



Ridgeland Common Recreation Complex and Rehm Pool Operations and Maintenance Plan



Park District of Oak Park
Ridgeland Common Recreation Complex
415 W. Lake St, Oak Park, IL 60302

Rehm Pool
515 W. Garfield, Oak Park IL 60302

Revised November, 2014



RCRC and Rehm Pool Program and Operations Manual

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Section 1: General Information

1.0 History/Overview-RCRC

Ridgeland Common Recreation Complex

Ridgeland Common was originally built in 1962 as an outdoor ice arena and a seasonal 50 meter pool with the necessary supporting facility assets. A roof was added over the ice arena in 1965 and the rink eventually was fully enclosed in 1982.

With the facility near the end of its useful life in the mid 2000's the Park District set forth on a direction to rebuild the facility from Scoville to Ridgeland, including the pool, rink and sports fields.

Project Summary

The major renovation of Ridgeland Common includes complete building reconstruction with expansion of the ice rink to official size (85'x200'); a synthetic turf field with new lighting and fencing; a new children's wading pool with water features; three activity rooms; new pool and ice locker rooms; pool gutters, mechanicals and pipe replacement. Although most of the pool mechanicals were replaced, the main pool's shell is still in good condition and was not replaced as part of the renovation.

The renovation brings all spaces to one level, eliminating the need and cost of an elevator. With the installation of a synthetic turf sports field, the sled hill was removed at Ridgeland Common. Alternate sled hill locations are Taylor and Barrie Parks. The sled hill and dog park were closed March 18, 2013 and the dog park was relocated to the southwest corner of the property. The grand opening of the synthetic turf sports field and dog park was held on April 5, 2014.

In September 2013 the Park Board decided the Hruby Ice Arena at Ridgeland Common would be open year-round. Previously the rink was open seasonally from September through March. A year-round operation will allow the Park District to offer additional figure skating and hockey lessons, summer camps, some unique rink programs and additional rental opportunities.

The Park District of Oak Park is pursuing LEED (Leadership in Energy and Environmental Design) Silver status for the Ridgeland Common renovation project by incorporating multiple sustainable concepts into the design and construction of the new site and building.

Project Financing

The Park District's top priority is to meet the needs of our community by providing quality park and recreation facilities. To do so affordably and efficiently and to ensure that the project would not raise taxes, the Park District worked with a professional team from Speer Financial, Inc., a public financial consultant, to issue bonds in the amount of \$30 million. In addition to providing the financial resources for the renovation of Ridgeland Common, the bonds are also funding the construction of the Park District's Gymnastics & Recreation Center and improvements to the buildings and grounds operations.

It is important to note that the sale of bonds is a financial tool. This is not a request for additional money. In fact, this is an economically prudent way to provide residents of all ages with the recreational facilities and activities they desire which support and encourage healthy and active lifestyles. Timing for the bond sales was ideal because interest rates were at a historical low.

As the Park District moved forward with the Ridgeland Common project, the Park Board was committed to acting fiscally conservative and staying within budget. The initial project budget approved by the Park Board was \$26.9 million. The estimated cost of the project after the opening of legal bids was \$22.8 million including a 10% contingency. The actual cost of the project at the time of completion was \$22.8 million. The funds budgeted but not utilized have been allocated to other Park District projects including the renovation of the Cheney Mansion greenhouse in 2014 and the installation of synthetic turf at Stevenson Park in 2015.

Project Team

The Park District, through a competitive bid process, hired Bulley & Andrews, LLC of Chicago, Illinois, as the general contractor for the project. The other members of the project team include Nagle Hartray Architects, Altamanu, Inc. Landscape Architects, Terra Engineering, Project Management Advisors and Park District staff.

Park History

Ridgeland Common, considered the Park District's flagship recreation facility, is located on a 6.06 acre parcel of land originally purchased in 1913. In 1962 local architect Jack Barclay designed the outdoor pool facility and an outdoor ice arena. The roof over the ice arena was added in 1965 and the rink was fully enclosed in 1982. Since that time, various facility and field renovations took place including the replacement of the wading pool, the construction of "hockey only" locker rooms and, in 2006, a dog park was added.

Planning History

In 2007 an Existing Conditions Study was completed for Ridgeland Common which concluded the facility was physically and functionally obsolete. Soon thereafter a site planning process was initiated to plan for the future of Ridgeland Common. This process included five focus groups, four public meetings and three questionnaires to gather community input. Three plans were presented to the public and Park Board as a result of this process. Although these plans reflected the needs and desires of our residents, they simply were not within budget limitations.

A community needs and interest survey was conducted in 2010 which provided the Park Board with a clear direction in determining the future of Ridgeland Common. The Park Board entered into a contract with Nagle Hartray Architects, who began to develop new concepts for Ridgeland Common based on all of the community input gathered. Nagle Hartray held three community meetings and made numerous presentations to the Park Board, which resulted in the approval of the final plans for Ridgeland Common in August 2012. Construction documents were drawn up, and the Park District went out to bid in December 2012. Bulley & Andrews was awarded the contract for the construction of Ridgeland Common in February 2013. On Saturday, March 9 a groundbreaking ceremony was held to kick off the Ridgeland Common Renovation Project. The sports field and dog park opened on April 5, 2014. The newly renovated Ridgeland Common Recreation Complex opened on June 14, 2014.

1.1 History/Overview-Rehm Pool

Rehm Pool

Rehm Pool, located at 515 Garfield in Oak Park, was built in 1965. The pool originally was built with a 50 meter main pool, a separate wading pool and a 16' deep diving well with two meter boards, two 1 meter boards and a 5, 7 and 10 meter diving tower. The pool underwent a major renovation in 1997, a zero edge was added to the main pool where the wading pool had been, a new wading pool was constructed and a sand play area. Drop slides were added to the diving well, removing the 3 meter boards. In 1999 the locker rooms were renovated, and Family Change Rooms were added in 2012. A Neptune Benson Regenerative Filter System was installed in 2010 replacing a pressure sand filter system. In 2013 a play feature was added to the zero edge of the pool. The structure features a dump bucket, slide and multiple spray apparatus. An 8 x 12 foot climbing wall was installed in 2014, removing one of the 1 meter boards.

1.2 Park District-Mission, Vision and Values

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

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

Values:

- **Partnerships:** We will work collaboratively with others in our community.
- **Responsible Leadership:** We will create a high performing, engaged, and accountable organization.
- **Integrity:** In all that we do, we will adhere to moral, honest, and ethical principles and work toward accessibility and inclusion.
- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes in order to exceed the needs of our customers.
- **Sustainability:** The District will endure through renewal, maintenance, stewardship and stability in all aspects of operation.

1.3 Facility-Mission, Vision and Values

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

Vision: Through qualified staff, detailed planning, and exceptional customer service, the Ridgeland Common Recreation Complex will ensure the satisfaction of program participants and facility patrons.

Values:

- **Diversity:** The Ridgeland Common Recreation Complex will serve a wide range of participants with a variety of programming opportunities both in program type and demographics.
- **Environment:** A focus will be placed on providing a clean, safe, and secure environment for all staff, program participants, and building patrons.
- **Qualified Staff:** All staff will be patron focused, knowledgeable, and trained to provide extraordinary customer service and programming.
- **Teamwork:** Staff will work to foster a team approach to programming and building supervision to provide the best experience for all patrons and participants.

1.4 Ridgeland Common Recreation Complex-Features

Main Facility

The main facility features a combination of common, activity and staff spaces. The facility features 2 activity rooms, Activity Rm 1 and Activity Rm 2, which are used for a variety of programs, including fitness, dance and birthday parties. These rooms are also used for staff trainings, public meetings and are available for rental. Activity Room 2 also has an attached kitchenette used for vending preparation, birthday parties and rentals. The Conference Room is used for meetings, trainings and is available for rentals.

One of two Park District Customer Service sites is located at Ridgeland Common. The customer service desk is staffed most hours that the facility is open. Patrons can receive service for Ridgeland Common Programming as well as all other Park District Program opportunities. The Customer Service Manager maintains an office at the Ridgeland Common Recreation Complex. Full and part-time customer service staff rotates schedules between Ridgeland Common Recreation Complex and the Gymnastics and Recreation Center.

Offices for the full time Revenue Facilities Manager, Program Supervisor, Maintenance Supervisor and the Facility Operations Supervisor are located at the site. There is a general work area featuring staff kiosks for part-time program coordinators. A work room is available for all staff for copying and other clerical functions. A staff

break room provides a quiet area for all facility staff to take breaks and lunch. A 4,000 square foot green roof is located on the second level of the east side of the building. The green roof is not accessible by the public but was a green architecture feature added to the design plan that contributed to the LEED Silver Certification.

Paul Hruby Ice Arena

The Paul Hruby Ice Arena is home to a 85' by 200' regulation ice arena that sits 24 inches below grade. The arena features permanent bleacher seating for 500 which are used for spectator viewing of programs, hockey games, the annual ice show and other special events.

The facility has additional patron services, including the main entrance, admissions booth, skate rental service counter, rental skate storage, skate sharpening room, skate change area and five locker rooms. Four of the locker rooms are full size and are used on an alternating basis to serve back to back hockey games or for program staging. The small locker room is intended for use when program participation is co-ed. This locker room can be used by women or men depending on the program's gender mix. Two equipment storage rooms are available for rent on an annual basis to the facilities two largest ice renters. Activity Room 1 and Activity Room 2 are utilized for skating parties as well as off ice programs complimentary to skating including fitness and dance classes. A Coaches/Instructors room is located between the locker rooms. A bathroom featuring a shower is located adjacent to the Coaches/Instructors room which serves staff and as well as program participants.

Vending/Concessions

The Ridgeland Common Recreation Complex offers a full service vending program featuring beverage and snack options. The facility offers a wide variety of healthy snack and beverage choices. Vending is contracted through a competitive process to private firms. Contracts are reviewed annually. The Park district of Oak Park receives a commission of gross sales.

The facility operates portable concessions featuring a hot dog vending cart, as well as other traditional concession snack and food options. Portable concessions are offered during hockey games, public skates, public swim sessions, special events and rentals upon request.

Ridgeland Common Pool

Ridgeland Common Recreation Complex encompasses an outdoor pool facility. The facility features a 50 meter competitive pool with an attached 12' deep diving well and a zero edge wading pool. The main pool depth starts at 3'6" in the shallow end and goes to 5'6" at the deep end. The diving well features two 1 meter diving boards. To improve access to the pool the shallow end has a built in stairway with hand rails and deck mounted ADA lift. The wading pool features a child's penguin themed slide, multiple spray features, zero edge at one end and stairs at the other. Surrounding the pool is concrete deck that accommodates up to 150 lounges and chairs. A raised deck, located on the east end of the site is available for picnicking, lounging and camp use. The bathhouse has a men's and women's locker room with showers, toilet facilities, changing stalls and lockers. Two Family Changing Rooms are available for the convenience of our patrons. Additional lockers are available for patron use on the pool deck. Patrons provide locks for daily locker use. The pool capacity is 550. The total water volume for the main pool is 450,000 gallons with a turnover rate of 1,350 gallons per minute (gpm). The wading pool has a total water volume of 12,500 gallons with a turnover rate of 250gpm. The parking lot has a total of 28 spots including 2 ADA spaces, 2 low emitting vehicle spaces and 1 car pool space. The parking lot serves the activities for the entire site, including field programs, arena and pool activities.

1.5 Rehm Pool Facility Features

Features

Rehm Pool features an 8 lane 50 meter pool with a connected zero edge for easy access and a safe zone for younger children. The zero edge has a large dump bucket play feature. The 16' deep diving well has 2 drop

slides, one 1 meter board, a 5, 7 and 10 meter platform and an 8' x 12' climbing wall. The pool has plenty of deck space, grass areas for lounging and picnicking, a concession stand and a sand play area. The locker rooms are large and open with a total of 3 family changing rooms. The pool capacity is 775. It is the larger of the two Park District pools, serving 60 percent of the total pool usage. The wading pool has a separate pump house that houses the wading pool filter, pumps and furnace as well as the drop slide pump. The main pool and well are served by the same filter, chemical feed and heating systems in a pump room connected to the main facility. The main pool, zero edge and diving well have a total water volume of 587,000 gallons. The wading pool has a total water volume of 8,000 gallons. The turnover rate for the zero edge is 190gpm, the main pool turnover rate is 825 gpm, the diving well turnover rate is 525gpm and the wading pool turnover rate is 140gpm. The parking lot has a capacity of 47 cars. The Village of Oak Park, through an Inter-governmental Agreement, leases overnight parking spaces during the pool season and 24 hour parking permits from September to May. The parking lot also serves the Rehm Park and the Oak Park Conservatory.

1.6 RCRC Maintenance Operations Features

General Features

The new Ridgeland Common Recreation Complex was designed with sufficient spaces for the maintenance staff to perform their duties efficiently, work on projects in indoor space and store and maintain materials and supplies. From these facilities staff uses RCRC as the staging point to maintain all of the Revenue Facilities, including the Gymnastics and Recreation Center, Rehm Pool and the dog parks. The Maintenance Operations facilities include a large loading dock that serves numerous functions including deliveries, vehicle maintenance and storage. The work room is used for projects, tool and equipment storage and staff lockers. The maintenance supervisor's office, located in the same area as the workroom, provides space for the supervisor to perform duties and store Operations and Maintenance Manuals for equipment and facilities.

Storage-Main Building

The facility features ample storage spaces for program equipment, maintenance equipment and supplies. There are 2 maintenance closets from which staff conduct custodial operations, one in the lounge area for the interior building and pool related tasks and one in the rink for custodial tasks in the rink area and locker rooms. There are a total of 6 storage units located under the bleachers. Two are accessed from the Large Activity Room and house fitness program equipment, tables and chairs, one is accessed from the lounge and house the portable concession equipment and three are accessed from the maintenance area hallway and house custodial supplies, program supplies and maintenance equipment. A large storage unit with double doors directly off the pool deck, serves as seasonal pool equipment storage including, diving blocks, table and guard chair umbrellas, automatic pool vacuums and a hot dog cart. Pool program supplies are also stored here each evening and brought out for lap swim and swim lessons. The large basement serves as storage for facility Attic Stock, Paints and pool furniture.

Storage-Ice Arena

The ice arena has storage spaces, one used for program equipment such as hockey gear, small goals and sticks. The large storage unit with an automatic overhead door is used to store on ice equipment, including 2 pairs of hockey goals, 3 sets of rink dividers and miscellaneous dasher board supplies. A third storage room is for longer term storage, primarily for ice show equipment. A large equipment storage room is accessed from the west drive or through the ice arena. This houses motorized landscape equipment, including blowers, ice edger and trimmers. It also is heated storage for snow blowers and ice melting compounds for use at all Revenue Facilities.

Equipment Room/Zamboni

The equipment and Zamboni rooms are large, which makes performing regular functions for staff, easy. The only storage permitted in the Equipment Room is for non-volatile items such as Perlite for the filter systems. The

Zamboni Room stores two (2) Zamboni machines, a scissors lift and a washer and dryer for washing staff uniforms and cleaning towels.

(A floor plan for the first and second floor can be found hanging in the maintenance work room and on file in the supervisor's office.)

1.7 Facility Spaces

First Floor (14,260 sq. ft.)			Second Floor (4,410 sq. ft.)		
Room	Size (sq. ft.)	Room Capacity	Room	Size (sq. ft.)	Room Capacity
Ice Arena	85' x 185' 15,725 SF	850	Activity Room 1	1300	75
Customer Service	190	NA	Activity Room 1	800	40
Offices	685	NA	Conference Room	150	20

1.8 Operating Hours

The Ridgeland Common Recreation Complex schedule is subject to change for a variety of reasons. For the most up-to-date schedule, visit the website at www.pdop.org. The facility can be available for programs prior to the open time as needed.

Building Hours		Customer Service Hours	
Monday-Friday	5:30 AM – 12 AM	Monday-Friday	8:00 AM – 7:00 PM
Saturday	5:30 AM – 12 AM	Saturday	8:30 AM – 7:00 PM
Sunday	7:00 AM – 12 AM	Sunday	8:30 AM – 5:00 PM

(For specific Pool Program and Rink Program hours, see the Park District website.)

1.9 Holidays

Regular Programs and schedules are altered on holidays. Look for alternate programs, public schedules and drop in times in the Park District Brochure and on the Park District website.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (Closed at 3pm)
- Christmas Day (Closed)

Section 2: Programs

2.0 Programs-Ice Arena

2.1 Figure Skating

Basic Skills

The Skate Academy program follows the United States Figure Skating Basic Skills program. The basic skills program offers a progressive skill development skating program for beginners up through advanced skaters as well as adults. The curriculum keeps skaters enthusiastic about learning from the time they begin lessons until the time they reach their goals. Free practice skates are provided for participants in the program to work on their skills.

- Snowplow Sam levels works with ages 3.5 to 5 to introduce skating skills. These levels are designed to help the preschool age skater develop the preliminary coordination and strength necessary to maneuver on the ice. Time in Snowplow Sam will allow these children to becoming comfortable on the ice.
- Basic 1-8 levels work with ages 6 and up to develop the fundamentals of the sport: forward skating, backward skating, stops, edges, crossovers, turns and Mohawks. Upon completion of the Basic 1-8 levels, skaters will have a basic knowledge of the sport, enabling them to advance to more specialized areas of skating.
- Each Free Skate level is divided into four sections: moves in the field, spins, dance/footwork, sequence and jumps. The Free Skate levels are designed to give skaters a strong foundation on which to build their skills. This is the point where the skater can choose whether to pursue a recreational or competitive approach to the sport of figure skating.
- Advanced levels are for skaters who have completed all of the Free Skate levels. These start with landing the axel and advance through more complicated jumps and spins.

Ice Show

The annual Ice Show is a skating show produced by the Skate Academy staff to showcase the skaters in the Skate Academy program. Complete with special effects lighting, costumes, and music, the Ice Show provides skaters with group programs to demonstrate the skills they have learned during the year. This production is for participants that are enrolled in at least the winter and spring sessions of Skate Academy. Skaters in advanced levels are eligible to receive specialty numbers called 'features' done either as a solo, duet or trio. The Ice Show is paid for by participant registration fees, ticket sales, concession sales, program sales and advertisement fees.

Freestyle Practice

These are additional ice times skaters use to develop their fundamentals and work on more difficult skills. These sessions are only open to program participants for \$10 (or by Freestyle Pass). Figure skaters using this ice time can use the sound system to run their performance program. Skater's private coaches may work with their students on these practice times, but must be Park District Staff Instructors.

2.2 Hockey

In-House Youth Development Program

This program is designed to initiate skating and hockey learning techniques. It is done with a once a week skills session designed to gradually improve the students throughout the course of the session. This program meets Wednesdays or Sundays. Each week should build on previous weeks, as well as introduce new challenges. Learning and fun need to go hand in hand. Separate groups have been created based on age and skill set to create fluidity and continuous enrollment. The goal of this program is to move players on to the In- House (Polar Bear Hockey League) program. The younger level of this program is called the Polar Cubs for ages 3.5-5 and the older level is called the Jr. Bears for ages 6 and up.

Polar Bear Youth Hockey League

This program is for those who have graduated from the developmental (Polar Cubs and Jr. Bears) program. In this program, players are separated by age to give a learning experience with their peers, as well as gradually

introduce new teamwork aspects and game rules as they get older, and more advanced. Using age appropriate rink size as well as game rules should help the progression of players to the next level. One practice and one game a week will be offered for this program on Saturday and Wednesdays. The goal of this program is to move players on to the travel house (Ice Bears) program.

Travel House Youth Hockey

This program is for the advanced hockey player. The idea is for players in this program to have developed and graduated from the developmental and in-house hockey programs. Here is where the players get to travel to local rinks and play similar travel house programs in competition. The teams are separated by age, in two year intervals, and will play teams in the same age intervals, Mite, Squirt, Peewee, and Bantam in the Northwest Hockey League, a USA Hockey sanctioned "House" league. The schedule will be moderately set for practices, and the game schedule varies week to week. Practices will be on Monday and Wednesday nights and games usually on the weekends. The goal of this program is to move players to a higher level of hockey when they are ready, be it a local "Travel" hockey program or their representative high school.

Adult Hockey - The adult hockey program is divided into three levels.

- **Adult Beginner Hockey** is for players with little or experience who are new to playing the sport of hockey. This program meets on Friday nights and focuses on instruction on basic skills such as skating, stick handling, shooting, and passing. This level is purely instructional with very little opportunity for scrimmages or games. Players that graduate from this program should move to the level 1 program.
- **Adult Level 1** is the middle level of hockey for adults at the Ridgeland Common Recreation Complex. This level meets on Monday nights and is for players who are experienced skaters but still looking to improve other skills such as passing, shooting, stick handling, or hockey sense. This program is comprised of half coach lead instructional drills and half scrimmage. This gives players the opportunity to practice what they have learned. Once players develop in this program they should move up to the level 2 league.
- **The Adult Level 2** hockey program follows a league format. Players register individually for a specific team or can sign-up to be placed on a team if they do not have a preference or are new to the program. The league is comprised of 6 teams and features a regular season as well as playoffs for the top teams. This league follows all regulation hockey rules and also has unique twists such as 20 minute running time periods, no checking, and no slap shots allowed. The rink staff prides itself on ensuring parity in this league both in number of players per team and well as overall team skill level.

2.3 Camps

Ice Arena/Pool Camps

Competitive Figure Skating Camp and Hockey Camps-These camps are for skaters who want a competitive program experience. Camps are one week long sessions and meet 5 days per week. The camp features over 3 hours of on ice time per day, off ice fitness, as well as pool and other activities. Participants are required to bring a sack lunch.

Skate and Swim Camp

This camp is perfect for the recreational skater. Camps are one week long and meet 5 days per week from 8am to 3pm. Campers participate in on-ice programming including basic hockey and figure skating instruction. Games and other activities are provided. Afternoons are spent at the pool. Participants are required to bring a sack lunch. Skates and hockey equipment are available for rental.

2.4 Open Skate Sessions

Public Skate

Public Skate is offered at various dates and times throughout the year depending on season. This ice time is open to the general public to come out and skate. These festive times feature music and time for families, friends, and the community to spend time together. Skate guards are on hand during public skates to provide customer service, first aid, and to enforce rules on the ice. Skate rental is also available for guests. Admission is \$7 per person or a year round unlimited pass can also be purchased. Skate rental is available for \$3.

Noon Skate

Noon Skate provides a less crowded atmosphere for people to enjoy an open skate and get in some exercise during the day. Noon skate is held during the fall and winter months, only, Monday-Friday afternoons. Perfect for home schooled children, active adults, people looking for some exercise during a lunch break, or anyone else who is available to skate on weekday afternoons. Patrons may pay a \$ admission to Noon Skate or purchase a year round pass.

2.5 Special Events

Cosmic Skate

Cosmic skates are special open skating sessions where specialty lighting and a DJ are provided to provide guests a unique skating experience. Admission is \$10. These special events are held sporadically throughout the year.

Teen Night

Teen nights are held for students from 6th-8th grade on the first Friday of September-May. These events are hosted by the rink but run by recreation programming staff. In addition to public skate, refreshments are provided and games and contests are organized. Revenue is split 50/50 between recreation and revenue facilities.

2.6 Private Rentals

Private Rentals are available whenever ice scheduling permits. Ice rental activities include hockey practice, hockey games among friends, family parties and broom ball. All renters must submit a signed contract and full payment before taking the ice. Concessions, skate rental, and team rooms are available on an as needed and as available basis for all rentals.

2.7 Skating Birthday Parties

Birthday Parties at the ice arena are available for ages 4-16 and include one and half hours of skating, a half hour in the party room, skate rental, and 10 participants. The parties also include a party attendant, two chaperones, and a t-shirt for the birthday child. These birthday parties are held during public skate times on the weekends. Options for a mascot appearance, party favors, pizza and drinks, and additional participants are available for an extra cost.

2.8 Broomball

The sport of broomball is a growing ice sport that is played in shoes where players attempt to score by shooting a ball into a net with a "broom". Games are played on half ice with six players on each team. At the Ridgeland Common Recreation Complex broomball begins each season as a drop in program for people to give the sport a try, then becomes a 4 team league. In the summer, leagues will be offered for high school teams as well as adult

teams. In the fall/winter a league is only offered for adults. League registration is done by team. Individuals can sign up and be placed on a team.

2.9 Multi-Purpose Rooms

Fitness classes

Fitness classes are offered six or seven days a week predominantly using the large activity room. These classes are programmed and marketed by the recreation programming staff in charge of fitness. Instructors will be able to utilize the sprung wood floor, mirrors, and ballet bars to offer a variety of classes. Also, the facility will offer access to the showers so that participants can use them after classes if needed.

Off-ice classes

Off ice classes are offered in conjunction with the skate and hockey academy utilizing instructors of those programs. A focus will be put on developing skills or body movements that will improve participant's abilities on the ice. For figure skaters classes may work on rhythm, flexibility, and balance. Hockey classes might focus on core strength, agility, or explosive movement.

Rentals

The Medium Activity Room and the Large Activity Room are available for private rental. Each room can accommodate fitness classes featuring ballet bars and mirrors. The Large Activity Room has a sprung wood floor and AV capabilities. Both rooms can be used for meetings, parties and presentations. Tables and chairs are available for small to large groups. Because of the flexibility of all these rooms, there are many different types of appropriate rental usages including off-ice practices for hockey teams, birthday parties, use in conjunction with a pool or ice rink rental, family parties, community events, special interest groups, or a multitude of other options.

2.10 Program-Pools

2.11 Swim Academy

The Swim Academy teaches swimming following a specific progression of skill work from level to level. Lessons aim to provide increased swimming ability, water awareness, and social growth through a progression of skill development and instructor interaction. Lessons are available for ages 1 through adult. Ages 1-3.5 can take part in a Parent Tot class where the child and parent are in the water together taking part in songs and games to adjust the child to the water. Ages 3.5-5 take part in our Preschool Swim levels and ages 6 and up take part in the Kids Swim Levels.

- Levels 1 and 2 are designed to develop the basics of swimming through floating, kicking, bobs, gliding, streamline positioning, and the fundamental arm, leg, and breathing motions. Level 1 is completely supported by either a floatation device or instructor and has short distances to travel. Level 2 starts developing endurance by extending the distances traveled and is only supported by floatation devices.
- Levels 3 and 4 break down the mechanics of each stroke and work on perfecting the technique while building endurance by extending the distance traveled. Level 3 combines the basic motions from level 2 and develops them to the full stroke combining the breathing, legs and arms. Level 4 breaks down the technique of each stroke to perfect each piece.
- Additional Classes are developed for swimmers who don't fit into the core 1-4 levels.
 - Super Swim is a combination of levels 2 and 3 meant to be a transition for preschoolers aging out of and passing Preschool ¾ but are not ready for the Kids Swim 3 level. Although this level is generally restricted to ages 6 & 7, participants who need to be more challenged than Kids 2 but are not ready for Kids 3 can also use this level as approved by a coordinator.

- Pre Swim Team is offered for participants that pass all the way through level 4 and wish to continue further developing their skills. This class introduces competitive swimming to participants by traveling further distances, working on starts and stops, timing, and flips turns.
- Junior Lifeguarding classes are also offered in two age groups. Ages 9-13 take part in Jr. Lifeguard Silver. This level introduces the basic lifeguarding skills as well as CPR and First Aid. Jr. Lifeguard Gold is for ages 14-15 and acts as a prep course for those wanting to become lifeguards once they turn 16. This class takes the lifeguarding training program and extends it over the course of a session.
- Adult swimming lessons are offered for ages 18 and up. There are two levels, a beginner level and stroke development level. The beginner level is for participants with very little swimming or pool experience. The skill work focuses on basic swimming skills needed to be comfortable in the water. The stroke development class is for participants who are very comfortable in the water and can already do the basic swimming skills. This class focuses on developing technique in freestyle, backstroke and breaststroke with an introduction to the butterfly.

2.12 Open Swim Program

Lap Swim

Lap swim is open to swimmers of all abilities over the age of 18. Only the lap swim area of each pool opens for the swimming of laps only. Lanes are designated for fast, medium, and slow swimmers as the pool is divided into three lanes where people are encouraged to "circle swim". Admission is \$4 per person or by lap swim pass.

Family Swim

This open swim is an unstructured swim time intended for families only. During these times families can bring balls, toys, or other flotation devices for use in the pool. All children must be accompanied and supervised by an adult over the age of 16. No one under the age of 16 is admitted without a parent or guardian. Similar to public swim this time is not programmed by Park District staff, but is supervised by lifeguards. The admissions to any public or family swim are \$10 per person or with season pass.

Public Swim

This open swim time is for the general public with all ages allowed. This is an unstructured time with no programs or events run by Park district Staff. However the facility is supervised by lifeguards at this time. Children under 9 years of age must be accompanied by an adult guardian (also highly encouraged for children under the age of 18). Balls, toys, or floatation devices are not allowed in the pool during this time. All areas of the pool open during public swim including the baby pool, drop slides, diving boards, and diving platform and Rehm and the diving well and baby pool at the Ridgeland Common Recreation Complex (barring special circumstances). The admissions to any public or family swim are \$10 per person or by season pass.

2.13 Rentals

Swim Team

Two swim teams call the Park District of Oak Park pools home in the summer months of June and July. The Oak Park Swimmers (TOPS) uses Ridgeland Common pool Monday-Friday morning for practices. Similarly Team Millennium swims five mornings a week at Rehm pool in the morning. Both teams use Park District of Oak Park lane lines, but also use some of their own equipment which is stored on site including timing clocks, backstroke flags, fins, etc. This time is supervised by a reduced lifeguard staff. Currently the swim teams rent the pools for \$125/hour.

Swim Meet

Each season TOPS hosts an annual swim meet at Ridgeland Common. This event begins Friday evening after the facility closes for TOPS parents and coaches to come in and begin setting up the facility in conjunction with Park District Staff. The swim meet then takes place all day Saturday and Sunday as Ridgeland pool is closed to the public. During that weekend, lap swims are moved to Rehm pool to accommodate that group of residents. The swim meet commonly draws very large crowds who pay admission to TOPS to enter. The swim team also coordinates additional concessions that weekend as well as a hospitality area for coaches and swimmers. The Park District of Oak Park staffs lifeguards as well as building supervisors and attendants for this event to ensure safety and a clean facility for this special event. Swim teams are charged \$150 an hour for swim meet pool rental fees.

Private Rentals

Private rentals are offered on a limited basis in the summer. Fees are \$300/hour and times are limited to Friday evenings from 6:30-8:30 when another special event is not scheduled. These rentals are for family parties, special interest groups or other special events, however all groups must adhere to specific rental rules as well as all regular pool rules that exist during family swims. Special rental rules include the removal of all decorations used for the event, the removal of any significant trash, and no additional food or drink being brought into the facility by the renter. The Park District staffs these events with a full aquatics staff to ensure participant safety, a clean facility, and to enforce all rental and pool rules.

2.14 Pool Birthday Parties

Birthday parties at the pool are available in two packages, one for ages 4-5 and one for ages 6-16. Both include one and a half hour of time in the pool, a half hour in the party room, a party attendant, a t-shirt for the birthday child, and two chaperones. The party package for ages 4-5 includes 8 participants and has access to only the wading pool. The party package for ages 6-16 includes 10 people and has access to the whole pool. These parties are held during public swim times on the weekend. Options for a mascot appearance, party favors, pizza and drinks, and additional participants are available for an extra cost.

2.15 Special Events

Flick and Float

Each summer Ridgeland pool hosts a special event that features a movie shown on large inflatable screen. Participants are encouraged to bring their favorite raft or float and lounge in the pool while taking in the show. Supervised by pool staff and programmed by recreation staff, this evening also features games and activities before the movie begins. Because the movie begins at dusk and lights are turned off to see the movie better, special safety precautions need to be taken. Guards are given special instructions and staff limits patrons' access to certain areas of the pool and deck. Admission is \$9 or \$4 with a pool pass.

Staff/Volunteer Party

The Park District hosts a number of staff social events throughout the year. The summer staff social event is held at Ridgeland Common and is expanded to also thank the volunteers who donate their time and talents to the agency. This event features an open swim time, open skate time, a catered dinner, activities, and prizes. The pool and rink are staffed with double the staff as usual so that these employees can rotate in and out of working positions so they too have the opportunity to enjoy the party. This event is open to all full time and part time staff as well as all volunteers.

Teen Pool Parties

Teen pool parties are hosted by Ridgeland Common on the first Friday of the month in June, July, and August. Similar to rink teen events, these are offered to 6th-8th graders and hosted by the facility but run by recreation

programming staff. In addition to having an open swim, staff will also coordinate an interactive DJ, prizes, games, activities, and refreshments. Admission for pool parties is \$10. Revenue is split 50/50 between recreation and revenue facilities.

2.16 Multi-Purpose Rooms

Fitness classes

Fitness classes are offered six or seven days a week predominantly using the large activity room. These classes are programmed and marketed by the recreation programming staff in charge of fitness. Instructors will be able to utilize the sprung wood floor, mirrors, and ballet bars to offer a variety of classes. Also, the facility will offer access to the showers so that participants can use them after classes if needed.

Off-ice classes

Off ice classes are offered in conjunction with the skate and hockey academy utilizing instructors of those programs. A focus will be put on developing skills or body movements that will improve participant's abilities on the ice. For figure skaters classes may work on rhythm, flexibility, and balance. Hockey classes might focus on core strength, agility, or explosive movement.

Rentals

All three of the multipurpose rooms at the Ridgeland Common Recreation Complex are available for rent. The large room is geared more towards fitness classes with a sprung wood floor, ballet bars, and mirrors; however the medium room can also be used for similar classes with a rubberized floor and the same ballet bars and mirrors. The large activity room also has audio-visual capabilities with a motorized projector screen, a floor plate covering computer and projector hook-ups, and an independent sound system. The smaller room is a great meeting place with a large conference table and chairs. Because of the flexibility of all these rooms, there are many different types of appropriate rental usages including off-ice practices for hockey teams, birthday parties, use in conjunction with a pool or ice rink rental, family parties, community events, special interest groups, or a multitude of other options.

2.17 General Program Information

Registration

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

Level Placement

It is extremely important that participants are placed in the correct level for the progressive skill development. Each class has prerequisite skills or levels that must be completed before registering. Program staff will always provide participants with an end of session evaluation that will instruct them on what level to sign up for next. Program descriptions also clearly describe skills needed to enroll in a specific level. If a participant does sign up for an incorrect level, staff will do everything possible to move them to the correct class, however in some situations a refund will be issued of the incorrect class is signed up for.

Participant/Class Rules

All participants are expected to follow the rules of the rink or pool, as well as conduct themselves properly when around other students. This means no offensive language or any violent acts, take the ice only when instructed, always listen to class staff, and most important, HAVE FUN!!!

For all programs, staff is unable to provide make-up lessons for classes missed. Another child is not allowed to take the place of an enrolled child when they are absent.

WSSRA

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

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

- **Scholarships**-The Park District of Oak Park is dedicated to serving the parks and recreational needs of all Oak Park residents. Scholarship funds are available to assist low income individuals and families who choose to participate in Park District of Oak Park programs. These funds are provided by the Oak Park Township for children ages 9-17 and by the Park District of Oak Park for all other ages. More information on the scholarship and possible fee reduction is available in the program appendix.
- **Waivers**-All participants of gymnastics classes and activities must sign a Release and Hold Harmless Waiver provided by the Park District of Oak Park. This waiver is a part of the registration process.
- **Release and Hold Harmless Waiver**-All participants of gymnastics classes and activities must sign a Release and Hold Harmless Waiver provided by the Park District of Oak Park. This waiver is a part of the registration process.

Section 3: Staff (Facility and Programs)

3.0 Staff Organizational Structure

Ridgeland Common Recreation Complex ice and pool program operations require a large number of staff, both full and part-time to operate the facilities and plan, produce and deliver programs to our patrons and the community. The staff is divided into Operations, Program and Maintenance. The Program and Operations staff is overseen by the Program and Operations Manager who reports to the Superintendent of Revenue Facilities. The facility maintenance and systems operation is performed by maintenance staff, and is under the direction of the Maintenance Supervisor who reports to the Superintendent of Revenue Facilities.

Program and Operations Manager

The Facilities Program and Operations Manager is a full-time position responsible for overseeing all programs and facility operations at the Ridgeland Common Recreation Complex. The manager oversees, directs and coordinates with the full-time Program Supervisor and the full-time Operations Supervisor to develop and offer programs and services to the public, while maintaining facilities in clean and safe condition. The manager also maintains the facility and related program equipment. The manager directs the efforts of staff to ensure the facility and equipment are in good, clean, working order and the security and safety needs of the patron are met. The Manager works with the Superintendent of Revenue Facilities, Maintenance Supervisor to develop goals, budgets and long term planning. The manager also coordinates with the Communications and Marketing department on developing promotional materials, brochure and web based marketing. The manager works with Customer Service to provide effective registration processes and superior customer service.

3.1 Facility Operations

The Program and Operations Manager oversees the facilities operations staff that include the Buildings Operation Supervisor (full-time), Building Supervisors (part-time) and Custodians (part-time). The Buildings Supervisors oversee the day to day operations of the facility including opening and closing the facility, supervising the building throughout the day, overseeing drop-in programs such as public skate, public swim, rat, hockey, freestyle, etc. The staff functions as facility security, program facilitators and cashiers. The position has a high degree of customer interaction. The custodial staff performs all custodial duties related to the facility and are scheduled 7 days a week.

Facility Operations Supervisor - Pool/Rink *(Reports to the Program and Operations Manager)*

The Facilities Operations Supervisor is a full-time position that manages the day to day operations of the pool, ice arena and activity rooms. This position oversees the custodial maintenance of the facility, facilitates activities in the activity rooms, such as birthday parties, fitness classes and rentals, Oversees drop in programs, like public swim and public skate and oversees the concession operations.

Building Supervisor - Pool/Rink *(Reports to the Operations Supervisor)*

The Building Supervisor oversees the operation and support staff of the Ridgeland Common Recreation Complex. This position will provide exceptional customer service to individuals entering the facility and ensure a safe, clean, and welcoming environment. This position oversees support staff for both the rink and the pool including cashiers, concessions staff, skate guards, skate shop attendant, and custodians.

Custodian - Pool/Rink *(Reports to the Operations Supervisor)*

The Revenue Facility Custodian is responsible for maintaining an inviting, safe and clean environment in and around the Park District's facilities for guests and staff. The custodian performs basic cleaning, maintaining and up-keeping tasks. Additionally, this position will frequently interact with program patrons, providing direction and answers to questions.

Aquatic Maintenance Attendant *(Reports to the Operations Supervisor)*

The Aquatic Maintenance Attendant is responsible for maintaining the pool environment and bath houses for the health and wellbeing of our patrons. Responsibilities include vacuuming the pools, cleaning decks, cleaning and disinfecting locker rooms, performing repairs and backwashing filters on a daily basis. Shifts are schooled in the evenings and weekend mornings.

Aquatic Facility Attendant - Pool *(Reports to the Building Supervisor)*

The Aquatic Facility Attendant is responsible for maintaining an inviting, positive, clean and safe environment at the Park District's pool facilities. The Attendant effectively communicates and enforces Park District rules, regulations, and policies to facility visitors while performing basic custodial duties, grounds keeping tasks and monitoring entrances and bike racks. The attendant also ensures camps are checked in and out appropriately and assists in other operational areas of the pool.

Skate Guard - Rink *(Reports to the Building Supervisor)*

The Skate Guard is responsible for maintaining an inviting, positive, and safe environment at the Ridgeland Common Ice Rink. The Skate Guard maintains order and enforces rules on the ice during Public Skate Sessions and is expected to be visible and engaged in activities on the ice. The Skate Guard effectively communicates and enforces Park District rules, regulations, and policies to the public.

Cashier - Pool/Rink *(Reports to the Building Supervisor)*

The Cashier is responsible for maintaining an inviting, positive, and safe environment while completing cash handling and attendance tracking during all public times at the Ridgeland Common Recreation Complex & Rehm

Pool. The Cashier monitors the main entrance of the facility by accepting cash, credit card, and pass transactions, as well as acting as a customer service representative and a member of the rink operations team.

Concessions Coordinator - Pool/Rink *(Reports to the Operations Supervisor)*

This position is responsible for coordinating the operation of the concession stands located at the Ridgeland Common Recreation Complex and Rehm Pool. This individual will assist the Aquatic and Rink Manager with staffing and supervision of the concession area, inventory control and ordering, and keeping the area clean. The Concessions Coordinator is responsible ensuring the successful operation of both of these entities and be customer service and revenue driven.

Concessions Crew Leader - Pool *(Reports to Concessions Coordinator)*

This position is responsible for leading the day to day operation of the concession stand located at Ridgeland Common Pool and Rehm Pool. This individual will assist the Concessions Coordinator in maintaining an efficient, safe, clean, and customer focused concession area by directing concession workers during their shift. The Concessions Crew Leader is responsible for being a working member of the concessions team and is responsible for ensuring an efficient and safe operation at all times.

Concessions Worker *(Reports to the Concession Coordinator)*

The Concessions Worker is responsible for the set-up, operational, and closing procedures for the Rehm Pool Concession stands. The Concessions Worker prepares and serves food, handles cash for purchases, and follows all procedures set up for food handling and storage.

Skate Shop Attendant *(Reports to the Building Supervisor)*

The Skate Shop Attendant is responsible for maintaining an inviting, positive, and safe environment at the Ridgeland Common Skate Shop. Duties include opening, closing, and operating this area of the facility. Cash handling and customer service are a large portion of this position.

Skate Guard *(Reports to the Building Supervisor)*

The Skate Guard is responsible for maintaining an inviting, positive, and safe environment at the Ridgeland Common Ice Rink. The Skate Guard maintains order and enforces rules on the ice during Public Skate Sessions and is expected to be visible and engaged in activities on the ice. The Skate Guard effectively communicates and enforces Park District rules, regulations, and policies to the public.

3.2 Programming Staff

The Program and Operations Manager oversees all aspects of programming, from development, budgeting, scheduling staffing and evaluating. The manager oversees the Program Supervisor who directs a team of Program Coordinators. The manager oversees staff related to pool operations, overseeing a staff of Aquatic staff Coordinators and lifeguards. With the help of the Program Supervisor, the manager directs the recruiting, hiring and training of the majority of staff, including 100 lifeguards.

Program Supervisor *(Reports to the Program and Operations Manager)*

The Program and Operations Supervisors oversees the development, planning and operations of all pool and rink related programs, including hockey, figure skating swim lessons, special events such as the ice show and cosmic skates. This position also oversees hiring and training of program related staff. The position also assists in the hiring and training of lifeguard staff.

Skate Academy Coordinator - Rink *(Reports to the Program Supervisor)*

The Figure Skating Coordinator is responsible for the implementation, administration, and day to day operations of the figure skating program at the Park District of Oak Park. Additionally, the coordinator will assist with

planning and implementing special events and the annual ice show. This position will train, supervise, direct, and evaluate part-time figure skating instructors.

Skate Academy Instructor - Rink *(Reports to the Skate Academy Coordinator)*

Under the direction of the Figure Skating Coordinator, the position of Figure Skating Instructor acts as a role model for participants and is responsible for providing instruction, direction, and safety to students in the figure skating program. This position is also responsible assisting with other ice rink functions and special events.

Ice Camp Site Supervisor – Rink / Pool *(Reports to the Program Supervisor)*

The Site Supervisor leads and acts as a role model to a group of children or teens in a variety of activities including skating and swimming. The Site Supervisor is responsible for organizing, supervising, and leading the camp and ensuring that it is positive, encouraging, respectful, and fun environment for all campers involved. A high priority is placed on communication, organization, and risk management with this position.

Ice Camp Counselor - Rink / Pool *(Reports to the Ice Camp Supervisor)*

The Camp Counselor leads and acts as a role model to a group of campers in a variety of activities including skating, swimming, activities, songs, etc. Counselors develop and engage campers in activities acting as a role model while enforcing Park District rules and ensuring the safety of campers, staff and the public.

Hockey Coordinator - Rink *(Reports to the Program Supervisor)*

The Hockey Coordinator is responsible for the implementation, administration, and day to day operations of the hockey programs at the Park District of Oak Park. This position oversees in-house youth and adult hockey and assists with Travel Hockey. The Hockey Coordinator supervises part time coaches and officials.

Hockey Coach - Rink *(Reports to the Hockey Coordinator)*

Under the direction of the Hockey Coordinator, the position of Hockey Academy Coach acts as a role model for participants and is responsible for providing instruction, direction, and safety to students in the Hockey Academy. This position is also responsible assisting with all other Hockey Academy functions and special events.

Goalie Coach - Rink *(Reports to the Hockey Coordinator)*

Under the direction of the Aquatic & Rink Manager, the position of Hockey Goalie Coach is responsible for providing instruction, direction, and safety to goalies of the Oak Park Hockey program. The Goalie Coach is expected to comply with all Park District of Oak Park policies and procedures, as well as rules put forth by the Travel House Hockey Program, USA Hockey, and AHAI. In addition, this position should conduct themselves in a professional manner at all times while at the rink.

Adult Hockey Referee - Rink *(Reports to the Program Supervisor)*

The Adult League Referee is responsible for maintaining an inviting, positive, and safe environment at the Ridgeland Common Ice Rink. This position maintains order and enforces rules on the ice during the adult hockey program and is expected to be professional, consistent, and fair in rule enforcement. The adult league referee communicates and enforces Park District rules, regulations, and policies to the public.

Aquatic Facility Coordinator - Pool *(Reports to the Program and Operations Manager)*

The Aquatic Facility Coordinator will assist the Aquatic & Rink Manager with facilitating and managing the aquatic and operation staff at both Rehm and Ridgeland Common Recreation Complex. The Coordinator ensures the staff is trained, the pools are staffed, and that the facility is safe, clean, and supervised during operation. This individual is also responsible for managing patron issues and customer service related to the pools and making sure that all patron and safety issues and concerns are addressed.

Lifeguard - Pool *(Reports to the Aquatic Facility Coordinator)*

The Lifeguard ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies while maintaining an inviting, positive, and safe environment. The Lifeguard effectively communicates and enforces Park District rules, regulations, and policies to the public.

Ridgeland Common Recreation Complex Mascot - Pool/Rink *(Reports to the Program Supervisor)*

The Ridgeland Common Recreation Complex Mascot will wear the Parker the Penguin or Oakie the Polar Bear costumes and act as the “personality” of these characters. This position will interact with the public and work to enhance the experiences of patrons by being outgoing, fun, and creating a festive atmosphere.

3.3 Maintenance Operations Staff

The maintenance staff under the leadership of the Maintenance and Operations Supervisor is responsible for the upkeep, care and operation of facilities, systems and related equipment. The Maintenance Supervisor and staff engage preventative maintenance standards and routines to preserve facilities and equipment, utilize best practices to make repairs and improvements to the facilities. The maintenance staff relies on training to understand the proper operation of facility systems and equipment while engaging safe practices in carrying out duties.

Maintenance and Operation Supervisor - Revenue Facilities *(Reports to the Superintendent of Revenue Facilities)*

The Maintenance and Operations Supervisor oversees a full-time Facility Specialist, two part-time IMRF maintenance staff and a number of part-time Maintenance staff. The maintenance team is responsible to resurface and maintain the ice at RCRC on a daily basis as necessary, perform inspections, preventative maintenance, repairs and improvements. The maintenance team is responsible for seasonal facility preparations and winterizations. The maintenance Supervisor oversees training related to equipment and systems operations and staff safety Training. The team utilizes Micro Main to document work and inspections related to facilities and equipment and issue work order.

Maintenance Specialist - Revenue Facilities *(Reports to the Maintenance and Operations Supervisor)*

The Maintenance Specialist has technical skills and maintains and operates systems, performs tasks related to seasonal facility preparation, operates the Zamboni, ice edger, snow plow and other equipment as required. This position also directs the efforts of part-time staff on the maintenance team.

Part-time Maintenance - Revenue Facilities

Part-time maintenance is responsible to resurface the ice on evenings and weekends, perform ice maintenance, inspections, repairs, custodial and landscape work as assigned. Part-time maintenance staff also performs tasks related to seasonal facility preparations, clean roof gutters and operate various pieces of equipment, snow blowers, skate sharpeners and hand tools.

3.4 Customer Service

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

RCRC Customer Service Staff

This position is responsible for welcoming guests, answering questions, providing direction within the facility, processing registrations and refunds, answering the telephone and other duties as assigned. In order to provide excellent customer service to patrons and staff of the RCRC, representatives will be well informed of Park District operations, events, projects, facilities and programs. Customer Service staff will work with RCRC staff to

ensure the safety and security of patrons. Customer Service is responsible to maintain material display areas in the lobby and maintain the Customer Service Area in a neat and orderly fashion. Customer Service will also provide support to the facility staff as is necessary.

(For a list of full job descriptions for Revenue Facilities, see Job Descriptions on the Park District's Public Drive or in Appendix A)

3.5 Staff Requirements

Trainings

All staff working in the Ridgeland Common Recreation Complex will go through on-site trainings prior to their first day of work. A general training will cover the facility itself including a tour, general expectations and emergency action plans. Job specific trainings will also be held to cover the specific job information and duties. Outlines of the most recent training sessions are available in the Staff Training Manuals located in the Program an Operation Manager's office.

Certifications

While it is suggested that all staff working in the RCRC have the certifications/trainings below, it is required for all Customer Service staff, instructors, coordinators and full-time staff.

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

The Program Supervisor and Program and Operations Manager are required to be Ellis Certified Instructors. The Maintenance and Operations Supervisor, Facility Specialist, Building Operations Supervisor and Superintendent of Revenue Facilities are required to be Certified Pool Operators.

Lifeguards are required to be Ellis Certified through the Park District of Oak Park.

3.6 General Policies and Procedures - Staff

The personnel policies following contain general staff policies and procedures. For more comprehensive descriptions please refer to the Park District of Oak Park Personnel Policy Manual which individuals receive at the required Human Resources orientation. The Personnel Policy Manual can also be found on the Park District's public drive, at P:\Human Resources\Organizational Materials\Manuals. Employees are responsible to read and adhere to all policies and procedures in the manual. Failure to read or understand the information will not be an excuse for neglecting to follow procedures.

- **Orientation**-Prior to starting work it is required that each employee attend an individual or group orientation with the Human Resources Department and your supervisor. Each employee must also attend facility specific training at the Ridgeland Common Recreation Complex.
- **Mandatory Reporter**-All staff members of the Park District of Oak Park are DCFS mandatory reporters. This means that all staff are required to report or cause a report to be made to the child abuse hotline number (1-800-25-ABUSE) whenever there is reasonable cause to believe that a child may be abused or neglected. There is no charge to contact this hotline, which operates 24 hours a day, 7 days a week, 365 days a year. Abuse of a child can be physical, emotional, or neglect. Signs of child abuse could include but are not limited to physical marks on a child, a child reporting an inappropriate action done to them by an adult, or signs of malnourishment. For more information on mandatory reporting see the Park District of Oak Park Personnel Policy Manual.

- **Staff Schedules**-All schedules for staffing the facility and programs will be determined by the employee's direct supervisor (in most cases, the Program & Operations Manager). Schedules are subject to change and employees will be contacted if changes are made. Employees should clock in/out only at the times specified on their schedule. Staff should not punch in early or late unless instructed to do so by a supervisor. Staff can clock in/out using a computer in the customer service office or in the upstairs staff office.
- **Absences/Substitutions**-Each staff member has made a commitment to the Ridgeland Common Recreation Complex and to the Park District's participants. It is imperative that every effort is made by staff to be present. If staff must miss a shift, it is staff's responsibility to find an approved substitute and to inform the staff member's immediate supervisor. See the Personnel Policy Manual for additional information related to time off.
- **Keys**-There are three permission levels for keys and one data room key. Keys will be signed out to staff based on the responsibilities of the position held. The Manager is responsible for maintaining the Key Procedure. A lock box at the RCRC will contain extra keys for on-site use only. These keys will be used as needed and will not leave the building. *(For "Key Procedure" describing the various levels of permissions for keys and access information, see Keying Plan on file in the Program and Operations Manager's Office.)*
- **Uniforms**-Each staff will be provided with uniforms appropriate to their position held. At most non-administrative levels uniform pieces will be provided, consisting primarily of tops. Staff is expected to wear the prescribed and/or provided uniform at all times. Failure to do so can result in discipline. It is important to communicate to the public the highest level of professionalism, and uniform standards of dress can have an important impact on customer perception of the organization. Specific information on the dress code is presented at training for staff at all levels.
- **Smoking/Alcohol/Drugs**-The RCRC, as well as all Park District facilities, are smoke free. Smoking is prohibited in or on any Park District building, facility, property, equipment and vehicle. The Park District has a zero tolerance policy on drugs and alcohol, and they are strictly prohibited before or during your work hours.
- **Cell Phone/Text Messaging**-Cell phones may be used while on breaks out of the public view. No cell phones, pagers, beepers, etc. are allowed out while you are working.

Section 4: Facility Policies and Procedures

4.0 General Facility Operating Procedures

Policies and Procedures have been put into place to handle the general operations of the facility. These policies and procedures do not cover every event or situation that may occur during open hours. When encountering situations not described in this manual, it is expected for staff to use their best judgment, relying on Park District Policy and Procedure, when making decisions; customer service and safety should be accounted for, and results must not conflict with policies/procedures set in place. The following procedures may not be all inclusive of all items that may need to be completed during your shift. Staff should understand additional tasks will be assigned as needed.

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

- **Public Access to Building**-The Ridgeland Common Recreation Complex is open to those participating in programs, associated families and guardians, and people seeking registration and services. The rest rooms are not open to the general public. In the event that there is someone in the facility who does not belong, immediate action should be taken. If at any point the safety of the public is in jeopardy, staff should contact 911. Staff should be professional when approaching individuals they may have concerns about and kindly explain that the building is not open to the public and that they must leave. If the individual does not leave the facility, contact the non-emergency or emergency police, depending on the severity of the situation.
- **User Groups**-The Ridgeland Common Recreation Complex and Rehm Pool have extensive relations with user groups, including Oak Park and River Forest Hockey Club, Fenwick Hockey Club, The Oak Park Swimmer's Swim Team (TOPS), Millennium Swim Team, West Suburban Special Recreation, Hepzibah, District 97 and many private user groups. These groups are important to the success of the Park District and the operation of facilities. The Park District and its resources also provide valuable and needed resources to these groups to service their members and participants. With limited resources, priorities and the need to generate revenue, staff balance user group needs with the needs of the community at large. Staff, annually review program schedules to determine that priorities are being met and that there is a balance in serving the general public and private organizations.
- **Multi-Purpose Rooms**-Multi-Purpose Rooms are available for program use, birthday parties and for private rentals. There are various pricing options based on time and services. Inquiries for room rental should be directed to the Program Supervisor
- **Facility Rules/Regulations**
 - Pool Rules
 - Ice Arena Rules
 - Locker Room Rules
 - Behavior Management

Section 5: First Aid/Crisis Management

5.0 Documentation

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

Accident/Incident Form

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

Employee Accident Form

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

5.1 Crisis Management

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

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

5.2 Statement of Admission

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

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

5.3 News and Social Media

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

5.4 First Aid & CPR/AED

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

5.5 Accidents and Injuries

Minor Injury

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

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

Major Injury

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

Life-Threatening Injury

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

5.6 Emergency Operations – Evacuation Plans (EAP)

Congregation Point

In all evacuation points, patrons and staff exiting the building, in the case of Ridgeland Common, are to congregate on the turf field west of the building. In the case of Rehm Pool, patrons and staff are to congregate in the Park by the volley ball courts, west of the pool. Any participants participating in a class at time of evacuation should remain with their instructors. Staff will keep participants with them and take attendance to ensure everyone is accounted for. Supervisory staff is to account for all of their direct reports for that day. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

5.7 Severe Weather

In the case of severe weather (tornado watch or warning, thunderstorm, blizzard, extreme heat or cold, etc.) the closing of the facility will be determined by the Superintendent of Revenue Facilities and/or the RCRC Program

and Operations Manager. When that determination is made, it will be announced to all employees in the facility and to the Oak Park Police Department. Every effort will be made to inform program participants through different avenues including e-mail, phone calls or face-to-face communication.

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

If severe weather makes it impossible to close down and evacuate the facility due to the proximity and strength of severe weather, senior or full-time staff members will direct all patrons and employees to a designated "place of refuge." All participants should be positioned against load bearing walls in the crash position (down on knees and elbows with hands covering the top and back of head). If possible and safe, windows should be opened to prevent them from blowing in and out.

(For a comprehensive list of EAP Procedures see Appendix B)

5.8 Fire

- **Activate the Fire Alarm** and begin evacuation of the facility. Determine the extent and intensity of the fire. If it can be safely handled with the fire extinguishers available, do so safely and with caution.
- **Notify Emergency Services.** The RCRC is connected via West Com to the Fire Department and they will be notified any time the alarm is set off. At Rehm Pool, staff must call 911 directly. Once the building is evacuated, a senior/full-time employee will call 911 to ensure the fire department has been notified. When notifying emergency services, provide the following information: who you are, how you can be reached, location of fire, intensity of fire, number of people injured or under significant threat of injury, number of people at the facility.
- **Communication**-All staff members should communicate to various groups around the facility in the event of a fire. Instructors are responsible for any participants in the facility. Customer Service or building supervisors should check all other areas of the facility and ensure all other building occupants have been successfully evacuated. Once a complete search has concluded and the building has been evacuated, contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted. Cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.
- **Evacuation**-Evacuation of the facility should start immediately after activating the fire alarm. Evacuate the building using the safest exit and lead people out of the facility safely and calmly. Direct people to the congregation point across on the turf field if at Ridgeland Common or the Volley Ball Courts if at Rehm Pool. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. The designated Fire Warden will ensure that all persons evacuate the facility and all electrical equipment is turned off as long as it can be done safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

(For a comprehensive list of EAP Procedures see Appendix B)

5.9 Bomb Threat

- **Stay calm.** If receiving the threat through a phone call hit *57 and leave the line open for tracing purposes.
- **Retrieve Information.** Legitimate callers usually wish to avoid injury and/or detection therefore in a calm and moderate voice attempt to get as much information as possible. Staff should request information from the caller by expressing a desire to save lives. Listen carefully and interrupt the caller as little as possible. Write down the following information:
 - Date and exact time of call
 - Exact language used
 - Name of the caller (or male/female, adult/child)
 - Exact location of the bomb
 - Time set for detonation
 - What will cause the bomb to explode?
 - What does the bomb look like?
 - What type of explosive is it?
 - Who/Why the bomb was placed in the facility
 - Identify any background noises
 - Was speech slow, rapid, loud, quiet, excited, normal, accent?
- **Notify Emergency Services.** Call 911. Be ready to provide information on who you are, how you can be reached and information regarding the phone call.
- **Communication-**Alerting people in the facility of the emergency should be through the senior/full-time staff member using the intercom system and/or direct interaction. Contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted. Cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.
- **Evacuation-**Evacuation of the facility should start immediately after activating the fire alarm. Evacuate the building using the safest exit and lead people out of the facility safely and calmly. Direct people to the congregation point across on the turf field if at Ridgeland Common or the Volley Ball Courts if at Rehm Pool. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. While evacuating, turn off all electrical equipment if it can be done so safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

(For a comprehensive list of EAP Procedures see Appendix B)

5.10 Power Failure

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

- **Communication-**When a power failure occurs, staff should advise all people at the facility to sit down where they are and remain seated until further direction is given so as to not create an opportunity for injury by bumping, tripping, or falling. Contact a senior manager to determine if the Emergency Services and Disaster Agency should be contacted.
- **Evacuation-**Evacuation of the facility should begin after checking to see if anyone is stuck in the elevator. If there are dangerous conditions or threat of harm, staff should begin evacuating the facility room by room, beginning upstairs. Evacuate the building using the safest exit and leading people out of the facility safely and calmly. Direct people to the congregation point across on the turf field if at Ridgeland Common or the Volley Ball Courts if at Rehm Pool. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. While evacuating, turn off

all electrical equipment if it can be done so safely. Remain at the congregation point until notified by authorities or the designated person in charge that it is okay to leave.

5.11 Gun Lockdown

- **Safe Location**-All RCRC and Rehm Pool patrons and staff should consider the run then hide tactic if a gun is reported in the facility. Once secured in the locked room, turn off all lights and audio visual equipment. If possible, cover any windows that would allow an intruder to see in. Have all individuals in the room sit or lie down in a corner of the room or out of any lines of sight. Remain still and silent in the room and do not open the door for anyone except a uniformed police officer. Remain in the room unless a life threatening situation suddenly develops in the room making it safer outside the room than inside the room. Assess individuals in the room for any medical attention needed so care can be administered quickly when available.
- **Communication**-Communicate with other staff in the facility to alert them to the threat quickly and safely. As soon as it is safe to do so, notify emergency services by calling 911 and provide the following information: who you are and how you can be reached, location of violence, type of violence, description and number of those involved in violence, and any injuries. Contact a senior manager and cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.
- **Evacuate**-Evacuate the facility quickly and safely whenever possible. Staff should ensure that all participants of the programs are also able to exit the facility quickly and safely before evacuating themselves. Direct people to the congregation point across on the turf field if at Ridgeland Common or the Volley Ball Courts if at Rehm Pool. Staff should assist to ensure no one falls behind and should account for all of their participants and/or direct reports. Remain at the congregation point or facility until notified by authorities or the designated person in charge that it is okay to leave. If the violent person(s) **leaves the premises**, record their description, how they left, and direction.

(For a comprehensive list of EAP Procedures see Appendix B)

5.12 Reporting a Missing Child/Code Adam

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

- **Assess** the situation and determine whether the child is missing. Give the individual your complete attention and gather the following information:
 - Time of day
 - Name
 - Age
 - Hair/Eye Color
 - Height/Weight
 - Clothing/Shoes Description
 - Pre-Existing Medical ConditionsIf it is determined that a child is missing, announce “Code Adam” over the intercom or with face-to-face communication, and give a description of the missing child. The individual reporting the child missing should stay with a staff member by the Customer Service desk.
- **Lock Down**-When the alert is called, all available staff should lock down the area where the child was reported missing and search the facility and grounds for the child. The search should continue for ten minutes from the initial report. During this time, keep other children and users under supervision if programs are going on. Monitor all exterior doors to prevent the missing child or any other patrons from entering or leaving the facility.
 - Front Desk Staff or Building Supervisor should monitor the main entrance.

- Part-time coaches should secure other areas of the facility including the south exit and the two emergency exits on the north side of the building. No one should be allowed in or out.
- Full-time Coaching Staff should check bathrooms, the gym floor, multi-purpose rooms and other areas where a child might be taken to change identity.
- **Child Found**-If the child is found unharmed, reunite them with the parent/guardian, announce the Code Adam is cancelled, and thank everyone for their cooperation. If the child is found with a stranger, attempt to delay the person without putting yourself or others at risk. Call police and give a description of the person.
- **Child Not Found**-If the child is not found within ten minutes of the initial report, contact the police. When calling the police department, provide the following information: who you are and how you can be reached, description of the missing child, guardian contact information, description of area and anyone in it, number of people at the facility. Do not let anyone enter or exit the building until police give permission.
- **Communication**-Advise a senior manager and cooperate fully with police and fire departments and do not communicate with news/media or any interested parties.

(For a comprehensive list of EAP Procedures see Appendix B)

Section 6: Maintenance Operations

6.0 Comprehensive Maintenance Program (Operations and Maintenance)

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

6.1 Standards

Standards have also been developed to train staff in the safe operation of equipment are used to define all Custodial Procedures related to each area of the facilities and grounds so that a consistent high quality result is achieved from staff member to staff member on a daily basis. These approaches are employed in order to preserve existing facilities and equipment, extend their useful life, ensures safety for patrons and staff, provides a reliable foundation for future planning (capital replacement) and to limit the amount of Reactive Maintenance the Park District is required to engage in.

6.2 Maintenance Staff

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

6.3 Custodial Care

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

6.4 Ridgeland Common Recreation Complex (RCRC) / Rehm Pool

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

6.5 Gymnastics and Recreation Center (GRC)

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

6.6 Preventative Maintenance-Repair and Improvements

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

6.7 Micro Main Maintenance Management Software

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

6.8 Work Orders

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

6.9 Best Practices

The Revenue Facilities utilizes best practices to control costs, maintain equipment, track life cycle and resupply assets, equipment and materials on an on-going basis. Items such as Rental Skates and pool deck chairs are purchased in small quantities on an annual basis to keep the stock rotating and in good condition. Inventories documenting, quantity, make/model, age and approximate replacement dates are kept for equipment.

Inventories include:

- Deck Equipment
 - Chairs, Tables, Shade Structures, Lane Lines, lane Reels
- Rental Skates
 - Hockey, Figure, Soft Rent
- Gymnastics Equipment
- Motorized Equipment
 - Snow blowers, pool vacuums, skate sharpening machine, leaf blowers, Zamboni
- Program Equipment
 - Hockey Goals, bumpers, dividers, One Goal Equipment
- Concessions Equipment

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

6.10 Inspections-External

Required Annual Systems Inspections and Preventative Maintenance

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

- **Fire Suppression**-The Village of Oak Park requires that Water Based Fire Suppression Systems, in accordance with NFPA (National Fire Protection Association) 25 are inspected by a Certified Vendor. The vendor provides a report to the Park District and files the report with the Village of Oak Park. Staff arranges annually with a chosen vendor to conduct the inspection a month prior to the anniversary date.
NFPA 25 addresses inspection, testing and maintenance of water-based fire suppression systems. Requirements are provided for standpipe systems including hose outlets, fire pumps, sprinklers, fire service piping, and valves along with system impairment handling and reporting. Additionally, staff conducts as part of a monthly facility inspection, a visual inspection of all exposed pumps, valves, pipes, and sprinkler heads, documented in a hard copy and electronic copy on Micro Main. Inspections are planned for in the annual Park District Budget.
- **Fire Alarm**-The Park District is required to maintain fire and life safety systems in an operable condition at all times. The Park District maintains records and provides evidence that the fire alarm system is being inspected, tested and maintained in accordance with the applicable addition of NFPA 72 or NFPA 72A. All systems shall be under the supervision of qualified personnel, the Maintenance Supervisor. This individual ensures that the proper tests and inspections are accomplished at the prescribed intervals (Inspections and tests are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System) An Annual inspection, scheduled in the Micro Main System is issued as a work order and is conducted by qualified Service Provider.
 - Annual Fire Alarm Inspection and Testing by service provider
 - Monthly inspection of control panel, annunciator, pull switches and smoke detectors
 - System monitored 24 hours a day 7 days a week by a qualified service provider
 - Service contract maintained annually by a qualified service provider

- **Emergency Lighting Equipment and Battery Back-up Exit Signs**-All required emergency lighting and exit signs using battery back-up power are tested for proper operation. Exit signs, exit lights, and emergency lights need to be tested (Inspections and Tests are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System)
 - Functional testing should be conducted every month for not less than 30 seconds.
 - Functional testing should be conducted annually for not less than one hour if the emergency lighting system is battery powered.
 - The emergency lighting equipment should be fully operational for the duration of the tests required by (a) and (b)
 - Written records of visual inspections and tests are maintained by staff
- **Fire Extinguishers**-Class ABC fire extinguishers are required to be installed in public facilities in accordance with NFPA 10. Fire extinguishers are inspected annually by a contractor licensed by the Office of the State Fire Marshal and the fire extinguisher shall display a current inspection tag. The most commonly used fire extinguisher is a five-pound ABC extinguisher which has a rating of 2A:10B:C. *(Inspections are maintained, scheduled, recorded and assigned as Work Orders through the Micro Main System)*
 - Inspections of all fire extinguishers are inspected monthly by staff for function
 - Annual inspections of all fire extinguishers are conducted by a contractor licensed in the state of Illinois.
- **Furnaces, Boilers, and Pressure Vessels**-The Division of Boiler and Pressure Vessel Safety regulates the construction, installation, operation, inspection and repair of boilers and pressure vessels throughout the state of Illinois. Due to the potential risks and hazards involved with the usage of boilers and pressure vessels, the Boiler and Pressure Vessel Safety Act has been adopted to safeguard the citizens of Illinois. *(For complete information regarding the Act refer to the "State of Illinois Office of the State Fire Marshal Division of Boiler and Pressure Vessel Safety" on file in the Maintenance Supervisors Office.)*
 - Designation of Operators - the Park District, as an owner, of furnaces, boilers and pressure vessels as defined in the Act has designated the duties of operation and maintenance boilers and pressure vessels to the Maintenance and Operations Supervisor.
 - Maintenance Requirements - the Park District, as an owner of furnaces, boilers and pressure vessels, maintains these devices in accordance with manufacturer's specifications.
 - Recordkeeping- the Park District, as an owner of furnaces, boilers and pressure vessels, maintains records of operation and maintenance of these devices and which are available upon the request of the inspector. Such records shall include, but not be limited to, the following information:
 - Maintenance history of the device.
 - Operational check and maintenance logs.
 - Permits, licenses and other regulatory compliance information.
 - Problems and operational disruptions due to failure of the device or a device
 - Inspections are conducted annually by the State Fire Marshall. The Park District plans and budgets for required annual inspection and certification for each unit. All boilers and pressure vessels are listed in the Micro Main Maintenance Management Software System with appropriate maintenance records and regular inspections available for reporting.
 - Certificate of Inspection - every furnace, boiler and each pressure vessel over the minimum capacity must have a current inspection certificate issued by the Office of the Illinois State Fire Marshal posted in the boiler/equipment room.
- **Elevators** and other forms of conveyances are required to undergo annual inspections according to the State Fire Marshall outlined by the Division of Elevator Safety in order to maintain a Certificate of Operation. The Village of Oak Park is responsible for Elevator Inspections and acquires the services of a 3rd party Illinois Licensed Elevator Inspector (in 2014 this was Thompsen Elevator) to witness the required Annual Inspection and Pressure Test.

- The Park District as elevator owner complies with the standards set forth in the ***Maintenance Control Program Safety Code for Elevators and Escalators, ASME A17.12007/CSA B44-07***. The Park District of Oak Park contracts with an Illinois Licensed Elevator Contractor to provide quarterly maintenance, two inspections and the annual inspection and pressure test in accordance with this safety code. The elevator vendor and the Park District must maintain service, inspection and testing records in the elevator room at the GRC.
- Staff is responsible to conduct regular cleaning of the elevator doors and car, visual inspections and a required monthly Phase I Recall and Phase II test. Tests are to be logged appropriately on the testing log located in the Elevator Equipment Room. Annual inspections and testing will be assigned through work orders on the Micro Main Maintenance Management Software System. Hard Copies will be maintained by staff as well.
- Phase 1 Recall Test - Under Phase I operation, elevators that are 25 feet or more above the main floor return either to a designated landing area or an alternate area. Phase I operation is activated either manually by a special key, or automatically by a fire alarm initiating device. A sensor could detect smoke in the hoist way, lobby or machine room, for example, and trigger Phase I. The goal is to remove the elevators from service so that building occupants do not use elevators during a fire and become trapped. ***(See Appendix I for a copy of the Phase I Recall Test Inspection Log.)***
- Phase II Test -Phase II operation is an override meant for firefighters after Phase I has been activated. Under Phase II operation, firefighters can use a key switch to operate the elevator, provided the hoist way is clear of smoke and the elevator has electricity.
- **Reduced Pressure Zone Back Flow Preventers (RPZ's)/Back Flow Preventer**-RPZ's and other Back Flow Prevention devices are required by the EPA for the Protection of the Potable Water Supply by preventing backflow into the water supply. The Park District is required to follow all standards outlined in the "Cross Connection Control Program" set forth by the Illinois Department of Public Health. All backflow prevention assemblies are to be inspected and certified by a Cross Connection Control Device Inspector after initial installation and annually there-after. In general, a licensed plumber is qualified to perform testing and inspecting of these devices. The Park District is required to contract annually with licensed vendor to inspect, repair if necessary and certify each RPZ or other Back Flow Prevention Device. These include devices installed at GRC, RCRC, Rehm Pool and the dog parks at Maple Park and Ridgeland Common Recreation Complex. Test results will be filled by the vendor with the Village of Oak Park and updated Certifications will be maintained on file at the Park District of Oak Park as well as posted by the device if the location of the device permits. Annual inspections and testing are assigned through work orders and maintained on the Micro Main Maintenance Management Software System. Additionally, hard Copies are maintained by staff.

(See Appendix J for a list of Back Flow Prevention Devices and the facility where they are located.)

6.11 Inspections – Internal

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

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

- Motors
- Variable Frequency Drives
- Arena Refrigeration Systems
- Roof/Gutters
- Parking Lot
- Overhead and Parking Lot Lights
- Single and Dual Duct Variable Air Volume Systems (VAV boxes)
- By-Pass Filter Feeders – Water Treatment
- Boilers
- Furnaces
- Gas Fired Radiant Heaters
- HVAC Units
- Evaporative Condenser
- Dehumidification Unit
- Fan Coil Air Conditioners
- Unit Heaters
- Heat Pumps
- Variable Frequency Drives
- Chemical Control units
- Pressure Vessels
- Refrigerant Receivers
- Chillers
- Sump Pit Pumps
- Back Up Generator
- BAS Schedule Review
- Electric Panels
- **Monthly Inspections/Maintenance**-Monthly inspections are conducted by staff and assigned through Work Orders on Micro-Main. Descriptions and details of each inspection and maintenance are described on the inspection form on Micro-Main. Items recognized as needing attention upon inspection will lead to a Work Order being generated by staff to address the issue.
 - HVAC Units
 - Fan Coil Units
 - Furnaces
 - Boilers
 - Heat Pumps
 - Indoor/Outdoor Air handling Units
 - Evaporative Condenser
 - Heat Pumps
 - Dehumidification Unit
 - Water Treatment Controller and Pumps
 - Hot Water Heaters
 - Single and Dual Duct Variable Air Volume Systems (VAV)
 - Fire Alarm
 - Fire Extinguishers
 - Fire Suppression
 - Emergency Lights
 - Elevator-Phase 1 Recall
 - Burglar Alarm
 - Gymnastics Equipment
 - Hockey Equipment

- Program Equipment
- Lighting
- Manual and Automatic Doors
- Furniture/Carpet
- Vehicles
- Landscape and Grounds
- **Weekly Inspections/Maintenance**-Weekly inspections are conducted by staff and assigned through Work Orders on Micro-Main. Descriptions and details of each inspection are listed on the inspection form on Micro-Main. Items recognized as needing attention upon inspection will lead to a Work Order being generated by staff to address the issue. Weekly inspections generally include predetermined work actions to be taken by staff to clean or improve an area.
 - Building Gutters
 - First Aid Equipment/AED
 - Dog Park
 - General Facility
 - Green Roof
 - Grounds and Landscape
 - Parking Lot
- **Seasonal Inspections** are conducted by staff and are related to seasonal facility preparations, such as opening the pools or closing the pools.
 - Deck Equipment
 - Play Feature
 - Diving Boards
 - Diving Tower
 - Chemical Control Units
 - Chemical Feed Systems
 - Neptune Benson Filters
 - Pool Pumps
 - Pool Furnaces

6.12 Building Envelop, Interior and Grounds Inspection

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

6.13 Standards - Special Facilities/Materials Maintenance

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

- **Rubber Flooring**-Sport Impact Rubber Flooring by Mondo is located in locker rooms, rink perimeter and lounge area, bathrooms and medium activity room require additional care beyond mopping, according to manufacturer recommendation. (*See Maintenance Guidelines for Sport Impact Flooring on the Park*)

District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's Office.)

Additional maintenance steps are performed once every two weeks.

- Initial Maintenance
- Periodic Maintenance – performed once per month
- Regular Maintenance – performed daily
- Cleaning Products
- **Terrazzo**-Terrazzo flooring is a durable surface that requires normal daily maintenance, but additional routine maintenance according to Terrazzo Industry Standards is required to keep the surface in like new condition for years to come. ***(See Maintenance Guidelines for Terrazzo Flooring on the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's office.)***
- **Carpet and Furniture**-Carpeting and furniture are a significant investment that contributes to overall facility image. A regular maintenance program leads to the prolonged life of these items reducing long term capital costs, increases the health of an environment for patrons and guests as well as improves the aesthetics of a space. Carpeting and upholstery is steam cleaned twice per year, additional maintenance is performed as needed. ***(For Maintenance Guidelines on carpet and furniture see the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's office.)***
- **Vinyl Composition Tile (VCT)**-Proper and regular maintenance is necessary to protect and prolong the life of the VCT floor. A good maintenance routine involves following manufacturer recommendation for care. ***(See Maintenance Guidelines for VCT Flooring on the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's office.)***
 - Regular Maintenance – Daily
 - Spray Buffing and Polishing - Monthly
 - Stripping and Polishing – Annually
- **Green Roof**-Regular maintenance is required to keep a Green Roof healthy and strong. The RCRC Green Roof is largely made up of a variety of Sedums which typically aren't very competitive and can be overrun by weeds, especially during a wet summer. Bare patches may replanted with cutting from healthy plants. ***(See full Maintenance Guidelines for Green Roof on the Park District's Public Drive or in the Facility Care Manual located in Maintenance Supervisor's office.)***
 - Weeding is assigned to staff 3 days a week on a rotating basis so that the entire roof area is weeded every 2 weeks.
 - Watering is infrequent but may be required during extended dry periods.

6.14 Standards - Facility Upkeep

- **Painting**-Surfaces, interior walls, frames and equipment are painted on an on-going basis throughout the year to keep a fresh appearance and protected surfaces.
 - Painting is scheduled monthly on a rotating basis.
 - Extensive painting takes place annually, when the ice arena shuts down in August.
 - Exterior painted surfaces, doors, frames vent pipe are painted in the spring, summer and fall.
 - Wood surfaces such as fascia, eaves and overhangs are sealed every 4 years or as necessary.
- **Lighting-Exterior/Interior**-It is important for appearance and safety for exterior lighting to be functioning. Regular monthly inspections provide staff the information they need to plan accordingly. Interior lights that go out are inspected and changed weekly and exterior lights are changed monthly, weather permitting.
- **Roof**-Maintenance of the roof system, prevents leaks, damage to insulation, fascia and eaves, and prevents ice build-up on the roof and walkways.
 - Gutter, sump, sump pits and drains are cleared each week.
 - Quarterly inspections are conducted by staff of gutters, sumps, drains, flashing, exhaust pipes and Lighting Rod System.
 - Annual Inspection of roof is conducted by qualified metal roofing contractor.

- **Exterior Windows**
 - Exterior windows at Rehm Pool, GRC and RCRC are washed by staff in the spring and in the fall. High windows are reached by use of a scissors lift or of a rated ladder.
- **Concrete Caulking/Sealing**-Concrete pool decks and walks are caulked seasonally in the fall and spring by staff. Caulking prevents further deterioration of concrete walks by sealing on moisture that can freeze in cold months expanding cracks further.
 - Cracks are opened up with a grinder and sealed using a quality concrete caulk product.
 - Larger cracks are filled with backer rod first and then caulked.
- **Parking Lots (GRC, RCRC, Rehm Pool)**-The Gymnastics Parking lot was constructed and opened in August 2013 with a new base course and asphalt. The life expectancy is 15 years in the mid-west climate with regular maintenance. As of October 2014, was in good shape, with very few cracks. The Parking lot at Ridgeland Common Recreation Complex was constructed in May of 2014 with a new base course and asphalt. As of October 2014, was in very good shape. The life expectancy in the Midwest climate is 15 years. The parking lot at Rehm Pool was resurfaced in 2000 with a new base course. The lot has had repairs to sewers on the east side of the lot, replacement of approximately 1000 sf of asphalt surface, crack sealed and seal coated in 2011. This lot is nearing the end of its useful life and as of October 2014 requires typical on-going maintenance. Resurfacing should be considered in 2018.
 - Inspected twice per year
 - Lines and curbs restriped every 1 to 2 years
 - Routing and crack sealing performed every year prior to winter
 - Sealcoating every 3 years
 - Targeted asphalt patching, infrared patching or Mill Paving as necessary

6.15 Standards-Housekeeping

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

- **Boiler/Equipment Rooms**-The boiler/equipment room is kept free of all material and equipment not necessary to the operations of the heating, refrigeration and other mechanical systems. Combustible storage of any kind is not permitted in boiler rooms.
- **Flammable Liquids**-Storage of Flammable and Combustible Liquids
 - Flammable and combustible liquids stored in an approved cabinet
 - Maximum of three cabinets in a single fire area
 - Venting to outside not required to be hooked up, but the vent opening itself must be covered using manufacturer's (provided) cover
 - Flammable and combustible liquids kept outside of the cabinet must be stored in an approved safety can (See below for more information on plastic gas cans).
 - Control ignition sources
 - Approved garbage receptacles for oily rags
 - Housekeeping
 - Plastic gasoline containers that comply with one or more of the following standards are acceptable to use: ASTM F852; ASTM F976; ANSI/UL 1313
- **Chemical Storage**-The Storage of Corrosives with in Flammable Liquids Cabinets with Flammable and Combustible Liquids Corrosives are not all combustible, but their chief hazard lies in the danger of leakage and possible mixture with other chemicals or combustible material stored in the vicinity, since fire or explosions could occur from mixing of the chemicals. Some corrosives are strong oxidizing agents and would provide oxygen to accelerate the burning of other combustible materials. For this reason oxidizing corrosives should never be stored in the same areas as flammable liquids. The first principle of

good storage practice for chemicals is segregation, including separation from other materials in storage, from processing and handling operations and from other incompatible materials.

6.16 Seasonal Maintenance

- **Snow Removal Procedures**-It is important to have all walks, drives, stairs and parking lots cleared of snow and ice during and after a snow event. In order to carry out an effective snow removal plan to keep our customer and staff safe, a number of staff positions are involved. The Maintenance and Operations Supervisor directs and coordinates the efforts of Building Supervisors, Custodial staff and Maintenance staff to perform the tasks necessary and properly use the tools to remove snow and ice in a timely fashion for all of Revenue Facilities. *(A detailed Snow Removal Plan is outlined in on the Park District's Public Drive or in the Seasonal Maintenance Manual located in the Maintenance Supervisor's office.)*
- **Walk-off Matting**-Walk off matting is an important part of keeping public areas of facilities dry and in good condition during wet and snowy months. A series of mats, starting with scrapper mats outside the front entrance to facilities, scraper/soaker mats in the vestibule and long soaker mats in the interior lobby space will serve to remove moisture and debris from shoes and boots, limiting the amount of water brought onto hard floor surfaces as well as damaging salt and debris. Mats are cleaned and replaced on a monthly basis during the fall and winter months.

Section 7: Ice Arena Operations and Maintenance

7.0 Paul Hruby Ice Arena Operations and Maintenance Plan

The Paul Hruby Ice Arena, located at Ridgeland Common, is a year-round ice arena operation featuring an 85' x 200' ice arena, 5 locker rooms, a skate rental shop, 2 activity rooms and a lounge and lobby. Customer service and registration is based out of the facility as well as the Gymnastics and Recreation Center. The arena closes down for two weeks each August to install a new ice sheet and make repairs and improvements to facilities and equipment as necessary. This section describes the operation specific to Ice Arena operations.

7.1 Daily Operations-Facility Care Standards

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

Facility Inspections-Daily

- The maintenance supervisor is responsible to perform a brief inspection of the facility and grounds on a daily basis to identify immediate facility needs and items in need of repair.
- The Building Supervisor is responsible to make a brief inspection of the facility at the start of each shift to identify items in need of immediate care to direct staff or refer to the maintenance staff.
- The Custodian is responsible to make a brief inspection of the all areas of responsibility prior to beginning regular duties on shift to identify immediate needs and prioritize tasks.
- Ice Arena Refrigeration Equipment-All refrigeration related equipment is inspected by staff twice per day. Staff takes a visual inspection of compressors, pumps, condenser, expansion tanks, water tanks,

chiller and associated gages and readouts. Observations and data readings are recorded on the Refrigeration Equipment Log. ***(See Refrigeration Equipment Log located in Appendix J.)***

- Zamboni Inspection-maintenance staff performs a visual inspection of the Zamboni Ice Resurfacer once per shift and logs observations on the Zamboni Circle Inspection form. ***(See Zamboni Circle Inspection Form in Appendix J.)***
- The Zamboni Ice Resurfacer is placed on the charger nightly by the maintenance staff.

Facility Custodial Care

Each of the following areas is cared for by Building Supervisor, Maintenance and Custodial staff. Most areas are cleaned throughout the day on an as needed basis. Each area is assigned to one of the three positions on a daily basis for thorough disinfectant cleaning. ***(See Custodial Standards for each area in the Facility Care Manual located in the Maintenance Supervisor's office.)***

- Hockey locker rooms, family change rooms, showers and bathrooms
- Maintenance Closets are inspected daily and are cleaned and stocked on a weekly
- Arena Bleachers, deck and runway
- Rink perimeter flooring and players bench
- Activity Rooms
- Lounge and Lobby
- Staff Offices, Customer Service and Skate Shop

Program Area Set-up

Buildings Supervisor staff is responsible for setting up, taking down and cleaning the program areas for rentals, classes, and drop-in programs.

- Activity Rooms are set up with tables, chairs, temperature checked, broken down and cleaned
- Ice Arena is set up for programs, utilizing bumpers, dividers, goals and lighting

Grounds/Landscaping/Turf

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

- The parking lot, west drive, front walk and parkway walks are picked, blown or vacuumed on a daily basis.
- Parking lot garbage cans checked and emptied
- Watering of trees, bushes, grass and plants is assigned daily on a rotating basis so that all areas are watered twice a week in the summer months and once a week, minimally, during the spring and fall or as needed.
- Weeding of all plant and bush beds is assigned daily on a rotating basis so that all areas are weeded once per week.
- Pool Deck is vacuumed or blown twice per week during the spring and fall months.
- Grass inside the pool fence perimeter, exterior perimeter and parkway is mowed by staff on a weekly basis following safe Equipment Operation Standards for Lawn Mowers
- Grass and weeds are trimmed under fence lined, flower/bush beds, curbs and expansion joints on a weekly basis using a weed trimmer following safe Equipment Operation Standards for Weed Trimmers
- Filter Room/Mechanical Room, Storage Closets and Maintenance Closets are assigned on a daily rotating basis so that all rooms are cleaned, organized or stocked on a weekly basis.

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

Ice Resurfacing

The ice is resurfaced using the Zamboni Ice Resurfacing Machine by maintenance or building supervisor staff after each program, rental or drop-in activity. Ice resurfacing maintains the ice in safe condition for the participants and contributes to overall maintenance of the ice surface.

7.2 Standards-Special Facilities/Equipment Maintenance

Ice Maintenance Program

Ice maintenance is critically important to successful ice arena operations. Comprehensive ice maintenance reduces energy costs by maintaining an appropriate ice depth and provides a superior surface for the safety and enjoyment of program participants. ***(A detailed Ice Maintenance Program is available in the Special Facilities Maintenance Manual located in the Maintenance Supervisor's office.)***

- Ice Depth-Staff measure ice depth in multiple locations twice per week and logged the data in the Ice Depth Log and on a large easy to read Ice Chart mounted in the Work Room for staff to review prior to making ice on a shift to understand conditions.
- Quality Ice Resurfer Operators-Ice resurfaces are trained according to Zamboni Operation standards. Extensive training and auditing of skills results in proficient operators, adding to the quality of the ice surface.
- Ice maintenance is performed by staff minimally 4 days per week, following the Ice Maintenance Program Procedures.
- Chopping and edging-Each night staff edge the ice lightly concentrating on area by the Zamboni door and chop the ice build-up on the corner dasher boards following safe procedures outlined in the Ice Maintenance Program
- The Zamboni blade by staff each week following blade changing procedures outlined in the Ice Maintenance Program.

Rental Skates

Quality skate programs, such as hockey, figure skating and public skate depend on an inventory of quality rental skates. Staff maintains the rental skate inventory for the Paul Hruby Ice Arena, in a manner that preserves the skates to maximize useful life, provides consistently sharp skates and replaces inventory on a scheduled basis as rental skates age out. ***(See Rental Skates Management Standards in the Program Equipment Maintenance Manual.)***

- Skates are inspected after each use, blades dried and disinfectant sprayed in the interior. Skates are taken out of use as necessary.
- Skates taken out of use are inspected and repaired if possible or removed from use permanently
- Laces are changed as necessary from an inventory of insoles.
- Insoles are changed as necessary, from an inventory of insoles.
- Skates are sharpened daily by staff, so that each skate is sharpened on a monthly basis. Sharpening is entered on the Skate Sharpening Log located in the Skate Shop.
- A detailed Inventory Log is maintained featuring each skate, age and manufacturer. Skates are removed from use when they are beyond their useful life and new skates are purchased annually. On average 40 new pairs are purchased each year, with all skates being replaced every 8 years.
- Inventories of laces, polishes, rivets, and insoles are maintained for quick repair to skates.

Dasher Board-Care and Maintenance

- Dasher Board glass is cleaned on a daily rotating basis by Building Supervisor and Maintenance staff so that all glass is cleaned on inside and outside the dasher board system weekly.
- Dasher Board plastic is cleaned by maintenance staff using an "Orange" cleaning product and a non-abrasive towel on a daily rotating basis so that all dasher boards are cleaned every 2 months.

- Sub Floor Heat-A subfloor heating system is installed under the rink refrigeration pipe system to prevent the build-up of permafrost under the rink slab preventing heaving of the rink slab.
 - Once per week, staff turns on the sub-floor heat pump to circulate warm water for a continuous 8 hour period. This task is schedule as a work order on Micro Main as is assigned as a work order.
- Evaporative Condenser Water Treatment-The Evaporative Condenser provides cooling for the ice refrigeration system. The water used in conjunction with air cooling requires water treatment to control scale buildup on the condenser spray heads and coils as well as control algae and microbiological build up. Scale build- can dramatically reduce the systems efficiency and drive up energy cost. Bromine and Sodium Hydroxide are feed by chemical pumps controlled by an automatic controller that tests the water. ***(See Evaporative Condenser Water Treatment Program in Fixed Equipment Operations Manual.)***
 - Inspect water treatment controller daily for function and readout of conductivity.
 - Check chemical feed pumps daily for function, check fluid level in Bromine and Sodium Hydroxide Tank for level. It should be steadily decreasing.
 - Check water make- up valve for function by opening dump valve, make-up valve should open.
 - Inspect spray nozzles and condenser tubes monthly for scale build up.
 - Twice a year, using a qualified contractor, acid treat water and run through system to descale spray nozzles and condenser tubes, dump water and fill with 900 gallons of fresh water.

7.3 Equipment Operation

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

- Zamboni Ice Resurface – 550 (Propane)
- Zamboni Ice Resurfacer – 552 (Electric)
- Olympia Ice Edger
- Single Stage Snow Blowers
- Two Stage Snow Blowers
- Billy Goat Vacuum
- Billy Goat Blower
- Hand Held Blower
- Dupli-Skate Skate Sharpener
- Viper Floor Scrubber
- Advance Floor Scrubber
- Terex Scissors Lift

7.4 Equipment Maintenance

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

- Zamboni Ice Resurfacer – 552 (Electric)
- Zamboni Ice Resurface – 550 (Propane)
- Olympia Ice Edger

- Single Stage Snow Blowers
- Two Stage Snow Blowers
- Billy Goat Vacuum
- Billy Goat Blower
- Hand Held Blower
- Dupli-Skate Skate Sharpener
- Viper Floor Scrubber
- Advance Floor Scrubber
- Terex Scissors Lift

7.5 Rink Painting Procedures

Each August the ice arena closes down for seasonal maintenance, primarily to melt the ice and refresh the surface by painting all of the ice with a fresh white surface, new lines, circles and logos. All full-time and specific part-time staff takes part in this process. ***(For a full description of the ice painting procedure go to Special Facilities Maintenance Manual.)***

7.6 Maintenance Planning

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

7.7 Purchases and Replacements

Annually, the park district accesses the seasonal rink equipment, supplies and material needs. New purchases are planned for and budgeted for annually. High cost items such as deck chairs are replaced according to annual replacement plan, with some chairs being purchased each year. Detailed inventories are kept with age of equipment and estimated replacement dates. Long term replacement plans keep the stock of equipment in good, safe shape. Other items include skates, bumpers, rink glass, bumpers, dividers and others.

7.8 Consumable Supplies

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

7.9 Capital

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

Section 8: Pool Operations and Maintenance Plan

8.0 Rehm and Ridgeland Common Pools Operations and Maintenance Plan

Rehm Pool is a seasonal pool facility opens from Memorial Day to Labor Day. Ridgeland Common is a seasonal pool opening 2 weeks after Rehm Pool opens and closing the Friday before Labor Day.

8.1 Pool Start Up

Each spring, all systems, equipment and facilities at Rehm Pool have to be inspected, set up, repaired, cleaned or replaced. The Revenue Facilities Maintenance staff is responsible to perform these tasks and work with contractors where necessary. Many of these tasks can be performed in the fall and winter prior to opening in May. Each of the following areas require numerous associated tasks to be completed so that each area is ready for opening day. **(For a complete Pool Start Up Checklist see Seasonal Facilities Maintenance Manual or Checklist maintained on Micro Main.)**

- **Filter Rooms – Wading Pool and Main Pool**
 - Install supply and return line plugs
 - Chemical Pumps-rebuild and secure to wall, replace feed lines and injection valves
 - Chemical Control Units-calibrate (see manual), install probes
 - Circulation Pumps/Motors-grease, check seals, fuses, contacts
 - Play Feature/Slide Pump Motor, grease, check seals, fuses, contacts
 - Strainer baskets, clean baskets, replace lid gasket, clean or file lid seal edge as necessary, apply water sealant to lid edge and install properly
 - Furnace-set up according to manufacturer specifications, have inspected by qualified HVAC service professional
 - Inspect and check for operation heat circulation pumps and starters
 - Flow Sensors-install and check seal
 - Filter- Assemble according to manufacturer specifications
 - Resupply eye wash stations with fresh eye wash
 - Stock PPE, eye protection, full face mask, chemical resistant apron, rubber gloves to elbow, particle masks, disposable ear plugs
 - Close all water supply valves and re-install plugs to prepare for main water supply start up
 - Turn on main water supply when temperatures are consistently in the 40s at night.
- **Wading Pool/Main Pool/Diving Well**
 - In the case of diving wells, empty diving well catch basin and open drain valve. **(See Confined Space Entry Procedure available on the Park District's public drive. Open sewer must be protected at all times to avoid accidents.)**
 - Empty any standing water remaining in pool from catch basin and remove large debris. **(Catch basin must remain drained during the pre-season set up until the pool is filled.)**
 - Repair gutters and concrete as necessary. **(See Seasonal and Special Facilities Maintenance Manual for concrete repair.)**
 - Grind pool where necessary.
 - Clean Pool walls and bottom.
 - Clean sump pits.
 - Caulk cracks and expansion joints as necessary.
 - Prepare pool surface for painting.
 - Paint pool surfaces. **(See Seasonal and Special Facilities Maintenance Manual for Pool Painting Procedures.)**
 - Repair tiles.
 - Repair/replace floor jets.
 - Install new or replace eyeball inlets.
 - Check function of hydrostatic valves/replace as necessary.
 - Close catch basin valve and secure lid.
 - Fill pool using 3 inch line in filter room. Record water meter reading before and after fill.
- **Decks and Landscaping**
 - Blow decks/Power Wash decks
 - Caulk and repair decks where necessary

- Scrape and paint rails
- Repair self-closing gates and locks
- Clean up all grass and bush beds
- Aerate all lawn areas
- Fertilize band seed all lawns
- Edge bush beds
- Plant sod as necessary
- Mulch all beds
- **Women's/Men's/Family Change Locker Rooms**
 - Prepare and paint walls and frames as necessary
 - Assemble Toilet/Urinal Valves
 - Open all showers at valves
 - Adjust mixing valves
 - Assemble all showers
 - Assemble all faucets
 - Repair or replace soap dispensers
 - Repair or replace shower curtains
- **Guard Office**
 - Repair and paint walls and frames
 - Connect sink and shower valves
 - Clean and coat floor
 - Set up files and organize
 - Functioning paper towel dispenser
 - Functioning soap dispenser
- **Maintenance Closet**
 - Connect sink/drain down
 - Clean
 - Organize and stock
 - Functioning cleaning product dispenser
- **Sand Shower**
 - Assemble Shower Valves/Purchase New Valves
 - Clean out valve vault/open drain/run water through
 - Assemble mixing valve and run h2o through
 - Scrape and paint shower stand
 - Clean sand vault
 - Secure vault top
- **Water Fountains**
 - Reconnect all tubes/valves at unit
 - Open valves at units
 - Shut off all yard hydrants
 - Repair/replace fountain parts
- **Miscellaneous**
 - Fertilize plant beds
 - Trim bushes
 - Paint sand play area structures (Rehm Pool)
 - Repair all chairs/deck equipment (See Seasonal and Special Facilities Maintenance for chair repair procedures)
 - Clean all deck chairs and place
 - Repair all funbrella/shade poles, cranks and arms
 - Repair funbrella/shade covers

- Put on all funbrella/shade covers
- Repair, replace tables
- Inspect diving boards, refinish as necessary
- Clean and place garbage cans and recycle cans
- **Concession Stand**
 - Reconnect all supply pipe/valves
 - Clean grease trap
 - Connect shower mixing valve
 - Threshold on door
 - Burglar alarm/cameras
 - Sweep scrub floor
 - Paint floor/walls where necessary
 - Set up fountain service
 - Lockers in staff room
 - Clean and set up equipment
 - Repair / replace equipment

8.2 In-season Operations - Pool Care Standards

The care of the pool is critical to healthy and safe pool operations. The following tasks are performed in order to maintain the pools in a high quality fashion for the enjoyment and safe use by Park District of Oak Park Patrons.

- **Water Chemistry** - Calcium Hypochlorite is used for water sanitation, Sodium Bisulfate is used to control and raise PH on a daily basis and raise alkalinity as needed. Calcium Hypochlorite has the effect of raising PH and Alkalinity. Sodium Bicarbonate is used to lower PH and Alkalinity and is used on an as needed basis. Calcium Hypochlorite is protected from UV burn off using Cyanuric Acid.
 - Alkalinity is tested daily and maintained at between 90 and 100ppm.
 - Calcium Hardness is tested and maintained daily at between 200 and 250ppm.
 - Free Chlorine is tested hourly on an hourly basis, daily and recorded in the water reading checklist, starting one hour prior to pool opening to the public. Chlorine is maintained between 2 and 4ppm. Adjustments to chemical feed are made as necessary.
 - PH is tested every other hour, daily, and recorded in the water reading checklist. PH is maintained between 7.2 and 7.6 ppm. Adjustments to chemical feed are made as necessary.
 - Cyanuric Acid is tested on a weekly basis and is maintained at 25ppm.
 - Chemical Control units are calibrated daily against actual PH readings taken by staff with using Taylor Test Kit. *(See Taylor Test Kit directions located with Test Kit in Guard Office.)*
 - Accutab feeder for main pool is inspected daily and 50lbs of Accutab tablets added to feeder for daily with tablet use and current inventory entered on control sheet located in filter room
 - Accutab feeder for wading pool is inspected daily and 10lbs of Accutab tablets added to feeder daily with tablet use and current inventory entered on control sheet located in filter room

(See Seasonal and Special Facilities Maintenance Manual for water chemistry balancing instructions.)

- **Pool Maintenance**
 - Each pool tank is required to be vacuumed nightly, using a gas powered pool vacuum or an automatic pool vacuum.
 - Pools are skimmed using a net at the beginning and end of each day.
 - Gutters and gutter drains are cleared at the beginning and end of each day.
 - Gutter, zero edge and wading pool walls are scrubbed using an abrasive pad and mild hand soap on a daily rotating basis by guard staff. Gutter, zero edge and wading pool walls are scrubbed in their entirety every 2 days.
 - Wading pool scuppers are cleared at the beginning and end of each day.

- **Filter Operations and Flow Meters**
 - Filter Rooms are inspected daily, with a Filter Room Checklist recorded daily, indicating problems are necessary repairs.
 - Neptune Benson Regenerative Filters are bumped daily with influent, effluent pressures and gallons per minute recorded by staff according to manufacturer operations standards. *(See Neptune Benson Operations Manual for on file in the Maintenance Supervisors Office for detailed instructions.)* Differential pressure should never exceed 15. A bump should be performed before differential pressure reaches 12 as a precaution.
 - Neptune Benson Regenerative Filters are backwashed weekly according to a schedule maintained as recurring maintenance through Micro Main. *(See Neptune Benson Operations Manual for on file in the Maintenance Supervisors Office for detailed instructions.)* Differential pressure should never exceed 15 but a backwash should be performed at a differential pressure of 12 is consistently being after a bump. .
 - Wading pool cartridge filters are inspected daily and filters are replaced with clean filters every 2 weeks or as determined by the differential 15 which-ever comes first.
 - Flow meter readings for each body of water are to recorded daily to ensure rates mandated by the IDPH to meet pool turnover rates are being maintained. *(See IDPH Pool and Bather Code on file in the guard office. Rates are also listed at each flow meter display of BECS Chemical Control Unit.)* Lower than recommended flow rates usually indicate the need for a bump, backwash or filter change.
- **Deck Care**
 - Pool decks are inspected daily.
 - Pool decks are picked frequently through-out the day by multiple staff before during and after pool operating hours.
 - Pool Decks are blown daily using a powered walk-behind blower at the end of the operating day.
 - Pool decks are power washed on a rotating basis according to a deck cleaning schedule. Every 2 weeks the entire pool deck is power washed. Areas such as entrances to locker rooms, entrance to the pool deck and concession deck are power washed on weekly basis.
 - Each Garbage and Recycling receptacle is emptied throughout the day as needed and at the end of each day to limit attraction of animals to feed.
- **Deck Equipment Care**
 - Deck chairs are inspected daily, removed for service and repaired as necessary.
 - Deck chairs are cleaned on a daily rotating basis per chair cleaning plan. Each chair is washed every month.
 - Chairs are moved from location to location by picking up the chair and not dragging to preserve the legs.
 - Shade Structures and Funbrella's are inspected daily and repaired as necessary.
- **Pool Features Care**
 - Diving boards, diving tower, climbing wall and slides are inspected daily and taken out of service and repaired as necessary.
 - Spray features and dump bucket feature are inspected daily, taken out of service and repaired as necessary.
 - Play Feature pump baskets are emptied on a minimum once a week or more frequently as necessary.
- **Facility Custodial Care**
 - Pool locker rooms, family change rooms, showers and bathrooms are cleaned and stocked throughout the day by multiple staff during the course of operations.
 - Pool locker rooms, family change rooms, showers and bathrooms are given a heavy duty disinfectant cleaning on a daily basis following Custodial Standards outlined for those areas. *(See Facility Care Manual for Custodial Standards.)*

- Concession stands are maintained and clean throughout and after the completion of the operations day in accordance with Health Department Standards and the Custodial Standards set forth by the Park District of Oak Park. *(See Facility Care Manual for Custodial Standards.)*
 - Filter Room/Mechanical Rooms are inspected daily. Cleaning and organization takes place on a weekly basis according to Custodial Standards outlined for those areas. *(See Facility Care Manual for Custodial Standards.)*
 - Maintenance Closets are inspected daily and are cleaned and stocked on a weekly basis. *(See Facility Care Manual for Custodial Standards.)*
 - **Grounds/Landscaping/Turf**
 - Grass inside the pool fence perimeter, exterior perimeter and parkway is mowed by staff on a weekly basis following safe Equipment Operation Standards for Lawn Mowers Grass and weeds are trimmed under fence lined, flower/bush beds, curbs and expansion joints on a weekly basis using a weed trimmer following safe Equipment Operation Standards for Weed Trimmers.
 - Hedges are trimmed on a weekly rotating basis as described in the Hedge Trimming Plan using an electric or gas powered Hedge Trimmer following safe Equipment Operation Standards for Hedge Trimmers.
 - Weeds are pulled from bush and flower beds/urns on a daily rotating basis based on the weeding plan.
 - Flower beds and urns are watered on a daily basis or as necessary according to watering plan.
 - Grass, bushes and perennials are watered on a daily rotating basis according to the watering plan.
 - Trees are watered on a daily rotating basis or as necessary according to the watering plan.
 - Sand Play Area is inspected daily.
- (See Equipment Operations Manual for Equipment Operation Standards.)*

8.3 Winterization

- **Filter Room - Wading Pool**
 - Install return and supply line plugs
 - Blow supply and return lines
 - Remove chemical pumps, pump clean water through units – store for winter
 - Disconnect chemical pump feed lines and injection valves – store
 - Remove chemical control PH and ORP probes, store in distilled water
 - Remove filter strainer baskets from pool pumps, clean and store
 - Remove plugs from play feature, slide and filter pumps volute and baskets
 - Cover wall vents with ridged foam board
 - Disconnect heat pump and drain
 - Remove furnace from filter room (Rehm Pool), disconnect electric, valve off and disconnect gas line, disconnect flue. Remove and store
 - Remove cartridge filters from filter canisters, clean and store (Rehm)
 - Drain canisters (Rehm)
 - Power down wading pool main power switch
 - Power Down play features/slide main power switch
 - Power down VFD drives (RCRC)
- **Filter Room - Main Pool**
 - Filter- clean Neptune Benson Filter according to manufacturer specifications. *(See Neptune Benson Operations Manual for service and winterization.)*
 - Drain Neptune Benson Filters.
 - Clean filter strainer baskets on play feature, main pool and wading pool pumps-store.
 - Blow all supply and return lines.
 - Open all valves to waste pit and surge tank.

- Open drain filter pit valve to waste (Rehm).
- Drain Eyewash Station (Rehm).
- Inspect unit heater, run and set for 40 degrees.
- Drain furnace and expansion tanks (Rehm Pool).
- Drain hot water tank.
- Blow all water lines in filter room and open all valves (Rehm).
- Turn off main water supply at main shut off valve outside of filter room (Rehm Pool).
- Turn off water pwer to water make up valves (RCRC).
- Power down main pool, wading pool and play feature pumps at main power switch.
- Power down VFD drives.
- Inspect ejector pump for function and set on hand (Rehm).
- Cover exhaust fan and wall vents with rigid foam board (Rehm Pool).
- **Wading Pool**
 - Remove and store scupper baskets.
 - Remove eye ball jets, plug openings (Rehm).
 - Open sump pits, remove hydrostatic valves.
 - Plug return line in sump pits.
 - Blow return/supply lines.
 - Add 20 gallons of antifreeze to sump pit.
 - Add 10 gallons of antifreeze to scrubbers, replace covers.
 - Seal floor jets (RCRC).
 - Add 10 gallons of antifreeze to supply lines (Rehm Pool).
 - Blow Penguin slide supply line (RCRC).
 - Cover Penguin slide with tarp (RCRC).
- **Main Pools/Diving Well**
 - Drain pools.
 - Remove and store eye ball sockets, plug openings (Rehm Pool).
 - Blow supply lines.
 - Blow return lines.
 - Clean sump pits.
 - Drain pool catch basins (See Confined Space Entry Procedures) open drain valve.
 - Plug sump pit drain outlets (RCRC).
 - Remove sump pit hydrostatic valves.
 - Remove supply line plugs.
 - Add 10 gallons of antifreeze to floor jets and cover (Rehm Pool).
 - Add 30 gallons of anti-freeze to gutter return lines for each pool.
 - Remove zero edge gutter grates, clean and replace grates.
 - Blow lines for play feature (Rehm Pool).
 - Wash and wax play feature (Rehm Pool).
 - Dump water from dump bucket and lock in a tilted position (Rehm Pool).
- **Locker Rooms/Family Change Rooms**
 - Main locker rooms at RCRC remain open during the off season for classes.
 - Turn off water to lockers and family change rooms.
 - Blow supply lines at each fixture, toilets, sinks, shower.
 - Disconnect all supply lines from sink fixtures.
 - Empty soap from soap dispensers, clean.
 - Disconnect flush valves and shower valves.
 - Disassemble completely all ADA shower fixtures.
 - Open all water drain downs.
 - Add ½ gallon of anti-freeze to all toilets, sinks and urinals.

- Remove all toilet paper from rolls.
- Empty garbage, clean cans, store.
- **Water Fountains/Yard Hydrants**
 - Disconnect all valves.
 - Disconnect p-trap if it applies.
 - Blow lines at each fixture.
 - Drain supply line in waste pit (Rehm).
 - Blow wall hydrants if it applies, leave lines open at each valve (Rehm).
- **Sand Shower (Rehm Pool)**
 - Shut off water to shower.
 - Clean out valve vault.
 - Blow supply line and bleed at each shower valve.
 - Open drain valve in drain vault.
 - Remove shower valves and store.
 - Clean out sand vault, repair cover as necessary.
 - Disconnect mixing valve in concession.
- **Concession Stand (Rehm Pool)**
 - Shut off water.
 - Blow lines at each fixture.
 - Open all drain downs.
 - Disconnect supply lines to sinks.
 - Add ½ gallon of antifreeze to each sink.
 - Cover air conditioner on exterior of building.
 - Clean all freezers and refrigerators, unplug leave doors open.
 - Turnoff ice machine, disconnect water supply and drain.
- **Guard Office/Maintenance Closet**
 - Clean and organize.
 - Blow lines to sink/slop sink.
 - Add 1/2 gallon of antifreeze to sinks.
 - Disconnect supply lines to sinks.
 - Open drain downs.
- **Decks and Landscaping**
 - Blow decks. *(See Appendix E for Power Washer Operations Standards.)*
 - Caulk and repair decks where necessary.
 - Repair rope fencing and netting around deck (Rehm).
 - Remove self-closing latches.
 - Clean up all grass and bush beds.
 - Aerate all lawn areas.
 - Fertilize and seed all lawns.
 - Plant sod as necessary.
- **Deck Equipment**
 - Remove and store all funbrella and shade covers/identify those in need of repair.
 - Remove and store basketball backboards.
 - Remove and store ADA lifts.
 - Clean and store deck chairs.
 - Clean and store garbage cans.
 - Clean and store lane storage reels.

8.4 Seasonal Maintenance Staffing

A competent well trained staff is important to maintaining facilities that are in good, clean and safe condition. Strong recruitment and hiring practices, staff training and education help to provide the quality staff that is required for pool operations.

Recruitment/Hiring

Recruitment of staff begins in December with efforts targeting college, high school and adult staff with seasonal availability. Interviews are scheduled in early spring with staff selection taking place until all positions are filled. The hiring process follows the Standards set by the Park District in the Human Resources Department.

Training

New and returning staff receive detailed training in the spring prior to the pool opening focusing on care and safe operation of equipment, cleaning standards, safety procedures, AED, 1st Aid Training, safe chemical and cleaning solution handling and basic water chemistry (See Staff Training Manual)

Certification Requirements

Full-Time Maintenance staff and Full Time Operations Staff are required to be Certified Pool Operator licensed or equivalent. The Park District will generally pay for this training.

8.5 Equipment Operation

Numerous pieces of equipment are instrumental in effectively operating the ice arena and the Ridgeland Common Recreation Facility as a whole. Staff is trained on the safe use of each piece of equipment based on Manufacturer recommended standards and outline in the Revenue Facility Equipment Operations Standards.

(See Equipment Operations Manual for Equipment Operation Standards.)

- Dolphin 2x2 Automatic Pool Vacuum
- Dura Max Jr. Automatic Pool Vacuum
- Gas Power Hedge Trimmer
- Lawn Mower
- Gas Powered Pool Vacuum
- Hand Held leaf Blower
- Power Washer
- Billy Goat Vacuum
- Billy Goat Blower
- Airless Paint Sprayer

8.6 Equipment Maintenance

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

(See Equipment Operations Manual for Equipment Maintenance Standards.)

- Dolphin 2x2 Automatic Pool Vacuum
- Dura Max Jr. Automatic Pool Vacuum
- Gas Power Hedge Trimmer
- Lawn Mower

- Gas Powered Pool Vacuum
- Hand Held leaf Blower
- Power Washer
- Billy Goat Vacuum
- Billy Goat Blower
- Airless Paint Sprayer

8.7 Pool Painting Procedures

Every Spring the staff evaluates each area of the pool to determine which area of the pools need painting. Wading pools are painted every other year, the zero edge is fully painted every 3 years, the main pools and well are painted completely every 4 years and touched up annually. *(For a full description of the pool painting procedures go to Seasonal and Special Facilities Maintenance Manual.)*

8.8 Maintenance Planning

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

8.9 Purchases and Replacements

Annually, the park district accesses the seasonal pool equipment, supplies and material needs. New purchases are planned for and budgeted for annually. High cost items such as deck chairs are replaced according to annual replacement plan, with some chairs being purchased each year. Detailed inventories are kept with age of equipment and estimated replacement dates. Long term replacement plans keep the stock of equipment in good, safe shape. Other items include funbrella covers, guard umbrellas, pool vacuums and others.

8.10 Consumable Supplies

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

8.11 Capital

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

8.12 General Building Maintenance

Pool facilities are thoroughly inspected twice a year in the spring and fall, detailed notes are taken on assets equipment, building envelope, doors, windows, etc. Routine maintenance is performed as necessary, repairs and replacements are planned and budgeted for. Inspections are maintained and scheduled on the Micro Main system with the frequency required for each item. A report is generated from the inspection outlining findings, recommended repairs, replacement, time table and approximate costs.

