

G: MAINTENANCE LEVELS BEST PRACTICES

City of Denton Parks and Recreation

APPENDIX - BEST PRACTICE MAINTENANCE STANDARDS - NRPA STRUCTURES

BATHHOUSE

Task	Frequency
Bathroom - Level 1 Maintenance	
Goal: Present a neat and clean environment for users to have a valuable experience	
Clean, sweep and squeegee	7x/week
Clean and stock restrooms	7x/week
Wipe and clean mirrors	7x/week
Remove Graffiti	7x/week
Check Lighting / Electrical Outlets	7x/week
Trash remove	7x/week
Clean Trash Barrels	As needed
Clean Windows	1x/month
Check Heating / cooling	7x/week
Major Mechanical System Inspection (Preventative Maintenance)	1x/month
Seasonal Mechanical System Startup	2x/year
Schedule Lighting, Mechanical Systems	1x/week
Seasonal start-up and close-up	2x/year
Change Rust Filters	1x/3 weeks

CONCESSION BUILDING

Task	Frequency
Concession Building - Level 1 Maintenance	
Goal: Provide a clean, inviting area to eat.	
Clean, sweep, vacuum	7x/week
Remove and/or replace Garbage Bags and Trash cans	7x/week
Clean and stock restrooms	7x/week
Clean windows	1x/week
Check Lighting	7x/week
Check Heating / Cooling	7x/week
Clean and wipe tables	7x/week
Check and clean storage areas	1x/week
Wash areas outside concession stands	7x/week
Update and paint signage	1x/year
Clean Patio	7x/week
Major Mechanical System Inspection (Preventative Maintenance)	1x/month
Seasonal Mechanical System Startup/Closing	2x/year
Schedule Lighting, Mechanical Systems	1x/week
Replace outdoor carpeting	1x/2 years
Clean carpeting	2x/year or as needed
Inspect furniture	1x/week

FILTER/PUMP ROOM

Task	Frequency
Filter/Pump Room	
Goal: To make the pump room easily accessible for the staff to work in a safe environment	
Clean/inspect Filters	7x/week
Check chemical balance	7x/week
Major Mechanical System Inspection (Preventative)	1x/month
Seasonal Mechanical System Startup	2x/year
Inspect Pool Mechanical Systems	7x/week
Critical Pump Inspection	1x/5 years (to be verified)



G EBO

Task	Frequency
Gazebo - Level 2 Maintenance	
Goal: To present a recreational amenity capable of hosting small weddings and group gatherings	
Clean and sweep	As needed
Remove and/or replace Garbage Bags and Trash cans	As needed
Set-up Site	As needed
Trim and Landscape	As needed
Paint/Stain Gazebo	1x/2 years
Wash	As needed
Inspect Electrical Systems	1x/year
Remove Graffiti	1x/week or as needed
Clean port-a-jons	7x/week
Pump port-a-jons	1x/week or as needed

IRRIGATION PUMP HOUSE

Task	Frequency
Irrigation Pump House	
Goal: Create a maintenance area that is neat, clean, and efficient.	
Critical Pump Inspection	1x/5 years (to be verified)
Annual Preventative Maintenance/Inspection	1x/year
Monthly Preventative Maintenance/Inspection	1x/month
Open/Close	2x/year
Inspect flow rate/timing	3x/week

M INTEN NCE BUILDING

Task	Frequency
Maintenance Building - Level 2 maintenance	
Goal: Create a maintenance area that is neat, clean, and efficient.	
Clean and sweep	1x/week
Store equipment	7x/week
Replace tools in original location	7x/week
Clean and stock restrooms	7x/week
Store supplies	As needed
Winterize stored equipment	As needed
Check Lighting	7x/week
Check Heating / Cooling	7x/week
Junk removal and disposal	1x/week
Clean and wash driveways	1x/week
Clean and maintain parking lots	1x/week
Major Mechanical/Chemical System Inspection (Preventative Maintenance)	1x/month
Seasonal Mechanical System Startup	2x/year
Inspect Lifts/Elevators	1x/year
Inspect Fuel Tanks	1x/week
State Inspection of Fuel Tanks	1x/year
Inspect Used Oil Tanks	1x/monthly
Remove Used Oil and Recycle Filters	As needed
Inspect/clean wash pads	7x/week or as needed
Inspect/clean mix/load pads	7x/week or as needed
Inspect chemical storage areas	7x/week
Review/update emergency response plans (OSHA, MDEQ)	1x/year

PICNIC SHELTER

Task	Frequency
Shelter - Level 2 maintenance	
Goal: To provide a quality picnic or outing experience.	
Clean and sweep	1x/week
Remove and/or replace Garbage Bags and Trash cans	5x/week
Set-up Site	As needed
Trim and Landscape	1x/2 weeks
Paint Pavilion	1x/2 years
Power wash	As needed
Clean grills	As needed
Check/Spray for hornets, wasps	As needed
Inspect Electrical System	1x/year
Clean port-a-jons	7x/week
Pump port-a-jons	1x/week or as needed
Inspect Picnic Tables	1x/week or as needed
Inspect/Remove Debris from Roof	7x/week or as needed
Remove Graffiti	1x/week or as needed
Setup Tables for Event	As needed
Inspect windows and building sides	1x/week or as needed

RESTROOMS

Task	Frequency
Restrooms - Level 2	
Goal: Provide a clean, hygienic facility for people to use	
Clean and restock	5x/day
Mow	1x/week
Odor removal	5x/week
Trim	1x/week
Repair vandalism	As needed
Wash aprons	1x/week
Remove and/or replace Garbage Bags and Trash cans	7x/week
Paint trash barrels	1x/year
Monthly Mechanical Inspection	1x/month
Schedule Lighting, Mechanical Systems	1x/week

STORAGE BUILDINGS

Task	Frequency
Storage Building- Level 3 Maintenance	
Goal: Provide a safe, clean and accessible storage facility to maximize the County's equipment and supply value	
Inventory and removed unused materials	1x/year
Clean	1x/monthly or as needed
Check electricity	1x/year
Paint	1x/5 years
Spray for bugs	As needed
Major Mechanical/Chemical System Inspection (Preventative Maintenance)	1x/month

DISC GOLF

Task	Frequency
Disc Golf Course	
Goal: To provide a safe area for riders and spectators that is well maintained and provides an enjoyable experience for participants and users	
Baskets are inspected for damage and replaced	1x/Week
Grass for fairways are mowed	1x/Weekly
Tee boxes inspected and repaired	As needed
Signage inspected and repaired	2x/Daily
Garbage picked up	1x/Daily
Restrooms cleaned	1x/Daily
Informational signs inspected and updated	1x/week

GENERAL TURF INCLUDING DOGP R S

Task	Frequency
General Park - Warm Weather Grass - Level 2	
Goal: Provide a quality park look that is green, safe and enticing to use	
Mow/Trim (1 1/2") March 1 through March 31	1x/14 days
Mow/Trim (2") April 1 through October 31	1x/7 days
Mow/Trim (2") November 1 through November 30	1x/14 days
Mow/Trim (2") December 1 through February 28	1x/month
Overseed	As needed
Fertilize	As needed
Apply weed control	As needed
Prune trees	As needed
Trim Shrubs	As needed
Pick up trash prior to mowing	Every Mow
Control pests	As needed
Manage leaves	2x/year and as needed
Line Trim	1x/week
Edge	1x/year

HERBICIDE APPLICATION

Task	Frequency
Herbicide Application	
Goal: Provide a quality park look that is weed-free	
Pre-Emergent Weed Control in Non-Lawn Areas	2x/year Spring and Fall
Post-Emergent Weed Control	As needed

MULCH

Task	Frequency
Mulch - Level 2	
Goal: To provide a preventative weed supply to reduce staff cost	
Apply Mulch	2x/year or as needed
Weed Control	2x/year or as needed

NATURAL RECREATION

Task	Frequency
Natural Community Area	
Goal: Complete inventory and restoration maintenance tasks requisite for the ecological health and function of park natural communities.	
Treatment Monitoring	project-specific
Sample Water	project-specific
Cut/ Herbicide	As needed
Spray Herbicide	As needed
Plant/ Seed	As needed
Collect Seed	As needed
Create Burn Break	As needed
Flag/ Mark Features	As needed
Brush/ Vegetation Removal	As needed
Tree Removal	As needed
Install/ Repair Nestbox	As needed
Install Signage	As needed
Perimeter Walk	As needed
Perimeter Clearing	As needed
Remove Trash	As needed
Close Trail	As needed
Mow Trail	As needed
Mow/ Brushhog	As needed
Suspend Mowing	As needed

PL ING FIELDS/SPORTS COMPLE

Task	Frequency	Timeframe
Athletic Fields - Baseball / Softball / Soccer / Multi-use - Level 1		
Goal: To provide a high-quality and safe field that encourages greater use among the community for practice, games and tournaments		
Mow/Trim (1 1/2") March 1 through March 31	1x/7 days	Growing Season
Mow/Trim (2") April 1 through October 31	1x/7 days	Growing Season
Mow/Trim (2") November 1 through November 30	1x/7 days	Growing Season
Mow/Trim (2") December 1 through February 28	1x/7 days	Growing Season
Overseed	1x/year	Spring, Summer
Fertilizer	3x/year	Spring, Summer, Fall
Aerate	3x/year	Spring, Summer, Fall
Drag / Line fields for games	7x/week	Year Round
Pick up trash and clean during events	7x/day	Year Round
Inspect bleachers /scoreboards / security lighting	1x/week	Year Round
Water (1 inch / week)	As needed	Year Round
Concession Building - Level 1 Maintenance		
Goal: Provide a clean, inviting area to eat.		
Clean, sweep, vacuum	7x/week	Year-round
Remove and/or replace Garbage Bags and Trash cans	7x/week	Year-round
Clean and stock restrooms	7x/week	Year-round
Clean windows	1x/week	Year-round
Check Lighting	7x/week	Year-round
Check Heating / Cooling	7x/week	Year-round
Clean and wipe tables	7x/week	Year-round
Check and clean storage areas	1x/week	Year-round
Wash areas outside concession stands	7x/week	Year-round
Update and paint signage	1x/year	Year-round
Clean Patio	7x/week	Year-round
Major Mechanical System Inspection (Preventative Maintenance)	1x/month	Year-round
Schedule Lighting, Mechanical Systems	1x/week	Year-round
Inspect furniture	1x/week	Year-round

S RUB M INTEN NCE

Task	Frequency
Shrub Maintenance	
Goal: Ensure proper growth and preserve health of shrubs	
Removal of Frost Damaged Plants	Between March 1 -March 31
General Trimming	3x/year

TRAILS

Task	Frequency
Trail	
Goal: Hard Surface - To provide a quality surface for walking, running or bicycling for all ages and types of visitors Soft surface: To provide a reasonable level of trail quality for walking, running or biking that does not have to meet ADA standards	
Trim/Prune	2x/year or as needed
Mow	2-4x/month
Surface Repair	1x/month and as needed
Inspection	1x/week and following major
Major Inspection	1x/year
Seasonal Maintenance and event preparation	3x/year
Spray weed control	As needed
Inspect/change way-finding signage	3x/year
Clean/Blow Paved Trails	1x/week or as needed

TREE MAINTENANCE

Task	Frequency
Tree Maintenance	
Goal: Ensure proper growth and preserve health of trees	
Clearance Pruning	As needed
Prune small trees	Every two years
Prune large trees	Every seven years
Plant trees	Annually
Order trees	As needed
Monitor Tree Health	Continuously
Mulch trees	Annually
Collect Inventory data	As needed
Tree removal	As needed
Stump removal	As needed
Cite Hazard Trees for removal	As needed
Water trees	1x/week
Weed control	3x/year



BENC

Task	Frequency
Bench	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect	3x/year
Paint, refinish	1x/year or as needed

BI E R C

Task	Frequency
Bike Rack	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect	3x/year
Paint, refinish	1x/year or as needed

DOG STE DISPENSER

Task	Frequency
Dog Waste Bag Dispenser	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect, restock	5x/week
Replace	As needed

DRINKING FOUNTAIN

Task	Frequency
Drinking Fountain	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect, clean	7x/week
Repair	As needed

FENCING

Task	Frequency
Fence - Level 2 Maintenance	
Goal: Support the asset for security, image, boundaries, and play areas.	
Inspect	1x/year and following storms
Repair	As needed
Replace	As needed
Repaint (potentially through electrostatic technique)	As needed
Vegetation Control	1x/year and as needed

GATE

Task	Frequency
Gate - Level 2 Maintenance	
Goal: Support the asset for security, image, boundaries, and play areas.	
Inspect	1x/month and following storms
Repair	As needed
Replace	As needed
Repaint (potentially through electrostatic technique)	As needed
Vegetation Control	1x/year and as needed



GRILL

Task	Frequency
Grill	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect, remove coals	7x/week
Paint	1x/year

RDSC PE BRIDGE

Task	Frequency
Hardscape - Bridge	
Goal: To provide a safe high quality amenity for people to walk, bike or run	
Clean	As needed
Inspect	1x/week
Repair	As needed
Apply ice solvents (no salt)	As needed
Structural Inspection	1x/5 years

RDSC PE P R ING LOT

Task	Frequency
Hardscape -Parking Lot	
Goal: To provide a quality, pothole free facility to park on	
Clean	1x/week
Stripe Paved, Paint Bumper Blocks	1x/2 years
Inspect	7x/week
Repair	As needed
Grade/Chloride gravel parking	2 or 3x/year
Inspect Signs	7x/week
Major Inspection	1x/year
Mill and Cap Asphalt	1x/15-20 years or as needed
Fill cracks	1x/year and as needed
Seal	1x/2 years
Safety Inspection (lighting, vegetation, etc)	1x /year
Inspect, Repair, Flush Storm Sewer Systems	1x/year
Sweep Parking lot	1x/year
Plow/salt	As needed

RDSC PE POOL DEC

Task	Frequency
Hardscape -Pool deck	
Goal: To provide a safe, quality walking surface for a people to access the aquatic facility	
Clean and dry	7x/week
Inspect	7x/week
Repair	As needed
Paint safety signs and depth levels	1x/year
Clean Drains	1x/week
Setup/Take down seasonal Amenities	2x/year

RDSC PE ROAD

Task	Frequency
Hardscape - Road	
Goal: Provide a quality surface for people to access for driving, bicycling, walking or running	
Clean and sweep	1x/year or as needed
Marked	1x/two years
Mowed on both sides	1x/week
Check signs	1x/week
Repair	As needed
Overlays	1x/10 years
Seal potholes / cracks	1x/year
Inspect and repair gravel edge	1x/year and as needed

RDSC PE SIDEWALK

Task	Frequency
Hardscape - Sidewalk	
Goal: Provide a quality surface for people to access for bicycling, rollerblading, walking or running	
Clean and sweep	1x/year or as needed
Repair/Replace	As needed
Inspect and repair gravel edge	1x/year and as needed
Remove Snow	As needed
Edge	2x/year and as needed
Major Inspection	1x/year
Weed Control	As needed

RDSC PE OOD DEC

Task	Frequency
Hardscape - Wood Deck	
Goal: Provide a safe amenity for people to enjoy a program for activity or observation	
Sweep/clean	1x/week
Power wash	1x/2 years
Reset Nails/Screws	1x/2 years
Stain	1x/2 years
Remove Snow/Ice	As needed
Major Inspection	1x/year
Repair	As needed

IRRIGATION SYSTEM

Task	Frequency
Irrigation System	
Goal: To provide a sustainable, well-maintained and water- efficient system for irrigating grounds to ensure high quality surfaces and playing experience	
Open/Close Irrigation	2x/year
Inspect, adjust, water volume	1x/week

NETS

Task	Frequency
Nets	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect, restock	1x/week
Repair	As needed

PICNIC TABLE

Task	Frequency
Picnic Table	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Inspect	1x/year
Stack/Distribute	2x/year
Repair	As needed
Wash (shelter tables)	7x/week

PLAY GROUNDS

Task	Frequency
Playgrounds and equipment - (All types) - Level 1 Maintenance	
Goal: To adhere to and exceed National Playground Safety Standards	
Inspect and document;	1x/month
Major Annual Inspection	1x/year
Repair	Immediately
Clean and pickup trash	7x/week
Remove vandalism	As needed
Inspect water fountains, where applicable	7x/week
Mow areas around the playground	1x/week
Inspect playground parking lot, picnic tables and visitor benches	1x/week
Rake sand, woodchips, gravel, fiber mulch	1x/week
Seal rubberized, poured in place	1x/year
Remove/Replace Fiber Mulch	1x/3-5 years
Replace	1x/15 years
Inspect for Pests/Bees/etc	1x/2 weeks

PLAYING COURTS - BASKETBALL/PICKLEBALL/TENNIS

Task	Frequency
Playing Courts - Basketball/Pickleball/ Tennis	
Goal: To provide a safe and quality surface for practice or competitive type events	
Clean and sweep	5x/week
Inspect stripes	1x/year
Inspect fences	1x/month
Inspect nets and pole, where applicable	1x/week
Repair	As needed
Inspect lighting	1/x week
Major Inspection	1x/year

PLAYING COURTS - HORSESHOE PIT

Task	Frequency
Playing Courts - Horseshoe Pit	
Goal: To provide a safe and quality surface for practice or competitive type events	
Evaluate stakes for vertical position	1x/month
Mow	1x/week
Replace backboards	1x/5 years or as needed
Update player thrower lanes	1x/year
Major Inspection	1x/year
Edge and supplement sand	1x/year and as needed
Paint Backboards	1x/year

PLAYING COURTS - SKATE PARK

Task	Frequency
Playing Courts - Skate Park	
Goal: To provide a safe and quality surface for practice or competitive type events	
Inspect lighting	1x/month
Repair	As needed
Trash pick-up	7x/week
Major Inspection	1x/year
Seal	1x/2 years
Inspect for Pests/Bees/etc	1x/week
Inspect skate park features	1x/month
Fill Cracks	1x/year

SIGNAGE

Task	Frequency
Sign	
Goal: Inform users in a clear concise manner	
Inspected System-wide	1x/year
Inspected by park	1x/week
Repair/Level	As needed
Remove vandalism	As needed
Transition Summer/Winter sign	2x/year
Inspect Entrance Sign	1x/year
Paint Entrance Sign	1x/5 years
Paint Other Signs	1x/year or as needed
Remove/Replace Seasonal Signs	2x/year

TRASH CANS

Task	Frequency
Trash Cans	
Goal: Ensure they are in good condition, are updated, safe and offer an enjoyable experience to the users	
Empty	7x/week
Clean	1x/week

BUN ERS/S ND TR PS

Task	Frequency
Golf - Bunker (Level 1 Maintenance)	
Goal: To provide a quality obstacle to enhance the golf experience	
Rake	7x/week
Supplement sand	1x/annually
Remove water and check drains	As needed
Cut edges	1x/month and as needed
Golf - Bunker (Level 2 Maintenance)	
Goal: To provide a quality obstacle to enhance the golf experience	
Rake	3 - 5x/week and as needed
Supplement sand	1x/annually
Remove water and check drains	As needed
Cut edges	1 - 2x/year and as needed

F IR S

Task	Frequency
Golf - Fairways (Level 1 Maintenance)	
Goal: To provide a quality surface to hit the golf ball of	
Mow, blow trimmings	3 or 4x/week
Repair holes and divots	7x/week
Aerate	1x/year
Overseed	1x/year
Fertilizer	3x/year
Apply Pre-emergent, fungicide	1x/month
Apply pesticide	1x/year
Adjust flags/signs	1x/week
Sweep cart paths	2x/year and as needed
Inspect markers	1x/week
Paint Tee markers	1x/year
Water	As required for green, smooth playing surface (1"/week)
Manage leaves	2x/year and as needed

GREENS

Task	Frequency
Golf - Greens (Level 1 Maintenance)	
Goal: To provide a quality putting surface for golfers to enjoy	
Mow, blow as necessary	7x/week
Collars mowed	3x/week
Aerate	up to 3x/year
Lightly Top-dressed	1x/2 weeks or as needed
Overseed	3x/year
Fertilizer	1x/2 weeks
Water	As required for green playing surface
Manage leaves/debris	2x/year and as needed
Verticut	3x/year
Roll	As required for green playing surface
Change cups	7x/week
Apply pesticide	1x/week or as needed

ET ER

Task	Frequency
Golf - Heather (Level 3 Maintenance)	
Goal: Eliminate invasive species and enjoy a weed-free surface	
Mow	1x/year
Apply herbicide	1x/year or as needed
Sign	1x/year

ROUG

Task	Frequency
Golf - Roughs (Level 2 Maintenance)	
Goal: To provide a semi-level hitting surface for golfing playability	
Mow	2x/week
Overseed	As needed
Trim Trees	1x/year and as needed
Apply herbicide/pesticide	1x/year
Fertilizer	1x/year
Manage leaves	2x/year and as needed
Vegetation Control	3x/year

TEE BO ES

Task	Frequency
Golf - Tees (Level 1 Maintenance)	
Goal: To provide a quality hitting surface for golfers to tee off from	
Pick up tees	3x/week and daily by rangers
Mow	3x/week
Replace divots with grass and sand	7x/week
Blow	7x/week
Move markers	7x/week
Inspect signs	7x/week
Repair signs	As needed
Check and replenish ball washer fluids	7x/week
Empty trash cans	7x/week
Aerate	5x/year
Overseed	2x/year and as needed
Fertilizer	1x/month
Pre-emergence	1x/year
Water	7x/week
Manage leaves	2x/year and as needed