

## **375 Comprehensive Facility Maintenance**

### **1.0 Purpose**

Aquatic facilities require systematic and comprehensive annual maintenance to be attractive to patrons and functional for their service lives. More importantly, aquatic facility maintenance is intrinsically linked to patron health and safety and is integral to an effective risk management strategy for the Center. Facility maintenance will impact customer satisfaction and will directly impact revenue generation. Aquatic facilities are labor intensive due to high use and extended hours of operation. While maintenance is costly over the life of the pools, a well-executed maintenance program will provide substantial savings, improved customer satisfaction, and sustained revenues.

### **2.0 Maintenance and Inspection of Physical Facility**

The entire facility including but not limited to walkways, floors, stairs, restrooms and parking lots should be maintained and inspected on a regular basis.

1. Provide special attention to these areas during periods of ice or snow or anytime walkways are wet or slippery.
2. Remove items such as electrical cords, boxes and other obstructions in the walkways or other paths of travel.
3. Promptly repair or otherwise remedy any sudden and unexpected change in floor height, unevenness in floors, tears in carpeting, spills, and other potential tripping or slipping hazards. If repairs cannot be made immediately, place warnings or markings at the location until repairs can be made

Maintain and inspect tables, chairs, night-drops and equipment used by the public for broken or worn parts and other deficiencies on a regular basis.

Check automatic doors regularly for proper operation. Doors should not open too quickly or with such force as to have the potential to cause injury. When closing, doors should move smoothly and allow users to clear the doorway.

If the public uses the facility at night, exterior lighting should be adequate for safe pedestrian use at appropriate entrances, stairs and walkways.

Exit routes should be unobstructed and clearly marked with adequate emergency lighting.

### **3.0 Preventive Maintenance**

The William Shore Metropolitan Park District (District) will provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all systems and equipment in District facilities. The District will implement a comprehensive preventative maintenance program designed to:

1. Increase useful life of buildings and equipment;
2. Ensure safety of personnel and patients using facilities; Preventive maintenance is conducted to keep equipment working and/or extend the life of the equipment.
3. Prevent costly emergency repairs;
4. Prevent inconvenience and expense due to unscheduled down time of facilities.

The Preventative Maintenance Plan (PMP) is designed to support a safe, controlled environment of care by establishing programs to help ensure the operational reliability of systems, equipment and assessing and managing the risks associated with the systems and equipment malfunctions and failures. The PMP should include a service/maintenance schedule and inspection schedule component.

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Preventive maintenance Plan (PMP) should outline the utilization of planned services, inspections, adjustments and replacements designed to ensure maximum utilization of equipment at minimum cost. Specifically, the PMP should include cleaning, adjustments, lubrication, minor repairs and parts replacement that are performed on scheduled frequencies according to written preventive maintenance standards. The PMP is developed around a complete physical inventory of those mechanical, electrical, life safety, and electronic systems as they are physically located in the and around District facilities. This inventory will include all major equipment; major equipment will be identified by the use of a control numbers assigned and entered upon the inventory record to become a permanent record. Each identified piece of major equipment will have the following information as part of the inventory record:

1. Location of Item
2. Quantity of Item
3. Purchase Date
4. Purchase Cost
5. Vendor and Contact
6. Life Expectancy
7. Preventive Maintenance Schedule

Attachment A includes the service and maintenance areas which should be included in the PMP.

Assigned maintenance personnel will utilize the PMP to inspect and service the various mechanical, electrical, life safety, and electronic systems within and around the facility.

Maintain records that reflect the date of inspection and/or repair, the person conducting the inspection/repair, the findings or conditions noted, action taken if applicable, and further action necessary, if applicable.

Retain records according to the "Washington State Local Governmental General Records Retention Schedule & Records Management Manual" but not less than four years.

### **3.0 Corrective Maintenance**

Corrective maintenance consists of the action(s) taken to restore a failed system to operational status. This usually involves replacing or repairing the component(s) that is responsible for the failure of the overall system. Corrective maintenance is performed at unpredictable intervals because a component's failure time is not known prior.

The objective of corrective maintenance is to restore the system to satisfactory operation within the shortest possible time. Corrective maintenance should be typically carried out in three steps:

1. Diagnosis of the problem:  
The maintenance personnel must take time to locate the failed parts or otherwise satisfactorily assess the cause of the system failure. Notice of failure could be identified by pool supervisors or the maintenance personnel.
2. Repair and/or replacement of faulty component(s):  
Once the cause of system failure has been determined, action must be taken to address the cause, usually by replacing or repairing the components that caused the system to fail.
3. Verification of the repair action:  
Once the components in question have been repaired or replaced, the maintenance technician must verify that the system is again successfully operating.

Warnings:

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Post signs and/or restrict access to the item or area until the deficiency is corrected. If a trip hazard is created by an uneven floor elevation or sidewalk displacement, highlight the area with conspicuous markings such as bright paint or reflective tape until the area is repaired.

#### **4.0 Facility Janitorial Services**

Janitorial services are all items that require cleaning on a scheduled basis so the District facilities are clean and presentable. These janitorial service items are not part of the PMP but are scheduled as part of the daily, weekly and monthly cleaning routine of on duty District employees as supervised by the on-duty Pool Supervisor. A Janitorial Job description will be maintained by the District and updated as needed by the Aquatics Manager.