

City of Manassas Parks Maintenance Plan





# **January 2017**





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1. Maintenance Frequency Chart

### Parks Maintenance Plan City of Manassas

#### **Executive Summary**

#### **Introduction**

The City of Manassas provides a comprehensive system of public parks, recreation, and cultural resource amenities that greatly contributes to the quality of life in the City and surrounding areas. In order to plan for the future of this valuable system, the City's Community Development Department completed a Parks, Recreation, and Cultural Needs Assessment and Facilities Plan in



November 2016. This plan identified the need for a parks maintenance plan and design standards to enhance the quality and aesthetics of the public amenities.

During the citizen focus groups and citizen surveys, an overwhelming response commented that they would like to see better maintenance and improvement of existing parks and facilities. The Green Play consultant team recommended that the City develop a formal parks maintenance plan with specific standards to guide the maintenance of City parks. The maintenance standards should support the community's vision of their parks and facilities. The plan will serve as an informational tool for the public and as a standard for City staff. The levels that are set forth in the maintenance plan will allow the public to determine if the maintenance is adequate or enhancements are necessary to meet the desire of the community.





#### Maintenance Plan - Collaborative Effort

The Maintenance plan was a collaborative effort amongst the following City departments:

- Community Development Department:
  - $\circ \quad \text{Manassas Museum System}$
  - $\circ \quad \text{Neighborhood Services}$
  - $\circ \quad \text{Planning and Zoning} \\$
- Public Works Department:
  - $\circ \quad \text{Buildings and Grounds}$
  - Refuse and Recycling
  - Stormwater Management

Each division supports the routine maintenance, management, preventative care, and preservation of the parks and facilities. Financial support for the parks is derived from multiple operating budgets from the Public Works Department, Community Development Department, and the Manassas City Public School System. The support provided by these departments varies greatly but is task specific depending on the type of involvement. Through a proactive approach the buildings and grounds division will continue to implement, improve, and expand the maintenance plan. The continued support from these departments will achieve the goal of the maintenance plan by providing clean and safe facilities, a positive image, and well maintained parks.

#### Acres Maintained

The buildings and grounds division is responsible for approximately 227 acres of city park land and 50 acres of school green space. A summary of this inventory is provided in **Table 1**. The maintenance plan will outline the level of service for the following categories: turf grass, trees & landscaped areas, athletic fields, hard surface courts, trails and bikeways, historic sites, facilities and site amenities, signage and wayfinding, and stormwater management. Each category contains a detailed inventory and proposed level of service for park maintenance.

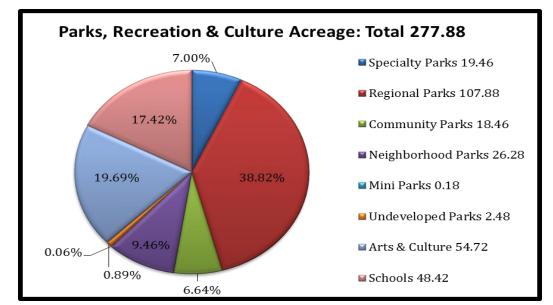
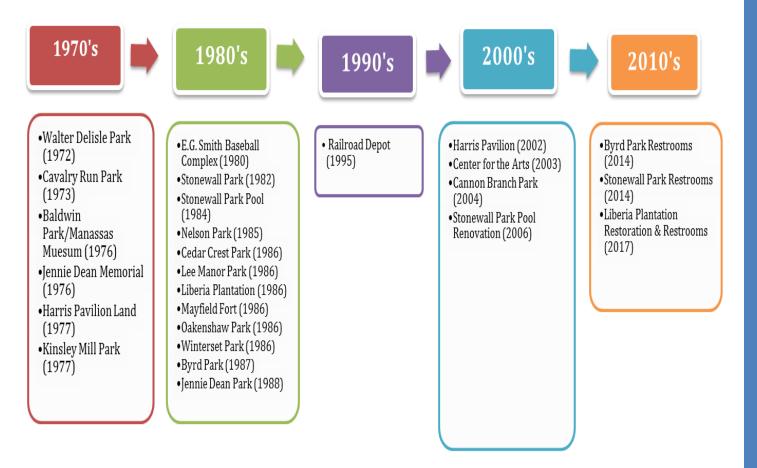


Table 1: Parks, Recreation & Culture Acreage

#### Park Timeline

Over the past 45 years the parks have experienced varying degrees of maintenance and growth. The beginning of parks and recreation in the City of Manassas can be traced back to 1972 with the purchase of Walter Delisle Park. The development of passive and active recreation varies throughout the City with the greatest growth in the 1980's when City purchased land for 12 different parks. During the past ten years the improvements stalled and the focus shifted to the safety of the parks which guided the repairs and changes to the facilities. Results of the pause in improvements have revealed the deterioration from overuse in the parks. The summary of the park establishment timeline is listed in **Table 2**.

#### **Table 2: Park Establishment Timeline**



#### **Staffing**

The average full-time employee works 2080 hours per year. This total includes vacation time, sick time, holidays, break periods, transportation time, meeting time, etc. The average maintenance employee works approximately 1500 hours per year. Park maintenance hours are spent completing tasks associated with cultural amenities and parks. Non-park maintenance hours are spent completing tasks that are associated with public grounds and streets. Inclement weather hours are spent inside the shop completing safety training, required equipment maintenance, and staff meetings. The data in the chart is based on employee generated work orders from July 1, 2015 – June 30, 2016. A summary of this data compiled from FY16 is provided in **Table 3**.

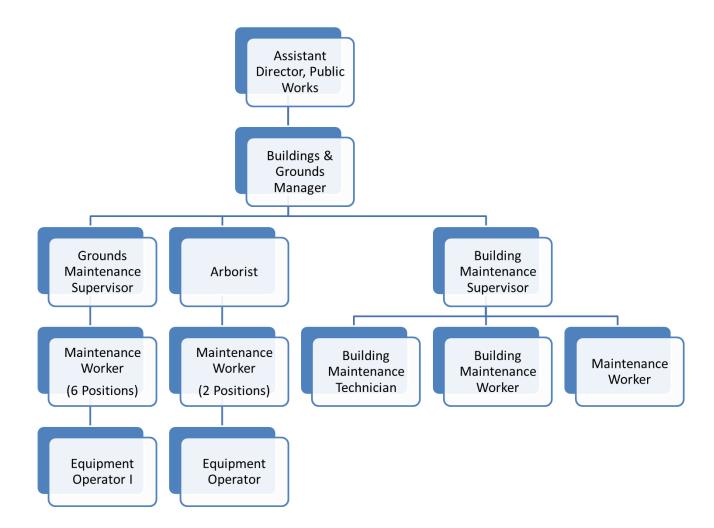
	Park	Non-Park	Work in Shop/ Rain/	
	Maintenance Hours	Maintenance Hours	Safety Meetings, etc.	Annual Hourly Total
FY16 Totals	4064	4812	2939.5	11815.5
Percentage of Maintenance Hours by job type	34.40%	40.73%	24.88%	
Divide by 8 B&G Employees	8	8	8	
Avg. Hours Per Employee Annually	508	601.5	367.4	1476.9
Percentage of time annually per employee by job type	24.4%	28.9%	17.6%	*71%

#### Table 3: Park Maintenance vs. Non-Park Maintenance Staff Hours

\* The remaining 29% of time is attributed to transportation and break periods. The average is 2.2 hours per day per employee.

The City of Manassas, Buildings and Grounds division is responsible for the public buildings, parks, facilities, and cultural amenities maintenance. The division is comprised of the building maintenance, grounds maintenance, and beautification crews. In FY16 the division employed 17 full-time employees and the organizational chart is listed in **Table 4**. The maintenance division is supplemented by retained contractors, Manassas City Public Schools grounds crew and athletic directors, and volunteers to assist with various tasks.

#### Table 4: Buildings & Grounds Organizational Chart (FY16)



# Level of Service

The City of Manassas maintains its parks in accordance with the National Recreation and Parks Association (NRPA) standards. The NRPA standards benchmark six levels of maintenance against which current and past practices are measured. The unique nature and needs of each park and areas within some parks are also considered in the benchmarks. These standards are:

#### Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed public areas, stadiums, government grounds, or historic district.

#### Level 2:

Level 2 is the normal standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. The difference between Level 1 and Level 2 is the frequency rate of users. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

#### Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

#### Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions.

#### Level 5:

Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition.

#### **Maintenance Level of Service Summary**

The individual parks and facilities were measured based on the frequency of maintenance required due to the visibility in the community and the level of use by the public. The categories were broken down into sub categories to capture the details in the maintenance tasks necessary to provide clean, safe, and high quality parks and facilities. The summary of the parks and facilities maintenance are listed in **Table 5**.

Table 5: Maintenance Level of Service Summary	Turf Management	Turfgrass	Seeding/Sod	Cultivation	Fertilization	Irrigation	Plant Growth Regulators	Trees & Landscape Management	Pruning	Floral Plantings	Disease & Insect Management	Herbicides	Fungicides	Insecticides	Soil/Water Testing	Refuse & Recycling Management	Refuse Collection	Litter Control	Recycling Collection	Snow Removal Management	Athletic Field Management
Baldwin Park/Manassas Museum	3.0	3	3	3	3		3		4	2	5.0	5	5	5	5	3.0	2	2	5	3.0	
Byrd Park	2.8	3	3	3	3	2	3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	3.0
Center for the Arts/Candy Factory								3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	4.0	
Cannon Branch Park	3.0	3	3				3		5	5	5.0	5	5	5	5	4.3	4	4	5	5.0	
Cavalry Run Park	3.0	3	3	3			3		3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Cedar Crest Park	4.2	3	5		5	5	3		5	5	5.0	5	5	5	5	5.0	5	5	5	5.0	
Dean Park	2.8	3	3	3		2	3		3	2	3.0	3	2	2	5	3.7	3	3	5	5.0	3.0
E.G. Smith Baseball Complex	2.8	3	3	3		2	3	2.5	3	2	5.0	5	5	5	5	3.7	3	3	5	5.0	2.0
Harris Pavilion	2.5	3	3	3	1	2	3	2.0	3	1	3.0	3	2	2	5	3.7	3	3	5	3.0	
Historic District	3.0						3	2.0	3	1	5.0	5	5	5	5	3.7	3	3	5	2.0	
Jennie Dean Memorial	3.0	3	3		3		3	2.5	3	2	3.0	3	2	2	5	3.7	3	3	5	5.0	
Kinsley Mill Park	2.8	3	3	3		2	3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	4.0
Lee Manor Park	3.0						3	4.5	4	5	5.0	5	5	5	5	5.0			5		
Liberia Plantation	3.0	3	3				3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Manassas Railroad Depot	3.0	3	3	3	3		3	2.5	3	2	3.0	3	2	2	5	3.7	3	3	5	2.0	
Mayfield Fort	3.0	3	3				3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	
Nelson Park		3	3		3		3	3.0	4	2	5.0	5	5	5	5	3.7	3	3	5	4.0	
New Britain Park		3	5		5	5	3	5.0	5	5	5.0	5	5	5	5	5.0	5	5	5	5.0	
Oakenshaw Park		3	3	3		2	3	3.5	3	4	3.0	3	2	2	5	3.7	3	3	5	5.0	4.0
Stonewall Park		3	3	3			3	2.5	3	2	3.0	3	2	2	5	3.0	3	3	3	4.0	
Walter Delisle Park	3.0	3	3				3	4.0	4	4	5.0	5	5	5	5	3.7	3	3	5	5.0	
Winterset Park	3.0	3	3	3			3	3.5	3	4	5.0	5	5	5	5	3.7	3	3	5	5.0	
Baldwin Elementary	2.8	3	3	3		2		3.5	3	4	3.0	3	2	2	5		1	3	4	3.0	4.0
Haydon Elementary	2.8	3	3	3		2	3		3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	5.0
Jennie Dean Elementary	2.8 2.7	3	3	3		2	3		3		3.0	3	2	2	5	2.7	1	3	4	5.0	3.0
Mayfield Intermediate		3				2	3		3		3.0	3	2	2	5	2.7	1	3	4	3.0	
Metz Middle		3				2	3		3		3.0	3	2	2	5	2.7	1	3	4	3.0	
Osbourn High School	2.7	3				2	3		3		3.0	3	2	2	5	2.3	1	3	3		
Round Elementary	2.8	3	3	3		2	3		3		3.0	3	2	2	5	2.7	1	3	4		
Weems Elementary	2.8	3		3		2	3	3.5	3	4	3.0	3	2	2	5	2.7	1	3	4	3.0	4.0

Table 5: Continued																					
Table 5: Maintenance Level of Service Summary	Hard Surface Court Management	Trails & Bikeways Management	Park Trails	Connector Trails	Bikeways	Historic Site Management	Distinctive Features	Structure Maintenance	Historical Landscaping	Cast Iron	Repointing Brick	Pest/Insect Prevention	General Site Inspections	Facilities & Site Amenities Management	Playgrounds	Site Furnishings	Community Pool	Outdoor Facilities	Gazebos/Pavilions	Signage & Wayfinding Management	Stormwater Management
Baldwin Park/Manassas Museum	3.0	3.5	4		3	2.9	2	2	3	3	4	3	3	3.0	3	3		3		4.0	
Byrd Park	3.0	2.5	2		3									3.0	3	3		3	3	4.0	
Center for the Arts/Candy Factory	3.0	3.0			3	2.8	2	2			4	3	3	3.0		3					
Cannon Branch Park	3.0	3.0	4		2	3.7	4		4				3	3.0		3				4.0	2.0
Cavalry Run Park	3.0	5.0			5									3.0	3	3				4.0	
Cedar Crest Park	3.0	5.0			5															5.0	5.0
Dean Park	3.0	2.0	2		2									3.0		3		3		4.0	2.0
E.G. Smith Baseball Complex	3.0	5.0	5											3.0		3		3	3	4.0	
Harris Pavilion	3.0	3.0			3									3.0		3		3	3		
Historic District	3.0	3.0			3									3.0		3			3		
Jennie Dean Memorial	3.0	2.0			2	3.5	3		4		4		3	3.0		3				4.0	
Kinsley Mill Park	3.0	3.0	3		3									3.0	3	3				4.0	4.0
Lee Manor Park		3.0			3									3.0		3				4.0	3.0
Liberia Plantation	3.0	3.0			3	3.0	3	3	3		3	3	3	3.0		3				4.0	
Manassas Railroad Depot	3.0	3.5	4		3	3.0	2	2	3	4	4	3	3	3.0		3					
Mayfield Fort		1.0			1	3.5	3		4	4			3	3.0		3				4.0	
Nelson Park		4.5	4		5									3.0		3			3	4.0	
New Britain Park		5.0			5															5.0	
Oakenshaw Park		3.0	4		2									3.0	3	3				4.0	
Stonewall Park	3.0	2.5	2		3									3.0	3	3	3	3	3	4.0	5.0
Walter Delisle Park	3.0 3.0	3.5	2		5									3.0	3	3				4.0	
Winterset Park					5									3.0	3	3				4.0	
Baldwin Elementary	3.0	3.0			3									2.0	2						
Haydon Elementary		5.0			5									2.0	2						
Jennie Dean Elementary		4.0	5		3									2.0	2						
Mayfield Intermediate		3.0			3																
Metz Middle		2.0			2																
Osbourn High School		3.0			3									0.5	-						
Round Elementary		3.5	4		3									2.0	2						
Weems Elementary	3.0	3.0			3									2.0	2						

### Table 5: Continued

#### **Purpose:**

The City of Manassas manages 227 acres of turf. The goal is to provide safe and appealing grounds for public use within the availability of resources and labor. Turf management experiences peak seasons of maintenance with increased demands on labor and resources. Five levels of maintenance have been defined to address the diverse park and cultural amenities. Level 1 is the highest level of care and level 5 is a natural, undeveloped park.

#### Turf Management Summary:

- Mowing of over 360 acres of grass on public grounds including the medians and the right of way
- Maintenance of 11 city parks and 8 school ball fields
- Operation and maintenance of 2 cemeteries



#### Level 1:

*High-level maintenance.* Associated with well-developed public areas, government grounds, or the historic district. Recommended level for most organizations. **Turf Care:** Grass cut once every five working days. Weed control practiced when weeds present a visible problem or when weeds represent 5 % of the turf surface. Turf will be mowed and trimmed to maintain a height of cut between 1.5" and 3.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least three times a year. Maintenance edging will be continuous throughout the mowing season. Seeding/Sod: Reseeding or sodding when bare spots are present. Seeding will be done as needed to maintain an acceptable turf stand. The preference will be a full-scale, fall over seeding in conjunction with hollow tine aerification. Spring and summer seeding will be as needed and will be paired with some form of cultivation to maximize the efficacy of the seeding operation. Thinning or bare areas will be treated as a priority. Sod will be utilized as a necessary in areas where excessive use prevents establishment of turn from seed. **Cultivation**: Aeration as required but not less than two times per year. Aerification will be performed at least once and preferably twice annually with the Ryan ground driven aerifier. A 3/4" dual hollow tine set-up and 2 x patterns will achieve 12% surface disruption per operation. Aerification and seeding should be combined whenever possible. **Fertilization:** Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen and potassium percentages should follow local recommendations. Phosphorus should only be added after determined by soil test. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth. Turf fertilizer will be applied at least eight times per year but not to exceed the maximum annual input of 4 pounds of actual nitrogen per thousand square feet as determined by soil tests. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Macro and micro nutrient inputs will be based in part on soil and water test results. Additional fertility inputs will be driven by labor and resources.

Level 1 - Con	tinued
Irrigation:	Sprinkler irrigated - electric automatic commonly used. Frequency of use follows rainfall, temperature, season length, and demands of plant material. Level 1 area has in-ground irrigation systems run by a central controller. Water will be applied on an as needed basis with an emphasis placed on maintaining the driest conditions possible to support the turf grass stand. Reduced length of turf grass wetness will be the primary goal when programming. Nozzle precipitation rates will determine run times. Syringing will be performed in the afternoons if turf grass stands display signs of wilt. All efforts will be made to coordinate notification with appropriate departments when syringing is necessary.
<u>Plant</u> <u>Growth</u> <u>Regulators</u> <u>(PGR's):</u>	PGR's will be utilized to enhance color, density and lateral shoot growth with an overall emphasis on reducing vertical growth.

#### Level 2:

Moderate-level maintenance. Associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

<u>Turf Care:</u>	Grass cut once every seven working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.0" and 3.5" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least two times a year. Maintenance edging will be continuous throughout the mowing season.
Seeding/Sod:	Thin or bare areas deemed unacceptable will be documented and addressed by priority. The preference will be a full-scale, fall and spring over seeding in conjunction with hollow tine aerification. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type of product. Sod will be utilized as a last resort in areas where excessive use prevents establishment of turn from seed. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
<u>Cultivation:</u>	Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Aerification will be done not less than twice a year. Preferred equipment will be the ground driven Ryan areifer with a 3/4" dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.

Level 2 - Continu	ued
Fertilization:	Applied only when turf vigor seems to be low. Low-level application will be done at least twice per year. Rate suggested is one-half the level recommended. Turf will receive at least four or more annual applications of fertilizer in the each year that do not exceed the the maximum quantity of 4 lbs. of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
Irrigation:	Level 2 areas may or may not have in-ground irrigation systems. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material. Water will be applied as needed to supplement natural rainfall with a target amount of 1" per week. The policy will factor deep and infrequent applications. Rain Train style units will be utilized where available.
<u>Plant Growth</u> <u>Regulators</u> <u>(PGR's):</u>	Plant growth regulators (PGR's) may be utilized on turf areas to reduce labor requirements.

	Level 3:							
Moderately lov	Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.							
<u>Turf Care:</u>	Grass cut once every ten working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.0" and 3.5'' to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least once a year. Maintenance edging will be scheduled with every other regular mow during the season.							
Seeding/Sod:	Thin or bare areas deemed unacceptable will be documented and addressed by priority. The preference will be a full-scale, fall over seeding in conjunction with hollow tine aerification. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type of product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.							

Level 3 - Contini	led
<u>Cultivation:</u>	Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer. Aerification will be done once annually or as equipment and labor are available. Preferred equipment will be the ground driven Ryan areifer with a 3/4" dual hollow tine set- up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
Fertilization:	Applied only when turf vigor seems to be low. Low-level application will be done annually. Rate suggested is one-half the level recommended. Turf will receive at least two annual applications of fertilizer each year that consists of at least 1 lb. of actual nitrogen per thousand square feet, not to exceed 4 lbs. annually. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
Irrigation:	Dependent on climate. Limited manual servicing is required as needed by in-ground irrigation or portable systems.
<u>Plant Growth</u> <u>Regulators</u> (PGR's <u>):</u>	None.

#### Level 4:

Minimum-level maintenance. Associated with locations that have severe budget restrictions.

<u>Turf Care:</u>	Low-frequency mowing scheduled based on species. Low-growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 2.5" and 4" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. No edging or weed eating in level 4 maintenance.
<u>Seeding/Sod:</u>	Thin or bare areas deemed unacceptable will be documented and addressed if safety concerns arise.

Level 4 - Continued	Applied only when turf vigor seems to be low. Low-level application will be done annually. Rate suggested is one-half the level recommended. Turf will receive one annual application of fertilizer in the autumn of each year that consists of at least 1 lb. of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
Irrigation:	No irrigation.
<u>Plant Growth</u> <u>Regulators</u> (PGR's):	None.

	Level 5:
	Natural area that is not developed.
Turf Care:	Not mowed. Weed control only if legal requirements demand.
Seeding/Sod:	None.
Fertilization:	Not fertilized.
Irrigation:	No irrigation.
<u>Plant Growth</u> <u>Regulators</u> <u>(PGR's):</u>	None.

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Maintenance	Categories	Fertilization	Level 1	Level 2	Level 3	Level 4	Level 5	Irrigation	Level 1	Level 2	Level 3	Level 4	Level 5	<b>Plant Growth Regulators</b>	Level 1	Level 2	Level 3	Level 4	ן מיזסן ב

# **Trees and Landscape Management**

#### **Purpose:**

The intention is to provide an overall aesthetically pleasing landscape to enhance the beauty of the City. Focus is to maintain and improve the beautification of public spaces within the Historic District, parks, and cultural amenities. Proper pruning, fertilization, weed control, and water management will support the growth and maintenance of plant life.

#### Landscaped Areas Inventory:

- Planting flowers, mulching tree and flower beds and maintaining over 130,000 square feet of public landscape areas
- Providing 90+ hanging baskets in the Historic District
- Responsible for 6,600+ trees on City properties and within the public right-of-way





#### Tree Management Program:

The City of Manassas has shown its commitment to the principles of the Arbor Day Foundation for several decades. Public Works staff works in conjunction with the City Council appointed Beautification Committee to focus not only on the City's tree canopy, but also on landscaping and other beautification efforts. We incorporate trees and landscaping standards in all new development to ensure Manassas continues to have a healthy natural environment.

#### <u>Level 1:</u>

Seasonal flower beds are planted on a full rotation (3x a year) consisting of early spring, summer, and fall flowers. Level 1 landscaped area requires a watering source sufficient for 1 inch irrigation a week. This level of maintenance has comprehensive week and pest control programs. Liquid feeding is done once a week. Plant replacement and broadcast fertilization is done annually and on an as needed basis. Trees are mulched one time every two years. Flower beds are mulched two times a year. Tree pruning is done annually and shrub pruning is done four times a year.

<u>Pruning:</u>	Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.
Floral Plantings:	Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least three blooming cycles per year. Some designs may call for a more frequent rotation of bloom. Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially free of weeds.

#### Level 2:

Level 2 landscaped areas receive bi-weekly maintenance. Flowerbeds are planted one time only with summer season annuals. Level 2 landscaped areas require a water source sufficient for proper plant maintenance. This level of maintenance has comprehensive week and pest control programs. Tree and shrub pruning are done biannually. Mulching, fertilizations, and plant replacement are done on an annual basis.

Pruning:	When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed annually.
<u>Floral Plantings:</u>	Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds are essentially kept free of weeds.

### **Trees and Landscape Management**

#### Level 3:

Level 3 landscape areas do not include flower beds of any kind. Trees and shrubs within this level will receive monthly inspections. Landscapes within this level will receive a comprehensive integrated pest management and weed control program. Pruning, mulching and fertilization will be done on an annual basis.

Pruning:	When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.
<u>Floral Plantings:</u>	Only perennials or flowering trees or shrubs.

	Level 4:						
Level 4 landscapes	Level 4 landscapes will have limited weed and pest control chemical applications. Tree and shrubs pruning will be performed on an as needed basis only.						
Pruning:	No regular trimming. Safety or damage from weather may dictate actual work schedule.						
Floral Plantings:	None. May have wildflowers, perennials, flowering trees, or shrubs in place.						

	Level 5:						
Level 5 landscaped	Level 5 landscaped areas allow for the property to remain in its natural state. Tree and shrub pruning will be performed only when safety is a consideration.						
Pruning:	No pruning unless safety is involved.						
Floral Plantings:	None.						

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Maintenance Categories	Pruning	Level 1	Level 2	Level 3		Level 5	<b>Floral Plantings</b>	Level 1	Level 2	Level 3	Level 4	Level 5

#### **Purpose:**

The overall disease and insect management philosophy will be geared toward implementing industry accepted cultural best practices to help reduce the need for pesticide applications. The focus will be to identify and treat the disease or insect to reduce the possibility of an epidemic. Preservation of the trees and plant life in the City will enhance the beauty and support green initiatives.

#### Disease and Insect Management Inventory:

- Inspecting over 130,000 square feet of public landscape areas
- Responsible for 6,600+ trees on City properties and within the public right-of-way
- 360+ acres of turf





#### <u>Level 1:</u>

Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventative measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.

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<u>Herbicides:</u>	Pre-emergent herbicides will be applied in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Broadleaf weeds will be treated 1 or 2 times annually as weather and labor permit. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
Fungicides:	Application of fungicides will be assessed by the Grounds Manager and applied preventatively. Inspections for signs of fungus will occur weekly.
Insecticides:	At least one or more applications will be applied annually to prevent all species of white grubs. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly.
<u>Soil/Water</u> <u>Testing:</u>	Soil and water tests will be taken once annually or at a reasonable interval to be determined by the Grounds Manager. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.

	Level 2:						
-	Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.						
Herbicides:	Turf will receive one annual application of broadleaf weed selective herbicide. Application will ideally be executed in the autumn of the year when weeds are actively growing. The application may be executed in the spring months if weather or labor restrictions preclude fall application. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Pre-emergent herbicides may be applied to select areas in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.						
<u>Fungicides:</u>	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur twice a month.						
Insecticides:	One application will be applied to prevent all species of white grubs in the fall. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly as resources and labor allows.						
<u>Soil/Water</u> <u>Testing:</u>	Soil and water tests will be taken once every two years. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.						

	Level 3:					
None except wh	None except where the problem is epidemic and the epidemic condition threatens resources or the public.					
Herbicides:	Turf will receive application of broadleaf weed selective herbicide as needed. Pre- emergent herbicides may be applied as needed to select areas in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non- selective herbicides to reduce labor inputs.					
Fungicides:	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur once a month.					
Insecticides:	Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly as resources and labor allows.					
Soil/Water Testing:	Soil and water tests will be taken once every three years. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.					

	Level 4:
	No control except in epidemic or safety situations.
Herbicides:	Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
Fungicides:	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow. Inspections for fungus will occur biannually.
Insecticides:	Applications will be applied on a complaint basis and potential damage will be treated accordingly as resources and labor allows.
Soil/Water Testing:	Soil and water tests will be take once every four to five years.

	Level 5:
	No control except in epidemic or safety situations.
Herbicides:	None.
Fungicides:	None.
Insecticides:	None.
Soil/Water Testing:	Soil and water tests will be taken once every five or more years when conditions deem necessary.

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#### **Purpose:**

The City's Refuse and Recycling program regularly schedules the removal of trash and recycling from all government buildings, parks, and cultural amenities. In conjunction with the City of Manassas Police Department, the enforcement of city codes and Virginia State Law governing litter and dumping are enforced. Through improved education and outreach the City of Manassas can achieve increased recycling targets and reduce contaminated recycling and the volume of recreational park waste.

#### Refuse and Recycling Program:

- 11 Parks, 8 ball fields, 19 public facilities receive regularly scheduled collection year-round
- 4 specialty events receive support from the Street Dept. to clean and collect refuse on public streets
  - Railroad Festival
  - o July 4<sup>th</sup> Celebration
  - Greater Manassas Christmas







#### <u>Level 1:</u>

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every trash receptacle, one recycling receptacle shall be placed with it. Weekend rentals, specialty events, and tournaments will receive collection services. Increased use may dictate daily or more frequent cleaning.

Refuse Collection:	Collection will occur at a minimum of once a day, five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals. Offsite movement of trash depends on size of the containers and use by the public.
Litter Control:	Litter patrols will occur at a minimum during regularly scheduled hours five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals. The frequency may be increased with expected higher participant rates.
Recycling Collection:	Collection will occur at a minimum of once a day, five days a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals.

#### Level 2:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every two trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of high to moderate use by the public. Increased use may dictate daily or more frequent cleaning on an as needed basis and when budget allows.

Refuse Collection:	Collection will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed.
<u>Litter Control:</u>	Litter patrols will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed. The quantity may be increased with special events as needed when budget allows.
Recycling Collection:	Collection will occur at a minimum of three to four times a week with occasional weekend cleaning during specialty events, tournaments, and picnic rentals as needed.

#### Level 3:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every three trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of moderate use by the public. Specialty events, tournaments, and picnic rentals will create a plan for collection and removal from public grounds.

Refuse Collection:	Collection will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.
Litter Control:	Litter patrols will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.
Recycling Collection:	Collection will occur at a minimum of two to three times a week during normal working hours, Monday - Friday only.

#### Level 4:

Trash and recycling receptacles will be placed throughout the parks, municipal buildings, and cultural amenities to facilitate a clean environment. At a minimum for every four to five trash receptacles, one recycling receptacle shall be placed with it. These locations are areas of low use by the public. Specialty events, tournaments, and picnic rentals will create a plan for collection and removal from public grounds.

Refuse Collection:	Collection will occur at a minimum of one time or less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.
Litter Control:	Litter patrols will occur at a minimum of one time of less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.
Recycling Collection:	Collection will occur at a minimum of one time or less a week during normal working hours, Monday - Friday only. Complaints may increase cleaning and servicing during normal working hours.

#### Level 5:

On demand or complaint basis.

These locations are undeveloped parks that have been allowed to return to a natural state. Servicing will be driven by budget and labor availability on a complaint basis.

<b>Refuse Collection:</b>	None.
Litter Control:	Litter patrols will occur on demand or complaint basis during normal working hours, Monday - Friday only.
Recycling Collection:	None.

February 2, 2017

Maintenance Categories	<b>Refuse Collection</b>	Level 1	Level 2	Level 3	Level 4	Level 5	Litter Contro	Level 1	Level 2	Level 3	Level 4	Level 5	<b>Recycling Collection</b>	Level 1	Level 2	Level 3	Level 4	Level 5
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# **Snow Removal Management**

#### Purpose:

The City of Manassas Public Works Department manages snow removal along all public streets, schools, commuter rail and public parking lots to include City Hall, Animal Shelter, Boys and Girls Club, Public Works Facility, Fire, Rescue and Police. Public Works crews also clear all sidewalks around these facilities.

The Street Department is the primary responder during snow events within the City:

- Improve public safety
- Ensure that emergency responders can reach residents
- Keep commuters and commerce moving safely through our community

#### Snow Removal Inventory:

- 254 Lane Miles of Roadway
- 8 School Parking Lots
- 7 Municipal Parking Lots
- Clearing of all sidewalks in front of City owned properties.





### Snow Removal Management

#### Level 1:

Snow removed by noon the day following snowfall. Heated sidewalks installed and systems operated from a central controller. Gravel or snowmelt will be used to reduce ice accumulation. Snow will be loaded and hauled away.

#### Level 2:

Snow removal done based on local law requirements but generally accomplished within 24 hours of following the end of the snowfall. Gravel or snowmelt will be used to reduce ice accumulation.

#### Level 3:

Snow removal done based on local law requirements but generally accomplished within 48 hours following the end of the snowfall. Some crosswalks or surfaces may not be cleared at all.

#### Level 4:

Snow removal done based on local law requirements but generally accomplished within 72 hours following the end of the snowfall. Some crosswalks or surfaces may not be cleared at all.

#### Level 5:

Only as necessary.

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Maintenance Categories	<b>Snow Removal</b>	Level 1	Level 2	Level 3	Level 4	Level 5

# Athletic Field Management

### Purpose:

The purpose is to provide safe, level, groomed athletic fields suitable for public use. The City of Manassas Buildings and Grounds Maintenance Division, along with the Manassas City Public School system have been tasked with the responsibility to care for the turf, infields, irrigation, and repair when resources and labor allows. The field maintenance and upkeep is supplemented through express license agreements and volunteers. Each field is to be used for its intended use to prevent unnecessary field damage. The athletic fields are open to public use and rentals annually from March 15 to November 15. The fields remained closed during the winter season for preventative maintenance and preservation.



# Athletic Field Management

### Level 1:

League Play & Tournaments - These fields had a moderate to high visitation and should be maintained at a high level of maintenance. These fields are used for tournaments, league play and pick up games are allowed when they don't interfere with scheduled games or maintenance. Fields receive maintenance Monday through Friday.

Equipment:	Backstop, Player Benches (Permanent or Secured), Trash Receptacles (min. 2 mounted), Home Plate, Pitching Rubber, Bases, Bleacher Seating, Bleacher Pads (Concrete or Stone Dust), Foul Poles
<u>Optional:</u>	Outfield Fencing, Player Cages, Warning Tracks, Mowing, Foul Strips, Irrigation, Lights

# Level 2:

League Play - These fields have moderate to high visitation, have league play and should be maintained at a high level of maintenance. Pick up games are allowed when they don't interfere with scheduled games or maintenance.

<u>Equipment:</u>	Backstop, Player Benches (Permanent or Secured), Trash Receptacles (min. 2 mounted), Home Plate, Pitching Rubber, Bases, Bleacher Seating, Foul Poles, Dugouts
Ontional	Outfield Fausing Discourse Discourse Dada (Consumption Disch) Warming Tracks
<u>Optional:</u>	Outfield Fencing, Player Cages, Bleacher Pads (Concrete or Stone Dust), Warning Tracks, Mow Strips

# Athletic Field Management

# Level 3:

League and Neighborhood Play- These fields experience moderate visitation, heave league or individual team play and neighborhood pick up games. The fields should be maintained at a moderate level of maintenance. Pick up games are allowed as long as they do not interfere with league/team play or maintenance.

Equipment:	Backstop, Player Benches (Permanent), Trash Receptacles (min. 2 mounted), Home Plate, Dugouts
Optional:	Pitching Rubber, Bases, Bleacher Seating, Bleacher Pads, Outfield Fence, Player Cages, Foul Poles, Lights, Warning Tracks, Mow Strips

	Level 4:
Neighbor	hood Fields have low to moderate visitation and should be maintained at a moderate level of maintenance. Neighborhoods use only, no league or tournament.
Equipment:	Backstop, Player Benches (Permanent), Trash Receptacles (min. 2 mounted), Home Plate
Optional:	Pitching Rubber, Bases, Outfield Fencing

	Level 5:		
Neighborhood Fields have low visitation and should be maintained at a low level of maintenance. Neighborhoods use only, no league or tournament.			
Equipment:	Backstop, Home Plate		
<u>Optional:</u>	Player Benches, Trash Receptacles, Pitching Rubber, Bases, Outfield Fencing		

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Maintenance Categories	Athletic Fields	1	<b>C</b> 1	~	Ŧ	
Main Cate	Athle	Level 1	Level 2	Level 3	Level 4	Level 5

Manassas City Public School System maintains the athletic fields for Metz Middle School & Osbourn High School.

# Hard Surface Court Management

#### **Purpose:**

The purpose is to provide safe and playable courts in a condition suitable for the level and intensity of the intended use. The hard surface courts are open to the public and rentals year-round. Stonewall Park and Lee Manor Park has lighted courts on timers allowing for nighttime play until 10:00 p.m. The City tennis courts were resurfaced in 2012 with the new Olympic colors. Bank Shot Basketball located in Byrd Park offers an enriched play environment composed of a series of novel sport challenges that invigorate the brain with mind-nurturing play experiences.

# Hard Surface Court Inventory:

- Bank Shot Basketball Court: 1
- Basketball Court: 8
- Pickle Ball Court: 2
- Racquet Ball Court: 2
- Roller Hockey Court: 2
- Skate Park: 1
- Tennis Court: 13





# Level 1:

Should be cleaned, repaired, repainted, or replaced when their appearances have noticeable deteriorated.

# Level 2:

Cleaned on a complaint basis. Repaired or replaced as budget allows.

# Level 3:

Replaced or repaired when safety is a concern and when budget is available.

# Level 4:

Serviced only when safety is a consideration.

# Level 5:

Serviced only when safety is a consideration.

Hard Surface Court Maintenance

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Maintenance Categories	<b>Surface Courts</b>	Level 1	Level 2	Level 3	Level 4	Level 5
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# **Trails and Bikeways Management**

#### Purpose:

Park Trails is defined by the NRPA as a multipurpose trail located within greenways, parks, and natural resource areas. Allow for relatively uninterrupted pedestrian movement to and through the City's park system and development areas, including, where possible, through commercial and industrial park. Effectively tie the various parks and recreation areas together to form a comprehensive park and trail system.

Connector Trails are defined by the NRPA as a multipurpose trail that emphasizes safe travel for pedestrians to and from parks and around the community.

Bikeways are defined by the NRPA as paved segments of roadways that serve to safely separate bicyclists from traffic. The City has approximately 21 miles of built shared use paths, bike lanes, and sign-shared roads.

## Trails and Bikeways Inventory:

Walking Paths: 1.8 miles

- Winters Branch Trail: 0.9 Miles
- Stonewall Park: 0.9 Miles

Bikeways: 21 miles





# Trails and Bikeways Management

### Level 1:

Concrete or asphalt surface trails will be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed during daily rounds and deficiencies will be reported to the Grounds Manager to schedule immediate repair or replacement. Trails will be cleaned, repaired, or replaced when their appearances have noticeable deficiencies.

<u>Park Trails:</u>	Trails are used in situations where use patterns dictate separate paths for pedestrians, bicyclists, and in-line skates. An example would be a trail around an intercity specialty park or cultural amenity.
<b>Connector</b>	Trails are used in situations where use patterns dictate separate paths for pedestrians,
<u>Trails:</u>	bicyclists, and in-line skates. An example would be a trail within the shoulder of right of way of a collector street or parkway.
Bikeways:	Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between bicycles and vehicles. Development will coincide with new road construction. Includes signage designating bike lane along the bikeway painted on the roadway and posted signs. Bike lockers and rental locations are easily accessible to the public and located along the bike lane.

#### Level 2:

Asphalt surface trails should be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed on a routine basis and deficiencies will be reported to the Grounds Manager. These surfaces will be cleaned on a complaint basis and repaired or replaced as budget allows.

Park Trails:	Trails are more suited to moderate use patterns, such as a trail suited for multipurpose use (bicyclists, pedestrians, in-line skates). These trails may connect housing subdivisions to the park system.
<u>Connector</u> <u>Trails:</u>	Trails are suited to lighter use patterns, such as a link between a parkway or thoroughfare and a nearby housing development.
Bikeways:	Bike lanes should be used in situations where traffic volumes are heavy enough to warrant clear separation between bicycles and vehicles. Development will coincide with new road construction. Includes signage designating bike lane along the bikeway painted on the roadway and posted signs. Bike lockers are located along the bike lane in commercial areas for public use.

# Trails and Bikeways Management

# Level 3:

Trail will be top-dressed and compacted with an aggregate material or stone dust to maintain a surface free of ruts or washout. Stabilization of surface material may be achieved using various urethane based products in areas that consistently experience water erosion. Replaced or repaired when safety is a consideration and when budget is available.

Park Trails:	Trails are suited for areas requiring low to moderate impact, such as walking trails within
	the needs constant
	the park system.
Connector	None.
<u>Trails:</u>	
<b>Bikeways:</b>	Bike Routes (paved shoulders) should be used in all other situations. Development should
	acing identify a survey of a survey of the line of the survey of the survey of the survey of the survey of the
	coincide with new road construction. Includes signage designating bike route along the
	bikeway. Bike lockers are located at designated areas within the parks, historical sites, and
	cultural amenities.

#### Level 4:

Trail will be top-dressed and compacted with mulch to maintain a surface free of ruts or washout. Pathways will be addressed when tripping hazards or safety is a consideration.

Park Trails:	Trails are suited for areas requiring minimum impact, such as historical parks or forts.
<u>Connector</u> <u>Trails:</u>	None.
Bikeways:	None.

	<u>Level 5:</u>
Trail will co	onsist of natural environment materials compacted by regular foot traffic. Pathways will be addressed when tripping hazards or safety is a consideration.
Park Trails:	None.
<u>Connector</u> <u>Trails:</u>	None.
<u>Bikeways:</u>	None.

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## Purpose:

The Public Works Division in conjunction with the Community Development Department and volunteers work collaboratively to preserve and maintain the City's nine historical sites. The staff serves as the caretakers of the historic structures, interiors, archaeological resources, natural resources, historical landscapes, artifacts and collections. The purpose of historical preservation is to protect the living history and to bring it to life through interpretation, research, events and exhibits.

## Historical Sites Inventory:

- Cannon Branch Earthwork Fort
- Hopkins Candy Factory
- Jennie Dean Memorial/Manassas Industrial School
- Liberia Plantation
- Manassas Museum
- Manassas Railroad Depot
- Mayfield Earthwork Fort
- Old Town Hall







# **Level 1 Preservation:**

High-level of visibility in the community with an above average participation in programs and events. The locations are available to visitors year-round with spaces available for event rentals and community meetings. Associated with well-developed historic sites and tourist attractions.

<u>Distinctive</u> <u>Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration and conservation will be driven by the recommendations of a 19 <sup>th</sup> century masonry specialist and/or plaster repair contractor. Restoration is of the upmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for immediate repair when the appearance, safety, or function is a consideration.
<u>Structure</u> <u>Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Inspections will be conducted twice a year of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity or appearance of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.
<u>Historical</u> <u>Landscapes:</u>	Maintain the grounds at the recommended level 1 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Plantings, gardens, and flowers will be historically appropriate for the location and receive at a minimum of four rotations a year.

Level 1 Preservation -	• Continued
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<u>Cast Iron:</u>	Every two months inspect and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron immediately to maintain the appearance and function of its intended use.
<u>Repointing Brick:</u>	Inspections will occur annually. Document areas showing signs of deterioration and repoint to maintain the appearance, safety, and structural integrity. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
Pest/Insect Prevention:	Recommended to follow the Insect Pest Management (IPM) guidelines for historical properties. Inspections will occur on a monthly basis along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Annual termite inspections will be conducted on all wooden structures.
<u>General Site</u> Inspections:	Inspections will be conducted immediately following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and repair immediately if the findings compromise the appearance, function, or safety of the site.

# Level 2 Preservation:

Moderate to high level of visibility in the community with an average level of participation in programs and events. The locations are available to visitors year-round. Associated with developed historic sites and tourist attractions.

<b>Distinctive</b>	Distinctive features include the preservation of the overall shape of the
<u>Features:</u>	building, its materials, craftsmanship, decorative details, interior spaces and
	features, as well as the various aspects of its site and environment.
	Restoration is of the upmost importance unless it is unrealistic then repair
	work will follow guidelines for conservation. During inspection, document
	findings and recommend areas for immediate repair when safety or function
	is a consideration.

<u>Structure</u> <u>Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every two years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.
<u>Historical</u> <u>Landscapes:</u>	Maintain the grounds at the recommended level 2 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Plantings, gardens, and flowers will be historically appropriate for the location and receive at a minimum of two rotations a year.
<u>Cast Iron:</u>	Inspect quarterly and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the function or safety of its intended use.
Repointing Brick:	Inspections will occur every 2-3 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is a consideration. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.

Level 2 Preservatio	n – Continued
<u>Pest/Insect</u> <u>Prevention:</u>	The guidelines of the Insect Pest Management (IPM) for historical properties will be set standard for proper pest/insect control. Inspections will occur every 6 weeks along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every two years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site</u> <u>Inspections:</u>	Inspections will be conducted during hours of operation following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and repair immediately if the findings compromise the function or safety of the site.

# Level 3 Preservation:

Moderate to low level of visibility in the community with a low level of visitors with a minimum number of special events. The locations are available to visitors seasonally. Associated with historic sites that are minimally developed and available for passive recreation.

Distinctive features include the preservation of the overall shape of the
building, its materials, craftsmanship, decorative details, interior spaces and
features, as well as the various aspects of its site and environment.
Restoration is of the upmost importance unless it is unrealistic than repair
work will follow guidelines for conservation. During inspection, document
findings and recommend areas for repair when safety or function is a
consideration. Repairs will occur when labor and resources are available.

Level 3 Preservation	- Continued
<u>Structure</u> <u>Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 3-5 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building. The HVAC system will be maintained to provide the adequate temperature and humidity control for the preservation of artifacts and exhibits.
<u>Historical</u> <u>Landscapes:</u>	Maintain the grounds at the recommended level 3 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth. Trimming back vine growth that has encroached on windows and doors and is clinging to the walls keeps vine tendrils from causing damage to the masonry and other historic materials. Maintain current site landscapes with additional plantings for special events when resources are available.
<u>Cast Iron:</u>	Inspect bi-annually and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the safety of its intended use.
<u>Repointing Brick:</u>	Inspections will occur every 3-5 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is a consideration and resources are available. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
Pest/Insect Prevention:	Inspections will occur quarterly along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every three years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.

Level 3 Preservation	- Continued
<b>General Site</b>	Inspections will be conducted during hours of operation following major
Inspections:	storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and schedule repair if the findings compromise the function or safety of the site and when resources are available.

	Level 4 Preservation:					
seasonally. Associate	Low visibility in the community with a low level of visitors. These locations are available to visitors seasonally. Associated with historic sites that are minimally developed or have been allowed to return to a natural state which are available for passive recreation only.					
<u>Distinctive</u> <u>Features:</u>	Distinctive features include the preservation of the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment. Restoration is of the upmost importance unless it is unrealistic than repair work will follow guidelines for conservation. During inspection, document findings and recommend areas for repair when safety is a consideration. Repairs will occur when labor and resources are available.					
<u>Structure</u> <u>Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 5-8 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, clean the gutters and drains, and conduct any necessary maintenance that is threatening the structural integrity of the building.					
<u>Historical</u> Landscapes:	Maintain the grounds at the recommended level 4 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth causing damage to the masonry and other historic materials. Maintain current site landscapes when resources are available.					

Level 4 Preservatio	n - Continued
<u>Cast Iron:</u>	Annually inspect and remove deteriorating paint, arresting rust, and repainting cast iron and steel railings protects the longevity of the metal. Replace or repair deteriorating iron that compromises the safety of its intended use when resources are available.
<u>Repointing</u> <u>Brick:</u>	Inspections will occur every 5-8 years. Document areas showing signs of deterioration and repoint when structural integrity or safety is compromised and resources are available. New construction mortar has a life cycle of 50-100 years based on routine maintenance and preventative care. Patch products with a urethane base have a life cycle of 5-10 years, whereas, silicone based mortar has a life cycle of 15-20 years.
<u>Pest/Insect</u> <u>Prevention:</u>	Inspections will occur quarterly along with scheduled preventative maintenance. Positive results of pests/insects during inspection will require an abatement plan with inspections every two weeks until the situation is resolved. Termite inspections will be conducted every three years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site</u> <u>Inspections:</u>	Inspections will be conducted during hours of operation following major storms, natural disasters, or electrical outages. During the inspection of the property identify any damage, document findings, and schedule repair if the findings compromise the safety of the site and when resources are available.

# **Level 5 Preservation:**

Undeveloped historic site that is maintained only to preserve the artifacts and allowing the grounds to remain in a natural state. Low visibility in the community with a low level of visitors. These locations are available to visitors seasonally for passive recreation only.

<b>Distinctive</b>	Distinctive features include the preservation of the overall shape of the
<u>Features:</u>	building, its materials, craftsmanship, decorative details, interior spaces and
	features, as well as the various aspects of its site and environment.
	Restoration is of the upmost importance unless it is unrealistic than repair
	work will follow guidelines for conservation. During inspection, document
	findings and recommend areas for repair when safety is a consideration.

Level 5 Preservation -	Continued
<u>Structure</u> <u>Maintenance:</u>	Document construction chronology to aid in future repair or restorations. Annual inspections will be conducted of the entire building (interior and exterior) paying particular attention to the doors, windows, roof drainage, chimneys, exterior walls, porches, foundation and grade, building perimeter, and entryways for deteriorated materials. Every 10 years photograph each elevation and document signs of deterioration and observed maintenance concerns. After the inspection, document findings that are threatening the structural integrity of the building.
<u>Historical</u> Landscapes:	Maintain the grounds at the recommended level 4 in the maintenance plan. After inspection of the grounds, follow-up by trimming plantings and removing climbing vine roots, washing off biological growth causing damage to the masonry and other historic materials. Maintain current site landscapes when resources are available.
<u>Cast Iron:</u>	Inspect annually, document signs of deterioration, and make recommendations for repair when safety is a consideration.
Repointing Brick:	Inspections will occur every 10 years. Document areas showing signs of deterioration and recommend repointing when safety is a consideration.
<u>Pest/Insect</u> <u>Prevention:</u>	Termite inspections will be conducted every five years on all wooden structures. Positive results of the termite inspections will result in annual inspections for the following two years.
<u>General Site</u> Inspections:	None.

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# Facilities & Site Amenities Management

## Purpose:

The Public Works Department is tasked with the technical services for of design, construction and rehabilitation of public infrastructure including roads, drainage, and parks infrastructure. The Building Maintenance Division consists of four employees whose primary function is to maintain all City owned facilities, totaling over 200,000 square feet in 19 buildings. Another key function of this crew is maintaining the playgrounds at City Parks and City Schools. Routine inspections are performed and any problems identified are immediately corrected to insure the safety of our playgrounds. Engineered wood fiber surfacing, around and under the equipment, serves as fall protection for children.

# Facilities & Site Amenities Inventory:

- City Facilities: 19
- City Parks: 15
- Community Pool: 1
- Playgrounds: 12







## Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed community centers, libraries, and tourist attractions.

<u>Repairs:</u>	Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive. Immediate fix without disruption to public use.
<u>Playgrounds:</u>	Inspections will be conducted by staff four times a year. Playground surfacing will be replenished annually. Playground equipment upgrades will occur every three years.
<u>Outdoor</u> Facilities:	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public year-round. The facilities will be inspected on a daily basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a high quality of service and aesthetics. A heating system will be provided to prevent damage during the winter.
Public Buildings:	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a daily basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a high quality of service and aesthetics. The HVAC system and furnace will receive routine and preventive maintenance.
Inspections:	Park inspections will be conducted by a staff member at least once a day when regular staff is scheduled.

### Level 2:

Level 2 is the normal standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have outdoor amenities that are open to the public during a particular season.

<u>Repairs:</u>	Should be done whenever safety, function, or appearance is in question.
Playgrounds:	Inspection will be conducted by staff biannually. Playground surfacing will be replenished every two years. Playground equipment upgrades will occur every five years.
Outdoor Facilities:	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/outdoor storage. The facilities will remain open and available to the public during the operating season. The facilities will be inspected on a weekly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderate to high standard of safety and cleanliness. Facilities will be winterized to prevent damage during the winter.
<u>Public</u> Buildings:	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a weekly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderate to high standard of safety and cleanliness. The HVAC system and furnace will receive routine maintenance and when resources are available, preventive care.
Inspections:	Park inspections are conducted once per week when regular staff is scheduled.

### Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance. These locations include park facilities and amenities that are infrequently used by the public.

<u>Repairs:</u>	Should be done whenever safety or function is in question.
Playgrounds:	Inspections will be conducted by staff at least once per year. Playground surfacing will be replenished at least once every three years. Playground equipment upgrades will occur every five to seven years.
Outdoor Facilities:	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public during the season. The facilities will be inspected on a monthly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderately-low level of maintenance. Facilities will be winterized to prevent damage during the winter.
<u>Public</u> Buildings:	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain moderately-low level of maintenance. The HVAC system and furnace will receive routine maintenance.
Inspections:	Park inspections are conducted once per month when regular staff is scheduled.

# Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions. These locations are limited to site furnishings (i.e. trash receptacles, benches, or picnic tables).

<u>Repairs:</u>	Should be done whenever safety or function is in question.
Playgrounds:	Inspections will occur on an as needed basis or when safety concerns are a consideration. Playground surfacing will be replenished to maintain a safe level when labor and resources are available. Playground equipment upgrades will occur every ten years.
<u>Outdoor</u> Facilities:	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public year-round. The facilities will be inspected on a quarterly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain a minimum level of maintenance. Facilities will be winterized to prevent damage during the winter.
Public Buildings:	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a quarterly basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed to maintain minimum level of maintenance. The HVAC system and furnace will receive routine maintenance.
Inspections:	Park inspections are conducted once every three months when regular staff is scheduled.

	Level 5:					
Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition. These locations typically do not have site furnishings or amenities.						
<u>Repairs:</u>	Should be done whenever safety or function is in question.					
<u>Playgrounds:</u>	Inspections will occur when safety concerns are a consideration. Playground surfacing will be replenished to maintain a safe level when labor and resources are available. Playground equipment upgrades will occur when safety is a consideration.					
<u>Outdoor</u> Facilities:	These facilities include site furnishings, outdoor restrooms, pavilions, gazebos, community pool, concession stands, and sheds/storage buildings. The facilities will remain open and available to the public during the season when resources are available. The facilities will be inspected biannually for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed when safety is a consideration. Facilities will be winterized to prevent damage during the winter.					
<u>Public</u> Buildings:	These buildings include government buildings, community centers, and recreation facilities. The facilities will be inspected on a bi-annual basis for exterior and interior leaks, deterioration, damage, and safety hazards. The findings will be documented and addressed when safety is a consideration. The HVAC system and furnace will receive routine maintenance when resources and labor are available.					
<u>Park</u> Inspections:	Park inspections will be conducted biannually when labor and resources are available.					

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Maintenance Categories	<b>Outdoor Facilities (restrooms, concession</b>	Level 1	Level 2	Level 3	Level 4	Level 5	Gazebos/Pavilions	Level 1	Level 2	Level 3	Level 4	Level 5

# Signage & Wayfinding Management

## Purpose:

The park signs shall be constructed and installed to assist the public in identifying the park, features, and amenities at each location. The field status signs will communicate the status of the athletic fields (open or closed). The purpose of the information kiosk is to provide a weather and vandal resistant board for posting of local history, special events, programs, and safety information. Park regulatory signs will be installed at each developed location to provide park hours, rules, regulations, and emergency contact information. Wayfinding signs will be used for all park identification to include the park entrance, trail blazing, walking trails, bike trails, and interpretive panels.



# Level 1:

Level 1 includes specialty parks, museum, and the library. These parks are noted on the GIS map, display a wayfinding system, historical markers, informational kiosk, trailhead posts, and park regulatory signs. The signage will be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.

#### Level 2:

Level 2 locations include regional parks with moderate to regular use. These parks are noted on the GIS maps, display a wayfinding system, historical markers, trailhead posts, and park regulatory signs. The signage is cleaned on a complaint basis and repaired or replaced as budget allows.

#### Level 3:

Level 3 locations include community parks with low to moderate use. These parks are noted on the GIS maps, display a wayfinding system, trailhead posts, and park regulatory signs. The signage is replaced or repaired when safety is a concern and when budget is available.

#### Level 4:

Level 4 locations include neighborhood parks with low or infrequent use. These parks are noted on the GIS maps, display a wayfinding system and park regulatory signs. The signage is replaced when safety is a consideration.

## Level 5:

Level 5 locations include natural or undeveloped parks. Typically these parks are noted on GIS maps but are not identified in the community with signage.

Signage & Wayfinding Management

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Maintenance Categories	Signage & Wayfinding	Level 1	Level 2	Level 3	Level 4	Level 5

# Stormwater Management

### Purpose:

The City of Manassas consists of approximately ten (10) square miles draining to the Occoquan River. It is composed of primarily urban mixed use land development and surrounded by Prince William County. There are four watershed areas, Broad Run-Rocky Branch, Middle Bull Run, Lower Bull Run, and Occoquan River-Lake Jackson, these watershed areas discharge into the Occoquan River. The maintenance of the stormwater ponds is essential to the safety and cleanliness of the parks.

#### Stormwater Management:

- Storm Drains: 5,320
- Public Stormwater Ponds: 22
- Adopt-a-Stream Program
- Clean the Bay Day Annual Event







# Stormwater Management

# Level 1:

Level 1 is reserved for special, high-visibility areas that require the highest level of maintenance. Regional parks and specialty parks should be maintained at this standard. This level is associated with well-developed community centers, libraries, and tourist attractions where stormwater ponds are incorporated into the passive recreation and aesthetics of the park.

<u>Turf:</u>	Grass cut once every five to eight working days. Weed control practiced when weeds present a visible problem or when weeds represent 5 % of the turf surface. Turf will be mowed and trimmed to maintain a height of cut between 3.0" and 5.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
Barriers:	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be split rail with wire mesh, ornamental iron, or decorative wood fence painted/stained to match the aesthetics of the park. Fence will be regularly maintained for the upkeep of the appearance, function, and safety.
Access:	Access will be provided to the stormwater ponds for maintenance. The access point will be graded with a paved access road and a gate to control access. The path will be regularly maintained for the upkeep of the appearance, function, and safety.
Water Quality:	The water quality will be free of debris, clear, and clean. A mechanical device, such as a fountain, may be installed to circulate the water. Algaecide will be applied to the water weekly during periods of high heat and low rainfall. The water will be cleaned to remove the debris after every storm, heavy rainfall, and on a weekly basis during periods of light to no rain.
Outfalls:	These areas are to be maintained free of debris, installed grates, operating sluice gate with automation, and free of cracks or damage. The outfall channel will be constructed to eliminate or reduce erosion by planting grass or installing boulders. The channel will be clear of debris, trees, and brush to prevent flooding. Inspections and cleanings will occur on a regular schedule to maintain the appearance, safety, and function of the outfall and channel.
Low Impact Development Solutions:	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks. The stormwater will be used, wherever possible, to supplement the irrigation, provide passive recreation gardens, and to incorporate green infrastructure throughout the park.

Level 1 Continued	
<u>Safety:</u>	Safety will be of the utmost importance. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water. Wherever possible, grates will be installed to limit or prevent public access into the outfalls, channels, and culverts.
Inspections:	Full inspections will occur semi-annually. Findings will be addressed to maintain the appearance, function, and safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the appearance, safety, or structural integrity. Video inspections will be conducted where the area is unsafe for visual inspection.

#### Level 2:

Level 2 is the standard the average park user expects to see on a regular, recurring basis. It is the desired standard and at a moderate-level maintenance. Neighborhood and Community Parks should be maintained at this standard. Maintenance standards can change by season or month depending on the level of park use. This level is associated with locations that have outdoor amenities that are open to the public during a particular season. Stormwater ponds are incorporated into the passive recreation of the park.

<u>Turf:</u>	Grass cut once every eight to ten working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 4.0" to 7.0" inches to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
Barriers:	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be split rail with wire mesh or vinyl-coated chain link. The fence will be regularly maintained for the upkeep of the function and safety.
Access:	Access will be provided to the stormwater ponds for maintenance. The access point will be graded with a well graded stone access road free of weeds and vegetation. The path will be regularly maintained for the upkeep of the function and safety.

### Stormwater Management

Level 2 Continued	
Water Quality:	The water quality will be free of debris and clean. A mechanical device, such as a fountain, may be installed to circulate the water. Algaecide will be applied to the water bi-monthly during periods of high heat and low rainfall. The water will be cleaned to remove the debris after every major storm.
<u>Outfalls:</u>	These areas are to be maintained free of debris, installed grates, manual operating sluice gate, and free of major cracks or damage. The outfall channel will be constructed to reduce erosion by planting grass or installing rip rap. The channel will be clear of debris, trees, and brush to prevent flooding. Inspections and cleanings will occur on a regular schedule to maintain the safety and function of the outfall and channel.
Low Impact Development Solutions:	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks when resources allow. The stormwater will be utilitized to supplement the irrigation, provide passive recreation gardens, and to incorporate green infrastructure throughout the park when economically feasible.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water. Wherever possible, grates will be installed to limit or prevent public access into the outfalls, channels, and culverts when resources allow.
Inspections:	Full inspections will occur annually. Findings will be addressed to maintain the function and safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the safety or structural integrity. Video inspections will be conducted where the area is unsafe for visual inspection.

### Stormwater Management

#### Level 3:

Level 3 is just below the norm and result from staffing or funding limitations. The levels of maintenance limitations include reductions in frequency of maintenance and a focus on maintaining the safety of park facilities and improvements. This level is at a moderately low-level of maintenance. It is associated with locations affected by budget restrictions that cannot afford a high level of maintenance. These locations include park facilities and amenities that are infrequently used by the public. Stormwater ponds located within the parks are primarily focused on safety, function, and cleanliness.

<u>Turf:</u>	Grass cut once every nine to twelve working days. Weed control measures normally used when 50% of small acres are weed infested or when 15% of the general turf is infested with weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 5.0" to 8.0" inches to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Hard edging will occur at least once a year. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
Barriers:	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be vinyl-coated chain link. The fence will be regularly maintained for the upkeep of the function and safety.
Access:	Access will be provided to the stormwater ponds for maintenance. The access point will be a stone access road. The path will be regularly maintained for the upkeep of the safety.
Water Quality:	The water quality will be free of large debris and float-able trash. Algaecide will be applied to the water monthly on an as needed basis. The water will be cleaned to remove the debris after every major storm.
Outfalls:	These areas are to be maintained free of large debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing rip rap. The channel will be mostly clear of debris, trees, and brush to prevent flooding when resources allow. Inspections and cleanings will occur on a regular schedule to maintain the safety of the outfall and channel.
Low Impact Development Solutions:	Rain gardens, cisterns, and other low impact solutions will be utilized to alleviate stormwater effects on the parks when resources allow.

Level 3 Continued	
	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water.
Inspections:	Full inspections will occur every two years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise the safety or structural integrity.

Level 4:

Level 4 is one above allowing the land to return to its natural, undeveloped state. It is the minimum-level of maintenance. This level is associated with locations that have severe budget restrictions. Stormwater ponds located within the parks are primarily focused on safety and cleanliness.

<u>Turf:</u>	Grass cut once every eleven to fourteen working days. Weed control limited to legal requirements for noxious weeds. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 7.0" and 10.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. No edging or weed eating in level 4 maintenance. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.
Barriers:	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be vinyl-coated chain link.
Access:	Access will be provided to the stormwater ponds for maintenance. The access point will be a gravel or grass access road. The path will be periodically maintained for the upkeep of the safety.
Water Quality:	The water quality will maintain safe and sanitary conditions. Algaecide will only be used on an as needed basis if issues persist through multiple years. The water will be cleaned to remove the debris after every major storm on a complaint basis.

# Stormwater Management

Level 4 Continued	
Outfalls:	These areas are to be moderately clear of debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing boulders. The channel will be moderately clear of debris, trees, and brush to prevent flooding when resources allow. Inspections and cleanings will occur on an as needed basis to maintain the safety of the outfall and channel.
Low Impact Development Solutions:	None.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Barriers will be constructed to prevent or limit access to maintenance purposes only. Signage will be posted to educate the public of the dangers and possibility of rapidly rising water when resources allow.
Inspections:	Full inspections will occur every three to four years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise safety.

Level 5:					
Level 5 is land allowed to revert to a natural state or undeveloped open space already in its natural condition. These locations typically do not have site furnishings or amenities. Stormwater ponds located within the parks are primarily focused on safety.					
<u>Turf:</u>	Grass cut once every fourteen to twenty-one working days. Weed control only if legal requirements demand. Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height of cut between 10.0" and 12.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy. Turf will be cut at a level to prevent insects and burrowing pests. The embankments will be free of trees and brush.				
Barriers:	Fencing will be erected for the safety of the public. The type of fencing to be constructed will be aluminum chain link. The fence will be maintained for the upkeep of the safety as resources allow.				

# Stormwater Management

Level 5 Continued	
Access:	Access will be provided to the stormwater ponds for maintenance. The access point will be a natural path or grass access road. The path will be periodically maintained for the upkeep of the safety when resources allow.
Water Quality:	The water quality will maintain safe and sanitary conditions. Algaecide will be applied to the water on a complaint basis. The water will be cleaned to remove the debris on a complaint basis.
Outfalls:	These areas are to be reasonably clear of debris with installed grates, manual operating sluice gate, and cracks or damage that does not compromise the structure. The outfall channel will be constructed to control erosion by planting grass or installing rip rap. Inspections and cleanings will occur on a complaint basis to maintain the safety of the outfall and channel.
Low Impact Development Solutions:	None.
<u>Safety:</u>	Safety will be considered when managing stormwater ponds. Signage will be posted informing the public of the dangers and hazards of rapidly rising water.
Inspections:	Full inspections will occur every five years. Findings will be addressed to maintain the safety of the stormwater pond. Recommendations for improvements will be developed from the findings with emphasis on those that compromise safety.

Maintenance Categories	<b>Stormwater Management</b>	Level 1	Level 2	Level 3	Level 4	Level 5
mussuM sesseneM\AreA niwble8	Man					
Byrd Park	agen					
Center for the Arts/Candy Factory	nent					
Cannon Branch Fort	دىر		~			
Cavalry Run Park						*
Cedar Crest Park			>			>
Dean Park						
E. G. Smith Baseball Complex						
Harris Pavilion						
Historic District						
Jennie Dean Memorial/Industrial School Kinsley Mill Park					>	
Kinsley Mill Park Lee Manor Park				>		
Liberia Plantation						
Manassas Railroad Depot						
Mayfield Fort						
Nelson Park						
New Britain Park						
Oakenshaw Park			~			
Stonewall Park						
Walter Delisle Park						
Winterset Park						
Baldwin Elem.						
Haydon Elem.						
Jennie Dean Elem.						
Mayfield Intermediate						
əlbbiM ztəM						
dgiH nruodsO						
Round Elem.						
Weems Elem.						

# Adopt-a-Park Program

#### <u>Purpose:</u>

Section Reserved

#### Purpose:

The design standards will be incorporated into the historic district and recreational parks to maintain consistency throughout the City. During inspection as the findings identify site furnishings damaged beyond repair the new standard shall be installed as the new replacement. Parks that are receiving upgrades as part of a Capital Improvement Project that require site furnishings to be removed that are in good condition shall be moved to another park to replace deteriorating furnishings. As budget allows all site furnishings will be upgraded to the design standard within the City's historic district and recreational parks.

#### **Site Furnishings Design Summary:**

- Bench
- Dog Waste Station
- Game Table
- Grill
- Picnic Table
- Recycling Receptacle
- Trash Receptacle

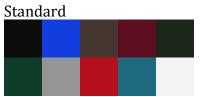






Park Design	Historic District – Baldwin Park, Manassas Museum	, Nelson Park,		
Standard:	Walter Delisle Park			
Company:	Victor Stanley			
Quote #:				
Date of Quote:	11/8/2016			
Phone #:	301-855-8300 ext. 306			
Website:	www.victorstanley.com			
Colors:	Maple Recycle Plastic Slats, Black Powder Coated Steel Frame			
<b>Product Number:</b>	Description: Unit Cost:			
C-10	6 ft. Bench, Recycled Plastic Slats, Powder Coated	\$1,496.00 +		
	Steel, Black Ductile Iron End Frames, Surface Mount	shipping		

#### COLORS



Optional

SLATS Recycled Plastic



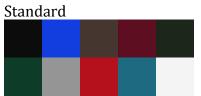
Wood





Park Design Standard:	Historic District – Manassas Railroad Depot, Old Town Businesses			
Company:	Victor Stanley			
Quote #:				
Date of Quote:	11/8/2016			
Phone #:	301-855-8300 ext. 306			
Website:	www.victorstanley.com			
Colors:	Ipe Wood Slats, Black Powder Coated Steel Frame			
<b>Product Number:</b>	Description:	Unit Cost:		
C-10	6 ft. Bench, Ipe Wood Slats, Powder Coated Steel, Black	\$1,496.00 +		
	Ductile Iron End Frames, Surface Mount	shipping		

#### **COLORS**



Optional

SLATS Recycled Plastic

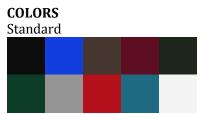


Wood





Park Design	Government Buildings – City Hall Plaza	
Standard:		
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Top/Seats, Black Powder Coated Frame	
<b>Product Number:</b>	Description:	Unit Cost:
FRE-20	6 ft. Bench, Perenne Series Freesia Backed Flat Arm Steel,	\$1,296.00 +
	Horizontal Steel Slat Seating, Powder Coated Steel, Surface	shipping
	Mount	
FRE-23	6 ft. Bench, Perenne Series Freesia Backless Flat Arm Steel,	\$1,096.00 +
	Horizontal Steel Slat Seating, Powder Coated Steel, Surface	shipping
	Mount	



Optional

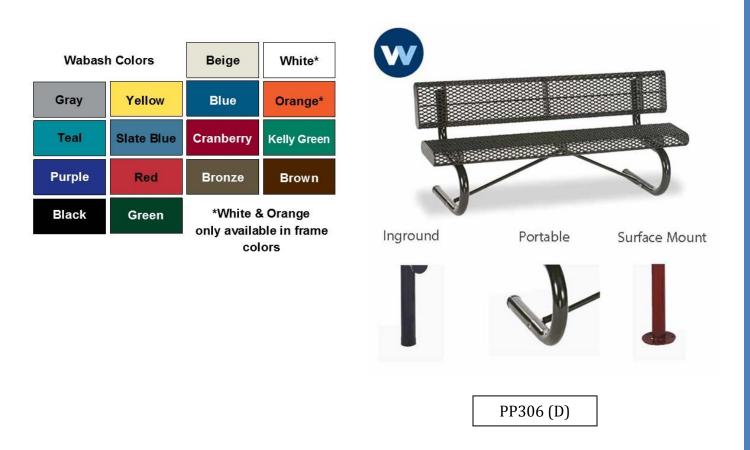
**SLATS Recycled** Plastic







Park Design Standard:	Recreational Parks	
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Green Top/Seats, Black Powder Coated Frame	
<b>Product Number:</b>	Description:	Unit Cost:
PP306 (D)	Prestige Series, 8' Bench with Back, In-ground Mount,	\$594.00 + shipping
	Diamond Pattern, Green Top/Seats, Plastisol Coated	
	Seats, Black Powder Coated Frame	



Park Design	Historic District & Recreational Parks	
Standard:		
Company:	Dog Waste Depot	
Quote #:	Depot-25277	
Date of Quote:	5/13/2016	
Phone #:	800-678-1612	
Website:	www.dogwastedepot.com	
Colors:	Forest Green, Black Frame	
<b>Product Number:</b>	Description:	Unit Cost:
Depot-023	Mini Dog Waste Station with ONEpul Bag System	\$119.00 + shipping

#### Colors









Park Design	Historic District – Harris Pavilion	
Standard:		
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Ipe Wood Slats or Maple Recycle Plastic Slats, Black Powder Coate	d Steel Frame
Product	Description:	Unit Cost:
Number:		
IP-36	3ft. Square Top, Independent Post Table, Ipe Wood Slats,	\$1,496.00 +
	Powder Coated Steel Frame, In-ground Mount	shipping
IP-36	3ft. Square Top, Independent Post Table, Recycled Plastic Slats,	\$1,296.00 +
	Black Powder Coated Steel Frame, In-ground Mount	shipping
IP-48	4ft. Square Top, Independent Post Table, Recycled Plastic Slats,	\$1,496.00 +
	Powder Coated Steel Frame, In-ground Mount	shipping
IP-48	4ft. Square Top, Independent Post Table, Ipe Wood Slats,	\$1,696.00 +
	Powder Coated Steel Frame, In-ground Mount	shipping
Surface Mount	Surface Mount for IP-36 or IP-48	\$336.00
Gameboard	Chess/Checker Board, Table Top Mount	\$196.00
FB-324	2ft. Seat, Heightened Back, Contoured Armrests, Recycled Plastic	\$996.00/Seat +
	Slats, Powder Coated Steel Frame, Surface Mount	Shipping
FB-324	2ft. Seat, Heightened Back, Contoured Armrests, Ipe Wood Slats,	\$1,092.00/Seat
	Powder Coated Steel Frame, Surface Mount	+ Shipping





IP-36, IP-48, FB-324

Park Design Standard:	Historic District – Baldwin Park, Manassas Museum, Nelso Delisle Park	on Park, Walter
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Maple Recycled Plastic Slats, Black Powder Coated Steel Fram	e
Product	Description:	Unit Cost:
Number:		
CM-565	8 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats,	\$1,946.00 +
	Two 8ft. Backless Benches Included, Powder Coated Steel	shipping
	Frames, Surface Mount Tabs	
CM-565	8 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats,	\$1,796.00 +
	Two 6ft. Backless Benches Included, ADA Accessible,	shipping
	Powder Coated Steel Frames, Surface Mount Tabs	
CM-565	6 ft. Portable Rectangle Picnic Table, Recycled Plastic Slats,	\$1,596.00 +
	Two 6ft. Backless Benches Included, Powder Coated Steel	shipping
	Frames, Surface Mount Tabs	
Gameboard	Chess/Checker Board, Table Top Mount	\$196.00
Skateboard	Optional Skateboard Guards, Frame Mount	\$48.00/each
Guards		\$96.00/pair

#### COLORS

Standard







Park Design	Recreational Parks	
Standard:		
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Green Plastisol Coated Top/Seats, Black Powder Coated Frame	
<b>Product Number:</b>	Description:	Unit Cost:
SG111(D)	Signature Series, 8' Picnic Table, 2-3/8" Frame, Portable,	\$769.00 +
	Diamond Pattern, Black, Plastisol Coated Seats, Powder	shipping
	Coated Frame	
SG135	Surface Mount – Adaptor for 2-3/8" Legs (Set of 2)	\$22.00 +
		shipping



Wabash Colors		Beige	White*
Gray	Yellow	Blue	Orange*
Teal	Slate Blue	Cranberry	Kelly Green
Purple	Red	Bronze	Brown
Black	Green	*White & Orange only available in frame colors	

Park Design	Recreational Parks	
Standard:		
Company:	Upbeat Site Furnishings	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	314-755-1252	
Website:	www.upbeat.com	
Colors:	Black Powder Coated Steel	
<b>Product Number:</b>	Description:	Unit Cost:
100PRG	Standard Park Grill, In-ground Mount, Powder Coated Steel,	\$180.00 +
	4-way Adjustable Cooking Height, 300 sq. in. Cooking	shipping
	Surface, 5yr. Warranty, 15" L x 20" W x 10" D	
200PRG	Large Park Grill, In-ground Mount, Powder Coated Steel,	\$475.00 +
	Double Grates, 4-way Adjustable Cooking Height, 1008 sq. in.	shipping
	Cooking Surface, 5yr. Warranty, 32" L x 36" W x 10" D	





Park Design	Historic District	
Standard:		
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Receptacle, Black Lid, Black Liner	
Decals:	Decal located on the Ribbon, Modern Beat Logo	
<b>Product Number:</b>	Description:	Unit Cost:
RB-36	36 Gallon Receptacle, Standard Tapered Formed Lid,	\$996.00 +
	Bottom Recessed Pedestal, High Density Plastic Liner,	shipping
	Powder Coated Steel , Brand Decal	
RB-36	36 Gallon Receptacle, Black Recycle Lid, Bottom Recessed	\$1,092.00 +
	Pedestal, High Density Plastic Liner, Powder Coated Steel ,	shipping
	Brand Decal, Lid Decal	

#### COLORS

Standard

<u>Optio</u>nal

SLATS Recycled Plastic





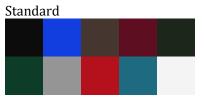


Park Design	Recreational Parks	
Standard:		
Company:	Wabash Valley	
Quote #:		
Date of Quote:	11/10/2016	
Phone #:	800-385-0075	
Website:	www.playspec.com	
Colors:	Black Receptacle, Kelly Green Lid, Black Liner	
Decal:	Recycling Decal on Lid "Bottles & Cans Only"	
<b>Product Number:</b>	Description:	Unit Cost:
LR300 (D)	32 Gallon Receptacle, Plastisol Coated	\$247.00 + shipping
LR310	32 Gallon Receptacle Liner, Black	\$30.00
LR100	In-ground Mount Post Package for Receptacles, Powder	\$61.00
	Coated	
FT100	Flat Top Lid with 8" Opening, Inward Slope	\$88.00



Park Design	Government Buildings – City Hall Plaza	
Standard:		
Company:	Victor Stanley	
Quote #:	SI35138	
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Black Receptacle, Black Lid, Black Liner	
<b>Product Number:</b>	Description:	Unit Cost:
PRS-12	Production Series, Stand Alone Ash Urn, Stainless Steel	\$996.00 +
	Ashtray, Black Plastic Liner, Ashtray Cover, Powder Coated	shipping
	Steel	

#### COLORS



<u>Optional</u>

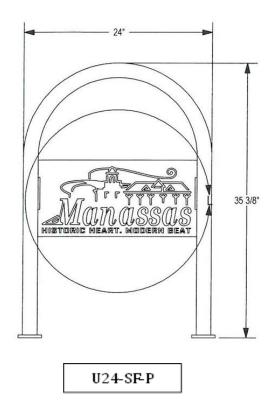
**SLATS** Recycled Plastic





PRS-12

Park Design	Recreational Parks, Historic District, Government Buildi	ngs	
Standard:			
Company:	MADRAX		
Quote #:	Q67463		
Date of Quote:	7/28/16		
Phone #:	1-800-448-7931		
Website:	www.madrax.com		
Colors:	Black Powder Coated		
Decals:	Decal "Modern Beat" Logo, Laser Cut, Logo placed on each end cap		
Product	Description:	Unit Cost:	
Number:			
U24-SF-P	U24' Bike Rack – 1.90 OD Tube 24 OS L – 3x6 2 Holes	\$129.00 +	
	Surface Mount – Powder Coat	shipping	
MSCMX	Custom U24' Bike Rack with City of Manassas Laser Cut	\$229.00 +	
	Plate Lean Bar – 1.90 OD Tube 24 OS L – 3x6 2 Holes	shipping	
	Surface Mount – Powder Coat		



Park Design	Recreational Parks & Historic District	
Standard:		
Company:	SignGraphX	
Quote #:	8448	
Date of Quote:	10/27/15	
Phone #:	703-335-7446	
Website:	www.signgraphx.com	
Colors:	Green Background – Recreational Parks, Brown Background – H	istoric Parks,
	White Lettering with Park Name and Address	
Decals:	Decal "Modern Beat" Logo in Upper Right Corner	
Changeable Text:	Added to Regional Park Entrance Signs (Dean Park, Stonewall Pa	ark)
Size:	4' – 6' Signs, Consideration is given to sign placement, park size,	and location.
Product	Description:	Unit Cost:
Number:		
Aluminum Sign	Double Sided Aluminum Post and Panel Sign to be Dark Green	\$3,300.00
	with White Lettering, 47.50 vertical, 72.0 horizontal, 4.0 depth	
Install	Installation	\$500.00
Changeable Text	Double Sided Aluminum Changeable Copy Area – This does	\$1,400.00
	not have a vandal proof cover.	



Park Design Standard:	Recreational Parks – Municipal Pool	
Company:	In the Swim	
Quote #:	3778621-11082016-1	
Date of Quote:	11/8/2016	
Phone #:	888-859-6951 ext. 6362	
Website:	www.intheswim.com	
Colors:	White Frame, White and Blue Slats	
<b>Product Number:</b>	Description:	Unit Cost:
P8500	Chaise Lounge Stacking – Aluminum	\$158.00 +
		shipping

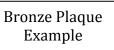


Park Design Standard:	Historic District & Recreational Parks	
Company:	Victor Stanley	
Quote #:		
Date of Quote:	11/8/2016	
Phone #:	301-855-8300 ext. 306	
Website:	www.victorstanley.com	
Colors:	Bronze Plaque	
Product Number:	Description:	Unit Cost:
Bronze Plaque	4" x 6" Custom Bronze Plaque, 4 Lines of 14 Characters	\$196.00
	Each	



V	/1C1	FOR	ST	AN	LEY	Y	
	J	ГЕМ	PL	AT	E		

Background Options: Black Pebble, Brown Pebble, or Hunter Green Pebble



Park Design Standard:	Historic District & Recreational Parks	
Company:	Outdoor Home Center, LLC	
Quote #:		
Date of Quote:	Summer 2016	
Phone #:	703-795-6451 or 703-501-7771	
Website:	www.outdoorhomecenter.com	
Colors:	Modern Beat Logo Colors (Red, Blue, Green, or Black)	
<b>Product Number:</b>	Description:	Unit Cost:
KP52	Fanback Chair, 15" seat height	\$355.00 +
		shipping



# Appendix

#### **Maintenance Frequency Chart**

The Maintenance Frequency Chart was developed through information gathering by staff on the current maintenance practices, task frequency, responsible job class, and the asset life cycle. Analysis of the data was conducted and translated into a chart divided into maintenance categories. Each maintenance category lists the cultural amenities and parks that receive the corresponding level of service. The chart elements are defined as follows:

- Park Maintenance Task The categories of maintenance broken down into detailed tasks. The categories include: General Park Maintenance, Park Amenities, Facilities, Playing Courts, Athletic Fields, and Landscaping.
- Goal The desired outcome of maintaining the corresponding task.
- Frequency The frequency in which the task occurs measured in days, weeks, months, or years.
- Recommendations Industry recommended frequency in which the task should occur.
- Timeframe The time in which the task occurs measured by months, seasons, or years.
- Job Class The defined position that carries out the task includes various staff and contractors.
- Life Cycle The expected life cycle of a park or cultural asset.
- Goal The desired outcome of the related park maintenance task.
- "X" An "X" denotes that the category item exists at the corresponding location
- " $\sqrt{}$ " A " $\sqrt{}$ " denotes that the category maintenance tasks occurs at the corresponding location

The frequency sets the actual level of maintenance with available staffing and contract limitations. It is important to address rain delays and natural weather occurrences. These issues interrupt the regular scheduled maintenance task and rescheduling is subject to the availability of the staff, equipment, and contractors. In addition, most maintenance tasks require equipment that requires regular maintenance that can cause potential delays in completing the task.

\*\* The maintenance of the parks and athletic fields are maintained primarily by the Public Works Buildings and Grounds staff. In addition, the division is supplemented through the following:

- Private contractors authorized by the City through the bid process
- Manassas City Public School System Grounds Keepers and Athletic Directors
- Greater Manassas Baseball League at E.G. Smith Baseball Complex
- Volunteers, Teams and Leagues Athletic Fields, Parks, and Historic Sites
- Stonewall Park Swim Team at Stonewall Park Pool

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park Baldwin Flem Schoo	BaldWIN Elem. School Havdon Flem. School		Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
General Park Maintenance - Green Space						Х	X	X	X X		Х	Х	x y	x x	X	X	x y	x	x x	X	X	x	X X	x x	Х	X	X	X	X X
Goal: Provide quality green space that is clean and safe																				Γ		Т	Т	T	Γ	Π		Τ	
Mow/Trim/Blow Clippings	1x/2 weeks	Varies	April-October	Contractor		$\checkmark$	$\checkmark$	,	/		$\checkmark$	√ v	√ √	< ✓	$\checkmark$	$\checkmark$	~	/	$\checkmark$	~	$\checkmark$	√ v	/ /	$\checkmark$	~	$\checkmark$	√ ,	✓ v	/ /
Mow/Trim/Blow Clippings	1x/2 weeks	Varies	April-October	Grounds Crew			,	$\checkmark$	$\checkmark$								/	~	/										
	1x/year	Varies	Fall	Grounds Crew		$\checkmark$	$\checkmark$	`	/		$\checkmark$	``	$\checkmark$	$\checkmark$					$\checkmark$	✓	$\checkmark$	•	∕ √		✓				$\checkmark$
Grass Seed	1x/year	Varies	Fall	Grounds Crew			$\checkmark$					``	$\checkmark$						$\checkmark$										
Fertilize	4x/year	Varies	Spring/Fall	Contractor								``	$\checkmark$										√	$\checkmark$	~	$\checkmark$	√ ,	✓ ✓	$\langle \vee \rangle$
Weed Control - sidewalks/blacktop	As needed	Varies	Growing Season	Grounds Crew		~	✓ ,	✓ \	/		~		~	~	~		/		~	~	~		/ /	~	~	~	<b>√</b> ,	~ v	/ /
Pest Control - Bees	As needed	Varies	Year-round	Grounds Crew		$\checkmark$	√ v	< \	/ √		$\checkmark$	✓	√ √	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ·	/ √	∕ √	< ✓	$\checkmark$	$\checkmark$	√ ,	∕ √	$\checkmark$	~	$\checkmark$	√ ,	✓ ✓	$\langle \vee \rangle$
Leaf Management	As needed	Varies	Fall	Grounds Crew				`	/					$\checkmark$	$\checkmark$					$\checkmark$									
Edge	1x/year	Varies	Growing Season	Contractor		~	$\checkmark$	,	/		✓	、	~				~	(		~	$\checkmark$		~	$\checkmark$	~	$\checkmark$	✓ ,	✓ ✓	< <
General Park Maintenance - Pathways & Walking Trails						Х	X	X	X		X	X	Σ	x x		X	x	x	x x	X		Т		X					X
Goal: Provide clean and safe pathways for recreational use																													
Inspect asphalt pathways	2x/year/as needed	1x/bi-weekly	Year-round	Grounds Crew			$\checkmark$				$\checkmark$	~		$\checkmark$			/		$\checkmark$	~									
Repair asphalt pathways	As needed	1x/year	Year-round	Grounds Crew			$\checkmark$				$\checkmark$	$\checkmark$		$\checkmark$			/		$\checkmark$	$\checkmark$									
Install/Replace asphalt pathways	As needed	Every 15-20 years	Year-round	Grounds Crew	20 years		$\checkmark$				$\checkmark$	$\checkmark$		$\checkmark$			/		$\checkmark$	$\checkmark$									
	2x/year/as needed	1x/week	Year-round	Grounds Crew				,																					
Install/Replace Concrete pathways	As needed	20-30 years	Year-round	Street Dept.	30 years			, ,	/																				
Inspect woodchip pathways	As needed	1x/week	Year-round	Grounds Crew		$\checkmark$										$\checkmark$													
Maintain woodchip pathway - rake/fill	As needed	1x/year	Year-round	Grounds Crew		$\checkmark$										$\checkmark$													
Replace woodchip surfacing	As needed	1x/year	Year-round	Grounds Crew	1 year	$\checkmark$										$\checkmark$													
Paint/stain wooden signs/barriers	As needed	1x/year	Year-round	Grounds Crew		$\checkmark$	√ v	< \	/		$\checkmark$	✓	~	<ul> <li>✓</li> </ul>		$\checkmark$	/		$\checkmark$	✓				$\checkmark$				~	
Inspect natural pathways	As needed	1x/week	Year-round	Grounds Crew			``	$\checkmark$				✓				$\checkmark$	(							$\checkmark$				~	
Maintain natural surface - rake/fill	As needed	1x/year	Year-round	Grounds Crew			``	$\checkmark$				$\checkmark$				$\checkmark$	(							$\checkmark$				~	
Repair natural pathway - holes/washouts	As needed	As needed	Year-round	Grounds Crew			`	$\checkmark$				$\checkmark$				$\checkmark$	/							$\checkmark$				~	
Inspect Brick Pathways	As needed		Year-round	Grounds Crew													V	1											
Repair Brick Pathways	As needed		Year-round	Grounds Crew													$\checkmark$	(											
Inspect gravel pathways	2x/year/as needed	1x/week	Year-round	Grounds Crew							$\checkmark$	~	<b>↓</b>			$\checkmark$		<b>√</b>									T		
Maintain gravel surface - rake/fill	As needed	1x/year	Year-round	Grounds Crew							$\checkmark$	$\checkmark$	~	/		$\checkmark$		<b>√</b>	/			+							
	As needed	As needed	Year-round	Grounds Crew							$\checkmark$	$\checkmark$	- 	/		$\checkmark$			/	t		+		+					

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Codar Crost Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavinon Iennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Martfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Train Denot	Walter Delisle Park	Winterset Park	Baldwin Elem. School		Jennie Dean Elem. School Mavfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School	
General Park Maintenance - Graffiti						Y	Х	Х	Y	v	Y	X	y y	Y	Y	XX	XX		X X	XX	X	Y							4
Goal: Provide a park free of graffiti						Λ	Λ	Λ	Λ		Λ	<u> </u>		Λ	Λ				<u> </u>		Λ	Λ							
Inspect parks for graffiti	As needed		Year-round	Grounds Crew		$\checkmark$	✓	√ ,	~	~	$\checkmark$	√ v	∕ √	$\checkmark$	✓	√ √	· 🗸		√ √	√	√	$\checkmark$							
Remove graffiti	As needed		Year-round	Grounds Crew		$\checkmark$	√	√ ,	~	✓	$\checkmark$	√ v	∕ √	$\checkmark$	✓	√ √	<ul> <li>✓</li> </ul>		✓ ✓	$\checkmark$	√	$\checkmark$							1
																												<b>The second second</b>	
General Park Maintenance - Trash						Х	Х	Х	X X	X	X	X	X X	Х	Х	XX	XX	Х	ХУ	XX	Х	Х	Х	X	X X	X	X	X X	
Goal: Provide a park free of litter																													1
Install/Replace Park Trash Receptacles	As needed	Every 10-20 years	Year-round	Grounds Crew	20 years	$\checkmark$	$\checkmark$	<b>√</b> ,	✓	$\checkmark$	$\checkmark$	v	∕ √	$\checkmark$	✓	~	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	<b>√</b>	√ v	< ✓	$\checkmark$	$\checkmark$	$\checkmark$	
Install/Replace Park Recycling Receptacles	As needed	Every 10-20 years	Year-round	Grounds Crew	20 years	$\checkmark$	$\checkmark$	<b>√</b> ,	$\checkmark$	$\checkmark$	$\checkmark$	~	< ✓	$\checkmark$	$\checkmark$	~	<ul><li>✓</li></ul>		✓ ✓	$\checkmark$	$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	√ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	
Empty Park Trash/Recycling Receptacles	2-3x/week		Year-round	Contractor		$\checkmark$	$\checkmark$	<b>√</b> ,	$\checkmark$	$\checkmark$	$\checkmark$	~	< ✓	$\checkmark$	$\checkmark$	~	$\checkmark$		✓ ✓	$\checkmark$	$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	√ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	
Clean/Paint Trash/Recycling Receptacles	1x/year		Winter	Grounds Crew		$\checkmark$	$\checkmark$	<b>√</b> ,	$\checkmark$	$\checkmark$	$\checkmark$	~	< ✓	$\checkmark$	$\checkmark$	~	$\checkmark$		✓ ✓	$\checkmark$	$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	√ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	
Pick up litter	As needed		Year-round	Grounds Crew		$\checkmark$	$\checkmark$	✓ ,	$\checkmark$	$\checkmark$	$\checkmark$	~	< ✓	$\checkmark$	$\checkmark$	✓ ✓	$\checkmark$	$\checkmark$	✓ ✓	$\checkmark$	$\checkmark$	$\checkmark$	<b>√</b>	✓ <b>√</b>	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	
General Park Maintenance - Signs Goal: Provide a uniform wayfinding system that is easy to navigate and recognize by the public		<b>R</b> 110			10	X		X			X	X	X X	X	X	X X			X X	XX	X	X			X X		X	X X	
Install/Replace Field Signs - Metal	As needed	Every 1-10 years	Year-round	Grounds Crew	10 years	<b>√</b>	<b>√</b>	√ ·	✓	-	$\checkmark$	✓ ✓	✓	✓	✓	✓ ✓	_		✓ ✓	✓	✓	$\checkmark$	✓ ·	√ v	Y	✓	$\checkmark$	$\checkmark$ $\checkmark$	4
Install/Replace Information Kiosk Sign	As needed	Every 10-20 years	Year-round	Grounds Crew	20 years	<b>√</b>	<ul> <li>✓</li> </ul>	√ ·	✓ 	-	$\checkmark$	✓ ✓	<ul> <li>✓</li> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>	✓	✓ ✓	✓		$\checkmark$ $\checkmark$	✓	✓	<b>√</b>	_						4
Install/Replace Park Rules Sign - Metal	As needed	Every 10 years	Year-round	Grounds Crew	10 years	✓ 	$\checkmark$	√ , ∕	✓ 	-	$\checkmark$	✓ ✓	<ul> <li>✓</li> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>	✓ 	$\checkmark$ $\checkmark$	<ul> <li>✓</li> </ul>		$\checkmark$ $\checkmark$	✓	<ul> <li>✓</li> </ul>	✓ ✓	✓	√ √	<ul><li>✓</li></ul>	✓	$\checkmark$	$\checkmark$ $\checkmark$	_
Install/Replace Wayfinding Park Sign - Wood	As needed	Every 15-20 years	Year-round	Grounds Crew	20 years	$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	$\checkmark$		$\checkmark$	✓ V	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$ $\checkmark$	$\checkmark$		$\checkmark$ $\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$							
General Park Maintenance - Snow Removal Goal: Safely remove snow from park area to provide						X				X		2	X				X		Σ	X I			Х	X		X		X X	
a safe place to play.															_														
Snow Removal - Sidewalks	As needed		Winter	Grounds Crew		$\checkmark$				$\checkmark$		~	<u> </u>				$\checkmark$		~				✓ -			✓		$\checkmark$ $\checkmark$	4
Snow Removal - Play areas	As needed		Winter	Grounds Crew								v					$\checkmark$		$\checkmark$				<b>√</b>	$\checkmark$		$\checkmark$		$\checkmark$ $\checkmark$	
General Park Maintenance - Parking Lots						Х	X	X	X	Х	X	Х	X	X	Х	Х	XX		Σ	XX									
Goal: Provide a well defined parking area for public use.							Ц											Ц											
Inspect parking area	As needed		Year-round	Street Dept.		$\checkmark$		√ ·		✓	$\checkmark$	✓	√		✓		✓	$\square$	$\checkmark$	$\checkmark$									4
Repair surface cracks	As needed		Year-round	Street Dept.		$\checkmark$	$ \rightarrow $	√ ·		✓	$\checkmark$	✓	√	$\checkmark$	✓		✓	$\square$	$\checkmark$	$\checkmark$	-								4
Install/Replace Asphalt	As needed	Every 15-20 years	Year-round	Street Dept.	20 years	$\checkmark$			<ul> <li>✓</li> </ul>	~	$\checkmark$	✓	√	$\checkmark$	$\checkmark$		· 🗸	[ - ]	√	$\checkmark$	_								4
Install/Replace Wheel Stops	As needed	Every 5-10 years	Year-round	Street Dept.	10 years	$\checkmark$			~	~	$\checkmark$	$\checkmark$	√	$\checkmark$	✓	~	✓	$\square$	$\checkmark$	$\checkmark$	-								4
Paint Parking Lines	As needed		Year-round	Street Dept.		$\checkmark$		✓ ·	✓	~	$\checkmark$	$\checkmark$	√	$\checkmark$	$\checkmark$	~	✓	$\square$	~	$\checkmark$									4
Paint Curbs	As needed		Year-round	Street Dept.		$\checkmark$			<ul> <li>✓</li> </ul>	✓	$\checkmark$	✓	√	$\checkmark$	✓	~	✓	$\square$	√	$\checkmark$	-								4
Resurface parking lot	As needed		Year-round	Street Dept.		$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	✓	$\checkmark$	$\checkmark$	✓	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$									

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts		E.G. Smith Complex	Harris Pavilion Iennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Junewall Fark Train Depot	Walter Delisle Park	Winterset Park		Haydon Elem. School	Jennie Dean Elem. School Mayfield Interm. School	Metz Middle School	Osbourn High School Bound Flom School	Kound Elem. School Weems Elem. School
General Park Maintenance - Sidewalks						X			X	X	X		X				Х		x x	X X		X						
Goal: Provide a safe walkway for public use.									~																		+	
Install/Replace Concrete sidewalks	As needed	20-30 years	Year-round	Street Dept.	30 years	$\checkmark$		,	/	<b>√</b>	$\checkmark$		~				$\checkmark$		/ /	· √		$\checkmark$					+	+
Install/Replace Unit Pavers	As needed	5-40 years	Year-round	Street Dept.	40 years	$\checkmark$			/	· ✓	$\checkmark$		✓				$\checkmark$		/ /	· 🗸		$\checkmark$					+	_
Inspect sidewalks	As needed	5 To yours	Year-round	Street Dept.	- )	$\checkmark$		,	/	√	$\checkmark$		$\checkmark$				$\checkmark$	,	/ /	<ul> <li>✓</li> </ul>		$\checkmark$					+	
Repair surface cracks	As needed		Year-round	Street Dept.		$\checkmark$		,	/	<b>√</b>	$\checkmark$		$\checkmark$				$\checkmark$		/ /	√		$\checkmark$					-	
· · · ·				- <b>Г</b>																								کر او ا
Park Amenities - Playgrounds						Х	Х		Х		X			Х					X X	X	Х	Х	X	ХУ	K		Σ	X X
Goal: Provide clean and safe playground equipment																												
	4x/year/as																											
Inspect playground equipment	needed	1x/week	Year-round	Grounds Crew		$\checkmark$	✓	,	/		$\checkmark$			$\checkmark$				`	∕ √		$\checkmark$	$\checkmark$	✓ V	< ✓				´ ✓
Repair playground equipment	As needed	As needed	Year-round	Grounds Crew		$\checkmark$	✓	`	/		$\checkmark$			$\checkmark$				`	< √		$\checkmark$	$\checkmark$	√ v	∕ √			√	´ ✓
Replenish playground surfacing	1x/year	1x/year	Year-round	Grounds Crew	1 year	$\checkmark$	✓	,	/		$\checkmark$			$\checkmark$				`	< √		$\checkmark$	$\checkmark$	√ v	∕ √			√	´ ✓
Lubricate equipment	As needed	1x/every 3 months	Year-round	Grounds Crew		$\checkmark$	✓	,	/		$\checkmark$			$\checkmark$				`	< √		$\checkmark$	$\checkmark$	√ v	∕ √			√	´ ✓
Paint equipment	As needed	1x/year	Year-round	Grounds Crew		$\checkmark$	✓	,	/		$\checkmark$			$\checkmark$				`	∕ √		$\checkmark$	$\checkmark$	✓ V	< ✓				´ ✓
Upgrade playground equipment	As needed	Every 10-20 years	Year-round	Contractor	20 years	$\checkmark$	$\checkmark$		/		$\checkmark$			$\checkmark$				1	< ✓		$\checkmark$	$\checkmark$	√ v	< ✓			√	· ✓
Park Amenities - Fences							X X	X X	K I		Х	Х		Х	Х	X		Х	X	XX								
Goal: Provide safe and funcitonal fences at parks, atheltic fields and courts for public use.																												
Inspect Wood Fence	As needed	1x/year	Year-round	Grounds Crew							$\checkmark$	$\checkmark$				$\checkmark$			$\checkmark$									
Inspect Chain Link Fence	As needed	1x/week	Year-round	Grounds Crew			✓ ·	√ ,	/		$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$				< ✓									
Inspect Metal Fence	As needed		Year-round	Grounds Crew							$\checkmark$									$\checkmark$								
Inspect Paddock Fence	As needed		Year-round	Grounds Crew							$\checkmark$								$\checkmark$									
Inspect Segmental Retaining Wall	As needed		Year-round	Grounds Crew																								
Install/Replace Chain Link Fence	As needed	Every 5-20 years	Year-round	Contractor	20 years		✓ ·	√ ,	/		$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$				/									
Install/Replace Metal Fence	As needed	Every 10-30 years	Year-round	Contractor	30 years						$\checkmark$									$\checkmark$								
Install/Replace Paddock Fence	As needed	Every 5-10 years	Year-round	Grounds Crew	10 years						$\checkmark$								$\checkmark$									
Install/Replace Solid Wood Fence	As needed	Every 5-10 years	Year-round	Contractor	10 years						$\checkmark$	$\checkmark$				$\checkmark$												
Install/Replace Segmental Retaining Wall	As needed	Every 3-40 years	Year-round	Contractor	40 years																							
Install Wood Bollard	As needed	10-15 years	Year-round	Grounds Crew	15 years						$\checkmark$	$\checkmark$				$\checkmark$												
Install Metal Bollard	As needed	10-20 years	Year-round	Grounds Crew	20 years		$\checkmark$				$\checkmark$	$\checkmark$				$\checkmark$		, ,	1									
Inspect Bollard	As needed	1x/week	Year-round	Grounds Crew			$\checkmark$				$\checkmark$	$\checkmark$				$\checkmark$		``	/				T					

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Creet Dark	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School Havdon Flem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Park Amenities - Drinking Fountains							Х				Х	Х					Х			Х								T	
Goal: Provide a functional, safe, and clean drinking fountain for public use.							$\square$																						
Inspect drinking fountain	1x/year/as needed		April-October	Grounds Crew			~				~	~					~			~									
Install Drinking Fountain	As needed	1-5 years	Year-round	Grounds Crew	5 years		$\checkmark$				$\checkmark$						~			$\checkmark$									
Clean drinking fountain	As needed		April-October	Grounds Crew			$\checkmark$				$\checkmark$						~			√									
Repair drinking fountain	As needed		April-October	Grounds Crew			$\checkmark$				$\checkmark$	$\checkmark$					~			$\checkmark$									
Summerize/Winterize water fountain	2x/year		April-October	Grounds Crew			$\checkmark$				$\checkmark$						✓			$\checkmark$									
Park Amenities - Park Benches						v	X		X			Х	X	v	X			X	v	v	X	v	v						
Goal: Provide a functional, safe, and clean seating area for public use.						Λ	Λ		<u></u>			Λ	Λ				ľ		Λ		Λ	Λ						T	
Inspect Park Benches	1x/year/as needed		Year-round	Grounds Crew		~	~		/			✓	~	✓	~		~	/	~	~	✓	√ v	/				T		
Install Park Benches			Year-round	Grounds Crew	20 years	$\checkmark$	$\checkmark$	,	/			✓ .	$\checkmark$	$\checkmark$	$\checkmark$		v	/	$\checkmark$	√	$\checkmark$	√ v	/						
Clean Park Benches	As needed		Year-round	Grounds Crew		$\checkmark$	$\checkmark$	,	/			<b>√</b>	$\checkmark$	$\checkmark$	$\checkmark$		v	/	$\checkmark$	$\checkmark$	$\checkmark$	√ v	/						
Repair Park Benches	As needed		Year-round	Grounds Crew		$\checkmark$	$\checkmark$		/			<b>√</b>	$\checkmark$	$\checkmark$	$\checkmark$		v	/	$\checkmark$	$\checkmark$	$\checkmark$	√ v	/						
Park Amenities - Bicycle Rack						Y	X					Х									X								
Goal: Provide a functional, safe, and clean bicycle rack for public use.						Λ	Α					A								F	Λ						1	T	
Inspect Bicycle Rack	1x/year/as needed		Year-round	Grounds Crew		~	~					~								Γ	~	T	T				T		
Install Bicycle Rack	As needed	Every 10-20 years	Year-round	Grounds Crew	20 years	$\checkmark$	$\checkmark$					$\checkmark$									$\checkmark$								
Clean Bicycle Rack	As needed		Year-round	Grounds Crew		$\checkmark$	$\checkmark$					$\checkmark$									$\checkmark$								
Repair Bicycle Rack	As needed		Year-round	Grounds Crew		$\checkmark$	$\checkmark$					$\checkmark$									$\checkmark$								
Park Amenities - Park Lighting						Х	Х	X	X	Х	X	Х	X	X	X	X	X	X	X	X	X		X						
Goal: Provide a lighting to illuminate portions of the park to include parking lots.																													
Inspect Lighting	1x/year/as needed		Year-round	Utilities Crew		$\checkmark$	<b> </b> √	✓ ,		~	$\checkmark$	✓ .	$\checkmark$	$\checkmark$	~	$\checkmark$	~ <b>~</b>	/	$\checkmark$	~	~	v	/						
Install Lights	As needed	Every 3-20 years	Year-round	Utilities Crew	20 years	$\checkmark$	$\checkmark$	√ ,	/	~	$\checkmark$	✓ ·	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	✓ v	/	$\checkmark$	$\checkmark$	$\checkmark$	v	/						
Paint Light Poles	As needed	J J	Year-round	Utilities Crew	-	$\checkmark$			/	~	$\checkmark$	<b>√</b>	$\checkmark$	$\checkmark$	$\checkmark$		√ v		$\checkmark$	$\checkmark$	$\checkmark$	v	/						
Repair Lighting	As needed		Year-round	Utilities Crew		$\checkmark$		<b>√</b> ,		1	$\checkmark$	1	$\checkmark$	1	$\checkmark$	$\checkmark$	√ v	/	$\checkmark$	$\checkmark$	$\checkmark$	- I.	/						

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Crest Park	Center for the Arts Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinslev Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park Norr Darls	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Willterset Fark Boldwin Elem School	Baudon Flem School	Itayuon Eteni. School Iennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Park Amenities - Hand Rails													Х								Х								-
Goal: Provide functional and safe hand rails for public use.															Γ														
	1x/year/as																												
Inspect Hand Rails	needed		Year-round	Grounds Crew									$\checkmark$								$\checkmark$								
Install/Replace Hand Rail	As needed	Every 5-20 years	Year-round	Grounds Crew	20 years								$\checkmark$								$\checkmark$								
Clean/Paint Hand Rails	As needed		Year-round	Grounds Crew									$\checkmark$								$\checkmark$								
Repair Hand Rails	As needed		Year-round	Grounds Crew									$\checkmark$								$\checkmark$								
Park Amenities - Park Water Fountain											Х						2	X											
Goal: Provide a functional water feature for public view.																													
Inspect water pump	1x/week/as needed		April-October	Grounds Crew													~	/											
Inspect water level	1x/week/as needed		April-October	Grounds Crew													~	/											
Repair/replace water pump	As needed		April-October	Grounds Crew													$\checkmark$												
Summerize/Winterize water fountain	2x/year		April-October	Contractor													$\checkmark$	/											
Facilities - Pavilions							Х					Х	Х							Х									
Goal: Provide a clean and safe shelter for picnics and events.															Γ					Γ									
Inspect pavilion	1x/year/as needed		April-October	Grounds Crew			~						~							~									
Repair pavilion	As needed		Year-round	Grounds Crew			$\checkmark$						$\checkmark$							$\checkmark$									
Clean pavilion	As needed		Year-round	Grounds Crew			$\checkmark$						$\checkmark$							$\checkmark$									
Facilities - Gazebo												Х	Y					X											
Goal: Provide a clean and safe gazebo for a public gathering place.												Λ	Λ		F		2	Λ											
	1x/year/as needed		April-October	Grounds Crew								✓			F			/											
Inspect gazebo Repair	As needed		April-October	Grounds Crew								v √	× √				v	/									_	-+	_
Inspect electrical outlets	As needed		April-October	Grounds Crew			$\vdash$			_		<b>ř</b>	•		$\vdash$		v v	/		$\vdash$				-	-				_
Paint/Stain gazebo	As needed		April-October	Grounds Crew								$\checkmark$	✓		⊢		v v		-	$\vdash$					-			-+	_
	2x/year/as											•	•				V												
Install/Replace Gazebo	needed		Year-round	Grounds Crew								$\checkmark$	$\checkmark$				$\checkmark$												

Baltines - Pronte Areas       Image: Area       Image	Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Codar Crost Dark	Ceual Urest Fark Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park Train Denot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School Mavfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Induit Provide a clear, safe, and functional prioric       Informational prioric </th <th>Facilities - Picnic Areas</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Х</th> <th>X</th> <th></th> <th>Х</th> <th></th> <th></th> <th>Х</th> <th></th> <th>Х</th> <th></th> <th></th> <th>Х</th> <th></th> <th>XX</th> <th>X</th> <th>Х</th> <th>X</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Facilities - Picnic Areas						Х	X		Х			Х		Х			Х		XX	X	Х	X						
happed Gall       needed       jaymonth       April October       Grounds Grew       i <t< td=""><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Π</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	-												Π																
Install/Replace Grill       As needed       Every 5-10 years       Year-round       Grounds Crew       Y       <																													
Repair Grill       As meeded       Year-round       Grounds Crew       V <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td><math>\checkmark</math></td> <td><ul> <li>✓</li> </ul></td> <td></td> <td><ul> <li>✓</li> </ul></td> <td>_</td> <td>_</td> <td><math>\square</math></td> <td></td> <td><math>\checkmark</math></td> <td></td> <td></td> <td></td> <td></td> <td>√</td> <td></td> <td>_</td> <td><math>\checkmark</math></td> <td>_</td> <td></td> <td>_</td> <td>_</td> <td>_</td> <td><math>\vdash</math></td>				-			$\checkmark$	<ul> <li>✓</li> </ul>		<ul> <li>✓</li> </ul>	_	_	$\square$		$\checkmark$					√		_	$\checkmark$	_		_	_	_	$\vdash$
Learn Grill       Namoth/as       Year-round       Grounds Crew       Y <td></td> <td></td> <td>Every 5-10 years</td> <td></td> <td></td> <td>10 years</td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td></td> <td>✓</td> <td></td> <td></td> <td><math>\square</math></td> <td></td> <td><math>\checkmark</math></td> <td></td> <td></td> <td></td> <td></td> <td>√</td> <td>·</td> <td></td> <td><math>\checkmark</math></td> <td>_</td> <td></td> <td></td> <td></td> <td></td> <td><math>\vdash</math></td>			Every 5-10 years			10 years	$\checkmark$	$\checkmark$		✓			$\square$		$\checkmark$					√	·		$\checkmark$	_					$\vdash$
Clean Gmilt       meeded       Year-round       Grounds Crew	Repair Grill			Year-round	Grounds Crew		$\checkmark$	✓		✓			$\square$		$\checkmark$				$\square$	V			$\checkmark$						$\vdash$
Paint Grill       As needed       1x/year       Year-round       Grounds Crew       V <th< td=""><td>Clean Grill</td><td></td><td></td><td>Year-round</td><td>Grounds Crew</td><td></td><td><math>\checkmark</math></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td><td></td><td></td><td></td><td>./</td><td>,</td><td></td><td><math>\checkmark</math></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Clean Grill			Year-round	Grounds Crew		$\checkmark$								1					./	,		$\checkmark$						
Ix/month/as       Ix/month       Year-round       Grounds Crew       V			1v/vear				•	v √		• ✓	+		$\vdash$		▼ √					• •			v √	_				+	$\vdash$
Inspect Primic Table       needed       1x/month       Year-round       Grounds Crew       V      V       V       V			1x/year		diounus ciew		•			·			H		•					ľ				_				+	
Repair Picnic Table       As needed       Year-round       Grounds Crew       I       <	Inspect Picnic Table		1x/month	Year-round	Grounds Crew		$\checkmark$	<b>√</b>		$\checkmark$					$\checkmark$			$\checkmark$			,		$\checkmark$						
Install/Replace Picnic Table       As needed       Every 10-15 years       Year-round       Grounds Crew       15 years       V <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>· √</td><td><math>\checkmark</math></td><td></td><td>✓</td><td></td><td></td><td>+</td><td>_</td><td>·</td><td></td><td></td><td>√</td><td></td><td>/ /</td><td></td><td>· ✓</td><td>√</td><td>_</td><td></td><td></td><td></td><td></td><td>H</td></th<>							· √	$\checkmark$		✓			+	_	·			√		/ /		· ✓	√	_					H
Replenish Picnic Area Mulch       As needed       1x/year       Year-round       Grounds Crew       Image: Concession Stands       Image: Concession Stand       As needed       April-October       Grounds Crew       Image: Concession Stand       Image: Concession Stand       As needed       April-October       Grounds Crew       Image: Concession Stand       Image: Concession Stand       Image: Concession Stand       As needed       April-October       Grounds Crew       Image: Concession Stand       As needed       April-October       Grounds Crew       Image: Concession Stand       Image:	*		Every 10-15 years			15 years	$\checkmark$	$\checkmark$		✓			H		$\checkmark$			$\checkmark$		/ √		√	$\checkmark$					-	H
Facilities - Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stands       Image: Concession Stand       Image: C																													
Goal: Provide a functional, safe, and clean concession stand       As needed       April-October       Grounds Crew       ✓ <th<< td=""><td></td><td></td><td>75</td><td></td><td></td><td></td><td></td><td>I I</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>in a state s</td><td>in de la compañía de la compañía de la compañía de la compañía de la compañía de la compañía de la compañía de</td></th<<>			75					I I																				in a state s	in de la compañía de la compañía de la compañía de la compañía de la compañía de la compañía de la compañía de
concession for rental.dd <th< td=""><td>Facilities - Concession Stands</td><td></td><td></td><td></td><td></td><td></td><td></td><td>Х</td><td></td><td></td><td></td><td></td><td>Х</td><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td><td>K</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	Facilities - Concession Stands							Х					Х							2	K								
Clan concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       Image: Concession stand       Image: Concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       Image: Concession stand       Image: Concession stand       Image: Concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       As needed       April-October       Grounds Crew       Image: Concession stand       Imag																													
Repair concession stand As needed April-October Grounds Crew I<	Inspect concession stand	As needed		April-October	Grounds Crew			✓																					
Summerize/Winterize concession stand 2x/year April-October Grounds Crew v<	Clean concession stand	As needed		April-October	Grounds Crew			$\checkmark$																					
Facilities - Park Restrooms Image: Constant of the second of the s	Repair concession stand	As needed		April-October	Grounds Crew			$\checkmark$																					
Goal: Provide clean, hygienic restrooms for public and <td< td=""><td>Summerize/Winterize concession stand</td><td>2x/year</td><td></td><td>April-October</td><td>Grounds Crew</td><td></td><td></td><td><math>\checkmark</math></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Summerize/Winterize concession stand	2x/year		April-October	Grounds Crew			$\checkmark$																					
Goal: Provide clean, hygienic restrooms for public and <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>_</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>																						_							
useor <td>Facilities - Park Restrooms</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Х</td> <td>X</td> <td></td> <td></td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2</td> <td>к х</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Facilities - Park Restrooms						Х	X			Х	Х	Х	Х						2	к х								
Clean and restock seasonal restrooms7x/weekApril-OctoberContractorIII <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>																													
Clean and restock As needed Year-round Contractor I<		7x/week		April-October	Contractor			√				~	✓															1	
Odor control       7x/week       April-October       Contractor       <				-			$\checkmark$				√		$\square$	$\checkmark$							$\checkmark$							$\square$	
Repair       As needed       April-October       Building Maint.       Image: April-October       Building Maint.       Image: April-October       Image: April-October       Image: April-October       Building Maint.       Image: April-October       Image: Apr							$\checkmark$	$\checkmark$			√	$\checkmark$	✓	$\checkmark$						<b>√</b>	<ul> <li>✓</li> </ul>								
1x/month/as I I I I I I I I I I I I I I I I I I I				April-October			$\checkmark$	$\checkmark$			√	$\checkmark$	$\checkmark$	$\checkmark$						<b>√</b>	<ul> <li>✓</li> </ul>								
Inspect taciuity Integrate Integrate Integrate Integrate Integrate Integration Integrati	Inspect facility	1x/month/as needed		April-October	Grounds Crew		~				~	~	<b>√</b>	~							, <sub>v</sub>								
Inspectative     Incourse     Information     Information <thinformation< th=""> <thinformation< th=""> <thinformati< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>· /</td><td></td><td></td><td>+</td><td>, ,</td><td></td><td></td><td></td><td></td><td></td><td></td><td><math>\vdash</math></td><td>./</td><td>/</td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td><math>\vdash</math></td></thinformati<></thinformation<></thinformation<>								· /			+	, ,							$\vdash$	./	/							-	$\vdash$

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	cavairy kun Fark Cedar Crest Park	Center for the Arts	Dean Park	E.G. Shinti Complex Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	BaldWIN Elem. School Haudon Flom School	lennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Facilities - Outdoor Community Pool																				Х									
Goal: Provide clean and safe pool for recreational and swim team use.																													
Mow grass/trim/blow clippings	1x/week		Spring, Summer	Grounds Crew																~									
Prune trees	1x/year		Spring	Beautification																$\checkmark$									
Mulch	1x/year		Spring	Beautification																$\checkmark$									
Test water quality	Hourly	Hourly	Spring, Summer	Pool Operator				_		_			Ц		_			_		$\checkmark$			_	_	_		_	$\square$	
Inspect emergency equipment	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Inspect deck chairs/tables/umbrellas	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Wash pool deck	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Inspect slide/diving board/whale	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Trash/recycling removed	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Inspect signs	1x/year		Spring	Pool Manager																$\checkmark$									
Inspect pool covers	2x/year		Spring, Fall	Pool Contractor																$\checkmark$									
Inspect fencing	As needed		Year-round	Grounds Crew									Ц							$\checkmark$									
Litter pick up	Daily	Daily	Spring, Summer	Pool Staff									Ш							$\checkmark$									
Clean restrooms	2x/day	Daily	Spring, Summer	Pool Staff									Ш							$\checkmark$									
Inspect restrooms	Hourly		Spring, Summer										Ш							$\checkmark$									
Summerize/Winterize	2x/year	2x/year	Spring, Fall	Pool Contractor									$\square$		_					$\checkmark$									
Vacuum Pool	Daily	Daily	Spring, Summer	Pool Staff																$\checkmark$									
Brush Pool	Daily	Daily	Spring, Summer	Pool Staff														L		$\checkmark$									
Backwash Pool	2-3x/week	2-3x/week	Spring, Summer	Pool Operator																$\checkmark$									
Inspect chemical feeders and tubing	Daily	Daily	Spring, Summer	Pool Operator																$\checkmark$									
Inspect pumps	Daily	Daily	Spring, Summer	Pool Contractor																$\checkmark$									
Inspect influent/effluent lines and valves	Daily	Daily	Spring, Summer	Pool Operator																~									

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Leaar Lrest Park Canter for the Arts	Center 101 ure Artis Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	ninsiey min Park I ad Mauda Dada	Lee Manol Fark Liheria Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Willteiset I an N Baldwin Flom School	Bardon Flem School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School Round Elem. School	Weems Elem. School
Facilities - Outdoor Community Pool Con't.																					Х								T	
Goal: Provide clean and safe pool for recreational and swim team use.																														
Inspect chemical containers	Daily	Daily	Spring, Summer	Pool Operator																	$\checkmark$									
Inspect water heaters	1x/year	1x/year		Maint. Staff																	√								-	
Clean hair/lint strainers	Daily	Daily	Spring, Summer	Pool Operator					_			_			_	_	-			-	✓		_	_	_	_		_	_	
Clean concessions	Daily	Daily	Spring, Summer	Pool Staff																	~							_		
Inspect freezers and refrigerators	Daily	Daily	Spring, Summer	Pool Staff																	~									
Inspect concessions	Daily	Daily	Spring, Summer	Pool Staff																										
Obtain health permits (pool/concessions)	1x/year	1x/year		Pool Manager																	• √								+	-
	,,,			0																									کھ	
Playing Courts - Basketball/Roller Hockey							Х		Х					Σ	K					Х	Х		Σ	XX	X	Х	X	Х	X X	X
Goal: Provide clean and safe basketball courts for recreational use																														
Clean surfaces and equipment	As needed		Year-round	Grounds Crew			$\checkmark$		✓					$\checkmark$	-					$\checkmark$	√		$\checkmark$	✓	$\checkmark$	$\checkmark$	$\checkmark$	√ v	< <	$\checkmark$
In such a such as into suity and strings	3-4x/year/as needed	1 (month	Year-round	Grounds Crew																			V	. ✓			$\checkmark$			
Inspect surface integrity and stripes	1x/month/as	1x/month		Giounus crew			v		×			-		v			+		-	~	v	_	- V	Ť	✓	×	v	<u> </u>	<u> </u>	<b>`</b>
Inspect nets and equipment	needed	1x/month	Spring	Grounds Crew			$\checkmark$		~					$\checkmark$	-					$\checkmark$	$\checkmark$		$\checkmark$	· 🗸	$\checkmark$	$\checkmark$	$\checkmark$	√ ,	✓ ✓	$\checkmark$
Crack Repair	As needed	As needed	Year-round	Contractor			$\checkmark$		$\checkmark$					$\checkmark$	-					$\checkmark$	$\checkmark$		$\checkmark$	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	√ \	✓ ✓	$\checkmark$
Replace nets	As needed	1x/month	Year-round	Grounds Crew	1 year		$\checkmark$		✓					$\checkmark$	·					✓ ·	~		$\checkmark$	<ul><li>✓</li></ul>	$\checkmark$	$\checkmark$	$\checkmark$	√ v	< <	$\checkmark$
Resurface Court	As needed	Every10 years		Contractor	10 year		✓	•	✓	_		_		$\checkmark$	-	_	_		_	✓ ·	✓			<ul> <li>✓</li> </ul>		√	✓	√ v	$\checkmark$	$\checkmark$
Replace rim	As needed As needed	Every 3 years	Year-round	Grounds Crew Grounds Crew	3 year		√ ∕		✓ ✓			-		<ul> <li>✓</li> </ul>	-		_		_	✓ ·	✓ ✓		<ul> <li>✓</li> </ul>	_	<ul> <li>✓</li> </ul>	✓	✓ ✓	√ \ ∕	$\sim$	$\checkmark$
Replace backboard/post Paint Lines	As needed	Every 5 years Every 3 years	Year-round Year-round	Grounds Crew	5 year 3 year		✓ √		✓ √			-		✓ ✓	-		+		_	✓ ✓	√ √	_	-		✓ ✓	✓ ✓	$\checkmark$	✓ \ ✓ \	$\checkmark$ $\checkmark$ $\checkmark$	✓ ✓
Paint post/rim/backboard	As needed	1x/year	Year-round	Grounds Crew	1 year		v √		<b>v</b>					v √	-					<b>↓</b>	• √		v √	_	v √	√	<ul> <li>✓</li> </ul>	v , √ ,	$\checkmark$	<ul> <li>✓</li> </ul>
Dissing County Ch. ( D. )																														
Playing Courts - Skate Park Goal: Provide clean and safe skate park for									_		X						-				-			-					+	
recreational use																														
Inspect concrete surface and equipment	1x/month/as needed		Year-round	Grounds Crew							$\checkmark$																			
Install/Replace equipment	As needed		Year-round	Grounds Crew							$\checkmark$																			
Clean surfaces and equipment	As needed		Year-round	Grounds Crew							$\checkmark$																			
Repair surfaces and equipment	As needed		Year-round	Grounds Crew							./																			

#### City of Manassas, Building Grounds

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Kun Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School Round Elem. School Weems Elem. School
Playing Courts - Tennis/ Racquet Ball/Pickleball									x		x				х					х						X	x	x
Goal: Provide clean and safe tennis, racquet ball, and pickleball courts for recreational use								T																				
Clean surfaces and equipment A	As needed	1x/month	Year-round	Grounds Crew				V	1		$\checkmark$			v	(					$\checkmark$						~	< ✓	
	3-4x/year/as needed	1x/week	Year-round	Grounds Crew				~	,		~			,	/					~						<b>√</b>	/	
	1x/month/as needed	1x/week	Spring	Grounds Crew				~	,		~				/					~						~	<ul> <li>✓</li> </ul>	
Crack Repair A	As needed	As needed	Year-round	Contractor				~	·		$\checkmark$			~	/					$\checkmark$						~	∕ √	
	1x/year/as needed		Year-round	Grounds Crew				~	,		~			,	/					~						~	<ul> <li>✓</li> </ul>	
Replace nets A	As needed	2x/year	Year-round	Grounds Crew	1 year			~			$\checkmark$			v	/					$\checkmark$						~	∕ √	
Resurface Court A	As needed	Every 10 years	Year-round	Contractor	10 years			~	·		$\checkmark$			v	/					$\checkmark$						~	∕ √	
Paint Lines A	As needed	Every 3 years	Year-round	Grounds Crew	3 years			~	1		$\checkmark$			v	(					$\checkmark$						~	< √	
Color Coating		Every 5 years	Year-round	Grounds Crew	5 years			~	/		$\checkmark$			v	/					$\checkmark$						√		
	As needed	1x every 5 years	Year-round	Grounds Crew	5 years			~	/		$\checkmark$			v						$\checkmark$						~	∕	
Replace crank A	As needed	1x/year	Year-round	Grounds Crew	1 year			~	1		$\checkmark$			v	/					$\checkmark$						~	∕ √	
Paint racquet ball wall A	As needed	1x/year	Year-round	Grounds Crew							$\checkmark$									$\checkmark$								

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort Noloce Deri-	Nelson Park Norr Dritoin Doult	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School Mavfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School	Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 1)																											Х			
Goal: Provide high level of maintenance for tournaments and league play.																														
	2-3x/week/																													
Mow/Trim/Blow Clippings	as needed	1	Feb Nov.	Grounds Crew						-								_						_			$\checkmark$		44	
Grass Seed	1x/year		Feb Nov.	Grounds Crew																							V		$\square$	
Fertilize	4x/year		Feb Nov.	Contractor																		_		_			$\checkmark$		44	
Aerate	1x/year		Feb Nov.	Grounds Crew	-																						√		$\square$	
Install/Replace Base pads	As needed	15	Feb Nov.	Grounds Crew	2 years																						V		$\square$	
Install/Replace Home plate	As needed	15	Feb Nov.	Grounds Crew	2 years																						V		$\square$	
Install/Replace Pitching rubber	As needed	15	Feb Nov.	Grounds Crew	2 years																						$\checkmark$		44	
Install/Replace Foul poles	As needed		Feb Nov.	Grounds Crew	30 years																						V		+	
Install/Replace Field Lights	As needed	25-40 years	Year-round	Utilities Crew	40 years																						$\checkmark$		$\square$	
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years																						$\checkmark$			
Replenish infield mix	1x/year	15	Feb Nov.	Grounds Crew	1 year																						$\checkmark$			
Regrade - Drag, scarify and hand-rake	As needed	15	Feb Nov.	Grounds Crew																							$\checkmark$			
Turf Maintenance		Level 1 Quality	Feb Nov.	Grounds Crew																							$\checkmark$			
Warning Tracks, Mowing and Foul Strips	2-3x/week/ as needed	1x/month	Feb Nov.	Grounds Crew	1 year																						$\checkmark$			
Lining (Dry) Outfield	Daily	1x/week	Feb Nov.	Grounds Crew																							$\checkmark$			
Lining (Wet) Outfield	Daily	1x/week	Feb Nov.	Grounds Crew																							$\checkmark$			
Lining (Dry) Infield	Daily	Daily	Feb Nov.	Grounds Crew																							$\checkmark$			
Rake/Drag Pull	Daily	Daily	Feb Nov.	Grounds Crew																							$\checkmark$			
Reset Bases	As needed	- ,	Feb Nov.	Grounds Crew																							$\checkmark$			
Refuse Pickup	Daily	Daily	Feb Nov.	Grounds Crew																							$\checkmark$			
Inspect home plate	Daily	Daily	Feb Nov.	Grounds Crew																							~		Ц	
Inspect lighting	Daily	- 5	Feb Nov.	Grounds Crew																							<ul> <li>✓</li> </ul>		Ц	
Inspect batting cages	Daily	Daily	Feb Nov.	Grounds Crew											-												✓		$\downarrow \downarrow$	
Inspect fences/backstop	Daily	, ,	Feb Nov.	Grounds Crew																							$\checkmark$			
Inspect player seating	Daily	- ,	Feb Nov.	Grounds Crew																							$\checkmark$			
Remove debris - hand-rake	Daily	/	Feb Nov.	Grounds Crew																							$\checkmark$			
Repair equipment/lighting/fences	Daily		Feb Nov.	Grounds Crew																							$\checkmark$		$\square$	
Repair lighting	Daily		Feb Nov.	Electric Dept.																							$\checkmark$			

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Ceual Crest Faik Cantar for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinslav Mill Park	I ae Manor Dark	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Waiter Delisie Faik Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School Round Flem School	Kound Elem. School Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 2)											Х	X														Х			T	
Goal: Provide high level of maintenance for league play, tournaments, and occasional pick up games.																														
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/week	April-October	Contractor							~	~														✓				
Grass Seed	1x/year		Fall	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Fertilize	4x/year		Spring/Fall	Contractor							$\checkmark$	$\checkmark$														$\checkmark$				
Aerate	1x/year		Fall	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Install/Replace Base pads		1x/year	March	Grounds Crew	2 years																									
Install/Replace Home plate	As needed	1x/year	March	Grounds Crew	2 years						$\checkmark$	$\checkmark$														$\checkmark$				
Install/Replace Pitching rubber		1x/year	March	Grounds Crew	2 years																									
Install/Replace Foul poles		Every 10-30 years	March	Grounds Crew	30 years																									
Install/Replace Field Lights		25-40 years	Year-round	Utilities Crew	40 years						$\checkmark$	$\checkmark$														$\checkmark$				
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years						$\checkmark$	$\checkmark$														$\checkmark$				
Replenish infield mix	As needed	1x/year	April-October	Grounds Crew	1 year						$\checkmark$	$\checkmark$														$\checkmark$				
Regrade - Drag, scarify and hand-rake	As needed	1x/year	Mid Season	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Turf Maintenance		Level 2 Quality		Grounds Crew																										
Warning Tracks, Mowing and Foul Strips	As needed	1x/month	April-October	Grounds Crew	1 year						$\checkmark$	$\checkmark$														$\checkmark$				
Lining (Dry) Outfield		1x/week	April-October	Grounds Crew															_											
Lining (Wet) Outfield		1x/week	April-October	Grounds Crew															_											
Lining (Dry) Infield		Daily	April-October	Grounds Crew															_											
Rake/Drag Pull	3x/week	3x/week	March- November	Grounds Crew							~	~														✓				
Reset Bases		3x/week	April-October	Grounds Crew							_	_							_		_			-					4	
Refuse Pickup	As needed	Daily	April-October	Grounds Crew						_	$\checkmark$	$\checkmark$			_	_			_		_	_		-		$\checkmark$		_	4	
Inspect home plate	As needed	Daily	April-October	Grounds Crew			_		_	_	$\checkmark$	$\checkmark$			_	_			_			_		_		$\checkmark$		_	_	
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew							$\checkmark$	~														$\checkmark$				
Inspect batting cages	As needed	Daily	April-October	Grounds Crew						_	$\checkmark$	$\checkmark$			_				_					_		$\checkmark$				
Inspect fences	1x/year/as needed	Daily	April-October	Grounds Crew							~	~														~				
Remove debris - hand-rake	As needed	1x/month	April-October	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Hand-rake - bases/home plate/pitching rubber	As needed	4x/week	April-October	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew							$\checkmark$	$\checkmark$														$\checkmark$				
Repair lighting	As needed		April-October	Electric Dept.							$\checkmark$	$\checkmark$														$\checkmark$				

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion Iennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayneid Fort Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School Havdon Flem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 3)							Х																					-	
Goal: Provide high level of maintenance for league play, tournaments, and pick up games.							Λ																						
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/week	April-October	Contractor			~																						
Grass Seed	1x/year		Fall	Grounds Crew			$\checkmark$																						
Fertilize	4x/year		Spring/Fall	Contractor			~																						
Aerate	1x/year		Fall	Grounds Crew			√																						
Install/Replace Base pads		1x/year	March	Grounds Crew	2 years										$\square$														_
Install/Replace Home plate	As needed	1x/year	March	Grounds Crew	2 years		✓																						_
Install/Replace Pitching rubber		1x/year	March	Grounds Crew	2 years																								_
Install/Replace Field Lights		25-40 years	Year-round	Utilities Crew	40 years																								
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years		√																						
Replenish infield mix	As needed	1x/year	April-October	Grounds Crew	1 year		✓																						
Regrade - Drag, scarify and hand-rake	As needed	1x/year	Mid Season	Grounds Crew			√																						
Turf Maintenance		Level 3 Quality		Grounds Crew																									
Rake/Drag Pull	3x/week	3x/week	March- November	Grounds Crew			~																						
Reset Bases		3x/week	April-October	Grounds Crew																									
Refuse Pickup	As needed	5x/week	April-October	Grounds Crew			$\checkmark$																						
Inspect home plate	As needed	Daily	April-October	Grounds Crew			$\checkmark$																						
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew																									
Inspect batting cages	As needed	Daily	April-October	Grounds Crew			√																						
Remove debris - hand-rake	As needed	1x/month	April-October	Grounds Crew			✓																						
Hand-rake - bases/home plate/pitching rubber	As needed	2x/week	April-October	Grounds Crew			$\checkmark$																						
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew			$\checkmark$																						
Repair lighting	As needed		April-October	Electric Dept.			$\checkmark$																						

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinsley Mill Park	Lee Manor Park	Liberia Mansion	Mayneid Fort Malson Davis	Nelson Park New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School	Weems Elem. School
Athletic Fields - Baseball 60-90 ft. field (Level 4)														Х					Х					X Z	X				Х	X
Goal: Provide moderate level of maintenance for neighborhood use only.																							Г						Т	
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/Every 2 weeks	April-October	Contractor										~					~				~	· •	~				<b>√</b> ,	~
Grass Seed	1x/year		Fall	Grounds Crew										$\checkmark$					$\checkmark$				<b>√</b>	<ul><li>✓</li></ul>	/				$\checkmark$	/
Fertilize	4x/year		Spring/Fall	Contractor										$\checkmark$					$\checkmark$				√	<ul><li>✓</li></ul>	/			$\square$	$\checkmark$	/
Aerate	1x/year		Fall	Grounds Crew										$\checkmark$					$\checkmark$				<b>√</b>	<ul><li>✓</li></ul>	/				$\checkmark$	/
Install/Replace Base pads		1x/year	March	Grounds Crew	2 years																							$\square$		
Install/Replace Home plate	As needed	1x/year	March	Grounds Crew	2 years									$\checkmark$					$\checkmark$				<b>√</b>	<ul><li>✓</li></ul>	/			$\square$	$\checkmark$	/
Install/Replace Pitching rubber		1x/year	March	Grounds Crew	2 years																									
Install/Replace Field Lights		25-40 years	Year-round	Utilities Crew	40 years																									
Install fence/backstop	As needed	Every 5-20 years	Year-round	Contractor	20 years									$\checkmark$					$\checkmark$				<b>√</b>	<ul> <li>✓</li> </ul>	/			$\square$	$\checkmark$	/
Replenish infield mix	As needed	1x/year	April-October	Grounds Crew	1 year									$\checkmark$					$\checkmark$				<b>√</b>	∕ <b>√</b>	/			$\square$	$\checkmark$	/
Turf Maintenance		Level 4 Quality		Grounds Crew																										
Rake/Drag Pull	3x/week	1x/Every 3 weeks	March- November	Grounds Crew										$\checkmark$					~				~	· •	/				√,	/
Reset Bases		1x/Every 3 weeks	April-October	Grounds Crew																										
Refuse Pickup	As needed	1x/Every 3 weeks	April-October	Grounds Crew										$\checkmark$					$\checkmark$				V	<ul><li>✓</li></ul>	1				$\checkmark$	1
Inspect home plate	As needed	Daily	April-October	Grounds Crew										$\checkmark$					$\checkmark$				√	<ul><li>✓</li></ul>				$\square$	<ul> <li>✓</li> </ul>	1
Inspect lighting	1x/year/as needed	Daily	April-October	Grounds Crew																										
Inspect batting cages	As needed	Daily	April-October	Grounds Crew																										
Remove debris - hand-rake	As needed	1x/month	April-October	Grounds Crew										$\checkmark$					$\checkmark$					<ul><li>✓</li></ul>					$\checkmark$	1
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew										$\checkmark$					$\checkmark$				~	<ul><li>✓</li></ul>	1			$\square$	$\checkmark$	1
Repair lighting	As needed		April-October	Electric Dept.																										
Athletic Fields - Soccer/Football (Level 1)																											Х	X		
Goal: Provide high level of maintenance for league and tournament play.																														
Mow/Trim/Blow Clippings	2-3x/week/ as needed	1x/week	Feb Nov.	Grounds Crew																							✓	$\checkmark$		
Grass Seed	1x/year		Feb Nov.	Grounds Crew																							$\checkmark$	$\checkmark$		
Fertilize	4x/year		Feb Nov.	Contractor																							$\checkmark$	$\checkmark$		
Aerate	1x/year		Feb Nov.	Grounds Crew																1							$\checkmark$	$\checkmark$	T	

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex Harrie Davilion	Iennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School Round Elem. School	Weems Elem. School
Athletic Fields - Soccer/Football (Level 1) Con't.																											X X	v	
Goal: Provide high level of maintenance for league							1																E			T	<u> </u>	<u>^</u>	
and tournament play.							_					_			_			-					_						
Turf Maintenance	D 11	Level 1 Quality	Feb Nov.	Grounds Crew			_					_		_	_							_	-				∕ √		
Field set-up	Daily	1x/year	Feb Nov.	Grounds Crew			_					_											_				∕ √		
Field take-down	Daily	1x/year	Feb Nov.	Grounds Crew			_					_	_													v	∕ √		
Install Soccer Goals	Daily	Every 5-8 years	Feb Nov.	Grounds Crew	8 years		_					_											_			v	∕ √		
Lining (Wet) field	2-3x/week/ as needed	1x/Every 2 weeks	Feb Nov.	Grounds Crew																						v	∕	/	
Refuse Pickup	Daily	Daily	Feb Nov.	Grounds Crew																						v	∕ √	1	
Touch-up lining (wet)	2-3x/week/ as needed	Daily	Feb Nov.	Grounds Crew																						v	/ /	/	
Inspect lighting	Daily	Daily	Feb Nov.	Grounds Crew																							/   √	/	
Inspect goal posts	Daily	Daily	Feb Nov.	Grounds Crew																						v	∕ √		
Inspect player benches	Daily	Daily	Feb Nov.	Grounds Crew																						v	∕ √		
Install player benchers	Daily	Every 10-15 years	Feb Nov.	Grounds Crew	15 years																					٧	∕ √		
Paint goal posts	As needed		Feb Nov.	Grounds Crew																						v	∕ √	1	
Mitigate field hazards/regrade	As needed		Feb Nov.	Grounds Crew																						v	∕ √	1	
Repair equipment/lighting/fences	As needed		Feb Nov.	Grounds Crew																						v	∕ √	1	
Repair lighting	As needed		Feb Nov.	Electric Dept.																						v	∕ √	(	
Athletic Fields - Soccer/Football (Level 2)																													
Goal: Provide high level of maintenance for league play, tournaments and occasional pick up games.																													
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/week	April-October	Contractor																									
Grass Seed	1x/year		Fall	Grounds Crew																									
Fertilize	4x/year		Spring/Fall	Contractor																									
Aerate	1x/year		Fall	Grounds Crew																									
Turf Maintenance		Level 2 Quality		Grounds Crew																									
Field set-up		1x/year	March	Grounds Crew																									$\square$
Field take-down		1x/year	March	Grounds Crew																									
Lining (Wet) Outfield		1x/Every 2 weeks	April-October	Grounds Crew																									
Refuse Pickup	As needed	Daily	April-October	Grounds Crew																									
Touch-up lining (wet)		Daily	April-October	Grounds Crew																									

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial Kinslev Mill Park	Lee Manor Park	Liberia Mansion	Mayneiu Fort Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	waiter Delisie Park Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School Round Elem. School Wooms Flom School
Athletic Fields - Soccer/Football (Level 2) Con't.																												
Goal: Provide high level of maintenance for league play, tournaments and occasional pick up games.																												
	1x/year/as																											
Inspect lighting	needed	5	April-October	Grounds Crew			_								_					_					_			4
Inspect goal posts	As needed	Daily	Year-round	Grounds Crew			_		_	_					_			_		_					-			
Inspect player benches	As needed	Daily	April-October	Grounds Crew			_		_	_							_	_							_			
Paint goal posts	As needed		April-October	Grounds Crew			_		_	_				_	_			_		_					_			4
Mitigate field hazards/regrade	As needed		April-October	Grounds Crew			_			_				_	_			_		_					_			4-+-
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew			_			-				_	_					_					_			4
Repair lighting	As needed		April-October	Electric Dept.																								
Athletic Fields - Soccer/Football (Level 3)																												
Goal: Provide high level of maintenance for league play, tournaments and pick up games.																												
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1	April-October	Contractor																								
Grass Seed	1x/year		Fall	Grounds Crew																								
Fertilize	4x/year		Spring/Fall	Contractor																								
Aerate	1x/year		Fall	Grounds Crew																								
Turf Maintenance		Level 3 Quality		Grounds Crew																								
Field set-up		1,5	March	Grounds Crew																								
Field take-down		1x/year	March	Grounds Crew																								
Refuse Pickup	As needed	Daily	April-October	Grounds Crew																								
	1x/year/as																											
Inspect lighting	needed	Daily	April-October	Grounds Crew																								++
Inspect goal posts	As needed	Daily	Year-round	Grounds Crew																								++
Inspect player benches	As needed	Daily	April-October	Grounds Crew														-										++
Paint goal posts	As needed		April-October	Grounds Crew																								
Mitigate field hazards/regrade	As needed		April-October	Grounds Crew																								++
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew																								
Repair lighting	As needed		April-October	Electric Dept.																								

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Nebourn High School	USBOULTI HIGH SCHOOL Round Elem. School	Weems Elem. School
Athletic Fields - Soccer/Football (Level 4)																					Х						X			-	
Goal: Provide moderate level of maintenance for neighborhood use only.																															
Mow/Trim/Blow Clippings	1x/2 weeks/as needed	1x/Every 2 weeks	April-October	Contractor																	~						~				
	1		Fall	Crown da Crow																											
Grass Seed	1x/year 4x/year		Fall Spring/Fall	Grounds Crew Contractor			-		_	-				_	_	_	-					$\vdash$	$\rightarrow$	_	-		_	_	_	—	+
Fertilize Aerate	1x/year		Fall	Grounds Crew			_			-					_		-				✓		$\rightarrow$	_	-	_	/			—	
Turf Maintenance		Level 4 Quality	Fall	Grounds Crew			_							-							v	$\rightarrow$	$\rightarrow$	_	-		v			-	
			March	Grounds Crew			-							-								-+	$\rightarrow$	-	-		_			-	
Field set-up Field take-down			March	Grounds Crew			-															$\square$	+		-		_			-	
Refuse Pickup	As needed	1x/Every 3 weeks	April-October	Grounds Crew			-		_						_						✓	$\rightarrow$	+	-			/			-	
Refuse rickup	1x/year/as	IX/EVELY 5 WEEKS	April-October	diounus crew			_	_	_	-				-	_		-				•	$\vdash$	$\rightarrow$	_	+	_	•			-	
Inspect lighting	needed	Daily	April-October	Grounds Crew																											
Inspect goal posts	As needed	Daily	Year-round	Grounds Crew																	✓	$ \rightarrow$	+				~			-	
Inspect glau posts Inspect player benches	As needed	Daily	April-October	Grounds Crew																		$\rightarrow$	$\pm$								
Paint goal posts	As needed		April-October	Grounds Crew																	✓					,	~				
Mitigate field hazards/regrade	As needed		April-October	Grounds Crew																	$\checkmark$						~				
Repair equipment/lighting/fences	As needed		April-October	Grounds Crew																	√					,	~				
Repair lighting	As needed		April-October	Electric Dept.																											
			Å	Å																			<b>T</b>							المث	
Athletic Fields - Bleachers (aluminum)							X				X	Х															X	Х	X	:	
Goal: Provide clean and safe athletic fields for recreational use																														Г	
Inspect bleachers	1x/year/as needed		April-October	Grounds Crew			~				$\checkmark$	$\checkmark$															~				
Install/Replace Bleachers	As needed	Every 5-10 years	Year-round	Grounds Crew	10 years	,	$\checkmark$				$\checkmark$	$\checkmark$																			
Clean bleachers	As needed	1x/month	Year-round	Grounds Crew		,	$\checkmark$				$\checkmark$	$\checkmark$															✓				
Replace planks	As needed	1x/year	Year-round	Grounds Crew		,	$\checkmark$				$\checkmark$	$\checkmark$															<ul> <li>I</li> </ul>				

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Ceutar Liest Fark Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial لانتداعين Mill Dark	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park	New Britain Park	Uakensnaw Park Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayneid Interm. School Metz Middle School	Metz Mitutie School Osboirn High School	Round Elem. School	Weems Elem. School
Landscaping - Flower beds (Level 1)						Х	Х	Х	XX	XX	X	Х	X	X X	XX	X	Х	Х	X	X X	Х	Х	Х	X	Х	XX	x x	XX	X	X
Goal: Provide attractive and healthy formal gardens for public viewing.						Π				Γ	Π			Τ			Τ		Τ	Γ			Π	Т					Π	
Seasonal Planting Beds	2x/year	3x/year	Spring/Fall	Beautification		$\checkmark$	✓	,	/		$\checkmark$	$\checkmark$	√ v	∕ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	~	<ul><li>✓</li></ul>	$\checkmark$	✓	$\checkmark$	< \ \	/ \	/ √	<ul> <li>✓</li> </ul>	$\checkmark$	✓	$\checkmark$
Fertilize	4x/year	33x/year	Spring/Fall	Contractor									$\checkmark$											< v	/ \	∕ √		$\checkmark$	$\checkmark$	$\checkmark$
Weed Control - pre/post emergence (liquid chemical)	As needed	2x/year	Growing Season	Beautification				,	/ /	-	~		√ v	/		~	~		~	. 🗸	$\checkmark$			<ul> <li></li> </ul>	/ \	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	$\checkmark$
Pre/post emergence (granular)	As needed	1x/year	Growing Season	Beautification							$\checkmark$		√ v			$\checkmark$	~		~	· 🗸	$\checkmark$			√	/ 、	/ /	<ul><li>✓</li></ul>	$\checkmark$	~	✓
Weed Control - hand (with mulch)	As needed	15x/year	Growing Season	Beautification				ļ	/ /		$\checkmark$		√ v			✓	~		V	<i>·</i>	$\checkmark$			✓	/ 、	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	~
Weed Control - hand (without mulch)	As needed	25x/year	Growing Season	Beautification							$\checkmark$		√ <b>√</b>	/		$\checkmark$	$\checkmark$		~	. 🗸	$\checkmark$			∕ .	/ \	/ /	/ <sub>/</sub>	$\checkmark$	$\checkmark$	$\checkmark$
Insecticides	As needed	Longyeur	Year-round	Beautification				,	∕ √		$\checkmark$		✓ v			$\checkmark$	✓		~	<ul><li>✓</li></ul>	$\checkmark$			<ul> <li>✓</li> </ul>	/ \	_	<ul> <li>✓</li> </ul>	$\checkmark$		✓
Herbicides	As needed		Growing Season	Beautification				,	/ /		$\checkmark$		✓ <b>•</b>	/		~	~		~	· 🗸	$\checkmark$			√ \	/ 、	/ /	<ul> <li>✓</li> </ul>	~	~	$\checkmark$
Fungicides	As needed		Growing Season					,	< <		✓	_	√ v	/		$\checkmark$	✓		~	· √	~			<ul> <li>,</li> </ul>	/ 、	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	~
Mulch	1x/year		Winter/Spring	Beautification	Г		·	~	_	✓	$\checkmark$	~	✓ v		_		~	~	~	´ ✓	~	✓	$\checkmark$	_		_	_		+	
Install/Replace Irrigation System Irrigation 1"/week	As needed	Every 1-5 years 1x/week	Year-round Growing Season	Contractor Beautification	5 years	✓	✓						√ v	/				~			~									
Inspection - Integrated Pest Management	As needed	40x/year	Growing Season	Beautification					/ /		$\checkmark$		✓ <b>•</b>	/		✓	~		~	· 🗸	$\checkmark$			√ \	/ 、	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	$\checkmark$
Treatment - Integrated Pest Management	As needed	As needed	Growing Season	Beautification							$\checkmark$		~ v			✓	~		~	· 🗸	$\checkmark$			√ \	/ 、	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	$\checkmark$
Inspect - dead/damaged plants	As needed	1x/Every 2 years	Growing Season	Beautification					/ /		$\checkmark$		√ v	/		$\checkmark$	$\checkmark$		~	· 🗸	$\checkmark$			<ul> <li></li> </ul>	/ \	/ /	<ul> <li>✓</li> </ul>	$\checkmark$	~	$\checkmark$
Landscaping - Flower beds (Level 2)						Х	Х	X	XX	X X	X	X	X	x x	X	X	Х	X	X	x x	X	X	Х	X	X	x y	x x	x	X	X
Goal: Provide attractive and healthy formal gardens for public viewing.																														
Seasonal Planting Beds	2x/year	1x/year	Spring/Fall	Beautification		$\checkmark$	✓	, ,	/		$\checkmark$	$\checkmark$	✓ v	∕ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	~	´ <b>√</b>	$\checkmark$	$\checkmark$	$\checkmark$	< \ \	/ \	/ √	<ul> <li>✓</li> </ul>	$\checkmark$		
	4x/year	1x/year	Spring/Fall	Contractor									$\checkmark$											<ul> <li></li> </ul>	/ \	∕ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$
Weed Control - pre/post emergence (liquid chemical)	As needed	2x/year	Growing Season	Beautification				,	<ul> <li></li> </ul>		$\checkmark$		√ v	/		✓	~		~	· 🗸	$\checkmark$			<ul> <li>✓</li> </ul>	/ 、	/ /	<ul> <li>✓</li> </ul>	~	~	$\checkmark$
Pre/post emergence (granular)	As needed	1x/year	Growing Season	Beautification				,	<ul> <li></li> </ul>		$\checkmark$		√ v	/		~	~		~	· 🗸	$\checkmark$			<ul><li>✓</li></ul>	/ 、	/ /	<ul> <li>✓</li> </ul>	~	~	$\checkmark$
Weed Control - hand (with mulch)	As needed	15x/year	Growing Season	Beautification				,	/ /		$\checkmark$		√ v			$\checkmark$	$\checkmark$		$\checkmark$	<i>.</i> √	$\checkmark$			✓ \	/ 、	/ /	<ul><li>✓</li></ul>	$\checkmark$	$\checkmark$	$\checkmark$

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Harris Pavilion Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayrield Interm. School Metz Middle School	Osbourn High School	Round Elem. School Weems Elem. School
Landscaping - Flower beds (Level 2) Con't.						Х	X	X	X X	X	X	X	X X	X	Х	X X	X	X	Х	Х	X X	X	X	Х	X	x x	X	X X
Goal: Provide attractive and healthy formal gardens for public viewing.																			**									
Weed Control - hand (without mulch)	As needed	25x/year	Growing Season					~	· 🗸		$\checkmark$	v	<ul> <li>✓</li> </ul>		_	~ ~			✓	√ \	/			~	✓ ✓	_	$\checkmark$	✓ ✓
Insecticides	As needed		Year-round	Beautification			_	<b>√</b>	<ul> <li>✓</li> </ul>		$\checkmark$	v	<ul><li>✓</li></ul>			✓ ✓		H	✓	√ \	/		✓	$\checkmark$	√ √	<ul><li>✓</li></ul>	$\checkmark$	$\checkmark$
Herbicides	As needed		Growing Season	Beautification				~	· 🗸		$\checkmark$	~	<ul> <li>✓</li> </ul>			~ ~			~	~ 、	~		$\checkmark$	~	✓ ✓	<ul> <li>✓</li> </ul>	~	✓ ✓
Fungicides	As needed		Growing Season					~	· 🗸		$\checkmark$	v	<ul> <li>✓</li> </ul>			~ ~				✓ \			$\checkmark$	~	~ v	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Mulch, Bark, or Chip Apply (Hand)	1x/year	1x/year	Winter/Spring	Beautification			~	/		$\checkmark$	$\checkmark$	√ v	∕ √			$\checkmark$	$\checkmark$	Ц	$\checkmark$	√ \	< ✓	$\checkmark$						$\square$
Install/Replace Irrigation System		Every 1-5 years	Year-round	Contractor	5 years				_									Ц		_								$\vdash$
Irrigation/Watering	As needed		Growing Season	Beautification		~	~					~	<ul> <li>✓</li> </ul>				$\checkmark$				1							
Inspection - Integrated Pest Management	As needed	40x/year	Growing Season	Beautification				~	· 🗸		$\checkmark$	~	<ul> <li>✓</li> </ul>			~ ~			✓	✓ \	/		$\checkmark$	$\checkmark$	✓ ✓	<ul> <li>✓</li> </ul>	$\checkmark$	< <
Treatment - Integrated Pest Management	As needed	As needed	Growing Season	Beautification				V	· 🗸		$\checkmark$	v	<ul> <li></li> </ul>			~ ~			$\checkmark$	✓ 、	/		$\checkmark$	✓	~	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Inspect - dead/damaged plants	As needed	1x/Every 2 years	Growing Season	Beautification				~	· ~		$\checkmark$	v	<ul> <li>✓</li> </ul>			✓ ✓			$\checkmark$	✓ 、	1		$\checkmark$	~	✓ ✓	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Landscaping - Shrubs (Level 1)						Х	X	X	X X	X	X	X	X X	X	Х	X X	X	X	Х	X	X X	X	X	Х	X	X X	X	X X
Goal: Provide attractive and healthy formal gardens for public viewing.										Γ				Π														
Fertilize	4x/year	1x/year	Spring/Fall	Contractor								v	/										$\checkmark$	$\checkmark$	√ v	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Weed Control - Sprayer (Chemical)	As needed	3x/year	Growing Season	Beautification				~	. 🗸		$\checkmark$	v	<ul> <li></li> </ul>			~ ~			~	√ v	~		~	✓	~ ~	<ul> <li>✓</li> </ul>	$\checkmark$	~ ~
Weed Control - Hand	As needed	15x/year	Growing Season					~	· 🗸		$\checkmark$	v	<ul> <li>✓</li> </ul>			~ ~			$\checkmark$		/				~	_	~	✓ ✓
Insecticides	As needed		Year-round	Beautification				~	· 🗸		$\checkmark$	v	<ul><li>✓</li></ul>			✓ ✓		$\square$	$\checkmark$	✓ \	1		✓	$\checkmark$	√ √	<ul><li>✓</li></ul>	$\checkmark$	✓ ✓
Herbicides	As needed		Growing Season	Beautification				~	· 🗸		$\checkmark$	~	<ul> <li>✓</li> </ul>			~ ~		$\square$	$\checkmark$	✓ 、	/		$\checkmark$	~	~ ~	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Fungicides	As needed		Growing Season	Beautification				~	· 🗸		$\checkmark$	v	<ul> <li>✓</li> </ul>			~ ~		Ц	~	√ \	/		~	~	~ ~	<ul> <li>✓</li> </ul>	$\checkmark$	✓ ✓
Prune Shrubs	3x/year/as needed	4x/year	Growing Season										~			~												
Mulch	1x/year	1x/year	Winter/Spring	Beautification			~			$\checkmark$	$\checkmark$	√ v	∕ √			√	$\checkmark$	$\square$			/ /							$\vdash$
Integrated Pest Management	As needed	1x/week	Year-round	Beautification		$\checkmark$	✓ <b>∨</b>	<ul><li>✓</li></ul>	$\checkmark$	$\checkmark$	$\checkmark$	√ v	< ✓	$\checkmark$	$\checkmark$	✓ ✓	$\checkmark$	$\checkmark$	$\checkmark$	√ \	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	√ √	< ✓	$\checkmark$	$\checkmark$

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Pavil	Jennie Dean Memorial Kinslev Mill Park	Lee Manor Park	Liberia Mansion	Mayfield Fort	Nelson Park Now Dritoin Doult	New Diffain Fain Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Winterset Park		Haydon Elem. School Iourio Door Flom School	Jennie Dean Elem. School Mayfield Interm. School	Metz Middle School	Osbourn High School	Round Elem. School Weems Flem School
Landscaping - Shrubs (Level 2)						Х	Х	XX	X X	X	Х	Х	XX	x x	X	X	X	XX	XX	X	X	X	X	XX	X X	XX	X	X	X X
Goal: Provide attractive and healthygardens for public viewing.																													
Fertilize	4x/year	1x/year	Spring/Fall	Contractor									$\checkmark$											∕ √	· 🗸	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓
Weed Control - Sprayer (Chemical)	As needed	3x/year	Growing Season	Beautification				~	√		$\checkmark$		~ ~	/		~	~		$\checkmark$	~	~			<ul> <li>✓</li> </ul>	· 🗸	$\checkmark$	~	$\checkmark$	✓ ✓
Weed Control - Hand	As needed	15x/year	Growing Season	Beautification				~	✓		$\checkmark$		✓ ✓	/		$\checkmark$	~		$\checkmark$	$\checkmark$	$\checkmark$		v	<ul> <li>✓</li> </ul>	· 🗸	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓
Insecticides	As needed		Year-round	Beautification				~	· 🗸		$\checkmark$		✓ ✓			$\checkmark$	✓		$\checkmark$	~	$\checkmark$			∕ √	✓	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓
Herbicides	As needed		Growing Season	Beautification				~	· 🗸		$\checkmark$		~ ~	/		$\checkmark$	~		$\checkmark$	~	$\checkmark$			<ul> <li></li> </ul>	. 🗸	$\checkmark$	~	$\checkmark$	✓ ✓
Fungicides	As needed		Growing Season	Beautification				~	· 🗸		~		~ ~	/		$\checkmark$	~		$\checkmark$	~	$\checkmark$			<ul> <li>✓</li> </ul>	· 🗸	~	~	$\checkmark$	✓ ✓
Prune Shrubs	3x/year/as needed		Growing Season										✓				~	_											
Mulch Integrated Pest Management	1x/year As needed	1x/year 1x/week	Winter/Spring Year-round	Beautification Beautification		√	 ✓	√ / /	· 🗸	✓ ✓	√ 	✓ ·	$\checkmark$ $\checkmark$				$\sqrt{\sqrt{2}}$		✓ ✓	✓ ✓	✓ (	√ \ (				✓			
integrateu rest Management	ns necucu	1x/week	i cai i ound	Deautification		v	v	v	v	v	v	v	v	v	v	v	v	v	v	v			Ì	v	v	v			
Landscaping - Shrubs (Level 3)						Х	Х	X	X X	Х	Х	Х	X	X X	Х	Х	X	XX	XX	Х	Х	Х	X	X X	K X	XX	X	Х	X X
Goal: Provide attractive and healthy gardens for public viewing.																													
Fertilize	4x/year	1x/year	Spring/Fall	Contractor						_		-	$\checkmark$	_			_			_		⊢	<u> </u>	∕ √	· 🗸	$\checkmark$	✓	$\checkmark$	✓ ✓
Weed Control - Sprayer (Chemical)	As needed	3x/year	Growing Season	Beautification				~	· 🗸		~		√ √	/		~	~		$\checkmark$	~	$\checkmark$	⊢		<ul> <li>✓</li> </ul>	V	~	~	~	✓ ✓
Weed Control - Hand	As needed	15x/year	Growing Season	Beautification				~	<ul> <li>✓</li> </ul>		$\checkmark$		✓ ✓	/		$\checkmark$	~		$\checkmark$	~	$\checkmark$		v	<ul> <li>✓</li> </ul>	· 🗸	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓
Insecticides	As needed		Year-round	Beautification				~	· √		$\checkmark$		√ √	/		$\checkmark$	✓		$\checkmark$	$\checkmark$	$\checkmark$			∕ √	· √	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓
Herbicides	As needed		Growing Season	Beautification				~	· 🗸		~		√ √	/		~	~		$\checkmark$	~	$\checkmark$		~	<ul> <li>✓</li> </ul>	. 🗸	$\checkmark$	~	$\checkmark$	✓ ✓
Fungicides	As needed		Growing Season	Beautification				~	· 🗸		~		√ √	/		$\checkmark$	~		$\checkmark$	$\checkmark$	$\checkmark$		<b>、</b>	<ul> <li>✓</li> </ul>	· 🗸	$\checkmark$	~	$\checkmark$	✓ ✓
Prune Shrubs	3x/year/as needed	15	Growing Season										~	/			$\checkmark$												
Mulch	1x/year	,,,	Winter/Spring	Beautification				~			$\checkmark$	✓ ·	✓ ✓				✓ ✓	<	$\checkmark$	~	$\checkmark$	√ v	<				$\square$	$\square$	
Integrated Pest Management	As needed	1x/month	Year-round	Beautification		$\checkmark$	<b>√</b>	$\checkmark$ $\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	✓ ·	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	√ v	< ✓	$\checkmark$	$\checkmark$	$\checkmark$	✓ ·	<ul> <li>✓</li> </ul>	< ✓	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park	Cedar Urest Park	Dean Park	E.G. Smith Complex	Harris Pavilion	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberta Maniston Mayfield Fort	y Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot	Walter Delisle Park	Willteiset Fan K Baldwin Flem School	Haydon Elem. School	Jennie Dean Elem. School	Mayfield Interm. School	Metz Middle School	Osbourn High School	Kound Elem. School Weems Elem. School
Landscaping - Shrubs (Level 4)						v	Х	v	v	X X	v	v	v	v	v v	/ \	vv	v	v	v	v	v	X X	vv	v	v	v	v	v	X X
Goal: Provide attractive and healthy gardens for public viewing.						Λ	Λ	Λ			. A	Λ	Λ	Λ				Λ	Λ	Λ	Λ	Λ	<u> </u>		Λ	Λ	Λ	<u> </u>	Λ	
Weed Control - Sprayer (Chemical)	As needed	1x/year	Growing Season	Beautification					√ √	/	$\checkmark$		$\checkmark$	~		~	· 🗸			$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	✓ ·		/ /	<ul> <li>✓</li> </ul>
Insecticides	As needed		Year-round	Beautification					√ √	1	$\checkmark$		$\checkmark$	<ul> <li>Image: A start of the start of</li></ul>		$\checkmark$	· √			$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	✓ ·	</td <td>∕ √</td> <td>&lt; &lt;</td>	∕ √	< <
Herbicides	As needed		Growing Season	Beautification					√ √	/	$\checkmark$		$\checkmark$	~		$\checkmark$	· 🗸			~	~	$\checkmark$		~	$\checkmark$	$\checkmark$	✓ ·		< v	<ul> <li>✓</li> </ul>
Fungicides	As needed		Growing Season	Beautification					√ √	/	$\checkmark$		$\checkmark$	~		$\checkmark$	· 🗸			✓	~	$\checkmark$		~	$\checkmark$	$\checkmark$	✓ ,		< v	<ul> <li>✓</li> </ul>
Prune Shrubs	3x/year/as needed	1x/year	Growing Season	Beautification										~			~													
Monitor Irrigation/Watering	As needed		Year-round	Beautification		$\checkmark$	$\checkmark$						$\checkmark$	~				$\checkmark$				$\checkmark$								
Integrated Pest Management	As needed	1x/year	Year-round	Beautification		$\checkmark$	$\checkmark$	$\checkmark$	√ √	< ✓	$\checkmark$	$\checkmark$	$\checkmark$	✓ v	/ √	~	<ul><li>✓</li></ul>	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	/ /	√	$\checkmark$	$\checkmark$	✓ ·	<</td <td>/ /</td> <td><ul> <li>✓</li> </ul></td>	/ /	<ul> <li>✓</li> </ul>
Landscaping - Trees (Level 1-3)						X	Х	X	X	x x	X	X	X	X	x x	X X	x	X	X	Х	X	X	ХУ	x	X	X	X	X	x y	X X
Goal: Provide attractive and healthy gardens for public viewing.																														<u> </u>
Fertilize	4x/year	1x/year	Spring/Fall	Contractor									$\checkmark$											✓	$\checkmark$	$\checkmark$	✓ ·	✓ ✓	/ /	< <
Weed Control - Chemical	As needed	3x/year	Growing Season	Beautification					~	/	$\checkmark$		$\checkmark$	~		$\checkmark$	· 🗸			~	~	✓		~	$\checkmark$	~	✓ ,	</td <td>/ /</td> <td><ul> <li>✓</li> </ul></td>	/ /	<ul> <li>✓</li> </ul>
Weed Control - Hand	As needed	15x/year	Growing Season	Beautification					~ ~	-	$\checkmark$		~	~		$\checkmark$	· 🗸			~	~	~		~	$\checkmark$	~	✓ ·	~	< v	· ~
Insecticides	As needed		Year-round	Beautification					√ √	/	$\checkmark$		$\checkmark$	$\checkmark$		$\checkmark$	´ √			$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	✓ ·	√ √	∕ √	< ✓
Herbicides	As needed		Growing Season	Beautification					~ v	/	$\checkmark$		~	~		$\checkmark$	. 🗸			~	~	~		~	~	~	✓ ,	<ul> <li></li> </ul>	/ /	<ul> <li>✓</li> </ul>
Fungicides	As needed		Growing Season	Beautification					√	/	$\checkmark$		$\checkmark$	~		~	. 🗸			$\checkmark$	$\checkmark$	~		~	$\checkmark$	~	✓ ·	~   <sub>~</sub>	/ /	<ul> <li>✓</li> </ul>
Tree Planting	As needed		Year-round	Beautification		$\checkmark$	✓		✓		$\checkmark$		$\checkmark$	~		$\checkmark$		$\checkmark$	Π	$\checkmark$	✓	$\checkmark$		√	$\checkmark$	✓	✓ ·	∕ √		< <
Prune Trees	As needed	1x/year	Year-round	Beautification			$\checkmark$	✓ ·	$\checkmark$	√	$\checkmark$	$\checkmark$	$\checkmark$	√ v	(	$\checkmark$	· 🗸			$\checkmark$	✓	$\checkmark$	$\checkmark$	· 🗸	$\checkmark$	$\checkmark$	✓ ,	∕ √	∕ √	< <
Mulch	1x/year	1x/year	Winter/Spring	Beautification				$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	✓			$\checkmark$	$\checkmark$		$\checkmark$	$\checkmark$	$\checkmark$	/ /							
Integrated Pest Management	As needed	1x/week	Year-round	Beautification		$\checkmark$	$\checkmark$	$\checkmark$	√ √	< ✓	$\checkmark$	$\checkmark$	$\checkmark$	✓ v	/ √	$\checkmark$	´ √	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	∕ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	✓ ·	</td <td>∕ √</td> <td>&lt; ✓</td>	∕ √	< ✓
Leaf Management	As needed		Fall	Grounds Crew					$\checkmark$					v	∕ √						$\checkmark$									

Park Maintenance Tasks:	Frequency	Recommendations	Timeframe	Job Class	Life Cycle	Baldwin Park/Museum	Byrd Park	Cannon Branch Fort	Cavalry Run Park Cedar Crest Park	Center for the Arts	Dean Park	E.G. Smith Complex	Jennie Dean Memorial	Kinsley Mill Park	Lee Manor Park	Liberia Mansion Mavfield Fort	Nelson Park	New Britain Park	Oakenshaw Park	Stonewall Park	Train Depot Walter Delisle Park	Winterset Park	Baldwin Elem. School	Haydon Elem. School	Jennie Dean Elem. School	Mayneid Interm. School Metz Middle School	Osbourn High School	Round Elem. School	Weems Elem. School
Landscaping - Trees (Level 4)						Х	Х	X	X X	Х	Х	XX	XX	Х	Х	X X	X	Х	Х	XX	X X	X	Х	Х	X	X X	X	X	X
Goal: Provide attractive and healthy gardens for public viewing.																													
Weed Control - Chemical	As needed	3x/year	Growing Season	Beautification				<b>√</b>			$\checkmark$	~	. 🗸			/ /			✓ ,		/		$\checkmark$	~	√ <b> </b> √	/ _/	$\checkmark$	~	$\checkmark$
Insecticides	As needed	,,,	Year-round	Beautification				~	<ul> <li>✓</li> </ul>		$\checkmark$	~	· 🗸		· ·	/ √			√ ,	∕ √	/		$\checkmark$	$\checkmark$	√ √	∕ √	$\checkmark$	√	$\checkmark$
Herbicides	As needed		Growing Season	Beautification				~	· ~		~	~	. 🗸		,	/ /			✓ ,	/ _	/		~	✓ ·	~ v	<ul> <li>✓</li> </ul>	~	~	~
Fungicides	As needed		Growing Season	Beautification				~	· ~		$\checkmark$	~	· 🗸			/ /			✓ ,	/ /	-		$\checkmark$	~	√ <b>√</b>	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$
Tree Planting	As needed		Year-round	Beautification		$\checkmark$	$\checkmark$	~	-		$\checkmark$	$\checkmark$	´ <b>√</b>		`	1	$\checkmark$		√ ,	∕ √	1		$\checkmark$	$\checkmark$	<ul> <li>✓</li> <li>✓</li> </ul>	< ✓	$\checkmark$	$\checkmark$	
Prune Trees	As needed	1x/year	Year-round	Beautification			< `	/ /	-	$\checkmark$	<ul> <li>✓</li> </ul>	∕ √	<ul><li>✓</li></ul>	$\checkmark$	`	< ✓			✓ ,	∕ √	-	$\checkmark$	$\checkmark$	$\checkmark$	<ul> <li>✓</li> </ul>	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$
Integrated Pest Management	As needed	1x/year	Year-round	Beautification		$\checkmark$	< ·	∕ √		$\checkmark$	✓ ·	✓ ✓	· √	$\checkmark$	√ \	< ✓	$\checkmark$	$\checkmark$	✓ ,	∕ √	<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	$\checkmark$	✓ ✓	< ✓	$\checkmark$	$\checkmark$	$\checkmark$
Leaf Management	As needed		Fall	Grounds Crew				$\checkmark$	·					$\checkmark$	$\checkmark$				,	(									
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Facilities - Historical Amenities Goal: Provide and maintain historical structures for public use.								X		X			X			X X				2	X								
Inspect Brick Structures	As needed		Year-round	Facilities crew			,	/		~			~		、	/ /				~	~								
Inspect Wood Structures	As needed		Year-round	Facilities crew			``	/		$\checkmark$			$\checkmark$		`	/ √				$\checkmark$	/								
Repair	As needed		Year-round	Facilities crew			,	/		~		4	~			/ √				~	/							L	
Paint wood structures	As needed		Year-round	Facilities crew			,	/		$\checkmark$			$\checkmark$			/ /				$\checkmark$	~								
Clean	As needed		Year-round	Facilities crew				(		$\checkmark$			✓			/				$\checkmark$	-								
Repoint Brick	As needed		Year-round	Facilities crew			, ,	/		$\checkmark$			$\checkmark$		`	/ √				$\checkmark$	1								