

# Interlocal Agreement

**This Interlocal Agreement** made and entered into by and between the Board of County Commissioners of Brevard County, Florida, a political subdivision of the State of Florida, hereinafter referred to as “County”, and the City of Cocoa, Florida, a municipal corporation chartered under the laws of the State of Florida, hereinafter referred to as “City”.

## W i t n e s s e t h

**Whereas**, pursuant to Chapter 61-1909, Laws of Florida, Acts of 1961, the Brevard County Recreation District Four was established at the general election held on November 6, 1962, in order to provide funding for recreation facilities and programs for the residents of the district; and

**Whereas**, in 1972 the County and the City previously entered into an Interlocal Agreement on April 29, 1986 for a recreation program for the joint use and benefit of the residents of the City of Cocoa and Brevard County, Florida, and said Interlocal Agreement has since expired; and

**Whereas**, the County and the City now desire to continue the program for the recreation facilities, buildings and centers located on public park property owned by the City of Cocoa, listed in Exhibit “A”, which is attached hereto and incorporated by reference, pursuant to the terms and conditions of this Interlocal Agreement; and

**Whereas**, the County and the City further recognize the importance of maintenance standards of the recreation facilities, buildings and centers and the benefit such standards provide to the residents of the City of Cocoa and Brevard County, Florida; and

**Whereas**, the County and the City desire to define the responsibilities of the County and the City as they relate to the recreation program and the related recreation facilities, buildings and centers.

**Now, Therefore**, in consideration of the covenants herein contained, it is mutually agreed between the parties as follows:

**Recitals.** The foregoing recitals are true and are incorporated herein by reference.

**Section 1. Purpose of Interlocal Agreement:** The purpose of this Interlocal Agreement is to define the responsibilities of the County and the City as they relate to the City parcels of property listed in Exhibit “A”, attached hereto and made a part hereof by this reference

(hereinafter referred to as “Park(s)” or “Property”) including the corresponding recreation facilities, buildings and centers located on Property as listed in the Property Amenity Inventory contained in Exhibit “B”, attached hereto and made a part hereof by this reference. The parties hereby specifically agree that additional properties of the City may be added to or properties may be removed from this list from time to time upon the mutual written agreement of the City and the County. The City may withdraw certain parks from this Agreement upon ninety days prior written notice to the County, which notice must be received by the County on or before July 1 of any given year. The terms and conditions for any withdrawal of parks by the City shall be determined at the time of withdrawal upon mutual agreement of the parties.

**Section 2. Effective Date, Term and Termination:** The parties hereby agree as follows:

(a) The Effective Date of this Interlocal Agreement shall be the date when the Interlocal Agreement is duly executed by both parties.

(b) The term of this Interlocal Agreement shall be for a period to September 19, 2031.

(c) Either party may terminate this Interlocal Agreement by providing six months written notice to the other party. The City understands that the County may enter into grant and partner agreements for improvements on any of the Property owned by the City. The County shall provide the City Manager a copy of any and all of the grant and recreation partner applications relating to the City owned property to obtain concurrence prior to the acceptance of said agreement. In the event the City exercises its option to terminate this Interlocal Agreement prior to the expiration of the term, it is understood and agreed that the City will be obligated to assume and complete any agreements made by the County to obtain said funds unless the City notified the County of the City’s objection prior to acceptance of the agreement.

**Section 3. Maintenance Liaison:** Each party shall designate an individual as a Maintenance Liaison to oversee and administer each party’s day-to-day activities, participation and to receive notices regarding the same under this Interlocal Agreement. The parties hereby initially designate the following individuals:

**COUNTY**

Director of Parks and Recreation  
2725 Judge Fran Jamieson Way, B203  
Viera, Florida 32940  
(321) 633-2046

**CITY**

City Manager  
65 Stone Street  
Cocoa, Florida 32922  
(321) 433-8800

Either party may change its Maintenance Liaison at any time by delivering written notice of such change to the other party.

**Section 4. Public Accessibility:** All recreation facilities, buildings and centers located on Property shall be accessible to the public on a non-exclusive basis without regard to age, sex, race, religion, disability or place of residence.

**Section 5. County's and City's Duties and Responsibilities:** The City hereby grants to the County the authority to use, maintain and operate recreational facilities on the Parks for recreational purposes, to serve the public interest, under the following conditions:

(a) The County shall not use or occupy the subject property or any part thereof, nor permit the same or any part thereof, to be used or occupied for any purpose other than as herein specified and shall not assign any rights under this Interlocal Agreement or delegate any duties or obligations hereunder to any other agency, public or private, without prior written consent of the City, except for those sanctioned groups provided for by Interlocal Agreement between the County and said sanctioned group.

(b) The County shall keep the subject property and all improvements thereon in good condition and appearance. Subject to subsections 5. (c) (d) and (e) below, the County shall be responsible for the provision and costs of day-to-day routine maintenance as set forth in the County's general maintenance standards outlined in the attached Exhibit "C". If for any reason, the County's general maintenance standards are modified during the term of this Interlocal Agreement then the maintenance standards in Exhibit "C" shall likewise be modified to reflect said modifications and County shall provide City notice of the same. Any cost for additional requested services shall be paid by the City. At the end of the term of this Interlocal Agreement, the County shall return the subject property in a good state and condition as reasonable use and wear would permit.

(c) **County's Responsibilities Utilizing the District Four Administrative Taxes** Utilizing District Four Administrative Taxes, the County shall be responsible and shall pay for the cost of any maintenance, including staffing, capped at the Special Recreation District IV revenue collected in the City of Cocoa for that fiscal year. The County shall be responsible for the maintenance or replacement of any equipment or fixture under Five Thousand Dollars (\$5,000.00). The City shall be responsible for contracting with vendor(s) and will pay said vendor(s) the full amount of all other costs which exceed Five Thousand Dollars (\$5,000.00) including the repair and replacement all roofing, roof drains, sewers, wastewater/sewer lines,

HVAC systems, structural outside walls, foundations, and structural systems of any building or structure within a Park and shall do so at the City's sole expense. The City shall pay the costs, if applicable, of the following utilities: electricity, water, and sewer, directly to the utility. The County shall additionally be responsible for the telephone, cable/satellite TV, internet access, and security system operation/monitoring garbage and/or solid waste removal at the locations.

**(d) County Responsibilities in Excess of District Four Administrative Taxes**

Should total expenditures including staffing and capital improvement projects subject to this agreement, exceed the Special Recreation District IV revenue collected in the City of Cocoa for that fiscal year, the cost shall be split equally between the County and the City. Other than staffing costs, the maximum contribution by the County shall be \$2,500.00 per item or occurrence. By October 31<sup>st</sup> of every year, the County shall provide the City an estimate of the upcoming year projected Special Recreation District IV revenue to be collected in the City of Cocoa and projected expenses, e.g. recurring maintenance costs, staff salaries and programs expenses , etc. Nothing in this section shall be construed to be a pledge of future ad valorem taxes of the County. [The request for reimbursement for the previous fiscal year expenses qualifying under this subsection will be submitted by the County to the City by October 31<sup>st</sup> of every year.](#)

(e) Nothing contained in this Interlocal Agreement shall be considered to diminish the responsibilities of either party as it pertains to the Brevard County Recreational District Four. Notwithstanding the above, the City shall pay for any loss or damage to any building, structure or fixture within a Park attributable to criminal mischief or theft, regardless of the value or the cost of the repair or replacement of that particular building, structure or fixture.

(f) The County will have the right to schedule, reserve, collect and retain fees for the parks and centers.

(g) The City reserves the right to supplement or provide programming at the Park/Center locations in coordination with the County.

(h) Within sixty (60) days of the end of the fiscal year, the County will submit to the City an invoice for review and acceptance, reconciliation supporting documentation for reimbursement of outstanding costs as agreed to in Sections 5 (c) and (d) of this Interlocal Agreement, if applicable. The City will have seven (7) business days to approve or provide comments on the submittal. The County will then have seven (7) business days to respond. The City shall submit payment for reimbursement for any outstanding cost on or before December 31.

**Section 6. Alterations and Improvements:**

(a) **Consent by City.** The County may not make alterations or improvements to any infrastructure within any Park without first obtaining the prior written consent of the City. Any approved alterations or improvements shall be performed in accordance with this Agreement.

(b) **Disposition of Alterations and Improvements at Termination:** Upon the expiration or termination of this Interlocal Agreement, all fixed alterations or improvements shall remain with the Park and title shall remain with the City as a part thereof.

**Section 7. Indemnification:** Each party shall be liable for its own actions and negligence and, to the extent permitted by law, the County shall indemnify, defend and hold harmless the City against any actions, claims or damages arising out of the County's negligence in connection with this Interlocal Agreement, and the City shall indemnify, defend and hold harmless the County against any actions, claims or damages arising out of the City's negligence in connection with this Interlocal Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes, nor shall the same be construed to constitute agreement by either party to indemnify the other party for such other party's negligent, willful or intentional acts or omissions.

**Section 8. Insurance:**

(a) City's Insurance Obligation.

Upon execution and for the duration of this Interlocal Agreement, the City, at its own cost, shall obtain and provide insurance policies for coverage and in the amounts the City deems appropriate and, if insurance is obtained, shall provide a letter from its insurance carrier authorizing it to act pursuant to this Interlocal Agreement, and indicating that there will be no lapse in its insurance coverage either on employees, vehicles, or liability. If the City is self-insured, its file shall contain a copy of a resolution authorizing its self-insurance program. A copy

of the insurance carrier's letter or the resolution of self-insurance shall be attached to the executed copy of this Interlocal Agreement.

**Section 9. Right of Entry by City:** The City or its agent may at any reasonable time, with notice, enter onto subject Property for the purpose of inspection of same or for performing such other duties as are required by the terms of this Interlocal Agreement, or the rules, regulations, ordinances or laws of any governmental body. The right to enter onto the Property confers to the City the right to enter any premises on the Property for purposes of inspection under this Interlocal Agreement.

**Section 10. City Park Ordinances, Policies, Rules and Regulations:** The County does not assume responsibility or liability for or in any way releases the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations.

**Section 11. Compliance with Statutes:** The parties shall comply with all statutes, ordinance, rules, orders, regulations and requirements of all local, state, and federal governmental bodies applicable.

**Section 12. Attorney's Fees:** In the event of any legal action to enforce the terms of this Interlocal Agreement each party shall bear its own attorney's fees and costs.

**Section 13. Right to Audit Records:** In the performance of the Interlocal Agreement, both parties shall keep books, and accounts of all activities, related to the Interlocal Agreement in compliance with generally accepted accounting procedures. Books, records and accounts related to the performance of this Interlocal Agreement shall be open to inspection during regular business hours by an authorized representative of either party and shall be retained by the respective party for a period of three years after termination of this Interlocal Agreement. All records, books and accounts related to the performance of this Interlocal Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes.

**Section 14. Funding Contingency:** The County's performance and obligations under this Interlocal Agreement and any amendment hereto are contingent upon an annual appropriation by the Board of County Commissioners. The City's performance and obligations under this Interlocal Agreement and any amendment hereto are contingent upon an annual appropriation by the City Council.

**Section 15. Independent Contractor:** Each party recognizes that it is an independent contractor and not an agent or servant of the other party. No person employed by any party to this Interlocal Agreement shall, in connection with the performance of this Interlocal Agreement or any services or functions contemplated hereunder, at any time, be considered the employee of the other party, nor shall an employee claim any right in or entitlement to any pension, worker's compensation benefit, unemployment compensation, civil service, or other employee rights or privileges granted by operation of law, except through and against the entity by whom they are employed.

**Section 16. Unauthorized Alien Workers:** The County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e)(Section 274A(e) of the Immigration and Nationality Act "INA"). The County shall consider a contractor's intentional employment of unauthorized aliens as ground for immediate termination of this Interlocal Agreement.

**Section 17. E-Verify:** The County shall utilize the United States Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the County during the term of the Interlocal Agreement and shall expressly require any subcontractors performing work or providing services pursuant to this Interlocal Agreement to likewise utilize the United States Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by subcontractors during the term of this Interlocal Agreement.

**Section 18. Governing Law:** This Interlocal Agreement shall be governed, interpreted and construed according to the laws of the State of Florida.

**Section 19. Venue:** Venue for any legal action brought by any party to this Interlocal Agreement to interpret, construe or enforce this Interlocal Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.

**Section 20. Modification:** No modification of this Interlocal Agreement shall be binding on the County or the City unless reduced to writing and signed by a duly authorized representative of the County and the City.

**Section 21. Entirety Clause:** This Interlocal Agreement embodies the entire agreement and understanding between the parties hereto and is a complete and exclusive statement of

those terms and supersedes all prior or contemporaneous, written or oral, memoranda, arrangements, agreements and understandings between the Parties relating to the subject matter hereof.

**Section 22. Severability:** If any provision of this Interlocal Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provision shall nevertheless continue in full force without being impaired or invalidated in any way.

**Section 23. Captions:** The captions and section designations herein set forth are for conveniences only and shall have no substantive meaning.

**Section 24. Notice:** Notices for termination, renewal or amendments to this Interlocal Agreement shall be given to the County by mailing written notice, postage prepaid, to the Brevard County Manager, 2725 Judge Jamieson Way, Viera, FL 32940, and notice shall be given to the City by mailing written notice, postage prepaid to City of Cocoa, City Manager, 65 Stone Street, Cocoa, FL 32922.

**Section 25. No Third-Party Beneficiaries:** This Interlocal Agreement and each and every provision hereof is for the sole benefit of the County and the City. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

**Section 26. Execution in Counterparts:** This Interlocal Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

**In Witness Whereof,** the parties have hereunto set their hands and seals on the day and year written herein below.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

\_\_\_\_\_  
Rachel M. Sadoff, Clerk

\_\_\_\_\_  
Jason Steele, Chair Date  
Brevard County Commissions

As Approved by the Board on:\_\_\_\_\_

CITY OF COCOA, FLORIDA  
ATTEST:

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_, City Clerk

\_\_\_\_\_, Mayor

As Approved by the City on: \_\_\_\_\_

Reviewed for Legal form and Content by:

\_\_\_\_\_  
Justin Caron, Assistant County Attorney

## Exhibit "A"

### Schedule of Property

#### **Don "Mo" Stradley Memorial Park:**

The East 489.59 feet of the N.E. ¼ of section 19, Township 24 South, Range 36 East: Brevard County, Florida. Lying of Rosetine Street. Also the East 362, 47 feet of the North 400.00 feet of the S.E. ¼ less the plat of College Manor Unit 3 as recorded in Plat Book 18 Page 43 public records of Brevard County. Also the North 400.00 feet of the West 957.23 feet of the S.E. ¼ of the S.W. ¼ of the said Section 19. Also commence at the S.E. corner of the N.E. ¼ of the S.W. ¼ section of 19, Township 24 South, Range 36 East; thence S.89° 17'23"N. Along the South line of the said N.E. ¼ of the S.W. ¼, 489.59 feet to the P.O.D., thence continue S.89°17'23"W along said South line 31.10 feet, thence N.00°25'29"W. 1289.28' to the South R/W of Rosetine Street, thence N.89°15'11"E. along said R/W 32.70 feet, thence S.00°21'18"E. 1286 feet more or less to the P.O.D. also commence at the N.W. corner of the S.E. ¼ of section 19, Township 24 South, Range 36 East, Brevard County, Florida, thence S.00°21'18"E. Along the West line of said S.E. ¼ 154.50 feet to the point of beginning; said P.O.B. being on the R/W of Rosetine Street, thence N.89°17'23"E. along said R/W 240.00 feet. Thence S.00°21'18"E. 400.72 feet to the Northeast corner of Lot 20; thence run S.00°30'42"E. 279.50 feet, to the Northwest corner of said Lot 27, Block 21; thence run N89°17'23"E. along the North line of said Lot 27, Block 21, a distance of 25 feet; thence run S.00°30'42"E., 102.00 feet to a point on the South line of said Lot 27, Block 21, said point being a point on the North R/W Line of Fay Street as per O.R.B. 144, Page 81, of the public records of Brevard County, Florida; thence run S.89°17'23"W., along said South Line of said Lot 27; Block 21 and along the said North R/W line of Fay Street, a distance of 25 feet, to the Southeast corner of said Lot 26, Block 21; thence run S.00°30'42"E. 406.00 feet, to the Northwest corner of said Lot 27, Block 23; thence run N.89°17'23"E., along the North line of said Lot 27, Block 23, a distance of 25.0 feet; thence run S.00°30'53"E., 102.00 feet, to a point on the South line of said Lot 27, Block 23, said point being a point on the North R/W line of Rosa Street, as per O.R.B. 144, Page 81, of the public records of Brevard County, Florida; thence run S.89°17'23"W., along the said North R/W line, a distance of 25.0 feet, to the Southwest corner of said Lot 27, Block 23; thence run S.00°30'42"E., 50.00 feet, to a point on the south R/W line of Rosa Street, said point being the Northeast corner of Lot 3, Block 24; thence run N.89°17'23"E., along said South R/W line, a distance of 100.00 feet, to the Northeast corner of Lot I, Block 24 said corner being the point of intersection of the said South R/W line of Rosa Street and the West R/W line of Walter Street, as per O.R.B. 144, page 81, of the public records of Brevard County, Florida, thence run S.00°30'42"E., along the East line of said Lot I, Block 24, and along the said West R/W line of Walter Street, a distance of 105.25' to the Southeast corner of said Lot 1, Block 24, said corner being a point on the South line of aforementioned "Shepard's Clear Lake Village": thence run S.89°17'23"W., along said South line, a distance of 743.57 feet to a point on the aforementioned West line of the Southeast ¼ of Section 19, thence run N.00°21'18"W., along said West line, a distance of 1044.76 feet to the point of beginning.

#### **Dr. Joe Lee Smith Park:**

The East 1/2 of Lot 1, all of Lots 2,3,4 and the "Ballpark Parcel", all in Block 12E, as shown on the "Amended Map of College Park", as filed and recorded in Plat Book 5, Page 72 of the Public Records of Brevard County, Florida. Containing  $\pm$  3.49 Acres more or less.

**Junny Rios Martinez Park:**

Parcel A

Beginning at the Southeast corner of Cocoa North 7, as recorded in P.B. 30, Pages 33 & 34, of the Public Records of the City of Cocoa, Brevard County, Florida. Thence S.53°01'12"W 529.80 feet to the Northeasterly R.O.W. of Westminster Drive; thence S36°58'48"E along said R.O.W. 225.01 feet to a curve concave to the North; thence along said curve having a radius of 25.00 feet, a central angle of 90°00'00" and a length of 39.27' to the Northwest R.O.W. of S.R. 524; thence N53°01'12"E, along said R.O.W. 318.57 feet to the East line of the Southwest ¼ of Section 13, Township 24 South, Range 35 East, thence N00°17'11"W, along said Section 311.79 feet to the Point of Beginning for this description.

Parcel B

Commence at the South ¼ corner of Section 13, Township 24 South, Range 35 East, Brevard County, Florida; thence run N.00 degrees 18'01"W, along said section 664.40 feet to the North right-of-way line of State Road No. 524; thence run S.53 degrees 01'12"W along said right-of-way 440.00 feet to the POB; thence continue S.53 degrees 01'12"W 670.33 feet; thence run N.00 degrees 08'28"W., 312.38 feet; thence run N.53 degrees 01'12"E., 508.04 feet; thence run S.36 degrees 58'48"E., 225.00 feet; thence run along the arc of a curve concave Southwesterly, having it's elements a radius of 25.00 feet, a central angle of 90 degrees 00'00" and an arc distance of 39.27 feet to the POINT OF BEGINNING. Said parcel containing 3.4502 acres, more or less.

**Provost Park:**

A tract of land in the southwest quarter (SW1/4) of the northeast quarter (NE1/4) of Section thirty-two (32), in Township twenty-four (24) South, Range thirty-six (36) East, as is more particularly described in warranty Deed recorded in Official Records Book 745, Page 528 of the Public Records of Brevard County, Florida, which is said metes and bounds description is incorporated herein by reference thereto.

and

(1) Lot 26 Block "A" and lots 3 and 4 Block "B" of C. L. Hughletts' Washington Heights Addition to Cocoa, Florida as per plat as recorded in Plat Book "O" Page 18 of the public records of Brevard County, Florida less the Right-of-Way of the Florida East Coast Railroad.

(2) Begin at a point on the West line of Section 28, Township 24 South, Range 36 East at a point 665 feet north of the S.W. corner of said Section 28, thence for a first course run North along the West line of said Section 28 a distance of 105 feet, thence for a second course run east parallel to the South line of said Section 28 to the Westerly Right-of-Way of the Florida East Coast Railroad, thence for a third course run Southeasterly along said Right-of-Way to the North Right-o-Way of Bellefont Ave., said Bellefont Avenue shown on the Plat of C. L. Hughlett's Washington Heights Addition to Cocoa as Platted in Plat Book "O" Page 18 of the public records of Brevard County, Florida, thence for a fourth and final course run Westerly along the North Right-of-Way of said Bellefont Avenue to the West line of said Section 28 and the Point of Beginning. Being that part of that certain parcel of land described in Deed Book "FF" Page 172

of the public records of Brevard County, Florida, that lies West of the Florida East Coast Railroad Right-of-Way.

**Travis Park:**

A parcel of land located in the North one-half of section 19, Township 24 South, Range 36 East, Brevard County, Florida and being more particularly described as follows:

Commence at the Southeast corner of the North one-half of said section 19; thence North 00° 03' 19" East along the East line of said North one-half for a distance of 1146.00 feet to a point on the North line of the South 1146.00 feet of the Northeast one-quarter of said section 19; thence departing said East line. Run South 89° 33' 30" West along said North for a distance of 1318.97 feet to the Southwest corner of those lands described in official record book 2295, page 1696 of the public records of Brevard County, said point also being the point of beginning of the herein described parcel; thence South 89° 33' 30" West for a distance of 769.7 feet, more or less, to the waters of Clear Lake; thence Northeasterly along the waters of Clear Lake for a distance of 929.8 feet, more or less; thence North 04° 21' 20" East for a distance of 362.7 feet, more or less, to the Southeast corner of Lot 1, Block 7, College Greens Estates Unit 1, according to the plat thereof as recorded in Plat Book 19, page 66; thence North 19° 04' 51" East along the East line of said Lot 1 for a distance of 110.99 feet to a point on the South right of way line of Michigan Avenue, a 100 foot wide right of way; thence departing said East line, run South 78° 34' 00" East along said South right of way line for a distance of 424.79 feet; thence departing said South right of way line, run thence South 89° 33' 30" West along the North line of said lands described in Official Record Book 2295, Page 1696 for a distance of 69.75 feet to the Northwest corner of said described lands; thence South 10° 57' 30" West along the west line of said described lands for a distance of 1014.37 feet to the point of beginning; containing 12.82 acres, more or less.

Unless otherwise indicated all public records refer to the public records of Brevard County, Florida. The above described lands is subject to all rights-of-way, easements, agreements, covenants, and restrictions of record. The surveyor did not perform a search of the public records.

## Park Amenity Inventory

- 1. Don "Mo" Stradley Memorial Park: Park Amenity Inventory:** Sports Complex Ball Fields, Youth Football Field, Supporting Facilities, Horsehoes, Restrooms, Picnic Shelter, Concessions and Parking Area
- 2. Dr. Joe Lee Smith Park: Park Amenity Inventory:** Community Center, Swimming Pool, Playground Equipment, and Parking Area
- 3. Junny Rios Martinez Park: Park Amenity Inventory:** Tennis Court, Basketball Court, Parking Area, Picnic Pavilion, Restrooms, Playground and Walking Path
- 4. Provost Park: Park Amenity Inventory:** Rugby Field, Rugby Concession, Soccer Field, Parking Areas, Two Pavilions (East Pavilion has food serving facilities), Two Basketball Courts, Tennis Court, Playground Equipment, and Softball Field.
- 5. Travis Park: Park Amenity Inventory:** Playground, Sand Volleyball Court, Community Center, Shelter, Parking Area and one-half Basketball Court.

## **Brevard County Parks and Recreation Maintenance Management Plan Modes of Maintenance**

1. Modes of maintenance are standards for parks and locations maintained by Brevard County Parks and Recreation and are designed to provide safe, functional, and aesthetically appealing parks and facilities with available resources and manpower. Parks are divided into maintenance service levels or "modes" by the type of park, its usage, visibility, volume of visitation, and the number and complexity of its facilities and amenities. By grouping the parks into modes and setting standards for various maintenance categories in each mode, parks will be consistently clean, well-maintained, and in proper condition for use by the public.
2. Maintenance modes are considered to be the **optimum level** that can be achieved given that needed resources and manpower are available. Actual maintenance levels may temporarily fluctuate due to resource and manpower availability.
3. Definitions: Parks that are used the most and have a high number and complexity of facilities and amenities will receive the highest levels of maintenance. Some parks may cross over between two or more modes depending upon amenities available at that park. For example, a park may be categorized as Mode II Park, but an athletic field under a Recreation Partner Agreement in that same park will be categorized as a Mode I facility.
  - A. **Mode I - Regional Parks:** Mode I locations receive the highest level of maintenance. Mode I parks are associated with locations that receive high traffic, high visibility, and visitation such as Regional Parks, sports complexes, locations hosting large, diverse regional and community events, and community centers. These locations have the most numerous and complex park facilities, systems, and amenities.
  - B. **Mode II - Community Parks:** Mode II locations receive a moderate level of maintenance. Mode II parks are associated with locations that have moderate levels of visitation and receive daily use but not consistently high visitation as found in Mode I locations. Mode II is also associated with locations that host group pavilions, independent sports fields, or locations with a moderate number of, and less complex, facilities and amenities.
  - C. **Mode III - Neighborhood Parks:** Mode III locations receive the lowest level of maintenance. Mode III parks are associated with small neighborhood parks, natural areas, developed trails, and some athletic fields. These locations have sparse facilities and amenities.
5. **Modes of Maintenance Checklists:** Each mode of maintenance is accompanied by a list of park locations shown below that are categorized as Mode I, Mode II, or Mode III. Additionally, Mode I, Mode II, and Mode III checklists are provided that establish the level of service that maintenance staff will provide in a variety of maintenance categories for each mode. The maintenance categories are:

- a. General Housekeeping
- b. Roadways, Walkways, and Hard Surfaces
- c. Park Systems
- d. Park Facilities
- e. Landscape and General Grounds
- f. Athletic Field Turf Care
- g. Non-Athletic Turf Care
- h. Ballfields and Athletic Complex Maintenance
- i. Hard Courts
- j. Sand Volleyball Courts

The modes of maintenance checklists identify tasks that are to be performed daily, weekly, monthly, or annually subject to the terms of this agreement. The checklists may cross-reference to a Maintenance Standard Operating Procedure (SOP) for additional tasks, recommendations, and information that is designed to provide staff the information they require to accomplish the checklist.

**Mode I Locations**

Dr. Joe Lee Smith Community Center and Park  
 Provost Sports Complex  
 Don “Mo” Stradley Sports Complex  
 Travis Community Center and Park

**Mode II Locations**

Junny Rios Martinez Park

**Mode III Locations**

None.

- 6. **Standard Operating Procedures (SOPs):** Brevard County Parks and Recreation Standard Operating Procedures (SOPs) appear in the Department’s Parks Procedures Manual which conforms with standards set by the Department Director and the National Recreation and Park Association and are reflective of general industry standards and current department practices. The Parks Procedures Manual is based on pertinent administrative orders and Board policies, Parks and Recreation Department publications and includes Maintenance SOPs for contingency procedures, administrative procedures, inspection procedures, maintenance standards and procedures, and maintenance training procedures. The Parks Procedures Manual is revised annually to reflect changes in industry standards, park practices, or county and department directives, guidelines, policies or procedures.
- 7. **Safety:** Standard Operating Procedures in the Parks Procedures Manual as well as maintenance staff job performance are subject to the requirements of the Brevard County Parks and Recreation Park Safety Manual.
- 8. **Modes of Maintenance Checklists:** Checklists appear as tables with columns entitled *Maintenance Task, Daily, Weekly, Monthly, Yearly* and *Comments*. The frequency of the maintenance task is indicated by an “X” in the appropriate column. The comments section provides clarification, additional information or references an SOP for guidance or further information.

## Modes of Maintenance Checklist – Mode I Parks

**NOTE:** All community centers and enclosed rental buildings, baseball and softball fields and complexes that support recreation partners under an agreement, will be maintained to Mode I standards even if the park they reside in is a Mode II or III location.

GENERAL REQUIREMENTS CHECKLIST		Daily	Weekly	Monthly	Yearly	Comments
Review Contingency Procedures				X		Per SOPs 1.1, 1.2, and 1.3.
Review and perform appropriate park administrative requirements	X					Per SOP 2.1. Some elements are daily, weekly, monthly and yearly.
Review staff schedules	X					Per SOP 2.2 and 4.24
Review key accountability		X				Per SOP 2.3
Comply with Inventory Management and Asset Control Procedures (Supervisors)						As required per SOP 2.4
Comply with Tool and Equipment Sign in/out Procedures	X					Per SOP 2.4.1
Submit Monthly Maintenance Activity Report (Supervisors)			X			Per SOP 2.5
Prepare 5-year Capital Spending Plan (Superintendent)				X		Per SOP 2.6
Review Career Ladder Procedures (all staff)				X		Per SOP 2.7
Review Purchasing Practices				X		Per SOP 2.8
Comply with Fuel Logging Procedures	X					Per SOP 2.9
Comply with PRT Repair Log Procedures	X					Per SOP 2.10
Review Maintenance and Recreation Cooperation Procedures				X		Per SOP 2.11
Comply with Vehicle and Mobile Equipment Safety Checklist						Per SOP 3.3. Some elements are daily, weekly, monthly and yearly.
Review Miscellaneous Park Related Guidance				X		Per SOP 4.25, 4.25.1, 4.25.2, 4.25.3, 4.25.4.
Review Maintenance and Operations of the Mobile Stage if your area is responsible for the						As required, Per SOP 4.30



stage or prior to using it					
Review Maintenance Training Procedures				X	Per SOP 5.1, 5.2, 5.3, 5.4.

<b>GENERAL HOUSEKEEPING CHECKLIST</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Physical Security and Safety Inspection Checklist	X				Per SOP 3.1 (some elements are weekly, monthly and annually)
Remove Ground Trash, Litter, Landscape Debris	X				High use may dictate more frequent service
Empty Trash Receptacles	X				High use may dictate more frequent service
Check Water Fountains	X				
Unlock, Inspect, and Clean Restrooms	X				Per SOP 4.4; High use may dictate more frequent service
Deep Clean Restrooms		X			Per SOP 4.4
Inspect/Maintain Park Signage	X				Per SOP 4.16
Inspect/Maintain Park Fencing	X				Per SOP 4.16
Inspect/Maintain Retention Ponds		X			Per SOP 4.17
Inspect/maintain Dog Parks (if applicable)	X				Per SOP 4.19
Perform Pollution Prevention Checklist			X		Per SOP 3.5
Trails: Ensure they are free of litter and debris, free of tripping hazards (rocks/roots/ washout), free of protruding limbs, wires and lines.		X			
Trails: Perform trail maintenance including mowing, weed removal and trimming.		X			
Flags: ensure flags are not frayed, torn, or sun-faded		X			
Flag Poles: Check lines and hardware for condition and operability. Check lighting for operability.		X			
Monuments/Plaques/Statues: ensure they are clean and free of cracks, corrosion and graffiti.		X			
Perform Monthly Inspections on Bleachers, Elevated Platforms, Playgrounds, Ramps/Docks/Piers			X		Per SOP 3.2, SOP 3.2.1 and SOP 4.23
Comply with Inspection Discrepancy Procedure			X		Per SOP 3.15

Playgrounds: Add approved playground mulch to proper depth				Twice	May and November
Ensure Playgrounds and play areas are free of debris; rake mulch to fill low areas		X			Per SOP 3.2
Path and bollard lighting – check for operability, correctly set timers or operational light sensors		X			
<b>ROADWAYS, WALKWAYS, HARD SURFACES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Surfaces (roadways and walkways)	X				Per SOP 4.18
Blow off hard surfaces, parking lots, sidewalks, roadways and walkways	X				Per SOP 4.18
Periodically pressure wash walkway areas that accumulate mildew or algae			X		Per SOP 4.18
Clear storm drains during hurricane season		X			Per SOP 4.18
Paint parking lot lines and other painted surfaces				X	Per SOP 4.18
Review Park Traffic Management and Safety				X	Per SOP 4.22
<b>PARK SYSTEMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Potable and Non-potable well water checklist if applicable	X				Per SOP 4.2 (some elements are weekly, monthly and annually)
Check function of beach side outdoor showers	X				Look for adequate pressure, clogged heads, broken or missing handles or buttons
Perform Sewer and Septic System Checklist as required	X				Per SOP 4.3 (some elements are weekly, monthly and annually)
Inspect HVAC Systems Operability	X				Per SOP 4.5
Inspect and Maintain Irrigation Systems		X			Per SOP 4.11
<b>PARK FACILITIES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Community Center and Enclosed Building Checklist	X				Per SOP 4.6 (some elements are weekly, monthly and annually)
Inspect and Maintain Open Structures and Pavilions	X				Per SOP 4.7
Perform Emergency Facility Generator and Tank Inspection Checklist			X		Per SOP 3.7
Perform Concessionaire/Food Service Facility Inspection Checklist			X		Per SOP 3.6
Inspect and Maintain Swimming Pools (if applicable)	X				Per SOP 4.8 (some elements are weekly,

					monthly and annually)
Complete Monthly Swimming Pool Report (if applicable)			X		Per SOP 4.8
Inspect/maintain Dog Parks (if applicable)			X		
Perform campsite maintenance and inspection (if applicable)	X				Per SOP 4.21
<b>LANDSCAPE AND GENERAL GROUNDS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect/Maintain landscaping	X				Per SOP 4.20
Evaluate trees and shrubs for pruning			X		Per SOP 4.20 and 4.20.1
Evaluate palms for pruning				X	Per SOP 4.20
Remove weeds from landscape beds			X		Per SOP 4.20
Fertilization				2 or 3 times	Per SOP 4.20
Re-apply mulch, maintain at proper depth.				X	Per SOP 4.20
<b>ATHLETIC FIELD TURF CARE</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect for turf disease or pest infestation		X			Per SOP 4.10
Mowing, Trimming, Edging		X (growing season)			Per SOP 4.10
Weed Control Application				2 times	Per SOP 4.10
Pest Control Application				X	Per SOP 4.10
Irrigation		1-3 times			Per SOP 4.10
Fertilization				5 times	Per SOP 4.12
Top Dressing				X	Per SOP 4.10
Aerating				2 times	Per SOP 4.10
Verticutting				X	Per SOP 4.10
Slicing				X	Per SOP 4.10
Field Rotation			X		Per SOP 4.10 if possible
Field Rest				X	Per SOP 4.10 if possible
Turf Renovation/Restoration				X	Per SOP 4.10 as needed
<b>NON-ATHLETIC TURF CARE</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Mowing, trimming, edging		X			Per SOP 4.10 or per

		(growing season)			contract
Inspect for turf disease or pest infestation			X		
Weed Control Application				as needed	Per SOP 4.10
Pest Control Application				as needed	Per SOP 4.10
Irrigation		as needed			Per SOP 4.10
Fertilization				1-2 times	Per SOP 4.12
Top Dressing				as needed	Per SOP 4.10
Aerating				as needed	Per SOP 4.10
Turf Renovation/Restoration				as needed	Per SOP 4.10
<b>BALLFIELD AND ATHLETIC COMPLEX MAINTENANCE</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Spike and drag infields and base paths	X				Per SOP 4.9
Pitching Mound and home plate area: rake and tamp	X				Per SOP 4.9
Batter's box and coaches box repair	X				Per SOP 4.9
Visually Inspect fence, backstop, dugouts for damage or wear		X			Per SOP 4.16
Visually inspect bases and mound rubber for wear or damage			X		Per SOP 4.9
Blow or cut infield lips				X	Per SOP 4.9; more often if heavily used
Regrade, level, rebuild infield and mound				X	Per SOP 4.9
Function check field lighting			X		Per SOP 3.1 and 4.13
<b>HARD COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Courts	X				Per SOP 4.14
Remove litter and trash	X				Per SOP 4.14
Wash or pressure wash surface				twice	Per SOP 4.14
Inspect nets, lights		X			Per SOP 4.14
<b>SAND VOLLEYBALL COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect courts	X				Per SOP 4.15
Remove litter and trash	X				Per SOP 4.15
Drag		X			Per SOP 4.15

Level and fill				X	Per SOP 4.15
<b>CLAY COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect, clean and remove debris	X				Per SOP 4.14.1
Perform Routine Maintenance		X			Per SOP 4.14.1
Perform Periodic Maintenance			X		Per SOP 4.14.1
Perform Restorative Maintenance				Or as needed	Per SOP 4.14.1

### Modes of Maintenance Checklist – Mode II Parks

<b>GENERAL REQUIREMENTS CHECKLIST</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Review Contingency Procedures				X	Per SOPs 1.1, 1.2, and 1.3.
Review and perform appropriate park administrative requirements	X				Per SOP 2.1. Some elements are daily, weekly, monthly and yearly.
Review staff schedules	X				Per SOP 2.2 and 4.24
Review key accountability		X			Per SOP 2.3
Comply with Inventory Management and Asset Control Procedures (Supervisors)					As required per SOP 2.4
Comply with Tool and Equipment Sign in/out Procedures	X				Per SOP 2.4.1
Submit Monthly Maintenance Activity Report (Supervisors)			X		Per SOP 2.5
Prepare 5-year Capital Spending Plan (Superintendent)				X	Per SOP 2.6
Review Career Ladder Procedures (all staff)				X	Per SOP 2.7
Review Purchasing Practices				X	Per SOP 2.8
Comply with Fuel Logging Procedures	X				Per SOP 2.9
Comply with PRT Repair Log Procedures	X				Per SOP 2.10
Review Maintenance and Recreation Cooperation Procedures				X	Per SOP 2.11
Comply with Vehicle and Mobile Equipment Safety					Per SOP 3.3. Some elements are daily, weekly,

Checklist					monthly and yearly.
Review Miscellaneous Park Related Guidance				X	Per SOP 4.25, 4.25.1, 4.25.2, 4.25.3, 4.25.4.
Review Maintenance and Operations of the Mobile Stage if your area is responsible for the stage or prior to using it					As required, Per SOP 4.30
Review Maintenance Training Procedures				X	Per SOP 5.1, 5.2, 5.3, 5.4.
<b>GENERAL HOUSEKEEPING CHECKLIST</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Physical Security and Safety Inspection Checklist	X				Per SOP 3.1 (some elements are weekly, monthly and annually)
Remove Ground Trash, Litter, Landscape Debris	X				High use may dictate more frequent service
Empty Trash Receptacles	X				High use may dictate more frequent service
Check Water Fountains	X				
Unlock, inspect, and clean Restrooms	X				Per SOP 4.4; High use may dictate more frequent service
Deep clean Restrooms		X			Per SOP 4.4
Inspect/maintain Park Signage		X			Per SOP 4.16
Inspect/maintain Park Fencing		X			Per SOP 4.16
Inspect/maintain Retention Ponds		X			Per SOP 4.17
Inspect/maintain Dog Parks (if applicable)	X				Per SOP 4.19
Perform Pollution Prevention Checklist			X		Per SOP 3.5
Trails: Ensure they are free of litter and debris, free of tripping hazards (rocks/roots/ washout), free of protruding limbs, wires and lines.			X		
Trails: perform trail maintenance including mowing, weed removal and trimming.			X		
Flags: ensure flags are not frayed, torn, or sun-faded		X			
Flag Poles: Check lines and hardware for condition and operability. Check lighting for		X			

operability.					
Monuments/Plaques/Statues: ensure they are clean and free of cracks, corrosion and graffiti.			X		
Perform Monthly Inspections on Bleachers, Elevated Platforms, Playgrounds, Ramps/Docks/Piers			X		Per SOP 3.2, SOP 3.2.1 and SOP 4.23
Comply with Inspection Discrepancy Procedure			X		Per SOP 3.15
Playgrounds: Add approved playground mulch to proper depth				Twice	May and November
Ensure Playgrounds and play areas are free of debris; rake mulch to fill low areas		X			Per SOP 3.2
Path and bollard lighting – check for operability, correctly set timers or operational light sensors		X			
<b>ROADWAYS, WALKWAYS, HARD SURFACES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Surfaces (roadways and walkways)		X			Per SOP 4.18
Blow off hard surfaces, parking lots, sidewalks, roadways and walkways		X			Per SOP 4.18
Periodically pressure wash walkway areas that accumulate mildew or algae				twice	Per SOP 4.18
Clear storm drains during hurricane season		X			Per SOP 4.18
Paint parking lot lines and other painted surfaces				X	Per SOP 4.18
Review Park Traffic Management and Safety				X	Per SOP 4.22
<b>PARK SYSTEMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Potable and Non-potable well water checklist if applicable	X				Per SOP 4.2 (some elements are weekly, monthly and annually)
Check function of beach side outdoor showers		X			Look for adequate pressure, clogged heads, broken or missing handles or buttons
Perform Sewer and Septic System Checklist as required		X			Per SOP 4.3 (some elements are weekly, monthly and annually)
Inspect HVAC Systems Operability		X			Per SOP 4.5

Inspect and Maintain Irrigation Systems		X			Per SOP 4.11
<b>PARK FACILITIES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Community Center and Enclosed Building Checklist	X				Per SOP 4.6 (some elements are weekly, monthly and annually)
Inspect and Maintain Open Structures and Pavilions	X				Per SOP 4.7
Perform Emergency Facility Generator and Tank Inspection Checklist			X		Per SOP 3.7
Perform Concessionaire/Food Service Facility Inspection Checklist			X		Per SOP 3.6
Inspect and Maintain Swimming Pools (if applicable)	X				Per SOP 4.8 (some elements are weekly, monthly and annually)
Complete Monthly Swimming Pool Report (if applicable)			X		Per SOP 4.8
Inspect/maintain Dog Parks (if applicable)			X		
Perform campsite maintenance and inspection (if applicable)	X				Per SOP 4.21
<b>LANDSCAPE AND GENERAL GROUNDS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect/maintain landscaping		X			Per SOP 4.20
Evaluate trees and shrubs for pruning			X		Per SOP 4.20 and 4.20.1
Evaluate palms for pruning				X	Per SOP 4.20
Remove weeds from landscape beds			X		Per SOP 4.20
Fertilization				2 or 3 times	Per SOP 4.20
Re-apply mulch, maintain at proper depth.				X	Per SOP 4.20
<b>ATHLETIC FIELD TURF CARE (Except Mode I Fields)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect for turf disease or pest infestation			X		Per SOP 4.10
Mowing, trimming, edging		X (growing season)			Per SOP 4.10
Weed Control Application				2 times	Per SOP 4.10
Pest Control Application				X	Per SOP 4.10



Irrigation		1-3 times			Per SOP 4.10
Fertilization				1 – 2 times	Per SOP 4.12
Top Dressing				X	Per SOP 4.10
Aerating				1 time	Per SOP 4.10
Verticutting				X	Per SOP 4.10
Slicing				X	Per SOP 4.10
Field Rotation			X		Per SOP 4.10 if possible
Field Rest				X	Per SOP 4.10 if possible
Turf Renovation/Restoration				X	Per SOP 4.10 as needed
<b>NON-ATHLETIC TURF CARE</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Mowing, trimming, edging		X (growing season)			Per SOP 4.10 or per contract
Inspect for turf disease or pest infestation			X		
Weed Control Application				as needed	Per SOP 4.10
Pest Control Application				as needed	Per SOP 4.10
Irrigation		as needed			Per SOP 4.10
Fertilization				1-2 times	Per SOP 4.12
Top Dressing				as needed	Per SOP 4.10
Aerating				as needed	Per SOP 4.10
Turf Renovation/Restoration				as needed	Per SOP 4.10
<b>BALLFIELD AND BALLFIELD COMPLEX MAINTENANCE (Except Mode I Fields)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Spike and drag infields and base paths		X			Per SOP 4.9
Pitching Mound and homeplate area: rake and tamp		X			Per SOP 4.9
Batter's box and coaches box repair		X			Per SOP 4.9
Visually Inspect fence, backstop, dugouts for damage or wear		X			Per SOP 4.16
Visually inspect bases and mound rubber for wear or damage			X		Per SOP 4.9

Blow or cut infield lips				X	Per SOP 4.9; more often if heavily used
Regrade, level, rebuild infield and mound				X	Per SOP 4.9
Function check field lighting			X		Per SOP 3.1 and 4.13
<b>HARD COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Courts		X			Per SOP 4.14
Remove litter and trash	X				Per SOP 4.14
Wash or pressure wash surface				twice	Per SOP 4.14
Inspect nets, lights		X			Per SOP 4.14
<b>SAND VOLLEYBALL COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect courts		X			Per SOP 4.15
Remove litter and trash	X				Per SOP 4.15
Drag		X			Per SOP 4.15
Level and fill				X	Per SOP 4.15

### Modes of Maintenance Checklist – Mode III Parks

<b>GENERAL REQUIREMENTS CHECKLIST</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Review Contingency Procedures				X	Per SOPs 1.1, 1.2, and 1.3.
Review and perform appropriate park administrative requirements	X				Per SOP 2.1. Some elements are daily, weekly, monthly and yearly.
Review staff schedules	X				Per SOP 2.2 and 4.24
Review key accountability		X			Per SOP 2.3
Comply with Inventory Management and Asset Control Procedures (Supervisors)					As required per SOP 2.4
Comply with Tool and Equipment Sign in/out Procedures	X				Per SOP 2.4.1
Submit Monthly Maintenance Activity Report (Supervisors)			X		Per SOP 2.5

Prepare 5-year Capital Spending Plan (Superintendent)				X	Per SOP 2.6
Review Career Ladder Procedures (all staff)				X	Per SOP 2.7
Review Purchasing Practices				X	Per SOP 2.8
Comply with Fuel Logging Procedures	X				Per SOP 2.9
Comply with PRT Repair Log Procedures	X				Per SOP 2.10
Review Maintenance and Recreation Cooperation Procedures				X	Per SOP 2.11
Comply with Vehicle and Mobile Equipment Safety Checklist					Per SOP 3.3. Some elements are daily, weekly, monthly and yearly.
Review Miscellaneous Park Related Guidance				X	Per SOP 4.25, 4.25.1, 4.25.2, 4.25.3, 4.25.4.
Review Maintenance and Operations of the Mobile Stage if your area is responsible for the stage or prior to using it					As required, Per SOP 4.30
Review Maintenance Training Procedures				X	Per SOP 5.1, 5.2, 5.3, 5.4.
<b>GENERAL HOUSEKEEPING CHECKLIST</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Physical Security and Safety Inspection Checklist	X				Per SOP 3.1 (some elements are weekly, monthly and annually)
Remove Ground Trash, Litter, Landscape Debris	X				High use may dictate more frequent service
Empty Trash Receptacles	X				High use may dictate more frequent service
Check Water Fountains	X				
Unlock, inspect, and clean Restrooms	X				Per SOP 4.4; High use may dictate more frequent service
Deep clean Restrooms		X			Per SOP 4.4
Inspect/maintain Park Signage			X		Per SOP 4.16
Inspect/maintain Park Fencing			X		Per SOP 4.16
Inspect/maintain Retention Ponds			X		Per SOP 4.17
Inspect/maintain Dog Parks (if	X				Per SOP 4.19

applicable)					
Perform Pollution Prevention Checklist			X		Per SOP 3.5
Trails: Ensure they are free of litter and debris, free of tripping hazards (rocks/roots/ washout), free of protruding limbs, wires and lines.				Twice	
Trails: perform trail maintenance including mowing, weed removal and trimming.				Twice	
Flags: ensure flags are not frayed, torn, or sun-faded		X			
Flag Poles: Check lines and hardware for condition and operability. Check lighting for operability.		X			
Monuments/Plaques/Statues: ensure they are clean and free of cracks, corrosion and graffiti.			X		
Perform Monthly Inspections on Bleachers, Elevated Platforms, Playgrounds, Ramps/Docks/Piers			X		Per SOP 3.2, SOP 3.2.1 and SOP 4.23
Comply with Inspection Discrepancy Procedure			X		Per SOP 3.15
Playgrounds: Add approved playground mulch to proper depth				Twice	May and November
Ensure Playgrounds and play areas are free of debris; rake mulch to fill low areas		X			Per SOP 3.2
Path and bollard lighting – check for operability, correctly set timers or operational light sensors			X		
<b>ROADWAYS, WALKWAYS, HARD SURFACES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Surfaces (roadways and walkways)			X		Per SOP 4.18
Blow off hard surfaces, parking lots, sidewalks, roadways and walkways			X		Per SOP 4.18
Periodically pressure wash walkway areas that accumulate mildew or algae				X	Per SOP 4.18
Clear storm drains during			X		Per SOP 4.18

hurricane season					
Paint parking lot lines and other painted surfaces				As needed	Per SOP 4.18
Review Park Traffic Management and Safety				X	Per SOP 4.22
<b>PARK SYSTEMS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Potable and Non-potable well water checklist if applicable	X				Per SOP 4.2 (some elements are weekly, monthly and annually)
Check function of beach side outdoor showers		X			Look for adequate pressure, clogged heads, broken or missing handles or buttons
Perform Sewer and Septic System Checklist as required		X			Per SOP 4.3 (some elements are weekly, monthly and annually)
Inspect HVAC Systems Operability		X			Per SOP 4.5
Inspect and Maintain Irrigation Systems			X		Per SOP 4.11
<b>PARK FACILITIES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Perform Community Center and Enclosed Building Checklist	X				Per SOP 4.6 (some elements are weekly, monthly and annually)
Inspect and Maintain Open Structures and Pavilions	X				Per SOP 4.7
Perform Emergency Facility Generator and Tank Inspection Checklist			X		Per SOP 3.7
Perform Concessionaire/Food Service Facility Inspection Checklist			X		Per SOP 3.6
Inspect and Maintain Swimming Pools (if applicable)	X				Per SOP 4.8 (some elements are weekly, monthly and annually)
Complete Monthly Swimming Pool Report (if applicable)			X		Per SOP 4.8
Inspect/maintain Dog Parks (if applicable)			X		
Perform campsite maintenance and inspection (if applicable)	X				Per SOP 4.21
<b>LANDSCAPE AND GENERAL GROUNDS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect/maintain landscaping				Twice	Per SOP 4.20
Evaluate trees and shrubs for pruning				Twice	Per SOP 4.20 and 4.20.1
Evaluate palms for pruning				Twice	Per SOP 4.20

Remove weeds from landscape beds			X		Per SOP 4.20
Fertilization				As needed	Per SOP 4.20
Re-apply mulch, maintain at proper depth.				X	Per SOP 4.20
<b>ATHLETIC FIELD TURF CARE (Except Mode I Fields)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect for turf disease or pest infestation				twice	Per SOP 4.10
Mowing, trimming, edging		X (growing season)			Per SOP 4.10
Weed Control Application				X	Per SOP 4.10
Pest Control Application				X	Per SOP 4.10
Irrigation		1-3 times			Per SOP 4.10
Fertilization				1 - 2 times	Per SOP 4.12
Top Dressing				As needed	Per SOP 4.10
Aerating				As needed	Per SOP 4.10
Verticutting				As needed	Per SOP 4.10
Slicing				As needed	Per SOP 4.10
Field Rotation			As needed		Per SOP 4.10 if possible
Field Rest				As needed	Per SOP 4.10 if possible
Turf Renovation/Restoration				As needed	Per SOP 4.10 as needed
<b>NON-ATHLETIC TURF CARE</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Mowing, trimming, edging		X (growing season)			Per SOP 4.10 or per contract
Inspect for turf disease or pest infestation				X	
Weed Control Application				as needed	Per SOP 4.10
Pest Control Application				as needed	Per SOP 4.10
Irrigation		as needed			Per SOP 4.10
Fertilization				as needed	Per SOP 4.12
Top Dressing				as needed	Per SOP 4.10
Aerating				as	Per SOP 4.10

				needed	
Turf Renovation/Restoration				as needed	Per SOP 4.10
<b>BALLFIELD AND BALLFIELD COMPLEX MAINTENANCE (Except Mode I Fields)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Spike and drag infields and base paths			As needed		Per SOP 4.9
Pitching Mound and home plate area: rake and tamp			As needed		Per SOP 4.9
Batter's box and coaches box repair			As needed		Per SOP 4.9
Visually Inspect fence, backstop, dugouts for damage or wear			As needed		Per SOP 4.16
Visually inspect bases and mound rubber for wear or damage			As needed		Per SOP 4.9
Blow or cut infield lips				X	Per SOP 4.9; more often if heavily used
Regrade, level, rebuild infield and mound				As needed	Per SOP 4.9
Function check field lighting			X		Per SOP 3.1 and 4.13
<b>HARD COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect Hard Courts			X		Per SOP 4.14
Remove litter and trash	X				Per SOP 4.14
Wash or pressure wash surface				As needed	Per SOP 4.14
Inspect nets, lights			X		Per SOP 4.14
<b>SAND VOLLEYBALL COURTS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Comments</b>
Inspect courts			X		Per SOP 4.15
Remove litter and trash	X				Per SOP 4.15
Drag			X		Per SOP 4.15
Level and fill				As needed	Per SOP 4.15

