



City of Bellevue

Parks & Community Services Department

Resource Management Division

Structural Operations

2020



City of Bellevue
Parks & Community Services Department
Resource Management Division
**Structural Maintenance
Management Plan 2020**

Structural Maintenance Plan 2020

Section 1



City of Bellevue
Parks & Community Services Department
Resource Management Division
**Public Playground
Safety Program 2020**

Public Playground Safety Program 2020

Section 2



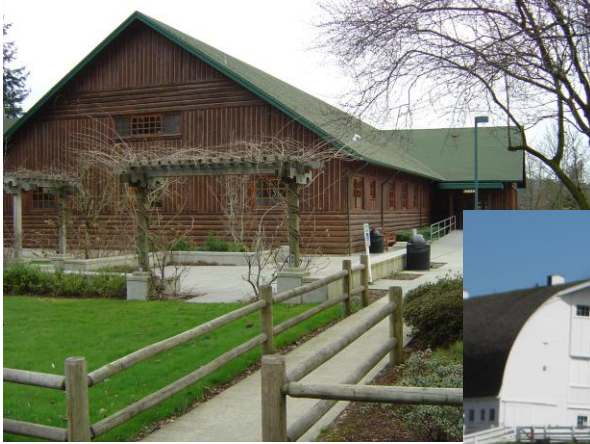
City of Bellevue
Parks & Community Services Department
Resource Management Division
**Facility Security
Program 2020**

Facility Security Program 2020

Section 3

The purpose of these documents is to provide the reader with a framework of useful information about the City of Bellevue Parks, Parks & Community Service Department and their Resource Management Programs. This document is NOT designed to provide the reader with step-by step procedures at any specific site. The outline/recommendations in these documents are designed for department procedural guidance. For additional &/or more detailed information please contact the Structural Maintenance Operations Managers. 1/2020

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City of Bellevue
Parks & Community Services Department
Resource Management Division

Structural Maintenance Management Plan 2020

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I. OBJECTIVES & BACKGROUND

The City of Bellevue Parks and Open Space Plan require work groups to prepare a Project Management Plan which includes a Structural Operations & Maintenance (O&M) Management Plan. This Structural O&M Management Plan is the management plan for the control and upkeep of property and equipment.

Effective O&M is one of the most cost-effective methods for ensuring reliability, safety and energy efficiency within our facilities and park systems. Good maintenance practices can generate efficiencies and savings and should be considered a valuable effective tool. Some improvements to facility maintenance programs can often be accomplished immediately and at a relatively low cost.

Performance of preventive, corrective and reactive maintenance actions aimed at preventing equipment failure or decline will increase efficiency, reliability and provide a safe environment for the public. These are inclusive but not limited to, the following:

- Preventative Maintenance – (PM) Action performed based on regulatory/compliance or safety requirement-based schedule that detect, preclude, or mitigate degradation of a component or system with the aim of sustaining or extending its useful life through controlling degradation to an acceptable level.
- Corrective Maintenance – (CM) Action performed basing maintenance needs on the actual condition of the machine/equipment rather than on some preset schedule or regulatory requirement.
- Reactive Maintenance – “Service Request” (SR) is basically the “On demand” maintenance mode. In order to empower and optimizing the investment in the facilities and the infrastructure the Facility staff members, other City Employees and the public is encouraged to submit requests (SR’s) as it pertains to facility &/or park maintenance needs/demands. You cannot eliminate “On demand” task however by establishing a comprehensive Preventative Maintenance & Corrective Maintenance programs the goal is to minimize the volume and impact of these tasks on the work group.

In addition, Bellevue Parks & Community Services Department develops a yearly Renovation and Refurbishment Plan that describes the capital improvement priority for providing major maintenance for park facilities. Within this “Renovation and Refurbishment Plan” (J:\RENOVATION\2019\2019-2025 Renovation Plan) the long-term replacement, refurbishment and alterations plans of the department are defined and programmed. Other key documentation that describes policies, procedures, structural maintenance, and custodial operations of the Bellevue Parks & Community Services Department are:

- | | |
|---|---------------------------------------|
| ◆ City of Bellevue Comprehensive Plan | ◆ Facility Security Program |
| ◆ Environmental Best Management Practices & Design Standards Manual | ◆ Public Playground Safety Program |
| ◆ Strategic Plan | ◆ Accident Prevention & Safety Manual |
| ◆ Parks and Open Space Plan | |

II. PURPOSE OF DOCUMENT

The purpose of this document is to provide the reader with a framework of useful information about the City of Bellevue Parks Structural O&M Management Plan. This document defines and outlines operational functions within the Structural Operations work group. Staff responsibilities include but are not limited to the maintenance of park facilities that covers over 360,000 sq. ft. of building space within 2,700 acres of park land. (See Appendix 1 – Structural Maintenance Master List of Assets) This document is NOT designed to provide the reader with step-by step procedures for performing O&M on any specific equipment. The outline/recommendations in this document are to provide the department with procedural guidance.

Target Audience

A competent O&M program requires the participation of staff from well-defined areas: Management, Planning, Training, Operations/Maintenance and Administration. A successful O&M program requires cooperation, dedication and participation at all levels and cannot succeed without everyone involved understanding the basic principles and supporting the cause.

Document Organization

This document is designed to serve as a resource for O&M Management and staff. The intent of this document is to reflect the overall maintenance goals of the Structural Maintenance workgroup and the strategies for obtaining those goals. This document will outline:

- Define the major O&M program types and provide guidance on the ‘best practice’ standards.
- Identify information sources and contacts to assist you in getting your job done.
- Provide needed background information on why O&M is important and the potential for savings for good O&M planning.

The O&M environment is in a constant state of evolution and the facilities, vocabularies and contacts are ever expanding. Therefore, the necessary information that is presented in the attached Appendix’s in this document is & will be subject to change and periodically updated.

Section Titles –

- I. Objectives & Background
- II. Purpose of Document
- III. Introduction
- IV. Components of a Comprehensive Operations & Maintenance Plan
- V. Appendixes

III. INTRODUCTION

The City of Bellevue Parks & Community Services Department is dedicated to providing a healthy community through an integrated system of exceptional parks, open space, recreation, cultural and human services programs.

Mission Statement

The mission of the Resource Management Division is to provide effective stewardship of environmentally sensitive areas, open spaces, developed parkland, all park buildings, structures, and amenities; to protect, preserve, and enhance them for future generations; and to accommodate a variety of recreational opportunities for all city residents and the larger community.

In order to achieve this mission, it is essential park facilities create a welcoming image by providing an accessible, healthy and safe environment. The Structural Operations workgroup within the Resource Management Division is the organization within the Bellevue Parks & Community Services Department responsible for the maintenance of the park facilities. The guiding principles are:

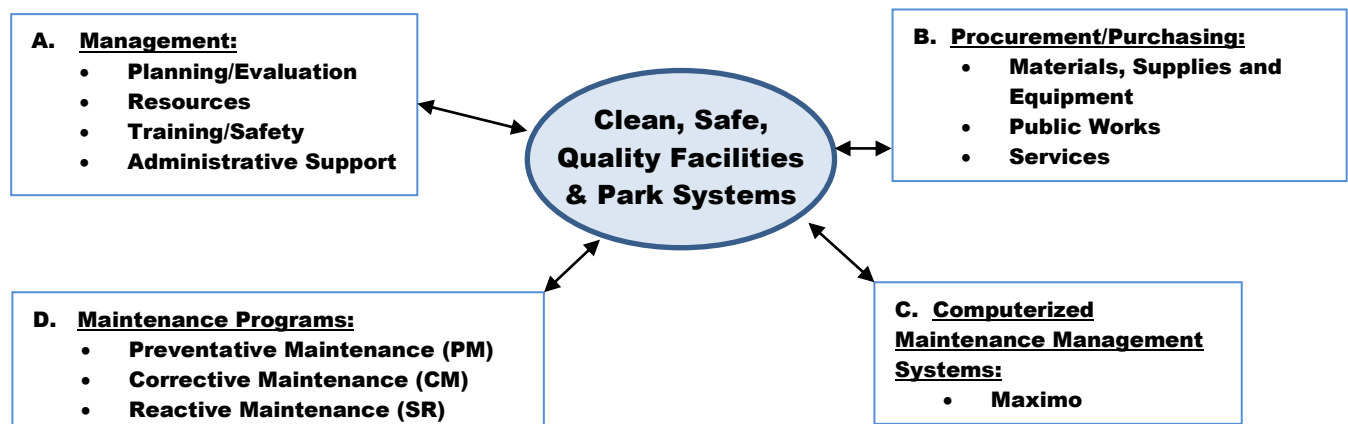
1. Commit to Excellence
2. Be a Learning Organization
3. Deliver Highly Relevant and Effective Services
4. Maximize the Value of Resources
5. Apply the One City and High-Performance Organization Philosophy
6. Actively Manage Organizational Heather

V. COMPONENTS OF A COMPREHENSIVE OPERATIONS & MAINTENANCE PLAN

The dictionary defines maintenance as follows: “Care or upkeep, as of machinery or property”. Maintenance should be actions taken to prevent an asset, device or component from failing or to repair normal equipment degradation experienced with the operation of the device.

The Structural O & M Management Plan is the decisions and actions regarding the control and upkeep of property and equipment.

Components to Comprehensive Operations & Maintenance Plan



A. Management: (See Appendix 2 – Department organization chart)

Management Commitment Statement:

It is the practice of Bellevue Parks & Community Services that all work be planned and conducted with the highest regard for quality to ensure all park facilities offer a welcoming image that promotes a safe and clean environment. The Structural Maintenance workgroup supports this belief with the development of a Maintenance Management Plan. This plan defines goals and objectives, specifies related activities and assigns responsibilities for ensuring activities are conducted and objectives are met.

- **Planning/Evaluation:** Renovation and Refurbishment Plan (J:\RENOVATION\2019\2019-2025 Renovation Plan), Workload Plans/Analysis, Budget & strategic objectives.
- **Resources:** Standard Operating Procedures (SOP), Equipment Manuals, Manufacture Spec's, Contractor lists, Open Accounts, Etc.
- **Training/Safety:** Chemical, Blood borne Pathogens, FEMA, Driver Training, Playground Safety Program (www.cpsc.gov/en/Safety-Education/Safety-Guides/Sports-Fitness-and-Recreation/Playground-Safety/) & Accident/incident reporting.
- **Administrative Support:** Performs multi-faceted functions for the Structural Maintenance workgroup. Including but not limited to: Database management, business process development, file retention, as well as public relations.

B. Procurement /Purchasing:

The acquisition of goods and services through a procurement process provides the greatest level of quality and value, while maintaining the highest ethical standards and stewardship of public resources. Types of procurements include:

- **Materials, Supplies and Equipment:** Tangible items that is manufactured and movable at the time of purchase.
- **Public Work:** All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at a cost to the City.
- **Services:** Labor, knowledge or effort of a human being. The City has four classifications of Services:
 1. Professional Services
 2. Architectural and Engineering Services
 3. General Services
 4. Technology Systems & Services

The Finance Department's "Guide to Procurement" on the intranet www.cobweb.ci.bellevue.wa.us/departments/fin/ProcurementServices is available to assist City staff with basic procurement and contracting requirements as set forth in the Bellevue City Code, City Contracting Policy and Washington State statutes. The Guide was designed to identify the rules that apply to public procurement and to describe best procurement practices.

C. Computerized Maintenance Management System (CMMS): A computerized maintenance management system (CMMS) is a software package that maintains a computer database of information about an organization's maintenance operations. This information is intended to help maintenance workers do their jobs more effectively and to help management make informed decisions. CMMS data may also be used to verify regulatory compliance. A CMMS also allows for record keeping, to track completed and assigned tasks in a timely and cost-effective manner.

The software program the City of Bellevue utilizes for this function is IBM's "MAXIMO". Some basic functions include:

- Capital and labor cost tracking by asset.
- Tracking of scheduled and unscheduled maintenance activities.
- Work order generation and prioritization.
- Historical tracking and file retention.
- Reports & examples.

D. Maintenance Programs: (Appendix 3 – Workflow Diagrams)

Operations and Maintenance (O&M) - Are the decisions and actions regarding the control and upkeep of property and equipment to ensure "*Operational efficiency*". These are inclusive, but not limited to the following: 1) Preventative - Actions planned on a schedule. 2) Corrective - Typically the result of repairing a failed component or improving poor service quality. 3) Reactive – On demand action to meet customer needs/demands.

Operational Efficiency – Is the capability of an organization to deliver products or services to its customers in the most cost-effective manner possible while still ensuring the high quality of its products, service and support.

- **Preventative Maintenance Program (PM):** Preventative Maintenance can be defined as follows: Actions performed on a schedule that detect, preclude, or mitigate degradation of a component, system or asset with the aim of sustaining or extending its useful life through controlling degradation to an acceptable level.

While preventative maintenance is not the optimum maintenance program by itself, it does have several advantages over that of a purely reactive or on demand program. By performing preventative maintenance as the equipment designer envisioned, we will reduce failures and extend the life of the equipment. Preventative Maintenance programs will generally run the equipment more efficiently resulting in dollar savings. While we will not prevent catastrophic equipment failures, we will decrease the number of failures. Minimizing failures translates to maintenance and capital cost savings.

- **Annual Building Maintenance Closures** – (See Appendix 4 - Annual Building Maintenance) In order to proactively manage the maintenance of Parks major facilities "Annual Building Maintenance" Inspections are scheduled. In addition, Preventative Maintenance work/tasks (testing, inspections, services, etc.) as well as Renovation and Refurbishment projects will/can occur during these prearranged schedule

dates/times. See the yearly Renovation and Refurbishment Plan or the Structural Maintenance Preventative Maintenance Plans for specifics.

To ensure facility users/participants/citizens are minimally impacted it is pertinent Structural Maintenance Staff & the Facility Managers work closely together. Well maintained facilities send a powerful message about the importance of community places and encourage future public investment.

- **Building Maintenance** – Building maintenance is an ongoing process. The objective of building maintenance is to create a clean and safe environment and extend the life of asset/equipment. During routine/daily maintenance staff will inspect, evaluate and identify necessary tasks or corrections needed on various building systems. E.g. Roofing, electrical, lighting, HVAC, etc.
- **Building Security Program** – (See Facility Security Program 2020) Building security and employee safety are important components of Resource Management, and this program will help meet the goals outlined, while establishing guidelines for security operations.
 - Develop policy recommendations and procedures for Parks & Community Services Facility Security Program.
 - Provide staff training and education on security procedures in conjunction with the Police Department and Risk Management.
 - Manage the installation, operation, and maintenance of Parks' facility security systems.
 - Identify areas requiring new or updated security systems.
 - Investigate and document reported security breaches in conjunction with the Police Department.

The objectives and maintenance of these systems is to create a safe environment where these systems are transparent to the users. Program Goals include the following:

- Provide safe environment for employees and the public.
 - Protect City of Bellevue Investment property.
 - Balance security requirements with need for public access.
 - Control distribution of mechanical keys access cards and alarm codes.
 - Educate employees on building security issues and procedures.
 - Standardize systems and centralize processes to insure consistency and minimize maintenance costs.
- **Emergency Preparedness/Life Safety** – Structural Operations is committed to maintaining the appropriate levels of Emergency Preparedness and life safety standards. To meet WA State & City regulation standards, inspections and testing will be performed to ensure existing systems and/or procedures meet expectations.

- ✓ Elevator/Wheelchair Lifts – Some of the community centers have elevators and wheelchair lifts. These systems are inspected regularly by the State of Washington Labor and Industries Department and maintained by a licensed contractor.
 - ✓ Blood Borne Pathogen Response – (See Appendix 6 - Policy) This policy defines when staff responds to Public facilities when blood &/or bodily fluids are present.
 - ✓ Fire Extinguishers – All fire extinguishers are inspected and maintained annually by a certified contractor.
 - ✓ Fire Suppression Systems – Various fire suppression systems such as range hoods have been installed in kitchens and specialty areas. These systems are inspected and maintained by a certified contractor bi-annually as required by the manufacturer and licensing agencies.
 - ✓ Fire Sprinklers – Both wet and dry fire sprinklers exist at many facilities. All sprinklers are confidence tested by a certified contractor annually. Systems are updated or revamped during renovation that is scheduled in the yearly Renovation and Refurbishment Plan.
 - ✓ Fire Rollup Doors – Some facilities contain fire rollup doors. These doors contain a fusible link that allows for automatic closure when triggered. These doors are annually inspected and maintained by a certified contractor annually. The fusible links are replaced at regular intervals determined by National Fire Protection Association (NFPA).
 - ✓ Emergency Power – Emergency power items include generators, switches and similar type items. All in-place and portable emergency generators are inspected and exercised on a regular basis.
 - ✓ Weather Response – Procedures have been outlined to ensure city assets, citizens and employees are safe and well maintained during & after adverse weather incidents. E.g. Wind, snow storms, earthquakes &/or power outages, etc.
 - ✓ Emergency Operations Plan - This plan assigns tasks to Parks operating personnel (Resource Management and Natural Resources Divisions) to assure that the divisional responsibilities are fulfilled in emergency situations.
 - ✓ Emergency Shelters – As part of a citywide effort to respond proactively to the health, safety and wellbeing of all residents, including homeless persons, during extreme cold weather, natural disasters or any other unforeseen need. During these times a network of city agencies, homeless shelters and other community partners provide a variety of resources.
 - ✓ Fire Alarm Panels – Major facilities are equipped with fire alarm panels. These alarms are tested as required by a certified contractor on an annual basis.
- **Aquatics/Water Quality** – (See Appendix 6 – Water Quality Form) Structural Operations also maintain aquatic features that present many unique challenges that none of the other facilities in the system face.
- ✓ Aquatic Center - Must maintain water quality that meets state/county health standards. These standards include maintaining 24 hours a day/7 day a week/

52 weeks a year pH levels, chlorine levels and maximum water clarity. Both the large 230,000 gallon lap pool and the 40,000 gallon warm water pool are filtered 24 hours a day and cleaned and flushed/backwashed weekly to ensure the expected high health and safety standards. The Seattle/King County Public Health Department monitors and mandates minimum standards (1.5 ppm Chlorine for the lap pool, and 3.0 ppm for the warm water therapy pool. All pool maintenance is performed by an "Aquatic Facility Operator" or "Certified Pool Operator" (AFO Or CPO)

- ✓ Downtown Park & Botanical Garden water features - are maintained with chemicals to ensure a safe environment year round. The Downtown Park water quality is kept at 1.5 PPM (Chlorine) in the canals, main pond and waterfall. The total volume of water in all features is just less than 1,000,000 gallons. All pumps and motors to operate the water features are located twenty feet underground near the south parking lot next to the playground/restrooms in a large vault.
- ✓ Inspiration Playground Spray Park - Must maintain water quality that meets state/county health standards. These standards include maintaining 24 hours a day-7 day a week (Memorial Day - Labor Day) pH levels, chlorine levels and maximum water clarity. The 6000gal water system is filtered 24 hours a day and cleaned and flushed/backwashed weekly to ensure the expected high health and safety standards. The Seattle/King County Public Health Department monitors and mandates minimum standards. Chlorine level is kept at 3.0 ppm.) All feature maintenance is performed by an "Aquatic Facility Operator" or "Certified Pool Operator" (AFO or CPO)
- ✓ Crossroads Spray Park - Is not treated except for the rolling rock (1.5 PPM). The spray features use domestic water that permeates into the surrounding area for irrigation.

➤ **Landfill Methane Mitigation** – The City owns the Eastgate landfill, a closed municipal solid waste landfill, which is now used as a park. This closed landfill accepted household waste between 1951 and 1964 and occupies approximately 9.6 acres. The landfill has an active Land Fill Gas LFG collection and control system consisting of a blower carbon vent station, 20 gas extraction wells, 14 subsurface gas migration monitoring wells (gas probes), a below grade lateral/header piping system and condensate drain traps. The department contracts out the operations and maintenance of the gas collection system. These services include;

- ✓ Bi monthly routine operation, monitoring/testing and maintenance.
- ✓ Monthly regulatory reporting
- ✓ Annual report and summary submitted for review to the Department of Ecology.

➤ **Playground Inspections** – (See Appendix 7 – SOP, Master List & Inspection Form) Structural Operations provides quality, well-maintained, clean and safe parks and facilities for the public. To continue this effort a "Public Playground Safety

Program” has been developed to protect and preserve the unsupervised public playground facilities and its users.

The Public Playground Safety Program, “Monthly Playground Inspection SOP” outlines a sustainable monthly inspection process to maintain a standard of care that will identify new hazards resulting from changes to the playground environment due to:

- Wear
- Vandalism
- Breakage
- Storm Damage
- Litter
- Other Environmental concerns

All Inspections will be performed by a designated maintenance crew/ Zone Mechanic (ZM). All ZM’s will be certified as a Playground Safety Inspector (CPSI) the first year of employment with the City. Inspections will be performed in accordance to manufacturer’s instructions, Public Playground Safety Handbook and the ASTM Standards. All documentation will be retained in accordance to the City’s file retention guidelines.

- **Park Maintenance** - The large parks and recreation areas offer many challenges for Structural Operations and as a result the requirements for these diverse areas differ. The objective of the maintenance is to create a welcoming appearance, create a safe environment, and extend the life of materials through regularly scheduled maintenance. In addition to the maintenance described in this document, all outdoor amenities are scheduled for renovation and refurbishment as noted in the yearly Renovation and Refurbishment Plan.
- **Corrective Maintenance Programs (CM)** Corrective Maintenance programs can be defined as follows: Measurements &/or observations that detect the onset of a system degradation, thereby allowing causal stressors to be eliminated or controlled prior to any significant deterioration in the assets physical state. Results indicated current and future functional capability.

Corrective Maintenance differs from Preventative Maintenance by basing maintenance need on the actual condition of the asset/component rather than on some preset schedule. A well-orchestrated Corrective Maintenance program will all but eliminate catastrophic failures. We will be able to schedule maintenance activities to minimize overtime costs. Most common Corrective Maintenance Structural Group performs (but not limited to):

- **ADA Program** - American with Disabilities Act (ADA). The City of Bellevue is a healthy and vibrant community that invests in infrastructure and services that allow people of all ages and abilities to live with as much independence and choice as possible, including individual with disabilities. The City is committed to ensuring that the rights of the disabled are preserved and that it complies with regulations pertaining to these rights.

ADA calls for the designation of a City-wide ADA Coordinator. The City of Bellevue is committed to its compliance with this legislation and has designated departmental coordinators in addition to the mandated City-wide Coordinator. The ADA Coordination Team works to ensure the City complies with this legislation in the programs, facilities and activities it provides.

Implementing the ADA is a constant and on-going process. New issues arise daily, and areas of concern must be addressed by the City and its staff. City of Bellevue Resolution 5586 acknowledges that its compliance program is a work in progress and that “in order to remain consistent with evolving laws and policies, the City Manager is authorized to modify these guidelines when necessary.”

- **ATC-20** – The ATC-20 manual is intended to be used by building official, structural engineers, and others involved in post-earthquake building inspections. Procedures are given for rapid and detailed assessment level of safety evaluation and advice is provided on evaluating structural, geotechnical and nonstructural hazards. The basic approach used is twofold:

1. Guidance is given on where to look for damage.
2. Advice is furnished on how to rate the safety significance of damage.

In addition, the manual covers field safety for those making damage assessments. It should be noted that the scope of this manual deals primarily with structural safety, but also considers other hazards should they be encountered. E.g. downed power lines, broken sewer line, blocked fire exits, etc.

- **Electrical/Lighting Service** – All service items include distribution panels, transformers, switchgear, Ground Fault Circuit Interrupters (GFCI), exit/emergency lighting, interior lighting, accent lighting and exterior lighting, etc. In high demand facilities electrical & lighting service items are inspected and maintained on a regular basis.

Over the past few years the City has been upgrading building lighting throughout the Park system (Appendix #8 LED Fixture & Lighting Replacement Plan) by replacing old bulbs and fixtures with more energy efficient lighting-emitting diode (LED) bulbs and fixtures. LED lighting uses less power (watts) relative to the amount of light generated (lumens) and help to reduce greenhouse gas emission by saving energy. The high efficiency and directional nature of LED's makes them ideal for many interior and exterior park uses. LED's are increasingly common in street lights, parking garages, walkways and other outdoor sports and security lighting.

- **Parks Janitorial Operations** – Bellevue Parks and Community Service Department performs a variety of Janitorial services for its 90+ multi-use park facilities. The facilities vary from administrative offices, maintenance facilities, a tennis center, farm, community centers, restrooms and miscellaneous park amenities, etc. These facilities can range in size from 100 to 34,000 square feet. The services

include, but not limited to: janitorial, carpet cleaning, solid surface floor care, window washing and trash removal.

The Parks Janitorial workgroup of Structural Operations is responsible for the custodial services in the City's public facilities and parks. In addition to 4 full-time staff this workgroup is dependent on 1LTE and 9 partially benefited employees to meet objectives. The objectives of the custodial group are to:

- Establish an Operations & Maintenance Plan to ensure reliable, safe and clean facilities within our facilities and park systems.
- Perform corrective and reactive maintenance actions aimed at preventing equipment failures to increase efficiency, reliability and provide a safe environment for the public.
- Maintain a Recycling/Trash management program that minimizes the amount of solid waste generated at our sites while improving the efficiency of collection and management of the solid waste that is generated.

Facility Janitorial Operations: (See Appendix 9 – Standards of Performance and Workmanship & Schedule)

Facility janitorial services are performed on a routine basis by a contractor in 19 of the Park's Facilities. Tasks are performed on a regular schedule and include daily, weekly, quarterly and annual activities. Due to the wide range of building and usage type, the specific schedules vary by facility. Daily activities include but are not limited to, trash removal, bathroom cleaning and sanitation, carpet vacuuming and resilient floor moping. Weekly activities may include dusting and glass cleaning. At some sites the resilient floors require machine scrubbing on a quarterly basis. On an annually basis resilient floors are sealed (waxed), carpets are steam extraction cleaned and windows inside and out are cleaned.

Parks Custodial Operations: All custodial activities are performed at regular intervals. "Regular" differs for each facility and is defined based on the use and occupancy of the individual space. Routine custodial work occurs as scheduled taking into account rental agreements and park usage. Facilities serviced but not limited to the following:

- ✓ **Outdoor Restrooms & Portable Toilets** - Outdoor restrooms consist of standalone buildings, portable facilities permanently located and portable facilities brought to a site for specific events. All outdoor restrooms are regularly cleaned and sanitized. The contracted portable facilities are cleaned, sanitized, and serviced regularly to meet usage demands at each individual park site.
- ✓ **Trash/Recycling Collection** – The Recycling/Trash management program minimizes the amount of solid waste generated at our sites while improving the efficiency of collection and management of the solid waste that is generated. Trash and recyclable materials are collected on a regular basis. Recyclable materials contaminated with trash waste will be treated as garbage.

- ✓ **Specialty Areas** - The City of Bellevue Parks & Community Services Department includes many singular and unique amenities such as water features, picnic areas, off leash dog areas, golf courses and sport courts. These amenities are serviced on a regular basis based on the needs/demands of the amenity. e. g. Mutt Mitt and disposal are provided at various sites throughout the park system.
- **Specialty Facilities/Park Sites** – Due to the various functions and variations at some sites the City’s identified multiple funding sources to meet the operational needs. The City of Bellevue Parks & Community Services Department maintains a few facilities in which they work in conjunction with other departments to meet the maintenance and operational needs. e.g. Bellevue Municipal Golf Course, Robinswood Tennis Center, Bellevue Marina and the Aquatic Center.
- **Storm and Surface Water Drainage** – Stormwater management can have substantial effects on the surrounding habitats and ecosystems. Bellevue’s Natural Drainage Practices employs LID stormwater management controls that are dispersed throughout a site in order to manage, reduce, and treat stormwater. The goal is to reduce stormwater impact on Bellevue’s environment and more closely mimic natural hydrologic processes.

Consistent Maintenance is essential to ensure that the systems are efficient, long lasting and the prescribed performance levels (desired outcomes) are being achieved. In addition, regular inspection and maintenance regimes can assist in decreasing the chance of site flooding and ground water pollution. Regular maintenance, as with most things, is critical and is a smart and cost –saving practice over time.

Inspection will be performed by the City of Bellevue Storm Surface Water Utilities Department on an annual basis. The inspection reports will then be reviewed by the appropriate Grounds and Structural Operations staff. Grounds and Structural staff will ensure all necessary corrections/issues have been resolved and communicate with the Utility Department accordingly to ensure optimal results and to meet NPDES and Washington State regulatory requirements.

- **Integrated Pest Management Program/ Pest Control** – (See Appendix 10 – Pest Management Policy) The goal is to protect human health by suppressing pests that vector diseases, reduce loss from pest damage, reduce environmental pollution, reduce human exposure to pesticides and reduce the cost of pest control. The IPM treatments are not made according to a fixed schedule. Treatments are made only when and where monitoring has indicated that the pest will cause unacceptable economic, aesthetic or medical injury.
- **Graffiti Program** – (See Appendix 11– Graffiti & Vandalism SOP) A step by step procedure on how to respond and resolve Graffiti/Vandalism issues at City Parks provides a consistent and responsible approach bridging Departments and Divisions with a goal of 24-hour response. Our purpose is to provide safe and accountable practices that will restore City assets and infrastructure to an as good or better condition than before it happened.

Our goal is to mitigate all Graffiti/Vandalism damages within 24 hours of discovery and/or notification. Mitigation methods may include chemical removals, pressure washing and/or repainting.

- **Marine Structures** – The large Parks and recreation areas offer many challenges to the City and as a result the requirements for these diverse areas differ. Included in this are docks, piers, floating docks, beaches and similar type spaces. All marine structures except for the marina are considered seasonal. The marine structures are actively maintained in-season June through September, and minimally maintained in the off-season. All marine structures will be regularly inspected for safety and long-term maintenance issues.
- **Outdoor Amenities Maintenance** - The large parks and recreation areas offer many challenges to Structural Operations and as a result the requirements for these diverse areas differ. The objective of the maintenance is to create a welcoming appearance, create a safe environment, and extend the life of materials through regularly scheduled maintenance.
 - ✓ Hard Surfaces – The hard surfaces include pathways, parking areas, bridges, sport courts and similar spaces. The hard surfaces are inspected as part of the regular park site visits.
 - ✓ Outdoor Furniture/Fences & Gates – Refers to all benches, tables, picnic shelters, kiosks, fences, gates and farm areas are inspected and repaired as part of the regular park site visits.
 - ✓ Seasonal Amenities – During the annual startup time the seasonal amenities such as float lines, life guard chairs, picnic tables & drinking fountains are either removed, inspected, repaired, activated &/or and placed for the season. At the conclusion of the season the seasonal items are cleaned, inspected and stored as appropriate.
 - ✓ Specialty Equipment – Specialties defines minor equipment such as basketball, hoops, tennis court nets and other similar items, these items are regularly inspected and repaired or replaced as part of the park site visits.
- **Reactive Maintenance Program (Service Requests or “SR’s”):** (See Appendix 3 – Service Request SOP) Is basically the “On demand” maintenance mode. In order to empower and optimizing the investment in the facilities and the infrastructure the facility staff members, other City employees and the public are encouraged to submit SR’s as it pertains to facility maintenance needs/demands. You cannot eliminate “On demand” task however by establishing a comprehensive Preventative Maintenance & Corrective Maintain programs the goal is to minimize the volume and impact of these tasks on the work group.

In addition to efficiently processing these SR’s can minimize our labor costs associated with these repairs, manage workloads and provide historical records for facility analysis & budgeting purposes. In addition, work groups/individuals can submit SR’s as needed, which included:

- **Facility Managers/Employees** – Facility staff members and other City Employees are encouraged to submit SR's as it pertains to facility maintenance needs/demands. Continued and on-going repair and maintenance of city facilities lengthens the life of building structures, increases the availability and accessibility of city buildings for the public, and exemplifies strong stewardship of existing public resources.
- **Customers/Residents** – The City's "Customer Assistance" web portal is (MyBellevue/PublicStuff) accessible from the City's web site and allows City residents or park patrons to search for information, request services, and report issues directly to the City without needing to know who to contact. The portal's guiding principle: "Customers shouldn't have to know who we are or what we do to access our services and information."

The purpose of this document is to provide the reader with a framework of useful information about the City of Bellevue Parks Structural O&M Management Plan. This document is NOT designed to provide the reader with step-by step procedures for performing O&M on any specific equipment. The outline/recommendations in this document are designed to department procedural guidance. For additional &/or more detailed information please contact the Structural Maintenance Operations Managers. 1/2020

Appendix 1

Master List of Assets/Site Maintained or Serviced by Structural Maintenance - Alphabetical

8/15/2019

Cat:	Description	Bldg. Sq		Location	Location Description	Asset	Inspection Y or N
		Ft					
P	41.5 Mini Park			243680	16643 SE 38th St	261026	N
-	41.5 Mini Park & Norelius Property Open Space			243680	16643 SE 38th St	261027	N
P	Air Field Park			255423	2997 160th Ave SE	261499	N
P	Ardmore Park			244187	16833 NE 30TH ST	261057	N
PE	Ardmore Park Playground			244187	16833 NE 30TH ST	262358	Y
P	Ashwood Park			281301	10820 NE 10TH ST	261078	N
SF	Ashwood Park Ballfield			281301	10820 NE 10TH ST	261706	N
P	Ashwood Plaza			281301	10820 NE 10TH ST	261698	N
WF	Ashwood Plaza Water Feature			281301	10820 NE 10TH ST		Y
P	Bannerwood Ballfield Park			232129	1630 132ND AVE SE	261211	N
SF	Bannerwood Ballfield Park Ballfield			232129	1630 132ND AVE SE	262348	N
PL	Bannerwood Ballfield Park Parking Lot			232129	1630 132ND AVE SE	262356	N
F	Bannerwood Ballfield Park Stadium	1,969		232129	1630 132ND AVE SE	262353	N
R	Bannerwood Ballfield Park Stadium Restroom	*incl Std		232129	1630 132ND AVE SE	262353	N
M	Bayvue Village Apartments	-		269008	9959 LAKE WASHINGTON BLVD NE	425513	N
P	Bel Red Mini Park			226931	12300 BEL RED RD	261101	N
A	Bellevue Aquatic Center	26,999		261582	601 143RD AVE NE	261811	Y
PL	Bellevue Aquatic Center Parking Lot			261582	601 143RD AVE NE	262397	N
P	Bellevue Botanical Garden			228467	12001 MAIN ST	261083	N
F	Bellevue Botanical Garden LLC House (KOH)			228467	12001 MAIN ST	261597	Y
PL	Bellevue Botanical Garden Parking Lot			228467	12001 MAIN ST	261598	N
F	Bellevue Botanical Garden Sharp's Cabin	484		228467	12001 MAIN ST	261593	Y
F	Bellevue Botanical Garden Shorts House	3985		228467	12001 MAIN ST	261554	Y
F	Bellevue Botanical Garden Tateuchi Pavilion			228467	12001 MAIN ST	261596	N
F	Bellevue Botanical Garden Visitor Center (New)	18000		228467	12001 MAIN ST	456837	Y
WF	Bellevue Botanical Garden Water Feature Ground Cover			228467	12001 MAIN ST	261538	N
WF	Bellevue Botanical Garden Water Feature Natural Area			228467	12001 MAIN ST	261537	N
WF	Bellevue Botanical Garden Water Feature RILL			228467	12001 MAIN ST	261578	N
P	Bellevue Golf Course			257747	5500 140TH AVE NE	261213	N
F	Bellevue Golf Course Driving Range Structure			282307	5500 140TH AVE NE	262473	N
F	Bellevue Golf Course Maintenance Shop	3631		282307	14650 SE 55TH ST	262474	Y
PL	Bellevue Golf Course Parking Lot 140th NE			257747	5500 140TH AVE NE	262343	N
PL	Bellevue Golf Course Parking Lot NE 55th			257747	5500 140TH AVE NE	262344	N
F	Bellevue Golf Course Pro Shop	6313		257747	5500 140TH AVE NE	262463	N
F	Bellevue Golf Course Pump House Back Nine			257747	5500 140TH AVE NE	262338	N
F	Bellevue Golf Course Pump House Front Nine			257747	5500 140TH AVE NE	262337	N
F	Bellevue Golf Course Pump House Hole #16			257747	5500 140TH AVE NE	262337	N
F	Bellevue Golf Course Pump House Hole #7			257747	5500 140TH AVE NE	262337	N
R	Bellevue Golf Course Restroom at hole 14/16	368		257747	5500 140TH AVE NE	262430	N
P	Bellevue Marina at Meydenbauer			269076	9905 LAKE WASHINGTON BLVD NE	261079	N
PL	Bellevue Marina At Meydenbauer - SWO but not named Parking lot...yet			269076	9905 LAKE WASHINGTON BLVD NE	425584	N
M	Bellevue Service Center			256838	2901 115TH AVE NE	261183	N
P	Bellevue Yacht Basin P3			276836	100 100TH AVE SE	261081	N
F	Bellevue Youth Theatre at Crossroads - NEW			283077	16051 NE 10th	460609	Y
P	Bridle Trails Corner Park			254196	2402 134th Ave NE	460368	N
PL	Bridle Trails Corner Park Parking Lot			254196	2402 134th Ave NE	460368	N
PE	Bridle Trails Corner Park Playground			254196	2402 134th Ave NE	461569	Y
P	Burrows Landing			185985	SE 15TH ST	261099	N
P	Chandler Park			243261	16692 SE 56TH PL	261076	N
PE	Chandler Park Playground			243261	16692 SE 56TH PL	262227	Y
P	Cherry Crest Mini Park			254404	2433 127TH AVE NE	261198	N
PE	Cherry Crest Mini Park Playground			254404	2433 127TH AVE NE	261235	Y
SF	Cherry Crest Mini Park Sport Courts			254404	2433 127TH AVE NE	261239	N
P	Cherry Crest Park			227856	12404 NE 32ND ST	261098	N
SF	Cherry Crest Park Sport Courts			227856	12404 NE 32ND ST	262230	N
BP	Chesterfield Beach Park			252831	2501 100TH AVE SE	261097	N
BP	Chism Beach Park			225157	1175 96TH AVE SE	261096	N
F	Chism Beach Park Lifeguard Shack	532		225157	1175 96TH AVE SE	262266	N
PE	Chism Beach Park Playground			225157	1175 96TH AVE SE	262293	Y
R	Chism Beach Park Restroom			225157	1175 96TH AVE SE	262238	N
M	City Hall			261972	450 110TH AVE NE	261094	N
M	City Wide Parks			185201	COB	260920	N
BP	Clyde Beach Park			239154	2 92ND AVE NE	261095	N
PL	Clyde Beach Park Beach Parking Lot			239154	2 92ND AVE NE	262311	N
F	Clyde Beach Park Boathouse	2560		239154	2 92ND AVE NE	262302	N
F	Clyde Beach Park Lifeguard Shack	192		239154	2 92ND AVE NE	412992	N
PE	Clyde Beach Park Playground			239154	2 92ND AVE NE	262308	Y
R	Clyde Beach Park Restroom	452		239154	2 92ND AVE NE	262289	N
PL	Clyde Beach Park Restroom Parking Lot			239154	2 92ND AVE NE	262310	N
P	Collingwood Mini Park			233631	16030 SE 46TH WAY	260933	N

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PE	Collingwood Mini Park Playground		233631	16030 SE 46TH WAY	261424	Y
P	Commissioners Waterway		243247	1669 148TH AVE NE	261146	N
S	Cougar Ridge Elementary School Sports Field		265485	463 167th Ave SE	262533	N
C	Crossroads Community Center	17,096	232650	16000 NE 10TH ST	262299	Y
PL	Crossroads Community Center Parking Lot		232650	16000 NE 10TH ST	262150	N
P	Crossroads Community Park		232650	16000 NE 10TH ST	261085	N
PE	Crossroads Community Park Playground		232650	16000 NE 10TH ST	262146	Y
SF	Crossroads Community Park Sports Court		232650	16000 NE 10TH ST	262286	N
SP	Crossroads Community Skate Park		232650	16000 NE 10TH ST	262301	N
PE	Crossroads Community Water Spray Park Playground		232650	16000 NE 10TH ST	262149	Y
P	Crossroads International Park (Same Asset # as Crossroads Park)		232650	16000 NE 10TH ST	261085	N
PL	Crossroads International Park Parking Lot NE 8th		231851	16140 NE 8TH ST	262153	N
PS	Crossroads International Park Picnic Shelter		232650	16000 NE 10TH ST	454356	N
PS	Crossroads International Park Picnic Shelter A		232650	16000 NE 10TH ST	466281	N
PS	Crossroads International Park Picnic Shelter B		232650	16000 NE 10TH ST	466282	N
PE	Crossroads International Park Playground		232650	16000 NE 10TH ST	262148	Y
R	Crossroads International Park Restroom	1145	232650	16000 NE 10TH ST	262284	N
F	Crossroads International Park YES		269003	999 164TH AVE NE	432848	N
PL	Crossroads International Park YES Parking Lot 164th		269003	999 164TH AVE NE	432849	N
F	Crossroads Park Annex (Same Asset # as Crossroads Park)	3661	282323	15801 NE 15th ST	262276	Y
PL	Crossroads Park Annex Parking Lot (aka Crossroads North)		232650	15801 NE 15th ST	262151	N
R	Crossroads Park Annex Restroom	*Incl in Annex	282323	15801 NE 15th ST	262279	N
P	Deer Run Park		257943	5770 176TH PL SE	261062	N
PE	Deer Run Park Playground		257943	5770 176TH PL SE	261373	Y
P	Downtown Park		277469	10201 NE 4TH ST	261181	N
E	Downtown Park Belvedere Pump Vault		277469	10201 NE 4TH ST	466278	N
R	Downtown Park Formal Garden Men's Restroom	493	277469	10201 NE 4TH ST	262443	N
-	Downtown Park Formal Garden Restrooms		277469	10201 NE 4TH ST	262432	N
R	Downtown Park Formal Garden Women's Restroom	*Incl men	277469	10201 NE 4TH ST	262432	N
E	Downtown Park Main Canal Pump Vault		277469	10201 NE 4TH ST	262445	N
PL	Downtown Park Parking Lot 100th NE		277469	10201 NE 4TH ST	262454	N
PL	Downtown Park Parking Lot NE 1st		277469	10201 NE 4TH ST	262453	N
PS	Downtown Park Picnic Shelter West #1		277469	10201 NE 4TH ST	522859	N
PS	Downtown Park Picnic Shelter East #2		277469	10201 NE 4TH ST	522860	N
PE	Downtown Park Playground		277469	10201 NE 4TH ST	262449	Y
R	Downtown Park Restroom SW Corner	533	277469	10201 NE 4TH ST	262446	N
WF	Downtown Park Water Feature Belvedere Plaza		277469	10201 NE 4TH ST	262412	N
WF	Downtown Park Water Feature Canal, Pond and Waterfall		277469	10201 NE 4TH ST	262413	N
P	Eastgate Park		237836	14509 SE NEWPORT WAY	261092	N
SF	Eastgate Park Baseball Field		237836	14509 SE NEWPORT WAY	261379	N
SF	Eastgate Park Challenge Course		237836	14509 SE NEWPORT WAY	412993	N
PL	Eastgate Park Lower Parking Lots		237836	14509 SE NEWPORT WAY	466279	N
PE	Eastgate Park Playground		237836	14509 SE NEWPORT WAY	261407	Y
SF	Eastgate Park Sport Courts		237836	14509 SE NEWPORT WAY	261404	N
PL	Eastgate Park Upper Parking Lots		237836	14509 SE NEWPORT WAY	261401	N
BP	Enatai Beach Park		248172	3519 108TH AVE SE	261093	N
R	Enatai Beach Park Concession/Restroom		248172	3519 108TH AVE SE	262163	N
PL	Enatai Beach Park Parking Lot North		248172	3519 108TH AVE SE	262166	N
PE	Enatai Beach Park Playground		248172	3519 108TH AVE SE	436760	Y
R	Enatai Beach Park Restroom	3147	248172	3519 108TH AVE SE	262163	N
P	Enatai Neighborhood Park		275676	10653 SE 25TH ST	261102	N
PL	Enatai Neighborhood Park Parking Lot		275676	10653 SE 25TH ST	261719	N
PE	Enatai Neighborhood Park Playground		275676	10653 SE 25TH ST	261717	Y
R	Enatai Neighborhood Park Restroom	479	275676	10653 SE 25TH ST	261722	N
P	Evergreen Park		230087	15655 LAKE HILLS BLVD	261068	N
PE	Evergreen Park Playground		230087	15655 LAKE HILLS BLVD	261657	Y
R	Evergreen Park Restroom	126	230087	15655 LAKE HILLS BLVD	261663	N
P	Forest Glen Park		260556	5911 FOREST DR SE	261145	N
PL	Forest Glen Park Parking Lot		260556	5911 FOREST DR SE	466277	N
PE	Forest Glen Park Playground		260556	5911 FOREST DR SE	261262	Y
P	Forest Hill Park		223726	13232 SE 51ST PL	261144	N
PE	Forest Hill Park Playground		223726	13232 SE 51ST PL	509215	Y
P	Forest Ridge Mini Park		231020	15439 SE 67TH ST	261011	N
PE	Forest Ridge Mini Park Playground		231020	15439 SE 67TH ST	261773	Y
P	Goddard Mini Park		273980	707 100TH AVE NE	261091	N
P	Goldsmith Neighborhood Park		237695	14475 NE 35TH ST	261182	N
PE	Goldsmith Neighborhood Park Playground		237695	14475 NE 35TH ST	432957	Y
P	Hidden Valley Sports Park		238496	1905 112TH AVE NE	261210	N
SF	Hidden Valley Sports Park Basketball Court		238496	1905 112TH AVE NE	261338	N
SF	Hidden Valley Sports Park Field #1		238496	1905 112TH AVE NE	261314	N
F	Hidden Valley Sports Park Field #2 Storage Building		238496	1905 112TH AVE NE	261334	N
R	Hidden Valley Sports Park North Restroom	200	238496	1905 112TH AVE NE	261344	N

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PL	Hidden Valley Sports Park Parking Lot		238496	1905 112TH AVE NE	261337	N
PE	Hidden Valley Sports Park Playground		238496	1905 112TH AVE NE	261342	Y
F	Hidden Valley Sports Park Storage Building		238496	1905 112TH AVE NE	262324	N
SF	Hidden Valley Sports Park Tennis Court		238496	1905 112TH AVE NE	261328	N
SF	Highland Community Ball Fields		234087	14224 BEL RED RD	261370	N
C	Highland Community Center	20,933	234087	14224 BEL RED RD	261482	Y
SP	Highland Community Center Indoor Skate Park		234087	14224 BEL RED RD	261527	N
PL	Highland Community Center Parking Lot Lower		234087	14224 BEL RED RD	261375	N
PL	Highland Community Center Parking Lot Upper		234087	14224 BEL RED RD	261536	N
P	Highland Community Park		234087	14224 BEL RED RD	261013	N
-	Highland Community Park North Ballfield		234087	14224 BEL RED RD	261368	N
PE	Highland Community Park Playground		234087	14224 BEL RED RD	261531	Y
SP	Highland Community Skate Park		234087	14224 BEL RED RD	261533	N
S	Highland Middle School Ballfields		237218	15027 BEL RED RD	262534	N
P	Hillaire Park		229780	15803 NE 6TH ST	261090	N
PE	Hillaire Park Playground		229780	15803 NE 6TH ST	261630	Y
R	Hillaire Park Restroom	386	229780	15803 NE 6TH ST	261688	N
SF	Hillaire Park Sport Courts		229780	15803 NE 6TH ST	261628	N
F	Ivanhoe Bellevue Youth Theatre	6042	243661	16661 NORTHUP WAY	261823	Y
P	Ivanhoe Park		244918	16600 NORTHUP WAY	261089	N
PL	Ivanhoe Park Parking Lot		244918	16600 NORTHUP WAY	261638	N
PE	Ivanhoe Park Playground		244918	16600 NORTHUP WAY	261636	Y
R	Ivanhoe Park Restroom		244918	16600 NORTHUP WAY	261632	N
SF	Ivanhoe Park Sports Courts		244918	16600 NORTHUP WAY	261634	N
P	Ivanhoe Theatre and Sports Park		243661	16661 NORTHUP WAY	260997	N
SF	Ivanhoe Theatre and Sports Park Ballfields		243661	16661 NORTHUP WAY	261819	N
-	Ivanhoe Theatre and Sports Park Baseball Field		243661	16661 NORTHUP WAY	261820	N
PE	Ivanhoe Theatre and Sports Park Playground		243661	16661 NORTHUP WAY	261815	Y
P	Kelsey Creek Park Farm		250576	410 130TH PL SE	261074	N
F	Kelsey Creek Park Farm Animal Barn	3201	250576	410 130TH PL SE	261378	Y
F	Kelsey Creek Park Farm Education Barn	8000	250576	410 130TH PL SE	261380	Y
F	Kelsey Creek Park Farm Frazier Cabin	448	250576	410 130TH PL SE	262243	Y
F	Kelsey Creek Park Farm House	4203	250576	410 130TH PL SE	261388	Y
PL	Kelsey Creek Park Farm Parking Lot at House		250576	410 130TH PL SE	262258	N
PL	Kelsey Creek Park Farm Parking Lot Main Entrance		250576	410 130TH PL SE	262257	N
PS	Kelsey Creek Park Farm Picnic Shelter	809	250576	410 130TH PL SE	262250	N
PE	Kelsey Creek Park Farm Playground		250576	410 130TH PL SE	262241	Y
F	Kelsey Creek Park Farm Red Barn	344	250576	410 130TH PL SE	261387	Y
R	Kelsey Creek Park Farm Restroom	405	250576	410 130TH PL SE	261510	Y
P	Killarney Glen Park		239635	1933 104TH AVE SE	261087	N
PE	Killarney Glen Park Playground		239635	1933 104TH AVE SE	261614	Y
SF	Killarney Glen Park Sport Courts		239635	1933 104TH AVE SE	261620	Y
F	Lake Hills Clubhouse	2699	230341	15230 LAKE HILLS BLVD	261700	Y
P	Lake Hills Park		228485	1200 164TH AVE SE	261195	N
PL	Lake Hills Park Parking Lot South		228485	1200 164TH AVE SE	261650	N
PE	Lake Hills Park Playground		228485	1200 164TH AVE SE	261646	Y
R	Lake Hills Park Restroom		228485	1200 164TH AVE SE	261642	N
P	Lakemont Community Park		258754	5170 Village Park Drive SE	260998	N
PS	Lakemont Community Park East Picnic Shelter		258754	5170 Village Park Drive SE	261762	N
PE	Lakemont Community Park Playground		258754	5170 Village Park Drive SE	261755	Y
R	Lakemont Community Park Restroom	591	258754	5170 Village Park Drive SE	261746	N
SF	Lakemont Community Park Sport Courts		258754	5170 Village Park Drive SE	261740	N
PS	Lakemont Community Park West Picnic Shelter		258754	5170 Village Park Drive SE	261749	N
SP	Lakemont Community Skate Park		258754	5170 Village Park Drive SE	261757	N
P	Lakemont Highlands Park		230187	15800 SE 63RD ST	261088	N
PE	Lakemont Highlands Park Playground		230187	15800 SE 63RD ST	261613	Y
SF	Lakemont Highlands Park Sport Courts		230187	15800 SE 63RD ST	261611	N
P	Lattawood Park		261822	4530 155TH AVE SE	261025	N
PS	Lattawood Park Picnic Shelter		261822	4530 155TH AVE SE	262394	N
PE	Lattawood Park Playground		261822	4530 155TH AVE SE	262365	Y
P	Lewis Creek Community Park		260821	5808 LAKEMONT BLVD SE	261069	N
SF	Lewis Creek Community Park Ballfields		260821	5808 LAKEMONT BLVD SE	261358	N
PL	Lewis Creek Community Park Parking Lot		260821	5808 LAKEMONT BLVD SE	261356	N
PL	Lewis Creek Community Park Picnic Parking Lot		257863	5702 LAKEMONT BLVD SE	466280	N
PS	Lewis Creek Community Park Picnic Shelter	1270	260821	5702 LAKEMONT BLVD SE	438385	N
PE	Lewis Creek Community Park Playground		260821	5808 LAKEMONT BLVD SE	261352	Y
R	Lewis Creek Community Park Restroom	*Incl in PS	260821	5702 LAKEMONT BLVD SE	438386	N
F	Lewis Creek Community Park Visitor Center	5183	260821	5808 LAKEMONT BLVD SE	261708	Y
P	LHGB		230872	15416 SE 16th ST	261077	N
P	LHGB City Nursery		230443	15302 SE 16TH ST	458025	N
F	LHGB City Nursery Greenhouse	1681	230443	15302 SE 16TH ST	261582	Y
PL	LHGB City Nursery Parking Lot		230443	15302 SE 16TH ST	261503	

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F	LHGB City Nursery Storage Bldg	1941	230443	15302 SE 16TH ST	261584	N
F	LHGB Larson Lake Cabin		274311	700 148TH AVE SE	261587	
M	LHGB Larson Lake Dock		274311	700 148TH AVE SE	261526	N
F	LHGB Larson Lake Farm Building		274311	700 148TH AVE SE	261586	Y
R	LHGB Larson Lake Farm Restroom	249	274311	700 148TH AVE SE	458124	N
PL	LHGB Larson Lake Parking Lot		274311	700 148TH AVE SE	261505	
P	LHGB Master Gardeners		230872	15416 SE 16th ST	261077	N
PL	LHGB Master Gardeners Parking Lot		230872	15416 SE 16th ST	261077	N
P	LHGB Phantom Lake		274311	2050 150th Ave SE	242010	N
M	LHGB Phantom Lake Dock		274311	2050 150th Ave SE	242010	N
R	LHGB Phantom Lake Restroom	168	274311	2050 150th Ave SE	242010	N
F	LHGB Produce Stand	1067	229543	15500 SE 16TH ST	412990	Y
F	LHGB Ranger Station	2178	230872	15416 SE 16TH ST	261579	Y
PL	LHGB Ranger Station Parking Lot		230872	15416 SE 16TH ST	261502	Y
PS	LHGB Ranger Station Picnic Shelter	712	230872	15416 SE 16TH ST	261495	N
WF	LHGB Ranger Station Water Feature		230872	15416 SE 16TH ST	261483	N
SF	Marymoor Park North Ballfield		272542	6500 176TH AVE NE	262498	N
PL	Marymoor Park Parking Lot		272542	6500 176TH AVE NE	262496	N
R	Marymoor Park Restroom		272542	6500 176TH AVE NE	262494	N
SF	Marymoor Park South Ballfield		272542	6500 176TH AVE NE	262461	N
SF	Marymoor Park West Ballfield		272542	6500 176TH AVE NE	262497	N
P	McCormick Park		226463	11190 NE 12TH ST	261162	N
F	McDowell House		225554	11660 MAIN ST	261543	Y
P	Meadow Wood Park		223231	13817 SE 60TH PL	261173	N
PL	Meadow Wood Park Parking Lot		223231	13817 SE 60TH PL	378163	N
PE	Meadow Wood Park Playground		223231	13817 SE 60TH PL	261249	Y
P	Mercer Slough Bellefield Yard		242197	2101 118th Ave SE	443321	N
F	Mercer Slough Bellefield Yard Building		242197	2101 118th Ave SE	261736	N
F	Mercer Slough Blueberry Farm A Frame		254124	2380 BELLEVUE WAY SE	261735	N
F	Mercer Slough Blueberry Farm Building		254124	2380 BELLEVUE WAY SE	261733	N
P	Mercer Slough Blueberry Farm Park		254124	2380 BELLEVUE WAY SE	261737	Y
PL	Mercer Slough Blueberry Farm Parking Lot		254124	2380 BELLEVUE WAY SE	261715	N
E	Mercer Slough Blueberry Farm Pump - North Field		254124	2380 BELLEVUE WAY SE	261737	N
E	Mercer Slough Blueberry Farm Pump - South Field		254124	2380 BELLEVUE WAY SE	261737	N
R	Mercer Slough Blueberry Farm Restroom		254124	2380 BELLEVUE WAY SE	261734	N
P	Mercer Slough Nature Park East		232605	1625 118TH AVE SE	261829	N
P	Mercer Slough Nature Park West		242171	2102 BELLEVUE WAY SE	261072	N
PL	Mercer Slough Swayolocken Parking Lot		255399	3000 BELLEVUE WAY SE	261686	N
F	Mercer Slough Winter House	5026	242171	2102 BELLEVUE WAY SE	261678	Y
PL	Mercer Slough Winter House Parking Lot		242171	2102 BELLEVUE WAY SE	261685	N
BP	Meydenbauer Beach Park		250462	419 98TH AVE NE	261189	N
PL	Meydenbauer Beach Park Parking Lot		250462	419 98TH AVE NE	261304	N
PE	Meydenbauer Beach Park Playground		250462	419 98TH AVE NE	261308	Y
R	Meydenbauer Beach Park Restroom	893	250462	419 98TH AVE NE	261691	N
F	MSEEC - Classroom 1 & 2		232605	1625 118TH AVE SE	261705	Y
F	MSEEC - Elevator Building		232605	1625 118TH AVE SE	466297	Y
F	MSEEC - Kids Restroom		232605	1625 118TH AVE SE	466298	Y
F	MSEEC - Sullivan House		232605	1625 118TH AVE SE	464912	Y
F	MSEEC - Visitor Center		232605	1625 118TH AVE SE	466295	Y
F	MSEEC - Wet Lab #1		232605	1625 118TH AVE SE	261728	Y
F	MSEEC - Wet Lab #2		232605	1625 118TH AVE SE	466296	Y
F	MSEEC Hard Surfaces		232605	1625 118TH AVE SE	261677	N
F	MSEEC Multipurpose Room		232605	1625 118TH AVE SE	261687	Y
PL	MSEEC Parking Lot North		232605	1625 118TH AVE SE	261726	N
PL	MSEEC Parking Lot South		232605	1625 118TH AVE SE	261727	N
BP	Newcastle Beach Park		262909	4400 LAKE WASHINGTON BLVD SE	261180	N
F	Newcastle Beach Park Caretaker's Garage	993	262909	4400 LAKE WASHINGTON BLVD SE	262417	N
F	Newcastle Beach Park Caretaker's House		262909	4400 LAKE WASHINGTON BLVD SE	262416	N
-	Newcastle Beach Park Caretaker's House & Garage		262909	4400 LAKE WASHINGTON BLVD SE	262417	N
F	Newcastle Beach Park Lifeguard Building	100	262909	4400 LAKE WASHINGTON BLVD SE	262419	N
PL	Newcastle Beach Park Parking Lot		262909	4400 LAKE WASHINGTON BLVD SE	262409	N
PS	Newcastle Beach Park Picnic Shelter	637	262909	4400 LAKE WASHINGTON BLVD SE	262426	N
PE	Newcastle Beach Park Playground		262909	4400 LAKE WASHINGTON BLVD SE	262429	Y
R	Newcastle Beach Park Restroom	1004	262909	4400 LAKE WASHINGTON BLVD SE	262431	N
P	Newport Hills Mini Park		220239	12843 SE 60TH ST	261118	N
P	Newport Hills Park		261179	6029 120TH AVE SE	261080	N
SF	Newport Hills Park Ball Field		261179	6029 120TH AVE SE	261523	N
PE	Newport Hills Park Playground		261179	6029 120TH AVE SE	261518	Y
R	Newport Hills Park Restroom	496	261179	6029 120TH AVE SE	261524	N
SF	Newport Hills Park Soccer Field		261179	6029 120TH AVE SE	261625	N
C	North Bellevue Community Center	17,797	252215	4063 148TH AVE NE	261455	Y
PL	North Bellevue Community Center Parking Lot East		252215	4063 148TH AVE NE	261365	N

Master List of Assets/Site Maintained or Serviced by Structural Maintenance - Alphabetical
8/15/2019

PL	North Bellevue Community Center Parking Lot West		252215	4063 148TH AVE NE	261362	N
P	North Bellevue Community Park		252215	4063 148TH AVE NE	261039	N
P	Northtowne Neighborhood Park		256394	2650 104TH AVE NE	261194	N
PE	Northtowne Neighborhood Park Playground		256394	2650 104TH AVE NE	261294	Y
C	Northwest Art Center	5,217	269297	9825 NE 24TH ST	261279	Y
F	Northwest Art Center Garage	169	269297	9825 NE 24TH ST	262128	N
F	Northwest Art Center House	872	269297	9825 NE 24TH ST	262124	N
P	Northwest Art Center Park		269297	9825 NE 24TH ST	261193	N
PL	Northwest Art Center Parking Lot		269297	9825 NE 24TH ST	262131	N
P	Norwood Village Park		226964	12309 SE 23RD PL	261190	N
PE	Norwood Village Park Playground		226964	12309 SE 23RD PL	262137	Y
-	Pashchinskiy Property (aka Bridle Trails Corner Park)		254196	2402 134TH AVE NE	429704	N
F	Resource Management Crew Quarters	*incl in CQ	232808	16023 NE 8TH ST	261223	Y
PL	Resource Management Crew Quarters Parking Lot		232808	16023 NE 8TH ST	261265	
F	Resource Management Office	6156	232808	16023 NE 8TH ST	261242	Y
-	Resource Management Office and Crew Quarters		232808	16023 NE 8TH ST	261242	
PL	Resource Management Office Parking Lot		232808	16023 NE 8TH ST	261264	
P	Robinsglen Nature Park		232216	16357 SE 16TH ST	261066	N
F	Robinswood Ballfield Storage		254772	2430 148TH AVE SE	261188	N
P	Robinswood Community Park		254772	2430 148TH AVE SE	261188	N
SF	Robinswood Community Park All Sports Fields		254772	2430 148TH AVE SE	261329	N
F	Robinswood Community Park Barn	2312	254772	2430 148TH AVE SE	262205	Y
SF	Robinswood Community Park Baseball Field		254772	2430 148TH AVE SE	261330	N
F	Robinswood Community Park Cabana	1393	254772	2430 148TH AVE SE	262193	N
R	Robinswood Community Park Cabana Restroom		254772	2430 148TH AVE SE	262208	
F	Robinswood Community Park House	3104	254772	2430 148TH AVE SE	262198	Y
-	Robinswood Community Park House/Barn		254772	2430 148TH AVE SE	261188	N
F	Robinswood Community Park North Log Cabin	698	254772	2430 148TH AVE SE	262210	N
P	Robinswood Community Park Off Lead Dog Area		254772	2430 148TH AVE SE	439381	N
PL	Robinswood Community Park Parking Lot SE 22nd		254772	2430 148TH AVE SE	261318	N
PL	Robinswood Community Park Parking Lot SE 24th		254772	2430 148TH AVE SE	261256	N
PE	Robinswood Community Park Playground		254772	2430 148TH AVE SE	262179	Y
R	Robinswood Community Park Restroom/Concession	770	254772	2430 148TH AVE SE	262141	N
SF	Robinswood Community Park Soccer Field		254772	2430 148TH AVE SE	261332	N
F	Robinswood Community Park South Log Cabin		254772	2430 148TH AVE SE	262211	N
P	Robinswood North		236270	14844 SE 22ND ST	261107	N
SF	Robinswood North East Baseball Field		236270	14844 SE 22ND ST	262547	N
R	Robinswood North Restroom		236270	14844 SE 22ND ST	376786	N
F	Robinswood Tennis Center	27342	254154	2400 151ST PL SE	262142	Y
SF	Robinswood Tennis Center Outdoor Tennis Court		254154	2400 151ST PL SE	262215	N
PL	Robinswood Tennis Center Parking Lot		254154	2400 151ST PL SE	261285	N
R	Robinswood Tennis Center Restroom	386	254154	2400 151ST PL SE	262143	N
P	Saddleback Mini Park		257723	5501 152ND PL SE	261032	N
PL	Saddleback Mini Park Parking Lot		257723	5501 152ND PL SE	378164	N
PE	Saddleback Mini Park Playground		257723	5501 152ND PL SE	261448	Y
SF	Saddleback Mini Park Sport Courts		257723	5501 152ND PL SE	261447	N
S	Sammamish High School Ballfields		276845	100 140TH AVE SE	262556	N
P	SE 32nd Street Park		185203	UNVERIFIED	261149	N
P	SE 40th Street Boat Ramp		185203	UNVERIFIED	261177	N
PL	SE 40th Street Boat Ramp Parking Lot		185203	UNVERIFIED	261177	N
P	Silverleaf Park		232235	16383 SE 48TH DR	261184	N
PL	Silverleaf Park Parking Lot		232235	16383 SE 48TH DR	262132	N
SF	Silverleaf Park Sport Courts		232235	16383 SE 48TH DR	262323	N
P	Sixth Street Park		276621	10150 SE 6TH ST	260989	N
PE	Sixth Street Park Playground		276621	10150 SE 6TH ST	261441	Y
P	Skyridge Park		222463	13601 SE 20TH ST	261178	N
PE	Skyridge Park Playground		222463	13601 SE 20TH ST	262485	Y
C	South Bellevue Community Center	33,000	237836	14509 SE NEWPORT WAY	261400	Y
-	South Bellevue Community Center and Eastgate Park		237836	14509 SE NEWPORT WAY	261092	N
P	Spady Property (aka Sammamish Property)		232184	1636 WEST LAKE SAMMAMISH PKWY SE	261082	N
S	Spiritridge Elementary School		244751	16401 SE 24TH ST	261114	N
P	Spiritridge Park		233299	16100 SE 33RD PL	261187	N
PL	Spiritridge Park Parking Lot		233299	16100 SE 33RD PL	262184	N
PE	Spiritridge Park Playground		233299	16100 SE 33RD PL	262183	Y
R	Spiritridge Park Restroom	139	233299	16100 SE 33RD PL	262192	N
SF	Spiritridge Park Sport Courts		233299	16100 SE 33RD PL	262169	N
P	Spiritwood Park		282438	1813 146TH AVE SE	261021	N
P	Sunset Park		256743	2835 139TH AVE SE	261185	N
PE	Sunset Park Playground		256743	2835 139TH AVE SE	262490	Y
SF	Sunset Park Sport Courts		25643	2835 139TH AVE SE	213087	N
P	Surrey Downs Park		260980	585 112TH AVE SE	261209	N
SF	Surrey Downs Park East Ballfield		260980	585 112TH AVE SE	261326	N

Master List of Assets/Site Maintained or Serviced by Structural Maintenance - Alphabetical
8/15/2019

PL	Surrey Downs Park Parking Lot	260980	585 112TH AVE SE	261324	
PE	Surrey Downs Park Playground	260980	585 112TH AVE SE	261321	Y
P	Tam O'Shanter Park	245399	1655 173RD AVE NE	261037	N
PE	Tam O'Shanter Park Playground	245399	1655 173RD AVE NE	261782	Y
SF	Tam O'Shanter Park Sport Courts	245399	1655 173RD AVE NE	413086	
S	Tillicum Middle School Sports Field	232827	16020 SE 16TH ST	262514	N
F	Tyee Middle School Gym	222549	13630 SE ALLEN RD	436866	N
P	Tyler Property	224602	11560 SE 60TH ST	369757	N
P	Viewpoint Park	224330	13431 NE 24TH ST	261064	N
P	Westwood Highlands Neighborhood Park	259018	5415 136TH PL SE	260999	N
SF	Westwood Highlands Neighborhood Park Sport Courts	259018	5415 136TH PL SE	261743	N
P	Wilburton Hill Community Park	228467	12001 MAIN ST	261138	N
SF	Wilburton Hill Community Park Ballfield	228467	12001 MAIN ST	261568	N
R	Wilburton Hill Community Park Ballfield Restroom	881 228467	12001 MAIN ST	261561	N
PL	Wilburton Hill Community Park Parking Lot	228467	12001 MAIN ST	261567	N
PE	Wilburton Hill Community Park Playground	228467	12001 MAIN ST	261566	Y
SF	Wilburton Hill Community Park Soccer Field	228467	12001 MAIN ST	261571	N
P	Wildwood Park	253415	260 101ST AVE SE	261186	N
P	Woodridge Water Tower Park	240367	1843 125TH AVE SE	261148	N
P	Zumdieck Park	237098	1500 108TH AVE NE	261100	N
PL	Zumdieck Park Parking Lot	237098	1500 108TH AVE NE	262225	N
R	Zumdieck Park Restroom	221 237098	1500 108TH AVE NE	262220	N
PE	Zumdieck Playground	237098	1500 108TH AVE NE	262223	Y
SF	Zumdieck Sport Court	237098	1500 108TH AVE NE	262222	N

1 A= Aquatic Center 264,481 al of all SQ Ft

6 BP = Beach Park

5 C = Community Center

4 E = Equipment (Pump Vault/Lift Station/Field Pumps)

63 F = Facility

4 M = Misc. (Misc. Facility/Sites where work is done but Bldg. not Maint.)

79 P = Park

5 PA = Park Amenity (Dock, Hard Surface, etc.)

48 PE - Playground Equipment

12 PS = Picnic Shelter

57 PL = Parking Lot

34 R = Restroom

5 S = School Site

39 SF = Sports Field/Sport Court

4 SP = Skate Park

7 WF = Water Feature

9 - Misc. Naming Convention option

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This document is in a constant state of evolution and the facilities, vocabularies and names are ever changing and expanding. Therefore, the necessary information that is presented above is and will be subject to change and periodically updated.

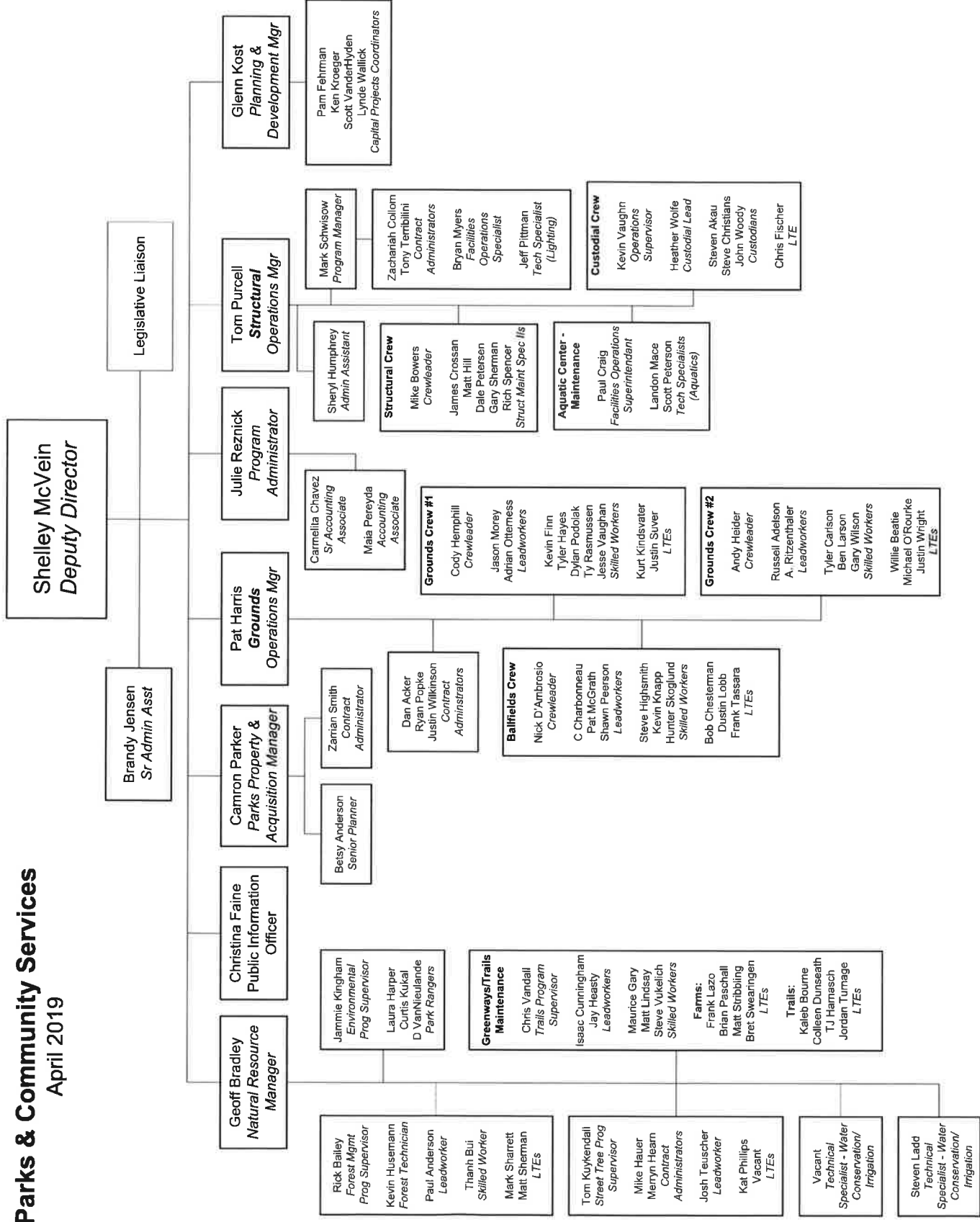
115 = # of A/C/F/PS/R Structures SM Maintains.

146 = Parks & Parking Lots (Parks, Beach & Skate)

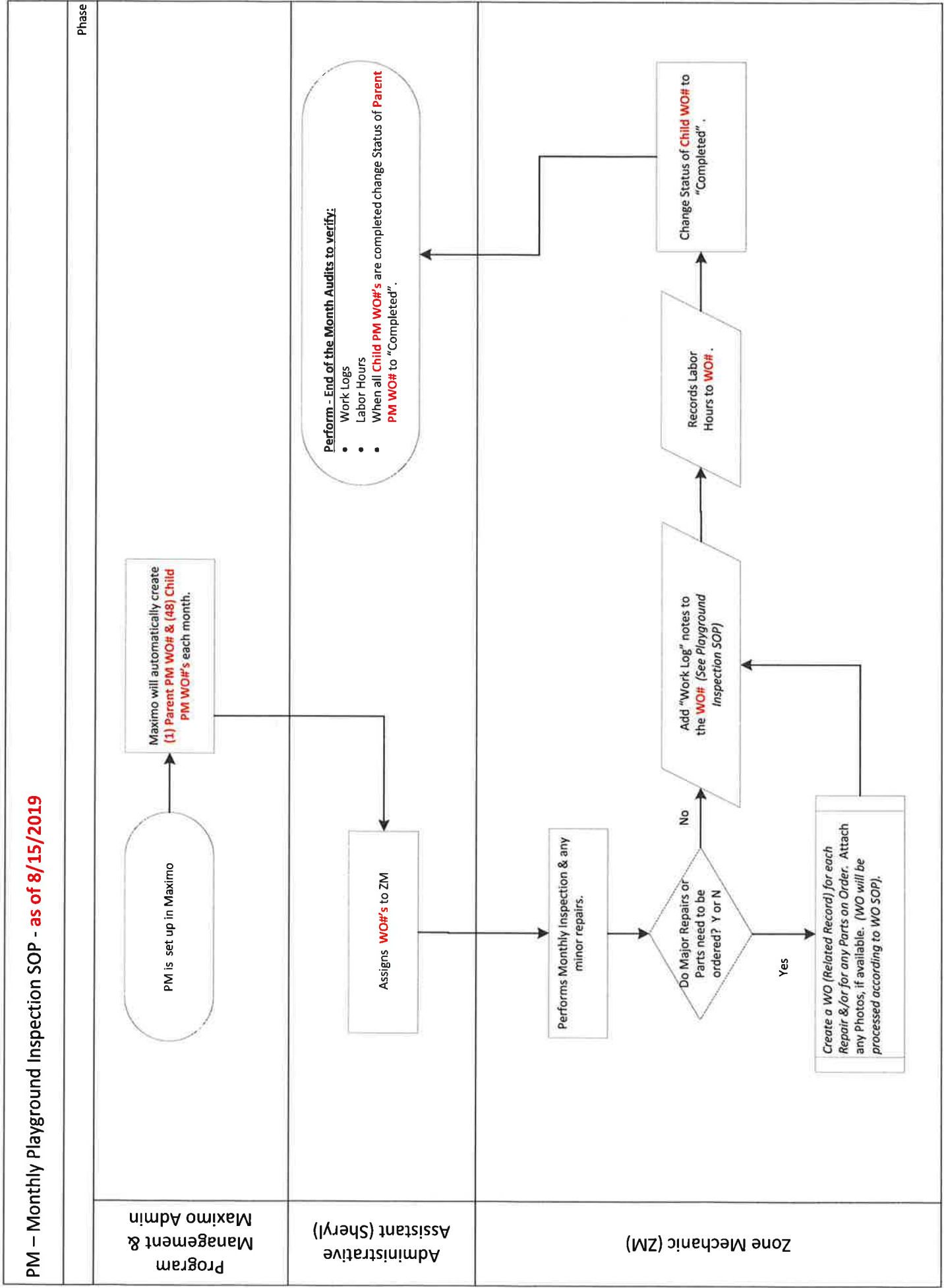
Appendix 2

Parks & Community Services

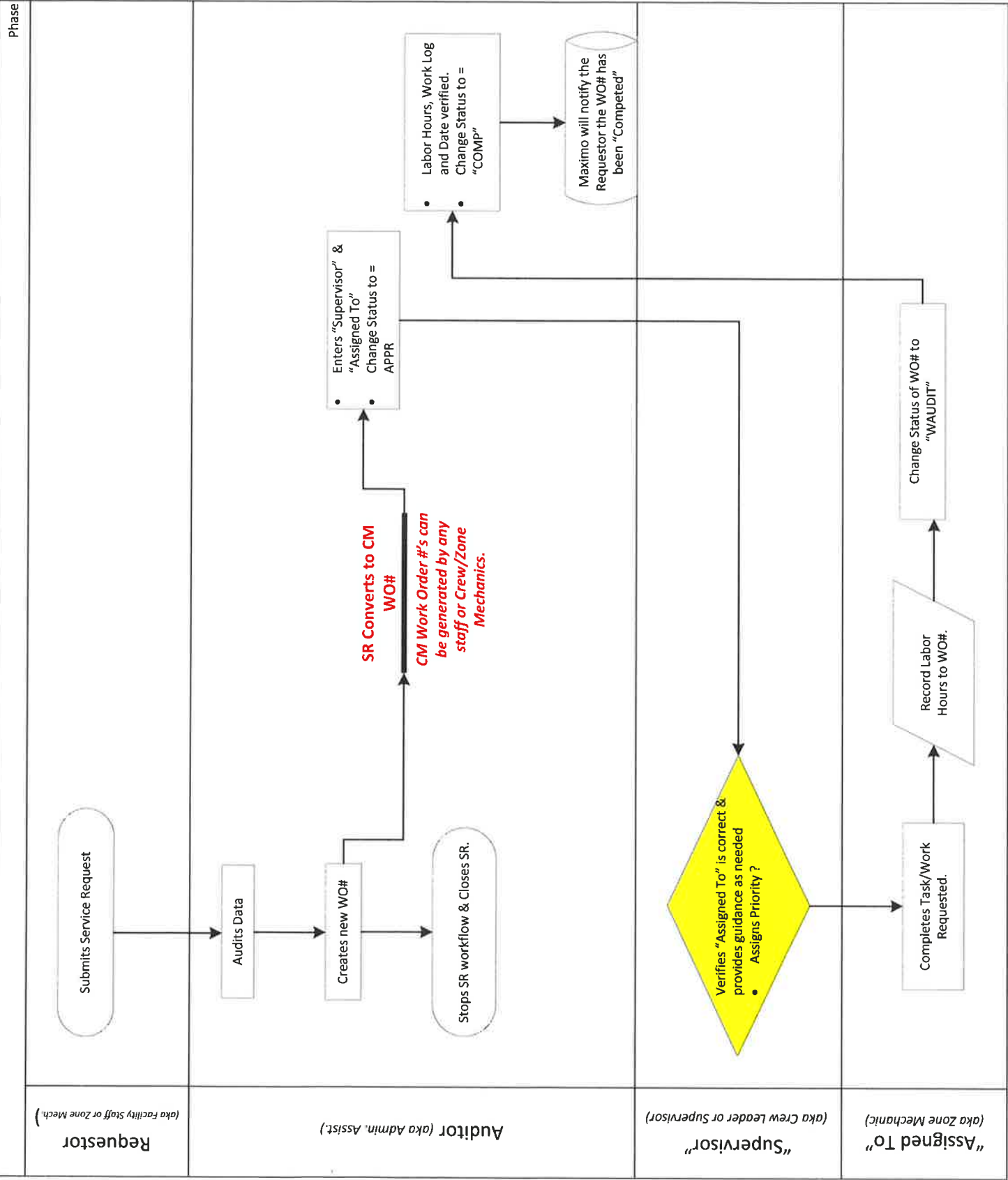
April 2019



Appendix 3



"Service Requests" SOP (How a SR converts to a "CM" Work Order #) - "As of 8/15/2019"



Appendix 4

PARKS & COMMUNITY SERVICES

Subject: Annual Building Maintenance (ABM) SOP	Lead Contact: Kevin Vaughan
<i>Employee Title:</i> Structural Operations Supervisor	<i>Category:</i> Preventative Maintenance – Annual Maintenance
<i>Division/Unit:</i> Parks/Structural	<i>Date Implemented:</i> January 1, 2019
Definitions: <ul style="list-style-type: none">• <u>Employee Title:</u> Manager, Supervisor, Contract Administrator, Crew Leader• <u>Division/Unit:</u> Grounds, Natural Resources, Structural• <u>Category :</u> Admin; Operations; Policies; Emergency Mgmt.	

Purpose

In order to proactively manage the maintenance of Parks major facilities (assets) “Annual Building Maintenance” Inspections are scheduled. In addition, Preventative Maintenance work/tasks (testing, inspections, services, etc.) as well as Renovation and Refurbishment projects will/can occur during these prearranged schedule dates/times. See the yearly Renovation and Refurbishment Plan or the Structural Maintenance Preventative Maintenance Plans for specifics.

To ensure facility users/participants/citizens are minimally impacted it is pertinent Structural Maintenance Staff & the Facility Managers work closely together. Well maintained facilities send a powerful message about the importance of community places and encourage future public investment.

Procedures

1. Structural Operations Supervisor will collaborate with the Facility Management team to develop a comprehensive “Annual Building Maintenance Schedule”. Each year, the Schedule will identify:
 - Facilities (assets) to be Inspected.
 - Accurate Facility Manager contact information.
 - Dates when major work/tasks will be performed at each facility (asset). *Note: Some work/tasks not all*

All documents created will be updated and posted on [J:\RESOURCE MANAGEMENT\RMFILES\Structural Operations\02 POLICY & procedures \(SOP\)/SOP](J:\RESOURCE MANAGEMENT\RMFILES\Structural Operations\02 POLICY & procedures (SOP)/SOP)

2. 60 days prior to a facility's “Annual Building Maintenance” scheduled dates -

The Structural Operations Supervisor will:

- Contact Facility Manager to confirm dates, verify facility staff is submitting “Service Requests” in a timely manner and explain expectations of when work identified will be performed.
- Review the Renovation & Refurbishment plans for the facility.
- Invite, schedule and conduct a “Walk-through” of the facility with all pertinent Maintenance Staff.

Purpose of “walk-through:

- Evaluate & discuss past corrective maintenance conducted throughout the previous year to access trends &/or to address any issues.
- Discuss any Renovation projects planned or that may need to be added.
- Collaborate & communicate task/work expectations with pertinent Maintenance Staff. (See ABM Inspection form)

PARKS & COMMUNITY SERVICES

3. The Structural Operations Supervisor will create a comprehensive “Annual Maintenance WO task list” to be presented at the “Annual Maintenance Meeting” to the Structural Maintenance Team.

Purpose of “Annual Maintenance Meeting”:

- Review &/or discuss any outstanding tasks/work >30 days previously identified for other facilities. (If necessary, the Supervisor will communicate outstanding issues with the Facility Manager.)
- Review & discuss the WO task list and assign to appropriate Structural Maintenance Team member for completion.

Structural Team member's expectations:

- Each Team member will be responsible for completing all work assigned.
- Communicate any scheduling issues, concerns or possible delays ASAP.
- If/When applicable - Document labor hours &/or costs to appropriate/specified WO.

After meeting:

- Structural Operations Supervisor will distribute the final “Annual Maintenance WO Task list” to the Facility Manager.
- All identified work will be completed accordingly and in a timely manner.

Project is Complete.

PARKS & COMMUNITY SERVICES

Annual Maintenance – Facility Manager/Staff Helpful Hints:

Lead Contact: Kevin Vaughan ext: 425-452-7831 or Cell Phone: 425-864-1736

Purpose of Annual Maintenance

In order to proactively manage the maintenance of the facilities (assets), all major facilities (assets) are scheduled for “Annual Building Maintenance” Inspections. In addition, Preventative Maintenance work/tasks (testing, inspections, services, etc.) as well as Renovation and Refurbishment projects will/can occur during these prearranged schedule dates/times. Refer to the yearly Renovation and Refurbishment Plan in addition to the Structural Maintenance Preventative Maintenance Plans for specifics.

To ensure facility users/participants are minimally impacted it is pertinent Structural Maintenance Staff & the Facility Managers work closely together. Well maintained facilities send a powerful message about the importance of community places and encourage future public investment.

Annual Maintenance Requirements:

1. Once the Facility Manager has agreed to the “Annual Maintenance Dates” the Facility Manager will make every attempt to “NOT” changes/alter scheduled dates.
2. Facility Access & Maintenance activities – Unless other arrangements have been made the Structural Maintenance Team assumes “NO” programming &/or public events will be booked or planned during the agreed upon Dates. *E.g. Hardwood flooring is a 5 day minimum curing process once applied.*

Submitting Service Requests:

- ✓ If you have an immediate “Emergency Maintenance Repairs” please contact a Structural Maintenance Crew Leader or Supervisor and then follow up with a Service Request in Maximo.
- ✓ All other “Maintenance Repairs” the Facility Managers/Staff should submit Service Requests throughout the year. **Do not wait/hold requests until ANNUAL MAINTENANCE.** Please make sure to include a full description of all details pertinent to the repairs when submitting your request.
- ✓ Maximo Training: If Facility staff need additional training on submitting Service Requests please contact Sheryl Humphrey x4433, she would be happy to assist in anyway.

PARKS & COMMUNITY SERVICES

**Annual Building Maintenance (ABM) Checklist Overview**

See ABM Schedule each year for a comprehensive list of Assets inspected.

Inspection: Tasks/work identified below will be the main focus of the ABM walk-through. When applicable, Maintenance Staff will document labor hours &/or costs to the appropriate ABM WO#. Any additional/specific tasks/work identified will have an "Individual WO#" created and Maintenance Staff will document labor hours &/or costs appropriately. In addition, Preventative Maintenance work/tasks (testing, inspections, services, etc.) as well as Renovation and Refurbishment projects will/can occur during these prearranged ABM scheduled dates/times. See the yearly Renovation and Refurbishment Plan or the Structural Maintenance Preventative Maintenance Plans for specifics &/or WO#'s to ensure proper documentation.

EXTERIOR:

Hard Surfaces - Slip/Trip Hazards, Pressure Washing needs, Drainage issues, etc.
Lighting - Re-Lamp or replacement of lamps, determine as needed or replamp schedule
Painting - Determined as needed.
Roof & Gutter - Leaf removal, verify proper drainage, damages, etc.
Vector/Pest Control - Checking access points, traps, etc.
Windows - Checking for failures, cleanliness, etc.

INTERIOR:

Appliance Inspection - Checking operational function, cleanliness
Doors - Check for function, locks, closures
Emergency &/or Exit Lighting - Operational.
Furniture - Check condition & evaluate replacement needs.
Lighting - Check for outages.
Painting - Determine as needed.
Walls/Dividers - Check condition, holes, scrapes, repairs

Tasks Performed by Maintenance Staff: All tasks/work identified below will be performed each year/each facility and for these tasks Labor Hours will be recorded using the ABM WO #. Additional tasks/work identified will have an "Individual WO#" created and the ZM or Maintenance Staff will record labor Hours &/or costs appropriately to that "Individual WO#".

SMS II :**INTERIOR:**

Appliance Maintenance - Refrigerator/Freezer condenser coil cleaning
Emergency & Exit Lighting - Verify they are fully functional, repairs/replacement as needed
GFCI - Testing
Grease Trap - Check & clean (Robinswood House Only)
Range Hood - Remove filters and clean (run through dishwasher.)

EXTERIOR:

N/A - Nothing identified at this time.

Facility Specialist:

HVAC - Inspect & assess the deep cleaning needs of returns and registers.

Janitorial Crew Lead:

Appliance Maintenance - Stove Cleaning
HVAC - Clean Air return grills & registers as needed.

Contracted Services: If tasks/work fall outside of an existing Contract &/or Preventative Maintenance WO# a new WO # will be created for the task/work to ensure labor hours &/or cost are recorded appropriately. Additional Contracted Service maybe performed during this Annual Maintenance schedule at the discretion of the Contract Administrator &/or Maintenance Staff.

EXTERIOR:

Roof & Gutter Cleaning

INTERIOR:

Alarm Testing - Fire Suppression, Security, etc.
Hardwood Floors - Refinish
Janitorial Services - Deep Cleaning, Carpet Cleaning, Resilient Floor Cleaning, etc.,
Range Hood - Testing



City of Bellevue
Parks & Community Service Department

Annual Building Maintenance (ABM) Checklist for Maintenance Staff

Facility Name & ABM WO# _____

Tasks Performed by SMS II : All tasks/work identified below will be performed each year at each facility and for these tasks, Labor Hours/Materials will be recorded using the Facilities ABM WO #.

EXTERIOR:

☐ N/A - Nothing identified at this time.

INTERIOR:

- ☐ **Appliance Maintenance** - Refrigerator/Freezer condenser coil cleaning
- ☐ **Emergency & Exit Lighting** - Verify they are fully functional, repairs/replacement as needed
- ☐ **GFCI** - Testing
- ☐ **Grease Trap** - Check & clean (Robinswood House Only)
- ☐ **Range Hood** - Remove filters and clean (run through dishwasher.)
- ☐ _____
- ☐ _____

Janitorial Crew Lead : All tasks/work identified below will be performed each year at each facility and for these tasks, Labor Hours/Materials will be recorded using the Facilities ABM WO #.

INTERIOR:

- ☐ **Appliance Maintenance** - Stove Cleaning
- ☐ **HVAC** - Clean Air return grills & registers as needed.
- ☐ _____
- ☐ _____

Work assigned to: _____

Additional Notes: After the walk-through specific tasks/work identified will have an "Individual WO#" created. The SMS II or Maintenance Staff will record labor Hours &/or costs appropriately to that "Individual WO#". The above information is subject to change, please see Structural Operations Supervisor or Crew Leader if necessary.

1/17/2019

2019 Structural Operations Annual Building Maintenance Plan

Locations	Facility Contact	Facility Backup Contact	Structural Contact	Work Orders	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Mercer Slough Winters House <i>Removed for 2019</i>	Michelle Campbell	Jammie Kingham	Kevin	Moiballed	21st-1st											
Robinswood House	Jon Wilson	Mike Burkev	Kevin	772197	21st-1st											
BBG Buildings	Nancy Kartes															
Shorts																
Sharps																
Visitors																
Crossroads Youth Theatre																
North Bellevue Community Center	James McClain	Sheila Framke	Kevin	772216	21st-1st											
Ivanhoe BYT Theatre	Dan Lassiter	Darrion Spartley	Kevin	772217	21st-1st											
MS Overlake BB Farm (RR, Produce Bldg.) <i>Removed for 2019</i>	James McClain	Sheila Framke	Kevin	772196	11th-15th											
Lake Hills Greenbelt Produce Building	Jammie Kingham	Laura Harper	Kevin	772201	19th-22nd											
Lewis Creek Visitor Center	Jammie Kingham	Laura Harper	Kevin	772203			4th-8th									
Lake Hills Clubhouse	Curtis Kukal	Jammie and Michelle	Kevin	771826			18th-22nd									
Robinswood Barn	Jon Wilson	Michelle Campbell	Kevin	771826				8th-12th								
McDowell House	Cindy Shelton	Anna M. S.	Kevin	772207				8th-12th								
Kelsey Creek Farm Buildings	Jammie Kingham	Josh Gannis	Kevin	772208					6th-10th							
Animal Barn	Annamarie S.	Pam & Tamar	Kevin	772206												
Education Barn				772219					13th-17th							
House				771829					13th-17th							
Red Barn				772220					13th-17th							
Crossroads Community Center	Vicki Drake	Judi & Tiberius	Kevin	772215						24th-7th						
Belfields Old Yard	Chris Vandall	Geoff Bradley	Kevin	772209						8th-12th						
South Bellevue Community Center	Jennifer Newton	Joan Perugini	Kevin	772210							19th-28th					
Bellevue Aquatic Center	Paul Craig	Landon Mace	Paul	XXXXXX								19th-28th				
Robinswood Tennis Center	John Soriano	Robert Thrall	Kevin	771828								19th-28th				
Northwest Arts Center	Cindy Shelton	Cindy Shelton	Kevin	772211								26th-30th				
Mercer Slough Ed. Center	Dustin Vann	Jammie and Michelle	Kevin	772221								26th-30th				
Larsen Lake Farm Buildings	Jammie Kingham	Laura Harper	Kevin	772204								26th-30th				
Produce Bldg				772204								26th-30th				
Cabin				772230								26th-30th				
Crossroads Annex	Tom R	Tom R	Kevin	772212									7th-11th			
Bellevue Golf Maintenance Bldg.	Tom R	Tom R	Kevin	772213									7th-11th			
Lake Hills Ranger Station	Laura Harper	Jammie Kingham	Kevin	771827											4th-8th	
Lake Hills Greenbelt Peg Patch Garden Shelter	Laura Harper	Jammie and Michelle	Kevin	772205											18th-22nd	
Resource Management Office and Crew	Pat Harris	Dan Ackler	Kevin	772214												2nd-6th
Highland Community Center	Kim Indurkar	Mary Boyle	Kevin	772195												2nd-6th
																9th-13th

RED = Building Closed for Hardwood Floor Application

Appendix 5

Resource Management Blood Borne Pathogen Response Policy

1.0 Purpose:

This policy defines when Resource Management Staff responds to Community Centers &/or any City facilities when there has been a potential exposure to bloodborne pathogens.

2.0 Goal:

The goal of this Policy is to provide a uniform response to BBP events at all our facilities. It is also intended to protect all customers and restore service levels back to a safe operational condition.

3.0 Definitions:

- 3.1 **Department Representatives:** Resource Management Structural Operations Staff, Emergency Operations on call staff.
- 3.2 **BBP kit:** This is the name of the kit that we will require to be located on site at all Facilities.
- 3.3 **BBP Disposal Can:** This is the on site disposal can for all contaminated materials located in all facilities.
- 3.4 **BBP Responder:** This is the person that responds to clean up the site.
- 3.5 **Site Coordinator:** Facility Managers, Program Directors, Site Monitors are the staff that would require Resource Management Staff to provide assistance.
- 3.6 **Threshold:** This is referring to the amount of blood that will require assistance from Resource Management.

4.0 Responsibility:

- 4.1 **Site Coordinator:** has the responsibility to protect all customers from any cross contamination in the event of a BBP event. This person also has the responsibility to document the incident using The Risk Management Injury Report Form. They will also determine if Resource Management Staff are necessary.
 - 4.1.1 This is the amount of blood that will trigger the threshold to call Resource Management. The amount is more than a Tablespoon.
 - 4.1.2 This person will also be responsible to have BBP kits available on site to handle all incidents less than a tablespoon.
- 4.2 **Resource Management:** will dispatch Custodial staff who will follow all BBP Rules and Procedures following training they received from Risk Management.
 - 4.2.1 Custodial staff will respond during normal business hours. Emergency Operations on call staff will respond after hours.
 - 4.2.2 The Structural Operations Supervisor will manage supplies for Custodians and on call staff to clean up the area in the event it is more than a tablespoon.

Appendix 6



Aquatic Facility Operator_

Year

20—

Facility_

[illegible]

Appendix 7

PARKS & COMMUNITY SERVICES

Subject: SOP - Public Playground Safety Program (Monthly Inspections)	Lead Contact: Sheryl Humphrey
<i>Employee Title:</i> Administrative Assistant	<i>Category:</i> Operations
<i>Division/Unit:</i> Parks - Structural	<i>Date Implemented:</i> June 1, 2018
Definitions: <ul style="list-style-type: none"> • <u>Employee Title:</u> Manager, Supervisor, Contract Administrator, Crew Leader, Crew Member/Zone Mechanic • <u>Division/Unit:</u> Structural • <u>Category:</u> Admin; Operations; Policies. 	

Purpose:

The City of Bellevue Parks & Community Services Dept. is dedicated to providing quality, well-maintained, clean and safe parks and facilities for the public. To continue this effort, the Parks & Community Services Dept. has developed a "Public Playground Safety Program" to protect and preserve the unsupervised public playground facilities and its users.

The Public Playground Safety Program, "SOP - Monthly Playground Inspection" outlines a sustainable monthly inspection process to maintain a standard of care that will identify new hazards resulting from changes to the playground environment due to:

- Wear
- Vandalism
- Breakage
- Storm Damage
- Litter
- Other Environmental concerns

All Inspections will be performed by a designated Zone Mechanic (ZM). All ZM's will be certified as a Playground Safety Inspector (CPSI) the first year of employment with the City. Inspections will be performed in accordance to manufacturer's instructions, Public Playground Safety Handbook and the ASTM Standards.

All documentation will be retained in accordance to the City's File Retention Guidelines.

SOP – Monthly Playground Inspections:

1. Preventative Maintenance (PM) WO#'s – Each month Maximo will automatically generate Work Order #'s (WO#'s) for all 48 playground sites.
2. The **Administrative Assistant (Sheryl)** will assign WO#'s to the appropriate Zone Mechanic (ZM)/CPSI and will change the "Status" of the WO# to = "APPR".
3. The **Zone Mechanic (ZM)/CPSI** will perform a monthly "hands on" inspection at each playground site. As a reference each site will have "Playground Inspection Checklist" that will be within Maximo attached to the Playground Asset. The monthly Inspection will be to:
 - ✓ Identify new hazards on public playground equipment/areas resulting from changes to the playground environment due to:
 - ❖ Wear
 - ❖ Vandalism
 - ❖ Breakage
 - ❖ Storm Damage
 - ❖ Litter
 - ❖ Other Environmental concerns
 - ✓ Repair and/or remove hazardous equipment according to the manufacturer's instructions, Public Playground Safety Handbook and the ASTM Standards.
 - ✓ *If unable to complete action/repair immediately (during Inspection) ZM/CPSI will create a new WO# for the repair. All Parts &/or additional Services are required to have a WO# created. All/any invoices for Playground must be turned into the Administrative Assistant for proper file retention.*

PARKS & COMMUNITY SERVICES

4. Each month:

Zone Mechanics will:

1. Fully document all hazards, repairs, equipment replacement, etc. by utilizing the "Work Log" within the Maximo WO# assigned each month.
2. Turn in all Invoices to Administrative Assistant for File Retention.
3. Change each WO# "Status" to = "COMP" Completed.
4. **ZM – Labor Entry Expectations**: Zone Mechanics will be required to enter their "Labor Hours for the Inspection" on the same day the Inspection was performed.

Administration Assistant will:

1. Each Month a "End of the Month Audit" will be performed to verify ZM's have documented the "Work Log" & has entered Labor Hours for each inspection.

5. Yearly:

Administration Assistant (Sheryl) will:

1. Provide management will appropriate reports outlining Costs and Hours for this Program.

2019 - Master Playground List

Asset #		Location #	Address
262396	Ardmore Park Playground	244187	16833 NE 30th St
262449	Bellevue Downtown Park Playground	277469	10201 NE 4th St
461569	Bridle Trails Corner Park Playground	254196	2402 134th Ave NE
262229	Chandler Park Playground	243261	16722 SE 56th Pl
261235	Cherry Crest Mini Park Playground	254404	2433 127th Ave NE
262231	Cherry Crest Park Playground	227856	12404 NE 32nd St
262293	Chism Beach Park Playground	225157	1175 96th Ave SE
262308	Clyde Beach Park Playground	239154	2 92nd Ave NE
261424	Collingwood Mini Park Playground	233631	16030 SE 46th Way
262148	Crossroads International Park Playground	232650	16000 NE 10th St
262149	Crossroads International Park Water Spray Park and Playground	232650	16000 NE 10th St
262146	Crossroads Park Playground	232650	16000 NE 10th St
261373	Deer Run Park Playground	257943	5770 176th Pl SE
261407	Eastgate Park & South Bellevue Community Center Playground	237836	14509 SE Newport Way
436760	Enatai Beach Park Playground	248172	3519 108th Ave SE
261717	Enatai Park Playground	275676	10661 SE 25th St
261657	Evergreen Park Playground	230087	15655 Lake Hills Blvd
261262	Forest Glen Park Playground	260556	5911 Forest Dr SE
509215	Forest Hill Park Playground	223726	13232 SE 51st Pl
261773	Forest Ridge Mini Park Playground	231020	15439 SE 67th St
432957	Goldsmith Neighborhood Park Playground	237695	14475 NE 35th St
261342	Hidden Valley Sports Park Playground	238496	1905 112th Ave NE
261531	Highland Park and Community Center Playground Equipment	234087	14224 NE Bellevue-redmond Rd
261630	Hillaire Park Playground	229780	15803 NE 6th St
261636	Ivanhoe Park Playground	244918	16600 Northup Way
261815	Ivanhoe Theatre and Sports Park Playground	243661	16661 Northup Way
262241	Kelsey Creek Park Farm Playground	250576	410 130th Pl SE
261614	Killarney Glen Park Playground	239635	1933 104th Ave SE
261646	Lake Hills Park Playground	228485	1200 164th Ave SE
261613	Lakemont Highlands Park Playground	230187	15800 SE 63rd St
261755	Lakemont Park Playground	258754	5170 Village Park Dr SE
262365	Lattawood Park Playground	261822	4530 155th Ave SE
261352	Lewis Creek Community Park Playground	260821	5808 Lakemont Blvd SE
261249	Meadow Wood Park Playground	223231	13817 SE 60th St
261308	Meydenbauer Bay Park Playground	250462	419 98th Ave NE
262429	Newcastle Beach Park Playground	262909	4400 Lake Washington Blvd SE
261518	Newport Hills Park Playground	261179	6029 120th Ave SE
261294	Northtowne Park Playground	256394	2800 Bellevue Way NE
262137	Norwood Village Park Playground	226964	12309 SE 23rd Pl
262179	Robinswood Park Playground	254772	2430 148th Ave SE
261448	Saddleback Mini Park Playground	257723	5501 152nd Pl SE
261441	Sixth Street Park Playground	276621	10116 SE 6th St
262485	Skyridge Park Playground	222463	13601 SE 20th St
262183	Spiritridge Park Playground	233299	16100 SE 33rd Pl
262490	Sunset Park Playground	256743	2835 139th Ave SE
261321	Surrey Downs Park Playground	260980	585 112th Ave SE
261782	Tam O'Shanter Park Playground	245399	1655 173rd Ave NE
261566	Wilburton Hill Community Park Playground	228467	12001 Main St
262223	Zumdieck Park Playground	237098	1500 108th Ave NE



ARDMORE PARK PLAYGROUND CHECK LIST

(Page 1 of 2)

EQUIPMENT OVERVIEW/DETAILS:

Equipment Type: Little Tykes/Iron Mtn. Forge

Installation Date:

Equipment Contacts:

Renovation Projects: Play Structure Replacement - Est. 2022 (See Reno & Refurbishment Plan for details)

Ardmore Park Asset #261057

Playground Asset# 262396

Playground Equip. Asset#262358

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Work Log in Maximo should include: Any actions/repairs taken and the date completed to bring equipment back to standard. If unable to complete action/repair immediately (during inspection) - Identify action/repair under "Work Log " to generate a Work Order #(WO). Required - 1.) Always request a WO if Parts are on Order". 2.) Provide Sheryl a copy of Part Invoice/receipt in order to archiving requirements.

MAIN STRUCTURE #1 - FORT 5 - 12 Yr Old

Structure Basics:

(List same for all sites.)

Park Structural SWO#437340

Playground Repairs SWO #576879

Bridges/Ramps

Fasteners

Panels & Walls

Platforms/Stairs

Post/Beams/Caps

Railings/Barricades

Roofs/Covers/Shades

Seats/Tables/Special Features

(Attached to Structure)

Climbers: Attached to main structure.

(Site Specific)

Fasteners

Foothold/Climbing Wall/Center Access

Ladder (Straight or Curvy)

Pole (Disk/Fireman/Spiral)

Rope/Chain Climber

Slide: Attached to main structure.

(Site Specific)

Fasteners

Double Straight

Single

Spiral &/or Twist

AMENITIES/MISC. - Within

Playground Area Only (Site Specific)

Age Appropriate Sticker (Main Struct. ONLY)

Manufacturer's Stamp (Main Struct. ONLY)

Signage/Plaques/Mural

MAIN STRUCTURE #2 - TOWER 2- 5 Yr Old

Structure Basics:

(List same for all sites.)

Bridges/Ramps

Fasteners

Panels & Walls

Platforms/Stairs

Post/Beams/Caps

Railings/Barricades

Roofs/Covers/Shades

Seats/Tables/Special Features

(Attached to Structure)



Appendix 8

LED Fixture & Lighting Replacement Plan

Community Center/Aquatic & Visitor Centers	Details
Bellevue Aquatic Center Building	Building Security Fixtures & Lighting (In &/or on Bldg.)
Bellevue Botanical Garden Visitor Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
Crossroads Community Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
Highland Community Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Classroom 1 & 2	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Elevator Building	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Kids Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Multipurpose Room	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Sullivan House	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Visitor Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Wet Lab #1	Building Security Fixtures & Lighting (In &/or on Bldg.)
MSEEC Wet Lab #2	Building Security Fixtures & Lighting (In &/or on Bldg.)
North Bellevue Community Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
Northwest Art Center	Building Security Fixtures & Lighting (In &/or on Bldg.)
Restroom & Misc. Buildings	Details
Bannerwood Ballfield Park Stadium Building	Building Security Fixtures & Lighting (In &/or on Bldg.)
Bellevue Golf Course Maintenance Shop	Building Security Fixtures & Lighting (In &/or on Bldg.)
Bellevue Golf Course Pro Shop	Building Security Fixtures & Lighting (In &/or on Bldg.)
Clyde Beach Park Boathouse	Building Security Fixtures & Lighting (In &/or on Bldg.)
Clyde Beach Park Lifeguard Shack	Building Security Fixtures & Lighting (In &/or on Bldg.)
Clyde Beach Park Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Crossroads Park Annex	Building Security Fixtures & Lighting (In &/or on Bldg.)
Downtown Park Formal Garden Men's Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Downtown Park Formal Garden Women's Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Downtown Park Restroom SW Corner	Building Security Fixtures & Lighting (In &/or on Bldg.)
Hidden Valley Sports Park Storage Building	Building Security Fixtures & Lighting (In &/or on Bldg.)
Kelsey Creek Park Farm Animal Barn	Building Security Fixtures & Lighting (In &/or on Bldg.)
Kelsey Creek Park Farm Education Barn	Building Security Fixtures & Lighting (In &/or on Bldg.)
Kelsey Creek Park Farm House	Building Security Fixtures & Lighting (In &/or on Bldg.)
Kelsey Creek Park Farm Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Mercer Slough Winters House	Building Security Fixtures & Lighting (In &/or on Bldg.)
Meydenbauer Beach Park Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Northwest Art Center House	Building Security Fixtures & Lighting (In &/or on Bldg.)
Robinswood Community Park Barn	Building Security Fixtures & Lighting (In &/or on Bldg.)
Robinswood Community Park House	Building Security Fixtures & Lighting (In &/or on Bldg.)
Robinswood Community Park House Cabana	Building Security Fixtures & Lighting (In &/or on Bldg.)
Robinswood Community Park House Cabana Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Robinswood Community Park Restroom/Concession	Building Security Fixtures & Lighting (In &/or on Bldg.)
Zumdieck Park Restroom	Building Security Fixtures & Lighting (In &/or on Bldg.)
Parking Lots	Details
Bannerwood Ballfield Park Parking Lot Lighting	LED Fixtures & Lighting
Bellevue Aquatic Center Parking Lot Lighting	LED Fixtures & Lighting
Bellevue Golf Course Parking Lot NE 55th - Parking Lot Lighting	LED Fixtures & Lighting
Crossroads Community Center Parking Lot	LED Retro Fit
Crossroads International Park Parking Lot NE 8th	LED Retro Fit
Crossroads International Park YES Parking Lot 164th	LED Retro Fit
Crossroads Park Annex Parking Lot	LED Fixtures & Lighting
Downtown Park Parking Lot 100th NE	LED Fixtures & Lighting
Hidden Valley Sports Park Parking Lot	LED Fixtures & Lighting
Highland Community Center Parking Lot Lower	LED Fixtures & Lighting
Highland Community Center Parking Lot Upper	LED Fixtures & Lighting
Kelsey Creek Park Farm Parking Lot at House	LED Fixtures & Lighting
Kelsey Creek Park Farm Parking Lot Main Entrance	LED Fixtures & Lighting
LHGB Ranger Station Parking Lot	LED Fixtures & Lighting

LED Fixture & Lighting Replacement Plan

Community Center/Aquatic & Visitor Centers	Details
Meydenbauer Beach Park Parking Lot	LED Fixtures & Lighting
Northwest Art Center Parking Lot	LED Fixtures & Lighting
Robinswood Community Park Parking Lot SE 22nd	LED Fixtures & Lighting
Robinswood Community Park Parking Lot SE 24th	LED Fixtures & Lighting
Robinswood Tennis Center Parking Lot	LED Fixtures & Lighting
Parks	Details
Crossroads Community Park	LED Retro Fit Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Crossroads International Park	LED Retro Fit Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Downtown Park	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Hidden Valley Sports Park	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Highland Community Park	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Kelsey Creek Park Farm	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Meydenbauer Beach Park	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Wildwood Park	LED Exterior Fixtures & Lighting (Pathway, Bollards, Signage, etc.)
Sports Courts/Skate Parks	Details
Hidden Valley Sports Park Basketball & Tennis Court	LED Sports Lighting
Highland Community Center Indoor Skate Park	LED Fixtures & Lighting

Appendix 9

ATTACHMENT “D”

STANDARDS OF PERFORMANCE & WORKMANSHIP

The intent of this portion of the specifications is to clarify the City’s expectation for the level of service and janitorial care of its Parks & Community Services’ facilities. The following statements indicate the general, minimum standards of cleanliness and workmanship to be furnished under the contract however, these standards are not meant to replace or supersede manufacturers’ recommendations, or the latest industry standards for the use and application of materials and equipment.

The level of service, as outlined in these specifications, shall be consistently maintained for the duration of the contract.

1.0 ENTRY AREAS (FRONT SIDEWALK TO FRONT DOOR UP TO 40 FEET, AND 10 FEET OF ANY OTHER EXIT)

Satisfactory and acceptable entry areas, including exterior foyers, entry ramps, stairways, and interior lobbies, shall be free of dirt, dust, debris, trash and stains. Acceptable entry areas shall present a clean, uniform appearance.

- All paper, trash, or other discarded materials shall be disposed of in the appropriate recycling or trash container.
- Vertical surfaces of exterior foyers shall be cleaned as necessary to remove cobwebs, dirt, dust, and other loose or foreign material.
- Interior and exterior entry areas shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Entry mats shall be thoroughly vacuumed. Surfaces under entry mats shall be routinely checked and swept and/or vacuumed as needed to remove dirt, dust, and other loose or foreign material.
- Hard surface floor, carpet, and entry mat stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, heel and scuff marks, oil, and tar.
- Entry doors and door glass shall be cleaned inside and out to remove fingerprints, smudges, spots, streaks, etc.
- Counter tops, desks and tables shall be dusted and wiped down to remove fingerprints, smudges, spots and streaks, etc.
- Items moved during entry area cleaning operations shall be returned to their original location.

2.0 FLOOR CARE (EXCEPT KITCHENS, RESTROOMS/LOCKER ROOMS & ELEVATOR CABS)

CARPET

Satisfactory and acceptable carpet areas shall be free of dirt, dust, debris, spots and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Paper clips, staples, and other debris shall be picked up and thrown away.

- Carpeted areas shall be thoroughly vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Carpet spots and stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee, grease, gum, oil, and tar.
- Baseboards shall be cleaned to remove scuff and smudge marks.
- Items moved during carpet cleaning operations shall be returned to their original location.

HARD SURFACE FLOORS

Satisfactory and acceptable hard surface floor areas shall be free of dirt, dust, debris, heel marks, smears, smudges, spots, stains, and streaks. Acceptable hard surface floors shall present a clean, uniform appearance.

- Hard surface floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, other corners and crevices, and tracks and runners.
- Hard surface floors shall be wet mopped using an appropriate cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, fixtures, furniture, and walls prior to completing wet mopping operations.
- Hard surface floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Items moved during floor cleaning operations shall be returned to their original locations.

TILE FLOOR

Satisfactory and acceptable tile and grout floor areas shall be free of dirt, dust, debris, heel marks, smears, smudges, spots, stains, and streaks. Acceptable hard surface floors shall present a clean, uniform appearance.

- Tile floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Tile surface floors shall be wet mopped using an appropriate cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution.
- Grout shall be scrubbed, when necessary, using a brush to prevent build up and discoloration.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, fixtures, furniture, and walls prior to completing wet mopping operations.
- Hard surface floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Items moved during floor cleaning operations shall be returned to their original locations.

POOL DECK

Satisfactory and acceptable pool deck areas shall be free of dirt, dust, and debris. Acceptable pool deck areas shall present a clean, uniform appearance.

- Pool decks shall be dust mopped, swept or vacuumed to remove dirt, dust, and debris.
- Pool decks shall be hosed and then wet mopped using a quaternary disinfectant cleaner. All mopped pool decks shall be rinsed and free of cleaning solution per manufactures instruction.
- Items moved during pool deck cleaning operations shall be returned to their original location.

ACID WASH CONCRETE

Satisfactory and acceptable acid washed concrete floors shall be free of dirt, dust, debris, heel marks, smears, smudges, spots, stains and streaks.

- Acid washed concrete floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet machine scrubbing. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Acid washed concrete floors shall be machine scrubbed with water and a stiff nylon bristled scrub disk.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, fixtures, furniture, and walls prior to completing wet scrubbing operations.
- Acid washed concrete surface floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Items moved during floor cleaning operations shall be returned to their original locations.

INDOOR & AIR STRUCTURE TENNIS COURTS

Satisfactory and acceptable tennis court areas shall be free of dirt, dust, debris and tennis ball fuzz. Acceptable tennis court areas shall present a clean, uniform appearance.

- Tennis courts shall be swept and vacuumed using an electric tennis court sweeper. City Contract Administrator shall be approved for use prior to contractor using it on the courts.
- Spots and stains shall be removed with an appropriate stain removing product without damaging court surface. Stains include, but are not limited to, coffee, grease, gum, oil, and tar.
- Items moved during tennis court cleaning operations shall be returned to their original location.

3.0 GLASS

Satisfactory and acceptable glass, mirror, or vitreous surfaces shall be free from smears, spots, and streaks. Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Items moved during glass cleaning operations shall be returned to their original location.

WINDOW SPOT CLEANING

Satisfactory and acceptable windows shall be free from smears, spots, and streaks. Acceptable windows shall present a clean, clear uniform appearance.

- Window surfaces shall be spot cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Items moved during window cleaning operations shall be returned to their original location.

4.0 DUSTING

LOW DUSTING (UP TO 6 FEET IN HEIGHT) & HIGH DUSTING (OVER 6 FEET IN HEIGHT)

Satisfactory and acceptable low and high dusting areas shall be free of cobwebs, dirt, dust, smears, smudges, spots, stains, and streaks.

- Cobwebs, dirt, dust, and other laden airborne matter shall be removed by either chemical, manual, or mechanical means. Devices, that merely displace or redistribute matter, such as feather dusters, will not be used unless treated to attract and hold the matter.
- Surface smears, smudges, spots, stains, and streaks created as a result of dusting activities shall be removed immediately with an appropriate cleaner.
- Ductwork and vents, including ceiling and wall-mounted air diffusers and return air grills, and exposed lighting fixtures shall be dusted and/or “brush vacuumed” as part of high dusting operations.
- Items moved during low and high dusting operations shall be returned to their original location.
- Low dusting to be done as indicated on the schedule.
- High dusting to be done on a monthly basis, during the first week of the month.

WINDOW BLINDS & SHADES & ROOM DIVIDERS

Satisfactory and acceptable window blinds and shades and room dividers shall be free of dirt, dust, debris, and stains. Acceptable window blinds and shades and room dividers shall present a clean, uniform appearance.

- Blinds shall be vacuumed using tools designed for cleaning blinds.
- Window shades shall be cleaned in-place whenever possible using an appropriate method. When it is more expeditious, effective, or safer to do so, shades may be removed for cleaning.
- Room dividers shall be vacuumed or dusted and spot cleaned or wiped down using an appropriate cleaner.
- Items moved during window blind and shade and room divider cleaning operations shall be returned to their original locations.

5.0 KITCHENS

Satisfactory and acceptable kitchens, kitchenettes, and lunchrooms shall present an overall clean appearance and meet or exceed Health Department standards for food preparation areas (WAC 246-215).

- ***All surfaces, including floors, in this section shall be cleaned using a “restaurant grade” or other appropriate disinfectant cleaner.***

- Surfaces shall be damp wiped with appropriate disinfectant cleaning product to remove dirt, food debris, grease, grime, spots, stains, and objectionable odors. Surfaces include, but are not limited to: appliance exteriors (all sides), cabinets, ceilings, countertops, faucets, fixtures, handles, hood fans, sinks, tables and chairs, trash containers, and walls (including the legs of all the above).
- Chrome or stainless appliances and fixtures shall also be polished to remove fingerprints, streaks, and watermarks.
- Garbage disposals shall be run and rinsed out to remove food debris, grease, grime, spots, stains, and objectionable odors.
- Floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
- Floors shall be wet mopped using an appropriate disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution. Floor drains shall be clean and rinsed out after mopping.
- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from appliances, baseboards, cabinets, fixtures, furniture, and walls prior to completing wet mopping operations.
- Floor stains shall be removed with an appropriate stain removal product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Product dispensers shall be checked and refilled on a daily basis.
- Items moved during kitchen cleaning operations shall be returned to their original locations.

6.0 RESTROOMS/LOCKER ROOMS

Satisfactory and acceptable restrooms and locker rooms shall present an overall clean appearance and be of “hospital” quality for sanitation. [flushing of paper towels is not acceptable]

- ***All surfaces, including floors, in this section shall be cleaned using a Quaternary Disinfectant Cleaner.***
- Surfaces shall be damp wiped with quaternary disinfectant cleaning product to remove all foreign materials including: debris, dirt, dust, feces, grease, grime, hair, marks, mildew, mold, rings, smears, smudges, soap scum, spots, urine, and other biological growth or stains. Surfaces include, but are not limited to: cabinets, ceilings, countertops, faucets, fixtures, handles, mirrors, product dispensers, shower stalls (including ceilings, curtains, doors and mats, enclosures, fixtures, tile, grout, and walls), sinks, stall doors and partitions, tables and chairs, toilets, trash containers, urinals and walls.
- Mirrors, product dispensers, and chrome or stainless fixtures shall also be polished to remove fingerprints, streaks, and watermarks.
- Floors shall be dust mopped or swept to remove dirt, dust, and debris prior to wet mopping. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including around stationary fixtures and furniture, baseboards, behind doors, and other corners and crevices.
Floors shall be wet mopped using a quaternary disinfectant cleaning product for the floor it is being applied to. Mops shall be mechanically wrung out/squeezed to remove excess solution. Once a week or as needed floors shall be gently scrubbed with a medium bristle brush.
- Floor drains shall be wiped clean of hair and other debris.

- Warning signs or barriers shall be posted during mopping operations for safety.
- Splash marks/spots shall be removed from baseboards, cabinets, fixtures, furniture, and walls prior to completing wet mopping operations.
- Floor stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, grease, gum, heel and scuff marks, oil, and tar.
- Product dispensers shall be checked and refilled on a daily basis.
- Items moved during restroom/locker room cleaning operations shall be returned to their original locations.

7.0 RECYCLING & TRASH

Satisfactory and acceptable recycling and trash collection shall be performed daily and result in refuse being deposited into the appropriate collection receptacle and clean trash containers returned to their original locations.

- Recycling and trash containers shall be cleaned as needed with an appropriate disinfectant to remove dirt, food waste, grease, grime, stains, streaks and objectionable odors.
- Trash can liners shall be replaced on a daily basis.
- Recycling cans shall have transparent (clear – not green) liners.
- Trash cans shall have dark opaque (black) liners.
- Green waste cans shall have eco – green liners.
- Trash, recycling and green waste liners shall be deposited in the appropriate dumpster or bin.
- Items moved during recycling and trash collection operations shall be returned to their original locations.

8.1 DRINKING FOUNTAINS

Satisfactory and acceptable Drinking Fountains shall present an overall clean appearance and meet or exceed Health Department standards for food preparation areas (WAC 246-215).

- Surfaces shall be damp wiped with a quaternary disinfectant cleaning product to remove all foreign materials including: debris, dirt, dust, feces, grease, grime, hair, marks, mildew, mold, rings, smears, smudges, soap scum, spots, urine, and other biological growth or stains on all sides and surfaces of the fountain.

8.2 ELEVATOR CAB/DOORS

Satisfactory and acceptable elevators shall be free of dirt, dust, debris, and stains. Acceptable elevators shall present a clean, uniform appearance.

- Interior and exterior vertical elevator cab surfaces shall be cleaned with an appropriate cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Elevator cab floors shall be thoroughly swept and/or vacuumed. Vacuum attachments, or other tools, will be used to remove loose material from hard-to-reach areas including corners, crevices, and door tracks, and carpeted elevator cab walls.
- Hard surface floor and carpet stains shall be removed with an appropriate stain removing product. Stains include, but are not limited to, coffee grease, gum, heel and scuff marks, oil, and tar.

- Chrome or stainless appliances and fixtures shall also be polished to remove fingerprints, streaks, and watermarks.

8.3 BLEACHERS

Satisfactory and acceptable bleachers shall be free of dirt, dust, debris, spills, spots, and stains. Acceptable bleachers shall present a clean, uniform appearance.

- Bleachers shall be vacuumed to remove dirt, film, soil, spots smears and other foreign substance.
- Bleachers shall be damp wiped with a quaternary disinfectant cleaning product.

8.4 CLASSROOM COUNTERTOPS & SINKS

Satisfactory and acceptable classroom countertops and sinks shall present an overall clean appearance and meet or exceed Health Department standards for food preparation areas (WAC 246-215).

- ***All surfaces, including floors, in this section shall be cleaned using a “restaurant grade” or other appropriate disinfectant cleaner.***
- Surfaces shall be damp wiped with appropriate disinfectant cleaning product to remove dirt, food debris, grease, grime, spots, stains, and objectionable odors. Surfaces include, but are not limited to: cabinets, ceilings, countertops, faucets, fixtures, handles, sinks, tables and chairs, trash containers, and walls.
- Chrome or stainless fixtures shall also be polished to remove fingerprints, streaks, and watermarks.
- Product dispensers shall be checked and refilled on a daily basis.
- Items moved during kitchen cleaning operations shall be returned to their original locations.

ADDITIONAL CONTRACTED SERVICE OPTIONS

9.0 CARPET CLEANING

Satisfactory and acceptable carpet areas shall be free of cleaning residue, dirt, dust, debris, and stains. Acceptable carpet areas shall present a clean, uniform appearance.

- Carpets shall be cleaned using Steam (hot water) extraction.
- Carpets shall be cleaned using appropriate products applied according to manufacturers' directions.
- Items moved during carpet cleaning operations shall be returned to their original locations.
- Carpets and surrounding flooring shall be left in a dryer (depending on next expected time of use) and safe state.

10.0 MACHINE SCRUB HARD SURFACE FLOORS

Satisfactory and acceptable machine scrubbed hard surface floor areas shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains, and streaks. Acceptable machine scrubbed hard surface floors shall present a clean, uniform appearance.

- Hard surface floors shall be machine scrubbed using appropriate products and equipment as specified by manufacturers' directions.
- Items moved during machine scrubbing operations shall be returned to their original locations.

11.0 SPRAY BUFF HARD SURFACE FLOORS (EXCEPT WOOD FLOORS)

Satisfactory and acceptable spray buffed hard surface floors shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable spray buffed floors shall present a "like new" waxed finish.

- Hard surface floors shall be spray buffed using appropriate products and equipment as specified by manufacturers' directions.
- Items moved during buffing operations shall be returned to their original locations.

12.0 STRIP, SEAL, WAX & BUFF HARD SURFACE FLOORS (EXCEPT WOOD FLOORS)

Satisfactory and acceptable stripped, sealed, waxed and buffed hard surface floors shall be free of dirt, dust, debris, heel and scuff marks, smears, smudges, spots, stains and streaks. Acceptable floors shall present a glossy new "wet look" finish free of fogging and swirl marks.

- Hard surface floors shall be stripped, sealed, waxed and buffed using appropriate products and equipment as specified by manufacturers' directions.
- Items moved during waxing operations shall be returned to their original locations.

13.0 WINDOW WASHING

Satisfactory and acceptable window glass shall be free from smears, spots, and streaks. Acceptable glass shall present a clean, clear, uniform appearance.

- Glass surfaces shall be cleaned with an appropriate glass cleaner to remove dirt, film, soil, spots, smears, streaks and other foreign substances. All excess cleaner will be removed from surrounding trim and surfaces.
- Items moved during glass cleaning operations shall be returned to their original location.

JANITORIAL SERVICE SCHEDULE

CROSSROADS COMMUNITY CENTER
16000 NE 10TH STREET, BELLEVUE, WA 98008

JANUARY THROUGH DECEMBER

19,280 square foot community center open Monday through Friday 9:00 a.m. to 8:00 p.m. year-round. Areas included in janitorial services: All.

Janitorial services access hours: 12:00 a.m. to 8:00 a.m.

SERVICE DESCRIPTION	SERVICE FREQUENCY										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Wkly	Mthly	Qtrly	Annly
1.0 ENTRY AREA	X	X	X	X	X	X	X				
2.0 FLOOR CARE	X	X	X	X	X	X	X				
3.0 GLASS									X		
4.0 DUSTING									X		
5.0 KITCHENS	X	X	X		X	X					
6.0 RESTROOMS/LOCKER ROOMS	X	X	X	X	X	X					
7.0 RECYCLING & TRASH	X	X	X	X	X	X					
8.1 DRINKING FOUNTAINS	X	X	X	X	X	X					
8.2 ELEVATOR CAB											
8.3 BLEACHERS											
8.4 CLASSROOM COUNTERTOPS AND SINKS											
ADDITIONAL ALTERNATIVE ANNUAL SERVICES	Annly										
9.0 Carpet Cleaning											
10.0 Machine Scrub Hard Surface Floors	X										
11.0 Spray Buff Hard Surface Floors											
12.0 Strip, Seal, Wax, & Buff Hard Surface Floors											
13.0 Window Washing - Interior/Exterior	X										

Appendix 10

Resource Management Structural Operations Integrated Pest Management Policy

1.0 Purpose:

To policy will define how Resource Management staff will respond to Community Centers &/or any City facilities for pest control.

2.0 Goal:

To employ a comprehensive approach to pest removal that reduces cost and unnecessary use of chemicals.

- 2.1 There are mechanical means instead of chemicals that can be applied. There are optional means that our staff or outside contractors can implement before a chemical application. (Options for treatment are listed below)
- 2.2 Vacuums, caulking, steel wool, screening, monitors, flea lights, wasp traps, spider traps, ant bait, alcohol, cut back vegetation, door sweeps, mint oil, horticulture oil, inspections, education, biological pesticides.

3.0 Definitions:

3.1 Department Representatives:

Resource Management Structural staff

3.2 Site Managers:

The Community Center Managers are responsible for sending service requests for maintenance issues including pest control.

3.3 Threshold:

This refers to the amount of insects or other pests that are normal amounts in or around our facilities.

3.4 MSDS:

The Material Safety Data Sheet needs to be present at the facility front desk for any pest products used in case of a reaction.

3.5 Product Label:

All pesticides will be applied exactly as the label requires. No re-entry will be allowed until the product is dry and safe to occupy. The rooms will be labeled **Keep Out.**

3.6 Notification:

Site Managers will be notified 24 hours prior to any application and provide consent to Structural Operations staff to proceed.

3.7 Log Book:

Structural Operations will keep records of all pesticide applications.

4.0 Responsibility:

4.1 Structural Operations:

The Structural group has an obligation to minimize unnecessary pest applications. This will reduce the human exposure to our eco-system and public safety. The Structural staff will be inspecting our buildings and addressing issues that may provide a conducive condition for unwanted pests.

- 4.1.1 These conditions consist of broken or missing vents, earth to wood contact, door gaps, vegetation touching structure, roof leaks, plumbing leaks, holes or cracks in foundations, holes in walls, excessive moisture conditions, missing or damaged downspouts or gutters, plugged storm drains, inadequate sanitation, recycling bins, garbage area, other.
- 4.1.2 IPM is an ecological approach to suppressing pest populations in which an alternative pest control measure may be available. Where practical, these alternative measures are implemented before chemical controls are used so that pests are kept at acceptable levels in an effective, economical and environmentally safe way.
- 4.1.2 The exception to this policy is where public safety is compromised. An example would be an insect nest with stinging insects that jeopardize public safety or a nest of wood boring or eating insects destroying public property.

4.2 Threshold:

Threshold level refers to the point in growth of a pest population where it will cause unacceptable impact on: public safety, recreation, health, natural managed ego-systems, aesthetic values, and the integrity function or service life of facilities.

4.2.1 The Structural staff will respond to pest concerns from the facility staff if they receive a service request, e-mail or call request to inspect any pest issues that may arise.

4.2.2 A plan will be developed based on the observations of the Structural staff that is consistent with our IPM policy. This may include a site visit from our contracted pest company for expert analysis.

4.2.3 Whatever the means for control is: Center notification will occur before action is taken. Exceptions would be for public safety such as a hornet nest but are not limited to this exception.

4.2.4 Only licensed applicators & USDA approved chemicals will be used and label instructions followed.

4.2.5 A follow up visit may take place after an application is made. An assessment will be made prior to a follow up to determine if further action is necessary. The same steps will follow for assessment that initially took place beginning with 4.2.1.

Appendix 11

PARKS & COMMUNITY SERVICES

Subject: Graffiti & Vandalism Reporting & Removal SOP	Lead Contact: Kevin Vaughan
<i>Employee Title:</i> Supervisor	<i>Category:</i> Operations
<i>Division/Unit:</i> Structural Operations	<i>Date Implemented:</i> 3/15/19
Definitions: <ul style="list-style-type: none">• <u>Employee Title:</u> Manager, Supervisor, Contract Administrator, Crew Leader• <u>Division/Unit:</u> Grounds, Natural Resources, Structural• <u>Category :</u> Admin; Operations; Policies; Emergency Mgmt.	

Purpose

A step by step procedure on how to respond and resolve Graffiti/Vandalism issues at City Parks will provide a consistent and responsible approach bridging Departments and Divisions with a goal of 24 hour response. Our purpose will be to provide safe and accountable practices that will restore City assets and infrastructure to an as good or better condition than before it happened.

Our goal is to mitigate all Graffiti/Vandalism damages within 24 hours of discovery and/or notification. Mitigation methods may include chemical removals, pressure washing and/or repainting. Parks Structural Maintenance staff discovering the Graffiti/Vandalism will follow the following procedures:

Procedures

Step 1 – Discovery:

Determine the Impact - Survey the surrounding areas to assess the quantity &/or full impact of all damages. Are the damages – Offensive, a “Hate Crime”, “Gang Related” or constitute a “Directed Threat”?

- ✓ If “No” continue to **STEP # 2**
- ✓ If “Yes” jump to **STEP # 3**

Step 2 – Mitigation/Corrective Measures of Graffiti/Vandalism:

Determine the Scope of Work -

Parks Janitorial Staff: If the Graffiti/Vandalism is minor it should be removed by the staff person on site. If it will take less than 15 minutes! The 15 minute rule is intended to keep the staff person from falling behind on assigned work. If you have the ability to remove the graffiti immediately using available wipes/sprays, proceed with the removal of the Graffiti/Vandalism. If additional work still needs to be done, staff will fill out an orange “Services/Damage Request” form and submit it to their Supervisor/Crew Leader. **TASK COMPLETED!**

If the severity of the damages is too large and cannot be removed with minimal effort – Proceed to **STEP # 3**.

Structural Maintenance Staff (SMS II): If the Graffiti/Vandalism is minor it should be removed by the staff person on site. If it will take less than 1 hour! The 1 hour rule is intended to keep the staff person from falling behind on assigned

PARKS & COMMUNITY SERVICES

work. Take any/all corrective measure to resolve the damages immediately. When reporting Labor Hours staff should use the appropriate "Standing WO#" (SWO) for that Site/Location. **TASK COMPLETED!**

If the severity of the damages is too large and cannot be removed with minimal effort – Proceed to **STEP # 3**.

Step 3 – Reporting of Graffiti/Vandalism to Supervisor/Crew Leader:

At this point the Graffiti/Vandalism damages have either been determined to be offensive or the severity of the damages warrant the need to contact/involve a Supervisor/Crew Leader to determine the next steps.

Parks Janitorial Staff: Staff will communicate the severity of the damages with their Supervisor/Crew Leader. Staff may be asked to mitigate damages by cover, tape or paint, lock down site or restrict access. If public safety is compromised, do not leave site until risk/liability is corrected. At this time, Supervisor/Crew Leader will advise staff on any/all actions to be taken as well as the appropriate WO# staff should document on their Timesheet.

If necessary and If additional work is required Parks Janitorial staff may be asked to fill out an orange "Services/Damage Request" form to submit to Supervisor/Crew Leader. **TASK COMPLETED!**

Structural Maintenance Staff (SMS II): Staff is asked to communicate to their Supervisor/Crew Leader: The severity of the damage as well as provide an estimated # of hours necessary to make the corrections. Staff maybe asked to mitigate damages by cover, tape or paint, lock down site or restrict access. If public safety is compromised, do not leave site until risk/liability is corrected.

Creating a new WO#: SMS II can enlist the Administrative Assistant for help on this step or complete this on their own.

1. Create a new/unique WO#. The WO# needs to include: Site, "Graffiti &/or Vandalism", date & year discovered.

Example: Ardmore Park – Graffiti Removal March 18 2019.

SMSII will take photos of the damages. Photos will need to be attached to WO#.

If the Supervisor/Crew Leader and the SMS II determined the Graffiti Contractor will be hired to mitigate the damages the SMS II will contact the approved City vendor. City vendor will be asked to note WO# on invoicing/billing.

SMS II Staff will be responsible for returning the City asset back to a safe and expectable condition. **TASK COMPLETED!**

PARKS & COMMUNITY SERVICES

If the Graffiti Contractor was hired proceed to **STEP #4.**

Step 4 – Invoicing (Supervisor):

Upon receipt of invoice, Supervisor will:

1. Verify the WO#, Site/Location & Date are identified on invoice appropriately.
2. If necessary, file any/all reports. E.g. Police or Risk. Once Supervisor has completed the necessary report, he/she will make sure the reports &/or report #'s are attached/documented accordingly on the WO# in Maximo.

Additional Information/Instructions to the Contractor: The contractor will be asked to immediately inform the Supervisor if the corrections appear to be a greater impacted. E.g. Over \$500.00. This will help to expedite the filing of any/all reports. E.g. Police or Risk.

TASK COMPLETED!

Monthly Graffiti/Vandalism Reporting

The Administrative Assistant will provide data each month for the Department Monthly Report the:

1. YTD Labor Hours (SWO & new WO#'s) = Year Total Hours
2. YTD Cost of Services (City Vendor) = \$
3. # of new WO #'s created for the Month & the Top Trending Sites.

PARKS & COMMUNITY SERVICES

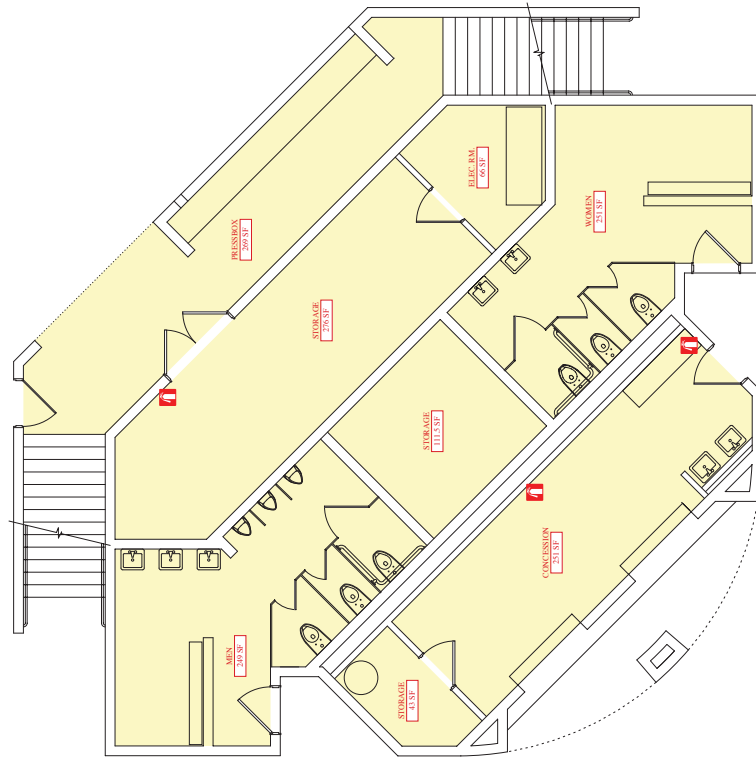


City of Bellevue

Parks & Community Services Department

Resource Management Division

Structural Maintenance Building Floor Plans



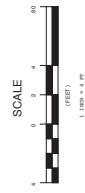
BANNERWOOD STADIUM - LOWER LEVEL

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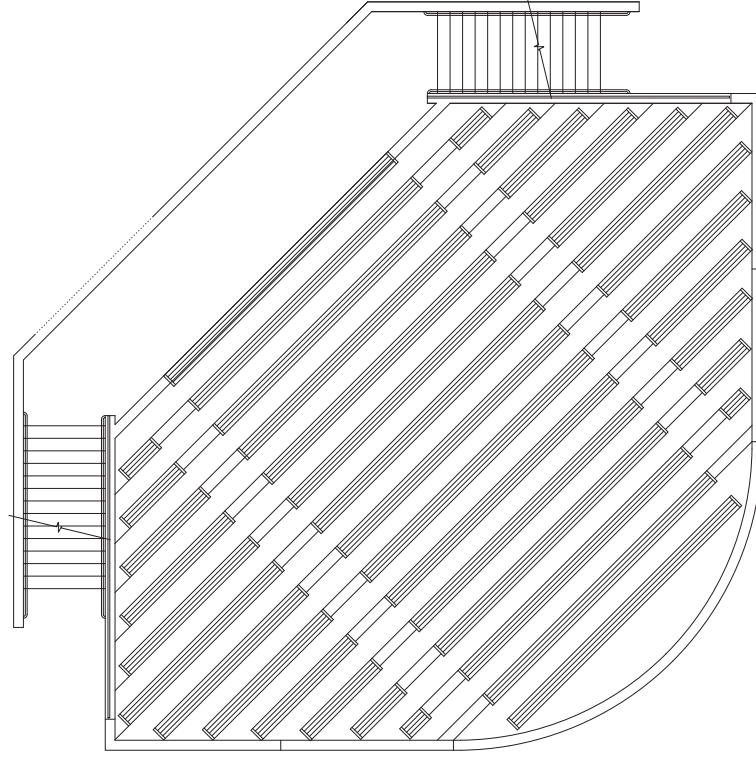


LEGEND

 Wheelchair Route



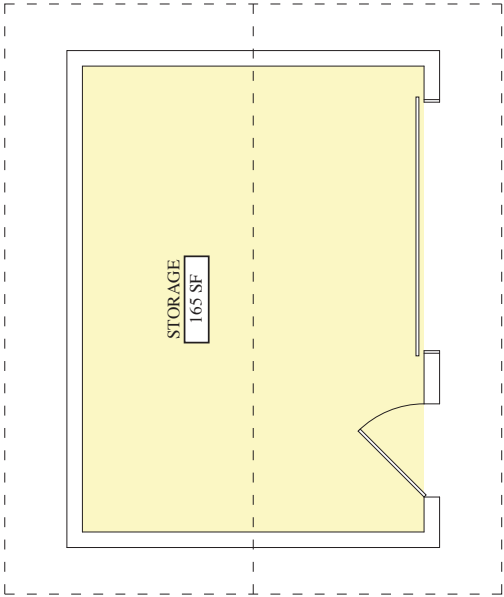
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A BANNERWOOD STADIUM - UPPER LEVEL
A-1 SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"

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BANNERWOOD STADIUM - STORAGE


SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route


 Fire Extinguisher

SCALE




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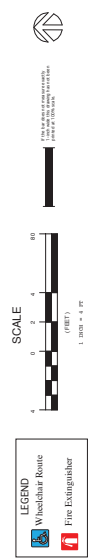
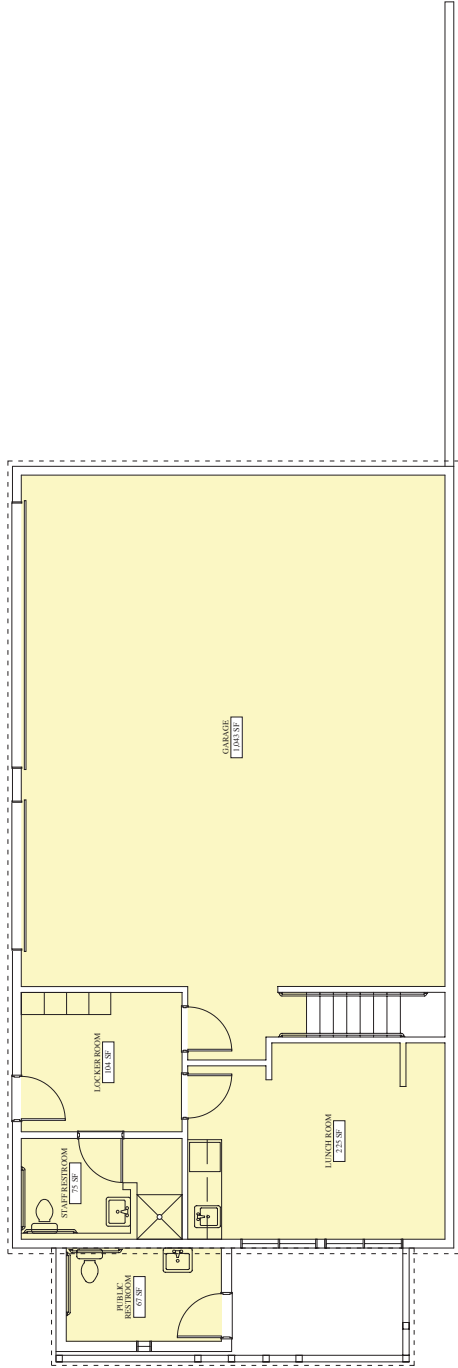
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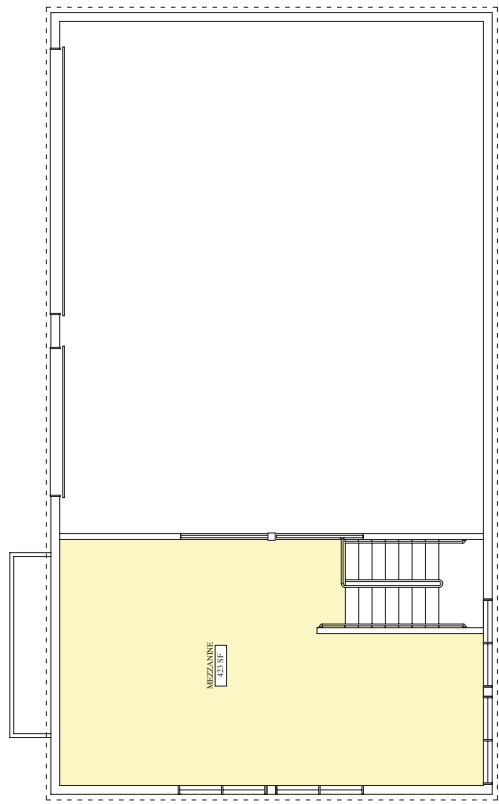
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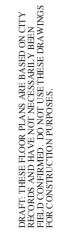
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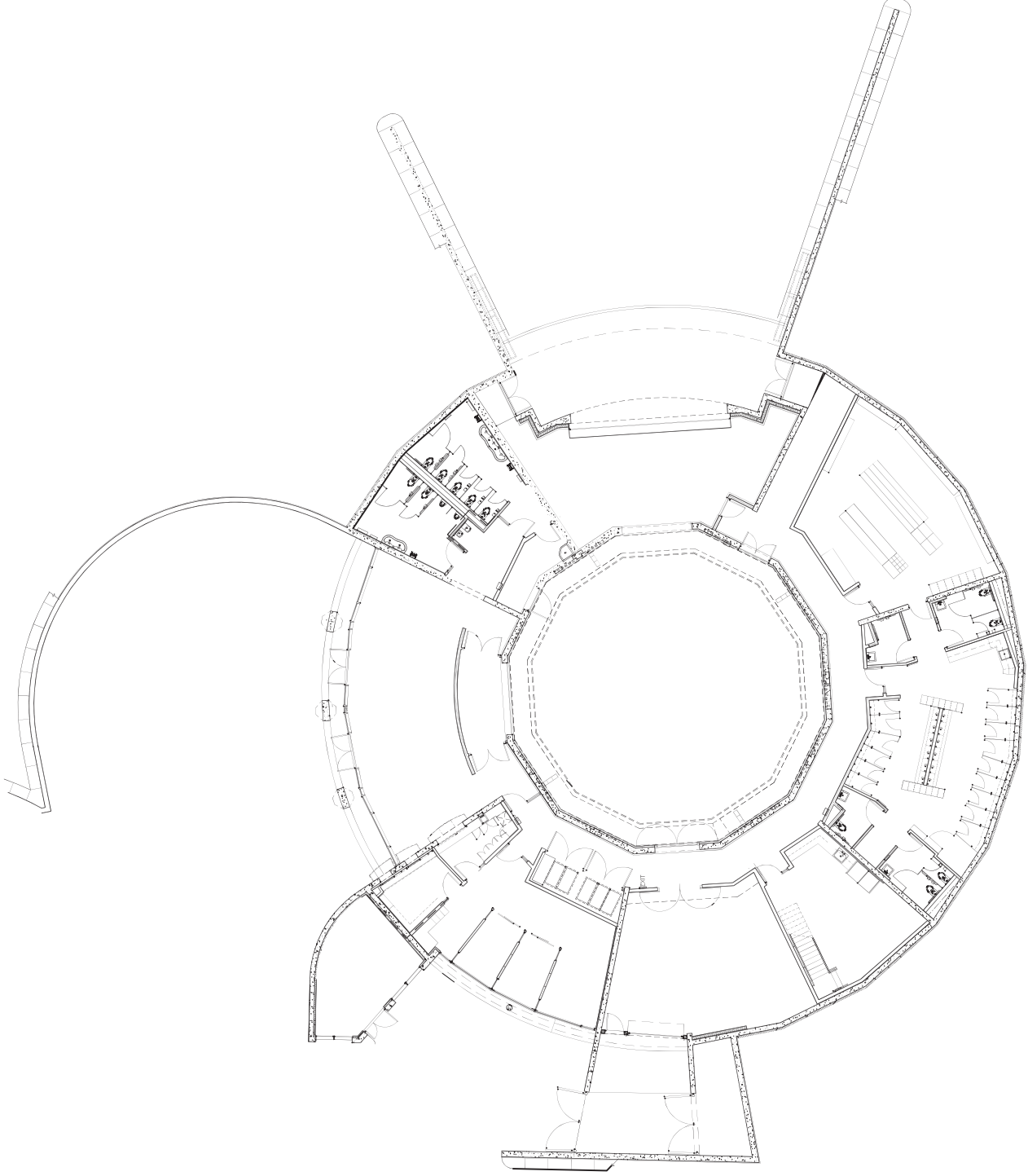


BELLEFIELDS OPERATIONS BUILDING
 SCALE: 1/4" = 1'-0"



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TITLE:

DRAWING #:	PK-XXX
SCALE:	N.T.S.
REVISION DATE:	6 AUG 19
DEPARTMENT:	PARKS

BELLEVUE YOUTH THEATER - CROSSROADS

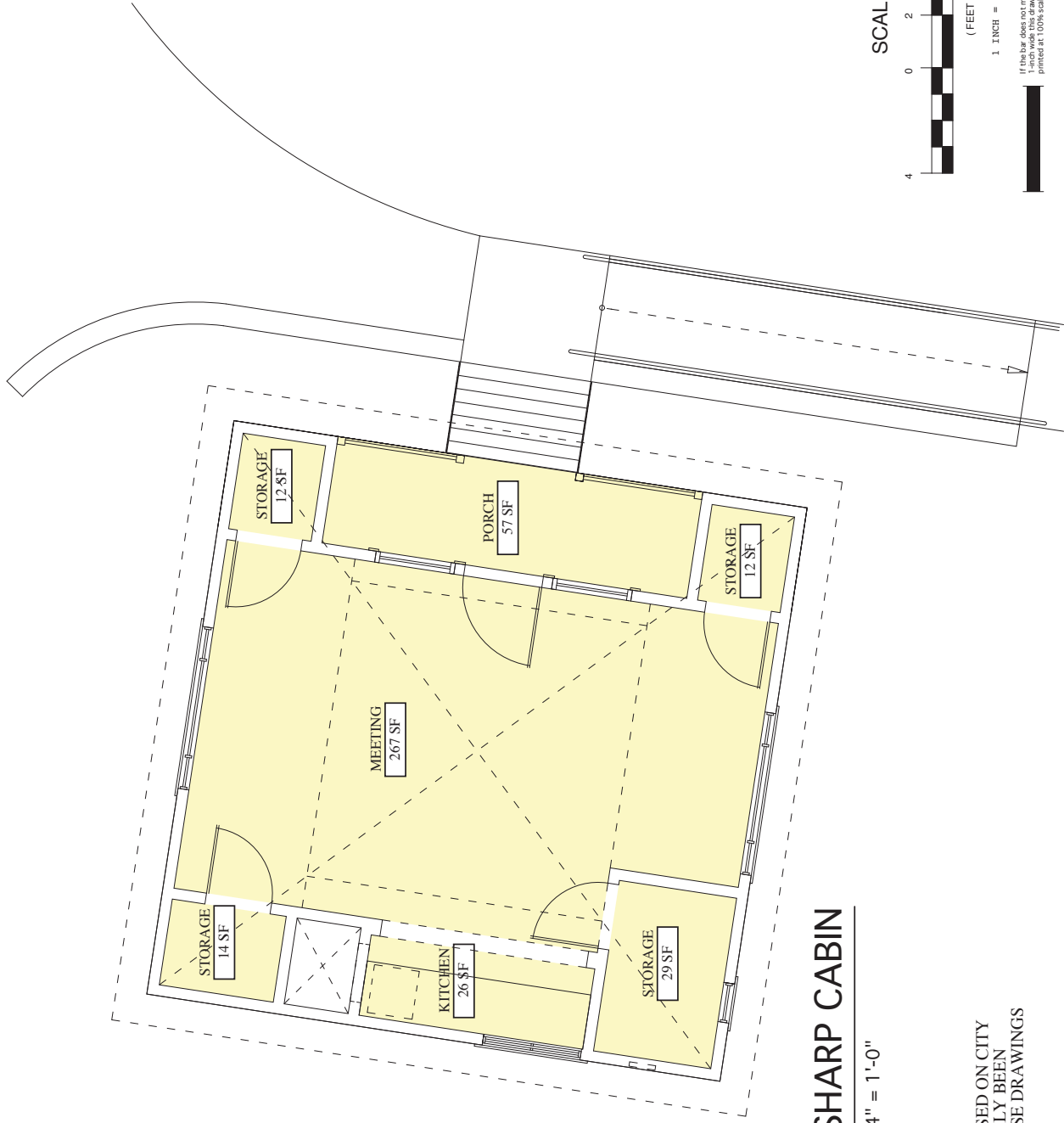


City of
Bellevue

LEGEND

 Wheelchair Route

 Fire Extinguisher



A

BBG SHARP CABIN

A-1

SCALE: 1/4" = 1'-0"

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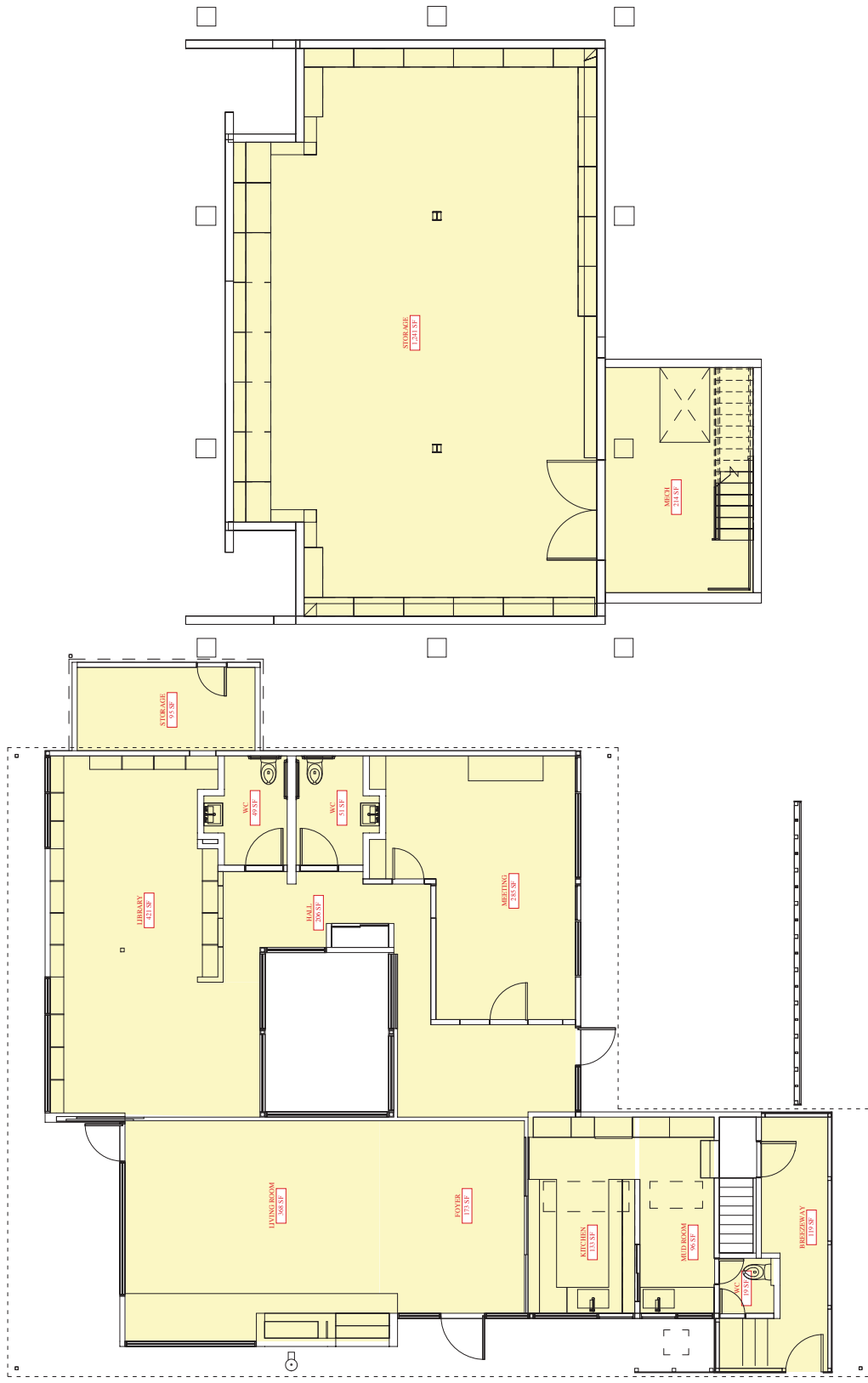
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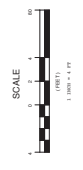
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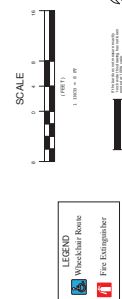
- Wheelchair Route
- Fire Extinguisher



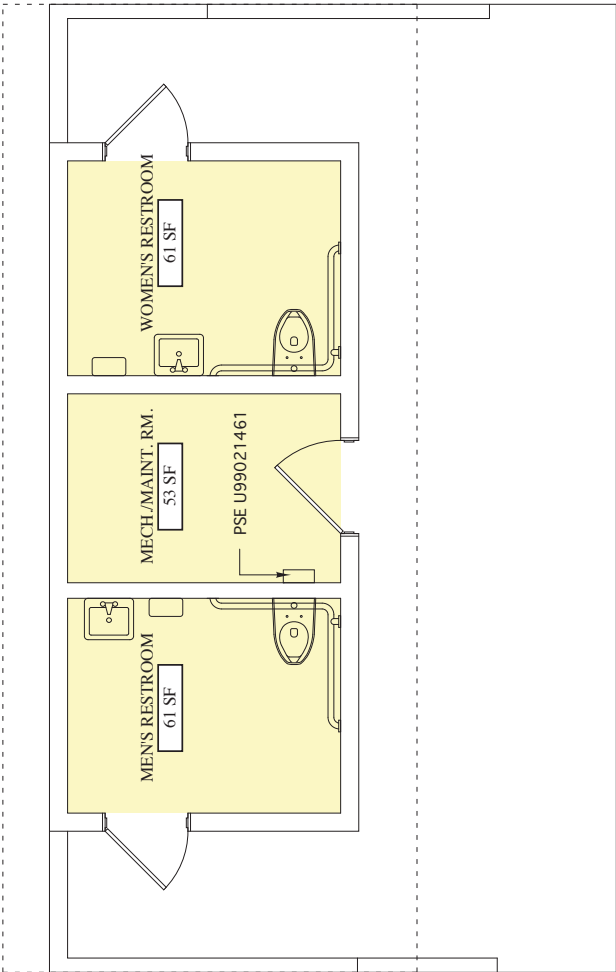
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SHORTS HOUSE - LOWER LEVEL
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SHORTS HOUSE - MAIN LEVEL
SCALE: 1/8" = 1'-0"



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BOVEE PARK RESTROOM

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A-1

SCALE: 1/4" = 1'-0"

SCALE



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1 INCH = 4 FT

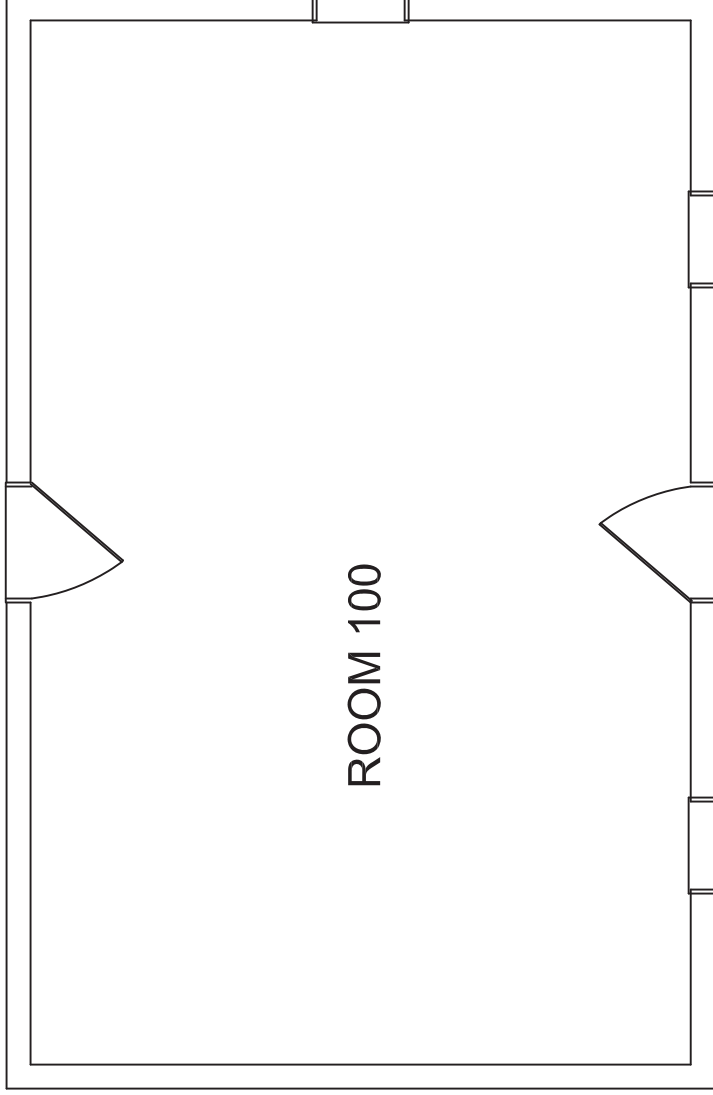
LEGEND

Wheelchair Route

Fire Extinguisher

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BURROW'S CABIN



City of
Bellevue

TITLE:

BURROW'S CABIN

DRAWING #:

PK-BRC

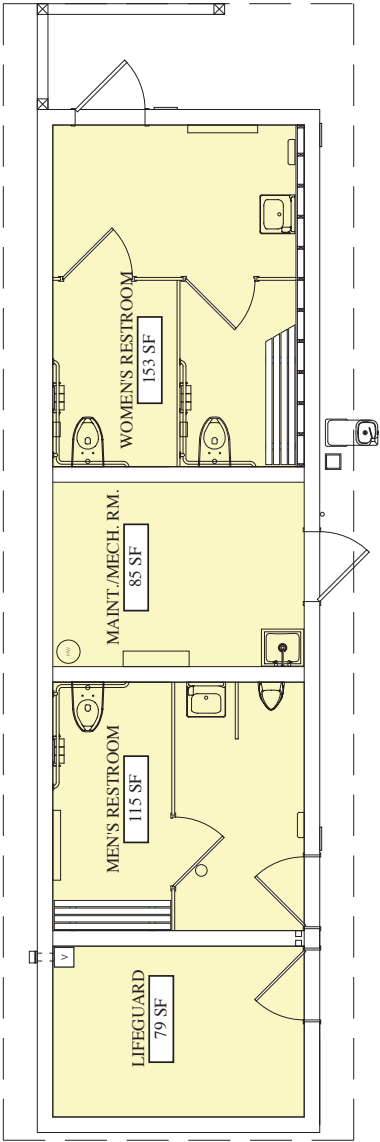
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REVISION DATE:

31-7-19

DEPARTMENT:

PARKS



LEGEND

 Wheelchair Route

 Fire Extinguisher

CHISM BEACH PARK RESTROOM

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A-1

SCALE: 3/16" = 1'-0"

SCALE



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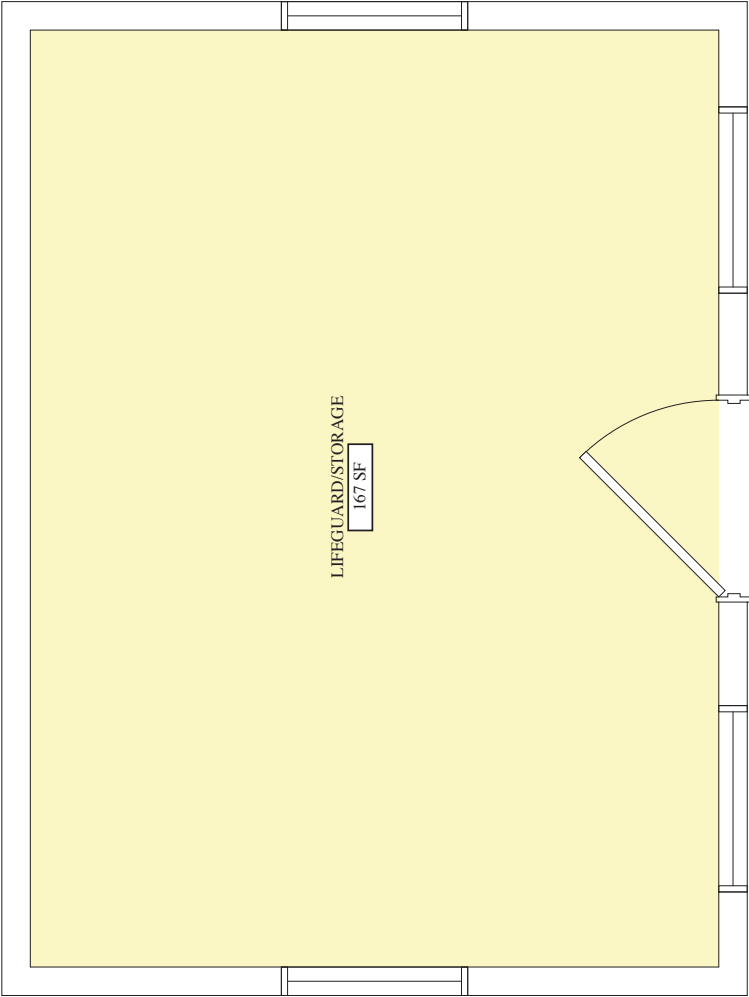
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SCALE



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1/2 INCH = 1 FT

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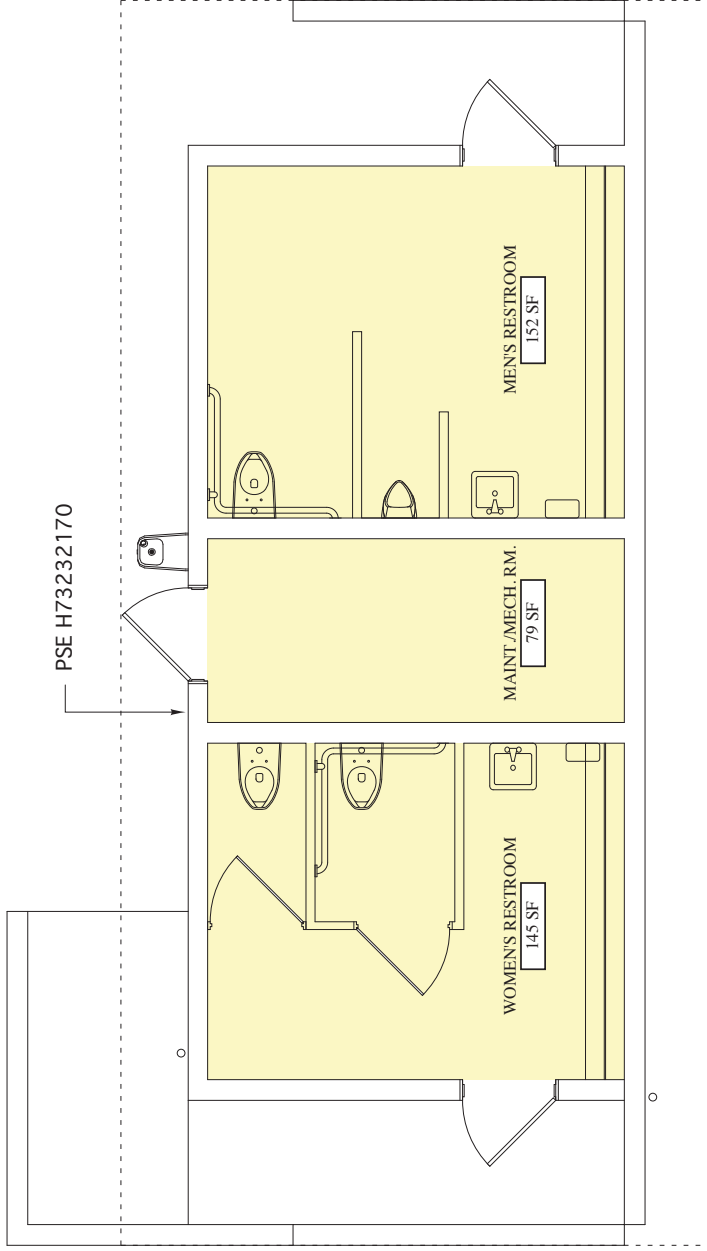
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CLYDE BEACH PARK LIFEGUARD/STORAGE

LEGEND

 Wheelchair Route

 Fire Extinguisher



PSE H73232170

CLYDE BEACH PARK RESTROOM

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A-1

SCALE: 1/4" = 1'-0"

SCALE



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1 INCH = 4 FT

LEGEND



Wheelchair Route

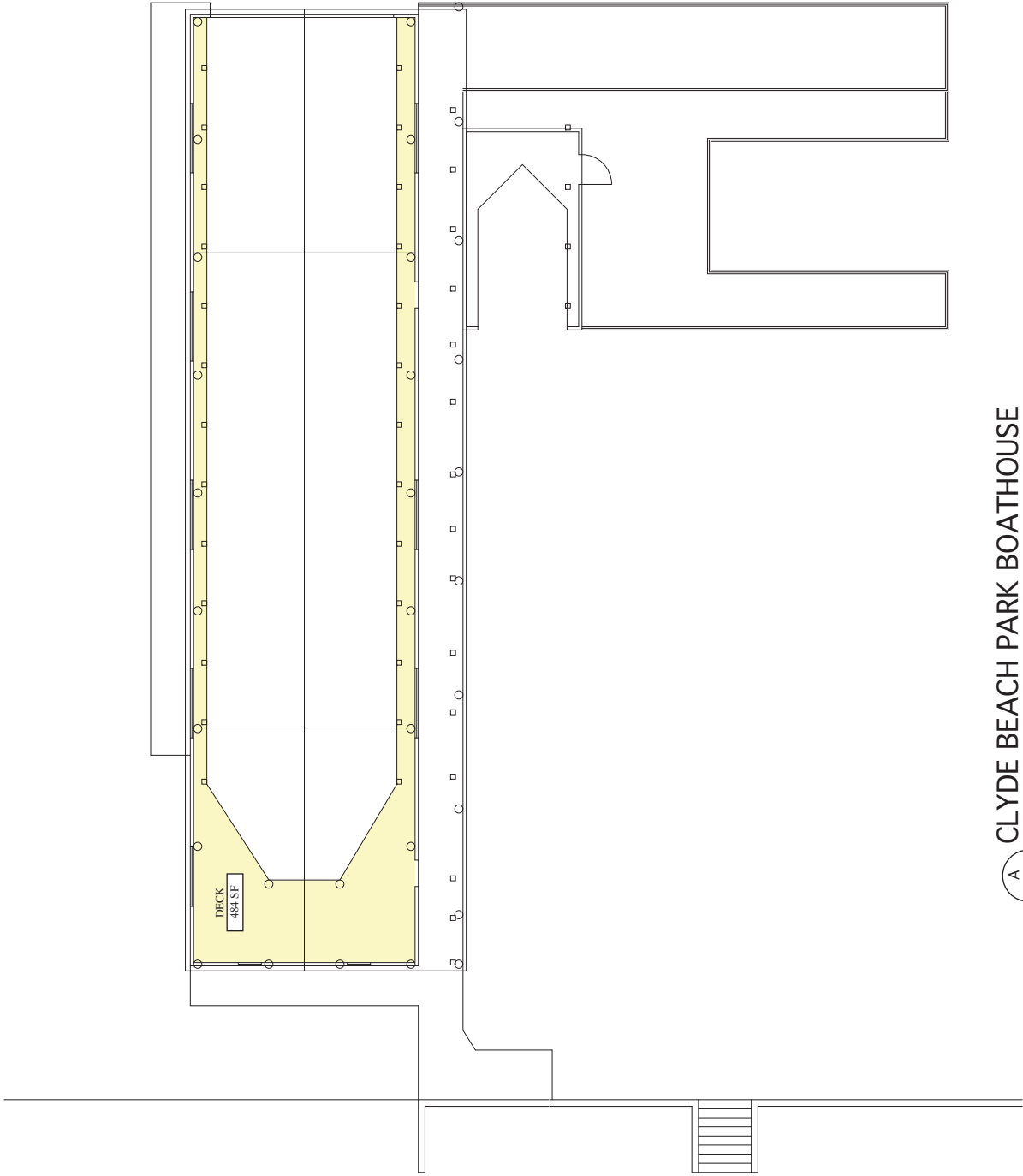


Fire Extinguisher



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CLYDE BEACH PARK BOATHOUSE

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SCALE



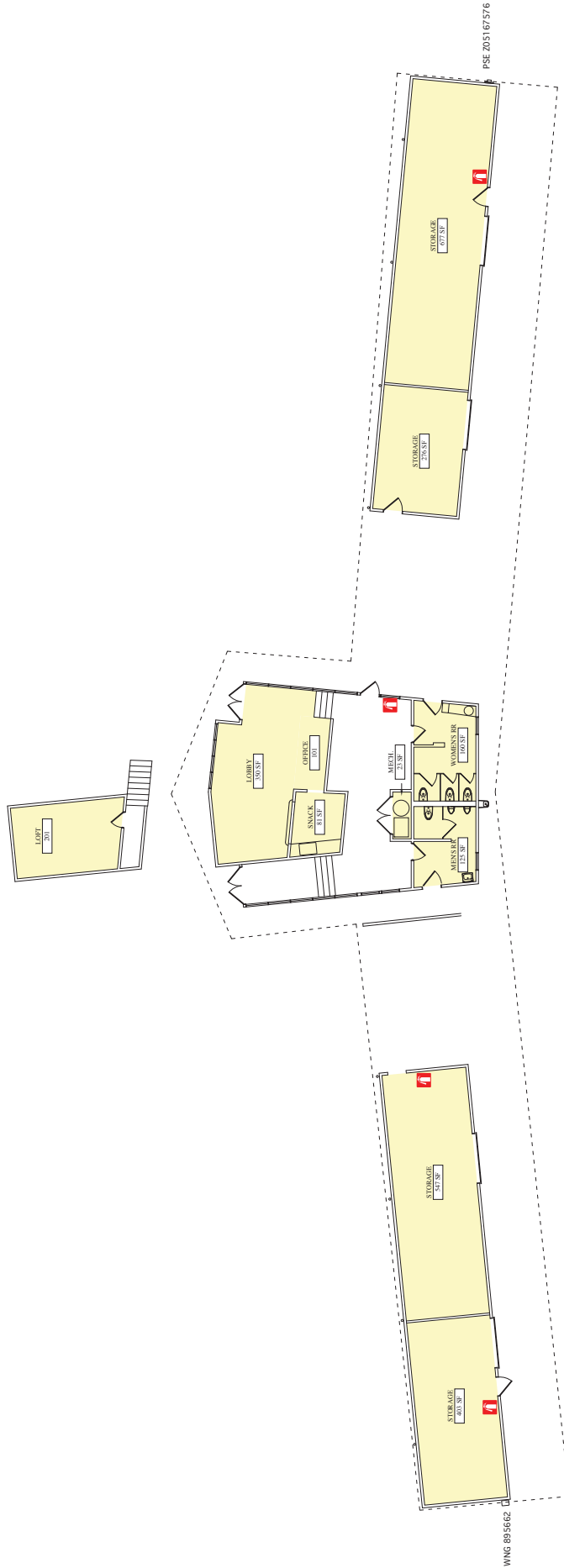
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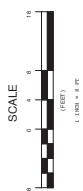
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A CROSSROADS GOLF COURSE ANNEX
SCALE: 1/8" = 1'-0"

LEGEND

- Wheelchair Route
- Fire Extinguisher

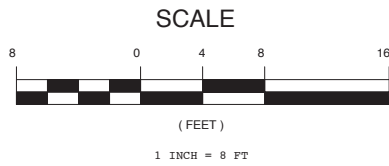


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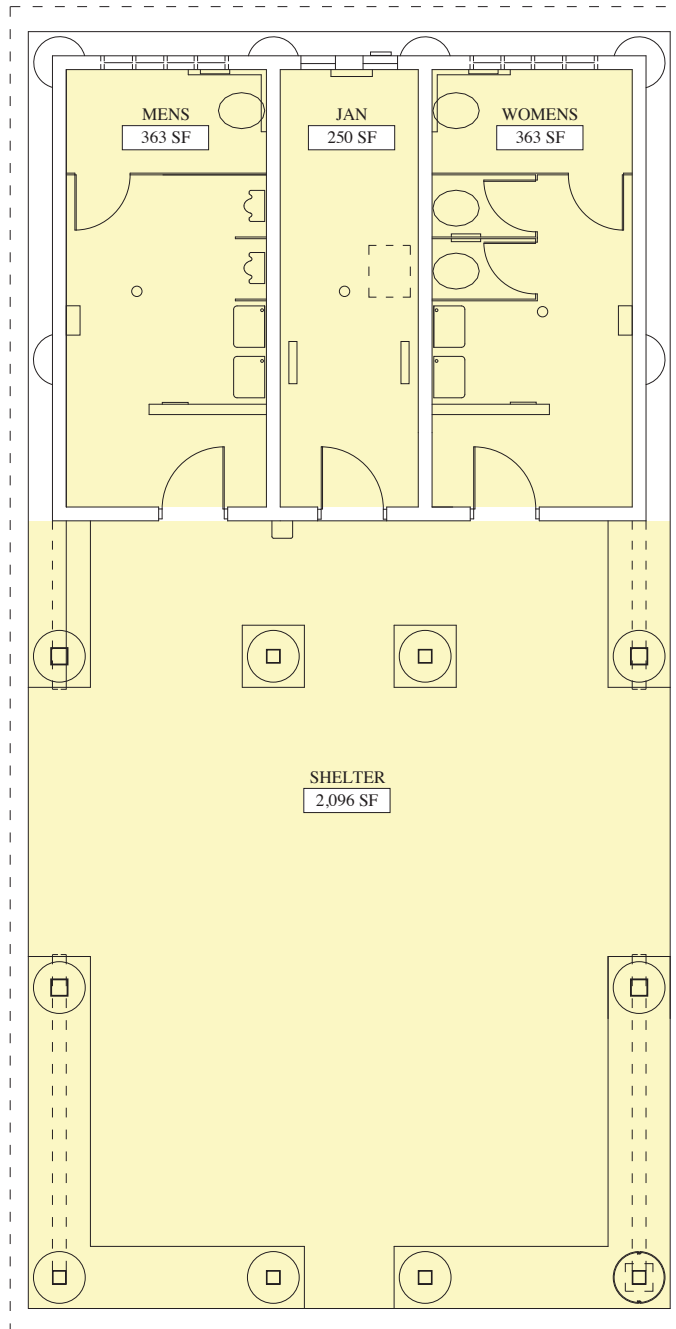
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LEGEND

 Wheelchair Route

 Fire Extinguisher



confirm scale

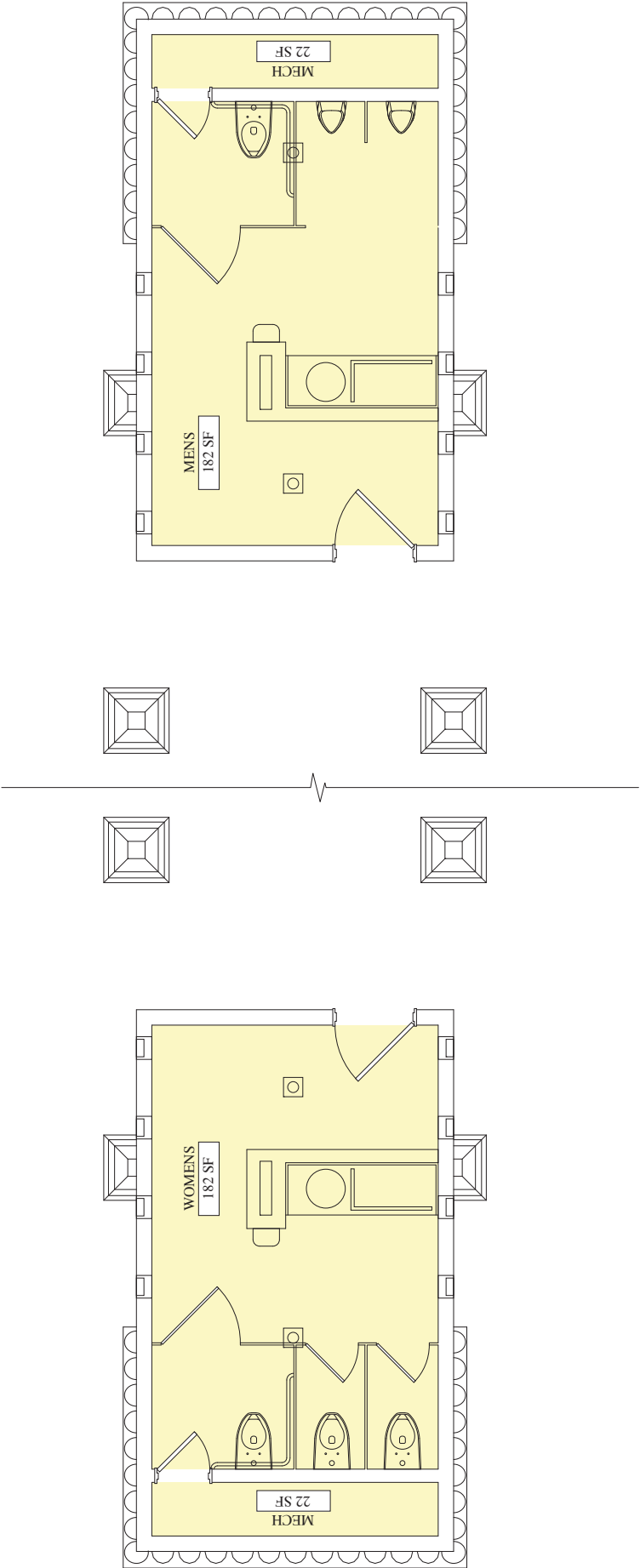


CROSSROADS INTERNATIONAL RESTROOM

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RECORDS AND HAVE NOT NECESSARILY BEEN
FIELD CONFIRMED. DO NOT USE THESE DRAWINGS
FOR CONSTRUCTION PURPOSES.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

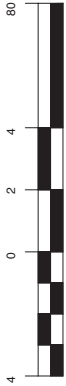


DOWNTOWN PARK FORMAL GARDEN RESTROOMS

A
A-1

SCALE: 1/4" = 1'-0"

SCALE



(FEET)

1 INCH = 4 FT

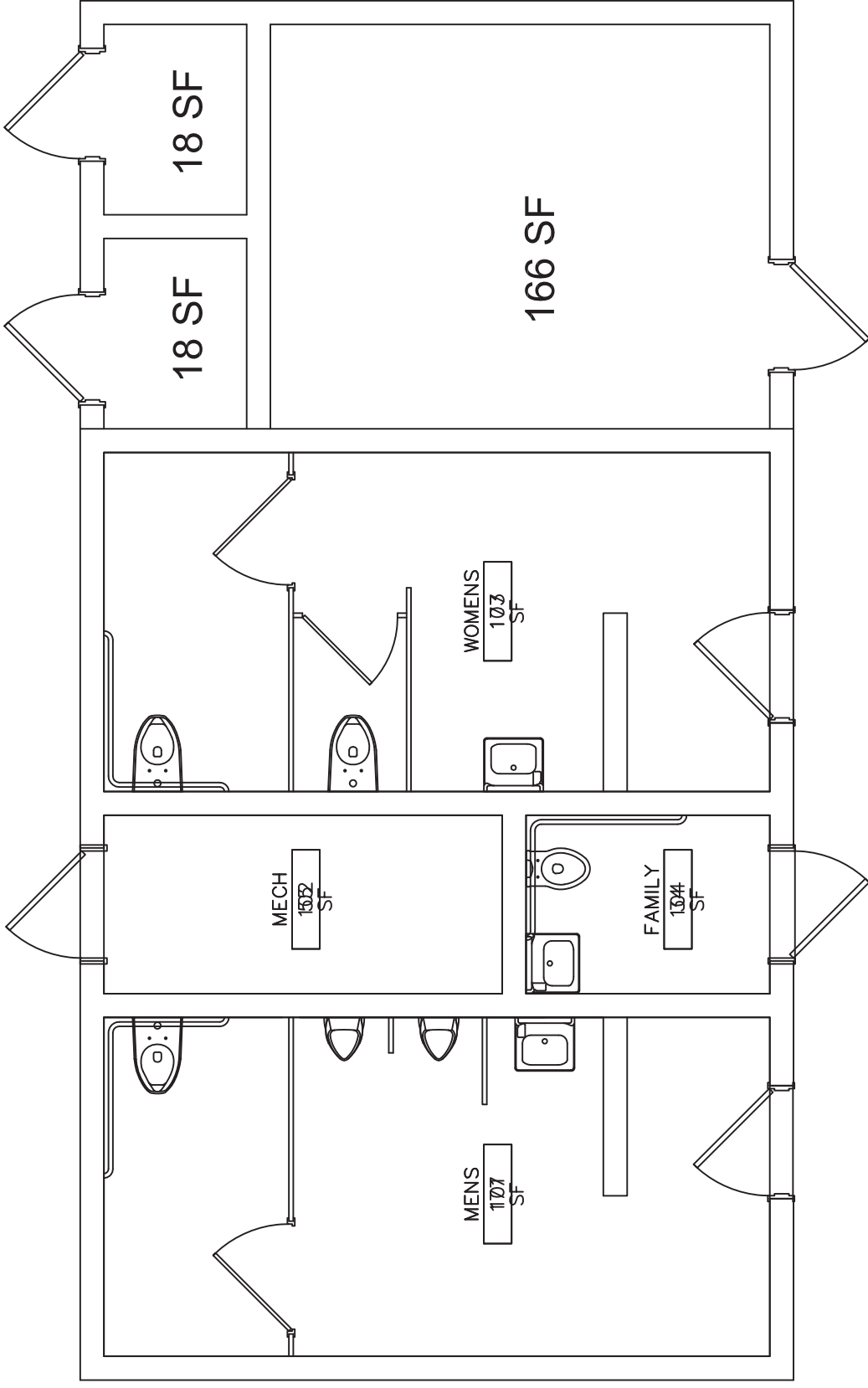


If this bar does not measure exactly
1 inch = 4 feet, the drawing has not been
printed at 100% scale.

LEGEND

Wheelchair Route

Fire Extinguisher



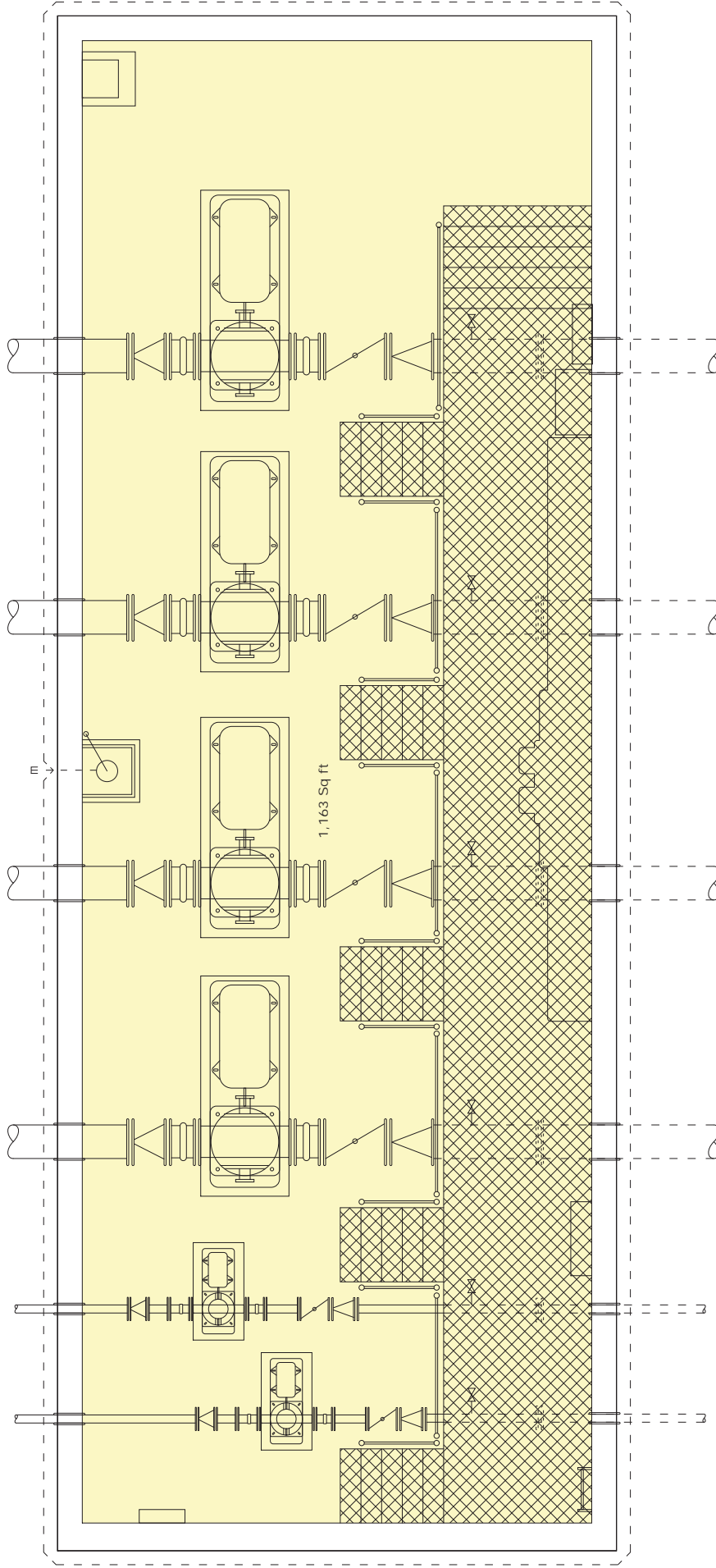
DRAWING #:	PK-XXX
SCALE:	N.T.S.
REVISION DATE:	31-7-19
DEPARTMENT:	PARKS

TITLE:

DOWNTOWN PARK RESTROOM - INSPIRATION



City of
Bellevue

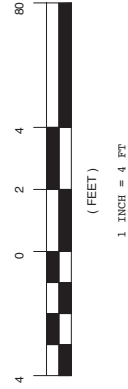


LEGEND

Wheelchair Route

Fire Extinguisher

SCALE

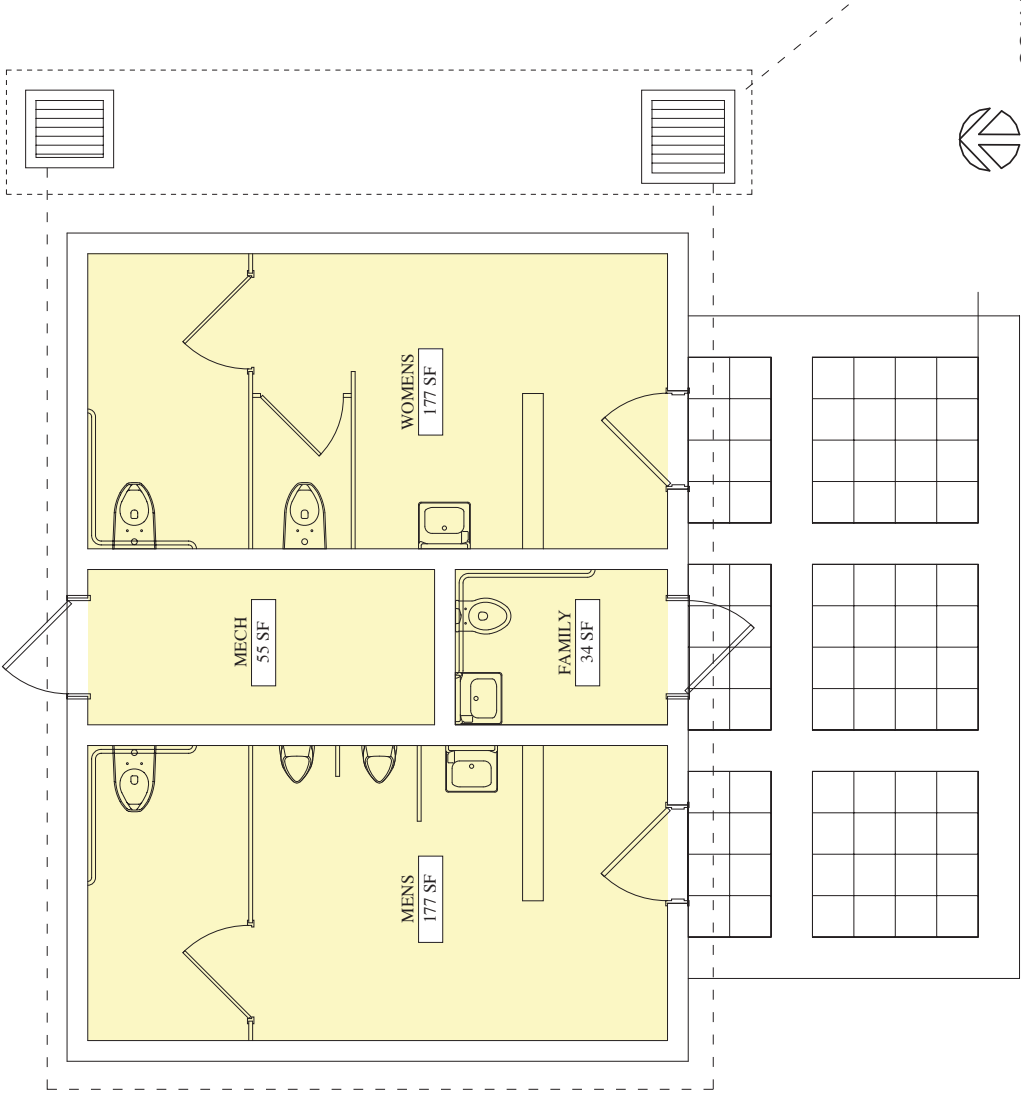


If the bar does not measure exactly
1-inch wide the drawing has not been
printed at 100% scale.



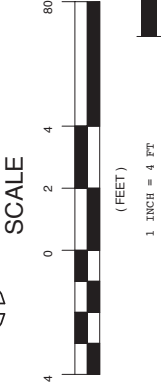
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY
RECORDS AND HAVE NOT NECESSARILY BEEN
FIELD CONFIRMED. DO NOT USE THESE DRAWINGS
FOR CONSTRUCTION PURPOSES.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

- Wheelchair Route
- Fire Extinguisher



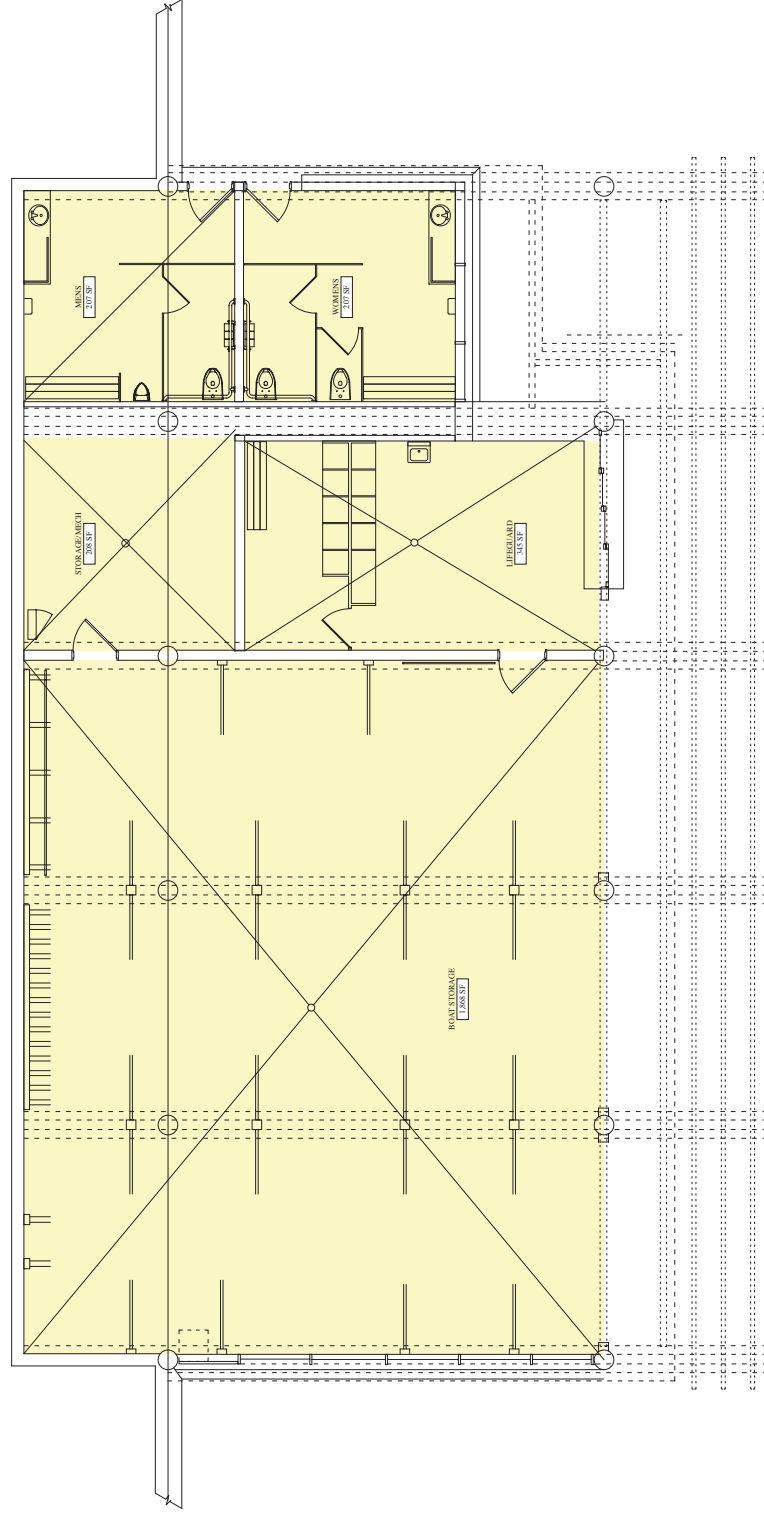
If this bar does not measure exactly 1 inch, the drawing has not been printed at 100% scale.

DOWNTOWN PARK PLAY AREA RESTROOMS

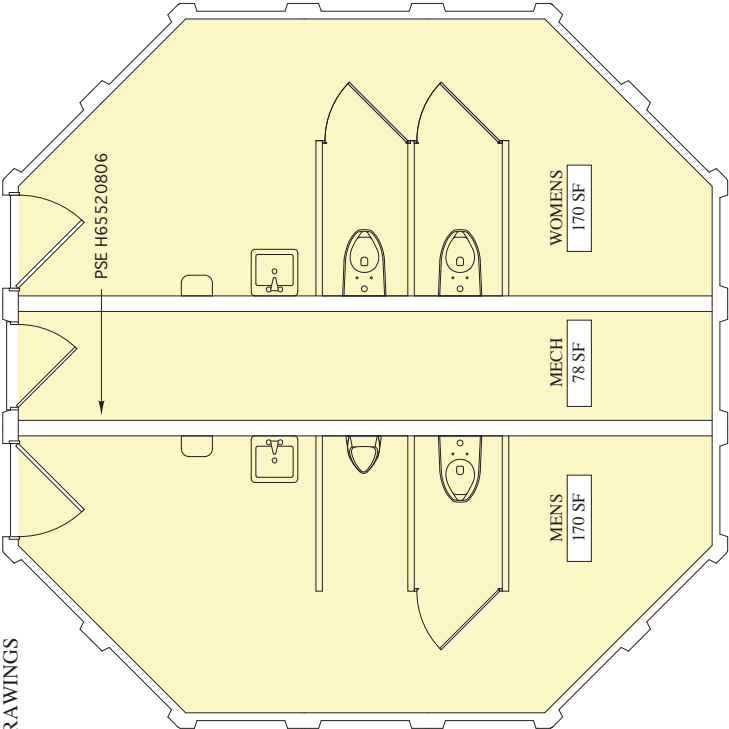
SCALE: 1/4" = 1'-0"

A
A-1

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY
PERMITS AND MAY BE SUBJECT TO CHANGE. THESE
DRAWINGS ARE FOR CONSTRUCTION PURPOSES.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

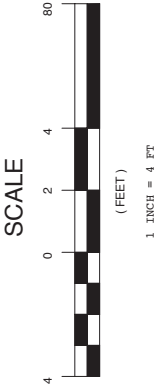
 Fire Extinguisher

A

A-1

ENATAI NEIGHBORHOOD PARK RESTROOM

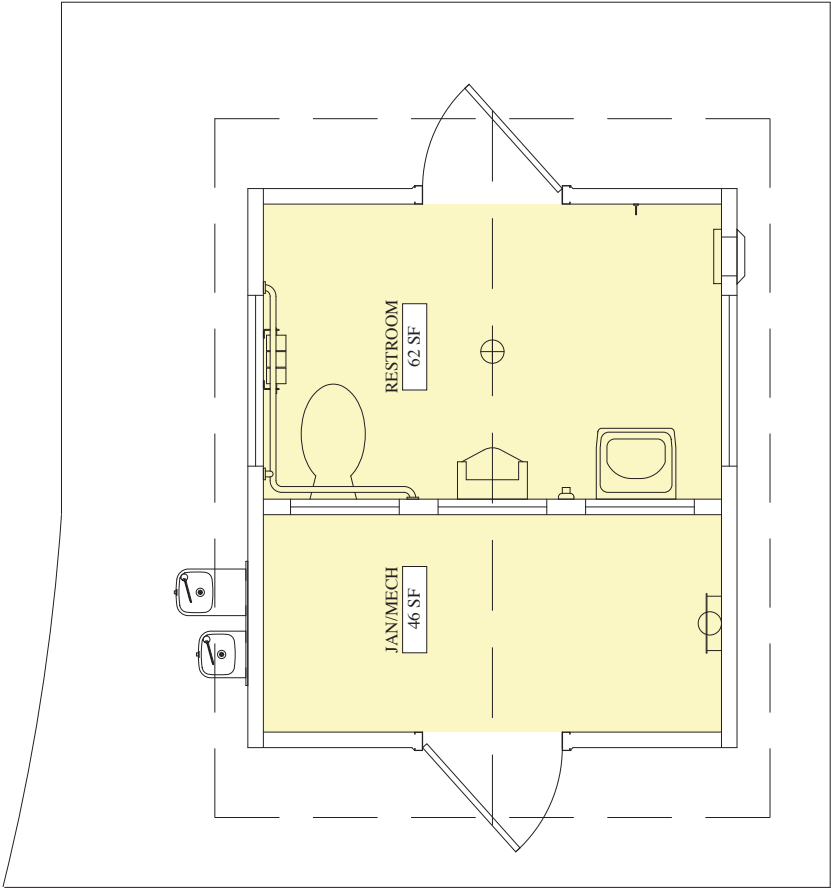
SCALE: 1/4" = 1'-0"



If this bar does not measure exactly,
1 inch wide this drawing has not been
printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



EVERGREEN PARK RESTROOM

A
A-1

SCALE: 3/8" = 3'-0"

LEGEND

 Wheelchair Route

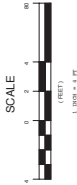
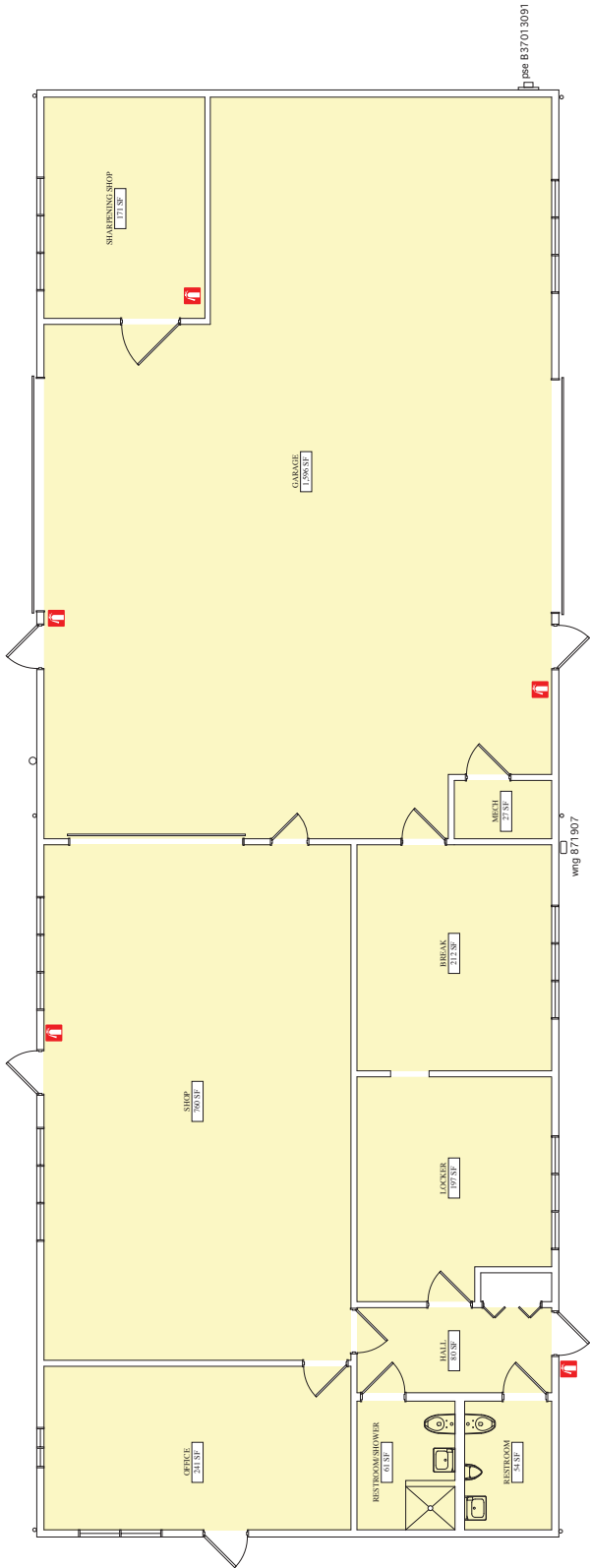
 Fire Extinguisher



If this bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND MAY NOT ACCURATELY REFLECT THE CURRENT FIELD CONDITIONS. PLEASE REFER TO THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

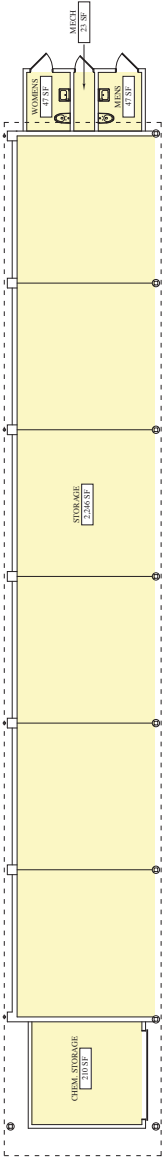


LEGEND

- Wheelchair Route
- Fire Extinguisher

A GOLF COURSE MAINTENANCE FACILITY BUILDING
A-1 SCALE: 1/4" = 1'-0"

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND MAY BE INCOMPLETELY DRAWN. FIELD CONSTRUCTION PHASES THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

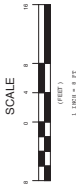


BELLEVUE GOLF COURSE STORAGE

SCALE: 1/8" = 1'-0"

LEGEND

- Wheelchair Route
- Fire Extinguisher



1:1000 = 8'-0"



BELEVUE GOLF COURSE PRO SHOP LOWER LEVEL

SCALE: 1/8" = 1'-0"

LEGEND

- Wheelchair Route
- Fire Extinguisher

ROOMS AND AREAS:

- PRO SHOP: 13,353 SF
- STARTER: 2,007 SF
- VEST: 783 SF
- KITCHEN: 803 SF
- DINING: 11,607 SF
- MEETING ROOM: 1,099 SF
- STORAGE 1: 219 SF
- STORAGE 2: 56 SF
- STORAGE 3: 42 SF
- MEN: 178 SF
- WOMEN: 140 SF
- UNISEX: 42 SF
- TRAILER SPACE: 255 SF
- PRO SHOP STORAGE: 493 SF
- TERRACE

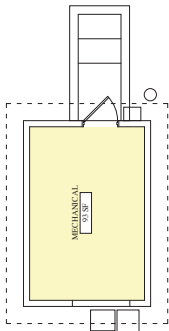
LEGEND

 Wheelchair Route

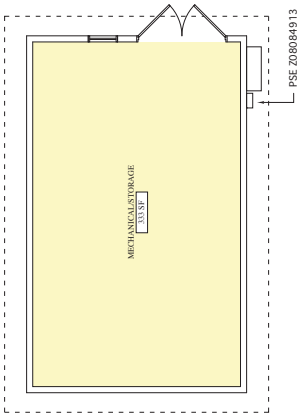
 Fire Extinguisher

When the data are not normally distributed, the results are usually based on a nonparametric test, such as the Wilcoxon signed-rank test.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY
PERMITS AND MAY BE DIFFERENT FROM THE
FIELD CONSTRUCTION DRAWINGS. THESE DRAWINGS
FOR CONSTRUCTION PURPOSES.



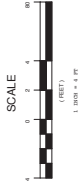
GOLF COURSE NORTH PUMPHOUSE
SCALE: 1/4" = 1'-0"



GOLF COURSE SOUTH PUMPHOUSE
SCALE: 1/4" = 1'-0"

LEGEND

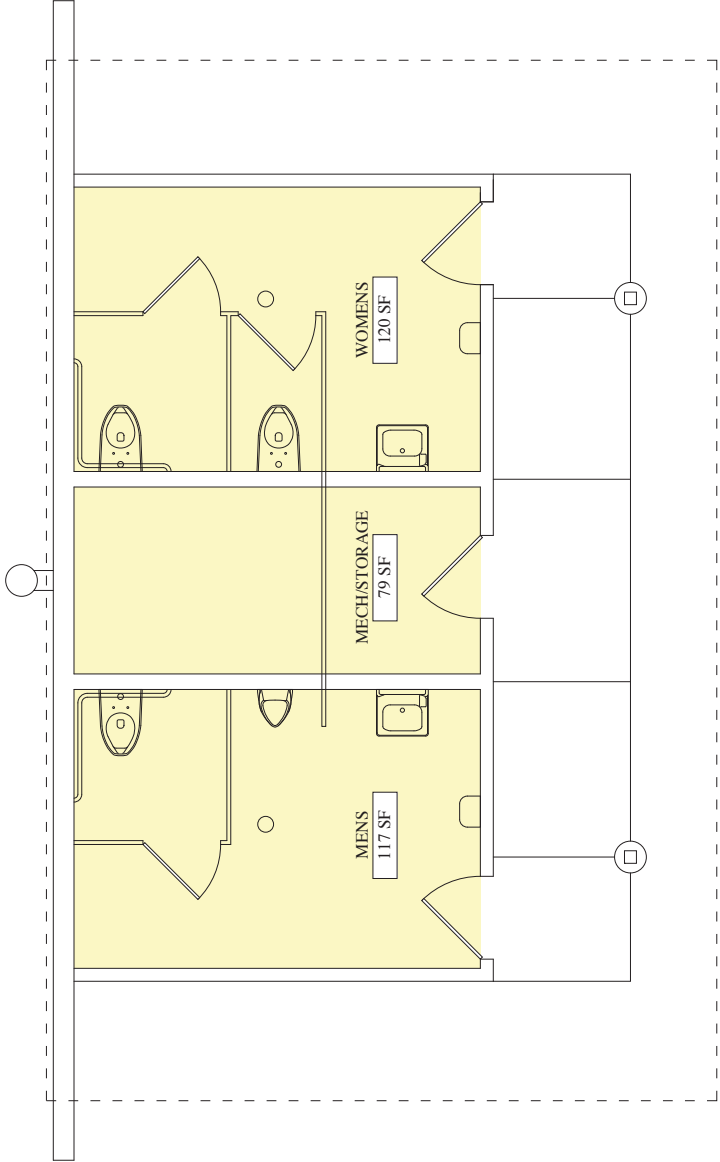
- Wheelchair Route
- Fire Extinguisher



1" = 40' 0"



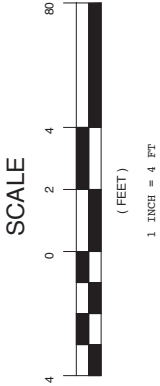
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher



A

GOLF COURSE RESTROOM

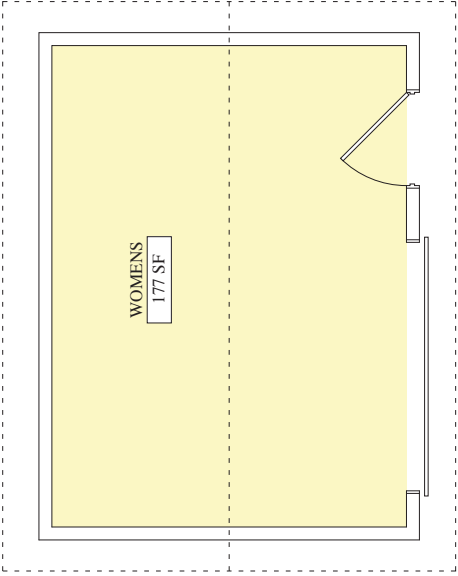
A-1

SCALE: 1/4" = 1'-0"



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher

A

HIDDEN VALLEY STORAGE BUILDING

A-1 SCALE: 1/4" = 1'-0"



SCALE

(FEET)

1 INCH = 4 FT

If this bar does not measure exactly, 1-inch wide this drawing has not been printed at 100% scale.

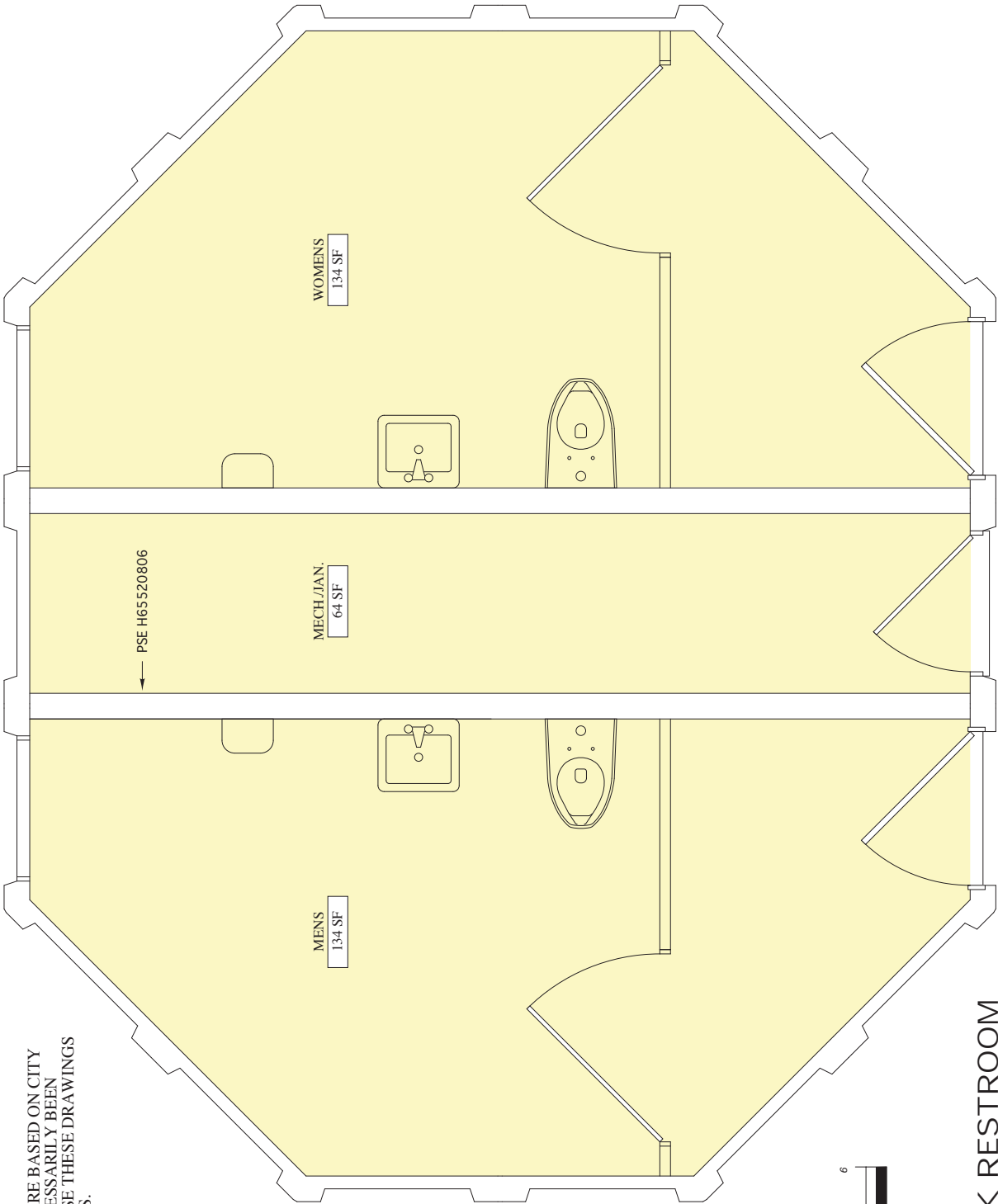
LEGEND

 Wheelchair Route

 Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher

If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



(FEET)
1/2 INCH = 1 FT

HILLAIRE PARK RESTROOM

D

A-1

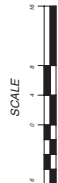
SCALE: 1/2" = 1'-0"

NOTE: THESE PLANS ARE BASED ON CITY RECORDS AND HAVE NOT BEEN FIELD-CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



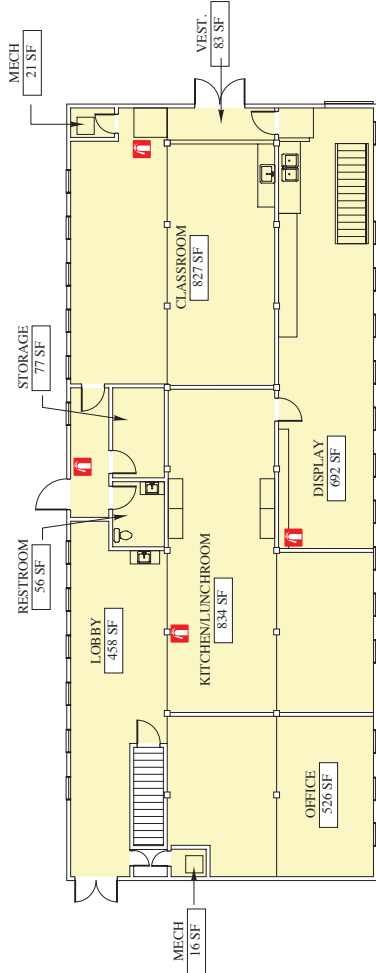
IVANHOE YOUTH THEATER

SCALE: 1/8" = 1'-0"

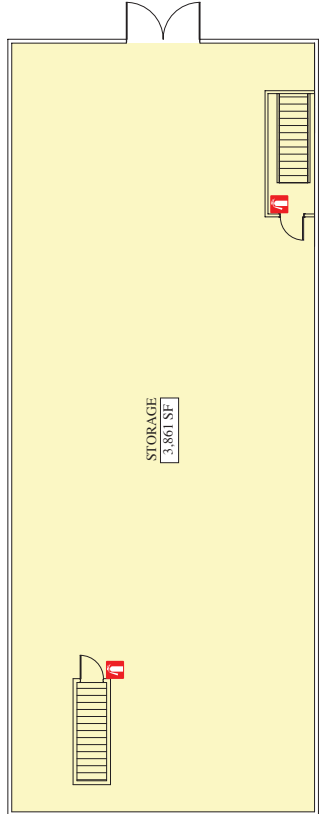


1/8" = 1'-0"

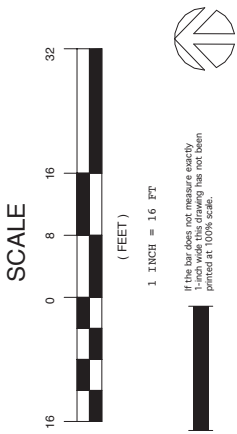
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

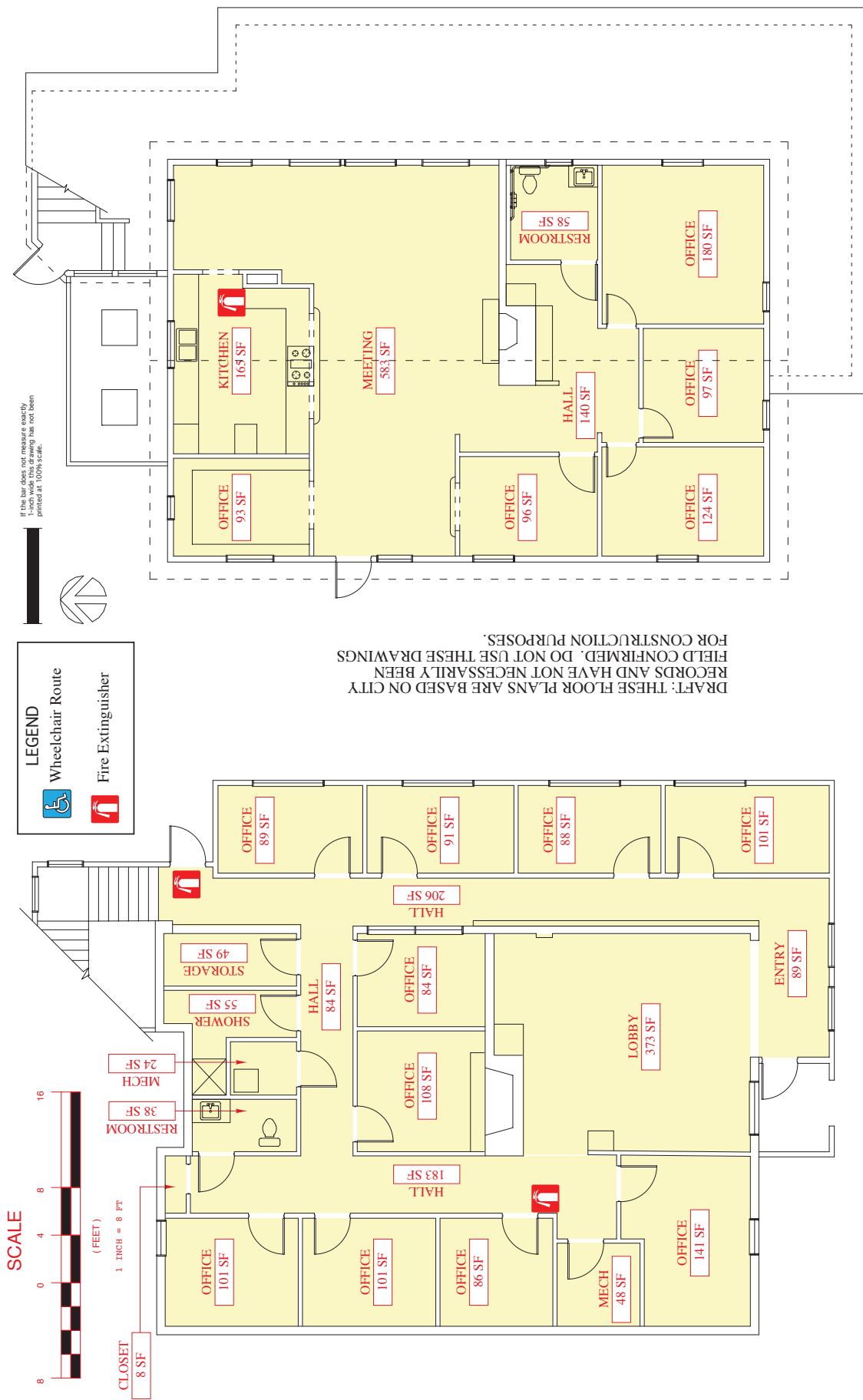


C KELSEY EDUCATION BARN (MAIN)
A-1 SCALE: 1/16" = 1'-0"



B KELSEY EDUCATION BARN (UPPER)
A-1 SCALE: 1/16" = 1'-0"



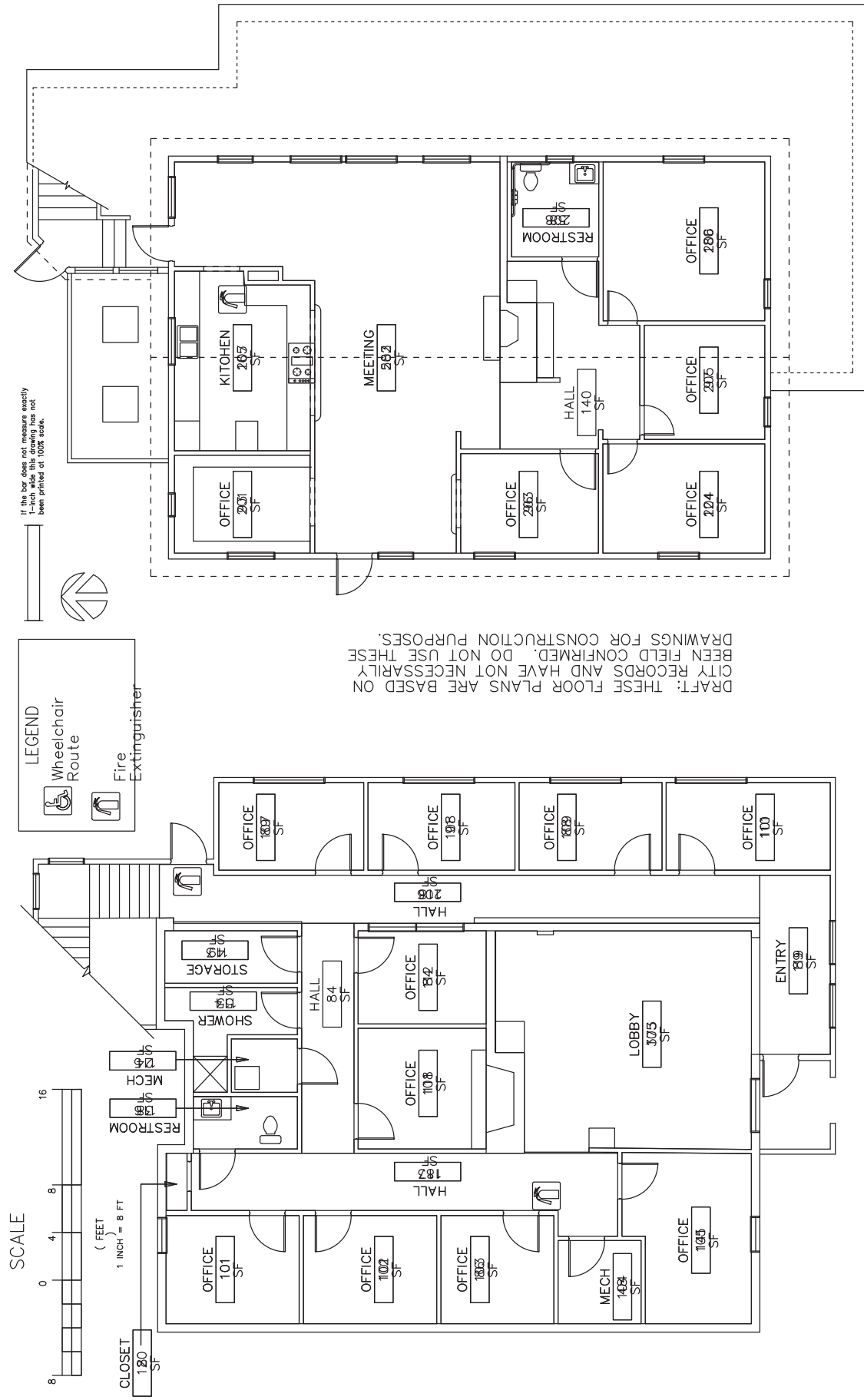


KELSEY FARMHOUSE LOWER FLOOR

KELSEY FARMHOUSE UPPER FLOOR

A-1 SCALE: 1/8" = 1'-0"

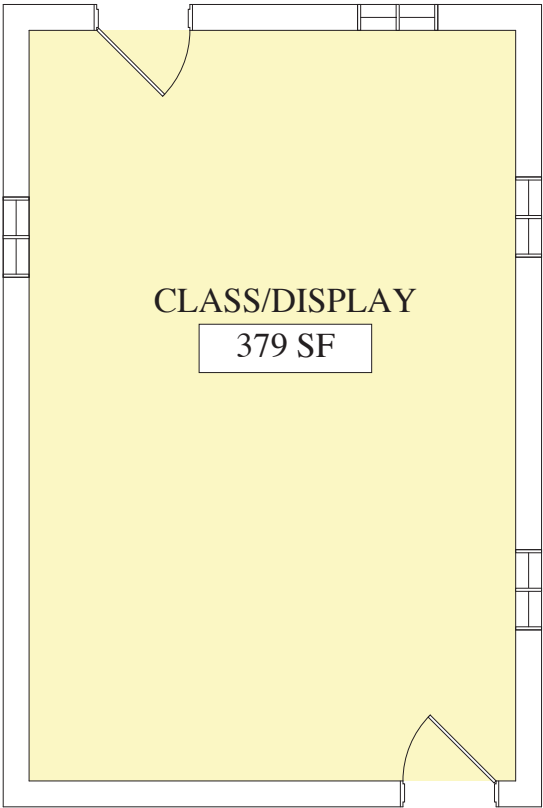
A-1 SCALE: 1/8" = 1'-0"



KELSEY FARMHOUSE LOWER FLOOR

KELSEY FARMHOUSE UPPER FLOOR

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.





Frazer Cabin

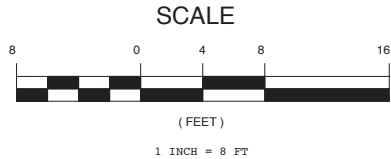
A
A-1

SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route

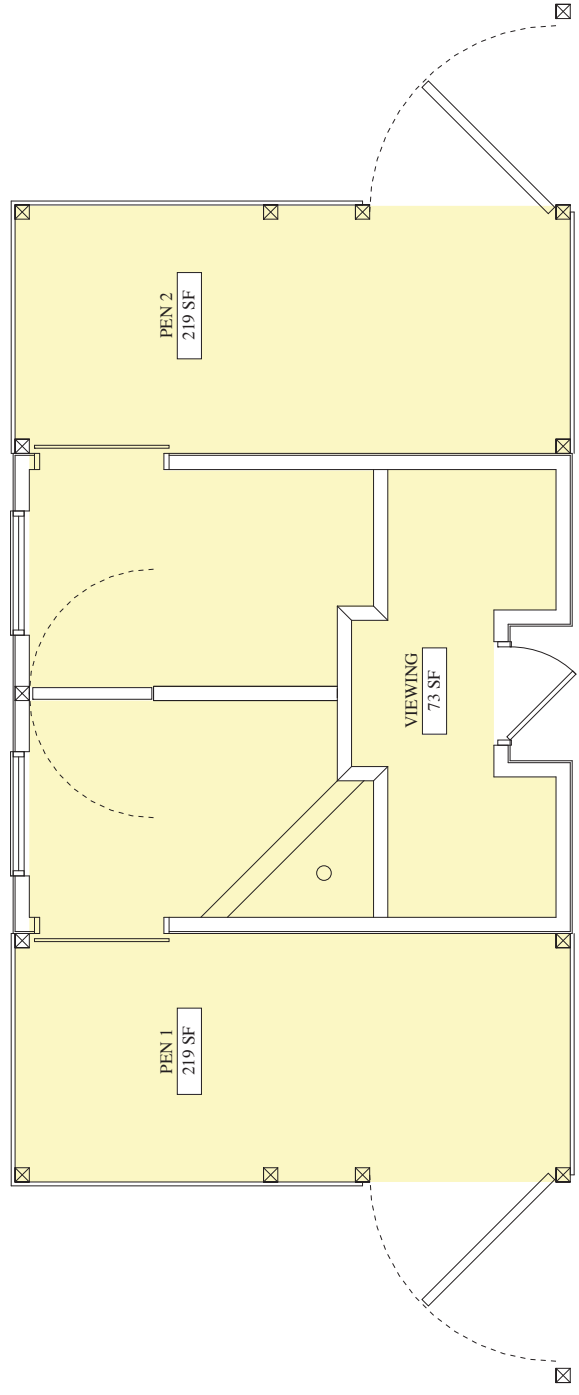
 Fire Extinguisher



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



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A
A-2

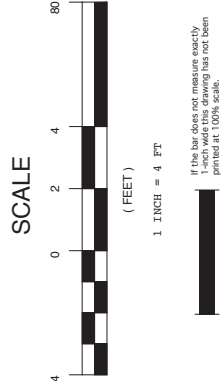
KELSEY HOG HOUSE

SCALE: 1/4" = 1'-0"

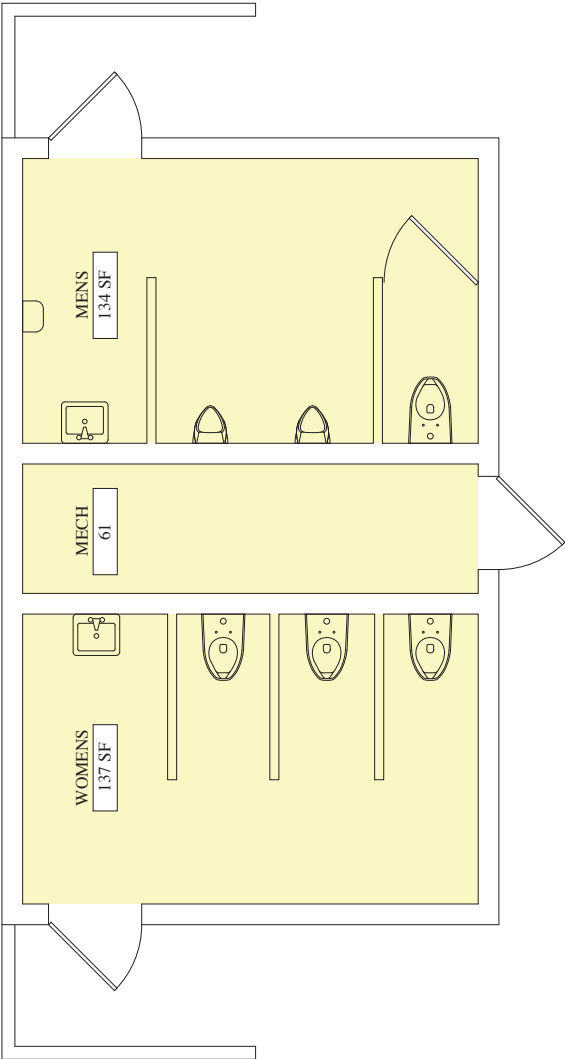
LEGEND

Wheelchair Route

Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher

KELSEY PLAY AREA RESTROOM

F
A-1

SCALE: 1/4" = 1'-0"

SCALE



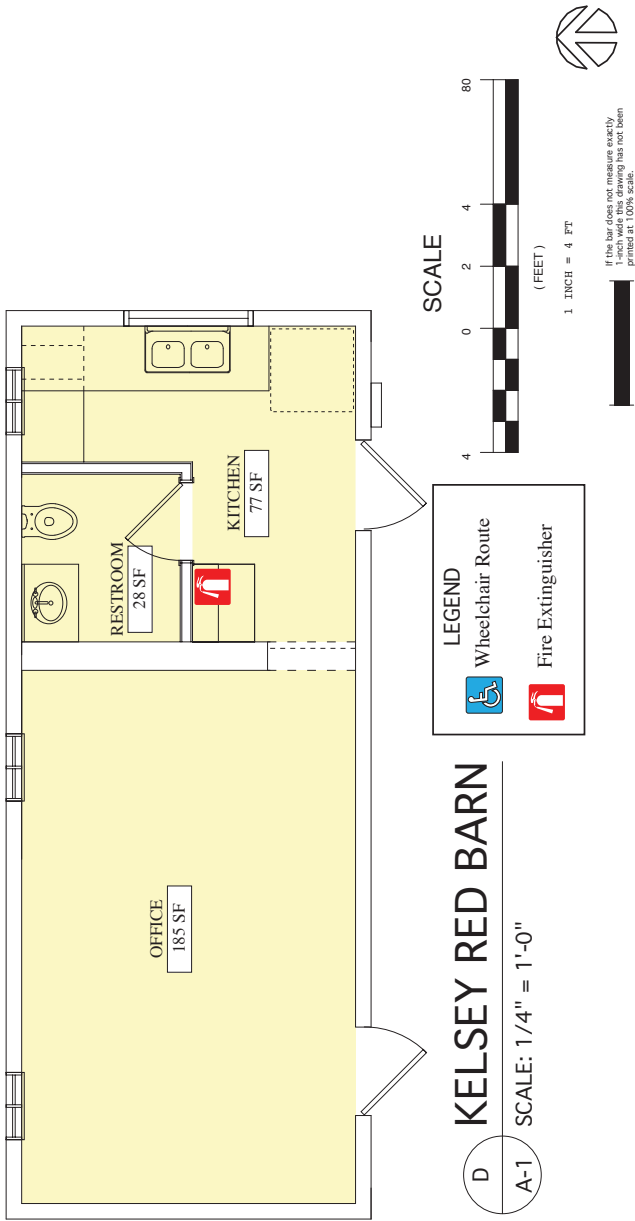
(FEET)

1 INCH = 4 FT

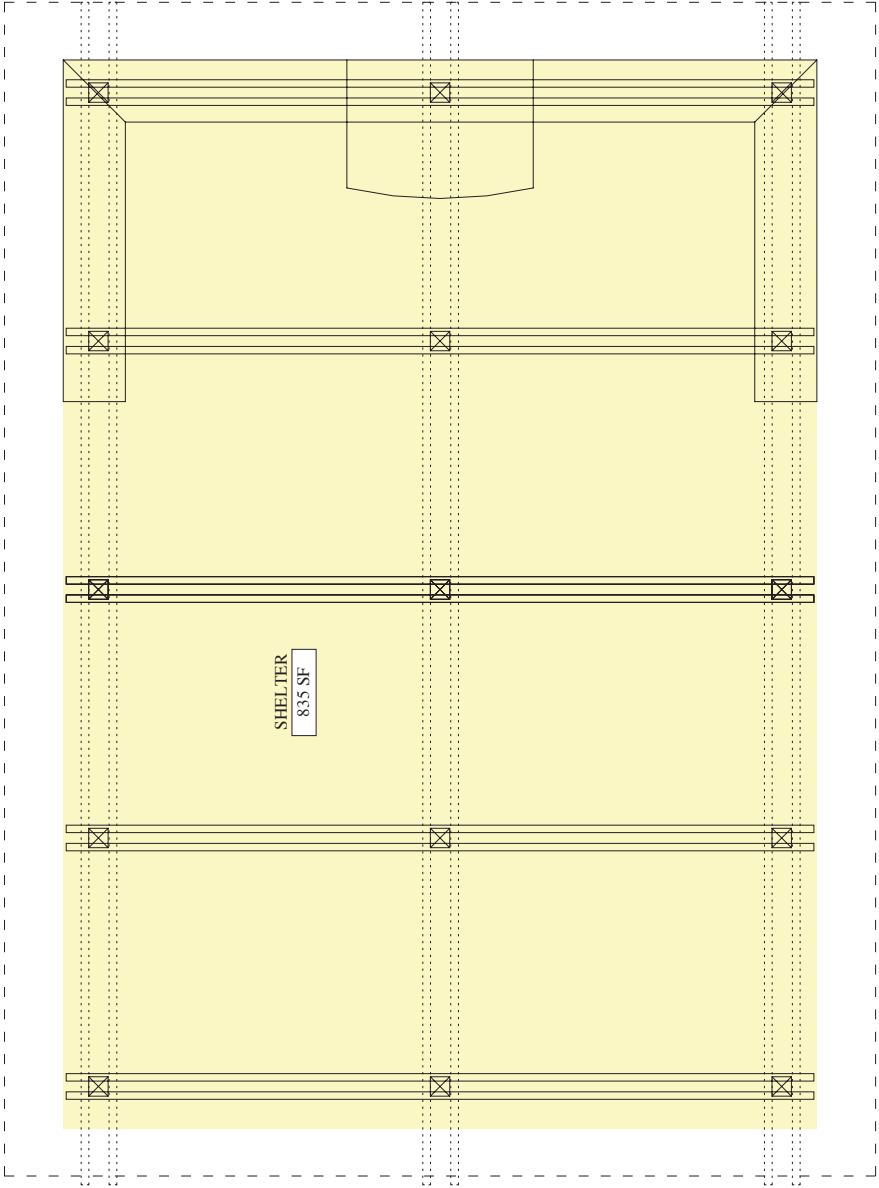


If the bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

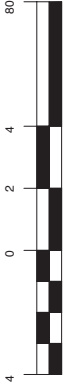
 Fire Extinguisher

KELSEY CREEK PARK PICNIC SHELTER

A
A-1

SCALE: 1/4" = 1'-0"

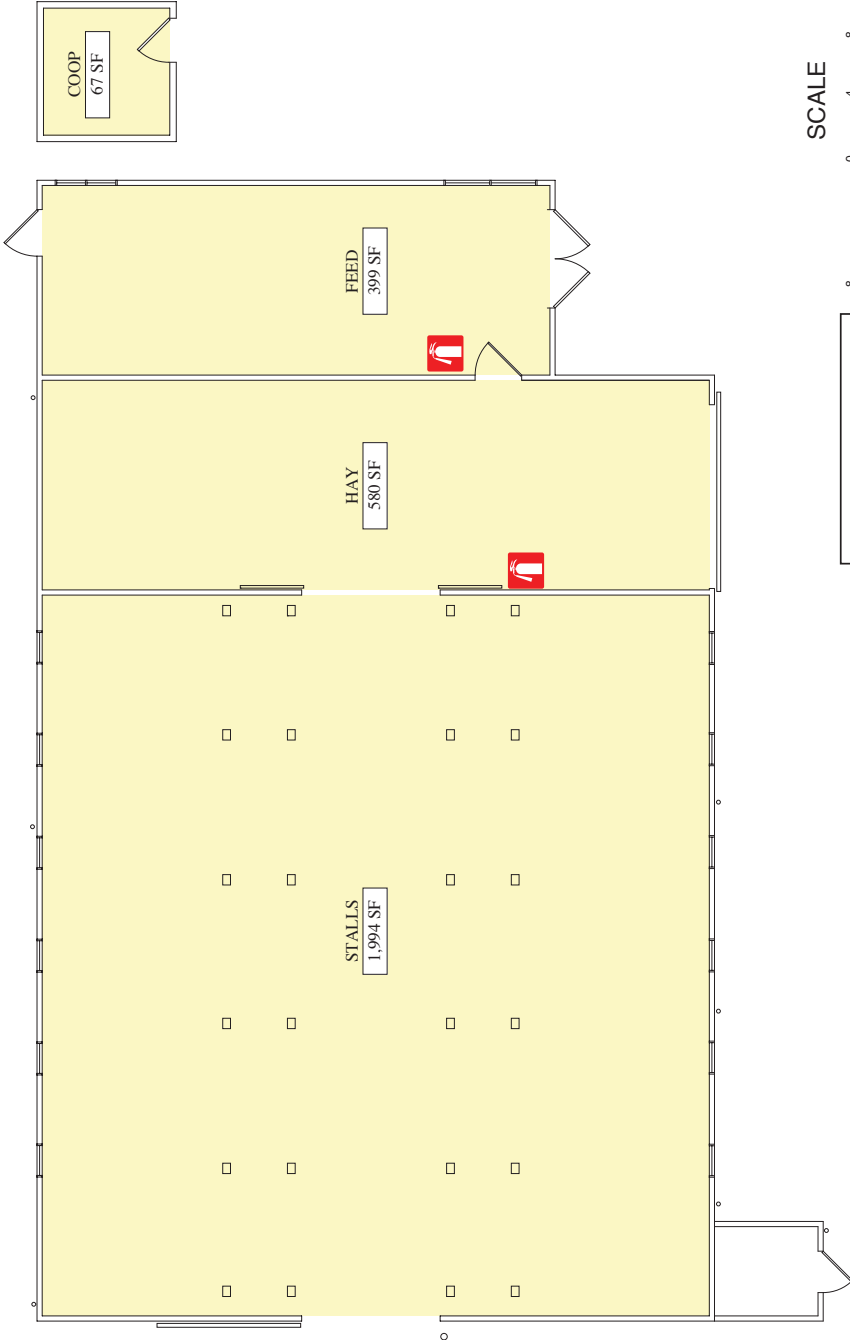
SCALE



If the bar does not measure exactly,
1-inch wide this drawing has not been
printed at 100% scale.

1 INCH = 4 FT

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



E

A-1

KELSEY ANIMAL BARN

SCALE: 1/8" = 1'-0"

 Wheelchair Route

 Fire Extinguisher

SCALE

(FEET)

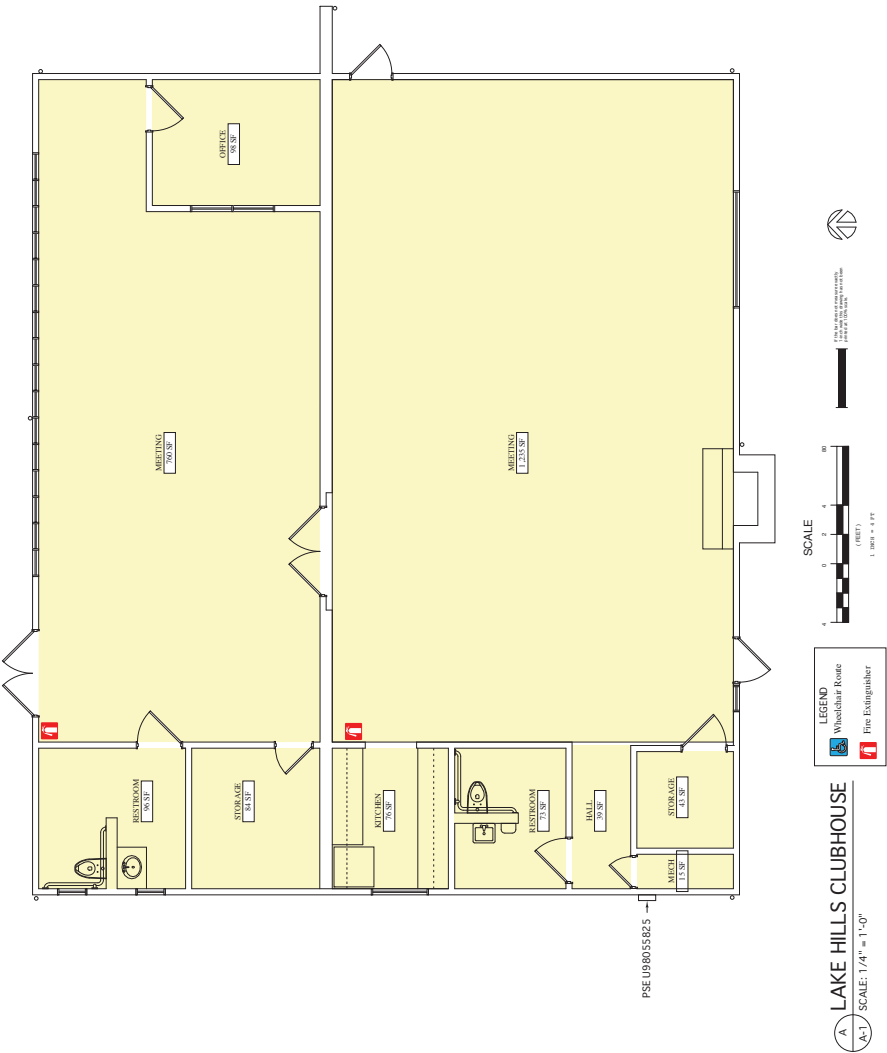


1 INCH = 8 FT

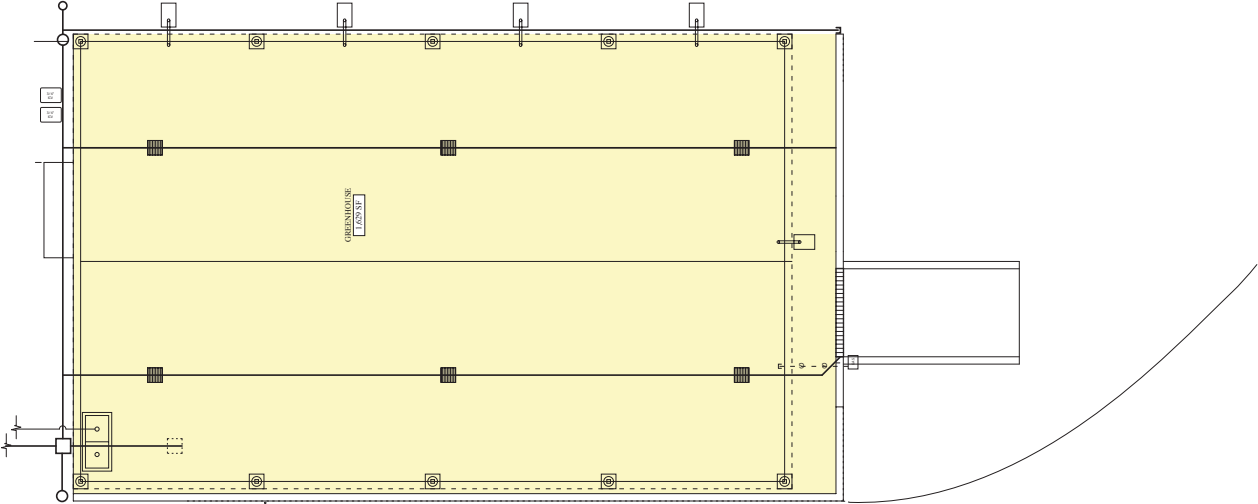
If the bar does not measure exactly, 1 inch does not equal 8 feet but is drawn printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD-CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



NOTE: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.




A


A-1

LAKE HILLS GREENBELT GREENHOUSE

SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route

 Fire Extinguisher

0 1 2 3 4 5 6 7 8

0 1 2 3 4 5 6 7 8

1' 0" = 4' 0"

1' 0" = 4' 0"

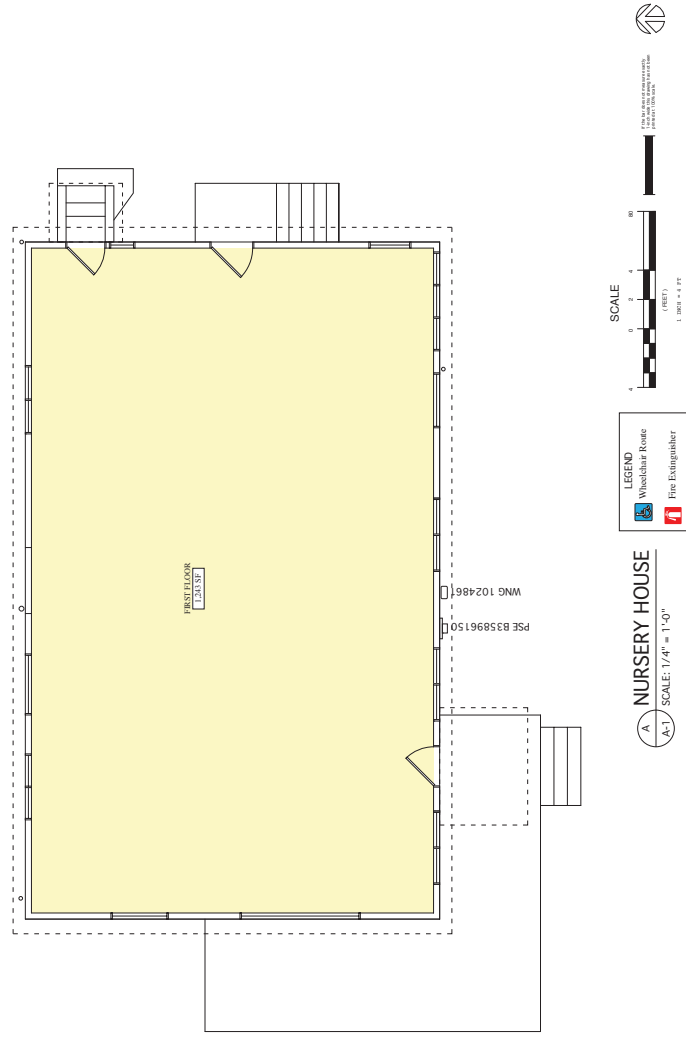
0 1 2 3 4 5 6 7 8

0 1 2 3 4 5 6 7 8

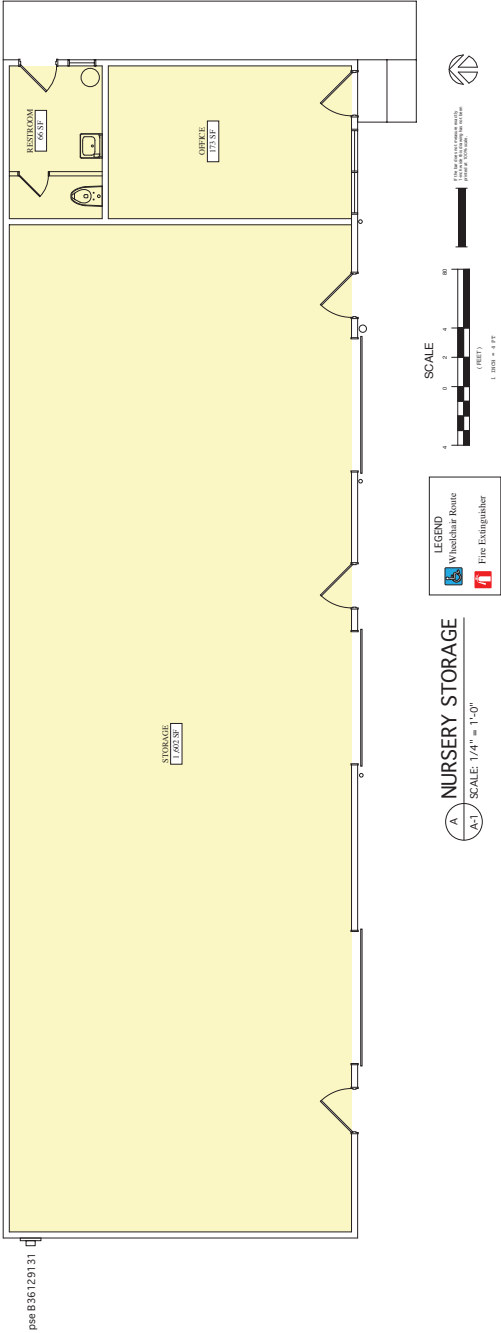
1' 0" = 4' 0"

1' 0" = 4' 0"

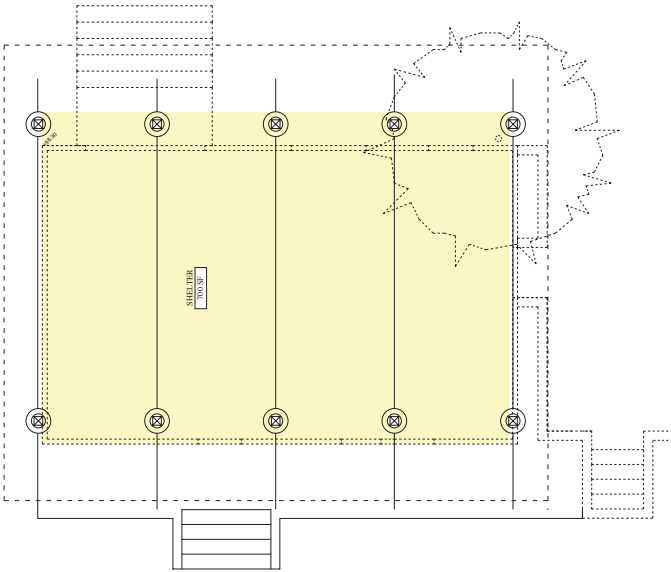
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



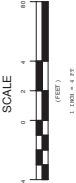
NOTE: THESE PLANS ARE BASED ON CITY RECORDS AND HAVE NOT BEEN VERIFIED IN THE FIELD. CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



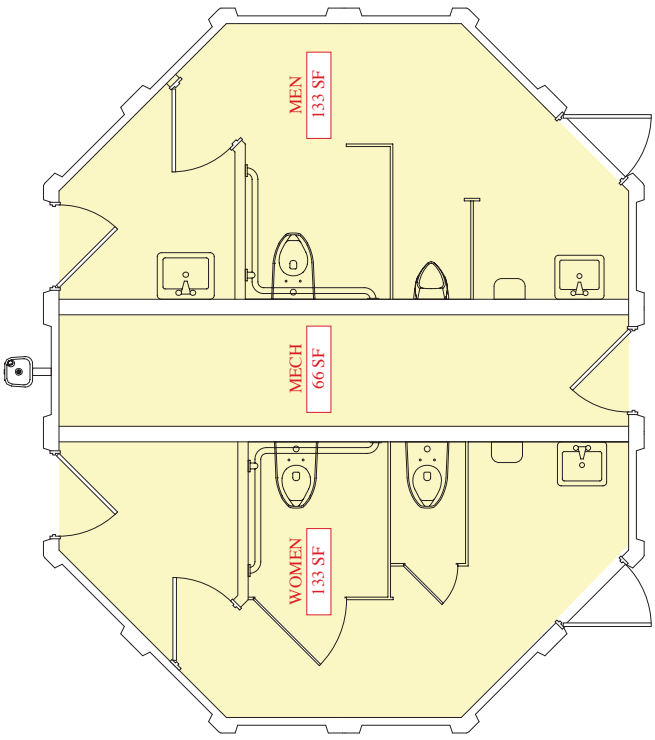
A LAKE HILLS GREENBELT PICNIC SHELTER
SCALE: 1/4" = 1'-0"

LEGEND

- Wheelchair Route
- Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



A

A-1

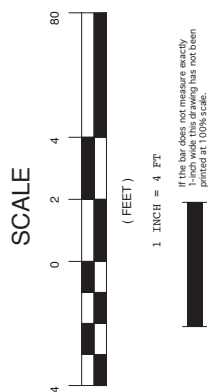
LAKE HILLS PARK RESTROOM

SCALE: 1/4" = 1'-0"

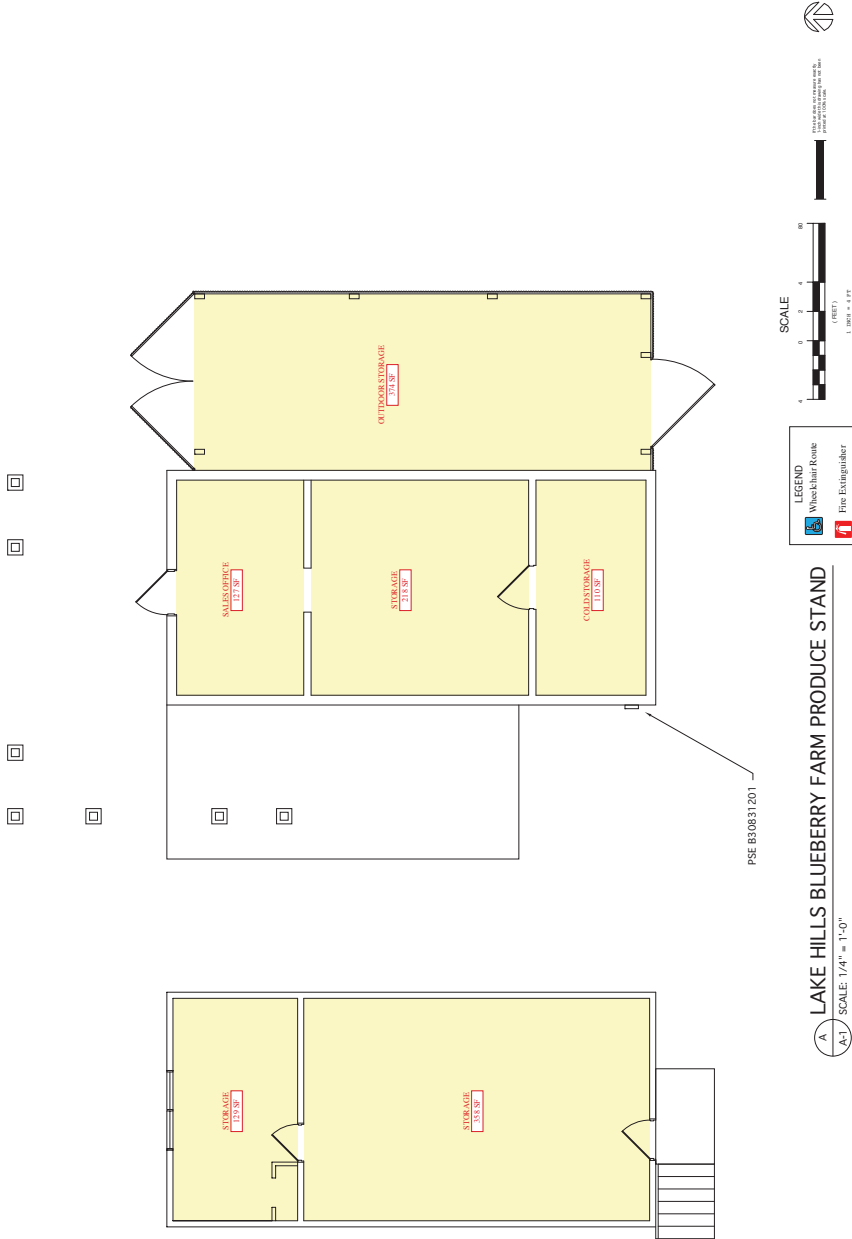
LEGEND

 Wheelchair Route

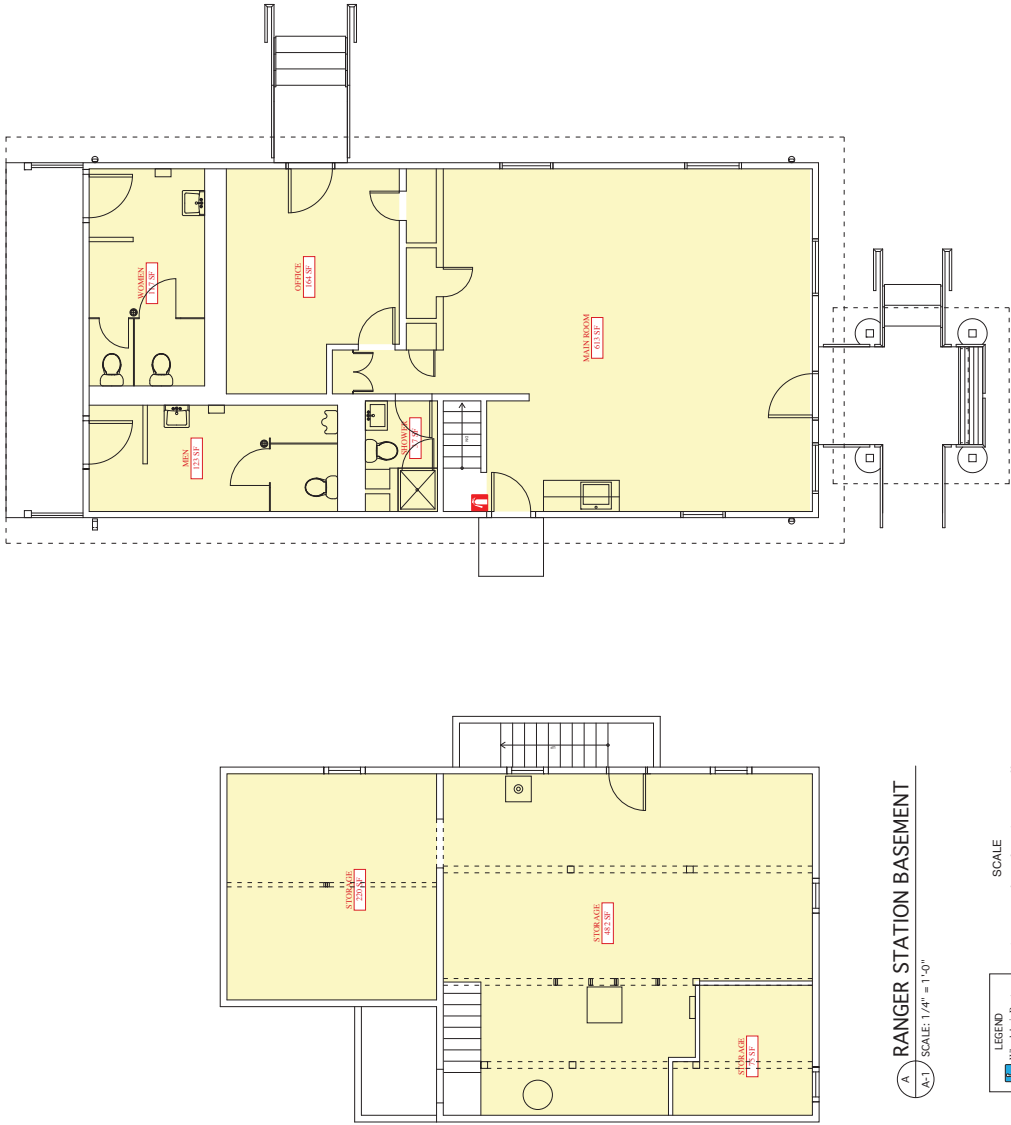
 Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD-CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

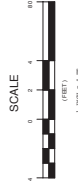


RANGER STATION BASEMENT
SCALE: 1/4" = 1'-0"

RANGER STATION MAIN FLOOR
SCALE: 1/4" = 1'-0"

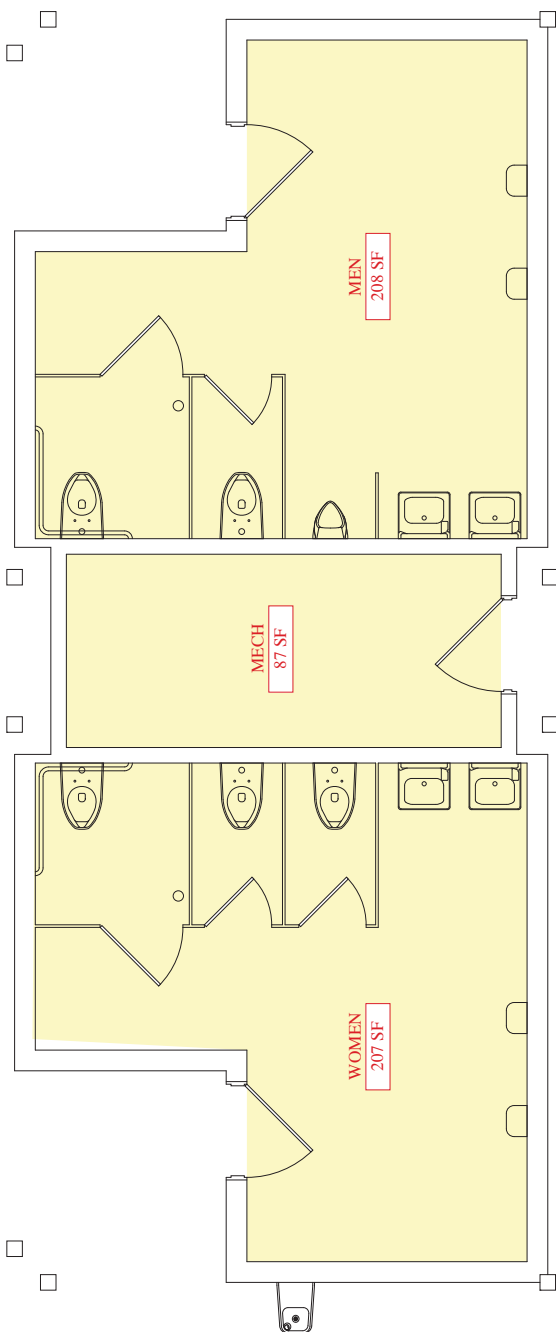
LEGEND

- Wheelchair Route
- Fire Extinguisher



This drawing is not valid for construction purposes. It is for informational purposes only.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



A
A-1

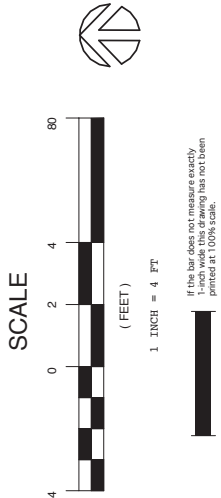
LAKEMONT RESTROOM

SCALE: 1/4" = 1'-0"

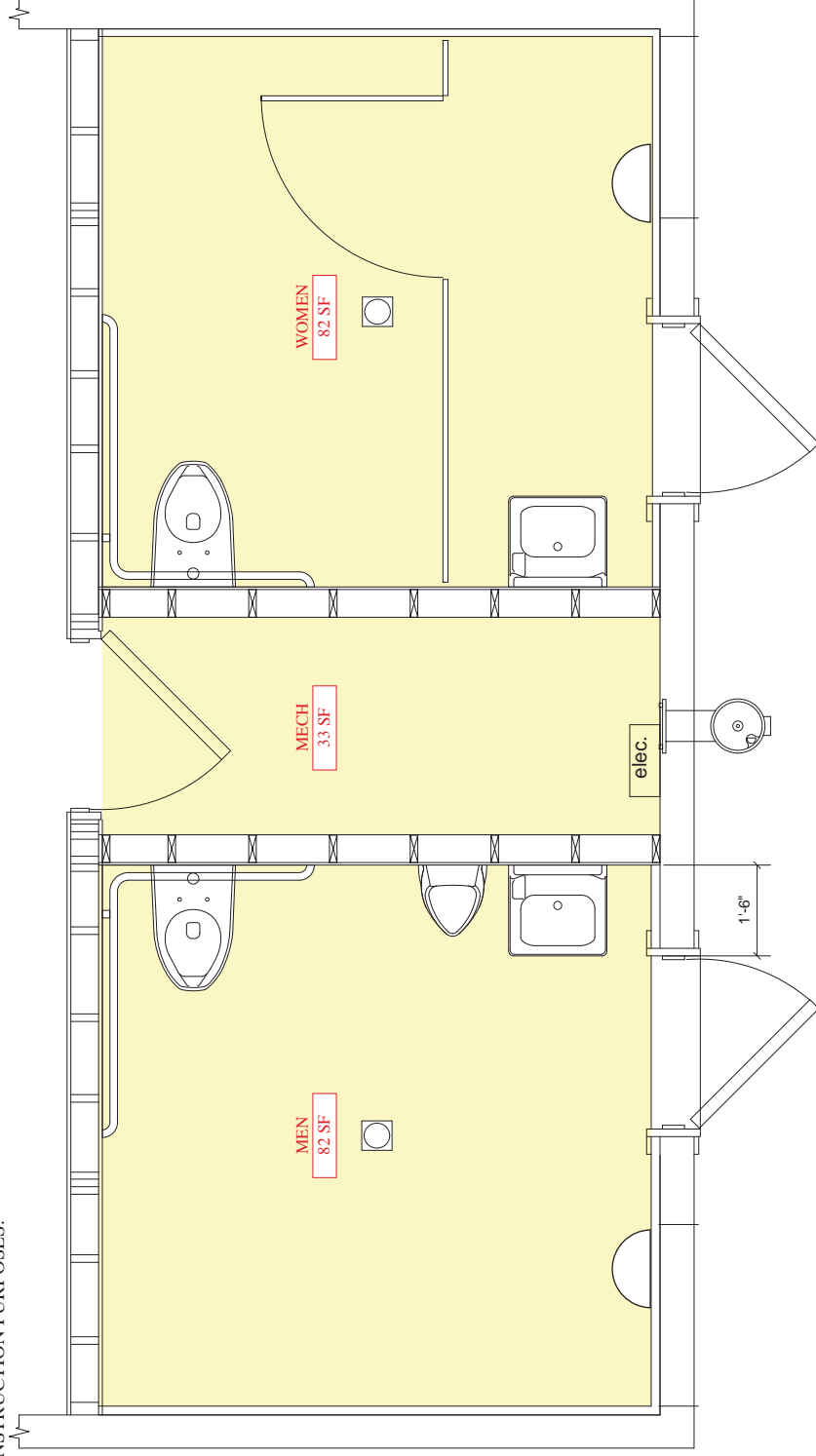
LEGEND

 Wheelchair Route


 Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher

LARSEN LAKE RESTROOM

A
A-1

SCALE: 1/2" = 1'-0"

SCALE



(FEET)

1/2 INCH = 1 FT



If the bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

LEWIS CREEK PARK VISITOR CENTER

SCALE: 1/4" = 1'-0"

LEGEND

- Wheelchair Route
- Fire Extinguisher

SCALE

0 2 4 8
(FEET)

1" = 8' - 0"

MEETING
115 SF

MEETING
72 SF

MEETING
110 SF

VESTIBULE
111 SF

MAIN ROOM
1951 SF

STAFF
19 SF

KITCHEN
19 SF

STORAGE
136 SF

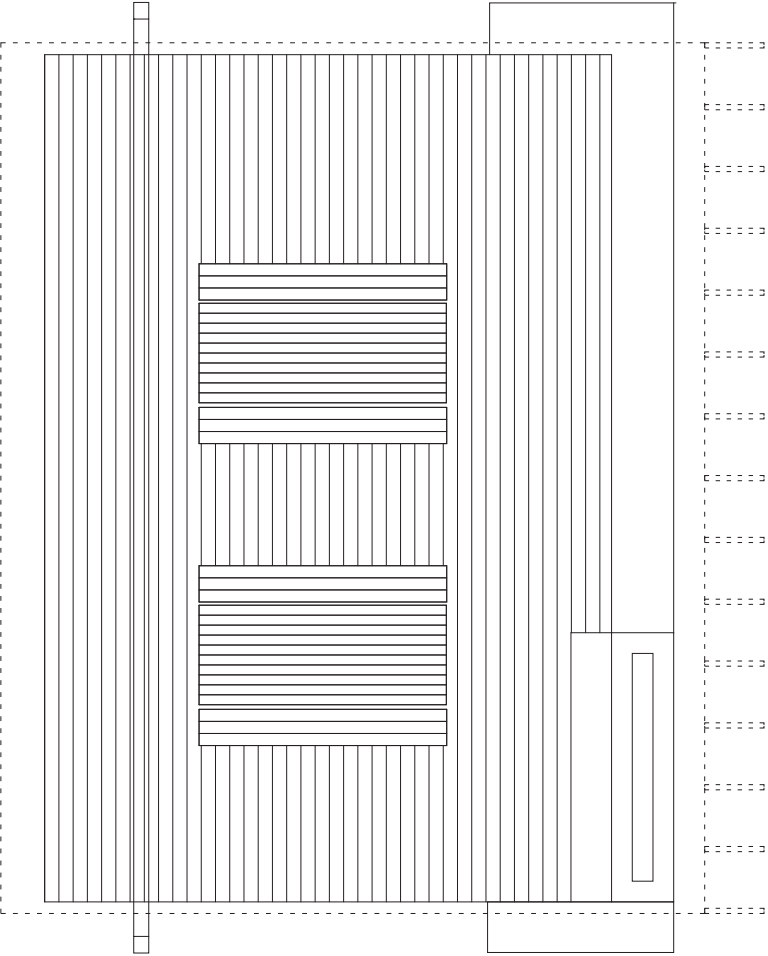
MEN
234 SF

WOMEN
234 SF

The diagram shows a fire truck layout with a scale bar and a legend. The scale bar is labeled "SCALE (FEET)" and ranges from 0 to 80 feet. The legend identifies the components:

- LEGEND**
- Wheelchair Ramp** (represented by a blue and white icon)
- Fire Extinguisher** (represented by a red and white icon)

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

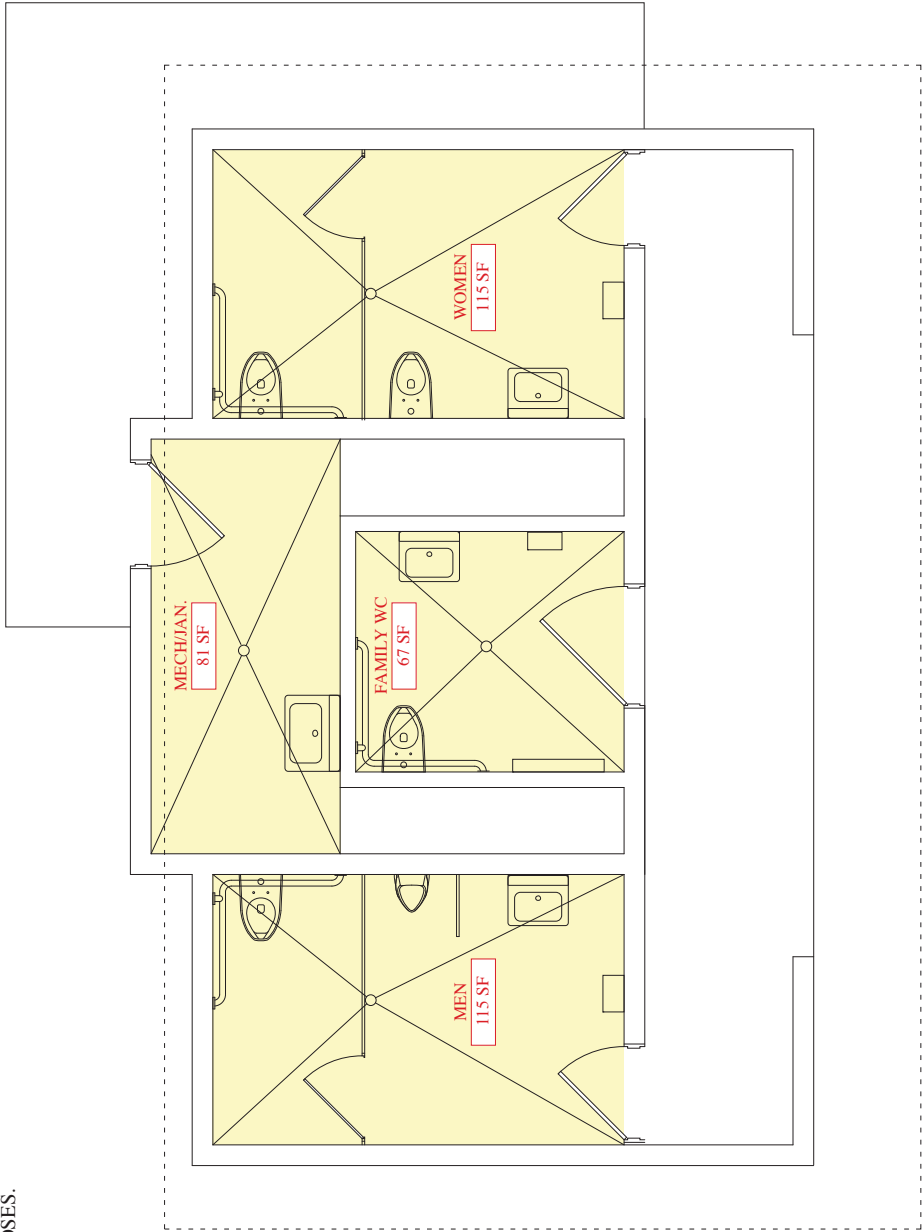


LEWIS CREEK PARK PICNIC SHELTER

A
A-1

SCALE: 1/4" = 1'-0"

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher

SCALE



(FEET)

1 INCH = 4 FT

If this bar does not measure at exactly 1-inch wide this drawing has not been printed at 100% scale.

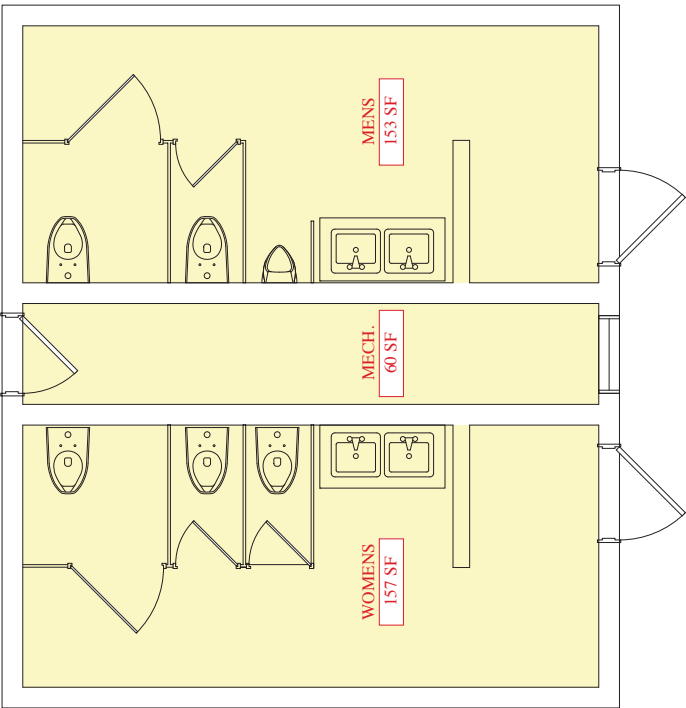


LEWIS CREEK PARK RESTROOM

A
A-1

SCALE: 1/4" = 1'-0"

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



A
A-1

MERCER SLOUGH FARM CENTER RESTROOMS

SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route

 Fire Extinguisher

SCALE

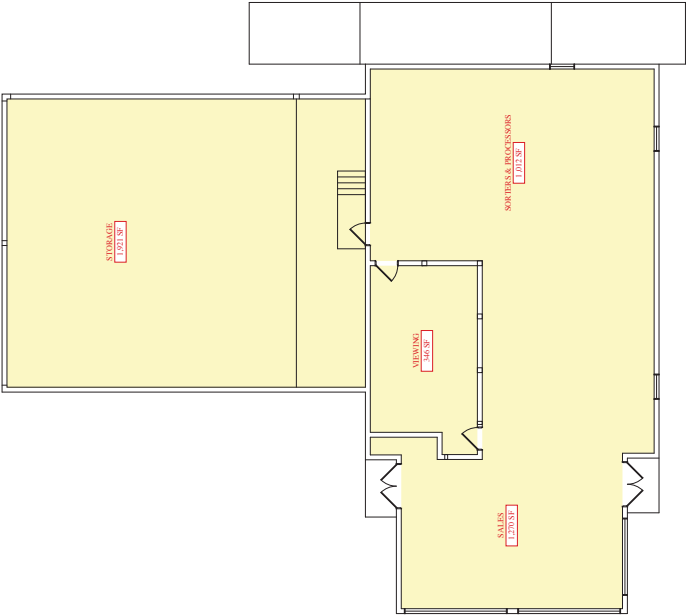


1 INCH = 8 FT



If this bar does not measure exactly,
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



A

A-1

MERCER SLOUGH FARM CENTER

SCALE: 1/8" = 1'-0"

LEGEND

Wheelchair Route

Fire Extinguisher

0

4

8

16

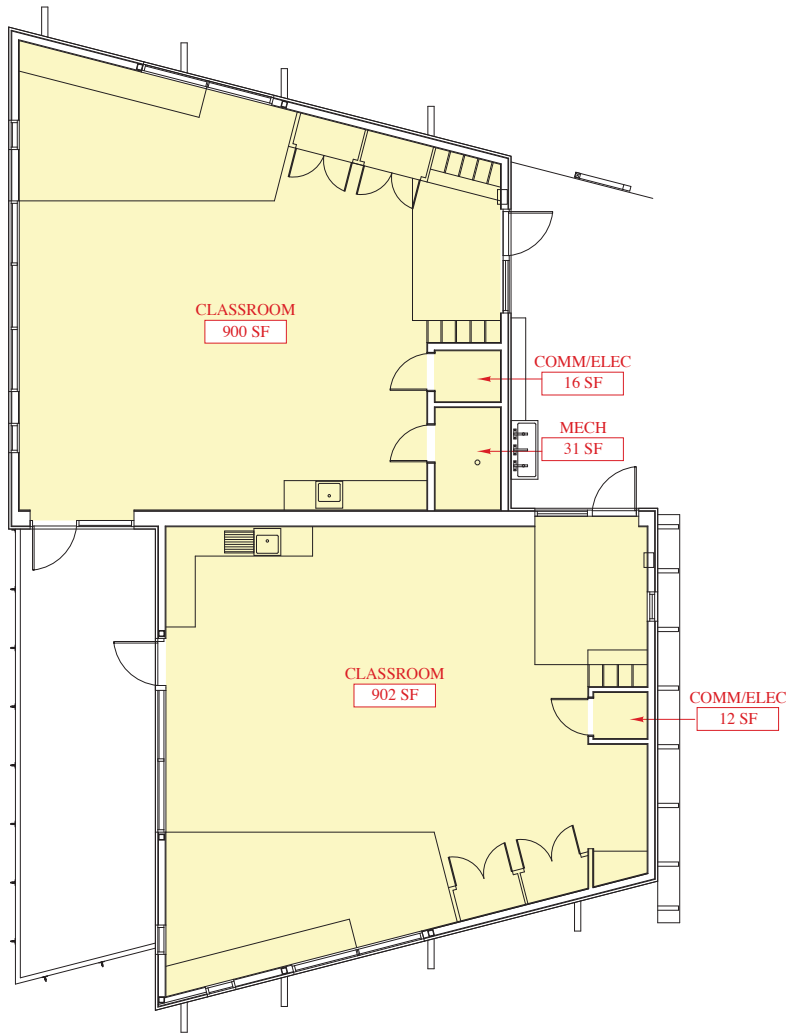
SCALE

(FEET)


1" = 8'-0"


1/8" = 1'-0"

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

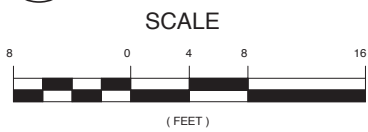
 Wheelchair Route

 Fire Extinguisher

CLASSROOM 1

A
A-1

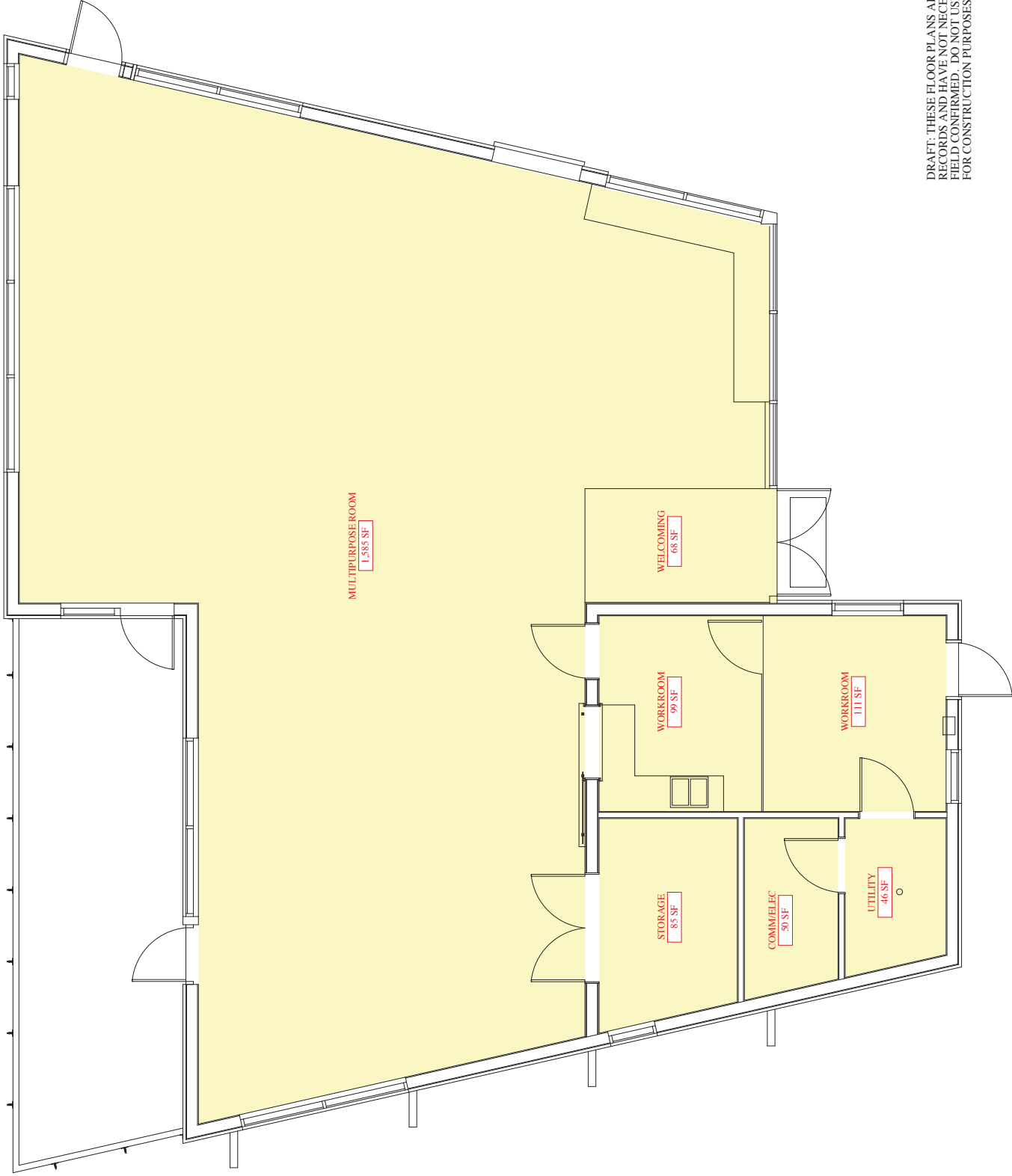
SCALE: 1/8" = 1'-0"



1 INCH = 8 FT



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



IF THIS PLAN WAS NOT REPRODUCED EXACTLY, THE USER SHALL BE RESPONSIBLE FOR ANY ERRORS THAT MAY HAVE BEEN INTRODUCED AT 100% SCALE.

LEGEND

- Wheelchair Route
- Fire Extinguisher

A-1 MULTIPURPOSE
SCALE: 1/4" = 1'-0"

The floor plan of the second floor shows the layout of the restrooms and janitor's closet. The plan is divided into three main areas: a large central area labeled 'MEN 205 SF', a smaller area labeled 'JAN 21 SF', and a large area labeled 'WOMEN 194 SF'. The restrooms are equipped with sinks, toilets, and mirrors. The janitor's closet contains a sink, a toilet, and a mirror. The plan also shows the entrance to the restrooms and the location of the restrooms relative to the building's exterior walls.

Age Group	1990	1995	2000	2005	2010
0-4	10	15	20	25	30
5-9	15	20	25	30	35
10-14	20	25	30	35	40
15-19	25	30	35	40	45
20-24	30	35	40	45	50
25-29	35	40	45	50	55
30-34	40	45	50	55	60
35-39	45	50	55	60	65
40-44	50	55	60	65	70
45-49	55	60	65	70	75
50-54	60	65	70	75	80
55-59	65	70	75	80	85
60-64	70	75	80	85	90
65-69	75	80	85	90	95
70-74	80	85	90	95	100
75-79	85	90	95	100	105
80-84	90	95	100	105	110
85-89	95	100	105	110	115
90-94	100	105	110	115	120
95-99	105	110	115	120	125

1 INCH = 4 FT



LEGEND

 Wheelchair Route

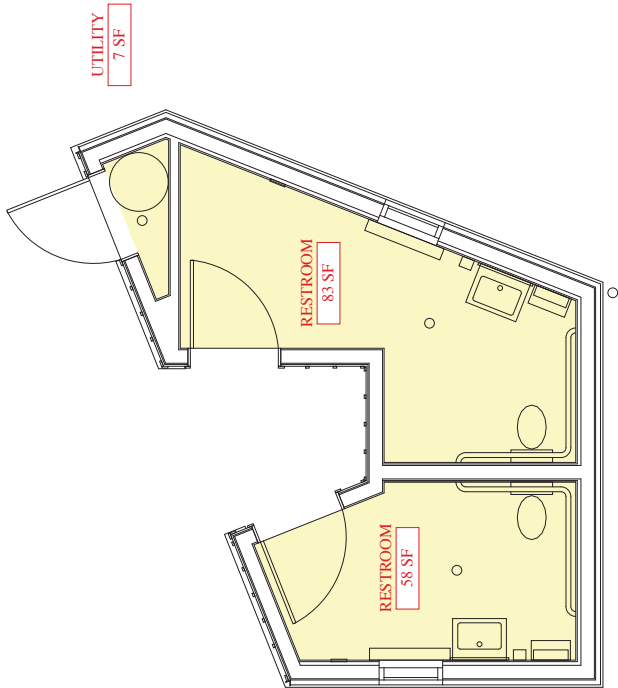
 Fire Extinguisher



Fire Extinguisher

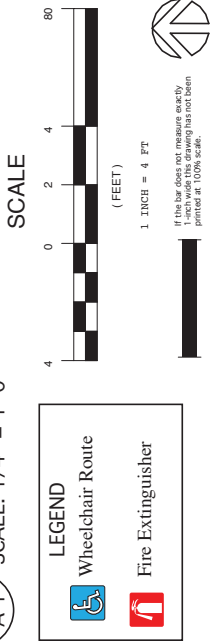
Fire Extinguisher

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

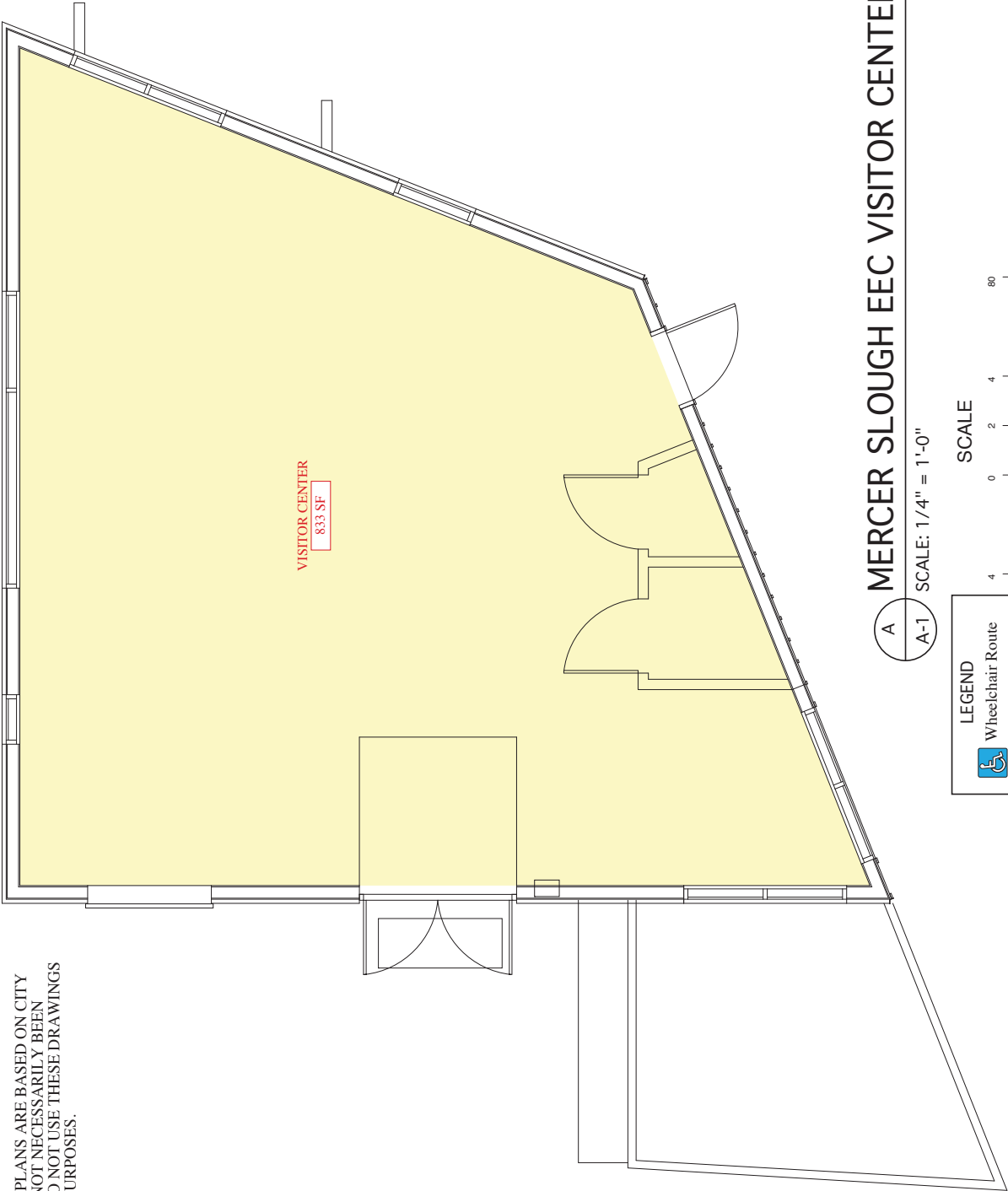


VISITOR CENTER FAMILY RR

A
A-1
SCALE: 1/4" = 1'-0"



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



A
A-1

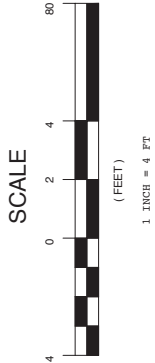
MERCER SLOUGH EEC VISITOR CENTER

SCALE: 1/4" = 1'-0"

LEGEND

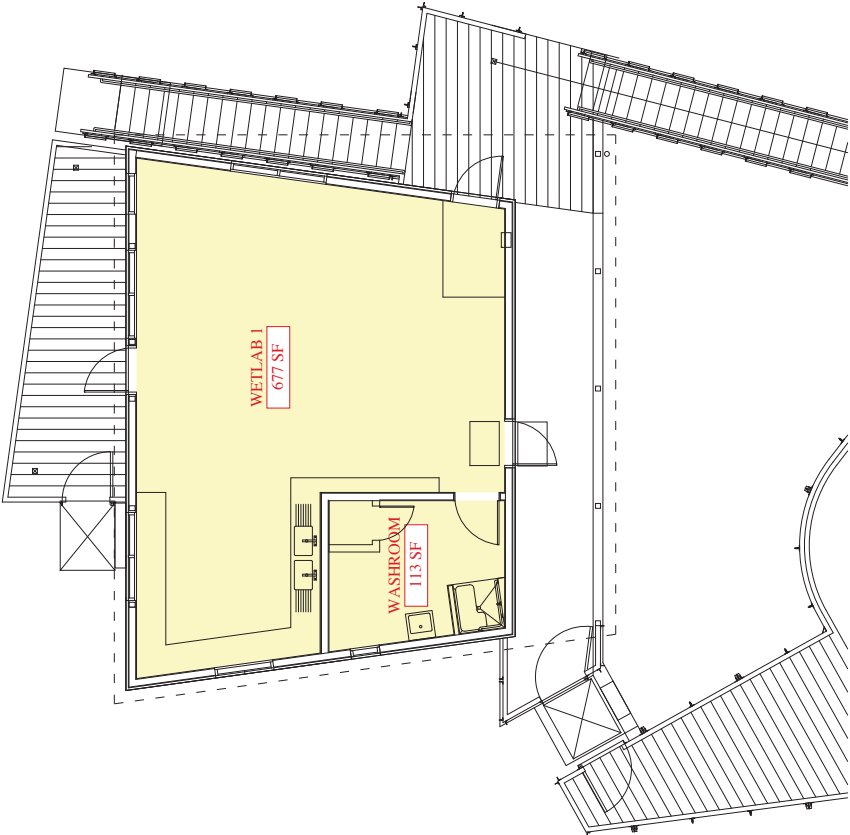
Wheelchair Route

Fire Extinguisher



If the bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

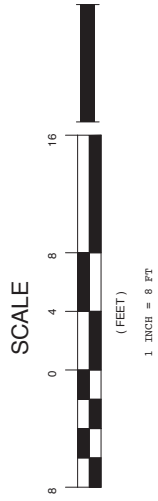
 Fire Extinguisher

A

WETLAB 1

A-1

SCALE: 1/8" = 1'-0"



If the bar does not measure exactly, 1-inch wide the drawing has not been printed at 100% scale.





City of
Bellevue

TITLE:

MEYDENBAUER BAY - WHALING BUILDING

DRAWING #:

PK-XXX

SCALE:

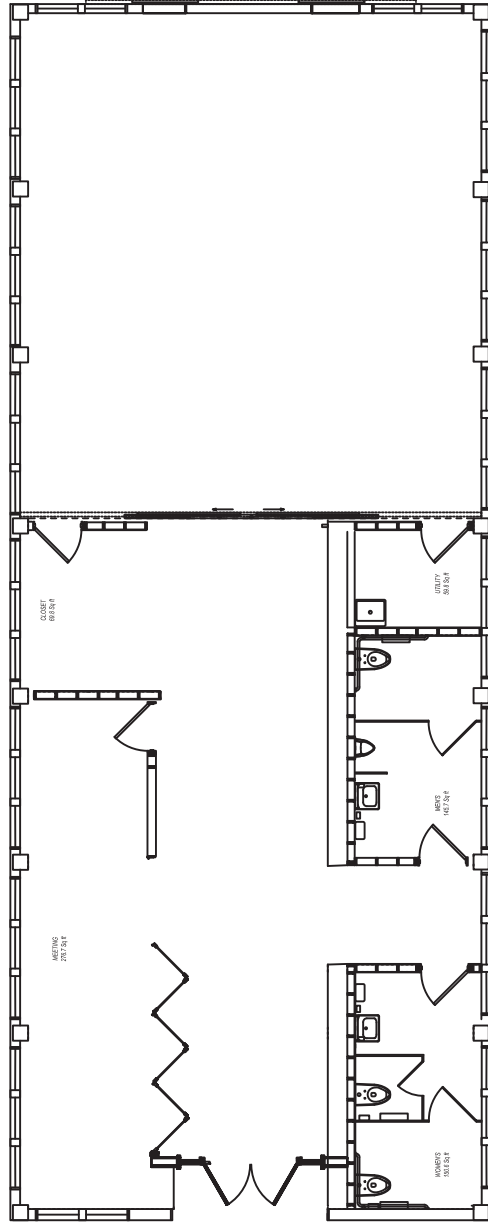
N.T.S.

REVISION DATE:

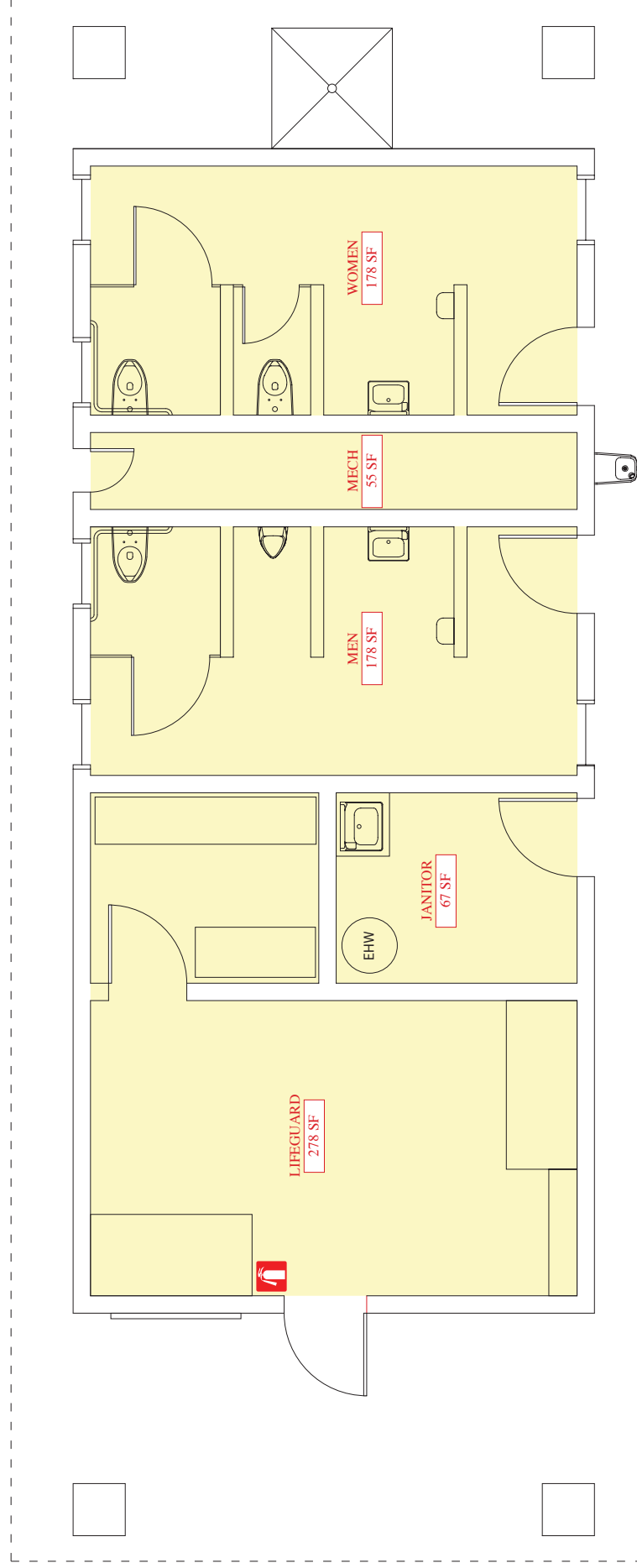
6 AUG 19

DEPARTMENT:

PARKS



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

- Wheelchair Route
- Fire Extinguisher

1 MEYDENBAUER BEACH PARK RESTROOM

SCALE: 1/4" = 1'-0"

SCALE



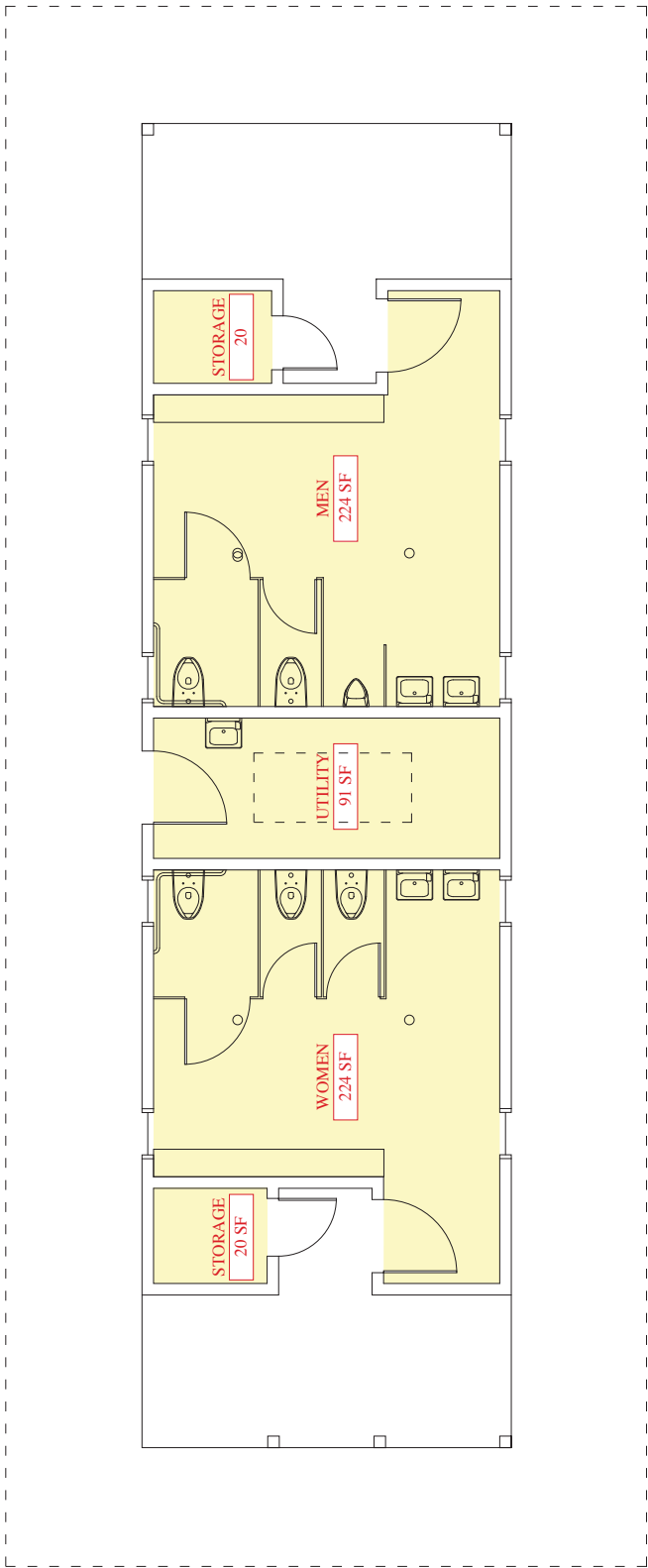
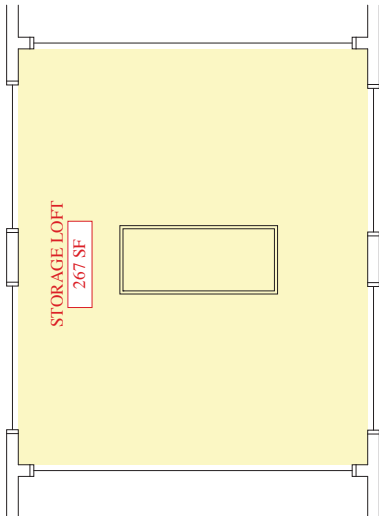
(FEET)

1 INCH = 4 FT.



If this bar does not measure exactly
4 feet, the drawing was not
printed at 1/4" = 1'-0" scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



SCALE



3/16 INCH = 1 FT

LEGEND



Wheelchair Route



Fire Extinguisher



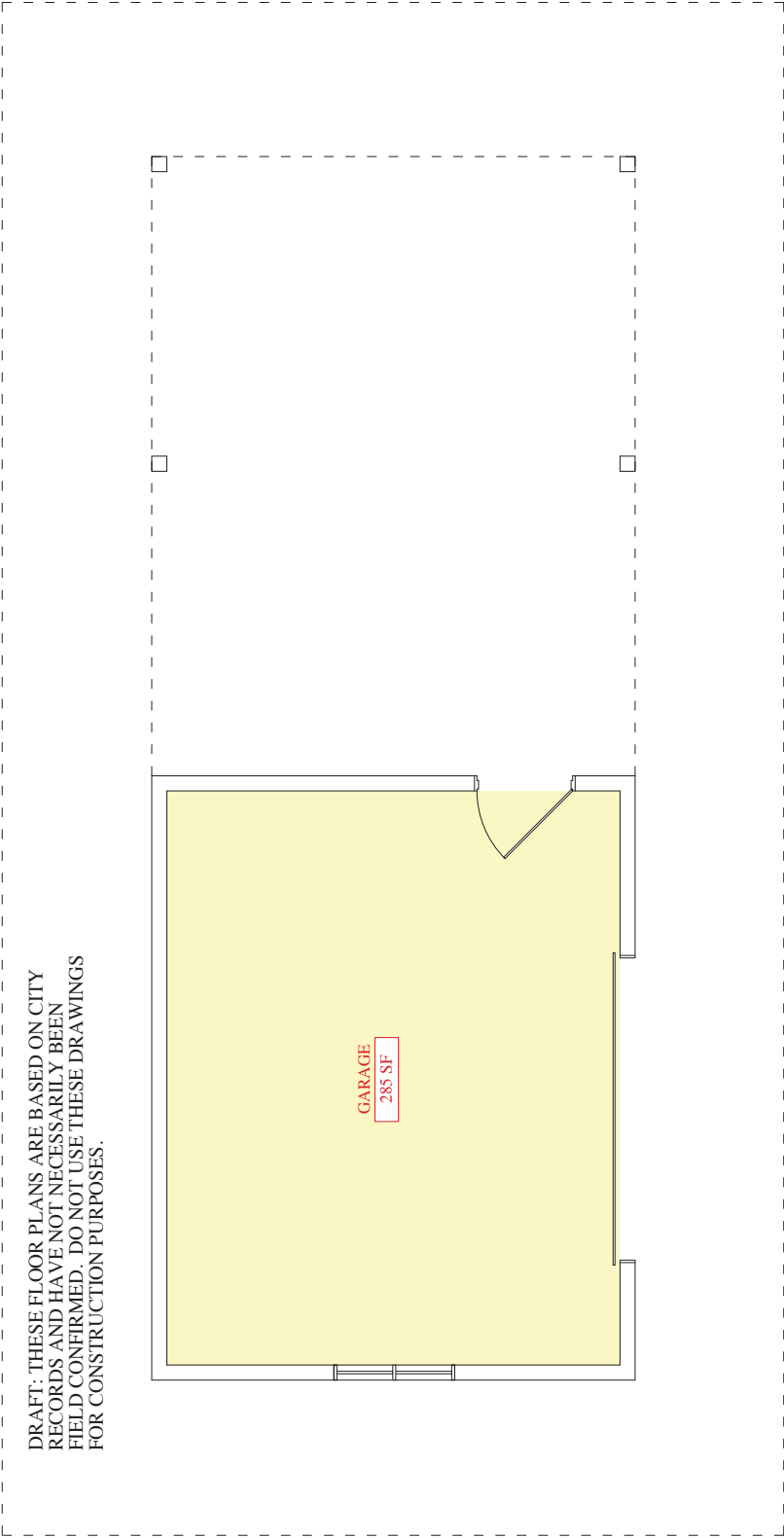
If this bar does not measure exactly,
1-inch wide this drawing has not been
printed at 100% scale.

NEWCASTLE BEACH PARK RESTROOM

1

A-1

SCALE: 3/16" = 1'-0"



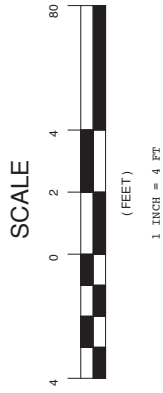
NEWCASTLE MAINTENANCE GARAGE

SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route

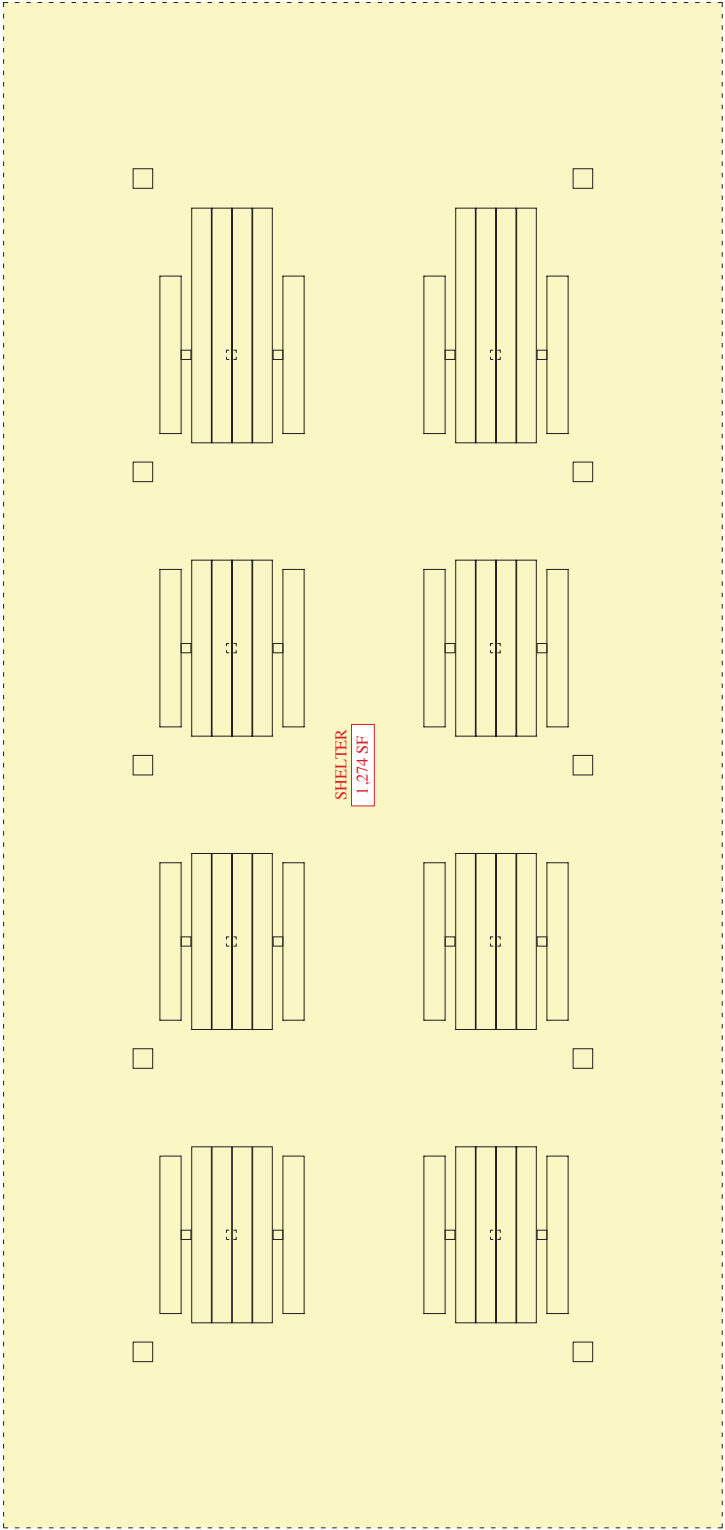
 Fire Extinguisher



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

Wheelchair Route

Fire Extinguisher

NEWCASTLE BEACH PARK PICNIC SHELTER

SCALE: 1/4" = 1'-0"

A
A-1

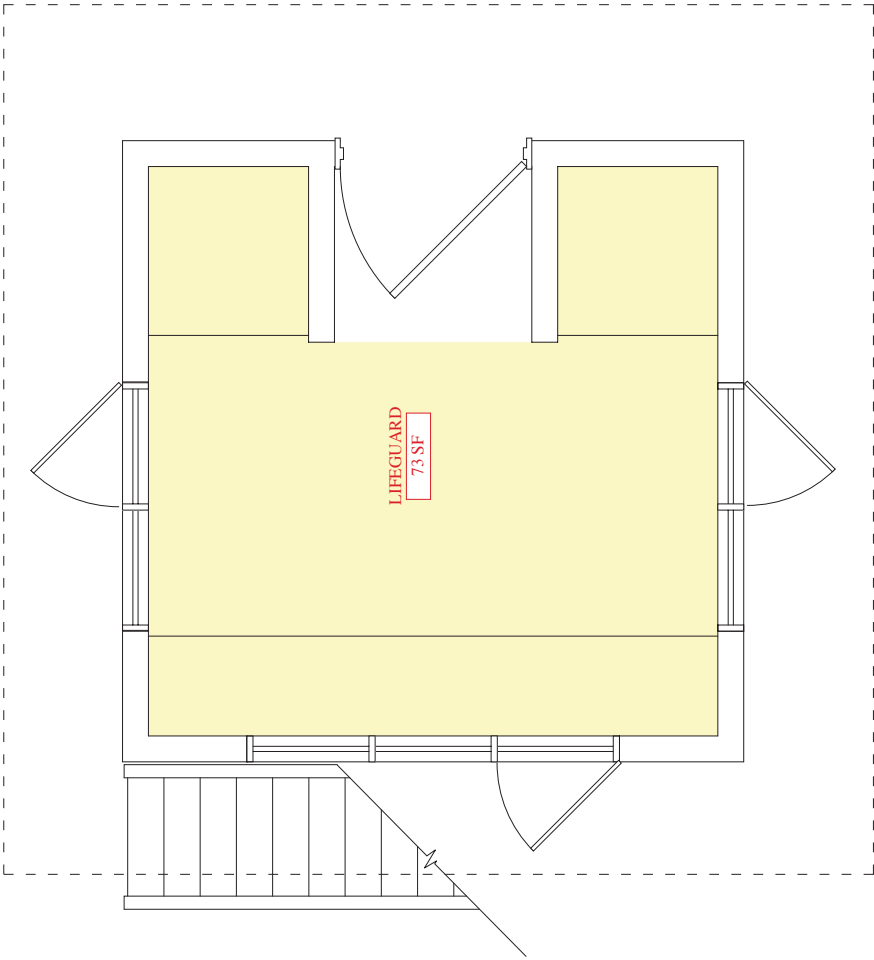
SCALE



1 INCH = 4 FT

This drawing not shown to scale. 1 inch equals 4 feet. This drawing has not been printed at 100% scale.





LEGEND

 Wheelchair Route

 Fire Extinguisher

A

A-1

NEWCASTLE LIFE GUARD STATION

SCALE: 1/2" = 1'-0"

SCALE



(FEET)

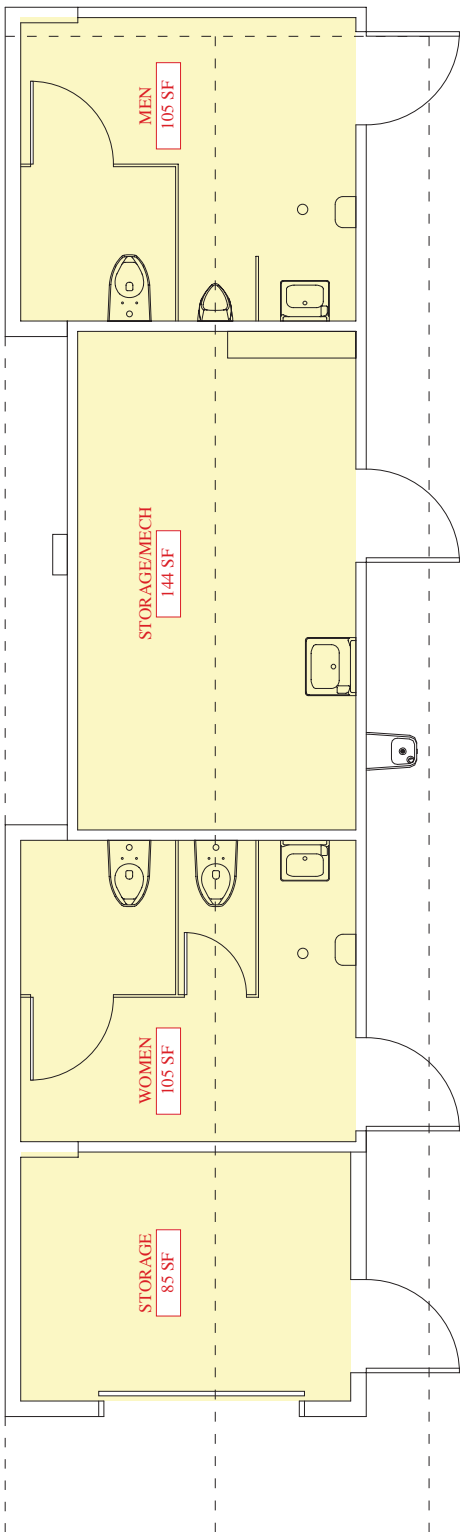
1/2 INCH = 1 FT



If the bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY
RECORDS AND HAVE NOT NECESSARILY BEEN
FIELD CONFIRMED. DO NOT USE THESE DRAWINGS
FOR CONSTRUCTION PURPOSES.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



SCALE



LEGEND

Wheelchair Route



Fire Extinguisher



NEWPORT HILLS RESTROOM

1
A-1

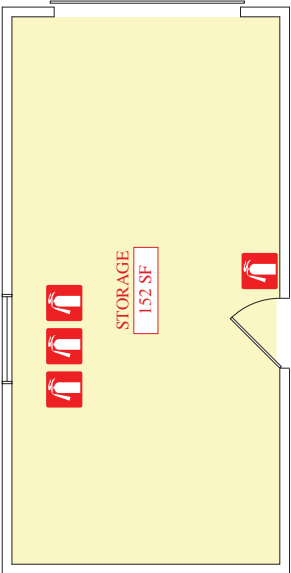
SCALE: 1/4" = 1'-0"

If this bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

[illegible]

NORTH BELLEVUE COMMUNITY CENTER

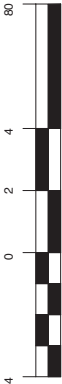
DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



NORTHWEST ARTS CENTER GARAGE

A SCALE: 1/4" = 1'-0"

SCALE



1 INCH = 4 FT

If this bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.

LEGEND



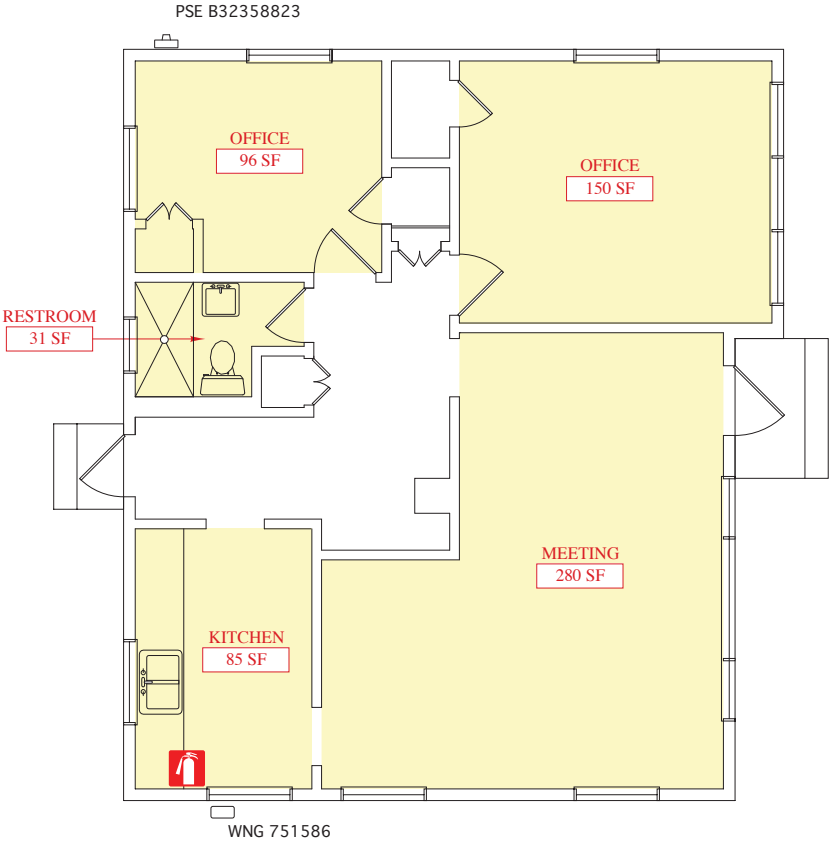
Wheelchair Route



Fire Extinguisher



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.





A
A-1

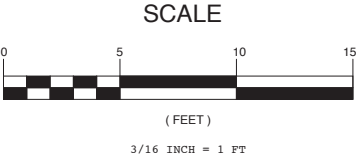
NORTHWEST ARTS CENTER HOUSE

SCALE: 3/16" = 1'-0"

LEGEND

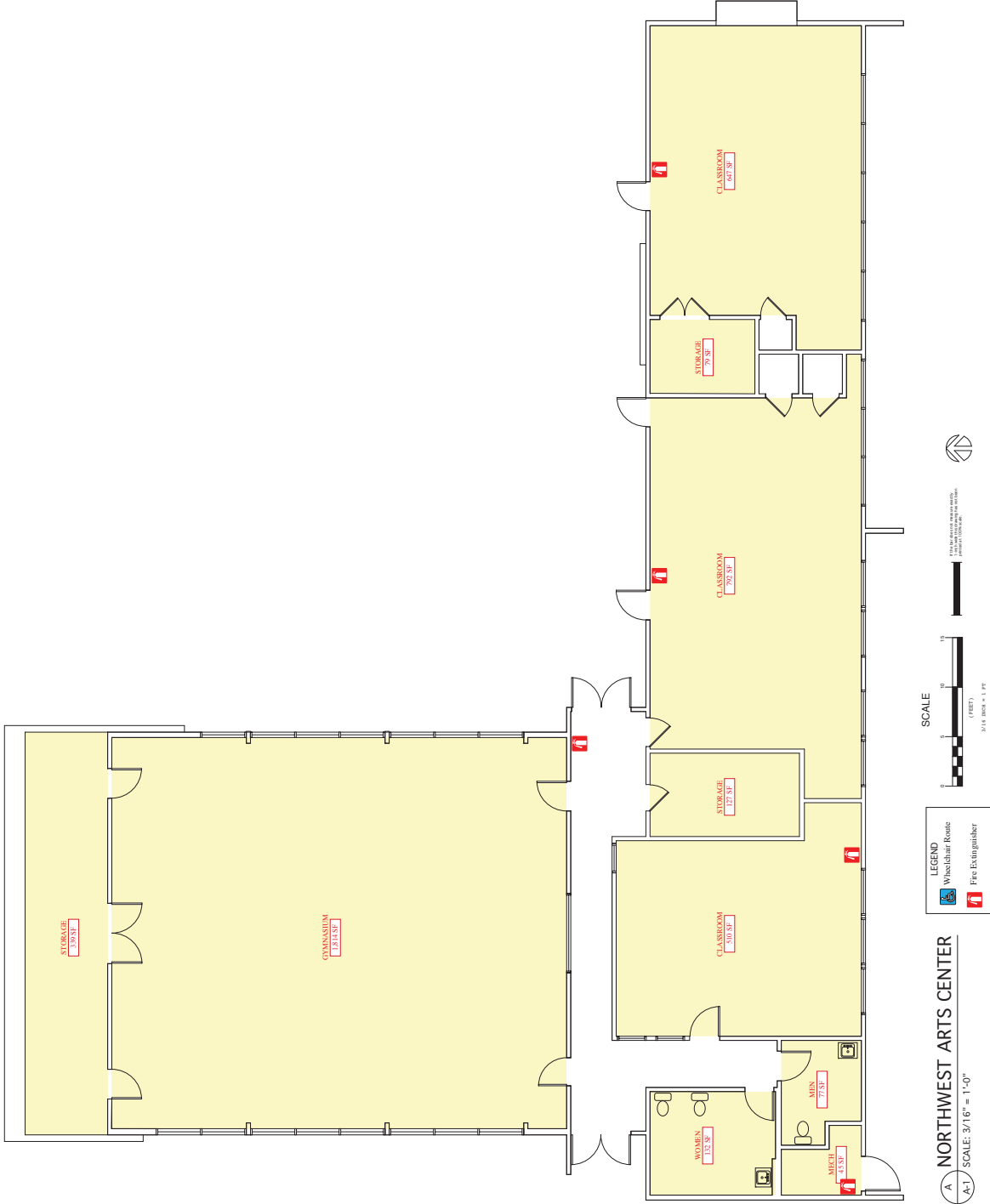
 Wheelchair Route

 Fire Extinguisher



If the bar does not measure exactly
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN VERIFIED BY VISUAL INSPECTION. THESE DRAWINGS ARE FOR CONSTRUCTION PURPOSES.

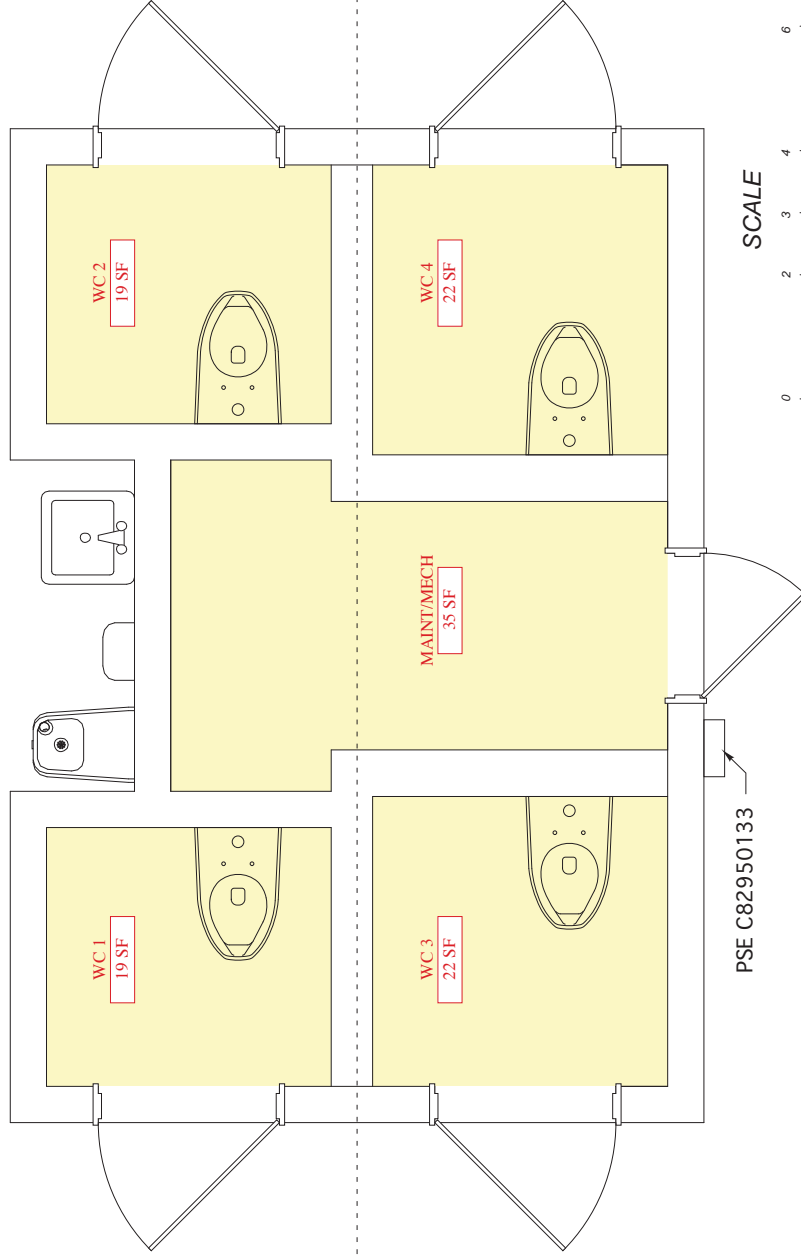


DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

LEGEND

 Wheelchair Route

 Fire Extinguisher



PHANTOM LAKE RESTROOM

A
A-1

SCALE: 1/2" = 1'-0"

If this bar does not measure exactly
1 foot, the drawing has not been
printed at 100% scale.

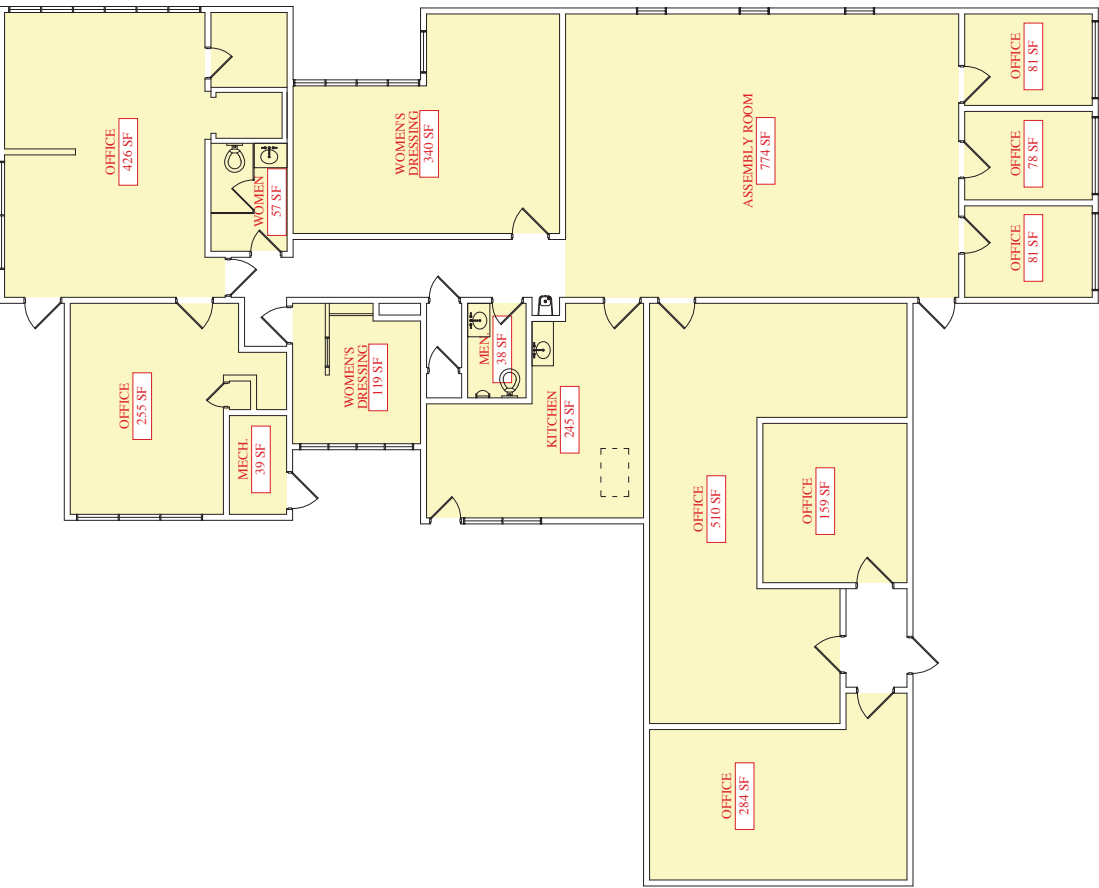


DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



RESOURCE MANAGEMENT - OFFICE

SCALE: 1/8" = 1'-0"



RESOURCE MANAGEMENT - CREWS QUARTERS

SCALE: 1/8" = 1'-0"



LEGEND

- Wheelchair Route
- Fire Extinguisher

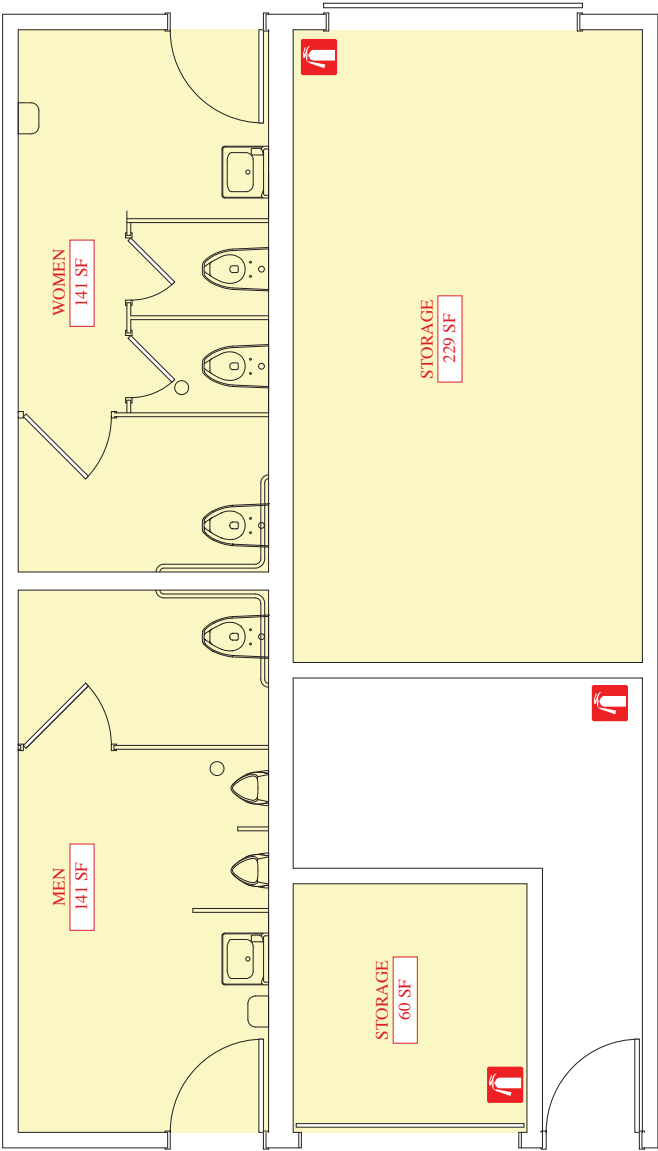
SCALE



If the bar does not measure exactly,
your scale may have been
printed at 100% scale.



DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

 Wheelchair Route

 Fire Extinguisher


C NORTH (BALLFIELD) RESTROOM

A-1

SCALE: 1/4" = 1'-0"




SCALE



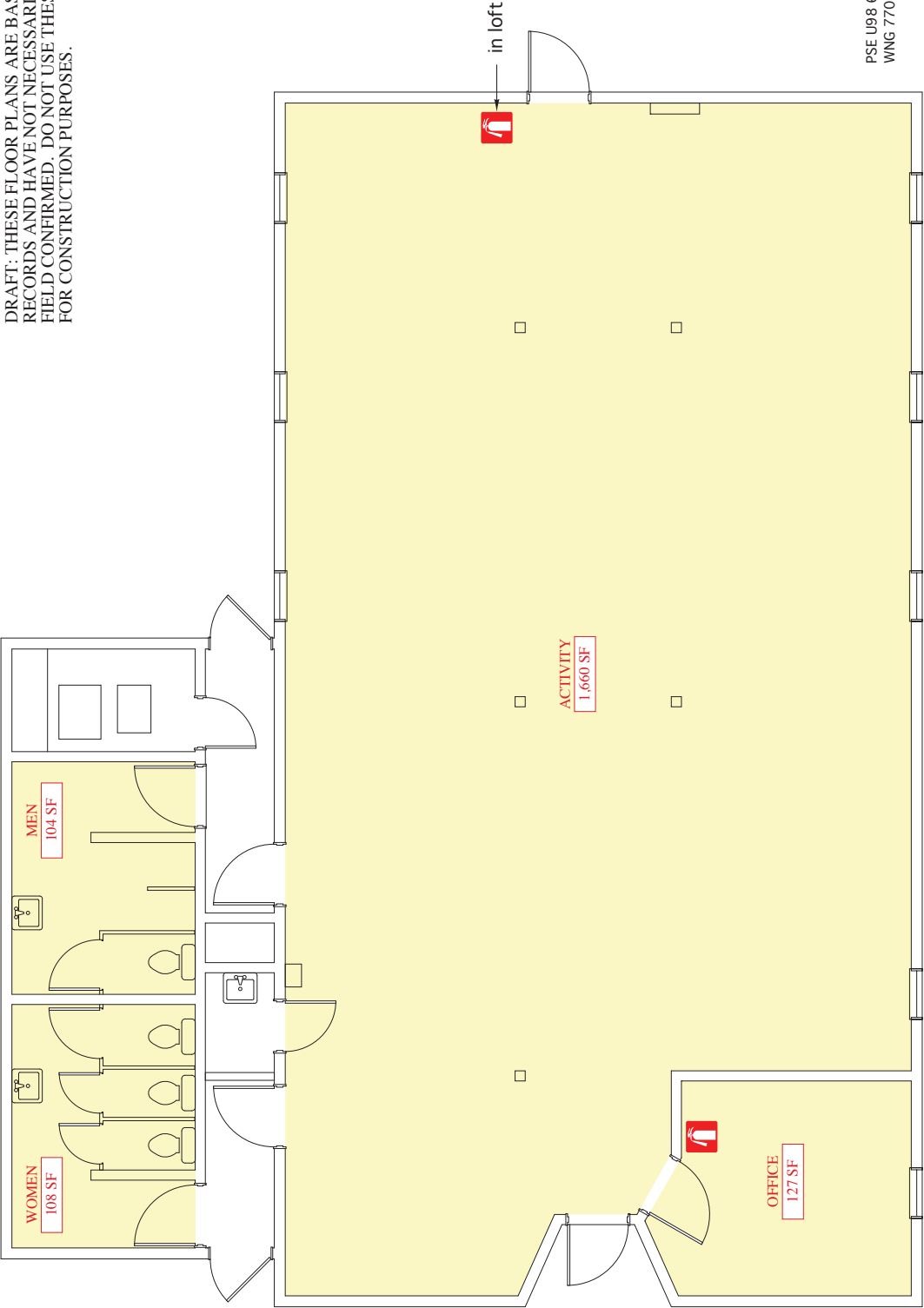
(FEET)

1 INCH = 4 FT



If this bar does not measure exactly 1 foot, the drawing has not been printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



PSE U98 619.270
WNG 770688



LEGEND

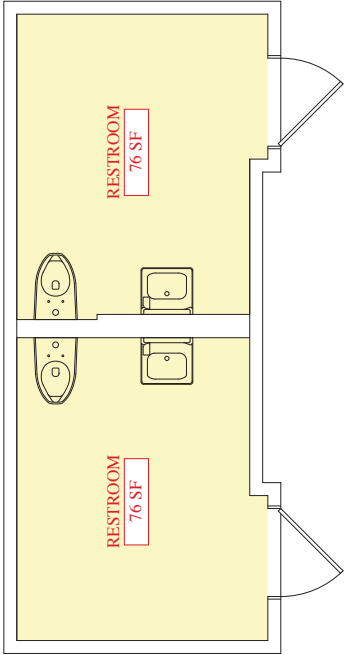
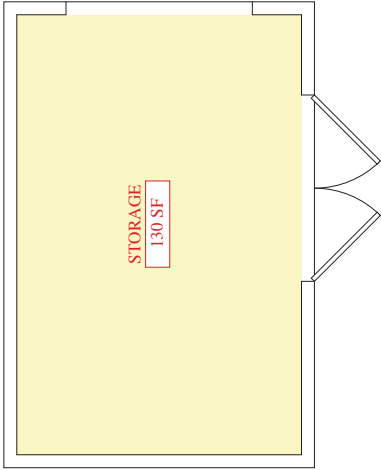
- Wheelchair Route
- Fire Extinguisher

ROBINSWOOD BARN FLOOR PLAN

A SCALE: 3/16" = 1'-0"
A-1

If this bar does not measure exactly,
1-inch wide this drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



B
A-1

CABANA RESTROOM & STORAGE BUILDING

SCALE: 1/4" = 1'-0"



LEGEND

 Wheelchair Route

 Fire Extinguisher

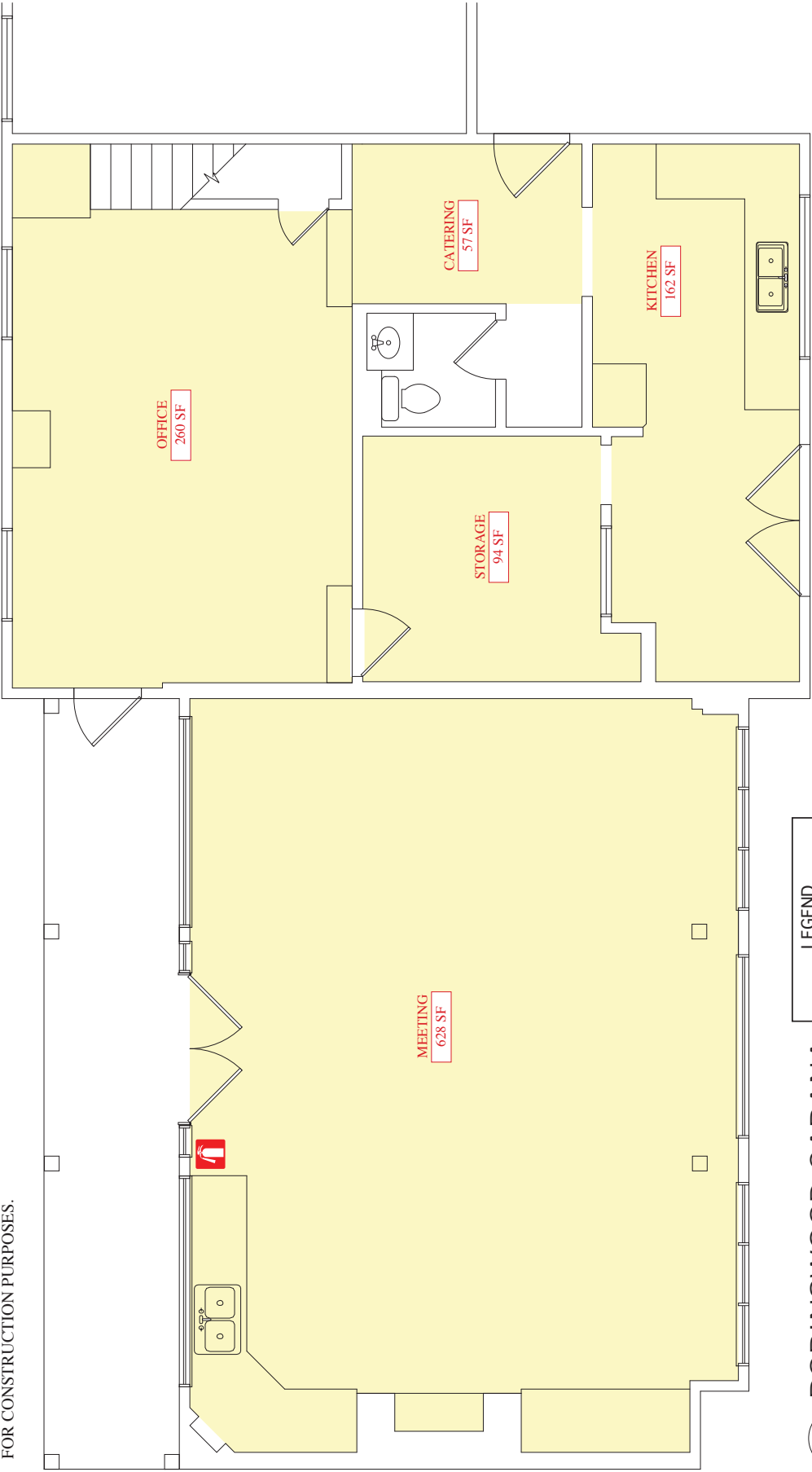
SCALE



(FEET)
1 INCH = 4 FT

If the bar does not measure exactly
1 inch, the drawing has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



LEGEND

- Wheelchair Route
- Fire Extinguisher

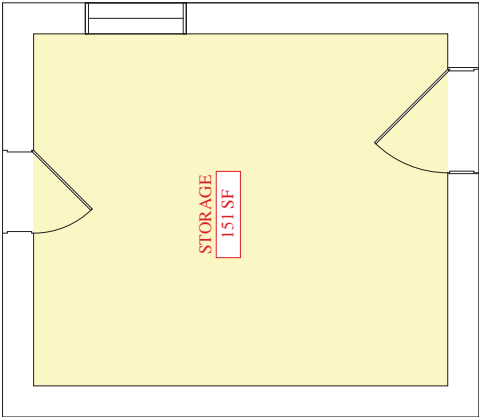
A **ROBINSWOOD CABANA**

A-2 SCALE: 1/4" = 1'-0"



If the bar does not measure exactly 1-inch wide the drawing has not been printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



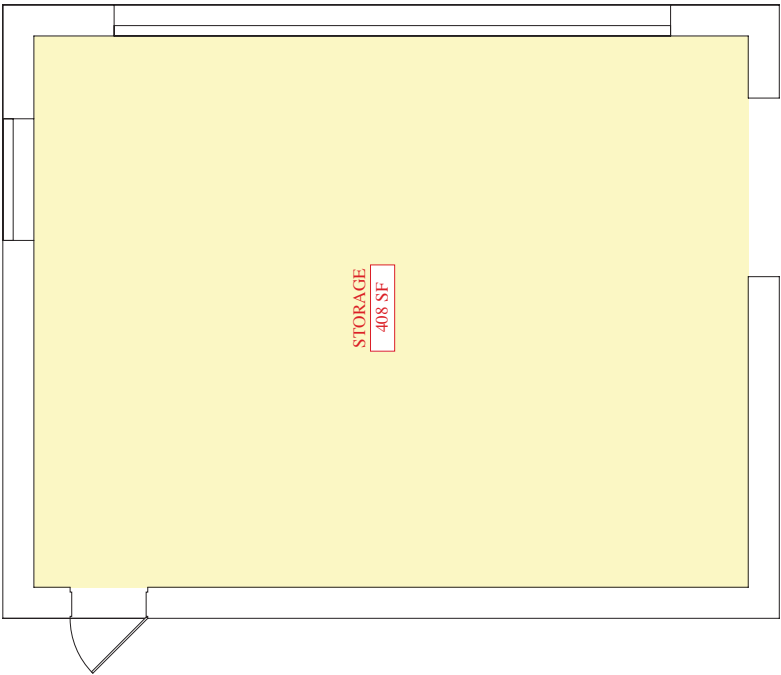
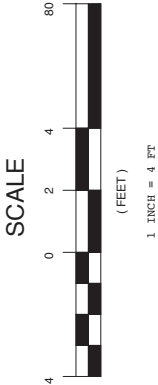
ROBINSWOOD NORTH CABIN

A
A-1 SCALE: 1/4" = 1'-0"

LEGEND

 Wheelchair Route

 Fire Extinguisher



ROBINSWOOD SOUTH CABIN

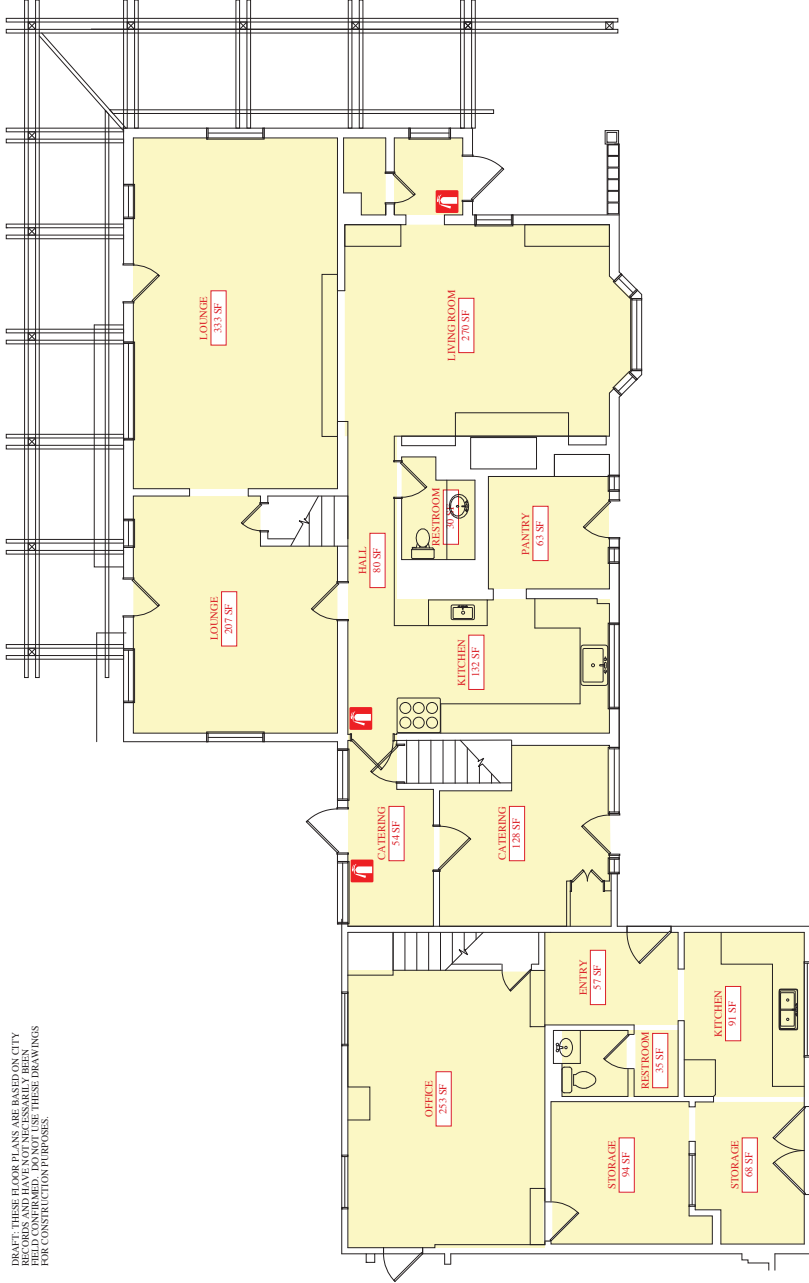
A
A-1 SCALE: 1/4" = 1'-0"



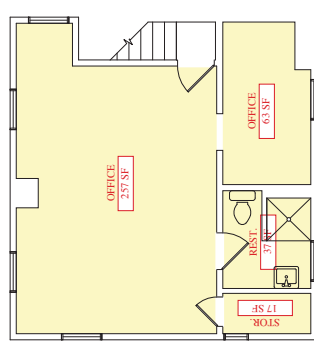
If this bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.



NOTE: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.

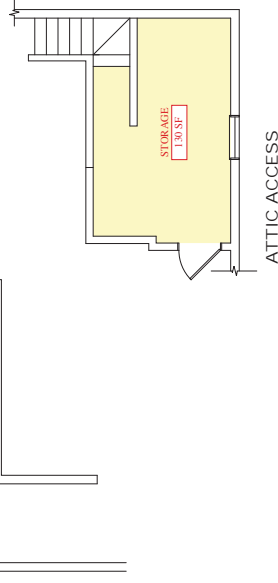


B ROBINSWOOD HOUSE MAIN FLOOR
A-2 SCALE: 1/4" = 1'-0"

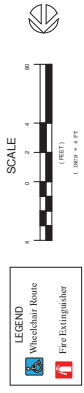


A ROBINSWOOD OFFICE UPPER
A-3 SCALE: 1/4" = 1'-0"

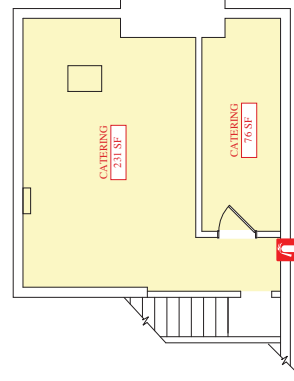
C ROBINSWOOD HOUSE UPPER
A-2 SCALE: 1/4" = 1'-0"



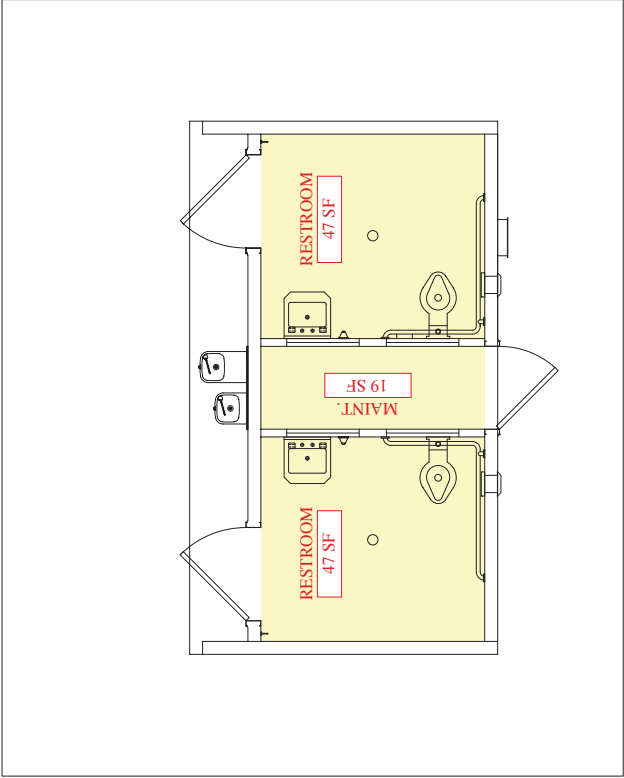
ATTIC ACCESS



D ROBINSWOOD HOUSE BASEMENT
A-3 SCALE: 1/4" = 1'-0"



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LEGEND

 Wheelchair Route

 Fire Extinguisher

ROBINSWOOD NORTH RESTROOM

A
A-1

SCALE: 1/4" = 1'-0"

SCALE



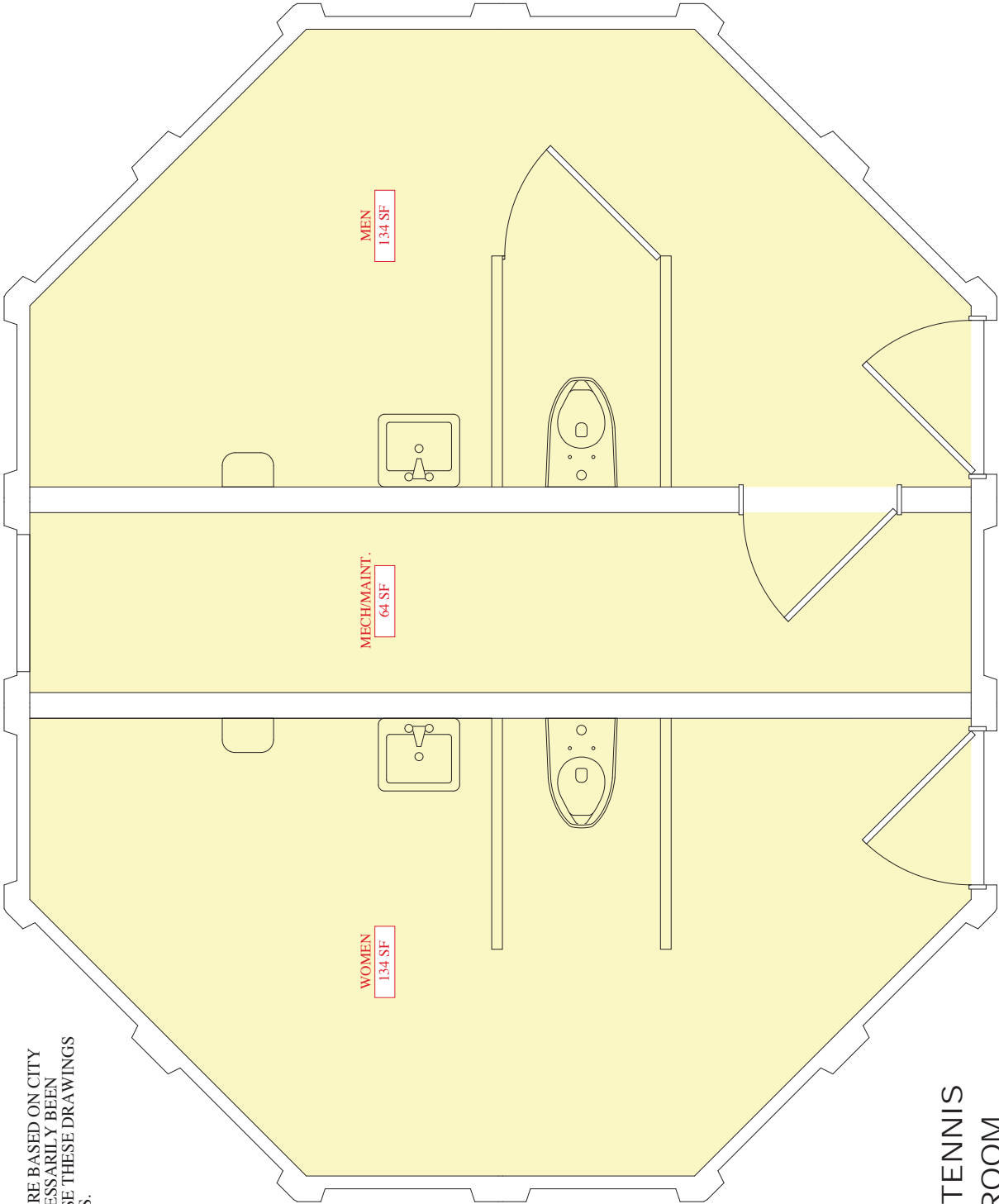
(FEET)

1 INCH = 4 FT



If this bar does not measure exactly
it is not to scale. It has not been
printed at 100% scale.

DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.


SCALE




(FEET)

1/2" INCH = 1 FT

LEGEND



Wheelchair Route



Fire Extinguisher

ROBINSWOOD TENNIS
CENTER RESTROOM

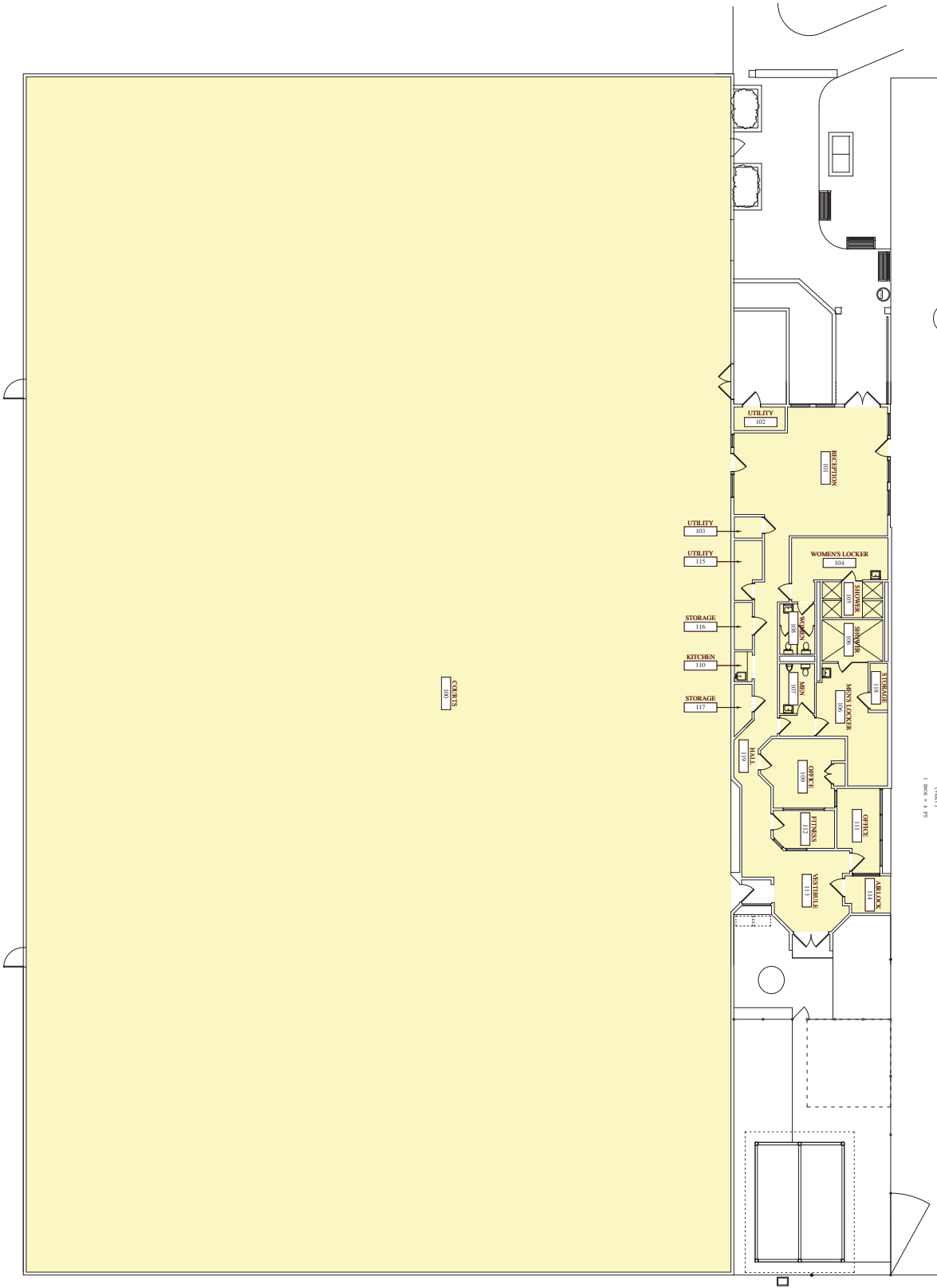
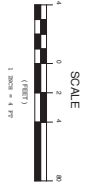
D
A-1

SCALE: 1/2" = 1'-0"

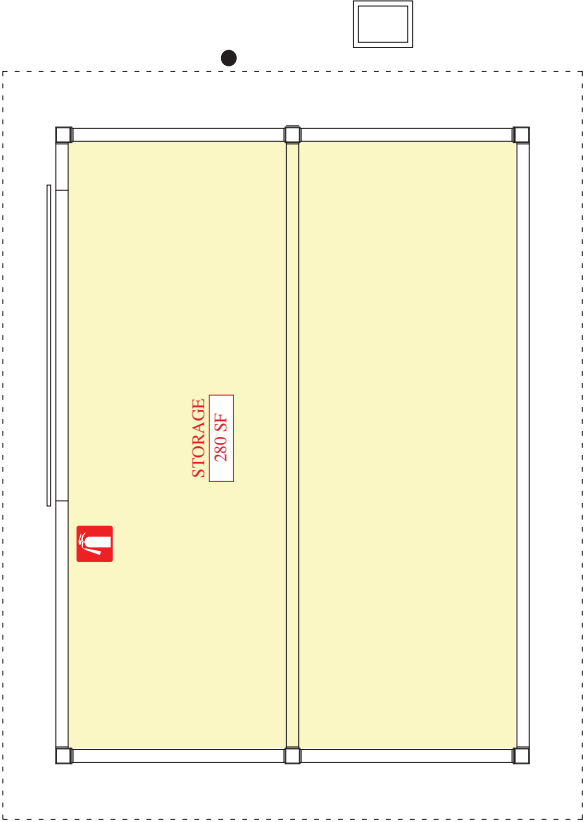
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ROBINSWOOD TENNIS CENTER

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DRAFT: THESE FLOOR PLANS ARE BASED ON CITY RECORDS AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT USE THESE DRAWINGS FOR CONSTRUCTION PURPOSES.



 Wheelchair Route

 Fire Extinguisher

ROBINSWOOD TENNIS CENTER STORAGE

A
A-1

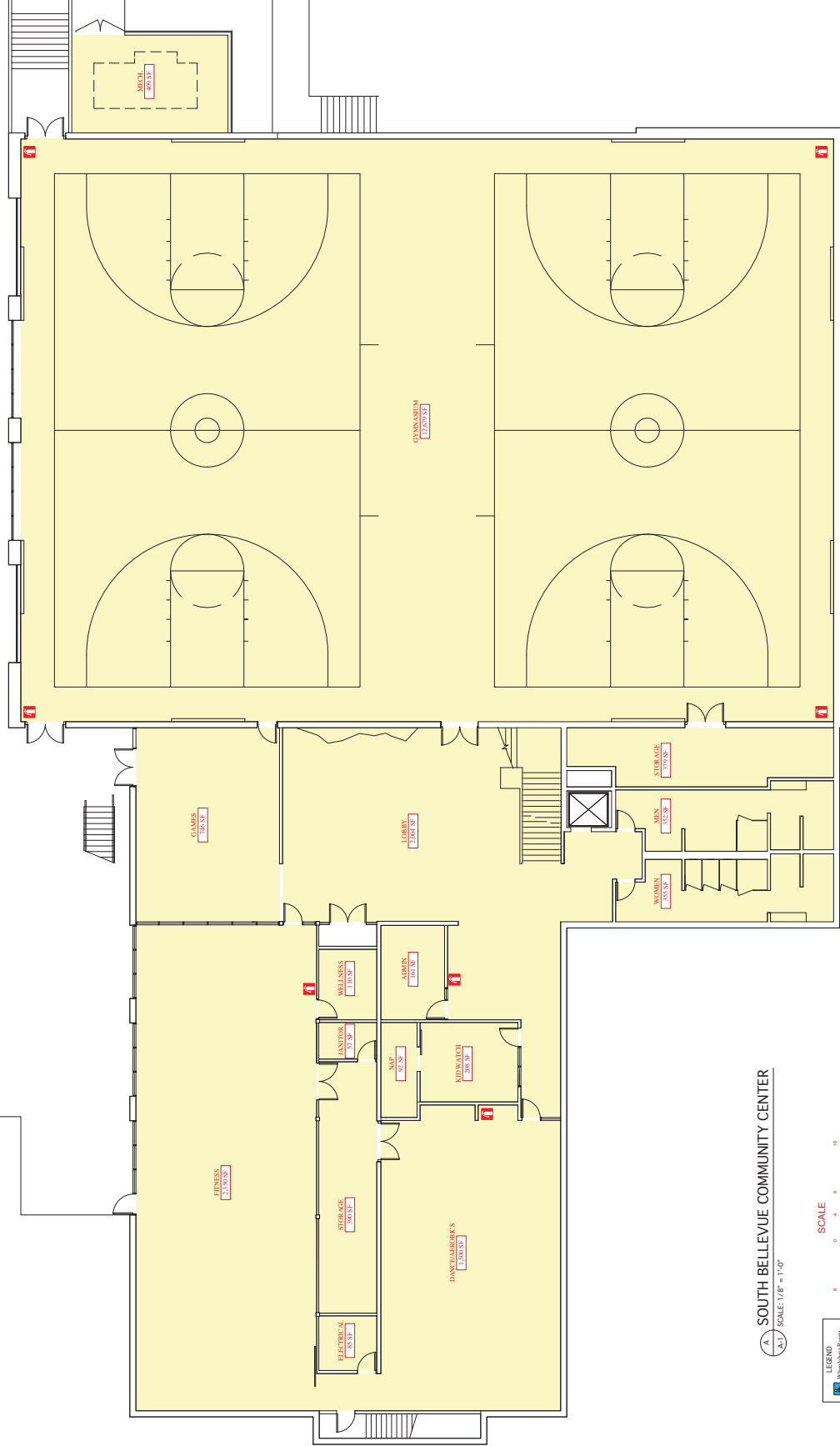
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A SOUTH BELLEVUE COMMUNITY CENTER

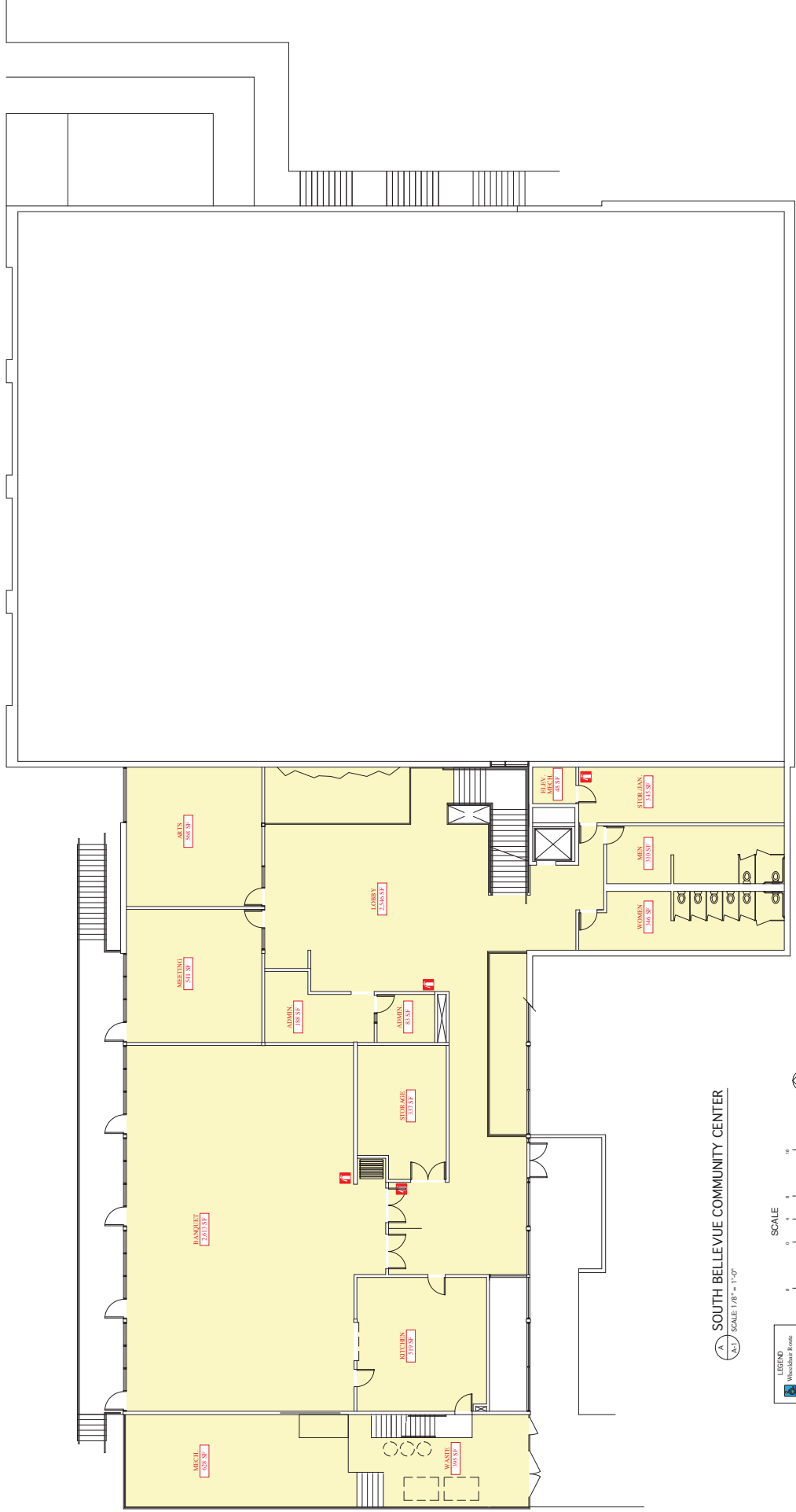
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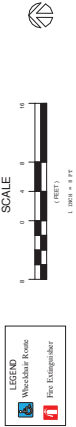
LEGEND
Whole Sale Room
Fire Extinguisher



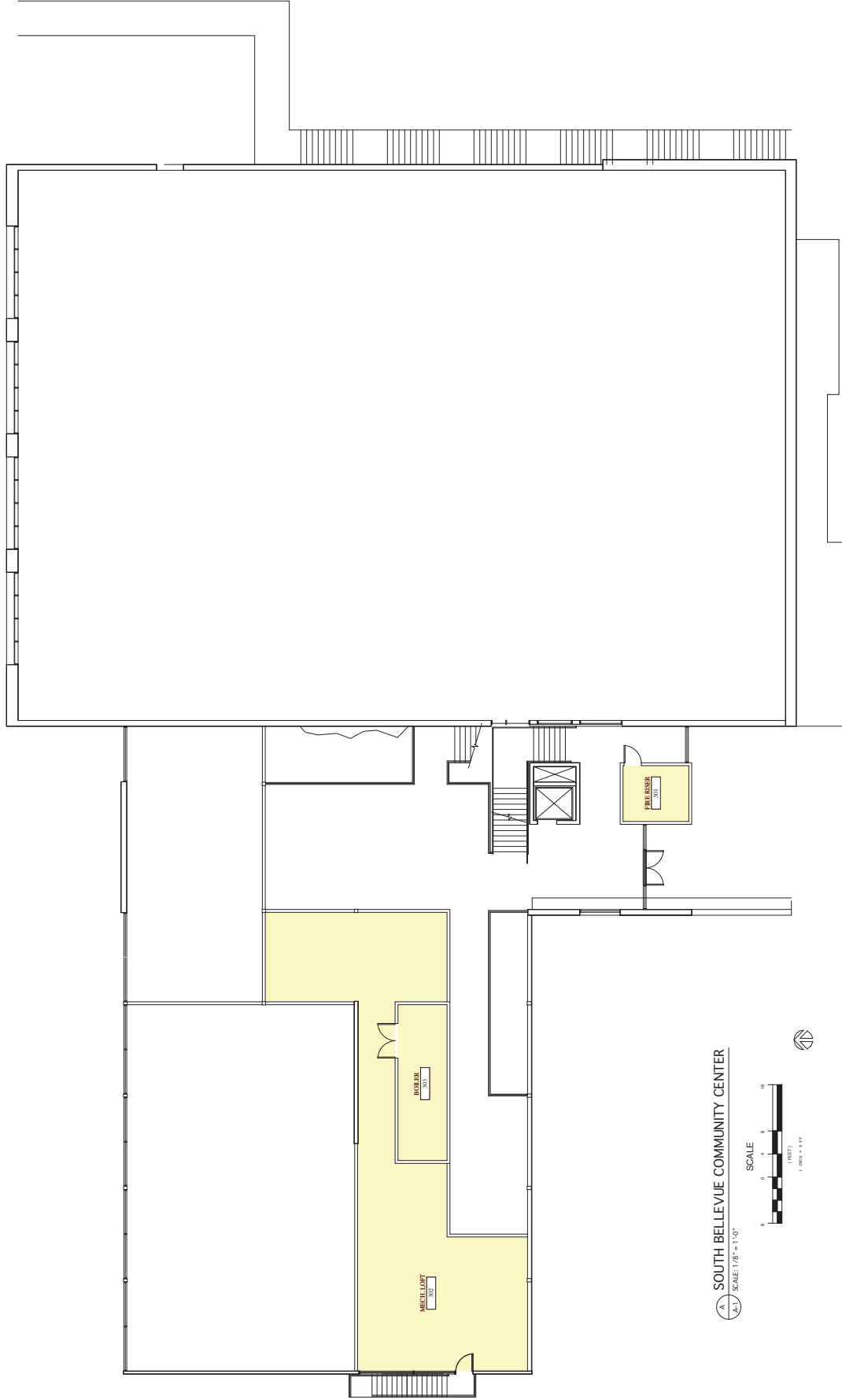
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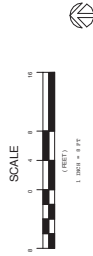
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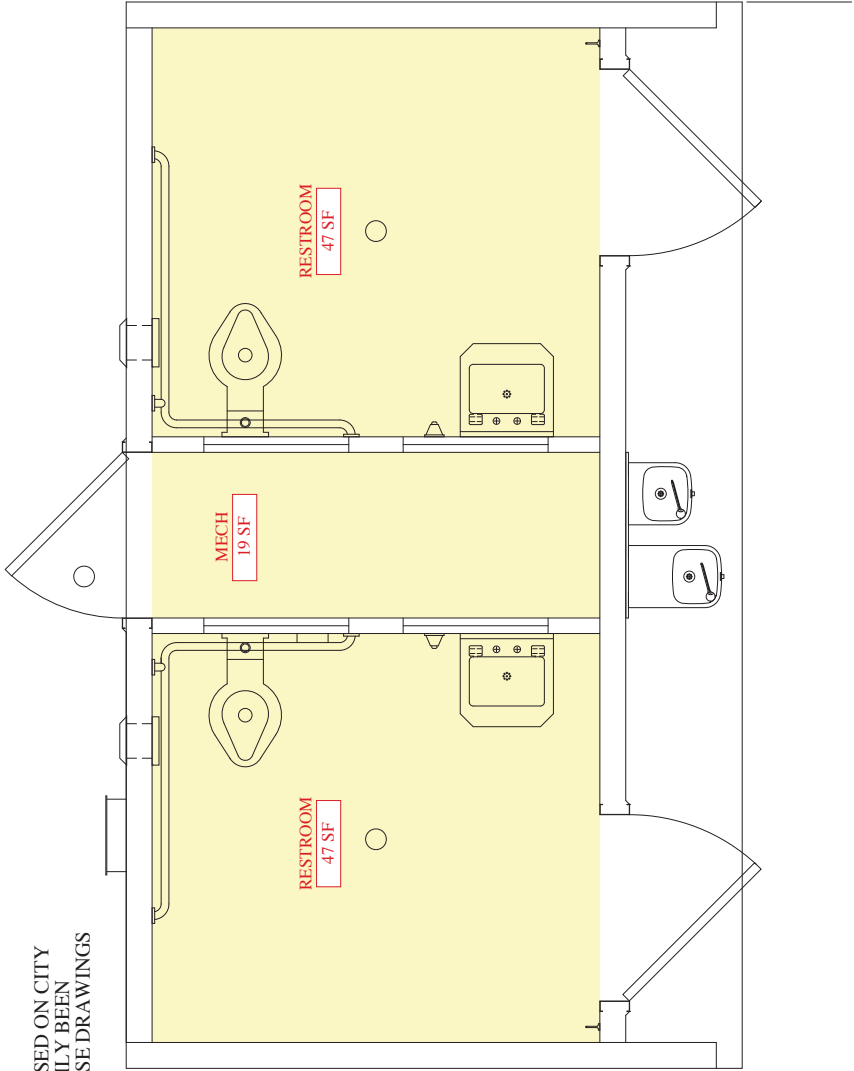
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SPIRITRIDGE PARK RESTROOM

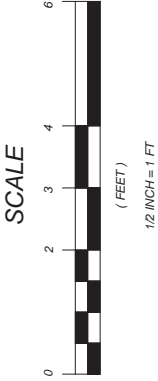
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LEGEND

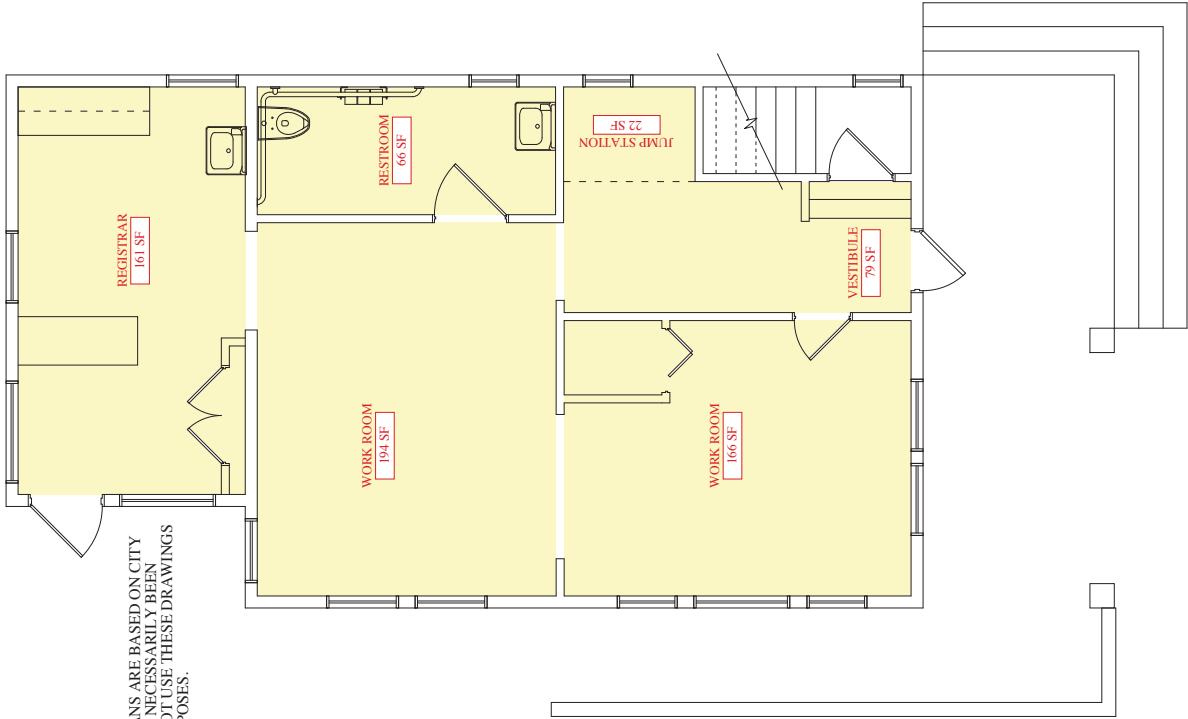
 Wheelchair Route

 Fire Extinguisher



If the bar does not measure exactly 1-inch wide this drawing has not been printed at 100% scale.

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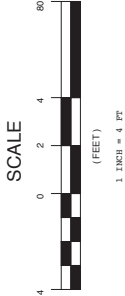


SULLIVAN HOUSE - LOWER FLOOR

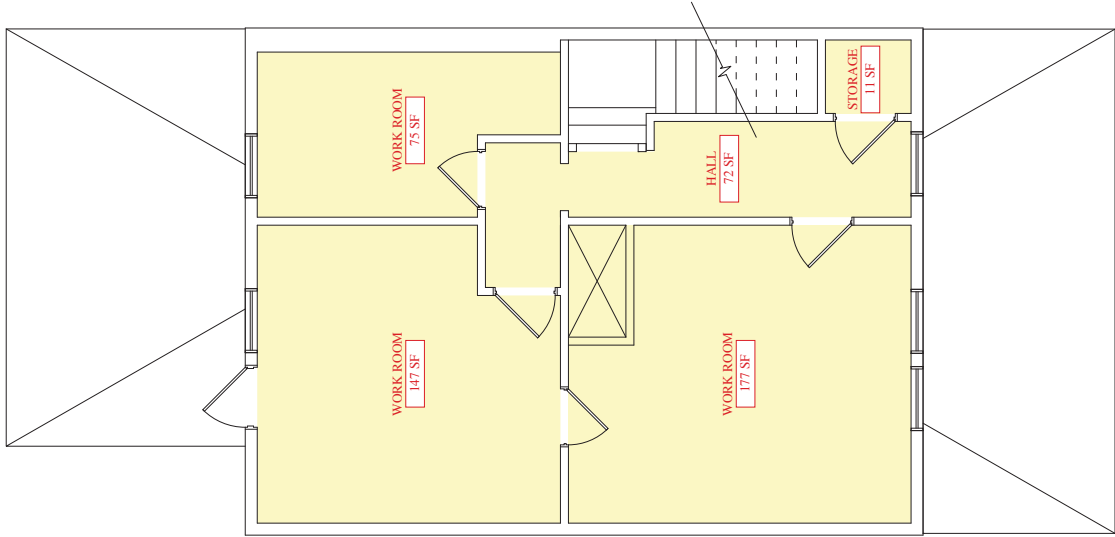
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LEGEND

- Wheelchair Route
- Fire Extinguisher



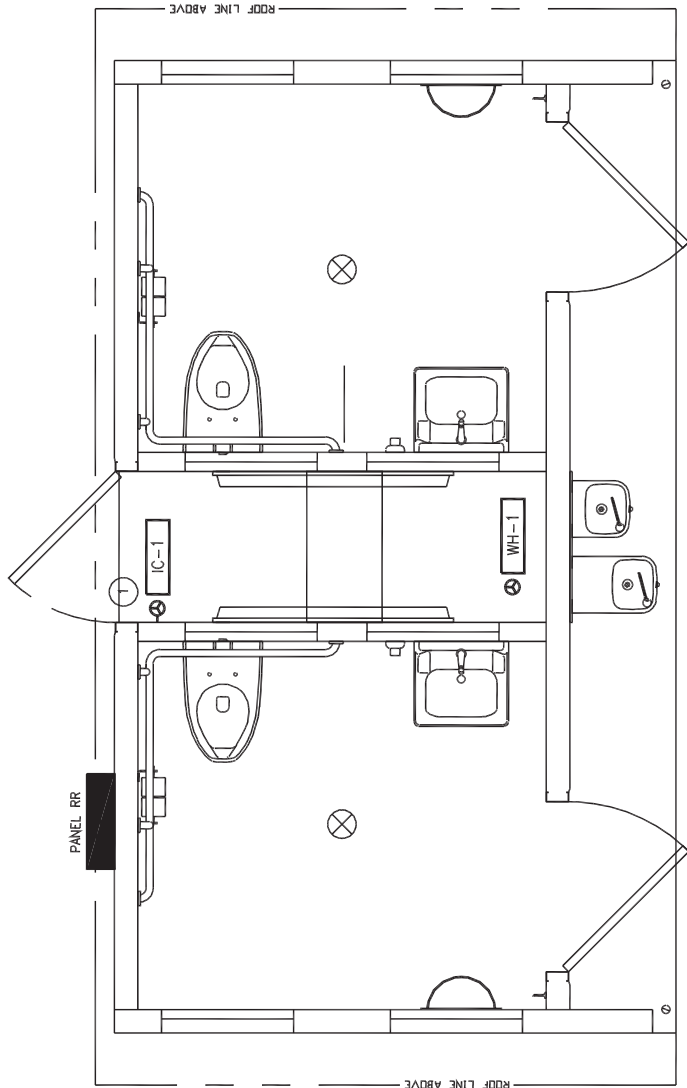
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SULLIVAN HOUSE - UPPER FLOOR

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AND HAVE NOT NECESSARILY BEEN FIELD CONFIRMED. DO NOT
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DEPARTMENT:	PARKS

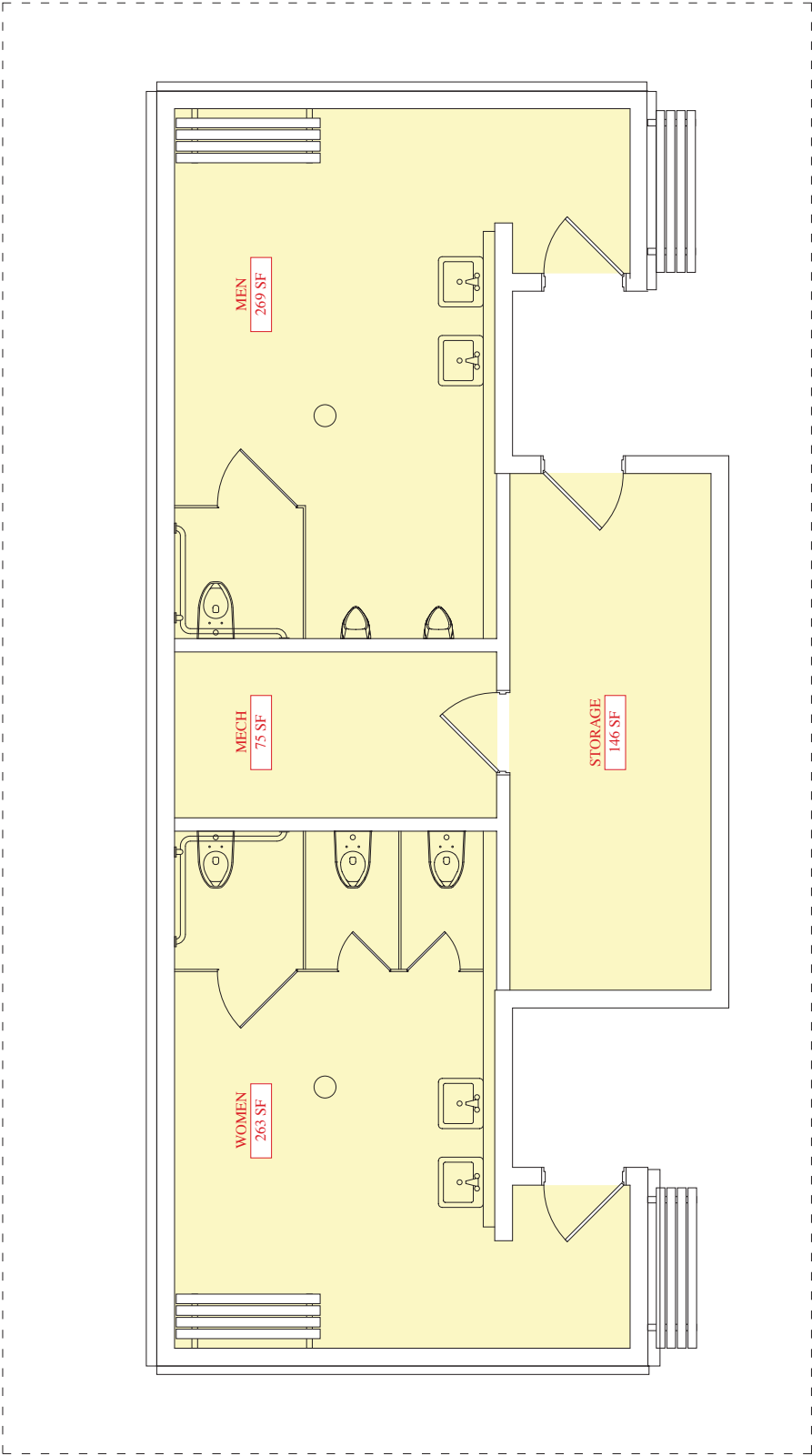
TITLE:

SURRY DOWNS RESTROOM



City of
Bellevue

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LEGEND

Wheelchair Route

Fire Extinguisher

A WILBURTON BASEBALL RESTROOM

A-1 SCALE: 1/4" = 1'-0"

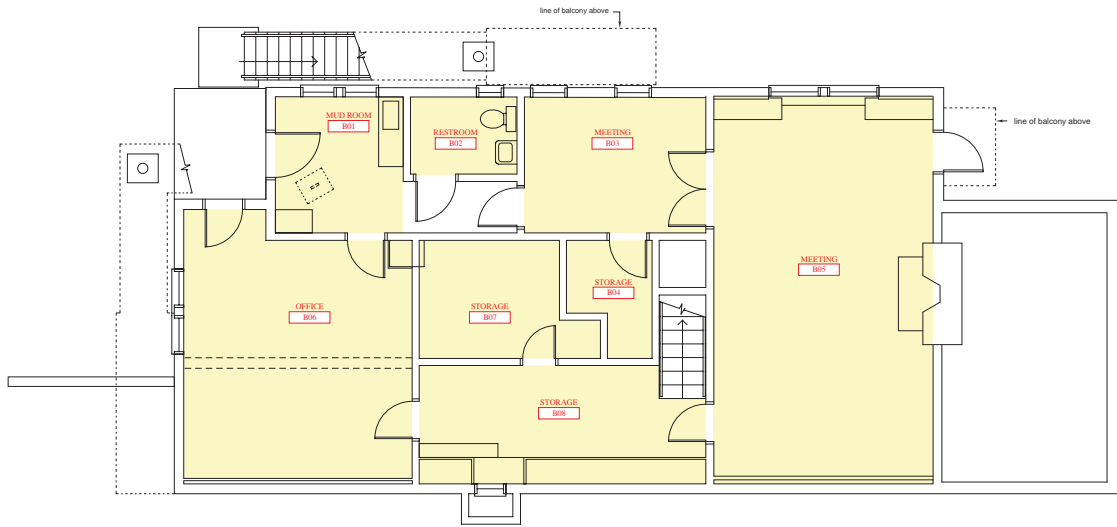
SCALE



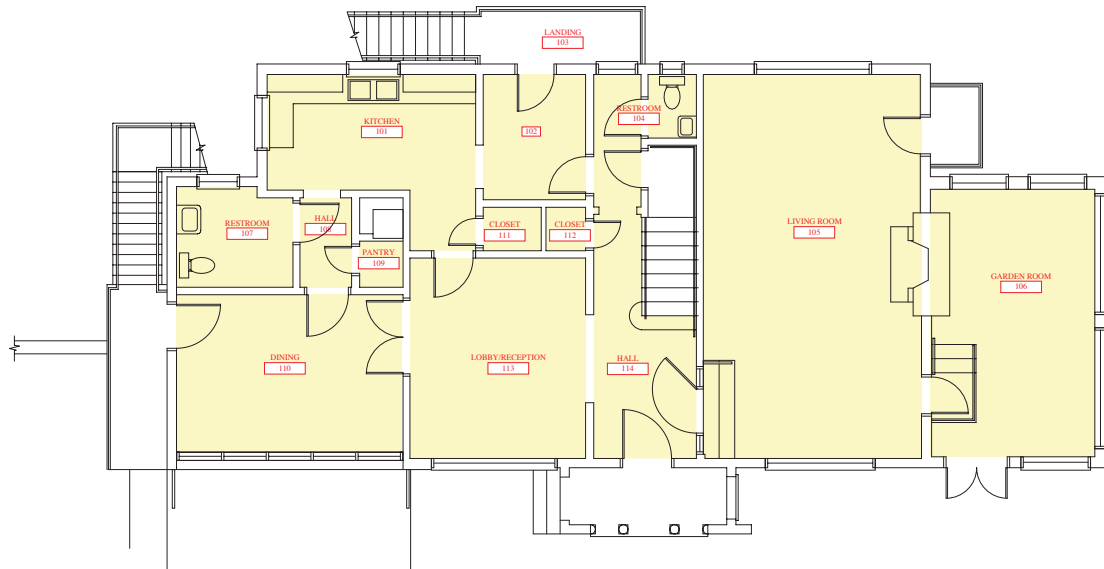
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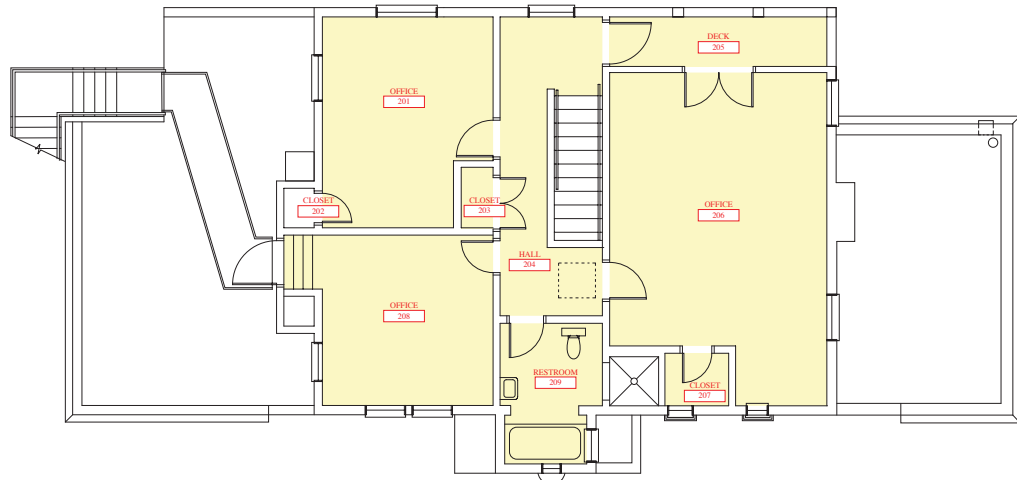




WINTERS HOUSE BASEMENT PLAN
SCALE: 1/4" = 1'-0"



WINTERS HOUSE FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



WINTERS HOUSE SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

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City of Bellevue
Parks & Community Services Department
Resource Management Division

Public Playground Safety Program 2020

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I. PURPOSE OF DOCUMENT

The purpose of this document is to provide the reader with a framework of useful information about the City of Bellevue Parks & Community Services Department Playground Safety Program. This document defines and outlines operational functions within the Structural Maintenance Section of the Resource Management Division. Staff responsibilities include but are not limited to Inspections, maintenance and incident reporting. This document is NOT designed to provide the reader with step-by step procedures for performing Playground Safety Management. The outline/recommendations in this document are designed to department procedural guidance.

Target Audience

A well-executed Preventative Maintenance Plan requires the participation of staff from well-defined areas: Management, Planning, Training, Operations/Maintenance and Administration. A successful Preventative Maintenance program requires cooperation, dedication and participation at all levels and cannot succeed without everyone involved understanding the basic principles and supporting the cause.

Document Organization

This document is designed to serve as resource for Management and staff. The intent of this document is to reflect the overall maintenance goals of the Structural Section and the strategies for obtaining those goals. This document will outline:

- Define the key components to the Playground Safety Program and provide guidance on the “best practice” standards.
- Provide needed background information on why Preventative Maintenance is important and the potential for savings for good Preventative Maintenance planning.
- Identify information sources and contacts to assist staff in getting their job done.

The Playground Safety Program environment is in a constant state of evolution and the equipment, materials, procedures and contacts are ever expanding. Therefore, the necessary information that is presented in the attached Appendix's in this document is & will be subject to change and periodically updated.

Section Titles –

- | | |
|---|----------------|
| I. Purpose of Document | IV. Appendixes |
| II. Introduction | |
| III. Components of a Comprehensive of the Playground Safety Program | |

II. INTRODUCTION

The City of Bellevue Parks & Community Services Department is dedicated to providing a healthy community through an integrated system of exceptional parks, open space, recreation, cultural and human services programs.

In order to achieve this mission, it is essential that Parks Facilities create a welcoming image by providing a healthy and safe environment. The Structural Maintenance Section of the Resource Management Division is the organization within the Bellevue Parks & Community Services Department that is responsible for the maintenance of the playground amenities.

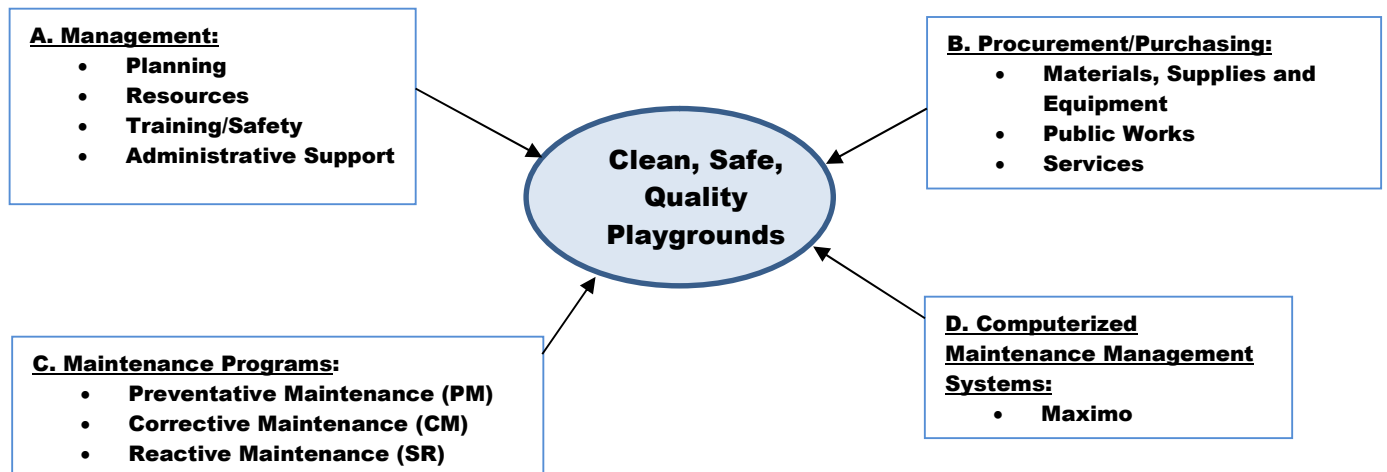
Mission Statement

The mission of the Resource Management Division is to provide effective stewardship of environmentally sensitive areas, open spaces, developed parkland, all park buildings, structures, and amenities; to protect, preserve, and enhance them for future generations; and to accommodate a variety of recreational opportunities for all city residents.

The goal of the Division is:

Provide efficient, cost effective services to maintain a pleasant, safe and accessible park system to meet the needs of the community. A careful balance of active and passive recreational opportunities must be maintained, with an eye to the future, to respond to increasing populations, changing demographics and continued commercial and residential development.

III. COMPONENTS OF THE PLAYGROUND SAFETY PROGRAM



To guarantee the continued success of this program, the City of Bellevue Parks & Community Services Department and staff will adhere to the following guidelines:

- ◆ All playground sites will be subject to the Playground Safety Program. (See appendix 1- Master Playground List.)

- ♦ All equipment shall be installed according to manufacturer specifications and in compliance with current U.S. Consumer Product Safety Commission's (CPSC) "Handbook for Public Playground Safety" ([Playground Safety | CPSC.gov](http://www.cpsc.gov/handbook)) and the American Society for Testing and Materials ([ASTM International - Standards Worldwide](http://www.astm.org)) guidelines. Surfacing specifications shall be specified to meet ASTM standards.

Any equipment determined to not comply with any or all parts of the current U.S. Consumer Product Safety Commission's (CPSC) "Handbook for Public Playground Safety" ([Playground Safety | CPSC.gov](http://www.cpsc.gov/handbook)) and the American Society for Testing and Materials, guidelines, shall undergo a review and written approval from the City Risk Managers Office.

- ♦ All play equipment shall have a base line inspection from an "Independent" Inspector.
- ♦ All play equipment shall be inspected, repaired, and maintained by The City of Bellevue Parks & Community Services Department employees on a frequent and scheduled basis substantiated by the Computer Maintenance Management System (CMMS) in accordance to the City's Records Management department guidelines..
- ♦ All playground equipment maintenance employees performing repairs shall be trained in accordance with the agency's Playground Safety Program, in order to maintain the playground and equipment in substantial compliance with the current recognized standards of care.
- ♦ Playground equipment manufacturers shall carry adequate product liability and completed operations insurance coverage.
- ♦ The Playground Safety environment is in a constant state of evolution and all Policies and Procedures will be reviewed on a regular basis and is subject to revision as required.

A. Management:

Management Commitment Statement:

It is the practice of Bellevue Parks & Community Services that all work be planned and conducted with the highest regard for quality to ensure all Park Facilities offer a welcoming image that promotes a safe and clean environment. The Structural Maintenance Section of the Resource Management Division supports this belief with the development of a Maintenance Management Plan that defines goals and objectives, specifies related activities and indicators, and assigns responsibilities for ensuring that the activities are conducted and that the objectives are met.

Renovation Plan - In addition Bellevue Parks & Community Services Department develops a yearly Renovation and Refurbishment Plan that describes the capital improvement priority for providing major maintenance for the Park Facilities. Within this "Renovation and Refurbishment Plan" the long term replacement, refurbishment and alterations plans of the department are defined and programmed. Other key documentation that describes policies, procedures, structural maintenance, and custodial operations of the Bellevue Parks & Community Services Department are:

Graffiti/Vandalism Program
Parks and Open Space Plan
Security Program
Structural Maintenance Management Plan

The City of Bellevue Parks & Community Services Department recognizes the community consists of people of all ages, sizes and physical capabilities. Public parks and playgrounds will be designed to be sensitive to these diverse issues.

Age appropriate - Equipment for new playgrounds will be selected to invite activity from persons of all ages. Sitting areas for visitors to the parks, low impact equipment appropriate (as per CPSC recommendations) for children ages 2-5; and other equipment to meet the challenges of children ages 5-12.

ADA accessibility – New playground will take into consideration children with disabilities. Accessibility and play challenge will be sensitive to the special needs of this population. The "Guide to ADA Accessibility Guidelines for Play Areas" issued by the U.S. Architectural and Transportation Barriers Compliance Board (access-board.gov/) will be used to provide direction in the decision making process.

Playground Signage - The City of Bellevue Parks & Community Services Department recognizes the importance of providing signs in parks, which provide identification information, instruction and guidance. The City of Bellevue Parks & Community Services Department will strive to develop and implement consistent signage, in both appearance and message, in all parks.

Employee/Staff Training & Certification Requirements -The City of Bellevue Parks & Community Services Department requires all Playground Maintenance Employees conducting inspections to meet these standards:

1. Hold a current Certified Playground Safety Inspector (CPSI) certification, issued by the National Recreation and Parks Association, (NRPA.org/CPSI) based on successful completion of the National Playground Safety Institute program and passing grade for the National examination. Newly hired employees will be given one (1) year from the date of hire to acquire this certification as a condition of employment.
2. Maintain/keep an active certification through the process of completing and passing the National examination every three years.
3. Attend additional educational programs, specific to park and playground issues, as provided by the Washington Recreation and Parks Association and the National Recreation and Parks Association.

Reports of “Safety Concerns” & “Accident/Injuries” – The City of Bellevue Parks & Community Services Department will follow an established protocol for responding to reports of safety concerns and for reports of accidents/injuries. The Department encourages community members and visitors to their parks to report any concerns of safety. (See Reactive Maintenance/Service Requests below.)

“Safety Concern” Reports:

Who receives reports – The initial report (MyBellevue/Public Stuff, CMMS, email or phone call) will be received by the City of Bellevue Parks & Community Services Department &/or the City’s Risk Coordinator and referred to a Structural Maintenance Supervisor.

Who investigates - Based on the nature of the concern, a CPSI Certified staff member will conduct a physical visit to the park, conduct an inspection and implement any/all corrective measures are completed that meets the to ensure the corrective measures meet all safety and quality standards.

Actions required - In addition to implementing corrective action a Structural Maintenance Supervisor &/or Crew Leader will provide a response to the originator of the “Safety Concern” verifying corrections have been made.

“Accident/Injuries” Reports:

The City of Bellevue Parks & Community Services Department will follow strict guidelines regarding receipt of any report (written or verbal) of an accident or injury, resulting in bodily injury or property damage, sustained on City of Bellevue property. All Structural Maintenance Staff members are required to communicate all reports of “Accidents/Injuries” to the City's Risk Management Office.

Who receives reports - Any initial report of an “Accident/Injuries”, resulting in bodily injury or property damage, received by the Structural Maintenance Staff will be forwarded to the Division’s Risk Coordinator (Resource Management Office) as well as the Risk Management office. The Division’s Risk Coordinator will follow-up with the City's Risk Manager to confirm receipt of the report of accident/injury and to obtain any requests/instructions in which the Structural Staff may need to perform during the investigation/correction processes.

No admission of liability will be provided upon receipt of the report. If initial report is to a Structural Maintenance Staff member (aka by phone), they will advise the reporting party that the matter is being referred to the City's Risk Manager and provide the phone number and address of the Risk Manager to the complainant. Information pertaining to the report will be kept confidential with-in the department and employees of the department will be included on an "as need to know" basis to preserve confidentiality.

Who communicates with complainant/injured parties – All external communication to the injured party or a representative of said party will be done by the Risk Manager &/or by a representative in the Risk Management office.

The City of Bellevue Parks & Community Services Department will defer all decisions regarding investigations to the City's Risk Management Office. The Structural Maintenance Section will work cooperatively with the Risk Management office.

The Structural Operations Manager will confirm completion of all corrective actions/functions to Risk Management Office.

B. Procurement/Purchasing:

The acquisition of goods and services through a procurement process provides for the greatest attainable level of quality and value while maintaining the highest ethical standards and stewardship of public resources. Types of procurements include:

- **Materials, Supplies and Equipment:** Tangible items that is manufactured and movable at the time of purchase.
- **Public Work:** All work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City.
- **Services:** Labor, time or effort of a human being. The City has four classifications of Services:
 1. Professional Services
 2. Architectural and Engineering Services
 3. General Services
 4. Technology Systems & Services

The Finance Department's "Guide to Procurement" on the intranet www.cobweb.ci.bellevue.wa.us/departments/fin/ProcurementServices is available to assist City staff with basic procurement and contracting requirements as set forth in the Bellevue City Code, City Contracting Policy and Washington State statutes. The Guide was designed to identify the rules that apply to public procurement and to describe best procurement practices.

C. Maintenance Programs:

Operations and Maintenance (O&M) - Are the decisions and actions regarding the control and upkeep of property and equipment. These are inclusive, but not limited to the following: 1) Actions focused on scheduling, procedures, and work/systems control; and 2) Performance of preventative, corrective, predictive, scheduled and unscheduled actions aimed at preventing equipment failure or decline with the of increasing efficiency, reliability and safety.

Operational Efficiency – Represent the life-cycle, cost effective mix of preventive, predictive, and reactive maintenance coupled with computerized maintenance management capabilities all targeting reliability, safety, occupant comfort, and system efficiency.

Effective O&M is one of the most cost-effective methods for ensuring reliability, safety and energy efficiency within our facilities and park systems. Good maintenance practices can generate efficiencies and savings and should be considered a valuable effective tool. Some improvements to facility maintenance programs can often be accomplished immediately and at a relatively low cost.

Performance of preventive, corrective and reactive maintenance actions aimed at preventing equipment failure or decline will increase efficiency, reliability and provide a safe environment for the public. These are inclusive but not limited to, the following:

- **Preventative Maintenance – (PM)** Action performed based on regulatory, manufacturer, industry norms or safety requirement-based schedules that detect, preclude, or mitigate

- degradation of a component or system with the aim of sustaining or extending its useful life through controlling degradation to an acceptable level.
- **Corrective Maintenance – (CM)** Action performed basing maintenance needs on the actual condition of the machine/equipment rather than on some preset schedule or regulatory requirement.
- **Reactive Maintenance – “Service Work” (SR)** request system is focused on scheduling and procedures to optimize operational efficiencies and address equipment failures.

Preventative Maintenance (PM): Can be defined as follows: Actions performed on a schedule that detect, preclude, or mitigate degradation of a component, system or asset with the aim of sustaining or extending its useful life through controlling degradation to an acceptable level.

While preventative maintenance is not the optimum maintenance program, it does have several advantages over that of a purely reactive program. By performing the preventative maintenance as the equipment designer envisioned, we will extend the life of the equipment closer to design. This translates into dollar savings. Preventative Maintenance programs will generally run the equipment more efficiently resulting in dollar savings. While we will not prevent equipment catastrophic failures, we will decrease the number of failures. Minimizing failures translates to maintenance and capital cost savings.

The Structural Maintenance Section is committed to providing quality, well-maintained, clean and safe parks and facilities for the public and has developed the following “best practice” standard procedures to protect and preserve its unsupervised public playground facilities and its users.

This program may not only be accomplished through a commitment to a Public Playground Safety Program which assures that every attempt will be made to eliminate playground hazards while not totally eliminating the element of risk which is an essential part of any successful children’s play and learning environment.

1. **Independent Audit/Base line Audit-** After a successful purchase and installation of new playground equipment, and to assure compliance with the City of Bellevue Parks & Community Services Department's requirement of meeting current CPSC and ASTM guidelines, the Parks Department shall obtain an Independent Audit to confirm compliance. This audit will include: Name of park; location; name of inspector; maximum fall height; materials; surfacing materials; ages of intended users; date of audit.

The Base-Line Audit will address: sharp points, corners and edges; protrusions and projections; pinch, crush and shearing points; tripping hazards; head entrapment; angles; suspended hazards; stability; corrosion; design; rungs and hand gripping components; handrails; guardrails; protective barriers; platforms; slope requirements; entrapment angles; hardware; no encroachment zone; layout and surfacing

Inspector Qualifications:

Credentials required - The Independent Audit shall be performed by an inspector who holds a current Certified Playground Safety Inspector (CPSI) certification, issued by the National Recreation and Parks Association, based on successful completion of the

National Playground Safety Institute program and passing grade for the National examination.

Report requirements - The Base Line Audit will provide information on the Condition of each piece of equipment (as of the date of the audit) and will prioritize any items that are not found to be in compliance with U.S. CPSC and ASTM guidelines.

1. These forms will verify the equipment meets with all current CPSC and ASTM guidelines, or the inspector will provide written documentation notice of "non-compliance".
 2. The report will include a photo-journal of all equipment installed.
 3. These records will become part of the City's "Individual playground site history files"
2. **Schedule Playground Inspections** – (See appendix 2) The condition of playground equipment can change, after the completion of the Base Line Audit, due to on use, vandalism, weather, and equipment failure. It is important that parks be inspected on a scheduled basis to identify potential new hazards and to effect corrections to these changing conditions.

Schedule - The City of Bellevue Parks & Community Services Department is committed to conducting scheduled inspections on all playgrounds.

Checklist – (See appendix 3) The City of Bellevue Parks & Community Services Department will utilize a standard Playground Inspection Checklist to guide the inspection process, identify the need for any corrective actions, and document corrections and comments. The inspector will fully document all hazards, repairs, equipment replacements, etc. by utilizing the “Work Log” with the Maximo WO# each month. File retention will be in accordance with the City’s Documentation & Archival procedures (see below).

Corrective Maintenance Programs (CM) Corrective Maintenance programs can be defined as follows: Measurements that detect the onset of systems degradation, thereby allowing causal stressors to be eliminated or controlled prior to any significant deterioration in the components/assets physical state. Results indicated current and future functional capability.

Corrective Maintenance differs from Preventative Maintenance by basing maintenance need on the actual condition of the component/Asset rather than on some preset schedule. A well-orchestrated Corrective Maintenance program will all but eliminate catastrophic failures. We will be able to schedule maintenance activities to minimize overtime costs. Most common Corrective Maintenance Structural Group performs (but not limited to):

- ✓ Chip Augmentation – All Playgrounds are inspected on a regular scheduled basis and corrective measures are done so as the need/demands and guidelines require.
- ✓ Hard Surfaces – The hard surfaces include pathways, parking areas, bridges, sport courts and similar spaces. The hard surfaces are inspected as part of the regular Park Inspection checklist process.

- ✓ Outdoor Furniture/Fences & Gates – Refers to all benches, tables, picnic shelters, kiosks, fences, gates and farm areas are inspected and repaired as part of the general Park Inspection.
- ✓ Trash/Recycling Collection – The Recycling/Trash management program minimizes the amount of solid waste generated at our sites while improving the efficiency of collection and management of the solid waste that is generated. Trash and recyclable materials are collected on a regular basis. Recyclable materials contaminated with trash waste will be treated as garbage.

Reactive Maintenance: Reactive Maintenance program is basically the “On demand” maintenance mode. In reality you cannot eliminate “On demand” task however by establishing a comprehensive Preventative Maintenance & Corrective Maintenance programs the goal is to minimize the volume and impact of these tasks on the work group.

In addition to efficiently processing these requests we can minimize our labor costs associated with these repairs, manage workloads and provide historical records for asset analysis & budgeting purposes. Additional work groups/individuals can submit work requests as needed, which included:

Facility Managers/Employees – In order to empower and optimizing the investment in the facilities and the infrastructure the Facility staff members and other City Employees are encouraged to submit Service Requests (SR’s) as it pertains to facility/asset maintenance needs/demands. Continued and on-going repair and maintenance of city facilities lengthens the life of building structures, increases the availability and accessibility of city buildings for the public, and exemplifies strong stewardship of existing public resources.

Customers/Residents – The City’s “My Bellevue App/PublicStuff” web portal is accessible from the City’s web site and allows residents/park patrons to search for information, request services, and report issues directly to the City without needing to know who to contact. The portal’s guiding principle: “Customers shouldn’t have to know who we are or what we do to access our services and information.”

D. Computerized Maintenance Management System (CMMS):

A computerized maintenance management system (CMMS) is a type of management software that performs functions in support of management and tracking of O&M activities. The Software Program the City of Bellevue utilizes for this function is “**MAXIMO**”. Some basic functions include:

- Work order generation, prioritization, and tracking.
- Capital and labor cost tracking by asset.
- Tracking of scheduled and unscheduled maintenance activities.
- Historical tracking of all work orders.

Documentation, Archival & Retention Procedures - The Structural Maintenance staff will keep comprehensive documentation/records of all playgrounds, equipment, standards, and records of maintenance and repairs. All documentation/records will be filed, archived and

retained as directed and in accordance to the City's Records Management department guidelines. Examples of records &/or documents archived but not limited to are:

1. Base Line Audits
2. Playground Inspection Forms
3. Purchase Orders (via JDE Finance Application)
4. Warranty information on all equipment
5. Reports of accident/injuries and claims reference

For more information please contact Records Management at:

recordshelp@bellevuewa.gov

<https://cobweb.ci.bellevue.wa.us/departments/CCO/recordsmanagementhome/Pages/default.aspx>

IV. APPENDIXES

1. *Playground Asset List (48 sites total)*
2. *Playground SOP*
3. *Playground Inspection Checklist Form*

The purpose of this document is to provide the reader with a framework of useful information about the City of Bellevue Parks Structural Playground Safety Program. This document is NOT designed to provide the reader with step-by step procedures for performing O&M on any specific equipment. The outline/recommendations in this document are designed to department procedural guidance. For additional &/or more detailed information please contact the Structural Maintenance Operations Managers. 1/2020

Appendix 1

2019 - Master Playground List

Asset #		Location #	Address
262396	Ardmore Park Playground	244187	16833 NE 30th St
262449	Bellevue Downtown Park Playground	277469	10201 NE 4th St
461569	Bridle Trails Corner Park Playground	254196	2402 134th Ave NE
262229	Chandler Park Playground	243261	16722 SE 56th Pl
261235	Cherry Crest Mini Park Playground	254404	2433 127th Ave NE
262231	Cherry Crest Park Playground	227856	12404 NE 32nd St
262293	Chism Beach Park Playground	225157	1175 96th Ave SE
262308	Clyde Beach Park Playground	239154	2 92nd Ave NE
261424	Collingwood Mini Park Playground	233631	16030 SE 46th Way
262148	Crossroads International Park Playground	232650	16000 NE 10th St
262149	Crossroads International Park Water Spray Park and Playground	232650	16000 NE 10th St
262146	Crossroads Park Playground	232650	16000 NE 10th St
261373	Deer Run Park Playground	257943	5770 176th Pl SE
261407	Eastgate Park & South Bellevue Community Center Playground	237836	14509 SE Newport Way
436760	Enatai Beach Park Playground	248172	3519 108th Ave SE
261717	Enatai Park Playground	275676	10661 SE 25th St
261657	Evergreen Park Playground	230087	15655 Lake Hills Blvd
261262	Forest Glen Park Playground	260556	5911 Forest Dr SE
509215	Forest Hill Park Playground	223726	13232 SE 51st Pl
261773	Forest Ridge Mini Park Playground	231020	15439 SE 67th St
432957	Goldsmith Neighborhood Park Playground	237695	14475 NE 35th St
261342	Hidden Valley Sports Park Playground	238496	1905 112th Ave NE
261531	Highland Park and Community Center Playground Equipment	234087	14224 NE Bellevue-redmond Rd
261630	Hillaire Park Playground	229780	15803 NE 6th St
261636	Ivanhoe Park Playground	244918	16600 Northup Way
261815	Ivanhoe Theatre and Sports Park Playground	243661	16661 Northup Way
262241	Kelsey Creek Park Farm Playground	250576	410 130th Pl SE
261614	Killarney Glen Park Playground	239635	1933 104th Ave SE
261646	Lake Hills Park Playground	228485	1200 164th Ave SE
261613	Lakemont Highlands Park Playground	230187	15800 SE 63rd St
261755	Lakemont Park Playground	258754	5170 Village Park Dr SE
262365	Lattawood Park Playground	261822	4530 155th Ave SE
261352	Lewis Creek Community Park Playground	260821	5808 Lakemont Blvd SE
261249	Meadow Wood Park Playground	223231	13817 SE 60th St
261308	Meydenbauer Bay Park Playground	250462	419 98th Ave NE
262429	Newcastle Beach Park Playground	262909	4400 Lake Washington Blvd SE
261518	Newport Hills Park Playground	261179	6029 120th Ave SE
261294	Northtowne Park Playground	256394	2800 Bellevue Way NE
262137	Norwood Village Park Playground	226964	12309 SE 23rd Pl
262179	Robinswood Park Playground	254772	2430 148th Ave SE
261448	Saddleback Mini Park Playground	257723	5501 152nd Pl SE
261441	Sixth Street Park Playground	276621	10116 SE 6th St
262485	Skyridge Park Playground	222463	13601 SE 20th St
262183	Spiritridge Park Playground	233299	16100 SE 33rd Pl
262490	Sunset Park Playground	256743	2835 139th Ave SE
261321	Surrey Downs Park Playground	260980	585 112th Ave SE
261782	Tam O'Shanter Park Playground	245399	1655 173rd Ave NE
261566	Wilburton Hill Community Park Playground	228467	12001 Main St
262223	Zumdieck Park Playground	237098	1500 108th Ave NE

Appendix 2

PARKS & COMMUNITY SERVICES

Subject: SOP - Public Playground Safety Program (Monthly Inspections)	Lead Contact: Sheryl Humphrey
<i>Employee Title:</i> Administrative Assistant	<i>Category:</i> Operations
<i>Division/Unit:</i> Parks - Structural	<i>Date Implemented:</i> November 1, 2019
Definitions: <ul style="list-style-type: none"> <u>Employee Title:</u> Manager, Supervisor, Contract Administrator, Crew Leader, Crew Member/Zone Mechanic <u>Division/Unit:</u> Structural <u>Category:</u> Admin; Operations; Policies. 	

Purpose:

The City of Bellevue Parks & Community Services Dept. is dedicated to providing quality, well-maintained, clean and safe parks and facilities for the public. To continue this effort, the Parks & Community Services Dept. has developed a "Public Playground Safety Program" to protect and preserve the unsupervised public playground facilities and its users.

The Public Playground Safety Program, "SOP - Monthly Playground Inspection" outlines a sustainable monthly inspection process to maintain a standard of care that will identify new hazards resulting from changes to the playground environment due to:

- Wear
- Vandalism
- Breakage
- Storm Damage
- Litter
- Other Environmental concerns

All Inspections will be performed by a designated Zone Mechanic (ZM). All ZM's will be certified as a Playground Safety Inspector (CPSI) the first year of employment with the City. Inspections will be performed in accordance to manufacturer's instructions, Public Playground Safety Handbook and the ASTM Standards.

All documentation will be retained in accordance to the City's File Retention Guidelines.

SOP – Monthly Playground Inspections:

1. Preventative Maintenance (PM) WO#'s – Each month Maximo will automatically generate Work Order #'s (WO#'s) for all 48 playground sites.
2. The **Administrative Assistant (Sheryl)** will assign WO#'s to the appropriate Zone Mechanic (ZM)/CPSI and will change the "Status" of the WO# to = "APPR".
3. The **Zone Mechanic (ZM)/CPSI** will perform a monthly "hands on" inspection at each playground site. As a reference each site will have "Playground Inspection Checklist" that will be within Maximo attached to the Playground Asset. The monthly Inspection will be to:
 - ✓ Identify new hazards on public playground equipment/areas resulting from changes to the playground environment due to:
 - ❖ Wear
 - ❖ Vandalism
 - ❖ Breakage
 - ❖ Storm Damage
 - ❖ Litter
 - ❖ Other Environmental concerns
 - ✓ Repair and/or remove hazardous equipment according to the manufacturer's instructions, Public Playground Safety Handbook and the ASTM Standards.
 - ✓ *If unable to complete action/repair immediately (during Inspection) ZM/CPSI will create a new WO# for the repair. All Parts &/or additional Services are required to have a WO# created. All/any invoices for Playground must be turned into the Administrative Assistant for proper file retention.*

PARKS & COMMUNITY SERVICES

4. Each month:

Zone Mechanics will:

1. Fully document all hazards, repairs, equipment replacement, etc. by utilizing the "Work Log" within the Maximo WO# assigned each month.
2. Turn in all Invoices to Administrative Assistant for File Retention.
3. Change each WO# "Status" to = "COMP" Completed.
4. **ZM – Labor Entry Expectations**: Zone Mechanics will be required to enter their "Labor Hours for the Inspection" on the same day the Inspection was performed.

Administration Assistant will:

1. Each Month a "End of the Month Audit" will be performed to verify ZM's have documented the "Work Log" & has entered Labor Hours for each inspection.

5. Yearly:

Administration Assistant (Sheryl) will:

1. Provide management with appropriate reports outlining Costs and Hours for this Program.

Appendix 3



ARDMORE PARK PLAYGROUND CHECK LIST

(Page 1 of 2)

EQUIPMENT OVERVIEW/DETAILS:

Equipment Type: Little Tykes/Iron Mtn. Forge

Installation Date:

Equipment Contacts:

Renovation Projects: Play Structure Replacement - Est. 2022 (See Reno & Refurbishment Plan for details)

Ardmore Park Asset #261057

Playground Asset# 262396

Playground Equip. Asset#262358

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Work Log in Maximo should include: Any actions/repairs taken and the date completed to bring equipment back to standard. If unable to complete action/repair immediately (during inspection) - Identify action/repair under "Work Log" to generate a Work Order #(WO). Required - 1.) Always request a WO if Parts are on Order". 2.) Provide Sheryl a copy of Part Invoice/receipt in order to archiving requirements.

MAIN STRUCTURE #1 - FORT 5 - 12 Yr Old

Structure Basics:

(List same for all sites.)

Bridges/Ramps

Fasteners

Panels & Walls

Platforms/Stairs

Post/Beams/Caps

Railings/Barricades

Roofs/Covers/Shades

Seats/Tables/Special Features

(Attached to Structure)

Park Structural SWO#437340

Playground Repairs SWO #576879

Climbers: Attached to main structure.

(Site Specific)

Fasteners

Foothold/Climbing Wall/Center Access

Ladder (Straight or Curvy)

Pole (Disk/Fireman/Spiral)

Rope/Chain Climber

Slide: Attached to main structure.

(Site Specific)

Fasteners

Double Straight

Single

Spiral &/or Twist

AMENITIES/MISC. - Within

Playground Area Only (Site Specific)

Age Appropriate Sticker (Main Struct. ONLY)

Manufacturer's Stamp (Main Struct. ONLY)

Signage/Plaques/Mural

MAIN STRUCTURE #2 - TOWER 2- 5 Yr Old

Structure Basics:

(List same for all sites.)

Bridges/Ramps

Fasteners

Panels & Walls

Platforms/Stairs

Post/Beams/Caps

Railings/Barricades

Roofs/Covers/Shades

Seats/Tables/Special Features

(Attached to Structure)



ARDMORE PARK PLAYGROUND CHECK LIST

(Page 2 of 2)

Ardmore Park Asset #261057
Playground Asset# 262396
Playground Equip. Asset#262358

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Work Log in Maximo should include: Any actions/repairs taken and the date completed to bring equipment back to standard. If unable to complete action/repair immediately (during inspection) - Identify action/repair under "Work Log " to generate a Work Order #(WO). Required - 1.) Always request a WO if Parts are on Order". 2.) Provide Sheryl a copy of Part Invoice/receipt in order to archiving requirements.

MAIN STRUCTURE #2 - TOWER (Continued)

Climbers: Attached to main structure.
(Site Specific)

Fasteners
Ladder (Straight or Curvy)
Pole (Disk/Fireman/Spiral)

AMENITIES/MISC. - Within
Playground Area Only (Site Specific)

Age Appropriate Sticker (Main Struct. ONLY)
Benches Qty = 1
Manufacturer's Stamp (Main Struct. ONLY)
Picnic Tables Qty = 2
Signage/Plaques/Mural

INDEPENDENT EQUIPMENT - Not
attached to a main structure. (Site specific)

Play Equipment:
(Site Specific)

Spring Rockers Qty = 3

Swings Sets: (Qty = 2)
(Site Specific)

Fasteners
Belt Qty = 2
Bucket Qty = 2

PERIMETER/SURFACES - Within
Playground Area Only! (Site Specific)

Hard Surfaces (Concrete/Asphalt/Rubber)
Landscape (Roots/Vegetation/Rocks)
Perimeter Edging (Curbs/Stairs/ADA Ramps)
Perimeter Enclosure (Fences/Gates)
Soft Surfaces (Chips/Gravel/Sand)
Walls (Wood/Block/Plastic/Concrete)

Insert tab - #3



City of Bellevue
Parks & Community Services Department
Resource Management Division

Facility Security Program 2020

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INTRODUCTION

The Parks & Community Services Department, Resource Management Division, is responsible for the maintenance and operation of all Parks' facilities that include:

- 79 Developed Parks
- 6 Beach Parks
- 1 Botanical Garden
- 5 Major Community Centers
- 1 Indoor Aquatic Center
- 1 Indoor Tennis Center
- 1 Environmental Education Center
- 1 Youth Theatre
- 1 Farm Park
- 14 Small Public Use Buildings
- 34 Park Restroom Buildings
- Over 1,900 Acres of Open Space
- 1 Marina
- 2 Boat Launches (1 Motorized Launch)
- 2 Golf Courses
- 64 Sport Courts (Basketball, Tennis, Pickle Ball, Handball)
- 4 Skate Parks
- 35 Sports Fields
- Community Gardens and 3 Fruit Stands
- Greenhouse Facilities
- Rental Properties (70 Units)

The buildings within these facilities encompass over 360,000 square feet, range in age from new to 80+ years old, and are equipped with a variety of burglar, electronic photo badging, and mechanical key security systems.

The following policy and procedures are guidelines for security operations at Parks & Community Services' facilities.

POLICY

The City of Bellevue Parks & Community Services is committed to providing a safe environment for working, conducting City business and visitors. This policy addresses access to Park facilities and includes the issuance of electronic photo badges and mechanical keys.

Personal access represents the recognition of trust and responsibility. All requests for access & mechanical keys are subject to review contingent upon job requirements & frequency of access.

Facility Security Program

This policy is consistent with the Civic Services Department Building Security Program for General City Facilities that was reviewed and approved by the City Manager and Leadership Team in 1997 and subsequently revised in 1999, 2001, 2005, 2010 and 2019. The Parks & Community Services Department Facility Security Program will be periodically reviewed and revised to meet departmental, organizational, and customer needs. *(See appendix #1)*

FACILITY SECURITY PROGRAM GOALS

- ◆ Provide a safe environment for employees and the public.
- ◆ Minimize loss.
- ◆ Balance security requirements with the need for public access.
- ◆ Control the distribution of electronic photo badges and mechanical keys.
- ◆ Educate employees on building security issues and procedures.
- ◆ Standardize security systems and processes to insure consistency and reduce maintenance and operation costs.

FACILITY SECURITY RESPONSIBILITIES

City Manager/Leadership Team

- ◆ The City Manager and Leadership Team establish the level of security for general City facilities.
- ◆ Department Directors, or designees, receive, review, and authorize electronic photo badge and mechanical key requests for all individuals requiring access to City facilities. *(See appendix #2)*
- ◆ Department Directors resolve issues related to staff abuse of the security policy.

Parks & Community Services, Resource Management Division

- ◆ Develop policy recommendations and procedures for Parks & Community Services Facility Security Program.
- ◆ Provide staff training and education on security procedures in conjunction with the Police Department and Risk Management.
- ◆ Manage the installation, operation, and maintenance of Parks' facility security systems.
- ◆ Identify areas requiring new or updated security systems.

- ◆ Investigate and document reported security breaches in conjunction with the Police Department.

Civic Service Department, Facilities Services Division

- ◆ Process electronic photo badging and access requests.

Human Resources Department

- ◆ Inform new employees about the process for electronic photo badging and other access requests.

Crew Leaders/Managers/Supervisors

- ◆ Before leaving the site, ensure all work areas and equipment, including buildings, gates, vehicles, tools, etc., are secure.
- ◆ Collect keys and electronic photo badges from staff terminating employment with the City and return them to Structural Operations/Facility Services respectively.
- ◆ Report any security related issues or theft immediately to Resource Management and Risk Management. File a police report on stolen property.

Contract Administrators/Project Managers

- ◆ Collect keys and electronic photo badges from contractors/vendors at the conclusion of projects/contacts with the City and return them to Structural Operations/Facility Services respectively.

Employees

- ◆ Before leaving the site, secure all work areas and equipment, including buildings, gates, vehicles, tools, etc.
- ◆ Report any security related issues or theft immediately to crew leader/manager/supervisor.
- ◆ Shall not abuse the security policy by loaning or duplicating keys or distributing photo badge or access codes.

RECOMMENDED LEVEL OF SECURITY

General Recognition/Awareness

- ◆ Familiarize yourself with department work areas.

Facility Security Program

- ◆ Ask strangers for appropriate identification. Report suspicious people or situations to your crew leader/manager/supervisor.

Department Reception and Checkpoints

- ◆ Screen visitors and escort them to the appropriate office/conference room.

Maximize Electronic Access Control

- ◆ Restrict after-hours access to only those individuals who have a valid reason or need for access.

Minimize Mechanical Key Distribution

- ◆ Implement a restricted key system so the number of keys is limited to only those individuals who have a valid reason or need for access.
- ◆ Only provide Grand Master keys to key Resource Management, Natural Resource and senior management staff.

Contractors/Vendors That Require Access

- ◆ Require contractors/vendors to pass a criminal background check prior to starting work.
- ◆ Include contract language that holds contractors/vendors financially responsible for lost, misused or stolen electronic photo badges and/or mechanical keys.

FACILITY SPECIFIC SECURITY SYSTEMS

Electronic Gate Access (Bellefield Yard & Nursery)

- ◆ Maintained by Resource Management and Facility Services.

Electronic Building Access (Bellefield Yard, Bellevue Botanical Garden Visitors Center, Bellevue Service Center (including internal door to Structural Operations), Bellevue Youth Theatre, Resource Management)

- ◆ Maintained by Resource Management and Facility Services.

Panic Buttons (Crossroads Community Center, Highland Community Center, Lewis Creek Visitor Center, North Bellevue Community Center, Resource Management)

- ◆ Monitored by Guardian Security who alert Norcom (Regional 911 Emergency Dispatch Center) to dispatch the Police Department.

DISCIPLINARY ACTION/FINANCIAL RESPONSIBILITY FOR ABUSE OF SECURITY POLICY

Unauthorized loaning or duplication of keys or distribution of electronic photo badge or access codes is strictly prohibited by the City of Bellevue. Employees who loan or duplicate, share or transfer electronic photo badges or keys, or divulge any access code to another person or organization, without receiving the necessary authorization from Resource Management, may be held financially responsible for any expense incurred by the City as a result of such action. In addition, the employee abusing the security policy may be subject to discipline, at the discretion of the Parks & Community Services Director, up to and including termination.

The determination for the need to rekey will be made by Resource Management. The cost of rekeying or changing access codes due to the loss of keys or unauthorized distribution of access codes will be borne by the department authorizing the issuance of said key(s) or codes. Individual departments will determine under what circumstances all or part of these costs will be passed onto the individual who lost or made unauthorized distribution of keys/codes. (The estimated cost to re-key a building master key is \$1,000 to \$5,000 depending on the number of lock changes required.)

The initial electronic photo badge and one replacement (lost) badge provided to individual staff members will be free. Subsequent requests for replacement badges may be subject to a \$15.00 fee.

PROCEDURES

1. AUTHORIZED PERSONNEL

- 1.1 Full Time (FTE) & Temporary (LTE, 1040, Seasonal, Temporary Agency) Staff –**
All new hires will be required to pass a criminal background check prior to starting work. Photo badges will be issued to full time and temporary employees and programmed with the appropriate access level as authorized by the department director or designee. Mechanical keys will only be issued with the approval of the department director or designee, based upon actual need and at the request of their supervisor.
- 1.2 Volunteers –** Volunteers who need badge and/or key access will be required to pass a criminal background check prior to starting work. Whenever possible, full time staff will provide supervised facility access to volunteers. All requests for access for on-going volunteers that require after-hours access will be reviewed and approved, on a case by case basis, by the site supervisor/manager, department director or designee as dictated by the level of access required.
- 1.3 Contracted Employees –** All contracted employees will be required to pass a criminal background check prior to starting work.
- 1.4 Contractors/Vendors –** All contractors/vendors will be required to pass a criminal

background check prior to starting work. The City will facilitate background checks for recreation program contractors/vendors. All other background checks will be obtained by the contractor/vendor and provided to the City prior to starting work. Whenever possible, full time staff will provide supervised facility access to contractors/vendors. All requests for access for on-going contractors/vendors that require after-hours access will be reviewed and approved, on a case by case basis, by the department director or designee. Contracts will include language that holds contractors/vendors financially responsible for lost, misused or stolen electronic photo badges and mechanical keys.

2. ELECTRONIC PHOTO BADGING

- 2.1 Badging Requests** – Electronic photo badging requests will be made in writing to the department director or designee.
- 2.2 Badge Authorization** – The department director or designee will review and authorize electronic photo badge access.
- 2.3 Badge Issuance** – Electronic photo badges will be issued by Facility Services and may be picked up there, or at the Service First counter, at City Hall.
- 2.4 Identification** – Proper identification (Valid WDL, City ID) will be required to pick up electronic photo badges.

3. MECHANICAL KEYS

- 3.1 Re-core/re-key** – Every site within the parks department will be re-cored and re-keyed every 10-years.
- 3.2 Core and Key Control** – Cores, keys and sub-masters are unique to each site. Submaster keys are utilized to grant individuals with a legitimate business need full access within a single site and/or across multiple grouped sites without the use of Grand Master Keys.
- 3.1 Key Requests & Authorization** – Building supervisors/managers will be responsible for responding to key requests, issuing keys and key inventory for their site with the use of unique numbered keys. (See Appendix #3) The site supervisor/manager will limit the number of authorized keys to only those individuals who have a valid reason for access. Resource Management is responsible for issuing and key inventory of Sub-Master keys to only employees with a demonstrated need for access to multiple sites without the need for full access to all sites.
- 3.2 Grand Master & Grand Master Key Authorization** – The department director or

designee will limit the number of authorized grand master and master keys to only those individuals who have a valid reason or need for access to multiple areas, buildings, and/or facilities.

- 3.3 Key Issuance** – Keys will be issued by Structural Operations upon receipt of written authorization from the department director or designee. Only one copy of the authorized key(s) will be issued to the recipient.
- 3.5 Identification** – Proper identification (Valid WDL, City ID) will be required to pick up keys.
- 3.6 Control of Access** – Structural Operations will oversee access and locks will be keyed as authorized by the director or designee utilizing prudent security practices that include maintaining a database of all electronic photo badges and mechanical keys.

4. KEY HOLDERS

- 4.1 Duty to Report** – Lost or stolen electronic photo badges and/or keys must be reported immediately to Resource Management at (425) 452-6855. Facility Services, Service First and Police Records should also be notified as found badges and keys are often reported to or returned to them. An ‘Affidavit of Lost Keys’ must be filled out and returned to Resource Management. (See Appendix #4)
- 4.2 Replacement Badge/Keys** – Replacement electronic photo badging and/or mechanical key requests will be made in writing to the department director or designee. If access is required before a replacement badge can be issued, a request for a temporary badge can be made to Facility Services or Service First.
- 4.3 Termination** – Electronic photo badges and mechanical keys are the property of the City of Bellevue and must be surrendered when leaving the City or upon termination. If applicable, electronic photo badge/key holders should return both to their crew leader/manager/supervisor. - Failure to return keys may result in a rekeying charge to the department and/or key holder.

5. CREW LEADERS/MANAGERS/SUPERVISORS

- 5.1 Badge/Key Collection** - Collect keys and electronic photo badges from staff terminating employment with the City and return them to the original issuing authority. (Site Manager, Structural Operations/Facility Services)

6. CONTRACT ADMINISTRATORS/PROJECT MANAGERS

- 6.1 Badge/Key Collection** - Collect keys and electronic photo badges from

contractors/vendors at the conclusion of projects/contracts with the City and return them to the original issuing authority. (Site Manager, Structural Operations/Facility Services)

7. REKEYING

- 7.1 Security Review** - When an irretrievable key is reported to Resource Management, the department director or designee will determine if rekeying is necessary. The work required to restore security will be determined by Structural Operations and the cost will be provided to the responsible department/individual prior to rekeying.

8. INCIDENT REPORTING

- 8.1 Emergency Incident Reporting** - If an emergency situation concerning personal safety or building integrity (fire, etc.) exists, **call 911**. Then notify Resource Management at (425) 452-6855, 24-hours/day, 7 days/week.
- 8.2 Non-Emergency Incident Reporting** - If a non-emergency response is required, contact Structural Operations at (425) 452-6855.
- 8.3 Theft/Threat/Vandalism Reporting** - Structural Operations or the affected staff/customer will contact the Police Department and file a report of the incident.
- 8.3.1** Structural Operations and/or the Police Department will investigate the incident, interview affected staff/customers, and document the incident.
- 8.3.2** Structural Operations will develop a follow-up action plan and review it with the affected staff/customer.
- 8.3.3** Structural Operations will evaluate and implement changes in security as necessary and monitor their effectiveness.
- 8.4 Employee Termination** - If a staff member is terminated or quits spontaneously, the supervisor will collect the employee's photo badge, keys and report the incident immediately to Structural Operations, Facility Services, Human Resources and if necessary, follow-up with the Police Dept.

The purpose of this document is to provide the reader with a framework of useful information about the City of Bellevue Parks Facility Security Program. This document is NOT designed to provide the reader with step-by step security procedures at each specific site. The outline/recommendations in this document are designed for department procedural guidance. For additional &/or more detailed information please contact the Structural Maintenance Operations Managers. 1/2020

Appendix 1

Key Policy and Procedure

PURPOSE

The Structural Operations Division of the City of Bellevue Parks & Community Department provides key control for all Parks owned and run facilities with the exception of the Probation Services Division. This Key Policy and Procedure compliments and supports the City of Bellevue Parks & Community Services Department, Resource Management Division Facility Security Program of 2015.

GENERAL PROVISIONS

All grand master and sub-master keys are issued solely by the Structural Operations Division. Individual room keys at each site are to be issued and tracked by the site supervisor and/or manager. All keys remain the property of the City of Bellevue Parks & Community Services. Any exemptions, changes, or special provisions to this policy will be made only with the approval of the Manager of the Structural Operations Division or the Parks Deputy Director, Director.

Each building or site will have a separate building sub-master key with as many site specific keys as necessary to accommodate the different access needs within.

All mechanical/equipment and custodial rooms may be keyed separately from the building sub-master.

It is a violation of this policy to attempt or to have any City keys duplicated by anyone other than the Structural Division key manager. The Structural Operations Division shall have the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key access privileges revoked.

It is a violation of this policy to tamper with, change, add to, or alter any Parks installed locking system by anyone other than the Structural Division; this includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Structural Operations Division and the department, contractor or individual responsible for the unauthorized hardware will be charged for all costs incurred.

KEY REQUESTS AND ISSUANCE

City of Bellevue Parks & Community Services staff may be issued a grand master key upon the written or e-mail request of their supervisor, division manager, or assistant/deputy director. All master keys are issued in person by the structural division manager under the delegated authority from the parks director. sub-master keys will be issued by the structural operations division key manager.

The 'Key Sign-Out Form' must be filled out in its entirety and then signed by appropriate issuer and employee being issued keys. A separate sign-out form will be used for each key issued. An individual will only be issued one key per door or set of doors. In all cases a valid WDL or City of Bellevue ID will be required to pick up keys. All incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department for correction. Records of all master and sub-master keys issued will be kept in a key tracking log, filed and originals will be maintained by structural division. A copy of site specific key records will maintained at each site by the site supervisor/manager with the originals of the 'Key Sign-Out Form' being forwarded to the

structural division. At the time of issue the receiving employee/vendor shall receive a copy of the current key policy document, read and understand it when signing for keys.

ON SITE KEY BOXES

For sites that utilize key boxes to allow renters access to their facility afterhours, the site manager/supervisor are responsible for the issuance and retrieval for those keys directly related to their site access. The process and paperwork outlined in this policy shall have primacy and be followed with the site manager/supervisor signing for the keys indicating purpose and location. Keys placed in a key box need to be very specific to the one or two areas you are granting access to while providing access through the desired entrance. At no time shall a sub-master, master or grand master key(s) be left in a key box other than a Fire Department Knox Box.

LOST KEYS

The loss or theft of any key must be reported immediately to the key holder's supervisor/manager and Structural Operations Division key manager. A 'Lost Key' affidavit will need to be requested from the Structural Operations Division, completely filled out and signed by the responsible supervisor/manager for review by the Structural Operations Manager before requesting replacement keys. Replacement of lost, misplaced or stolen keys will be made in accordance with procedures for original issue. Individuals or departments will be assessed replacement charges for lost keys and core replacement at the discretion of the Structural Operations Division manager. Key(s) found hanging in a door or out on a desktop should be confiscated, returned to the Structural Operations Division and must be reissued.

TRANSFER OF KEYS

The transfer of keys between employees or between departments is not permitted. Keys must always be returned to Structural Operations Division key manager for inventory and re-issue.

LOANING OF KEYS

Keys are parks property and must be used only for the purpose of conducting parks business. Keys shall not be loaned to others at any time.

WORN KEYS

Individuals holding properly authorized keys may exchange damaged or worn keys at the Structural Operations Division, during normal working hours Monday-Friday 6:30 a.m.-3:00 p.m. If a key is broken in the lock, please notify Structural Division immediately for broken key extraction. Key may be replaced free of charge if broken from normal wear and tear.

RETURN OF KEYS

It is the responsibility of the key holder and the supervisor/manager to assure that all keys are returned to Structural Operations Manager (grand master key), Structural Division key manager (sub-master) and/or site supervisor/manager (site specific keys) upon the key holder's:

1. Transfer to another department or;
2. Termination or separation from employment, or;
3. Change of assignment that makes it unnecessary for the key holder to have the assigned keys.

All keys must always be accounted for and returned.

Supervisors and managers will be notified of missing keys or other key discrepancies upon return of keys to the Structural Operations Division. Return of keys will be noted on the sign-out form and forwarded on to the Structural Operations Division. The Structural Manager will determine when re-keying/re-coring of locks or space is required when keys are not returned or keys are missing. The cost of re-keying/re-coring being the responsibility of the site and/or department of the employee.

CONTRACTOR ACCESS

Keys that are needed by contractors or other non-Park employees must be authorized by the Structural Division Manager (grand master key), Structural Division key manager (sub-master key) or site supervisor/manager (site specific key). A 'Key Sign-Out Form' must be filled out by the project manager and when required forwarded on to the appropriate issuer for signature and signed by key recipient for issuance. The project manager shall be responsible for making sure that all keys are returned at the end of the project. If keys issued to contractors and other non-Park employees are lost, stolen and/or misplaced all cost to re-key/re-core affected areas shall be the responsibility of the contractor.

KEY INVENTORY AUDIT

The Structural Operations Division will conduct annual physical audits of all master and sub-master keys. All site supervisors and managers shall perform annual physical key audits of their sites and employees. Key inventory audits must be forwarded by the end of February every year to the Structural Operations Division key manager their review and filing.

LOCK OUT PROCEDURE

The Structural Operations Division provides after-hour emergency access for Parks staff members who need immediate entry to their assigned workspaces. Access will be limited to approved/assigned offices and work areas. Parks staff should first contact their supervisor/manager during normal work hours.

After hours calls should be directed to the parks afterhours emergency number at 452-6855.

Forms and Documentation

Located at J:\RESOURCE MANAGEMENT\RMFILES\Structural Operations\Key and Core\Forms.

Appendix 2

Director:
Patrick
Foran

Deputy
Director:
Shelley
McVein

- All Department Contracts
 - Competitive Exception Forms
 - Agenda Memo items except for Claims
 - Recruitment paperwork for FTE positions
 - Capital Expenditure Approval
 - Grant Approval
 - Right of Entry
 - Plus all other forms listed below
 - Key Authorization (including Grand Master & Master Key)
- Deputy Director has same signature authority as Director.
- If Director or Deputy Director are absent, signature authority goes to Assistant Directors or Budget Manager.
- Parks Structural Division Manager has key authorization authority (including Grand Master & Master Key).

Appendix 3

[illegible]

Staff (Employee) # _____ **Dept./Section:** _____



Contractor Vendor Other:

[illegible]

The Staff member understands that by signing/initialing for any keys they assume the responsibility for its condition and security and in the event any items are lost/damaged or stolen they must report it to their Supervisor **immediately**. The Staff member will not duplicate, share or distribute any keys! In the event of lost or stolen keys the City of Bellevue has the right but not obligated to pursue any or all of the following: 1) Termination of employment, 2) Recover keys whether in the possession of the Staff member or not. 3) Pursue legal action against parties involved, 4) Fine up to \$5,000.00. In the event of termination of employment, the staff member must return all loaned Keys immediately.

Key(s) Return
Date Returned:

Staff Member Signature: _____

White = Office Pink = Supervisor Yellow = Staff

Appendix 4

AFFIDAVIT OF LOST KEYS

I, _____, hereby certify that I have
☐ lost, ☐ had stolen,
a City key(s) issued to me for the use in the course of my employment, and that I have not given
or loaned the missing keys to anyone. I have taken the following actions to recover these
missing keys:

☐ Reported theft to local law enforcement (attach report): _____
☐ Other: _____

Despite the diligent search described above, I have not been able to locate the missing key(s). I
have no knowledge of the whereabouts of the key(s).

Missing Key(s):

# _____	# _____	# _____
# _____	# _____	# _____
# _____	# _____	# _____

In the event that I locate or missing keys are returned to me, I will return them to the Structural
Division Manager immediately.

I declare under penalty of perjury that the statements made herein are true and correct.

By: _____ Dated: _____
Employee Signature

Supervisor:

☐ Employee is eligible for reissuance of key(s)*
☐ Employee is currently not eligible for reissuance of key(s)

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

*All issuance of keys is subject to the approval of the Structural Division Manager

