

CITY OF GLENDORA COMMUNITY SERVICES DEPARTMENT  
**PARKS MAINTENANCE  
MANUAL**



# TABLE OF CONTENTS

About Us \_\_\_\_\_ 2

Parks and Facilities Maintained by the Parks Division \_\_\_\_\_ 3

Break Periods \_\_\_\_\_ 4

Use of City Vehicles \_\_\_\_\_ 4

Operation of City Vehicles and Equipment \_\_\_\_\_ 4

Maintenance Elements \_\_\_\_\_ 5

Quality of Work \_\_\_\_\_ 5

Uniforms \_\_\_\_\_ 6

Safety \_\_\_\_\_ 6

Mow Crew – Weekly Routine Tasks \_\_\_\_\_ 6

Handy-Man Duties \_\_\_\_\_ 8

Park Maintenance Annual Calendar \_\_\_\_\_ 9

Bus Stop Maintenance \_\_\_\_\_ 12

Glendora Village Maintenance \_\_\_\_\_ 12

Assessment Districts/Street Medians Maintenance \_\_\_\_\_ 13

Annual Maintenance Schedule for All Park Sites \_\_\_\_\_ 15

Maintenance Standards for Parks and Facilities \_\_\_\_\_ 23

General Park Standards \_\_\_\_\_ 29

Appendices \_\_\_\_\_ 31

    Parks Crew Weekly Inspection \_\_\_\_\_ 32

    Landscape Maintenance Inspection Form \_\_\_\_\_ 33

REVISED JULY 2018

**Mayor** *Mendell L. Thompson*  
**Mayor Pro Tem** *Judy M. Nelson*  
**Council Member** *Michael Allowos*  
**Council Member** *Gary Boyer*  
**Council Member** *Karen Davis*  
**City Manager** *Chris Jeffers*

**Community Services Commission**

**Chair** *Jim Riley*  
**Vice Chair** *Jackie Doornik*  
**Commissioner** *Daniel Bueler*  
**Commissioner** *Howard Hawkins*  
**Commissioner** *Natalia Ellenson*

**Community Services Director** *La Shawn Butler*

## About Us...

### **MISSION STATEMENT**

The City of Glendora's mission is to provide the citizens and business community effective municipal services while maintaining our historical sense of community values.

### **VISION STATEMENT**

The City of Glendora vision is a healthy, balanced, progressive city representing family values and the businesses that support them; a great place to live, work and play.

### **OUR PURPOSE**

The purpose of the City of Glendora, the Pride of the Foothills, is to ensure and improve the quality of life for all Glendorans by balancing residential, business, and environmental interest in a fiscally responsible manner.

### **OUR VALUES**

The City of Glendora values...

- Fiscal Responsibility
- Honesty and Integrity
- Exemplary Customer Service
- Open and Accessible Government
- Accountability
- Community Involvement

### **PURPOSE**

The primary function of the Parks Division is the maintenance of approximately 915 acres of landscaped parks, community open space, public landscape, facilities and wilderness areas. In addition, the Parks Division is responsible for managing the design and construction elements of open space and trail space development; all park development capital improvement and renovation projects and assisting Trails Volunteers with maintaining the trails within Glendora.

This manual of park maintenance schedules and operations has been developed in order to conform to the appropriate set of maintenance standards as set forth by Glendora's Community Services Commission, staff, and the National Recreation and Park Association Park Maintenance Standards.

The Community Services Department has developed these park maintenance standards to assist in guiding the maintenance of City parks. The maintenance standards were developed at the request of the Community Services Commission to support the City Council's vision, as well as to provide the community with the best possible parks and facilities.

This manual has been prepared to serve as an informational tool and as a standard for Park Division employees and custodial staff of the City's recreation centers. The manual will serve as a general guideline for the frequency of maintenance for our parks, facilities, and equipment.

It is the employee's responsibility to contact his or her immediate Supervisor or the Parks/ Assistant Community Services Director for instructions on circumstances not covered in this manual.

It is the employee's responsibility to take notice of safety conditions at each park or facility, and take immediate action to secure against accident or injury until the hazard can be eliminated.

**PARKS AND FACILITIES MAINTAINED BY PARKS DIVISION**

- |     |                                   |                                      |
|-----|-----------------------------------|--------------------------------------|
| 1.  | Arboretum and Botanical Park      | 201 W. Gladstone Avenue              |
| 2.  | Art Cook Demonstration Garden     | 1021 E. Sierra Madre Avenue          |
| 3.  | Big Dalton Wilderness Area        |                                      |
|     | • Campground                      | 2041 Big Dalton Canyon Road          |
|     | • Day Camp                        | 3000 Big Dalton Canyon Road          |
|     | • Rental Home                     | 1803 Big Dalton Canyon Road          |
| 4.  | Big Tree Park                     | 665 South Santa Fe Avenue            |
| 5.  | Carlyle E. Linder Equestrian Park | 1000 Glendora Mountain Road          |
| 6.  | Centennial Heritage Park          | 725 E. Mauna Loa                     |
| 7.  | Church Parking Lot                | Mountain View Ave. and Cullen Avenue |
| 8.  | City Hall Complex                 | 116 East Foothill Boulevard          |
|     | • Library                         | 140 South Glendora Avenue            |
|     | • Police Department               | 150 South Glendora Avenue            |
| 9.  | City Nursery                      | 240 West Dawson Avenue               |
| 10. | Crowther Teen and Family Center   | 241 West Dawson Avenue               |
| 11. | Finkbiner Park                    |                                      |
|     | • Lobb Field                      | 160 North Wabash Avenue              |
|     | • Restrooms & Snack Stand         | 166 North Minnesota Avenue           |
|     | • Legion Building                 | 159 North Cullen Avenue              |
|     | • Liberty House                   | 181 North Cullen Avenue              |
|     | • Scout Hut                       | 435 East Dalton Avenue               |
|     | • Youth Center                    | 437 East Dalton Avenue               |
| 12. | George Manooshian Park*           | 857 S. Loraine Avenue                |
| 13. | Gladstone Park                    | 600 East Gladstone Street            |
| 14. | Glendora Museum                   | 314 North Glendora Avenue            |
| 15. | Glendora Transportation Center    | 410 East Dalton Avenue               |
| 16. | La Fetra Senior Center            | 333 East Foothill Boulevard          |
| 17. | Louie Pompei Memorial Sports Park | 1100 South Valley Center Avenue      |
| 18. | Ole Hammer Park                   | 362 North Live Oak Avenue            |
| 19. | Parks Yard                        | 1636 Compromise Line Road            |
| 20. | Sandburg Park*                    | Leadora Avenue, west of Grand Avenue |
| 21. | South Hills Wilderness Area       |                                      |
|     | • Bonnie Cove Trailheads          | 1200 S. Bonnie Cove Avenue           |
|     | • South Hills Park                | 700 East Mauna Loa Avenue            |
| 22. | Village Bus Plaza                 | 158-1/2 North Glendora Avenue        |
| 23. | Willow Springs Park               | 515 North Willow Springs Lane        |

\*Glendora Unified School District property. Irrigation systems are maintained by the district.

## **BREAK PERIODS**

Employees in the Parks Division are entitled to a morning break between 10:00 a.m. and 10:20 a.m. Breaks can be taken at the job site; however, employees should not park City vehicles on the park turf while taking a break at the job site. Lunch is scheduled between 12:00 p.m. and 12:40 p.m.

## **USE OF CITY VEHICLES**

Employees are expected to utilize City vehicles only to transport themselves and equipment to and from the job site to perform job-related tasks.

## **OPERATION OF CITY VEHICLES AND EQUIPMENT**

City vehicles and equipment are the property of the City of Glendora and are purchased for the specific purpose of providing service to residents. Vehicles must be treated responsibly in order to maximize their useful life. Reckless or irresponsible treatment of City vehicles and equipment will be cause for disciplinary action. Any damage caused to vehicles shall be followed by an incident report documenting the details for the damage prior to making any repairs. Vehicles are to be maintained clean. Trash and tools must be taken out of the vehicle at the end of the shift, leaving it ready for the next operator. Smoking inside vehicles is prohibited.

Any employee observed abusing City vehicles through reckless driving or abusing mechanical equipment through negligence or misuse will be subject to disciplinary action as stated in the City of Glendora Personnel Rules, Section 9.8.0.

Employees using City vehicles will perform and fill out the Daily Vehicle Inspection Form located in each City vehicle. If the booklet no longer has available forms, one must be obtained from your Supervisor. Inspections are conducted to ensure that vehicles are safe and working properly. Equipment that is used to perform maintenance duties out in the field should also be checked for fluids, safety and functionality.

Both vehicle and City equipment will be turned off when operator is not in the operator's seat. For safety, any adjustments to vehicles and equipment such as hitching will be done when vehicle engine is off. In cases where the vehicle is left unattended and not in view of a crew member, the vehicle is to be locked.

All vehicles should have insurance information, contact phone numbers and instructions on what to do in case of an accident or emergency. The insurance packet should have accident report forms to ensure all information is collected while at the scene.

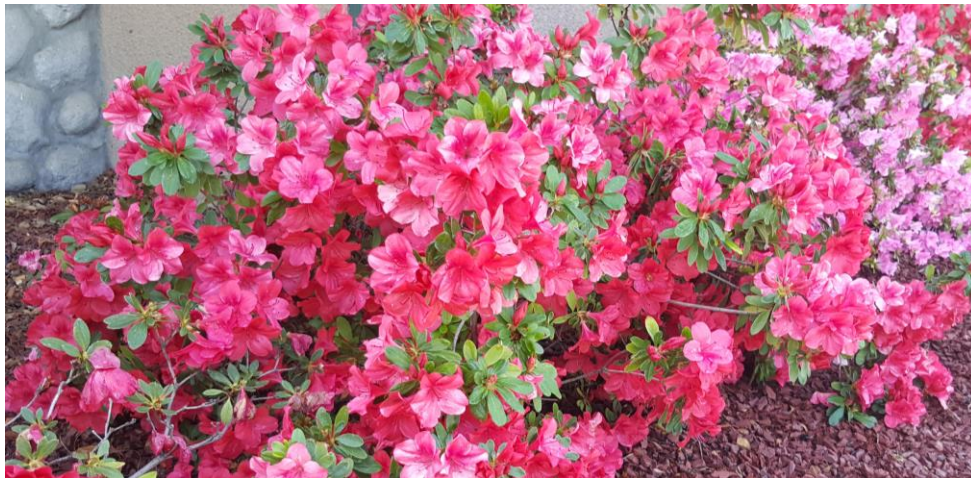
Vehicles should also be equipped with essential tools for unexpected clean-up tasks such as a shovel, rake, broom and trash bags to ensure that personnel is ready for small tasks that can be completed on the spot.



## **MAINTENANCE ELEMENTS**

Each of the following tasks contains basic elements for maintaining the parks and facilities:

- **Turf Care** - Mowing, aerating, reseeding, top dressing, and weed control.
- **Fertilization** - Fertilization of turf, trees, and plants.
- **Irrigation** - Adjustment and repair of automated watering of turf, trees and shrubs.
- **Disease & Insect Control** - Monitoring, preventing, correcting, and management of disease and/or insects in turf, trees, shrubs either by cultural or chemical methods; includes pest control around park buildings.
- **Hardscape Surfaces** - Sweeping, blowing, and power washing of walkways, parking lots, tennis courts, dugouts, Bandshell area, and any other hardscape surfaces in parks and facilities.
- **Repair** - Maintenance required to facilities or park amenities.
- **Inspection** - Visual and physical examination of a park facility, equipment, or amenity to ensure compliance, safety, and proper operation. All vandalism and graffiti are to be reported to Parks Supervisor and called in to Athens Services at 626-963-8540 for removal.
- **Restrooms** - Cleaning, sweeping, sanitizing, stocking of supplies and repairs as needed.
- **Litter Removal** - Emptying trash cans, replacing trash bags and picking up litter throughout the park.
- **Playgrounds** - Inspection and maintenance of play equipment; weekly raking of surfacing and litter removal.
- **Special Features** - Maintenance of equipment or facilities such as drinking fountains, flag poles, soccer goals, tennis, volleyball, and basketball netting, picnic tables, signs, litter receptacles.



**Azaleas in Full Bloom at the Transportation Center in March**

## **QUALITY OF WORK**

Each park or facility under the maintenance schedule of the Parks Division will be evaluated using a check list. A copy of this list is included in the Appendix. The purpose of the check list is to provide information to the Supervisor as to the progress of routine maintenance tasks, to highlight any park area or facility that needs repair, and to facilitate the prompt scheduling of this work in the near future.

The inspection form will be completed weekly by the Leadworker or Supervisor and turned in to the Assistant Community Services Director. The Leadworker or Supervisor will then give all parties the information regarding the work to be scheduled in the following days and weeks.

## **UNIFORMS**

The City of Glendora supplies all full-time & part-time park maintenance workers with a complete uniform that is expected to be worn daily. Uniforms are equipped with high visibility stripping. In the event that shirts do not have the stripping, high visibility safety vests shall be worn. Shirts will be tucked in, long pants and steel toe boots will be worn at all times. Full-time park maintenance workers are supplied with one pair of work boots at the beginning of each fiscal year. All staff working in inclement weather is provided with rain gear. Lockers have been supplied to store clean uniforms and personal protective equipment (PPE). If for any reason you cannot wear the uniform supplied to you, contact your Supervisor.

## **SAFETY**

The City of Glendora provides all required PPE, safety equipment and training to employees for all jobs that need to be performed. Safety training sessions are provided monthly and weekly tailgate or informational leaflets act as safety reminders on a more frequent basis. If any employee is observed working in an unsafe manner, each employee is responsible for stopping them immediately to correct the behavior. If the employee continues to work recklessly, a supervisor should be informed immediately.



Staff member cleaning drain during heavy rain storm

## **MOW CREW—WEEKLY ROUTINE TASKS**

To ensure safe walking surfaces and a neat, uniform appearance the mow crew ensures that turf is cut once per week in the months from early April to late October known as the growing season and once every other week in the months of November through March. Staff will report any depressions in the turf area to avoid uneven ground that could be covered by taller grass. Crewmembers are responsible for ensuring equipment is working well, liquids topped off, adjusted to appropriate height and blades sharpened. The mow crew usually consists of three members; one crew member is mowing the turf with the large flail mower, the second crew member is mowing areas with a smaller mower, and the third crew member is edging pathways, curbing and along mulch beds as well as line trimming where the mowers cannot access such as around benches, trashcans, and along fences. The line trimmer will also knock down weeds in planters, sidewalk cracks and other hardscapes. The line trimmer will not operate the trimmer near any trees to prevent mechanical damage to the trunk. When operators of the mowers are done, they begin blowing hardscape areas that have been edged and mowed. The mow crew leader is expected to inspect the park as per the checklist provided and assess the location for safety concerns. Aside from turf grass maintenance, the mow crew will perform other tasks each week at each location they visit. As a team, the crew will ensure the following five tasks are performed:

### 1. Park Maintenance

- Picking up loose litter throughout the park.
- Reporting any park/restroom damage, vandalism, graffiti, etc. to the Supervisor.
- Visual inspection of irrigation system (seeping water or displaced soil and holes).
- Inspect turf for weeds and note the need for weed suppression treatments.
- Inspect planter areas.

An important role of the mow crew is to monitor the population of weeds in turf. It is in the best interest of the maintenance program that weeds are controlled when they are young and emerging. Preventative treatments are to be performed quarterly to control the emergence of weeds.

### 2. Irrigation Check

- Inspecting the landscape for dry or worn areas and reporting these to the Supervisor.
- Checking irrigation clocks biweekly; adjusting clocks for seasonal run times.
- Investigation and clearing alarms as prompted by the central irrigation system.
- Making sure all heads are working properly and nozzles are clear of debris by turning on each station for a minimum of a minute; trouble shooting systems between 6:30 a.m. and 8:30 a.m.
- Adjusting sprinklers to prevent watering of hardscapes and run off.
- Reporting any breaks to the Supervisor for scheduling; in an emergency, immediately turning the station off and reporting it to the Supervisor. If a mainline break is observed, staff if to shut off corresponding backflow device.
- Retro-fitting irrigation systems as needed and as resources allow.

### 3. Pruning

- The Mowing Crew is also responsible for pruning all park tree branches up to 9 feet to allow for mowing and pedestrian clearance.
- Any tree or tree branch that requires more extensive pruning will be reported to the Supervisor so the work can be scheduled with the tree maintenance contractor.
- Removing weeds, grass, and debris from around the root crown of trees and maintaining these areas weekly; spraying with a herbicide, edging, line trimming away from the trunk, and putting down mulch around trees.



Gladstone Park – grass area converted into drought tolerant garden



#### 4. Planter Maintenance

- Mulched areas and planter beds shall be maintained with a clear delineation between the turf and mulch/soil areas at all times.
- Mulch will be maintained at no less than 3 inches to suppress weeds, retain moisture, dress up the planters, and encourage soil microbiology.
- Planters are to be checked weekly by mow crew for trash, large weeds or dead plant material.
- Turn drip irrigation valve on to check that the emitters are working properly and that there are no leaks. Water is to remain on during the entire time staff is maintaining the planter so as to check irrigation functionality in all areas that are being maintained. Before closing the valve, using the flush valve or end of drip line, flush the system for 20 seconds to ensure debris exits the system.
- Broad spectrum herbicide will be used for planters that are not densely populated.
- Selective herbicide will be used no more than biweekly to address reemerging grasses.
- Spot spraying with herbicides on an as-needed basis curbs, gutters, sidewalk cracks, around poles and borders to maintain them in a weed-free condition.
- Monitoring of the staking of newly planted trees for proper support and sufficient irrigation.

#### 5. Playgrounds

- Rake playground surfacing weekly and backfill low spots around the equipment.
- Remove weeds and debris/foreign objects by hand found in the playground surfacing.
- Report any damage, vandalism, graffiti, etc. to the Supervisor.
- Volleyball courts are to be raked weekly to ensure a smooth playing surface.



Gladstone Playground

## HANDY-MAN DUTIES

Much of the work the mowing crew observes during the work week requires scheduling of resources and labor time. Such duties as these will be performed by workers skilled in such tasks. These duties include:

- Performing weekly play equipment safety inspections.
- Inspecting all restrooms for burned-out lights, malfunctioning toilets, urinals, sinks, hand dryers, etc.; looking for graffiti and reporting any damage to the Supervisor so that the repair work can be scheduled.
- Maintaining all City drinking fountains in working condition.
- Making sure all park security lighting is functioning; checking for vandalism to park benches, picnic tables, etc., and reporting these issues to the Supervisor so that the repair work can be scheduled.
- Checking, cleaning, and replacing as needed all City padlocks that are rusted or malfunctioning.



Staff member carefully installs plant placard at the Library Botanical Garden

## **PARK MAINTENANCE ANNUAL CALENDAR**

Certain park maintenance tasks take place routinely over the course of the year. In addition to routine maintenance, park crews assist recreation programs with the set-up and break-down of each event. Events are scheduled through the Community Services Department and advertised to the public through the Community Services Department Activity Guide.

### **January**

- Two public holidays (New Year's Day and Martin Luther King Day)
- Sports fields continue to be closed for winter over-seeding
- Spray pre-emergent herbicide on park landscape areas and ROW city-wide
- Storm damage preparation, including sandbagging, cleaning roof drain spouts, etc.
- Schedule landscape projects when mowing schedule slows down
- Prune roses to force into dormancy throughout City facilities
- Remove holiday lights at the Transportation Center
- Take down soccer goals at several different sites to install backstops (Louie Pompei Sports Park, La Fetra, Finkbiner Park, Goddard Middle School, and Sandburg Middle School)
- Remove Poinsettias in the Glendora Village tree wells

### **February**

- One public holiday (President's Day)
- Turn off irrigation at Lobb Field in preparation for Snow Day
- Spray roses with volk oil and dormant spray; apply systemic insecticide around roses
- Storm event preparation, as needed
- After removal of soccer goals has been completed, begin installation of baseball backstops at Goddard and Sandburg (six 10' x 20' chain link panels at both schools)

### March

- Holiday lights in Glendora Village removed after the wine walk by contractor
- Fertilize turf areas, as needed
- Aerate with solid and/or hollow tines and de-thatch turf areas, as needed
- Storm event preparation
- Add mulch to mulched areas in parks
- Reset irrigation schedules and lighting timers to Daylight Savings Time

### April

- Preparation for Easter Egg Hunt at Finkbiner and Gladstone Parks; deliver necessary items per Recreation Supervisor and pick up these items the following Monday
- Pressure wash Finkbiner Shade Structure for pancake for Easter
- Preparation for Earth Day at City Hall
- Continue aeration and de-thatching park turf areas
- Return to weekly mowing schedule
- Fertilize and dead-head roses
- Annual servicing of trucks and equipment
- Rototill sand volleyball courts and top off with fresh sand as needed
- Over-seed Bandshell area turf
- Begin water route for City-wide tree wells
- Close South Hills Park Dog Park for over-seeding

### May

- One public holiday (Memorial Day)
- Prepare Bandshell for dance recitals; pressure-wash Bandshell & turn off irrigation for event
- Spray weeds in ROW city-wide
- Adjust irrigation schedules for drier weather as needed
- Clean up and prepare Day Camp area and buildings
- Prepare for Relay for Life at Louie Pompei Sports Park
- Spray for nutsedge

### June

- Aerate with solid and/or hollow tines turf as needed
- Fertilize roses and dead-head
- Pressure wash Bandshell in preparation for Movies and Concerts in the park
- Pressure wash Finkbiner Park Shade Structure for Senior BBQ
- Prepare Centennial Heritage Park for Heritage Day Picnic Event
- Replenish plant material at War Memorial



War Memorial in front of City Hall

### July

- One public holiday (Independence Day)
- Prepare Lobb Field for summer use

- De-thatch turf as needed
- Spot spray weeds in all landscape areas as needed
- Irrigation repair and trouble shooting

**August**

- Remove baseball backstops from Goddard and Sandburg
- Install soccer goals per instructions from Recreation Superintendent
- Prepare Bandshell for dance recitals and turn off irrigation for the event
- Install football goal posts at Louie Pompei Memorial Sports park for soccer season
- Spray tree wells to slow down sucker growth

**September**

- One public holiday (Labor Day)
- Reduced mowing schedule (approx. 2 weeks) due to overseeding
- Spray weeds in ROW citywide

**October**

- Hang holiday lights at the Transportation Center
- Set up for Halloween carnival at Finkbiner
- Set up Bandshell for Halloween movie
- Holiday lights hung in Ficus trees in Glendora Village (Contractor)
- Prepare Centennial Heritage Park for Pumpkin Festival
- Empty septic tanks in facilities not equipped with sewer system (Lobb Field, Centennial Heritage Park, South Hills, Big Dalton Campground, Parks Yard and Day Camp restrooms)
- Staff to submit all holiday vacation requests

**November**

- Three public holidays (Veteran's Day and Thanksgiving weekend)
- Close South Hills Park Dog Park for winter overseeding for entire month
- Reset irrigation clocks and park lighting for the ending of Daylight Savings Time
- Prepare Louie Pompei Sports Park for soccer league tournament
- Turf in many areas is going dormant; reduce mowing schedule as needed
- Storm preparation in all areas
- Fertilize cool season turf areas
- Spray tree wells to slow down sucker growth
- Hang Christmas wreaths in Glendora Village
- Plant Poinsettias in Glendora Village tree wells
- Power wash sidewalks and trashcans for the Holiday Stroll
- Replenish sand at volleyball courts

**December**

- Two public holidays (Christmas and New Year's Eve)
- Assist with the installation of the holiday tree at Village Bus Plaza
- Set up and take down City Manager's Pot Luck at Legion Building
- Schedule around the holiday vacation time of park workers, one person at a time
- Remove football and soccer goal posts at Louie Pompei Sports Park
- Prepare and commence field renovations
- Close park to general public after soccer tournament for two months
- Spray weeds in ROW city-wide

**BUS STOP MAINTENANCE**

**Task**

- 1. Inspect to ensure contractor is maintaining to the City’s standard
- 2. Remove and replace amenities

**Frequency**

- Weekly
- As needed

**GLENDORA VILLAGE MAINTENANCE**

**Task**

- 1. Bus Plaza restrooms are cleaned and pressure washed
- 2. The trash cans are emptied
- 3. The crew checks for graffiti
- 4. Pressure-wash trashcans: Foothill Blvd. /Bennett Ave.
- 5. Litter clean-up
- 6. Blow off the sidewalks
- 7. Maintain the planters, irrigation, and trees
- 8. Pressure wash the sidewalks
- 9. Pressure wash the sidewalks after chalk drawing contests
- 10. Trim the Ficus trees
- 11. Clean all hardscapes before and after Wine Walk
- 12. Put up and remove Christmas wreaths
- 13. Check, repair, or replace tree lights in the bus plaza
- 14. Power wash sidewalks & trashcans for the Holiday Stroll
- 15. Assist with Bus Plaza decorations

**Frequency**

- Daily/Contractor
- Daily
- Weekly
- Monthly
- Weekly
- Bi-Weekly/Contractor
- Weekly/Contractor
- Quarterly
- April
- April &
- September/Contractor
- October/ February
- October/ January
- October
- November
- December



Downtown Glendora Village

## **ASSESSMENT DISTRICTS/STREET MEDIANS MAINTENANCE**

### **Task**

### **Frequency**

- |   |                              |
|---|------------------------------|
| 1. Inspect landscape areas  | Weekly                       |
| 2. Check irrigation   | Weekly/Contractor            |
| 3. Repair Irrigation  | As needed/Contractor         |
| 4. Graffiti removal   | As needed/Contractor         |
| 5. Litter cleanup   | As needed/Contractor         |
| 6. Report any unsafe conditions                                     | Daily                        |
| 7. Make sure sidewalks are weed free                                | Weekly (Beautification Crew) |
| 8. Maintain the planters, irrigation and trees                      | Weekly                       |
| 9. Report dead or dying plants or trees                             | Weekly                       |
| 10. Maintain parking lots behind the shops on the east & west sides | Weekly/Contractor            |

Along with maintaining parks and facilities, we also oversee and maintain assessment districts, parkways, and street medians. Below you will find the major maintenance areas only. The Parks Division has other smaller pocket areas we are responsible for maintaining, which are not listed.

### **ASSESSMENT SITES**

- |  |                           |
|--|---------------------------|
| 1. Banna & Arrow Hwy incl. Woodcraft & Banna | 8. Greenfield Court       |
| 2. Glendora Bougainvilleas                   | 9. Highland & Oak Knoll   |
| 3. GMR & Boulder Springs                     | 10. Jenifer & Mauna Loa   |
| 4. GMR & Sierra Madre (Hidden Springs Tract) | 11. Loraine & Palm        |
| 5. Hunter's Trail                            | 12. Sierra Madre 500-800  |
| 6. Kregmont Drive                            | 13. Sunflower & Gladstone |
| 7. GMR & Palm                                |                           |

### **MAINTENANCE AREAS**

- |   |                               |
|---|-------------------------------|
| 1. Art Cook                               | 6. Goddard Water Reservoir    |
| 2. Baseline View Park                     | 7. Hidden Spring Reservoir    |
| 3. Bus Plaza                              | 8. Morgan Ranch Reservoir     |
| 4. City Hall East Parking Lot             | 9. Vern Gillette Pump Station |
| 5. Glendora Ave. Rear Uptown Parking Lots |                               |

### **MEDIANS**

- |  |                                |
|--|--------------------------------|
| 1. Auto Center Dr.                         | 7. Lone Hill                   |
| 2. Baseline Road                           | 8. Palopinto Island            |
| 3. Baseline Access                         | 9. Route 66                    |
| 4. Foothill Planter (Barranca to Wildwood) | 10. Route 66 & Barranca Access |
| 5. Glenwood Island                         | 11. Vista Bonita & Walnut      |
| 6. Grand Ave.                              |                                |

**PARKWAYS AND CHANNELS**

1. Baseline & Glendora Ave. Pkwy.
2. Bennett Ave. Channel
3. Catherine Park Dr. & Valley Center Pkwy.
4. City Hall Parking Lot Planters Pkwy
5. Cypress & Live Oak Pkwy
6. Foothill & Whispering Oaks Pkwy.
7. Glendora Ave & Bennett Ave Planters
8. Glendora Mountain Rd. Horse Trail
9. Glendora Ave & Foothill Ave Planters
10. Glendora Pkwy. in front of Golf Course
11. Glengrove & Foothill Blvd
12. Laxford Planter
13. Leadora Channel
14. Mauna Loa & Glendora Ave. Pkwy
15. Mountain View & Church Parking Lot
16. Route 66 & Compromise Line Rd. (corner)



**Green Field Court Landscape Renovation**

## ANNUAL MAINTENANCE SCHEDULE FOR ALL PARK SITES

In addition to the aforementioned annual maintenance schedule for all park areas, each park site has specific areas that need annual attention. The following is a list of the maintenance needs of all parks:

<b><u>Task</u></b>	<b><u>Frequency</u></b>
1. Pick up litter throughout park	Daily/Contractor
2. Empty trashcans	Daily/Contractor
3. Restroom cleaning and restocking	Daily/Contractor
4. Building inspection and maintenance	Weekly
5. Irrigation repair and monitoring	Weekly
6. Mowing, edging, and line trimming	Weekly
7. Inspecting and repairing play equipment	Weekly
8. Park tree maintenance	Grid Trim/Contractor
9. Weed management	Weekly
10. Planter and mulch bed maintenance	Biweekly
11. Topping off wood chip surface in playgrounds	Annually
12. Inspecting and maintaining Skate Park	Weekly
13. Rototilling sand in volleyball court	Biannually
14. Power washing Bandshell	February, May, and June
15. Power washing tennis courts	June and September
16. Spraying pre-emergent herbicide	October and January
17. Solid & hollow tine aerating	July, December
18. Rose pruning	January
19. Rose insect control	February
20. Fertilizing/dead heading roses	April, June
21. Blowing debris off rooftops and rain gutters	Twice yearly or as needed
22. Power-wash playground surfaces	September
23. Adding topsoil to turf dry spots and depressions	As needed
24. Spraying pre-emergent herbicides	January, June
25. Adding perennial ryegrass seed blend to sparse turf areas	As needed
26. Adding fertilizer to turf area	As needed
27. Brush artificial turf	Weekly



Louie Pompei Memorial Sports Park Artificial Soccer Field #3





Louie Pompei Memorial Sports Park Natural Soccer Field #2

**SPORTS FIELDS**

**Task**

- 1. Adding topsoil to turf dry spots and depressions
- 2. Adding perennial ryegrass seed blend to sparse turf areas
- 3. Adding starter fertilizer
- 4. Spraying pre-emergent herbicide
- 5. Solid & hollow tine aeration

**Frequency**

- As needed
- March, July, November
- March, July, November
- February, June, October
- July, November



Glendora residents playing at local golf course

**GLEN OAKS GOLF COURSE**

The Glen Oaks Golf Course is leased and operated by a contractor.



International students visit Big Tree Park

### BIG TREE PARK

“Big Tree”, the largest Moreton Bay fig in California, is trimmed every other year by a contractor. All renovations and maintenance to the park are as outlined on p. 16.



Big Dalton Canyon Bridge

### BIG DALTON WILDERNESS PARK - DAY CAMP AREA

#### Task

1. Pick up litter throughout park
2. Empty Trashcans
3. Open and clean restrooms
4. Permit monitoring
5. Graffiti removal
6. Park tree maintenance
7. Weed management
8. Planter and mulch bed maintenance
9. Clean Big Dalton Camp

#### Frequency

Daily/Contractor  
Daily/Contractor  
Daily during Camp  
Daily  
As needed  
As needed  
Weekly  
February  
May and August



Rider prepares for equestrian event at Carlyle E. Linder Equestrian Center

## CARLYLE E. LINDER EQUESTRIAN PARK

### General Park Areas

#### Tasks

1. Landscape maintenance and weed control
2. Litter removal
3. Tree maintenance
4. General repairs

#### Frequency

Weekly  
Daily  
Every 5 years  
As needed

### Restrooms

#### Tasks

1. Open Restrooms
2. Disinfect fixtures
3. Sweep and mop floors
4. Litter removal
5. General repairs

#### Frequency

Daily  
Daily  
Daily  
Daily  
As needed

### Arena

#### Tasks

1. Weed control
2. Harrow (drag)
3. Litter removal
4. Replenish sand
5. Laser grade and re-compact base
6. Light maintenance

#### Frequency

Weekly  
Quarterly  
Daily  
Annually  
Every 5 years  
As needed

### Concession Stand

#### Tasks

1. Clean kitchen and other areas
2. Litter removal

#### Frequency

After use and/or weekly  
Daily



Inside of the Centennial Heritage Park grove with the Hamilton House in the background

**CENTENNIAL HERITAGE PARK**

**Task**

1. Landscape maintenance
2. Weed Management
3. Litter Removal
4. Graffiti Removal
5. Tree Maintenance
6. Pressure Wash building and benches
7. General repairs

**Frequency**

- Weekly/ Contractor  
Weekly  
Daily  
Daily  
Grid Cycle  
As needed  
As needed



The La Fetra Center

**LA FETRA CENTER**

**Task**

1. Landscape maintenance
2. Overseed turf areas
3. Litter Removal
4. Check and repair irrigation
5. Tree management
6. Weed management
7. Planter mulch maintenance
8. Spray pre-emergent herbicide

**Frequency**

- Weekly/Contractor  
As needed  
Daily/Contractor  
Weekly  
Grid Trim  
Weekly  
As needed  
October, January

- |   |             |
|---|-------------|
| 9. Aeration                                       | November    |
| 10. Prune roses                                   | January     |
| 11. Apply insecticide to roses for insect control | February    |
| 12. Fertilize and dead-head roses                 | April, June |
| 13. Blow debris off building roofs, clean gutters | September   |



**Transportation Center**

**TRANSPORTATION CENTER**

**Task**

1. Landscape Maintenance
2. Add topsoil to dry spots and depressions as needed
3. Overseed turf areas
4. Add grass fertilizer
5. Replenish rubber mulch in planters
6. Remove holiday lights from building

**Frequency**

- Weekly/Contractor  
 As needed  
 As needed  
 As needed  
 As needed  
 January



**Glendora Historical Museum**

**GLENDDORA HISTORICAL MUSEUM**

**Task**

1. Landscape Maintenance
2. Mulch replenishing
3. Fertilizing of plants and trees
4. Prune trees
5. Paint
6. Minor repairs

**Frequency**

- Weekly  
 Annually  
 Annually  
 As needed  
 As needed  
 As needed



South Hills Park with Dog Areas in view

### SOUTH HILLS WILDERNESS AND DOG PARK

**Task**

1. Pick up litter and empty trashcans
2. Mow, edge and blow
3. Check and repair irrigation
4. Replenish Dog waste bags
5. Repair drinking fountains
6. Tree management
7. Planter mulch maintenance
8. Overseed grass Dog Areas
9. Repair DG and Rock Dust Paths
10. Clean obstacle course components
11. Sanitize/ Pressure wash Artificial Turf
12. Aeration
13. Spray pre-emergent herbicide

**Frequency**

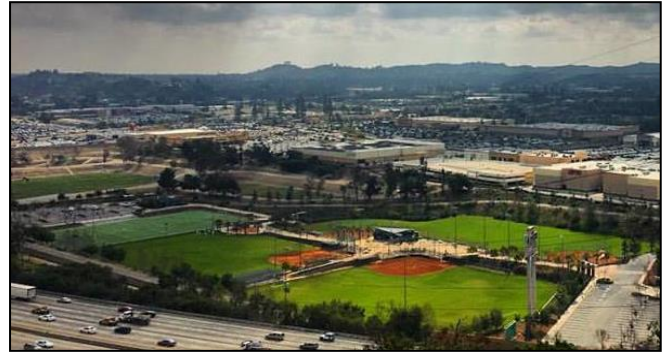
- Daily/Contractor  
Weekly/ Contractor  
Weekly  
Weekly  
As needed  
Grid Cycle  
Annually  
April, November  
April, November  
April, November  
April, November  
April, November  
October, January



South Hills Wilderness Trail



Before



After

## LOUIE POMPEI MEMORIAL SPORTS PARK ANNUAL MAINTENANCE CALENDAR

### January

- Aerate with solid and/or hollow tines and apply fertilizer to all turf playing zones
- Fields closed for renovation

### February

- Open fields back up to the public.
- Thoroughly clean all common areas for re-opening.

### March

- Add topsoil to dry spots and depressions as needed.

### April

- Apply fertilizer to all turf playing zones.
- Add topsoil to dry spots and depressions as needed

### June

- Aerate with solid and/or hollow tines and apply rye grass blend seed, fertilizer, and top dressing to all fields

### July

- Add topsoil to dry spots and depressions as needed.

### August

- Apply fertilizer to all turf playing zones.

### September

- Aerate with solid and/or hollow tines and apply rye grass blend seed, fertilizer, and top dressing to all fields

### October

- Aerate with solid and/or hollow tines and apply fertilizer to all turf playing zones

### November

- Apply pre-emergent to all turf areas

### December

- Aerate with solid and/or hollow tines and apply rye grass blend seed, fertilizer, and top dressing to all fields
- Fields closed for renovation, except artificial turf for reservations only.

### Irrigation Management

- No irrigation on weekends approaching fall and winter season.
- Irrigation run times will be determined by rain or lack of it and athletic activity on the fields.

## **MAINTENANCE STANDARDS FOR PARKS AND FACILITIES**

The following standards provide goals and achievable benchmarks by which staff can assess the condition of Glendora's parks and facilities:

### **ATHLETIC FIELDS**

#### **A. Turf**

1. Turf has a healthy, dense stand of grass and coverage is no less than 95% of playable area.
2. Appropriate grass for warm season is Common Bermuda or Hybrid Bermuda.
3. Appropriate grass for cool season is Perennial Rye, if required.
4. Play area has a uniform surface and is well drained.
5. Turf is mowed at the appropriate height for the type of grass used, the season, and the type of field.
6. Turf is free of litter and debris.



**Acceptable**



**Not Acceptable**

#### **B. Skinned Infields**

1. Infields have a uniform surface are free of lips, holes, and trip hazards.
2. Infields are well drained with no standing water areas.
3. Infields have proper soil consistency for intended usage.
4. Infields are free of weeds and grass.
5. Infields are free of rocks, dirt clods, and debris as per Little League and Lassie League rules and specifications.
6. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance with manufacturer's specifications and league requirements.

#### **C. Soccer Goals**

1. Goals are properly installed and anchored by leagues.
2. Goals show no excessive bending.
3. Nets are supplied and maintained by the leagues.

#### **D. Bleachers**

1. Hardware is intact.
2. Bracing is tightly connected.
3. Seating surface is clean, smooth, and free of protrusions and has no exposed sharp edges or pointed corners.
4. Bleacher areas have clean trash receptacles present and are in good condition.



E. Sports Lighting

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lamps for each field are operational.
3. No electrical conducting wires are exposed.
4. Ballast boxes and components are properly installed and secured.
5. Lights provide uniform coverage on facilities.

F. Fencing

1. Fencing material is galvanized chain link and is the appropriate-gauge wire for specific use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes and protrusions.
5. Gates and latches are properly operational.

G. Restrooms

1. Restrooms are clean, sanitary, and properly stocked with paper products.
2. Lighting and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand dryers are operational.
4. Restrooms are free of graffiti.
5. Restroom doors are properly marked, according to gender.
6. Restrooms have clean trash receptacles.
7. Restroom doors and locks are operational.
8. Restrooms are in compliance with the requirements of the Americans with Disabilities Act.



Acceptable



Not Acceptable

**Playgrounds**

A. Play Equipment

1. Play equipment and surrounding play areas meet ASTM and National Playground Safety Institute standards.
2. Play equipment and hardware is intact.
3. Play equipment is free of graffiti.
4. Age-appropriate play equipment is available.



Acceptable



Not Acceptable

**B. Surfacing**

1. Fall surfacing is clean, level, and free of litter and debris.
2. Surfacing meets ASTM and National Playground Safety Institute standards.
3. Surfacing is well drained.
4. Rubberized surfacing is free of holes and tears.
5. Rubberized surfacing is secure to the base material and curbing.

**C. Borders**

1. Playground borders are well defined and intact.
2. Playground borders meet ASTM and National Playground Safety Institute standards.



South Hills Park Reservation Site A Amenities

**Park Amenities**

**A. Benches**

1. Slats are smooth and structurally sound.
2. Hardware is intact.
3. Nails, bolts, and screws are flush with the surface.
4. Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

B. Gazebos

1. Gazebos are clean, sanitary, and free of graffiti.
2. Gazebos are structurally sound, painted with no rusted metal or loose siding or shingles.



Gladstone Park Reservation Site E newly installed concrete picnic tables

C. Tables

1. Tables are clean and free of graffiti.
2. Table hardware is intact.
3. Table frames are intact and slats are properly secured.
4. Table seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed corners.

D. Grills

1. Grills are operational and free of rust and metal deterioration.
2. Racks are operational and secured to main body.
3. Grills are properly anchored to reduce hazards and prevent theft.
4. Underbrush, low limbs, and debris are cleared away from the picnic/grill areas to reduce fire hazards.

E. Trash Receptacles

1. Receptacles are free of graffiti.
2. Concrete receptacles are intact and free of cracks and damage.
3. Area around trash receptacles is clean and free of trash and debris.



Acceptable



Not Acceptable

## Tennis Courts

### A. Surfaces

1. Surface is smooth, level, and well drained; with no standing water.
2. Surface is free of large cracks, holes, and trip hazards.
3. Surface is painted and striped in accordance with United States Tennis Association's court specifications.

### B. Nets

1. Nets are free from tears and frays.
2. Nets are properly installed and secured to support poles.
3. Nets have center straps installed at the regulated height and are anchored to the court.
4. Support poles have hardware intact, properly anchored, and installed.

### C. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lights for each court are operational.
3. Timers are properly set for specific hours of operation.
4. No electrical conducting wires are exposed.
5. Ballast boxes and components are properly installed and secured.
6. Lighting controls with operation instructions and information are conveniently located for easy access.
7. Lights give uniform coverage on facilities.
8. Fixtures are adjusted to eliminate dark or blind spots.

### D. Fencing

1. Material is galvanized chain link and is the appropriate-gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes, protrusions, and catch points.
5. Gates and latches are operational.
6. Windscreens are present.



Gladstone Park Basketball Court

## Basketball Courts

### A. Surfacing

1. Surface is smooth level and well drained with no standing water.
2. Surface is free of large cracks holes and trip hazards.
3. Surface is free of litter debris gravel and graffiti.

### B. Backboards

1. Backboards are level with hardware intact.
2. Support poles are secured in the ground and straight.
3. Nets are fully intact, not ripped or missing.

### C. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lights for each court are operational.
3. Timers are properly set for specific hours of operation.
4. No electrical conducting wires are exposed.
5. Ballast boxes and components are properly installed and secured.
6. Lights give uniform coverage on facilities.

## Sand Volleyball Courts

### A. Nets

1. Nets are free from holes and are not torn or tattered.
2. Nets are hung tightly at the specified heights.
3. Nets are securely attached to the support poles.
4. Support poles have hardware intact, properly anchored, and installed.

### B. Surface

1. Court surface is loose sand.
2. Surface is smooth with good drainage and no standing water.
3. Surface is free of weeds, grass, litter, and debris.

### C. Borders

Borders are well defined and intact.

## **General Park Standards**

### A. Grounds

1. Grounds are mowed and trimmed.
2. Park is free of litter, debris, and hazards.
3. Parking lots are clean.

### B. Drinking Fountains

1. Fountains are accessible and operational.
2. Fountains are appropriately located and comply with ADA requirements.
3. Fountains are on solid surfaces.

### C. Signage

1. Park identification signs are secured and properly installed in a visible location.
2. Disabled parking signs are secure, visible, and meet current codes.
3. Park rules signs are secure and in a noticeable location.
4. Restroom signs are secured and visible.
5. Signs are clean, painted, and free of protrusions.

### D. Walkways

1. Walkways have a uniform surface and are level with the ground and free of trip hazards.
2. Walkways are free of litter and debris.
3. At least one walkway meets ADA requirements.
4. Walkways have unobstructed accessibility (i.e. free from low and protruding limbs, guide wires, etc.).
5. Walkways are neatly edged.
6. Walkways are clear of weeds and grass growth in cracks and expansion joints.

### E. Trash Receptacles

1. Receptacles are free of graffiti.
2. Concrete receptacles are intact and free of cracks and damage.
3. Area around trash receptacles and roll-off containers is clean and free of trash and debris.
4. Roll-off containers and dumpsters are screened and placed in less intrusive areas.

### F. Ornamental Steel Fencing—Skate Park

1. Hardware is intact.
2. Fences are properly installed and anchored.
3. Support rails are properly connected and straight.
4. Bolts and screws are flush with the surface with no exposed sharp points.
5. Fence is straight with no excessive bends.
6. Gates and latches are operational.

### G. Chain Link Fencing

1. Material is galvanized chain link and is the appropriate-gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes, protrusions, and catch points.
5. Gates and latches are operational.

H. Wood Fencing

1. Fences are intact.
2. Nails, bolts, and screws are flush with the surface with no exposed sharp points.
3. Fences have no excessive cracks or splintering.

I. Lights: Security and Exterior Facility Lights

1. 90% of security and facility lights are operational.
2. No electrical conducting wires are exposed.
3. Lights comply with current building codes.
4. Electrical components are operational, properly installed, and secured.

J. Bridges in Canyon and for Trails

1. Bridges have a uniform surface and are free of trip hazards.
2. Bridges are properly installed and anchored.
3. Bridges are free of litter and debris.

K. Athletic Practice Areas—Lobb Field and Pompei Sports Park

1. Athletic practice areas are free of litter and debris.
2. Areas are mowed at the appropriate height and are trimmed.
3. Area has a uniform surface and is well drained.
4. Areas have trash receptacles that are in good condition.
5. Soccer goals are properly installed and anchored.
6. Goals show no excessive bending.
7. Soccer nets are owned and hung by the leagues.
8. Baseball backstops are properly installed, anchored, and in sound condition.
9. Support poles and railings are straight and properly connected.
10. Backstop fencing is galvanized chain link and is the appropriate-gauge wire.
11. Backstop fencing is properly installed to support rails and is free of bending and sagging.
12. Backstop fencing is free of holes and protrusions.
13. Bleacher hardware is intact.
14. Bleacher bracing is tightly connected.
15. Bleacher seating is clean, smooth, and free of protrusions and has no exposed sharp edges or pointed corners.

L. Irrigation (turf and landscape)

1. Irrigation system is fully operational.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water runoff.
5. Systems are set to run at specific times to minimize water evaporation and waste.

M. Metal Benches

1. Hardware is intact and structurally sound.
2. Nails, bolts, and screws are flush with surface.

## APPENDICES



**Weekly Park Inspection Form**

Location:

Inspection Date:

Inspected By:

Completed  Not Completed

	Yes	No	Comments
Turf mowed			
Dry/bare spots in the turf areas			
Erosion/depressions in the turf areas			
Weeds in the turf			
Aeration of turf			
Playground mulch raked			
Playground blown off			
Weeds in the playground			
Playground vandalism			
Playground graffiti			
Plants/shrubs in planters dead			
Weeds in planters			
Broken/suckering tree limbs			
Irrigation in working order			
Irrigation water run off			
Irrigation valve boxes trimmed			
Irrigation valve boxes accessible			
Sidewalks blown off			
Sidewalk weeds			
Parking lots blown off			
Parking lot weeds			
Tennis courts blown off			
Tennis courts weeds			
Skate park blown off			
Skate park weeds			
Dugouts blown off			
Basketball courts blown off			
Basketball courts weeds			
Litter picked up			
Park signs clean			
Park vandalism			
Park Graffiti			
Rental Areas			
Restrooms Inspected			
Drinking Ftn- clean and operational			
Picnic tables clean and safe			



**City of Glendora  
Landscape Maintenance Report**

	CONTRACTOR NAME INSPECTED BY: DATE:	TURF/PLANTERS/SHRUBS										TREES			IRRIGATION		HARDSCAPE	
		Mow / Edge	Bare areas / Overseed	Dead / Strayseed	Weeds	Fertilize / pre-emerge	Thin / Prune	Clippings / Trash	Clear dead leaves	Trim walkways / fences	Thin / Prune / Suckers	Stakes / Ties	Controller / Programming	Broken / Missing Heads	Valve (stuck / leaking)	Irrigation testing	Weeds in cracks / cobblestone	Clean walks / Curb / Drains
1	Auto Center Drive																	
2	Baseline View Park																	
3	Baseline Rd.																	
4	Baseline (Access Median)																	
5	Bus Plaza																	
6	City Hall Parking Lot Planters																	
7	Foothill Median Planters																	
8	George Manooshian Park																	
9	Glendora & Ada																	
10	Glendora and Bennett Planters																	
11	Glendora and Foothill Planters																	
12	Glenwood Island																	
13	Goddard Reservoir																	
14	Grand Ave Medians																	
15	Hidden Springs Reservoir																	
16	Laxford Planter																	
17	Lonehill Medians																	
18	Morgan Ranch Water Reservoir																	
19	Palapinto Island																	
20	Route 66 Medians																	
21	Sandburg Park																	
22	Uptown Parking Lots - East																	
23	Uptown Parking Lots - West																	
24	Vern Gillette Pump Station																	
25	Village Tree Wells & Pots																	