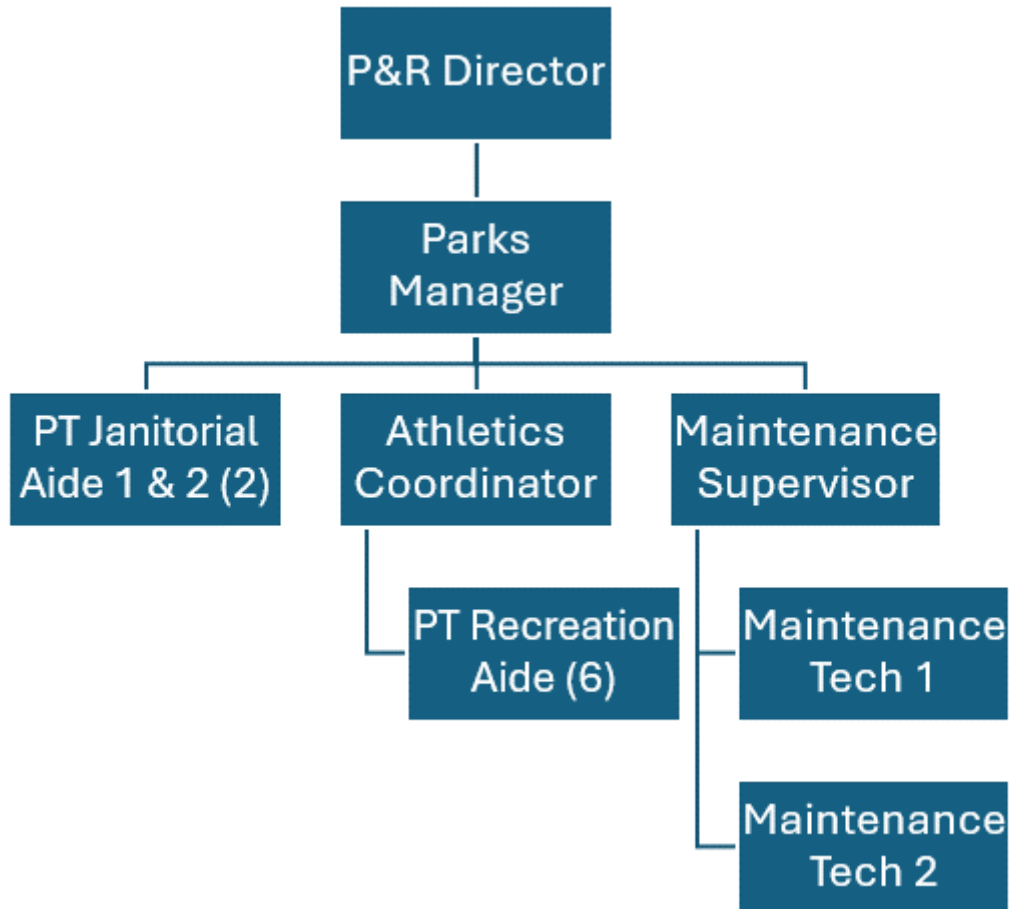
John Deere Gator		PR-201	
John Deere 1200A – Bunker Rake	2021	PR-202	ZCP
Smithco Field Rake <i>TO BE REPLACED WITH ARRIVAL OF NEW JOHN DEERE 1200A</i>	2004	PR-203	ZESP
John Deere 4044M Compact Tractor	2023	PR-204	
Pending: John Deere 1200A – Bunker Rake <i>AWAITING DELIVERY, FALL 2024</i>	2024	PR-205	

Trailers:

Proline 10’ Single axel landscape trailer	2005	PR-301	Power Wash Trailer
Holmes 14’ dual axel landscape trailer	2009	PR-302	Landscape
Fast Trailer 14’ Enclosed trailer	2009	PR-303	Event Support
Horton Hauler 14’ Enclosed trailer (Rec-on-the-Go)	2020	PR-304	Event Support
Rampant Trailers 20’ dual axel landscape	2022	PR-305	Landscape

INVENTORY OF PARK AND RECREATION MAINTENANCE STAFF

As of July 31, 2024 the Town of Zebulon's Park Maintenance Division is organized as follows:



Contracted Services:

Currently, several aspects of services are being provided via independent contractors due to insufficient full-time staffing levels when compared to the overall size of the parks system. These contractors allow full-time staff the ability to focus on higher areas of priority or those that require frequent or immediate attention. Specific vendors, locations, and scopes of work are subject to change due to new and/or updated contracts, increased ability and availability of full-time staff or other unforeseen circumstances.

Landscape Maintenance Services:

General landscaping services are provided at a number of properties maintained by the department. The scope of work varies from location to location but generally includes weekly mowing, trimming, edging and blowing of grass; spraying a non-selective herbicide to prevent weed germination in beds and parking lots; limb and debris removal; and a bi-annual trimming of trees and bushes.

Locations:

- Zebulon Community Park – Park perimeters only. Disc golf course and athletics fields are maintained in-house
- Whitley Park – Full grounds maintenance except for the former Zebulon Pool site.
- Little River Park – Full grounds maintenance.
- Gill Street Park – Full grounds maintenance.
- Cemetery – Full grounds maintenance.
- Horton Street House – Bi-weekly service only.

Irrigation Maintenance Services

Annual inspections, winterization services, and general maintenance of all irrigation are provided throughout the year at several locations.

Locations:

- Zebulon Community Park – Athletic fields A and B (WG Griswold Field)
- Zebulon Community Center – Lawn irrigation
- Wakelon Elementary School – Lower athletic field

Playground Inspection Services

Quarterly inspections of all playgrounds located in Zebulon Community Park, Whitley Park, and Gill Street park.




Locations:




- Zebulon Community Park – 1 total playground; inspected quarterly
- Whitley Park – 2 total playgrounds; inspected quarterly
- Gill Street Park – 1 total playground; inspected quarterly



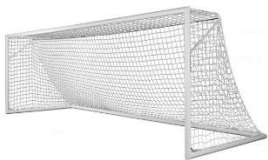
e. PREFERRED SITE AMENITIES

It is mentioned many times across multiple sections of the Play Zebulon Comprehensive Parks & Recreation Master Plan that branding, amenity, and design standards were lacking at the time of plan creation and was an opportunity for improvement. As part of the implementation of Play Zebulon, staff has developed a set of preferred site amenities that to be installed in all park locations. These preferred amenities are to standardize the look and feel of basic amenities at all locations throughout the park system. Standardizing equipment also adds in effective and efficient repairs and maintenance.

The listed brands are the recommended product by staff; however, other brands are allowable if the product is of a similar style, color, and of similar material. Any deviations from the specifications, including the brand, listed in the below chart must be pre-approved by the Parks Manager before installation.

AMENITY	DESCRIPTION
<p data-bbox="297 218 427 245">BENCHES</p> 	<ul style="list-style-type: none"> <li data-bbox="943 218 1360 245">▪ Brand – KirbyBuilt Products <li data-bbox="943 254 1333 317">▪ Style - Hampton Bench/ 6' Bench <li data-bbox="943 325 1175 352">▪ Color – Cedar
<p data-bbox="297 527 505 554">PICNIC TABLES</p>	<ul style="list-style-type: none"> <li data-bbox="943 527 1219 554">▪ Brand – UltraSite <li data-bbox="943 562 1419 701">▪ Style – UltraSite 158- Natural; Natural Heavy-Duty Rectangular Table; 6' Portable; Recycled Plastic <li data-bbox="943 709 1377 808">▪ Color – Black Powder Coated Frame; Cedar recycled plastic boards
<p data-bbox="297 821 672 848">PARK TRASH RECEPTACLES</p> 	<ul style="list-style-type: none"> <li data-bbox="943 821 1360 848">▪ Brand – KirbyBuilt Products <li data-bbox="943 856 1403 919">▪ Style - Round Slatted 32 Gallon Receptacles with Dome Lid <li data-bbox="943 928 1365 955">▪ Color – Black can; Black Lid
<p data-bbox="297 1278 761 1306">DOWNTOWN TRASH RECEPTACLES</p> 	<ul style="list-style-type: none"> <li data-bbox="943 1278 1360 1306">▪ Brand – KirbyBuilt Products <li data-bbox="943 1314 1409 1413">▪ Style - Round Slatted 32 Gallon Receptacles with Engraved Rain Bonnet lid <li data-bbox="943 1421 1365 1449">▪ Color – Black can; Black Lid
<p data-bbox="297 1671 561 1698">WATER FOUNTAINS</p>	

<p>BOLLARDS</p> 	<ul style="list-style-type: none"> ▪ Brand – Uline ▪ Style – Fold-Down Safety Bollard - 4 1/2 x 36"
<p>BIKE RACKS</p>	
<p>AUTOMATIC LOCKS</p> 	<ul style="list-style-type: none"> ▪ Brand – Trilogy ▪ Model – DL 3200 26D
<p>SCORE KEEPER TABLES</p> 	<ul style="list-style-type: none"> ▪ Brand – BSN Sports ▪ Model – 7.5' Scorer's Table with Bench (colored) ▪ Color – Royal
<p>SCOREBOARDS – BASEBALL / SOFTBALL</p>	<ul style="list-style-type: none"> ▪ Brand – Electro-Mech ▪ Model – LX1340 ▪ Color – Royal Blue face; White accent striping; Amber LED lights

	<ul style="list-style-type: none"> Note: Other models may be needed at future locations based on size limitations of this model
<p>SCOREBOARDS – SOCCER / FOOTBALL</p>	<ul style="list-style-type: none">
<p>SCOREBOARDS – BASKETBALL</p>	<ul style="list-style-type: none">
<p>DISC GOLF BASKETS</p> 	<ul style="list-style-type: none"> Brand – Innova Model – DISCatcher Pro 28 Permanent Color – Yellow with black tee basket markers
<p>SOCCER GOALS</p> 	<ul style="list-style-type: none"> Brand – Kwik Goal Model – Fusion Soccer Goal Size – Varies upon age group Color – White frame with white and/or white & black nets

MAINTENANCE STANDARDS

a. WHAT ARE STANDARDS?

The following recommendations represent ZPRD’s approved maintenance standards. As such, it is appropriate to begin by clearly defining what a maintenance “standard” is versus a “procedure.” As stated, one of the goals as an organization is to “maintain park areas and facilities that are clean, safe and aesthetically pleasing.” A “standard” defines the minimum level of outcome that is acceptable to the agency in order to achieve this goal. Maintenance standards describe what the asset should look like after it has been maintained to the standard. Procedures are different from standards in that a “procedure” describes what tools, materials and/or techniques are used to achieve the desired outcome standard.

For instance, the standard that “paths shall be free of debris” states the desired outcome but says nothing about how the outcome is to be achieved. Whether the maintenance professional chooses to use a blower or a broom is a matter of procedure as both will achieve the desired outcome, that is, “free of debris”; though experience or conditions often dictate that one procedure will be preferred or be more effective than the other.

Standards do not address maintenance frequency since this is addressed as part of a work unit’s maintenance schedule which may fluctuate depending on the season, a particular special event, or some safety need, for example. Standards need to be reviewed and updated periodically to reflect input of staff, residents, and priorities. All employees should be encouraged to offer suggestions on how to improve the standards as this will ultimately benefit the whole organization by making the standards a mutually agreed upon knowledge base of our individual experiences. Procedures are determined by the experience, the knowledge, and—very importantly—the resources available to the maintenance staff.

Why does an organization need clear, published standards? Standards serve to support our goals and to measure our progress in the areas which they address. Without standards, ZPRD’s goal of maintaining a park to be “clean,” “safe,” and “aesthetically pleasing,” could have as many interpretations and outcomes as there are opinions about what is important to maintain. When maintaining benches, some might say as long as the structure is structurally sound it’s fine, while others might expect the bench boards to be nicely painted, and still others might be worried about rust on the nuts and bolts. Having a standard allows employees to refer to what the agency has agreed needs to be done to have the bench be within its determined goals. It also insures that a body of knowledge is passed down to newer generations of maintenance professionals.

b. LEVELS OF CARE

The following standards are applicable to all the Town’s parks and recreation facilities, except for community and recreation centers. Standards for those indoor facilities should be defined in its own policy. The levels of care to be provided is dependent upon several factors which include, but is not limited to, availability of full-time staff, budget allocation, and access to general maintenance resources.

To determine how best to allocate these resources, levels of care at each facility will be based upon a tier system that has a different minimum standard of care for each tier. These tiers are explained below.

Tier 1 sites are those that have a high rate of daily usage, typically have significant rental activity related to shelters and athletic field spaces, and/or have frequent programs such as athletic leagues based out of them. These locations are typically larger in size, have multiple athletic fields and shelters, multiple and/or large playgrounds, are situated in highly visible locations, and/or have significant park amenities. These sites should receive daily informal visual inspections and daily janitorial services. Park maintenance services such as landscape maintenance are required weekly, with some amenities such as turfgrass needing multiple services per week.

Tier 2 sites are those that have slow to moderate daily usage, are not in as highly visible of a location, may have multiple athletic field spaces, have infrequent rentals of shelters or spaces and have only a limited number of park amenities. These are typically smaller in size or attract largely passive recreation. These locations should receive informal visual inspections and/or janitorial services every other day and require park maintenance services such as landscape maintenance every 10 days to two weeks.

Tier 3 sites are those that have infrequent use, few to no amenities and/or are currently undeveloped. These sites receive very little regular traffic and typically require monthly or quarterly maintenance. These sites should receive informal visual inspections and/or janitorial services once weekly and typically require park maintenance services such as landscape maintenance not sooner than every 2 weeks, to which some may be monthly or quarterly services.

Should full-time staff availability, budget scarcities or general department resources fall below industry standard levels, it may be necessary to maintain certain sites at a rate consistent with a lower-level tier. If a site falls to the maintenance of a different Tier and maintenance staff are unable to catch up within 2 weeks, staff may seek contracted support which may require additional funds. A Tier may be maintained at a higher level pending available resources or contracting opportunities. For example, Gill St Park, Whitley Park, and Little River Park are currently receiving Tier 1 Landscape servicing through the use of contract support.

c. STANDARDS

Maintenance standards describe what the asset should look like after it has been maintained or repaired. But as noted previously, the Town's current structuring of work responsibilities places some responsibilities on another department. Thus, while the following specific standards do describe the desired condition of park and recreation assets, ZPRD maintenance staff does not have the responsibility and associated resources for upkeep of some standards and must coordinate with Public Works. Department responsibility for the achievement of each of the standards is noted as a part of that standard's description (ALL = All Parks and Recreation Staff including Director, Programs, Administration, Maintenance and Athletics; MS = Parks and Recreation Maintenance Staff; AS = Parks and Recreation Athletic Staff; PW = Public Works).

The ability to achieve maintenance standards for all is dependent on resources being made available to the responsible parties.

d. DETERMINATION OF TIERS

LOCATION	ASSIGNED TIER	JUSTIFICATION
Zebulon Community Park	1	High traffic volume; large number of shelter rentals; multiple athletic facilities hosting programs
Zebulon Community Center (outside)	1	High traffic volume; highly visible public location; multiple programs housed out of facility
Whitley Park	2	Moderate-High traffic volume, Larger number of shelter rentals; multiple playgrounds; tennis courts
Zebulon Municipal Complex	2	Highly visible location; athletic field for programs
Zebulon Elementary School Park	2	Multiple athletic fields used for programs; large number of field rentals
Wakelon Elementary School Park	2	Multiple athletic fields used for programs; highly visible location.
Gill Street Park	2	Situated on a small parcel; low to moderate traffic volume; No athletic field spaces
Little River Park	2	Very few amenities; Only passive recreational opportunities available; low to moderate traffic volume.
Activated Alleys	2	Situated on very small parcel; Only passive recreational opportunities available.
Beaverdam Creek Greenway	2	Greenway with few to no extra amenities; low to moderate traffic volume
Autumn Lakes / Shepard Park Greenway	2	Greenway with few to no extra amenities; low to moderate traffic volume
Taryn Meadows Pocket Park	2	Situated on very small parcel; low traffic volume; few recreational amenities.
Cemetery	3	Low traffic volume; no recreational amenities; not highly visible location
Wendell/Zebulon Open Space	3	Undeveloped parcel; low visibility; not currently publicly accessible.
Horton Street House	3	No recreational amenities; Low visibility; Not currently publicly accessible

1. GENERAL

1.1 MAINTENANCE WORK STANDARDS

	Item	Maintenance Standard	Staff
1.1.1	Professional Judgment	Professional Judgment – All full-time Parks Maintenance employees are professionals. Regardless of how specific standards or directions are, there will be times when a Park Maintenance Professional has to exercise professional judgment. Professional judgment is the ability of an individual to form and be able to justify an opinion or make a decision based upon his/her knowledge, skill and experience.	ALL
1.1.2	Craftsmanship	All work will be done in a safe, timely, craftsman like and professional manner, so as to insure the safe and functional condition of all that is maintained. Safety is of the utmost concern.	ALL
1.1.3	Clean Up	When working on projects, trash and work debris will be cleaned up from the work site at the end of each workday, or at the completion of the task.	ALL
1.1.4	Litter	Parks shall be free of litter. The removal of litter will be assigned to certain crews/individuals, but no Parks and Recreation employee should neglect removing a piece of litter assuming someone else will pick it up.	ALL
1.1.5	Amenity Location	All park amenities shall be in their assigned locations, except as moved to facilitate other work.	ALL
1.1.6	Work Signage	Work signage will be posted at worksites (wet paint, keep out, etc.) and removed when the project/work is complete.	ALL
1.1.7	Broken Glass	Broken glass shall be swept up immediately upon discovery.	ALL
1.1.8	Vandalism and Graffiti	Vandalism and graffiti shall be reported to a supervisor immediately and repaired as soon as possible after discovery.	ALL
1.1.9	Manufacturer's recommendations	All products incorporated into work performed by staff shall be used in accordance with the manufacturer's recommendations and for the intended purpose.	ALL

1.1.10	Safety and PPE	All Parks and Recreation staff are expected to exercise safety at all times and wear the appropriate personal protective equipment (PPE) when appropriate (safety toe shoes, safety vests, hard hats, etc.)	ALL
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2. GENERAL PARK GROUNDS AND PERIMETERS

2.1 PARK AMENITIES

	Chain Link Fencing	Maintenance Standard	Staff
2.1.1	Fence Ties	Chain link shall be attached securely with fence ties.	MS
2.1.2	Chain Link	Fence chain link shall not be rusted or misshapen. Fencing should be solid and free of holes.	MS
2.1.3	Poles	Poles shall be capped.	MS
2.1.4	Rails and Posts	Rails and posts shall be straight and secured together firmly. There shall be no cracked, broken or missing components. Posts shall be plumb and rails shall follow contours of the land.	MS
2.1.5	Footings	Footings shall not be exposed and should be securely in the ground.	MS
	Wooden Fencing		
2.1.6	Rails and Posts	Rails and posts shall be securely fastened.	MS
2.1.7	Aesthetics	Posts shall be plumb and rails shall follow the contour of the land.	MS
2.1.8	Structural	No cracked, broken or missing posts or rails.	MS
	Ornamental Fencing		
2.1.9	Aesthetics	Posts shall be plumb and rails shall follow the contour of the land.	MS
2.1.10	Coatings	Unless designed to be uncoated, all components shall be uniformly coated/painted with no rust, chips or peeling.	MS
2.1.11	Structural	Fence components shall not be bent, broken or missing.	MS
2.1.12	Footings	Footings shall not be exposed and should be securely in the ground.	MS
2.2.13	Color	All wooden fencing shall be stained with solid stain (Color TBD)	MS
	Water Fountains		
2.1.14	Bowls	Bowls shall be free of dirt and debris.	MS
2.1.15	Bubbler	Bubbler shall be free of clogs and adjusted to the correct height.	PW

2.1.16	Valves and Plumbing	Valves and plumbing shall function as specified.	PW
2.1.17	Drains	Drains shall be free of clogs.	PW
2.1.18	Fountain Base	The base of the fountain shall be free of dirt and debris.	MS
	Benches		
2.1.19	Bench Components	All bench components shall be structural sound and tightly fastened together	MS
2.1.20	Structural	No loose, broken or missing components and shall be free of sharp edges	MS
2.1.21	Bench Boards/Seats	Bench boards/seats shall not be cracked, split, broken or missing.	MS
2.1.22	Plastic Coating	Plastic coated benches shall not have exposed metal.	MS
2.1.23	Location	Movable benches or scorer's tables shall be in their designated locations.	MS/AS
	Bleachers		
2.1.24	Litter and Debris	Seating area and underneath shall be free of litter and debris.	MS, AS
2.1.25	Fasteners	All fasteners shall be tight.	MS
2.1.26	Structural	No loose, broken or missing components and shall be free of sharp edges	MS
2.1.27	Location	Bleachers shall be in their designated locations.	MS
	Picnic Tables		
2.1.28	Aesthetics	Picnic tables shall be free of dirt, debris, graffiti or vandalism.	MS
2.1.29	Structural	Bench and table boards shall not be cracked, broken or missing.	MS
2.1.30	Fasteners	All picnic table components shall be structurally sound and fastened together firmly	MS
2.1.31	Plastic Coating	Plastic coated benches shall not have exposed metal.	MS
2.1.32	Location	Picnic tables shall be in their designated locations.	MS
	Bike Racks		
2.1.33	Anchoring	Bike racks shall be firmly anchored.	MS
2.1.34	Structural Components	All structural components shall be sound.	MS
2.1.35	Structural Conditions	No cracks, broken or missing components.	MS
	Grills		
2.1.36	Structural Components	Grill posts shall be firmly anchored and grills firmly attached to posts.	MS
2.1.37	Grill Condition	Grills shall be free of rust, holes, and cracked, broken or missing components.	MS
2.1.38	Cleanliness of Grill	Grills shall be free of ashes, litter and debris.	MS

	Waste Containers		
2.1.39	Container Condition	Containers shall be sound and free of excessive dents, cracks or rusted areas	MS
2.1.40	Permanent Cans	Permanents containers shall be securely fastened and/or anchored to the ground	MS
2.1.41	Non-Permanent Cans	Non-permanent containers shall be places on a hard surface in a designated location, except as directed for special events	MS
2.1.42	Dog Station Bags	Dog stations should use dog station specific bags. Stations should be stocked with pick up bags at all times.	MS
2.1.43	Emptying	Waste containers should be checked throughout the day and emptied on an as needed basis	ALL
	Signage		
2.1.44	Installation	All signs shall be installed plumb and/or level with a firmly fixed base	MS
2.1.45	Fasteners	Signs shall be installed with stainless steel or galvanized, vandal resistant fasteners	MS
2.1.46	Exposed Threads	Exposed threads shall not protrude more than ¼ inch	MS
2.1.47	Legibility	Signs shall be legible, having no peeling or faded lettering	MS
2.1.48	Cleanliness	Signs shall be free of dirt and debris	MS
2.1.49	Location	Signs shall be located so as to be accessible but not blocking paths or roadways	MS
2.1.50	Branding	All signs should be made using approved, Town branded colors, fonts and logos	ALL
2.1.51	Sign Beds	All main entrance signs shall be in a neatly manicured flower bed with brown designer mulch as to be aesthetically pleasing.	MS

2.2 PERIMETER TURF/COMMON LAWNS (NON-ATHLETIC TURF GRASS)

	Item	Maintenance Standard	Staff
2.2.1	Turf Health	Turf shall be healthy, free of diseases, pests and invasive species	MS
2.2.2	Cutting Heights	Turf shall be cut uniformly to 2.5 inches in height	MS
2.2.3	Turf Condition	Turf shall have no holes or trip hazards and free of clumped grass clippings	MS
2.2.4	Litter and Debris	Turf areas shall be free of litter and debris prior to mowing	MS

2.3 FORESTRY

	Item	Maintenance Standard	Staff
2.3.1	Tree Health	All trees shall be healthy, free of life threatening diseases and insect infestations	MS
2.3.2	Limbs	Trees shall be free of dead, diseased or broken limbs within equipment limitations or budgetary resources	MS
2.3.3	Encroachment	Tree limbs shall not encroach on utilities or overhand walkways	MS
2.3.4	Suckers and Watersprouts	The trunk of all trees shall be free of watersprouts and suckers up to the first branch	MS
2.3.5	Pruning Height	Established trees, except for some evergreens and ornaments trees, shall be pruned up to a minimum of 6 feet in turf areas	MS
2.3.6	Watering	Newly planted trees shall be initially watered to saturate the soil and subsequently watered as needed to maintain optimum soil moisture content	MS
2.3.7	Mulch	Trees less than five years old or in beds shall have an area of mulch 3"- 4" deep, covering the planting area	MS
2.3.8	Weeds	All mulched areas around trees shall be free of weeds	MS

2.4 HORTICULTURE

	Item	Maintenance Standard	Staff
2.4.1	Plant Health	All plants shall be free of diseases and pests that affect the aesthetic appearance of the plant or threaten the health of otherwise healthy plants. Parks shall be free of plants with incurable diseases	MS
2.4.2	Weeding	Beds shall be weeded prior to planting	MS
2.4.3	Watering	Newly planted shrubs and flowers shall be initially watered to saturate the soil and subsequently watered as needed to maintain optimum soil moisture content	MS
2.4.4	Litter and Debris	Beds shall be free of trash and dead plant material	MS
2.4.5	Edging	Plant bed edging shall be continuous and re-dug as needed	MS
2.4.6	Encroachment	Shrubs shall not encroach upon sidewalks, roads or paths and shall not impede the	MS

		ability for an average sized adult to see over.	
2.4.7	Pruning and Health	Shrubs shall be free of crossed branches, broken or diseased limbs, airflow impediments and other items that could affect the aesthetics or health of the plant	MS
2.4.8	Pruning Priorities	Pruning shall be done so as to produce plants that are aesthetically pleasing with safety and plant health being the primary concerns	MS

2.5 PARKING LOTS, ROADWAYS, SIDEWALKS, PATHS, TRAILS, GREENWAYS

	Item	Maintenance Standard	Staff
2.5.1	Paved Surfaces	All surfaces shall be free of pot holes, cracks, trip hazards, weeds, debris and clippings	PW, MS
2.5.2	Curbs and Gutters	Curbs and gutters shall be free of debris and weeds	MS
2.5.3	Inlets and grates	Inlets and grates shall be free of dirt and debris	MS
2.5.4	Parking Bumpers	Parking bumpers shall be in their specified location, anchored securely and free of excessive cracks	PW
2.5.5	Pavement Markings	Parking lot markings shall be legible	PW
2.5.6	Gravel Lots	Gravel parking lots shall be free of dips, roots and ruts from water run off or traffic. Lots shall be smoothed on an as needed basis	PW

3. ATHLETIC FIELDS, COURTS AND COURSES

3.1 ATHLETIC FIELD TURF – MULTIPURPOSE, SOCCER, FOOTBALL

	Item	Maintenance Standard	Staff
3.1.1	Holes, Trip Hazards and Wear	Field shall be free of holes, trip hazards and excessive wear on turf	MS
3.1.2	Standing Water	Field shall be generally free of standing water 2 to 3 days after rainfall	MS
3.1.3	Litter and Debris	Field shall be free of litter and debris	MS, AS
3.1.4	Anchoring of Goals	Goals shall be firmly anchored to the ground or secured with weights. All goal components shall be tight	MS, AS
3.1.5	Nets	Nets shall be free of excessive wear, tears or holes	MS, AS

3.1.6	Field Markings	Painted field lines shall be square, straight and clearly visible	MS
3.1.7	Turf Health	Turf shall be healthy, free of diseases, pests and invasive species	MS
3.1.8	Cutting Height	Turf shall be cut uniformly to 1” in height with a reel mower or 1.5” with zero turn mower. Reel mower is preferred when possible	MS
3.1.9	Fence Lines	Fence lines should be weedeated on a regular basis and sprayed with a selective herbicide to control weed growth	MS

3.2 ATHLETIC FIELDS – BASEBALL/SOFTBALL INFIELDS

	Item	Maintenance Standard	Staff
3.2.1	Infield Wear Areas	Wear areas around home plate, bases and pitching rubber shall not be worn but shall be firm and flush with surrounding field	MS
3.2.2	Lips	Infield/Outfield transition shall not have a build-up of infield material (lip)	MS
3.3.3	Standing Water	Infields shall be graded so that they have no standing water	MS
3.3.4	Home Plate and Pitching Rubbers	Home plates and pitching rubbers shall not be torn or excessively worn and shall be installed with the top of the plate or rubber flush with the surrounding grade	MS
3.3.5	Weeds	Infields shall be free of weeds	MS
3.3.6	Outfields	See 3.1 for Turf Standards	MS

3.3 BASKETBALL COURTS – OUTDOOR

	Item	Maintenance Standard	Staff
3.3.1	Structural	Poles, backboards and rims shall be securely anchored and attached and have no cracked, broken or missing components	MS
3.3.2	Nets	Nets shall be securely fastened to rims and free of tears or holes	MS
3.3.3	Court Surface	Court surface shall be free of holes, cracks, weeds and foreign surface matter	MS
3.3.4	Court Markings	Court lines shall be clearly visible	MS
3.3.5	Litter and Debris	Court shall be free of litter and debris	ALL

3.4 TENNIS COURTS

	Item	Maintenance Standard	Staff
3.4.1	Net Height	Nets shall be adjusted to 36” in height at the strap and 42” at the ends	MS
3.4.2	Net Straps and Ropes	Straps and ropes securing nets shall be taught and free of frays and tears	MS
3.4.3	Nets	Nets shall have no holes or tears	MS
3.4.4	Court Surface	Court color coat shall not be worn trough	MS
3.4.5	Cracks	Cracks in court surface shall be reported and evaluated for possible repairs	MS
3.4.6	Court Markings	Court markings shall be clearly visible	MS
3.4.7	Net Posts	Net posts shall be securely anchored and free of broken or missing components or peeling paint	MS
3.4.8	Hitting Wall	Hitting walls shall be structurally sound, clean and free of chipped or peeling paint. Painted markings shall be clearly visible	MS
3.4.9	Litter and Debris	Court shall be free of litter and debris	ALL

3.5 DISC GOLF COURSES

	Item	Maintenance Standard	Staff
3.5.1	Litter and Debris	Course shall be free of litter and debris	ALL
3.5.2	Tee Wear	Tee surface shall be free of holes, wear spots and able to drain	MS
3.5.3	Targets	Baskets shall be plumb and have no cracked, broken or missing pieces	MS
3.5.4	Fairways	Fairways shall be open and unobstructed by limbs, weeds or tall grass	MS
3.5.5	Course Signs	Signs shall be clean, structurally sounds and printed using Town branded colors	MS

3.6 ATHLETIC LIGHTING

	Item	Maintenance Standard	Staff
3.6.1	Fixtures	All fixtures shall be in proper working order and free of cracked, broken or missing components	PW
3.6.2	Poles	Light poles shall be plumb and level	PW
3.6.3	Illumination	Field lighting shall be checked regularly for maintenance of acceptable lighting levels for activities	MS, AS, PW

4. PLAYGROUNDS

	Item	Maintenance Standard	Staff
4.1	Compliance	Play equipment shall comply with ASTM and CPSC guidelines	MS
4.2	Structure	Play equipment shall have no cracked, broken, overly worn or missing components	MS
4.3	Footings	All play equipment components shall be firmly attached to footings	MS
4.4	Fasteners	All play equipment fasteners shall be securely tightened	MS
4.5	Litter and Debris	Playground areas shall be free of litter and debris	ALL
4.6	Safety Surface	Safety surface shall be at the appropriate height, uniformly level and free of weeds	MS
4.7	Replacement Components	Replacement components shall meet or exceed original manufacture's specifications as well as ASTM and CPSC	MS
4.8	Broken Equipment	Broken or unsafe equipment shall be shut down or removed from playground upon discovery and remain shut down or removed until a replacement can be safely installed	MS

5. FACILITIES/STRUCTURES

5.1 RESTROOM BUILDINGS

	Item	Maintenance Standard	Staff
5.1.1	Floors	Floors shall be free of dirt, dust, debris, peeling or chipped paint and shall be disinfected and free of standing water	MS
5.1.2	Ceilings	Ceilings and walls shall be free of debris, dirt, cobwebs, peeling or chipped paint	MS
5.1.3	Light Fixtures	All light fixtures shall have correct number of working bulbs of a type and wattage specified by the manufacturer. Fixtures shall have no cracked, broken or missing components and free of dirt and debris	PW
5.1.4	Toilets	Toilets and urinals shall be in proper working order, free of dirt and debris and disinfected	MS, PW
5.1.5	Toilet Paper Dispensers	Toilet paper dispensers shall be stocked with paper, firmly attached to the walls, locked and be free of dirt and debris	MS, PW
5.1.6	Toilet Partitions	Toilet partitions shall be free of dirt, debris and cobwebs	MS

5.1.7	Handicap Rails	Handicap rails shall be firmly attached and free of dirt and debris	MS, PW
5.1.8	Signage	Signage shall be free of dirt and debris and have no cracked, broken or missing pieces and shall be clearly legible	MS
5.1.9	Sinks	Sinks shall be disinfected and free of dirt and debris. Faucets shall operate per manufacturer's specifications., Drains and drain screens shall be clog and debris free	MS, PW
5.1.10	Mirrors	Mirrors shall be free of dirt, debris, water spots and streaks. Mirrors shall not be cracked, broken or missing pieces and shall be firmly attached to the wall	MS, PW
5.1.11	Soap Dispensers	Soap dispensers shall work as designed, be firmly attached to the wall and be full of soap	MS, PW
5.1.12	Hand Towel Dispensers	Hand towel dispensers shall be stocked with paper, firmly attached to the walls, locked and be free of dirt and debris	MS, PW
5.1.13	Exhaust Fans	Exhaust fans shall be running as per manufactures specifications and vents shall be free of dirt and debris	MS, PW
5.1.14	Heaters	Heathers shall in good working condition and programed to keep restrooms above freezing to keep pipes from freezing	PW

5.2 SHELTERS

	Item	Maintenance Standard	Staff
5.2.1	Floors	Floors shall be free of dirt, litter, debris or standing water	MS
5.2.2	Structure	Structure shall be free of cracked, broken or missing components	MS, PW
5.2.3	Exterior	Exterior surfaces shall be free of holes, gaps and peeling paint	MS, PW
5.2.4	Roofs	Roofs shall not leak and shall be free of limbs, litter and debris	PW
5.2.5	Grills	Grills shall be firmly secured, free of missing or broken components and free of ashes, litter and debris	MS

5.3 STORAGE ROOMS AND SHEDS

	Item	Maintenance Standard	Staff
5.3.1	Floors	Floors shall be free of dirt, litter, debris or standing water	MS
5.3.2	Structure	Structure shall be free of cracked, broken or missing components	PW
5.3.3	Exterior	Exterior surfaces shall be free of holes, gaps and peeling paint	PW
5.3.4	Roofs	Roofs shall not leak and shall be free of limbs, litter and debris	PW
5.3.5	Fixtures	Electrical and plumbing fixtures shall be in proper working order	PW
5.3.6	Stored Items	Stored items shall be stored safely in their intended area and not blocking access or egress, fire extinguishers, breaker boxes, outlets or light switches	ALL
5.3.7	Flammables	Flammable liquids shall be stored in an approved flammable container	ALL

6. VEHICLES AND EQUIPMENT

	Item	Maintenance Standard	Staff
6.0.1	Inspection	Vehicles and equipment are to be inspected daily before use. Problems with equipment should be reported to the Maintenance Supervisor or Parks Manager upon discovery	ALL
6.0.2	Cleanliness	Interiors of vehicles shall be cleared daily of debris and litter. Exteriors and interiors shall be cleaned as needed	ALL
6.0.3	Tools and Materials Stored in Beds	Beds of trucks shall be emptied of tools and materials at the completion of a project or when vehicle is no longer being used on that project	ALL
6.0.4	Tools and Equipment	All tools and equipment will be returned in clean working condition and properly stored in their designated location	ALL
6.0.5	Oil and Lubrication	All equipment shall be properly oiled and lubricated prior to use	ALL
6.0.6	Mower/Equipment Maintenance	Maintenance of equipment shall be on an as needed basis and shall include washing, sharpening/replacing of blades, lubricating and checking any loose nuts, bolts or belts	MS

SPECIALIZED MAINTENANCE, CONSIDERATIONS & INSPECTIONS

Recognizing that not every type of amenity or facility is able to be maintained in the same way and recognizing that some facilities, specifically those that fall in lower tiers, may have specific amenities that require more attention than is needed for the rest of the facility. Below items are examples:

TURFGRASS MANAGEMENT

Turfgrass is a specific type of grass that grows thick and tolerates a high level of traffic. It is largely used in areas such as athletic fields and concert lawns. While tier 1 facilities call for maintenance services such as mowing for once per week, and other tiers even fewer than that, these standards recognize that turfgrass management requires a highly intensive program and cutting of these facilities is oftentimes required multiple times per week during peak growing seasons. An annual turfgrass maintenance program separate of these standards should be established and regularly updated to reflect changing weather, climate, and science.

TREE CITY & BEE CITY CONSIDERATIONS

In correlation with the Play Zebulon Comprehensive Master Plan, these standards recognize the importance of sustainability and sustainable initiatives. Therefore, when practicable, all standard maintenance practices should align with the recommendations and requirements set forth underneath the Tree City USA and Bee City USA programs.

PLAYGROUND MAINTENANCE

Playground maintenance is of utmost importance due to the potential risk of injury to child users if not properly maintained. All playgrounds should have informal visual inspections daily and formal inspections completed by a Certified Playground Safety Inspector monthly. These inspections should ensure that all applicable standards as set through the ASTM F1487 and ASTM F2223 are maintained.

PARK INSPECTIONS

Regular park inspections are crucial to ensuring that these standards are held and maintained. It is the responsibility of each individual as assigned in the above tasks to ensure that their areas of responsibility are maintained. However, regular informal visual inspections should be performed by all staff to ensure that all areas are being held to the required standards and formal, monthly inspections should be performed by the Parks Manager or his designee.