

## CITY AND COMMUNITY CENTRE MAINTENANCE RESPONSIBILITIES

### UFF - Grounds Maintenance Responsibilities

\*These responsibilities are applicable only to those centers not participating in the Athletic Field Maintenance Program; see Accountability Manual for maintenance guidelines

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
<p>Ongoing litter pick up on grounds.</p> <p>Collection of litter from containers and waste receptacles.</p>	<b>Clean Up</b>	<p>Clean up of grounds with excessive debris (organic and non organic)</p> <p>Clean up in conjunction with the mowing of grounds.</p>
<p>Provide a representative at annual grounds inspections to convey any community centre issues.</p>	<b>Inspections</b>	<p>Conduct an annual grounds inspection with a community centre representative between April 1 and September 30.</p>
<p>See <b>Appendix</b> for:</p> <ul style="list-style-type: none"> <li>- Maintenance Standards Soccer-Football*</li> <li>- Maintenance Standards Baseball*</li> </ul>		<p>See <b>Appendix</b> for:</p> <ul style="list-style-type: none"> <li>- Maintenance Standards Soccer-Football*</li> <li>- Maintenance Standards Baseball*</li> </ul>
<p>Ongoing sweeping of tennis courts.</p> <p>Minor maintenance of tennis courts and nets, i.e. tighten nets, etc.</p> <p>Sweep basketball courts and install nets.</p> <p>Minor maintenance of basketball courts, standards, nets, and sand volleyball courts.</p> <p>Maintain horse shoe pits.</p> <p>Refer to Maintenance Section for lighting.</p> <p>Where there is an agreement between the community centre and an outside organization (example: Basketball Courts) the Community Centre is responsible for both minor and major maintenance.</p> <p>Should this agreement end the Community Centre will be responsible for minor maintenance.</p>	<b>Outdoor Courts</b>	<p>Initial sweeping of tennis courts during spring cleanup.</p> <p>Painting of tennis court lines as required.</p> <p>Install and remove seasonal tennis nets and standards upon request.</p> <p>Major repairs to court surface, standards, and nets (replacement).</p> <p>Supply of sand as required. See Accountability Manual for Materials and Supplies Guideline).</p> <p>Should an agreement between the Community Centre and an outside organization end, the City will be responsible for major repairs at the level of City of Winnipeg Standards for that specific type of court. (Example: Basketball Court)</p>



## UFF - GROUNDS MAINTENANCE RESPONSIBILITIES

\*These responsibilities are applicable only to those centers not participating in the Athletic Field Maintenance Program; see Accountability Manual for maintenance guidelines

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
Notify City of hazardous standing water conditions.	<b>Site Drainage</b>	Pumping of standing water from hazardous areas.  Repair and/or replace storm sewer lines on City Property (fields and parking lots associated with fields)
Clear catch basin covers of snow and sediment	<b>Catch Basin Maintenance</b>	Assist with excessive snow removal, thawing of frozen catch basins as required.
See <b>Appendix</b> for: - Maintenance Standards Soccer- Football* - Maintenance Standards Baseball* - Materials Supplies Guidelines - Herbicide Use Procedures	<b>Athletic Fields</b>	See <b>Appendix</b> for: - Maintenance Standards Soccer-Football* - Maintenance Standards Baseball* - Materials Supplies Guidelines - Herbicide Use Procedures
Notify City of safety concerns regarding playground and park amenities. Where possible community centres to make minor repairs to address the safety concern. (i.e. tighten bolts)  Consult with the City regarding construction of all new/upgrades of playground and park amenities.  Receive written approval from the City for any new/upgrades of playgrounds and park amenities.	<b>City of Winnipeg Approved Playground and Park Amenities (Example: Toboggan Slides, Picnic Tables, Park Benches, Park Lighting, Bleachers, BBQ's)</b>	Inspection and/or repair of all playground and park amenities. (i.e. requires specialized equip/materials)  Supply and install sand for sandboxes, play stone under play structures. (See Appendix for Material and Supply Guidelines.)  Removal of unsafe or irreparable playground & park amenities. City to communicate with Community Centre as soon as possible.  Approval of all new/upgrades of playgrounds and park amenities.  Shrub bed maintenance including mulching, and pruning to City standards.  Treat and/or remove diseased or hazardous trees.
Repair vandalism to grounds and site amenities where specialized equipment and materials are not required. (Example: ruts in field).	<b>Repairs due to vandalism</b>	Repair of vandalism to grounds and site amenities where specialized equipment and materials are required.
Minor repairs to City Standards, (example: retying mesh, gate repairs)	<b>Chain Link, Post and Chain Fencing</b>	Replacement where repairs are not feasible and the City has deemed that the fence is still required for safety reasons.
Request and install snow fencing.	<b>Snow Fencing</b>	Provide snow fencing (subject to availability.)



## UFF - Building Maintenance Responsibilities

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
<ul style="list-style-type: none"> <li>- Ensures the facility maintenance adheres to all building and fire codes, health regulations, and other local by-laws and regulations.</li> <li>- Without prior written approval from the Public Works Department, structural changes required to a site caused by a renovation or modification initiated by the community centre.</li> <li>- Door and window repairs including caulking, sealing, weather stripping, hardware replacement, vandalism repairs, and upgrading.</li> <li>- Wall, ceiling, and floor repairs i.e. stucco repairs, siding, minor cracks, flooring replacement, drywall repairs, painting, etc.</li> <li>- Interior and exterior painting.</li> <li>- Ongoing maintenance and repair of handicap ramps.</li> <li>- Checks, repairs, and cleaning of HVAC systems. All filters to be checked monthly and changed or cleaned as required. Furnace operation and heat exchanger to be inspected annually by a qualified trade person.</li> <li>- Repair and/or replacement of thermostats, fans, belts, heating and air conditioning system components, window air conditioning units, pumps, ducts, blowers, and filters.</li> <li>- Repair, clean, and inspect chimneys annually.</li> <li>- Purchase, maintenance, repair of building inventories list as submitted annually to the City of Winnipeg (Building Furnishings).</li> <li>- Installation, purchase and maintenance of kitchen and deep fryer exhaust systems, associated fire extinguishing systems and fire alarm system interface.</li> <li>- Regular cleaning of exhaust system filters and duct work to prevent grease build up.</li> </ul>	<p><b>Building Maintenance</b></p>	<p>Major structural repairs to preserve the infrastructure and to prevent further deterioration and possible danger to both building and people (E.g. foundation leaks, cracked concrete, excessive shifting and building movement.).</p> <p>Replacement of handicap ramps due to age deterioration.</p> <p>Replacement of chimney, furnace, and air conditioning when caused by age deterioration but not by vandalism. This includes cracked heat exchangers, and worn out air-conditioning compressors.</p>

### UFF - BUILDING MAINTENANCE RESPONSIBILITIES

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
Removal of graffiti on interior surfaces, and where possible on exterior surfaces.	<b>Graffiti Removal</b>	Removal of graffiti on exterior surfaces required specialized materials and equipment where resources allow.
Responsible for the provision of all custodial services as per City/Provincial Standards.	<b>Custodial</b>	Provide feedback on custodial services at annual inspection.
<p>Plumbing repairs.</p> <p>Minor replacement of water and sewer lines within the building footprint.</p> <p>Replacement of valves, hot water tanks, pumps.</p> <p>Fixture replacement.</p> <p>Joint and leak repairs.</p> <p>Cleaning of drain lines.</p> <p>Installation and maintenance of weeping tile system. E.g. sump pumps, associated controls and alarms.</p> <p>Maintenance, inspection, and repair of backflow prevention devices required by the authority having jurisdiction.</p> <p>Thawing of frozen lines within the building footprint.</p> <p>Emergency services repairs and replacement.</p> <p>Cleaning of sanitary sewer and water lines from outside of building to public connection (Roto Rooter)</p>	<b>Plumbing</b>	<p>Major re-routing and replacement of water and sewer lines due to age or deterioration or as required by local codes.</p> <p>Cost of emergency water service to building. (Water Truck)</p> <p>Initial installation of utility or water meters and backflow preventors, as required by the authority having jurisdiction.</p> <p>Thawing of frozen lines from outside of building to public connection.</p> <p>Repair and/or replace sanitary sewer and water lines from outside of building to the public connection.</p>

### UFF - BUILDING MAINTENANCE RESPONSIBILITIES

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
<p>Cleaning and maintenance of eaves troughs, soffits, fascia, roof drains and down spouts.</p> <p>Roof repairs and/or replacement covered by an insurance claim as approved by Public Works Department.</p>	<p><b>Roof Repairs and Maintenance</b></p>	<p>All roof maintenance, repairs and replacements.</p> <p>Replacement of eaves troughs, soffits, fascia, roof drains and down spouts.</p>
<p>Notify City a minimum of 2 working days in advance of building sprinkler shut down. Contact Contracted Maintenance Services at 986-7266.</p>	<p><b>Building Sprinkler System Shut down and Activation Procedure.</b></p>	<p>Provide details to the City's Insurance Branch.</p>
<p>Before assigning a contract and before work begins, consult with the City to ensure all contractors have approved Workers Compensation Board coverage, and meet the City's liability insurance and security clearance requirements.</p> <p>As requested, provide a list of all contractors used regularly.  Provide updates as changes occur.</p>	<p><b>Contracted Services  (All work performed by Contractors)</b></p>	<p>When notified by the Community Centre obtain Certificate of Insurance from the contractor's insurer and forward to the Insurance Branch for approval and file.</p> <p>On request Community Services Department to provide Community Centres an up to date list of all pre-approved insured contractors</p>
<p>Electrical repairs, replacement, and maintenance including light fixtures, ballasts, plugs, switches, panel work, circuit breakers/fuses, and minor rewiring, all electrical heaters, fans, and furnace motors.</p> <ul style="list-style-type: none"> <li>- Installation, maintenance and replacement of intercom and sound systems.</li> <li>- Repairs resulting from vandalism to related equipment and circuitry.</li> <li>- Maintenance of emergency and exit lighting systems.</li> <li>- Regular testing of ground fault circuit breakers and receptacles.</li> </ul>	<p><b>Electrical</b></p>	<p>Complete panel replacements. Disposal of light ballasts containing PCB's. (pre 1978 ballasts)</p> <p>Major building rewiring and repairs when required by the hydro utility or electrical/fire inspector and necessitated by an unsafe condition.</p> <p>Equipment and system replacement required by new regulations, codes.</p>

**UFF - BUILDING MAINTENANCE RESPONSIBILITIES**

COMMUNITY CENTRE	ACTIVITY	CITY OF WINNIPEG
<p>Permanent hockey rinks and player boxes maintenance, repairs, and replacement.</p> <p>Prior to hiring a contractor, consult with the City re: plans for major refurbishments or construction of permanent hockey rinks or alterations/ additions to rink lighting.</p> <p>Obtain building permit prior to start of construction.</p>	<p><b>Permanent Hockey Rinks</b></p>	<p>Provide technical assistance, plans, specifications and quotation packages.</p> <p>Approval of project scope for additions and replacements, prior to application for building permit.</p>
<p>Maintenance/repairs and/or replacements including ballasts, light bulbs and fixtures, switches, breakers, photo cells and minor repairs and/or replacements to overhead and underground wiring.</p> <p>Maintenance of pole assembly including anchor bolts.</p>	<p><b>Exterior Lights on Poles for Community Centre Parking Lot and Building Entrance Pathway (excludes arena parking lot areas and associated pathways)</b></p>	<p>Major rewiring when required by mandatory regulations or the authority having jurisdiction.</p> <p>Approval of project scope for additions and/or replacements, prior to start of work.</p> <p>Provide technical assistance, plans, and specifications and quotation packages.</p> <p>Replacement when repair is not feasible and replacement is caused by age deterioration or natural causes.</p> <p>City provides technical support for maintenance and repairs as required i.e. overhead wiring</p>
<p>Additions, repairs as required except for structural base below ground level.</p>	<p><b>Rink Lighting (Including Permanent/Knock-Down Rinks)</b></p>	<p>All relevant safety issues will be reviewed on an individual basis. Approval of project scope for additions prior to start of work</p> <p>Provide technical assistance, plans, and specifications and quotation packages.</p> <p>Structural repairs to base below ground level or replacement if repair not feasible.</p> <p>Installation and removal of seasonal lighting for knock down rinks.</p>

## Maintenance Standards – Soccer/Football Fields

Activity	Maintenance Guidelines	Current Minimum Standard	Full Maintenance Sweat Equity	Assisted Maintenance Sweat Equity	UFF funding Not in Sweat Equity Program
<b>Mowing</b>	<ul style="list-style-type: none"> <li>- 3" (75mm) height of cut</li> <li>- Uniform height of cut</li> <li>- No scalped turf</li> <li>- No missed areas</li> </ul>	Once every two weeks	Community Center Responsibility	City Responsibility	City Responsibility
<b>Watering</b>	<ul style="list-style-type: none"> <li>- 95% of athletic fields are non-irrigated</li> <li>- For irrigated sites city is responsible for spring hook up, charging of system, repair to components</li> <li>- City will determine which irrigation sites to activate</li> <li>- City responsible for acquiring necessary permits</li> <li>- Community Center responsible for water bill</li> </ul>	Irrigate 1" of water per week for sites with activated irrigation	Community Center – operation City – start up and shut down	Community Center – operation City – start up and shut down	Community Center – operation City – start up and shut down
<b>Fertilizing</b>	<ul style="list-style-type: none"> <li>- Applied evenly and uniformly, no missed areas</li> </ul>	Once every 2 years	City Responsibility	City Responsibility	City Responsibility
<b>Aerating</b>	<ul style="list-style-type: none"> <li>- Uniform aeration throughout athletic field</li> <li>- No damage to turf, irrigation, or park features</li> </ul>	Once every 2 years	City Responsibility	City Responsibility	City Responsibility
<b>Uneven Surfaces/ Holes</b>	<ul style="list-style-type: none"> <li>- Turf areas are repaired ensure safe surface</li> </ul>	As required	Community Center Responsibility (minor repairs) City Responsibility (major repairs)	City Responsibility	City Responsibility
<b>Pest Control</b>	<ul style="list-style-type: none"> <li>- Gopher control is provided by Pest Management as a high priority on a request basis (as per the gopher control policy)</li> </ul>	As required	City Responsibility	City Responsibility	City Responsibility
<b>Turf Herbicide Application</b>	<ul style="list-style-type: none"> <li>- In accordance with Weed Control Standards and Procedures. Submit request to Public Works Customer Service @ 986-7623</li> </ul>	As assessed by area Weed Inspector	City Responsibility	City Responsibility	City Responsibility
<b>Non-Selective Vegetation Control (i.e. Round-up)</b>	<ul style="list-style-type: none"> <li>- In accordance with Weed Control Standards and Procedures and Pesticide Use Permit terms and conditions</li> </ul>	As required	City Responsibility (Community Center option)	City Responsibility (Community Center option)	City Responsibility (Community Center option)
<b>Portable goal posts</b>	<ul style="list-style-type: none"> <li>- Installation and removal of portable goal posts</li> </ul>	As required	City Responsibility	City Responsibility	City Responsibility
<b>Over seeding and Top Dressing (spot dress only)</b>	<ul style="list-style-type: none"> <li>- Material provided by City</li> <li>- Playing surface must be level</li> </ul>	As required	Community Center Responsibility	City Responsibility	City Responsibility
<b>Over seeding and Top Dressing (whole field)</b>	<ul style="list-style-type: none"> <li>- Playing surface must be level</li> </ul>	As determined by Superintendent (i.e. weather & use)	City Responsibility	City Responsibility	City Responsibility

<b>Activity</b>	<b>Maintenance Guidelines</b>	<b>Current Minimum Standard</b>	<b>Full Maintenance Sweat Equity</b>	<b>Assisted Maintenance Sweat Equity</b>	<b>UFF funding Not in Sweat Equity Program</b>
<b>Field Line Marking</b>	- No Round-Up or other herbicides in paint	Twice a year First marking by May 1st and second by Sept. 1	Community Center Responsibility	Community Center Responsibility	City Responsibility
<b>Field Renovations</b>	- Fields that are closed for restoration activities are signed/temporarily snow fenced during the construction and grow-in period	As field allocations allow	City Responsibility	City Responsibility	City Responsibility
<b>Litter Pick-up</b>	- Playing surfaces are checked for litter, primarily for hazardous items such as broken glass, needles and sharps. - Garbage receptacles to be emptied on a scheduled basis	Once every two weeks (during mowing cycle)	Community Center Responsibility	Community Center Responsibility	Community Center Responsibility
<b>Vandalism (above ground components)</b>	- Damage causing safety hazards (arson, structural field damage) addressed immediately. - Major graffiti is referred to the City removal program (T.A.G.)	As required	Community Center Responsibility (Minor repairs not requiring special equip. or materials)	Community Center Responsibility (Minor repairs not requiring special equip. or materials)	Community Center Responsibility (Minor repairs not requiring special equip. or materials)
<b>Vehicular Damage</b>	- Repair ruts or damage to original specification	As required	Community Center Responsibility (minor repairs not requiring special equip. or materials)	City Responsibility	City Responsibility
<b>Graffiti</b>	- Refer to graffiti hot line	As it occurs	City Responsibility	City Responsibility	City Responsibility

## Maintenance Standards – Ball Diamonds

Activity	Maintenance Guidelines	Current Minimum Standard	Full Maintenance Sweat Equity	Assisted Maintenance Sweat Equity	UFF funding Not in Sweat Equity Program
<b>Mowing</b>	<ul style="list-style-type: none"> <li>- 3" (75mm) height of cut</li> <li>- Uniform height of cut</li> <li>- No scalped turf or missed areas</li> <li>- Includes trim mowing</li> </ul>	Once every two weeks	Community Center Responsibility	City Responsibility	City Responsibility
<b>Grass Infield Mowing</b>	<ul style="list-style-type: none"> <li>- 3" (75mm) height of cut</li> <li>- Uniform height of cut</li> <li>- No scalped turf or missed areas</li> </ul>	Once every two weeks	Community Center Responsibility	City Responsibility	City Responsibility
<b>Watering</b>	<ul style="list-style-type: none"> <li>- 95% of athletic fields are non-irrigated</li> <li>- For irrigated sites city is responsible for spring hook up, charging of system, repair to components</li> <li>- City determines which irrigation sites to activate</li> <li>- City responsible for acquiring necessary permits</li> <li>- Community Center responsible for water bill</li> </ul>	Irrigate 1" of water per week for sites with irrigation	Community Center – operation  City – start up and shut down	Community Center – operation  City – start up and shut down	Community Center – operation  City – start up and shut down
<b>Fertilizing</b>	<ul style="list-style-type: none"> <li>- Applied evenly and uniformly, no missed areas</li> </ul>	Once every 2 years	City Responsibility	City Responsibility	City Responsibility
<b>Aerating</b>	<ul style="list-style-type: none"> <li>- Uniform aeration throughout athletic field</li> <li>- No damage to turf, irrigation, or park features</li> </ul>	Once every 2 years	City Responsibility	City Responsibility	City Responsibility
<b>Uneven Surfaces/ Holes</b>	<ul style="list-style-type: none"> <li>- Turf areas are repaired ensure safe surface</li> </ul>	As required	Community Center Responsibility	City Responsibility	City Responsibility
<b>Pest/Rodent Control</b>	<ul style="list-style-type: none"> <li>- Gopher control is provided by Pest Management as a high priority on a request basis (as per the gopher control policy)</li> </ul>	As required	City Responsibility	City Responsibility	City Responsibility
<b>Turf Herbicide Application</b>	<ul style="list-style-type: none"> <li>- In accordance with Weed Control Standards and Procedures. Submit request to Public Works Customer Service @ 986-7623</li> </ul>	As assessed by area Weed Inspector	City Responsibility	City Responsibility	City Responsibility
<b>Non-Selective Vegetation Control (i.e. Round-up)</b>	<ul style="list-style-type: none"> <li>- In accordance with Weed Control Standards and Procedures and Pesticide Use Permit terms and conditions.</li> </ul>	As required	City Responsibility (Community Center option)	City Responsibility (Community Center option)	City Responsibility (Community Center option)
<b>Over seeding and Top Dressing (spot dressing only)</b>	<ul style="list-style-type: none"> <li>- Material provided by City</li> <li>- Playing surface must be level</li> </ul>	As required	Community Center Responsibility	City Responsibility	City Responsibility

<b>Activity</b>	<b>Maintenance Guidelines</b>	<b>Current Minimum Standard</b>	<b>Full Maintenance Sweat Equity</b>	<b>Assisted Maintenance Sweat Equity</b>	<b>UFF funding Not in Sweat Equity Program</b>
<b>Over seeding and Top Dressing (whole field)</b>	- Playing surface must be level	As determined by Superintendent (i.e. weather & use)	City Responsibility	City Responsibility	City Responsibility
<b>Infield</b>	- Eliminate ridge of aggregate along grass edge (base paths) - Scarification - Minor levelling of infield (City provides mix)	Once annually	Community Center Responsibility	Community Center Responsibility	City Responsibility
<b>Major Infield Renovation</b>	- Letter of request sent to City	As approved subject to current capital budget funding	City Responsibility	City Responsibility	City Responsibility
<b>Outfield Fence, Batters Boxes, Backstop and Chain Link Fence</b>	- Inspection and replacement	As required/and approved	Community Center – maintains City - replacements	Community Center – maintains City - replacements	Community Center – maintains City - replacements
<b>Pitching Mounds, Bullpens, Pitching and Plates, Bases, Dugouts</b>	- Reconstruction to obtain proper distance, height and alignment - Prior to each event inspected for wear and/or hazards	As required	Community Center Responsibility	Community Center Responsibility	Community Center Responsibility
<b>Litter Pick-up</b>	- Playing surfaces are checked for litter, primarily for hazardous items such as broken glass, needles and sharps. - Receptacles to be emptied on a scheduled basis	Once every two weeks (during mowing cycle)	Community Center Responsibility	Community Center Responsibility	Community Center Responsibility
<b>Vandalism (above ground components)</b>	- Damage causing safety hazards (arson, structural field damage) addressed immediately. - Major graffiti is referred to the City removal program (T.A.G.)	As required	Community Center Responsibility (minor repairs not requiring special equipment/ material)	Community Center Responsibility (minor repairs not requiring special equipment/materials)	Community Center Responsibility (minor repairs not requiring special equipment/materials)
<b>Vehicular Damage</b>	- Repair ruts or damage to original specification	As required	Community Center Responsibility (minor repairs not requiring special equipment/materials)	City Responsibility	City Responsibility

## Maintenance Standards – Knock-down Rinks

Activity	Maintenance Guidelines	Current Minimum Standard	UFF funding
<b>Rink boards</b>	<ul style="list-style-type: none"> <li>- Rink boards repaired, installed &amp; removed</li> <li>- Board replacement</li> <li>- New rinks and/or boxes constructed to programming requirements</li> </ul>	Installation beginning & removal end of season (repaired/replaced as required)	<p>City Responsibility</p> <p>Community Center Responsibility – rink board replacement due to damage caused by poor ice cleaning maintenance practices</p>
<b>Flooding</b>	<ul style="list-style-type: none"> <li>- First flood rink bottom sealed by light flood &amp; allowed to freeze</li> <li>- Second flood heavier (max water dept 5cm)</li> <li>- Address any hazardous ice areas immediately</li> </ul>	As required after first deep freeze	Community Center Responsibility
<b>Water supply</b>	<ul style="list-style-type: none"> <li>- From water tank or building water connection</li> <li>- All water source connections monitored &amp; hoses drained to prevent freezing</li> <li>- Ensure no line leaks in flooding hoses</li> </ul>	Before and after each flood	Community Center Responsibility
<b>Ice cleaning</b>	<ul style="list-style-type: none"> <li>- Blade and shovel to maintain a clear skating surface</li> <li>- Heavy snow by front end loader or snow blower</li> </ul>	Within two days of end of snowfall event	Community Center Responsibility
<b>Snow removal</b>	<ul style="list-style-type: none"> <li>- Excessive snow accumulation outside rink boards removed as per City Guideline</li> </ul>	28 inches below top of rink boards	<p>Community Center Responsibility</p> <p>City to assist if required</p>
<b>Line Markings</b>	<ul style="list-style-type: none"> <li>- Not provided at City maintained sites.</li> <li>- Optional at Community Centers sites</li> </ul>	Optional	Community Center Responsibility
<b>Equipment</b>	<ul style="list-style-type: none"> <li>- Equipment required for knockdown rink &amp; ice surface maintenance is the responsibility of the community center</li> </ul>	As decided by the community center	Community Center Responsibility
<b>Utility costs</b>	<ul style="list-style-type: none"> <li>- All utility costs associated with knock down rinks (lighting, shelter heating and water)</li> </ul>	As billed	Community Center Responsibility
<b>Board up-keep</b>	<ul style="list-style-type: none"> <li>- Maintained in safe and stable condition</li> <li>- Free of exposed nails and other hazards</li> </ul>	As required during operation	Community Center Responsibility
	<ul style="list-style-type: none"> <li>- Fill sandbags for braces as required</li> </ul>		City Responsibility
<b>Screened Rink Ends</b>	<ul style="list-style-type: none"> <li>- Supply and install screened rink ends</li> </ul>	As required	City Responsibility
<b>Shelter Clean-up</b>	<ul style="list-style-type: none"> <li>- Checked and cleaned</li> <li>- Vandalism causing safety hazards (ex. arson) addressed immediately.</li> </ul>	Daily	<p>Community Center Responsibility</p> <p>(Major) City Responsibility</p>
<b>Temporary Lighting</b>	<ul style="list-style-type: none"> <li>- Transported and installed on bases</li> <li>- Wiring and hook up by a qualified electrician</li> <li>- Maintain lighting (example: repairs to light fixtures)</li> <li>- Removal &amp; storage at end of season</li> </ul>	<p>Installation at beginning &amp; removal/storage at end of season</p> <p>Maintenance as required</p>	City – install, maintain, remove & store

## **SWEAT EQUITY PROGRAM**

Sweat Equity is a voluntary program where the Community Centre can assume responsibility for full or part of the athletic field maintenance.

- This is an annual athletic field maintenance option
- Community Centres choose each year if they would like to be involved.
- The UFF maintenance responsibilities apply if this option is not chosen

### **Area Technician will provide the Foreman 3 each year:**

- Current list of community centers on the Sweat Equity Program for that year
- Identify which community centers are full or assisted maintenance
- Community center contact names and numbers
- Athletic Field Inspection Sheets
- Site plans precisely outlining the boundaries of maintenance are available from the area technicians on request

### **Maintenance Options on the Sweat Equity Program:**

**Note:** Centers may opt to perform full field maintenance at one location, while providing assisted field maintenance at a different location.

Community Centers opting into the program are responsible for their level of maintenance for the entire season (generally accepted as being the period of March 1 to September 30).

#### ***Full Maintenance:***

Under this option the Community Center will perform the following maintenance on athletic fields, surrounding green space, play areas, wading pools, play structures, and adjacent boulevards.

- Grass cutting
- Top dressing and seeding as required
- Infield maintenance
- Line marking
- Litter pickup

#### ***Assisted Maintenance:***

Under this option the Community Center will perform the following maintenance on athletic fields, green space, play areas, wading pools, play structures, and adjacent boulevards.

The work performed will not include those jobs that require the use of large equipment.

- Litter pickup
- Trim mowing
- Line marking

## PROCESS FOR REQUESTING MATERIALS AND SUPPLIES

**City supplies the following materials** to community centers  
(*within budget constraints*):

1. Top dressing for turf areas
2. Ball diamond mix (City spec.)
3. Other soil mixtures
4. Grass seed
5. Aggregates (crushed limestone, sand)
6. Bleacher or goal frame paint
7. Park Signage
8. Wrench to install soccer goal ground screws
9. Water box back-flow preventers & meters
10. Sod to repair goalmouths and center circles
11. Turf Fertilizer
12. Sandbox sand
13. Playground play stone

**The following materials are not available through the city:**

1. Shakopee clay or brick mix for ball diamond infields
2. Asphalt materials
3. Water
4. Athletic Field line marking paint
5. Fencing materials (chain link/pickets/bollards)
6. Equipment or tools
7. Herbicides/fungicides/insecticides/or other pesticides

**Standard amount of material supplied per year**

(*Within budget constraints from year to year*)

- Turf top dressing: as required
  - i. 40 yd<sup>3</sup> of lawn dressing every two years.
  - ii. Spot repair – 5 yd<sup>3</sup> or less as required.
- Grass Seed: as required
  - i. 1 lb. Of grass seed per 1000 ft<sup>2</sup>
  - ii. 1-50 lb. Bag equals one whole field; 1/3 of the field is usually done at one time.
- Ball diamond mix: usually 2-3 yds. per diamond
  - i. 10 yds. or less per full skinned
- Bleacher & goal frame paint: as required

### **Process for Requesting Materials:**

1. Community Center groundskeeper contacts (phone/fax/email/letter/visit) area technician or foreman before start of season and during season.
2. Technician/foreman will arrange time with Community Center groundskeeper for all material delivery
3. For larger improvement or renovations, the Community Center president writes a letter to technician requesting project approval. Technician discusses project with superintendent for approval. If project approved, technician assesses amount of material required.

### **What time of the year can Community Centers expect to get materials?**

- Centers can request small stockpiles in the fall (budget permitting)
- Ball Diamond Mix usually available mid May at earliest from supplier
- Soils usually available mid May from supplier
- Sod usually available start of June from supplier
- Centers can usually expect delivery within 2-3 working days (snow or rain can result in delays from suppliers and/or field conditions that do not allow for delivery)
- Deadline for ordering material for the next calendar year will be September 1<sup>st</sup>. Weather dependent, requests for materials will be accommodated by the end of April.

**Note:** The materials provided shall conform to the most current City of Winnipeg standards. The quantity and frequency of the provision of standard materials shall be determined by the City of Winnipeg. Should a community center choose to utilize materials of a higher quality than the City Standard, they shall be responsible for the supply of same. In the event that the maintenance reverts back to the City, the use of City Standard materials would also be re-instated.

## **ATHLETIC FIELD INSPECTIONS**

Area Technicians will annually confirm which inspection form to use for each Community Center:

- a) Athletic Field Inspection Form (on Sweat Equity Program)
- b) Athletic Field Inspection Form (not on Sweat Equity Program)



### Inspection Form – on Sweat Equity Program

<b>ATHLETIC MAINTENANCE PROGRAM INSPECTION FORM</b>
<b>GCWCC and Parks and Opens Space Division "Sweat Equity Program"</b>

**NAME OF CENTRE:** \_\_\_\_\_  
**NAME OF FIELD(s):** \_\_\_\_\_  
**ADDRESS/LOCATION:** \_\_\_\_\_

**LEVEL OF MAINTENANCE:** (Please check ✓)                      **Full**                       **Assisted**

MAINTENANCE ACTIVITY	Full Maintenance (Check if satisfactory)	Assisted Maintenance (Check if satisfactory)	COMMENTS
<b>GRASS CUTTING</b> <small>(min. once every two weeks)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable	
<b>TRIM MOWING</b> <small>(min. once every two weeks)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>SPOT TOP DRESSING &amp; OVER SEEDING</b> (as required)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable	
<b>INFIELD MAINTENANCE</b> <small>(once every 2 weeks)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable	
<b>LINE MARKING</b> <small>(soccer min 2 times per year)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>LITTER PICK-UP/ REMOVAL</b> <small>(in conjunction with mowing)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>BACKSTOP &amp; GOAL POST MAINTENANCE</b> <small>(hazards immediately others as required)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable	
<b>UNEVEN SURFACE/HOLES REPAIRED</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not applicable	

**GENERAL COMMENTS:**                      **See other side of this document**

**DATE OF INSPECTION:** \_\_\_\_\_

**PRINT NAME & SIGN:** \_\_\_\_\_ / \_\_\_\_\_  
Print                      Community Centre Representative                      Signature

**PRINT NAME & SIGN:** \_\_\_\_\_ / \_\_\_\_\_  
Print                      Parks and Open Space Representative                      Signature

## Inspection Form – not on Sweat Equity Program

Parks and Open Space Division		
ANNUAL COMMUNITY CENTRE GROUNDS INSPECTION FORM (UFF GRANT)		
NAME OF CENTRE:		ADDRESS:
<b>Community Centre Responsibility</b>	<b>SATISFACTORY</b>	
	<b>(Please check ✓)</b>	
	<b>COMMENTS</b>	
	(If additional space is required use reverse side)	
Litter Collection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Turf Area Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Community Centre Responsible For Basic Maintenance</b>	<b>SATISFACTORY</b>	
	<b>(Please check ✓)</b>	
	<b>COMMENTS</b>	
	(If additional space is required use reverse side)	
Fences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Backstops	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Goal Posts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Play Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Benches/Bleachers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tennis Nets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catch Basins/Drainage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Irrigation Systems	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Knock Down Rinks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Snow Clearing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>City Maintains</b>	<b>SATISFACTORY</b>	
	<b>(Please check ✓)</b>	
	<b>COMMENTS</b>	
	(If additional space is required use reverse side)	
Soccer Pitches	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ball Diamonds	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Football Fields	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PRINT NAME & SIGN: \_\_\_\_\_ / \_\_\_\_\_  
 Print      Community Centre Representative      Signature

PRINT NAME & SIGN: \_\_\_\_\_ / \_\_\_\_\_  
 Print      Parks and Open Space Representative      Signature

DATE: