



cityofnovi.org

CITY OF NOVI
PARK MAINTENANCE
STANDARDS

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Purpose

The City of Novi manages over 1,000 acres of park land that meets the citizens' recreation needs through the provision of active use areas, passive use areas, and natural resource protection areas. Maintenance Standards were developed as set forth by the Natural Recreation and Park Association. These standards provide consistent levels of service and expectations throughout the park system.

Park Maintenance Standards

The park maintenance standards are comprised of seven categories:

1. Athletic Facilities: Competitive Fields
2. Playgrounds
3. Pavilion/Shelter Facilities
4. Tennis Courts
5. Basketball Courts
6. Sand Volleyball courts
7. Parks: General Standards*

*The "Parks: General Standards" category includes structures that do not fit into any of the other six categories.

Department of Public Services staff are accountable for preparation of work plans that define what needs to be done, and how frequently to accomplish the standards.



MAINTENANCE STANDARDS FOR PARKS AND FACILITIES

I. ATHLETIC FACILITIES: COMPETITIVE FIELDS

A. Turf

1. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
2. Turf will be pest free and weed free.
3. Play area has a uniform surface and well drained.
4. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type of field use.
5. Turf is free of any litter or debris.

PREFERRED RESULT



LESS PREFERRED



B. Skinned Infields

1. Infields have a uniform surface and is 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.
6. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.
7. Field markings will be uniform and easily visible.

PREFERRED RESULT



LESS PREFERRED



C. Soccer Goals

1. Goals are made of lightweight aluminum.
2. Goals are properly installed and anchored.
3. Goal frames show no excessive bending.
4. Nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass.

PREFERRED RESULT



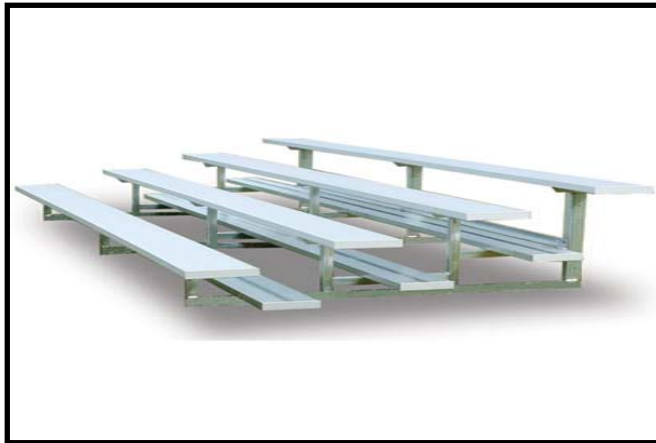
LESS PREFERRED



D. Bleachers

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

PREFERRED RESULT



LESS PREFERRED



E. Lights

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 and fixtures are adjusted to eliminate dark or blind areas.

F. Fencing

1. Fencing 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 and protrusions.
5. Fabric is straight and free of bending or sagging.
6. Gates and latches are operational.

PREFERRED RESULT



LESS PREFERRED



G. Restrooms

1. Restrooms shall be serviced at least once per day. High use may dictate one (1) or more additional services per day.
2. Restrooms will function properly, including lights and hand dryers, if applicable.
3. Restrooms will be well stocked of toilet paper, paper towels, if applicable, and reasonably clean, sanitary and free of bad odors.
4. Restrooms will be graffiti-free and graffiti shall be removed within one (1) day of discovery.
5. Restrooms will comply with State and local Health Department standards.
6. Restrooms will be properly secured during non-operational hours.
7. Restroom will be pest-free and maintained on a scheduled basis.

PREFERRED RESULT



LESS PREFERRED



II. 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 appropriateness for the play equipment is noted with proper signage.
5. Shade structure is secure and free from tears.

B. Surfacing

1. Fall surface is clean, level, and free of litter and debris.
2. Fall surface meets ASTM and National Playground Safety Institute standards.
3. Fall surface is well drained.

C. Borders

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

PREFERRED RESULT



LESS PREFERRED



D. Decks

1. Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than ¼ inch.
2. Nails, bolts, or screws are flush with the surface.
3. Planks are level with no excessive warping.

III. BENCHES

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

PREFERRED RESULT



LESS PREFERRED



IV. SHELTER FACILITIES

A. Shelters

1. Shelters are clean, sanitary, and free of graffiti.
2. Lights and electrical plugs are operational and comply with current building codes.
3. Shelters are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
4. Water fountains and hose bibs are operational.
5. Signage with reservation and rules information and emergency telephone numbers is in a noticeable location.
6. Grounds around shelters are mowed and trimmed and free of litter, debris, and hazards.
7. Vegetation around shelters is trimmed back to reduce hazards and does not impede entry and regress.

PREFERRED RESULT



LESS PREFERRED



B. Tables

1. Tables are clean, free of rust, mildew, and 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.

C. Grills

1. Grills are operational and free of rust and metal deterioration.
2. Grills are clean and free of grease build-up and free of ashes.
3. Grill racks are operational and secure to main body.
4. Grills are properly anchored to reduce hazards and theft.
5. Underbrush, low limbs, and debris are cleared away from grill area to reduce possible fire hazard.

D. Trash Receptacles

1. Receptacles are clean.
2. Wood receptacles are painted and free of damage or missing parts.
3. Hardware for wood receptacles is intact.
4. Concrete receptacles are intact and free of cracks or damage.
5. Area around trash receptacles is clean and free of trash and debris.

PREFERRED RESULT



LESS PREFERRED



E. Restrooms

1. Restrooms are clean, sanitary, and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air 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.

V. TENNIS 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 painted and striped in accordance with the United States Tennis Association court specifications.
4. Worn painted surfaces do not exceed 20% of total court surface.
5. Surface is free of litter, debris, gravel and graffiti.

PREFERRED RESULT



LESS PREFERRED



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 lamps 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 to give uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind spots.

D. Fencing

1. Fencing 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. Fabric is straight and free of bending or sagging.
6. Gates and latches are operational.
7. Windscreens are tightly secured to the fencing and are free of tears and holes.

VI. 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 painted and striped as per court specifications.
4. Worn painted surfaces do not exceed 20% of total court surface.
5. Surface is free of litter, debris, gravel, and graffiti.

B. Goals and Backboards

1. Goals and backboards are level with hardware intact.
2. Goals and backboards are painted.
3. Nylon nets are properly hung and are not torn or tattered.
4. Support poles are secure in the ground and straight.

PREFERRED RESULT



LESS PREFERRED



VII. 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 height.
3. Nets are securely attached to the support poles.
4. Support poles to 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

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

PREFERRED RESULT



LESS PREFERRED



VIII. PARKS: GENERAL STANDARDS

A. Grounds

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

PREFERRED RESULT



LESS PREFERRED



B. Drinking Fountains

1. Fountains are accessible and operational.
2. Fountains are in appropriate locations.
3. Fountains are installed on solid surfaces and free of standing water and debris.

C. Signage

1. Park identification signs are secure and properly installed in a noticeable location.
2. Physically challenged parking signs are secure, visible, and to code.
3. Park Rules signs are secure and in a noticeable location.
4. Restroom signs are secure and visible.
5. Signs are clean, painted, and free of protrusions.

D. Ornamental Plants

1. Plants are healthy.
2. Plant beds are free of litter, debris, and weeds.
3. Plant selection is appropriate for season and area usage.

PREFERRED RESULT



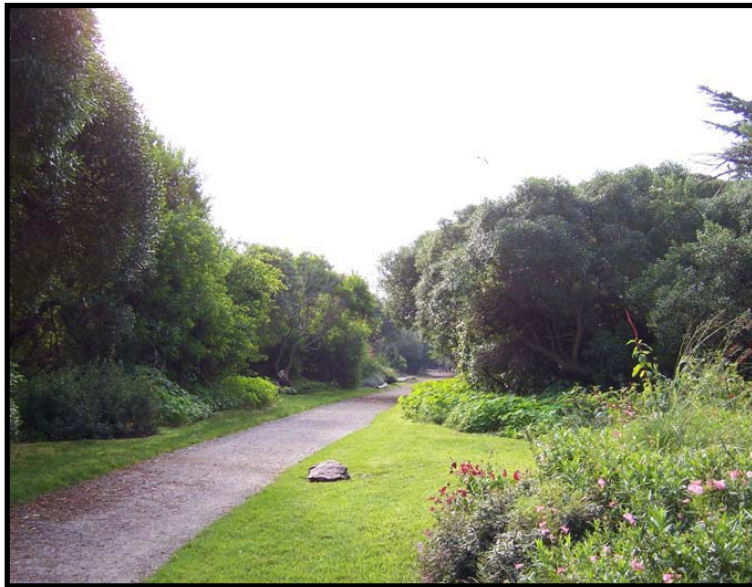
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E. Walkways

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. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
4. Walkways are neatly edged.
5. Walkways are clear of weeds and grass growth in cracks and expansion joints.

PREFERRED RESULT



LESS PREFERRED



F. Trash Receptacles (random)

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

G. Chain Link Fencing

1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
2. Hardware is intact.
3. Fences are properly installed and anchored.
4. Support rails are properly connected and straight.
5. Bolts or screws are flush with the surface with no exposed sharp points.
6. Fencing is free of holes and protrusions.
7. Fabric is straight and free of bending or sagging.

H. Wood Fencing

1. Fences are intact, structurally sound, and free of deterioration.
2. Nails, bolts, or 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

1. Bridges have a uniform surface and are free of trip hazards.
2. Lumber is structurally sound, free of cracking, deterioration, and splintering.
3. Bridges have handrails intact and is properly installed and anchored.
4. Bridges are free of litter and debris.

K. Athletic Practice Areas

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 well drained.
4. Areas have clean trash receptacles present that are in good condition.
5. Soccer goals are properly installed and anchored.
6. Soccer goals are made of lightweight aluminum.
7. Soccer goal frames show no excessive bending.
8. Soccer nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass.
9. Baseball backstops are properly installed, anchored, and in good sound condition.
10. Support poles and railings are straight and properly connected.
11. Backstop fencing is galvanized chain link and is the appropriate gauge wire.
12. Backstop fencing is properly installed to support rails and is free of bending and sagging.
13. Backstop fencing is free of holes and protrusions.
14. Bleacher hardware is intact.
15. Bleacher bracing is tightly connected.
16. Bleacher seating surface is clean, smooth, and free of protrusions and have no exposed sharp edges or pointed corners.

L. Irrigation (turf)

1. Irrigation system is fully operational with complete uniform coverage.
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 run off.
5. Systems are set to run at specific times to minimized water evaporation and waste.

PREFERRED RESULT



LESS PREFERRED



M. Irrigation (landscape)

1. Irrigation system is fully operational with complete uniform coverage.
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 run off.
5. Systems are set to run at specific times to minimized water evaporation and waste.

N. Picnic Units

1. Tables are clean, free of rust, mildew, and graffiti.
2. Table hardware is intact.
3. Table frames are intact and slats are properly secured.
4. Table seats and top are smooth with no protrusions and have no exposed sharp edges or pointed corners.
5. Grills are operational and free of rust and metal deterioration.
6. Grills are clean and free of grease build-up.
7. Grill racks are operational and secure to main body.
8. Grills are properly anchored to reduce hazards and theft.
9. Underbrush, low limbs, and debris are cleaned away from grill area to reduce possible fire hazard.
10. Trash receptacles are clean.
11. Wood trash receptacles are painted and free of damaged or missing parts.
12. Hardware for wood receptacles is intact.

PREFERRED RESULT



LESS PREFERRED



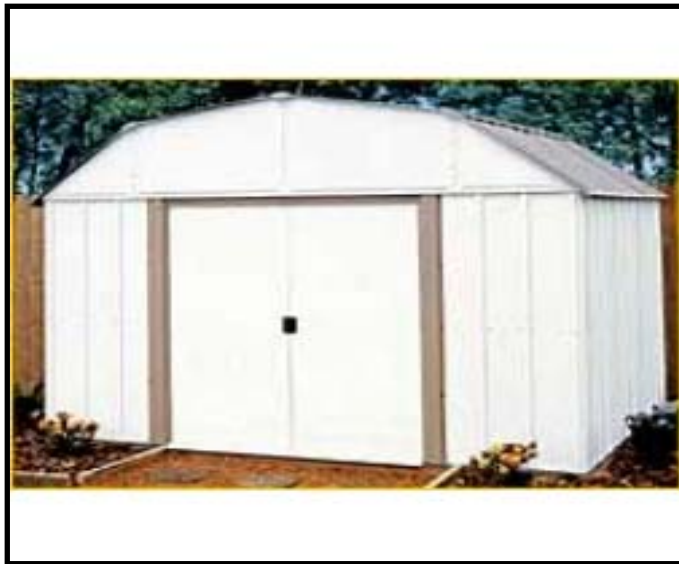
O. Metal Benches

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

IX. Support Structures/Storage

1. Buildings will be structurally sound.
2. Out-buildings, pump houses, and other support structures will be clean, and litter-free.
3. Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
4. Structures will be pest-free and maintained on a scheduled basis.
5. All doors, windows and serving areas will function as designed.
6. Building and structures will be screened from view.
7. Location of on-site storage will be as far as possible from main use areas.
8. Buildings and structures will be locked when not in use.
9. On-site storage will be kept to the minimum necessary to promote effective use and maintenance of the park.

PREFERRED RESULT



LESS PREFERRED



X. Signage

1. All signage will be clean and graffiti-free. Graffiti shall be removed within one (1) day of discovery.
2. All signage shall be readable, as in not faded, and shall not be covered by trees, shrubs, or other plant material.
3. Be securely mounted and appropriately located at key points for visitor safety and information.

PREFERRED RESULT



LESS PREFERRED

