



## Gymnastics and Recreation Center Operations and Maintenance Plan



Park District of Oak Park  
Gymnastics and Recreation Center  
21 Lake St, Oak Park, IL 60302

Revised November, 2014

# GRC – Operations Manual

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## **Section 1: General Information**

### **History/Overview**

The Oak Park Gymnastics Center (OPGC) came into existence in 1988 when it became necessary to find a central place to house the expanding tumbling programs. The building at 218 Madison was renovated to accommodate a gymnastics facility with the addition of a pit and higher ceilings. By 2011, the gymnastics program grew drastically to serving 1,400 participants with 100-200 students on staff managed waitlists. The high demand and the limited condition of the building prompted the construction of the Gymnastics and Recreation Center (GRC). The GRC broke ground in October 2011 and opened its doors in October 2013. This building includes an expanded gymnastics area and two multi-purpose rooms.

The Oak Park Gymnastics Center is a revenue facility within the Park District (as are the pools and ice rink), and therefore do not receive tax dollars for its operational expenses. As a Revenue Facility it is charged to generate revenue to cover operational costs, property and equipment repair costs and equipment replacement under \$5,000 per item.

The Gymnastics and Recreation Center (GRC) is an 18,670 square foot free standing facility. This facility hosts year round instructional recreation and competitive gymnastics programming for children of all ages. The facility also provides birthday parties and general fitness classes utilizing the two multi-purpose rooms on the second floor.

### **Park District Mission, Vision and Values**

#### **Mission**

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

#### **Vision**

We strive to exceed the needs of our diverse community with a collaborative and innovative approach.

#### **Values**

Partnerships: We will work collaboratively with others in our community.

Responsible Leadership: We will create a high performing, engaged, and accountable organization.

Integrity: In all that we do, we will adhere to moral, honest, and ethical principles and work toward accessibility and inclusion.

Innovation: We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes in order to exceed the needs of our customers.

Sustainability: The District will endure through renewal, maintenance, stewardship and stability in all aspects of operation.

### **Facility Mission, Vision and Values**

#### **Mission**

The Revenue Facilities, Ridgeland Common Recreation Complex will contribute to the quality of life in the community of Oak Park by providing outstanding programs that teach life safety, socialization, discipline, life-long fitness and teamwork.

#### **Vision**

Through qualified staff, detailed planning, and exceptional customer service, the Gymnastics and Recreation Center will ensure the satisfaction of all program participants and facility patrons.

## Values

**Diversity:** The Gymnastics and Recreation Center will serve a wide range of participants with a variety of programming opportunities both in program type and demographics.

**Environment:** A focus will be placed on providing a clean, safe, and secure environment for all staff, program participants, and building patrons.

**Qualified Staff:** All staff will be patron focused, knowledgeable, and trained to provide extraordinary customer service and programming.

**Teamwork:** Staff fosters a team approach to programming and building supervision to provide the best experience for all patrons and participants.

## Facility Amenities

*(A floor plan for the first and second floor can be found in the Closeout Documents located on the P-Drive)*

First Floor (14,260 sq. ft.)			Second Floor (4,410 sq. ft.)		
Room	Size (sq. ft.)	Room Capacity	Room	Size (sq. ft.)	Room Capacity
Gymnastics Area	10,331	350	Studio Room 1	519	30
Customer Service	190	10	Studio Room 2	519	30
Offices	685	20	Storage Area	150	10

## Operating Hours

The Gymnastics and Recreation Center schedule can change at any time. For the most up-to-date schedule, visit the website at [www.pdop.org](http://www.pdop.org). The facility can be available for programs prior to the open time as needed.

Building Hours	
Monday-Friday	8:30 AM – 9:00 PM
Saturday	8:00 AM – 8:00 PM
Sunday	9:00 AM – 7:00 PM

Customer Service Hours	
Monday-Friday	8:00 AM – 7:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday (as of 12/8/13)	9:00 AM – 5:00 PM

## Holidays

The Classes will not be held on the following holidays. Alternate programming will be offered on selected holidays and breaks in the regular schedule.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 Day)
- Christmas Day

## Section 2: Programming

### Gymnastics Programs

The gymnastics program is based on progressive levels at increasing levels of ability. Participants can start taking introductory gymnastics classes starting at two years old. These classes are designed to encourage fun and develop strength, coordination and self-confidence. Recreational classes that encompass the USAG Developmental program provide each gymnast the opportunity to learn the fundamentals of gymnastics and beyond in a safe and fun atmosphere. Students will improve their strength, balance, flexibility, and focus while

working at their own pace to master a specific list of skills before advancing to the next level. Evaluations are provided at the end of each session noting which skills need more work and whether the participant is ready to move to the next level. Competitive gymnastics is offered by try-out and invitation only. The competitive groups require a higher level of commitment.

These gymnastics teams and programs provide a small amount of their funding through fundraisers. Cookie dough sales and a cartwheel-a-thon are used to help teams pay for competition and travel. The teams also perform exhibitions in the Memorial Day Parade and at the Farmers' Market.

## Additional Programs

Additional gym activities are offered at the GRC. Tumbling and Trampoline classes are offered for beginners to learn basic skills. Summer camp is offered for a full week during the summer. Preschool playtime is an open gym for children one to five years old. This open gym provides an indoor play area for children to have fun in. A boy's challenge is available for males nine and up who are looking to build themselves physically providing a concrete base for any sport. A full birthday party program is available to meet community demand for programming in this area. A full description of all activities offered is available in the program appendix.

## Schedule

Gymnastics services run year round at the Gymnastics and Recreation Center. Classes are broken out into four sessions during the year; a fall, winter, spring and summer session. All the sessions, except for the summer session, offer classes seven days of the week and run from 9-18 weeks long. The majority of classes are held during the afternoon and evening hours during the week. The summer session runs five days a week for two to four weeks. Participants can register for more than one class during the week and get a discount for two hours of classes when registered in consecutive sessions. Current information regarding the schedule is available in the program appendix.

Fall	Winter	Spring	Summer
18 Week Session	11 Week Session	9 Week Session	2 or 4 Week Sessions
7 Days a Week	7 Days a Week	7 Days a Week	5 Days a Week
	Additional 1 Week Camp		Additional 1 Week Camp

## Student to Instructor Ratios

All ratios represented are shown as the amount of students per one instructor. Student ratios differ based on the class level. A class is considered full when the maximum amount of students for one instructor is reached.

Gym Tots	18:1	Beginner	8:1	Boys Challenge	10:1
Gym Kids 1	6:1	Advanced Beginner	9:1	Tumbling	10:1
Gym Kids 2-3	7:1	Intermediate	10:1	Adult	12:1
Homeschool	10:1	Advanced	10:1	Hip Hop	20:1

## Pricing and Cost Recovery

Pricing for classes is based on the level of the class, the length of the class, and the length of the session. Price of the class is also different for residents of Oak Park and non-residents of Oak Park (*Current pricing information is included with the schedule in the Appendix A-Program Information*).

## Gymnastics Participants

### Spectator Policies

Participants are not allowed on the gym floor without an instructor. Parents and guardians are welcome to observe class from the lobby or balcony and are encouraged not to distract children during class. Food and drinks are not allowed in the gym and lobby areas. Children may not use chairs or tables to stand on to see over the balcony as they could fall. All children not in class must be under adult supervision. During busy times, your view of your child's class may be obstructed due to a curtain used to separate class areas.

## **Discipline Procedures**

Children exhibiting inappropriate verbal or physical behavior will be given three verbal warnings regarding their behavior. After the third warning, the child will be given an age appropriate timeout and the instructor will discuss this behavior with his/her parent/s. If at any time your child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, your child's class position will be forfeited.

## **Class Rules and Regulations**

Children are only allowed in the workout area if they are registered for class and an instructor is present. Children should dress in appropriate clothing for gymnastics movement; this includes leotards, sport shorts or sweats. No jewelry, skirts/skorts, or oversized/loose fitting clothing. All long hair must be tied away from the face with soft rubber bands. A full list of class/gym safety rules is available in the program appendix.

## **Special Needs**

The Park District of Oak Park welcomes participation in all programs and activities by individuals with disabilities and special needs. The Park District is committed to inclusion and providing public recreation services in the most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. The Park District adheres to the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA).

## **West Suburban Special Recreation Association (WSSRA)**

The Park District of Oak Park partners with WSSRA to provide a safe and rewarding inclusion experience. If a student may need or requires an aide from WSSRA, it must be noted on their registration form. After receiving registration with the WSSRA or special needs tag, an inclusion form must be filled out by a Park District of Oak Park employee and forwarded to WSSRA to insure that an aide is assigned.

## **Studio Room Programs**

The activity rooms can be used to host a variety of programs which are mostly offered through the Recreation Department. Most of the programs are currently fitness based. Information on the programs offered in these rooms can be found in the current program guide. The activity rooms are also used as part of the gymnastics birthday party program.

## **Birthday Parties**

Birthday party packages are available for ages 3-5 and 6-15. Both packages include a party leader (gymnastics coach), a half hour in the activity room, tables and chairs, a t-shirt for the birthday child, and time in the gym area with planned activities. Additional children and party favors can be added to the party for an extra charge. Party times are on Friday, Saturday and Sunday. Specific information on both party packages is available in the program appendix. Gymnastics activities for the party include an inflatable obstacle course, the foam pit, basic gymnastics circuit, and parachute games to highlight the birthday child. Extra coaches are scheduled for the party when more kids are added over the included amount. For the 3-5 year old party, an extra coach is added for every 3<sup>rd</sup> extra child. For the 6-15 party, an extra coach is added for every 4<sup>th</sup> child.

## **Reserving Parties**

Birthday parties can be booked on-line, in-person, by fax or by mail. A party application is in the program appendix. When reserving the party, the host of the party is asked several key questions including the age of the child, the number of children attending, if they want party favors and if anyone with special needs will be attending. Reserving a party also requires the host to review and sign the party agreement (in the program appendix) which has specific rules and guidelines which must be followed. Hosts will also receive a party information sheet and a copy of the party waiver during registration (available in the program appendix). After booking the party, a staff member will fill out a booking sheet (in the appendix) and contact the host to review the



details of the party and make sure the information is correct. Printable invitations are available for use as requested.

### **Payment and Refund Policy**

Full payment for the party must be made at the time of booking. The party will not be considered reserved until the party is paid in full. Exceptions in extreme circumstances may be made on a case by case basis, as determined by the party coordinator. Payment can be made by credit card, cash or check. Cancellation of the party must occur two weeks prior to the event to receive a refund of half the cost of the party. If a party is cancelled less than two weeks prior to the scheduled date, no refund is available.

### **Participation Waivers**

Each child attending a party at the gymnastics center must bring in a birthday party waiver signed by a parent or guardian of the child. No child will be allowed to participate in the gymnastics activities without a signed waiver. The birthday party waiver is different from the general participation waiver and can be found in the program appendix.

### **Program Registration**

Those wanting to participate in classes offered at the Gymnastics and Recreation Center will need to register through the Park District of Oak Park. Registration is opened first to Oak Park residents and, after a pre-determined date, opened to non-residents. Registration for classes and activities can be done on-line at [www.pdop.org](http://www.pdop.org). Registration is also taken through fax, mail and in-person. Participants that new

### **Gymnastics Registration**

Registration for gymnastics classes varies slightly from the standard registration process. Registration will open in all forms (on-line, in-person, fax, mail, or by phone) but on-line registration will end after a pre-determined day. Registration will continue to be accepted in-person, by fax, mail or in-person.

After this date, registration for gymnastics classes will only be accepted in person at the Gymnastics Recreation Center. Participants may attend more than once a week by registering for more than one class. A discount is given for two hour classes if registered for two or more sessions.

### **Gymnastics Priority Registration**

Summer registration is done on a first come, first served basis giving priority to Oak Park residents. Fall, Winter and Spring registration is offered first to those who were enrolled during the summer. After the initial current participant registration period, registration will open for new students.

### **Gymnastics Required Forms**

All new students will be required to fill out the following forms whether registering on-line or in person.

- Release and Hold Harmless Agreement
- Medical Questionnaire (requested but not mandatory)
- Registration Card
- Tot Contract (for Tot students only)

All returning students will fill out the following forms.

- Release and Hold Harmless Agreement
- Medical Questionnaire (requested but not mandatory)
- Tot Contract (for Tot students only)

*(Blank copies of forms can be found in the program in Appendix A-Program Information)*

### **Refunds and Class Changes**

All requests for refunds must be made before the second class or no refund will be issued. Refunds for gymnastics classes will be charged a \$10 service fee. Refunds for gymnastics camp will be issued a \$25 service fee. Any

student who would like to change their schedule needs to contact customer service. Proper notations should be made on the waitlists. All schedule changes are made based on class availability.

### **Waitlist Enrollment**

After the maximum amount of participants in each class is reached, there is an option to enroll onto a waitlist. Waitlist participants are not guaranteed a spot in the class but will be enrolled if the class opens up. Placement in classes can open up by two ways: If an enrolled participant drops the class and/or space allows for more participants to be added (as determined by the GRC Programs and Operations Manager). Enrollment into full classes will only be done from the waitlist in order from the first on the waitlist to the last on the waitlist.

### **Scholarship/Fee Reduction**

The Park District of Oak Park is dedicated to serving the parks and recreational needs of all Oak Park residents. Scholarship funds are available to assist low income individuals and families who choose to participate in Park District of Oak Park programs. These funds are provided by the Oak Park Township for children ages 9-17 and by the Park District of Oak Park for all other ages. More information on the scholarship and possible fee reduction is available in the program appendix.

### **Release and Hold Harmless Waiver**

All participants of gymnastics classes and activities must sign a Release and Hold Harmless Waiver provided by the Park District of Oak Park. This waiver is a part of the registration process.

## **Section 3: Staff (Facility and Programs)**

### **Staff**

Staffing for the Gymnastics and Recreation Center includes building operations, maintenance and gymnastics specific staff (*An organizational chart for the GRC is available in the Appendix B–Staff*).

### **Facility Coverage**

The facility will be supervised through a combination of coaches, customer service staff, and building supervisors. Building supervisors will oversee the facility during evening and weekend hours. Responsibilities will include routine cleaning, customer interaction, and a focus on monitoring the front entrance. Customer service staff will greet individuals on weekday mornings and afternoons. They will assist in answering customer questions as well as monitoring the front entrance to understand who is inside the building. These responsibilities are ancillary to their primary customer service responsibilities. In the event that a customer service staff member or building supervisor is not present, the gymnastics programming staff will be responsible for building supervision. This may include securing the front doors before teaching a class or completing a basic facility inspection looking for safety hazards or areas that need to be cleaned.

### **Job Descriptions**

The job descriptions provided in this manual are only for those specifically operating in the Gymnastics and Recreation Center (*Full job descriptions of these positions are available on the Park District Public Drive/Human Resources/Job Descriptions*).

### **Program and Operations Manager**

The Program and Operations Manager is responsible for overseeing all programs and facility operations at the Gymnastics and Recreation Center. The Manager directs the efforts of staff to ensure the facility and equipment are in good, clean, working order and the security and safety needs of the patron are met. To provide preventative and long term care for the facility and equipment, the Manager works with the Superintendent and Maintenance Supervisor. Coordinating with Communications and Marketing as well as Customer Service is also completed by the Manager to provide effective promotion of services and superior service to patrons. The Manager directly



oversees the Principle Coaches and an Administrative Assistant by working with staff to develop and implement all facility program functions.

### **Principle Coach & Program Specialist**

The Principle Coach & Program Specialist's primary job purpose is to plan quality gymnastics and related programs as well as provide quality instruction servicing a wide range of ages and ability levels. Preparing and delivering class lesson plans within gymnastics program and related program standards are an essential responsibility. Principle Coaches and Program Specialists are responsible for supervising part-time gymnastics coaches. Additional functions include preparing and coaching team programs for competition as requested, performing office/clerical tasks as needed including registration, data entry, inputting program masters, inventory, record keeping, written reports, purchase orders, program rosters and safety inspections.

### **Coaches**

The Gymnastics Coach's primary job purpose is to plan and instruct girls and boys preschool and recreational gymnastics classes in a safe manner with a recreational focus. Essential functions include evaluating participant progress and performing equipment safety inspections. Additional functions include performing office/clerical tasks as necessary, preparing incident/accident reports, leading gymnastics birthday parties and completing other projects as assigned.

### **Administrative Assistant**

The GRC Administrative Assistant is responsible for providing customer service, reception and registration services as well as assisting the Program and Operations Manager. Essential functions include preparing weekly, monthly and annual reports, tracking and analysis of data relating to participation, registration, revenue and expenses, and end of session revenue and participation audits.

### **Facility Supervisor**

This part-time position reports to the Program and Operations Manager and is responsible for closing and opening the building. The Supervisor oversees the operation of the facility during shifts, provides customer service to guests, assists program staff and performs a variety of other functions as needed. A safe environment is provided by the Facility Supervisor by enforcing rules and procedures, initiating Emergency Action Plans, inspecting for unsafe conditions and taking corrective action. The Supervisor is responsible for securing the facility at a pre-determined time and restricting access to the facility to users only. The Facility Supervisor will perform maintenance and custodial duties as assigned as part of a comprehensive maintenance plan. Work performed by the Supervisor is accounted for through the completion of logs and checklists.

### **GRC Customer Service Staff**

The customer service hubs for the Park District are located at RCRC and the Gymnastics Center. The Customer Service Department is under the direction of the Communications and Marketing Department.

This position is responsible for welcoming guests, answering questions, providing direction within the facility, processing registrations and refunds, answering the telephone and other duties as assigned. In order to provide excellent customer service to patrons and staff of the GRC, representatives will be well informed of Park District operations, events, projects, facilities and programs. Customer Service staff will work with GRC staff to ensure the safety and security of patrons. Customer Service is responsible to maintain material display areas in the lobby and maintain the Customer Service Area in a neat and orderly fashion. Customer Service will also provide support to the facility staff as is necessary.

### **Trainings**

All staff working in the Gymnastics and Recreation Center will go through on-site trainings prior to their first day of work. A general training will cover the facility itself including a tour, general expectations and emergency action plans. Job specific trainings will also be held to cover the specific job information and duties.

## **Certifications**

While it is suggested that all staff working in the GRC have the certifications/trainings below, it is required for all customer service staff and gymnastics coaches.

- CPR/AED
- First Aid
- Blood Borne Pathogens Training
- Slips, Trips & Falls Training

In addition, all gymnastics coaches are required to have the USA Gymnastics Safety Certification.

## **Staff General Policies and Procedures**

The personnel policies following contain general information. For more comprehensive descriptions please refer to the Park District of Oak Park Personnel Manual which individuals receive at the required Human Resources orientation. The Personnel Manual can also be found on the P: Drive under Human Resources. Employees are responsible to read and adhere to all policies and procedures in the manual. Failure to read or understand the information will not be an excuse for neglecting to follow procedures. If you have questions regarding something in the manual, please discuss with your supervisor or the Human Resources Department.

## **Orientation**

Prior to starting work it is required that each employee attend an individual or group orientation with the Human Resources Department and your supervisor. Each employee must also attend a gymnastics orientation to receive additional information.

## **Mandatory Reporter**

All staff members of the Park District of Oak Park are DCFS mandatory reporters. This means that all staff are required to report or cause a report to be made to the child abuse hotline number (1-800-25-ABUSE) whenever there is reasonable cause to believe that a child may be abused or neglected. There is no charge to contact this hotline, which operates 24 hours a day, 7 days a week, 365 days a year. Abuse of a child can be physical, emotional, or neglect. Signs of child abuse could include but are not limited to physical marks on a child, a child reporting an inappropriate action done to them by an adult, or signs of malnourishment (*For more information on mandatory reporting see the Park District of Oak Park Personnel Policy Manual*).

## **Staff Schedules**

All schedules for staffing the facility and programs will be determined by the employee's direct supervisor (in most cases, the Program & Operations Manager). Schedules are subject to change and employees will be contacted if changes are made. Employees should clock in/out only at the times specified on their schedule. Staff should not punch in early or late unless instructed to do so by a supervisor. Staff can clock in/out using a computer in the customer service office or in the upstairs staff office.

## **Absences/Substitutions**

Each staff member has made a commitment to the Gymnastics and Recreation Center and to the Park District's participants. It is imperative that every effort is made by staff to be present. If staff must miss a shift, it is staff's responsibility to find an approved substitute and to inform the staff member's immediate supervisor. See Personnel Policy Manual for additional information related to time off.

## **Keys**

There are three permission levels for keys and one data room key. Keys will be signed out to staff based on need. A lock box at the GRC will contain extra keys for on-site use only. These keys will be used as needed and will not

leave the building (*see Key Information Plan for levels of permissions for keys and access information in Appendix C-Maintenance*).

## **Uniforms**

Each staff level will be provided with an assigned uniform code. At most non-administrative levels uniform pieces will be provided, consisting primarily of tops. Staff is expected to wear the prescribed and/or provided uniform at all times. Failure to do so can result in discipline. It is important to communicate to the public the highest level of professionalism, and uniform standards of dress can have an important impact on customer perception of the organization.

## **Smoking/Alcohol/Drugs**

The GRC, as well as all Park District facilities, are smoke free. Smoking is prohibited in or on any Park District building, facility, property, equipment and vehicle. The Park District has a zero tolerance policy on drugs and alcohol, and they are strictly prohibited before or during your teaching hours.

## **Cell Phone/Text Messaging**

Your cell phone may be used while on breaks out of the public view, but please limit calls. No cell phones, pagers, beepers, etc. are allowed in the gym while you are teaching. Instructors' attention should be on the class participants at all times when class is in progress.

## **Use of Facility or Equipment**

No employee, contractor, elected official or member of the public may use Park District property for personal use without the prior written consent of the Executive Director. The Executive Director may approve the personal use of Park District property under certain circumstances, if a benefit to the Park District is established. Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data records and all other property owned, leased or in the possession and control of the Park District.

## **Staff Parking**

The parking lot and 8 spaces on the east side of Humphrey are intended for the use of facility patrons. Four spaces are reserved for staff immediately behind the building on North Blvd. Preferential use is staff working in the evenings and leaving the facility last. During the day the spaces can be used on a first come first serve basis by staff. Demand for staff parking exceeds the spaces located on site. Staff may park in any of the village controlled spaces on Lake Street and in the surrounding area. All restrictions must be observed by staff, parking violations will be the responsibility of staff.

# **Section 4: Facility Procedures**

## **General Facility Operating Procedures**

Policies and Procedures have been put into place to address general operations of the facility. These policies and procedures do not cover every event or situation that may occur during a staff member's shift. When encountering situations not accounted for in this manual it is expected for staff to use their best judgment when making decisions after accounting for customer service and safety as long as the results do not conflict with policies/procedures set in place. These procedures may not be all inclusive of all items that may need to be completed during your shift. Staff should understand additional tasks will be assigned as needed.

## **Opening the Building**

- Turn off the alarm
- Turn on specified lights
- Inspect bathrooms for cleanliness and clean if needed
- Check environmental conditions and adjust temperatures as needed

- Unlock all interior doors
- Go through notes left at closing
- Take Do Not Disturb setting off the phone
- Ensure waste baskets are emptied and correctly placed

### **Closing the Building**

- Set up studios for the next day's programs
- Check to make sure all areas of building are not occupied
- Straighten up common areas
- Put any items left in common area in lost and found
- Empty all wastebaskets and remove garbage/recycling as appropriate
- Turn all fans off
- Make sure heating/cooling systems are set for the night
- Make sure all internal and external doors are locked
- Turn off designated internal and external building lights
- Set alarm
- Make sure door is locked after exiting the building
- Check perimeter of building and parking lot.

### **Supervision of Center**

- Staff is responsible for maintaining a clean and safe environment. The following is a list of places to check during your shift: lobby, office, spectator areas, bathrooms, multi-purpose rooms.
- While on duty, staff should be alert to any damage of the property. If damage occurs, staff should assess and repair the damage, if possible. If staff is unable to repair the damage, staff should notify the manager, and call maintenance if immediate repair is needed.

### **Cleaning Procedures/Checklists**

Providing a clean and neat facility to the public is a priority and is managed by the Program and Operation Manager and the Maintenance and Operation Supervisor through a comprehensive cleaning program requiring a team approach (cleaning is everyone's responsibility). Custodial work will be divided among shifts and staff. Supervisors will follow a daily checklist outlining their daily duties. Duties include cleaning of the many public areas, restrooms, lobby, studio rooms, etc. Duties, both in and outside the facility, that need to be performed daily, weekly or irregularly will be assigned. The full-time maintenance specialist is assigned regular custodial duties on a daily basis in coordination with supervisors work load ensuring that all tasks are identified and cared for. Coaches are assigned gym equipment set up and clean up duties as well as the task of disinfecting gym equipment on an ongoing basis. All staff may be asked to perform routine maintenance as is required through the course of normal operations (*Facility Custodial Checklists are available in the Appendix C- Maintenance*).

### **Facility Usage Policies**

#### **User Groups**

As of 2013, there were no formal user groups for the Gymnastics and Recreation Center. Opportunities to work with and encourage facility usage with organizations, such as local PTO's, scouting groups and other non-for profits groups will be sought in order to collaborate on programs that provide a benefit for those groups, their constituents and the Park District.

#### **Public Access to Building**

The Gymnastics and Recreation Center is open to those participating in programs and associated families and guardians. The facility assets, such as the restrooms, are not open to the public and are reserved for facility users and program participants. In the event that you suspect an individual is engaged in undesirable behavior, immediate action should be taken. If at any point patron or staff safety appear to be in jeopardy you feel your

safety is in jeopardy, immediately contact 911. If there is any question and staff feels safe, the individual in question may be approached and asked if they need any help or why they are at the facility today. If the individual does not have a legitimate reason for being in the facility, remind them that the building is for facility users and program participants. When dealing with the public respectful and polite behavior should always be exhibited by staff. If the individual does not leave the facility, contact the non-emergency or emergency police, depending on the severity of the situation.

## **Facility Rules/Regulations**

### **Gymnastics and Recreation Center Safety Rules**

1. Only children who are registered for a class are allowed in the workout area and then only with an instructor. Parents are welcome to observe class from the lobby but not allowed to talk to child during class time.
2. Students must listen and follow directions, and ask permission to leave class.
3. Food, gum or drinks are not allowed on the gym or lobby.
4. Jewelry cannot be worn on the gym floor, during class, Preschool Play Time, Open Gym or birthday parties.
5. Long hair (boys & girls) must be tied back away from the face. Soft rubber bands - no hair ornaments please.
6. Appropriate gym clothing consists of leotards, T-shirts (tucked in), shorts with elastic waistbands, or sweats. NO oversized or loose fitting clothing, NO zippers, buttons or buckles, NO tights that cover the feet, and NO skirts or skorts. Footwear: Bare feet
7. Students must be on time for class; warm-ups are important to get the body ready for gymnastics.
8. Students must wait for their ride inside the building.
9. All children in the lobby area must be under adult supervision.
10. If at any time a participant exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, the participant will be disciplined up to and including removal from the program.

## **Section 6: First Aid/Crisis Management**

### **Documentation**

Any time an incident/accident/injury occurs in the workplace, documentation of the event must take place. These forms are legal documents and are confidential to the agency and PDRMA. When completing the forms, avoid making inferences and stating opinions. It is very important to stick to the facts of the incident/accident/injury and for wording to clearly express the situation. Forms must be filled out in blue or black ink and should only be filled out by supervisory staff trained in the proper way to complete the forms. All forms should be turned in to the Safety Coordinator as soon as possible but no later than 48 hours after the incident/accident/injury. Blank forms can be found in the First Aid/Crisis Appendix.

### **Accident/Incident Form**

This PDRMA form should be filled out any time a patron is injured, first aid is administered, or an incident happens at the facility. This form asks for contact information for the patron involved and any potential witness information.

### **Employee Accident Form**

This PDRMA form should be filled out any time an employee is injured while at work or performing job responsibilities. For serious injuries that may require immediate care, contact Human Resources so the correct procedure can be followed.

### **Crisis Management**

Emergency response by the whole Park District is imperative to properly manage a crisis. The crisis management response steps below should be put in place any time a crisis occurs. A crisis is a serious incident such as an accidental drowning, serious injury, allegation of child abuse, severe vehicle accident, criminal act, or similarly serious incident that will generate intense public or media focus, whether immediately or within a short period of

time. Response to any situation within this definition should follow the steps below. Refer to the Crisis Management & Communication Plan for further details.

1. Begin the emergency response.
2. Notify your direct supervisor who will contact the crisis team.
3. Prepare a preliminary accident/incident report.
4. The crisis team will contact legal counsel and PDRMA. They will provide further direction in collecting witness statements and the next steps you need to take.
5. PDRMA will lead the internal investigation.

### **Statement of Admission**

All employees are expected to conduct themselves at all times in the best interests of the Park District. To ensure the best interests of the Park District, employees should adhere to the following policies when responding to and after an incident/accident/injury.

- No matter how severe or insignificant an incident is, an employee must never presume guilt or fault of any kind of their own or of any other person.
- An employee should never speculate on the cause of an incident or discuss any fact or circumstance related to the incident.
- An employee should cooperate with investigating authorities and with any investigation conducted by or on behalf of the Park District.
- Any questions relating to the incident involving Park District property and/or personnel should be promptly directed to a department head.

### **News and Social Media**

Employees of the Park District are not authorized to speak with the media regarding incidents/accidents/injuries occurring within the Park District programs or properties. In these cases, all information released comes directly from the Executive Director as the agency spokesperson. If approached by news you should use the following statement, "I'm sorry, I'm not the best person to answer that question. You should contact our Executive Director, who can assist you." Provide the Executive Director contact information if needed. Never say "no comment" to the media as it implies a negative connotation. There is no "off the record" when it comes to news and social media. Anything you say or type can be used by media or legal counsel. Always use caution in discussing the incident through social media. The information you provide may be inaccurate, misperceived, or misunderstood which could cause negative impact on the agency or compromise the investigation.

### **Safety and Prevention**

#### **Safety Inspections**

The Health and safety of patrons and staff is of critical importance in the operation of the Gymnastics and Recreation Center. To further the cause of safety a number of routine safety checklist are performed by staff to ensure that equipment is in safe working order and deficiencies are identified early and repaired or replacement takes place.

Checklists include:

- Daily Equipment Inspection performed by a full-time gymnastic coach
- Monthly Equipment Inspection performed by a full-time gymnastic coach
- Fire Equipment Inspection performed monthly by a full-time maintenance staff member
- Monthly Elevator Test performed monthly by a full-time maintenance staff member
- AED/1<sup>st</sup> Aid Equipment Inspection performed weekly by assigned staff member

Inspections are issued through the Micro Main Maintenance Management Software System.

## **Accidents & Injuries**

### **First Aid & CPR/AED**

All staff will be trained in First Aid/CRP/AED by the American Heart Association. At all times, there will be a First Aid certified staff member present when the building is open. The first aid stations are located inside the gym, at the customer service desk, and in the studio rooms. AED units are located in the customer service area downstairs and outside of the staff offices upstairs. For more information beyond the items following, refer to the Park District Safety Manual.

### **Minor Injury**

An assessment of the guest should be made to ensure there are no major or life threatening injuries. If no major or life threatening injury exists, the guest should be taken to the first aid area for care by a certified staff member.

- A cold compress should be applied any time a guest has an injury with pain but no bleeding. Blood should always be cared for initially then followed by a cold compress. If the compress is too cold, it should be wrapped in a towel or cloth. Always follow proper blood borne pathogen procedures.
- Bleeding should be contained as much as possible. All staff responding to bleeding should ensure proper personal protection equipment is worn and that they are not at risk. To stop or decrease bleeding, apply direct pressure to the wound, elevate the injured body part, if possible, and apply more gauze. If bleeding continues, contact EMS.

### **Major Injury**

Treat all major injuries using the same steps as those described for a life threatening injury.

- Often guests will have a medical condition or history which makes them prone to seizures. Whenever possible, staff should be made aware of these conditions and understand proper methods of treatment. To ensure a seizing guest's safety, move all hard objects away from the guest and, if possible, place a towel or other padded object under the guest's head. Activate EMS immediately. Once the seizure has stopped, certified staff should assess the guest's condition and administer First Aid/CPR as needed.

### **Life Threatening Injury**

1. Immediate First Aid/CPR/AED should be administered by certified staff based on the situation.
  - a. Support staff should act as crowd control, call 911, and begin documenting all pertinent information on the accident/incident form. Collect as much information as possible including emergency contact information, name(s) of anyone who accompanied the injured party to the facility, and medication or treatment they have brought with them.
2. Dial 911 in any life threatening emergency situation. Collect as much information as possible to give the emergency personnel including: your name, contact information, location, cause of emergency, when the emergency started, pre-existing medical conditions, and the guest's status.
3. Care for the guest until EMS arrives and assist with the transfer of care to emergency personnel.
4. Advise a senior manager or designated person in charge of the facility who may activate the crisis management procedure.

## **Emergency Operations/Evacuation Plans**

### **Congregation Point**

In all evacuation points, patrons and staff exiting the building are to congregate across Humphrey St (west of the facility) in the grassy area in between Stevenson Skate Park and the train tracks if it is safe to do so. Any participants in the facility at the time of evacuation should remain with their instructors. Instructors will keep participants with them and take attendance to ensure everyone is accounted for. Supervisory staff is to account for all of their direct reports for that day. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.



## **Severe Weather**

In the case of severe weather (tornado watch or warning, thunderstorm, blizzard, extreme heat or cold, etc.) the closing of the facility will be determined by the Superintendent of Revenue Facilities and/or the GRC Program and Operations Manager. When that determination is made, it will be announced to all employees in the facility and to the Oak Park Police Department. Every effort will be made to inform program participants through different avenues including e-mail, phone calls or face-to-face communication.

If there are participants at the facility when a closure is announced, parents/guardians should be informed immediately and should come pick up their children if it is safe and reasonable to do so as quickly as possible. A senior/full-time staff member must remain at the facility until all participants have been picked up. All non-essential electrical equipment should be turned off and the facility should be evacuated. Anyone leaving the facility should follow severe weather precautions and if necessary go to the nearest pre-designated tornado or severe weather shelter.

## **Fire**

**Activate the Fire Alarm** and begin evacuation of the facility. Determine the extent and intensity of the fire. If it can be safely handled with the fire extinguishers available, do so safely and with caution.

**Notify Emergency Services:** The GRC is connected via West Com to the Fire Department and they will be notified any time the alarm is set off. Once the building is evacuated, a senior/full-time employee will call 911 to insure the fire department has been notified. When notifying emergency services, provide the following information: who you are, how you can be reached, location of fire, intensity of fire, number of people injured or under significant threat of injury, number of people at the facility.

**Communication:** All staff members should communicate to various groups around the facility in the event of a fire. Instructors are responsible for any participants in the facility. Customer Service or building supervisors should check all other areas of the facility and ensure all other building occupants have been successfully evacuated. Once a complete search has concluded and the building has been evacuated, contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted. Cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.

**Evacuation** of the facility should start immediately after activating the fire alarm. Evacuate the building using the safest exit and lead people out of the facility safely and calmly. Direct people to the congregation point across Humphrey St. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. The designated Fire Warden will ensure that all persons evacuate the facility and all electrical equipment is turned off as long as it can be done safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

**Stay calm.** If receiving the threat through a phone call hit \*57 and leave the line open for tracing purposes.

**Retrieve Information:** Legitimate callers usually wish to avoid injury and/or detection therefore in a calm and moderate voice attempt to get as much information as possible. Request information from the caller by expressing a desire to save lives. Listen carefully and interrupt the caller as little as possible. Write down the following information:

- Date and exact time of call
- Exact language used
- Name of the caller (or male/female, adult/child)
- Exact location of the bomb
- Time set for detonation
- What will cause the bomb to explode
- What does the bomb look like

- What type of explosive is it
- Who/Why the bomb was placed in the facility
- Identify any background noises
- Was speech slow, rapid, loud, quiet, excited, normal, accent

**Notify Emergency Services** by calling 911. Be ready to provide information on who you are, how you can be reached and information regarding the phone call.

**Communication** to alert people in the facility of the emergency should be through the senior/full-time staff member using the intercom system and/or direct interaction. Contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted. Cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.

**Evacuation** of the facility should start immediately after activating the fire alarm. Evacuate the building using the safest exit and lead people out of the facility safely and calmly. Direct people to the congregation point across Humphrey St. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. While evacuating, turn off all electrical equipment if it can be done so safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

### **Power Failure**

In the event of a power outage, the GRC is equipped with emergency back-up lighting. While this lighting is sufficient for building evacuation, programs should not continue during a loss of electricity.

**Communication:** When a power failure occurs, staff should advise all people at the facility to sit down where they are and remain seated until further direction is given so as to not create an opportunity for injury by bumping, tripping, or falling. Contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted.

**Evacuation** of the facility should begin after checking to see if anyone is stuck in the elevator. If there are dangerous conditions or threat of harm, staff should begin evacuating the facility room by room, beginning upstairs. Evacuate the building using the safest exit and leading people out of the facility safely and calmly. Direct people to the congregation point across Humphrey St. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. While evacuating, turn off all electrical equipment if it can be done so safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

**If Severe Weather** makes it impossible to close down and evacuate the facility due to the proximity and strength of severe weather, senior or full-time staff members will direct all patrons and employees to a designated “place of refuge.” Places of refuge in the GRC include the back stairwell located on the east side of the building and the lower level bathrooms. All participants should be positioned against load bearing walls in the crash position (down on knees and elbows with hands covering the top and back of head). If possible and safe, windows should be opened to prevent them from blowing in and out.

### **Gun Lockdown**

All GRC patrons and staff should consider the run then hide tactic if a gun is reported in the facility. Go to an area of the facility where doors are lockable from the inside. This includes the bathroom on the gym floor, staff offices upstairs, studio rooms upstairs, and the office behind the Customer Service area. Once secured in the locked room, turn off all lights and audio visual equipment. If possible, cover any windows that would allow an intruder to see in. Have all individuals in the room sit or lie down in a corner of the room or out of any lines of sight. Remain still and silent in the room and do not open the door for anyone except a uniformed police officer. Remain in the room unless a life threatening situation suddenly develops in the room making it safer outside the room than

inside the room. Assess individuals in the room for any medical attention needed so care can be administered quickly when available.

**Communicate** with other staff in the facility to alert them to the threat quickly and safely. As soon as it is safe to do so, notify emergency services by calling 911 and provide the following information: who you are and how you can be reached, location of violence, type of violence, description and number of those involved in violence, and any injuries. Contact a senior manager and cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.

**Evacuate** the facility quickly and safely whenever possible. Staff should ensure that all participants of the programs are also able to exit the facility quickly and safely before evacuating themselves. Direct people to the congregation point across Humphrey St. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. Remain at the congregation point or facility until notified by authorities or the designated person in charge that it is okay to leave.

If the violent person(s) **leaves the premises**, record their description, how they left, and direction.

### **Elevator Shutdown**

In the event of an elevator shutdown, it is important to remain calm. Do not try to open the elevator doors or climb out of the car unless there is an imminent threat of danger.

**Inside the Elevator:** If you are inside the elevator, get the attention of someone outside the elevator car. The sooner people outside the elevator are aware of your predicament, the sooner they can help. Press the call button to contact emergency services to help you. If there is no response to the call button, check your cell phone for reception; if you have reception, call 911. If there is still no response, press the alarm button on the elevator several times. If there is no alarm button, bang on the door of the elevator with shoes or other objects and yell to alert a passerby.

- Once help has arrived, maintain contact with emergency services or other staff members. Provide information about anything happening in the elevator car such as injuries, pre-existing medical conditions, and other pertinent information.
- If there is an imminent threat of danger such as fire, smoke inhalation, or noxious fumes try to escape the elevator. This should only be done when unavoidable harm will occur by staying in the elevator car. When trying to escape, press the stop button to ensure the car will not begin moving. Begin by trying to pry the doors open to see if you are above or below a floor. If you are aligned with a floor and it is safe to do so, crawl out. Search the ceiling of the elevator car for an escape hatch. Once located, survey the elevator shaft to identify a safe exit.

### **Outside the Elevator:**

- Once building staff are alerted to the elevator shutdown, 911 should be called and a senior manager should be contacted. Cooperate fully with police and fire departments and do not communicate with news/media or any interested parties. Once communication is established with those inside the elevator, gather information such as how many people, how long they have been trapped, is there any imminent danger, are there any medical emergencies, etc.
- Do not try to pry the doors open as this could lead to severe injury if the car begins working again. If there is immediate danger work to assist guests out of the car by opening the elevator door above or below the car in an effort to assist in getting them out of the car. This should only be done when unavoidable harm will occur by staying in the elevator car.

### **Reporting a Missing Child/Code Adam**

Any time a report is made by a staff member or facility user that a child is missing, a "Code Adam" alert should be made and the following actions should be taken.

**Assess the situation** and determine whether the child is missing. Give the individual your complete attention and gather the following information:

- Time of day
- Name
- Age
- Hair/Eye Color
- Height/Weight
- Clothing/Shoes Description
- Pre-Existing Medical Conditions

If it is determined that a child is missing, announce “Code Adam” over the intercom or with face-to-face communication, and give a description of the missing child. The individual reporting the child missing should stay with a staff member by the Customer Service desk.

**Lock Down:** When the alert is called, all available staff should lock down the area where the child was reported missing and search the facility and grounds for the child. The search should continue for ten minutes from the initial report. During this time, keep other children and users under supervision if programs are going on. Monitor all exterior doors to prevent the missing child or any other patrons from entering or leaving the facility.

- Front Desk Staff or Building Supervisor should monitor the main entrance.
- Part-time coaches should secure other areas of the facility including the south exit and the two emergency exits on the north side of the building. No one should be allowed in or out.
- Full-time Coaching Staff should check bathrooms, the gym floor, multi-purpose rooms and other areas where a child might be taken to change identity.

**Child Found:** If the child is found unharmed, reunite them with the parent/guardian, announce the Code Adam is cancelled, and thank everyone for their cooperation. If the child is found with a stranger, attempt to delay the person without putting yourself or others at risk. Call police and give a description of the person.

**Child Not Found:** If the child is not found within ten minutes of the initial report, contact the police. When calling the police department, provide the following information: who you are and how you can be reached, description of the missing child, guardian contact information, description of area and anyone in it, number of people at the facility. Do not let anyone enter or exit the building until police give permission.

**Communication:** Advise a senior manager and cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.

## **Section 7: Maintenance Operations**

### **Comprehensive Maintenance Program (Operations and Maintenance)**

The Oak Park Community has invested significantly in Park District of Oak Park facilities, parks, fields and grounds. It is the responsibility of Park District leadership and line staff to preserve taxpayer’s investments in these assets and maintain them in prime condition for many years. The Park District engages a three tier maintenance program based on “Best Practices” in order to achieve maximum operational efficiency. This plan includes Routine/Planned Maintenance and Preventative Maintenance are used to maintain the facilities, grounds and equipment, additionally Custodial Maintenance is necessary to keep facilities, public spaces and grounds in top condition on a daily basis for park district customers and the community at large. In the performance of maintenance processes the park district relies on “Best Practices”, “Standards”, “Industry Standards” as well as “Manufacturer Recommended Standards”.

### **Standards**

Standards have been developed to train staff in the safe operation of equipment are used to define all Custodial Procedures related to each area of the facilities and grounds so that a consistent high quality result is achieved from staff member to staff member on a daily basis. These approaches are employed in order to preserve existing

facilities and equipment, extend their useful life, ensures safety for patrons and staff, provides a reliable foundation for future planning (capital replacement) and to limit the amount of **Reactive Maintenance** the Park District is required to engage in.

### **Maintenance Staff**

The up keep and care of the Revenue Facilities, GRC, RCRC, Rehm and Dog Parks is managed by the facility operations staff and the facility maintenance staff. The staff combines efforts to address all routine, preventative, custodial maintenance as well as improvements to facilities and replacement of supplies and equipment.

### **Custodial Care**

The Building Operation Supervisor oversees the custodial care of the Revenue Facilities, working directly with their staff, custodians, pool attendants and building supervisors and coordinating with the Maintenance Supervisor. The Revenue Facilities staff adheres to Standards of Custodial Care in the upkeep of all of its facility interior and exterior spaces, in order to provide safe, healthful and attractive environments for patrons, citizens and staff alike. Revenue Facilities staff routinely investigate new cleaning products supplies and equipment in an effort to continually improve the efficiency of staff and bring forth the latest in clean, eco-friendly technologies.

### **Ridgeland Common Recreation Complex (RCRC)/Rehm Pool**

At the RCRC, the Building Operations Supervisor, reporting to the Revenue Facilities Program and Operation Manager, is responsible for the custodial care of the facility. The Operations Supervisor oversees part-time building supervisor staff and custodial staff who have the primary responsibility of daily custodial care of the RCRC and Rehm Pool Facilities. This position also oversees the seasonal pool attendants who provide the daily care of the pool, related grounds and bath house. This includes maintaining pools, decks, locker rooms, office spaces and public spaces of the two seasonal pool facilities.

### **Gymnastics and Recreation Center (GRC)**

At the GRC, the Program and Operations Manager is responsible for the daily custodial care of the facility. The Operations Supervisor oversees part-time building supervisor staff and custodial staff who have the primary responsibility of daily custodial care of the GRC.

### **Preventative Maintenance-Repair and Improvements**

The Maintenance Supervisor is responsible for the, maintenance, repair, preventative maintenance, and improvements for all Revenue Facilities, including building envelope, interior, spaces, mechanical systems, grounds, dog parks and parking lots. The maintenance supervisor performs all tasks necessary to accomplish all season facility set-ups and winterizations. Along with two part-time IMRF staff members, and one full-time building specialist, the Maintenance Supervisor is responsible to accomplish all necessary tasks and inspections. The Maintenance coordinates efforts with the two Revenue Facility Program and Operations Managers to meet all facility and program needs.

### **Micro Main Maintenance Management Software**

The Maintenance Supervisor relies on a highly developed system of planning for preventative maintenance, repairs and improvements utilizing a Computerized Maintenance Management Software System to manage and assign task, schedule all forms of maintenance and inspections and maintain systems and equipment records.

### **Work Orders**

Work Orders will be issued for calls requiring emergency repair, custodial support, outside contractors, repairs to capital equipment, all preventive and predictive maintenance, or change in use. Any request for facility modification, renovation, or change in use also requires a Work Order.

### **Best Practices**

The Revenue Facilities utilizes best practices to control costs, maintain equipment, track life cycle and resupply assets, equipment and materials on an on-going basis. Items such as gymnastics equipment are replaced on a

regular basis to keep the equipment stock in good, safe condition. Inventories documenting, quantity, make/model, age and approximate replacement dates are kept for equipment. Inventories include:

- Gymnastics Equipment
- Motorized Equipment
  - Snow blowers, pool vacuums, skate sharpening machine, leaf blowers, Zamboni
- Program Equipment

*(See Inventory Binder on file in the manager's office or the Park District shared drive. Service and repairs to equipment are maintained in Micro Main as well as in hard copy in the Maintenance Supervisor's office)*

## **Inspections-External**

### **Required Annual Systems Inspections and Preventative Maintenance**

For the reasons of safety, many building systems require regular inspections and maintenance by regulatory agencies and governing bodies, on the state, federal or local level. The Park District takes a proactive approach and schedules these tests and maintenance services with qualified service providers to ensure compliance and safety standards are being met.

### **Fire Suppression**

The Village of Oak Park requires that Water Based Fire Suppression Systems, in accordance with NFPA (National Fire Protection Association) 25 are inspected by a Certified Vendor. The vendor provides a report to the Park District and files the report with the Village of Oak Park. Staff arranges annually with a chosen vendor to conduct the inspection a month prior to the anniversary date. NFPA 25 addresses inspection, testing and maintenance of water-based fire suppression systems. Requirements are provided for standpipe systems including hose outlets, fire pumps, sprinklers, fire service piping, and valves along with system impairment handling and reporting. Additionally, staff conducts as part of a monthly facility inspection, a visual inspection of all exposed pumps, valves, pipes, and sprinkler heads, documented in a hard copy and electronic copy on Micro Main. Inspections are planned for in the annual Park District Budget.

### **Fire Alarm**

The Park District is required to maintain fire and life safety systems in an operable condition at all times. The Park District maintains records and provides evidence that the fire alarm system is being inspected, tested and maintained in accordance with the applicable addition of NFPA 72 or NFPA 72A. All systems shall be under the supervision of qualified personnel, the Maintenance Supervisor. This individual ensures that the proper tests and inspections are accomplished at the prescribed intervals (*Inspections and tests are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System*) An Annual inspection, scheduled in the Micro Main System is issued as a work order and is conducted by qualified Service Provider.

- Annual Fire Alarm Inspection and Testing by service provider
- Monthly inspection of control panel, annunciator, pull switches and smoke detectors
- System monitored 24 hours a day 7 days a week by a qualified service provider
- Service contract maintained annually by a qualified service provider

### **Emergency Lighting Equipment and Battery Back-up Exit Signs**

All required emergency lighting and exit signs using battery back-up power are tested for proper operation. Exit signs, exit lights, and emergency lights need to be tested (*Inspections and Tests are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System*)

- Functional testing should be conducted every month for not less than 30 seconds
- Functional testing should be conducted annually for not less than one hour if the emergency lighting system is battery powered
- The emergency lighting equipment should be fully operational for the duration of the tests required by (a) and (b)
- Written records of visual inspections and tests are maintained by staff

## **Fire Extinguishers**

Class ABC fire extinguishers are required to be installed in public facilities in accordance with NFPA 10. Fire extinguishers are inspected annually by a contractor licensed by the Office of the State Fire Marshal and the fire extinguisher shall display a current inspection tag. The most commonly used fire extinguisher is a five-pound ABC extinguisher which has a rating of 2A:10B:C.

*(Inspections are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System)*

- Inspections of all fire extinguishers are inspected monthly by staff for function
- Annual inspections of all fire extinguishers are conducted by a contractor licensed in the state of Illinois.

## **Furnaces, Boilers, and Pressure Vessels**

The Division of Boiler and Pressure Vessel Safety regulates the construction, installation, operation, inspection and repair of boilers and pressure vessels throughout the state of Illinois. Due to the potential risks and hazards involved with the usage of boilers and pressure vessels, the Boiler and Pressure Vessel Safety Act has been adopted to safeguard the citizens of Illinois *(for complete information regarding the Act refer to the "State of Illinois Office of the State Fire Marshal Division of Boiler and Pressure Vessel Safety" on file in the Maintenance Supervisors Office.)*

- Designation of Operators - the Park District, as an owner, of furnaces, boilers and pressure vessels as defined in the Act has designated the duties of operation and maintenance boilers and pressure vessels to the Maintenance and Operations Supervisor.
- Maintenance Requirements - the Park District, as an owner of furnaces, boilers and pressure vessels, maintains these devices in accordance with manufacturer's specifications.
- Recordkeeping- the Park District, as an owner of furnaces, boilers and pressure vessels, maintains records of operation and maintenance of these devices and which are available upon the request of the inspector. Such records shall include, but not be limited to, the following information:
  - Maintenance history of the device.
  - Operational check and maintenance logs.
  - Permits, licenses and other regulatory compliance information.
  - Problems and operational disruptions due to failure of the device or a device
- Inspections are conducted annually by the State Fire Marshall. The Park District plans and budgets for required annual inspection and certification for each unit. All boilers and pressure vessels are listed in the Micro Main Maintenance Management Software System with appropriate maintenance records and regular inspections available for reporting.
- Certificate of Inspection - every furnace, boiler and each pressure vessel over the minimum capacity must have a current inspection certificate issued by the Office of the Illinois State Fire Marshal posted in the boiler/equipment room.

## **Elevators**

Elevators and other forms of conveyances are required to undergo annual inspections according to the State Fire Marshall outlined by the Division of Elevator Safety in order to maintain a Certificate of Operation. The Village of Oak Park is responsible for Elevator Inspections and acquires the services of a 3<sup>rd</sup> party Illinois Licensed Elevator Inspector (in 2014 this was Thompsen Elevator) to witness the required Annual Inspection and Pressure Test.

- The Park District as elevator owner complies with the standards set forth in the *Maintenance Control Program Safety Code for Elevators and Escalators, ASME A17.12007/CSA B44-07*. The Park District of Oak Park contracts with an Illinois Licensed Elevator Contractor to provide quarterly maintenance, two inspections and the annual inspection and pressure test in accordance with this safety code. The elevator vendor and the Park District must maintain service, inspection and testing records in the elevator room at the GRC.
- Staff is responsible to conduct regular cleaning of the elevator doors and car, visual inspections and a required monthly Phase I Recall and Phase II test. Tests are to be logged appropriately on the testing log located in the Elevator Equipment Room. Annual inspections and testing will be



assigned through work orders on the Micro Main Maintenance Management Software System. Hard Copies will be maintained by staff as well.

**Phase I Recall Test** - Under Phase I operation, elevators that are 25 feet or more above the main floor return either to a designated landing area or an alternate area. Phase I operation is activated either manually by a special key, or automatically by a fire alarm initiating device. A sensor could detect smoke in the hoist way, lobby or machine room, for example, and trigger Phase I. The goal is to remove the elevators from service so that building occupants do not use elevators during a fire and become trapped. *(See Micro Main for a copy of the Phase I Recall Test Inspection)*

**Phase II Test** -Phase II operation is an override meant for firefighters after Phase I has been activated. Under Phase II operation, firefighters can use a key switch to operate the elevator, provided the hoist way is clear of smoke and the elevator has electricity.

### **Reduced Pressure Zone Back Flow Preventers (RPZ's)/Back Flow Preventer**

RPZ's and other Back Flow Prevention devices are required by the EPA for the Protection of the Potable Water Supply by preventing backflow into the water supply. The Park District is required to follow all standards outlined in the "Cross Connection Control Program" set forth by the Illinois Department of Public Health. All backflow prevention assemblies are to be inspected and certified by a Cross Connection Control Device Inspector after initial installation and annually there-after. In general, a licensed plumber is qualified to perform testing and inspecting of these devices. The Park District is required to contract annually with licensed vendor to inspect, repair if necessary and certify each RPZ or other Back Flow Prevention Device. These include devices installed at GRC, RCRC, Rehm Pool and the dog parks at Maple Park and Ridgeland Common Recreation Complex. Test results will be filled by the vendor with the Village of Oak Park and updated Certifications will be maintained on file at the Park District of Oak Park as well as posted by the device if the location of the device permits. Annual inspections and testing are assigned through work orders and maintained on the Micro Main Maintenance Management Software System. Additionally, hard Copies are maintained by staff.

*(See Micro Main for a list of Back Flow Prevention Devices and the facility they are located at)*

### **Inspections – Internal**

Routine "Inspections" are an important part of any Preventative Maintenance Program. Formal "Inspections" have been developed for every important system within the Revenue Facilities. "Inspections" serve as an early warning when something needs attention and serve to prevent major problems by finding them early and addressing.

**Bi-Annual Inspections**-Bi-annual Inspections have been created in Micro Main for the following Systems. With many of these inspections work tasks are assigned. These inspections are both staff performed and contractor performed. *(A list of Bi-Annual Inspections are created and assigned as Work Orders on Micro Main)*

- Facility Envelop
- HVAC Systems
- Roof Exhausts
- Hydro Therm Boiler
- Pumps
- Motors
- Lighting System
- Roof/Gutters
- Parking Lot
- Overhead and Parking Lot Lights
- Variable Air Volume Systems (VAV boxes)
- Water Heaters
- Cabinet Unit Heaters
- Unit Heaters

- Fin Tube Heater
- Pressure Vessel
- Air Separator
- Expansion Tank
- Pressure Fill System
- Heat Pumps
- Variable Frequency Drives
- Sump Pit Pumps
- Automatic Doors
- Elevator
- BAS Schedule Review
- Electric Panels

### **Monthly Inspections/Maintenance**

Monthly inspections are conducted by staff and assigned through Work Orders on Micro-Main. Descriptions and details of each inspection and maintenance are described on the inspection form on Micro-Main. Items recognized as needing attention upon inspection will lead to a Work Order being generated by staff to address the issue.

- Facility Envelop
- HVAC Systems
- Roof/Gutters
- Parking Lot
- Overhead and Parking Lot Lights
- Variable Air Volume Systems (VAV boxes)
- Heat Pumps
- Sump Pit Pumps
- Automatic Doors
- Elevator
- Fire Alarm
- Fire Extinguishers
- Fire Suppression
- Emergency Lights
- Elevator-Phase 1 Recall
- Gymnastics Equipment
- Manual and Automatic Doors
- Landscape and Grounds
- 1st Aid Supplies
- AED

### **Weekly Inspections/Maintenance**

Weekly inspections are conducted by staff and assigned through Work Orders on Micro-Main. Descriptions and details of each inspection are listed on the inspection form on Micro-Main. Items recognized as needing attention upon inspection will lead to a Work Order being generated by staff to address the issue. Weekly inspections generally include predetermined work actions to be taken by staff to clean or improve an area.

- First Aid Equipment/AED
- General Facility
- Grounds and Landscape
- Gymnastics Equipment

### **Operations-Facility Care Standards**

The Gymnastics Center and related facilities require detailed planning and execution to maintain facilities in superior condition and ready for the various gymnastics related programs, studio room programs and drop-in that take place through-out a typical day. The facility hosts hundreds of participants and community members each day attending programs, drop-in activities or requiring registration services. The facilities require attention on both the exterior and interior on an on-going basis throughout the day. Staff performs custodial duties, repairs, preventative maintenance, improvements and inspections according to regular planned routines.

### **Facility Inspections-Daily**

- The Manager or Building Supervisor are responsible to perform a brief inspection of the facility and grounds on a daily basis to identify immediate facility needs and items in need of repair
- The Building Supervisor is responsible to make a brief inspection of the facility at the start of each shift to identify items in need of immediate care to direct staff or refer to the Facility Manager or the Maintenance Supervisor.

### **Facility Custodial Care**

Each of the following areas is cared for by Building Supervisor. Most areas are cleaned throughout the day on an as needed basis. Each area is assigned to be thoroughly cleaned and disinfected once per day (*see Custodial Standards located in Appendix C-Maintenance for each area to be maintained*).

- First level restrooms
- Second level bathrooms
- First level lobby
- Second level lobby
- Elevator
- Vestibule
- Customer Service office
- Customer Service Manager office
- Facility Manager office
- Coaches office/Kitchenette
- Maintenance closet
- Gym Floor
- Fire Suppression Room
- Grounds and parking lot
- Stairs and landings
- Studio Rooms
- Storage Closet

### **Program Area Set-up**

Buildings Supervisor staff is responsible for setting up, taking down and cleaning the program areas for rentals, classes, and birthday parties.

- Studio Rooms are set up with tables, chairs, broken down and cleaned.

### **Grounds/Landscaping/Turf**

Maintenance staff is responsible for the daily care of the exterior grounds, landscape and parking lot around Ridgeland Common Recreation Complex. Each of the following tasks is assigned on a daily basis to keep the exterior of the building in a neat and aesthetically pleasing.

- The parking lot, Lake St. walk, Humphrey walk, front entrance and south walk at the back of the building are picked, blown or vacuumed on a daily basis.
- Parking lot garbage cans checked and emptied
- Watering of trees, bushes, grass and plants is assigned daily on a rotating basis so that all areas are watered twice a week in the summer months and once a week, minimally, during the spring and fall or as needed.

- Weeding of all plant and bush beds is assigned daily on a rotating basis so that all areas are weeded once per week.
- Sidewalks and the parking lot are swept daily and blown once per week
- Trash and recycle dumpster area is checked and swept daily

*(See Operation Standards for each piece of equipment located on the Park District's Public Drive or in the Maintenance Supervisor's office)*

### **Gymnastics Equipment**

Gymnastics equipment is inspected daily, weekly and monthly by coaching staff to ensure that the equipment is safe and functional. Repair requests are made through the Micro Main System *(for detailed inspections forms see Appendix C-Maintenance)*.

### **Building Envelop, Interior and Grounds Inspection**

Twice per year, a comprehensive inspection of building envelop, interiors and grounds is conducted by staff in the spring and early fall. This includes inspections of roof, windows, masonry work, gutters, floor materials, wall conditions, equipment, furniture and systems. A brief report is developed for each of the key areas, recognizing general conditions, areas of concern, necessary repairs beyond preventive or scheduled maintenance, and items identified for replacement or improvement. Costs associated with necessary work or replacement are estimated and included in budget or capital planning.

### **Standards - Special Facilities/Materials Maintenance**

The Park District of Oak Park, on behalf of the citizens of Oak Park, has made a significant investment in the Ridgeland Common Recreation Complex, systems and equipment. It is the staff's responsibility to preserve and protect this investment. Through a comprehensive maintenance plan, including regular inspections, testing, preventative maintenance, timely repairs, upgrades and improvements, staff maintains interior and exterior facilities as well as systems in equipment in order to maximize useful life, providing quality for all.

### **Linoleum Rubber Flooring**

Linoleum Flooring is located on the first and second levels in the public areas and requires additional care beyond regular mopping or cleaning with a floor machine. Additional maintenance is performed according to manufacturer recommendations *(see Maintenance Guidelines for Linoleum Flooring on the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's Office)* Additional maintenance steps are performed once every month.

- Initial Maintenance
- Periodic Maintenance – performed once per month
- Regular Maintenance – performed daily
- Cleaning Products

### **Carpet and Furniture**

Carpeting and furniture are a significant investment that contributes to overall facility image. A regular maintenance program leads to the prolonged life of these items reducing long term capital costs, increases the health of an environment for patrons and guests as well as improves the aesthetics of a space. Carpeting and upholstery is steam cleaned twice per year, additional maintenance is performed as needed. *(for Maintenance Guidelines on carpet and furniture see the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's office)*

### **Standards – Long Term-Facility Upkeep**

#### **Painting**

Surfaces, interior walls, frames and equipment are painted on an on-going basis throughout the year to keep a fresh appearance and protected surfaces.

- Painting is scheduled monthly on a rotating basis
- Extensive painting takes place annually, when the ice arena shuts down in August

- Exterior painted surfaces, doors, frames vent pipe are painted in the spring, summer and all
- Wood surfaces such as fascia, eaves and overhangs are sealed every 4 years or as necessary

### **Lighting-Exterior/Interior**

It is important for appearance and safety for exterior lighting to be functioning. Regular monthly inspections provide staff the information they need to plan accordingly. Interior lights that go out are inspected and changed weekly and exterior lights are changed monthly, weather permitting

### **Roof**

Maintenance of the roof system, prevents leaks, damage to insulation, fascia and eaves, and prevents ice build-up on the roof and walkways.

- Gutter, sump, sump pits and drains are cleared each week
- Quarterly inspections are conducted by staff of gutters, sumps, drains, flashing and exhaust pipes.
- Annual Inspection of roof is conducted by a qualified rubber roofing contractor

### **Exterior Windows**

- Exterior windows at Rehm Pool, GRC and RCRC are washed by staff in the spring and in the fall. High windows are reached by use of a scissors lift or of a rated later.

### **Concrete Caulking/Sealing**

Concrete pool decks and walks are caulked seasonally in the fall and spring by staff. Caulking prevents further deterioration of concrete walks by sealing on moisture that can freeze in cold months expanding cracks further.

- Cracks are opened up with a grinder as necessary and sealed using a quality concrete caulk product.
- Larger cracks are filled with backer rod first and then caulked.

### **Parking Lots-GRC, RCRC, Rehm Pool**

The Gymnastics Parking lot was constructed and opened in August of 2013 with a new base course and asphalt. The life expectancy is 15 years in the mid-west climate with regular maintenance. As of October 2014, was in good shape, with very few cracks. The Parking lot at Ridgeland Common Recreation Complex was constructed in May of 2014 with a new base course and asphalt. As of October 2014, was in very good shape. The life expectancy in the Midwest climate is 15 years. The parking lot at Rehm Pool was resurfaced in 2000 with a new base course. The lot has had repairs to sewers on the east side of the lot, replacement of approximately 1000 sf of asphalt surface, crack sealed and seal coated in 2011. This lot is nearing the end of its useful life and as of October 2014 requires typical on-going maintenance. Resurfacing should be considered in 2018.

- Inspected twice per year
- Lines and curbs restriped every 1 to 2 years
- Routing and crack sealing performed every year prior to winter
- Sealcoating every 3 years
- Targeted asphalt patching, infrared patching or Mill Paving as necessary

### **Housekeeping**

Good house-keeping standards are necessary to preserve the safety of the facility and health of patrons and staff. The Park District takes steps to ensure that potential accidents are reduced by following housekeeping standards

### **Boiler/Equipment//Elevator Room**

The Boiler/Equipment room is kept free of all material and equipment not necessary to the operations of the heating, refrigeration and other mechanical systems. Combustible storage of any kind is not permitted in boiler rooms.

## **Flammable Liquids**

### **Storage of Flammable and Combustible Liquids**

- Flammable and combustible liquids stored in an approved cabinet
- Maximum of three cabinets in a single fire area
- Venting to outside not required to be hooked up, but the vent opening itself must be covered using manufacturer's (provided) cover
- Flammable and combustible liquids kept outside of the cabinet must be stored in an approved safety can (See below for more information on plastic gas cans).
- Control ignition sources
- Approved garbage receptacles for oily rags
- Housekeeping
- Plastic gasoline containers that comply with one or more of the following standards are acceptable to use: ASTM F852; ASTM F976; ANSI/UL 1313

## **Chemical Storage**

The Storage of Corrosives with in Flammable Liquids Cabinets with Flammable and Combustible Liquids Corrosives are not all combustible, but their chief hazard lies in the danger of leakage and possible mixture with other chemicals or combustible material stored in the vicinity, since fire or explosions could occur from mixing of the chemicals. Some corrosives are strong oxidizing agents and would provide oxygen to accelerate the burning of other combustible materials. For this reason oxidizing corrosives should never be stored in the same areas as flammable liquids. The first principle of good storage practice for chemicals is segregation, including separation from other materials in storage, from processing and handling operations and from other incompatible materials.

## **Equipment**

### **Equipment Operation**

Numerous pieces of equipment are instrumental in effectively operating the ice arena and the Ridgeland Common Recreation Facility as a whole. Staff is trained on the safe use of each piece of equipment based on Manufacturer recommended standards (*see Equipment Operations Manual located in the Maintenance Supervisor's office*).

- Single Stage Snow Blowers
- Two Stage Snow Blowers
- Billy Goat Vacuum
- Billy Goat Blower
- Hand Held Blower
- Advance Floor Scrubber

### **Equipment Maintenance**

Park District staff depends on various pieces of equipment to perform necessary tasks related to facility upkeep and repair in an effective efficient manner. It is incumbent upon staff to maintain and protect the significant investment the park district has made, on behalf on the citizens of Oak Park, in order to get these tasks accomplished. The Park District maintains Operations and Maintenance Manuals on each piece of equipment, regular and preventative maintenance, and records all maintenance and repair in the Micro Main system (*see Equipment Operations Manual located in the Maintenance Supervisor's office*).

- Single Stage Snow Blowers
- Two Stage Snow Blowers
- Billy Goat Vacuum
- Billy Goat Blower
- Hand Held Blower
- Advance Floor Scrubber

## **Seasonal Maintenance**

### **Snow Removal Procedures**

It is important to have all walks, drives, stairs and parking lots cleared of snow and ice during and after a snow event. In order to carry out an effective snow removal plan to keep our customer and staff safe, a number of staff positions are involved. The Maintenance and Operations Supervisor directs and coordinates the efforts of Building Supervisors, Custodial staff and Maintenance staff to perform the tasks necessary and properly use the tools to remove snow and ice in a timely fashion for all of Revenue Facilities. *(See snow removal plan detailed in Appendix C- Maintenance)*

### **Snow Removal**

Removal of ice and snow is a safety and convenience function for the patrons of the GRC. Snow and ice will be removed as necessary by staff throughout the operational day of the facility. In the event that snow accumulates over the evening, staff will make every effort to remove snow prior to the facilities opening with the parking lot being cleared before vehicles arrive.

### **Instructions**

- Walks will be cleared primarily with snow blowers and shovels operated by trained staff
- Walks will not be cleared by a snow plow, which can cause damage to the surface
- Clear walks along Lake St. from Harvey to the eastern edge of the building
- Clear the area of walks between the meters on Lake St.
- Clear walks along Humphrey from the tracks to Lake Street
- Clear walks along North Blvd from Humphrey to the eastern edge of the building
- All walks to be treated using Snow Plow or similar ice melt that does not contain Calcium Chloride using a salt spreader
- Clear parking lot and drives using a vehicle with a plow attachment
- Snow may be pushed towards the Humphrey fence but not up against it
- Snow may be pushed to the outer edges of the lot as well as around the center island.
- In case of heavy snow the front-end loader may be required to move snow out of lot and on to the parkway

### **Equipment**

- Two Stage Snow Blower
- Single Stage Battery Powered Snow Blower
- Salt Spreader
- Shovels
- Snow Plow Ice Melt

(All Equipment is located in the outdoor locker on the east ground level of Stevenson Center)

### **Walk-off Matting**

Walk off matting is an important part of keeping public areas of facilities dry and in good condition during wet and snowy months. A series of mats, starting with scrapper mats outside the front entrance to facilities, scraper/soaker mats in the vestibule and long soaker mats in the interior lobby space will serve to remove moisture and debris from shoes and boots, limiting the amount of water brought onto hard floor surfaces as well as damaging salt and debris. Mats are cleaned and replaced on a monthly basis during the fall and winter months.

### **Maintenance Planning**

All Facilities are inspected twice a year in the spring and fall, detailed notes are taken on assets equipment, building envelope, doors, windows, etc. Routine maintenance is performed as necessary, repairs and replacements are planned and budgeted for. Inspections are maintained and scheduled on the Micro Main system with the frequency required for each item.



### **Purchases and Replacements**

Annually, the Park District assesses the GRC equipment, supplies and material needs. New purchases are planned for and budgeted for annually. High cost items such as gymnastic apparatus, foam blocks, mats, etc. are replaced according to a regular replacement plan. Detailed inventories are kept with age of equipment and estimated replacement dates. Long term replacement plans keep the stock of equipment in good, safe shape.

### **Consumable Supplies**

Supplies such as cleaning materials, equipment and ice melt are bid on an annual basis so that the Park District receives low competitive pricing. Detailed inventories and quantities estimates are maintained.

### **Capital**

Capital expenditures are planned for on a long term basis and included in the Park District Capital Improvement Plan (CIP). Asset Inventories are maintained with expected useful life estimates and replacement date details. Facility improvements and renovations are planned for and included in the CIP.

## **Appendix A**

### **Program Information**

Class Descriptions

Class Safety Rules

Facility Safety Rules

Birthday Parties

- Party Packages
- Party Agreement
- Party Packages
- Party Waiver
- Party Booking Sheet 3-5 year old
- Party Booking Sheet 6-15 year old

Scholarship Information

## **Gymnastics Class Descriptions**

### **Preschool Classes (Ages 2-5)**

**Gym Tots      2-3 Years Old      45 Minutes**

This class is designed for parent-child interaction and is a structured, playful atmosphere which offers challenges and exploration in movement skills.

**Gym Kids 1      3 ½-4 Years Old      45 minutes**

With an emphasis on fun, children develop strength, coordination, and self-confidence in a structured environment. Students are introduced to basic gymnastics positions and terminology, using a variety of gymnastics apparatus.

**Gym Kids 2      4 ½-5 Years Old      1 hour**

While increasing their basic skills and gymnastics vocabulary, students will continue to develop the strength and flexibility necessary for success in any physical endeavor.

**Gym Kids 3      4 ½-5 Years Old      1 hour**

For preschool children who have completed the Gym Kids 1 and 2 program. By invitation only.

### **Recreational Classes (6 and up)**

**Beginner Girls and Boys      1 hour & 20 minutes**

Designed for children graduating from our preschool program as well as beginning gymnasts with little to no experience.

**Advanced Beginner Girls and Boys      1 hour & 20 minutes**

This class is by invitation only. You must have written permission to sign up for this class level. If you are a new student, please contact us determine your appropriate level.

**Intermediate Girls and Boys      2 hours**

This class is by invitation only. You must have written permission to sign up for this class level. If you are a new student, please contact us determine your appropriate level. We encourage students at this level to attend 2 classes per week – 2x/week discount available

**Advance Intermediate Girls and Boys      2 hours**

This class is by invitation only. You must have written permission to sign up for this class level. If you are a new student, please contact us determine your appropriate level. We encourage students at this level to attend 2 classes per week – 2x/week discount available

**Advanced Girls and Boys      2 hours**

This class is by invitation only. You must have written permission to sign up for this class level. If you are a new student, please contact us determine your appropriate level. We encourage students at this level to attend 2 classes per week – 2x/week discount available

**Tumbling & Trampoline      1 hour**

This co-ed class works on basic tumbling and trampoline skills. Students will learn rolls, cartwheels, handstands and basic skill connections. They also will learn basic jumps and jump turns on the trampoline and tumble-trak.

**Boys Challenge****1 hour**

This class is intended for boys ages 9 and up who want to build strength, flexibility, balance, agility, speed and coordination. This class provides a strong foundation for all sports.

**Adult Gymnastics****1 hour & 20 minutes**

This is a co-ed instructed class for adults who are interested in learning gymnastics or maintaining their gymnastics skills.

**Gymnastics for Homeschoolers****1 hour & 20 minutes**

This is the perfect opportunity to add a fitness class to your homeschool curriculum. Students will learn the fundamentals of the sport with an emphasis on safety, fun and skill progression. Classes meet once per week.

**Hip Hop Dance Class****1 hour**

Hip Hop is an upbeat, energetic dance style featuring the trendy Pop, R&B and Rap music of today. This co-ed class will emphasize dance rhythm, freestyle movement, body isolations and coordination. Hip Hop is all about attitude and improvisation, so come ready to show off your moves.

## **Competitive Gymnastics**

**Greater Illinois Junior Organization (GIJO)**

This program offers recreational competition for girls in levels 3, 4 and 5. Selected girls through a scheduled tryout are invited to participate. The GIJO season runs February through mid- May (workouts begin in January) and culminates with a State competition.

**USAG Team (by invitation)**

This is a competitive program for girls, Levels 3-9; and boys, Levels 4-10. Membership requires a year round commitment and is by invitation only.

## **Additional Programs**

**Summer Camp**

A full week of fun, three hours a day including 6 boys events, 4 girls events, games, conditioning, flexibility, a camp t-shirt and more. Children must be at least 6 years old or in the Level 1 or above to attend. Children DO NOT need to be current students enrolled in our gymnastics program to participate in Summer Camp! Pre-registration is required.

**Preschool Playtime**

A favorite with all our preschoolers, Preschool Playtime is an open gym for children 1-6 years old. Playtimes are Tuesdays 10-11:30 am, Wednesdays 10-11:30 am and Fridays 1-2:30 pm, September-April. The cost is \$6, or punch cards are available (10 playtimes for \$50). All children must be accompanied and supervised by an adult. We do not allow food or drinks of any kind in the gym. Walk-ins welcome.

**Open Gym**

This program is intended for any level gymnast 6 years and up, (6 year olds must be in first grade), that wants to practice independently to improve their gymnastics skills. Open Gym is on Fridays 7:30-9:30 pm, September-April. The cost is \$12, or punch cards are available (10 open gyms for \$110). A parent

or guardian must sign a waiver each visit for all participants under the age of 18 otherwise access to the gym will not be permitted. Open Gym will be cancelled periodically due to special programming.

### **Sleepovers**

Arrive at 7:30 p.m., stay overnight and get picked up the next morning at 8:30am. We will have games, open gym, pizza at 10pm, breakfast and lots of fun! Children must be in first grade or above. Sleepovers are offered in the winter and the summer.

### **Fund Raisers**

Cartwheel-A-Thon: Our annual Cartwheel-A-Thon held in February is a fun program which all student in GK2 and up are welcome to participate.

Cookie Dough Fundraiser: During October, the Booster Club will be taking orders for tubs of cookie dough and popcorn. Delivery is in November (a great way to start the holiday season). The Savory Sweets Cookie Dough is very popular with our patrons, and we have many repeat customers. Proceeds help defray the cost for team competition and travel.

### **Exhibitions**

Memorial Day Parade: Members of the gymnastics teams and class participants regularly walk and perform in the in River Forest's Memorial Day parade.

Farmers' Market: Girls and boys from the gymnastics team perform a tumbling exhibition, at the Farmers' Market each summer in August.

## **Gymnastics Class Safety Rules**

1. Only children who are registered for a class are allowed in the workout area and then only with an instructor. Parents, you are welcome to observe class from the lobby but please do not talk to your child during class.
2. Students must listen and follow directions, and ask permission to leave class.
3. No food, gum or drinks in the gym.
4. No jewelry.
5. Long hair (boys & girls) must be tied back away from the face. Soft rubber bands - no hair ornaments please.
6. Appropriate gym clothing consists of leotards, T-shirts (tucked in), shorts with elastic waistbands, or sweats. no oversized or loose fitting clothing, no zippers, buttons or buckles, no tights that cover the feet, and no skirts or skorts. Footwear: Bare feet
7. Students must be on time for class; warm-ups are important to get the body ready for gymnastics.
8. Students must wait for their ride inside the building.
9. All children in the lobby area must be under adult supervision.
10. HAVE FUN!

*Parents: Please note that if at any time your child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, your child's class position will be forfeited.*



## Facility Safety Rules

1. Only children who are registered for a class are allowed in the workout area and then only with an instructor. Parents, you are welcome to observe class from the lobby but, please...DO NOT TALK TO YOUR CHILD DURING CLASS. During busy times in the gym, your view of your child's class may be obstructed due to a curtain used to separate class areas.
2. Students must listen and follow directions, and ask permission to leave class.
3. No food, gum or drinks in the gym or lobby.
4. No jewelry.
5. Long hair (boys & girls) must be tied back away from the face. Soft rubber bands - no hair ornaments please.
6. Appropriate gym clothing consists of leotards, T-shirts (tucked in), shorts with elastic waistbands, or sweats. NO oversized or loose fitting clothing, NO zippers, buttons or buckles, NO tights that cover the feet, and NO skirts or skorts. Footwear: Bare feet
7. Students must be on time for class; warm-ups are important to get the body ready for gymnastics.
8. Students must wait for their ride inside the building.
9. All children in the lobby area must be under adult supervision.
10. HAVE FUN!

Parents, please note: if at any time your child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, your child's class position will be forfeited.

Thank you for your cooperation.



## **Gymnastics Party Packages**

### **Parties for Ages 3-5**

Residents: \$225

Non-Residents: \$340

#### Includes:

7 Participants

One Hour of Gym Time

Half Hour in Party Room

T-shirt for Birthday Child

Tables and Chairs

Party Leader

#### Options:

Each additional child is \$10, up to 20 participants total

Party Favors are available for \$5 each.

### **Parties for ages 6-15**

Residents: \$300

Non-Residents: \$450

#### Includes:

10 Participants

1.5 Hours of Gym Time

Half Hour in Party Room

T-Shirt for Birthday Child

Tables and Chairs

Party Leader

#### Options:

Each additional child is \$10, up to 30 participants total

Party favors are available for \$5

# Gymnastics Party Agreement



## Reservation Information:

- Reservations completed online or in-person at the Gymnastics Recreation Center.
- The base price for ages 3-5: \$225 R & \$340 NR for 7 people and 1 ½ hour of activity. For ages 6-15: \$300 R & \$450 NR for 10 people and 2 hours of activity. Each additional child is \$10 (max of 20 for ages 3-5, max of 30 for ages 6-15). NO refunds are given the day of the party if the total planned attendance is less than what has been paid.
- Total party number must be finalized 1 week prior to the event. The total number of participants cannot increase after 1 week prior to the event. Extra children WILL NOT be allowed to participate the day of the event.
- Party Favors may be ordered and cost \$5.00 each.
- Full payment must be paid at time of booking. Party is not scheduled or reserved until full payment is received.
- Cancellation must occur 2 weeks prior to the event to receive a refund of half the cost of the party. A 50% surcharge is placed. With less than 2 weeks prior to the party, no refund is available.
- Rescheduling must occur 2 weeks prior to the event. Due to limited space and time, there are no rescheduling guarantees. With less than 2 weeks prior to the party, no rescheduling is available.
- This signed Birthday Party Agreement Sheet must be completed at time of booking.
- In order for any child to participate in the gym, the Party Leader(s) must have a Gymnastics Participant Waiver for the child signed by the parent or guardian of the child. No party participant may enter the gym apparatus area or participate in any birthday party activities without a completed waiver. Waivers are given at the time of booking and will be available the day of the event. Birthday party hosts may not sign or vouch for another parent. Verbal consent will not be considered.

## Party Details & Format:

- Birthday child MUST be turning 3, 4 or 5 years old or 6-15 years old.
- GRC Party Leader(s) will escort ONLY party children into the gym for planned gymnastics activity. 1 hour for ages 3-5, 1 ½ hour for ages 6-15. Parents and adults may observe from lobby or balcony only.
- After planned gymnastics activity, GRC Party Leader(s) will escort party children and adults into the Party Room for the final ½ hour of party celebration.
- NO ONE is allowed back into the gym apparatus area once the party room festivities are initiated.
- GRC Party Leader(s) will assist the Party Room celebration according to plans discussed with host prior to the event. All party gifts will be bagged by your Party Leader(s) and ready at the door for host to take home.
- Guests are not allowed into party room until host arrives.

## Food, Drink & Party Room Policies:

- There is a party room incidental charge of up to \$100.00 if damage occurs.
- Host is responsible for providing party food, drink, cake, decorations, tablecloths and tableware.
- Absolutely NO ALCOHOL allowed at the party or on Park District premises.
- NO food or drink inside the gym or lobby. Food and drinks are allowed in the Party Room only.
- No homemade food allowed. Only catered or prepackaged food is permissible.
- Be aware of your party participants' food allergies. It is the responsibility of the host parent to provide the appropriate foods.
- Host is encouraged to set-up and decorate the Party Room 15 minutes prior to the party and/or while kids are in the gym with the coaches. Tape is NOT allowed to be used to decorate. Sticky tack is the only acceptable adhesive to decorate the party room.
- If music is played in the party room, the volume must be kept low and run by the GRC Party Leader.
- After the party room festivities, all party children must wait in the building for their parent or guardian to pick-up him or her.
- The party's host parent is responsible for all attending children at the party. The host parent must wait until all party children have been safely picked up.

## Gym Safety Rules:

- Only children in the party may be allowed in the gym.
- Children must listen and follow directions and safety instructions given by GRC Party Leader(s) and all children must stay with the designated party.
- No food, gum, or drinks in the gym apparatus area.
- No jewelry allowed.
- Long hair (boys & girls) must be tied back away from the face.
- Wear appropriate gym clothing. Do not wear oversized or loose fitting clothing, zippers, buttons, buckles, tights which cover your feet, skirts or skorts. Bare feet only inside the gym apparatus area.
- Children must jump feet first into the pit.
- If at any time a child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, the child will be dismissed from the party.
- Party participants are required to wear provided name tags.

I have read, understand and agree to all the above reservation information, party details & format, food, drink & party room policies and gym safety rules. *I understand this information is in addition to the Waiver and Release of Claims completed during registration.*

Updated 10/1/13

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Park District Of Oak Park

## BIRTHDAY PARTY APPLICATION

Submit Application To:

218 Madison St

Oak Park, IL 60302

(708) 383-5702 (fax)

reservations@oakparkparks.com

**INSTRUCTIONS:** Applicants should complete and submit this form and full payment at least 3 weeks prior to the date requested. Applicants can expect to receive a response regarding applications within 4 business days. Once booked, a copy of the party receipt will be sent via e-mail.

### APPLICANT INFORMATION

CONTACT LAST NAME

CONTACT FIRST NAME

STREET ADDRESS

CITY

ZIP

PRIMARY PHONE NUMBER

E-MAIL ADDRESS

### PARTY REQUESTED

#### FIRST CHOICE

Date: \_\_\_\_\_

**Barrie Center**  
Ages 5 and Under  
16 Child Max  
\$220R/\$330NR

**Gymnastics**  
Ages 3-5  
Includes 7 Kids\*  
\$225R/\$340NR

**Gymnastics**  
Ages 6-15  
Includes 10 Kids\*  
\$300R/\$450NR

Friday  
5:30-7:30pm

Friday  
12:00-1:30pm

Saturday  
5:00-7:00pm

Saturday  
2:30-4:30pm

Sunday  
12:30-2:00pm

Sunday  
12:00-2:00pm

Saturday  
5:30-7:30pm

Sunday  
2:30-4:30pm

Sunday  
11:30am-1:30pm

\*Each additional child  
is \$10. 20 child max

\*Each additional child  
is \$10. 30 child max

#### SECOND CHOICE

Date: \_\_\_\_\_

**Barrie Center**  
Ages 5 and Under  
16 Child Max  
\$220R/\$330NR

**Gymnastics**  
Ages 3-5  
Includes 7 Kids\*  
\$225R/\$340NR

**Gymnastics**  
Ages 6-15  
Includes 10 Kids\*  
\$300R/\$450NR

Friday  
5:30-7:30pm

Friday  
12:00-1:30pm

Saturday  
5:00-7:00pm

Saturday  
2:30-4:30pm

Sunday  
12:30-2:00pm

Sunday  
12:00-2:00pm

Saturday  
5:30-7:30pm

Sunday  
2:30-4:30pm

Sunday  
11:30am-1:30pm

\*Each additional child  
is \$10. 20 child max

\*Each additional child  
is \$10. 30 child max

### PARTY INFORMATION

Child's Name: \_\_\_\_\_

Age on Birthday: \_\_\_\_\_

Sex: \_\_\_\_\_

Total Amount of Children (include birthday child): \_\_\_\_\_

#### Gymnastics Parties Only

Do any attendees have special needs? No Yes

Birthday Child T-Shirt Size: \_\_\_\_\_

Do you want party favors (\$5 each)? No Yes: Amount: \_\_\_\_\_

### WAIVER (gymnastic parties have an additional agreement that must be completed)

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of myself and my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature

Date

### PAYMENT INFORMATION

Payment Method: ☐ Credit Card (Visa, Master Card, Discover, or AmEx) ☐ Check (#: \_\_\_\_\_) Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ on: \_\_\_\_\_ at: \_\_\_\_\_ Household #: \_\_\_\_\_ Reservation #: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_  
(Initials) (Date) (Time)

Notes: \_\_\_\_\_



**OAK PARK GYMNASTICS BIRTHDAY PARTY**  
**WAIVER & RELEASE OF ALL CLAIMS**

Gymnastics and Recreation Center ▪ 21 Lake Street ▪ Oak Park, IL 60302  
708.725.2200

**WARNING OF RISK**

You are solely responsible for determining if your minor child/ward is physically fit and/or adequately skilled for any and all gymnastics birthday party activities. Gymnastics is intended to challenge and engage the physical, mental and emotional resources of each participant. The sport demands strength, balance and body control. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including but not limited to head/brain injuries, spinal cord injuries (including paralysis) and bone and joint injuries. Understandably, not all hazards and dangers can be foreseen. The very nature of the gymnastics is hazardous and risky, including but not limited to failing to successfully complete a maneuver, falls, over-rotating, overexertion, attempting skills beyond ability, lack of conditioning, improper warm-up, recklessness on equipment, horseplay, inadequate or defective equipment, spacing between the mats, lack of or poor spotting, inadequate or negligent supervision or instruction, and all other risks inherent to gymnastics. In this regard, it is impossible for the Park District of Oak Park Gymnastics Center to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

**Please read this form carefully and be aware that in consideration for participating in this gymnastics birthday party, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this birthday party program.**

**I recognize and acknowledge that there are certain risks of physical injury to participants in this birthday party program, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program against the Park District of Oak Park, including its officials, agents, volunteers and employees.**

**I have read and fully understand the above warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

PLEASE PRINT

Participant's Name \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARTICIPATION WILL BE DENIED**

**If the signature of adult participant or parent/guardian and date are not on this waiver.**

*Updated 10/1/13*

# Gymnastics Party: Booking Sheet

## 3,4 or 5 year old

Reservation#: \_\_\_\_\_

Date of Party: _____	Fri	Sun
Time of Party: _____	# Children: _____	Extra Assist: Y N
Party Lead: _____	Party Assist/s: _____	

Child's Name: _____	Birthday Age: _____	Shirt Size: _____
Contact Name: _____	Contact Phone: _____	
Contact E-Mail: _____		
Notes: _____		
_____		
_____		
_____		

### Initial Booking/Contact:

Full Payment Amt: _____ Y N	Party Favors Amt: _____ Y N
Agreement Sheet: OL Y N <i>(hard copy not required when booked on-line)</i>	Information Sheet: Y N
Waivers Sent: Y N	Invitations Sent: Y N
Attendees with Special Needs: Y N	If yes, Aid Request Turned In: Y N N/A

### One Week Prior to Party:

Phone Call Made Y N <i>(finalize plans, answer any lingering questions)</i>	Final Payment Amt: _____ Y N N/A
WSSRA Aid: _____ N/A	# Finalized: Amt: _____ Y N <i>(no refunds given if extra kids are paid for &amp; don't attend)</i>
Party Leader Finalized Y N	Party Assistants Finalized Y N N/A
Party Outline Completed: Y N	

# Gymnastics Party: Day of Party

## 3,4 or 5 year old

### Party Set-Up:

Safety Checklist Completed    Y↑    N                      All Waivers Collected/Filed    Y↑    N

Tables/Chairs Out                      Y    N                      Favors Ready Amt:\_\_\_\_\_ Y    N    N/A

### Party Schedule:

<i>Time (min)</i>	<i>Event</i>	<i>Comments</i>
00:00 – 00:05	Check-in, Waivers, Rules/Safety Presentation	
00:05 – 00:35	Obstacle Course: Inflatable, Tumble Strip/Trac, & Pit	
00:35 – 00:45	Parachute Activity: Highlight Birthday Kid, Circle Activities	
00:45 – 1:00	Gymnastics Circuit: Stations	
1:00 – 1:30	Party Room: Food/Cake	

### After Party:

↑  
Damage Checklist Completed    Y    N                      Damage Charge Amt:\_\_\_\_\_ Y    N

Host Signed Out                      Y↑    N↑                      Trash Removed                      Y    N

Notes:

# Gymnastics Party: Booking Sheet

## 6-15 year old

Reservation#: \_\_\_\_\_

Date of Party: _____	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Time of Party: _____	# Children: _____	Extra Assist: Y    N
Party Lead: _____	Party Assist/s: _____	

Child's Name: _____	Birthday Age: _____	Shirt Size: _____
Contact Name: _____	Contact Phone: _____	
Contact E-Mail: _____		
Notes: _____		
_____		
_____		
_____		

### Initial Booking/Contact:

Full Payment Amt: _____	Y	N	Party Favors Amt: _____	Y	N
Agreement Sheet: OL	Y	N	Information Sheet:	Y	N
<i>(hard copy not required when booked on-line)</i>					
Waivers Sent:	Y	N	Invitations Sent:	Y	N
Attendees with Special Needs:	Y	N	If yes, Aid Request Turned In:	Y	N    N/A

### One Week Prior to Party:

Phone Call Made	Y	N	Final Payment Amt: _____	Y	N	N/A
<i>(finalize plans, answer any lingering questions)</i>						
WSSRA Aid: _____	N/A		# Finalized: Amt: _____	Y	N	
			<i>(no refunds given if extra kids are paid for &amp; don't attend)</i>			
Party Leader Finalized	Y	N	Party Assistants Finalized	Y	N	N/A
Party Outline Completed:	Y	N				





# SCHOLARSHIP APPLICATION

JANUARY 2013-DECEMBER 2013

Funded by the Park District  
of Oak Park & Oak Park Township



## INSTRUCTIONS

1. Form must be completed on both sides including information for all members of your household requesting a scholarship.
2. Complete Financial Assistance Scholarship (FAS) Income Guidelines Form
3. Attach Proof of Income (all information is kept confidential and will not be shared)
4. Attach Proof of Residency, Proof of Dependents
5. Attach Park District registration form (if currently registering)
6. Turn in forms to 218 Madison St, Oak Park IL 60302, C/O Customer Service Manager
7. You will receive an email response within 7-10 business days regarding the status of your application.

## ELIGIBILITY REQUIREMENTS

Participants of all ages are welcome to apply for a scholarship; however the forms must be completed by an adult age 18 or older. The funding for participants ages 9 through 17 is provided by the Oak Park Township. For all other ages, funding is provided by the Park District of Oak Park. Scholarships will be awarded to applicants and dependent household members only. **Proof of dependents** must be provided. (Tax form 1040, All Kids Health Card, Birth Certificate, etc...)

All applicants must be Oak Park Residents, **proof of residency** is required (a valid driver's license or state-issued ID with your Oak Park address, or two of the following: Voters Registration Card, vehicle registration, Home Phone bill, vehicle sticker, utility bill).

The family's income should not exceed Financial Assistance Scholarship (FAS) Income Guidelines (see income verification form), **proof of income** is required (tax return, current Medicaid card, public aid (ie. All Kids healthcare card), District 97 free or reduced lunch acceptance letter, or if working two consecutive pay stubs.)

Attendance and participation will be a factor in awarding scholarships from season to season and year to year to financially eligible participants. This is to ensure scholarship funds are being properly used. The Park District of Oak Park reserves the right to approve or deny an applicant's request.

## SCHOLARSHIP DISTRIBUTION CHART: If approved, available monies will be allocated per individual per season as displayed here.

Income Level	(% Scholarship)/ (% Fees Required)	Max per Person per Season*	Max per Person per Year	Max Per House- hold per Year	or	Max Child Care per Person	Max Per Household
Tier 1 (see FAS chart)	75%/25%	\$100	\$200	\$600	or	\$300	\$600
Tier 2 (see FAS chart)	50%/50%	\$100	\$200	\$600	or	\$300	\$600

\* Funds will be allocated as follows: \$100 for Spring/Summer. \$100 for Fall/Winter.

## PLEASE PROVIDE THE FOLLOWING INFORMATION

Have you ever received a scholarship from the Park District of Oak Park? Yes\_\_\_\_ No\_\_\_\_

Applicant/Parent/Guardian's Name\_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Oak Park, IL \_\_\_\_\_ Zip \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ E-Mail \_\_\_\_\_

Number of persons in household: \_\_\_\_\_ Children \_\_\_\_\_ Adults \_\_\_\_\_

Years/Months as an Oak Park resident: \_\_\_\_\_ (years) / \_\_\_\_\_ (months) Do you: Own? \_\_\_\_\_ Rent? \_\_\_\_\_

Current year's total projected household income from **all sources** (please check range).

\_\_\_\_\_ less than \$10,000

\_\_\_\_\_ \$10,000-\$15,000

\_\_\_\_\_ \$15,000-\$20,000

\_\_\_\_\_ \$20,000-\$25,000

\_\_\_\_\_ (If above 25,000 list amount) \_\_\_\_\_

Type of proof provided: \_\_\_\_\_

Are you a recipient of Public Aid, Unemployment or Aid to Dependent Children (ADC)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently receiving Energy Assistant Funds through Oak Park Township? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your child (ren) in the free subsidized lunch program at school? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your child (ren) in the reduced subsidized lunch program at school? Yes \_\_\_\_\_ No \_\_\_\_\_

Public Aid # (if applicable) \_\_\_\_\_

Would you be interested in volunteering opportunities for the Park District of Oak Park? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Optional data (will be used for Oak Park Township Statistics) Race/Ethnicity \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION REGARDING FAMILY MEMBERS WHO WILL BE USING THE SCHOLARSHIP**

Name (Last, First)	Date of Birth	Gender (M/F)	Your relationship to the child

Request is for Childcare  
(Camps / Preschool) \*

☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐

\*Also for Team Gymnastics or Travel House Hockey

Please make sure all paperwork is completely filled out and submitted so the process is not delayed.

If you have questions, please contact Scott Sekulich, Customer Service Manager with the Park District of Oak Park at 708.725.2023.



# 2013 FINANCIAL ASSISTANCE SCHOLARSHIP (FAS) INCOME GUIDELINES



## RETURN COMPLETED AND SIGNED FORM WITH APPLICATION

**Note:** Applicant's income will be verified with tax return, paycheck stub, or other appropriate document.

**Note to Parent/Guardian:** Please circle the size of your household and your total household income below, and sign to verify your income, which must be equal or less than the amounts listed for each of the pay periods, in order for your child to be eligible for the scholarship. You will need to present documentation verifying your income.

(Circle HH Size and income)		TIER 1 (Fees Covered)				TIER 2 (Fees Covered)			
		Scholarship 75% / 25% Participant				Scholarship 50% / 50% Participant			
Household Size	Yearly	Monthly	Bi-Weekly	Weekly	Yearly	Monthly	Bi-Weekly	Weekly	
1	14,521	1,211	559	280	20,665	1,723	795	398	
2	19,669	1,640	757	379	27,991	2,333	1,077	539	
3	24,817	2,069	955	478	35,317	2,944	1,359	680	
4	29,965	2,498	1,153	577	42,643	3,554	1,641	821	
5	35,113	2,927	1,351	676	49,969	4,165	1,922	961	
6	40,261	3,356	1,549	775	57,295	4,775	2,204	1,102	
7	45,409	3,785	1,747	874	64,621	5,386	2,486	1,243	
8	50,557	4,214	1,945	973	71,947	5,996	2,768	1,384	
Each additional family member add	+5,148	+429	+198	+99	+7,326	+611	+282	+141	

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums; charitable contributions, and bonds. It includes the following: (1) Monetary compensation for services, including wages, salary, commissions or fees; (2) net income from non-farm self employment; (3) social security; (4) dividends or interest on savings or bonds or income from estates or trusts; (5) net rental income; (6) public assistance or welfare payments; (7) unemployment compensation; (8) government civilian employment or military annuities; (9) private pensions or annuities; (10) alimony or child support payments; (11) regular contributions from persons not living in the household; (12) net royalties ; and (13) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources that would be available.

**OR**

If your family is faced with extraordinary bills, obligations or other responsibilities please indicate below, explaining that because of these, payment of fees is not possible at this time.

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I \_\_\_\_\_ hereby certify that all information on the application is true and accurate. Scholarships are legally recoverable if paid and awarded based on false information supplied by the applicant. The submittal of false information will nullify any request for waiver of program fees.

\_\_\_\_\_  
Signature of Applicant's Parent/Legal Guardian

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Date

## **Appendix B**

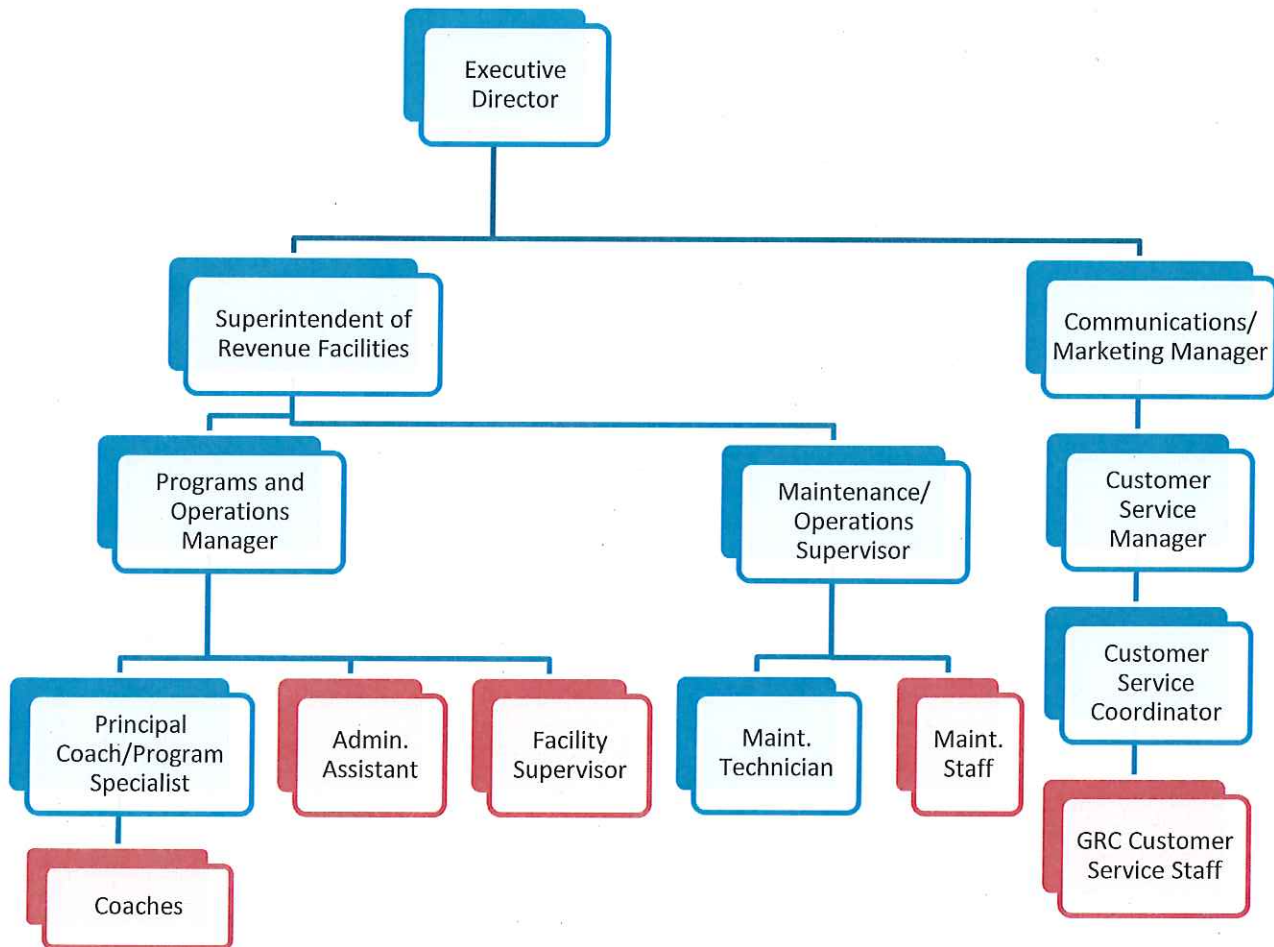
### **Staff**

Organizational Chart

Staff Information

- Staff Expectations
- Teaching at the GRC
- Teaching Tips
- Expectations

## Gymnastics Recreation Center Organizational Chart



**Gymnastics and Recreation Center  
21 Lake St. Oak Park, IL 60302**

**STAFF EXPECTATIONS**

**Application**

Follow words with demonstrations  
Body shaping creates memory positions  
Teach the NAMES of the skills  
Always have a station to correct or spot  
Show them you care

**Communication**

Make yourself understood  
Make short, concise statements  
Make positive corrections  
Have their attention before you speak  
Think before you speak  
Listening is AS IMPORTANT as speaking  
Say it many different ways  
Ask questions to determine what they understand  
Use "Henrietta" and "Henry" (shape models)

**Confidence**

Be decisive  
Be aware and adjust quickly  
Believe in yourself  
Remember, you know more than your students

**Creativity**

Prevents boredom  
Increases fun  
Increases learning  
Stimulates more creativity

**Dress**

Dress professionally  
Don't embarrass yourself or us  
Have pride in presenting yourself  
Every day could be a first impression

**Energy**

Energy is contagious  
You must energize your students  
Never sit

**Gymnastics and Recreation Center  
21 Lake St. Oak Park, IL 60302**

**Familiarity**

Know your students names  
Know who their parents are  
Know your student strengths and weaknesses  
Know their dominant side  
Notice when they are afraid or sad, and why  
Listen to them/know what is important to them

**Fun**

Learning is fun  
You must have fun in order for the kids to have fun  
It's up to you to create and maintain the fun part  
Accomplishment is fun  
Your justified approval and praise is fun  
Fun is necessary to success

**Positive Attitude**

Be a coach, not a critic  
Eliminate the negatives through positives  
Actions are more important than words  
You must believe in what you are doing  
A smile makes you more approachable

**Preparedness**

Have a lesson plan  
Be physically and mentally prepared to teach  
Leave your personal problems outside the gym  
Know the skills  
Be ready to go to plan B if necessary

**Gymnastics and Recreation Center  
21 Lake St. Oak Park, IL 60302**

**TEACHING AT GRC**

**Class Procedure**

You must arrive 15 minutes before class. Full time staff, 30 minutes. Check your rotation schedule (posted on the clip board), and set up stations before class if possible. Take attendance, and note any unusual occurrences, injuries, etc. on the class rosters. Every teacher is on the floor for warm-ups, either leading, making corrections or encouraging. Warm-up time is NOT staff break time! Students must have your permission to leave the gym for any reason. They are our responsibility from the time they arrive until a responsible adult picks them up. Care for them as if they were your own. Know who picks them up. Make sure your student know who you are.

**Discipline**

The only discipline we use is time outs. Conditioning is not to be used as a punishment at any time for any level.

**First Aid**

Supplies are in the blue cabinet against the brick wall, and in the black first aid boxes on the team cubbies and in the bar area. Use gloves when dealing with blood. Rips – do not tear off skin. Have child wash hand, then cover with band-aid and tape. If you use a disposable ice pack, please replace it. The extras are in the staff office.

**Gym Stars**

We try to recognize each student within the school year with at least one Gym Star. Fill blank paper out and leave it next to the computer so we can record it. Once it goes on the bulletin board, the student can take it home at any time.

**Hospitals**

Ambulances will take injured parties to the nearest hospital, usually West Suburban, sometimes Oak Park Hospital

**Injuries**

Stay calm, reassure the child and give first aid if necessary. Get another coach to help if possible. Call 911 if necessary. DO NOT PLAY DOCTOR. You don't know what is wrong with the child. The less you say, the better. Fill out an accident report, make sure you hand it to Jamie, and explain what happened.

**Safety**

We show the safety film the first week of the session. New students must watch the film before they can take class. Review safety rules with kids the first week of each session, and teach safety rolls. Make your teaching stations safe. Check for mats, tighten equipment handles, etc.



**Gymnastics and Recreation Center  
21 Lake St. Oak Park, IL 60302**

**Teaching**

Everyone has their own methods of teaching. Watch and learn from each other. Use as many teaching stations as possible. You will have fewer discipline problems if you keep the kids busy. Make sure your stations are safe and that you can see all of them. Have a lesson plan either on paper or in your head, but be prepared to switch gears. If something isn't working, do something else. HAVE FUN. If you're having fun, so are the kids.

**Ridgeland Common Recreation Complex  
21 Lake St. Oak Park, IL 60302**

**TEACHING TIPS**

(Or, the right mix of insanity can save you)

1. Be unpredictable to keep them on their toes.
2. Change activities quickly and often so they, and you, don't get bored.
3. Infect every child with enthusiasm.
4. Energy cannot be bound, so spread it around
5. Laugh in the face of failure
6. Don't be afraid to use props.
7. Play games that everyone wins.
8. Don't always act your age, try to be theirs at times.
9. flip the situation on them sometimes, this is gymnastics
10. Let them make choices you can live with.
11. Don't be too technical
12. Kids love it when you mess up. Prove you are human
13. Falling is fun
14. Why do you have to walk on your feet to the next event?
15. Ask questions, you might learn something.
16. Be silly or be forgotten.

**Gymnastics and Recreation Center  
21 Lake St. Oak Park, IL 60302**

**MY EXPECTATIONS WHEN I WATCH YOU TEACH**

**As a Coach**

Correct progressions  
Positive corrections  
Safe spotting  
Motivation

**As a Consumer**

Cost; am I getting value for my money?  
Punctuality  
Knowledge  
Use of facility and equipment

**As a Gymnast**

Fun  
Skill achievement  
Activity  
Learning skills

**As a Parent**

Safety  
Fun  
Accomplishment

**As a Safety Inspector**

Equipment  
Safety minded instruction  
Safe and consistent progressions

**HAVE A REASON AND A PURPOSE FOR EVERY MINUTE OF YOUR CLASS.  
TAKE INITIATIVE, DON'T WAIT TO BE TOLD**

## **Appendix C Maintenance**

### **Custodial Standards**

- Facility Custodial Maintenance Management
- RCRC/GRC Bathroom Cleaning Procedures
- GRC Offices, Kitchenette Cleaning Procedures
- GRC Studio Rooms Cleaning Procedures
- RCRC/GRC Storage/Maintenance Closets

### **Checklists**

- Inspections-Gym Equipment
  - Daily Inspection
  - Monthly Inspection
- Inspections-Custodial
  - Cleaning Checklist
- Inspections Facility
  - Building Inspection-Weekly
  - AED/1<sup>st</sup> Aid Inspection-Weekly
  - Fire Equipment Monthly

### **Key Plan**

### **Snow Removal Plan**

## **Park District of Oak Park – Revenue Facilities Gymnastics and Recreation Center**

### **Facility Custodial Maintenance Management**

The Revenue Facilities Buildings Operations Supervisor is responsible for overseeing all aspects of the daily custodial care of interior and exterior facilities, including activity rooms bathrooms, , gymnastic floor, public spaces, equipment rooms, etc. The Maintenance Operations Supervisor is responsible for staff training, developing and adherence to standards, maintaining inventories and enforcing Park District policies, procedures and safety standards. The Operations and Maintenance Supervisor will maintain all equipment used in the daily upkeep of facilities according to Park District Standards and will also contribute to staff training for the safe use of that equipment.

#### **Mission Statement:**

- The Revenue Facilities will provide and adhere to Standards of Custodial Care in the upkeep of all of its facility interior and exterior spaces, in order to provide safe, healthful and attractive environments for patrons, citizens and staff alike. Revenue Facilities staff will routinely investigate new cleaning products supplies and equipment in an effort to continually improve the efficiency of staff and bring forth the latest in clean, eco-friendly technologies.

#### **Standards:**

- The Revenue Facility staff will maintain descriptive Standard Custodial Care for all interior and exterior spaces in order to train staff, develop a high standard of cleanliness, improve consistency of performance among staff and ensure a healthful environment. Staff will maintain updated equipment Manuals, physically on site at Ridgeland Common as well as electronically on a Park District Shared Drive
- Comprehensive checklists for all interior and exterior spaces will define the tasks, the frequency a task is completed and the staff responsible to complete the work.
- Staff will maintain inventories of cleaning products and consumable supplies necessary to consistently maintain facilities at a high level of cleanliness.
- Comprehensive Inventories will be maintained of cleaning supplies, consumables supplies and maintenance related equipment. These will be maintained electronically on a Public Drive, Micro Main Maintenance Management Software, where applicable and in hard copy form
- Software for scheduling repair, assignment of work orders and tracking of historical data and costs.
- Staff will maintain equipment in accordance with recommended manufacturer's standards.
- Thorough training of staff for proper and safe operation of equipment will be provided on a regular basis to new employees and retrained as necessary in order to keep employees and customer's safety as well as enhance the reliability of equipment.

## Appendix C

### CUSTODIAL STANDARDS RCRC/GRC BATHROOM CLEANING PROCEDURES

#### *Frequency-Heavy cleaning once per day, general cleaning as necessary*

The cleanliness of RCRC and GRC bathrooms is critical to the health and safety of patrons and staff, alike. Bathroom facilities that are dirty and have offensive odors could harbor germs and bacteria that can pose a health threat. Proper daily cleaning and disinfecting is the most effective way to keep a clean and healthful facility environment. It is every maintenance staff's responsibility to adhere to these best practices to ensure a high standard of cleanliness has been achieved.

It is important to use the proper cleaning equipment and cleaning agents in order to affect the desired results. Cleaning equipment used in bathrooms (ex. mop heads) are not to be used in other areas, such as lobbies and lounges. Washable towels should be used on only one type of surface and then placed in hamper for washing. Safety precautions should be taken to prevent accidents and injury to yourself and others.

- Personal Protective Equipment required: rubber gloves, eye protection, closed toed shoes
- Equipment required: broom, dustpan, mop bucket, Johnny mop, broom/dust pan, wet floor signs, window squeegee, dry towel, window brush, 5 gallon bucket, scrub brush on pole, paper towels, washable towel, toilet paper, large garbage bags, small garbage bags, sanitary napkin bags.
- Cleaning Solution: Sani-T Cleaner (Spray Bottles), NABC (fill mop bucket from dilution center), NABC Spray bottle, window cleaner (from dilution center ½ quart to a gallon of water), hand soap

#### *Do not mix cleaning chemicals*

#### **Procedures**

1. Put on PPE
2. Place wet floor signs/bathroom closed signs
3. Inspect bathroom thoroughly for any broken items, ex: sink valves, soap dispensers, toilets, etc. If any items in need of attention or repair are discovered, attempt to address or notify supervisor of condition.
4. Pick up, sweep or vacuum floor thoroughly, clean all floor drains, use putty knives to remove gum or other stubborn items
5. Empty garbage cans and sanitary napkin cans, replace with appropriate bags
6. Using NABC (spray bottle) apply to inside of toilet and urinal, swap with Johnny Mop, flush toilet/urinal
7. Using Sani-T, spray surfaces, door handles, sinks, faucets, flush valves, dryers, soap dispensers, toilet partitions, toilet paper dispensers, toilet seats, toilet/urinal rims scrub, wipe and dry using paper towels or washable towel.
8. Clean Mirrors using window cleaner, brush, dry towel and Squeegee
9. Fill soap dispensers
10. Mop Floor using NABC solution in a mop bucket, go back and scrub using scrub brush dipping into NABC solution in mop bucket. Using warm rinse water and a mop rinse and dry mop floor.
11. Refill toilet paper rolls

## APPENDIX C

### CUSTODIAL STANDARDS

#### GRC- STUDIO ROOMS, LOBBIES CLEANING PROCEDURES

*Frequency-Heavy cleaning once per day, general cleaning as necessary*

The cleanliness of GRC program and public use spaces such the Studio Rooms is crucial in conveying an appropriate level of customer service and facility care. Spaces that are not well maintained portray a poor image to the facility patrons and staff. Proper daily cleaning and disinfecting is the most effective way to keep a clean and healthful facility environment. It is every staff member's responsibility to adhere to these best practices to ensure a high standard of cleanliness and consistency has been achieved.

It is important to use the proper cleaning equipment and cleaning agents in order to affect the desired results. Cleaning equipment used in bathrooms (ex. mop heads) are not to be used in other areas, such as lobbies and lounges. Washable towels should be used on only one type of surface and then placed in hamper for washing. Safety precautions should be taken to prevent accidents and injury to yourself and others.

- Personal Protective Equipment required: rubber gloves, closed toed shoes
- Equipment required: broom, dustpan, shop vacuum, mop (marked "General Floors"), mop bucket, floor scrubber, wet floor signs, window squeegee, dry towel, window brush, bucket, washable towels, toilet paper, garbage bags, recycle bags, hand soap, c-fold towels.
- Cleaning Solution: NABC (fill mop bucket from dilution center), Sani-T Cleaner (fill bucket from dilution center), NABC (bucket) window cleaner (from dilution center ½ quart to a gallon of water),

*Do not mix cleaning chemicals*

#### Procedures

1. Use PPE
2. Inspect area for any items in need of attention, tables, chairs, garbage cans. Attempt to address or notify supervisor of problem condition.
3. Pick up, sweep or vacuum floor thoroughly, getting into corners and moving furniture. Use putty knife to remove gum or other stubborn items.
4. Empty garbage and recycle cans, replace with appropriate bags (recycle-clear bag, garbage-solid color bag).
5. Using Sani-T diluted in bucket of warm water wipe down all tables, chairs, garbage cans, counters, sink and all horizontal surfaces such as window ledges, etc.
6. Clean windows and mirrors, using window cleaner diluted in warm water, window brush, squeegee, and dry towel.
7. Fill Towel Dispenser
8. Fill Soap Dispenser
9. Using NABC in the floor machine, clean the floor in sections, moving furniture. When using a mop ring mop head dry to limit residual water. Clean Mirrors using window cleaner, window brush, dry towel and Squeegee
10. Place Wet Floor Signs
11. Store all equipment neatly and properly in the Maintenance Closet or Maintenance Room
12. Complete checklist

## APPENDIX C

### CUSTODIAL STANDARDS GRC OFFICES, KITCHENETTE CLEANING PROCEDURES

#### *Frequency-Heavy cleaning daily, general cleaning as necessary*

The cleanliness of GRC staff spaces is crucial in conveying an appropriate level of customer service and facility care. Spaces that are not well maintained portray a poor image to the facility patrons and staff. Proper daily cleaning and disinfecting is the most effective way to keep a clean and healthful facility environment as well as an inviting work space. It is every staff member's responsibility to adhere to these best practices to ensure a high standard of cleanliness and consistency has been achieved.

It is important to use the proper cleaning equipment and cleaning agents in order to affect the desired results. Cleaning equipment used in bathrooms (ex. mop heads) are not to be used in other areas, such as lobbies and lounges. Washable towels should be used on only one type of surface and then placed in hamper for washing. Safety precautions should be taken to prevent accidents and injury to yourself and others.

- Personal Protective Equipment required: rubber gloves, closed toed shoes
- Equipment required: broom, dustpan, upright vacuum, shop vacuum, mop, mop bucket, window squeegee, dry towel, window brush, bucket, washable towels, garbage bags, recycle bags, hand soap, c-fold towels.
- Cleaning Solution: Sani-T or NABC Cleaner (fill bucket from dilution center), Window cleaner (Fill bucket with warm water and add window cleaner from dilution center)

#### *Do not mix cleaning chemicals*

#### **Procedures**

1. Use PPE
2. Inspect area for any items in need of attention, tables, chairs, garbage cans. Attempt to address or notify supervisor of problem condition.
3. Using Sani-T diluted in bucket of warm water wipe down all tables, chairs, garbage cans, counters, sink and all horizontal surfaces such as window ledges, etc.
4. Using upright vacuum, vacuum carpet floors thoroughly, getting into corners and moving furniture.
5. Using shop vacuum or backpack vacuum, vacuum tile floor thoroughly
6. Empty garbage and recycle cans, replace with appropriate bags (recycle-clear bag, garbage-solid color bag).
7. Using NABC (fill mop bucket using dilution center), mop tile floor.
8. Clean windows using window cleaner diluted in warm water, window brush, squeegee, and dry towel.
9. Fill Towel Dispenser
10. Fill Soap Dispenser
11. Store all equipment neatly and properly in the Maintenance Closet or Maintenance Room
12. Fill out checklist



## **Appendix C**

### **GRC CUSTODIAL/MAINTENANCE STANDARDS STORAGE CLOSETS/MAINTENANCE CLOSETS**

#### ***Frequency-Once per week or as necessary***

The cleanliness and organization of RCRC, GRC and Rehm Pool Maintenance and Storage Closets are crucial in maintaining safety standards as well as providing staff convenient areas to perform their duties effectively. It is every staff member's responsibility to adhere to these best practices to ensure a high standard of cleanliness and consistency has been achieved.

It is important to use the proper cleaning equipment and cleaning agents in order to affect the desired results. Cleaning equipment used in bathrooms (ex. mop heads) are not to be used in other areas. Washable towels should be used on only one type of surface and then placed in hamper for washing. Safety precautions should be taken to prevent accidents and injury to yourself and others.

- Personal Protective Equipment required: Gloves, closed toed shoes,
- Equipment required: broom, dustpan, shop vacuum, mop (marked "General Floors"), mop bucket, wet floor signs,
- Cleaning Solution: NABC (fill bucket from dilution center)

#### ***Do not mix cleaning chemicals***

#### **Procedures**

1. Use PPE
2. Inspect area for any items in need of attention. Attempt to address or notify supervisor of problem condition.
3. Any equipment and supplies that are not stored properly address.
4. Move and large equipment such as chairs, tables, buckets, etc.
5. Pick up, sweep or vacuum floor thoroughly, getting into corners.
6. Using NABC diluted in a mop bucket of hot water, mop floor. Ring mop head dry to limit residual water.
7. Replace all previously moved equipment.
8. Store all custodial equipment neatly and properly in the Maintenance Closet or Maintenance Room
9. Complete checklist



Oak Park Gymnastics at GRC  
21 Lake St., Oak Park, IL 60302  
708-275-2277  
[gymnastics@pdop.org](mailto:gymnastics@pdop.org)



# DAILY EQUIPMENT CHECKLIST

## MONTH/YEAR

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
42 Spring Floor																															
Elite Spring Floor 50x18																															
rberts 9x54 Floor Skirt																															
7x14 In Ground ampoline																															
In Ground Tumble Trak																															
20.5 In Ground Pit																															
Classic Ring Tower (pit)																															
Classic Ring Tower #2																															
Quick Release Single Bar																															
cabled Uneven Bars																															
Elite Uneven Bars																															
rberts Quad Bar																															
Quad Bar Mat System																															
bson Stall Bars (3)																															
Single Bar Trainer #2																															
MR Multimode Bar Spotting ock																															
nssen Fritsen Trainer Console																															
Tumble Trak																															
ith Anderson Uneven Bars																															
MR Single Bar Trainer																															

Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities*



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## DAILY EQUIPMENT CHECKLIST

### MONTH/YEAR

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Elite Horizontal Bar																															
Elite Uneven Bars #2																															
Elite Pommel Horse (3)																															
Pommel Horse Landing Mats (3)																															
Single Pommel Mushroom																															
Room w/o Pommel																															
Vault Table																															
Vault Table Anchor Mat																															
Vault Runway																															
Velcro Tape Measure (2)																															
Reflex Beam																															
Reflex Beam (low)																															
Balance Beam																															
Beam AAI 1																															
Beam AAI 2																															
Beam AAI Spring																															
Beam SA																															
Elite Parallel Bars																															
Parallel Bars 1																															

Park District of Oak Park

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## Month, year

Equipment	Base	T-Locks Springs	Cables Wires	Locking Rings	Floor Plates	Properly Matted	Screws Nuts Bolts	Cover	Special Notes
42 x 42 Spring Floor						<input type="checkbox"/>		<input type="checkbox"/>	
AAI Elite Spring Floor 50'x18'						<input type="checkbox"/>		<input type="checkbox"/>	
Norberts 9'x54' floor skirt (2)								<input type="checkbox"/>	
GMR 7'x14' In Ground Trampoline	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GMR 40' In Ground Tumble Track	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16'x20.5 In-ground Pit						<input type="checkbox"/>		<input type="checkbox"/>	
AAI Classic Ring Tower (pit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Quick Release Single Bar Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uncabled Uneven Bars	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
AAI Elite Unever Bars w/ Space Savers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Norberts Quad Bar	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
4" Quad Bar Mat System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gibson Stall Bars (3)	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI U Shape Single Bar Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GMR Multimods Bar Spotting Block	<input type="checkbox"/>							<input type="checkbox"/>	
Jannssen Fritsen Trainer Console	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		
AAI Classic Ring Tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Month, year

# EQUIPMENT SAFETY CHECKLIST

Equipment	Base	T-Locks Springs	Cables Wires	Locking Rings	Floor Plates	Properly Matted	Screws Nuts Bolts	Cover	Special Notes
10' Tumble Track	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speith Anderson Uneven Bars w/ Space Savers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GMR T base Single Bar Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AAI Elite Horizontal Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AAI Elite Uneven Bars w/ Space Saver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AAI Elite Pommel Horse	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pommel Horse Landing Mats	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
GMR Single Pommel	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mushroom									
Mushroom w/o Pommel	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Vault Table	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Vault Table Anchor Mat						<input type="checkbox"/>		<input type="checkbox"/>	
Vault Runway #1								<input type="checkbox"/>	
Vault Runway #2								<input type="checkbox"/>	
GMR Velcro Tape Measure #1								<input type="checkbox"/>	
GMR Velcro Tape Measure #2								<input type="checkbox"/>	
AAI Reflex Beam	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Reflex Beam (low)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot Dog Balance Beam								<input type="checkbox"/>	
High Beam AAI 1	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High Beam AAI 2	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Gymnastics and Recreation Center  
21 Lake St., Oak Park, IL 60302

Month, year

# EQUIPMENT SAFETY CHECKLIST

Equipment	Base	T-Locks Springs	Cables Wires	Locking Rings	Floor Plates	Properly Matted	Screws Nuts Bolts	Cover	Special Notes
High Beam AAI Spring	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High Beam SA	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Elite Parallel Bars 1	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Elite Parallel Bars 2	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Parallel Bars 3	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AAI Parallel Bars (pit)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jr. Parallel Bars	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet Bonded Foam pbars								<input type="checkbox"/>	
Spanish Web Climbing Rope						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tops Climbing Rope						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jannssen Fritsen Wall Bars Support	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
Norbert Blue Low Beam	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
Blue Preschool Beam	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
Jr. Bar (red)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jr. Bar (purple)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jr. Bar Speith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handstand Trainer	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bug Boards Foam	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
AAI Green Stratum	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
AAI Red Stratum	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
Rec Uneven Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SA Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bug Boards Spring	<input type="checkbox"/>							<input type="checkbox"/>	
Long Blue Rings								<input type="checkbox"/>	
Short Blue Rings								<input type="checkbox"/>	

Gymnastics and Recreation Center  
21 Lake St., Oak Park, IL 60302

Month, year

# EQUIPMENT SAFETY CHECKLIST

Equipment	Base	T-Locks Springs	Cables Wires	Locking Rings	Floor Plates	Properly Matted	Screws Nuts Bolts	Cover	Special Notes
Black Rings								<input type="checkbox"/>	
Mini Tramp	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Green Resi								<input type="checkbox"/>	
Red Resi								<input type="checkbox"/>	
Skill Cushions								<input type="checkbox"/>	
Preschool Shapes								<input type="checkbox"/>	
Floor Bars	<input type="checkbox"/>								
Pit Foam								<input type="checkbox"/>	
Exercise Tramps	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	
Handspring Machines	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air Trak								<input type="checkbox"/>	
Sweet Spot								<input type="checkbox"/>	
Fire Extinguishers							<input type="checkbox"/>	<input type="checkbox"/>	
Freezer							<input type="checkbox"/>	<input type="checkbox"/>	
Fan	<input type="checkbox"/>						<input type="checkbox"/>		
Parallettes AAI	<input type="checkbox"/>						<input type="checkbox"/>		
White Paralletes	<input type="checkbox"/>							<input type="checkbox"/>	
Ultra Dome Mushrooms	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GMR Mushrooms	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# GRC DAILY BUILDING SUPERVISOR CHECKLIST

Week of:

## DAILY DUTIES - DAY / 1ST SHIFT

Restrooms	Description	MON	TUE	WED	THU	FRI	SAT	SUN
Refill	Soap dispensers - top off							
	Toilet paper - two rolls at all times							
	Paper towels - top off							
Dust / Wipe	Mirrors							
	Hand dryers							
	Tops of stalls and stall walls							
	Scrub tile/grout joints below hand dryer							
	Baseboards							
	Walls							
Disinfect	Counter tops							
	Sinks							
Common Areas	Description	MON	TUE	WED	THU	FRI	SAT	SUN
Pick Up Debris	From floor & cubbies							
Dust / Wipe	Viewing Windows / ledges - both sides							
Disinfect	Drinking fountains (3 locations)							
Misc.	Description	MON	TUE	WED	THU	FRI	SAT	SUN
Elevator	Pick up debris from parking lot and within property boundaries							
Vestibule	Clean stainless walls / doors inside and out							
Fixed Carpet	Description	MON	TUE	WED	THU	FRI	SAT	SUN
Mats	Vacuum							
Windows / Doors	take outside and flip and shake							
Dust / Wipe	Clean glass / Frames							
Upstairs Offices	All system boxes							
Dust / Wipe	Description	MON	TUE	WED	THU	FRI	SAT	SUN
	Windows and all ledges							
Floors	Vacuum carpeting and mop kitchen area floor							

## MONTHLY DUTIES - DAY / 1ST SHIFT

Common Areas	Description	MON	TUE	WED	THU	FRI	SAT	SUN
Dust / Wipe	Clocks							

1st Mon. of the Month      1st Tue. of the Month      1st Wed. of the Month      1st Thu. of the Month      1st Fri. of the Month      1st Sat. of the Month      1st Sun. of the Month



# NIGHT / 2ND SHIFT DUTIES

Downstairs Office		Description	MON	TUE	WED	THU	FRI	SAT	SUN
Dust / Wipe		Counter tops							
		Staff mailboxes							
		Office machines including copier							
		Refrigerator							
		Storage shelves above refrigerator							
		Computers screens							
		Windows & Ledges							
		Baseboards							
		Walls							
		Chairs - surfaces and legs							
Disinfect		Door knobs							
		Computer mouse / keyboard							
		Table tops							
		Light switches							
Garbage		Empty garbage and recycling into larger containers/bags							
Customer Service		Description	MON	TUE	WED	THU	FRI	SAT	SUN
Dust / Wipe		Counter tops - Carefully move files, containers, etc. and dust them too.							
		Computer screens							
		Chairs - surfaces and legs							
		T.V.							
Disinfect		Phones							
		Computer mouse / keyboard							
Floors		Vacuum carpeting							
Garbage		Empty garbage & recycling into larger containers / bags							
Restrooms		Description	MON	TUE	WED	THU	FRI	SAT	SUN
Refill		Soap dispensers - top off							
		Toilet paper - two rolls at all times							
		Paper towels - top off							
Clean		Toilets - inside bowl, toilet seats, outside of toilet including handle							
		Stall knobs / Door knobs / Push plates							
		Urinals							
		Light switches							
Garbage		Empty garbage cans, sanitary disposal containers & diaper cans in ADA stalls into larger containers / bags.							
Floors		Sweep or vacuum floors							
		Mop floors							

Studio Rooms		Description	MON	TUE	WED	THU	FRI	SAT	SUN
Dust / Wipe	Mirrors								
	Windows & Ledges								
	Counter tops								
	Cubbies								
Disinfect	Sink								
	Door knobs								
Floors	Light switches								
	Sweep or vacuum floors								
Garbage	Mop floors								
	Empty garbage & recycling into larger containers / bags								
Set-Up	Take down / set-up for next class or event								
Common Areas		Description	MON	TUE	WED	THU	FRI	SAT	SUN
Pick Up Debris	From floor & cubbies								
Wet Wipe/Wash	Cubbies								
	First Aid / Fire Extinguisher boxes								
	Climate / Security control boxes								
	Information Rack								
Floors	Vacuum logo rug / runners / drinking fountain mats								
Floors Under Stairs	Sweep floors								
	Mop floors								
Floors Common Area	Sweep floors								
	Mop floors (zambonie)								
Stairs	Vacuum and mop								
	Vacuum rugs/mats in front of cubbies & at top of stairs								
Misc.	Description								
Garbage	Take inside and outside garbage to dumpster								
Elevator	Vacuum								
	Disinfect buttons inside and out								
Chalk Eater	Vacuum								
Upstairs Offices		Description							
Garbage	Empty garbage & recycling into larger containers / bags								
Floors	Vacuum carpeting & mop kitchen area floor								





# Park District of Oak Park

218 Madison St  
Oak Park, IL 60302  
Phone: (708) 725-2100

Fax: (708) 383-5702

## Inspection Checklist

Service: Building Inspection (GRC) - Weekly

Property: Gymnastics and Recreation Center

Asset: GRC000 - Gymnastics and Recreation Center

### Group

Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
<b>Daily Checks/GRC</b>						
Coaches Office	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Garbage, lighting, climate control, floor, windows, cabinets, counter, sink, refrigerator, windows						
<b>Comments:</b>						
Corridor 2nd floor	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Hazards, water fountains, garbage, railing secure, signs, cleanliness, cameras						
<b>Comments:</b>						
Customer Service	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b>						
<b>Comments:</b> desk, floor, garbage, lights, swing door, AED, Evacuation Map						
East Stairway	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Cleanliness, hazards, lights, cameras, emergency exit doors, storage under stairs, call station						
<b>Comments:</b>						
Elevator	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Function, doors, floor, lights, controls, cleanliness,						
<b>Comments:</b>						
Family Restroom (Gym Floor)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Garbage, sink, toilet paper, floor, lights, soap, unit heater, occupancy light, door, lock						
<b>Comments:</b>						
Lobby/Corridor/Pre School Viewing	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Garbage, windows, mats, water fountains, windows, benches, cubbies, outlets, elevator maintenance door, lights, signage, climate control						
<b>Comments:</b>						
Main Gym Floor	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Mats, floor, hazards, outlets, cleanliness, trampoline covered, 1st aid cabinets, lights, water fountains, climate controls, Mechanical Room doors, double doors						
<b>Comments:</b>						
Maintenance Closet (1st fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Organized, Stocked, light, door						
<b>Comments:</b>						
Maintenance Closet (2nd fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Organized, stocked, light, hotwater heater, slop sink						
<b>Comments:</b>						

Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
Manager Office	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Garbage, lighting, climate control, floor, windows						
<b>Comments:</b>						
Men Restroom	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b>						
<b>Comments:</b> toilet paper, sinks, soap, changing table, partitions, lights, toilet/urinal, door						
Pre-School Gymnastics	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Floor, mats, hazards, lights, climate, cleanliness						
<b>Comments:</b>						
Restroom (2nd Floor)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Garbage, sink, mirror, toilet paper, lights, toilet, soap						
<b>Comments:</b>						
Studio Room 1	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Sink, counter, cabinets, garbage, ceiling fans, climate control, storage doors, Evac Map, windows, TRX, mounting bracket, cleanliness						
<b>Comments:</b>						
Studio Room 2	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Mirrors, dance bar, garbage, wipe dispenser, ceiling fans, climate control, Evac Map, windows, TRX mounting bracket, cleanliness						
<b>Comments:</b>						
Vestibule	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b>						
<b>Comments:</b> doors, locks, ADA Operators, windows, lights, cameras, unit heater						
West Stairway	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Cleanliness, hazards, lights, camera, underside, anti-slip tread						
<b>Comments:</b>						

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



## Park District of Oak Park

218 Madison St  
Oak Park, IL 60302  
Phone: (708) 725-2100

Fax: (708) 383-5702

# Inspection Checklist

Service: AED Inspection (GRC), 10/1/2014

Property: Gymnastics and Recreation Center

Asset: GRC000 - Gymnastics and Recreation Center

### Group

Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
<b>AED Insp-Weekly</b>						
AED Case-Alarm Function	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: Open door test alarm/battery						
Comments:						
AED Case-Clean/Good Condition	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED- Pad Expiration Date	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: Record Pad Expiration Date						
Comments:						
AED Ready Kit- Paper Towel (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Ready Kit-4x4 (2)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Ready Kit-Nitrile Gloves (Pair)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Ready Kit-Safety Razor (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Ready Kit-Scissors (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Supplies-Add Adult Pad (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Supplies-Add Battery	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						
AED Supplies-Add Child Pad (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action:						
Comments:						

**Group**

Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
AED Supplies-Diagnostic Cord	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b>						
<b>Comments:</b>						
AED-Resusitator Mask (1)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b>						
<b>Comments:</b>						
AED-Weekly Test	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<b>Action:</b> Open AED lid, wait for AED to status. Ensure status indicator changes to RED. Wait 5 seconds, verify the status indicator turns to green. Close the lid and confirm status indicator remains green. Indicate Failure or 1 Good Condition.						
<b>Comments:</b>						
<b>Comments:</b>						
<b>Inspected By:</b>						
<b>Date:</b>						
<b>Approved By:</b>						
<b>Date:</b>						



## Park District of Oak Park

218 Madison St  
Oak Park, IL 60302  
Phone: (708) 725-2100

Fax: (708) 383-5702

# Inspection Checklist

Service: Fire Equipment Inspection (GRC)

Property: Gymnastics and Recreation Center

Asset: GRC000 - Gymnastics and Recreation Center

### Group

Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
<b>Fire Equipment Inspection (GRC)</b>						
Emergency - Gym	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - Coaches Office	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - Corridor (2nd Fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - Customer Service	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - East Stairwell	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - Lobby/Corridor (1st Fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Emergency Lights - Studio Rooms	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguisher - East Stair Well	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguishers - Coaches Office	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguishers - Corridor (2nd Fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguishers - Customer Service	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						



Group Point	Failed	Rating	Measurement	Visited Date/Time	Spec	Condition
Fire Extinguishers - Gym	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguishers - Lobby/Corridor (1st Fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Fire Extinguishers - Studio Rooms	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations and Strobes-Lobby/Corridor (1st fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-Gym	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-Coaches Office	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-Corridor (2nd Fl)	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-Customer Service	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-East Stairwell	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						
Pull Stations/Strobes-Studio Rooms	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Action: _____						
Comments: _____						

Comments: \_\_\_\_\_

\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Gymnastics Key Information

*Each step down gains more access doors in the building and has the access of the key above it.*

**AA1: opens inside doors except:**

-Elevator Equipment (104)  
-Mechanical in Gym Area (117)  
No Exterior/Emergency Exit Doors



**AA: Opens inside doors except:**

-Mechanical in Gym Area (117)  
No Exterior/Emergency Exit Doors

**AB1: Opens only:**

-Water Maintenance (behind cubbies)  
-Mechanical in Gym Area (117)



**AB2: Opens only:**

-Main Exterior Doors  
-South Exterior Doors



**AB: Opens all the doors from AB1 & AB2 Only**

-Water Maintenance  
-Mechanical in Gym Area (117)  
-Main & South Exterior Doors

↙ ↘  
**A ('master key'): this key opens everything**

### Chart of Doors Keys Open

	Main Ext.	South Ext.	Water Main	Lobby Emerg	Grey Gym	Studio Stor	104	105	109	113	114	115	117	203	204	208	209	210	211	213
A	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AA					x	x	x	x	x	x	x	x		x	x	x	x	x	x	x
AA1					x	x		x	x	x	x	x		x	x	x	x	x	x	x
AB	x	x	x										x							
AB1			x										x							
AB2	x	x																		

#### Doors:

Main Exterior: Exterior Doors off the Parking Lot

South Exterior: Exterior Doors Leading to Alley

Water Maintenance: Door behind cubbies in the Lobby

Lobby Emergency: Lobby Emergency Exit by Preschool Area

Grey Gym: Door next to East Stairwell in Gym

Studio Stor: Storage Room in Studio 1

104: Elevator Equipment

105: Customer Service Back Office

109: Maintenance Closet

113: East Stairwell by Preschool Area

114: Gym Area Entry/Exit

115: Bathroom in Gym Area

117: Mechanical in Gym Area

203: Manager's Office

204: Upstairs Staff Office

208: Upstairs Bathroom

209: Custodial Closet

210: Studio 1

211: Studio 2

213: East Stairwell Top Door

## **Gymnastics Key Information**

### **Additional Facility Keys**

All of the keys listed below can be found on the wall in the maintenance closets.

Changing Table  
Toilet Paper  
Paper Towel

Soap Dispenser  
AED  
Sanitary Wipes

Elevator  
Fire Pull Alarm  
Entrance Voice Box

Door Post

### **Staff Access**

Executive Director: A

Full Time Coaches: AA1 & AB2

Superintendent of Revenue Facilities: A

RC Program & Operations Manager: AA1 & AB2

Superintendent of Buildings & Grounds: A

RC Program Supervisor: AA1 & AB2

GRC Programs and Operations Manager: A

Building Supervisors: AA1 & AB2

Customer Service Manager: A

Customer Service Staff: AA1 & AB2

IT Manager: A

Part-Time Coaches: none

Maintenance & Operations Supervisor: A

Fitness Staff: none

Maintenance Technician: A

Park District of Oak Park  
Revenue Facilities  
Snow Removal Plan  
Reviewed November 2014

Sites:

Ridgeland Common Recreation Complex

Gymnastics and Recreation Center

Rehm Pool and Park

Stevenson Center

Conservatory

## **Site Responsibilities**

### **Gymnastics and Recreation Center- 21 Lake St.**

#### **Gymnastics and Recreation Complex**

- Parking Lot
- Parking Spaces on Humphrey
- Parking Spaces on N. Blvd (adjacent to building)
- Front Entrance
- Lake St.
- South Walk (along building)
- West Walk (along building)
- Humphrey Ave/Cross Walk

#### **Method**

Plow  
Plow  
Plow  
Snow blower/Shovel  
Snow blower/Shovel  
Snow blower/Shovel  
Snow blower/Shovel  
Snow blower/Shovel

#### **Description**

- All perimeter side-walks are to be cleared to the full width of the side walk, taking up to three passes with the snow blower. Snow on Lake St. cleared to the Car Wash.
- The front entrance needs to be clear to the full width of the walk. The snow should be blown towards Lake St. or in tree beds first.
- The south walk is to be cleared to the garbage enclosure including the gates and interior.
- The north walk is to be cleared from the entrance to South Blvd.
- Cross walks are to be cleared completely of snow.
- The parking lot is to be plowed, removing as much snow as possible away from the fence on Humphrey and piling some by island on the south end of lot. ADA spaces to be cleared completely, snow blowers can be used to move snow closer to the fence line. This is a small lot and depending on snow fall may need to be cleared using a Bob Cat or front end loader periodically. Entrance and exit aprons to be cleared fully.

#### **Notes**

- Dress appropriately for the weather (boots, gloves, hat, mask) In extreme cold, take breaks to warm up
- Review snow blower operations standards that are attached
- Review site map that is attached
- When operating the snow blowers, be aware of people and vehicle. Do not blow snow on vehicles and stop for passersby
- When operating the plow, be extremely careful of vehicles, light poles, fencing and people. Do not operate around a large number of people. Do not push snow into fences or benches.
- All walks are to have ice melt applied as conditions require.

#### **Salt/Ice Melt**

- Salt or Ice melt is to be applied to all walks as conditions require, not necessarily in all cases. Staff should evaluate the conditions and determine the need to use ice melt. Pay particular attention to cross walks.
- Three ice melt products are available, Snow Plow, Power Thaw and Liquid Ice Melt.

- Snow Plow is to be used until it runs out. It is a mild ice melt product and is considered neutral to the environment and safe for pets. Snow Plow and Power thaw are applied with a salt spreader.
- The liquid ice melt will be tested at the immediate front entrance and can be applied prior to a snow event using a pump sprayer, melting snow as it comes down. If this proves ineffective, Snow Plow is to be used.
- The Buildings and Grounds staff will salt the parking lot as necessary.

**Staff** – Snow removal at the Gymnastics and Recreation Facility is a team effort and the responsibility of Supervisors and Maintenance staff. Each area has a role to play.

- Supervisors – Supervisors are the first line of defense, when the facility is open during a snow event supervisors are expected to clear snow in the immediate front of the facility, including the front entrance to Lake St., the north walk from entrance to Ridgeland. When duties allow, supervisor can help with perimeter walks.
- Maintenance – Maintenance is responsible for complete site snow removal at GRC but will also be relied upon to perform snow removal tasks at the other sites that Revenue Facilities is responsible for.

#### **Facility interior**

- Snow fall will bring a great deal of moisture, dirt and ice melt into the facility. Supervisors, custodians and maintenance staff will need to increase the amount of sweeping, mopping and vacuuming that takes place in the vestibule, lobby, lounge and activity rooms in order to keep a neat appearance and safe conditions for customers.
- Mats have been place in and outside the facility to help clean off shoes and boots before people enter the facility.

#### **Equipment Storage**

- Shovels and a bucket of ice melt is stored under the stairs in GRC
- A battery powered snow blower is stored under the stairs in GRC
- A two Stage snow blower, ice melt and spreader is stored in the storage unit attached to the east wall of Stevenson Center.

## Equipment Operation Standards

### Single Stage Snow Thrower (Gas Powered)

- Read Single Stage Snow Thrower Operations Manual located on P-Drive or on File in Rev Facilities Maintenance Supervisors office
- PPE Required-Boots, Ear Plugs, Gloves, Long Pants, Hat, Coat
- Equipment –Single Stage Snow Thrower, Straight Gas can with Funnel Attachment
- Safety
  - Never add fuel with equipment running
  - Never add fuel inside or when engine is hot. Refuel outside, on level ground. Do not refuel on a vehicle
  - Thoroughly inspect the area where the equipment is to be used and remove all mats and other foreign objects
  - Fuel with funnel gas can only.
  - If gas spills wipe off equipment and hands
  - Muffler will be hot after operation do not touch with hands or any other exposed area of the body
  - Never operate the snow thrower without good visibility or light. Always be sure of your footing, and keep a firm hold on the handles. Walk; never run
  - Do not attempt to clear snow from a gravel or crushed rock surface. This product is intended for use only on paved surfaces.
  - Do not put hands or feet near or under rotating parts.
  - Never direct the discharge toward people, animals, cars or areas where property damage can occur. Keep children and others away. Disengage from blowing operation in the presents of people or animals.
- Check and fill fuel
- Check engine Oil and fill as necessary, do not overfill engine crankcase
- Make sure that discharge chute and rotor blade is clear of nay foreign objects
- Let unit cool before storing indoors

### Clearing Snow

- Turn engine switch to on (if applicable)
- Turn on Choke
- Move throttle to start position
- Push the primer button 2 to 5 times
- Pull the pull cord until engine starts, let run a few seconds and turn off choke
- Adjust chute outlet to the desired direction, the throw of the snow is increased or decreased by adjusting the chute deflector.
- Move the snow thrower to your starting position
- Engage /depress the Auger Control when you are in position
- Begin clearing the desired area by pushing the unit forward
- When coming to the end of a walk or area, disengage Augers and turn unit around.
- Re-adjust chute as necessary
- Re-engage augers and push unit forward, over lapping your last pass.
- If at any time augers become jammed, turn unit off and investigate problem. Never clear a jam with unit on.

### Stopping

- Engage the Auger for 30 seconds to clear snow
- Disengage Auger
- Set the engine switch to off
- Clean snow off of unit
- Let unit cool before storing

## Equipment Operation Standards

### Two Stage Snow Thrower (Gas Powered)

- Read Two Stage Snow Thrower Operations Manual located on P-Drive or on File in Rev Facilities Maintenance Supervisors office
- PPE Required-Boots, Ear Plugs, Gloves, Long Pants, Hat, Coat
- Equipment –Two Stage Snow Thrower, Straight Gas can with Funnel Attachment
- Safety
  - Never add fuel with equipment running
  - Never add fuel inside or when engine is hot. Refuel outside, on level ground. Do not refuel on a vehicle
  - Thoroughly inspect the area where the equipment is to be used and remove all mats and other foreign objects
  - Fuel with funnel gas can only.
  - If gas spills wipe off equipment and hands
  - Muffler will be hot after operation do not touch with hands or any other exposed area of the body
  - Never operate the snow thrower without good visibility or light. Always be sure of your footing, and keep a firm hold on the handles. Walk; never run
  - Do not attempt to clear snow from a gravel or crushed rock surface. This product is intended for use only on paved surfaces.
  - Do not put hands or feet near or under rotating parts.
  - Never direct the discharge toward people, animals, cars or areas where property damage can occur. Keep children and others away. Disengage from blowing operation in the presents of people or animals.
- Check and fill fuel
- Check engine Oil and fill as necessary, do not overfill engine crankcase
- Make sure that discharge chute and rotor blade is clear of nay foreign objects
- Let unit cool before storing indoors

### Clearing Snow

- Turn engine switch to on (if applicable)
- Turn on Choke
- Move throttle to start position
- Pull the pull cord until engine starts, let run a few seconds and turn off choke
- Adjust chute outlet to the desired direction
- Move the snow blower to starting position/engaging the drive control handle
- Stop the unit when you are in position
- Engage /depress the Auger Control
- Engage/Depress Impeller Control (if applicable)
- Engage/Depress the drive control handle
- Adjust speed of unit as necessary
- Begin clearing the desired area
- When coming to the end of a walk or area, disengage Augers and turn unit around.
- Disengage drive control
- Re-adjust chute as necessary
- Re-engage augers and drive control, over lapping your last pass.
- If at any time augers become jammed, turn unit off and investigate problem. Never clear a jam with unit on.

### Stopping

- Engage the Auger and impeller for 30 seconds to clear snow
- Disengage Auger/Impeller
- Set the engine switch to off
- Clean snow off of unit
- Let unit cool before storing

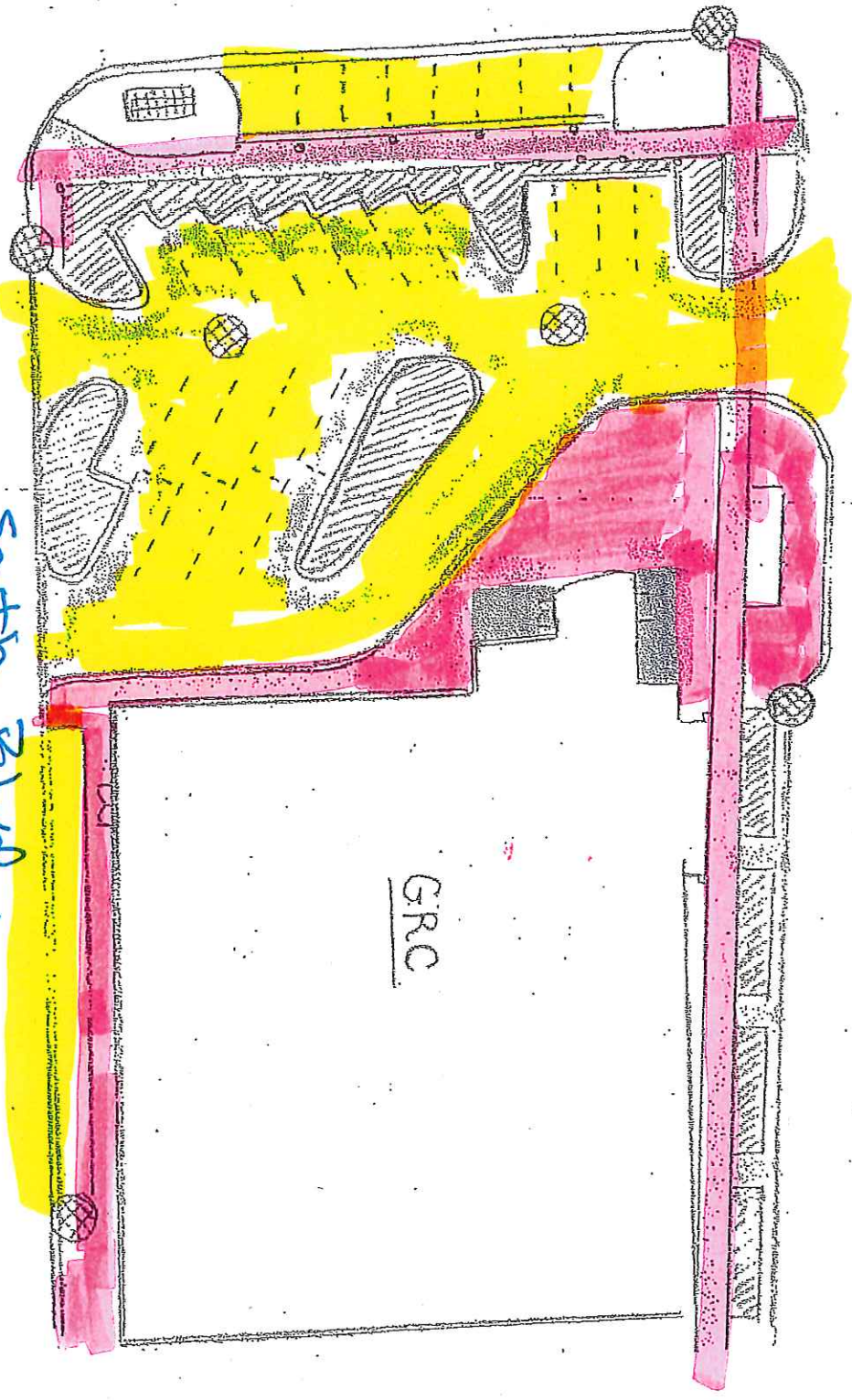


M1

21 LAKE ST.

LAKE STREET

HORREBY



GRC

South Blvd.  
Place  
Snow Blower / shovel