

Maintenance Standards

Policy #: 2600	
Date Approved:	Revision Date:

Each property and facility owned/managed by the Vashon Park District will have an appearance/maintenance/repair/replacement standard level assigned to it. Assignment of these levels to individual properties or facilities will be proposed by VPD staff and approved by the board. All assignments will be consistent with the board-approved long-range strategic plan.

Each of the standard levels is described below in general terms. When a level is assigned to a specific property/facility, additional descriptive language will be added so that the unique features of that property/facility are covered. Final language will be approved by the Executive Director after consultation with the commissioner who has responsibility for that property or facility.

Regardless of the level assigned, all property and facilities will be maintained to a level that minimizes safety and liability issues. In level three facilities that may amount to erecting signs and barriers indicating that the facility is closed to the public. In others, certain areas within the facility may be marked as off limits. In all facilities at any level, safety and liability come first.

Level one properties will receive maximum maintenance and repair. These facilities are among the most used in the district, have adequate parking and safe citizen access, rank high among citizens as shown in VPD customer survey.

Level two properties will receive medium maintenance and repair. They are second-tier parks in the eyes of island citizens as per the results of VPD customer surveys, have some but not an abundance of parking available, and are not as readily-accessible as level one facilities.

Level three properties will not be maintained nor repaired, other than to overcome emergency situations, until funds are available to improve them to a condition consistent with the requirements above for level one or two facilities. These facilities may be marked and barricaded to indicate that they are close.

The designation of levels will be reexamined at least every 4 years, or based on

need.

2019-2020

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ADDENDUM TO POLICY #2600 – MAINTENANCE STANDARDS

Minimum Standards – Level One Properties

1. All open areas, shorelines, parking areas, roads, decks and structures will be kept free of debris. An adequate number of trash receptacles will be provided.
2. Athletic fields will be kept closely mowed and open spaces will be kept neatly mowed or trimmed during the growing season, weather and ground conditions permitting.
3. Designated areas where plants and shrubs are planted (e.g. flower beds) will be kept free of weeds and debris.
4. Docks and bridges will be kept free of moss or other slippery material to prevent slips and falls.
5. Designated trails will be kept accessible and free of encroaching branches, blackberry vines, stinging nettles, and other vegetation at all times.
6. Edges of open fields will be kept free of encroaching vegetation.
7. Trails will be kept clear of fallen trees that impede free access.
8. Trees and shrubs that are growing within open spaces, or bordering cleared areas and/or trails, will be kept free of blackberries and other unsightly or damaging plants.
9. Forested areas within these properties will be kept free of dangerously leaning or overhanging trees to eliminate the chance of personnel injury or death.
10. Structures within these properties (buildings, sheds, fences, pavilions, bleachers, etc.) will be kept in good repair and will be painted as needed to maintain good appearance.
11. Trail stairways will be kept in good repair to minimize the chance of personnel injury.
12. Designated picnic areas will be kept mowed and clear of encroaching blackberries and nettles, etc. Picnic tables will be kept in good repair or replaced if damaged beyond repair.
13. Beach access trails and open spaces will be kept free of blackberries and stinging nettles.
14. Subject to availability of funds, with level one properties having first priority for these funds, roads and parking areas will be kept free of pot holes and other damage. Barriers will be maintained in good order.
15. Restroom facilities will be kept clean and in good working order, and will be kept properly stocked with supplies.
16. Mechanical and electrical systems will be kept in first-class running order.
17. Signage will be kept legible in good repair.
18. Playground equipment will be kept in first-class repair.
19. Athletic equipment and facilities (e.g. chinning bars, skate bowls) will be kept in first-class repair.
20. The Executive Director and/or designated supervisory personnel will visit and tour level one properties at least bi-weekly between April 1 and October 1 and monthly during other months to ensure that these minimum standards are being met.

Minimum Standards – Level Two Properties

1. All open areas, shorelines, parking areas, roads and structures will be kept free of debris. An adequate number of trash receptacles will be provided.
2. Athletic fields will be kept closely mowed and open spaces will be kept trimmed during the growing season as time, personnel availability, weather and ground conditions permit.
3. Docks and bridges will be kept free of moss or other slippery materials to prevent slips and falls.
4. All designated trails will be kept safe for use or will be closed.
5. Edges of open spaces will be kept reasonably free of encroaching vegetation as time and personnel availability permit.
6. As personnel schedules allow, designated trails will be kept free of fallen trees that impede free access.
7. Forested areas within these properties will be kept free of dangerously leaning or overhanging trees to eliminate the chance of personnel injury or death.
8. Trail stairways will be kept in good repair to minimize chance of personnel injury.
9. Structures within these properties (buildings, sheds, fences, pavilions, bleachers, etc.) will be kept in good repair and will be painted as schedules and funds allow to maintain good appearance.
10. Designated picnic areas will be kept mowed and clear of vegetation. Picnic tables will be kept in good repair or removed for replacement when funds allow.
11. Roads and parking areas will be kept free of pot holes as funds allow. Barriers will be maintained in good order.
12. Restroom facilities will be kept clean and in good working order, and will be kept properly stocked with supplies.
13. Mechanical and electrical systems will be kept in first-class running order.
14. Signage will be kept legible in good repair.
15. Supervisory personnel will visit and tour level two properties at least monthly between April 1 and October 1 and semi-monthly during other months to ensure that these minimum standards are being met.

Minimum Standards – Level Three Properties

1. These properties will be maintained to provide safe access for VPD personnel and VPD vehicles only.
2. Signage will be present announcing that the properties are not maintained to a level suitable for public use, that entry is for VPD employees only, and that others who enter do so at their own risk.
3. Safety hazards will be marked to advise those who enter.

Parks Classifications

1 Parks

Point Robinson
Fern Cove
Agren
Jensen Point
Ober
Paradise Ridge
V.E.S
Village
Vashon Pool

2 Parks

BARC
Fisher Pond
Lisabuela
Tramp Harbor Dock

3 Parks

Burton Acres
Fisher pond trails
Inspiration Point
Lost Lake
North end Boat Ramp
Winghaven
Misc Properties
Olswalt Property
Reifer Property
Ross Property
Spring Beach
Wildland Trust (ridge road)
Whispering Firs Bog
Melita Creek
Johnson Property

1 Parks : Are heavily used by the public and user groups. They also contain infrastructure .

2 Parks : Lack infrastructure but are still used by public and user groups.

3 Parks : Generally maintained by others i.e Land Trust or community groups.
May also have limited or no public access

