



GROUNDS MAINTENANCE SERVICE LEVEL GUIDELINES

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Park District of Oak Park

PARK MAINTENANCE CLASSIFICATION

The Park Maintenance Management Classification System is utilized as a guideline for the Park staff in prioritizing daily, weekly, and monthly maintenance schedules and serves as a means of identifying the levels and intensity of maintenance required by types of existing development in the park system.

All park work is divided into three maintenance management Modes: I, II, and III. Park sites classified under Mode I management receive the highest levels of maintenance. Mode III represents park properties, which receive the lowest levels of maintenance. Zoned management of park sites results in cases where a park may have all three levels of maintenance performed. However, it is categorized by the predominant management level.

Mode I – SCOVILLE PARK - CHENEY MANSION - MILLS PARK (including Pleasant Home) – OAK PARK CONSERVATORY – State of the art maintenance is provided in these areas. Mode I locations are the hallmark areas of the park system. These areas are easily seen and frequently viewed by the public. This classification includes sites, which are highly developed and receive intensive use.

Mode II – PARKS WITH ATHLETIC FIELDS - Receives a high level of maintenance associated with well-developed park areas with reasonably high visitation. Mode II parks have athletic facilities and/or scheduled programs. These areas are distinguished by frequent cultural practices to maintain or enhance turf coverage due to excessive wear and tear. (Lindberg, Andersen, Field, Stevenson, Barrie, Longfellow, Fox, Euclid, and Maple Park)

Mode III – PARKS WITHOUT ATHLETIC FIELDS AND PARK ENTRANCES - Receives moderate levels of maintenance, considerably less than Mode I and Mode II areas. Mode III areas are normally designed and managed for neighborhood recreational use and do require less intense turf maintenance. (Wenonah and Randolph Park)

The following characteristics distinguish the maintenance management level:

- **Mode I Turf Care** – Grass height maintained. Mowed at least once every five working days, but may be as often as once every three working days. Aeration as required, not less than twice per year. Reseeding or sodding when bare spots are present. No pesticide or herbicide used.
- **Mode II Turf Care** – Grass cut once every 2 to 3 working days. Aeration needed. Reseeding or sodding as needed. Six applications of fertilizer applied per year. No pesticide or herbicide used.
- **Mode III Turf Care** – Grass cut once every five days. Normally not aerated unless turf quality indicates a need reseeded or re-sodding will be done only when major bare spots appear. No pesticide or herbicide used.

Mode	Height Cut	Mowing Cycle	Parks Included
Mode I	3 inches	Every 4-5 days	Signature Park
Mode II	2 1/2-3 inches	Every 2-3 days	Neighborhood parks scheduled athletic fields in play
Mode III	3 inches	Every 4-5 days	General neighborhood park use

Mode I

The following characteristics distinguish the **Mode I** maintenance management level:

- 1.0 Turf Care Weed Removal** – Removal of weeds are done mechanically. Herbicides only used as a last resort when weed concentrations exceed levels as determined by PDOP based on the Athletic Field Study and IPM.
- 1.1 Turf Care Fertilizer** – Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times will ensure adequate nutrients for the entire year. Turf, trees, shrubs, and flowers will be fertilized according to their individual need for nutrients for optimum growth. Soil fertilization tests done annually.
- 1.2 Turf Care Irrigation (Scoville Park)** – Hunter automatic irrigation controls. Automatic irrigation system is required for long-term efficiency. Frequency of use follows rainfall, temperature, seasonal length, and demands of plant materials.
- 2.0 Litter Control** – Minimum of once per day, 7 days per week extremely high visitation may increase the frequency. Receptacles will be plentiful enough to hold all trash/recyclables generated between servicing without normally overflowing.
- 3.0 Tree and Shrub Care** – Extensive tree and shrub plantings are part of the park and/or facility. Maintenance will include: pruning, pest control, watering/irrigation, and fertilizing; all according to individual need. Frequency of maintenance influenced by: species and/or cultivar of tree and/or shrub, growing environment (*i.e.*, sun/shade, soil moisture and nutrients, spring vs. winter pruning, etc.), design aesthetic (*i.e.*, formal hedge, natural appearance, etc.), and park or facility usage (*i.e.*, primary athletic fields, primary rentals/special events, etc.). Maintenance will be conducted for all primary trees and shrubs in each park and/or facility a minimum of twice per year. Additional maintenance will be conducted as needed for each tree and shrub per park and/or facility.
- 4.0 Disease and Insect Control** – Integrated Pest Management (IPM) procedures will be followed for the prevention, control, and reduction of all pest insects and/or diseases in all park and/or facility turfgrass, trees, shrubs, and other plantings. No synthetic chemical will be used.
- 5.0 Winter Operations** – Snow removal begins on the first day an accumulation of 1" of snow is present. Applications of snow melting compound and/or sand are appropriate to reduce the danger of injury due to falls on walking paths.
- 6.0 Lighting** – Maintenance should preserve the original design. Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done no later than the fifth working day after the outage is reported, as it relates to public safety.
- 7.0 Surfaces** – Sweeping, cleaning, and washing of surfaces needs to be done so that no accumulation of sand, dirt, or leaves distracts from the looks of safety of the area. Repainting or re-staining of structures will be done when weather or wear deteriorates the appearance of the covering. Stains to surfaces will be taken off within five working days. Graffiti should be washed off or painted over immediately after it was reported.
- 8.0 Repairs** – Repairs to all elements of the design should be done as soon as possible after discovery, depending on availability of replacement parts and technicians to accomplish the job. When disruption to the public might be minor and the repair is not critical, repairs may be postponed to a time period that will be least disruptive.
- 9.0 Inspections** – Inspections of these areas are done daily.
- 10.0 Flower Plantings** – Extensive and densely planted flower plantings are a part of the park and/or facility design. Plantings may include: ground plantings (*i.e.*, annual and/or perennial beds), container plantings,

hanging baskets, or specialty or seasonal planting displays. Maintenance will include: watering, fertilizing, pest control, flower dead-heading, and possible plant replacement. Frequency of maintenance influenced by: growing environment (*i.e.*, rainfall, sun/shade, temperature, etc.), species and/or cultivar of plant, and design aesthetic (*i.e.*, formal/organized, naturalistic, planter, etc.). Daily observation is required. Maintenance every-other-day (minimum) will be required.

11.0 Restrooms – Not always a part of the design, but where required, will normally receive no less than once per day servicing; especially high traffic areas may require multiple services.

12.0 Park Equipment – Maintained and repaired by our VOP Fleet Division. Regular preventive maintenance of the vehicles and equipment is scheduled.

13.0 Special Features – Features such as fountains, drinking fountains, sculpture arts, flag poles, parking and crowd control devices may be part of the integral design. Maintenance requirements vary according to each individual feature.

14.0 Special Usage – Various parks may include special usage such as Memorial Day celebrations or Oak Park festivals and events. Parks with natural areas or special plantings may also have special usage areas.

Mode II

The following characteristics distinguish the Mode II maintenance management level:

1.0 Turf Care – Grass cut once every two to three working days. Aeration not less than three times per year. Reseeding or sodding as needed.

1.1 Turf Care Weed Removal – No herbicide used. Weeds are mechanically removed.

1.2 Turf Care Fertilizer – Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously, normally six applications starting in the spring and ending in the fall. Amounts depend on species, soils, and rainfall distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentage should follow local recommendations from the County Extension Service. Soil tests done annually

1.3 Turf Care Irrigation – Hunter automatic irrigation controls. Automatic irrigation system is required for long-term efficiency. Usage and run times will be dependent on rainfall, temperature, seasonal length, and demands of plant materials. Parks that do not have automatic irrigation will manually be watered via Kifco water reel hooked up to fire hydrants or a sprinkler connected to fire hoses during dry spells.

2.0 Litter Control – Scheduled two to five days per week. Off-site movement of trash dependent on size of containers and use by the public. High use may dictate once per day cleaning or more.

3.0 Tree and Shrub Care – Maintenance will include: pruning, pest control, watering/irrigation, and fertilizing; all according to individual need. Frequency of maintenance influenced by: species and/or cultivar of tree and/or shrub, growing environment (*i.e.*, sun/shade, soil moisture and nutrients, spring vs. winter pruning, etc.), design aesthetic (*i.e.*, formal hedge, natural appearance, etc.), and park or facility usage (*i.e.*, primary athletic fields, primary rentals/special events, etc.). Maintenance for all trees and shrubs in each park and/or facility planted at key entry/exit points or other similar key locations within the park and/or facility will be conducted a minimum of once per year. Maintenance for all other trees and shrubs in each park and/or facility planted elsewhere throughout the park and/or facility will be conducted on a two-five year cycle. Additional maintenance will be conducted as needed for each tree and shrub per park and/or facility need.

4.0 Disease and Insect Control – Integrated Pest Management (IPM) procedures will be followed for the prevention, control, and reduction of all pest insects and/or diseases in all park and/or facility turfgrass, trees, shrubs, and other plantings. No synthetic chemical will be used. Persistence of pests presenting a minor to

medium impact on plant aesthetic appearance will be tolerated when occurring away from key entry/exit points.

- 5.0 Winter Operations** – Snow removed within 24 hours at end of snowfall. Sand or snow melt products may be used to reduce ice accumulation on walking paths.
- 6.0 Lighting** – Replacements or repair of fixtures will be done when observed or reported as not working. Work should be completed no later than seven working days from it being reported.
- 7.0 Surfaces** – Should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated.
- 8.0 Repairs** – Repairs will be scheduled to be done as soon as possible, depending on availability of replacement parts and technicians to accomplish the job.
- 9.0 Inspections** – Informal inspection by staff at least once a day during growing season.
- 10.0 Flower Plantings** – Some planted flower plantings are a part of the park and/or facility design. Plantings may include: ground plantings (*i.e.*, annual and/or perennial beds) and container plantings. Maintenance will include: watering, fertilizing, pest control, flower dead-heading, and possible plant replacement. Frequency of maintenance influenced by: growing environment (*i.e.*, rainfall, sun/shade, temperature, etc.), species and/or cultivar of plant, and design aesthetic (*i.e.*, formal/organized, naturalistic, planter, etc.). Weekly observation is required. Maintenance one-two times per week will be required.
- 11.0 Restrooms** – When present, will be maintained at least once per day as long as they are open to public use. High use may dictate two services or more per day. Servicing period should ensure an adequate supply of paper and that restrooms are clean and free from noxious odors.
- 12.0 Park Equipment** – Is maintained and repaired by our VOP fleet division. Regular preventive maintenance of the vehicles and equipment is scheduled.
- 13.0 Special Features** – Should be maintained for safety, function, and high quality appearance as per established design.
- 14.0 Special Usage** – Various parks may include special usage such as sled hills. Parks with natural areas or special plantings may also have special usage areas.

Mode III

The following characteristics distinguish the Mode III maintenance management level:

- 1.0 Turf Care** – Grass cut once every five working days. Normally not aerated unless turf quality indicates a need. Reseeding or re-sodding will be done only when major bare spots appear.
 - 1.1 Turf Care Weed Removal** – No herbicide used.
 - 1.2 Turf Care Fertilizer** – Applied when turf vigor is unhealthy.
 - 1.3 Turf Care Irrigation** – This will be used on a project specific basis.
- 2.0 Litter Control** – Minimum service of two times per week. High use may dictate higher levels during warm season.
- 3.0 Tree and Shrub Care** – Maintenance will include: pruning, pest control, watering/irrigation, and fertilizing; all according to individual need. Frequency of maintenance influenced by: species and/or cultivar of tree and/or shrub, growing environment (*i.e.*, sun/shade, soil moisture and nutrients, spring vs. winter pruning,

etc.), design aesthetic (*i.e.*, formal hedge, natural appearance, etc.), and park or facility usage (*i.e.*, primary athletic fields, primary rentals/special events, etc.). Maintenance only when required for health, aesthetic appearance, or safety on a two-three year cycle for shrubs and five-seven year cycle for trees.

- 4.0 Disease and Insect Control** – Integrated Pest Management (IPM) procedures will be followed for the prevention, control, and reduction of all pest insects and/or diseases in all park and/or facility turfgrass, trees, shrubs, and other plantings. No synthetic chemical will be used. IPM will only be applied for epidemic or significant complaint pest issues.
- 5.0 Winter Operations** – Snow removal accomplished within 24 hours at the end of a snowfall. Some crosswalks or surfaces may not be cleared.
- 6.0 Lighting** – Replacements or repair of fixtures when report filed or when noticed by employees. Work should be completed no later than seven working days from it being reported.
- 7.0 Surfaces** – Should be cleaned on a as noticed basis. Repaired or replaced as budget allows.
- 8.0 Repairs** – Should be done whenever the safety or function is in question.
- 9.0 Inspections** – Once per week at the time of mowing.
- 10.0 Flower Plantings** – Planted flower plantings are a part of the park and/or facility design and are predominantly perennial in nature. Maintenance will include: pest control, flower dead-heading, and possible plant replacement. Frequency of maintenance influenced by: growing environment (*i.e.*, rainfall, sun/shade, temperature, etc.), species and/or cultivar of plant, and design aesthetic (*i.e.*, formal/organized, naturalistic, planter, etc.). Monthly observation is required. Maintenance three times per growing season will be required.
- 11.0 Restrooms** – When present, serviced a minimum of seven times per week. Seldom more than once each day.
- 12.0 Park Equipment** – Is maintained and repaired by our VOP Fleet Division. Regular preventive maintenance of the vehicles and equipment is scheduled.
- 13.0 Special Features** – Minimum allowable maintenance for features present with function and safety in mind.
- 14.0 Special Usage** – Parks with natural areas or special plantings may also have special usage areas.

1. MOWING AND TURF MAINTENANCE

1.1 Power Mowing

Power mowing involves a specifically planned and scheduled mowing program to maintain a healthy, vigorous, and aesthetically pleasing turf. Activity includes operation of power riding mowers, 72" in width, along with performing litter/rock pickup and visual spot-check part inspection.

Service Level Guidelines

Park areas are ranked in priority as a means of scheduling the frequency of mowing. This priority system is prepared with the intent of assuring that quality turf maintenance is first administered to the most critical areas within the park district property. The priority rating system is divided into four categories, which indicate the time period which can be expected for a given site or area to be mowed.

	Height Cut	Mowing Cycle	Parks Included
Mode I	3 inches	Every 5 days	Signature Parks
Mode II	2-2 1/2 inches	Every 2-3 days	Neighborhood parks scheduled athletic fields in play
Mode III	3 inches	Every 5 days	General neighborhood park use

1.2 Trim Mowing

This activity includes the use of manual and power trim mowing equipment to maintain turf, which cannot be accessed with large mowing equipment. Activity includes pickup of litter and rocks and a visual spot check of parks and playgrounds.

Service Level Guidelines

All turf areas will be maintained and cut according to Mode I, II, or III, standards. This service is based on a 30-week trim schedule, from April 15 – November 1. Trim mowing will follow a prioritized cutting cycle coordinated with the power-mowing program. Standards for elapsed time between trim and power mowing cycles should not exceed more or less than one day.

1.3 Turf Maintenance and Turf Establishment

Service Level Guidelines

Mode I parks will have adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure a supply of nutrients, which follows the requirements from our Illinois Department of Agriculture County Extension Service and soil testing.

Mode II turf areas will receive three to five pounds of available nitrogen, in a fertilizer form, with application date guidelines of March 15 – November 15. All fertilizer will be applied uniformly using a broadcast-type spreader.

1.4 Turf Renovation

Service Level Guidelines

Sodding – Prior to laying sod, the finished grade will be brought to an even, firm, friable surface free from stones or clods one inch or more in dimension. Starter fertilizer will be incorporated into the soil. Sod will be laid parallel to the direction of the slope and in a manner, which will permit joints to alternate. Sod pieces will be tightly fitted so that no joint is visible. All sodded areas will be watered after installation until fully established. Sod installation on slopes greater than three-to-one will be stacked with wood sod stakes at the rate of up to five stakes per square yard of sod.

Re-grading and top-dressing – Dependent upon site location and repair area. Re-establishment area normally requires rototilling to a depth of 4-6", top-dressing with fresh soil, leveling to finished grade even with surrounding terrain, removal of all stones or clods one inch or more in dimension, prior to seeding at full rate. Renovation area is then covered with chopped/blown straw, or an approved erosion control blanket.

Irrigation two-to-four irrigation cycles per week, April through October 15, or as required and scheduled to maintain actively growing turf at designated locations.

2. PARK LITTER CONTROL

Activities include any maintenance task pertaining specifically to litter control, including sweeping, litter picking, emptying cans, replacing liners (where necessary), and inspection of park grounds.

Service Level Guidelines

	Emptying Barrels	Dates	Litter Picking
Mode I, II, III	Daily	May 1 – Nov. 30; Dec. 1 - Apr. 30 (as needed)	Community parks & sports fields

3. TREE AND SHRUB CARE

3.1 Tree Irrigation and Fertilization

Maintenance activities will include: watering/irrigation and placement of water bags.

For trees planted within the past three years, one-two irrigation cycles per week from May 1 to October 15, or as required/allotted by environmental conditions, tree growth needs, and/or budget. For trees planted within the past two years, water bags (*i.e.*, gator bags) will be installed and used.

Trees planted in the past two years will not be fertilized. Trees planted in the past three years will be fertilized based upon need.

3.2 Tree and Shrub Maintenance

Maintenance activities will include: pruning (*i.e.*, corrective and damage), thinning, shaping, staking and guying, and mulching.

Service Level Guidelines

All pruning-related maintenance activities will be performed in accordance with accepted arboriculture practices and standards. Pruning maintenance will aim to provide and encourage natural, healthy growth for each tree species and/or variety. Pruning activities will include removal of dead wood, suckers, water sprouts, cross-branches, and low hanging branches as they impact park and/or facility visitor experience. Additionally, thinning and shaping will be conducted to improve airflow through the tree canopy and for aesthetic design reasons.

The base of all single trees and shrubs or trees and shrubs planted in small groves will be mulched to a 4' diameter ring, 3-3.5" deep, to a maximum depth of 1.5 inches at the base of the tree trunk. Mulch will be of a "premium landscape" grade or better. All tree and shrub rings and planting beds will have a spaded edge of a minimum depth of 3".

Specific maintenance activities as both for Mode I, II, or III parks and/or facilities.

3.3 Tree, Shrub, and Stump Removal

Maintenance activities will include: removal of dead, dangerous, or undesirable trees, tree stumps, and shrubs. Additional activities include: mobilization and setup of equipment, site preparation and cleanup, and disposal of cuttings.

Service Level Guidelines

All tree, shrub, and stump removal activities will be performed in accordance with accepted arboriculture and horticulture practices and standards. All maintenance activity modes will be conducted to provide a safe, aesthetically attractive, and healthy park and/or facility environment. Removal of trees, shrubs, and stumps will be determined on a case-by-case basis. Stumps will be removed at the same time as trees and shrubs.

3.4 Shrub and Planting Bed Maintenance

Maintenance activities will include: new plant installation, redesign of existing planting beds, mulching, watering/irrigation, fertilization, pruning, edging, and removal of dead or damaged plant materials.

Service Level Guidelines

NEW PLANT INSTALLATION – All new plantings will be installed in accordance with accepted horticulture practices and standards. Installation will, weather permitting, begin no sooner than April 1.

REDESIGN OF PLANTING BEDS – Planting beds will be redesigned as needed and when resources are available. Beds will be redesigned using accepted horticulture practices and standards with a focus on minimizing labor effort for ongoing maintenance.

MULCHING – Mulch will be applied to all planting beds as needed. Beds at Mode I and II parks and/or facilities will be maintained at a minimum depth of 3 inches. Beds at Mode III parks and/or facilities will be maintained at a minimum depth of 2 inches.

WATERING/IRRIGATION – Watering/irrigation will be applied to all planting beds as needed based on observation in order to maintain bed aesthetic appearance. Watering/irrigation will be used from initial planting date to September/October.

FERTILIZATION – Fertilizer will be applied to all planting beds as necessary based on accepted horticulture practices and standards. Only organic and/or nature product-based fertilizers will be used in all parks and/or facilities.

PRUNING – See section 3.2.

EDGING – All planting beds will be spade edged in the spring to a minimum depth of 3 inches. Edging will be maintained throughout the growing season as needed.

REMOVAL OF DEAD OR DAMAGED PLANT MATERIALS – Removal of dead or damaged plant materials will be performed in accordance with accepted horticulture practices and standards. Removal work will take place as needed throughout the growing season. End-of-year removal of annual or temperature-tender plant materials will take place no later than November 1.

4. WINTER RESPONSIBILITIES

4.1 Snow/Ice Removal

Activities include operation of snow brooms, blowers, tractors, manual snow removal, and application of snow and ice melting compounds on sidewalks and parking lots.

4.2 Procedure On Snow Plowing

The following procedure will be followed for snow plowing.

Snow Plowing

All snow plow operators will be trained by authorized staff and given a minimum of 4 hours hands-on training with an instructor. In addition, new operators will attend a PDRMA sponsored training seminar. Snow plow operations will be done in conjunction with snow blower/shovel teams as part of the overall snow. During snow and icing conditions, all designated walks will be cleared and treated with ice melting compounds to allow pedestrians using the walks to move about safely. Designated parking lots also will be plowed. See Appendix A.

4.2 Snow Routes – See Annual Removal Plan

4.3 Winter Operations – Winter Work Schedule

- Snow Czar (Manager) on weekly basis from November-March.
- One Full-time staff on call on a weekly basis from November-March.
- Weekend responsibilities may be called to start earlier. During the regular week, an employee may be asked to work a night if someone calls in sick.

4.4 Sled Hill Maintenance and Construction

Service Level Guidelines

Slopes will be free of all obstructions. Sled hill rules and direction signs will be posted at all locations and will be inspected daily when there is snow. Any damage will be repaired immediately.

4.5 Outdoor Ice Rinks: Construction, Maintenance and Operation

Service Level Guidelines

Outdoor ice Rink Maintenance is defined by the following performance objectives and support facilities:

Maintained for maximum, community-wide use including:

1. Snow removal after every snowfall.
2. Surface rotary broomed after snow removal.
3. Scraped weekly.
4. Resurfaced as needed.
5. All holes and cracks repaired as needed.
6. Checked daily for safety, ice conditions, posting of necessary signs, and preparation of skating condition reports to supervisor.

No supervision is provided for safety for segregation of activities, i.e. ice hockey, speed skating, low key games, free skating, figure skating, etc.

4.6 Ice Rink Construction (N'Ice Rink System)

Flooding

- This method is used to build up a large volume of water: 4-6 inches or more.
- Outlook for precipitation must be clear for 48 hours after flooding.
- Village water hydrants will be used for all other rinks (water meters must be used).
- If a base ice is already down, avoid burning through ice by moving hose around.
- Temperature must be between 5°F to -10°F for three consecutive days. Open Hose.
- This method is used to build up ice after the main flooding process.
- Temperature must be between 0°F to 15°F with no outlook for snow within 12 hours.
- Only put down 1/2"-1" of water starting at far end of rinks and working back toward water hydrant.

Spray

- This method is used to build up ice, small layers at a time.
- Temperature must be between 15°F and 25°F with no outlook for snow within 4-6 hours.
- Put down only 1/2" or less of water at one time.
- Again, starting at far end of ice rink and working back toward hydrant.
- Move very fast.

4.7 Hose Repair

Duct tape all holes in hoses. If there is a large hole in the hose, tie flagging tape at the location of the hole and roll up. Report damaged hoses to your supervisor. Remember to always start at far end of rinks and work back toward hydrant when using water. Never let the hoses sit in one spot too long, as it will burn a hole in the ice.

4.8 Patching Holes in Ice Rink

- Using a 5 gallon bucket, add snow and water to make a thick slush. Pour into hole and level with surface of ice. Stay away from patch with equipment until frozen.
- Slush Ice - use when available.

Mixing

- Fill a 5 gallon bucket with 4 gallons (15.2 liters) of water. Less water creates a more viscous solution while more water creates a thinner solution.
- Vigorously shake Slush Ice bottle for at least 22 seconds to disburse all solids.
- Add Slush Ice to water and stir well for a minute. The mixture will thicken noticeably.

Directions for Use in Patching

- Fill holes as needed.
- Allow to freeze.
- Resurface as needed.

4.9 Hose & Equipment Needs for Ice Rink Location

- Fire Hydrant meter and wrench.
- 300' of 1 ½" Fire hose.
- Spray Nozzle.
- Poor man Zamboni.

4.10 Outdoor Ice Rinks – Construction, Maintenance & Operation**Ice Rink Design Criteria**

Consider multiple uses of facilities.

- Any surface may be used as a foundation, with the exception of sand, gravel, or loose porous soil. A heavy non-porous soil is preferable. Barren soil is preferred.
- Area chosen should be level and free of large rocks or other obstructions (minimum fall: 1"/100'; maximum: 6"/100'). There must be a water supply nearby (i.e., 3 inch fire hydrant or natural water). Maximum distance: 400'.

Fall Preparation

- Remove all litter and debris.
- Cut any grass as short as possible and rake area to remove thatch, as it acts as insulation and will delay frost penetration on the soil. In addition, any loose material that is left on the ground may penetrate the ice rink liner when flooding operation begins.
- Before freezing weather sets in, it would be desirable to flood or spray the dry land surfaces that will be used for ice-skating. This moisture will fill in the air spaces in the ground and will act to allow the frost to penetrate faster and deeper than normal.
- Install NiceRink boards and anchors before frost is in the ground, prior to December 15. Remove all snows to enhance frost formation early in the season.

4.11 Method of Ice Rink Construction

After temperatures have dropped below 10 degrees, install liner and begin filling. Whether to flood or spray ice skating areas is a perennial controversy and one that probably has no positive solution. Flooding is quicker, easier and less expensive. On the other hand, when spraying and building up protective layers of ice, a firm bond between the ice and ground is assured, thus eliminating air pockets and water seepage that tends to make the ice sag and crack.

Flooding

- The ground should be well frozen to a depth of 6". No more than 2-3" of water is applied at the first flooding and must freeze to the bottom before the second flooding.
- When surface is ready for the first coat, it should be put on in temperatures as cold as possible and then very little water should be applied so the frost won't be drawn out.
- Temperatures for flooding shall be in the range of 15°F to 5°F. To prevent the warmer water from drawing the frost out of the ground, the nozzle of the hose shall be placed on a wooden splashboard. Splashboard should be moved every 15 minutes.
- The flooding process shall be continued until the ice is at least 6" thick with no more than 3" applied at any one time.

Spraying

General procedure for spraying ice skating areas is outlined as follows:

- 15°F to 18°F is ideal for spraying, as water flows out and freezes smoothly. 25°F is the maximum temperature that spraying can be undertaken. Very low temperatures (below 5°F for finish coats) freeze the water rapidly but will produce lumps and cracks if care is not taken to spray out water in even layers.
- Check hoses for leaks. Leaky hose joints will damage the ice skating surface.
- When laying down the first coat, the water should be applied so the frost will not be drawn out of the ground. Spray several light layers, building up the surface with film-like layers.
- The operator should start at the end of the rink farthest from the water supply or play the wind if it is blowing, and work across the rink, back and forth walking backward toward the opposite end, with a man behind him to pull the hose. If possible, keep the hose completely off the ice to assure a smooth surface.
- It is important to hold the nozzle of the hose high, rather than parallel to the ground or downward, enabling the water to be cooled by the air before it reaches the ground. The operator should avoid dragging the hose along newly sprayed ice or allowing it to lay on the ice for any length of time in one spot because it will roughen or melt its way into the rink.
- When spraying, there should be little or no water standing on the rink when the work is completed. It may be necessary to take a five to ten minute break in between coats for the water to freeze before spraying again. Under ideal conditions, the water should be applied while the surface is lightly wet or "tacky".
- The dikes or snow banks should receive the same treatment as the surface.
- As soon as 1 to 1 ½" inches of ice is built up or secured over the rink, the area may be scraped to cut off any bumps or grass blades that stick through the ice, and to obtain as smooth a surface as possible upon which to build.
- Spraying should not be undertaken when it is snowing or it is felt the water will not freeze, prior to a forecast snow.
- On any turf area, it will take 2 to 3 nights or 20 hours of spraying to build up 1 ½" to 2" of ice suitable for skating. Hard surface areas require 2 inches minimum depth for skating. Work to build up 4-6" of ice as early in the season as possible.
- When spraying hard surfaces (i.e., blacktop or tennis courts) it is desirable to lighten the surface to facilitate freezing, since a dark color absorbs heat, whereas light colors reflect it. Procedure is to cover the surface with a layer of lime or marble dust applied with a fertilizer spreader. Care should be taken not to disturb the layer when initially spraying.

4.12 Ice Surface Maintenance

Daily maintenance of the ice surface should be a high priority and is most essential for good skating. The following maintenance suggestions will be a guide for providing maximum skating conditions.

- Snow and ice shavings should be frequently removed from the surface and always before applying a new coat of water.
- Holes should be filled with a mixture of snow and water and cracks repaired by applying warm water over them to form a seal.
- The whole area can then be scraped to remove bumps and irregularities, rotary broomed, and resurfaced by spraying.
- Snow should be removed from the rink as soon as the fall has ceased, but not while it is still snowing.
- Snow and ice shavings should be completely removed from along the inside edge of the hockey boards.
- Allow sufficient room at the edge of the rink to handle excess ice scraped off the snow.
- If warmer temperatures are forecast, leave ice shavings on the ice to insulate against the sun. Take advantage of all opportunities to make ice.
- Should the foundation of the rink be lost through thawing on February 15, it will be considered impractical to rebuild it because of increasing warmer temperatures.
- A final ice-making crew and schedule should be set up prior to December 15.

4.13 Daily Ice Rink Condition Report

Weather Conditions: Temperature: _____ Date: _____
 Precipitation: _____
 Wind: _____

For weather conditions, reference weather.com

Skating Rink Time of inspection: _____ a.m./p.m.

_____ Skating Excellent _____ Good _____ Fair _____ Poor _____

_____ No Skating Thin Ice _____ Soft Ice _____ Snow Covered _____

Report Prepared By: _____

4.14 Daily Ice Rink Condition Criteria

Excellent	"Perfect" Ice; smooth as glass. Imperfections* less than 10% of ice surface and no snow cover.
Good	Imperfections* 0-50% of ice surface; rest of ice in excellent condition. No snow cover.
Fair	More than 50% imperfections* in ice surface or snow cover on ice.
Poor	Ice surface very rough, but still able to be skated on – not dangerous.
No Skating	Lack of ice, or condition of ice unsafe for skating (i.e., thin ice, standing water or extremely rough surface). DANGEROUS.

*imperfections: Defined as ripples, rough areas, "boils" or other flaws that DO NOT hinder skating.

4.15 Removing Snow from Rinks

Always check thickness of ice in warmer weather (above 30°) before driving equipment on ice. Ice must be 3 ½"-4" minimum ice thickness to allow equipment (rider units) on ice.

Method of Measurement: Drill 3" holes minimum in three to four locations in each rink. Measure by placing a pencil marked in ½" intervals in drilled hole.

Unless directed by a supervisor, only use the following equipment: walk-behind hand blower and sweeper. Do not take a chance with riding equipment. Falling through the ice not only damages the ice, but causes costly repairs to our equipment.

- Breakthrough may occur, usually on north end of hockey rinks.
- Always start in the middle of the rink and run lengthwise, pushing snow/ice shavings to the side.
- Always clear a path to and from the rinks with equipment for easy maintenance access.
- Never hit hockey boards with equipment, as it will damage the equipment and the boards.
- Always follow the instructions regarding hydrant shut off.

4.16 Operation of Water Equipment

Fire Hydrant-Set Up

1. Open 2 ½" cap on fire hydrant.
2. Connect water meter to hydrant or connect hose first.
3. Use either 2 ½" fire hoses or use reducer and add 1 ½" hoses.
4. For spraying use nozzle on 1 ½" hose.
5. For open hosing, leave end open on 1 ½" hose.

Breakdown

1. Shut down hydrant enough to shut off water.
2. Disconnect hose from hydrant.
3. Roll up hoses and store equipment in vehicle.
4. Close hydrant rest of way.
5. Replace hydrant cap.

In Case of Frozen Hydrant

1. Shut off hydrant.
2. Disconnect hose from hydrant.
3. Report to supervisor

Problems with Fire Hydrants

If you experience any of the following:

1. Hydrant will not shut off;
2. Water continues leaking from valve box;
3. Gate valve stuck on;
4. Water seepage from below ground around hydrant;
5. Problems with RPZ;

Report any and all hydrant problems to your supervisor as soon as possible.

5. STORM DAMAGE RESPONSE

Storm damage response refers to any tasks necessary to respond to storm damage clean-up projects related to, or affecting the Park District.

Service Level Maintenance

Forty-eight hour clean-up response, after notification, of all storm-related activities jeopardizing public safety. Work includes clean-up of storm detention debris, hazardous tree and limb removal, and clean-up.

6. PARK CUSTODIAL SERVICE

Service Level Guidelines

See Appendix B.

6.1 Restrooms

Restrooms are clean, sanitary and properly stocked with products. Lights, ventilation and heating systems (where applicable) are operational. Toilets, water faucets, and hand air dryers are operational. Restrooms are free of graffiti. Restroom doors are properly marked according to gender. Restrooms have doors and locks that are operational. Restrooms are in compliance with the requirements of the Americans with Disability Act.

7. VEHICLE AND EQUIPMENT

Activity includes those tasks necessary for the proper maintenance of equipment such as greasing, changing oil, mixing gas, and cleaning of equipment, minor repairs, not warranting mechanics attention. Services are scheduled and conducted by VOP Fleet services.

Service Level Guidelines

Equipment will be cleaned, greased, and in optimum working conditions, prior to utilization. All equipment will meet operational and maintenance standards as stated in the operating and preventative, maintenance checks on a regular schedule and washed weekly.

- Vehicles – Weekly checks maintenance as needed or per schedule with VOP Fleet Services.
- Equipment and implements – Daily prior to usage.
- Mowing equipment – Daily oil and visual checks – Blades changed every two weeks.

8. TENNIS COURT MAINTENANCE

Activity includes all maintenance tasks related to tennis courts such as periodic cleaning of court surfaces, net and windscreen set-up and takedown, maintenance of bleachers and signs.

8.1 Surfacing

The surface is smooth, level and well drained with no standing water (nickel test). The surface will be free of large cracks, holes and trip hazards. It will be painted and striped in accordance with the United States Tennis Association court specifications. Worn paint surfaces do not exceed 20% of total court surface. The surface is free of litter, debris, gravel, leaves and graffiti. It may require weekly blowing.

8.2 Nets

Nets will be installed at the proper height and tie-downs will be in place. Net height at center court is 36" and 42" at the side posts. Nets will be free from tears and frays. Support poles must have hardware intact, properly connected and installed. Nets will be checked for net tension and/or damage weekly, May 1 to Oct 31. One net per site will be left up November-April, all other will be removed and stored. Unless site is used for ice rinks, in which case all nets will be removed

8.3 Fencing

Fences will be inspected for holes, protrusions, and looseness. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use. The fencing material is properly seamed to the support rails and the support rails are properly connected and straight. The fabric is straight and free of bending or sagging. Gates will be checked to insure proper working order of the hinges and latches. Windscreens (where provided) are tightly secured to the fencing and are free of tears and holes.

8.5 Signage

Court signage will be in place by all gates.

9. BASKETBALL COURT MAINTENANCE

Basketball courts maintenance will involve surface backboard, rim and net maintenance.

9.1 Surface

The surface is smooth, well drained in order to pass the nickel test. The surface will be free of large cracks, holes and trip hazards. The surface is painted and striped as per court specifications; worn painted surfaces do not exceed 20% of the total court surface. The surface will be free of litter, debris, gravel and graffiti.

9.2 Rims, Backboards and Nets

Rims and backboards are level with hardware intact, rims and backboards are painted. Nets are properly hung and are replaced when torn or tattered. Support poles are secure in the ground and straight, free of cracks or dents.

9.3 Lighting

Electrical systems and components are inspected to insure operation and compliance with appropriate building code. Ninety percent of lamps for each court are operational; timers are properly set for specific hours of operation. No electrical conducting wires are exposed; ballast boxes and components are properly installed and secured. Lights give uniform coverage on the courts and fixtures are adjusted to eliminate dark

or blind spots. Lighting controls with operation instructions and information are conveniently located for easy access.

10. SAND VOLLEYBALL MAINTENANCE

Activity includes all maintenance tasks related to volleyball courts such as periodic raking of the sand, net set-up and take down and monthly inspections.

10.1 Nets

Nets will be installed securely to the support poles and are hung properly at the specific height. Support poles are properly anchored with no exposed footings. Nets will be free from holes and are not torn or tattered.

10.2 Surface

The court surface is loose sand, with no standing water. Surface is free of weeds, grass, litter and debris. Sand is added or tilled as needed. The surface is dragged weekly to maintain a level surface between May 1st and October 31st.

11. PLAYGROUND SERVICE

Activities include weekly inspection and repair of equipment and care of mulch, pour-in-place, or sand surfaces surrounding the equipment.

11.1 Inspection

Playground inspections – all play equipment will be inspected.

All frames will be checked for loose connections, loose bolts, rust, wear and sharp edges. Chains, hangers, bearings and connecting links, s-hooks will be checked for excessive wear, seats will be checked for cracks, splinters, weakness, rough areas, etc. Slides, decks and rails will be checked for protrusions, rough surfaces, sharp edges and structural cracks. All wood timber will be inspected relative to safety, signs of splinters, cracks, or deterioration. Play equipment is free of graffiti, age appropriateness for the play equipment is noted with proper signage. Shade structure is secure and free from tears. All play equipment and surrounding play areas meet ASTM and National Playground Institute standards. Record any deficiencies, along with inspection report and give to the Trades Manager for action and repair.

11.2 Surface Maintenance and Borders

Check fall surfaces regularly and remove debris and level the surfaces by raking the surface material back under the structures and equipment. Playground surfaces of mulch will be assessed monthly. The need for additional material will be reported to the Superintendent of Building and Grounds.

Rubber cushion surfaces are free of holes and tears and are secure to the base material and curbing. Fall surfaces should be free of standing water within 24 hours. Borders are well defined and intact. Repairs are made as needed. All fall surfaces and borders meet ASTM and National Playground Safety Institute standards. Spraying of insecticides or herbicides will be on a project basis only.

12. SHOP CLEANUP/COLD STORAGE

Cleaning and maintaining shop and garages.

Service Level Guidelines

Garages will be maintained daily by pickup of debris and sweeping of floor. Tools will be put away daily and all equipment washed weekly. End of the day lock-up procedures will be followed as described in night maintenance procedures.

13. PICNIC AREAS – PAVILIONS/SHELTER FACILITIES

Service Level Guidelines

Class A- Picnic areas and are established in Taylor and Field Park.

Class B- Picnic areas are in the community that may be reserved.

Service Level Guidelines

Clean facilities before and after every reserved use. Replace broken, damaged, or stolen equipment within seven days of observation.

13.1 Shelters

Inspect annually for any structural or electrical damage, and make repairs as needed. Clean as needed; pick up ground litter, debris and remove any hazards.

Shelters will be cleaned, sanitary and free of graffiti. Lights and electrical plugs are operational and comply with current building codes. Shelters are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles. Water fountains are operational.

13.2 Picnic Tables

Tables will be inspected monthly for loose, damaged, or missing parts and hardware and repaired as necessary. Tables will be clean and free of rust, mildew and graffiti. Table frames are intact and slats are properly secured; seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed comers. All table hardware is intact.

13.3 Grills

Inspect monthly for worn, damaged or missing parts and repair as needed. Inspect for fire hazards such as underbrush, low limbs and debris, and remove it immediately.

Grills are operational and free of rust and metal deterioration. Grill racks are clean and free of grease build-up; remove old coals bi-weekly.

13.4 Trash Receptacles

Empty trash barrels as part of regular trash pickup. Repair, worn, damaged or missing parts as soon as possible. Clean the areas around the receptacles and roll-off containers as needed.

14. AFFILIATES AND IN-HOUSE SPORTS FIELD MAINTENANCE

Service Level Guidelines

Permits will be issued on an annual basis

14.1 PACT Agreements – Sports Fields

Field usage agreements are established annually for hours of use: AYSO, OPYB, Chicago Edge, Windmills, Pony, OPRF Alliance, St. Giles, Ascension, Fenwick, and OPRFHS.

14.2 Turf Maintenance

Mowing, trimming, weeding, and fertilization of turf, as well as pruning shrubbery and maintaining tree rings are the responsibility of the landscape contractor. Mowing of athletic fields, aeration, over-seeding, top dressing and irrigation are the responsibility of the Park District Building & Grounds.

- Athletic fields and heavy use areas will be deep-tine aerated at least three times per year. Athletic fields will be Aeravated at least three times per year.
- Athletic fields will be over seeded 3 times per year using a grass seed mix of Kentucky Bluegrass and Perennial ryegrass. Soccer goal areas and high wear areas over seeded on a weekly basis during season.
- Athletics fields will be top dressed with an amendment consisting of mostly sand base two times per year.

- Athletic fields will mowed two-three times per week at a height of cut of 2-2 ½" on fields that have irrigation. Athletic fields that do not have irrigation are mowed at a height of 3".
- Irrigation systems will be energized in April and shut down in November. Irrigation programs will be maintained at the discretion of the Sports Field Manager. Standard watering levels are 1 inch per week. Irrigation audits will be conducted throughout the year to make sure systems are operating properly.

14.3 Affiliate Youth Soccer Field Maintenance

Activities include all tasks specifically required for maintenance of the sports-field turf areas. They include all labor, materials, and supplies necessary for turf repairs, sod replacement, over-seeding, fertilization, and weed control, and aeration to maintain turf surfaces in a healthy, attractive, and safe playing condition. Goals are properly installed and anchored. Goal frames show no excessive bending, a minimum of 3 No Climbing stickers are on each goal. Nets are in good condition and free of holes, tears and fraying which would allow a soccer ball to pass. The maintenance impact of programmed use, by district policy, is a direct program cost to be offset by user fees.

14.4 Affiliate Youth Baseball/Softball Field Maintenance

Activities include all tasks specifically required for maintenance caused by program usage of the ball field turf areas. They include all labor, materials, and supplies necessary for turf repairs, sod replacement, over-seeding, fertilization, and aeration to maintain turf surfaces in a healthy, attractive, and safe playing condition.

In order to provide facilities, which enable achievement of the objectives of informal, self-directed, or organized play, the Park District of Oak Park provides baseball facilities that meet the following criteria:

- Design of the field will provide for games played according to official rules.
- Baseball infield will have a turf or skinned infield surface, and have a permanently mounted home plate. Fencing will include a backstop, wing fences, and 6 feet line fencing extending ten feet past first and third bases. A permanent or temporary seating for a minimum of seventy spectators will be available as well as a minimum of two permanent or temporary player benches provided.

Service Level Guidelines

Baseball fields, coaches' boxes, and screen runways will be edged and graded, baseball mix and screening will be added to these areas if needed. All fields will be checked for home plate, pitching rubber, and base anchors, and replaced monthly during inspection or as needed.

Facility elements such as fencing, spectator seating, player benches, lighting systems, etc. will be inspected weekly and maintained in good repair. All fields will be litter-picked daily and maintained in good repair.

Many sport fields are programmed for usage by leagues. Their extensive use of the fields creates wear and tear over and above our normal service level. Listed below are the maintenance efforts that may be charged to leagues or programs.

- Fertilization at the rate of 1 pound of N/1000 square feet, per application. Aeration will be performed in coordination with the fertilization (soccer and football both spring and fall).
- Over-seeding at half the established rate in early spring or fall (baseball) full rate for soccer and football.

During league play the following will also be charged:

1. Facility elements such as fencing, spectator seating, player benches, etc. will be inspected daily and maintained.
2. All fields will be litter-picked daily or as needed.
3. Filling and grading of holes on the mound, home plate, and skinned areas will be done daily.

14.5 Athletic Field: Maintenance Specifications Ridgeland Common

A. Turf:

1. Mow playing turf twice per week during league play at a height of 2-2 ½" mow turf at least once per week during non-league play.
2. Mow athletic field perimeter and grounds at least once per week at a height of 3" conducted by Landscape contractor.
3. Core aerate athletic turf areas 2 times per year (spring and fall). Solid Deep-tine aerate athletic field two times per year. Aeravate heavily used areas at least monthly from May - September.
4. Top-dress athletic fields at least twice per year with a clean sand/organic mixture.
5. Fertilize athletic fields a minimum of five times per year, with a rate 1.0 pound of nitrogen per 1000 sq. ft. test soil annually and determine the proper ratio of fertilizer needed.
6. Over seed athletic fields in spring and fall. Use seeding rate of two-three pounds of athletic turf mix per 1000 sq. ft. in a single pass. In thin or declining areas (goal mouths, center of field) seed in a criss-cross pattern at a total rate of three-five pounds per 1000 sq. ft. two-three times per year or during season.

B. Skinned Infield:

1. Skinned infields will be constructed using a clay/sand mixture (25% / 75%) to form a solid uniform surface for each sport to be played on.
2. Use amendments on infield soil and surface such as Turface or Diamond Dry.
3. Grade infields to allow for proper drainage.
4. Water, drag, line and take out skinned infields for games during league play.
5. Rake, level, fill holes and pack pitcher mounds and home plate for games during league play.
6. Remove rocks, dirt clods and debris from the play area.
7. Inspect bases, home plate, and pitching rubbers daily for damage and wear. Replace damaged bases as needed.
8. Broom, rake or power wash dirt build-up and lips around the fields as needed.

C. Soccer Fields:

1. Inspect goals weekly checking for stress cracks in the welds, missing nuts and bolts.
2. Re-anchor goals as needed.
3. Repair or replace torn nets as needed.
4. A minimum of three "No Climbing" stickers on each goal.
5. Soccer fields will be laid out, striped, one week prior to the beginning of game play.
6. Lines are re-marked at weekly intervals during the season. "Spectator" lines will be provided as part of the weekly re-striping routine for soccer fields.
7. Soccer goals will only be in position for games. When no games are scheduled, soccer goals will be anchored on the sides of the playing field.

D. Bleachers:

1. Inspect weekly for missing hardware including end caps and make repairs as needed.
2. Clean and remove trash and debris daily during league/tournament play.

E. Fencing:

1. Inspect fences once per week and record damage.
2. Repair damaged hardware, gates, rails and fabric as necessary.
3. An upper and lower rail should be present on all sidelines and dug out fencing.

15. SOCCER FIELD SUPPORT

Activity includes those tasks required for maintenance management and program support at soccer field facilities. Activities include: tasks necessary for preparing fields for games or practices. This portion of the activity includes layout, marking, filling of holes, and goal set-up and takedown. The district defines a soccer field as: a generally level turf area located in a public park/school site having street; fields available by reservation permit, and multi-dimensional in use, other sports fields accommodated in the same space; fields managed as programmed locations will generally have greater recuperative potential after heavy use

due to additional turf cultural practices; programmed as game fields on a spring or fall rotating basis; and programmed use does not normally require physical elements such as bleachers and player benches. All non-sports complex programmed soccer fields are maintained at standards described below.

Service Level Guidelines

Football/soccer fields will be laid out, striped, with goals installed first week prior to the beginning of game play, and re-lined at weekly intervals during the season. Lines will be clearly designated to aid officials in the proper handling of the games. "Spectator" lines will be provided as a part of the weekly restriping routine. Fields shall be of the official dimensions (full-size, junior, and midget) unless otherwise specified by the sports and athletics supervisor. Fields will be free of stakes, fixtures, bleachers, benches, "gopher holes", and other obstructions for at least fifteen feet outside of the side and end lines. Goals will be the official specifications and will be maintained in good repair. Programmed field locations are fertilized on a scheduled basis. Re-sodding of wear areas, over-seeding, top dressing, and renovation performed on an as-needed basis. Park staff will provide a written inventory of all available goal units by type and size, with notations on current conditions. This inventory will be updated at the end of each playing season, including replacement recommendations and repair part needs to be funded in the soccer program or capital development budgets.

16. SYNTHETIC TURF MAINTENANCE (Ridgeland Common Recreational Complex, Irving School Turf Field)

Service Level Guidelines

These are the basic components for effective, routine maintenance for synthetic turf:

- Conduct inspections and perform minor repairs to avoid playing hazards.
- Keep the playing surface clean and free of debris and contaminants.
- Check and maintain proper infill levels to provide a consistent surface.
- Brush the surface to preserve appearance, keep grass fibers upright, and maintain even infill levels, making sure to use only approved bristles that will not overly abrade the fibers.
- Maintain a maintenance and activity log.
- All waste items are removed on a regular basis. Sweepers will be used to assist in.
- Remove airborne contaminants, such as leaves and other debris. If allowed to remain on the surface for any length of time, they will migrate into the system, inhibiting drainage and causing infill compaction.
- Remove organic material, including animal waste, as soon as possible to impede the growth of algae, weed or moss growth. Brushing will be done to help deter organic growth.
- Food, sodas, chewing gum, sunflower seeds, chewing tobacco, smoking, bicycles, dogs etc. are not permitted on the field. Signs are located explaining rules and prohibited items at locations of synthetic turf.
- Do not use cleaning chemicals containing alcohol or acetone solvents.
- Avoid spilling any petroleum-based liquids including fuel onto the surface.

The FieldTurf GroomRight is the equipment used to groom the synthetic turf. It consists of multiple brushes, rakes and rotating tines. Each of these components can be used individually or together. The aerating component features rotating tines located at the center of the unit, to loosen the infill without damage to the fibers. The brushing and raking components are designed to level the infill while at the same time rejuvenating fibers.

- When setting the FieldTurf GroomRight for use, the rotating tines should penetrate the infill by $\frac{3}{4}$ ". The rakes should penetrate the infill by $\frac{1}{2}$ ". The brushes should not penetrate the infill.

Frequency:

- Raking: 4-6 weeks.
- Brushing: 6-8 weeks.

- Aerating: Maximum of three times/year, ideally after every sport season, and after snow clearing, if applicable (beginning in 2nd year).

Recommended Vehicle: Toro Workman MDE Electric Utility Vehicle.

Speed: 3 mph – always make wide turns.

17. SPECIAL EVENTS

Activity includes those tasks required for set up maintenance during and at take down of designated special events. These events, though not all-inclusive, include Day in Our Village, 4th of July, Fall Fest, and Frank Lloyd Wright Race.

Service Level Guidelines

Special events are coordinated by planning teams with labor effort and other responsibilities distributed among divisions. All assignments will be furnished on work orders for accountability and time-line schedules. All purchases will be approved by the designated individual assigned authority.

PARK DIST. of OAK PARK

'14-'15 SNOW REMOVAL PROGRAM

Chain of Command

1. Chris Lindgren
2. John Borland
3. Travis Stephen
4. Bob Rochon
5. Keith Phagan

Vehicle Operator

Skidsteer/Utility Vehicle

1. Bob Rochon
2. Rob Kurtz
3. John Borland

Plow

1. Matt Keovan
2. Jean Durand
3. Mike Didenko
4. Roberto Renteria
5. Rob Kurtz

ASSIGNMENT ITEM:

<u>Plow #1</u>	<u>Plow #2</u>	<u>Skidsteer</u>	<u>Revenue Facilities</u>
Dole	Carroll	947 N walk	Ridgeland Common**
Andersen	1138/1140 Kenilworth	Scoville	GRC**
Field	Barrie	Cheney	Rehm**
Taylor Perimeter	218 Madison	Mills	Conservatory**
Austin	Longfellow Perimeter	Randolph	Stevenson
Lindberg	Fox Perimeter	Fox Interior	
	Euclid**	Longfellow Interior	
	Maple	Barrie N walks	
		Maple bus stop walk	
		Wenonah	
		Field Interior	
		Taylor Interior	

**** Check & remove additional snow from VOP snowplows as necessary.**

DETAIL FOR BLOWER TEAMS

- Unless specified, perimeter walks will be plowed
- All designated walks to be cleared completely (edge to edge).
- All building ramps and stairs to be cleared, then lightly salted with calcium chloride. NOTE: certain sites are **NOT** salted.
- All crosswalks and sidewalk ramps to be cleared and salted with rock salt

Blower Team N	Blower Team S	Blower Team Bldgs	Secondary Sites
1. Roberto Renteria	1. Rob Kurtz	1. Mick Rakitan	S1...Scoville, Grove Ave
2. <i>Seasonal</i>	2. Christine Bradley	2. Rodney Valdez	S2...Scoville, Monument
See other side	See other side	See other side	

DATE _____.

TEAM _____

NORTH TEAM

Scoville

- salt plowed walks
- entire bus stop area
- bus stop curbs on Lake & Oak Park
- Monument Plaza
- crosswalks on all 4 corners

Field

- brick ramp in front of main door
- path from ramp to alley gate
- walk from ramp east to main walk
- ramp to Division at Woodbine

Andersen

- ramp & stairs at front door
- handicap ramp on Hayes
- crosswalk, Division & Hayes
- plow ridge at south end of park

Taylor

- walk btwn. CS & tot lot
- bridge
- bus stop area
- crosswalks at all 4 corners

Stevenson

- front walk & stairs
- stairs to north side emergency exit
- back walk & ramp
- handicap ramp by ASA
- crosswalk ramps (2) Lake & Taylor
- crosswalk. Lake & Humphrey

Austin

- alley gate to interior walk
- SE gate to interior walk
- gate, Forest & Ontario to interior walk
- NE gate to interior walk
- NW gate to interior walk

SOUTH TEAM

Barrie Center

- stairs & ramp to front & back door
- crosswalks: Garfield & Lombard /Garfield & Harvey

Carroll

- rake roof
- ramp to front door
- walk & stairs to alley
- walk along cul-de-sac
- crosswalks on Fillmore
- Harvard walk from tree to property line

Fox

- ramp from Oak Park
- front walk to ramp east of bldg.
- ramp & stairs to front door.
- crosswalks on Jackson
- Oak Park walk from light pole to Jackson

Longfellow

- Ridgeland ramp
- walk from Ridgeland to Cuyler
- ramp & stairs to front door
- crosswalks at all 4 corners

Barrie Park

- crosswalks at all 4 corners
- sled hill stairs
- check/ secure pads*
- remove debris from slope*
- remove moguls/ fill holes*

Euclid

- Wesley walk, east of tennis cts.
- crosswalk, Euclid & Fillmore

Maple

- bus stop (Harlem & Fillmore)

BUILDINGS TEAM

Dole

- ramp on Cuyler
- ramp to main door
- walk from Augusta to main door (as needed)
- ramp from Augusta to side door
- crosswalk Cuyler & Augusta

Cheney

- slate sections of front walk
- front walk, stairs & ramp
- driveway stairs & front porch
- stairs to side door
- back stairs & walk to alley gate
- back walk & emergency exits
- touch up driveway as needed

Mills

- west gate
- front walk, stairs & porch
- crosswalk, Pleasant & Home
- walk from drive W to interior walk
- walk from back porch door to driveway
- W gates & walks
- crosswalk Pleasant Pl.

Randolph

- crosswalk, Grove & Randolph
- crosswalk/ramp, Randolph & Oak Park

Wenonah

- perimeter & crosswalks

SKIDSTEER

947 Ridgeland

- north walk

Scoville

- interior & perimeter walks

Cheney

- drive & Coach House ramp
- perimeter walks

Mills

- interior & perimeter walks

Taylor

- interior walks

Longfellow

- interior walks

Barrie Park

- north perimeter walks

Maple

- sidewalk between ballfields to bus stop

PARK DIST. of OAK PARK
'14-'15 SNOW REMOVAL PROGRAM
for
REVENUE FACILITIES

	<u>Snowplow</u> (see maps)	<u>Snow Blower</u> (see maps)
Ridgeland:	<ul style="list-style-type: none"> -parking lot -perimeter walks -fire lane on west side of building 	<ul style="list-style-type: none"> -ramp to front doors -crosswalk, Lake & Ridgeland -crosswalk, Lake & Scoville -crosswalk, Lake & Elmwood -dog park gate -perimeter walk from dog park gate to viaduct
Rehm:	<ul style="list-style-type: none"> -parking lot -perimeter walks -interior walks 	<ul style="list-style-type: none"> -crosswalk, Garfield & Gunderson -Garfield perimeter walk (as needed) -walk from tot lot to East Ave.
Conservatory:	<ul style="list-style-type: none"> -East Ave sidewalk from Garfield to alley -Clarence Ave sidewalk from Garfield to alley -Parking lot 	<ul style="list-style-type: none"> -Garfield Ave sidewalk (perimeter) -ramp & stairs to main door -crosswalk: Garfield & East -crosswalk: Garfield & Clarence
Stevenson	<ul style="list-style-type: none"> -Lake St. sidewalk from Pumping Station to Humphrey -Humphrey sidewalk from Lake St. to viaduct (usually done by VOP) 	
GRC	<ul style="list-style-type: none"> -Parking Lot 	<ul style="list-style-type: none"> -Lake Street sidewalk -Ramps from front door to lot -Humphrey walk from Lake St. to alley
<ul style="list-style-type: none"> -All plow ridges on walks <u>MUST</u> be removed. If it is too tight for the plow, then they must be removed by hand. 		<ul style="list-style-type: none"> -All designated walks must be cleared completely (edge to edge) -All building ramps to cleared, then <u>Lightly</u> salted with calcium chloride -All crosswalks to be cleared and salted with rock salt

AFTER HOURS SNOW EVENT: after 2pm

B&G Snow Czar
(Chris, John, Travis)

- 1) Determine if On Call must stay until 6:00PM
- 2) Call in 2-4 seasonals (if available) or Night Maintenance to assist
- 3) Inform On Call of any special events, priorities
- 4) Determine if early start required/ inform membership as needed

On Call Duties

- 1) Operates snow plow at priority sites as needed
- 2) Direct seasonals to operate blowers/ shovels, spread ice melt on ramps, stairs, & porches
- 3) Leave check list of completed work.

AFTER HOURS SNOW EVENT: after 6pm

B&G Snow Czar
Chris, John, Travis)

- 1) Contact On Call as needed
- 2) Call in 2-4 seasonals (if available) or Night Maintenance to assist
- 3) Inform On Call of any special events, priorities
- 3) Determine if early start required/ inform membership as needed

On Call Duties

- 1) Arrive within one hour of receiving call
- 2) Remain on duty a minimum of three hours
- 3) Operate snow plow at priority sites as needed
- 4) Direct seasonals to operate blowers/ shovels, spread ice melt on ramps, stairs, & porches
- 5) Leave check list of completed work.

AFTER HOURS SNOW EVENT Weekends

B&G Snow Czar
(Chris, John, Travis)

- 1) Determine if staff needed
- 2) Contact staff as necessary for mandatory overtime

SNOW REMOVAL PROCEDURES

I. SAFETY

A) Proper Clothing

- 1) Dress in layers, include weather boots, gloves & hat, no scarves (hats v. hoods)
- 2) Have spare set of clothing available
- 3) Cut coat strings, ties, etc. short

B) Cold Weather

- 1) Hypothermia: general cooling of body
 - a) Symptoms: shivering stops, slight to severe disorientation
 - b) Treatment: -move victim to protected area -remove /replace wet garments -keep person lying down -provide external heat -give warm fluids (no alcohol)

C) Miscellaneous

- 1) slipping
- 2) pacing
- 3) open clothing
- 4) medical: chapstick OTC sunscreen

II. EQUIPMENT

A) Vehicles

- 1) LOG CHECKS (wipers, washer fluid)
- 2) Brush/ scraper: clean ALL lights, windows, mirrors, & roof
- 3) Don't put things on dash (blocks defroster)
- 4) CO2
- 5) snow shovels, flat shovels, fuel can, blower, salt

B) Blowers

- 1) Proper fuel
 - a) straight gas for larger, 2-stage blowers
 - b) mixed gas (usually 50-1) for smaller, single stage blowers
- 2) Proper loading
- 3) Direction of throw

C) Shovels

- 1) Shovel should match snow: light, dry snow – light, wide shovel, the heavier the snow, the heavier and narrower the shovel
- 2) Plow –type shovels should ONLY be used for wet, heavy snows no more than 1 inch deep
- 3) Avoid using snow shovels to chop ice. A good snow shovel is far too lightly built to stand such abuse.

III. PROCEDURE

A) REMOVE SNOW FIRST!!!

- 1) Sidewalks, stairs and slabs MUST be cleaned completely (from edge to edge). This allows melt to drain away rather than pooling and causing ice.
- 2) Remove all possible snow with blower.
- 3) Remove remaining snow with shovels

B) Salt

- 1) AFTER snow has been removed salt should be sprinkled LIGHTLY on ramps, stairs, and slopes only.
- 2) Rock salt should only be use at cross-walks.

C) Ice

If ice should build up on a porch, walk, or ramp:

- 1) Attempt to scrape up with flat shovel or ice scraper. DO NOT USE SNOW SHOVEL!
If this fails:
- 2) Salt lightly
- 3) Wait
- 4) Break up & scrape away with flat shovel or ice scraper. DO NOT USE SNOW SHOVEL

DIVISION

ANDERSEN

ON

Red Zone



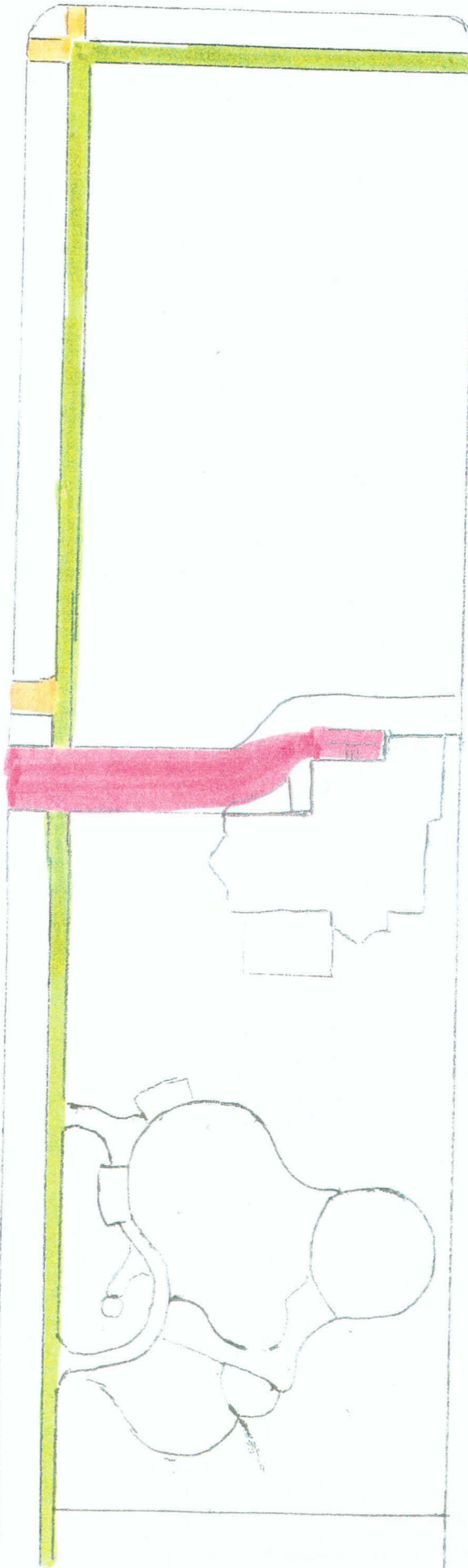
Blower



PLOW



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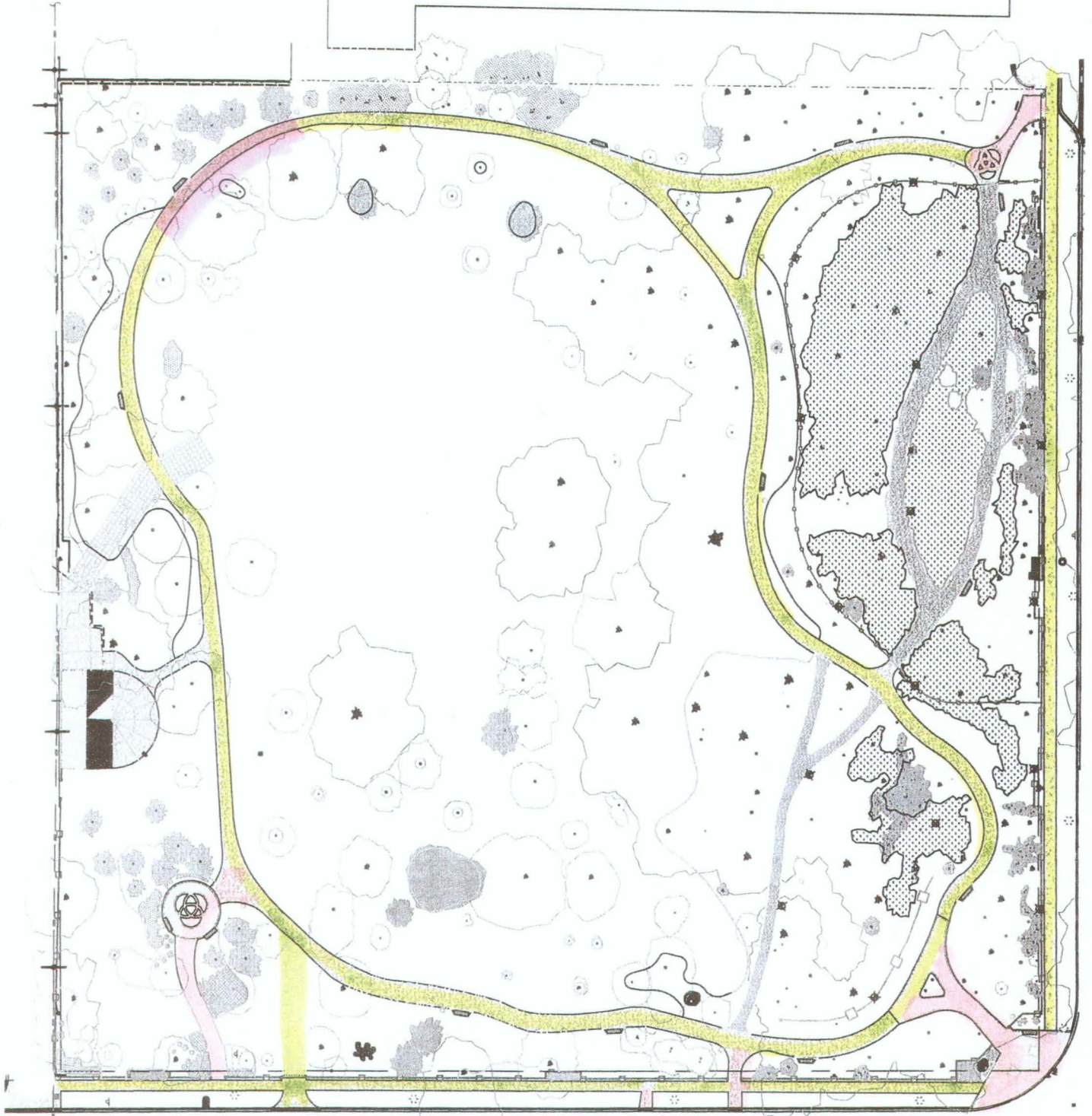
Austin Garden



Reel Zone

Blower

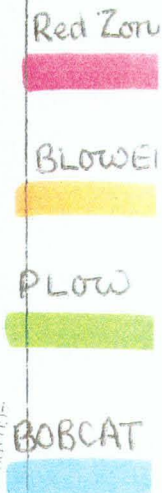
Plow



FOREST AVE

ONTARIO

②



611110

0° N, V. L. Pring

[illegible][illegible]

EXISTING BRICK BUILDING

PLANT RECORD SHEET

Barrie Center Park
Park District of Oak Park

Oct. 26, 1964

Land Design Collaborative
 10000 15th Ave. S.
 Suite 200
 Minneapolis, MN 55425
 Tel: 612.338.6633
 Fax: 612.338.6634
 www.landdesigncollaborative.com

Red Zone



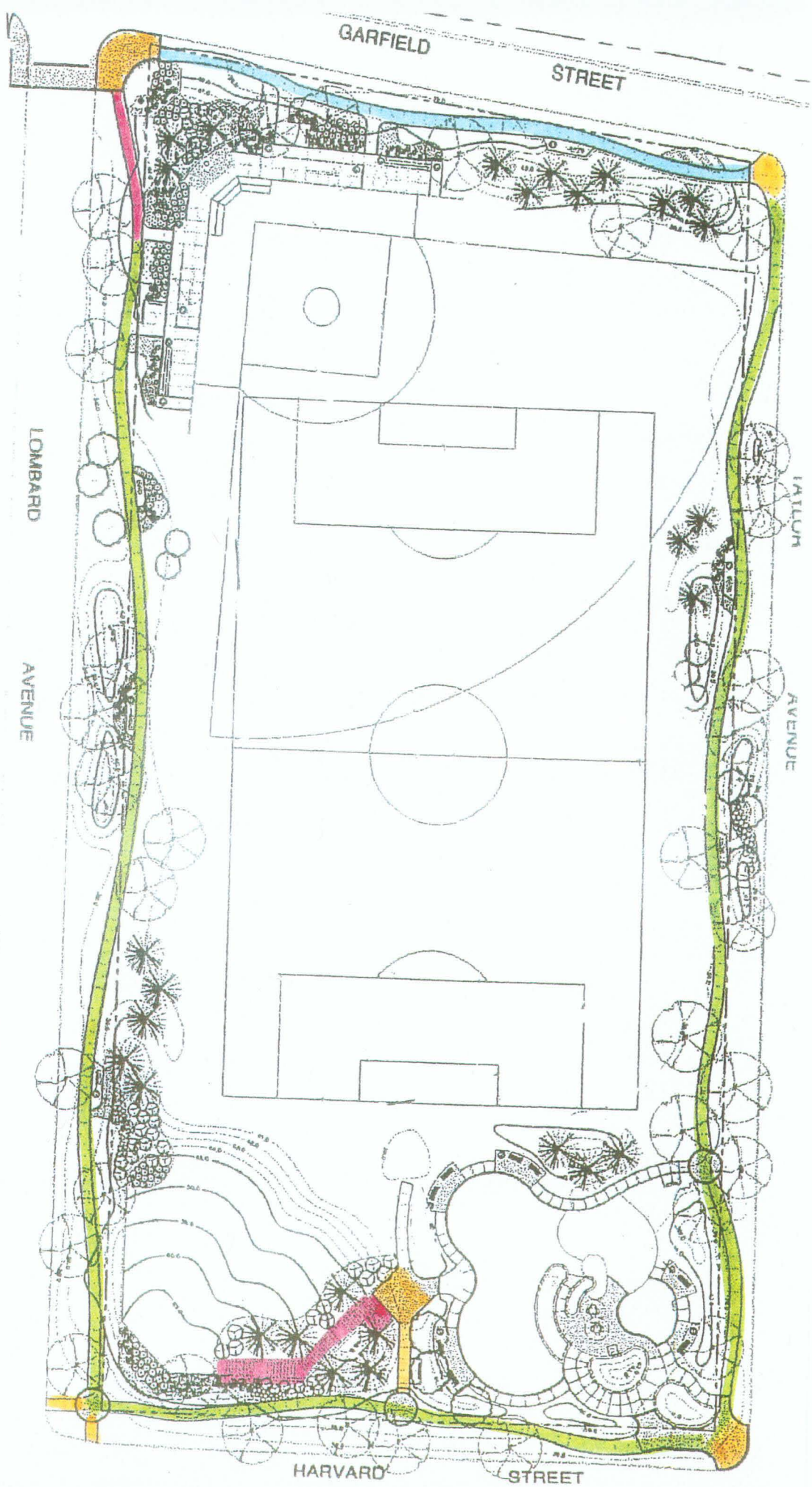
Blower





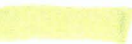
Plow



Bobcat



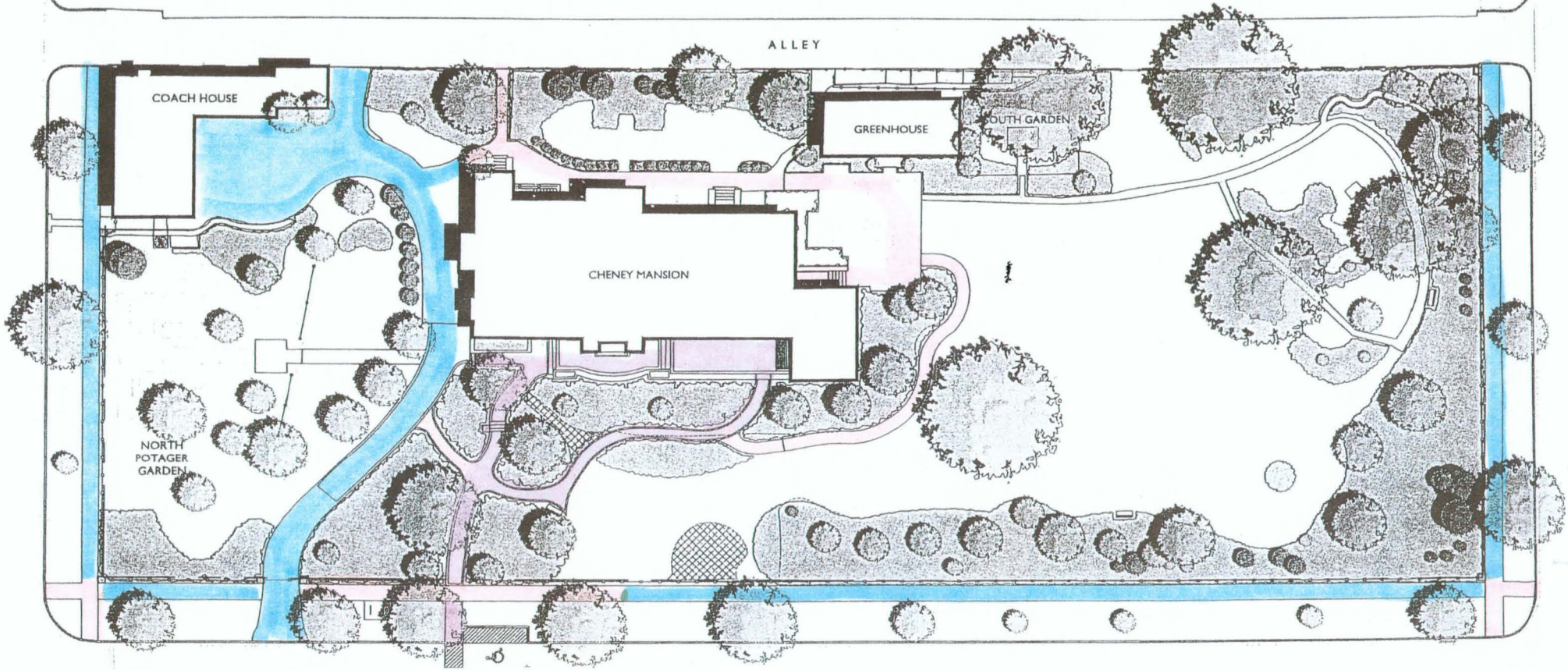


Red Zone 
Blower 
Plow 

CARROLL



ERIE STREET



EUCLID AVENUE



CHENEY

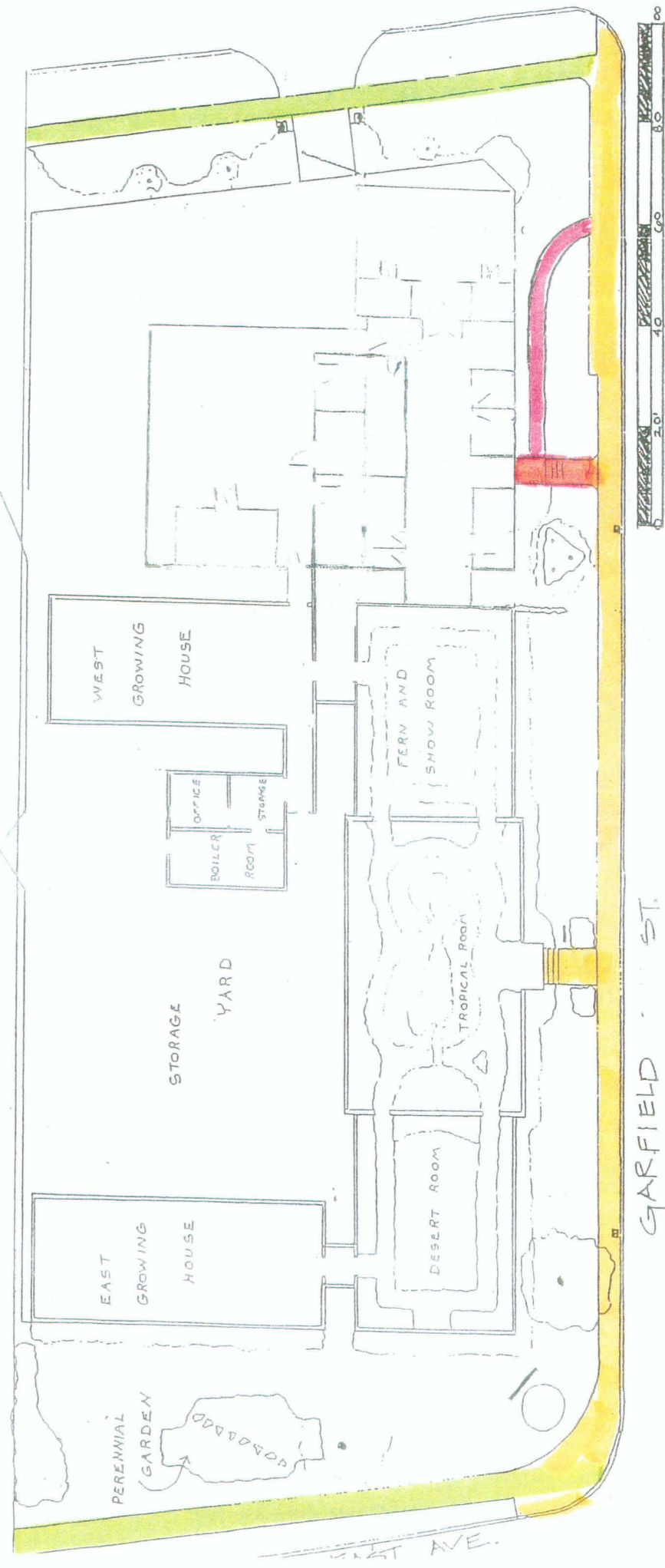
- Red Zone
- Blower
- Bobcat



IN PARTNERSHIP WITH THE COMMUNITY, WE PROVIDE QUALITY PARKS AND RECREATION EXPERIENCES FOR THE RESIDENTS OF OAK PARK.
CHENEY MANSION IS AN HISTORIC PROPERTY OF THE PARK DISTRICT OF OAK PARK.

CHENEY MANSION SITE MASTER PLAN

WOLFF LANDSCAPE



GARFIELD ST.

CONSERVATORY

- Red Zone
- Blower
- Plow

✓

A hand-drawn map of a road network. A green path starts from the top left, goes right, then down, then right again, ending at a junction. A pink path starts from the top right, goes left, then down, then right, ending at a junction. The green path and pink path meet at a junction on the right side of the map. The word "Library" is written in the bottom right corner.

C
U
Y
L
E
R

Library

DOLE



Red Zone

Blower

Plow

FILLMORE STREET

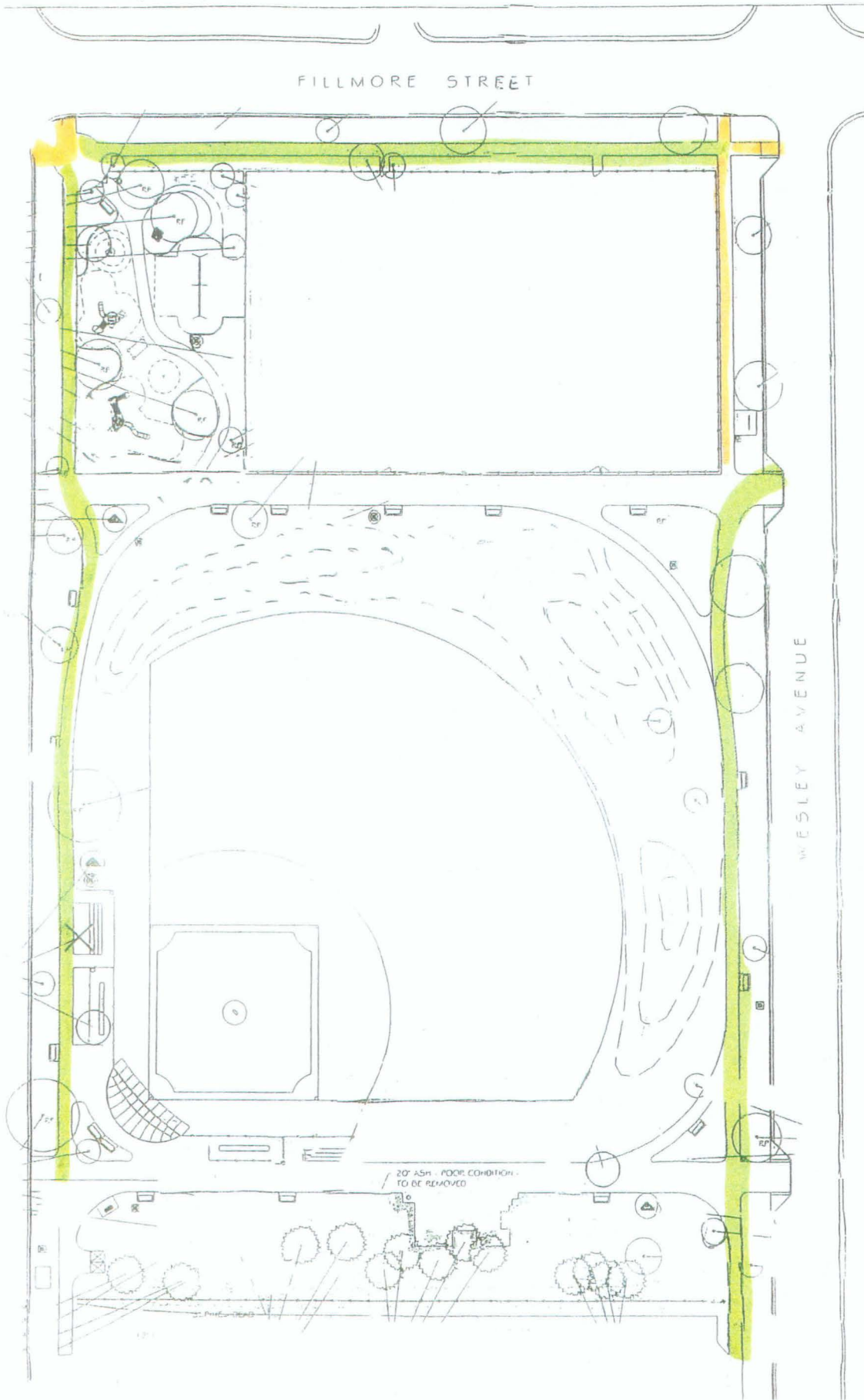
EUCLID



Blower

Plow

WESLEY AVENUE



M11 - 20' ASH

PLANTING
DATE: 11-10-2010

M12 - 2' LARCH

PLANTING
DATE: 11-10-2010

M13 - 12" SERVICE BERRY

PLANTING
DATE: 11-10-2010

M110 - 12' UNDER

PLANTING METHOD OF
ASBESTOS
DATE: 11-10-2010

M111 - 20' UNDER

PLANTING METHOD OF
ASBESTOS
DATE: 11-10-2010

M113 - 4 x 4' REOBUD

PLANTING METHOD OF
ASBESTOS
DATE: 11-10-2010

M114 - 7' OAK

PLANTING METHOD OF
ASBESTOS
DATE: 11-10-2010



SCALE: 1" = 20'-0"

NOTE: SEE SHEET 10 FOR DETAILS



Red Zone

Blower

Plow

Bobcat

DIVISION

FIELD PARK

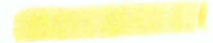
10/11

(N)

Red Zone



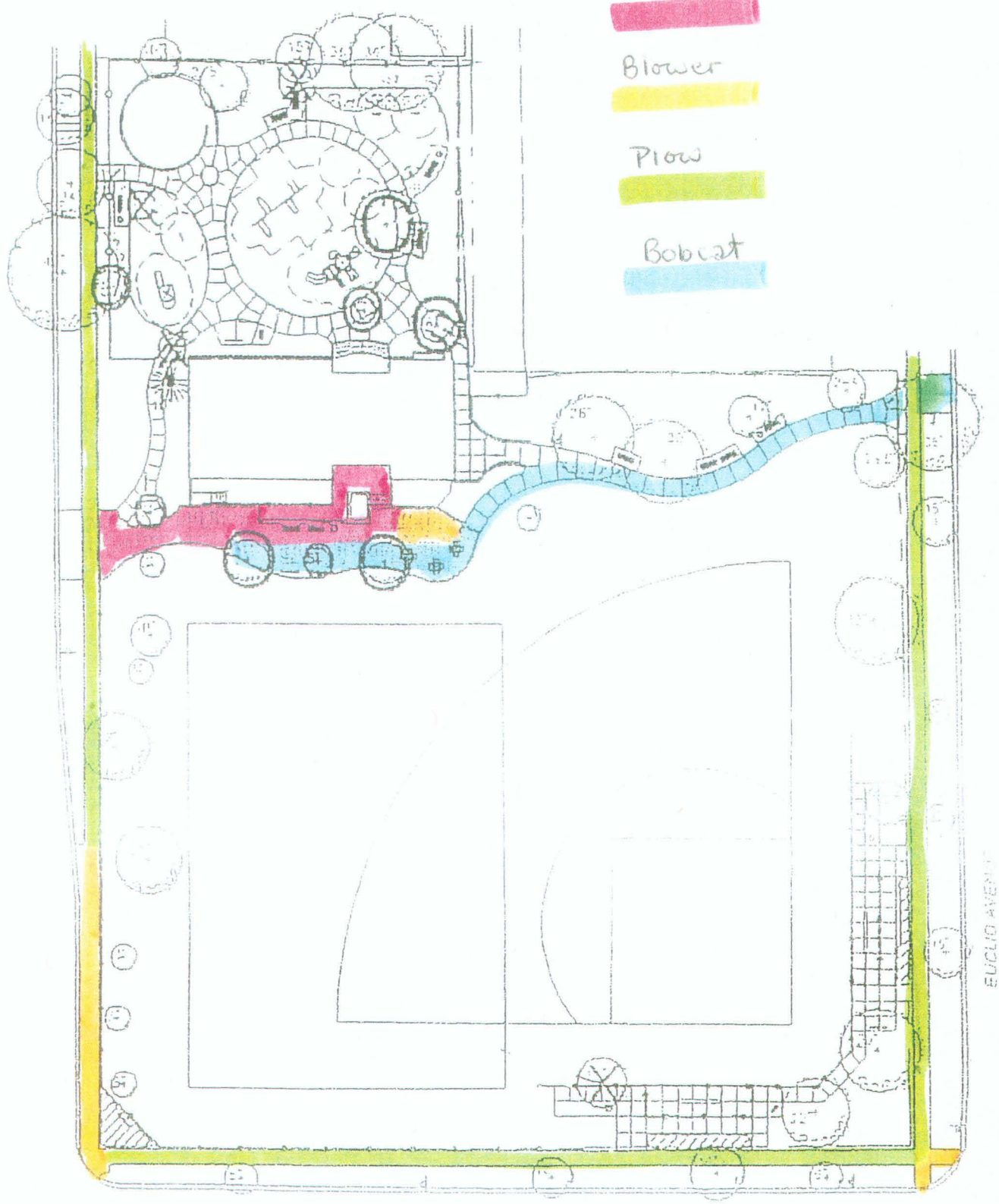
Blower



Plow



Bobcat



EUCLEID AVENUE

JACKSON BLVD

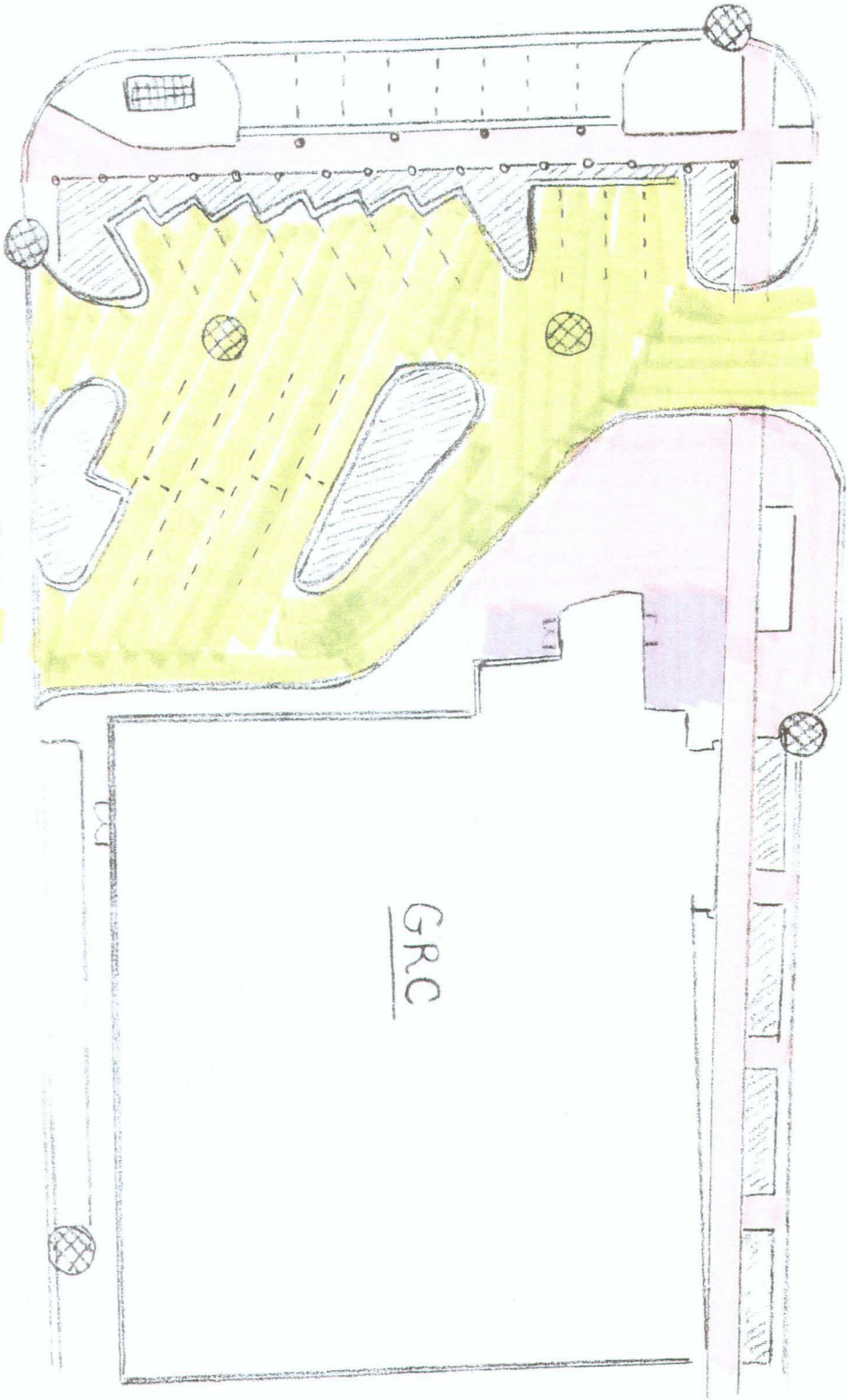


21 LAKE ST.

LAKE STREET

HOMERLEY

Red Zone
Blower
Plow



GRC



Blower

Plow

PHASE I

PHASE II

MARION STREET

BELLEFORTE AVENUE

LEMOYNE PARKWAY

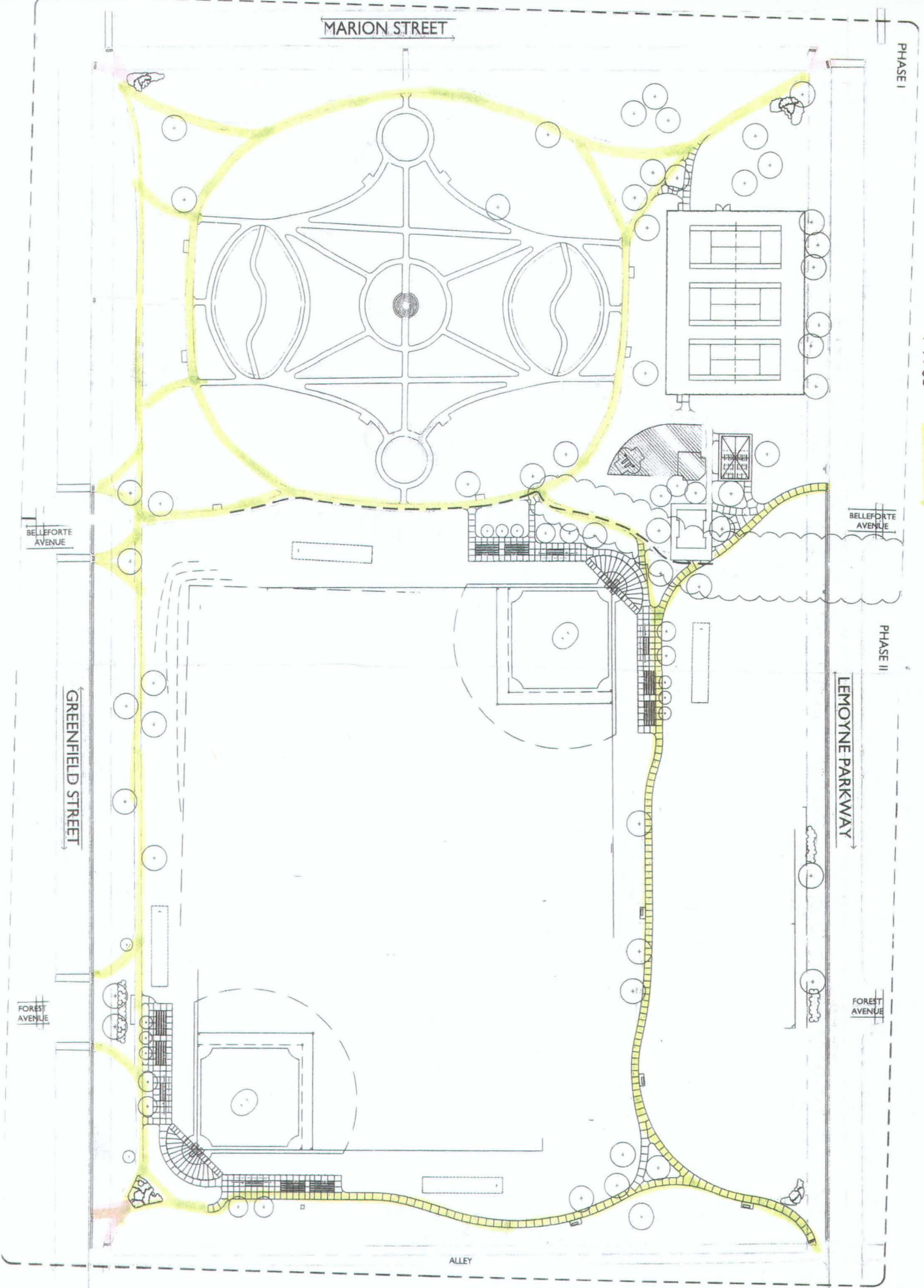
FOREST AVENUE

GREENFIELD STREET

BELLEFORTE AVENUE

FOREST AVENUE

ALLEY



N↑





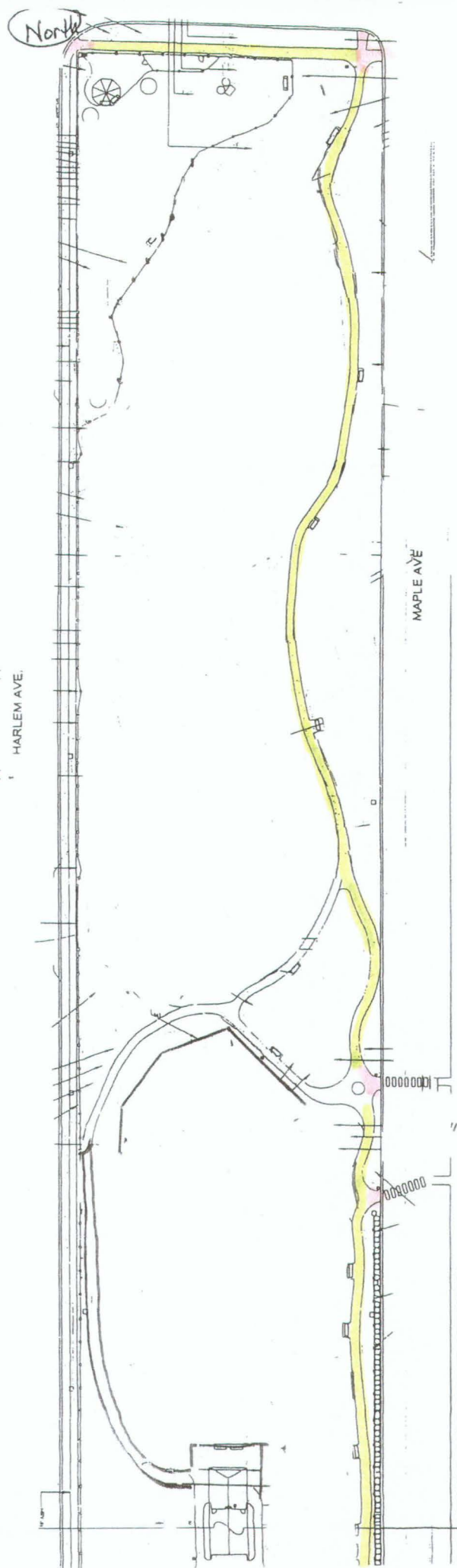
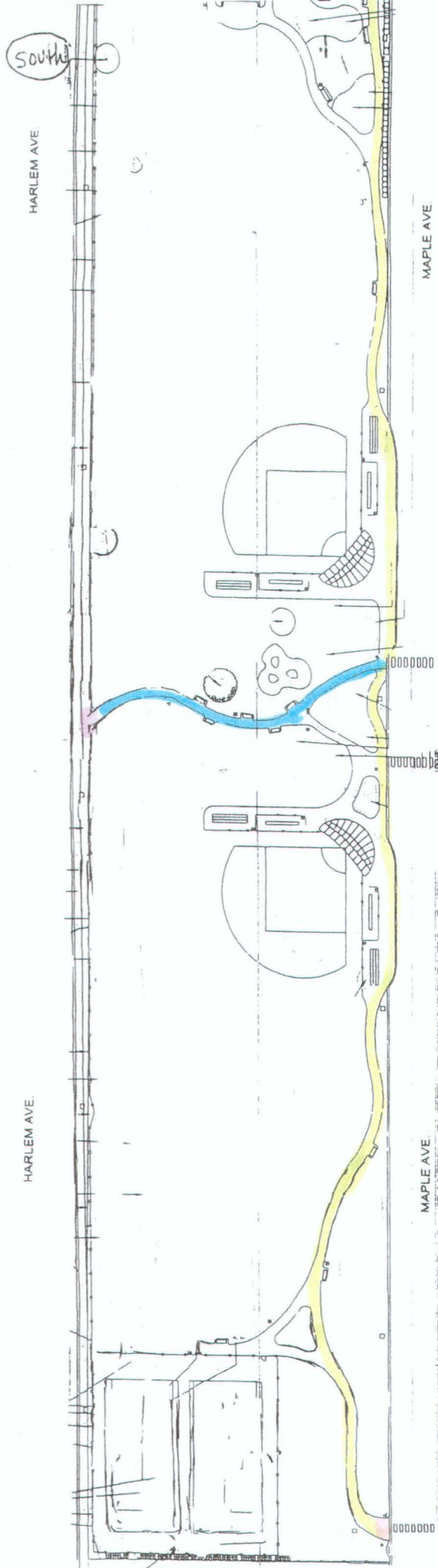
MAPLE PARK

Red Zone

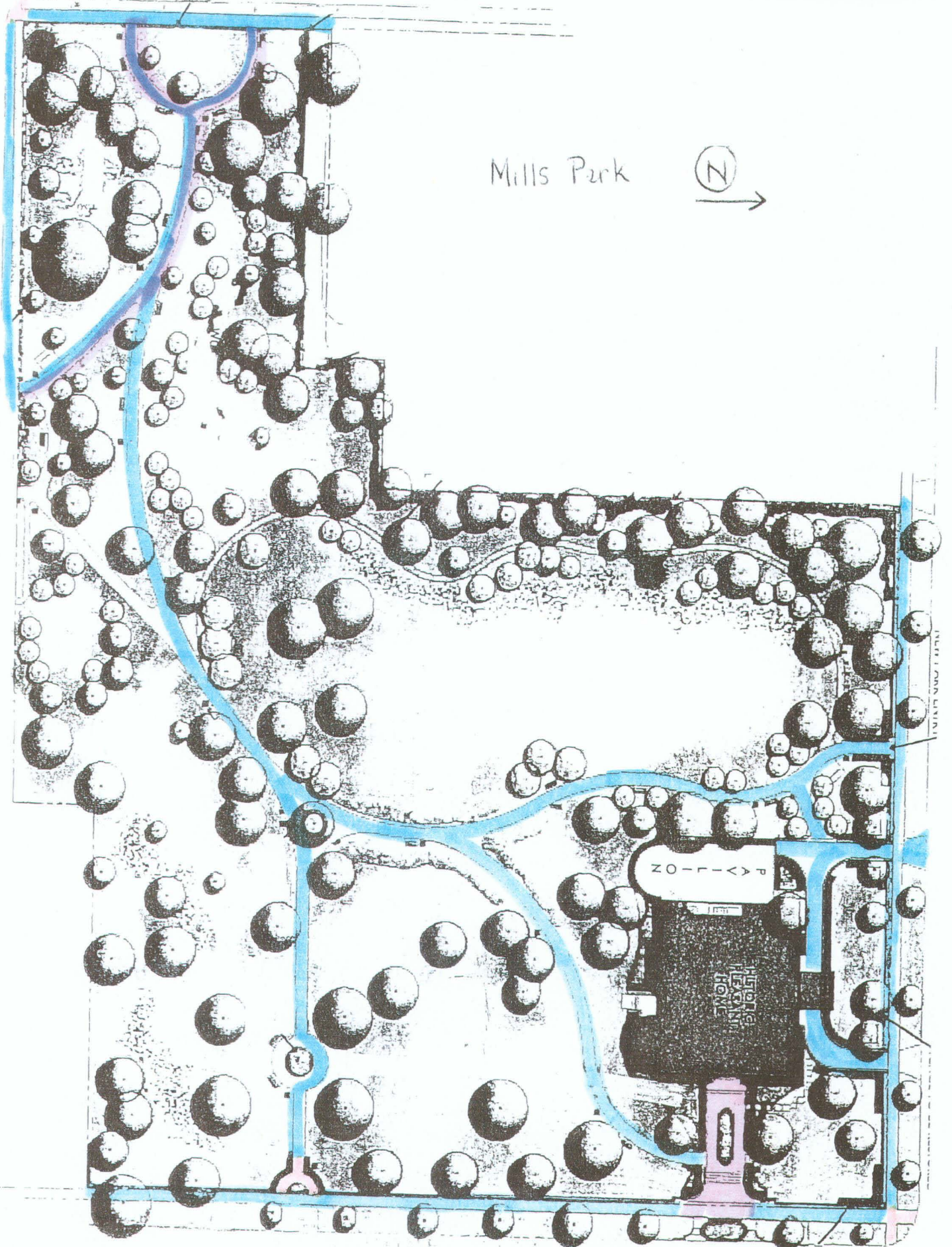
Blower

Plow

Skidsteer



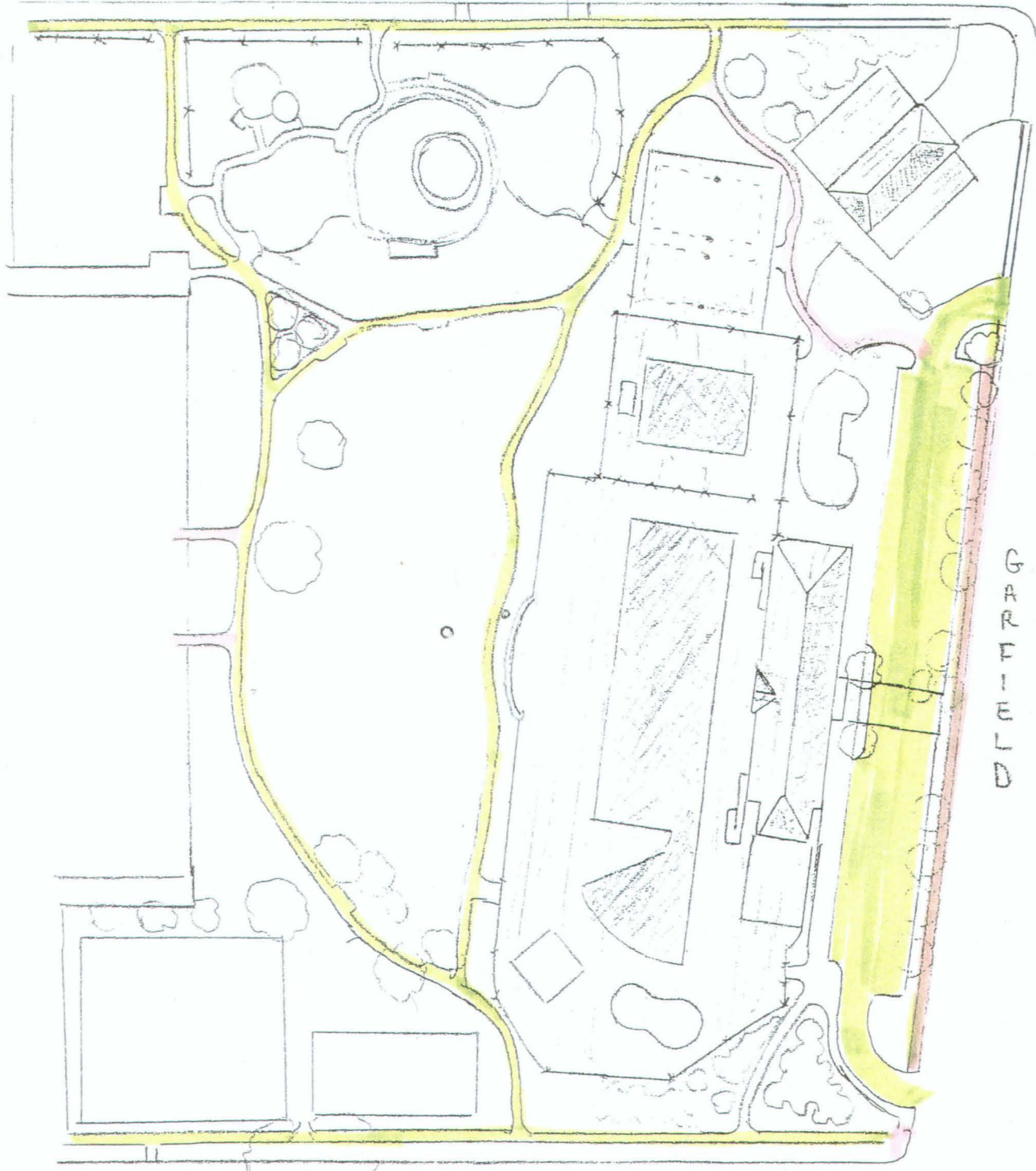
Mills Park



[illegible]

Robert

REHM



GUNDERSON

GARFIELD

Manhole cover in field

3 yds East 13 yds South of
Sewer lid by pool wall

Blower 

Plow 

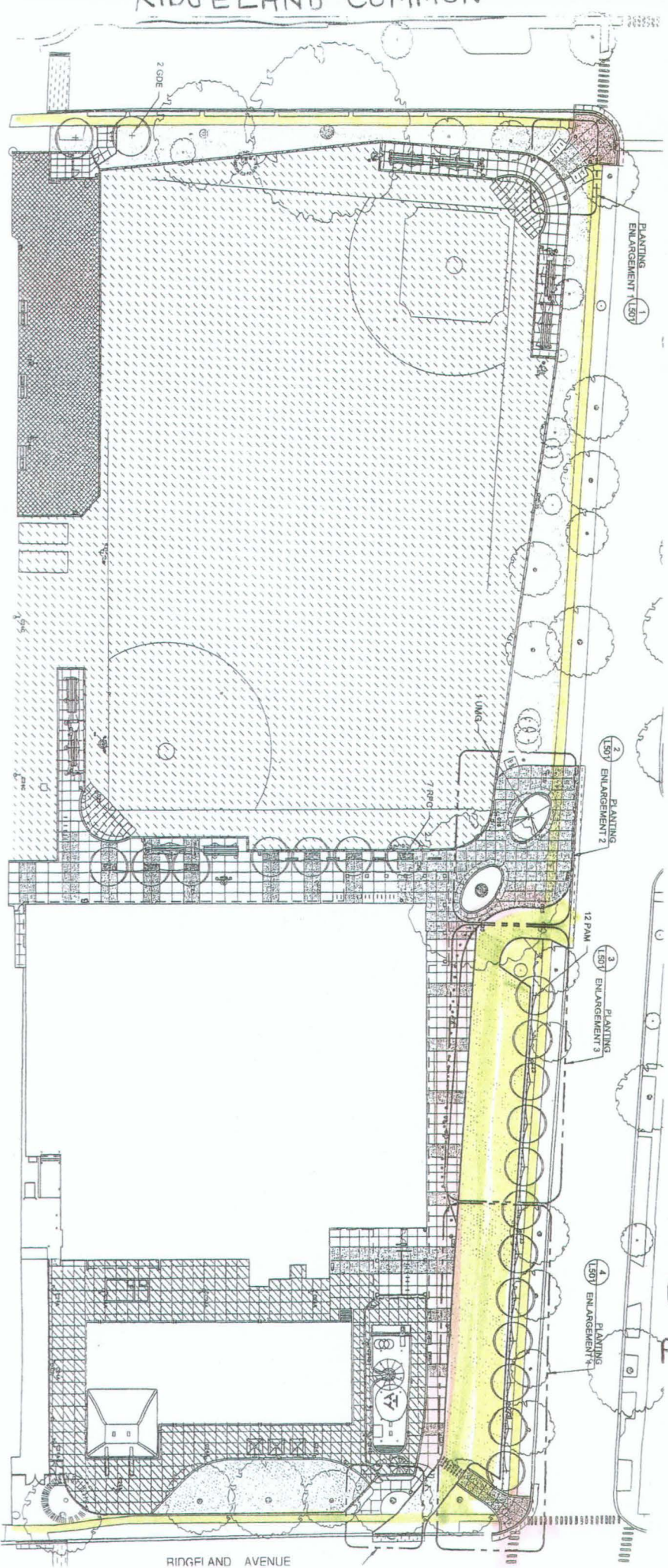
1e Schedule - Base Plan

Plant Code	Qty	Size	Botanical Name	Common Name	Form	Mature Height	Spacing	Comments
1	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
2	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
3	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
4	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
5	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
6	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
7	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
8	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
9	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
10	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	

BASE PLANTING PLAN

CHICAGO & NORTHWESTERN RAILWAY

Blower
Plow



RINGIER AVENUE

CHICAGO & NORTHWESTERN RAILWAY

ALTERNATE PLANTING PLAN

2e Schedule - Alternate

Plant Code	Qty	Size	Botanical Name	Common Name	Form	Mature Height	Spacing	Comments
1	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
2	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
3	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
4	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
5	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
6	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
7	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
8	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
9	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	
10	1	3' x 4'	Quercus bicolor	White Oak	BA	20' N	See Plan	

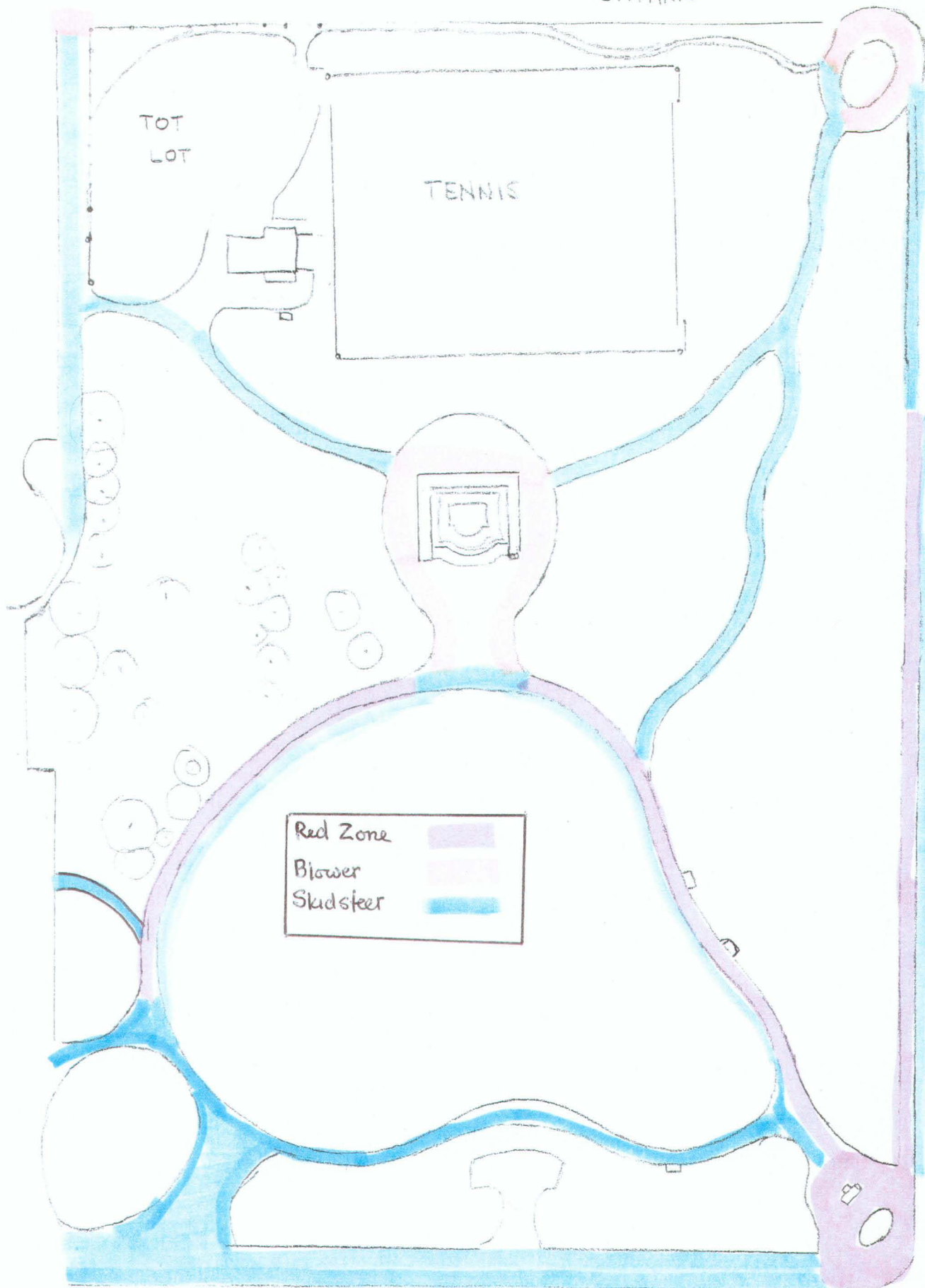
PLANTING PLANS

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17



SCOVILLE

ONTARIO



OAK PARK AVE

1 AVE ST

Stevenson

Red Zone



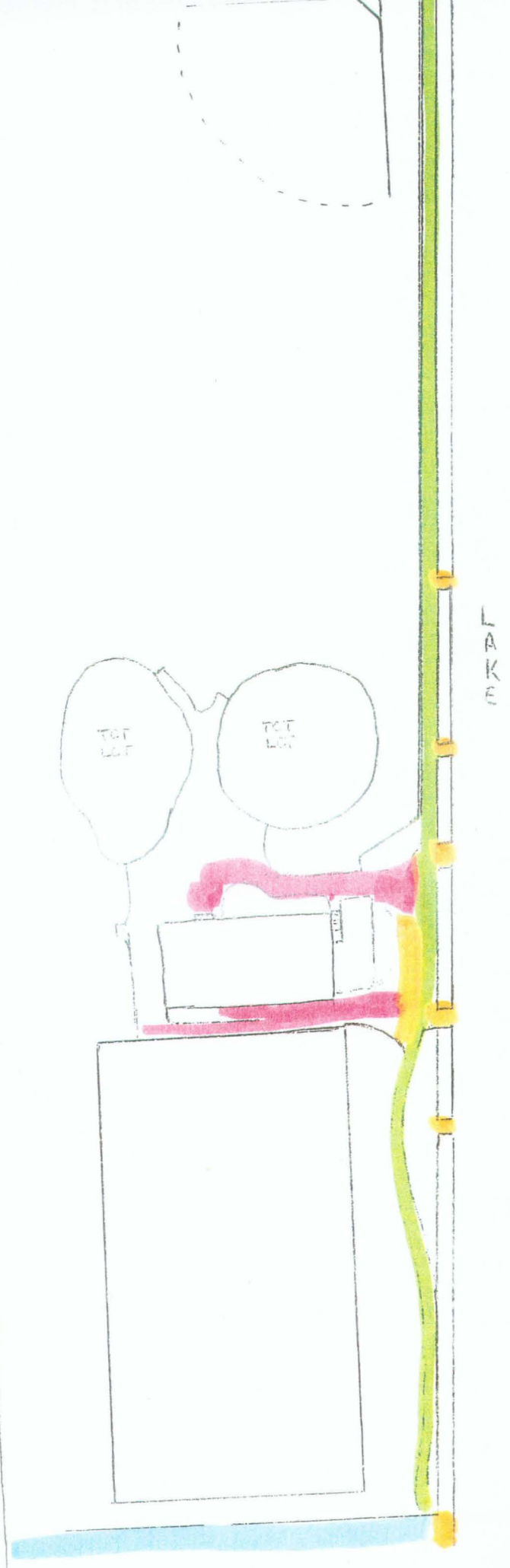
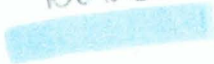
Blower



Plow



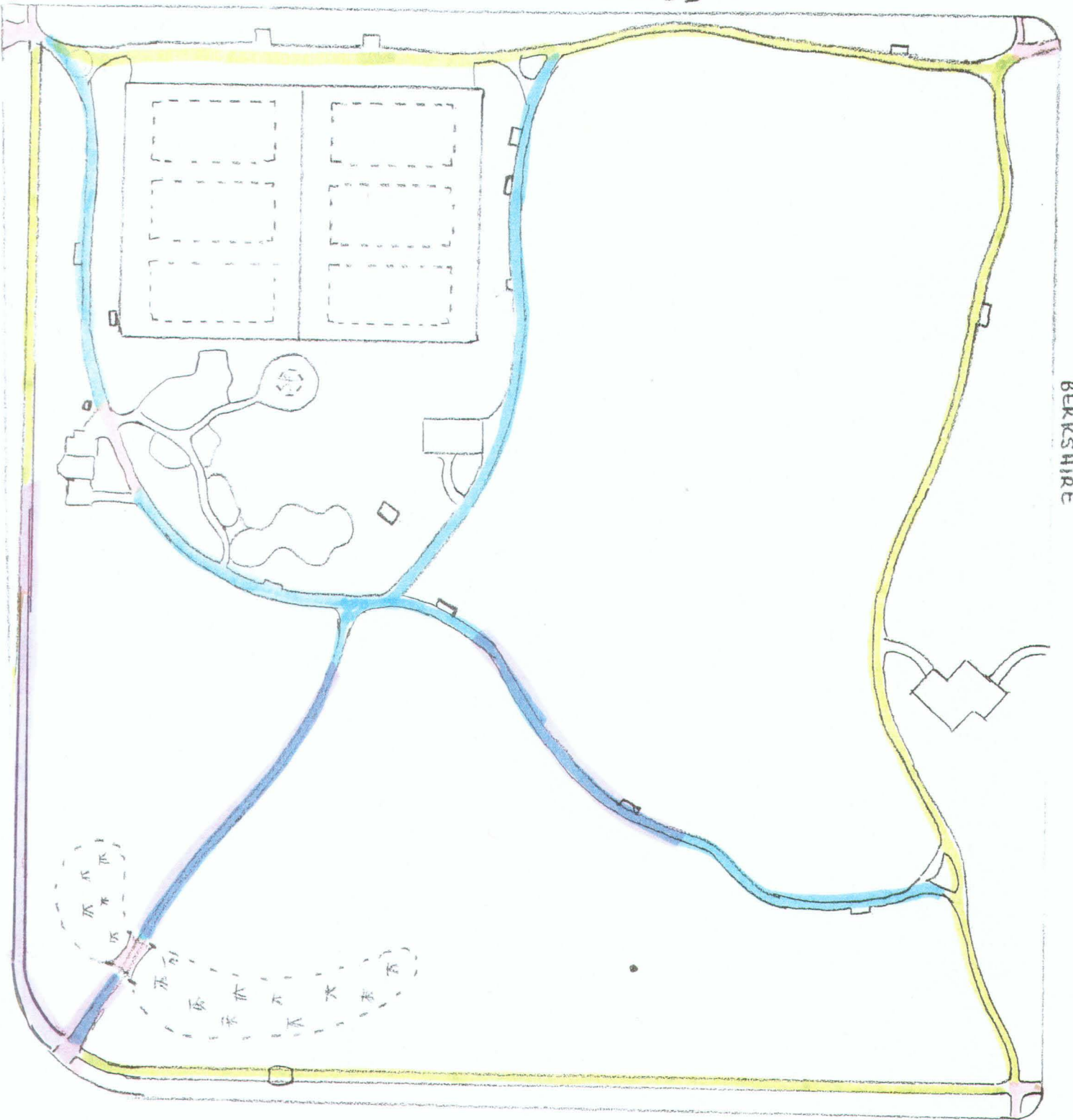
Bobcat



W 3000

BERKSHIRE

Division 1



R-000000-0

- Red Zones
- Blower
- Plow
- Skid steer

TAYLOR
PARK

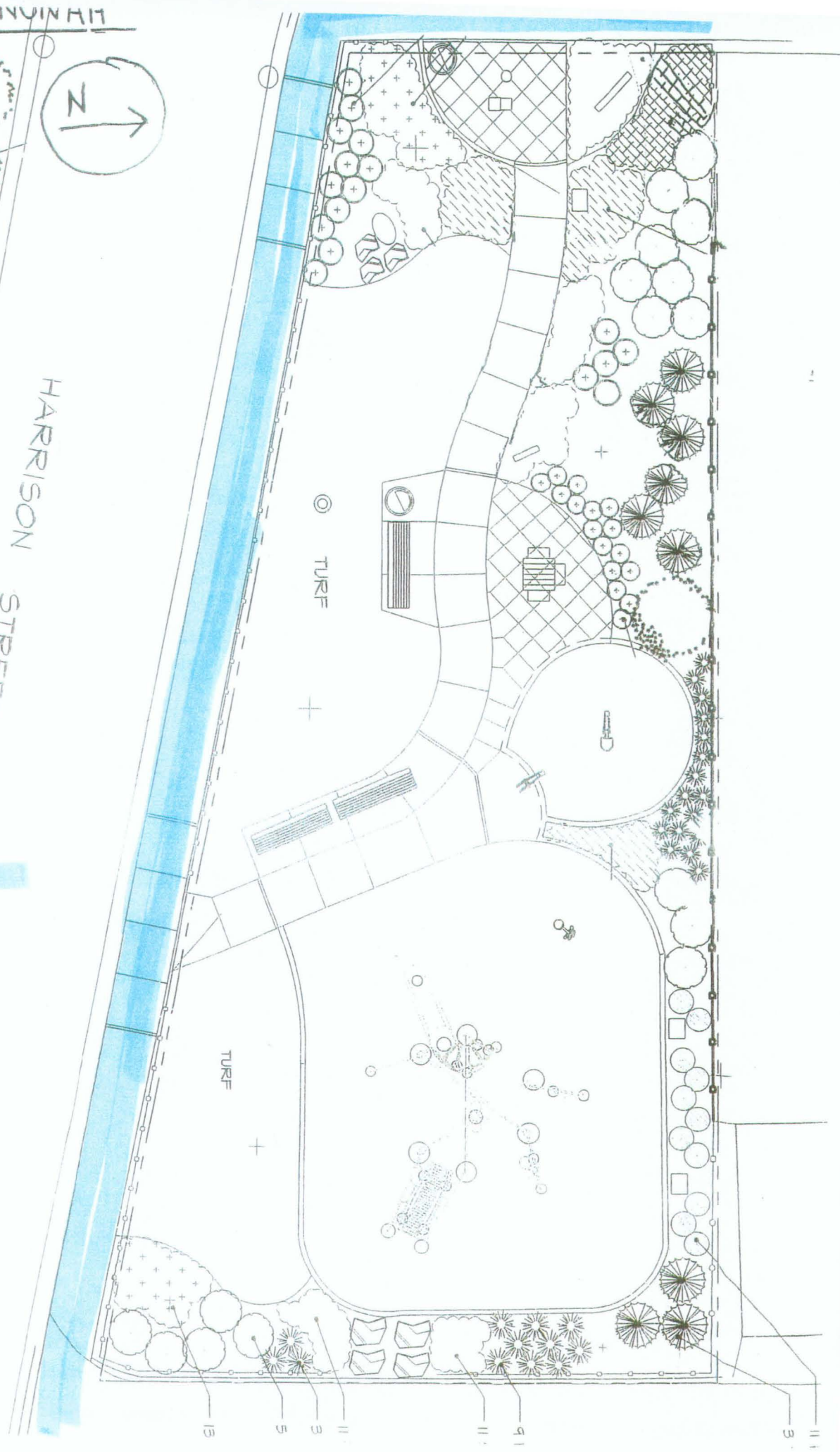


WELDON AVE



HARRISON STREET

Bobcat



**CONTRACT BETWEEN
THE PARK DISTRICT OF OAK PARK
AND
CRYSTAL MAINTENANCE SERVICES CORPORATION
FOR JANITORIAL SERVICES**

Contract Number: 1112012

PARK DISTRICT OF OAK PARK

CONTRACT FOR JANITORIAL SERVICES WITH CRYSTAL MAINTENANCE SERVICES CORPORATION

Name of Contractor Crystal Maintenance Services Corporation
Principal Office Address 1699 Wall Street, Suite 504, Mount Prospect, IL 60056
Local Office Address 1699 Wall Street, Suite 504, Mount Prospect, IL 60056
Contact Person Monika Talar

TO: Park District of Oak Park ("Owner")
218 Madison Street
Oak Park, Illinois 60302
Attention: Gary Balling, Executive Director

Contractor warrants and represents that it has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including any addenda stapled to the end of this Contract.

1. Work

A. Contract and Work. Contractor shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract and Owner's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Work":

- (1) Labor, Equipment, Materials and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for the janitorial services at the sites listed in Attachment A attached to and incorporated into this Contract;
- (2) Permits. NONE REQUIRED.
- (3) Bonds and Insurance. Procure and furnish all bonds and all insurance certificates and policies of insurance specified in this Contract;
- (4) Taxes. Pay all applicable federal, state, and local taxes;
- (5) Miscellaneous. Do all other things required of Contractor by this Contract; and
- (6) Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full compliance with, and as required by or pursuant, to this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Performance Standards. Contractor agrees that all Work shall be fully provided, performed, and completed in accordance with the specifications attached to this Contract as part of Attachment A.

C. Responsibility for Damage or Loss. Contractor agrees that Contractor shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, damage done to, and any loss or injury suffered by, Owner, the Work, the Work Site, or other property or persons as a result of the Work.

D. Inspection/Rejection. Owner shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in Owner's judgment, defective or that in any way fails to conform strictly to the requirements of this Contract and Owner, without limiting its other rights or remedies, may require correction at Contractor's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective or nonconforming and charge Contractor with any excess cost incurred thereby, or cancel all or any part of this Contract.

2. Contract Price

Contractor agrees that Contractor shall take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth below.

A. Schedule of Prices. For providing, performing, and completing all Work, the total Contract Price of:

TOTAL CONTRACT PRICE (in numbers):
Annual for each year of contract: \$55,560.00

B. Terms. It is expressly understood and agreed that:

- (1) The Contract Price is firm and is not subject to escalation;
- (2) Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Contract Price, and all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released; and
- (3) All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Contract Price; and
- (4) Owner reserves the right to adjust the Work and the Work Sites, with a proportionate adjustment to the Contract Price.

C. Time of Payment. It is expressly understood and agreed that all payments shall be made in accordance with the following schedule:

The Contract Price shall be paid in monthly installments.

All payments may be subject to deduction or setoff by reason of any failure of Contractor to perform under this Contract.

3. Contract Time Proposal

NOT APPLICABLE.

4. Financial Assurance

A. Bonds. Contractor shall provide a Performance Bond, on a form provided by Owner, from a surety company acceptable to Owner, in the penal sum of \$55,560, within 10 days after Owner's execution of this Contract.

B. Insurance. Contractor shall provide certificates and, if requested by Owner, policies of insurance evidencing the minimum insurance coverage and limits set forth below within 10 days after Owner's execution of this Contract. Such insurance shall be in form, and from companies, acceptable to Owner and shall name Owner, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives, as an Additional Insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and limits and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained at all times while providing, performing, or completing the Work are as follows:

(1) Workers' Compensation and Employer's Liability

Limits shall not be less than:

Worker's Compensation: Statutory

Employer's Liability: \$500,000 each accident-injury; \$500,000 each employee-disease; \$500,000 disease-policy.

Such insurance shall evidence that coverage applies to the State of Illinois and provide a waiver of subrogation in favor of Owner.

(2) Commercial Motor Vehicle Liability

Limits for vehicles owned, non-owned or rented shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit

(3) Commercial General Liability

Limits shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.
Coverage to include:

- Premises Operations
- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

(4) Umbrella Liability

Limits shall not be less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Coverage shall apply in excess of the limits stated in 1, 2, and 3 above.

C. Indemnification. Contractor shall indemnify and save harmless Owner against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof, or any failure to meet the representations and warranties set forth in Section 6 of this Contract.

D. Penalties. Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof.

5. Firm Price

The Contract Price and other terms stated in this Contract are firm and are not be subject to withdrawal, escalation, or change.

6. Contractor's Representations and Warranties; Owner Remedies

To induce Owner to accept this Contract, Contractor hereby represents and warrants as follows:

A. The Work. The Work and all of its components (1) shall be free from defects and flaws in workmanship and quality; (e) shall strictly conform to the requirements of this Contract, including without limitation the performance standards set forth in Section 1B of this Contract; and (3) shall be sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner.

B. Compliance with Laws. The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Contractor agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, including without limitation any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Work.

C. Not Barred. Contractor is not barred by law from contracting with Owner or with any other unit of state or local government as a result of (i) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.; or (ii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001. Contractor is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and Contractor is not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation.

D. Qualified. Contractor has the requisite experience, ability, capital, equipment, organization, and staff to enable Contractor to perform the Work successfully and promptly.

E. Owner Remedies. If Contractor breaches any warranty or representation or violates any term or provision of this Contract and Contractor fails to cure the breach or violation within two business days after notice from Owner, then Owner may terminate this Contract immediately. After two instances of a breach or violation in any 90-day period, then Owner may terminate this Contract immediately after the next breach or violation without the two-day, or any other, cure period.

In addition, Owner may terminate this Contract for its convenience and for no reason on 30 days notice to Contractor.

7. Acknowledgements

In submitting this Contract, Bidder acknowledges and agrees that:

A. Reliance. Owner is relying on Contractor's warranties, representations, and statements in this Contract.

B. Binding Nature. Contractor is bound by each term, condition, and provision in this Contract and in Owner's written notification of acceptance in the form included with this Contract.

C. Remedies. Each of the rights and remedies reserved to Owner in this Contract shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract. D. Timeliness. Timeliness is of the essence for the entire Term of this Contract.

D. No Waiver. No review, determination, decision, or approval by Owner; nor any payment for any part of the Work by Owner; nor any delay by Owner in exercising any right under this Contract; nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective or nonconforming Work nor operate to waive or otherwise diminish the effect of any representation or warranty made by Contractor or of any requirement or provision of this Contract or of any remedy, power, or right of Owner.

E. Severability. The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

F. Amendments. No amendment or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Contractor, except that Owner may adjust the Work as provided in Subsection 2B above. No decrease in the amount of the Work made by Owner shall entitle Contractor to make any claim for damages, anticipated profits, or other compensation.

G. Assignment. Neither this Contract nor any interest herein shall be assigned or subcontracted, in whole or in part, by Contractor except with the prior express written consent of Owner.

H. Governing Law. This Contract and the rights of the parties under this Contract shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois. Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

DATED as of October 31, 2012.

Bidder's Status: () IL Corporation ☒ IL Partnership () Individual Proprietor
(State) (State)

Signature of Contractor: [Signature]

Printed name: MONIKA TALAR

Title / Position: GENERAL MANAGER

Business Address: 1699 WALL ST SUITE 504
MT. PROSPECT IL 60056

Business telephone: (847) 228 6555 Facsimile: _____

If a corporation or partnership, list all officers or partners:

NAME	TITLE	ADDRESS
STANISLAWA TALAR	OWNER	749 PRESTWICK LN WHEELING IL 60090

ACCEPTANCE

The Contract is hereby accepted by the Park District of Oak Park (Owner) as of 10/31, 2012.

This Acceptance, together with the Contract, constitutes the entire and only agreement between the parties relating to the accomplishment of the Work and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Owner without further notice of objection and shall be of no effect nor in any circumstances binding on Owner unless accepted by Owner in a written document plainly labeled "Amendment to Contract." Acceptance or rejection by Owner of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

PARK DISTRICT OF OAK PARK

Signature: _____

[Signature]
Jan Arnold, Executive Director

ATTACHMENT A

SPECIFICATIONS

These specifications describe the janitorial cleaning services required of Contractor.

Contractor must provide one or more competent foremen or supervisors who possess good command of the English language (speaking, reading, and writing) at all times when working. The names of each foreman and supervisor must be provided to Owner in writing with telephone numbers for Owner use in the event of an emergency.

NOTE: For all three Sections of Work, Contractor's employees are required to "time in" using Owner equipment so the presence of Contractor's employees can be tracked for security and performance.

NOTE: For all three Sections of Work, the minimum man hours per night stated below are estimates based on experience. Contractor may require less or more time to meet Contract requirements.

SECTIONS I & II

Facility (Section I)	Location	Frequency	Min Hrs/Night
Anderson Recreation Center	Division & Hayes	6 Nights/Week	3 Man Hours
Field Recreation Center	Division & Woodbine	6 Nights/Week	3 Man Hours
Stevenson Recreation Center	Lake & Taylor	6 Nights/Week	4 Man Hours
Administration Building	218 Madison*	5 Nights/Week**	5 Man Hours

*See below for the Work specifications specifically applicable to the Administration Building.

**The Gymnastics Center at the Administration Building requires 6 nights per week service (no Saturday service). The remainder of the building requires 5 nights per week service. NOTE that the Gymnastics Center is scheduled to be closed during the term of the Contract, with Gymnastics Center operations to be relocated to a new building at 25 Lake Street in Oak Park. The cleaning responsibilities if any for the relocated Gymnastics Center, and adjustment to the cleaning requirements at the Administration Building after the relocation, and any adjustment in the Contract Price will be determined by Owner and Contractor prior to the relocation.

Facility (Section II)	Location	Frequency	Min Hrs/Night
Fox Recreation Center	Jackson & Oak Park Ave	6 Nights/Week	4 Man Hours
Longfellow Recreation Center	Jackson & Ridgeland	6 Nights/Week	4 Man Hours
Barrie Recreation Center	Garfield & Lombard	6 Nights/Week	3 Man Hours
Carroll Recreation Center	Fillmore & Kenilworth	6 Nights/Week	3 Man Hours

1. Supplies

- Toilet tissues, paper hand towels, urinal screens and blocks, liquid hand soap and floor wax will be furnished by Owner.

- All other cleaning supplies, including floor stripper and plastic trash bags, are to be furnished by Contractor.
- All cleaning products used will follow the GREEN CLEANING PRODUCT SPECIFICATIONS stated below.
- All cleaning bottles or containers must be labeled and readable.

2. Cleaning Tools and Equipment

- Tools and equipment must be furnished by Contractor. They are to remain on-site and be available for Owner use.

3. Schedule of Work

Cleaning of Recreation Center sites is on a 6-day a week basis (Sunday through Friday evenings).

Specifications for the 218 Administration Center are detailed on Pages Admin 1-2.

Quarry tile is to be power scrubbed and sealed once per year. Power scrubbing to take place between November 1 and November 30 at all sites.

- All vinyl composition tile is to be stripped twice a year and waxed with 3-4 coats of high quality floor wax. These surfaces are to be kept waxed, with spray buffing or touch up coats added as necessary to maintain a clean, clear, shiny, sealed surface. Floor stripping schedule must be arranged with supervisory park district staff.
- Vinyl baseboard is to be kept free of wax and maintained in a clean, unstained condition.
- Dusting, removal of wall spots and grime, cleaning of kitchens, restrooms, will be accomplished as per the detail on Page Admin 2. All walls and restroom stalls to receive spot cleaning, as necessary, twice a week.
- Hours of work: The Recreation Centers are frequently used for meetings, events, and conferences. Generally cleaning must not interfere with the on-going event, but the work still must get done. This may require some coordination of schedules with the staff.

4. Preliminary Cleaning of Section I and Section II Facilities

Within the first two months of this Contract, all Section I & II sites are to receive a thorough cleaning. This clean-up is a one-time occurrence and will not be performed every year. A schedule and priority for this clean-up will be worked out between Contractor and Owner. Tasks will include:

- Thorough cleaning of all lobby, offices, halls, stairwells, custodial areas, meeting rooms, locker, shower, and toilet areas. Excluded are boiler/furnace rooms, utility storage areas, garage areas, and most closets.

- Floor cleaning will include a power scrubbing of all cement, quarry, and ceramic tile floors, carpet cleaning via steam extraction method. All VCT tile is to be stripped and waxed with 4 coats of wax. All quarry or ceramic floor tile is to be sealed with the appropriate material. The owner will supply wax and sealer.
- All baseboard and stair risers are to be cleaned, wax, paint, scuffs, and dirt removed
- All carpets and runners are to be cleaned via hot water extraction process, and treated with 3M fabric protector.
- All office-upholstered chairs are to be pre spotted, and shampooed. This function must be performed on a Saturday morning at the Administration Building to allow furniture to fully dry. All furniture will likewise be treated with 3M fabric protector.
- All windows will be washed. All office equipment is to be cleaned, top and sides.
- All horizontal surfaces are to be dusted or cleaned with a damp soapy cloth to remove any accumulated dirt or grime.
- High dusting is to be performed to remove any dust or spider webs.
- All wall spots, tape, etc is to be removed. (This does not include general washing of walls.)
- All doors are to be wiped free of any and all marks.
- Glass partitions in offices are to be cleaned, along with windows of guard offices.
- Once Owner District and Contractor have established a regular schedule of work hours for cleaning, those hours will be adhered to unless both parties agree on a change.
- Contractor employees are not expected to shovel snow.

NOTE: Preliminary clean-up is required as part of the overall yearly program as far as power scrubbing, stripping, or waxing. (This is not considered an addition to the yearly program.)

SECTION III

Facility (Section III)	Location	Frequency	Min Hrs/Night
Conservatory	615 Garfield	3 Nights/Week	4 Man Hours

1. Supplies

- Toilet tissues, paper hand towels, urinal screens and blocks, liquid hand soap and floor wax will be furnished by Owner.
- All other cleaning supplies, including floor stripper and plastic trash bags, are to be furnished by Contractor.
- All cleaning products used will follow the GREEN CLEANING PRODUCT SPECIFICATIONS stated below.
- All cleaning bottles or containers must be labeled and readable.

2. Cleaning Tools and Equipment

- Tools and equipment must be furnished by Contractor. They are to remain on-site and be available for Owner use.

3. Schedule of Work

- Cleaning at this site is on a three-day each week basis (Monday, Thursday, and Saturday evenings).
- The wood floor in the conference area must be kept clean and sealed with a high quality wax product as specified by the manufacturer. This floor will be cleaned each night and will be treated with the appropriate sealer four times per year.
- The hallway and entrance way (slate tile) is to be stripped and sealed each year in April with the appropriate specified product and fully recoated twice (August and December) and touched up during the year as appropriate. Scrub and seal operations room floor.
- All vinyl composition tile is to be stripped twice a year and waxed with 3 to 4 coats of high quality floor wax. These surfaces are to be kept waxed, with spray buffing or touch up coats added as necessary to maintain a clean, clear, shiny, sealed surface.
- Vinyl baseboard is to be kept free of wax and maintained in a clean, unstained condition.
- All walls and restroom stalls to receive spot cleaning, as necessary, twice a week.
- The Conservatory is frequently used for meetings, events, and conferences. Generally cleaning must not interfere with any on-going event (but the work still must get done). This may require coordination of schedules with the Conservatory staff.
- Once the working hours for the Conservatory have been established by Owner and Contractor, those hours will be adhered to unless a change is agreed on by both parties.
- Contractor employees are not expected to shovel snow.

**ADMINISTRATION BUILDING
218 MADISON STREET
SPECIFICATIONS**

These specifications describe the specific Work for the Administration Building.

1. Supplies

- Toilet tissue, paper hand towels, urinal screens and blocks, liquid hand soap, and floor wax will be furnished by Owner.
- All other cleaning supplies, including floor stripper and plastic trash bags, are to be furnished by Contractor.
- All cleaning products used will follow the GREEN CLEANING PRODUCT SPECIFICATIONS stated below.
- All cleaning bottles or containers must be labeled and readable.

2. Cleaning Tools and Equipment

- Tools and equipment must be furnished by the contractor. They are to remain on-site and be available for Park District use.

3. Schedule of Work

- Entire inside of building to be cleaned five days per week (Monday through Friday) Working hours will not interfere with office operations. Once hours are scheduled, any changes must be approved by Michael T. Grandy.
- Use of vacuum cleaners will not be made in areas where business (meetings and conferences) is being done.
- Inside of gymnastics; studio and adjoining halls and restrooms are to be also cleaned on Sundays, either in the morning or afternoon. (In addition to the Mon –Fri Schedule)
- Sweep entrance area and under-canopy area in front of building clean of all refuse. Place all litter in waste containers daily.

4. Offices, Break Rooms, and Conference Rooms (NOTE: All of the following work must be done daily except mat cleaning which must be done week.)

- All floors to be swept and all rugs to be vacuumed. Stains or heavy soil to be spot-treated with aerosol cleaner or scrub brush as needed. Thorough vacuum-job to include moving chairs and waste cans, and cleaning behind and underneath.
- Use damp, soapy cloth on all desk tops and counter tops to remove grime. Follow up with Pledge furniture polish.
- Dust all horizontal surfaces.

- Use water with mild detergent to spot clean all walls and doors, office furniture, and filing cabinets.
- Supply and use waste can liners. Dump all trash and put trash in large cans in back of facility.
- Thoroughly clean all restrooms. Sanitize toilets and urinals. Re-stock soap dispenser, toilet paper, and paper towel holders. Clean mirrors and partitions.
- Clean glass of all front doors on main entrances and vestibule (both sides).
- Clean sink and wipe tables in kitchen area wipe out microwaves, wipe off refrigerators.
- Wipe conference room table and apply Pledge.
- Break areas: Clean all surfaces, empty trash, and maintain all trash containers free of spots, stains and debris.

4. Maintenance Office

- All floors to be swept. Stains or heavy soil to be spot-treated with aerosol cleaner or scrub brush as needed. Thorough sweeping to include moving chairs and waste cans, and cleaning behind and underneath.
- Sweep or vacuum area in maintenance office and locker areas.
- Use damp, soapy cloth on all desktops to remove grime. Follow up with Pledge furniture polish.
- Dust all horizontal surfaces.
- Use water with mild detergent to spot-clean all walls and doors, office furniture, and filing cabinets.
- Supply and use waste can liners. Dump all trash and put trash in large cans in back of facility.
- Do not clean or enter second floor storage area.
- Do not open rear doors to alley.

5. Gymnastics Center (The Gymnastics Center must be cleaned 6 nights per week (not Saturdays).

Daily: Gym Lobby, Offices

- Using a damp cloth, remove fingerprints from walls & doors.
- Clean bathrooms, restock soap, toilet paper, etc.
- Wipe off tables in hallway.
- Vacuum hallway carpet and sweep and mop play area foam squares. (NOTE: Do not use bathroom mop or water in any other location.)
- Sweep and wet mop lobby and office floor (vacuum and pick up area rugs first).

- Vacuum blue-carpeted area.
- Clean drinking fountains.
- Clean top and front of glass showcase.
- Clean both sides of glass door.
- Empty all trash containers.
- Wipe off chairs
- Wednesdays-clean all mirrors in gym area

Twice weekly (Sundays and Wednesdays)

- Vacuum 40' x 40' floor exercise area.
- Vacuum light grey carpeting by ½ door.
- Vacuum light grey carpet in bar area.
- Vacuum dark grey carpet along brick wall.
- Using a special sponge mop kept specifically for this purpose, sponge mop all blue mats with an antiseptic soap solution in both bar areas.

Weekly and as needed (Tuesdays and as needed)

- Dust all pictures and horizontal surfaces.
- Use damp cloth to wipe out all “cubbies.”
- Wipe off tops of red storage cubbies and brown cabinet.

Floor Tile, Quarry tile and VCT to be Scrubbed, Stripped, sealed, waxed, etc. on same schedule as main 218 Administrative Office area.

GREEN CLEANING PRODUCT SPECIFICATIONS

Refer to State of Illinois Green Cleaning Schools Act (105 ILCS 140) and the following website:

http://www.standingupforillinois.org/green/school_cleaning.php

for green cleaning product guidelines and information. Contractor must submit to Owner detailed information on all green cleaning products to be used for the Work.