


## INFORMATIONAL MEMORANDUM

### Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: April 16, 2014

SUBJECT: Facility Maintenance Task List

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#### **ISSUE**

Detail of facility maintenance task list frequency per Board's request.

#### **FINANCIAL IMPACT**

No Financial Impact.

#### **BACKGROUND**

The Board requested staff to provide information on the list and frequency of maintenance tasks performed at the Tukwila Pool as part of operations.

#### **DISCUSSION**

The attached Facility Maintenance Task List details the frequency of the contracted maintenance tasks to operate the Tukwila Pool as mentioned in the Agreement between the MPD and the City of Tukwila.

#### **ATTACHMENT**

Facility Maintenance Task List



## Tukwila Pool Facility Maintenance Task List

Task	Frequency	Performed By
Janitorial	Daily	Lifeguards
Water Chemistry Balancing (water test)	Daily	Pool Staff
Inspections (mechanical, facility, water, etc.)	Daily	Pool Staff
Add Chems to balance Langelier Saturation Index	Weekly	Pool Staff
Liner Maintenance (brushing, vacuuming)	Weekly	Pool Staff
Water Filtration System (backwash)	Bi-Weekly	Pool Staff
BECs System	Monthly	Pool Staff
Stainless Steel Polishing (diving board, guard chair, ladders, stancions, door crashbars and kick plates)	Monthly	Outsource
Door Maintenance (locks & latches)	Monthly	Pool Staff
Janitorial - Equipment or Deep Cleaning (drinking fountains, toilets, sinks)	Monthly	Pool Staff
Pressure Wash (floors, bleachers, showers, guard chair, starting blocks, basketball hoop, stairs, lift)	Quarterly	Pool Staff
Diving Board (polish handrails, lube fulcrum, pressure wash)	Quarterly	Pool Staff
Slide	Quarterly	Pool Staff
Lube Pool Cover Reel	Quarterly	Pool Staff
Lockers (lube locks)	Quarterly	Pool Staff
AHU	Quarterly	Pool Staff
Boilers	Quarterly	Outsource
Pumps	Quarterly	Outsource
Motors	Quarterly	Outsource
Burglar & Fire Alarm systems, extinguishers	Quarterly	Outsource
Benches (refinishing)	Annually	Outsource
Lane Lines (tighten or repair)	Annually	Pool Staff
Pace Clocks Repairs	As Needed	Pool Staff
Locker Room Dispenser Repairs	As Needed	Pool Staff
Partition Repairs or Graffiti Removal	As Needed	Pool Staff
Roof Gutters Cleanout	As Needed	Pool Staff
Plumbing Repairs (showers, sinks, toilets, spigots, drinking fountains)	As Needed	Pool Staff
Change Lights	As Needed	Pool Staff
Misc Maintenance Repairs	As Needed	Pool Staff