



Enriching Lives &  
Connecting Communities

## Scope of Services - Grounds Maintenance

Property Management  
Policy No. 12110

Revision Date: November 18, 2013  
Last Revised: January 18, 2011

### Policy Statement

In order to provide a safe environment and insure that park grounds are in proper condition, Richland County Recreation Commission has established the following maintenance procedures which will be performed by Property Management Personnel as described by the Annual Maintenance Schedule and Grounds Maintenance Standards .

## Annual Maintenance Schedule

### January

Mow grass as needed (limited to fields that have been over seeded with winter grasses)  
Tree Pruning  
Annual equipment maintenance (ball field equipment and mowers, service athletic field paint marking machines)  
Ball field reconstruction (continued)  
Ball field maintenance (continue dragging fields to maintain smooth infield surface)  
Replace fall surfacing in playground areas and add mulch etc. as requested  
Check and repair bleachers and signs  
Mulch shrubs and trees as needed  
Paint trash cans as needed  
Trim and remove brush in wooded areas / limb up trees  
Repair fences and backstops  
Replace/paint bollards and park entrance gates as needed  
Paint meeting rooms, arts and crafts, and activity rooms in centers as needed  
Make preparations for soccer (starts in February)  
Finish ball field infield re-surfacing (re-clay)

### February

Mow grass as needed (limited to fields that have been over seeded with winter grasses)  
Fertilize Trees  
Prune Perennials  
Sow unhulled Bermuda seed in non-athletic field areas  
Check and replace, as needed, all baseball field pitching rubbers, home plates, and base

anchors.

Treat athletic fields with fire ant treatment (late February)

Replace fall surfacing in playground areas and add mulch etc. as requested

Ball field reconstruction – complete work on all fields

Check and re-stock ball field materials – chalk, paint, bases, home plates etc.

Ball field maintenance (continue dragging fields to maintain smooth infield surface)

Make final preparations for baseball, Pony League and Dixie Youth (leagues in March)

Make final preparations for soccer season, install goals, paint fields (anchor all soccer goals)

Paint indoor restrooms as needed

Open outdoor restrooms on soccer complex

Make final preparations for softball and high school baseball seasons (starts in March)

Relamp ball field athletic field lighting systems for play

## **March**

Mow grass

Ball field maintenance (continue dragging fields to maintain smooth infield surface)

Marking (mark soccer, baseball and softball fields as scheduled start late Jan.-Feb.)

Check irrigation systems for leaks and repair as needed in preparation to bring on line.

Paint trash cans as needed (insure RCRC logo is on cans)

Check all fence ties and inspect all gate hardware

Use per-emerge weed control as needed

Replace fall surfacing in playground areas and add mulch etc. as requested

Prune shrubs and trees (as directed by Superintendent of Horticulture & Turf)

Make all final preparations on mowing and related power equipment for grass season

Grade all service roads and unpaved parking areas

## **April**

Mow grass

Mulch trees and shrubs as directed by the Superintendent of Horticulture & Turf

Plant Annual Flowers

Make final preparations for colt league baseball (starts May)

Aerify and fertilize in mid to late part of month (check with Superintendent of Horticulture & Turf for exact date)

Paint/repair picnic tables as needed

Check fall surfacing in playground areas and add mulch etc. as requested

Check bleachers and players benches and paint or repair as needed

Check and spray shrubs for insects and disease (fertilize shrubs)

Start cleaning of pools and pool support buildings

Finish all repair on irrigation systems

Replace fall surfacing in playground areas and add mulch etc. as requested

Start watering athletic fields as prescribed by weather (check all valves and boxes)

## **May**

Mow grass

Trim Shrubs as directed by the Superintendent of Horticulture & Turf

Marking (mark soccer, baseball and softball fields as scheduled)

Make final preparations for adult summer basketball programs (starts early June)

Finish all pool cleaning by second week of month

Spray center buildings for insects

Paint outdoor basketball goals

Replace fall surfacing in playground areas and add mulch etc. as requested

Remove soccer goals from soccer fields as soon as seasons end (secure off field)

Repair soccer and football fields to include aerification, fertilization, topdressing, seeding sodding etc.

Top-dress ball fields infields and outfields (baseball – softball) as needed (start)

Start watering athletic fields as prescribed by weather (check all valves and boxes)

## **June**

Mow grass

Trim Shrubs as directed by the Superintendent of Horticulture & Turf

Marking (mark soccer, baseball and softball fields as scheduled)

Replace fall surfacing in playground areas and add mulch etc. as requested

Apply lime as needed

Check and spray shrubs for insects and disease, fertilize

Top-dress ball fields as required

Aerify and fertilize ball fields / verticutting

Continue watering athletic fields as prescribed by weather

## **July**

Mow grass

Make final preparations for fall softball league (starts early August)

Top-dress ball fields as needed

Trim Shrubs as directed by the Superintendent of Horticulture & Turf

Replace fall surfacing in playground areas and add mulch etc. as requested

Check all water valves and valve boxes

Make preparations for Little League Baseball tournaments

Sod areas in front of soccer goals at Polo Road (first week of July)

Continue watering athletic fields as prescribed by weather

## **August**

Mow grass

Trim Shrubs as directed by the Superintendent of Horticulture & Turf

Cut out all soccer fields and football fields (seasons start early September)

Repair or replace soccer net and goals

Replace fall surfacing in playground areas and add mulch etc. as requested

Move bleachers to soccer and football fields

Install speaker stands on football fields at Polo Road Park

Provide trash cans and player benches on all fields (check marking schedules for field usage)

Check and spray shrubs for insects and disease, fertilize shrubs

Aerify and fertilize ball fields

Continue watering athletic fields as prescribed by weather

## **September**

Mow grass

Fertilize Shrubs

Make preparations of overseed 419 with winter grasses as appropriate

Mulch trees and shrubs as needed

Replace fall surfacing in playground areas and add mulch etc. as requested

Check outside support buildings and paint as needed

Sow annual rye grass in late September to control erosion

Repair or replace roofs on dugouts

Trim Shrubs as directed by the Superintendent of Horticulture & Turf

Continue watering athletic fields as prescribed by weather

## **October**

Mow grass

Leaf Removal

Plant Annual Flowers

Clean and/or repaint all basketball goals

Replace fall surfacing in playground areas and add mulch etc. as requested

Repair or replace roofs on press boxes and concession stands

Spray ball field infield areas for grass

Start ball field infield grade work at parks

Continue watering athletic fields as prescribed by weather

## **November**

Mow grass as needed (limited to fields that have been over seeded with winter grasses)

Take Soil Samples

Leaf Removal

Prune Groundcovers

Repair or replace roofs on outdoor restrooms and light switch houses

Winterize irrigation systems not in use for winter grasses

Check and replace dead shrubs

Replace fall surfacing in playground areas and add mulch etc. as requested

Remove dead trees from parks and clear underbrush

Paint, stain and repair broken tables and chairs at centers

Grade ball field infields

## **December**

Mow grass as needed (limited to fields that have been over seeded with winter grasses)

Ph Adjustments /Checks and see Superintendent of Horticulture and Turf

Leaf Removal

Replace fall surfacing in playground areas and add mulch etc. as requested

Ball field reconstruction (continued)

Check ball field gates and hinges

Check all maintenance equipment and order necessary parts (blades, wheels, etc.)

Repair or replace roofs on well houses

## Richland County Recreation Commission Grounds Maintenance Standards

- Turf Care:** RCRC Parks and Facilities turf consists of either Centipede, Common Bermuda, or hybrid 419 Bermuda
- A. Grass Cutting**
- Grass Cutting is to be accomplished free of scalping, rutting, bruising, and uneven and rough cutting. After cutting, grass shall be of uniform height. Grass clippings and trimmings, if any, shall be removed from sidewalks, trails, tennis courts, parking lots, tracks, and other hard surface areas.
- 1. Mowing Height:** Athletic Fields shall be to be cut at a height of 1.5” minimum to 2.0” maximum during summer season (this will minimize weed infestations). Other areas to be mowed shall be mowed at a height of 2.0” to 3.0”.
  - 2. Mowing Frequency:** The entire site must be mowed every week April thru October, and as needed November thru March (if approved Growth Regulator may be used – contact the Superintendent of Horticulture & Turf for additional information of this product availability and use).
  - 3. Mowing Equipment:** Athletic Fields shall be mowed with, front deck mower, zero turn or push mowers. All other areas shall be mowed with front deck mowers, zero turn and Woods 80” mowing decks. Mower blades shall be kept sharp at all times to provide a clean cut.
  - 4. Mowing Pattern:** Frequent mowing in the same direction or pattern can cause the turf shoots to lean in one direction. Mowing pattern must be altered after each mowing to allow the turf shoots to grow upright and prevent wheel ruts from forming. “North-South” then “East- West”
- B. Edging:** All sidewalks, driveways, street edges, curbs, and other paved areas shall be edged with every mowing. Edged lines shall be neat and true. Care must be taken to not create a dirt trench. No string line trimmers will be used for edging (use bladed edging machines designed for this work).
- C. Fertilization:** Application will be at a rate of 800 lbs. /acre per year, which will yield 128 lbs. of actual nitrogen per acre per year. This rate will be divided into two (2) applications per season at a rate of 400 lbs. /acre. The first application should be applied between April 15-30 and the second application between June 15-30. Parks with sandy soils or new grass construction may require additional applications as necessary. See Turf Fertilization Program.
- D. Trimming:** Trimming shall be conducted around poles, walls, valves, hydrants, walkways, fences, and other similar objects and shall match the

height and appearance of the surrounding mowed grass. Moveable bleachers shall be tilted back and grass trimmed under bleacher. **Grass cutting will not be considered complete until all trimming operations are accomplished.** Do not damage grass by trimming too low in these areas. Do not damage tree trunks when trimming.

E. Weed Control

Weeding of shrub beds will be performed, as growth develops to keep a neat and healthy appearance free of unwanted vegetation. All chemicals used must be approved by the Clemson Agricultural Extension Service for this use and approved by either the Division Head of Property Management or the Superintendent of Horticulture & Turf.

F. Sod Replacement:

Sod replacement shall be done in a manner that will provide a smooth surface free of any voids, tripping hazards and irregularities. When using sod to patch existing turf areas insures that no lip is present so that new sod installation is even with existing turf. Use same grass type when replacing sod.

**Tree Care:**

Trees shall be maintained to appear healthy and natural.

A. Leaf Removal:

Leaf removal in the early Fall will consist of mowing with a clippings catcher and or raking. Leaves must also be removed from areas that accumulate leaves that are not mowed. All leaves must be removed from the parking and field sites (see supervisor for locations for leaf removal). Natural areas do not require leaf removal.

B. Pruning:

Pruning shall be done to encourage a healthy natural growth pattern for each specific variety. This is normally done in October/November when no foliage is present on plant. All pruning shall be toward developing the eventual future branching structure. All pruning shall be done according to accepted practices and standards. All trees are to be kept limbed up to avoid pedestrian and vehicle traffic conflicts. Sucker growth from the base at soil level or below should be removed. Prune to a minimum height of 7'-10' on sidewalks and 15' on roadways.

C. Mulching:

When mulching trees mulch shall be placed in a "ring" around all trees to maintain a minimum depth of 3". Be careful to refrain from covering the "neck" of the tree (too much mulch in this area is detrimental to tree). Mulches shall not contain sticks larger than ¼" in diameter, stones, clay or other foreign material that will prevent eventual decay of the mulch. All old mulch shall be removed prior to the new application if it exceeds 2" or more inches in depth (see supervisor for locations of trees to be mulched).

D. Pest Control:

As needed to keep quality plant appearance and health. Only Clemson Agriculture Extension Service recommended and approved

pesticides shall be used. Contact the Division Head of Property Management or the Superintendent of Horticulture & Turf for approval and instructions for the safe application of any chemical prior to use.

- E. Weed Control: Weeding of tree beds will be performed, as growth develops to keep a neat and healthy appearance. Spot treatment shall be applied weekly or as necessary to keep all trees mulched areas weed free and in quality condition and appearance. Roundup, Razor Pro, Prosecutor and Reward or equal shall be used (use care to prevent over spray on tree leaves). Make sure to contact Superintendent of Horticulture & Turf for proper mix rates before using these products.
- F. Tree Replacement and Removal Replacement and Removal of dead or damaged trees will be decided upon as needed.
- G. Hazards: Hazardous tree conditions must be brought to the Division Head of Property Management and or Superintendent of Horticulture & Turf attention immediately.

**Shrub Care:** Shrubs shall be maintained to appear healthy and natural.

- A. Pruning: Pruning shall be done at the frequency required for the particular variety to encourage a healthy growth pattern and proper branching Structure (routinely this is late winter before flowering or new growth emerges). Prune to remove growth in front of windows, over roofs, over entryways or walks, or where vision is obstructed at street intersections, plus when necessary to keep a quality appearance. Hand pruning is preferred and all debris must be removed from the site. 2' from windows, 6" from pedestrian and vehicular surfaces.
- B. Fertilization: If shrub fertilization is needed, do during turf fertilization times. See Turf Fertilization Program.
- C. Mulching: Mulch shall be placed around all shrubs and flowerbeds to maintain a minimum depth of 3". Mulches shall not contain sticks larger than ¼" in diameter, stones, clay or other foreign material that will prevent eventual decay of the mulch. Be sure to refrain from covering the "neck" of the shrub (too much mulch in this area is detrimental to the plant). All old mulch shall be removed prior to the new application if it exceeds 2" or more inches in depth.
- D. Weed Control: Weeding of shrub beds will be performed, as growth develops to keep a neat and healthy appearance. Spot treatment shall be applied weekly or as necessary to keep all shrubs mulched areas weed free

and in quality condition and appearance. Roundup, Razor Pro, Prosecutor and Reward or equal shall be used (use care to prevent over spray on shrubs or surrounding vegetation). Make sure to contact the Division Head of Property Management or the Superintendant of Horticulture & Turf for proper mix rates before use.

- E. Pest Control: As needed to keep quality plant appearance and health. Only Clemson Agriculture Extension Service recommended and approved pesticides shall be used. All chemicals requiring an application license must be applied by a licensed SC Pesticide Applicator.

**Perennial Groundcovers and Floral Care:**

- A. Floral Selection: See Superintendant of Horticulture and Turf.
- B. Care Cycle: The care cycle for all annual flowers shall be once per week and more often if necessary. Watering, dead heading, disease control shall be done promptly whenever needed to insure healthy and attractive floral plantings.
- C. Fertilization: Same as shrub care except all annual flower beds must be fertilized monthly.
- D. Pest & Weed Control: Same as tree care.
- E. Pruning: All perennials such as liriopie shall be cut back in February and all other groundcover after the first freeze. All debris shall be removed from the site and all beds mulched immediately.

**Irrigation:** Maintaining properly working irrigation systems promotes healthy plants, turf, and trees while conserving water and minimizing waste.

- A. General Guidelines: The irrigation system, including the piping system, riser connections, and sprinkler heads shall be inspected on a regular basis. Sprinkler settings shall be set in such a position as to not wet entrances, doorways, windows, porches, parked cars, parking areas, or to impede vehicular or pedestrian traffic. During system breakdown, sensitive areas will be hose watered. No plant material will be allowed to die because of lack of effort.
- B. Watering Cycle: At least 1” of water shall be applied to all areas weekly. Rainfall maybe considered if it exceeds ¼”. All new plantings shall be watered immediately and as needed to insure good health. Bermuda grass requires a weekly application of about 1 ¼” of water. For sandy soils, apply ½” to ¾” of water every three to



four days (contact the Superintendent of Horticulture & Turf for irrigation schedules as this will vary by site due to soil conditions and other factors).

**General Maintenance:**

To keep RCRC parks litter free and maintain a quality appearance.

**A. Paved Surfaces:**

All paved surfaces shall be kept clean and free of weeds and litter. All vegetation shall be removed from expansion joints and cracks in all paved surfaces. All must be swept or blown off after all maintenance functions are completed.

**B. Bollards, Handrails, and Guard Rails:**

All painted bollards, handrails, and guard rails must be repainted every two years or as needed to keep them in good appearance. The Director of Construction must approve the paint selection and color in advance.

**C. Lighting:**

Inform the Division Head of Property Management or the Director of Construction of any lights that need to be replaced.

**D. Litter:**

All litter must be removed from the site each week prior to mowing. All outside trash cans must be emptied weekly. Make sure that all cans are painted blue with RCRC logo on cans. Also make sure that can mounts are in good working order.

**E. Cleaning:**

All walks, driveways, and hard surfaces must be swept or blown off once all other maintenance functions are completed.

**F. Storm Drainage and Maintenance:**

Storm drains shall remain clear of sediment, vegetation, and debris to allow unrestricted flow of water. Debris shall be removed from site the same day of cleaning. Edge this area as needed to promote positive drainage.

**Field Marking:**

The primary concerns when marking fields is to keep the playing surface safe for play and looking neat.

**A. First Lining**

Care should be taken to insure measurements are accurate and that all soccer/football fields are square and true. Initial markings will require double marking with dry marking compound or a heavy marking when using water-based paint. Use information provided by Athletic Department to insure proper field sizes and marking dimensions. (Note: field sizes may change from one season to the next).

**B. Grass fields**

Water-based paint is preferred for these types of fields. Lines shall be bright white, 2 inches in width and uniform in color. Areas to be marked shall be measured carefully and guide strings

pulled to insure straight lines.

- C. Non-grass fields                      Athletic Field Marking Compound shall be used on non-grass playing fields. Lines shall be bright white, 2 inches in width and uniform in color. Areas to be marked shall be measured carefully and guide strings pulled to insure straight lines.
- D. Subsequent Lining                      Follow previous lining and use care to keep lines straight and true. If needed pull strings to insure that lines are straight and neat.

### **Special Requirements:**

1. Automatic irrigation systems **must not** be utilized during prime office and customer hours. Irrigation should only occur when it will not interfere with customer access or convenience (see Superintendent of Horticulture & Turf for park automatic irrigation schedules).
2. Manual irrigation systems will be used during normal Property Management work hours in such a way as to not interfere with customer access or convenience.
3. Use of noisy motorized equipment shall be kept to a minimum. Care should be taken to not disturb park patrons (example: tennis). Whenever possible schedule these activities when facilities are not in use.
4. RCRC Property Management vehicles must be identified with the name or logo and be parked so as not to interfere with customers or delivery access.
5. Professional Image: Grounds maintenance personnel must be easily identified by uniform. Conduct of personnel shall be oriented to present a professional image and high quality customer service.
6. Safety: It is the responsibility of all RCRC personnel to ensure a safe work environment. All accidents or hazardous conditions observed shall be reported immediately to the Division Head of Facilities..
7. All items not outlined in this contract are assumed to be included and should be presented to the Division Head of Property Management prior to being implemented.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.