



PHILADELPHIA
PARKS & RECREATION

OPERATIONAL STANDARDS



New Passions. New Plans. New Paths.

What will you find?

**Operational
Standards and
Energy Efficiency /
Safety Manual**

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CITY OF PHILADELPHIA

DEPARTMENT OF PARKS AND RECREATION

One Parkway – 10th Floor
1515 Arch Street
Philadelphia, PA 19102-1587

Michael DiBerardinis, Deputy Mayor
Environmental and Community Resources
Parks and Recreation Commissioner

April 8, 2014

Dear Fellow Staff,

As we have solicited guidance and feedback from staff and partners we heard a strong call and support for a continued focus on our day-to-day responsibilities. This includes caring for the environment and promoting programs for all Philadelphians while maintaining parks and recreation facilities which are safe, clean, and ready to use. In order to help advance this, an Operational Standards and Inspection Unit has been created to ensure that we are meeting this operational imperative of safe, clean, and ready to use.

The Operational Standards and Inspection Unit will follow structured protocols that will advance a system that is accountable to both the public and our Department. These protocols have been informed by best practice research and conversations with PPR staff. The Operational Standards and Inspection program will guide staff through specifically tailored standards to ensure that the City's premier public assets are clean, safe and ready to use for all.

A cross-divisional committee identified high-visibility facility features and developed standards for routine inspection of these features. This manual outlines those standards and is a first step towards establishing a system wide protocol for inspections. It is a living document that will expand as the program develops. Please take time to review the manual and feel free to contact the Operational Standards and Inspection Unit at 215-683-3635 or ppr.energysaver@phila.gov with any questions or feedback.

I would like to thank the committee members for their efforts in developing the Operational Standards and Inspection program. With your help, this program will support our system to deliver the highest quality product to the citizens we serve each and every day. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael DiBerardinis".

Michael DiBerardinis
Deputy Mayor Environmental & Community Resources
Parks and Recreation Commissioner



Standards Committee Mission Statement

The Philadelphia Parks & Recreation Standards Committee will develop a set of operational protocols that advance the department's imperative of providing a "safe, clean and ready to use" system for both staff and the general public.

To this end, the Standards and Inspection Program will identify system features that directly influence effective daily service delivery. The Program will also develop objective and measurable standards, along with evaluative criteria, by which each of the identified system elements can be assessed. Routine evaluation by impartial Field Inspectors will then influence the deployment of resources for remediation of identified areas of low performance.

January 2014

Glossary of Terms

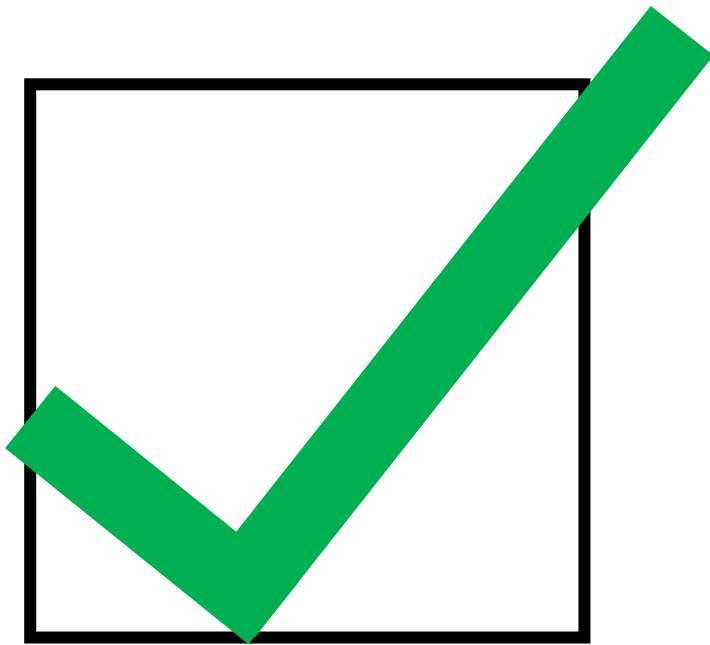
Cleanliness rating	A, B or C value given to each ratable element based on defined cleanliness guidelines
Condition Rating	A, B or C value given to each ratable element based on defined condition guidelines
CWC	Coherence Working Committee that is charged with establishing operational standards
Entryway	Encompasses both interior and exterior space at main entrance of facility
Facility	Park & Rec owned property including exterior grounds, buildings and structures
Facility Inspection Collection Sheet	Document used to record inspection data
Facility Supervisor	The PPR staff member responsible for the safe and appropriate operation of a facility
Feature	A distinctive area or aspect of the facility to be inspected, ex: entryway
Field Lighting Policy	Departmental mandate that outlines protocols for use of field lighting
Fire Extinguisher Policy	Departmental mandate that outlines protocols for compliance with annual preventive maintenance schedule

Inspection	Official examination or review
Inspector	Staff rater who visits the asset to perform an inspection
Protocols	Set of customs and regulations that an organization expects its employees to follow
Rating	Evaluation or assessment of something in terms of quality
Rating Scale	Method that assigns a value of A, B or C to the ratable element
Standard	A level of quality, achievement, etc., that is considered acceptable or desirable
Standards Guideline	Instructional document used by the Facility Supervisor and Inspector to conduct an impartial inspection



PHILADELPHIA
PARKS & RECREATION

OPERATIONAL STANDARDS





Facility Inspection Collection Sheet

Condition Rating:

Cleanliness Rating:

Facility:

Inspector:

Date & Time:

Entryway

Location of entrance at facility:

Rating Scale

A = Very Good

B = Acceptable

C = Unacceptable

Feature		Standard		Rating
1	Landscape	Condition	Appropriate planting, attractive, free of weeds, pruned and mulched.	
		Cleanliness	Beds and landscape are free of trash.	
2	Exterior Walls / Signage	Condition	Exterior walls are in good shape with no structural defects. If painted, surface are in very good shape. Facility sign is clearly visible with little or no damage.	
		Cleanliness	Graffiti free.	
3	Ramps and Steps	Condition	No visible cracks or protrusions. All surfaces are intact, smooth and free of obstructions and trip hazards.	
		Cleanliness	Clean, gum free, graffiti free.	
4	Handrails	Condition	Handrail is properly attached and secured and free of any protrusions or impediments.	
		Cleanliness	Clean, rust free, graffiti free.	
5	Trash Cans	Condition	Trash cans are less than half full and contain no food refuse. Area is bug free. No dents or mechanical issues.	
		Cleanliness	Inside and outside of trash cans are clean and free of spills, stains and loose trash.	

Interior

6	Bulletin Boards / Program Info.	Condition	Program and staff information is current and posted in entryway, and includes all current programs, current staff and hours of operation. Bulletin boards are seasonally appropriate.	
		Cleanliness	All posted materials are free of graffiti, tears or dirt. Bulletin boards are organized and without extraneous or unauthorized materials.	
7	Lights / Fixtures	Condition	Lights are all working properly and contain a switch to turn them off. Room is well lit. Lighting fixtures and covers are unbroken and installed properly.	
		Cleanliness	Clean, stain free, insect free inside of fixtures, graffiti free.	

8	Ceilings	Condition Cleanliness	Ceiling is undamaged with no cracks, water damage or missing ceiling tiles. If painted, ceiling is in Clean, stain free, graffiti free throughout.	
9	Floors / Walls	Condition Cleanliness	Floor and wall surfaces are undamaged with no cracks, holes or missing grout. Floor drain (if Clean, stain free, graffiti free throughout.	
Restroom				
			Location of bathroom in facility:	
10	Sinks	Condition Cleanliness	Proper water flow from all faucets. Faucets completely shut off. No broken faucets, or missing parts. Clean, stain free, graffiti free.	
11	Toilets	Condition Cleanliness	Flushes completely. Toilet stable to wall / floor. Seat is stable and operable. Inside and outside of bowl clean and stain free. No graffiti.	
12	Dispensers / Supplies	Condition Cleanliness	Dispensers working and fully stocked. The do not have broken parts or any rust / corrosion. Outside of dispensers are clean and free of dirt and fingerprints.	
13	Trash Cans	Condition Cleanliness	Trash cans are empty and contain a clean bag. No dents or mechanical issues. Inside and outside of trash cans are clean and free of spills and stains.	
14	Urinals	Condition Cleanliness	Flushes completely. Urinal is stable to wall / floor. No cracks, damage or broken handles. Water does Inside and outside of Urinal is clean and stain free. No graffiti.	
15	Stall / Urinal Partitions	Condition Cleanliness	Partitions are securely fastened to the floor or wall. Door opens and closes properly. Handles, hinges Clean, stain free, graffiti free.	
16	Floors / Walls	Condition Cleanliness	Floor and wall surfaces are undamaged with no cracks, holes or missing grout. Floor drain (if Clean, stain free, graffiti free throughout.	



FEATURE: Exterior Entryway



<u>Landscape</u>		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Appropriate planting, attractive, free of weeds, pruned and mulched.	<u>Condition</u> Appropriate planting may need minor weeding or pruning and/or mulch.	<u>Condition</u> Dead plant material, overgrown and blocking sight lines or access.
<u>Cleanliness</u> All beds and surrounding land are clean and litter free.	<u>Cleanliness</u> Beds and surrounding area have minor litter that is easily cleaned.	<u>Cleanliness</u> Beds and surrounding area have major trash and debris that need immediate attention.

Landscape

Condition Score B: Any condition score of B in the shrubs, gardens, etc. category requires an evaluation by the facility supervisor to determine if minor maintenance can be made at the facility level or a district maintenance supervisor needs to be contacted.

Condition Score C: Any condition score of C requires the district supervisor be contacted immediately for the situation to be addressed.

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any condition score of C requires the district supervisor be contacted immediately for the situation to be addressed.

Exterior Walls & Signage

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<p style="text-align: center;"><u>Condition</u></p> <p>Exterior walls are in good shape with no structural defects.</p> <p style="text-align: center;"><u>SIGNS</u></p> <p>Facility sign is clearly visible with little or no damage.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Exterior walls are in pretty good shape, some minor structural defects.</p> <p style="text-align: center;"><u>SIGNS</u></p> <p>Facility sign is visible, but has some minor damage.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Exterior walls are hazardous with hanging debris. Major structural defects.</p> <p style="text-align: center;"><u>SIGNS</u></p> <p>Facility sign is covered with major graffiti or hanging from original position.</p>
<p style="text-align: center;"><u>Cleanliness</u></p> <p>Walls / Signage are both graffiti free.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Walls / Signage each have minor graffiti, minor damage or both.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Walls / Signage each share major graffiti and (or) major damage.</p>

Exterior Walls & Signage

Condition Score B: Any condition score of B in the exterior walls & signage category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual walkways may need to be shut down until issue is addressed if there are safety hazards involved (e.g., loose debris, sign hanging from position).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to "very good" standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if graffiti or damage can be repaired. If not, work order should be requested through District Manager to Skilled Trades Unit.

Ramps and Steps

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> No visible cracks or protrusions. All surfaces are intact, smooth and free of obstructions and trip hazards.	<u>Condition</u> Minor structural deterioration or obstruction, no missing manholes or drain covers, not likely to cause a trip or fall hazard.	<u>Condition</u> Major structural deterioration including spalling, cracks, holes, missing segments, missing manhole or drain covers, protrusions and uplifts that pose a severe trip or fall hazard and/or impalement.
<u>Cleanliness</u> All areas are clean, gum free, and graffiti free.	<u>Cleanliness</u> Some areas have minor gum stains or minor graffiti. Easily cleaned.	<u>Cleanliness</u> Major gum, stains or graffiti, or a heavy combination of each. Needs to be addressed immediately.

Ramps and Steps

Condition Score B: Any condition score of B in the ramps and steps category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual ramps / steps may need to be taped off until issue is addressed if there are safety hazards involved (e.g., ramp is cracked/steps are unsafe).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to "very good" standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if all ramps and steps are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.

Handrails

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Handrail is properly attached and secured and free of any protrusions or impediments.	<u>Condition</u> Section of loose handrail not in danger of collapse, no protrusions.	<u>Condition</u> Handrail is in danger of collapse, any missing section of handrail, and/or sharp protruding edge that could cause a fall for someone expecting support.
<u>Cleanliness</u> Clean, stain free, graffiti free throughout.	<u>Cleanliness</u> Mostly clean, minor stains or graffiti easily cleaned.	<u>Cleanliness</u> Dirty, major stains or graffiti.

Handrails

Condition Score B: Any condition score of B in the handrails category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual walkways may need to be shut down until issue is addressed if there are safety hazards involved (e.g., handrail is broken/handrail is hanging loose).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if all handrails are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.

Trash Cans

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Trash cans are less than half full and contain no food refuse. Area is bug free. No dents or mechanical issues.	<u>Condition</u> Trash cans are less than 3/4 full and contain some daily food refuse. Area is bug free. Minor dents or mechanical issues.	<u>Condition</u> Trash can does not contain bag or is 3/4 full or more. Longstanding food refuse or other has created a bug issue around area. Can has major dents or has mechanical issue.
<u>Cleanliness</u> Inside and outside of trash cans are clean and free of spills, stains and loose trash.	<u>Cleanliness</u> Inside or outside of can displays light stains from use. Easily cleaned.	<u>Cleanliness</u> Trash can does not contain bag or is 3/4 full or more. Outside is stained. Condition has created a trash overflow issue. Inside contains obvious spills / odor.

Trash Cans

Condition Score B: Any condition score of B in the trash cans category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or if an order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual cans may need to be removed until issue is addressed if there are safety hazards involved.

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to "very good" standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if trash can be cleaned. If not, new can(s) should be requested through District Manager to Skilled Trades Unit.



FEATURE: Interior Entryway



Bulletin Boards / Program Info.

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Program and staff information is current and posted in entryway, and includes all current programs, current staff and hours of operation. Bulletin boards are seasonally appropriate.	<u>Condition</u> Program and staff information is posted in entryway, but some information is outdated or missing. Bulletin boards are not seasonally appropriate.	<u>Condition</u> There is no program or staff information posted in the entryway. Materials are posted but all are outdated or incorrect.
<u>Cleanliness</u> All posted materials are free of graffiti, tears or dirt. Bulletin boards are organized and without extraneous or unauthorized materials.	<u>Cleanliness</u> Minor tears or blemishes on materials. There are some extraneous or unauthorized materials, but they do not impact the overall cleanliness.	<u>Cleanliness</u> Majority of materials torn or blemished. Extraneous materials are hanging throughout bulletin board.

Bulletin Boards / Program Info.

Condition Score B: Any condition score of B in the bulletin board / program information category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual bulletin boards may need to be taken down until issue is addressed if there are safety hazards involved (e.g., hanging boards/sharp objects).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if bulletin boards and program information are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.

Lighting

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Lights are all working properly and contain a switch to turn them off. Room is well lit. Lighting fixtures and covers are unbroken and installed properly.	<u>Condition</u> A few bulbs are burned out that do not affect the overall brightness of the inside or outside of the entryway. The lights are controlled by a switch and work properly (outside vandal lights functioning). Lighting fixtures have minor condition issues but are installed properly.	<u>Condition</u> Lighting is not working at all inside and/or outside at entryway. Inside lights cannot be controlled by a switch. Lighting fixtures have broken, missing light covers (exposed lights) or they are not securely mounted.
<u>Cleanliness</u> Clean, stain free, graffiti free throughout.	<u>Cleanliness</u> Mostly clean, minor stains, minor debris inside of fixture or cover, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains, major debris inside of fixture or cover, major graffiti.

Lighting

Condition Score B: Any condition score of B in the lights / lighting fixtures category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual fixtures / lights may need to be taken down / turned off until issue is addressed if there are safety hazards involved (e.g., light has broken/fixture is hanging loose).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to "very good" standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if lights and fixtures are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.

<u>Ceilings</u>		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Ceiling is undamaged with no cracks, water damage or missing ceiling tiles. If painted, ceiling is in very good shape with minor blemishes.	<u>Condition</u> Ceiling has minor cracks, minor water damage. There are no missing ceiling tiles but may contain minor damage. If painted, ceiling is in fair shape with moderate damage that will require attention soon.	<u>Condition</u> Ceiling has major cracks, water damage or missing / damaged ceiling tiles. If painted, surfaces are in poor shape with significant damage that requires attention.
<u>Cleanliness</u> Clean, stain-free, graffiti-free.	<u>Cleanliness</u> Mostly clean, minor stains or build up at corners, minor graffiti.	<u>Cleanliness</u> Dirty, major stains or dirt build up at corners, major graffiti.

Ceilings

Condition Score B: Any condition score of B in the ceilings category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual rooms may need to be closed until issue is addressed if there are safety hazards involved (e.g., hanging debris / falling debris).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if ceiling can be cleaned. If not, new ceiling tiles should be requested through District Manager to Skilled Trades Unit.

Floors / Walls

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Floor and wall surfaces are undamaged with no cracks, holes or missing grout. Floor drain (if applicable) has proper cover and drains properly. If painted, surfaces are in very good shape with minor blemishes.	<u>Condition</u> Floor and wall surfaces are mostly undamaged with minor cracks, holes or loose tiles. Walls have minor scuffs.	<u>Condition</u> Floor and wall surfaces are damaged with cracks, holes, missing tiles or significant issues.
<u>Cleanliness</u> Clean, stain free, graffiti free throughout.	<u>Cleanliness</u> Mostly clean, minor stains at base of floor and walls or corners, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains/build up at base of floor and walls, major graffiti. Walls have writing, major scuffs, tape.

Floors / Walls

Condition Score B: Any condition score of B in the floors/walls category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual rooms/walls may need to be shut down / taped off until issue is addressed if there are safety hazards involved (e.g., hanging debris/fire hazards).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if the floors/walls are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.



FEATURE: Restrooms



<u>Sinks</u>		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Proper water flow from all faucets. Faucets completely shut off. No broken faucets or missing parts. Drains properly. Hot water available.	<u>Condition</u> Minor faucet leaks or slow drains in less than 50% of fixtures. Hot water available. Minor fixture damage that does not present injury potential.	<u>Condition</u> No water on 25% of faucets. Broken fixtures on 25% of sinks. No hot water. Any clogged drain.
<u>Cleanliness</u> Clean, stain free, graffiti free.	<u>Cleanliness</u> Mostly clean, minor stains, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains, major graffiti.

Sinks

Condition Score B: Any condition score of B in the Sinks category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual sinks may need to be closed until issue is addressed if there are safety hazards involved (e.g., fixture is unstable/water does not work).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Toilets

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Flushes completely. Toilet stable to wall / floor. Seat is stable and operable.	<u>Condition</u> Flushes completely. Some minor stability issue. Seat is loose or shows wear. Minor damage to toilet fixture.	<u>Condition</u> 25% of toilets do not flush. Major stability issues with 25%. Seat broken / unstable or beyond usable life. Major damage to toilet fixture.
<u>Cleanliness</u> Inside and outside of bowl clean and stain free. No graffiti.	<u>Cleanliness</u> Mostly clean, minor stains, slight inside ring, minor graffiti, easily cleaned. Minor maintenance & repair required.	<u>Cleanliness</u> Major stains, major graffiti on 25% of toilet fixtures.

Toilets

Condition Score B: Any condition score of B in the Toilets category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual toilets may need to be closed until issue is addressed if there are safety hazards involved (e.g., fixture is unstable/toilet does not work).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if toilet can be cleaned. If not, new toilet(s) should be requested through District Manager to Skilled Trades Unit.

Dispensers/Supplies

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<p style="text-align: center;"><u>Condition</u></p> <p>Dispensers working and fully stocked. They do not have broken parts or any rust / corrosion.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Dispensers are stocked and have minor mechanical issue. Minor broken parts or light rust / corrosion exist.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Dispensers are not fully stocked or are broken. Loose rolls exist. Major rust / corrosion exist.</p>
<p style="text-align: center;"><u>Cleanliness</u></p> <p>Outside of dispensers are clean and free of dirt and fingerprints.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Outside of dispensers need light cleaning / polishing.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Outside of dispensers are dirty.</p>

Dispensers/Supplies

Condition Score B: Any condition score of B in the Supplies category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C in the Supplies category requires either a submission of a work order by facility supervisor through District Manager or a request for supplies through District Supervisor. Supply requests should be accommodated within one business day.

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if dispenser can be cleaned. If not, new fixture should be requested through District Manager to Skilled Trades Unit.

<h2 style="text-align: center;"><u>Trash Cans</u></h2> <p style="text-align: center;">(Restrooms)</p>		
<p style="text-align: center;"><u>Very Good</u> <u>Rating Score - A</u></p>	<p style="text-align: center;"><u>Acceptable</u> <u>Rating Score - B</u></p>	<p style="text-align: center;"><u>Unacceptable</u> <u>Rating Score - C</u></p>
<p style="text-align: center;"><u>Condition</u></p> <p>Trash cans are empty and contain a clean bag. No dents or mechanical issues.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Trash cans are less than 3/4 full and contain a bag. Minor dents or mechanical issues.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Trash can does not contain bag or is 3/4 full or more. Can has major dents or has mechanical issue.</p>
<p style="text-align: center;"><u>Cleanliness</u></p> <p>Inside and outside of trash cans are clean and free of spills and stains.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Inside or outside of can displays light stains from use. Easily cleaned.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Trash can does not contain bag or is 3/4 full or more. Outside is stained. Inside contains obvious spills / odor.</p>

Trash Cans

Condition Score B: Any condition score of B in the Trash Can category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual cans may need to be removed until issue is addressed if there are safety hazards involved.

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if can be cleaned. If not, new can(s) should be requested through District Manager to Skilled Trades Unit.

<u>Urinals</u>		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Flushes completely. Urinal is stable to wall / floor. No cracks, damage or broken handles. Water does not constantly flow. Proper strainer installed.	<u>Condition</u> Flushes completely. Some minor stability issue. Slight water flow from poor valve. Strainer missing.	<u>Condition</u> 25% of urinals do not flush or are clogged. Major stability issues with 25%. Significant water flow that needs immediate attention. Major damage to toilet fixture or flushing mechanism.
<u>Cleanliness</u> Inside and outside of urinal is clean and stain free. No graffiti.	<u>Cleanliness</u> Mostly clean, minor stains inside or out, minor graffiti, easily cleaned. Minor maintenance & repair required.	<u>Cleanliness</u> Dirty inside or out, major stains, major graffiti on 25% of urinal fixtures.

Urinals

Condition Score B: Any condition score of B in the urinals category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual urinals may need to be closed until issue is addressed if there are safety hazards involved (e.g., urinal over flows/does not flush).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if urinal can be cleaned. If not, new urinal(s) should be requested through District Manager to Skilled Trades Unit.

Stalls/Urinal Partitions

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Partitions are securely fastened to the floor or wall. Door opens and closes properly. Handles, hinges and locks are securely fastened. Inside locks functions properly. Inside stall contains clothes hook. Finish (paint) is mainly in very good shape with minor blemishes.	<u>Condition</u> Partitions are loosely fastened to the floor or wall. Handles, hinges and locks are loose from use. Door opens and closes properly. Inside lock functions properly. Inside stall does not contain a clothes hook. Finish (paint) has moderate damage that will require attention soon.	<u>Condition</u> Partitions are loose or damaged to the point of being a hazard. Handles, hinges or locks are broken or missing. Door is not able to be locked. Paint has severe wear or damage and needs painting.
<u>Cleanliness</u> Clean, stain free, graffiti free.	<u>Cleanliness</u> Mostly clean, minor stains, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains, major graffiti.

Stall/Urinal Partitions

Condition Score B: Any condition score of B in the stall and urinal partition category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual stall/urinal(s) may need to be closed until issue is addressed if there are safety hazards involved (e.g., fixture is unstable/stall partition is broken).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to "very good" standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if stall or partition can be cleaned. If not, new urinals or partitions should be requested through District Manager to Skilled Trades Unit.

<u>Floors/Walls</u> (Restrooms)		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Floor and wall surfaces are undamaged with no cracks, holes or missing grout. Floor drain (if applicable) has proper cover and drains properly. If painted, surfaces are in very good shape with minor blemishes.	<u>Condition</u> Floor and wall surfaces are mostly undamaged with minor cracks, holes or small missing grout issues. Floor drain (if applicable) has proper cover and drains slowly. If painted, surfaces are in fair shape with moderate damage that will require attention soon.	<u>Condition</u> Floor and wall surfaces are damaged with cracks, holes, missing tiles or significant grout issues. Floor drain (if applicable) is not properly covered or does not drain. If painted, surfaces are in poor shape with significant damage that require attention.
<u>Cleanliness</u> Clean, stain free, graffiti free throughout.	<u>Cleanliness</u> Mostly clean, minor stains at base of floor mounted fixtures or corners, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains at base of floor mounted fixtures or corners, major graffiti.

Floors/Walls

Condition Score B: Any condition score of B in the floors/walls category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual rooms may need to be closed until issue is addressed if there are safety hazards involved (e.g., room is flooded/debris hanging from wall).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if floor/wall can be repaired. If not, a solution should be requested through District Manager to Skilled Trades Unit.

Windows/Mirrors

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Windows and mirrors are unbroken with no cracks or damaged. Windows (if applicable) are working properly and do not allow for weather element infiltration. Any hardware if functioning properly. Mirrors (if applicable) are mounted securely.	<u>Condition</u> Windows and mirrors have either a minor hole or minor crack or damage. Windows (if applicable) are working properly and do not allow for weather element infiltration. Hardware is loose or minor damage from use. Mirrors (if applicable) are mounted securely.	<u>Condition</u> Windows and mirrors have either a major hole or major cracks, damage or are broken. Windows (if applicable) are not working properly and do allow for weather element infiltration. Hardware is missing or broken. Mirrors (if applicable) are loosely mounted.
<u>Cleanliness</u> Clean, stain free, graffiti free.	<u>Cleanliness</u> Mostly clean, minor stains, minor graffiti, easily cleaned.	<u>Cleanliness</u> Dirty, major stains, major graffiti.

Windows/Mirrors

Condition Score B: Any condition score of B in the windows and mirrors category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual windows or mirrors may need to be taped off or taken down until issue is addressed if there are safety hazards involved (e.g., broken glass/hanging window).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if window/ mirror can be fixed. If not, new window/mirror should be requested through District Manager to Skilled Trades Unit.

<p style="text-align: center;"><u>Lighting</u> (Restrooms)</p>		
<p style="text-align: center;"><u>Very Good</u> <u>Rating Score - A</u></p>	<p style="text-align: center;"><u>Acceptable</u> <u>Rating Score - B</u></p>	<p style="text-align: center;"><u>Unacceptable</u> <u>Rating Score - C</u></p>
<p style="text-align: center;"><u>Condition</u></p> <p>Lights are all working properly and contain a switch to turn them off. Room is well lit. Lighting fixtures and covers are unbroken and installed properly.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>A few bulbs are burned out that do not affect the overall brightness. The lights are controlled by a switch and work properly. Lighting fixtures have minor condition issues but are installed properly.</p>	<p style="text-align: center;"><u>Condition</u></p> <p>Lighting is not working at all. Lights cannot be controlled by a switch. Lighting fixtures have broken, missing light covers (exposed lights) or they are not securely mounted.</p>
<p style="text-align: center;"><u>Cleanliness</u></p> <p>Clean, stain free, graffiti free throughout.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Mostly clean, minor stains, minor debris inside of fixture or cover, minor graffiti, easily cleaned.</p>	<p style="text-align: center;"><u>Cleanliness</u></p> <p>Dirty, major stains, major debris inside of fixture or cover, major graffiti.</p>

Lighting

Condition Score B: Any condition score of B in the lights / lighting fixtures category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual fixtures / lights may need to be taken down / turned off until issue is addressed if there are safety hazards involved (e.g., light has broken/fixture is hanging loose).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if lights and fixtures are acceptable. If not, work order to fix the problem should be requested through District Manager to Skilled Trades Unit.

<u>Ceilings</u> (Restrooms)		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Ceiling is undamaged with no cracks, water damage or missing ceiling tiles. If painted, ceiling is in very good shape with minor blemishes.	<u>Condition</u> Ceiling has minor cracks, minor water damage. There are no missing ceiling tiles but may contain minor damage. If painted, ceiling is in fair shape with moderate damage that will require attention soon.	<u>Condition</u> Ceiling has major cracks, water damage or missing / damaged ceiling tiles. If painted, surfaces are in poor shape with significant damage that requires attention.
<u>Cleanliness</u> Clean, stain free, graffiti.	<u>Cleanliness</u> Mostly clean, minor stains or build up at corners, minor graffiti.	<u>Cleanliness</u> Dirty, major stains or dirt build up at corners, major graffiti.

Ceilings

Condition Score B: Any condition score of B in the ceilings category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted .

Condition Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual rooms may need to be closed until issue is addressed if there are safety hazards involved (e.g., hanging debris / falling debris).

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if ceiling can be cleaned. If not, new ceiling tiles should be requested through District Manager to Skilled Trades Unit.

<u>Odor</u>		
<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> N/A	<u>Condition</u> N/A	<u>Condition</u> N/A
<u>Cleanliness</u> No unpleasant odor.	<u>Cleanliness</u> Slight odor from daily use or an overly flatulent individual. Easily cleaned.	<u>Cleanliness</u> Strong odor (aka, something died in here). A condition exists that requires immediate attention.

Odor

Cleanliness Score B: Any condition score of B in the Odor category requires an evaluation by the facility supervisor to determine if a fragrant spray can be used for a temporary situation or a work order needs to be submitted for more persistent odors.

Cleanliness Score C: Any condition score of C requires a submission of a work order by facility supervisor and possible submission of emergency work order through District Manager; Individual restrooms may need to be closed until issue is addressed if there are safety hazards involved (e.g., Odor is unbearable/Odor is hazardous).

Hand Dryers

<u>Very Good</u> <u>Rating Score - A</u>	<u>Acceptable</u> <u>Rating Score - B</u>	<u>Unacceptable</u> <u>Rating Score - C</u>
<u>Condition</u> Hand dryers working properly and do not have broken parts or any rust/corrosion.	<u>Condition</u> Hand dryers have minor mechanical issues. Minor broken parts or light rust/corrosion exists.	<u>Condition</u> Hand dryers are not working or broken. Major rust/corrosion exists.
<u>Cleanliness</u> Clean, stain free, graffiti free.	<u>Cleanliness</u> Outside of hand dryers need light cleaning/polishing.	<u>Cleanliness</u> Outside of hand dryers are dirty.

Hand Dryers

Condition Score B: Any condition score of B in the hand dryers category requires an evaluation by the facility supervisor to determine if minor repairs can be made at the facility level or a work order needs to be submitted.

Condition Score C: Any condition score of C in the hand dryers category requires either a submission of work order by facility supervisor through District Manager or a request for supplies through District Supervisor. Supply requests should be accommodated within one business day.

Cleanliness Score B: Any cleanliness score of B should be addressed same day by facility staff and brought up to “very good” standard. The issue should be addressed at the next staff meeting and protocols reviewed.

Cleanliness Score C: Any cleanliness score of C requires immediate evaluation by facility supervisor. In consultation with facility caretaker and/or district supervisor, determine if dispenser can be cleaned. If not, new fixture should be requested through District Manager to Skilled Trades Unit.



Energy Efficiency & Safety

Energy



Safety





CITY OF PHILADELPHIA

DEPARTMENT OF PARKS AND RECREATION

One Parkway – 10th Floor
1515 Arch Street
Philadelphia, PA 19102-1587

Michael DiBerardinis, Deputy Mayor
Environmental and Community Resources
Parks and Recreation Commissioner

Outdoor Field, Court and Vandal Lighting Policy

Philadelphia Parks and Recreation (PPR) is participating in the City of Philadelphia's Energy Efficiency Incentive Program to raise awareness around energy conservation, reward departments that lower their energy consumption and make needed investments in our facilities. As part of this program, for every \$1.00 in energy savings \$.50 comes back to Parks and Recreation.

It is the responsibility of the facility staff to implement this policy either through manual manipulation or timer controls of the lighting systems. If necessary, electricians in the skilled trades unit will provide instructions on operation of the lighting systems throughout our department. If you see field lights on at a PPR facility at non-designated times, please email ppr.energysaver@phila.gov

From March 15th to December

- Field/Court lights should only be on Monday to Friday dusk to 10:30 pm
- Lights should not be on over the weekend from Friday at 10:30 pm to dusk on Monday
- Lights should be turned off at all times during inclement weather or no field activity

Exceptions:

1. Permitted weekend games/event- must be approved at Deputy level
2. Safety concerns - must be approved at Deputy level
3. Vandal lighting

From January to March 15th

- No field permits will be issued unless approved at Deputy level
- All field lights will remain off

Exceptions:

1. Permitted game/event- must be approved at Deputy level
2. Safety concerns - must be approved at Deputy level
3. Court lighting (off on weekends)
4. Vandal lighting

Approved: Michael DiBerardinis, Deputy Mayor/Commissioner

A handwritten signature in blue ink, reading "Michael DiBerardinis", written over a horizontal line.



CITY OF PHILADELPHIA

DEPARTMENT OF PARKS AND RECREATION

One Parkway – 10th Floor
1515 Arch Street
Philadelphia, PA 19102-1587

Michael DiBerardinis, Deputy Mayor
Environmental and Community Resources
Parks and Recreation Commissioner

Fire Extinguisher Policy

In order to help ensure a Parks and Recreation system which is safe, clean, and ready to use for citizens and staff, effective immediately all fire extinguishers at facilities will be inspected for the following:

- **Proper mounting** - extinguishers must be mounted to the wall or placed within a wall mounted case;
- **Proper charging** - gauge must be in green area, not over or undercharged;
- **Priority placement**- the presence of the proper number throughout the center
 - Boiler room
 - Kitchen unit (if applies)
 - 1 per 2500 sq. ft of building space, this should be placed in an accessible area if possible
- **Serviced**- all extinguishers must be inspected & serviced, by approved vendor, within the previous 12 months and periodic inspections should be carried out by facility staff and managers.

District vendor servicing schedule

**October before 10/15
District One**

**October after 10/16
District Eight**

**November before 11/14
District Two**

**November after 11/15
District Seven**

**December before 12/15
District Three**

**December after 12/16
District Six**

**January before 1/15
District Four**

**January after 1/16
District Five**

Approved: Michael DiBerardinis, Deputy Mayor/Commissioner

A blue ink signature of Michael DiBerardinis, written over a horizontal line.

FIELD LIGHTING

**FIELD LIGHTS ARE OPERATIONAL FROM
MARCH 15 TO DECEMBER 31
MONDAY THROUGH FRIDAY
DUSK TO 10:30PM**

Help us CONSERVE RESOURCES

**If you notice field lights on at a PPR facility
after hours, please report it to us via email at:**

PPR.ENERGYSAVER@PHILA.GOV

**Include name of facility, address and the
date & time the lights were lit.**

**In order to conserve energy, no ball field permits
will be issued during the winter season.**



**PHILADELPHIA
PARKS &
RECREATION**

Thank you for helping PPR save resources!

CHECKLIST Energy Efficiency Incentive Program



MORNING/AFTERNOON:		Y	N	N/A
	In many facilities, summer months offer great daylighting, try to use this natural light as much as possible. Turn lights off when there is sufficient light from windows.			
	Dim hallways lights by 30% to reduce lighting use in the winter. If you cannot dim lights, is it possible to only use a portion of the installed fixtures?			
HEATING & COOLING	Adjust the thermostat slightly to reduce energy use: <ul style="list-style-type: none"> Raising the temperature by just 2 degrees can save about 14% of the cooling costs. Lowering the temperature by just 2 degrees can save up to 10% of the heating costs 			
	Identify areas where you can use window shades to manage temperature, this can reduce cooling needs at no extra cost.			
	Keep doors and windows shut as much as possible to keep warm or cool air inside.			
PLUG LOADS	Turn any computers, printers, or other devices off or to standby when not in use. Devices in standby mode can use over 95% less energy than active mode.			

EVENING:		Y	N	N/A
LIGHTING	Dim hallways lights by 30% to reduce lighting use in the winter. If you cannot dim lights, is it possible to only use a portion of the installed fixtures?			
HEATING & COOLING	Before you leave the building adjust the thermostat: <ul style="list-style-type: none"> During the summer, set the thermostat to 85°F at night or if a room will not be in use for a few hours During the winter, keep the thermostat to 68°F when occupied and even lower when unoccupied. 			
PLUG LOADS	Unplug equipment at the end of the day (like computers, heaters, etc.), this can save 5-10% on your energy bill.			

MONTHLY/SEASONALLY:		Y	N	N/A
	Discuss lighting best practices with other staff			
	1. Turn off a portion of the lights in ice rinks during Zamboni use			
	2. Identify a person responsible for turning off lights at the end of business hours (can save up to 17% of lighting cost).			
	3. Use ppr.energysaver@phila.gov to report field lights on during daytime or weekends, include: facility name, address, date, and time			
HEATING & COOLING	Cleaning out the AC filters once a month, this can lower energy consumption by 5-15%			
	Lower your water heating costs, turn your water heater to the warm setting (120°F).			
	Check the economizer during the summer and winter to make sure hot air is not coming in during the summer and cool air during the winter – a fully open economizer can add up to 50% to a facility's annual energy bill.			
PLUG LOADS	Inventory the appliances in your facility, identify and remove unused appliances (especially if they are still plugged in)			

NOTES: Other ways to save? Let us know! Mardi.Ditze@phila.gov

Resources:

Heating and Cooling, Lighting:

<http://money.howstuffworks.com/personal-finance/budgeting/how-much-save-turning-off-ac1.htm>

<http://bea.fpl.esource.com/large-offices>

<http://energy.gov/energysaver/articles/maintaining-your-air-conditioner>

<http://energy.gov/energysaver/articles/fall-and-winter-energy-saving-tips>

<http://energy.gov/energysaver/articles/thermostats>

Plug Loads:

<http://www.cornhusker-power.com/householdappliances.asp>

<http://newbuildings.org/plug-load-best-practices-guide>



CONTACT INFORMATION

OPERATIONAL STANDARDS COMMITTEE

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Director of Operational Standards & Energy Efficiency

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STANDARDS COMMITTEE

Steve Dutil

Harry Fritsch

Robin Klink

Maureen Maier

Barbara McCabe

Gerald McFeeley

John Piller

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Paige Maahe

Operational Standards Inspector

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pmaake0305@gmail.com

**PHILADELPHIA
PARKS &
RECREATION**

District Management Teams
as of April 2014

NORTH REGION (Districts 1, 2, 3, 4)

Regional Manager

Susan Buck	Disston Recreation Center	4423 Longshore Ave	215-683-9040	Susan.Buck@phila.gov
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OPERATIONS

District 1 and District 2 Operations Manager

Patricia Crossan	Axe Factory Road House	8605 Roosevelt Boulevard	215-685-8797	Patricia.Crossan@phila.gov
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District 1 Supervisor

Gerry White

215-685-8796

Gerald. White@phila.gov

District 2 Supervisor

Ed Kreeger

215-685-2738

Edward.Kreeger@phila.gov

PROGRAMS

District 1 Program Manager

Valerie Arhondakis, Acting Manager	Pelbano Recreation Center	8101 Bustleton Av.	215-685-0593	Valerie.Arhondakis@phila.gov
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District 2 Program Manager

Anne Marie Dunne	Bridesburg Recreation Center	4625 Richmond Street	215-685-1245	Annemarie.Dunne@phila.gov
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OPERATIONS

District 3 and District 4 Operations Manager

Crawford Clark	Wissahickon Maintenance Bldg	7368 Henry Ave	215-685-2575	Crawford.Clark@phila.gov
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District 3 Supervisor

John Smeltzer

215-685-0696

John.D.Smeltzer@phila.gov

District 4 Supervisor

Joe Hager

215-685-2575

Joseph.Hager@phila.gov

PROGRAMS

District 3 Program Manager

Anthony Bocchicchio	Olney Recreation Center	100 East Godfrey Ave	215-685-2850	Anthony.Bocchicchio@phila.gov
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District 4 Program Manager

Tom Dignam	Waterview Recreation Center	5826 McMahon St	215-685-2229	Tom.Dignam@phila.gov
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SOUTH REGION (Districts 5, 6, 7, 8)*Regional Manager*

Paul Dignam	Boelson Cottage	2110 Martin Luther King Dr	215-685-4350	Paul.Dignam@phila.gov
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OPERATIONS*Districts 5 Operations Manager*

Fred Hubbard	Recycling Center	3850 Ford Rd	215-685-0114	Fred.Hubbard@phila.gov
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District 5 Supervisors

Ron Magowan	215-685-0114	Ron.Magowan@phila.gov
Dan Schulke	215-684-0108	Dan.Schulke@phila.gov

District 6 and 7 Operations Manager

Sam Curry	Boelson Cottage	2110 Martin Luther King Dr	215-685-4352	Sam.Curry@phila.gov
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District 6 Supervisor

Warren Gillis	215-685-2748	Warren.Gillis@phila.gov
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District 7 Supervisor

Joe Scarpello	215-685-2748	Joseph.Scarpello@phila.gov
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PROGRAMS*District 6 Program Manager*

Eric Henninger	Athletic Recreation Center	1401-55 N 26 th Street	215-685-2470	Eric.Henninger@phila.gov
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OPERATIONS*District 8 Operations Manager*

Lori Hayes	Horticultural Center	100 N Horticulture Drive	215-685-1660	Lori.Hayes@phila.gov
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District 8 Supervisor

Rob Gilliam	215-685-1835	Robert.Gilliam@phila.gov
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PROGRAMS*District 7 Program Manager*

Joe Brogan	Geurin Recreation Center	2201 S. 16 th Street	215-685-1593	Joseph.Brogan@phila.gov
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District 8 Program Manager

Jerry Boligitz	Carousel House	1701 Belmont Ave	215-685-0159	Jerry.Boligitz@phila.gov
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