Administrative Procedures

Procedures for Agency Gift Acceptance

The following procedure is to be followed for agency gift acceptance.

Gift Acceptance

- The donor is to submit a written proposal to the Executive Director, detailing the proposed gift.
- The Executive Director will review the proposal with all necessary parties, including, but not limited to, donor, staff, Board committees, and legal counsel before presenting the proposal to the Board.
- The Executive Director will present the proposal, along with a recommendation, to the Park Board for consideration.
- The Board will consider the proposed gift at a regular scheduled Board meeting and vote on it.
- Upon acceptance of the gift proposal, the Board will instruct the Executive Director to work with the donor to handle the gift acceptance on behalf of the Park District.

Procedures for Bond Rating

The following procedure is to be initiated when the District is going to issue debt.

Bond Rating

When the District is considering issuing new bonds or refunding bonds, the Director of Finance will work with bond counsel and financial advisors to set up a bond rating call as necessary. Staff will work with the rating agency that is selected. The Executive Director and Director of Finance will review the draft bond rating before it is published to the market.

Procedures for County Ethics Filing

The following procedure is used by the Director of Finance when annually in January working with the county to send out ethics filing information.

County Ethics Filing

Select District employees are subject to the requirement to fill out an annual ethics form with the County Clerk's office. These employees must file this form with the county by May 1st, or be subject to a fine. The Director of Finance is responsible for maintenance of the list of employees subject to filing this form. The Director of Finance will annual update the list with the county.

Procedures for FOIA Requests

The following procedure is to be followed when gathering and organizing information for a FOIA request.

FOIA Requests

The Park District of Oak Park has designated the Executive Assistant as the FOIA Representative.

- The FOIA Representative is required annually to take and pass the Attorney General's FOIA exam found at https://foia.ilattorneygeneral.net.
- The FOIA Representative will follow the Illinois Attorney General's regulations in answering and/or denying any FOIAs in the required time table.
- The Park District will have FOIA information listed on their website along with the FOIA request form.
- In the absence of the Executive Assistant, a substitute must be named to be responsible for any FOIA requests that may be submitted during that time.

Procedure for Electronic Service Portal

The following procedure is used by the Business Operations Department to assist employees with their understanding of how they receive their paychecks and W-2s.

Employee Service Portal

Employees will receive their W2's electronically via the Electronic Service Portal (ESP). Each employee must provide Business Operations with a private email address, which is a requirement for accessing W2's and paystub information.

Employee's not receiving a direct deposit of their paychecks must pick up their paychecks at Business Operations. These employees are strongly encouraged to sign up for direct deposit. Pay stubs and paychecks will not be mailed to employees, unless there is a mitigating circumstance, i.e., last paycheck prior to leaving employment, medical emergency, etc.

Procedures for Electronic Data Back-up

Computer Backup

The main SAN (storage area network) is automatically copied to a secondary NAS (network attached storage) and USB External devices every night. Backups are executed every night via Veeam software, specifically used for VM (virtual machines). Backup status is sent to internal e-mail on a nightly basis. Backup snapshots on the NAS device are maintained for a two week time period before being overwritten. Backup snapshots on the USB External device are maintained for a two week period then taken offsite and rotated with additional USB External devices. The data from the NAS device is also replicated to a remote NAS device located in the data room at Ridgeland Common.

Personal computers containing critical information have been networked and assigned file space on the server. The data stored on the server is backed up in the same manner as all other data.

Procedures for Grants

Below are the procedures required for the research, application, and implementation of grants in the Park District.

Research of Grants

Staff shall always be looking for grants opportunities on the regional, state, federal, and local levels. The Director of Marketing & Customer Service has the primary responsible for the review of grant opportunities who will work with appropriate staff with knowledge in applicable area to determine the viability of the grant application. All grant opportunities should be vetted through the Director of Marketing & Customer Service.

All potential grants should be reviewed for congruency with the Park District's Capital Improvement Plan and budget. If opportunities arise that are not in either plan for a grant that staff would like to apply for, they should prepare recommendations for adjustments to the Capital Improvement Plan and/or budget to present to the Park Board of Commissioners.

Grant Applications

The Director of Marketing & Customer Service is responsible for coordination of grant applications. Prior to completing any application, staff will ensure that proper measures are in place for the Park District to fulfill any terms of the possible grant award including funding, studies, engineering, etc. Depending on the amount of work necessary to complete the grant application, or the importance or size of the award, the Park District may contract the services of professional grant writers. Some grants may require board approval before the Park District may submit an application. In this case, staff should factor this extra step into the grant application process and timetable.

Grant Awards

Once a grant is awarded, the Park District will begin preparations to fulfill the requirements of the grant. Oversight of grant requirements will be completed by the Director of Marketing & Customer Service with assistance from the Assistant Superintendent of Buildings & Grounds for capital projects or the Director of Finance for all other projects. All projects will start and end within the time frame set out by the grant. Sometimes in the course of completing a grant project, a change to the original plan submitted in the grant application is needed. Grantors may require approval of any change orders; in this instance staff must complete this process and receive approval from the grantor before executing the changes.

Payment applications should be submitted to the grantor once all requirements have been met (typically within 60 days of the end of the project). Grants that require a CPA certification will be completed by the

Park District's auditing firm prior to the applicable for payment.

Procedure on Identity Protection

The following procedure is used by all District employees when deciding how to handle personal information of District employees and volunteers.

<u>Identity Protection</u>

No District employee will ask anyone for their social security number excluding the Human Resources Manager or Payroll Clerk for the purposes of employment and payroll. These forms are to be locked up at all times and are only to be used by Human Resources and payroll staff. Any form that has a social security number on it used for other purposes must redact the social security number from the form.

Procedures for Property Exemption

The following procedures describe the process for review and additions of exempt property sent to Cook County Clerk.

<u>Property Exemption</u>

<u>Review of Exempt Property</u>

Annually, the Park District will receive a notice to review our exempt property from the County Clerk's office. The Finance Director will review the list of properties that were exempted last year and compare that to the current list. If items are not on the list, the Finance Director will add them to the list.

<u>Additions of Exempt Property</u>

If there are properties that are not on the list that should be, the Director of Finance will send that property's information to the County Clerk's office contact listed on the notice and work with the Park District's legal counsel to make sure all paperwork is filed to add that property to the exemption roles.

Procedures for Record Retention and Destruction

These procedures are to be followed for the retention and/or destruction of Park District of Oak Park records.

Retention/Destruction of Records

The Park District will follow all applicable laws, including the Illinois Local Records Act, in determining the types of records to be stored as well as the length of time they should be retained. The Park District has an approved Application for Authority to Dispose of Local Records (Application No. 02:41C) which serves as the Park District's Records Retention Schedule. The Executive Assistant is the designated staff member responsible for record retention and record destruction. In the absence of the Executive Assistant, the Finance Manager serves as back-up.

Record Retention

- Once records are boxed up, look up the type of records in the Park District’s approved Application For Authority To Dispose of Local Records to determine the minimum retention period. Mark the box with contents and destruction date.
- Store marked boxes in the designated Park District record storage area.

Record Destruction

- Once the records destruction date is has been reached, fill out a Local Records Disposal Certificate listing all materials to be disposed of and submit it to the Local Records Commission for approval. Disposal Certificates must be submitted at least 60 days before the date the Park District wishes to dispose of the records.
- After receiving approval from the state for the records to be destroyed, a destruction company can be contacted to pick-up the records for destruction.
- When the records are destroyed, the approval for destruction and the receipt for the boxes that were picked up for destruction from the destruction company are to be kept on file.

Record destruction will take place at a minimum once a year.

Procedures on Reducing, Reusing, and Recycling

The Park District of Oak Park is committed to environmentally-friendly practices. In an effort to reduce the amount of material that goes into landfills generated as a result of operations, the Park District has under taken a number of practices aimed at landfill material reduction and increased materials recycling. This is a multi-tiered approach that maximizes recycling efforts in specific areas based on results that are achievable.

Reducing, Reusing, and Recycling Waste

The Park District works with Waste/Recycling companies that provide Single Stream Recycling Programs. Single Stream Recycling does not require that recyclable materials be sorted into separate containers. Instead, all recyclable materials may be placed in a single bin, simplifying the program and improving the possibility of success. Additionally, in facilities where vending machines are located all beverages are served in recyclable bottles or cans. The Gymnastics and Recreation Facility, opened in 2013 and the Ridgeland Common Recreation Complex have installed bottle fill water fountains aimed and reducing plastic bottles that could go in landfills.

<u>Offices and Staff Spaces</u>

Recycling in areas such as office spaces, break rooms, copier rooms, etc. is easily managed with a high level of staff communication and control. While eliminating all waste is difficult the vast majority of material generated by staff can be recycled.

- Signage listing acceptable recyclable materials and non-acceptable materials are posted on bulletin boards in staff break rooms, work rooms and offices.
- Each staff member receives, annually a list of acceptable and unacceptable recyclable materials as well as the written standard outlining the Recycling/Zero Waste Procedure.
- All staff desks and work stations have a combination waste/recycle bin for "Desk Side" Recycling that features a large recycle bin and a small waste side basket to encourage staff to start the recycling process at their individual work stations.
- Each staff break room, work room, copier room and common space has a recycle and waste receptacle with signage indicating acceptable recyclable material.
- Recycle receptacles are lined with clear recyclable bags, identifying the contents as materials for recycle.
- Waste receptacles are lined with black bags indicating contents as waste materials.
- Each Park District facility (site) has either a 96 yard tote, or a 2 yard recycle materials container located in the designated area for weekly pick up.
- Each site has either a 96 yard tote or a 2 yard waste container located in the designated area for weekly or bi-weekly pick up, depending on facility need.
- Maintenance staff or cleaning contractor staff, empty recycle and waste containers daily, depositing the clear recycle liners in the recycle container and the black waste liners in the waste dumpster for the scheduled pick up by the recycle/waste hauler.

<u>Concession Operations</u>

In the operation of concessions, staff adheres to standards of operations that minimize the amount of waste generated in both the operation of the concession and from the public consumption of concession products.

- Consumable products that are purchased for resale are packaged in recyclable materials
- Consumable products are served on or in recyclable paper plates, recyclable paper trays, boxes or aluminum foil.
- Beverages are served in recyclable paper cups with no lids or straws
- Napkins are made from recycled material
- When deliveries are received, staff, unpack boxes, store product and break down boxes.
- Broken down boxes are taken to the 2 yard recycle container and placed neatly to maximize space.
- The concessions area has a recycle and waste receptacle with signage indicating acceptable

recyclable material.

- During operations, staff, takes care to minimize waste by disposing of recyclable material in the proper recycling receptacle and disposing of waste in the proper waste receptacle.
- At the end of each shift the recycle and waste receptacles are emptied by staff into the appropriate 2 yard containers located on site.
- The majority of material produced for disposal in concession operations should be eligible for recycle. The target is 75% recycle and 25% waste. Staff will on an ongoing basis work to improve this ratio in favor of recycling.

Facility Public Spaces

Recycling in Public Areas such as lobbies, lounges, bleachers and locker rooms is challenging. Educating the public about what can be recycled and what is waste requires strong communication and staff encouragement.

- Signage listing acceptable recyclable materials and non-acceptable materials are posted at recycle and waste receptacle locations
- Each staff member receives training and information regarding facility recycling efforts and expectations annually and upon hire.
- Flyers are available to the public which describe facility recycling efforts, and how the public can contribute positively to recycling efforts
- Public recycle receptacles are located in public spaces lined with clear recyclable bags, identifying the contents as materials for recycle.
- Waste receptacles are located next to recycle receptacles lined with black bags indicating contents as waste materials.
- Each Park District are located next to recycling facility (site) has either a 96 yard tote, or a 2 yard recycle materials container located in the designated area for weekly pick up.
- Each site has either a 96 yard tote or a 2 yard waste container located in the designated area for weekly or bi-weekly pick up, depending on facility need.
- Maintenance staff or cleaning contractor staff, empty public recycle and public waste containers daily, depositing the clear recycle liners in the recycle container and the black waste liners in the waste dumpster for the scheduled pick up by the recycle/waste hauler.

Pool Outdoor Areas

Recycling in outdoor public areas such as the pool and concession decks is challenging. Educating the public about what can be recycled and what constitutes waste requires strong communication and staff encouragement.

- Signage listing acceptable recyclable materials and non-acceptable materials are posted at recycle and waste receptacle locations
- Each staff member receives training and information regarding facility recycling efforts and expectations annually and upon hire.
- Flyers are available to the public which describe facility recycling efforts and how the public can contribute positively to recycling efforts.
- Announcements are made by staff over the PA system on a regular basis reminding patrons to

recycle.

- Public recycle receptacles are located in various locations on the pool deck lined with clear recyclable bags, identifying the contents as materials for recycle.
- Waste receptacles are located next to recycle receptacles lined with black bags indicating contents as waste materials.
- Each staff member receives training and information regarding facility recycling efforts and expectations annually and upon hire.
- Staff is trained and instructed, when cleaning public spaces, to place recyclable material and waste material in the appropriate receptacles.
- Each Park District are located next to recycling facility (site) has either a 96 yard tote, or a 2 yard recycle materials container located in the designated area for weekly pick up.
- Each site has either a 96 yard tote or a 2 yard waste container located in the designated area for weekly or bi-weekly pick up, depending on facility need.
- Maintenance staff or cleaning contractor staff, empty public recycle and public waste containers daily, depositing the clear recycle liners in the recycle container and the black waste liners in the waste dumpster for the scheduled pick up by the recycle/waste hauler.

<u>Conservatory – Compost and Yard Waste</u>

The Conservatory has a number of additional environmentally friendly practices.

- Two - 9 cubic yard bins are used for composting yard waste that is produced throughout the Park District system. These are emptied into a yard waste receptacle picked up by waste management and brought to their composting facility.
- One 8 cubic feet worm compost bin is utilized for composting employee and volunteer food scraps consisting of fruit and vegetable waste only. The compost is used on conservatory growing beds.

<u>Parks-Carry In/Carry-Out Program</u>

The Carry In/Carry-Out Program is an effort between the Park district of Oak Park and affiliated groups, such as Oak Park Youth Baseball and AYSO to reduce the amount of waste material brought to the parks that must be disposed of. Blue recycle bags are provided by the Park District and waste bags are provided by the teams. Any waste/recycle material brought into the parks by team members is separated by coaches or parent volunteers into the appropriate bags and removed from the sight by the coach or parent volunteer to be disposed of properly at home. A full description of the Carry In/Carry Out Program is sent to team coaches and league official to distribute to participant parents and guardians.

<u>Special Waste Materials</u>

Items that cannot be readily recycled in a single stream program and cannot go into landfills are recycled using 3rd parties.

- Batteries and Fluorescent Bulbs are collected at Buildings and Grounds, 218 Madison Street, and are dropped off for proper recycling at Batteries Plus, 7111 W. North Ave. Oak Park Il. 60302
- Oil is collected at Buildings and Grounds, 218 Madison Street and is then delivered to the Village

of Oak Park’s Public Works Building on South Blvd.

- Electronics at are collected at Buildings and Grounds, 218 Madison Street and can be dropped off for recycling at the Village of Oak Park’s Public Works Building on South Blvd on the last Saturday of the month from May through October.

Procedures for Using the Postage Machine

The following procedures are to be followed for running mail through the postage machine and reloading the meter.

Postage Machine

Running Mail through the Machine

By 10am every day, the Payroll Assistant will run all mail that is put by the mail center for processing. Any mail submitted after that time that must be sent that day must be run through and then dropped at a mailbox on the day it is run. Any large items must be taken to a post office for mailing as well as any certified or insured mail. When rates change, the Payroll Assistant is responsible for changing it in the system.

Reloading the Postage Meter

When the postage meter gives an alert that the balance is running low, staff should remove the top part of the meter and plug it into the phone jack to put money on the machine. When an alert pops up to audit the machine, take the top off the machine and plug it into a phone jack and it will run for you. Maintenance is paid annually on the machine.

Procedure for Purchasing Office and/or Building Furniture

The following procedure is to be followed when making furniture purchases.

Purchasing Office and/or Building Furniture

- Office Furniture

  Any office furniture needs are to be communicated to the Superintendent of Recreation and shall include a description of the requested item(s), estimated cost(s), and reason(s) for purchase.

- Building Furniture

  Any building furniture needs are to be communicated to the Superintendent of

Recreation and shall include a description of the requested item(s), estimated cost(s), and reason(s) for purchase.

Procedures for Accounts Payable Files

The following procedure is to be used for filing of invoices, payments, and credit card statements.

Accounts Payable Files

Once bills have been paid for the week, they are be filed on a consistent manner. All backup including purchase order, invoices, and a copy of the check will be scanned to the Finance Manager. The Finance Manager will create a running file of all bills paid for the entire year. This file is to be shared with all employees to use as a way to confirm something was paid. The same procedure should be followed for refunds and credit card statements.

Procedures for Accounts Payable Year-End Reporting

The following procedure is to be used for review and processing of year-end information in Accounts Payable.

Year End Reporting For Accounts Payable

Before the first checks are cut for the New Year, the Accounts Payable clerk will close out the fiscal year in MSI. This will create a 1099 edit file that the clerk will review to ensure those vendors are receiving 1099s that should. If there are any updates the clerk will process those. Once accurate, the clerk will create the 1099s and print them out and mail. The clerk will then send the information to the IRS before the end of February each year. After these are completed a new fiscal year will be created in the AP module.

Procedures for Approving Purchase Orders

The following procedure gives the process for review, approval, and creation of purchase orders in MSI.

Approving Purchase Orders

The Director of Finance, or their designee, is responsible for the review, approval, and creation of purchase orders in MSI. At minimum once daily before 10 a.m., the Director of Finance will log in and review and approve P.O.'s. The review of purchase orders is done primarily to ensure the following things:

- The purchase being made is within the budget given for the program
- The description given accurately reflects the purchase itself
- The account being used to purchase the item reflects what is being purchased
- The individual requesting the purchase has put all relevant information into the system (type code, notes, etc.)

Once these are reviewed and agreed, the Director of Finance will approve the items. If necessary, the purchase order will go up the approval chain or will be ready to be created in the system. When all purchase orders are approved they will be created in the system. The employee responsible for the purchase will receive an email once the purchase order is created. If a purchase order is denied, the employee will also be notified.

Procedures for Annual Audit

The following procedure gives the process for preparation for the annual audit, fieldwork, draft and MD&A completion, and legal reporting requirements.

Annual Audit

Prep Work for the Audit

At the end of the fiscal year, the Director of Finance will contact the District's auditing firm to set up an entrance conference. After the entrance conference, the Finance Manager will complete auditor confirm letters to be sent to the District's banking relationships, attorney's, and taxing collection bodies. The Finance Manager will complete all preliminary working papers the auditors request prior to fieldwork. This includes but is not limited to accounts payable accruals, payroll accruals, prepaid expenses, deferred program and rental revenue, compensated absences, and any other information requested by the auditors. The trial balance on the general ledger must be balanced prior to the auditor's fieldwork being completed. It is the department's goal to have all entries completed prior to audit fieldwork.

Audit Fieldwork

For the one to two week period the District's auditors are onsite for fieldwork all department staff shall be available to assist and answer any questions the auditors may have. All information given to the auditors prior to and during fieldwork must be in an electronic format. The Finance Manager must be available to troubleshoot any issues and facilitate the audit process.

Draft Review and Certificate Program

Once the auditors provide a draft of the audit, the Director of Finance and the Finance Manager will review the entire draft to confirm the information is being presented consistently year over year. If there are issues, staff must follow up and get the issues addressed. As part of this process, the Director of Finance will write the transmittal letter and the Finance Manager will write the Management Discussion and Analysis. Staff will also work with the auditors to facilitate the process of going for the Certificate of Achievement in Financial Reporting (CAFR).

Legal Filing Requirements

Once the audit is completed the Finance Manager in conjunction with the Director of Finance will follow all legal requirements associated with the annual audit. These filings include:

- File a copy of the CAFR with the County Clerk's office
- Complete the debt disclosure information on the Cook County Treasurer's Website
- Complete the EMMA Continuing Disclosure on the MSRB site for our debt obligations.
- Complete the Treasurer's Report and post notice of its availability in the Wednesday Journal newspaper.
- Complete the expense summary for PDRMA and return to PDRMA.
- Complete the paperwork the Government Finance Officers Association (GFOA) certificate program.

Procedures for Bank Reconciliation

The following procedure gives the process for bank statement review, calculation of deposits in transit and outstanding checks, comparison to the general ledger, and adjusting entries and check write offs.

Bank Reconciliation

Bank Statement Review

At the beginning of each month, the Finance Manager will pull all bank statements for the District and review for any unexplainable issues. If those issues arise, the manager will report those to the Director of Finance and examine further to decide the best course of action.

Calculation of Deposits in Transit and Outstanding Checks

The amount of deposits in transit and outstanding checks are to be calculated as soon as possible into the next month. These must be completed before starting the bank reconciliation. The Finance Manager will print off the check register from Community Bank for both the AP and Payroll checks and give those to the Payroll Clerk. The Payroll Clerk will review and clear the checks and calculate the outstanding checks and provide back up to the Finance Manager.

The calculation of deposits is completed by reviewing the credit card account bank statements with a credit card report from RecTrac. Normally there is a three day delay in when the District takes in credit cards and when the District receives the money into the credit card account. American Express can be delayed up to four days. The merchant services cut off time for transactions are 2:00 am so there can be overlap because of this.

Bank Reconciliation

An excel template for bank reconciliation is set up and on the shared department drive. Enter the bank balances in the approved columns. Using relativity, populate all transactions on the GL for the month. Enter the transactions by type in the spreadsheet to compare GL transactions to bank transaction. The spreadsheet is linked to a master sheet that will compare overall balances to overall bank balances. These are to be completed by the end of the following month and any major issues are to be reported to the Director of Finance.

Adjusting Entries/Check Write Off

If there are discrepancies with the GL that are able to be discovered the Finance Manager will complete journal entries to correct them. These entries are to be signed by the Director of Finance prior to be posted to the general ledger.

Once a District check becomes over six months old, the check to be written in compliance with Illinois law. The Finance Manager will also send a letter to the owner of the check offering to reissue the check. This is to be completed at the end of each bank reconciliation.

Procedures for Budget Process

The following procedure is to be followed when creating the annual budget.

Budget Process

Preliminary Budget Work

The Director of Finance and Finance Manager are responsible for the preliminary work related to the budget. At approximately May of each year, they will formulate the budget calendar. This calendar must include important dates for all aspects of the budget process as well as the legal filing deadlines. At this same time, the Director of Finance and Finance Manager will work on the budget guidelines. These guidelines include guidance on costs increases for the coming year as well as the percentage fee increase for each program to continue the District's operations. All of this information is provided to the board prior to the budget process beginning, and then distributed to staff

Budget Goals Process

Employees are required to create budget-related goals each year for each budget area. This process also includes evaluating the outcomes of the previous year's goals. This process usually beings in July and is reviewed throughout the budget process by the Director of Finance and Executive Director. These goals are to be measurable and should be tied to the District's strategic initiatives and performance goals for those employees. Meetings will be held with each supervisor to review and discuss their area's and how they scored their progress on their goals.

Budget Document Creation

Each staff member is responsible for entering a majority of their budgets related to the area they oversee. Business Operations is responsible for entering items including full-time wages, utilities, bank fees, etc. This information is provided to staff as part of the budget guidelines. After all information is entered into the District's financial software (MSI) meetings will be held with supervisors and the

Executive Director, Director of Finance, and Finance Manager. The Finance Manager is responsible for compiling all information and assembling into the budget documents into the form the District uses to attempt to get the Government Finance Officer's (GFOA) Budget Award each year. The working budget will be presented to the board at two meetings. These meetings are split as Administration and Historic Properties and then a second meeting dealing with Recreation and Revenue Facilities.

Budget and Appropriation Ordinance

The Park District completes the working budget which is the baseline staff uses when making purchasing decisions in that given year. However, the Park District is subject to the budget and appropriation act under the Park District Code (70 ILCS 1205). This act requires the District will approve a budget and appropriation ordinance before the beginning of the fiscal year. The code also requires the District place the budget and appropriations ordinance on the table for public display 30 days prior to the public on the ordinance. This public hearing on this ordinance occurs at the Committee of the Whole Meeting in November. As a matter of practice the District approves the budget and appropriation ordinance at the November Regular Board Meeting. This ordinance once approved by the Board of Commissioners must be filed with the Cook County Clerk's Office no later than the last Tuesday of the fiscal year. When filing make sure to receive a filing certificate and place the ordinance and filing certificate in the binder in the Business Office for tracking purposes.

In formulating the budget and appropriation ordinance, the District must appropriate amounts the District can legally spend. In an attempt to give some financial flexibility, it has been the practice to increase each line item in the budget and appropriation ordinance by a minimum of 10% from the working budget. Staff however has the understanding they are to work within the working budget and this is to provide flexibility on how exactly the money is spent.

Final Steps

Final approved budgets are to be distributed to staff before the beginning of the fiscal year. The budget information is to be imported into the newly created fiscal year in the General Ledger module before the beginning of the new fiscal year. The Park District currently puts in an application for the GFOA Budget Award. The application for this award is due to GFOA no later than 90 days after the passage of the budget by the board.

Procedures for Bidding of Products and Services

The following procedure gives the process for creation, implementation, and final review and acceptance of a legal bid.

Bidding for Products and Services

Creation of Legal Bid

When the Park District is procuring products or services that in total, by product or service type, exceed $20,000 in a fiscal year, that product or service must be legally bid. The creation of a legal bid must be completed through the Business Operations Department which is responsible for confirming that all bids follow legal requirements and meet Park District standards.

The Finance Manager will work with the employee to craft the scope to ensure the Park District will receive the desired product or service in the format they want as well making sure the language is tight enough to ensure quality bids on the project. Once the bid specifications are written, the Finance Manager will send a legal notice to the local paper of record one week prior to the bid window opening. All Park District bids will be placed online using the Park District's RFP/Bid tool which requires a users to register (and make themselves known) in order to receive the bid documents. This will be placed online the morning the bid window opens.

Bidding Process

When the bid window is open, staff shall adhere to the following guidelines:

- All requests for the bid packets must be done online to ensure all bidders and their contract information are captured.
- Any answers to questions from one bidder or clarifications made by the Park District must be issued as addendums to all bidders of record to ensure no one is given an unfair advantage over the group. All addendums must be sent out to all bidders of record and incorporated into the documents online for future bidders to view.
- Depending on the scope of the project, a pre-bid walk-through may be necessary on capital construction projects to give clarification to bidders.
- No bids should be opened before the designated time on the bid documents.

Bid Review

On the day of the bid opening, either the Director of Finance or Finance Manager must attend the bid opening with assistance of the employee responsible for the bid. Each bid must be read aloud and tabulated for future use. Bidders may review the bids at that meeting or request to do so in the future.

Once all the bids are opened, staff will determine the lowest bidder based solely on the base bid. Mixing of alternates together to get a desired contractor is not allowed by state law. Once the lowest cost bidder is decided, the Director of Finance and Finance Manager will work with the individual responsible for the bid to determine if the firm is a responsible and responsive bidder.

References should be checked and work history should be examined. Staff must also review the required bid documents to ensure full completion. If the documents are not fully completed, that firm should be excluded. If the firm has completed all necessary bid documents and is found to be responsible and responsive, the bid will be brought to the Board of Commissioners for a vote to accept or decline the contract.

Procedures for Bill Payment

The following procedure is to be used to pay an invoice.

Bill Payment

Bills are paid on a weekly basis by the Accounts Payable Assistant. Bills must be received by 5:00pm on Tuesday of each week to be paid at the end of that same week. Bills submitted later in the week will be paid the following week.

For a bill to be paid, it must include all relevant back-up materials including an approved purchase order, invoice, or contract. The Accounts Payable Assistant will review all supporting documents to ensure compliance and enter them into the Park District’s accounting software Accounts Payable module. Once entered, the check register is forwarded to the Executive Director, Finance Director, and Finance Manager (or their designee) for approval. Once approved, the payments are processed and checks mailed to the vendors.

Procedures for Cash Handling

The following procedures are to be followed by all Park District staff that are part of the cash handling chain for the agency.

Cash Handling

Separation of Duties

Cash handling responsibilities should be designed in a way that balances the need for segregation of duties with the Park District's limited staff and financial resources. Whenever possible, the Park District will require duties to be segregated so as to avoid having the same individual who collects or handles cash also be responsible for the reconciliation and depositing of cash. Additionally, those individuals who are responsible for payment of staff and vendors must not also have the ability to approve any payments and vice versa. The Park District will strive to best separate these and other types of duties to different employees as long as it is financially and operationally feasible.

Cash Handling System Procedures

All Park District locations that handle cash or equivalents including but not limited to cash, coins, checks, credit cards, money orders, etc. must abide by the following procedures.

- Each morning before operations begin at the location, two (2) individuals will count the banks. A log will be kept at each location to show who counted the banks each morning.
- After the amounts are verified, the banks will be distributed to staff prior to the start of their shift.

- At the end of an employee's shift, they will be responsible for counting their drawer by separating out the amount of the bank they originally received and then counting the remaining money. This amount must be verified against the end of day cash batch for each employee.
- The employee as well as a supervisor must then sign off on the cash batch before that employee clocks out for the day. Any discrepancies must be documented and explained.
- The batch and the cash and check envelopes must be put in the drop safe.
- Any adjusting entries are handled by management the next morning. After verifying all the batches, the batches must be brought over daily to John Hedges Administrative Center for reconciliation and depositing at the bank.

Cash Reconciliation Process

On a daily basis, the Finance Manager pulls up all daily receipts from the drawer up front at the John Hedges Administrative Center. The Finance Manager matches all envelopes with the RecTrac batches and forwards the check envelopes with a balancing sheet to Customer Service staff to scan the checks into the remote scanner. The cash envelopes are put on a balancing sheet and put into a safe for counting when the amount collected grows to a pre-specified amount. Once this amount is reached, the Finance Manager forwards the cash envelopes and balancing sheet to the Accounts Payable Clerk to count and verify. Any discrepancies are reported to the Director of Finance immediately. Once counted, the cash bag is given to the Director of Finance for depositing in the bank.

Financial Statement Preparation

Monthly financial statements are to be completed no later than the middle of following month. The Finance Manager is responsible for the preparation of the financial statements. These statements include cash and investment summary, revenue and expense report, and a subclass report. As part of this process, the Finance Manager will review bank statements and complete a bank reconciliation to ensure there are no unknown transactions on the bank statements or the Park District's balance sheet. After completion of the financial statements, the Director of Financeand the Executive Director review them to ensure accuracy. The financial reports are presented to the board at each month's Board Meeting and included in their board packet. On a yearly basis, the Park District's auditors present the annual financial report to the Board.

Conducting of Internal Audits

On a regular, but not defined basis, the Accounts Payable Assistant will go to a point of sale location to do an internal audit of a cash drawer. The Assistant will provide the employee with proper identification (photo ID) and ask to count the drawer. The employee will batch out and the Assistant will count the drawer. Once their count is complete, the Assistant will also have the employee count to verify the amount. If the amounts match the batch, the Assistant will report back as such. If there is a discrepancy, it is to be reported to the Director of Finance for investigation and the employee is to receive a reprimand from their immediate supervisor. If continued issues are found on further investigations, discipline will escalate. All Park District locations are to be reviewed at least once per year.

Positions Authorized to Receive Funds

The following positions are allowed to receive funds to be deposited:

- Customer Service Representatives
- Customer Service Coordinator
- Customer Service Manager
- Finance Manager (only for coding purposes and not to process)

Positions Authorized to Disburse

The following positions are allowed to disburse funds to be deposited:

- Executive Director
- Director of Finance
- Finance Manager
- Accounts Payable Assistant (with proper authority given from three above)
- Payroll Assistant (with proper authority from the first three positions)

Procedure for Credit Card Setup

The following procedure is to be used when requesting a new card to be issued for an employee, processing the request, and distributing the card.

Setting Up a Credit Card

Requesting a Credit Card

Most full-time and some select part-time employees are to be issued District issued credit cards for purchases. To request a card, a supervisor must get approval from their direct supervisor to get a credit card for their employee. Once approval is received, the employee must email the Finance Manager with the employee's name and employee number to get a card issued. This email should carbon copy (CC) their supervisor on.

Processing the Credit Card Request

The Finance Manager will go through the PNC Bank online administrative account to request a card for a new employee. The information included in the request will be the employee's name, their employee number in place of the last four of their social security number, and the District's main line 708-725-2000 as the phone number. The limit given depends on the individual's position and demands of the position. However the limit structure generally is:

- $500.00 for part-time seasonal employees

- $800.00 for front-line staff including gymnastics, buildings and grounds
- $1000.00 for supervisors
- $2500.00 for managers
- $20,000.00 for superintendents and the Executive Director.

Distributing and Setting up Account

Once the card is received the Finance Manager will log onto the PNC system to activate the card. The supervisor of the employee will then be notified the card has arrived. The employee must come to the Business Operations Department to sign the credit card policy and get instructions on using their card. The individual employee is responsible for security of their card as well as setting up their online account and doing monthly statement reconciliation.

Procedure for Daily Cash Receipts

The following procedure is to be followed by staff who review, reconcile, and post the daily cash receipts to the general ledge module.

Daily Cash Receipts Processing

Reconciliation of Daily Cash Receipts

As RecTrac batches are brought to the John Hedges Administration Building, the Finance Manager will confirm the checks and cash amounts received match the batch amounts. One that is completed, all the batches for a given day will be compiled together and forwarded onto the payroll clerk to reconcile each day. The Payroll Clerk will run three reports (summary gl distribution, cash journal, and credit card report). These three reports will be compared and entered onto a reconciliation spreadsheet to make sure all the batches for the day total to these reports. Any issues will be addressed prior the completion of the reconciliation. Once in balance, the daily cash receipt will be forwarded to the Finance Manager for review and the upload file from the RecTrac software will be created.

Posting of Daily Cash Receipts

The Finance Manager will review the daily cash receipt and confirm that it is in balance. Once done, the Finance Manager will import the file from the M: drive into MSI, the District’s financial software. The file that is created will be reviewed to ensure it matches the amount from the batch reconciliation from RecTrac. If accurate, the cash receipt general ledger report will be printed. This report will be matched up with the original balanced amount to ensure it matches. If it does, the cash receipt will be posted to the general ledger. Random spot checks will occur throughout the year to eliminate any coding issues. All of these general ledger reports are created as pdfs and stored on the O: drive. These postings are given to the auditors yearly during the audit process.

Procedure for Facility Fees and Pricing

The following procedure gives the process for requesting emergency or supplemental appropriations during a given fiscal year.

Supplemental/Emergency Appropriations

The District formally adopts an annual budget and appropriation ordinance. Normally, the District increases the amounts that be spent out of individual line items by 15% from the working budget to proactively allow for changing conditions that could not be known at the time of implementation. If an emergency or supplemental appropriation is needed to continue operations, there are two available options. If another line item is not going to use its full allotment, a formal budget transfer can be requested to the department head, Finance Director, and Executive Director. If the scope of the need is much larger than can be found somewhere else in the budget, staff must request a budget amendment with the Board of Commissioners. By state statute, any budget amendments must follow the same procedures used when adopting the budget and appropriation ordinance. The amendment must be filed with the Cook County Clerks office.

Pricing Level	Who Benefits from These Services?	Who Pays for These Services?	Program, Facility, & Service Examples	Cost Recovery Guidelines
Level 5	Mostly Individual Participant Benefit	Individual Participants	Private Facility Rentals Elite Diving Teams Golf Lessons	Services should be priced to recover all direct and indirect costs in addition to at least a 40% profit to contribute to the Park District's Capital Improvement Program
Level 4	Considerable Individual Participant Benefit with Some Community Benefit	Individual Participants	Specialty Classes Competitive Sports Outdoor Adventure	Services should be priced to recover full costs, including all direct and indirect expenses
Level 3	Both Individual Participant and Community Benefit	Individual Participants and Community	Recreational Day Camps Recreational Sports Swim Team	Services should be priced to recover full direct expenses as well as at least an additional 30% to cover a portion of the indirect expenses

Level 2	Considerable Community Benefit With Some Individual Participant Benefit	Individual Participants and Community	Introductory Skill Classes Swim Lessons	Services should be priced to recover full direct expenses as well as at least an additional 15% to cover a portion of the indirect expenses
Level 1	Mostly Community Benefit	Community	Concerts in the Park Outdoor Basketball Courts Teen Center	Minimal or zero cost recovery

While the distinctions between the different levels are based on those that benefit from the service, the Park District also recognizes that other factors may also come into play when determining which level a facility or program should be designated at or ultimately where prices should be set. For example:

- Are we targeting certain populations? Their services may fall at a lower level than similar programs designed for the general population.
- Is the service available to everyone equally? Is participation or eligibility restricted (by age, ability, skill, financial factors, etc.)? For example more competitive programs would fall to higher levels.
- What is the community's demand for these services and what are they willing to pay based on current market conditions? Are the services available elsewhere?
- What is the perceived social value of the service by the residents, staff, and board?
- What is the intensity or commitment level of the program? Drop-in participation generally places a service at a lower level while programs requiring more commitment fall to higher levels.
- Is it a tried and true program or a trend or fad?
- What is the anticipated impact of the service on existing resources? On other users? On the environment? What is the anticipated impact of not providing the service?
- Are there historical expectations attached to this service?
- Is it the Park District's responsibility or obligation to provide this service based upon the mission, legal mandate, or other obligation or requirement?

Important Notes Regarding Facility & Program Fees

- Fees should not become a barrier for participation or a method of excluding any resident of the Park District. Scholarship or fee reduction programs will be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.

- Since non-residents of the Park District do not support the District through taxes, they should pay an additional fee to assist with costs associated with indirect, facility maintenance and development, and program development expenses for those facilities and programs receiving tax assistance. These non-resident fees should be equal to 1.5 times the resident rate for programs and services. When determining pricing for facilities and programs not funded by any tax dollars, non-resident fees may be partially or fully waived unless overuse by non-residents routinely prevents residents from participating.

- The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation or encourage early registration, as well as group, repeat business, or multiple family member discounts.
- Program supervisors may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes, but are not required to do so. Facility fees are generally not prorated, but may instead offer the aforementioned special pricing strategies such as discounted admission for entering the facility near closing or a summer-only version of an annual facility pass.
- Market pricing may dictate the cost of a program.

Definitions

- Direct Cost: These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.
- Indirect Cost: These are costs that can not be associated directly with an individual service but can be attributed to the delivery of that service or the location where the service is provided and include: supervision cost, utility cost of a specific building, building maintenance and cleaning, office and restroom supply costs, etc.

Procedure for Investment

The following procedure is to be used by the Business Operations Department when making investment decision for the District.

Investment

Investment decisions are a cooperative effort between the Director of Finance and Finance Manager. All investment changes require two signatures on the wire transfer form. Factors related to investment include duration, yield, risk, and cash needs. Any investment must be within the parameters of Illinois Statute and the District's investment policy. Staff must book these investments into the corresponding general ledger account and book interest as it is received. If collateral is required, the Finance Manager must keep this documentation and review regularly to ensure compliance. All investments are reported to the Board of Commissioners on a monthly basis.

Procedures for Emergency Purchases

The following procedure describes the process for staff to follow in the event of an emergency purchase and what criteria must be in place for it to be a true emergency.

Emergency Purchase Procedure

On rare occasions, need may arise for the Park District to make an emergency purchase.

Criteria for an Emergency

For a situation to be considered an emergency situation, the following criteria must be in place:

- Event must have been reasonably unforeseeable,
- Emergency must be actual or imminent,
- Not addressing the situation immediately would threaten public safety or would cause substantial loss to the Park District, and
- Cannot be a product of bad planning.

Emergency Purchasing Procedures

When an emergency arises that requires purchases outside of the guidelines included in the Park District's Procurement Policy, the following procedures apply:

- The purchase must be approved by the Executive Director.
- The need to get informal quotes is waived under these circumstances. However, staff is expected to find a low cost option whenever possible.
- If the need exceeds the minimum bid requirements as outlined in the Procurement Policy, the Executive Director shall inform of the Board of Commissioners of the need and a vote should be taken at a future meeting to retrospectively approve the purchase.

Procedures for Entering New Employees into Park District Systems

The following procedure is to be used to enter new employees into Park District systems (MSI, TimeClock Plus, and the Hub)

Entering An Employee Into Park District Systems

Completion of Employee Paperwork

Employees will not be entered into any Park District software package until all hiring paperwork and pre-employment screenings are completed and submitted to Human Resources.

a. Entering an Employee into The Hub. The HR Assistant is responsible for creating a "reader" account for all new employees in the HelpGizmo software (known as "The Hub"). Employees will be categorized as either full-time or part-time in order to determine permission levels. After being added, employees will receive an e-mail from the system to finish setting up their account, including choosing a password. After completing this step, the employee will have access to view The Hub.

b. Entering an Employee into MSI Payroll module. The Payroll Clerk is responsible for entering employees into the MSI Payroll module. New employees who have previously worked for the Park District will be re-assigned to their original 4-digit employee number. New employees will be assigned a new 4-digit number using on alphabetic system based on the employee's last name. Through "Employee Maintenance," demographic information, tax information, insurance information (if applicable), voluntary deductions (if applicable), direct deposit information (if applicable), and pay codes that person will be working under are entered. All of this information must be completed prior to adding the employee to TimeClock Plus.

c. Entering an Employee into TimeClock Plus. Once an employee has been added to MSI and assigned an employee number, the Payroll Clerk may enter the employee in TimeClock Plus. Through the "Employee" section, employee information, demographic information, social security number (must be included for data to upload correctly), 4-digit employee number from MSI, and jobs are entered. Supervisors of the employee who may require access to review and approve the employee's timesheets and/or time-off requests should then be selected.

Procedures for Filing Federal and State Taxes (W-2)

The following procedure is to be used for completing the end of the year closeout period. Make sure to retrieve the check off list from MSI before starting the process.

Filing Federal And State Taxes

Preparation for W-2’s

Before processing any of the end of the year reports, have IT perform a backup of the system. Put together the quarterly 941’s into an excel format to get all the information for the entire year. Run the payroll register report for the entire year. Run the employee year to date report. Compare these two reports and compare those to the compiled 941s to your W-2 edit report. If those balance you can close out the fiscal year before the first payroll in January.

W-2 Editing

Review the W-2’s to ensure they reflect accurately what was paid in that fiscal year. Edits may be required for the health insurance line item. Compare the monthly insurance information to what is printed on the W2. Make the appropriate changes. Once everything is accurate, upload the W2’s to the Electronic Service portal which will also print the entire organizations W3. Compare the W3 to all the backup paper work. Once completed upload the W3REPORT.FED file from the PR1 folder in the M:drive to the Social Security website. Print off the confirmation from the site.

New Fiscal Year Creation

Under system in MSI create the new fiscal year. Review and update the tax table, health insurance rates, IMRF rate, and employee general codes if changes made in new budget year. Adjusting benefit time banks depending on the usage by an employee.

Procedure for Filing Bi-Weekly Federal and State Taxes

The following procedure gives the process for reviewing and processing of bi-weekly federal tax reporting.

Filing Federal And State Taxes

Bi-Weekly Federal Taxes

Take the deduction register and review the employer portion and compare that to the check that is printed by MSI. Fill out the tax payment worksheet and call the federal number to pay the taxes. Call and pay the federal taxes on the payday.

Monthly and Quarterly IDES Reporting

Run the monthly state unemployment report, make sure to pick monthly. For the quarterly, run it quarterly. Create the file, find the file in the custom folder and upload to the IDES tax net website.

Monthly Labor Statistics for the BLS

Pull the last deduction register at the end of the month to break out the number of employees and file with the BLS.

Quarterly 941 Reporting for Federal and State

Run the quarterly federal tax report and compare those to the bi-weekly deduction registers for the last quarter. Fill out the form and mail to the Feds and the state.

Procedures for Fixed Asset Booking and Controls

The following procedures give the process for staff to record district fixed assets and inventory to ensure control over those items.

Fixed Asset Booking and Controls

Fixed Asset Inventory Booking

Annually during the Park District's audit, the Finance Manager in conjunction with the Director of Finance will book all new fixed assets acquired by the Park District based on the District's fixed policy and eliminate any fixed assets sold or discarded by the Park District during the previous fiscal year. Any transfers of equipment from department to department must all be reported to Finance to be transferred. Using AssetMaxx, software provided by the Park District's risk management agency PDRMA, all assets will also be reviewed to ensure they are up to date. If items are missing, they shall also be added at that time. Staff will also run a depreciation report to show the actual current value of all assets in the Park District's possession.

Fixed Asset Inventory Control

On a random basis, staff will conduct inspections to ensure all Park District's assets that are booked are still in the possession of the Park District. Any discrepancies will be reported to the Director of Finance. All vehicles and equipment must be included in the district's MicroMain software and must inspected on a continual basis to ensure they are still in working condition and available to Park District staff. Logs must also be kept of who is using what equipment and vehicles.

Procedure for Invoice Creation

The following procedure is to be followed for requesting, processing, and tracking of invoices.

Invoice Creation

Requesting an Invoice

Any employee who needs to send an invoice to a vendor needs to email the Accounts Payable Assistant the firm/person's information and request through Customer Service a household for them to be set up in RecTrac.

Processing an Invoice

The Accounts Payable Assistant will enter all information about the vendor the invoice is being sent to. The information will be entered through the Point of Sale (POS) module in RecTrac. Each invoice must have a paycode assigned to it based on where the money when received will be put on the general ledger. After the information is entered, the Accounts Payable Assistant will create the invoice and forward it onto the requester to send to the vendor.

Tracking an Invoice

Every Friday a tracking sheet will automatically be created by RecTrac. That list will show all outstanding payments with days out. This list will be sent to all interested parties as well the Director of Finance and Finance Manager.

Procedure for Journal Entry Processing

The following procedure is to be used by all District staff that prepare, review, and post general ledger entries into the general ledger module.

Journal Entry Processing

Recurring Journal Entries

By the nature of the District's operations, there are recurring journal entries that the Finance Manager must complete. These journal entries are to be approved by the Director of Finance and have relevant back up including but not limited to bank statements showing the transaction, general ledger codes of mis-postings, wire information, etc. All of these are to be entered into the MSI General Ledger module and printed out and retained. This information is to be provided to the auditors when they come out for the yearly audit. Examples of these recurring journal entries include but are not limited to:

- Monthly bank fees (including credit card fees)
- Monthly FSA payments
- Budgeted transfers (capital transfers and insurance fund)
- Interest income from all banks
- Property tax collections from the County
- Cash reclassifications

Non-recurring Journal Entries

From time to time there will also be non-recurring journal entries. The process for entering those entries will be the exact same as the recurring entries. These entries may take more investigation work because they are not normally within the day to day operations. Examples of these entries include but are not limited to:

- Grants received by the District
- Miscoding or misposting to the general ledger
- CD or Investment Redemptions

Procedures for Monthly Financial Reports

The following procedure describes the processes needed for month-end journal entries and the creation of monthly financial reports for the Board of Commissioners and Park District staff.

Monthly Financial Reports

Month-End Journal Entries

The nature of the District's operations requires that some journal entries be completed on a monthly basis above and beyond the automated entries. These entries are to be completed as close to the beginning of the next month as possible. Common journals to be completed include:

- Credit Card Fees
- Bank Fees
- FSA Disbursements for Opt-Out Employees
- FSA Payment Made
- Interest Income
- Monthly proportion of transfers including capital and health insurance
- Property Tax Receipts
- Cash corrections to balance cash statement report

Board of Commissioners Monthly Financial Reports

The Park District Board receives four monthly reports to show the financial health of the Park District.

a. Cash Statement Report. This report shows all cash balances by fund as well all investments held by the Park District. This information is taken from the Park District's trial balance as well as investment statements.

b. Sub-Class Revenue Expense Report. This report shows what was received or spent by type (taxes, payroll, etc) by fund. This information is populated using the Park District's financial dashboards.

c. Revenue Expense Report. This shows the position of each department for the month, year, and previous year to date as well as a comparison to year-to-date budget. This information is populated using the Park District's financial dashboards.

d. Warrants and Bills Report. This report shows every bill paid for the current month, including the account paid out of and the vendor with a brief description of the bill. This information is created from the Park District's financial software.

All of these reports are to balance to each other and should only be provided for the Board packet once that occurs.

Staff Monthly Financial Reports

Once the month has been closed out, staff are informed and are required to review Park District's "Budget Area Detail" dashboard to report on their account performance. Staff must report on any item that is + or – 10% of the budget allocation at that point in the year. If an item is within 10% they do not need to report.

These reports from staff are due the Wednesday before each board meeting to the Finance Manager. The Finance Manager will report an major issues to the Director of Finance and the Executive Director in preparation for the monthly board meeting. Staff are expected to make adjustments to their operations based on these reports.

Procedures for Payroll Processing

The following procedures are to be used for payroll processing.

Payroll

Payroll is processed on a bi-weekly basis by the Payroll Assistant in consultation with the Finance Manager. All employee time must be entered into the Park District's electronic payroll system (Time Clock Plus) and approved through that system by the employee's direct supervisor. Supervisors must approve payroll by 2:00 pm on the Monday of a payroll week.

Once all time is approved, the Payroll Assistant create an upload file in Time Clock Plus to be uploaded into MSI. Once uploaded, the Payroll Assistant compare reports from Time Clock Plus and MSI to confirm that all information was uploaded correctly. If correct, the information is forwarded to the Finance Manager for approval.

Checks and direct deposit stubs are then created and uploaded into the Park District's Employee Service Portal (ESP). The Payroll Assistant send the direct deposit file to the Park District's bank service provider for deposit on the Friday of the payroll week. The Payroll Assistant is also responsible for the timely payment of federal and state income taxes, IMRF, and deferred compensation programs associated with payroll every two weeks.

Procedures for Petty Cash

The following procedure is to be followed for distributing and balancing petty cash.

Petty Cash

The Park District has one (1) petty cash location at the John Hedges Administration Building. Petty cash purchases and reimbursements are limited to $35.00 or less. The Park District encourages all purchases to be made by Park District-issued procurement cards whenever possible, including for purchases larger than $35.00.

Every petty cash reimbursement request must be directed towards the Finance Manager who will fill out a reimbursement form and collect proof of purchase (receipts, registration form, etc.). Reimbursement will not be given without proof of purchase.

The bank of petty cash is to be balanced monthly to $500.00 and replenishments are to be handled monthly through the Park District's bill paying procedures.

Procedures for Procurement Cards

The following procedure describes the process for proper use and reconciliation of a Park District provided procurement card.

Procurement Cards

Staff that are issued District procurement cards must follow the following use requirements:

- Products or services purchased must be for Park District purchases and must not be for personal use.
- Improper purchases (those of personal nature) must be reported to a direct supervisor immediately along with payment for the item. A misuse report must also be filled out by the supervisor and put in the employee's file.
- As a tax exempt entity, the Park District does not have to pay sales tax on purchases. It is the employee's responsibility to ensure that he/she is not paying tax.
- All purchases over an employee's spending authority must be approved in advance by their supervisor. This includes all purchases for cards issued to seasonal staff.
- Lost/stolen cards must be reported immediately to the Finance Manager.

Procurement Card Reconciliation

At the end of each billing cycle (normally around the 19th of each month), staff are responsible for reconciling their statements and attaching all invoices/receipts and purchase orders to their statements. These statements are to be signed by the employee as well as their direct supervisor. Statements missing information (including receipts) will be returned to the employee for completion.

Procedures for Procurement Card Reconciliation

The following procedure is to be followed for reviewing credit card statements and how they are processed to the general ledger.

P-Card Reconciliation And Processing

Reviewing Credit Card Statements

Each employee is responsible for reviewing and signing off on their credit card statements. Once approved by their supervisor, they will be returned to the Accounts Payable Clerk. The AP Clerk will review all the statements to make sure all information is provided and prepare them for entry into the accounting software.

Processing on the General Ledger

The credit card batches are to be processed in the Accounts Payable module in a similar fashion to how check runs are processed. The Accounts Payable clerk will manually enter the transactions from the P.O.'s attached to each employee's statement. Once all have been entered, the clerk will confirm the amount matches with the bank statement amount. Credit card rebates will be run the batch as miscellaneous revenue in the corporate fund. One balanced, a check register (the district uses dummy check numbers for each transaction in the credit card batch) will be ran and forwarded onto the Executive Director, Director of Finance, and Finance Manager for review. The batch will posted once all approvals have been given.

Procedures for Reporting New Employees to the State of Illinois

The following is the procedures used by the Business Operations Department when reporting any new hire employees to the appropriate government entities.

Reporting of New Employees

The Payroll Assistant compiles a list of new employees to be reported to the Illinois Department of Employment Security (IDES). All new employees must be reported within one month of hire. The Payroll Assistant shall save a PDF of the reporting confirmation as proof of completion.

Procedure for Setting Up an MSI Account

The following procedure is to be used to set up an account for an employee as well as the spending limits in the system.

Setting Up An MSI Account

Account Set-Up

Employees that are responsible for purchasing or assist those employees that are responsible for purchasing will need to have individualized accounts set up in MSI. The access and limits associated with those accounts depend on that individual's role within the organization. These access limits are in place to ensure best internal controls practices. The following are the base line used for setting up accounts in MSI:

- Full Access: Director of Finance and Finance Manager
- Full Access to Payroll and AP Module: Payroll and Accounts Payable Clerk
- Requisition Entry and inquiry in all other modules: Rest of the staff

Purchase Order Module Approval Limits

The purchase order module allows the District to have managers electronically approve their employee's purchases. Each position category with the District has different spending authorities. Below are the spending authorities set out in system. Purchases made below these thresholds do not require supervisor approval. All purchases are approved by Business Operations.

- $0.00 for part-time employees
- $500.00 for supervisors
- $1500.00 for managers
- $5000.00 for superintendents
- Anything above $5000.00 must be approved for the Executive Director.

Procedure for Setting Up A New Vendor

The following procedure is to be used for documentation requirements and creation of new vendors in the Accounts Payable module of MSI.

Setting Up A New Vendor

Necessary Documentation

For a new vendor to be set up the Accounts Payable Clerk must receive a completed and signed W-9 form for the vendor. Vendors will not be entered for those vendors the District does not receive a W-9. If the Accounts Payable Clerk receives an updated address for a company, the clerk will request a new W-9 from that vendor. W-9s the District received will be retained for three years and after that date will request an updated form from vendors will be used by the District.

Processing in MSI

Once receiving the W-9 the Accounts Payable Clerk will enter the vendor into the AP Module. The information on the vendor should be filled in as completely as possible (name, address, phone number, etc.). Most importantly the area listing the type of business must be filled out as this allows the system to automatically create 1099s.

Procedures for Supplemental/Emergency Appropriations

The following procedure describes the process for requesting emergency or supplemental appropriations during a given fiscal year.

Supplemental/Emergency Appropriations

The Park District formally adopts an annual budget and appropriation ordinance. Because conditions can change from the time that the budget was created until the end of the fiscal year, the Park District normally increases the amount that can be spent out of an individual line item by 15% from the working budget.

If an emergency or supplemental appropriation is needed to continue operations, there are two available options:

1. If another line item is not going to use its full allotment, a formal budget transfer request can be made to the Department Head, Finance Director, and Executive Director.

2. If the scope of the need is much larger than can be found elsewhere in the budget, staff must request a budget amendment with the Board of Commissioners. A budget amendment requires the following additional steps:

    - By state statute, any budget amendments must follow the same procedures used when adopting the budget and appropriation ordinance.
    - The amendment must also be filed with the Cook County Clerk's office.

Procedures for Tax Levy

The following procedure gives the process for completing, reporting, and filing procedures for the annual tax levy. One item of note, in Cook County property taxes are paid a year behind the current fiscal. The tax levy year is always a year earlier than the budget year.

Preparing and Filing Tax Levy

The district is subject to the Property Tax Limitation Extension Law (PTELL). Due to this the District can only raise taxes by the Consumer Price Index (CPI). However, it is the District philosophy to increase the levy CPI +1.5% to ensure the District receives all taxes they are eligible to under PTELL. During the budget process each the Finance Director will review the Fund Balance of each fund as well as the where each fund is compared to its rate limits to decide how much will be levied in each fund. The District when setting its levy will increase the property tax extension dollar amount by CPI + 1.5 and not the rate. This also ensures the District full captures taxes available. The District will also complete three (3) abatement ordinances each year for the bonds issued in 2011, 2012, and 2013.

Reporting of the Tax Levy

The estimated tax levy will be included in the budget guidelines that are sent to the board in June of every year. Before the budget working meetings, there will be an agenda item for the board to discuss the tax levy in abstract. The public hearing for the tax levy will be published in the paper 7 days prior to the tax levy hearing. The levy hearing will take place at the November COW meeting. The board will formally approve the tax levy at the November board meeting every year.

Filing of the Tax Levy

After the board has approved the levy and abated the three levies associated with the bond issues, the Finance Director will file the levies no later than the last Tuesday in December with the Cook County Clerk's office.

Procedures for Wire Transfers

The following procedures are to be used when completing wire transfers.

Wire Transfers

Wire transfers are necessary for various operations at the Park District. The Park District commonly uses wire transfers for the following reasons:

- CD investments or other investments
- Payments to vendors for large construction projects
- Moving cash flow to higher interest earning accounts

These transfers are to be discussed prior to completion and require two signatures on each wire transfer form. These cash transactions must also be recorded on the general ledger with back-up provided to show the correct trail. The only staff who can initiate or sign wire transfers are the Executive Director, Director of Finance, or the Finance Manager.

Procedures for Assigning Maintenance Personnel

The following procedures will be followed by all supervisors when assigning tasks to maintenance staff.

Maintenance Personnel Assignment Procedures

Tasks will be divided into broad categories corresponding to the three divisions (Buildings, Grounds, and Athletic Fields) within the Buildings and Grounds Department. Employees are assigned tasks in correspondence to the level of competency of the task to be completed. Tasks will be assigned by supervisors using a computerized work order system (MicroMain) in the majority of cases, but may also be given in writing or verbally if the situation requires.

Full-time staff will be issued and trained to use a smart phone to receive, process, and complete work orders. Assignments are issued at the beginning of the work day (7am) to staff. Once tasks are completed, staff is required to check MicroMain on their mobile phone to complete additional tasks that have been issued to them for that working day.

Buildings Supervisor

The Building Supervisor will assign tasks in correlation to job description to appropriate staff which include lighting/electrical, HVAC, plumbing, cleaning, etc.

Grounds Supervisor

The Grounds Supervisor will assign tasks in correlation to job description to appropriate staff which includes grounds pruning/arboriculture, playgrounds/sport courts, fencing, exterior water features, litter/trash, etc.

Sports Field Manager

The Sports Field Manager will assign tasks in correlation to job description to appropriate staff which include mowing, ball field grooming, lining fields, erecting/moving goals, over-seeding, aerating, top dressing, etc.

Supervisors Assignments to Night Maintenance

All three supervisors, at their discretion, may assign additional tasks to Night Maintenance aside from the regular duties in their job description.

Procedures on Work Order Assignments in MicroMain

The following procedures are to be followed by all staff creating work assignments using MicroMain. All full-time staff have been issued a smartphone to access and complete work assignments using the software.

MicroMain Work Assignments

Work Orders

Work orders are written records of performed maintenance. They are used to assign maintenance to the areas, equipment and vehicles (assets) in the Park District system. Work orders contain information about maintenance, such as where and how it is to be done, who is supposed to do it, and any supplies needed to complete it. Work orders can be created either by using a desktop computer or smartphone.

Creating Work Orders in MicroMain

1. Open the Work Order form.
2. Click the "New Work Order" button to create a new record.
3. The current system date/time is assigned as the requested date/time for the work order.
4. Use the controls on the Work Order form to enter basic information about the work to be done. The

following three fields are required for all work order records. After completely these, you can issue and even close the work order.
    - *Service:* Enter a brief description of the maintenance to be performed.
    - *Property:* Enter the primary maintenance location.
    - *Asset:* Enter the name of the asset that needs to be maintained. After entering an asset name, other information from the asset record is automatically added to the work order (primary contact information and asset comments).
5. Use the controls on the pages of the form to add other details to the work order. These details can be added any time before the work order is closed. Once the information below has been entered, click the "Issue" button to issue the new work order. Once issued, a work order's status changes from "Requested" to "Open."
    - *Basic Information:* Add basic details (e.g., location, time, priority) on the Work Order page.
    - *Instructions and Notes:* Add special instructions and other observations on the Description and Comments pages.
    - *Labor:* Add staff, contractors, work order activities, and estimated labor times on the Labor page.
    - *Parts:* Add parts and estimated part quantities on the Parts page.
    - *Other Costs:* Add any anticipated other costs on the Other Costs page.
    - *Tools:* Add tools required for the job on the Tools page.
    - *Inspection Points:* Add inspection points, asset specifications, and/or asset conditions on the Inspection page.
    - *Documents:* Add any required documents (e.g., maps, diagrams, safety sheets) on the Documents page.
    - *User Defined Data:* Add any additional information on the UDFs page.

Completing a Work Order in MicroMain

1. Open the desired "Open" work order record on the work order or Quick Ticket form.
2. Click the Complete WO button to open the work order close out form.
3. Use the controls on the form to verify completed date/time and work order detail updates listed below:
    - *Completed Date:* Verify the completed date/time of the individual work order.
    - *Account:* Assign the time/costs associated with the work order details to a specific account.
    - *Category:* Assign the time/costs associated with the work order details to a specific maintenance category.
    - *Time Spent:* Update actual labor time and any asset downtime.
    - *Parts Used:* Update actual part quantities.
    - *Reasons for Failure:* Enter primary and secondary failure codes.
    - *Meter Updates:* Update the asset’s meters with the most current reading.
4. Click "OK" to close the work order.
5. The status of the work order changes to "Completed."
6. The label on the "Change Status" button changes from "Close" to "Re-Open."
7. Re-open a "Completed" work order if you need to update information. "Completed" work orders cannot be edited.
8. The "Completed Date" entered on the work order form is assigned as the Completed date/time for

the work order. This information is stored on the Summary page of the work order form.
9. The label on the Service field changes to "Completed" in red letters.

Procedures for Equipment Management

The procedure for equipment management will be followed as described below.

Equipment Management

The Park District owns and operates a wide variety of powered and unpowered equipment as well as implements attached to tractors and trucks. As a result, training requirements for individual pieces of equipment are detailed in a procedure format. The following general guidelines will be used to develop specific procedures for specific pieces of equipment.

Training

All part-time and seasonal employees will be trained on tools and equipment in compliance with procedures described in the Park District of Oak Park Operations Manual. Training includes identification of authorized users, stand-down maintenance, and storage procedures. Employees under 18 years of age are prohibited from using power saws and gas-powered equipment.

Gas-powered Tools

In general, gas-powered tools are stored in a secure area. All fuels will be stored in OSHA compliant storage cabinets. All gas-powered equipment will receive annual maintenance. Employees are to report all issues to a supervisor who will evaluate the equipment and determine the appropriate action.

Power Tools

Hand power tools (drills, reciprocating & circular saws, etc.) will be stored in locked equipment boxes. Large power tools (table saws, drill press, bench grinder, etc.) will be permanently stationed on the shop floor. Equipment will be inventoried and inspected annually. Employees will report all issues to a supervisor who will evaluate the equipment and determine the appropriate actions.

Inventory

All tools and equipment will be inventoried on an annual basis. During this inventory process, tools and equipment will be looked at and noted for any signs of excessive wear and tear. Items at or near the end of their life cycle are looked at more closely to determine the need for replacement.

Procedures for Equipment Training

The procedure for equipment maintenance will be followed as described below.

Equipment Training

The Park District operates a wide variety of powered and unpowered equipment as well as implements attached to tractors and trucks. As a result, training requirements for individual pieces of equipment are extremely varied. The following general guidelines will be used to develop specific procedures for specific pieces of equipment.

- Training on new equipment will be conducted by dealer representatives for appropriate staff.
- Where appropriate, formal training by an outside source will be conducted (e.g. playground inspection).
- Training of new or seasonal employees will by conducted by experienced staff and will generally include a hands-on component.
- Training will include use of proper PPE, and stand-down maintenance procedures.
- As needed, training will include use of appropriate forms.

Procedure on Inspection Frequency

Procedures for Vehicle Operation

The following procedures will be followed by Park District employees operating a vehicle. Employees must be 18 years old with a valid driver's license to drive a Park District vehicle.

Vehicle Operations

Drivers and Passengers

- Before being permitted to drive a Park District vehicle, employees must successfully complete the annual Driver's Challenge or complete a check ride with authorized staff member.
- Drivers may only operate vehicles for which they have been authorized.
- If multiple staff members are in the vehicle, the most senior full-time employee is always the designated driver. If only part-time employees are present, the most senior part-time employee is the designated driver.
- Only on-duty Park District employees may ride in Park District vehicles.

Operating the Vehicle

- Drivers must always do a 360 degree walk-around check and vehicle inspection before driving a vehicle.
- When backing up or out of a building or parking spot, always use a ground guide if available. Any passengers must assist with this.
- Employees should not allow vehicles to idle, even for heat, A/C, etc.
- Drivers should always take the most direct route to and from the job site. Cruising,

especially past schools may result in disciplinary action.

- Drivers must not drive into parks unless specifically authorized by their supervisor. If authorized, a ground guide should be used if available. Safety (Mars) lights should be used if available. Drivers drive slowly and enter and leave the park by crossing the curb at an angle, with one tire at a time going over the curb. If the vehicle must be parked on a slope, always park pointing across or down a slope. Trying to drive uphill from a standing start can cause serious turf damage. Always check under the vehicle before leaving the parked position (children may like to play hide and seek under a vehicle). Drivers should carefully observe ground conditions and cease driving in a park immediately if the vehicle is causing damage to the park.
- Drivers must follow ALL driving and parking regulations. Parking tickets and moving violations are the responsibility of the driver.
- Refuel vehicle when or before fuel gauge reads ¼ tank.
- The driver must take the keys with him/her anytime he/she exits the vehicle.
- Vehicles are to be parked on the correct side of the street. Vehicles should not be parked in alleys.
- Staff should clear all tools, supplies, etc. from the vehicle if they will not be the next driver to use the vehicle. Vehicles should be left in neat and orderly condition for the next driver. Regardless of whether or not the employee will be using the vehicle again the next day, employees should clear all tools, supplies, etc. the from the bed of any trucks parked outside overnight.

Procedures for Chainsaw Operation

<u>This is an extremely dangerous piece of equipment and is never to be operated by untrained persons.</u>

The chainsaw is a gas-powered tool used for tree trimming and cutting of large branches and logs. Every employee will attend an annual training video presentation followed by hands-on instructions prior to operating this equipment. Hands-on training by an experienced operator is necessary because of the many work site variables and different cutting techniques for different situations. Required safety equipment includes hearing protection, eye protection, long pants, work shoes, gloves, chainsaw chaps and hard hat. Operators must be a minimum of 18 years of age. New operators on this equipment should never operate it without the supervision of a trained, experienced operator. Violation of this policy may result in disciplinary action.

<u>Chainsaw Operation</u>

1. On the side of the saw engine housing there are two black caps. One is for the fuel mix and the other is for bar oil to lubricate the chain and chain bar. (This tool uses 2-cycle gas at a mix ratio of 50:1. This would be 11 ounces of regular 2-cycle oil in 2 gallons of gas.) Fill both before starting, using care to put the proper fluid in each.
2. Check the chain tension by lifting up the chain. There should be approximately 1/8” space between the chain and bar when pulling up the chain. The chain should move smoothly by hand. Tension adjustment screw is located next to the bar on the front of engine housing.
3. To adjust tension on chain, loosen the two nuts on the side cover plate and make tension adjustment. Then retighten cover nuts.
4. At the back of the engine housing there is a handle. In this handle is the throttle trigger. Squeeze

throttle trigger and adjust choke lever to the down position.
5. Place saw on the ground. Place toe in back handle opening and place one hand on handle across the front of saw to steady saw. Pull the starter cord and start the saw.
6. Once saw is running, squeeze and release throttle trigger to slow engine to an idle.
7. When cutting make sure cutting area is clear of debris and people.
8. After project is complete, clean saw thoroughly of all debris using clean rag and compressed air. Inspect saw to insure that all caps and screws are firm and in place.
9. Bring any deficiencies to the attention of a supervisor or assigned staff. If equipment is defective in any way, tag it listing problem, date, and your name. Inform your supervisor of the problem, and note the problem on your daily work sheet.
10. At conclusion of use, return all fuel, oil and any other items used to their proper place.

Procedures for Chipper Operation

Every Buildings and Grounds Department employee will attend an annual training video presentation followed by hands-on instruction prior to operating this equipment. Staff directly operating this equipment must be a minimum of 18 years of age. No employees may use a chipper without prior training by the Park District.

Chipper Operation

1. Eye protection, hearing protection, long pants and gloves are needed when operating this piece of equipment
2. Check oil, coolant level and hydraulic fluid level.
3. Make sure clutch lever is in "OFF" position and feed roller bar is in "NEUTRAL" position.
4. The chipper has a preheat position on ignition. Turn the key to "PREHEAT" position and hold for 10 to 15 seconds, then push "START" button below ignition and turn key all the way to the start position, while holding start button in.
5. Once chipper is running, raising clutch handle to the "ON" position, while gradually engaging cutter wheel. Once cutter wheel is engaged, pull throttle knob out to full.
6. Move to back of chipper, pull feed roller bar back to start feed rollers, and begin to feed brush.
7. When finished chipping, return feed roller control bar to "NEUTRAL" position, put clutch lever in "OFF" position, push throttle knob in. Allow chipper to idle for a few minutes to cool down, and then turn the key to the "OFF" position.
8. Refuel chipper, filling diesel tank (with diesel only) to top. Clean machine of chips and debris.
9. Note any deficiencies, and inform supervisor or specialized staff of any concerns or problems. If serious problem exists, tag equipment, noting on tag what the problem is, the date, and your name.
10. Note on your daily work sheet that you have properly put away equipment and/ or noted deficiencies.

Procedures on Lift Truck Operation

The lift truck is used in place of extension ladders in areas where a 42’ reach is required. Every employee will attend an annual training presentation followed by hands-on instructions prior to operating this equipment.

Lift Truck Operation

1. Two employees should be present while lift truck is in operation – a lift truck operator and an additional on-ground person.
2. Staff is required to inspect and sign out lift truck, noting any damages prior to operation. When finished using the truck, employee must sign truck in, documenting any damage occurred while operating.
3. Only one individual shall be in in basket at one time.
4. Cones shall be place in appropriate location prior to operation to block any necessary traffic (vehicle or foot) from dangerous locations (under bucket, near lift truck).
5. Lift truck operator must put on safety harness prior to climbing into bucket. It is his or her responsibility to make sure harness is in good condition.
6. Operator turns on lift truck controls and emergency light, then engages parking break.
7. Operator or spotter lowers outriggers to level truck, being sure to place outriggers on plywood boards located on shelf next to outrigger.
8. Once truck is level, operator enters basket, and on-ground spotter switches the “outrigger/machine” toggle to “machine”. This activates the lift truck controls.
9. While operator is using machine, on-ground spotter is to make sure pedestrians to not walk into the work area.
10. Once task is completed, operator returns lift truck to its stowing position, cleans out basket, and climbs out and off lift truck. Operator raises outriggers, then she/he and on-ground spotter puts away plywood and cones.

Procedure for Phone Systems Utility

There are times when the Park District of Oak Park buildings team must access the different utility systems of the facilities in order to perform maintenance. There are special procedures to follow to make sure the employees and patrons remain safe. Due to the safety hazards as well as the technical nature of many of these systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work.

Telephone Systems

- When running a new telephone line, it is similar to electrical lines in that it must be strung up properly with no tears or rips in the wire, but it is different because due to its low-voltage rating, it does not need to be housed in conduit – it can free float in the walls.
- After pulling the telephone wire from its origin to its terminal, the employee is to connect the two ends of the wires to either a telephone plug (rj-11) or a telephone Jack (rj-45), depending on the needs that the project calls for. CAT-5 cable can also be used in carrying phone signals.
    - Telecommunication wires are comprised of a group of color-coded wires within the main wire. These wires come in pairs that are twisted together (they are twisted in a way to reduce “noise” in the line. When wiring the rj-11 and rj-45 connectors for phone connections, only two of the wires need to be connected. When doing so, make note of

        which wires you are connecting to the jack so you can attach the same wires to the Network Interface Device (NID), creating a complete circuit. This typically falls under the responsibilities of the Information Technology Manager, but a trained and authorized employee can perform the work if able.
    - When using Cat-5 cable, the process is the same, there are simply more wires within the cable. The advantage to using Cat-5 cable over wire is you can hook up more lines to a multi-line phone.
- If there are problems with the functionality of the phone system, particularly on the software end of it, it is typically the responsibility of the Information Technology Manager. The Buildings and Grounds department focuses primarily on the hardware installation. That said, if the Buildings and Grounds is trained and knowledgeable, and it looks to be a hardware (wiring) problem, he or she can try to solve the issue, but must inform the Buildings Supervisor and the Information Technology Manager.

Procedure for Computer Systems Utility

There are times when the Park District of Oak Park buildings team must access the different utility systems of the facilities in order to perform maintenance. There are special procedures to follow to make sure the employees and patrons remain safe. Due to the safety hazards as well as the technical nature of many of these systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work and follow these procedures.

Computer Systems

- Along with the phone systems, the Park District employee who primarily works on them is the Information Technology Manager. That is not to say, however, that the Buildings and Grounds department have no role in the computer systems in the facilities. The principal functions of Buildings and Grounds are chiefly concerned with the installation of computer systems, specifically the hardware.
    - Installation:
        - When installing anything for a new portion of the computer systems in the facilities, it is necessary to discuss with the Information Technology Manager in order to have a clear idea on what he or she needs from Buildings and Grounds.
            - During this discourse, the Information Technology Manager's plans should be made clear specifically and completely. This is to prevent a sort of piecemeal and fragmented dialogue between the two departments.
        - Once the plan has been set into place, gathering the parts needed is typically the IT Manager's responsibility. This applies to the actual computing parts (such as computers, routers, monitors, in some cases wire, etc.). Any hardware supporting the computer systems (such as shelves, brackets, antenna supports, etc.).
        - Once all parts have been received, employee in Buildings and Grounds should

    - complete work as agreed upon with IT Manager. If there is an issue, employee should contact Buildings Supervisor to discuss. Once work is complete, inform IT Manager so he or she can complete his or her aspect of the project.
  - In the event that a Buildings and Grounds employee either discovers or is notified of a problem with the computer systems, he or she is to relay that information to his or her direct supervisor, or the IT Manager. Most Buildings and Grounds employees are not qualified to troubleshoot the software of the computer systems, so he or she should show deference and not try to overstep their expertise. This is in order to prevent further damage within the system.

Procedure for JULIE

When performing a task that involves medium-to-large scale sub-soil work (i.e. digging), one must take special precautions in order to work in a safe manner as well as reduce any potential liability issues to the employee and the Park District. Whenever digging more than a few inches deep, one must be aware of the presence of and potential utility lines (water, gas, electric, etc). In order to avoid striking these lines, you must have the area checked. The procedure for doing so is as follows:

Large Scale Sub-Soil Operations (JULIE)

- Determine area where digging is to be completed. If possible, get GPS coordinates of location (degree, minute, second). Mark location with white spray paint (which can be found in Buildings and Grounds garage at JHAC – 218 Madison)
- Call JULIE (an NPO whose function is to offer a consolidated locating service for diggers) to have them set up an independent contractor to locate all Utility Lines nearby to ensure employee is not at risk of striking them.
  - The number to JULIE is **811**.
  - The employee calling is to provide JULIE with accurate information on the location –GPS coordinates aid in this
  - The employee should write down any confirmation numbers that JULIE provides.
- After JULIE is called, the employee/Park District must wait two business days for the location to be inspected before any digging may be performed.
- In the event of the locator finding a line nearby to where the dig job is, the project can continue with the project as close as eighteen inches, but must be dug by hand. If the line is closer than that, the project must be either relocated or abandoned. The employee shall inform his direct supervisor and proceed according to the supervisor’s decision.

Procedure on Push Mowers

The following procedure will be followed for push mower operations.

Push Mower Operations

Every employee will be trained by qualified staff before operation equipment. Necessary PPE includes safety shoes, eye protection, and hearing protection.

- Check fuel and oil levels, refill as necessary. Always refuel in alley, not in shop.
- Test start mower:
  - Set choke on full, pull start cord until engine catches
  - Set choke to ½, pull start cord until engine starts
  - Let engine run for a few moments, set choke to “off”
  - When test complete, shut off engine
- Load mower and appropriate fuel container onto truck, be sure to use proper lifting technique. Also be sure to set mower gently into bed to avoid damage.
- Secure both mower and fuel container in truck.
- Upon Arrival on site, unload mower, again being sure to lower mower gently to the ground to avoid damage.
- Start engine using procedure for “test start mower”
- Push mower through designated area in a back-and-forth pattern until grass has been cut. As a rule, grass should be cut to a height of 2 ½ to 3 inches cutting off no more than 1/3 of the blade length.
- Refuel as needed; be sure to refuel on ground. Do not refuel in truck bed.
- When complete, shut off engine. As needed, clean clippings from under mower deck.
- Load and secure mower into truck.

Procedures for Field Groomer Maintenance Checklist

The following procedure is to be used as a checklist for the field groomer.

Field Groomer Maintenance Checklist

The field groomer is vital to the successfully maintaining the fields throughout the course of the season. Although we are not trained mechanics and will not be asked to fix the groomer there are a few things we can do to prevent the groomer breaking down. The first thing that we should be tracking is the amount of gas in the groomer. Once the groomer gets to a quarter of a tank the Adult Sports SV should be contacted so that additional gas can be added.

After using the groomer please make sure that all lights are turned off. If the lights are left on the battery will expire and the groomer will not be available to use. The groomer by nature gets dirty over the course of the season. If you see that dirt starts accumulating in the undercarriage give the groomer a good wash. The final thing to look for is to make sure that the tires are inflated. If one of the tires looks low in air pressure, please contact the Adult Sports Supervisor as soon as possible.

Procedure for Van Use

The following procedure is to be followed when using the van. PLEASE NOTE: You must be an authorized user. Authorized users are individuals who have gone through the minivan orientation and passed their driving test.

Van Use

- Reserve the van in RecTrac for the time you need it (time of key checkout until time of key return).
- Sign out and retrieve key from the front desk at 218 Madison.
- When in the minvan, be sure to log the starting and ending mileage in the van binder; also note problems, warning lights, etc. if relevant
- If the gas tank is between ¼ full and empty, please refuel at the Public Works garage.
- Make sure you leave the minivan in the condition in which it was found – clean up your mess!
- Sign in and return your key to the front desk when you are done using the vehicle.

Important: If you are using the van before or after regular business hours, you

MUST make arrangements to check out and return the keys while the office is

open.

Contact person for the van is the Recreation Assistant.

Procedure on Weed Whip Operation

The following procedure will be followed for weed whip operations.

Weed Whip Operations

Every employee will be trained by qualified staff before operating this equipment. The weed

whip is a gas-powered tool used to cut and trim weeds and grasses in obstructed areas inaccessible to lawn mowers. Required safety equipment includes: hearing protection, eye protection, long trousers, work shoes and gloves.

- Check and replace trimmer line as needed.
- This tool uses 2-cycle gas at a mix ratio of 50:1. This would be 11 ounces of regular 2-cycle oil in 2 gallons of gas. Check and fill fuel tank with proper fuel mixture (50:1) (Remember: small engines must be fueled outside and on the ground, NEVER inside the shop or on a truck).
- To start, set kill switch to "RUN" and the choke lever to full. Press the priming bubble 3 times. Squeeze the throttle lever and pull starter cord until engine catches. Set choke lever to ½ and pull cord until engine starts. Set choke lever to off.
- Check surrounding area for patrons or coworkers beginning cut.
- To cut, swing trimmer head through grass/weeds at desired height in a back and forth motion.
- As trimmer line wears away, bump trimmer head on the ground to extend more line.
- When task is complete, clean grass debris from trimmer head. Check and replace trimmer line as needed.

Procedure for Irrigation

The following procedure will be followed for operating irrigation systems.

Operating Irrigation Systems

The Park District currently operates 9 separate irrigation systems of varying size, complexity and operation. Only authorized personnel may operate these systems. In general, these are the Superintendent of Buildings & Grounds, the Grounds Maintenance supervisor and the Grounds Technician. All major operations, start-up/ shut-down, programing and major repairs, will be carried out under the direct supervision of one of these individuals They may, however, from time to time train and instruct others to perform certain specific tasks (e.g. replace individual sprinkler heads, turn the main power switch on/off, etc.)

The following describes both general procedures and specific steps and item locations unique to each system.

Austin Garden

Shut-down:

- Close gate (main) valve in meter pit outside fence
- Open drain valve in meter pit
- Remove RPZ (in stainless steel cabinet) store in pump room (east storage) at Barrie Sled hill
- Remove 2 plugs in copper pipes either side of irrigation pump (in plastic cabinet)
- Remove drain plugs from pump, store in control clock cabinet
- Close ball valve on out-put side of pump
- Connect compressor to copper tee on out-put side of pump with adapter
- Disconnect control wire to the master valve on control clock
- Set control clock for valve test 5mins. per zone
- Start compressor, set outlet valve at 1/3 to ½
- Start valve test
- Repeat valve test 3mins. per zone. No water or vapor should be coming out of heads
- If necessary, repeat valve test 1min per zone
- Shut down compressor
- Vent compressor and disconnect from system
- Open ball valve on out-put side of pump ½ way
- Turn control clock to “Rain/Off”

Start-up:

- Replace RPZ (stainless steel cabinet)
- Replace drain plugs in pump
- Replace 2 plugs in copper pipe
- Open Ball valve on out-put side of pump
- Close drain valve in meter pit outside of fence
- Open gate (main) valve in meter pit
- Check for/ repair leaks
- Run valve test on system
- Check/ repair damage
- Program control clock as needed

Barrie Park

Shut-down:

- Close main valve on RPZ (1st blue gate valve)
- Turn pump switch on Irrigation power panel (Selectric) to “OFF” position (see detail)
- Set control clock for valve test, 5mins per zone

- Screw hose connection into quick-connect body
- Insert quick-connect assembly into quick connect at SW corner of sled hill
- Connect compressor to quick-connect assembly
- Start compressor, start valve test
- Mark irrigation heads with dot of field paint NEXT to head
- Repeat valve test 3mins per zone. At end of each zone test, no water or vapor should be seen coming from heads
- If necessary, repeat valve test 1min per zone
- Vent and disconnect compressor
- Remove quick-connect assembly
- Turn main switch on irrigation control panel to “OFF” position
- Turn off irrigation breaker switches in main electrical panel

Start-up

- Open main valve on RPZ (1st blue gate valve, valve may burp water before resetting)
- Let system fill for 24 hours
- Walk field looking for line breaks or leaks, repair as needed
- Turn on irrigation breaker switches in main electrical panel
- Turn on main switch on irrigation power panel
- Turn pump switch on power panel to “auto”
- Run valve test, check for broken or malfunctioning heads, repair as needed
- Program control clock

<u>Field Park</u>

Shut-down:

- Close main valve on RPZ (1st gate valve)
- Turn pump switch on Irrigation power panel (Selectric) to “OFF” position (see detail)
- Set control clock for valve test, 5mins per zone
- Screw hose connection into quick-connect body
- Insert quick-connect assembly into quick connect (located at corners of infield North and South)
- Connect compressor to quick-connect assembly
- Start compressor, start valve test
- Mark irrigation heads with dot of field paint NEXT to head
- Repeat valve test 3mins per zone. At end of each zone test, no water or vapor should be seen coming from heads
- If necessary, repeat valve test 1min per zone
- Vent and disconnect compressor
- Remove quick-connect assembly
- Turn main switch on irrigation control panel to “OFF” position

- Turn off irrigation breaker switches in main electrical panel

Start-up

- Open main valve on RPZ (1st gate valve, valve may burp water before resetting)
- Let system fill for 24 hours
- Walk field looking for line breaks or leaks, repair as needed
- Turn on irrigation breaker switches in main electrical panel
- Turn on main switch on irrigation power panel
- Turn pump switch on power panel to "auto"
- Run valve test, check for broken or malfunctioning heads, repair as needed
- Program control clock

Lindberg Park

Shut-off:

- Turn off main valve to irrigation (if concession & CS already shut down, turn off bldng main)
- Turn off power to pump in main breaker box on north wall
- Remove plug from Tee in irrigation main and attach line from compressor
- Set control clock to valve test for 5 mins. per zone
- Start compressor , start clock
- Mark heads with spot of field paint next to head
- Run another valve test sequence with clock set for 2 mins. per zone (ideally no water vapor is visible after first min.
- If necessary run, a 3rd valve test at 1 min per zone
- Disconnect compressor (be sure to vent compressor before disconnecting), replace tee
- Open drain plugs in irrigation pump (store removed plugs in control box
- Open all ball valves ½ to prevent freeze damage
- Remove all drain plugs from meters, store in control box
- Contact VOP Water Department to shut off street valve

Start-up

- Close building main valve
- Contact VOP Water Department to turn on street valve
- Close all drain plugs in irrigation pump
- Close all ball valves
- Replace drain plugs in meters
- Turn on power to pump at main breaker box on north wall
- Close main valve to Concession & CS
- Open main valve (RPZ may burp)

- Deal with any leaks
- Allow system 24 hours to fill
- Walk field looking for leaks, repair as needed
- Set control clock to valve test at 2-3 minutes per zone & run test
- Mark heads with spot of field paint next to head, identify and mark damaged heads
- Repair heads as needed
- Program control clock (see clock for instructions)

Longfellow Park

Shut-down:

- Close main valve on RPZ (1st gate valve)
- Turn pump switch on Irrigation power panel (Selectric) to "OFF" position (see detail)
- Set control clock for valve test, 5mins per zone
- Screw hose connection into quick-connect body
- Insert quick-connect assembly into quick connect (SW corner of baseball field)
- Connect compressor to quick-connect assembly
- Start compressor, start valve test
- Mark irrigation heads with dot of field paint NEXT to head
- Repeat valve test 3mins per zone. At end of each zone test, no water or vapor should be seen coming from heads
- If necessary, repeat valve test 1min per zone
- Vent and disconnect compressor
- Remove quick-connect assembly
- Turn main switch on irrigation control panel to "OFF" position
- Turn off irrigation breaker switches in main electrical panel

Start-up

- Open main valve on RPZ (1st gate valve, valve may burp water before resetting)
- Let system fill for 24 hours
- Walk field looking for line breaks or leaks, repair as needed
- Turn on irrigation breaker switches in main electrical panel
- Turn on main switch on irrigation power panel
- Turn pump switch on power panel to "auto"
- Run valve test, check for broken or malfunctioning heads, repair as needed
- Program control clock

Ridgeland Common

Shut-down

Note: Turing water off to irrigation will also shut down Concession Stand And Comfort Station.

- Turn off main water feed to irrigation, BE SURE to leave p-line energized
- Turn off power to pump (in switch box on wall near control clock)
- Disconnect wire marked MV on control clock
- Connect compressor to tee on exterior of wall, begin pumping air through system
- Manually open zone valves in sequence Let each zone run until no water or vapor appears to be coming out of heads (approximately 5 minutes) if no sprinkler heads pop up after approximately 1 ½ minutes, move to next zone
- Mark heads by placing a paint spot on ground next to each head
- Repeat step 3 for about 2 minutes per zone
- If necessary repeat step 3 for about 1 minute per zone
- Shut down and disconnect compressor (be sure to vent compressor before disconnecting), replace cap on tee
- Close valve before meter and drain meter and p-line
- Close line valve in basement pump room.

Start-up

- Make sure isolation valves to Concession and CS are closed (or fixtures have been returned to operating condition)
- Close drains on meter
- Open valve to p-line Do Not open main valve to field.
- Allow p-line to fill (approximately 24 hours)
- Connect wire marked MV to control clock
- Open valve to field lines
- If heads pop up, diagnose and deal with issues as needed
- Run valve test (see instructions on control clock)
- Set program (see instructions on control clock)

Scoville Park

Shut-down:

- Turn off main supply in meter pit (NE corner of tennis court)
- Remove cover from pump/ RPZ
- Turn off pump switch

- Remove RPZ (store in west store room at Barrie Sled Hill) close open RPZ connections with duct tape
- Close inlet valve to pump
- Remove cap from tee and connect compressor
- Set clock for valve test, 5 minutes per zone (there is no zone #4)
- Start compressor, start valve test
- Mark heads with dot of field paint next to head
- Run another valve test with clock set at 3 minutes per zone, no visible water vapor should be coming from heads
- If necessary run valve test at 2 minutes per zone
- Vent and disconnect compressor, replace cap on tee
- Remove drain plugs from pump, store in control box
- Open all ball valves ½ to prevent freeze damage
- Disconnect common wire on control clock
- Replace cover on pump/ RPZ
- Turn off breakers to pump & pump in power box by CS
- Contact VOP Water Dept. to close street valve)
- Confirm closure of street valve
- Open main supply in meter pit (this will allow line to RPZ to drain)

Start-up:

- Remove pump/ RPZ cover
- Close valve to main line
- Replace RPZ
- Replace drain plugs in pump
- Open valve to main line
- Contact VOP Water Dept. To turn on street valve
- Reconnect common wire in control clock
- Turn on breakers in power box by CS
- Allow 24 hours for system to fill
- Check pump/ RPZ for leaks
- Walk field, check for leaks, repair as needed
- Set clock for valve test, 2-3 mins per zone (there is no zone #4)
- Mark heads with dot of field paint next to head, mark damaged heads
- Repair heads as necessary
- Program control clock as needed

Stevenson Park

Shut-down:

Needs two staff: 1 in utility room, 1 with compressor

- Enter utility room at foot of stairs
- Close ball valve to left of RPZ (between pipe & wall)
- Connect garden hose to gate/ drain valve
- Run hose out back door of building
- Secure end of hose to stationary object
- Open gate/drain valve with hose
- Close ball valve to fountains
- Set up compressor on corner of Lake & Humphrey
- Screw hose adapter onto quick connect body
- Insert assembly into quick connect on east side of ASA
- Connect compressor to assembly
- Start compressor/ open air valve to approximately 1/3 to ½.
- Check hose in utility room, when water vapor ceases shut down compressor
- Vent compressor, disconnect hose and remove hose adapter assembly
- Return to utility room and open ball valve to fountains

Start-up

- Be sure fountains are prepared for turn on or ball valve to fountains is closed
- Close gate valve to drain hose
- Open ball valve to left of RPZ (between pipe and wall)
- Check quick connects for leaks, repair as needed

Taylor Park

Shut-off

- Turn off main water feed to irrigation, BE SURE to leave p-line energized
- Turn off power to pump (remove fuses in box on west wall, leave in bottom of box)
- Disconnect wire marked MV on control clock
- Connect compressor to tee by north wall, begin pumping air through system
- Manually open zone valves in sequence Let each zone run until no water or vapor appears to
- Be coming out of heads (approximately 5 minutes)
- Mark heads by placing a paint spot on ground next to each head
- Repeat step 5 for about 2 minutes per zone
- If necessary repeat step 5 for about 1 minute per zone
- Shut down and disconnect compressor, replace cap on tee
- Close main valve where supply line enters through north wall
- Remove drain plugs from pump and place in control clock case
- Contact VOP Water Dept. To shut off street valve on Elmwood
- After street valve is closed, remove RPZ and store in Barrie sled hill west
- Open all ball valves half-way to prevent freeze damage

Start-up

- Replace RPZ
- Close all ball valves
- Contact VOP Water Dept. To turn on street valve on Elmwood
- Replace drain plugs in pump
- Open main valve (on north wall) and valve to p-line Do Not open main valve to field
- Allow p-line to fill (approximately 24 hours)
- Connect wire marked MV to control clock
- Replace fuses in fuse box
- Open valve to field lines
- If heads pop up, diagnose and deal with issues as needed
- Run valve test (see instructions on control clock)
- Set program (see instructions on control clock)

Procedure for Bleachers

The Park District has nearly 40 bleachers of a wide variety sizes, designs, and manufacture.

Following is the procedure to be followed regarding bleachers.

Bleachers

- Bleachers will be inspected annually.
- Loose bench boards will be secured.
- Missing or damaged fasteners, braces, and bench boards will be replaced or repaired.
- Bleachers will be visually checked as part of seasonal daily routine.

Procedure on Groomer Operations

Every maintenance employee will be trained by qualified staff prior to operating this equipment. You must be a minimum of 18 years of age to operate this equipment.

Groomer Operation

The Groomer is primarily used for ball field maintenance and light dragging.

- Equipment shall be checked and a form filled out before operating this equipment.
- Check gas and oil levels.
- Start Vehicle
    - Pull out choke knob, set the throttle to medium.

- To start vehicle, turn ignition key to run and wait for red plug light to go out.
    - Turn key to Start.
    - When engine starts, push in choke knob and open throttle.
    - Pull the implement lever back (it is in a neutral position) to raise implement, or forward to lower implement.

- The same pedal is used for both forward and backward motion.

- Press the top of the pedal to go forward.
- Press the bottom of the pedal to go backward.

- Individuals shall remain seated and safety belted at all times while in motion.
- This equipment was not designed for riders other than the operator.

- At the conclusion of dragging a baseball infield, check carefully for nuts, bolts or other machine parts that might have worked loose.
- At the conclusion of your day's use, refuel the machine, check parts for presence and wear. Remove material caught on rakes or rollers.
- If you note a deficiency with this equipment, bring it to the attention of a supervisor or a specialized staff member. In addition, tag the machine – leave a tag prominently on the machine noting the problem, date, time, and your name, and record this action on your daily work sheet.

Procedure for Fence Installation

Snow/ sod fence is used as a temporary barrier to limit access to specific areas in order to prevent damage or potential injury. Gloves should always be worn when installing sod fence.

Installing Snow/Sod Fence

- Determine approximate location and configuration of fence to be installed.

- Lay out stakes/ posts at approximately 10 ft. intervals. At irrigated sites, be sure to position posts clear of irrigation lines and sprinkler heads.

- Use pounder to drive posts into ground until plates are below grade (approximately 18 inches).
- Wrap end of fence fabric around end/corner post and secure with a minimum of 4 zip ties.
- Unroll fabric and pull taut. Secure fabric to subsequent posts with a minimum of 3 zip ties. Put minimum of 4 zip ties at corners

- When enclosure or line is complete, cut off excess fabric or secure roll to end post.

Procedure for Fueling

The following procedure will be followed for fueling.

Fueling

- Unless specifically authorized by a supervisor, all PDOP vehicles will be refueled at the Village of Oak Park Public Works facility.
- All PDOP vehicles will be assigned a fuel chip for tracking purposes. **Use only the assigned chip to refuel a vehicle.** The chip should remain in the vehicle at all times.
- All authorized drivers will be issued a PIN to access the fueling system. Drivers are to use only the PIN specifically issued to them. To receive a PIN, contact the Grounds Maintenance Supervisor.
- Fuelling procedure:
  - Park vehicle next to fuel pump, note mileage, turn off engine.
  - Open fuel port.
  - At fuel kiosk, enter PIN into keypad, hit "ENTER".
  - Insert fuel chip into kiosk.
  - At prompt, remove fuel chip.
  - Enter mileage into keypad, hit "ENTER".
  - Enter pump number into keypad, hit "ENTER".
  - At prompt, remove fuel nozzle, and turn on fuel pump.
  - Insert nozzle into fuel port and begin fueling.
  - When pump stops, shut off pump and return nozzle.
  - Close fuel port.

Procedure on Vehicle Breakdown

The following procedures will be followed for vehicle breakdowns.

Vehicle Breakdown

Every employee will attend annual training session in procedures.

- In Traffic
  - Move vehicle out of traffic and off to side of street.
  - Call Supervisor immediately. Be ready to give complete details of apparent problem.
  - Supervisor will determine subsequent course of action and issue appropriate

instructions.

- In Park
  - Secure area to ensure patron safety.
  - Call Supervisor immediately. Be ready to give complete details of apparent problem.
  - Supervisor will determine subsequent course of action and issue appropriate

    instructions.

Procedure on LPG Tank Change

The following procedure is to be initiated by staff to safely handle, change LPG tanks and store LPG tanks for the Ice Resurfacer.

LPG Gas (Propane)

- Avoid Skin contact with liquid petroleum gas (LPG) because of the possibility of freeze.
- Wear proper PPE when handling LPG tank, Propane resistant gloves, full face mask, long sleeve shirt, long pants, steel toed shoes and back support.
- Only properly trained and designated persons shall change or exchange LPG tanks.
- Zamboni should be turned off and no person should be on the machine.
- No smoking around LPG tanks or any other fuel (See PD No Smoking Policy).
- Store tanks in upright position in outside, ventilated detached storage with adequate ventilation.
- Before transporting full LPG tank, inspect tank for large dents, gauges, leaks and damage valve and liquid level gauge. If damaged, properly tag tank so that vendor will remove at next filling.
- Using 2 wheel truck, transport LPG tank to Zamboni, securing tank to truck with strapping.
- Close valves on both LPG tanks currently on machine.
- Turn on Zamboni until fuel in lines runs out. Turn off Zamboni ignition key.
- Disconnect empty tank/tanks, connection should be loosened by hand only.
- Remove empty and return tank to storage on empty tank side.
- Raise full-tank to platform and place so that valve stem in in line with connection hose. Make sure that tank valve is fully closed
- Attach hose to tank valve, hand tighten, only.
- Open valve of only one tank, tank furthest from the driver. Operating only one tank at a time. Make sure there are no leaks. If leak occurs, turn off tank and re-secure hose.
- Start Zamboni, verify proper gas feed.

Procedure on Trailer Hook-Up

The following procedures will be followed for trailer hook-up.

Trailer Hook-up

Every employee towing trailers will be trained by qualified staff before being allowed to operate alone.

Trailers are used to transport equipment and supplies that either do not fit or are too heavy to be loaded into truck beds. The same procedures are used to hook up water carts. Gloves should be worn when hooking up trailers.

Whenever possible, use a ground guide to assist with trailer hook-up.

- Install tow hitch (pintle hook) in socket at rear of truck. Be sure use appropriate safety pin.
- Using jack stand, adjust lunette (hitch) ring to proper height.
- Back truck up to trailer. Reset and adjust truck as necessary. Ideally ball on hitch will slide directly underneath lunette ring. If necessary, manually push trailer/lunette ring into position.
- Using jack stand, lower lunette ring over ball hitch. Raise jack stand to travel position.
- Lower and secure pintle lock. Insert appropriate safety pin.
- Hook safety chains to rings/loops on truck frame. Be sure chains do not drag on the ground. If necessary, shorten chains by crossing them under hitch bar.
- Plug electrical (tail light) cable from trailer into receptacle on truck.
- Test lights (tail lights, turn signals, brake lights).
- When task is complete, park trailer appropriately. Disconnect from trailer by reversing above procedure starting with step #7.

Procedure for Radio Operations and Charging

Procedure for Hot Work Permit, Welding

Hot Permit work may include soldering, cutting, welding, thawing pipe, and grinding (this list is not exhaustive). Every employee must be trained by qualified staff prior to operating applicable equipment. Required safety equipment includes hearing protection, eye/face protection, fire-resistant pants, and long-sleeve shirts. Qualified operators must be a minimum of 18 years of age.

Performing Hot Work is an Extremely Dangerous Procedure and is Never to be Performed by Untrained Persons.

New operators performing this work should never do so without the supervision of a trained, experienced operator. Hands-on training by an experienced operator is necessary due to the dangerous nature of the work and different variables present. Furthermore, all operators should have a spotter present in case of unexpected fire. Violation of this policy may result in disciplinary action.

Hot Permit Work

- Hot work should be conducted only in an area free from combustible debris, including paper-products, flammable liquids, etc. The work should also be conducted in a well-ventilated area.
- Prior to any work completed, a hot-work permit must be filled out either by supervisor or an appropriate designated employee to ensure all safety measures are followed. The person who signs the permit shall be responsible for implementing the required precautions checklist, verifying employee training, conducting a visual inspection, and scheduling post how-work monitoring. The signer cannot be the person performing the work.
- Spotter must be present with proper fire extinguisher nearby in case of accidental fire, along with water/wet rags to assist in cooling after work is completed.
- Once work is completed, employee is to properly store all tools and material used. Following that, he/she must spray down entire area with hose to reduce chance of latent fire.
- Following hot work, a designated employee must monitor area for a minimum of one hour to ensure there are no flare-ups. After that, employee is to hand in hot work permit to appropriate supervisor.

Procedure on Drill Press Operation

The Jet Drill Press is used to drill moderately large holes primarily in metal, but can also be used for a multitude of other materials, including (but not limited to) wood and plastic. In order to use the drill press, one must be properly trained by qualified staff. Proper safety equipment include eye protection and gloves and must be used at all times.

Drill Press Operation

- Drill press shall be inspected to ensure it is clean and in working order.
- The drill press is a fixed-speed machine, but that speed can be modified by changing the pulley system in the top of the machine. The RPM of the machine should be adjusted to the appropriate speed for the material being drilled. That information is found in the owner’s manual found in the Buildings and Grounds office.
- Place appropriate bit in press, tightening all three ports with the “chuck”. Adjust height of drill press table where the drill will go through the material.
- Clamp down material using c-clamps to avoid the bit catching and spinning the material.
- Turn on machine, draw down drill, and apply steady, firm, constant pressure. Do not force the bit

through the material – let the bit do the work. When the bit is on the verge of breaking through the material, release some pressure so the bit does not jam.

- When drilling metal thicker than a quarter inch, it is advisable to pour cutting oil on material.
- When bit is almost through material, ease some pressure from bit; once the bit is completely through material, lift drill bit out from material. Turn off the machine, brush away excess material, and unclamp drilled piece. CAUTION: shavings may be hot.
- Sweep up shavings, remove bit, unplug drill press, and put everything away.
- If you notice the machine is not working properly, bring it to the attention of a supervisor or a specialized staff member. In addition, tag the machine – leave a tag prominently on the machine noting the problem, date, time, and your name, and record this action on your daily worksheet.

Procedure on Welding

The Jet Drill Press is used to drill moderately large holes primarily in metal, but can also be used for a multitude of other materials, including (but not limited to) wood and plastic. In order to use the drill press, one must be properly trained by qualified staff. Proper safety equipment include eye protection and gloves and must be used at all times.

Drill Press Operation

- Drill press shall be inspected to ensure it is clean and in working order.
- The drill press is a fixed-speed machine, but that speed can be modified by changing the pulley system in the top of the machine. The RPM of the machine should be adjusted to the appropriate speed for the material being drilled. That information is found in the owner’s manual found in the Buildings and Grounds office.
- Place appropriate bit in press, tightening all three ports with the “chuck”. Adjust height of drill press table where the drill will go through the material.
- Clamp down material using c-clamps to avoid the bit catching and spinning the material.
- Turn on machine, draw down drill, and apply steady, firm, constant pressure. Do not force the bit through the material – let the bit do the work. When the bit is on the verge of breaking through the material, release some pressure so the bit does not jam.
- When drilling metal thicker than a quarter inch, it is advisable to pour cutting oil on material.
- When bit is almost through material, ease some pressure from bit; once the bit is completely through material, lift drill bit out from material. Turn off the machine, brush away excess material, and unclamp drilled piece. CAUTION: shavings may be hot.
- Sweep up shavings, remove bit, unplug drill press, and put everything away.
- If you notice the machine is not working properly, bring it to the attention of a supervisor or a specialized staff member. In addition, tag the machine – leave a tag prominently on the machine noting the problem, date, time, and your name, and record this action on your daily worksheet.

Procedure on Table Saw Oepration

The Pro-Tech 10” Table Saw is used to make cross-cuts, miter cuts, bevel cuts, and rip cuts in wood. This piece of equipment is a very dangerous tool, and the employee using it must wear the proper personal protective equipment, which includes ear protection (muffs or plugs), eye protection, and gloves. In order to use the table saw, one must be properly trained in both safety measures and operational procedures by qualified staff.

Table Saw Operation

- Operator of table saw should ensure work area is free from debris and obstructions that could pose a hazard. **MAKE SURE SAW IS NOT PLUGGED IN AT THIS TIME.**
- The table saw should be inspected to make sure no debris is near the blade, which creates a potential for injury.
- If cutting a large piece of wood (such as sheets of plywood), place saw horses behind the saw to catch the wood after it passes. This will reduce the risk of the wood jumping (potentially causing injury), or making a poor-quality cut.
- Place the “fence” (the metal barrier to the left or right of the saw blade) at the correct position to ensure a straight, accurate cut. Raise the blade using the turn-knob to the desired height. When making a miter or bevel cut, adjust the angle of the blade by release the angle-latch, setting the angle, and close the latch.
- After the distance of the fence, along with the height and angle, of the blade are set, while wearing proper PPE, plug in machine, place wood against fence in front of blade, and turn on machine. With steady pressure towards both the blade and the fence, push wood through, being careful not to let your fingers come in contact with the blade. When cutting a small piece of wood, for safety measures, use a piece of scrap wood to push the wood being cut through the blade.
- Once cut is complete, turn off saw, and sweep sawdust from the machine.
- Once finished with the saw, unplug and put the machine away. Sweep any sawdust on the floor up using sweeping compound.
- If you notice the machine is not working properly, bring it to the attention of a supervisor or a specialized staff member. In addition, tag the machine – leave a tag prominently on the machine noting the problem, date, time, and your name, and record this action on your daily worksheet.

Procedure on Hot Work Permit, Welding

Hot Permit work may include soldering, cutting, welding, thawing pipe, and grinding (this list is not exhaustive). Every employee must be trained by qualified staff prior to operating applicable equipment. Required safety equipment includes hearing protection, eye/face protection, fire-resistant pants, and long-sleeve shirts. Qualified operators must be a minimum of 18 years of age.

Performing Hot Work is an Extremely Dangerous Procedure and is Never to be

Performed by Untrained Persons.

New operators performing this work should never do so without the supervision of a trained, experienced operator. Hands-on training by an experienced operator is necessary due to the dangerous nature of the work and different variables present. Furthermore, all operators should have a spotter present in case of unexpected fire. Violation of this policy may result in disciplinary action.

Hot Permit Work

- Hot work should be conducted only in an area free from combustible debris, including paper-products, flammable liquids, etc. The work should also be conducted in a well-ventilated area.
- Prior to any work completed, a hot-work permit must be filled out either by supervisor or an appropriate designated employee to ensure all safety measures are followed. The person who signs the permit shall be responsible for implementing the required precautions checklist, verifying employee training, conducting a visual inspection, and scheduling post how-work monitoring. The signer cannot be the person performing the work.
- Spotter must be present with proper fire extinguisher nearby in case of accidental fire, along with water/wet rags to assist in cooling after work is completed.
- Once work is completed, employee is to properly store all tools and material used. Following that, he/she must spray down entire area with hose to reduce chance of latent fire.
- Following hot work, a designated employee must monitor area for a minimum of one hour to ensure there are no flare-ups. After that, employee is to hand in hot work permit to appropriate supervisor.

Procedure on Salt Pick-Up

The Park District uses rock salt to melt ice on crosswalks and perimeter sidewalks. Through an agreement with Village of Oak Park Public Works, Buildings and Grounds purchases and picks up rock salt from VOP which stocks on an as needed basis.

Salt Pick-up

- Take designated 1-ton truck to VOP Public Works facility.
- Load truck with salt from salt silo.
- Park truck in location designated by supervisor. Cover as needed.
- Supervisor will contact VOP Superintendent of Public Works for billing.

Procedure for Snow Plow Operations

The following procedure will be followed for snow plowing.

Snow Plowing

All snow plow operators will be trained by authorized staff and given a minimum of 4 hours hands-on training with an instructor. In addition, new operators will attend a PDRMA sponsored training seminar. Snow plow operations will be done in conjunction with snow blower/shovel teams as part of the overall snow removal program.

- Before operating the plow, the driver will perform an equipment check consisting of:

  - Standard vehicle checks.
  - Plow checks which will include visually inspecting plow for missing parts,

    cracked or broken blade, frames, etc., and hydraulic leaks (pump & hoses).

- When on site, put vehicle in 4wd.

  As a rule 4wd is used for plowing only. All travel between sites should use 2wd. To engage (or disengage) 4wd:

  - Come to a COMPLETE stop.
  - Shift transmission into NEUTRAL.
  - Put selector switch onto:

    - 2wd….road travel.
    - 4hi……light snows.
    - 4low…heavy and/or deep snows or drifts.

  - Wait for transmission to shift.

- Put transmission in low gear and begin.
- Follow prescribed plow paths as shown in PLOW MAPS folder.
- Regularly check behind you to determine quality of push.
- Angle blade away from street when possible.
- Always push snow off of walks. If walk appears to be getting too narrow for plow,

  keep blade down and turn out, taking as much snow as possible off of walk.

- Avoid pushing snow into street, especially if street has already been plowed. When it

  is necessary (which it frequently is), center the blade and push snow all the way to

  the opposite curb, being careful not to block crosswalks. Clean up street as much as possible.

- If blade catches:
  - lift blade until it is free (you may have to back up slightly).
  - lower blade and resume push.
  - If blade catches again, repeat step(a), roll slightly forward and repeat step(b).
- Blade may be used to drag snow away from walls, fences, etc. Pull snow out into a line from which it may then be pushed out of the way.
- Special Considerations:
  - Wet/heavy/deep snow -

    Occasionally snow (especially on Scoville Ave) is too heavy to push.

    If this is the case, set the plow blade several inches above grade, then push through, taking off a layer. Repeat with as many layers as necessary. This also works if a pile becomes too large for the truck to handle.

  - Getting Stuck
- LIFT PLOW, straighten wheels and attempt to drive out. DO NOT SPIN

  TIRES!!

- Rock vehicle.
- As tires begin to slip, let off of accelerator and let vehicle roll back.
- Shift into reverse while vehicle is rolling and accelerate.
- As tires begin to slip, let off of accelerator and let vehicle roll forward.
- Repeat as necessary or until it becomes obvious process is not working. At that point, go to next step.
- Dig snow out from in front of wheels, put cardboard, carpet, etc, under tires.
- Try rocking.
- Call for help

- At end of shift do stand-down maintenance on vehicle.
  - Wash salt, mud, etc. off of vehicle as soon as possible.
  - Check for damage; have repaired as soon as possible.
  - Refuel.

Procedure on Zamboni Operation

These standardized procedures for operation of the ice resurfacing machines are a necessity. It is the Park District's desire and duty to provide the safest environment for our staff and customers. It is staff's responsibility to maintain and operate this valuable equipment in a manner that will ensure its upkeep and long useful life. Finally, ice is the primary means for providing rink services, providing the safest and best quality ice possible is our objective. In order to accomplish this, resurfacing operators need to focus on following standard procedures on and off the ice.

Ice Resurfacer Operation

In accordance with best practices in the ice industry, Standards of Operation for Ice Resurfacing Machines have been identified and are to be practiced by staff.

- Conduct a circle check of Resurfacer, fill out the required log sheet.
- Check and change propane tanks as is necessary. Do not leave an empty tank.
- Fill ice making water tank from hot water source.
- Fill wash water tank from cold water source.
- Dump snow shavings after each resurface. Do not drive over piled snow.
- Set Zamboni at 2200rpm's for backing purposes and control.
- Have staff member present when backing up to clear path.
- Sound horn, back up slowly to start position on ice.
- No skaters or pucks are allowed on ice during resurface, all gates are to be closed.
- Raise rpms to 2800 proceed with pattern and lower conditioner slowly.
- Turn on ice making water ½ to ¾. Alternate patterns each resurface.
- The guide wheel should make contact with the boards on first lap, there should be minimal pressure on wheel.
- Operate machine at one consistent slow speed. Speed should be such that no fish tailing is experienced in the turns.
- For normal resurface, no more than ½ a tank of snow should be taken up.
- Wash water is to be used each resurface and engaged after first lap.
- Driver to maintain two hands on wheel unless making adjustments to water or blade.
- Operator shall monitor quantity of water used for flooding and raise or lower as needed.
- After pattern is complete, upon approaching gate, operator lowers rpms to 2200.
- Operator turns off wash water and pump.
- Sound horn and make sure exit is clear. Staff should be present.
- Turn off ice making water and proceed slowly to exit.
- Raise conditioner as rear wheel leaves the ice.
- Park machine.
- Squeegee snow and water from ice and drive path.
- Place conditioner blocks, and lower conditioner.
- Turn off machine.

- Remove conditioner covers and hose down augers. Replace covers.
- Remove and hang towel bar.
- Secure Zamboni Room.

Procedure for Wet Fields

The following procedure is to be followed for wet fields.

Wet Fields

On days that it is raining the league administrator and league coordinator will have to make a decision on whether games can be played that night or not. Factors that will weigh in on the decision….

- Are the fields safe to play on?
- Is there enough time and manpower to get the fields up and running before game time?
- Does the forecast call for more rain later on that night?
- Will playing on the diamonds tonight jeopardize the fields for future use?

If it is found that games can be played the following info should be used to properly care for a wet field.

Bail standing water

- Using a round shovel, dig a cup-sized hole in the deepest part of a puddle. Set divot to one side.
- Use cup to bail water into 5 gallon bucket. Dump bucket somewhere off the playing surface.
- Replace divot.

Fill low spot

- Use falt shovel to scrape surrounding high spots into low spot.

Rake up area

- Use hard rake, work up thoroughly. This creates increased surface area that promotes evaporation.

Turface

- May add Turface immediately if time is short, otherwise, let nature take its course.
- Sprinkle a layer of Turface onto wet spot. A single coating that covers the exposed surface is sufficient (adding more Turface will not make the field dry faster).
- Work Turface into field mix using hard rake.
- Wait for the field to dry.

Procedures or Synthetic Turf Maintenance

The following procedure is to be followed for synthetic turf maintenance.

Synthetic Turf Maintenance

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

- Conduct inspections and perform minor repairs to avoid playing hazards.
- Keep the playing surface clean and free of debris and contaminants.
- Check and maintain proper infill levels to provide a consistent surface.
- Brush the surface to preserve appearance, keep grass fibers upright, and maintain even infill levels, making sure to use only approved bristles that will not overly abrade the fibers.
- Maintain a maintenance and activity log.
- All waste items are removed on a regular basis. Sweepers will be used to assist in.

- Remove airborne contaminants, such as leaves and other debris. If allowed to remain on the surface for any length of time, they will migrate into the system, inhibiting drainage and causing infill compaction.
- Remove organic material, including animal waste, as soon as possible to impede the growth of algae, weed or moss growth. Brushing will be done to help deter organic growth.
- Food, sodas, chewing gum, sunflower seeds, chewing tobacco, smoking, bicycles, dogs etc. are not permitted on the field. Signs are located explaining rules and prohibited items at locations of synthetic turf.
- Do not use cleaning chemicals containing alcohol or acetone solvents.
- Avoid spilling any petroleum-based liquids including fuel onto the surface.

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

- When setting the FieldTurf Groomright for use, the rotating tines should penetrate the infill by ¾”. The rakes should penetrate the infill by ½”. The brushes should not penetrate the infill.

- Frequency:

  - Raking: 4-6 weeks

  - Brushing: 6-8 weeks

  - Aerating: Maximum of 3 times/year, ideally after every sport season, and after snow clearing, if applicable (beginning in 2nd year)

- Recommended Vehicle: Toro Workman MDE Electric Utility Vehicle.
- Speed: 3 mph – always make wide turns.

Procedures for Turf Maintenance

The following procedure is to be followed for turf maintenance.

Turf Maintenance

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

- Athletic fields and heavy use areas will be deep-tine aerated at least three times per year. Athletic fields will be Aera-Vated at least three times per year.
- Athletic fields will be over seeded three times per year using a grass seed mix of Kentucky Bluegrass and Perennial ryegrass. Soccer goal areas and high wear areas over seeded on a weekly basis during season.
- Athletics fields will be top dressed with an amendment consisting of mostly sand base two times per year.
- Athletic fields will be mowed 2-3 times per week at a height of cut of 2-2 ½ inches on fields that have irrigation. Athletic fields that do not have irrigation are mowed at a height of 3 inches.
- Irrigation systems will be energized in April and shut down in November. Irrigation programs will be maintained at the discretion of the Sports Field Manager. Standard watering levels are 1 inch per week. Irrigation audits will be conducted throughout the year to make sure systems are operating properly.

Procedure on Infield Grooming

Every maintenance employee will be trained by qualified staff prior to operating any equipment. You must be a minimum of 18 years of age to operate this equipment.

Infield Grooming

- Hook up ball field gill to tractor.
- Do standard vehicle walk around and check fuel.
- Fasten seat belt and drive to first ball field.
- When at ball field, position tractor at corner of field.
- Lower implement.
- Put tractor out of gear, dismount, unload drag mat and unroll.
- Raise/adjust implement until both sets of tines are just slightly in contact with the infield surface (a light scratch).
- Drive around the field in a circular motion, pulling material in towards the center of the field. Drive at low speed to avoid throwing material outward (good rule of thumb: if you're raising a dust cloud, you are going too fast).
- Work your way to the center of the field, staying one foot away from all bases, fence and grass line.
- When done, put tractor out of gear and dismount.
- Roll up drag mat and store on gill.
- If material is left behind from the mat, rake or shovel it so as to disperse evenly.
- Remount tractor, raise implement and drive to next field.
- At conclusion of use of this equipment, check tractor and gill carefully for damage and loose parts. Remove soil or material that may have collected on rollers or spike bars. If there is a mechanical deficiency with either the tractor or the gill, tag it prominently; listing the problem, date and your name. List these details on your daily work sheet and inform your supervisor. Return the equipment to its proper storage place.

Procedure for Lining Soccer Pitches

The following procedure will be following for lining all soccer pitches.

Lining Soccer Pitches

Soccer pitch dimensions are highly variable depending on level of play, space restrictions, and the whims of league officials. Before lining soccer pitches, staff will be given a punch list detailing

location, dimensions, and orientation of pitches.

- Equipment/ Supplies:

Field diagram	500 ft. spools of string (X2)
300 ft.field tape measure (X3)	Lining cart
pins/ stakes (X5)	Case of field paint

- B. Procedure:
  - Determine level of play, select proper diagram.
  - Identify potential obstacles, be sure to leave a 15 ft. buffer between sidelines and any obstacle.
  - Establish base point. Hook two field tapes on to one pin and insert pin into base point.
  - Extend tapes to perimeter dimensions, pull taut.
  - Visually check to make sure field will fit. Adjust base point as needed.
  - Using 3rd field tape, square up field. using 3:4:5 method

- determine length of base line, pin 3rd field tape at largest multiple of 3 (3X)
- pull 3rd field tape to length of 5X
- match 5X to length of 4X on sideline, adjust sideline so that both tapes are taut
  - Put pins at corners of pitch.
  - Mark centers, penalty box, goal box, and goal dimensions on baseline and sideline.
  - Move tapes to newly established corners.
  - Locate final corner by pulling tapes taut, matching, baseline dimension to sideline dimension, put pin in corner.
  - Snap strings straight on both sidelines and baselines by pulling each up near center mark and releasing.
  - Stretch string around perimeter anchoring to pins and pull taut.
  - Remove tapes.
  - Mark centers, penalty box, goal box, and goal dimensions on baseline and sideline.
  - Using string as guide, mark perimeter lines at one corner with can of spray paint. Add appropriate corner arc.
  - Insert paint can into paint cart, load extra cans into slots provided on cart.
  - Center cart on string, pull trigger and push cart forward using string as guide, being careful to keep paint line as straight as possible.
  - Repeat steps 14 and 16 until perimeter is complete. Replace paint cans as needed.
  - Move sideline strings to penalty box marks on baselines. Snap strings.
  - Move baseline strings to penalty box marks on sidelines. Snap strings.
  - Mark penalty boxes with cart using strings as guides.
  - Move sideline strings to goal box marks on baselines. Snap strings.

- Move baseline strings to goal box marks on sidelines. Snap Strings
- Mark goal boxes with cart using strings as guides.
- Move one sideline string to center marks on baselines. Snap string.
- Move one baseline string to center marks on sidelines. Snap string.
- Using string as guide, mark center of mid-field line.
- Using string as guide, measure from baselines to mark penalty arc base point.

- Put pin through one end of field tape and insert at center point.
    - Using tape as guide, mark center circle.
    - Put pin through one end of field tape, insert pin at penalty arc base point.
    - Using tape as guide, mark penalty arc.
    - Repeat steps 30 and 31 at other end of field.
    - Pick up all tools, supplies and waste. Carefully rewind tapes and string.
    - Clean overspray and paint build up from paint cart.

Procedure for HVAC Challenges

HVAC (Heating Ventilation Air Conditioning) poses a varying amount of challenges that takes a well-trained employee to effectively troubleshoot and repair a malfunctioning HVAC unit. Due to the complexity of the systems, as well as the age of many of the units, only those who are trained and authorized by the Buildings Supervisor (or Buildings Technician) may work on the HVAC systems.

HVAC Challenges

- When troubleshooting HVAC systems, employee must take proper safety precautions and wear proper Personal Protective Equipment (PPE).
- If a system is not working, the employee tasked to address the issue should first make sure that the thermostat is calling for heat (or cooling) and working correctly.
- If there is no apparent problem with the thermostat, the employee is to then make sure there is power going into the unit.
- If the unit it getting power, then the employee needs to check all the different relays, controls, and wires. This is where the training is necessary.
- Typically after troubleshooting, the problem is solved and can be easily fixed, but there are times when it is necessary to call a contractor. That is at the discretion of the Buildings Supervisor or the Superintendent of Buildings and Grounds. That is oftentimes a last resort, though.

In addition to troubleshooting malfunctioning/nonfunctioning units, general preventative maintenance (PM) is necessary to keep the units running properly. This PM is used to avoid breakdowns which potentially result in costly repairs.

- This preventative maintenance includes:
    - Changing air filters

    - Checking fan belts
    - Oiling motors
    - Replacing thermostat batteries
    - Cleaning Units

Procedure for HVAC Systems Utility

The following procedure for HVAC is to be followed to make sure the employees and patrons remain safe. Due to the safety hazards as well as the technical nature of many of the HVAC systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work.

HVAC Systems

- The heating and cooling systems for the Park District facilities are all varied systems, from forced air heaters to hydronic systems (boilers), from central air conditioning to self-contained window units, to portable single-room air conditioners. Each poses its own unique challenges that the Buildings maintenance must address.
    - Forced Air Systems:
        - Preventative maintenance
            - Change filters monthly.
            - Oil motor if needed.
            - Check fan belts and change when needed.
        - Troubleshooting
            - Make sure thermostat is working properly. Batteries work and it is wired correctly.
            - Ensure that there is power to the unit and all motors and controls are fully energized.
            - Examine the squirrel cage and its bearings to make sure everything is correctly aligned.
    - Hydronic Systems:
        - Preventative Maintenance
            - Inspect boilers twice a week, noting temperature and pressure of water in unit. Make sure all valve and pumps are working properly.
            - Beginning of the season, clean the burners from any built up soot.
            - Oil the circulating pumps once a season.
            - Bleed air out of system, starting close to boiler and working your way away.
        - Troubleshooting
            - Ensure thermostat is working properly.
            - Check to ensure pilot light is working. If not, try to relight, but if that does not work, the gas valve control may be malfunctioning. Replace.

            - Check to make sure there is power going into the unit. If power is coming in but at some point in the unit, power is lost, isolate problem source and replace malfunctioning part.
            - See if zone valves are working properly. If not, repair.
            - Make sure circulating pumps are running properly. Check coupling between motor and impeller to make sure it isn't broken or damaged.
            - If everything is working on the boiler and the pumps, but areas are still not getting hot, some air may have gotten into the system. Bleed the entire system.
    - Self-contained window units/portable air conditioners
        - Preventative Maintenance
            - Clean air filters.
            - Ensure hot air venting outside, not back into building.
            - Ensure that water is being properly drained away from building.
        - Troubleshooting
            - If unit is not working, make sure it is plugged in and receiving power.
            - Clean filters again.
            - Isolate cause of failure through troubleshooting. Oftentimes it is advantageous to simply replace these units instead of repairing.
    - Central Air Conditioning Systems
        - Central air conditioning systems have four primary devices: the compressor, condenser, evaporator, and metering device. Condensor and Compressor are typically in a modular unit outside while the evaporator and metering device is found together inside the facility. Each plays a specific role in the air conditioning process, and is somewhat delicate. Only have a properly trained employee work on these units.
        - Preventative Maintenance
            - Clean/replace air filters as needed (typically once a month)
            - Check motor fan belts, bearings, and wire connections when changing filters. Replace/repair as necessary.
            - Beginning of season, recharge refrigerant (if necessary), clean condenser and evaporator coils with proper cleaning solution.
            - Clear debris and foliage from around outside units.
        - Troubleshooting – Troubleshooting a central air conditioning unit is very involved and must not be performed by anyone who is not trained. There are several problems that one could face: no air circulation, air is not cold, entire unit will not operate.
            - Whenever a unit is not operating properly, first make sure all units in the system have power, as well as the thermostat is working and set properly. If that does not solve the problem, then employee is to begin troubleshooting unit.
            - If there air is not cold, then it is possibly a problem with the refrigerant. Check to make sure filters are clean, there are no leaks in the line, and the metering device is in good repair.

In the event of a leak, employee is to remove all refrigerant left in the unit by properly vacuuming it out. Then he or she needs to repair the leak, and then vacuum all the air out of the system to make sure there are no other leaks. Then he or she puts in refrigerant.

- If the unit is running but registers are not emitting air, check to make sure evaporator/air handler is functioning properly. Check to make sure it has power, the motor, relays, and fan are all working properly. Isolate the problem and repair.
- If the unit is not running at all, make sure is power. Examine all the parts of the unit to isolate what the problem is. Once it has been determined, it is up to the Buildings Supervisor on how to proceed. There are times when it is more cost-effective to replace a unit rather than trying to repair it (this is typically the case when it is determined that the compressor has gone bad).
- Notes:
    - Only trained individuals may work on it due to both the cost and complex nature of the system, but also due to the use of refrigerant. The later is notable because of the Environmental Protection Agency's set stipulations on releasing refrigerant into the atomosphere. (Details can be found in Section 608 of the Clean Air Act)
    - Proper PPE is required for working on the systems, seeing how there are blinding hazards, potential for extreme temperatures, and the possibility of other injuries.

Procedure for Natural Gas Service

There are times when the Park District of Oak Park Buildings Team must access the different utility systems of the facilities in order to perform maintenance. There are special procedures to follow to make sure the employees and patrons remain safe. Due to the safety hazards as well as the technical nature of many of these systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work. The following procedure is to be followed for Natural Gas.

Natural Gas Service

- If there is a problem with a device or appliance that uses natural gas (such as boiler, water heater, range/oven), there is potential for a leak that can create an extremely hazardous situation.
    - When entering a facility, if natural gas is smelled, the employee should immediately notify the Buildings Supervisor or the Buildings Technician.
    - Examine where smell is coming from, by either using nose or a gas leak detector.
    - Shut off gas at valve near appliance that is experiencing the gas leak. If gas leak is prior to any shutoff valves.
    - Ventilate facility to ensure that gas level is not at a concentration that could result in an explosion.
    - Once gas levels have been determined to be negligible, leak is to be repaired (work will be dictated by Buildings Supervisor).

    - Once work is complete, then turn on gas line and check for leaks, primarily using soap bubbles on the line.

Procedure for Water Shut Off

The following procedure is to be used for water shutoff.

Water Shutoff

- When there is a need for water shutoff for work to be accomplished, it is important to know where the shutoff points are for the facility.
    - The shutoffs are typically located in the basement of each facility.
    - Inform any staff or patrons that the water will be turned off, as well as an estimated duration of the water outage.
    - Shut water off at outlet of meter (there should be two valves, one on each side).
    - After work is completed and water supply is turned back on, run water in all faucets and flush toilets to remove air and debris that may have gotten into water lines while water was off.

Procedure for Location of Water Meters

The following procedure lists the location of water meters/shutoffs for buildings.

Water Meters/Shutoffs For Buildings

- **218 Madison:** In hallway to gym, behind panel to right of door from main lobby.
- **Andersen Center:** South side of the electrical room in the basement.
- **Barrie Center:** East side of sump pump room.
- **Carroll Center:** Sump pump closet.
- **Cheney Mansion:** East Hallway in basement, inside cage.
- **PDOP Conservatory:** In operations room, near East entrance, against North wall.
- **Field Center:** In crawlspace (access to crawlspace in air conditioner closet).
- **Fox Center:** On North wall of electrical room.
- **Lindberg Park:** In North storeroom of comfort station.
- **Longfellow Center:** On North wall of electrical room.
- **Maple Park:** In storeroom between two bathrooms in comfort station.
- **Pleasant Home:** In pit beneath grate on East Wall.
- **Scoville Park:** In the storeroom between the two restrooms.
- **Stevenson Center:** In the electrical room **(RESTRICTED ACCESS).**
- **Taylor Park:** In storeroom between two bathrooms in comfort station.

Procedure on Electrical Circuits

There are times when the Park District of Oak Park buildings team must access the different utility systems of the facilities in order to perform maintenance. Due to the safety hazards as well as the technical nature of many of these systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work. The following procedure is to be followed for electrical circuits.

Electrical Circuits

- Working with electrical systems is one of the most challenging and dangerous tasks that employees in Buildings and Grounds face. The risk of injury or fatality is high when the proper steps are not taken to reduce said risk. The employee is to be sure to wear and utilize all Personal Protective Equipment (PPE).
    - To reduce chance of injury, it is important to isolate the circuit that needs work done. Circuits are found at circuit breaker panels. Once located, shut off circuit using proper lockout-tagout procedures:
        - Shut off appropriate circuit breaker.
        - Determine which circuit breaker is need from signage in box, or through trial and error. If done through trial and error, write down which circuit controls the area in the breaker box.
        - Place a tag on the shut off breaker, marking your initials on the tag.
        - Lock the breaker box so there is no unauthorized access while employee is working on electrical system
    - Verify that the circuit is no longer energized by properly testing, using a voltmeter.
    - Perform task, and once finished and secured, unlock and remove tag from breaker. Re-energize system.
- There are instances when shutting electricity off is not possible, and the work must be done "live".
    - Only those experienced with working on live wires should approach the task.
    - The employee must sure that he or she is not "grounded" (in contact with metal or the ground, either directly or through an intermediate item such as a ladder) and to avoid contacting live wires if at all possible.

Procedure on Circuit Breaker Box Locations

The following procedure lists the locations of the circuit breaker boxes.

Location of Circuit Breaker Boxes for Facilities

- **218 Madison:** In Buildings and Grounds garage, directly east of overhead door.
- **Andersen Center:** In electrical room: first door on the right when descending stairs
- **Austin Gardens:** In barn on South wall of parking area: next to make-up counter.
- **Barrie Center:** South wall, of electrical room at foot of basement stairs.

- **Carroll Center:** In electrical room: first door on the right when descending stairs.
- **Cheney Mansion:** North wall of boiler room. Note: there are lighting sub-panels on each floor.
- **PDOP Conservatory:** In operations room, near East entrance, against South wall.
- **Field Center:** Main panel in West Wall of boiler room. Sub panel on first floor North of kiosk.
- **Fox Center:** West wall of electrical room.
- **Lindberg Park:** North-most door of west exterior wall, directly north of the washroom doors.
- **Longfellow Center:** On West wall of electrical room.
- **Pleasant Home:** Southwest corner of basement, west of the boilers.
- **Scoville Park:** In the storeroom between the two restrooms.
- **Stevenson Center:** On the South wall of the electrical room **(RESTRICTED ACCESS).**
- **Taylor Park:** In storeroom between two bathrooms in comfort station.

Procedure for Plumbing Systems

The following procedure for plumbing systems is to be followed. Due to the safety hazards as well as the technical nature of many of these systems, only those who are appropriately trained and approved by the Buildings Supervisor may perform the work.

Plumbing Systems

- Primary issues that arise with plumbing systems are leaks, clogs, floods, and ruptures (less common). When working with those systems, it is important to know the proper procedure to maintaining the systems.
    - A leak from a device in a facility's plumbing system can lead to a hazardous situation where slips may occur. In addition to this, a leak has the potential to create extensive damage to other systems, such as electrical.
        - Determine source of leak by running water through the pipes (faucet running, toilet flushing, etc).
        - Shut off water to device.
        - Complete repair.
        - Turn water on, run water through the pipes to ensure leak has been fixed.
    - A clog has the possibility to create an unsanitary condition. It also prevents the use of the plumbing device that has been clogged, which could create an entirely different type of situation.
        - If sink is clogged:
            - Fill sink partially with water and then try to plunge it.
            - If using the plunger does not remove clog, disconnect P-Trap (making sure there is something to catch water that might fall. Clear trap if necessary.
            - If clog is on outlet side of trap, then try rodding. Exercise caution when doing this so pipes do not crack.
        - If toilet is clogged:
            - First use plunger to try to dislodge clog.
            - Use water closet rodder (hand crank) to remove clog.

            - If that does not work, it might be necessary to pull toilet from floor to examine where clog might be. If deemed necessary, rod drain line.
        - If other sort of pipe is clogged, find access point and rod the pipe.
    - Floods happen occasionally, these occur when there is a deluge of rain, a loss of power to the facility, or a ruptured pipe. It is important to deal with the flood immediately due to the potential damage it can cause to our facilities.
        - Determine cause of flood. It is necessary to stop the flood from worsening before trying to clear the water from the facility.
        - Once flooding has stopped or slowed, drain water using pumps. Place pump in low point (ideally a sump pump pit). If there is no power in building, connect pump to generator [**PLACE GENERATOR OUTSIDE OF FACILITY**] and have hose running out of building.
        - Push water using floor squeegees towards the location of the pump.
        - Once water has been pumped out, place dehumidifiers in area that had been flooded (dehumidifiers can be found at 218 Madison JHAC)
        - Wash floors in case flood water was contaminated with any sort of pathogen.
        - Be sure to have someone drain dehumidifiers several times a day.
    - A pipe rupturing is a very rare occurrence, but if it happens, it will most likely cause immense flooding and can be extremely damaging.
        - Immediately notify Buildings Supervisor that there's a rupture (and most likely a flood).
        - Isolate the pipe that is ruptured by shutting off water supply to that line. In the event of the line being a main, inform Building Supervisor so he or she can contact the water department to shut off service to the facility.
        - Repair pipe that is ruptured. If ruptured pipe is beyond scope of Buildings and Grounds, Buildings Supervisor (in conjunction with Superintendent of Buildings and Grounds) is to contact an appropriate contractor to rectify situation.
        - Once initial emergency has been addressed, then proceed to clear flooding from facility.

Procedure for Working With VOP Water Department

The following procedure is to be followed for water shutoff.

<u>Working with the VOP Water Department</u>

- There are times when the water needs to be shut off to a facility. Typically it is possible for Park District employees to shut it off on there own, but there are occasions when the Oak Park Water Department must be called. This can occur when there is no shutoff valve at the meter, work must be done underground, or there is an emergency.
    - When it has been determined by the Buildings Supervisor and/or the Superintendent of Buildings and Grounds that the project is beyond the scope of B&G, the appropriate supervisor should contact the Water Department:

        - The number to the Oak Park Public Works is 708-358-5700. They can direct you to the Water Department.
        - When talking to them, make sure to include location and description of project, as well what's needed from them.
    - After work by water department has been completed and cleaned up, employee is to continue finishing the project.
    - Note: If it is known that Water Department will need to assist in project, be sure to coordinate and schedule with them some time in advance (several days, minimum). This helps foster good inter-agency relationships.

Procedure for Contacting ComEd

There are situations that occur within the Buildings and Grounds department that require the involvement of ComEd. Interacting with utility agencies can be hectic and time-consuming at times, but with proper procedures enacted, these exchanges can be handled smoothly.

Contacting Commonweath Edison

- Contacting Commonwealth Edison is rarely necessary unless when working on a major construction project (which does not fall in the scope of work with the Buildings and Grounds department), or the event of an emergency where power is cut off from the building.
    - When a facility loses power, authorized employee should check the electrical system to determine if it is a Park District issue (on our side of the meter) or a ComEd issue (on their side of the meter).
    - It is important to ascertain whether the power outage is system-wide (system being a section of Oak Park) or it is localized to the building. If it is system-wide, employee should call ComEd to report the outage. If it is localized to just the facility, employee should call his or her direct supervisor to contact ComEd.
        - The number to ComEd for businesses is **1-877-4-ComEd-1 (1-877-426-6331)**.
        - Person delegated to contact ComEd should have the following information ready if at all possible:
            - Location of facility
            - Account number
            - Length of time of outage
        - Once ComEd has been contacted, employee is to stay at location of power outage.
    - After ComEd has been called, employee is to address any problems that this power outage may cause. If necessary, he or she should coordinate with the rest of the Buildings team to gather any equipment (such as a generator, fans, pumps) that may be needed. [A power outage can lead to a multitude of issues that cannot all be explicitly described in a procedural manual. It is up to the Buildings Team to determine the appropriate course of action].
    - Once power has been restored to the building, employee should clean up anything

brought to supplement the facility while without power. He or she should also contact direct supervisor or Superintendent of Buildings and Grounds, who will then relay the message to the rest of the Park District.

Procedures for Groundbreaking

The following procedure is to be followed when organizing a groundbreaking ceremony.

Organizing A Groundbreaking Ceremony

Staff determines a date, time and place for the ceremony.

- Details to be addressed:
    - Order Tent (if necessary)
    - Purchase Refreshments, utensils and paper goods
    - Purchase Giveaways
    - Purchase Shovels & Hard Hats
    - Notify all participants in the ceremony
    - Arrange for tables, chairs, tablecloths, podium, flowers or greenery for tables and podium
    - Identify Speakers and Write speeches (if necessary)
    - Arrange sound system
    - Secure staff & confirm arrival time for set up
    - Arrange for buildings & grounds staff if necessary to deliver and pickup podium, chairs, tables
    - Identify and Develop promotional materials
    - Distribute promotional items
        - Flyers to all facilities
        - Press releases
        - Email to all appropriate distribution groups developed from community meetings
        - Enews
        - Staff/Board/Citizen Advisory committee email invitation
        - And other efforts as identified

- Bring and hang “Welcome to the Park District of Oak Park” banner
- Bring the camera to record the event
- Contact the press two weeks before the event and remind the press 3 to 4 days before the event
- Develop any special displays for the event

- Invite legislators or other dignitaries if appropriate

Procedure for Ribbon Cutting

The following procedure is to be followed when organizing a ribbon cutting ceremony.

Organizing A Ribbon Cutting Ceremony

- Staff determines a date, time and place for the ceremony.
- Details to be addressed:
  - Order Tent (if necessary)
  - Determine and book entertainment if appropriate
  - Purchase Refreshments, utensils and paper goods
  - Purchase Giveaways
  - Reserve the large scissors from the Chamber of Commerce
  - Notify all participants in the ceremony
  - Arrange for tables, chairs, tablecloths, podium, flowers or greenery for tables and podium
  - Identify Speakers and Write speeches (if necessary)
  - Arrange sound system
  - Secure staff & confirm arrival time for set up
  - Arrange for buildings & grounds staff if necessary to deliver and pickup podium, chairs, tables
  - Identify and Develop promotional materials
  - Distribute promotional items
  - Flyers to all facilities
  - Press releases
  - Email to all appropriate distribution groups developed from community meetings
  - Enews/Employee Newsletter/School Newsletter
  - Staff/Board/Citizen Advisory committee email invitationand other efforts as identified
- Bring and hang “Welcome to the Park District of Oak Park” banner
- Bring the camera to record the event
- Contact the press two weeks before the event and remind the press 3 to 4 days before the event
- Develop any special displays for the event
- Invite legislators or other dignitaries if appropriate

Procedures on Bio-Diversity

In order to plan for and preserve open space within the park system, the following procedure is to be followed.

Bio-diversity

- Utilize native species for park landscaping where appropriate.
- Eliminate or control exotic and invasive plant and animal species that inhibit ecological diversity and integrity.
- Abide by existing laws to protect rare, threatened and endangered plant and animal species.
- Develop a tree planting and replacement policy.
- Identify heritage trees in park property.

Procedure for Defense Against Encroachment

The Park District seeks to be a good neighbor to adjoining property owners and at the same time protect the public park land from encroachment. Procedures have been put in place to guard against encroachment.

Typical Examples of Park Land Encroachment:

1. Neighbor extends their backyard landscaping on to the adjoining park land.
2. Neighbor uses the adjoining park land as a dump for grass clippings and yard waste.
3. Neighbor parks their vehicle or equipment on adjoining park land.
4. Neighbor buffer areas in which they attempt to plant flower or vegetable gardens.
5. Neighbor removes or plants new vegetation on park land.

The procedure for defense against encroachment is to be as followed:

- The Park District grounds employee will visually inspect for potential encroachment issues in their daily park checks.
- Staff that sees potential encroachment will document it in their daily inspection and take photographs for evidence.
- This information will be immediately brought up to their immediate supervisor, of whom will inform the Superintendent of Buildings and Grounds.
- The Superintendent of Buildings and Grounds is to contact the Director of the Park District if the encroachment is valid and to inform as to what extent the encroachment is determined to be.
- On minor encroachment, the Superintendent of Buildings and Grounds will notify the encroaching adjoining property owner by mail and give a 60 day notice to remove the encroachment.
- After the 60 day notice, if the encroachment has been remediated, the Superintendent of Buildings and Grounds will communicate with the property owner our appreciation for their assistance.
- If no remediation has occurred after the 60 day notice, the Superintendent of Buildings and

Grounds will have a police officer accompany him at the residence of the property owner to remediate the situation and if necessary give the property owner a final extension to remediate the encroachment.

- If the encroachment is not remediated by the end of this agreement, the Director is informed and will contact the Park District's attorney to determine the proper legal action.
- The Park District will follow the legal process and document all steps for future use.

Procedures on Drinking Fountains

The following procedure will be used for activation and deactivation of drinking fountains.

Drinking Fountains

The majority of exterior drinking fountains used by the Park District are manufactured by Haws. However, there are several other makes and models in use. Since these fountains are not designed for year round use, they must be energized and de-energized seasonally to prevent freeze damage. In general, fountains will be energized annually between April 1st and April 15th. They will be de-energized between October 15th and October 31st. Inclement weather may require late activation and/or early de-activation.

Activation

1. Open access panel(s) on fountain.
2. Close hose bibs (if present)
3. Reconnect/ replace activator valve assembly
4. Replace strainer cup (if present)
5. Reconnect drain pipes (as needed)
6. Reconnect water lines at meter (if necessary)
7. Close all drain down valves in meter pit.
8. Turn on water service at meter (at several locations it will be necessary to contact VOP Water Dept. to turn on street valves.)
9. Check all connections for leaks, repair as needed.
10. Check activator valves for function and leaks, Repair/ replace as needed.
11. Adjust flow with using activator and/ or needle valves (water stream should fall into bowl between drain and side of bowl opposite nozzle).
12. Close access panel(s)

De-activation

1. Shut off water service.
2. Open all drain down valves in meter pit.
3. After lines have drained, set ball valves half open to prevent freeze
4. Where meters are in shallow pits or above ground, disconnect pipes from meter and allow to drain.
5. Open access panel(s)on fountain.
6. Remove strainer cup (as needed) and place inside fountain body.

7. Disconnect/ remove activator valve assembly.
8. Put valve assembly in envelope and note fountain location on envelope.
9. Drain all water lines.
10. Collect and store valve assemblies in central location

Procedures for Ice Making

The following procedure will be followed for ice making.

Ice Making

- Connect the hose to water supply (building or hydrant), but do not turn water on at this time.
- Connect all necessary lengths of hose together so that you can reach all areas of the ice rink easily. Make sure all female fittings have proper gaskets.
- It is advisable not to connect nozzle immediately, if the temperature is extremely cold, because ice may have formed in the hoses during set-up.
- Turn on the water supply.
- If water runs freely through the hose, hook the nozzle to the hose by putting a kink in the hose to temporarily stop the water flow.
- Once the nozzle is connected, lightly apply water in even coats to the rink area. Water should come out in a cone-shaped stream.
- One person should operate the nozzle, while another person pulls the hose behind the nozzle operator, so that the nozzle operator does not trip.
- Once the rink is covered with one application, get off the rink until the water is frozen.
- Check to see if water is frozen by looking at water vapor rising from ice. When you no longer see it rising, ice is frozen. The surface of ice should be dull in sheen when dry, not sticky.
- Repeat with thin layers until ice is thick enough for skating.
- Do not turn hose off completely after making ice, nozzle and hose may freeze, direct slight water flow into a basin or in such an area that some water or ice accumulation will not be harmful or hazardous.
- To clean up, turn off water supply.
- Disconnect all hoses.
- Completely empty water out of hoses.

Rink materials to have on hand: Personal gear; 2 pair of warm gloves, hat, warm boots, raincoat.

Necessary equipmen: 50 foot lengths of 1.5” hose, gaskets, extra gaskets, necessary conversion fittings, nozzles (2), sharp shovel, broom

Outside Ice Rink

- Before set-up, employees will view manufacturer's instructional video.
- Before ground freezes, install ground anchors and panels as per manufacturer's instructions.
- When temperatures drop below 20 degrees, clean and rake inside rink perimeter to remove all debris.
- When rink area is cleared, install liner, with sufficient rink caps to keep liner in place.
- Connect hose to water supply
- Connect sufficient hose to reach rink and connect to double elbow fitting. Place double elbow over edge of perimeter panel.
- Turn on water supply.
- As rink fills, adjust liner so as to fit tightly into all bottom corners.
- Install kick boards and top pads.
- Continue to fill until entire bottom of rink is covered.
- Turn off water supply, disconnect and drain all hoses.
- Wait 24 hours or until water has frozen.
- Reconnect hoses, turn on water and continue to fill rink until water level reaches all kick boards.
- Turn off water supply, disconnect and drain all hoses.

Procedures for IPM

The following procedure is to be followed for Integrated Pest Management.

Integrated Pest Management

Pest Management and Disease Control:

- Integrated Pest Management (IPM) is the standard practice for the Park District of Oak Park.
- IPM uses a hierarchy of pest control methods to maintain pest populations at or below levels determined by park management.
  - Natural controls: create habitat for natural predators of pest insects. For example, through the use of companion plantings that attract beneficial insects to reduce pest problems in gardens.
  - Cultural controls: maintain the site in a way to discourage pests. For example, maintain grass height of 2" or 3" to shade out weeds.
  - Physical controls: use controls that physically inhibit pests' ability to inhabit an area by modifying their environment. Examples of physical controls include the use of traps and barriers, temperature controls, controlled burning or hand pulling of weeds.
  - Biological controls: use a pest's natural predators or parasites to eliminate or reduce the pest

population. For example, a bacterium called milky spore can be used to control Japanese beetle grubs in turf.
  - Structural controls: use a whole-systems approach to control pest populations, which may include addressing structural issues in both buildings and landscapes. Examples of structural controls include adopting long-term maintenance practices such as caulking and sealing,and repairing the buildingor landscape to remove places where pests may breed, such as removing indentations in the earth that cause puddleswhere mosquitoes may breed.
  - Least Toxic Chemical controls: when all other methods have not brought pest populations to tolerable levels, chemical controls that are theleast hazardous to the environment and non-target or beneficial organisms should be considered.
  - For IPM to be effective, a staff member or contracted employee must be knowledgeable in the identification of insect pests and plant diseases since early recognition of problems is crucial.

- Monitoring and identification removes the possibility that pesticides will be used when they are not needed or the wrong kind of pesticide is used.
- Treatments are to be small and localized which prevents an infestation that requires a more extensive response and larger quantities of pesticides.
- Natural control methods such as companion plantings, soil treatments, and natural predators are to be utilized to maintain a more natural balance of pests and predators, which means that the presence of some pests must be tolerated.
- When a pest problem has been identified as existing and is creating an unacceptable level of environment, aesthetic or economic damage or creating risk to human health, then treatment options must consider the following criteria.
  - Least hazardous to human health
  - Least disruptive to natural controls
  - Least toxic to non-target organisms
  - Least damaging to the environment
  - Most likely to produce a permanent reduction in habitat conducive to pest populations
  - Cost effectiveness over a reasonable term such as 2 to 5 years

Pesticide Selection:A Signal Word on the pesticide label is required for all registered products, indicating the acute toxicity. The Signal Words and associated toxicity categories are as follows:

Category I DANGER (Most Toxic)

Category II WARNING

Category III CAUTION

Category IV None required but if used means Caution – least toxic

- To ensure the safety of the public and staff, the District will use the following criteria to ensure that the least hazardous pesticide and/or the least hazardous method of control be utilized.
    - Currently only one herbicide has been approved for use in the parks. Glyphosate has been approved for weed control in difficult areas such as fence lines, brick pavers or ball diamond infields.
    - The District will use only pesticides that have been evaluated by the U.S. EPA and found to include no possible, probable, known, or likely human carcinogens: no reproductive toxicants; no known, probable or suspected endocrine disruptor; and no nervous system toxicants (either cholinesterase inhibitors or listed as neurotoxins by the Toxics Release Inventory.)
    - All ingredients in pesticides used by the District must have a solid half-life of 30 days or less.
    - No high volatility formulations will be used.

- Pesticide Use: Park District employees and contracted employees must use, store, handle, or dispose of a pesticide, pesticide rinse, pesticide container or pesticide application equipment in a manner that:
    - Is consistent with the product labeling, and Illinois Department of
    - Agriculture regulations
    - Does not endanger humans, food, livestock, fish, wildlife, or beneficial insects
    - Does not cause unreasonable adverse effects on the environment
    - Does not direct a pesticide beyond the boundaries of the target treatment site or result in damage to adjacent property.
    - Does not result in pesticide application on any human.
    - Employees must wear appropriate protective clothing when mixing or applying pesticides.
    - Only employees licensed as a pesticide operator or pesticide applicator by the Illinois Department of Agriculture can mix and/or apply pesticides.
    - Notices must be posted at sites where pesticides have been applied which specify the target pest, manner of application, date, and re-enter interval. The notice will also have a PDOP contact name and phone number who will investigate complaints and answer questions.
    - Park perimeters will be marked with flags posted around the sprayed area.
    - When a pesticide is to be applied by a person not employed by the Park District of Oak Park, a pesticide application permit must be acquired from the Superintendent of Buildings and Grounds prior to application. After the permit is acquired, the contractor must be accompanied by a district employee who will monitor for proper application.
    - The Park District will keep records of all pest control measures, pesticides used, and amounts and locations of treatments. Pesticide use records, pesticide Material Safety Data Sheets, pesticide product labels, and available manufacturer information about inert ingredients will be kept on file with the Superintendent of Buildings and Grounds.
    - Records of all pest control actions are to be maintained including information on the number of pests or other indicators of pest activity that can verify the need for action. These records will be made available upon request to staff and the general public during normal operating hours and will be kept for at least five years.

- Pesticide Procurement, Storage and Disposal must follow these procedures.
  - Any pesticide acquired must be accompanied by a Material Safety Data Sheet (MSDS).
  - MSDS will be available and accessible for employees and residents to view during regular business hours.
  - Pesticides must be purchased from licensed suppliers in the manufacturer's container.
  - Pesticides must be stored in a secure manner that prevents contamination.
  - Storage must be compliant with directions listed on the manufacturer's label and in compliance with all pertinent laws, rules, regulations, and local ordinances.
  - Storage areas will have equipment to effectively handle any emergency that might reasonably be expected to occur.
  - Incompatible hazardous substances and pesticides must not be stored in the same area. For instance, fertilizers and pesticides should not be stored in the same room.
  - Disposal of pesticides and fertilizers and their containers will be done in accordance with label instructions and applicable state and federal laws and regulations.
  - All pesticide containers must be triple rinsed immediately when emptied and the rinse water must be added to the sprayer tank for proper disposal.

Procedure on Planting Program

The following procedure is to be followed for the planting program.

Planting Program

- New trees planted in the parks should be chosen from the Recommended Tree List. The Park District will give preference to native trees and shrubs when adding new plants to the parks.
- Avoid monocultures by creating a balance among species with no more than 8% of total in any one species.
- Tree selection must consider the tree's mature size, life span, texture, form and both leaf and bark color.
- Strive for multi-aged stands of trees, which will disperse maintenance costs resulting in a more predictable distribution of maintenance expenses each year. Slower growing but longer living trees are important.
- Tree selection must consider the site in relation to drainage, sun exposure and wind characteristics as well as overhead lines, underground pipes and cables, and nearness to property lines and buildings. A standard distance of 30 to 50 feet from buildings and property lines should be maintained.
- The timing of tree planting is important since some trees such as bitternut hickory, tulip tree, tupelo and sassafras should always be planted in the spring and others such as birch, magnolia and redbud have a better survival rate if planted in the spring. In general, spring planting is preferable because the tree has a longer time to establish new roots before winter.
- Observe proper planting practices. Dig the planting hole 2 to 3 times wider than the root ball or container and only as deep as the root ball. The planting hole should be saucer shaped, not a

deep hole. The root ball should be planted several inches above grade in order to avoid planting too deeply. Backfill the hole gently with the same un-amended soil that was removed from the hole.
- Water the tree thoroughly when planted and during the growing season provide 1 inch of water weekly either through rainfall, 'gator' watering bags or hand watering.
- Mulch immediately with a 4 inch layer of composted organic material around the base of the tree and evenly extended outward for a radius of 18 inches. Mulch should never touch the trunk.

Procedures for the Memorial Program

When a resident requests a memorial tree or other memorials in one of the parks, the following procedures are to be used.

Memorial Fund

Requests for a memorial tree, bench, or other item are directed to the Conservatory Manager.

1. An application form is sent to the individual making the request with instructions to return the form to the Memorial Trust committee chairperson.
2. The Chair will confirm all information and collect payment before a plaque is created.
3. When the plaque is ready, the Chair, the applicant, and the Conservatory Manager will meet in a park to identify and choose the tree for the memorial.
4. When the tree is chosen, the location is reported to the Superintendent of Buildings and Grounds who will supervise the installation of the plaque.

Procedures for Trash Removal

Crews will pick up visible litter, consolidate partial trash cans and pull full cans to curb. Garbage truck will empty cans on curb and return them to the proper location. Trash will typically be removed from parks two to three times per week or as needed. During summer months, parks will be cleaned and trash removed daily.

Trash Removal

Litter Pick

- Pick up **ALL** debris: trash, rocks, sticks, clothing, *anything* that does not belong
- Check underneath benches, **BOTH** sides of fences, in shrubs
- Remove *ALL* glass (rake up as needed)

Consolidate Trash

- Place perimeter can on hand truck
- Empty partial trash cans from interior to make full cans

- Replace empty cans, pull full cans to curb
- Place lid upside down on receptacle to prevent trash from being thrown inside
- Sweep/Clean Splash Pads

Procedures for Trees

The following procedure is to be followed on tree management.

Tree Management

- The Park District will create a tree inventory which will be updated with each new tree planted and each tree removal.
- Identify historically significant trees and mark with a label that provides species, age and reason for significance.
- Expand and publicize the Memorial Tree program.
- Develop a budget for tree maintenance and tree planting which shows a per capita expenditure for trees and their maintenance.
- Plant a minimum of 15 new trees each year ensuring that as trees age and decline, others are growing to mature heights and beauty.
- Require all tree care contractors to be licensed arborists and maintain one or more certified arborists on staff.
- Incorporate into the Director's monthly report to the Board, activities relating to the management of trees.
- Expand the current tree stock through tree longevity and large species plantings.
- Provide the tree protection protocol to contractors who bid on park projects.
  - Trees that are injured or killed during construction must be replaced on a diameter inch-for-inch basis with nursery grown trees 3" in diameter.
  - Replacement tree species must grow as tall at maturity and have a similar life span as the tree removed.
  - Tree replacement should occur within the same park location when practical. If this is not feasible, replacement trees can be planted in other parks within the system with the approval of the Superintendent of Buildings and Grounds.
  - Replacement trees should comply with the American Standard for Nursery Stock requirements in ANSI Z60.1 in regard to quality, size, genus and species.
- Provide a tree care protocol to all contractors performing work within the parks. Evaluate high-risk trees using the Hazards Rating Form developed by the International Society of Arboriculture, which evaluates tree characteristics, health, site conditions and defects to reach an objective rating.
- Park District staff should be trained in tree monitoring techniques and assist in the risk management process. A tree hazard checklist includes the following considerations:
  - The presence of dead branches
  - Detached branches hanging in the tree
  - Cavities or rotten wood along the trunk or in major branches

- Fungi present at the base of the tree
    - Cracks or splits in the trunk or where branches are attached
    - The trunk developed a strong lean
    - Roots are broken off, injured or damaged by lowering the soil level, installing pavement, repairing sidewalks or digging trenches
    - Leaves have prematurely developed an unusual color or size
    - The tree has been topped, heavily pruned or lost its leader
    - There are visible signs of insect or disease damage
- Remove trees or mark high-risk trees for careful monitoring in accordance with objective tree removal criteria. These include recommendations resulting from the tree inventory, staff recommendations when evaluating storm damage, community-driven park renovations or redesigns, as well as trees that are deemed invasive and are detrimental to the native eco-system.
- Maintain a 5-year cyclic pruning program with each tree in the system receiving a class 'A' pruning once within each five-year cycle.
- Do not engage in the following practices.
    - Topping trees
    - Excessive thinning of the tree crown
    - Removal of lower tree limbs that higher than 7 feet above ground level unless this is required for the passage of large vehicles such as fire or garbage trucks.

Procedures on Behavior Management

The following procedure is followed for behavior management.

Behavior Management

All participants shall comply with a **basic behavior code**:

- Show respect to all participants, staff and volunteers. Follow program rules and take directions from staff.
- Refrain from using abusive or offensive foul language
- Refrain from threatening or causing bodily harm to self, other participants, staff or any other individuals
- Show respect for equipment, supplies and facilities.
- Not possess any weapons or items that appear to look like weapons.

Discipline

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specifically to each individual's situation. The agency reserves the right to immediately suspend or permanently dismiss a participant whose behavior endangers his or her own safety or the safety of others. Behaviors, such as fighting, will result in a minimum suspension of one day. Illegal actions or highly inappropriate behaviors, such as stealing, possessing drugs or alcohol, possessing a weapon, or starting a major physical altercation, will result in immediate and permanent dismissal from the program.

Procedure

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at home or school. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions listed in the basic behavior code, the following guideline should be followed:

- Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
    - A verbal warning. A verbal warning consists of pulling the individual away from the group and explaining the behavior with the potential steps of action that will be followed if the inappropriate behavior continues. *Any employee can enact this level of discipline*.
    - A supervised time-out from the program. The length of a time-out should be determined based on the child's age (one minute per year), and should not exceed 15 minutes. The type of time-out may vary according to the situation. If physical restraint is used to protect against injury, the time-out should be documented on a Behavior Management report. It is still recommended to document any time this level of discipline is enacted. Any conduct report should be given to the Program Leadership and the Program Manager/Coordinator. *Any employee can enact this level of discipline.*
    - A suspension from the program for a designated time period. The standard time periods for suspensions are:
        i. First Occurrence: 1 Day
        ii. Second Occurrence: 2 Days
        iii. Third Occurrence: 1 Week

A participant may advance to a longer suspension time period dependent upon the severity of the behavior. When determining such an advancement, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior. Behaviors, such as fighting, will result in a minimum suspension of one day. *Only Program Leadership can enact this level of discipline. Program staff should communicate with leadership, provide documentation and make a recommendation. If staff communicating is from different departments, Program Leadership may need to be involved.*

- Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the agency reserves the right to dismiss a participant whose behavior endangers his or her safety or the safety of others. Illegal actions or highly inappropriate behaviors, especially those resulting in a police report will result in immediate and permanent dismissal from the program (such as theft, possessing drugs or alcohol, possessing a weapon, or starting a major physical altercation). *Only Program Managers or their superiors can enact this level of discipline. The Program Leadership should communicate with the Program Manager, supply documentation and make a recommendation.*

- A participant may advance through the levels of the Behavior Management Policy or may jump to a higher level dependent upon the severity of the behavior.
- If a participant receives a time-out or a suspension, the supervisor of the program should contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is strongly recommended.
- Communication between staff and parents should be on-going regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
    - Transfer to another program where the inappropriate behavior may be less prone to occur.
    - Limited/reduced timeframe that the participant may attend the program.
- Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation and then the Executive Director.

<u>Contacting Police</u>

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately. If a parent/guardian is not available.
- If a participant becomes overly aggressive and violent.
- If participant partakes in illegal activity.

Procedures for Contagious Illnesses

The following procedures are to be used for reporting contagious illnesses to participants or employees.

<u>Contagious Illnesses</u>

<u>Participant with Contagious Illness</u>

1. If a participant is sent home due to a suspected case of a communicable disease, the program instructor should contact their full-time supervisor to develop a note to be sent home to the other participants regarding possible exposure.
2. The situation and prepared note must be shared with the Program Manager in advance of distribution to the other participants.
3. The contagious child's name will not be used in the distributed communication.

<u>Employee with Contagious Illness</u>

- Staff diagnosed as having a communicable disease should inform their supervisor and not attend work. If there is a risk that others may have been exposed, a full-time supervisor will develop a note to be sent home to program participants and fellow employees.
- The situation and prepared note must be shared with the Human Resources Director in advance of distribution to the other participants or employees.
- The contagious employee's name will not be used in the distributed communication.

Procedures for Dispensing Medication

The following procedures are to be followed for dispensing of medication.

Dispensing Medication

If a child needs medicine dispensed during a Park District program, a special form must be completed by the parent/guardian.

If the child dispenses his/her own medication (i.e. an inhaler), the Program Instruction must be notified each time it is dispensed by the child.

Procedures for Low Enrollment

This procedure is to be applied when a program, class, or activity requiring registration has participant registration numbers below the budgeted minimum a week prior to its start.

Low Enrollment

- Contact class instructor or contractual provider to discuss class status and financial impacts of running class under a minimum.
- Contact Program Manager to discuss class status and offer a recommendation on whether to cancel or run class below minimum.
- If a decision is to cancel class or activity, notify Customer Service and all participants no less than three days prior to the start of the program.
- If decision is to run class or activity, notify Customer Service and make attempts to promote the class or activity with the help of the Communications and Marketing Department.

Procedures on Photography at Park District Parks & Facilities

The following procedure is to be used when a permit to photograph is requested for the Oak Park Conservatory.

Photography At Parks & Facilities

Cheney Mansion

Exterior photography is allowed free of charge provided that there is not a private rental scheduled during that time. Interior, Professional photography or filming inside the mansion requires a paid contract and agreement. The general public may take pictures inside the home during events or at times when the home is scheduled to be open to the public. It may not be disruptive to others that are in the mansion at the same time.

Conservatory

Professional photographers, or anyone who will use the photos taken for financial gain, are welcome to use the Oak Park Conservatory facility for photo shoots once the proper permit application has been completed. The permit application is available at the Conservatory receptionist's desk. Individuals taking pictures for their own enjoyment and personal use do not need a permit.

Procedures for Program Cancellations

The following procedure is to be adhered to when making class cancellations or changes.

Recreation Program/Class Cancellations or Changes

- Make all necessary changes or updates in RecTrac.
- Notify Customer Service staff of the changes and confirm their receipt of the information verbally or in writing.
- Notify all registered participants through email, phone calls, or in person to the best of your ability. Seek assistance from other program or customer service staff.

Procedures for Refunds and Transfers

When a program refund and/or transfer is requested, the following procedures are to be followed.

Refunds and Transfers

- Staff receiving the request should verify program is within the cancellation/transfer date range per our Refund Policy.
    - For most programs, requests must be made before the program meets for a second time.
    - Learn to Swim and Ice Skating Lessons require a one-week notice for a refund
    - Summer Camps, Trips and One-Day programs require two weeks notice
- If outside this range, no refund or transfer is allowed without program supervisor's approval.
- Staff should suggest other alternative programs and services to the customer. If the customer would prefer a refund, staff should encourage the customer to leave the refund amount on their household account for use at a later time.
- Notify customer of any fees and/or deposits that are to be retained per program guidelines.

    - A $3 service fee will be charged for all refund requests unless otherwise stated:
    - A $10 service fee will be charged for all gymnastics class refund requests.
    - A $25 service fee will be charged for all camp refund requests.
- Process refund and/or transfer in RecTrac and send receipt to patron via their communication of choice (email, mail, no receipt).

In the event of extreme weather conditions and/or extreme weather conditions outside of the Park District's control requiring facility closures or activity cancelations, no refunds will be issued.

<u>Waitlists</u>

If a cancelation opens up a spot where a waitlist exists, enroll the first person from the waitlist and email the patron to notify them of the enrollment. If the class is less than a week away from the start date, place a courtesy call and notify the parent or leave a message.

Procedures for Running the Lottery

The following procedure is to be followed when running the lottery.

<u>Running the Lottery</u>

On the Monday (3 or 4 days before the lottery), have marketing update the web to notify patrons that the lottery will be occurring on the specified date and the system will be down from approximately 12:00-3:00pm on the day of the lottery.

On the day of the lottery, take and accept registration up to the lottery deadline. (Typically 12:00pm on the day of the lottery.)

Once the clock reads 12:05, (this will allow a few minutes for patrons to complete their online transactions) turn off WebSpeed app which runs on the RecTrac server. Consult IT Department if needed.

Make sure all registrations that were turned in before the deadline have been entered into the system. Be sure to check other registration hubs and locations.

Follow RecTrac instructions to perform the lottery for all residents for the program season which is current. This may take up to one hour. Once complete, please print off and save lottery results to email to registration and programmers.

Finish the lottery by sending out receipts using the bulk receipt lottery tool within RecTrac.

Once all receipts have been sent, restart the Webspeed App in rectrac and have marketing take down the lottery/system notification which was posted.

Now resume registrations.

*There is no need for internal workers to exit RecTrac; however, they cannot be entering registrations while the lottery is running.

Procedures for Snacks in Park District Programs

The Park District believes in offering healthy options for participants in our programs. The following DCFS licensing standards are required for all preschool programs, but are also to be followed by all other Park District programs (whether the Park District is providing the snacks or they are provided by a participant or guardian to be shared with the class.

Healthy Snacks in Park District Programs

1. Due to the increase of children with peanut allergies, no snacks that contain any type of nut, peanut oil, or trace amounts of peanuts in the ingredients may be served.
2. Drinks must be 100% juice (No soda pop, Hi-C, Capri-Sun, Gatorade, etc.). Water and milk are also acceptable.
3. Snacks must be store or bakery bought. Homemade snacks are not allowed.

Recommended snacks include:

- Animal crackers
- Apple sauce
- Bagels and low-fat cream cheese
- Cheese and crackers
- Cheese sticks
- Fresh fruit including oranges, strawberries, apples, bananas, pears, raspberries, blueberries, pineapple, etc.
- Fruit cups
- Fruit snacks
- Goldfish crackers
- Graham crackers
- Granola or fruit bars
- Low-fat pudding
- Pita bread and hummus

- Popcorn
- Raisins
- Rice cakes
- Veggie sticks
- Yogurt

Procedures for Unattended Children

The following procedures describe the processes when staff come upon an unattended child in any Park District facility, park, or location.

Unattended Children

- Parents/legal guardians are solely responsible for their child(ren) while they are in the Park District of Oak Park, unless the child(ren) are in a Park District of Oak Park supervised program.
- Children nine (9) years of age and older may use the Park District (pools, rink, parks) unattended providing they are able to follow Park District of Oak Park rules and observe proper conduct.
- Children under the age of nine (9) must be accompanied by a parent or other responsible caregiver age sixteen (16) or older at all times while in the Park District of Oak Park.
- All children must be picked up by closing time.
- The Park District of Oak Park staff will attempt to approach and contact parents of children whose safety is in doubt. If parents or caregivers are unavailable, the staff will contact the Oak Park Police Department to provide custody.

Notify the Oak Park Police Department & Park District Leadership

- Emergency Police: 911
- Non-Emergency Police Department: (708) 386-3800
- Non-Emergency Fire Department: (708) 445-3300

When calling the Police and/or Fire Department(s), provide the following information:

- Who are you and how can you be contacted (cell phone number).
- The unattended child’s name and description.

Advise the manager of the facility then advise a senior manager, not necessarily in this order:

- Executive Director, (708) 725-2020, (312) 259-7359 (cell)
- Superintendent of Recreation, (708) 725-2021, (773) 203-3933 (cell)
- Superintendent of Revenue, (708) 725-2304, (630) 248-9020 (cell)

- Superintendent of Buildings & Grounds, (708) 725-2050, (708) 932-2227 (cell)
- Superintendent of Finance, (708) 725-2015, (331) 422-9721 (cell)
- HR Safety & Risk Manager, (708) 725-2111, (630) 674-5950 (cell)

Staff should complete an *Incident Report Form 01* and give it to the HR Safety & Risk Manager as soon as possible or within 24 hours. If the event occurred on a weekend or holiday, the report should be in the Manager's office on the next regularly scheduled work day.

Procedures for Reserving Meeting Equipment and Rooms

The following procedures are to be followed when reserving meeting equipment or spaces.

Reserving Meeting Equipment and Rooms

- Log in to RecTrac to make a reservation for each individual piece of equipment or meeting space, including set-up and take down times
- Staff making the reservation must make arrangements to pick up the equipment and/or set up the room

In case of conflicts with use, priority will go to the person or group who made the reservation in RecTrac.

Procedure for Reserving a Room at RCRC

The following procedure is to be followed when reserving the small conference room medium activity room and large activity room at the Ridgeland Common Recreation Complex.

Reserving Rooms

- In order to accommodate requests in the best interest of the Park District and all programming, the priority of room reservations is as follows
    - Ice rink programs
    - Year round rink renters who use a room in conjunction with an ice rental
    - Non-Rink Park District programs
    - Park District Internal Reservations
    - Previous renters
    - New renters
- At the time folders are distributed to staff for each of the quarterly program brochures, Park District staff should submit via e-mail a list of dates and times they would like to request to reserve the rooms at the Ridgeland Common Recreation Complex. This should be submitted to the Aquatic and Rink Manager.
- Once a schedule has been populated with rink class and rental needs, other classes will be filled

in where possible. When finalized, a schedule will be published and sent out to all staff who requested a room, notifying them that the date and time requested has been approved or denied. This will be done before the first proof of the brochure is distributed for staff to review.

    - Classes that run year round or classes that need to be scheduled well in advance will also be accommodated when possible.

- It will be up to the program specific programmer to enter these room rentals into RecTrac along the same timeline as put forth in the brochure schedule after approval.
- Once all Park District programs have been confirmed, internal staff may submit, via e-mail, a request to use these rooms for meetings, trainings, or other internal uses to the Aquatic and Rink Manager.
- The Aquatic and Rink Manager will respond within 48 hours of the request to either confirm or deny the request. It will be up to the person responsible for the booking to reserve the appropriate room in RecTrac. This must be completed before the final proof of the brochure is available for editing for that quarter.
    - Staff can still reserve rooms for trainings or meetings after this date, but may not receive the same priority
- Once the final brochure has been reviewed and rooms populated in RecTrac, renters who have booked time in the facility previously will have the opportunity to rebook time they have used in the past.
- On the date that registration opens for classes in that specific brochure, any remaining times will be available to new renters on a first come, first serve basis.

Procedures for Park District Camera

The following procedures are to be followed regarding the Park District camera.

Park District Camera

Camera Reservation

To check out the Park District camera, contact the Communications & Marketing Coordinator to arrange pick-up and return dates.

Procedure on District Directions

District Directions is an employee newsletter that comes out every other month.

District Directions

District Directions is a communication tool for all of the employees at the Park District; ideas and contributions are welcome. Employees are asked to contribute freely. Included are highlights of employee accomplishments, personal stories, timely updates, Park District happenings that the entire staff should know about, and teamwork tips that work!

Memos to Staff	**Info due to C&M Manager**	**Pay Date/ Issue Date**
Jan 25	Feb 1	Feb 15
Apr 5	Apr 12	Apr 26
May 31	June 7	June 21
July 26	Aug 2	Aug 16
Oct 4	Oct 11	Oct 25
Nov 29	Dec 6	Dec 20
Annual Report		Jan 31

Below is the 2013 Calendar for the employee newsletter District Directions. This calendar will be updated in the procedure annually. District Directions comes out every other paycheck and will be available through the portal that paystubs are available.

This procedure will be updated annually with the new calendar.

Procedure for Banner Requests

The following procedure is to be followed for processing banner requests from outside organizations.

Processing Banner Requests

- All banner requests should be submitted to the Communications and Marketing Department.
- The designated banner requests contact person is responsible for keeping the banner request calendar and all communication with requesting organizations.
- Processing Requests:
  - Ensure that the request falls under the rules and regulations noted on the back of the Banner Posting Request Form.
  - Check the Banner Posting Calendar located in the P:\<drive> to confirm that there is open space at the requested location(s). No more than three banners should be hung at a single location, and a single organization may not hang more than three banners at three locations. Be aware that some locations may have restrictions.
  - Assuming that the banner request falls within the rules and regulations, approve the request via email by sending a signed and approved form back to the person requesting on behalf of their organization. Note the banner and location(s) in the Banner Posting Calendar.

Procedure on Hanging Items on the Wall of Public Areas

This procedure is to be followed when hanging items on walls of Park District property that will be seen by the public.

Hanging Items on the Wall in Public Areas

- Internal Request

  Items received from sources within the Park District may be hung on the wall in public areas. Please provide sample and locations where the item will be hung to the Communications Department prior to hanging.

  When replacing an existing item with a new item, please get approval from item source prior to replacement.

- External Request

  Any request for posting hanging of marketing or publication items must have the approval of the Communications Department before items may be hung.

  A vendor may leave the printed items along with a business card with contact information before review.

Procedure on Updates and Information - Monthly

The following procedure is to be followed for developing the monthly staff reports for the Park Board.

Updates and Information (Monthly Staff Report to Park Board)

Staff members annually receive a production schedule for the monthly staff report to the Park Board developed by the C & M Assistant.

The C & M Assistant gathers information from staff, edits it and formats it into the report.

The report is emailed to the Manager of Communications & Marketing who reviews and edits it.

The report is forwarded to the Executive Director and the Administrative Assistant who includes it in the Board Packet.

Procedure on Press Release Development

The following procedure is to be followed for developing and delivering weekly press releases.

Press Release Development

The C & M Assistant utilizes information from the program guide to develop weekly press releases which are emailed to the Manager of Communications & Marketing by end of day on Friday, usually sooner.

Press releases are reviewed by the Manager of Communications & Marketing and changes, additions, and deletions are made.

Manager of Communications & Marketing emails the press releases to a distribution list of reporters, photographers, FOPCON representatives who have requested to receive this information by end of day on Monday.

Special announcement press releases (grant announcements, emerging events, etc.) are written and distributed by the Manager of Communications & Marketing.

Procedure for ENewsletter

The following procedure is to be followed for developing the monthly resident enewsletter.

Enewsletter Development

- The Manager of Communications & Marketing develops content in Constant contact for the newsletter based on information from the previous year's and previous month's enewsletter, program guide information and information gathered at staff meetings, and otherwise known.
- The C & M assistant develops the calendar of events and links all events to the Park District website.
- When content is completed the C & M Coordinator is notified.
- The C & M Coordinator designs the newsletter adding photos, graphics and a unique banner heading.
- The Executive Director and the Manager of Communications & Marketing proof the newsletter.
- Either the C & M Coordinator or the Manager of C & M schedule the delivery of the enewsletter.
- The enewsletter is delivered to all subscribers gathered from the Park District website and identified through sign in sheets at community meetings.

Procedure for School Newsletters

The following procedure is to be followed to post information on bulletin boards located throughout the Park District.

Development and Delivery of the School Newsletter

The school newsletter is distributed six times per year to all School District 97 students , Park District preschool/playschool students, and private school pre-school and elementary school students.

Staff members annually receive a production schedule for school newsletter.

Staff submits information to the C & M Coordinator before each deadline for inclusion in the school newsletter.

The C & M Coordinator designs the newsletter using this information and additional information gleaned from the program guide.

The Manager of Communications & Marketing and the C & M Assistant proof the newsletter.

The newsletter is turned into a PDF and emailed to district 97 for distribution.

The newsletter is also sent to the District 97 print shop where copies are made for all non-district 97 students.

The C & M Assistant picks up the newsletters, sorts them by school and distributes.

Procedure for Kids Report

The following procedure is to be used to produce the Kids Report.

Kids Report

The Kids Report is Park District information that is sent out to the local community schools. The following issues are dispersed: Fall, Fall Flyer, Winter, Spring I, SpringII and Summer. A yearly calendar to gather information for the Kids Report will be created at the beginning of each year. The calendar would include dates for memos for staff, info due to the coordinator, to the printer, to the schools, and finally the issue focus. The calendar is then sent out to the Executive Director, the Superintendents, Customer Service, Recreation staff, the Conservatory, Pleasant Home and the Project Manager for their planning purposes and as a reminder about issue deadlines.

Procedure for Brochure

The following procedure is to be used to produce the brochure.

Brochure

The Brochure is the Park District information that is sent out to all residents throughout the year in winter, spring, summer and fall. Once the brochure is completed

An annual calendar is devised with deadlines for each issue for the following: Customer Service Participation Report, transfer previous year to history, information to staff, coversheet to Coordinator, proof to staff, proof corrections to coordinator, final issue ready for proofing, corrections verified in WEBY, copy to printer, color proof to Park District, corrections to printer, brochure delivery to residents – registration begins, lottery, non-resident registration begins, programs begin on or after.

The annual calendar is sent out to all staff for their planning purposes and as a reminder about issues and deadlines in the calendar.

Procedure for Program Guide Bid Development

The following procedure is to be followed when securing a printing bid for the season program guide.

Program Guide Bid Development

Manager of Communications & Marketing develops bid specifications which are reviewed by the Finance Director.

An ongoing list of printers who request a copy of the bid specifications is maintained.

Bid specs are mailed to those printers who request a copy and to all those companies who submitted bids previously including the current printer.

Bids are received, open and read in a public meeting.

References are checked for the low bidder.

If the references are favorable, a recommendation is made to the Park Board to accept the proposal.

If the references are unfavorable, the second lowest bidder's references are checked and so on.

Procedures on Bulletin Boards

The following procedure is to be followed to post information on bulletin boards located throughout the Park District.

Facility Bulletin Board

If a flyer is created which needs to be posted on bulletin boards throughout the Park District, the C & M Assistant will run off enough flyers to put in mailboxes for program supervisors located in Park District facilities. For Field, Carroll and Andersen Centers bulletin boards, flyers will be put in the Facility Scheduling & Parks Coordinator for posting.

A flyer will also be posted on the bulletin board in the Administrative Center kitchen.

Procedure on Display Boards

The following procedure is to be followed for developing Park District display boards.

Developing Park District Display Boards

If it is an annual display board (i.e. job fair, etc.) the program supervisor contacts the C & M Assistant directly to discuss content and deadline.

If it is a new request, staff requests a display board through the Manager of C& M. Once details are decided, the information is passed to the C & M Assistant who creates the display board.

Procedure for Posting Banners

The following procedure is to be followed when posting banners.

Banner Posting

- All banner posting requests must be completed and returned to the Park District of Oak Park at least one week before the intended banner is to be hung. Requests can be returned at the front desk of the Hedges Administrative Center at 218 Madison or via email to Diane.Stanke@pdop.org.
- Unless approved as part of a sponsorship agreement, a banner may be displayed ONLY to announce an event.
- The maximum size of a banner is a height of 5 feet by a length of 40 feet (total of multiple panels).
- Only banners relative to an event or activity taking place within village limits that benefit the community at large will be approved to be posted.
- The banner materials may NOT be metallic or other electrical transmitting material unless specifically approved by the Park District. All banner materials shall be waterproof and resistant to deterioration due to rain, freezing, or sun. In the event any defect or problem is detected by Park District staff and reported to the applicant, immediate attention shall be given to making necessary repairs. Any delay in doing so could result in immediate removal of the banner.
- The Park District reserves the right to determine priority among conflicting requests for the same time period. Park District sponsored events, activities, or sponsors take precedence over all other requests.
- Banners may only be hung for official Park District Programs, Park District P.A.C.T. organizations, neighborhood associations, Oak Park non-profit organizations, or other Oak Park Governments or their partners. In some situations, i.e. if an event is being held at a Park District of Oak Park facility, approval to hang a banner may be permitted. All banners hung at the Conservatory must relate to Conservatory functions.
- No political banners or banners advertising events involving alcohol or tobacco will be considered for placement.
- Banners shall be displayed for a maximum period of up to 2 weeks.
- Organizations are responsible for hanging and removing banners within the time frame allocated and approved without causing any damage to park district property.
- Banner wording and/or artwork shall be approved by the Park District prior to granting a banner

permit to insure consistency with this policy.
- Banners that do not adhere to these specifications will not be approved for posting.

Procedures on Manual - Lifeguards

The Life Guard Manual below is to be used for procedures in regards to life guards.

Procedure on Pool Openings and Closings

The following procedure is to be initiated for inclement weather.

Pool Opening/Closing

- Extreme weather: The pool may close during a session due to extreme weather, i.e., lightning, thunder, hail, tornado watches or warnings. When the pools closes due to the above factors, they will remain closed for the entire session and the staff may be sent home.

- Cool temperatures: If the air temperature is below 72 degrees at 5:00pm, only one of the Oak Park pools will be open that evening. Ridgeland Common will be open on Tuesday and Thursday. Rehm pool will open on Monday, Wednesday, Friday, Saturday and Sunday. If your pool does not open, you will not need to work that evening.

We will always try to open if weather is permitting.

This means no thunder or lightening.

Unless you speak with a supervisor, you are expected to report for work regardless of the conditions.

Procedure on Pool Work Schedules

The Supervisors or coordinators will determine work schedules for all employees; once completed, the schedules will be distributed and posted. The following is the procedure to be followed for work schedules.

Work Schedules

- All employees will be punctual when reporting to work. (Repeated failure to be on time will result in disciplinary action). It is your responsibility to report to work in ample time to change if needed and be at your station by the time you are scheduled. Do not check in earlier than instructed. YOU WILL NOT GET PAID FOR THIS TIME.
- Seasonal employees are being hired on a part-time basis. If you would like additional hours, you may substitute hours for other staff. **Remember, you are a seasonal employee and, as such, your hours should not exceed 40 hours per week.** Overtime must be pre-arranged with a supervisor or coordinator.
- All employees should expect to work weekends and some holiday's hours, as well as both day and evening shifts.
- **If you know in advance that you cannot come to work for any reason, you are responsible for following the procedures set forth for substitution for your given position.** Procedures for finding a replacement will be reviewed during orientation. If you have any problems, talk with a supervisor or coordinator.
- If there is an emergency, notify your immediate supervisor or a coordinator as soon as possible.

Procedure on Pool Weather Hotline

The following procedure is to be used regarding pool weather and how to post the information on the pool weather hotline.

<u>Pool Weather Hotline</u>

FOC's – this summer the pool has a weather hotline that will update patrons as to the status of our facilities in the case of unfavorable conditions. The number is: <u>708-725-2722 (then press 1 for pool openings/closing)</u>

This needs to be updated every morning as well as if something changes with the status of either facility throughout the day. <u>The REHM POOL FOC WILL ALWAYS UPDATE THE HOTLINE</u> but will need information relayed to them and will need to relay information to the Ridgeland Common FOC from time to time.

<u>To Change the Hotline</u>

- Call 708-725-2000
- Press *2723 à mailbox number
- Enter 2723# as the password
- Press 4 to get to personal options
- Press 1 for your primary greeting

- Press 3 to record a new message
- Record your message then press #
- Press "3" to erase and record a new message
- Press "#" when done then press "#" again to save the message

Leave one of the following messages on the recording:

- As of **list time of message** on **list day and date of message** both Rehm and Ridgeland Common pools are opened as scheduled. In the case of inclement or severe weather the pools are subject to close with little warning. There are no refunds issued in these situations. For more information please visit our website at www.oakparkparks.com. Thank you and have a good day.

- As of **list time of message** on **list day and date of message** both Rehm and Ridgeland Common pools are closed due to inclement or severe weather. We will make every effort to open the pools if conditions improve. We are going to reassess and attempt to open **Rehm, R.C., or both pools** at **read time discussed with supervisor**. Please check back at that time or visit our website at www.oakparkparks.com for other information. Thank you and have a good day.

- As of **list time of message** on **list day and date of message** both Rehm and Ridgeland Common pools are closed for the day due to severe or inclement weather. Please check back tomorrow for pool openings and closing or visit our website at www.oakparkparks.com for other information. Thank you and have a good day.

As of **list time of message** on **list day and date of message** only **name open facility** is open and **list closed facility** is currently closed. We will make every effort to get both pools open if conditions improve. Please check back as this message will be updated if the situation changes. For other information please visit our website at www.oakparkparks.com. Thank you and have a good day.

- **Changing the website** – any time the pool closes the Aquatic and Rink Manager will also update the website facility content page.
    - Go to https://pdop.ae-admin.com/admin/login.aspx.
    - Log in using correct username and password.
    - Click on the FACILITIES button on the left.
    - Click on the POOLS button.
    - Click on the CLOSE WITH ALERT button.
    - Provide a note stating when the pool was closed and reopen information.
    - To reopen click OPEN WITH ALERT and remove any outdated messages.

Procedures for Gymnastics Safety Rules

The following procedure is to be used during Gymnastics' Playtime.

<u>Gymnastics Playtime Guidelines</u>

Please read and observe the following guidelines to insure that everyone has fun and stays safe.

- Stay with your child at ALL TIMES. Please do not bring newspapers, books, magazines, work, etc. with you. Please keep cell phone use to a minimum. This is a time for you to interact with your child.
- Please keep shoes, clothing and all personal items in the cubbies. Please do not put wet shoes or boots inside cubbies.
- Please keep all food and drinks on the tables in the hallway. We do not allow food or drinks of any kind in the gym or lobby. This includes water and baby bottles.
- Please use the diaper table in the bathroom. No diaper changing in the gym or lobby. Please throw dirty diapers in the LOBBY garbage can and not in the bathroom.
- Pit rules: DO NOT THROW CHILDREN INTO THE PIT!

  Teach children to always jump in feet first.

  Do not throw equipment into the pit.

  Do not allow children to jump in from raised surfaces such as stacked mats.
- Please remember that some of the equipment is unfamiliar to your child. Keep a close eye on them when they are jumping down from heights, walking on a balance beam, jumping on a trampoline, etc.
- If you are unsure whether or not a piece of equipment is available or have other questions, please ask. We are glad to help.
- Please remember…any instruction you are given from the staff at OPGC is to insure the safety of our environment. Please respect our discretion and the guidelines we have set.

Procedure on Gymnastic Office Guidelines

The following procedure is to be used for office guidelines in the Gymnastics Recreation Center.

Gymnastics Office Guidelines

When red light is flashing on the phone, check the messages and write everything down.

- Message pad.
    - pick up handset
    - press vm button
    - mailbox #
- Return all phone calls and messages on message pad unless they are marked for someone specific.
- Check with Gymnastic's Manager for any projects.
- Complete all filing (waivers, medical forms, registration cards, rosters, etc.)
- Turn the outside lights on by 4:30 p.m.
- Lock the door at 7:00 p.m.
- If you leave the office area for any reason, lock the office door and check for messages when you return.
- If you make change from the change drawer, make sure there is always a $50 bank.
- Keep the lobby, bathrooms and office clean. Restock bathroom supplies (toilet paper, paper towels & soap). Clean the front door whenever needed.
- During slow periods, use your initiative and be helpful and productive.
- If you don't know how to do something, ask.

Procedure on Gymnastics Arrivals and Departures

The following procedure is to be initiated when arriving and departing the Gymnastics Recreation Center.

Gymnastics Arrival and Departure

Students are requested to arrive ten minutes before class and wait in the lobby until their coach takes them into the gym.

All students must wait inside the building until a responsible party has come to pick them up.

Procedure on Gymanstics Closing

The following procedure is to be initiated when closing the Gymnastics Recreation Center.

Gymnastics Recreation Center Closing

The Park District of Oak Park gymnastics staff is responsible for the overall operation, function, and safety of the Agency.

- Pick up toys in the hallway.
- Turn out bathroom and hallway lights and shut hallway door.
- Straighten lobby - put chairs away, pick up any trash, items in lost and found.
- Put all equipment away and/or set up for next morning.
- Turn all fans off.
- Close back door if it is open.
- Turn off gym lights.
- Lock doors (office, reception, front).
- Leave notes (or call Gymnastic's Manager) about anything unusual.
- Put DND on phone.
- Put waste baskets in the lobby for pick up (office wastebasket too).
- Set the alarm.
- Make sure door is locked after exiting the building.

The closing of the Gymnastics Recreation Center will follow the above steps in for this procedure.

Procedure on Gymnastics Registration

The following procedure is to be used for gymnastics registration.

Gymnastics Registration

Classes are offered year round. We offer three sessions during the school year, and two 4 week sessions during the summer. In addition, we offer gymnastics camps during the winter and summer breaks. Tuition must be paid at the time of registration and at the beginning of each new session. Oak Park residents are given priority registration every summer and fall. Subsequent registration periods offer priority to students already enrolled in the program, and may be completed by phone or in person. NEW REGISTRATIONS must be done IN PERSON at the Gymnastics Center.

Students will be allowed to participate in class only if tuition is current and all appropriate forms are completed and signed (registration card, medical survey, and waiver). Refunds must be requested **BEFORE** the second class meeting.

We reserve the right to cancel any class with less than four students enrolled.

Procedure on Gymnastics Student Evaluation

The following procedure is to be used for student evaluation.

Gymnastics Student Evaluation

Students will receive periodic evaluations of their progress in skills, strength, and flexibility throughout the year.

Procedure on Gymnastics Parent Observation

The following procedure is to be used for parent observation.

Gymnastics Parent Observation

Parents are welcome to observe classes from the lobby at any time but, we request that you refrain from making comments to your children during class time. **Any children in the lobby must be supervised at all times**.

Procedure on Gymnastics Equipment Checklist

The following procedure is to be followed daily in regards to the safety of the gymnastics equipment.

Gymnastics Equipment Checklist

The following equipment must be checked daily using the Daily Equipment Check List.

- Preschool Bar 1
- Preschool Bar 2
- Inflatable
- Fat Rail Preschool Bar
- Preschool Parallel Bars
- Air Trak
- Uneven Bars (RED) and (AAI)
- Rings (Pit and Floor)
- REC Uneven Bars
- Single Rail Bars (Fat and Skinny)
- Pit Bar (Interchangeable)
- Floor High Bar (Straps)
- Low Rings (2)
- Pulley Rings
- Low Beams
- High Beams
- Vault Table
- Springboards (5 big) (2 small)
- Parallel Bars (4)
- Pommel Horse (2)

Procedure on Gymnastics Gym Tots

The following procedure is to be followed for Gym Tots.

__**Gymnastics Gym Tots**__

Welcome to our Gym-Tots program. This class is designed for interaction between parent and child in a playful but structured environment. In order for your child to get the most out of his or her class time, we need your help.

Your role:

- **Help** your child follow group instructions by repeating the instructions individually and giving special help as needed.
- **Keep** your child out of danger by preventing him or her from climbing on equipment, and encourage your child to stay in the appropriate area of the gym.
- **Help** your child participate with the group by positively reinforcing all your child's efforts in the lesson activities.
- **Spot** when your child is performing gymnastics skills to insure safety. Our instructors will show

you how.
- **Focus** on your child's positive behavior. Praise, smile, and cuddle your little gymnast.

Class structure:

Each class is structured as follows; marching with instruments, two instructional songs, activity of the week, gymnastic skill practice, free time (when the teacher announces it), clean up time, pit time, hand stamp.

Gym-Tot rules:

- Know where your child is at all times.
- Don't pick your child up to reach the equipment. Allow your child to climb or jump. You can assist by providing a mat or your knee to step on.
- Don't force your child into a position or activity.
- If your child begins to cry or is hesitant about joining the activity: gradually phase your child in by letting him or her watch and/or sit with the group. Allow your child to sit out and watch until he or she is ready to participate. Some tots take longer than others before they are fully ready to participate in all activities. Don't force them. Your instructor expects this will happen for the first few classes.
- Don't throw your child into the pit or onto the twinkie. Pit entries must always be feet first from the edge of the pit.
- **Siblings are not allowed in class. If they are watching from the lobby, they must be supervised by an adult other than you.**
- Don't let your child jump off anything above chest height.

Procedure on Gymnastics Lice

The following procedure is to be followed for lice infestation and notification.

Lice

What are the symptoms of a head lice infestation?

The earliest and most common symptom of a head lice infestation is itching, particularly in the area behind the ears and at the nape of the neck. Intense scratching may lead to secondary bacterial infection.

How are head lice spread?

Head lice can be passed from person to person through direct contact. But they also can be transferred indirectly among clothing items when coats, hats and scarves hang or are stored touching one another (in cloak rooms or when these items are placed against one another on coat hooks or racks). Head lice also can be spread when infested hair brushes or combs are shared or when infested bedding, towels or shower caps are shared. Once present in a home, school or institutional environment, head lice usually spread rapidly.

There are many misconceptions about head lice. They do not transmit communicable diseases. They do not jump or fly; they can only crawl. Head lice depend completely on their host for nourishment; their only source of food is human blood. The prevalence of head lice infestation is no different in individuals with long hair than in those with short hair. Head lice seldom occur on eyebrows or eyelashes. They infest persons from all socioeconomic levels, without regard for age, race, sex or standards of personal hygiene. Animals are not a source of human lice.

How long do head lice live?

The life span of an adult louse on a host ranges up to 30 days. During this time, the female head louse can deposit about 90 eggs. After incubating for seven to 10 days, the nits hatch and, after another 10 days, mature into adult head lice and the cycle begins again. Off the host, adult head lice can live about two to four days at 74 degrees Fahrenheit (F) and one to two days at 86 degrees. Nits will remain alive off the host for up to 10 days; they will not hatch at or below room temperature (68 degrees F).

How are head lice infestations treated?

Both prescription and over-the-counter remedies are effective in treating head lice. But it is important that pregnant women and infants be treated under the direction of a physician because of concerns about potentially adverse effects. Be careful not to use topical preparations more frequently and over longer periods of time than directed. Overuse of these preparations may cause dermatitis or result in absorption of potentially toxic quantities of the drug. Since agents that kill lice may not kill nits completely even when used according to directions the U. S. Centers for Disease Control and Prevention (CDC) recommends that infested patients be treated twice. The interval between treatments should approximate the incubation period for nits (seven to 10 days) so the second application will kill any newly hatched parasites. Waiting longer than 10 days to apply a second treatment may allow some parasites to mature and lay more eggs.

All persons who have head lice in a household should be treated. To treat an infested person—

- Remove all clothing;
- Apply head lice medication according to label instructions (do not bathe before treatment), using a towel to protect the eyes;

- Have the person bathe and put on clean clothing after treatment; and
- Repeat treatment in seven to 10 days.

Special fine-tooth combs (nit combs) are readily available and can be used to scrape nits and lice off the hair shaft. Combing out nits and lice after proper treatment is not necessary to eliminate infestation, but it may be used for cosmetic reasons or may be required by school "nit-free" policies or by health authorities. Parents and guardians should check treated children for lice and nits daily for two or three weeks after treatment.

Should objects (e.g., clothing, furniture, etc.) be treated?

Objects that are able to harbor head lice and serve as vehicles of transmission should be treated.

- Exposing lice and nits to temperatures above 125 degrees F for 10 minutes is lethal. Most personal articles of clothing and bedding can be disinfested by machine washing in hot water or machine drying for at least 20 minutes using the hot cycle. Be sure to allow time between loads for water to reheat to the disinfesting temperature.
- Place non-washable personal articles of clothing or bedding in the dryer on high heat for at least 20 minutes, dry clean or seal non-washable fabrics in a plastic bag for a minimum of 10 days.
- Place combs and brushes in a pan of water and heat on a stove to about 150 degrees F for 10 minutes. If heating may damage combs or brushes, soak them for one hour in a phenol solution (e.g., Lysol®). To prevent the spread of head lice, do not share combs, brushes, hats, coats, towels or other articles that come in contact with the head, neck and shoulders.
- Thoroughly vacuum or clean car seats, bus seats, and individual infant and car seats according to manufacturer's directions.
- Fumigating rooms and using insecticidal sprays on furniture and carpets are not recommended to kill head lice; **thorough** vacuuming of houses and rooms inhabited by infested persons is sufficient.
- **Use of product brand names® does not constitute product endorsement.**

The following procedure is to be initiated when informing patrons of lice infestation.

Lice Notification For Gymnastics Participants

It has come to our attention that your child may have been exposed to lice from a child who takes class during this time-frame.

Although we clean and disinfect our gym on a continual basis, the ONLY way we can keep lice out of our gym is with your help. PLEASE CHECK YOUR CHILD REGULARLY EVEN IF THEY ARE NOT COMPLAINING OF AN ITCHY SCALP. **If you find your child has lice,** ***please notify us and keep them home until they are not only bug free but nit free as well.***

Thank you and if you have any questions, please let us know.

Procedure for Gymnastics Safety Film

The following procedure is to be used for the gymnastics' safety film.

Gymnastics Safety Film

During the first week of class, your child will be shown a gymnastics safety film. All children, Level 1 and up, must view this film before participating in our program. Parents are welcome to view the film as well.

Procedure for Gymnastics Make-Up

The following procedure is to be initiated for gymnastics make-up sessions.

Gymnastics Make-up

Preschool classes are made up with a free pass to a preschool playtime. Times and days are announced in the monthly Gym News and are posted on the bulletin board. We regret that we are unable to offer make-ups for recreational classes, Levels 1-5.

Procedure on Manual - Adult League

Procedure for Jersey Handout

The following procedure is to be initiated when handing out jerseys for hockey leagues.

Jersey Handout

First Night:

- Lay out jerseys by size then by number

- Label any duplicate numbers in the same size as set ‘A’ or ‘B’.
- Set up table: complete list of jersey taped in middle
- Split the table A-L and M-Z
- Each roster will be printed alphabetically with a place for the size of the jersey and the number of the jersey.

Second Night:

- Lay out jerseys by size then by number
- Set up table: complete list of jersey taped in middle
- Split the table A-L and M-Z
- Each roster will be printed alphabetically with a place for the size of the jersey and the number of the jersey.

All jerseys are handed out on a first-come, first serve basis.

Process when approached:

- What **team** are they on?
- What **size** do they need?
- What number, out of what is left, would they like?
  - First check to make sure the number is not already used on that team. *If it is:* they must take another number.
- Record the size and number next to each name.
- Cross off jersey on availability sheet in middle of the table.
- Each player receives one pair of socks.

Procedure on Goalie Equipment

The following procedure is to be used for goalie equipment.

Goalie Equipment

- You must get a Hockey Coordinator to checkout a set of goalie pads.
- You must check the pads ‘in & out’ on the sign in sheet and have it initialed by a Hockey Coordinator.

- All pads that were loaned to you for the day must be returned in their original bag and signed back in by a Hockey Coordinator.
- Silver Mite Pads (Set #4) will not be rented between December 15 and March 31.
- No pads may be taken home or removed from the facility without the approval of the Rink Program Supervisor.

Procedure on Locker Room Check-In

The following procedure is to be used for locker room check-in and check-out.

Locker Room Check In/Check Out

This year rink staff will be expected to check out locker rooms to anyone using them except the in house hockey programs on Saturday mornings. Below outlines how this process should be accomplished.

- Make sure all locker rooms are locked at the start of your shift. If doors are not locked this system will not be effective.
- When someone asks you to let them in to a locker room, let them know there is a new procedure and that keys are now exchanged for a locker room.
- Go to the key box located near the zamboni room. The code to access the key box is located on the board in the back office. Take out the appropriate team room key from the appropriate key hook. Leave the patron's keys in the lockbox.
- Walk the person to the room and open it for them. Do an initial check to make sure it is clean and nothing is damaged. Have the person sign off that the team room is in good condition, give them the locker room key, and complete the first part of the Locker Room Check-in/Check-out sheet.
- When the team/group is ready to leave they should come find you. This means you should work to be accessible when teams are getting ready to leave.
- Walk with them to their team room and do a final inspection. Look for damage or excessive messes. If there is an excessive mess, tell them it needs to be cleaned.
- If there is damage done, collect team contact information (coach, manager, etc.). Fill out an accident incident report and put it in Jenny's mailbox along with contact information and locker room check-in/check-out sheet.
- If there is no damage collect the locker room key and place it back on the appropriate hook. Take the car keys from the hook and return them to the patron.
- Finish the last portion of the locker room check-in/check-out sheet.

Procedure on Locker Room Rules

The following procedures are for locker room rules.

Locker Room Rules

- All locker rooms must be checked out by a member of the rink staff. You must leave a set of keys in order to obtain a locker room key. Locker room keys should not be taken from the previous group. Please see a facility supervisor for assistance. (Other personal items may be taken in absence of keys)

- Access to locker rooms will only be permitted after the pervious group has vacated the area and no more than 30 minutes before a groups scheduled time unless team rooms are available.

- Locker rooms will be inspected before and after use by all groups. Any damage found in the locker room will be charged at the expense of the group or team who has checked out the room.

- It is the team's responsibility to make sure that the door remains locked while the locker room is not in use, and that individuals not associated with the team are not allowed in the locker room.

- Children will not be allowed in the locker room with out adult supervision. There is no horseplay allowed in the locker rooms!

- No food is allowed in the locker rooms.

- Any excessive mess found in the locker room must be cleaned by the team or group checking the locker room out. It is expected that all tape and garbage be put in the garbage can and anything spilled besides water is cleaned up. Keys will not be retuned until the locker room is cleaned.

- The Park District of Oak Park is not responsible for lost or stolen items.

- There will always be a rink Facility Operations Coordinator on site to assist with any questions or concerns. Please do not hesitate to ask if you have any questions.

Procedure on Harness Usage

The following procedure is to be used for harness usage.

Harness Usage

- The harness can only be operated by a skating professional who has been received training from staff at Ridgeland Common. The harness can not be operated by a student under any circumstances.
- A sign-up sheet is available with the cashier for each freestyle session. Sign up in advance to guarantee use of the harness during a time slot.
- You may only sign up one slot for one person.
- If no one is using the harness you may do so until another person’s time slot has arrived. Please check the sign-in sheet before using the harness. Those who have signed up have priority.
- Please limit the use of the harness to 15 minutes at a time while others are waiting. This includes the time to put on and take off the harness.
- No jumps are allowed ten minutes after using the harness.
- The harness is not a toy. Any use of the harness that does not support its intent as a teaching tool will result in suspension of use.
- Violation of any of these rules will result in a suspension of use from the harness.
- The freestyle cashier has final interpretation and enforcing power of the rules.

Procedure on Freestyle Skate

The following procedure is to be used for freestyle skate.

Freestyle Skate

Instructors

All instructors must have Coaches Insurance from a recognized professional skating organization. A copy of your insurance must be on file at Ridgeland Common before you can coach a private lesson.

- All Instructors must pay the $8.00 freestyle fee unless you are currently teaching classes for the Park District of Oak Park.
- The harness may only be used by those trained by the Park District of Oak Park. The harness must be signed out with the freestyle cashier.

- Harness training will take place during scheduled instructor training. If unable to attend this training, contact a coordinator to set up a different time.

- Please be mindful of the freestyle start and end times. The Zamboni doors will be opened at the end of each freestyle session. Skaters are expected to clear the ice at this time. All routines should be started *before* the end time of the session.

Skaters

- Must have a signed waiver on file before stepping on the ice.
- Please remember to sign-in to the freestyle book when arriving.
- Only skaters level Gamma and above are allowed to skate during freestyle sessions.
    - Gamma, Delta and Freestyle 1 skaters *must* be accompanied by a coach.
    - Tots, Alphas and Beta levels are *not* allowed on the ice during freestyle sessions.
- If practicing your routine with music, use the provided vest in the score box to designate you.
- Please stay out of the way of any skater using the vest for the duration of their routine.
- All skaters must pay the $8.00 fee or use a freestyle card to participate.

General (these apply to both skaters and instructors)

- No food or beverage other than water.
- Spinning is done in the center circle of the rink. Jumping is done on the outer edges.
- The Park District of Oak Park reserves the right to turn away non PDOP Skate School participants if a freestyle session is too crowded.
- No one over the age of 18 is allowed on the ice unless they are coaching.

- No sitting on the dasher boards.
- No shoes may be worn on the ice.

Procedure on Private Lessons

The following procedure is to be used for ice skating private lessons.

Ice Skating Private Lessons

- Private lessons are allowed during freestyle skates and skate school practice times only.
    - If instructors are holding private lessons during skate school practice times they will not be paid for this time by the Park District of Oak Park. You must make a note to Jackie on your time punch that you had a private lesson so she can remove the time from your

time entry.
    - The level of the skater for the lesson must fall within the level range for each time.
    - To teach a private lesson during any of these times, an instructor must have a copy of their liability insurance on file with Ridgeland Common *before* the lesson.
- Instructors are not allowed to solicit private lessons from students.
    - If parents initiate the contact asking for private, instructors can accept.
    - For tracking purposes, instructors must report to Jackie, in writing, when they have accepted a new private lesson student (even if it's only one lesson).
- We ask that instructors do not wear their skate school staff jacket during private lessons as they are not acting as employees of the park district during this time.
- Pamphlets are available and include general information on private lessons, instructor bios and a request form.
    - We never give out individual instructor contact information.
- Request forms are turned in to Jackie who reviews and photocopies them.
- Requests are distributed among the skate instructors on a rotational basis (rotations only includes the instructors who have indicated they want private lessons).
    - If a specific instructor is requested, it goes to them first.
- The instructor is given a copy of the request form and is responsible for contacting the skater to set up the lesson and payment.
    - The Operations and Program Supervisor will follow-up with instructors to see if the lesson was set up. If unable to set up a lesson (within a week of receiving it), it will be passed on to another instructor.
- Hockey players who want private lessons can get lessons on hockey *skating* during skate school practice times only.
    - There are no private lessons for hockey stick, puck, or shooting work.

Procedure on Public Skate Rules

Procedure on Public Skate Rules

The following procedure is to be used as guidelines for public skating.

Public Skating

- Control Speed, giving the right of way to those in front of you.
- Skating in and out of other patrons is prohibited.
- Hockey stops near the boards are prohibited.
- Sitting on the boards or lingering in one place is prohibited.
- Carrying children, hanging on to others, or creating trains is prohibited.
- Playing tag or throwing clothes or other objects is prohibited.
- Throwing debris or spitting on the ice is prohibited.
- Profanity or abusive behavior will not be tolerated.
- Skating under the influence of drugs or alcohol is prohibited.

- No electronic devices may be used while on the ice.
- The center of the ice is reserved for skill building; refrain from skating through the middle of the ice.
- The beginner area located on the north end of the rink is only to be used by supervised skaters that have little or no experience. No other skaters are to go in this area.
- Walkers can only be used by novice skaters in the beginner skating area. No advanced skaters may use walkers.
- Food or drinks are not allowed in the players' box or on the ice.
- Rink guards may issue time outs to anyone who repeatedly violates rules. Severe infractions may result in suspension from facility use.
- Smoking is prohibited in all Park District Facilities.
- Private instruction is discouraged during public skate. Any private lessons must follow all posted public skate rules and staff rule enforcement.
- Rules are subject to change, all rules are not listed. Any behavior deemed unsafe or inappropriate will not be tolerated.

Noon skate is an unsupervised skate open to the public. All of the above rules apply.

Locker rooms are available during evening public skates to change into and out of your skates.

Have a safe and enjoyable experience, thank you for your cooperation.

Ice skating involves some risk. The Park District is not liable for any injuries that may result from this activity. Please be considerate of one another's health and safety and act accordingly.

Procedure for Extended Care Pick-Up

The following procedure is to be followed regarding program participant pick-up from Extended Care programs.

Extended Care Pick-Up

- Parents are responsible for signing out their child at the designated drop-off locations. Parents may designate other parties to pick up their child, but this must be indicated on the emergency form.

Procedure for Late Pick-Up

The following procedure is to be used if a child/minor is not picked up at the posted conclusion time of the program or activity.

Late Pick-Up

General Programs

- Phone Contact

  Staff should contact the home, cell, work numbers, and emergency contacts listed on the rosters/parent emergency forms to request that the participant is picked up.

- Police Contact

  The Oak Park Police non-emergency line should be called if no contact has been made with the parent/emergency contact and 30 minutes have passed since the conclusion of the program.

- Program Dismissal

  After three late pick-ups, a participant may be dismissed from the program.

Extended Care Programs (Preschool/Playschool, Camp, and Afterschool)

- The same procedure as above shall apply, except parents will be assessed a late fee for pick-up from extended care programs. This fee will be set yearly at the start of each program and communicated to the parents in said parent manual.

Procedure for Participant Drop-Off

The following procedure is to be used if a child/minor is not picked up at the posted conclusion time of the program or activity.

Late Pick-Up

General Programs

- Phone Contact

  Staff should contact the home, cell, work numbers, and emergency contacts listed on the rosters/parent emergency forms to request that the participant is picked up.

- Police Contact

  The Oak Park Police non-emergency line should be called if no contact has been made with the parent/emergency contact and 30 minutes have passed since the conclusion of the program.

- Program Dismissal

  After three late pick-ups, a participant may be dismissed from the program.

Extended Care Programs (Preschool/Playschool, Camp, and Afterschool)

- The same procedure as above shall apply, except parents will be assessed a late fee for pick-up from extended care programs. This fee will be set yearly at the start of each program and communicated to the parents in said parent manual.

Procedure on Participant Pick-Up

The following procedure is to be followed regarding program participant pick-up from programs.

Participant Pick-Up

General Programs – Departure with Parent/Guardian

- Staff may dismiss participants to their parents/guardians at the conclusion of the program.

General Programs – Departure without Parent/Guardian

- Participants 10 years and older who have had parents/guardians communicate that their child may walk to/from the program may be dismissed at the conclusion of the program.

Procedure on Shared Bathroom Use Between Public and Programs

The following procedure is to be followed during summer camp at Fox Center, Longfellow Center, and Barrie Center.

Shared Bathroom Use Between Public and Programs

- Locking Procedures

Interior bathroom doors should be locked while camp is in session.
Exterior bathroom doors should be unlocked while camp is in session.

Escorting Campers to the Bathroom

- Good Weather Conditions

Camp staff should schedule regular bathroom breaks for campers throughout the camp day and enter the bathrooms from the exterior entrance. Staff must enter the bathroom first to check that the scene is safe and that the bathroom is clean.

- Inclement Weather Conditions

Camp staff should follow their regular bathroom break schedule for campers but will enter the bathrooms from the interior entrance. Staff must unlock and enter the bathroom first to check that the scene is safe and that the bathroom is clean. Staff, then need to lock the interior door when campers are finished in the bathrooms.

- Unplanned Bathroom Need

Campers may need to use the bathroom outside the regular break schedule. Staff will need to escort entire camp group to the bathroom or ask that the camp director or a counselor escorts the camper and a friend (additional camper) to the bathroom. Staff must unlock and enter the bathroom first to check that the scene is safe and that the bathroom is clean.

- Suspicious Activity in Bathrooms

If Staff suspects there is any suspicious activities in the bathroom or suspicious persons, 911 should be contacted immediately and campers moved to a safe location.

- Maintenance Needs

Camp staff should replace toilet paper as needed and ensure campers keep the interior bathroom clean. The maintenance department should be contacted for major cleaning issues and/or repairs that need immediate corrective action.

Procedure for Visitors Safety Procedure During Program Hours

The Safety of all children in the preschool program is our number one concern. Due to daily maintenance needs at each facility, buildings and ground staff frequent the sites while preschool is in session. The following procedure will be followed by buildings and grounds staff/visitors to insure a safe environment for our young participants.

Visitors Safety Procedure During Program Hours

- Stick you head into the classroom and say “Hello”. Make sure that the Preschool Teachers are aware that you are on-site. Check the door on the way in. If it was unlocked, tell the Teacher so as to insure that they are aware of any security concerns.
- While you are in the building, give it a good look so as to insure that it has been properly cleaned and set up. Make it a point to look for unsafe conditions.
- When you are leaving, say goodbye to the teachers so they know you are no longer in the building or on site. Make sure you are taking all your tools and materials with you and that all doors and windows are properly secure, [even the ones you did not open]. *At Fox and Longfellow, make sure both doors are properly secured.*

Procedure on Affiliate CBC's

The Recreation Department Assistant should communicate the Park District background check procedure with all P.A.C.T. groups before their current season and follow this procedure.

Affiliate Background Checks

Organizations using the Park District’s criminal background check system

- The Recreation Department Assistant must request a roster of coaches/volunteers used by each organization who are required to complete a background check, per the organizations’ P.A.C.T. Agreements.
- The organizations’ liaisons must communicate to their organization the directions for submitting volunteer background checks. An informational worksheet is available on the R:\<drive> to share with the organizations.
- All checks are confirmed and processed by the Recreation Department Assistant, with the cooperation of the Human Resources Assistant.
- The Recreation Department Assistant communicates with the organizations’ liaisons regarding the status of the background check progress for the season.
- Each volunteer must be checked once per year or as often as called for in the P.A.C.T. Agreement.

Organizations not using the Park District’s criminal background check system

- Such organizations must provide an affidavit verifying that its volunteers did complete and pass criminal background checks for the current season. This affidavit must include a list of those volunteers, a copy of the form used to collect their information (or a link to the website used), and it must be notarized.

Procedure on Notifying of ADA Barrier Completion

The following procedures are to be adhered to when addressing an identified ADA barrier and eliminating it for compliance with the American Disabilities Act.

Notifying of ADA Barrier Completion

- Access the "ADA Barrier Work Progress – Detailed" spreadsheet located at P:\PDOP Info\Resources\ADA and locate the appropriate site using the tabs at the bottom of the spreadsheet.
- Complete the requested information in the following boxes for the barrier you addressed:
  - Completed by Whom – please type your full name.
  - Projected Date – update if different from when you addressed the barrier.
  - Action Taken – what did you do to resolve the barrier?
  - Action Notes – Any additional information about this particular barrier. If you need to reference another barrier in your notes, please use the alphanumeric "PDOP Code" given to the barrier.
- Save your work in the spreadsheet before exiting.
- Notify the ADA Transition Plan Coordinator in writing that you have entered ADA Barrier removal information in the "ADA Barrier Work Progress – Detailed" spreadsheet within 48 hours of doing so.

Procedure for P.A.C.T. Organizations' Field & Court Use Permit Requests

The following procedure is to be followed when P.A.C.T. organizations are required to submit field and court requests.

Procedure On P.A.C.T. Organizations' Field & Court Use Permit Requests

- The Park District will call for P.A.C.T. organizations to submit field and court use requests each year in January for spring/summer requests and in June for fall requests.
  - The field request template spreadsheet will be used by affiliates to submit their requests. This is available in the R drive and is sent to P.A.C.T. organizations in January for spring/summer requests and June for fall requests.
  - Affiliates will submit their requests no later than the first week of February for spring/summer requests and no later than the first week of July for fall requests.
    - An exception can be made if the P.A.C.T. participating organization alerts the Park District to a conflict with that timeline in advance of the due date.

- Once the due date for field and court use requests has passed, Park District Recreation staff will begin to review requests and allocate fields and courts.
    - The Park District will review all requests and allocate fields and courts in a fair and equitable manner as described in the P.A.C.T. Guide. The Park District takes into account current field conditions, operational and capital maintenance, annual financial and service objectives, risk management practices, and programming demands when determining field and court use permitting. While every effort will be made to meet the needs of all P.A.C.T. organizations, levels of priority exist in the case of multiple organizations requesting the same field/court/date.
    - Priority proceeds in the following order:
        - Park District of Oak Park Programs
        - Intergovernmental (e.g. OPRFHS) & Joint (e.g. WSSRA) Agreements
        - P.A.C.T. Partners
        - P.A.C.T. Associates
        - P.A.C.T. Companions
        - P.A.C.T. Tenants
- The Park District will contact P.A.C.T. participating organizations in mid-to-late-February for spring/summer requests and in mid-to-late-July for fall requests.

- This contact will occur via email to the P.A.C.T. organization's designated liaison and will include a calendar reflecting that organization's schedule, as well as a full calendar showing all P.A.C.T. organization schedules.

Procedure for P.A.C.T. Organizations' Field And Court Cancellations

The following procedure is to be followed when P.A.C.T. organizations have rain dates or cancellations during their season.

P.A.C.T. Organizations' Field And Court Cancellations

- P.A.C.T. Organizations will communicate via email with the Recreation Department Assistant once per week to review the past week's field use if necessary.
    - Organizations' designated liaisons will only communicate in the instance of a cancellation or a rain-out.
    - Liaisons must include the following information in the email: park, field or court, date, time, and reason.
    - Liaisons will send this email by noon every Tuesday that they have a cancellation or rain-out during the week prior.
        - The week prior refers to a seven-day period chosen by the P.A.C.T. organization;

this seven-day period can start with any day of the week. However, the chosen seven-day period will remain in effect throughout the season.

- The Recreation Department Assistant will cancel these reservations in RecTrac.
- The P.A.C.T. organization will not be charged for use of the field(s) that are cancelled due to game cancellations or rain-outs, provided the organization follows the steps above and information provided is verified by Park District personnel.

Procedure for Discontinuation of A Recreation Program

The following procedure is to be followed prior to discontinuing a recreation program that has been offered successfully for more than one season.

Discontinuation of a Recreation Program

- Communicate to the Program Manager and Superintendent of Recreation the following information:
  - Title of program/class
  - Number of participants registered for the program over the course of the past year and broken down by session offered.
  - Reason(s) why the program should be discontinued.
- Suspend discontinuation until a written confirmation has been received by the Program Manager and/or the Superintendent of Recreation.

Procedure for Preschool/Playschool Installment Billing

The following procedure is to be followed for preschool/playschool installment billing.

Preschool/Playschool Installment Billing

On the specified installment billing date, run Billing through RecTrac (follow RecTrac manual for details). The system should automatically send out emailed receipts notifying their payment details or amount owed.

Follow-up with patrons with any declined/expired credit cards.

Bills are due 7 days after the 15th of the month when billing is ran. Send a “payment is late” reminder on the 23rd of the month for any households who still owe monthly fees.

Make calls the following date to ensure that patrons know of their balance.

Communicate to the Early Childhood Supervisor of delinquency. It is the supervisors discretion to remove the children from the program once the new month starts.

Procedure on Cleaning and Sanitation

The following procedure is to be followed when cleaning and sanitizing. Tables used for art, science, and play activities will be cleaned (sanitized) daily with bleach/water solution.

Cleaning and Sanitation

Daily Cleaning:

- Tables will be cleaned (sanitized) with bleach water before and after snack.
- Mouthed toys will be washed, rinsed, sanitized, and air dried between use by different children.
- Floors, bathrooms, and carpets are cleaned daily or frequently if necessary.

Routine Cleaning

- Dress up clothes will be removed from the center and washed monthly or more often as needed for young children.
- Water tables will be emptied and sanitized after each use.
- Refrigerator and freezer will be cleaned and sanitized bi-monthly or more often as needed.

Procedure on Indoor Playground Supervisor Checklist

The following procedure is to be followed for the indoor playground supervisor checklist.

Indoor Playground Supervisor Checklist

Start of shift

- Punch In

- Start Computer Up
- Building Walk Through
- Brew Coffee
- Check and Clean Equipment
- Check Bathrooms
- Doors Always Locked
- Greet Parents

During shift

- Check equipment every 15 minutes
- If there is an incident, fill out appropriate form and turn within 24 hours of incident
- Make sure door is locked if leaving computer out
- Front door should be remained locked

End of Shift

- Wipe down all equipment
- Print end of shift report
- Collect checks and put into envelope
- Write on front: date, total number of checks, total dollar value of checks, drawer number (50), initials
- Lock up computer and checks
- Bathroom check
- Double check all windows and doors are locked
- Evaulate and records observations from shift (i.e. any parent feeback/concerns, etc.)
- Punch Out

A waiver must be signed for every child for every day they come.

Procedure on Documenting Special Events

The following procedure is to be followed on documenting special events.

Documenting Special Events

The Park District runs similar programs and events year after year. Documenta-tion of events will be stored in a central location with access available to make planning for future events smoother.

A special event is considered a large community event such as Day in our Village, the Ice Show, 4th of July Parade, etc.

The documents listed below will be kept (when applicable) on the Pdrive under the special events tab.

- Name of event
- Date of event
- Location of event
- Event budget (both revenue and expenses)
- Staffing plan
- List of vendors and services provided – (including costs and agreements)
- Enrollment/attendance numbers
- Evaluation results
- Set up plan
- Event checklist
- Supply list
- Marketing and promotional materials
- Staff training
- Committee members
- Recommendations for next event

Procedures for Parent And Player Code Of Conduct

The following procedure is to be followed on parent and player code of conduct.

Parent And Player Code Of Conduct

Infractions of the Code of Conduct may include but are not limited to the following:

- Unsportsmanlike conduct
- Offensive or negative language
- Disrespectful behavior
- Fighting or deliberate roughness
- Repeated delay of game or practice
- Not shaking hands after a game
- Damage to school property

- Parents will generally be given a verbal warning when an infraction is observed. If the misbehavior continues, they will be asked to leave the game or practice site. If a parent is instructed to leave a site by a coach, official, or another league staff, they must do so. Before returning to future practices and games, the parent must discuss the incident with League Management.

- If a player receives two five-minute misconduct penalties/red cards/technical fouls during the season, he/she must serve a one game suspension. The player must be present at the game to serve the suspension. If two misconduct penalties/red cards/technical fouls are received in one game, the player will be taken out of the game and must serve an additional one game suspension. Multiple misconduct warning at practice may also result in the suspension of a game.
- When a player has received their third misconduct penalty/red card/technical foul of the season, they will be ejected from the league. No refunds will be given to players ejected due to poor behavior.

Procedure for Adult Athletic League's Rosters

The following procedure is to be followed regarding rosters for the adult athletic leagues.

Adult Athletic Leagues' – Rosters

Roster forms for adult softball leagues are:

- E-mailed to captains prior to season starting by league administrator.
- Captains are to fill out the roster with all of the players full names.
- Captains email 1st roster to league administrator.
- Captains have a month to change players on their roster.
- League administrator will make captains aware that roster will be frozen on a specified date.
- Captains have until that specified date to e-mail a revised roster.
- Rosters are checked at play-off games by field attendants.

Procedure for Determining League Champions For Adult Athletic Leagues

The following procedure is to be used to determine the League Champions for Adult Sports Leagues at either the conclusion of the regular season by final record or by an end-of-season tournament.

Determining League Champions for Adult Athletic Leagues

- If a tie exists for regular season champion, then head-to-head match-ups will be looked at as the tie breaker.

- If a tie still exists, then goals or points allowed will determine the winner.
- End of Season Tournaments will be seeded by regular season records.

Procedure for Equipment Inventory Checklist

The following procedure is to be followed for equipment inventory.

Equipment Inventory Checklist

Throughout the course of the season it is imperative to make sure that there is an ample supply of equipment and materials and that the equipment is in good working order. The equipment storage trailer should have the following at all times……

14 inch softballs

Chalk (minimum 6 bags)

Chalker

Turface (minimum 6 bags)

Rope and Spool

Dig Out Tool

Rake

Shovel

Bucket

Spray Paint (minimum 6 cans)

In addition the following equipment should be present in the field lock boxes….

14 inch softballs

Bases

Dig out tool

Tape measure

Hammer

Screwdriver

Score sheets

First Aid kit

If any equipment is not in good working order it should be brought to the Adult Sports SV’s attention so that they can purchase a suitable replacement.

Procedure for Safety Check

The following procedure is to be followed when running safety checks.

Safety Check

The two items you should be looking for are loose materials in the infield area and holes in the outfield. When you inspect the infield be on the lookout for rocks, twigs, glass, or any other object that does not belong in the infield. Collect all of these object and dispose of them somewhere off the playing surface. In regards to the outfield you should be looking for holes or divots in the outfield grass. If you find a hole or divot you should look to fill the hole with dirt. Fill the hole until the hole is level with the rest of the outfield grass. Sometimes you may want to use a can of spray paint and draw a circle around the hole to make the outfielders aware of the hole.

Procedure on Dragging the Ball Diamond

The following procedure is to be followed when dragging ball diamonds.

Dragging The Ball Diamond

The ball diamonds are to be dragged first before the bases are put in and the foul lines and home plate area are chalked. The groomer can be found in the softball storage trailer which is in the south east corner of Ridgeland Common. The groomer can be started by turning the green key on the left side of the groomer. Once you turn the key you will notice two red lights next to the key. Once the second red light turns off you will continue to turn the key to start the engine. **You must wait for that second red light to turn off to start the groomer properly.** Once the engine has started you will back out the groomer from the trailer. There is a ramp which should be propped up securely that leads to the edge of the trailer. Please go slow backing out of the trailer and be aware of your surroundings. Once you back off the ramp you will be on steady ground and can drive the groomer to the ball diamonds.

Once you reach the ball diamonds you should lower the rake in the back and drag in an inward collapsing circle which should conclude around the pitcher's mound. By doing this you pull material from the edges of the infield towards the center creating a crown in the vicinity of the pitcher's mound. In other words, you are creating a pitch that allows the field to drain. Go slow. Speeding around the infield throws material out rather than pulling it in. This is especially a problem on the perimeter where material stops when it hits the grass. Over time it builds up creating a lip that prevents water from draining off the field. As a rule, if you're throwing up a cloud of dust you're going too fast. Once you are done dragging the diamonds raise the rake and park the groomer back in the trailer.

Procedures for Bases

The following procedure is to be followed for bases during their use at baseball games.

<u>Bases</u>

Bases must be taken from field box and taken to the diamond area to be put in. The magnetic bases are to be put in at 2nd base and 3rd base. The double base (orange and white) is to be put into first base. The sleeves where the bases are put into should normally be easy to find because there should be base plugs visible in the base sleeves. (First base has two sleeves hence two plugs.) If the plugs are not visible please refer to the following field dimensions to find the proper base sleeve.

Home plate to 1st base 60 feet, 1st base to 2nd base 60 feet, 2nd base to 3rd base 60 feet, 3rd base to home plate 60 feet. Home plate to pitcher's mound 40 feet, Home plate to second base 84 feet 10.25 inches.

There may be times when you find the base sleeves but are unable to put the base in the sleeve properly. The reason for this may be dirt in the sleeve which is not allowing the base to sit snug on the ground. If this is the case you can use a dig-out tool and shovel away the dirt out of the sleeve. Once the majority of the dirt is out you should be able to properly put in the base. Once the bases are in, it's time for you to chalk the foul lines and the home plate area.

Procedures for Chalking

The following procedure is to be followed when chalking.

Chalking

The materials and tools that you will need to properly chalk the lines are….

- Chalk
- Chalker
- Rope and spool
- Screwdriver
- Hammer

The first thing that you should chalk is the 1st and 3rd base foul lines. First find the loop at the end of the rope spool and place it by the tip of home plate. Next place the screwdriver in the loop and hammer the screwdriver into the ground right behind the home plate tip. Next take the rope spool and walk the rope down the 1st base foul line. You can place the spool on the edge of the outfield grass in right field. Make sure the rope is tight and has been placed in the correct position. The correct position for the 1st base side is the rope running directly in the middle of the double 1st base. When lining the 1st base foul line apply the chalk to the inside of the rope line. Take your time and keep your eye on where the chalker is in relation to the rope. Make sure to shut the chalker off when going over the base. After you finish the 1st base line bring the rope across the diamond to the 3rd base area. Once again stretch the rope to the outfield grass on the 3rd base side. Repeat the same chalking process as you did for the 1st base line.

Once the foul lines have been done it's time to chalk the batter's box. The dimensions for the batter's box in adult softball is 3' x 7'. See diagram. The best way to chalk the batter's box is to use your shoe and draw a line in the dirt to create an outline. Once your outline has been drawn you can chalk right over that outline. Remember you're using chalk so if you make a mistake you can use your shoe again and kick the chalk away and re-chalk. Once dragging the diamonds, putting in the bases and chalking the lines there is only one item left to accomplish in pre-game duties.

Procedure on Take Down Duties

The following procedure is to be followed for take down duties for baseball.

Take Down Duties For Baseball

After games have concluded for the night proper steps should be taken to ensure that the field and equipment is taken care of. The first thing that should be done is the putting away of the bases. The bases should be stored in the field lock box. If the bases have excessive dirt on them they should be wiped down first before being put away. Once the bases are put away the base sleeves should be filled with the base plugs. This step is very important as the base plugs make it easier for the individual the next day to find the bases.

Dugouts should be looked at and all trash should be properly disposed of. Once the on the field duties are done make sure that all lock boxes and the equipment storage trailer are locked. In addition the outside bathrooms at RCRC must be locked as well. Finally the lights should be turned off via the light box. Make sure to record the time that the lights were shut off in the daily log which is present in the light box.

Procedure for Coach Evaluation For Youth Athletic Leagues

The following procedure is to be followed for evaluation of Volunteer Coaches in our Youth Athletic Leagues.

Coach Evaluation for Youth Athletic Leagues

- Did the Volunteer Coach follow the Coaches Code of Ethics that was signed at the pre-season Coaches Training?
- Did the Volunteer Coach attend all practices and games the entire season?
- Did the Volunteer Coach teach fundamentals to his/her players and did the team display progressive improvement?

Procedures for Volunteer Coaches with Youth Athletic Leagues

The following procedures are to be followed concerning Youth Athletic Leagues Volunteer Coaches.

Volunteer Management

Volunteers who work in Youth Athletic Leagues are managed by league management, including the Program Manager, Program Supervisor, and Youth Athletics Coordinator.

Volunteer Recruitment

E-mail or other form of correspondence will be use to contact the following in order to recruit volunteer coaches:

- All parents/guardians of youth participating in the league
- All volunteer coaches who participated in the previous season and abided by the Coach's Code of Ethics and received a satisfactory volunteer evaluation at the end of the season

Volunteer Application & Selection

Anyone interested in coaching with a Youth Athletic League must:

- Be at least 18 years of age and a high school graduate
- Complete a Volunteer Coach Application
- Submit to and pass a background check
- Commit to coaching for an entire season

After all requests to serve as a volunteer coach have been received, league management will base coach selection off of the following criteria:

- Prior satisfactory experience coaching with the Park District's Youth Athletic Leagues
- Ability to attend pre-season coach's training

Orientation & Training

If selected, the volunteer coach will be contacted by the Program Supervisor to confirm and will be given information regarding the required pre-season coach's training. Some coaches may be assigned to a team as an assistant coach. All volunteer coaches must sign and abide by the Coach's Code of Ethics throughout the entire season.

Reporting

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

Youth Athletic League management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters

Procedure for Team Formation For Youth Athletic Leagues

The following procedure is to be followed for team formation in Youth Soccer, Youth Floor Hockey, Youth Baseball, and Instructional Basketball Leagues.

Team Formation for Youth Athletic Leagues

- League Management will put the rosters together in the most balanced way possible by age and gender.
- When possible, League Management will try to keep players from the same school together, but this is not guaranteed.
- Friendship requests will not be taken.

- Siblings are guaranteed to be placed on the same team.
- Volunteer Coaches (Head Coach and Assistant Coach) will have their own children placed onto their team.

Procedure for Team Formation For Youth Basketball Leagues

The following procedure is to be followed for team formation in Youth Basketball Leagues.

Team Formation for Youth Basketball Leagues

- Volunteer Coaches are required to attend Evaluation Day held prior to the season starting.
- Volunteer Coaches will utilize notes as well as scores from League Management at Evaluation Day to draft their teams.
- A snake draft will be used for all divisions.
- A Volunteer Coach's child must be taken as their first pick.
- A Volunteer Assistant Coach's child must be taken as their second pick.
- Siblings in the same division must be drafted as a package deal and will be your picks for the next two rounds.

Volunteer Coaches may pick any draftable player regardless of height, school, grade, or player score from Evaluation Day

Procedure on Uniform Distribution For Youth Athletic Leagues

The following procedure is to be followed for uniform distribution in Youth Basketball Leagues, Youth Baseball Leagues, Youth Floor Hockey Leagues as well as Youth Soccer Leagues and Youth Basketball Leagues.

Uniform Distribution for Youth Basketball, Baseball, and Floor Hockey Leagues

- A unique jersey is included in the cost of registration.
- A player's jersey size will be asked during the registration process
- League Management will purchase all jerseys and pass along to the Volunteer Coach for distribution before the first game.

Uniform Distribution for Youth Soccer and Instructional Basketball Leagues

- All players are required to have an official Park District of Oak Park reversible mesh jersey.

- Jerseys can be purchased at the Hedges Administrative Center at 218 Madison.
- Jerseys will not be available for purchase at practices or games.

Procedures for Youth Athletic League Team Equipment

The following procedure is to be followed for Volunteer Coaches to pick up their equipment bag.

Equipment Pick-up for Youth Athletic Leagues

- The Volunteer Coach should pick up their Equipment Bag at the pre-season Coach's Meeting.
- If the Volunteer Coach is unable to attend the pre-season meeting, he or she may pick up their equipment bag at a Park District office agreed upon by both the Volunteer Coach and Program Supervisor.

Equipment Turn-in for Youth Athletic Leagues

- The Volunteer Coach should turn in their Equipment Bag at the conclusion of their final game on site, whether that is the last regular season game or a tournament game.

Procedure on Friendship Requests For Youth Athletic Leagues

The following procedure is to be followed when a friendship request is made for any of our Youth Sports Leagues.

Friendship Requests for Youth Athletic Leagues

- Friendship Requests are not taken for any Youth Sports League.
    - This information is included in the Program Guide as a reminder.
- If a parent still makes a request, then the Program Supervisor may choose to make a note of the request and try to accommodate if possible. However, this should never be guaranteed and is at the discretion of the Program Supervisor.

Procedure on Youth Basketball Practice Time Lottery

The following procedure is to be followed for Youth Basketball Practice Time Lottery.

Youth Basketball Practice Time Lottery

- The order of the practice time lottery will be conducted by pulling the last names of the head coaches out of a hat.
- The head coach will have 2 minutes to pick the practice day, time and location and this will remain their practice time for the duration of the season.
- If a Volunteer Head Coach is coaching 2 or more teams total, than the League Manager will work with this Volunteer Head Coach to solidify a practice day/time/location that works for them. This coach will not participate in the practice time lottery.

Procedures for Youth Basketball Leagues Volunteer Coach Of The Year Award

This award will be presented at the conclusion of each basketball season to a Volunteer Head Coach in our In-House Youth Basketball Leagues. Follow the procedure below for

this award.

Selection Of Youth Basketball Leagues – Volunteer Coach Of The Year Award

- An email or other form of correspondence will be sent out to all parents of children participating in the leagues asking for nominations
- Nominations will be taken utilizing a survey or other quantifiable format
- After all nominations have been received, League Management (Program Manager, Program Supervisor & Youth Athletics Coordinator) will meet to discuss and decide on a winner based on the following criteria:
    - Must be a Head Coach in one of the Youth Basketball Leagues
    - Must have coached the entire season from start to finish
    - Must have signed the Coach’s Code of Ethics sheet and not broken any league rules or regulations
    - Must be formally nominated as outlined in Section (A) 1
    - Must be supportive of decisions made by League Management
    - Must demonstrate dedication to the improvement and well-being of all players on his/her team regardless of skill level
    - Must show great time management skills and attendance by showing up for all practices and games on time or early
    - Must have gone above and beyond the expectations of a Head Volunteer Basketball Coach
- The recipient will be contacted by the Program Supervisor
- Recipient will receive a recognition plaque
- Recipient will also have their name on a separate plaque that will hang in a prominent location within a Park District facility

- Recipient will receive recognition in our Fall Program Guide as we market our Youth Basketball Leagues

Other recognition may include postings on our agency web site, Facebook Page, local print newspapers, etc.

Procedure for Volunteer Coaches Discipline In Youth Athletic Leagues

The following procedure is to be followed for volunteer coaches discipline in Youth Athletic Leagues.

Volunteer Coaches Discipline In Youth Athletic Leagues

- The Volunteer Coach is required to sign the Coaches Code of Ethics prior to the start of the season.
    - If this Code of Ethics is broken, then the Volunteer Coach may:
        - Have to meet with League Management to discuss the infraction. All meetings and infractions will be documented.
        - Be suspended for a set amount of games based on severity of infraction.
        - Be suspended for the remainder of the season.
        - Be permanently banned from coaching in any of our Youth Athletic Leagues.
- Volunteering to coach youth is a privilege and not a right.

Procedures for Volunteer Management

The following procedures are to be followed regarding volunteer management.

Volunteer Recruitment

The Park District maintains a volunteer page on the website at www.pdop.org/work-opportunities/volunteer where current volunteer opportunities and information about the Acorn to Oaks program is located. The Park District may, from time to time, post advertisements and other recruiting efforts for volunteers in newspapers, on social media and in community newsletters. Program supervisors and managers should also actively recruit for volunteers as ultimate responsible for securing needed volunteers for a program or facility falls on them.

Volunteer Application & Selection

All individuals interested in volunteering with the Park District will complete the Acorn to Oaks Volunteer Application. Once that is completed and submitted to the Recreation Department, the application will be sent to the program supervisor, or manager responsible for the area where the volunteer indicated interest.

The program supervisor or manager will interview the applicant and if chosen for the role will approve the processing of the background check for the volunteer.

Criminal Background Checks for Volunteers

In order to serve as a volunteer for the Park District of Oak Park, individuals must apply for and pass a criminal background check once every three years. Criminal background checks must be completed for volunteers who meet any of the following criteria:

- will have contact with vulnerable individuals (youth, elderly, disabled, etc.) or
- will not be under the direct supervision of a responsible staff member at all times during volunteer work
- will be working in a regular volunteer position (more than a one-day volunteer at a special event)

Completing a Volunteer Background Check

The application form is available online at https://opportunities.averity.com/Application.aspx?oid=12518. Approved volunteers may use this direct link or navigate to the Park District website at www.pdop.org. From the homepage, they must:

1. Click “Jobs” on the top-right of the page.
2. Click “Volunteer” under “Work Opportunities” on the left side of the page.
3. Click “Click this link to process your criminal background check.” under “For approved volunteers only” at the bottom of the page.

After completing the application, volunteers must notify the Program Supervisor who oversees the area in which they plan to work. Individuals volunteering for one of the Park District’s affiliate groups should notify their group’s Official Liaison, who will then notify the Recreation Department Assistant.

The Program Supervisor or Recreation Department Assistant then orders the background check by following this process:

1. Log on to the Verity Admin website at averity.com/login.
2. Enter username and password.
3. Click “Continue” at the bottom of the page.
4. Click “New” under “Pipeline” on the left side of the page. Names of recent applicants will be displayed.
5. Select the names of each volunteer to be processed.
6. Click “Order Background Check…” in the “Actions” box on the left.
7. Select the appropriate Billing Reference.
8. Choose “Basic” under “Package”.
9. Click “Next”.
10. Review the summary of applicants, and if correct, click “Submit For Background Check”.

After ordering the background check, the Program Supervisor or Recreation Department Assistant must send an email to the HR Assistant listing the names of each volunteer to be processed. The HR Assistant will contact the Program Supervisor or Recreation Department Assistant if an applicant does not pass the background check.

Recommended Criteria for Exclusion

An individual will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following:

- All Sex Offenses regardless of the amount of time since the offense,
- All Felonies for Violence regardless of the amount of time since the offense,
- All Felonies Offenses other than Violence or Sex within the past 10 years,
- All Misdemeanors for Violence within the past 7 years,
- All Misdemeanors for Drug & Alcohol Offenses within the past 5 years or multiple offenses within the past 10 years,
- Any other Misdemeanors within the past 5 years that would be considered a potential danger to children or is directly related to the position being hired for, or
- Any other crimes as indicated in 70 ILCS1205/8-23(c) of the Illinois Park District Code.

Volunteer Training

Volunteers will be trained for the duties of the position assigned. The training will vary in length and detail depending on the volunteer position. Many on-going volunteer positions will involve an orientation process or training. One-time special event volunteers will generally receive training on the day of the special event regarding their duties and the safety procedures for the event.

Documentation of volunteer training shall be kept by the program manager or supervisor.

Volunteer Supervision

All volunteers must report to a full-time staff employee at the Park District (or with FOPCON for Conservatory volunteers). Volunteers may receive supervision from part-time staff or occasionally other volunteers in certain situations. The full-time employee is responsible for volunteer management, including any recognition, mentoring, discipline, and evaluation that may need to occur.

If the volunteers are not directly supervised by the staff member responsible for volunteer management, the supervisor must make an effort to visit and observe volunteers on an on-going basis in order to ensure that the volunteer is performing to expectations.

Volunteer Evaluations

Volunteer supervisors should provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities.

Volunteering Tracking

A monthly report of volunteer names, duties and hours must be submitted to the Park District Recreation Assistant, or logged at surveys.pdop.org/s3/volunteerlog at a minimum of every month. Data from this log is compiled automatically and available for review on the Park District's dashboards.

Volunteer Recognition

The Park District launched the Acorns to Oaks Volunteer program in 2013. The program tracks volunteer hours through the volunteer log and recognizes volunteers who work 10, 20, or 30 or more hours during any quarter. Totals are compiled by the Recreation Assistant at the end of each quarter (end of March, June, September, and December). Prizes are then distributed to the volunteers by the program manager or supervisor on a quarterly basis.

Volunteer Retention

Efforts should be made by staff to increase volunteer retention. This is best done by recognizing volunteers, providing training and professional development, matching volunteers to organizational tasks related to their skills and strengths instead of just organizational needs. In addition, providing a culture that is welcoming to volunteers, treating them as a valuable part fo the team, allocating resources to support them, and enlisting volunteers in recruiting other volunteers will all help the Park District achieve higher volunteer retention.

The Park District encourages supervisors to make an effort to keep in touch with volunteers throughout the year. To this mean, the Park District hosts a staff and volunteer program at one of our facilities during the month of July. All registered volunteers are invited with their families to this event.

Procedures for Volunteers at Cheney Mansion

The following procedures are to be followed concerning Cheney Mansion volunteers.

Volunteer Management

Volunteers who work at Cheney Mansion are managed by the Head Gardener under the supervision of the Supervisor of Operations.

Volunteer Assignments

Volunteers are assigned to one of two areas, depending on their preferences:

- Outside, planting and weeding duties
- Inside, decoration and docent duties

Reporting

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

Cheney Mansion management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters.

Procedures for Volunteers at the Conservatory

The following procedures are to be followed concerning Conservatory volunteers.

Volunteer Management

Volunteers who work at the Conservatory are managed by the Volunteer Coordinator who is a staff member of the Friends of the Oak Park Conservatory. This paid employee of the Friends is responsible for the recruitment, orientation, training and tracking of all volunteers. This function is performed in cooperation with the Conservatory Manager and Park District staff.

Volunteer Application & Selection

If an individual wishes to volunteer to work at the Conservatory, the individual must:

- Complete an application form
- Meet with the Volunteer Coordinator to receive an overview of volunteer assignments
- Submit to and pass a background check
- Sign the Volunteer Waiver
- Commit to a minimum of 3 hours per week of volunteer time

Orientation & Training

When a volunteer is assigned to work anywhere in the Conservatory, the volunteer will be given and must read the Volunteer Manual. Additionally, job specific training will be conducted by the Conservatory staff where appropriate.

Reporting

A monthly report of volunteer names, duties and hours must be made to the Park District of Oak Park.

Conservatory management of volunteers will follow the Park District of Oak Park's approved organizational procedures for volunteers in all other matters.

Procedure on Opening and Closing Cheney Mansion

The following procedure is to be followed when opening and closing Cheney Mansion.

Opening and Closing

Opening:

- Enter through side door off of driveway.
- Disengage burglar alarm (top alarm only).
- Walk the interior and exterior of facility looking for security issues or other items that may need immediate addressing, i.e., broken window, water on the floor, etc.

Closing:

- Turn off all lights except; 1 sconce in living room, solarium, 2nd floor landing and 2nd floor hallway. Also turn on or leave on front porch light and side drive light.
- Check and secure all doors, whether you may have opened them or not.
- Lock event office.
- Set top alarm, WAIT until the alarm reads “exit now”.

The Park District of Oak Park is responsible for the overall operation and functions of the Cheney Mansion which must all be done in a manner that conforms to Park District procedures.

Staff Resposibilities at Cheney Mansion

The following is a list of duties that are the responsibility of each of the Cheney Mansion staff members listed. It is meant to be an illustrative, and not an exhaustive listing of duties.

Staff Responsibilities At Cheney Mansion

Supervisor of Operations

- Responsible for the supervision of staff, outbuildings and grounds of Cheney Mansion.
- Develop and assist in marketing and facilitating recreation programs, special events and private rentals.
- Responsible for the overall operations of the Cheney Mansion in keeping with the Mission and Vision of the Cheney Mansion and the Park District of Oak Park.

Special Event Supervisor

- Responsible for maintaining an inviting, positive and safe environment for all those who visit Cheney Mansion.
- Assist in the set up and staging and supervision of staff and outside vendors during events and

programs
- Assist in event planning when needed.

Special Event Staff Attendant

- Assists in the set up and staging of events and programs.
- Assist the public or visitors with any special requests.
- Assist with interior and exterior maintenance of the property.

Head Gardener

- It is the responsibility of the Head Gardener to tend to the garden beds during the planting season.
- To organize and manage volunteer gardeners and to report them to the Supervisor of Operations or to the Park District of Oak Park directly.
- Assist in decorating for the holidays.
- Do minor maintenance and repairs during the off season.

The Park District of Oak Park is responsible for the overall operation and functions of the Cheney Mansion which must all be done in a manner that conforms to Park District procedures.

Procedure on Rentals at Cheney Mansion

Rentals represent a large portion of revenue raised at the Cheney Mansion. When booking rentals, the following procedure is to be followed for the renting out and use of the Cheney Mansion.

Rentals At The Cheney Mansion

- Rental fees are established by the Supervisor of Operations and the Executive Director and are approved by The Park Board of Commissioners.
- Rentals dates are on a first come, first serve basis.
- A client may reserve a desired date for 2 weeks at no cost. That client will have right of first refusal during that time period.
- After the two weeks, the client must put a deposit down or ask for a possible extension.
- The mansion and the property are closed to the public during a rental
- A security deposit is required to book a rental and the deposit can be refunded after the rental.
- All rentals must use an approved caterer if food and beverage are to be served.
- There is an additional fee if a non-preferred caterer is used. That caterer must go through an interview process with the Supervisor of Operations.

- Each caterer serving alcoholic beverages must have a liquor license through the Village of Oak Park. (either daily or yearly)
- All rentals must end by 11 pm
- Amplified music is allowed outside under the supervision of the Event Rental Supervisor. All amplification must face toward the mansion in order to minimize the disturbance to the neighbors.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and all rental procedures must comply with Park District procedures.

Procedure for Day-of Rental at Cheney Mansion

Rentals represent a large portion of revenue raised at the Cheney Mansion. The following procedure is to be used during the actual private rental of the Cheney Mansion.

“Day of” Rentals

When working a private rental:

- Supervisor of Operations will schedule Event Rental Supervisor and Special Event Attendant(s) to work the events.
- The number of staff depends upon the number of guests and floors being used.
- Typically there are 3-4 staff member for each event. There will never be any less than two staff members on a given event.
- Event Rental Supervisor(s) shift begins two hours prior to the contract start time.
- Special Event Attendants arrive one hour prior to the start of the event unless otherwise notified.
- Event Rental Supervisors assist in supervising the caterers set up of the house and/or grounds for the event.
- Event Rental Supervisors assist the client in any additional tasks need for their particular event.
- Coat check and washrooms are maintained by Cheney Mansion staff.
- Event Rental Supervisor and Special Event Attendants remain “on the floor” and in sight of guests and caterer.
- No staff member may assist a guest with a gift or envelope.
- Breaks for staff member will be staggered so that there are staff “on the floor” at all times.
- The Event Rental Supervisor assists in supervising the break down and clean-up of the event.
- All equipment is broken down by the catering staff. Clean-up of the home is done by the catering staff with the exception of mopping wood floors on the first floor and cleaning of all washrooms.
- All of the client’s belongings should be removed after their event, with the exception of Alcohol. No alcohol will be allowed to be removed by the client at the end of their event. Arrangements will be made to pick up in the following days.
- No Cheney Mansion staff will be allowed to carry in or out any alcohol for the client.

- It is the Event Rental Supervisors responsibility to walk through the home at the end of the event with the catering supervisor to make sure that all the tasks were completed and checked off.
- The Event Rental Supervisor will work their hardest to try to complete the cleanup of the home and property within a 1.5 hour time frame.
- The Event Rental Supervisor will be the last to leave the home and should attempt to have an associate staff member or escort if it is late in the evening.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and all rental procedures must comply with Park District procedures.

Breakfast, Lunch and Dinner with Santa Program at Cheney Mansion

The following procedure is to be followed when organizing and conducting Cheney Mansion's annual Breakfast, Lunch and Tea with Santa event.

Breakfast, Lunch And Tea With Santa

- Registration begins in the fall and is limited to 125 participants for Breakfast and Lunch and 115 for Tea.
- Traditionally, the program is held the first Saturday in December
- Each registrant (no matter age) is required to pay.
- Do to fire regulations, no strollers or high chairs are permitted during that event.
- In the fall, the Supervisor of Operations orders approximately 200 holiday ornaments as give away gifts at the end of the event.
- Each child receives an ornament.
- Entertainment is arranged as early as possible, traditionally a piano player and model train.
- All food for the program is donated by the preferred caterers and local vendors. In November, the Supervisor of Operations begins working on the donations.
- All food is prepared and served by Cheney Mansion staff and volunteers.
- When able, all linens, dishes and serving pieces are donated by vendors.
- Traditionally, the "Santa's" have been local elected officials who donated their time.

The Park District of Oak Park is responsible for the overall operation and functions of the Cheney Mansion which must all be done in a manner that conforms to Park District procedures.

Procedure for Choosing Preferred Caterers at Cheney Mansion

The following procedure is to be followed when creating the yearly Approved Caterers List for the Cheney Mansion.

Choosing Preferred Caterers

- The Approved Caterers List will consist of no more than ten caterers.
- Caterers from the previous year that are in good standing will be offered a position on the list.
- A caterer in “good standing” is considered one that assists in the marketing and “selling” of the space and follows all of the rules and guidelines.
- If the caterer does not do any business in the space for a full calendar year, they may be replaced the next year at the digression of the Supervisor of Operations.
- Each caterer pays a yearly fee to be on the Approved Caterer List.
- Each Caterer signs a receipt of Guidelines and is responsible for providing proper insurance and licensing.
- Each caterer must have $1,000,000 general and liquor liability insurance and is required to obtain a daily or yearly liquor license from the Village of Oak Park.

The Park District of Oak Park is responsible for the overall operation and functions of the Cheney Mansion which must all be done in a manner that conforms to Park District procedures.

Holiday Decorating at Cheney Mansion

The following procedure is to be used when organizing holiday decoration at Cheney Mansion.

HOLIDAY DECORATION

- Theme colors are picked during the summer months
- Traditionally, local florists and those who have worked at Cheney Mansion are asked to pick a 1st floor room to decorate.
- Other outside guests may inquire or be chosen to decorate a room ie. Oak Park and River Forest Garden Club, friends and neighbors of Cheney Mansion.
- Each florist or decorator is responsible for all of their own materials to fit into the color scheme chosen.
- All decorations should be non-denominational.
- Cheney Mansion will provide a holiday tree for the Library, Living Room, Parlor and Solarium.
- Decorating begins after Thanksgiving and is complete at least two days prior to the first Saturday

of December.
- Decorations are left up through mid- January.

The Park District of Oak Park is responsible for the overall operation and functions of the Cheney Mansion which must all be done in a manner that conforms to Park District procedures.

Procedures for Programming at Cheney Mansion

The following procedure is to be used when creating programming for the Cheney Mansion.

Programming At Cheney Mansion

Programs designed by the Supervisor of Operations.

- Classes, programs or concerts at the Cheney Mansion must be considered somewhat specialized in their field.
- All programs will be revenue driven
- Cooking programs must be taught by a licensed chef. Music concerts should be in keeping with the nature of the Mansion i.e. choral, classical, and/or instrumental.
- Additional programs should be “special or unique.”

Programs designed by the Recreation Department

- Classes or programs created by the Recreation Department and held at Cheney Mansion should be considered “special or unique”
- The Recreation Department will incur all cost associated with the program including any Cheney Mansion staff.
- Cheney Mansion staff must be on duty at all times.
- The Recreation Department will receive all revenue from the programs.

The Park District of Oak Park is responsible for the overall operation and function of the Conservatory’s programming which must all be done in a manner that conforms to Park District procedures.

Procedure on Staff Responsibilities in Conservatory

The following procedure is to be followed by the Conservatory staff when allocating work hours between the parks and the conservatory.

Staff Responsibilities In The Conservatory And The Parks

The Park District of Oak Park is responsible for the overall operation and function of the parks. Conservatory staff is responsible for installing, watering and weeding annual flower beds in each park. Beginning in May of each year, the staff will remove tulip bulbs, prepare beds and plant annuals for the summer. Staff will weed and water these annual displays throughout the summer until the end of September. Staff will remove perennial, tropical plants that can be overwintered in the greenhouses by October 1. The landscaping contractor hired by the Park District will clear the remaining plant material and plant tulip bulbs in the beds for a spring display.

Conservatory staff is responsible for the upkeep of the botanical collection in the Fern, Tropical and Desert rooms at the Conservatory as well as the surrounding outdoor gardens. Staff will prune the tropical trees as needed, prune smaller tropical plants, weed and generally keep the showrooms clean of plant debris. Fresh floral displays are created monthly in the three showrooms. Traditional, historic displays are created for certain months which include snapdragons in March, chrysanthemums in November and poinsettias in December. Displays for other months may vary from year to year.

These traditional crops as well as plants for the annual Plant Sale sponsored by FOPCON and all plants used in the parks are grown in the tree production greenhouses at the Conservatory.

Providing Plants form the Conservatory for the Park Beds

The following procedure is to be used when producing floral displays in park flower beds.

Providing Plants For The Park Beds

The Conservatory grower will perform the following procedures:

- Create designs for the flower beds in the parks.
- Grow the plants that are called for in the designs.
- Supervise and participate in the installation of the plant material and complete planting all beds by mid-June.
- Supervise and participate in the weeding and maintenance of the beds throughout the summer.

The Conservatory manager will perform the following procedures:

- Create designs for fall bulbs in the park beds
- Acquire competitive prices for up to 20,000 tulip bulbs or other perennial bulbs for installation in the park beds.

- Supervise the installation of the bulbs by an outside contractor.
- Supervise the removal of all bulbs from the park beds after blooming is completed.
- Offer spent bulbs for sale at the Conservatory

The Park District of Oak Park is responsible for the overall operation and function of the parks and all plant material must be maintained in a manner that conforms to Park District procedures.

Procedures on Greenhouse Production

The following procedure is to be followed when scheduling plant production at the Conservatory

Greenhouse Production

Plant production begins in January when the staff sows seed for plants that will be sold at the annual Plant Sale, planted in the parks or used for display in the Conservatory showrooms. The general schedule for plant production is the following:

- January to April - sow seeds for annuals for plant sale and installation in parks, pot cannas
- May and June – Take cuttings for chrysanthemum display in November, pot caladiums
- July – Take cuttings for poinsettia display in December
- August and September – sow seed for snapdragons, pansies, stock and other spring flowers for March display
- October – Pot tulip and other bulbs for forcing into flower in March
- December – Pot amaryllis for display in February

Conseratory Greenhouse Management

The following procedure is to be used when managing the Conservatory greenhouses.

Conservatory Greenhouse Management

The Conservatory’s production greenhouses are to be managed solely for the benefit of the Park District of Oak Park and are not to be used by the staff for personal use or personal gain.

- Plants grown in the greenhouses are for planting in the parks, for display in the Conservatory’s showrooms or to sell in order to raise funds for the Conservatory.
- Volunteers who work in the greenhouses must be under the supervision of a staff member.
- Volunteers are limited to working on plants, weeding or moving plants in the greenhouses.

- Volunteers are not to water or perform other functions that are dangerous.
- Space in the greenhouses is not to be used to store or over-winter plants for residents.
- The production greenhouses are to be weed free, clean of all debris on the floors and benches and free of pests.
- The production greenhouses are to be used for the production of plants and not as storage areas.

The Park District of Oak Park is responsible for the overall operation and function of the Conservatory's greenhouses. The management of the greenhouses must be done in a manner that conforms to Park District procedures.

Procedures for Plant Acquisition

The following procedures are to be followed when residents wish to donate plants to the Conservatory.

Plant Acquisition

Residents view the Oak Park Conservatory as a repository of tropical and desert plants and frequently wish to donate their houseplants to be cared for by the staff either on a temporary or permanent basis. Donations of rare or unusual plants that are not already in our collection are welcomed. Plants that are duplicates of ones in the collection cannot to be accepted. Limited greenhouse space prevents the staff from accepting plants that will be cared for on a temporary basis and then reclaimed by their owner.

Staff should always consider adding plant species that are not already in the collection in order to create a well-rounded representation of tropical, sub-tropical and desert plant climates. Plant purchases in addition to plant donations should be used to maintain the Conservatory collection.

The management of the Conservatory's plant collection and acquisitions will follow the Park District of Oak Park's approved organizational policies and procedures for the acceptance of non-monetary donations.

Shading the Consevatory Showrooms

The following procedure is to be used in the summer months to shade the Conservatory's showrooms and production greenhouses as needed.

Shading The Conservatory Showrooms

The Conservatory showrooms and greenhouses must be shaded in the summer months of June, July, August and September to protect the plant collection from the intense sun magnified by the glass roof. The following procedures are to be used when shading the greenhouses.

- A shading compound should be applied to the glass roof of the showrooms by mid-June. The east and west production houses have an internal shade system.
- Employees, led by the conservatory technician, either paint or spray the shading compound on the exterior of the glass roof and south sidewalls.
- Cracked or broken glass must be repaired before shading.
- Employees use approved scaffolding to access all areas of the glass roof.
- The shading compound must be removed from the glass roof by mid-October.

The Park District of Oak Park is responsible for the overall operation and function of the Conservatory and the procedure to shade the greenhouses must be done in a manner that conforms to Park District procedures and safety regulations.

Procedure for Programming at the Conservatory

The following procedure is to be used when creating programming for the Conservatory.

Creating Programming At The Conservatory

Classes and workshops with a horticulture theme must be taught by qualified instructors and must provide science-based information to the attendees. Qualified instructors are individuals with a science degree in horticulture or related fields, a master gardener or a horticultural staff person.

The Park District of Oak Park is responsible for the overall operation and function of the Conservatory's programming which must all be done in a manner that conforms to Park District procedures.

Procedure for Special Events at the Conservatory

The following procedure is to be used for special events at the Oak Park Conservatory.

Special Events

Special events are defined as one-time occurrences during the year that are open to the general public and generally do not carry an entrance fee. The Conservatory offers nine separate special events with a fee attached to just one. Some of the events are sponsored and organized by the Friends of the Oak Park Conservatory with help from the staff and others are solely organized by the staff. These events are:

- KidsFest on the first Sunday of March sponsored and organized by the Friends
- Friends Plant Sale on the first weekend of May
- Spring Perennial exchange organized by the Friends
- Fall Hardy Bulb Sale
- Fall Fest
- Fright at Night generally has an entrance fee.
- Fall Perennial exchange organized by the Friends
- Fall Houseplant exchange
- Winter Holiday Open House

Procedure on Renting the Conservatory

The following procedure is to be used when renting out the use of the Conservatory in whole or part.

Rentals At The Conservatory

Rentals represent a large portion of revenue raised at the Conservatory. When booking rentals the following procedures should be followed.

- Rental fees are based on residency with non-residents paying 50% more than residents.
- Rentals should not displace Park District activities.
- Proof of residency is required to secure the resident rental rate.
- The open public hours are not changed to benefit a rental.
- A security deposit is required to book a rental and the deposit can be refunded after the rental.
- The entire Conservatory complex can be rented before or after public hours but not during public hours.
- The Conservatory may not be rented if the facility is to be used for personal, financial gain by the renter.
- All rentals must end by 11 pm
- Amplified music is not allowed in the outdoor garden and if used inside, cannot be heard on the outside.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and all rental procedures must comply with Park District procedures.

Procedure for Accepting Monetary Donations at the Conservatory

The following procedure is to be used when soliciting monetary donations at the Oak Park Conservatory.

Accepting Monetary Donations At The Conservatory

There is no entrance fee required to enter the Conservatory. Donations are encouraged in lieu of an entrance fee. A donation box is located at the doorway into the showrooms and visitors are encouraged through signs to place money in the box. The donation box is emptied weekly, the amount is entered into RecTrac and the cash is delivered to the PD financial office.

Individuals or organizations wishing to make a large financial donation are referred to the Friends of the Oak Park Conservatory which is a 501c3 organization. The Friends will accept large donations and supply a letter for tax purposes. Any donation in the amount of $500 or more will be acknowledged on the Friends of the Oak Park Conservatory's donor board unless anonymity is requested.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and the acceptance of all donations must comply with Park District procedures.

Plant Sales at the Conservatory

The following procedure is to be used when selling plants at the Oak Park Conservatory.

Conducting Plant Sales

One source of revenue at the Conservatory is the selling of plants and bulbs. Plants either are produced from cuttings taken from the collection of tropical and desert plants or are purchased for resale. The schedule for plant sales follows:

- Spring Open House – pansies and various other spring flowers.
- Tulip bulbs are sold each year after being dug from the park beds.
- Various hardy bulbs are purchased for resale at the annual bulb sale.
- Winter Open House - Paperwhite narcissus and poinsettias are sold.
- Tropical and desert plants are sold every day through the gift store.

Proceeds from all sales are entered into RecTrac and delivered to the park district's financial office.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and the sale of plant material must comply with Park District procedures.

Gift Shop Operations at the Conservatory

The following procedure is to be used when managing the Conservatory gift shop.

Gift Shop Operations At The Conservatory

The Conservatory manager is responsible for:

- Acquisition of inventory should place emphasis on one-of-a-kind, hand-crafted items. These can be purchased through fair-trade organizations such as Ten Thousand Villages or directly from the artist/creator.
- The majority of inventory is purchased outright for resale but it may be preferable to sell some items on consignment.
- The gift store is staffed by volunteers when possible. If a volunteer is not available during the busiest shopping times, then an employee can work as cashier.
- Gift store hours coincide with Conservatory public hours unless a cashier is not available.
- An employee trained in the use of RecTrac is responsible for opening the shop each day and closing out each day in RecTrac.

The Park District of Oak Park is responsible for the overall operation and function of the Conservatory's gift shop. The acquisition of inventory, sales, staffing and financial reporting must all be done in a manner that conforms to Park District procedures.

Procedure on Conducting the Weekly Plant Clinic at the Conservatory

The following procedure is to be used when conducting the weekly plant clinic at the Oak Park Conservatory.

Conducting The Weekly Plant Clinic

The plant clinic is offered to residents as an opportunity to seek horticultural information and advice from the Conservatory staff. Questions concerning plant diseases or plant identification are taken at this time. Science-based information is provided to the best ability of the staff. Residents can also find help with repotting plants during the plant clinic. There is no charge for the clinic but donations are encouraged.

The Park District of Oak Park is responsible for the overall operation and function of the Oak Park Conservatory and the operation of the plant clinic must comply with Park District procedures.