

The Westchester County Department of Parks, Recreation & Conservation Preventative Maintenance Plan



Kathy O'Connor (Commissioner)

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Daily

- **Facility Inspections** – Supervisors inspect the facility on a daily basis using the facility inspection form. A visual inspection and walk through is conducted during all hours of operation. This includes but is not limited to; offices, bathrooms, ball courts and fields, lawns, floral areas, water fountains, golf courses, pool and pool equipment, beach, etc. Job assignments are assigned after inspections are complete.
- **Vehicles/Large and Small Equipment** – Inspected on a daily basis before use. Any issues are to be reported to the facilities Superintendent or Foreman.
 - ****All equipment that is used seasonally should be properly stored until the time of use. Follow all maintenance and care guidelines as established for the individual equipment.***
- **Playgrounds and Equipment** – Inspected daily utilizing the facilities playground inspection form. Any issues are to be reported to the Superintendent or Park Foreman immediately. Repairs are made as needed.

Weekly

- **Ballfields (Grass and Turf Fields)/Basketball/Pickle Ball/Tennis Courts** – weekly maintenance to ensure that fields and courts are ready for patron and team rentals. All fields need to be visually inspected by park staff.
- **Pool Facility** - Back wash pool filters on a weekly basis.
- **Main Lawns/Fields** – All grass fields are mowed throughout the park. Trim and weed whack around trees, bushes, sign posts, underneath tables, around guard rails etc. Remove leaves when needed.
- **Building Maintenance** - All buildings are inspected on a weekly basis this includes but is not limited to; interior and exterior walls, windows, doors, surrounding areas that need to be mowed or trimmed, hedges, gutters, light fixtures, hand dryers, heating/cooling units, etc. Elevators (where applicable) are inspected as well.
- **Vehicle and Equipment Inspections/Preventative Maintenance** -
 - Activity includes those tasks necessary for the proper maintenance of vehicles and equipment that is used throughout the department. All equipment must meet operational and maintenance standards as set by Westchester County.
 - All vehicles checked weekly
 - All equipment checked daily/weekly
 - Weekly greasing, fluid levels, tire pressure
 - Oil changes as needed
 - Cleaning of equipment, vacuuming etc.
 - Conduct minor repairs when needed (not warranting mechanics attention)
 - Problems with fleet equipment are reported to the County Garage

- **All fleet vehicles and big equipment have regular scheduled maintenance and where required NYS Inspections performed by the mechanics for Westchester County/DPW's Central County Garage.*
- **Smaller equipment is maintained at the facility it is fleet to. In house mechanics perform scheduled maintenance on smaller equipment.*
- **Parking Lots, Paths and Roadways** – All parking lots, roadways and paths are checked on a weekly basis for low hanging branches, obstructions, potholes etc. All guardrails surrounding or bordering these areas are check for damage. Repairs are made to these areas as needed.

Bi-Weekly

- **Petroleum Bulk Storage** – All underground and above ground storage tanks are checked for leaks on the 15th and 30th of every month. Reports are generated and sent to our General Maintenance Department.

Monthly

- **Shooting Range Maintenance** – Monthly Small Bore and Police Ranges berm and target holder repair
- **Filter Room Pump Motors** – All pump motors are bumped and greased monthly to ensure that they run properly during operating season.
- **Veedor Root** – Veedor Root readings are printed and monitored monthly, to ensure that all fuel tanks are operating, performing properly, there are no leaks and are in compliance at all times.
- **Water Meters** – all water meters' readings are checked monthly for proper operation and to ensure there are no leaks throughout the facility.

Quarterly

- **Fire Prevention Inspections** - Quarterly fire inspections are done at all facilities, using the fire prevention checklist provided by the Department of Emergency Services.
- **Shooting Range Maintenance** – Range cleaning, trap and skeet equipment tune ups, large bore berm and target holder repair, police range sacrificial rubber repair or replacement.
- **Dam Maintenance** – All dams throughout the department are checked quarterly throughout the year to ensure that their functionality is intact.

Bi-Annual

- **Exercising Water Valves** – The main water valves that supply water to the buildings at the facilities are exercised twice a year to keep them free of debris and to ensure that they open and close properly in case of emergencies.
- **Fire Hydrants** – Checked and flushed every six months.

Annual

- **Shooting Range Maintenance** – Annual reclamation of lead in berms and bullet traps, as funding allows, large Bore access road regrading, more often in winter season, Lead education program for staff and blood surveillance program, optional for staff exposed to the range.
- **Annual Fire Prevention Inspection** – Annual inspections are done at all facilities, using the Annual Fire Prevention Checklist provided by the Department of Emergency Services.
- **Back Flow Preventers** – Checked for proper operation.
- **Boiler and HVAC Maintenance** – Boilers are serviced by an outside contractor yearly. This process is done through our General Maintenance Department.
- **Septic Tanks** – Septic tanks are pumped and checked yearly by an outside contractor. This process is done through our General Maintenance Department.
- **Tank Inspections and Service** – Are handled by an outside contractor (American Petroleum) and are coordinated through our General Maintenance Department.
- **Fire Extinguishers** – serviced yearly by an outside contractor.
- **Winterization Procedures** – All facilities pools, buildings, sprinkler systems, bathrooms, water fountains etc. are winterized in the fall. All designated areas are prepped and made ready for the winter months.
 - All equipment that is not used during the winter season is winterized also.

NOTES