



Date: 12/31/2019 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 7.5.2 LOPR_Preventative Maintenance Plan

Background:

The Lake Oswego Parks & Recreation (LOPR) preventative maintenance plan is intended to effectively maintain equipment, vehicles, facilities, parks and amenities to the optimum safety standards and to reach or extend life of LOPR assets. This plan is to guide preventative maintenance to reduce reactionary maintenance needs.

Procedures:

Parks Maintenance Inspections

The following inspections should be performed at the frequencies listed. If any formal inspections or repairs are required, forms are to be completed by the inspector in the MaintainX Program.

Daily

- All Staff inspect vehicles daily before use.
 - Visual inspection includes entire vehicle walkaround, tire check, all lights check, any dents or damage, verifying the interior is in good shape, the car is clean, safely organized, has gas and starts. Any new issues are reported to the facilities Crew leader.
- All Staff inspect equipment daily before use.
 - Visual inspection for any damage, clean and in proper working order. Any new issues are reported to Crew leader.
- Parks Staff clean restrooms, shelters and pick up trash, perform a visual inspection and note any issues with those amenities and report to immediate supervisor.
- When visiting parks and public spaces, staff perform a visual inspection and note any maintenance issues and report to supervisor immediately.
- Any repairs will be logged in MaintainX Program and assigned to specific staff member to repair.

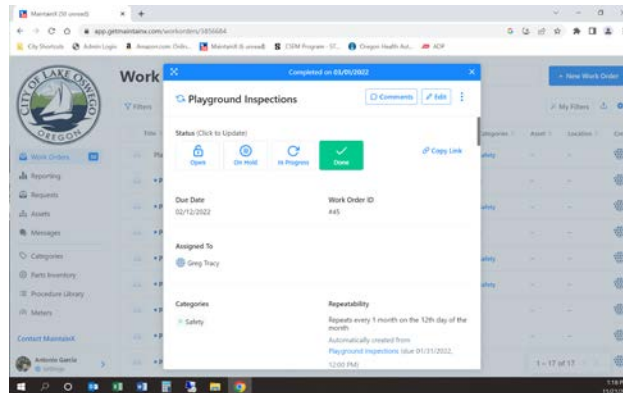
Weekly

- Athletic fields are swept and walked for visual inspection. Any new issues are reported to the athletic fields Crew Leader.



Monthly

- Playground inspections are performed by staff that have acquired their Playground Safety Inspectors Certification (CPSI).
 - Using the MaintainX Program, staff will log and report any issues.



- The Crew Leader in charge of playground inspections will notify and assign staff to any needed repairs and or maintenance.

Annually

- All drinking fountains, unheated restrooms, facilities are winterized (as needed) to prevent freeze/thaw of pipes and expensive repairs.
- Equipment not used during the winter will be properly stored and/or winterized following manufacturer’s maintenance and care guidelines as established for the individual equipment and amenities.
- Athletic field Gmax testing is done by a licensed contractor, reported and filed in the MaintainX Program.
 - Any repairs or issues are addressed immediately.
- Fire extinguishers are inspected by an authorized service provider.

Facilities Preventative Maintenance Inspections:

Inspections help identify when something needs attention and serve to prevent major problems by finding them early and addressing. Inspections are an important part of a Preventative Maintenance Program for our facilities. Weekly, monthly and Bi-annual maintenance inspections are conducted in coordination with City Facilities, Parks Facility Crew Leader and Facility Site managers.

Weekly Facility Maintenance Inspections

- General facility
- Grounds and landscape



Director Approval - Original Approval Date: 12/31/2019
Update Approval Date: 12/31/2022
Signature: 

PARKS & RECREATION

Monthly Facility Maintenance Inspections

- Roof and gutters
- Parking lot
- Lot lights
- Heat pumps
- Emergency lighting
- Automatic doors
- Landscape and Grounds
- Playground equipment
- HVAC systems filters
- First Aid supplies
- Fire extinguishers
- AEDs

Bi-Annual Facility Maintenance Inspections

- HVAC Systems
- Roof exhaust
- Lighting systems
- Roof and gutters
- Parking lots
- Parking lot lights
- Water heaters
- Heat pumps
- Automatic doors
- Elevator
- Ramps

Related Documents:

7.5 LOPR_Maintenance and Operations Management Standards

Responsibility/Contacts: Deputy Director, Parks, Parks Manager, Crew Leaders