
SALT LAKE COUNTY STORMWATER STANDARD OPERATING PROCEDURES



Salt Lake County Storm Water Standard Operating

INTRODUCTION

In 1987, as an amendment to the 1972 Federal Clean Water Act), Congress passed the Water Quality Act that established a phased approach to regulating the discharge of municipal stormwater to waters of the United States. This Act led to Salt Lake County being designated as a Phase 1 Municipal Separate Storm Sewer System (MS4) based on its population in 1993. As a Phase 1 MS4, Salt Lake County is authorized to discharge municipal stormwater in accordance with seven control measures outlined in the Utah Pollutant Discharge Elimination (UPDES) Jordan Valley Municipalities Permit No. UTS000001. A copy of the permit can be found in **Appendix A** of this document.

This permit is administered by the State of Utah Division of Water Quality with oversight from the EPA.

Pursuant and in compliance with the current permit, Salt Lake County is required to develop and follow Standard Operating Procedures (SOPs) to prevent pollutants from entering Salt Lake County's stormwater drainage system. The County through its Office of Township Services has adopted a Stormwater Management Plan (SWMP) that addresses the implementation of the seven control measures: Public Education and Outreach, Public Involvement, Construction Site Run-off Control, Post-Construction stormwater controls, Illicit Discharge Detection and Elimination (IDDE), Good Housekeeping, and the Industrial/Commercial oversight Program. A copy of the SWMP can be found at:

<http://slco.org/pweng/stormwater/pdf/2014-SLCo-Stormwater-management-report.pdf>

Enclosed within the document below are the SOPs developed by the Salt Lake County Stormwater Agency to meet the requirements of the permit. These SOPs are not intended to replace all SOPs that may presently exist in the various County Organizations, but are meant to supplement and accompany those SOPs. In cases where these SOPs may conflict with existing SOPs, the most rigorous related to protecting water quality shall govern. Each County Agency and Organization shall implement the applicable SOPs in their operations and business practices.

It is the responsibility of Agency Managers and/or Supervisors to train employees as required, including temporary employees, on these SOPs and report this training and send documentation on the Training Form 100 (found in Appendix B of this document) to the County Stormwater Program Manager or the County Stormwater Program Supervisor for purposes of data management, reporting, and compliance tracking.

MAIN TABLE OF CONTENTS

DEFINITIONS.....	7
OTHER ACRONYMS USED WITHIN THIS DOCUMENT	10
GOOD HOUSEKEEPING	13
1. BUILDINGS – DUMPSTERS/GARBAGE STORAGE	13
2. BUILDINGS – PARKING LOT MAINTENANCE	14
3. CHEMICAL APPLICATION PESTICIDES, HERBICIDES, & FERTILIZERS	15
4. STORAGE AND DISPOSAL OF FERTILIZER AND PESTICIDES	17
5. ALTERNATIVE PRODUCTS USE/STORAGE/DISPOSAL	18
6. CHEMICAL HANDLING AND TRANSPORTING.....	19
7. PETROLEUM AND CHEMICAL DISPOSAL.....	20
8. GARBAGE STORAGE/SCRAP METAL CONTAINERS/TRASH PILES.....	21
9. OPEN SPACE MANAGEMENT.....	22
10. PET WASTE.....	23
11. SNOW REMOVAL AND DE-ICING.....	24
12. SNOW DISPOSAL	25
13. PLANTING VEGETATION – STARTERS	26
14. PLANTING VEGETATION – SEEDS.....	27
15. VEHICLES – FUELING	28
16. VEHICLES – VEHICLE AND EQUIPMENT STORAGE.....	29
17. VEHICLES – WASHING.....	30
18. SALT AND SAND/AGGREGATE STORAGE	31
19. SPARE PARTS STORAGE.....	32
CONSTRUCTION SITE RUN-OFF CONTROLS	34
20. CHIP SEAL.....	34
21. CRACK SEAL	35
22. CURB/PAVEMENT MARKINGS.....	36

23. PAINTING	38
24. NEW/REPLACEMENT CONCRETE WORK	39
25. OVERLAYS AND PATCHING	40
26. SHOULDERING AND MOWING.....	41
27. SLURRY SEAL.....	42
28. TRANSPORTING EQUIPMENT.....	43
29. TRANSPORTING DRY EXCAVATED MATERIALS & SPOILS	44
30. TRANSPORTING SOIL AND GRAVEL.....	45
31. TRANSPORTING WET EXCAVATED MATERIALS & SPOILS	46
32. PRE-CONSTRUCTION, PRE-SWPPP & SWPPP REVIEW	47
33. SITE INSPECTIONS & ENFORCEMENT RESPONSE	47
POST CONSTRUCTION STORMWATER CONTROLS	54
34. CATCH BASIN CLEANING.....	54
35. CREEK MANAGEMENT	56
36. DETENTION POND CLEANING	57
37. MOWING AND TRIMMING.....	58
38. DITCH MANAGEMENT.....	59
39. STREET SWEEPING	60
40. INSPECTION REPORTING POST CONSTRUCTION PRIVATE STORMWATER BMP. .	61
ILLCIT DISCHARGE DETECTION AND ELIMINATION (IDDE) TABLE OF CONTENTS ...	63
41. FOR OFFICE STAFF RECEIVING CALLS OF INCIDENTS	64
42. FOR FIELD STAFF RECEIVING CALLS OF OR OBSERVING AN INCIDENT.....	68
MISCELLANEOUS.....	71
43. PLANNED WATERLINE EXCAVATION REPAIR/REPLACEMENT.....	71
44. UNPLANNED WATERLINE EXCAVATION REPAIR/REPLACEMENT	72
45. WATERLINE FLUSHING AFTER CONSTRUCTION/SYSTEM DISINFECTION WITH DISCHARGE TO STORM DRAIN (PUBLIC UTILITIES & CONTRACTORS)	73

46. WATERLINE FLUSHING AFTER CONSTRUCTION/SYSTEM DISINFECTION WITH DISCHARGE WITH HAUL OFF (USED FOR DUST CONTROL/COMPACTION)	74
47. WATERLINE FLUSHING FOR ROUTINE MAINTENANCE.....	75
48. INDUSTRIAL AND COMMERCIAL FACILITIES STORM WATER POLLUTION PREVENTION PROGRAM AND INSPECTION	76
APPENDIX A	94
49. UTAH POLLUTANT DISCHARGE ELIMINATION (UPDES) JORDAN VALLEY MUNICIPALITIES PERMIT NO. UTS000001	94
APPENDIX B	95
50. TRAINING TRACKING FORM.....	95
APPENDIX C	96
51. SWPPP CHECKLIST	96
APPENDIX D	98
52. ENFORCEMENT RESPONSE PLAN - CONSTRUCTION ACTIVITY.....	98
APPENDIX E	101
53. ENFORCEMENT RESPONSE GUIDE - CONSTRUCTION ACTIVITY	101
APPENDIX F	103
54. IDDE CALL REPORT FORM	103
APPENDIX G	104
55. VIOLATIONS LIST AND ENFORCEMENT ACTIONS	104
APPENDIX H	108
56. NOTICE OF VIOLATION FORM	108
APPENDIX I	110
57. STORMWATER MANAGEMENT BMP SCHEDULE OF LONG TERM MAINTENANCE IN SALT LAKE COUNTY.....	110
APPENDIX J	111
58. SMP OPERATION AND INSPECTION MAINTENANCE REPORT SAMPLE.....	111
REFERENCES:	112

DEFINITIONS

1. **40 CFR:** Refers to Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government.
2. **Act:** Means the Utah Water Quality Act.
3. **Analytical monitoring:** Refers to monitoring of waterbodies (streams, ponds, lakes, etc.) or of storm water, according to UAC R317-2-10 and 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," or to State or Federally established protocols for biomonitoring or stream bioassessments.
4. **Beneficial Uses:** Means uses of the Waters of the State, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate beneficial uses.
5. **Best Management Practices (BMPs):** Means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
6. **CWA:** Means The Clean Water Act of 1987, formerly referred to as the Federal Water Pollution Control Act.
7. **Co-Permittee:** Means any operator of a regulated Small MS4 that is applying jointly with another applicant for coverage under the MS4 Permit. A Co-Permittee owns or operates a regulated Small MS4 located within or adjacent to another regulated MS4. A Co-Permittee is only responsible for complying with the conditions of this Permit relating to discharges from the MS4 the Co-Permittee owns or operates. See also § 40 CFR 122.26(b)(l).
8. **Control Measure:** Refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to Waters of the State.
9. **Common plan of development or sale:** Means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A plan may still be a common plan of development or sale even if it is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.
10. **Division:** Means the Utah Division of Water Quality.
11. **Discharge:** For the purpose of the Permit and this document, unless indicated otherwise, refers to discharges from the Municipal Separate Storm Sewer System (MS4).
12. **Drinking Water Source Protection Zones:** These are hereby established use districts to be known as zones one, two, three, and four, of the drinking water source protection area, or alternatively the Management Area. These zones shall have the approval of the State of Utah, Division of Drinking Water as described in R309-600.

13. **Dry weather screening:** Is monitoring done in the absence of storm events to discharges representing, as much as possible, the entire storm drainage system for the purpose of obtaining information about illicit connections and improper dumping.
14. **Eprocess 360 v.2015:** The current database and tracking system used by the Salt Lake County Planning and Development agency.
15. **Escalating enforcement procedures:** Refers to a variety of enforcement actions in order to apply as necessary for the severity of the violation and/or the recalcitrance of the violator.
16. **Entity:** Means a governmental body or a public or private organization.
17. **EPA:** Means the United States Environmental Protection Agency.
18. **General Permit:** Means a Permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual Permits being issued to each discharger.
19. **Ground water:** Means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.
20. **High quality waters:** Means any water, where, for a particular pollutant or pollutant parameter, the water quality exceeds that quality necessary to support the existing or designated uses, or which supports an exceptional use.
21. **Illicit connection:** Means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.
22. **Illicit discharge:** Means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.
23. **Impaired waters:** Means any segment of surface waters that has been identified by the Division as failing to support classified uses. The Division periodically compiles a list of such waters known as the § 303(d) List.
24. **Large MS4:** Large municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more as determined by the current Decennial Census by the Bureau of the Census.
25. **Low Impact Development (LID):** is an approach to land development (or re-development) that works with nature to more closely mimic pre-development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.
26. **MS4:** Is an acronym for "municipal separate storm sewer system".
27. **Maximum Extent Practicable (MEP):** Is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act (CWA), which reads as follows: "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the

- maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."
28. **Medium MS4:** Medium municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census
 29. **Monitoring:** Refers to tracking or measuring activities, progress, results, etc.;
 30. **Municipal separate storm sewer system:** Means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to paragraphs R317-8-1.6(4), (7), & (14), or designated under UAC R317-8-3.9(l)(a)5:
 - a. that is owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the CWA that discharges to Waters of the State;
 - b. that is designed or used for collecting or conveying storm water;
 - c. which is not a combined sewer; and
 - d. which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.
 31. **NOI:** Is an acronym for "Notice of Intent" to be covered by this Permit and is the mechanism used to "register" for coverage under a general Permit.
 32. **Non-analytical monitoring:** Refers to monitoring for pollutants by means other than UAC R317-2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.
 33. **Operator:** Is the person or entity responsible for the operation and maintenance of the MS4.
 34. **Outfall:** Means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey waters of the State.
 35. **Owner:** Is the party responsible for all operations and meeting all permit requirements.
 36. **Priority construction site:** Means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-storm water discharges and past record of non-compliance by the operators of the construction site.
 37. **Redevelopment:** Is the replacement or improvement of impervious surfaces on a developed site.

38. **Runoff:** Is water that travels across the land surface, or laterally through the ground near the land surface, and discharges to water bodies either directly or through a collection and
39. conveyance system. Runoff includes storm water and water from other sources that travels across the land surface.
40. **SWMP:** Is an acronym for storm water management program. The SWMP document is the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management plan.
41. **SWPPP:** Is an acronym for storm water pollution prevention plan.
42. **Small municipal separate storm sewer system:** Is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in "urbanized areas" (UAs) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case-by-case basis those Small MS4's located outside, or UAs that the UPDES Permitting authority designates.
43. **SOP:** Is an acronym for standard operating procedure which is a set of written instructions that document a routine or repetitive activity. For the purpose of this Permit, SOPs should emphasize pollution control measures to protect water quality.
44. **Stormwater:** Means storm water runoff, snowmelt runoff, and surface runoff and drainage.
45. **Storm water management program:** Means a set of measurable goals, actions, and activities designed to reduce the discharge of pollutants from the Small MS4 to the maximum extent practicable and to protect water quality.
46. **TMDL:** Is an acronym for "Total Maximum Daily Load" and in this Permit refers to a study that:
 - a. quantifies the amount of a pollutant in a stream;
 - b. identifies the sources of the pollutant; and
 - c. recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.
47. **Urbanized area:** Is a land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.
48. **Waters of the State:** Means all streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife which shall not be considered to be "Waters of the State" under this definition ("UAC" R317-1-1.32).

OTHER ACRONYMS USED WITHIN THIS DOCUMENT

- BMP Best Management Practices
- DEQ Division of Environmental Quality
- HHW Household Hazardous Waste
- ICFSWPPP Industrial/Commercial Facility Storm Water Pollution Prevention Plan
- IDDE Illicit Discharge Detection and Elimination
- SDS Safety Data Sheet
- MOU Memorandum of Understanding
- NOT Notice of Termination
- NOV Notice of Violation
- PPE Personal Protective Equipment
- RSI Registered Storm Water Inspector
- RSR Registered Storm Water Reviewer
- SLCO HD Salt Lake County Health Department
- SLCO Salt Lake County
- SOP Standard Operating Procedure
- SWMA Storm Water Maintenance Agreement
- TCLP Toxicity Characteristic Leaching Procedure
- UDEQ Utah Department of Environmental Quality
- UPDES Utah Pollutant Discharge Elimination System

GOOD HOUSEKEEPING TABLE OF CONTENTS

1. BUILDINGS – DUMPSTERS/GARBAGE STORAGE	13
2. BUILDINGS – PARKING LOT MAINTENANCE	14
3. CHEMICAL APPLICATION PESTICIDES, HERBICIDES, & FERTILIZERS	15
4. STORAGE AND DISPOSAL OF FERTILIZER AND PESTICIDES	17
5. ALTERNATIVE PRODUCTS USE/STORAGE/DISPOSAL	18
6. CHEMICAL HANDLING AND TRANSPORTING.....	19
7. PETROLEUM AND CHEMICAL DISPOSAL.....	20
8. GARBAGE STORAGE/SCRAP METAL CONTAINERS/TRASH PILES.....	21
9. OPEN SPACE MANAGEMENT.....	22
10. PET WASTE	23
11. SNOW REMOVAL AND DE-ICING	24
12. SNOW DISPOSAL	25
13. PLANTING VEGETATION – STARTERS	26
14. PLANTING VEGETATION – SEEDS	27
15. VEHICLES – FUELING	28
16. VEHICLES – VEHICLE AND EQUIPMENT STORAGE.....	29
17. VEHICLES – WASHING	30
18. SALT AND SAND/AGGREGATE STORAGE	31
19. SPARE PARTS STORAGE.....	32

GOOD HOUSEKEEPING

Buildings – Dumpsters/Garbage Storage Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from improper handling of garbage maintenance of dumpsters.

PROCEDURE:

1. Preparation:
 - a. Train employees on proper trash disposal.
 - b. Locate dumpsters and trash cans in convenient, easily observable areas.
 - c. Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
 - d. Where feasible, install berms, curbing, or vegetation strips around storage areas to control water from entering and leaving storage areas.

2. Process:
 - a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
 - b. Request/use dumpsters, and trash cans with lids and without drain holes.
 - c. Locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.
 - d. The County Reviewer, in conjunction with the County Urban Hydrology Engineer, will verify that the ownership and maintenance responsibilities for permanent (long term) Best Management Practices are understood by the Owner and Recorded against the property in a Document required by §17.22 of Salt Lake County Ordinance, known as a Storm Water Maintenance Agreement and Management Plan (SWMA & SWMP) as part of the subdivision or other required approval being recorded and prior to permits being issued for Construction.

3. Clean-up:
 - a. Keep areas around dumpsters clean of all garbage.
 - b. Have garbage bins emptied regularly to keep from overflowing.
 - c. Wash out bins or dumpsters as needed to keep odors from becoming a problem.
 - d. Wash out container in properly designated areas.

GOOD HOUSEKEEPING

Buildings – Parking Lot Maintenance Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater run-off from parking lots.

PROCEDURE:

1. Preparation:
 - a. Conduct regular employee training to reinforce proper housekeeping.
 - b. Restrict parking in areas to be swept prior to and during sweeping using regulation as necessary.
 - c. Perform regular maintenance and services in accordance with the recommended vehicle maintenance schedule on sweepers to increase and maintain efficiency.

2. Process:
 - a. Sweep parking areas, as needed, or as directed.
 - b. Hand sweep sections of gutter if soil and debris accumulate.
 - c. Pick-up litter as required to keep parking areas clean and orderly.

3. Clean-up:
 - a. Dispose of sweepings properly (appropriate solid waste facility).
 - b. Street sweepers to be cleaned out in a manner as instructed by the manufacturer and in a location that swept materials cannot be introduced into the storm drain.
 - c. Swept materials will not be stored in locations where storm water could transport fines into the storm drain system.

4. Documentation:
 - a. Retain work orders to track swept parking areas and approximate quantities.
 - b. Log training activities along with regular required safety training.

GOOD HOUSEKEEPING

Chemical Application Pesticides, Herbicides, & Fertilizers Standard Operating Procedure

PURPOSE:

To protect stormwater by properly applying pesticides, herbicides, & fertilizers.

PROCEDURE:

1. Preparation:
 - a. Make sure your state Chemical Handling Certification is complete and up-to-date before handling any chemicals.
 - b. Make sure all pesticide application is supervised by personnel certified by Utah Department of Agriculture.
 - c. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
 - d. Use pesticides only if there is an actual pest problem.
 - e. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
 - f. Know the weather conditions. Do not use pesticides if rain is expected within a 24-hour period. Apply pesticides only when wind speeds are low (less than 5 mph).

2. Process:
 - a. Follow the manufacturer's recommendations for mixing, application and disposal ("Read the Label").
 - b. Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.
 - c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting) of pesticides and fertilizers.
 - d. Whenever possible spot treat affected areas only instead of entire location.
 - e. Choose the least toxic pesticides that still achieve results.
 - f. Never apply controlled pesticides unless certified to do so.
 - g. Never apply pesticides before a heavy rainfall.

3. Clean-up:
 - a. Clean up any spilled chemicals (see SOP Spills Cleanup and Petroleum and Chemical Disposal).
 - b. Sweep or blow pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.

- c. Rinse equipment only when necessary. Triple rinse pesticide and herbicide containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
 - d. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label").
 - e. Never discharge rinse water or excess chemicals to storm drain, sewer or ground surface.
4. Documentation:
- a. Retain copies of SDS sheets for all pesticides, fertilizers and other hazardous products used.
 - b. Record fertilizing and pesticide application activities, including date, individual who performed the application, the amount of product used and the approximate area covered.

GOOD HOUSEKEEPING

Storage and Disposal of Fertilizer and Pesticides Standard Operating Procedure

PURPOSE:

To protect storm water by properly storing and disposing of fertilizers and pesticides (herbicides and fungicides). Because storm drain water is not part of a wastewater treatment system, discharge of these chemicals flows untreated into ponds, lakes, rivers, streams, estuaries, and bays.

PROCEDURE:

1. Always:
 - a. Store fertilizers and pesticides in high, dry locations, according to manufacturer's specifications and applicable regulations.
 - b. Clearly label secondary containers.
 - c. Properly dispose of fertilizers and pesticides according to manufacturer's specifications and applicable regulations.
 - d. Regularly inspect fertilizer and pesticide storage areas for leaks and spills.
 - e. Clean up spills and leaks of pesticides and fertilizers to prevent the chemicals from reaching the storm drain system. (see SOP for Spill Cleanup and Petroleum and Chemical Disposal).

2. Whenever Possible:
 - a. Store pesticides in enclosed areas or in covered impervious containment, preferably in a locked cabinet.
 - b. Order fertilizers and pesticides for delivery as close to time of use as possible to reduce amount stored at facility.
 - c. Order only the amount needed to minimize excess or obsolete materials requiring storage and disposal.
 - d. Use ALL herbicides or pesticides appropriately to minimize the amount of chemicals requiring disposal.
 - e. Do an annual review of storage area and dispose of old, unusable or "obsolete" fertilizer or pesticides in accordance with applicable regulations (just before your local Household Hazardous Waste Day).

3. Never:
 - a. Dispose of fertilizers or pesticides in storm drains.
 - b. Leave unlabeled or unstable chemicals in uncontrolled locations.

GOOD HOUSEKEEPING

Alternative Products Use/Storage/Disposal Standard Operating Procedure

PURPOSE:

To protect storm water by using alternative products that are more environmentally friendly.

PROCEDURE:

1. Always:
 - a. Ask product suppliers, peers, or regulatory agents if there is a more environmentally friendly alternative, when ordering any product.

2. Whenever Possible:
 - a. Use alternative products when deemed appropriate:
 - i. Instead of solvent-based parts cleaners use citrus-based cleaners or steam/pressure wash to an oil/water separator/holding tank. Use alternative products when deemed appropriate.
 - ii. Instead of herbicides use bark mulch.
 - iii. Instead of fertilizer use compost or manure.
 - iv. Instead of pesticides plant marigolds, onion, or garlic as deterrents; release or attract beneficial insects.
 - v. Instead of synthetic adsorbents, use corncob or cellulose products for petroleum spills that can be burned for energy recovery.
 - b. Train employees on the benefits of using alternative products.
 - c. Minimize waste by purchasing recyclable products that have minimal packaging.
 - d. Use less harmful de-icers such as calcium magnesium acetate, potassium acetate, or organic de-icers.
 - e. Use a "pre-mix" of 4 to 1 sodium chloride and calcium chloride, which is the most cost-effective alternative to straight salt.
 - f. Substitute synthetic fertilizers with natural compost and organic fertilizers to improve soil pH, texture and fertility, and cause less leaching to groundwater:
 - i. Use no-phosphorus lawn fertilizer.
 - ii. Reduce or eliminate mown lawn in areas that are not actively used.
 - g. Use slow-release nitrogen fertilizers.
 - h. Reduce or eliminate mown lawn in areas that are not actively used.
 - i. Consider converting unused turf to meadow or forest.

GOOD HOUSEKEEPING

Chemical Handling and Transporting Standard Operating Procedure

PURPOSE:

To prevent the discharge of pollutants into Stormwater from buildings and grounds maintenance activities through proper chemical handling and application.

PROCEDURE:

1. Preparation:
 - a. Make sure your state Chemical Handling Certification (where applicable) is complete and up-to-date before handling any chemicals.
 - b. Supervisors ensure that employees handling and transporting chemicals are trained on the proper procedures.
 - c. Ensure there is a spill kit onsite for containment and prevention of pollutants from discharging into stormwater systems.
 - d. Have proper PPE available and wear it prior to handling chemicals as necessary or as required.
 - e. Understand and follow SDS for handling of chemicals and other hazardous products.

2. Process:
 - a. Wear proper PPE for chemical being used, transported or handled.
 - b. Begin transfer or handling process.
 - c. Stop process if spills occur. (Refer to Spill Cleanup SOP).
 - d. Disconnect and store handling equipment as required.

3. Clean-up:
 - a. Clean up any spills with proper material.
 - b. Dispose of contaminated material at appropriate facility.

4. Documentation:
 - a. Report spills to **Salt Lake County Health Department 801-580-6681** as necessary.

GOOD HOUSEKEEPING

Petroleum and Chemical Disposal Standard Operating Procedure

PURPOSE:

To protect storm water from petroleum and chemical products due to improper disposal practices.

PROCEDURE:

1. Always:
 - a. Maintain tracking and a manifest, where necessary, of chemicals and petroleum products being disposed or recycled off-site.
 - b. Transport used petroleum and chemical products with a licensed transporter and maintain records.
 - c. Train employees on proper disposal practices.
 - d. Analyze floor drain solids (from sediment trap) for TCLP to determine if hazardous waste or not.

2. Whenever Possible:
 - a. Minimize the number of solvents used to reduce the variety of waste generated and to make recycling easier.
 - b. Use safer alternatives. (see Alternative Products SOP)

3. Never:
 - a. Never place hazardous waste in solid waste dumpsters.
 - b. Never pour liquid waste down floor drains, sinks, or outdoor storm drain inlets.
 - c. Never mix petroleum waste and chemical waste.
 - d. Never dispose of any gasoline-contaminated waste in the regular trash. Dispose of it only as a hazardous waste.
 - e. Never mix incompatible chemicals such as acids and bases.

GOOD HOUSEKEEPING

Garbage Storage/Scrap Metal Containers/Trash Piles Standard Operating Procedure

PURPOSE:

To protect stormwater by properly inspecting, maintaining, and cleaning garbage collection areas.

PROCEDURE:

1. Preparation:
 - a. Locate dumpsters and trash cans with lids in convenient, easily observable areas.
 - b. Locate scrap metal bin under cover if there is no lid or tarp to provide cover.
 - c. Provide properly-labeled recycling bins to reduce the amount of garbage disposed.
 - d. Provide training to employees to prevent improper disposal of general trash.
 - e. Control run-off of sediments and debris from trash storage areas. Provide silt traps or oil water separators at run off entry points into the storm drain system.

2. Process:
 - a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
 - b. Locate dumpsters on a flat, impervious surface that does not slope or drain directly into the storm drain system.
 - c. Control run off leaving storage areas.
 - d. Keep lids closed when not actively filling dumpster.

3. Clean-up:
 - a. Keep areas around dumpsters clean of all garbage.
 - b. Have garbage bins emptied as often as needed to keep from overflowing.
 - c. Wash out bins or dumpsters as needed to keep odors from becoming a problem. Wash out in properly-designated areas only.

GOOD HOUSEKEEPING

Open Space Management Standard Operating Procedure

PURPOSE:

To protect stormwater by ensuring open space areas are kept free of trash and debris, stormwater controls are properly maintained and inspected.

PROCEDURE:

1. Preparation:
 - a. Provide a regular observation and maintenance of parks, golf courses, and other public open spaces.
 - b. Identify public open spaces that are used for storm water detention and verify that detention areas are included on the storm water system mapping, inspection schedules, and maintenance schedules.

2. Process:
 - a. Ensure that any stormwater or drainage system components on the property are properly maintained.
 - b. Avoid placing bark mulch (or other floatable landscaping materials) in stormwater detention areas or other areas where stormwater runoff can carry the mulch into the storm drainage system.
 - c. Follow all SOPs related to irrigation, mowing, landscaping, and pet waste management.

3. Clean-up:
 - a. Keep all outdoor work areas neat and tidy. Clean by sweeping instead of washing whenever possible. If areas must be washed, ensure that wash water will enter a landscaped area rather than the stormwater. Do not use soap for outdoor washing.
 - b. Pick up trash on a regular basis.

GOOD HOUSEKEEPING

Pet Waste Standard Operating Procedure

PURPOSE:

To protect stormwater from pet waste bacteria.

PROCEDURE:

1. Preparation:
 - a. Adopt and enforce ordinances that require pet owners to clean up pet waste and use leashes in public areas. If public off-leash areas are designated, make sure they are clearly defined. Avoid designating public off-leash areas near streams and water bodies.
 - b. Whenever practical and cost effective, install dispensers for pet waste bags and provide disposal containers at locations such as trail heads or parks where pet waste has been a problem. Provide signs with instructions for proper cleanup and disposal.
2. Process:
 - a. Check parks and trails for pet waste as needed.
 - b. Check public open space for pet waste prior to mowing.
 - c. Provide ordinance enforcement as needed.
3. Clean-up:
 - a. Remove all pet waste, provide temporary storage in a covered waste container, and dispose of properly. Preferred method of disposal is at a solid waste disposal facility.
4. Documentation:
 - a. Document problem areas for possible increased enforcement and/or public education signs.

GOOD HOUSEKEEPING

Snow Removal and De-Icing Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from snow removal and de-icing activities.

PROCEDURE:

1. Preparation:
 - a. Store de-icing material under a covered storage area.
 - b. Wash out vehicles (if necessary) in approved washout area before preparing them for snow removal.
 - c. Calibrate spreaders to minimize amount of de-icing material used and still be effective.
 - d. Supervisor vehicles have spill cleanup kits in case of hydraulic line rupture or other spills.
 - e. Train employees in spill cleanup procedures and proper handling and storage of de-icing materials.

2. Process:
 - a. Load material into trucks carefully to minimize spillage.
 - b. Periodically dry sweep loading area to reduce the amount of de-icing materials exposed to runoff.
 - c. Distribute the minimum amount of de-icing material to be effective on roads.
 - d. Turn spreader off while loading and any other time the vehicle is not moving in the forward position.
 - e. Park trucks loaded with de-icing material inside when possible.

3. Clean-up:
 - a. Sweep up all spilled de-icing material around loading area.
 - b. Clean out trucks after snow removal duty in approved washout area.
 - c. Provide maintenance for vehicles in covered area.

GOOD HOUSEKEEPING

Snow Disposal Standard Operating Procedure

PURPOSE:

To protect storm water by minimizing the impact of snow piles which contain sand, salt, and trash which generate concentrated releases of pollutants during spring snowmelt conditions.

PROCEDURE:

1. Always:
 - a. Identify sensitive ecosystems prior to disposal and avoid disposal in these areas.
 - b. Store snow at least 25 feet from the high water mark of a Surface Water.
 - c. Store snow at least 75 feet from any private water supply, at least 200 feet from any community water supply, and at least 400 feet from any municipal wells.
 - d. Clear debris in storage area each year prior to snow storage use.
 - e. Clear debris in snow storage area and immediately after snowmelt occurs of each year the storage area is in use.

2. Whenever Possible:
 - a. Select storage locations that do not drain into surface waters and where environmental impacts of spring melt are minimal.
 - b. Store snow on areas that are well above groundwater table on a flat, vegetated slope.
 - c. Avoid disposal on pavement, concrete, and other impervious surfaces.
 - d. Do not pile snow in wooded areas, around trees or in vegetative buffers.
 - e. Divert water run-off from areas outside the snow piles.
 - f. Use less harmful deicers such as calcium magnesium acetate, potassium acetate, or organic de-icers such as *Magic Salt*.

3. Never:
 - a. Never dispose of snow in wetlands, lakes, streams, rivers, mudflats, or near drinking water sources.
 - b. Never store snow in well-head protection areas (Drinking Water Source Protection Zones).

GOOD HOUSEKEEPING

Planting Vegetation – Starters Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from vegetation-starters.

PROCEDURE:

1. Preparation:
 - a. Call the Blue Stakes Center (<http://www.bluestakes.org>) of Utah at 811 or 1-800-662-4111 at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
 - b. Transport spoils to their designated fill or disposal area.

2. Process:
 - a. Dig holes; place spoils on tarps or plastic near the hole where they may easily be placed back around roots. Avoid placing spoils in the gutter.
 - b. Bring each plant near the edge of the hole dug for it.
 - c. Check the depth of the hole, and adjust the depth if necessary. The depth of the hole for a tree should be 2" less than the root flare to the bottom of the root ball, so that the root flare is 2" above the finish grade.
 - d. Carefully remove pot or burlap.
 - e. Place the plant in the hole.
 - f. Backfill the hole with existing spoils, compost, and a little fertilizer if desired. Do not use excessive amendments.
 - g. Thoroughly water the plant to remove any air pockets that may be in the soil.
 - h. Stake the plant, if necessary, to stabilize it.
 - i. Provide erosion control on slopes where necessary using tackifiers, erosion mats, soil stabilizers or other appropriate methods.

3. Clean-up:
 - a. Sweep dirt from surrounding pavement(s) into the planter area.
 - b. Transport spoils to their designated fill or disposal area.

GOOD HOUSEKEEPING

Planting Vegetation – Seeds Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from vegetation- seeds.

PROCEDURE:

1. Preparation:
 - a. Call the Blue Stakes Center (<http://www.bluestakes.org>) of Utah at 811 or 1-800-662-4111 at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
 - b. Determine the application rate, method, water source, and ensure adequate materials are on hand.
 - c. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.

49. Process:
 - d. Place the seed and any cover using the pre-determined application method (and rake).
 - e. Lightly moisten the seed.
 - f. Ensure that the regular watering method is working properly and limit amount of over spray on paved areas.
 - g. Provide erosion control on slopes where necessary using tackifiers, erosion mats, soil stabilizers or other appropriate methods.

50. Clean-up:
 - h. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area.
 - i. Transport spoils to their designated fill or disposal area.

GOOD HOUSEKEEPING

Vehicles – Fueling Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during maintenance of vehicles.

PROCEDURE:

1. Preparation:
 - a. Train employees on proper fueling methods and spill cleanup techniques.
 - b. Where Possible install a canopy or roof over aboveground storage tanks and fuel transfer areas.
 - c. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

2. Process:
 - a. Shut off the engine.
 - b. Ensure that the fuel is the proper type of fuel for the vehicle.
 - c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfill.
 - d. Fuel vehicle carefully to minimize drips to the ground.
 - e. Fuel tanks shall not be topped off.
 - f. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
 - g. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

1. Clean-up:
 - a. Immediately clean up spills using dry absorbent (e.g., kitty litter, sawdust, etc.) sweep up absorbent material and properly dispose of contaminated clean up materials.
 - b. Large spills shall be contained as best as possible and the Hazardous Material team should be notified as soon as possible.

GOOD HOUSEKEEPING

Vehicles – Vehicle and Equipment Storage Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by vehicles and equipment in storage.

PROCEDURE:

1. Preparation:
 - a. Inspect parking areas for stains/leaks on a regular basis.
 - b. Provide drip pans or adsorbents for leaking vehicles.

2. Process:
 - a. Whenever possible, store vehicles inside where floor drains have been connected to sanitary sewer system.
 - b. When inside storage is not available, vehicles and equipment will be parked in the approved designated areas and away from storm drain inlets as much as possible.
 - c. Maintain vehicles to prevent leaks as much as possible.
 - d. Address any known leaks or drips as soon as possible. When a leak is detected a drip pan will be placed under the leaking vehicle to collect the drip.
 - e. The shop will provide a labeled location to empty and store drip pans.
 - f. If any leaks are discovered, a drip pan will be used to collect the fluids and vehicle will be scheduled for repairs.
 - g. Clean up all spills using dry methods.
 - h. Never store leaking vehicles over a storm drain.

3. Clean-up:
 - a. Any leaks that are spilled on the asphalt will be cleaned up with dry absorbent; the dry absorbent will be swept up and disposed of in the garbage.
 - b. The paved surfaces around the building will be swept every two weeks, weather permitting.

GOOD HOUSEKEEPING

Vehicles – Washing Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during cleaning of vehicles and equipment.

PROCEDURE:

1. Preparation:
 - a. Truck, vehicle, and equipment wash building provided with a drainage system, which is attached to the sanitary sewer system.
 - b. No vehicle washing will be done where the drain system is connected to the storm drain system.

2. Process:
 - a. Minimize water and soap use when washing vehicles inside the Truck Wash building.
 - b. Use hoses with automatic shut off nozzles to minimize water usage.
 - c. Never wash vehicles over or near a storm drain.

3. Clean-up:
 - a. Clean solids from the settling pits on an as needed basis.

GOOD HOUSEKEEPING

Salt and Sand/Aggregate Storage Standard Operating Procedure

PURPOSE:

To prevent the discharge of pollutants into stormwater through the proper storage and maintenance of salt and aggregate piles.

PROCEDURE:

1. Preparation:
 - a. Keep general area clean and free from general debris and potential hazards
 - b. Keep salt piles and other aggregate piles well-groomed and in consolidated.
 - c. Keep salt piles and other aggregate piles together and away from stormwater controls.
 - d. If piles are covered, ensure that the cover facility is well maintained and in good repair. Cover piles where possible.
 - e. Ensure any drainage from uncovered salt piles is directed towards a secondary containment system and does not leave the site.
2. Clean-up:
 - a. Regularly sweep loading areas and track-out areas to reduce the amount of salt exposed to run-off as required.
 - b. Inspect secondary containment systems following storm events and keep these areas clean and well maintained.
3. Documentation:
 - a. Inspections and maintenance activities will be recorded using the relevant operations inspection form.

GOOD HOUSEKEEPING

Spare Parts Storage Standard Operating Procedure

PURPOSE:

To protect storm water by properly storing spare parts. Improper storage of materials can result in pollutants and toxic materials entering ground and surface water supplies.

PROCEDURE:

1. Always:
 - a. Store spare parts in a designated area.
 - b. Use drip pans for any parts that are dripping.

2. Whenever Possible:
 - a. Store spare parts inside or under cover.
 - b. Monitor storage areas for staining/leaks on a schedule decided on by the appropriate personnel.
 - c. Clean the majority of petroleum products from the parts that are to be stored.

CONSTRUCTION SITE RUN-OFF CONTROLS TABLE OF CONTENTS

20. CHIP SEAL.....	34
21. CRACK SEAL	35
22. CURB/PAVEMENT MARKINGS.....	36
23. PAINTING	38
24. NEW/REPLACEMENT CONCRETE WORK	39
25. OVERLAYS AND PATCHING	40
26. SHOULDERING AND MOWING.....	41
27. SLURRY SEAL.....	42
28. TRANSPORTING EQUIPMENT.....	43
29. TRANSPORTING DRY EXCAVATED MATERIALS & SPOILS	44
30. TRANSPORTING SOIL AND GRAVEL.....	45
31. TRANSPORTING WET EXCAVATED MATERIALS & SPOILS	46
32. PRE-CONSTRUCTION, PRE-SWPPP & SWPPP REVIEW,	47
33. SITE INSPECTIONS & ENFORCEMENT RESPONSE	47

CONSTRUCTION SITE RUN-OFF CONTROLS

Chip Seal Standard Operating Procedure

PURPOSE:

To protect stormwater by protecting stormwater controls from chip seal pollutants from entering the storm drain system.

PROCEDURE:

1. Preparation:
 - a. Clean and dry areas where materials are to be applied.
 - b. Apply temporary covers to manholes and catch basins, as needed, to prevent oil and materials from getting inside of them.

2. Process:
 - a. Apply emulsion at recommended rate.
 - b. Spread chips closely behind emulsion distributor, slowly such that the chips do not roll when they hit the surface.
 - c. Roll chips. Rollers follow closely behind the chip spreader. Roll entire surface twice.
 - d. Maximum speed 5 mph.

3. Clean-up:
 - a. All loose aggregate is removed from the roadway by sweeping it up (see SOP for Street Sweeping).
 - b. Excessive asphalt applications and spills are removed with shovels and scraping tools.
 - c. Remove the temporary covers from manholes and catch basins. If it appears that any chip seal materials have gotten into the inlet boxes, remove the material according to the SOP for inlet boxes.
 - d. Dispose of the waste material that has been swept and scraped up by taking it to the landfill.

CONSTRUCTION SITE RUN-OFF CONTROLS

Crack Seal Standard Operating Procedure

PURPOSE:

To protect stormwater by protecting stormwater controls from crack seal pollutants and from entering the storm drain system.

PROCEDURE:

1. Preparation:
 - a. Cover manholes, catch basins and valves, as needed, to prevent oil and materials from getting inside the structures or system.
 - b. Remove weeds from the road.
 - c. Air-blast the cracks to remove sediments from the crack to allow for proper adhesion.
 - d. Ensure that surface is clean and dry.

2. Process:
 - a. Proper temperature of material should be maintained.
 - b. Sufficient material is applied to form the specified configuration.

3. Clean-up:
 - a. Use shovels and/or scrapers to remove excessive sealant application or spills and dispose of them properly.
 - b. Sweep all loose debris from the pavement and dispose of it in the local landfill.

CONSTRUCTION SITE RUN-OFF CONTROLS

Curb/Pavement Markings Standard Operating Procedure

PURPOSE:

To protect stormwater by properly storing, using, and disposing of paint and preparation materials.

PROCEDURE:

1. Preparation:
 - a. See Painting SOP.
 - b. Calculate the amount of paint required for the job.
 - c. Use water based paints.
 - d. Determine whether the wastes will be hazardous or not and designate the proper disposal of said wastes.
 - e. Determine locations of storm drain inlets and sewer inlets that may need to be protected.
 - f. Prepare surfaces to be painted without generating wastewater by scraping.
 - g. Thoroughly sweep up all paint scrapings and place them in the appropriate solid waste facilities.
 - h. If paint stripping is needed, use a citrus-based paint remover whenever possible, which is less toxic than chemical strippers.
 - i. If wastewater will be generated, use curb, dyke, etc. around the activity to collect the filter and collect the debris.

2. Process:
 - a. Paint curb/pavement.
 - b. Prevent over-spraying of paints and/or excessive sandblasting.
 - c. Use drip pans and drop clothes in areas of mixing paints and painting.
 - d. Store latex paint rollers and brushes in air tight bags to be reused later.
 - e. Have available absorbent material and other BMP's ready for an accidental paint spill.

3. Clean-up:
 - a. Paint out brushes and rollers as much as possible. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.
 - b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being used.
 - c. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or wastewater from cleanup of paint in the storm drain.

- d. Upon completion of the painting project, a five-gallon bucket of clean water is used to clean the paint sprayer until the water comes out clear. The mixture of sprayed water/paint is directed at a pile of waste material. The material is allowed to dry before it is taken to the landfill.

CONSTRUCTION SITE RUN-OFF CONTROLS

Painting

Standard Operating Procedure

PURPOSE:

To protect storm water by properly storing, using and disposing of paint and preparation materials.

PROCEDURE:

1. Always:
 - a. Store waste paints, solvents, and rags in sealed containers.
 - b. Perform abrasive blasting and spray painting in accordance with regulations.
 - c. Properly clean, store, and dispose of paint and associated waste materials.
 - d. Train employees on Best Management Practices concerning painting activities, cleanup, and disposal.

2. Whenever Possible:
 - a. Replace solvent-based paint with less toxic paints such as latex or water-based paints.
 - b. Practice "source reduction" – buy only the paint that is needed.
 - c. Use up, donate or recycle unused paint. Dispose of unusable paint at the HHW facility.
 - d. Use drop cloths under any painting or preparation activity such as scraping or sandblasting.
 - e. Use techniques such as brushing and rolling to avoid overspray.
 - f. Use vacuum sanders to collect paint dust.
 - g. Perform abrasive blasting and spray painting in an enclosed or covered area that is safe for personnel.
 - h. If solvent is used to clean equipment, dispose of at the HHW facility.

3. Never:
 - a. Never dispose of paint or waste paint products into the storm drain system, a water body, or onto the ground.
 - b. Never clean paint brushes or equipment outside.

CONSTRUCTION SITE RUN-OFF CONTROLS

New/Replacement Concrete Work Standard Operating Procedure

PURPOSE:

To protect stormwater from concrete construction activities and resulting waste products.

PROCEDURE:

1. Preparation:
 - a. Store dry and wet materials under cover, away from drainage areas.
 - b. Remove any damaged concrete that may need to be replaced.
 - c. Prepare and compact sub-base.
 - d. Set forms and place any reinforcing steel that may be required.
 - e. Determine how much new concrete will be needed.
 - f. Locate or construct approved concrete washout facility.

2. Process:
 - a. Install inlet protection as needed.
 - b. Moisten sub-base just prior to placing new concrete. This helps keep the soil from wicking moisture out of the concrete into the ground.
 - c. Place new concrete in forms.
 - d. Consolidate new concrete.
 - e. Screenshot surface.
 - f. Let concrete obtain its initial cure.
 - g. Apply appropriate surface finish.
 - h. Remove forms when concrete will not slump.

3. Clean-up:
 - a. Perform washout of concrete trucks and equipment in designated areas only.
 - b. Insure that cement and concrete dust from grinding activities is swept up and removed from the site.
 - c. Sweep dirt or debris from street and gutter and dispose of in appropriate solid waste facilities.

CONSTRUCTION SITE RUN-OFF CONTROLS

Overlays and Patching Standard Operating Procedure

PURPOSE:

To protect stormwater by utilizing proper techniques and controls during overlay and patching activities.

PROCEDURE:

1. Preparation:
 - a. Check weather conditions and avoid working in rain or any precipitation.
 - b. Set up /establish a traffic control for road with necessary detours, etc.
 - c. Measure and mark locations of manholes and valves on the curb.
 - d. Manholes and catch basins are to be covered as needed to prevent oil and materials from getting inside the structures or system.
 - e. Cracks should be properly sealed. Alligator cracks and potholes should be removed and patched. Rutting should be milled.
 - f. Surface should be clean and dry.
 - g. Uniform tack coat applied and cured prior to placement of overlay.
 - h. If milling is required, install inlet protection as needed.

2. Process:
 - a. Check hot asphalt mix for proper temperature, percentage asphalt, gradation, air voids and any other agency requirements.
 - b. Raise manhole lids and valves to elevation of new asphalt surface with riser rings.
 - c. Surface texture should be uniform, no tearing or scuffing.
 - d. Rolling should be done to achieve proper in-place air void specification.

3. Clean-up:
 - a. Covering should be removed as soon as the threat of imported materials entering the system is reduced and prior to a storm event.
 - b. After pavement has cooled, sweep gutters to remove loose aggregate.

CONSTRUCTION SITE RUN-OFF CONTROLS

Shouldering and Mowing Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from shouldering and mowing activities.

PROCEDURE:

1. Preparation:
 - a. Locate all storm drain collections structures and inlets in the right-of-way.
 - b. Place import material as needed and perform grading to achieve proper drainage.
 - c. Mulch clippings to help reduce the amount of supplemental fertilizer required.
 - d. Install temporary catch basin protection as required.

2. Clean-up:
 - a. Clean any loose material off asphalt or gutter.
 - b. Transport to and dispose of materials at approved facility.
 - c. Wash equipment in approved wash station.

CONSTRUCTION SITE RUN-OFF CONTROLS

Slurry Seal Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from slurry sealing activities.

PROCEDURE:

1. Preparation:
 - a. Remove weeds from the roads. Sweep areas where materials are to be applied, and allow to dry, if necessary. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
 - b. Cover/protect catch basins, manholes, and valves as needed.
2. Process:
 - a. Apply materials in a smooth and uniform manner. Slurry material should not run onto adjacent pavement surface, curb and gutter or waterways.
3. Clean-up:
 - a. If loose aggregate is remaining in street or curb, sweep it up.
 - b. Ensure that excess emulsion materials are removed from the site and stored for later use in an area or container that is not exposed to the weather.
 - c. Remove covers/protection from catch basins, manholes and valves etc.

CONSTRUCTION SITE RUN-OFF CONTROLS

Transporting Equipment Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by ensuring proper transporting methods.

PROCEDURE:

1. Preparation:
 - a. Determine equipment needed for transport and method (trailer, truck bed) needed to transport equipment.
 - b. Conduct pre-trip inspection of equipment to ensure any loose material is removed, that there are no leaking fluids and all equipment is secure.
 - c. Make sure dirt and debris that may fall from equipment is removed before transport.

2. Process:
 - a. Load and secure equipment on trailer or truck.
 - b. Load and secure fuel containers for equipment usage.

3. Clean-up:
 - a. Off load equipment.
 - b. Store equipment and trailer in proper location.
 - c. Conduct post-trip inspection of equipment.
 - d. Wash equipment, if needed, according to the SOP for that equipment.

CONSTRUCTION SITE RUN-OFF CONTROLS

Transporting Dry Excavated Materials & Spoils Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by ensuring proper transporting methods.

PROCEDURE:

1. Preparation:
 - a. Utilize truck with proper containment of materials.
 - b. Determine disposal site of excavated materials.
 - c. Determine the path of travel to and from disposal site.

2. Process:
 - a. Load.
 - b. Check truck after loading for possible spillage.
 - c. Transport in manner to eliminate spillage & tracking.
 - d. Utilize one route for transporting.

3. Clean-up:
 - a. Clean loading area.
 - b. Clean transporting route.
 - c. Wash off truck and other equipment in a designated vehicle wash area.

CONSTRUCTION SITE RUN-OFF CONTROLS

Transporting Soil and Gravel Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by ensuring proper transporting methods.

PROCEDURE:

1. Preparation:
 - a. Dry out wet materials before transporting.
 - b. Spray down dusty materials to keep from blowing.
 - c. Make sure you know and understand the SWPPP requirements of the site where work will be performed.
 - d. Determine the location where the truck and other equipment will be cleaned afterwards.
 - e. Check vehicle tailgate to make sure it seals and latches properly.

2. Process:
 - a. Use a stabilized construction entrance to access or leave the site where materials are being transported to/from.
 - b. Cover truck bed with a secured tarp before transporting.
 - c. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.
 - d. Make sure not to overfill materials when loading trucks.

3. Clean-up:
 - a. Use sweeper to clean up any materials tracked out on the roads from site.
 - b. Wash out truck and other equipment when needed in properly designated areas.

CONSTRUCTION SITE RUN-OFF CONTROLS

Transporting Wet Excavated Materials & Spoils Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by ensuring proper transporting methods.

PROCEDURE:

1. Preparation:
 - a. Utilize truck with containment for material.
 - b. Determine disposal site of excavated material.
 - c. Determine the path of travel to and from disposal site.

2. Process:
 - a. Load and transport in manner to minimize spillage & tracking of material.
 - b. Check truck for spillage.
 - c. Utilize one route of transport.

3. Clean-up:
 - a. Clean route of transport to provide cleaning of any spilled material.
 - b. Wash out equipment truck and other equipment in designated vehicle wash area.

CONSTRUCTION SITE RUN-OFF CONTROLS

Pre-Construction, Pre-SWPPP & SWPPP Review Site Inspections & Enforcement Response Standard Operating Procedure

PURPOSE:

Outline the procedures and responsibilities for meeting the construction sediment and erosion control requirements in Salt Lake County's storm water discharge permit for County personnel. The stormwater permit requirements apply for construction activities that:

- Disturb one acre or more of land,
- Disturb less than one acre of land, but are part of larger common plan of development that disturb one acre or more, or
- Disturb land of any size if the site is adjacent (within 100 ft) to regulated wetlands or surface waters or located in the Salt Lake City watershed.

PROCEDURE:

1. Permit Application
 - a. Owner must obtain a UPDES Storm Water General Permit for Construction Activities. from the UDEQ. The UDEQ construction permit application and related guidance are on the UDEQ website at: [Stormwater Discharge Permit Associated with Construction Activities](#), Permit UTRC00000. Must have State Login and be obtained online.
 - b. Owner must complete and submit a County Building Permit Application to the County. The County permit application and related information are on the County website at: [EProcess Building Permit](#). Must be obtained online.
 - c. The application must designate the parties responsible for complying with the County requirements. The Owner will submit a signed copy of UDEQ NOI permit with Development Permit Application.
 - d. Owner must prepare and submit a SWPPP that includes site plans and construction details for proposed Best Management Practices (BMPs) to be used for erosion and sediment control on the site during construction. The State of Utah Department of Environmental Quality construction permit application and SWPPP requirements are on the State of Utah DEQ website at: <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>. Must have State Login and be obtained online.
2. SWPPP Review and Approval
 - a. Salt Lake County (RSR or equivalent) shall review the SWPPP and associated information for compliance with the Jordan Valley Municipal MS4 permit UTS0000001 and Salt Lake County Standards and Construction Specifications by

- making a site visit during the planning application review process to evaluate the site and the proposed construction planned.
- b. Salt Lake County (RSR or equivalent) shall complete the pre-construction SWPPP review, which includes evaluation of the site design, the planned operation at the construction site, planned BMP's during the construction phase, and the planned BMP's to be used to manage runoff created after development. Incorporated into the review procedures are considerations for potential water quality impacts and evaluation of opportunities for the use of LID and Green Infrastructure, and if applicable encourage such BMP's to be incorporated into the site design. Identify priority construction sites, including those sites which discharge directly or immediately upstream of the waters of the State, which shall include the use of a SWPPP check list. See **Appendix C**.
 - c. Salt Lake County (RSR or equivalent) shall inform the applicant in writing of any deficiencies in the SWPPP through by the most expedient method (usually by email) and insure that the applicant responds to and addresses those deficiencies before the SWPPP is approved and any permits are issued for the construction.
 - d. The County Reviewer, in conjunction with the County Urban Hydrology Engineer, shall verify that the ownership and maintenance responsibilities for permanent (long-term) BMPs are understood by the Owner and Recorded against the property in a Document required by §17.22 of Salt Lake County Ordinance, known as a Storm Water Maintenance Agreement and Management plan (SWMA & SWMP) as part of the subdivision or other required approval being recorded and prior to permits being issued for Construction.
3. Permit approval and issuance
- a. Once the SWPPP is reviewed and meets the County's requirements, The Reviewer shall upload a copy of the approved SWPPP and the associated documents into the Permit for the applicant using the current computer Permit software. (Eprocess 360, v.2015).
 - b. The Construction Supervisor or Plans Examiner shall stamp & sign the plans for approval under the grading review portion of the Development Application. (electronically or wet stamp), and shall enter the quantities of cut and fill to be permitted, along with the area to be disturbed for permitting under the SWPPP land disturbance permit, using the current computer Permit software (Eprocess 360, v.2015).
 - c. Administrative staff shall confirm approval using the current computer Permit software (Eprocess 360, v.2015) program, then collect the applicable fees, and issue the relevant County Permit.
4. Pre-Construction Meeting: A pre-construction meeting shall be held on-site after BMP's are observed and implemented, and prior to groundbreaking.
- a. Required Attendees

- i. Owners Special Construction Inspector
 - ii. Owner/Applicant
 - iii. Owners Construction Supervisor and Foreman
 - iv. Owners Special Inspector - SWPPP (third party if contracted)
 - v. County Inspector, RSI
 - vi. County Construction Inspection Supervisor, (if deemed necessary)
 - vii. County Project Grading Inspector
 - viii. County Offsite Inspector
 - ix. County Hydrology or Traffic Engineer (if deemed necessary)
 - x. County Building Inspection Supervisor (if deemed necessary)
- b. At the meeting, the Owner shall provide evidence that the person responsible for supervising and inspecting installation and maintenance of BMPs for the duration of the project is a certified RSI (or equivalent) that has been trained in a program acceptable to the County.
- c. At the meeting, the Owner shall provide documentation that SWPPP has been approved by Salt Lake County (to be maintained on site)
- d. At the meeting, the Owner shall provide copies of storm water permits for construction issued by the State of Utah DEQ and Salt Lake County (permits shall be maintained on site)
- e. At the meeting, the Salt Lake County Stormwater Inspector shall explain the storm water requirements which include but are not limited to:
- i. Expectations and Requirements for erosion and sediment control practices and Enforcement consequences in accordance with §17.22 of Salt Lake County Ordinance
 - ii. Assurance that the SWPPP shall remain an approved SWPPP. These assurances are contingent on the owner/operator updating the SWPPP to reflect any changes in the BMPs if those changes become necessary.
 - iii. Requirements for maintaining a certified storm water inspector on the project.
 - iv. Enforcement Procedures for storm water violations. **See Appendix D.**
 - v. Annual renewal requirements for the State of Utah and County Stormwater Discharge Permit.
 - vi. The State of Utah inspection checklist that shall be used by Salt Lake County or approve/agree to use checklist form proposed by owner/operator.
 - vii. Any additional documents that maybe required before the issuance of the County's permit (if the permit has not been issued), such as 404 permits, wetland or floodplain permits, etc.
 - viii. Requirements and forms for the transfer of ownership and Notice of Termination of permit.

5. Inspections

- a. The Owner shall maintain a copy of the approved SWPPP onsite at all times. The SWPPP shall be maintained and updated per Salt Lake County requirements and made available to Salt Lake County, The State of Utah and EPA inspectors upon request.
- b. The Owner shall install and maintain all BMPs as specified in the approved SWPPP.
- c. The Owner will update the SWPPP, including the site map and any procedures, and include any changes in BMPs.
- d. The Owner shall inspect all BMPs every fourteen (14) days and immediately after any significant rainfall (0.5 or greater) and snowfall and snowmelt or as required by SWPPP.
- e. The Owner shall maintain a record of inspections records of BMPs onsite with the SWPPP. Copies of records of inspections will be made available to the County Inspectors at the time of their storm event and other scheduled and non-scheduled Inspections.
- f. The Owner shall keep an onsite copy of the certification in erosion and sediment control for the person responsible for supervising installation and maintenance of sediment and erosion control practices.
- g. The Owner's Inspector shall inspect the erosion and sediment BMPs for compliance with the approved SWPPP. The County Inspector will meet on the site with the erosion and sediment control supervisor to inspect the site (using the State Construction Storm Water inspection form) in accordance with the Approved SWPPP and address any changes or improvements to the installed BMPs. At the same time, the County Inspector reviews the inspection records and revisions to the SWPPP.
- h. The Owner's Inspector shall document inspections in writing using Erosion and Sediment Control Field Inspection Report approved with the SWPPP
- i. The County Inspector shall discuss all inspections, penalties and fines with the Construction Inspection Supervisor, including those immediately after any significant rainfall (0.5 or greater) and snowfall and snowmelt. The County Inspector shall schedule, enter inspections, including relevant discussions, into the data base using the current computer software (Eprocess 360, v.2015).
- j. The County Construction Inspection Supervisor shall report all corrective actions and issued fines, Notice of Violations, etc. to the County Storm Water Management staff, at the weekly Storm Water Mangers staff meeting.
- k. The County Development Services Administrative staff shall collect and file hard copies of the active SWPPP documents and permits in a central location at the County Development Services Office and on the latest software (Eprocess 360, v.2015).
- l. The County Construction Storm Water Supervisor shall respond to stormwater-related requests and complaints submitted by the public. The complaints are then forwarded to the correct division and or agency (when applicable). The subsequent

complaints are entered and tracked by the applicable agency or the County as required. County uses the current software (Eprocess 360, v.2015).

6. Change of Ownership/Transfer of Permit

- a. The Owner shall submit transfer of ownership forms to Salt Lake County and the State of Utah DEQ when there is a change in ownership of the site or project.
- b. The County Inspector shall insure that transfer of ownership application and Notice of Termination forms are submitted by the Owner. He will sign the forms submitted, complete field inspections and report to the Construction Inspection Supervisor, findings of (NOT) Notice of Termination inspection.
- c. Salt Lake County Inspection Supervisor or Inspector shall record changes or project inactivation or Termination on the State of Utah DEQ Administration Access Stormwater Permits page.

7. Project Closeout

- a. The Owner shall submit Notice of Termination (NOT) forms to the County and UDEQ when the project is complete (70% Stabilized).
- b. The Owner shall provide evidence that the Notice of Termination application has been submitted to UDEQ to the Salt Lake County Inspector.
- c. The Owner shall prepare and submit to the Salt Lake County Construction Inspection Supervisor a certification signed by a Professional Engineer verifying that the permanent BMPs have been installed per approved plans and specifications (when applicable). The Construction Inspection Supervisor uploads the certification in the current computer software project file and send a copy to the Salt Lake County Storm Water Program Manager.
- d. The site project manager and County Inspector shall inspect the permanent BMPs and final stabilization prior to deactivation of the Salt Lake County Building and or Grading permits by the permitted.
- e. Salt Lake County Inspector shall Certify, in writing, that all requirements for construction acceptance have been met and uploads the final documents into the current computer software (Eprocess 360, v.2015).
- f. Salt Lake County Inspector shall submit Notice of Termination, verbal or written, to the Salt Lake County Construction Inspection Supervisor.

8. Violations and Enforcement

- a. The Salt Lake County Inspector shall initiate enforcement actions in accordance with Enforcement Response Plan (**Appendix D**) in response to actual or potential waste or sediment discharges to the storm drain system.
- b. The Salt Lake County Inspector shall provide information for possible follow-up action to the Salt Lake County Construction Inspection Supervisor or to the Salt Lake County Health Department.

- c. The Salt Lake County Inspector or Supervisor or The Salt Lake County Health Department staff shall issue NOVs, penalty assessments or takes other actions per Enforcement Response Plan or forward the violation to the Salt Lake County District Attorney.

POST CONSTRUCTION STORMWATER CONTROLS TABLE OF CONTENTS

34. CATCH BASIN CLEANING	54
35. CREEK MANAGEMENT.....	56
36. DETENTION POND CLEANING.....	57
37. MOWING AND TRIMMING	58
38. DITCH MANAGEMENT	59
39. STREET SWEEPING	60
40. INSPECTION REPORT POST CONSTRUCTION PRIVATE STORMWATER BMP.....	61

POST CONSTRUCTION STORMWATER CONTROLS

Catch Basin Cleaning Standard Operating Procedure

PURPOSE:

To protect stormwater by maintaining the ability of catch basins to trap sediments, organic matter and litter. This reduces clogging in the storm drain system as well as the transport of sediments and pollutants into receiving water bodies.

PROCEDURE:

1. Preparation:
 - a. Always inspect catch basins for structural integrity and evidence of illicit discharges. If gross contamination (sewage or oil) stop cleaning and report to supervisor for follow-up and **Health Department at (801) 580-6681**.
 - b. Clean sediment and trash off grate.
 - c. Do visual inspection on outside of grate.
 - d. Make sure nothing needs to be replaced.
 - e. Do inside visual inspection to verify what needs to be cleaned.

2. Process:
 - a. Contact Facilities Manager if drain appears to be clogged or in need of service. Facilities Manager will give direction to follow the procedures below or arrange with Public Works to service the system.
 - b. Clean using a high powered vacuum truck to start vacuum standing water and sediment.
 - c. Use a high pressure washer to break up any remaining material in the catch basin, while capturing the slurry with the vacuum. Sweep parking areas, as needed, or as directed.
 - d. After catch basin is clean, clean out any sediment that might have entered the pipe.
 - e. Systematically clean catch basins per maintenance plan.
 - f. If cleaning by hand (shovel etc.), stockpile and cover catch basin residuals on an impermeable surface until it can be properly disposed.
 - g. Dispose solids in a sealed waste container that will be transferred to a permitted, lined solid waste landfill or other solid waste treatment facility. Fluids collected during catch basin cleaning shall be discharged to a sanitary sewer, or buffered detention area.

3. Clean-up:
 - a. When the vacuum truck is full of sediment, take it to the designated location to dump all sediment out of truck and into a drying bed.

- b. Wash down area before leaving the designated dump location.
4. Documentation:
- a. Keep records of number of catch basins cleaned, date cleaned and any other issues resolved.
 - b. Record the amount of waste collected and number of catch basins cleaned and the area in which they were cleaned.

POST CONSTRUCTION STORMWATER CONTROLS

Creek Management Standard Operating Procedure

PURPOSE:

To protect creeks from sediment and pollution resulting from creek maintenance activities.

PROCEDURE:

1. Preparation:
 - a. Check creek channels prior to spring runoff and identify potential problem areas.
 - b. Monitor creeks on a regular basis.
 - c. Check culverts and crossings before spring runoff and after every storm.
 - d. Identify areas requiring maintenance.
 - e. Employ best management practices (e.g. check dams, waddles, gravel socks, silt fences) as required to prevent sediments, organic material, from releasing further downstream.
 - f. Properly remove and dispose of material collected when maintenance activities are completed.

2. Process:
 - a. Clean debris as necessary from channels and culverts.
 - b. Notify **Salt Lake County Flood Control at (385)-468-6600**.

POST CONSTRUCTION STORMWATER CONTROLS

Detention Pond Cleaning Standard Operating Procedure

PURPOSE:

To protect stormwater by removing trash and debris from detention ponds.

PROCEDURE:

1. Preparation:
 - a. Schedule the pond cleaning work for a time when dry weather is expected.
 - b. Remove any sediment and trash from grates, placing it in a truck for disposal.
 - c. Do a visual inspection to make sure any grates, structures, manholes, boxes, and pipes are in good working order. Remove manhole covers and grates as necessary for inspecting.

2. Process:
 - a. Provide outlet protection where feasible to minimize the amount of debris that might leave basin during cleaning process.
 - b. Clean basin by using backhoe or front-end loader to remove debris and sediment from the bottom.
 - c. Continue cleaning structures and pond bottom as necessary by sweeping and shoveling.
 - d. Put all material removed from the pond into a dump truck.
 - e. Some structures may require use of a vactor truck. If so, use the same procedures described for cleaning catch basins.

3. Clean-up:
 - a. After cleaning basins, clean off the concrete pads using dry methods (sweeping and shoveling).
 - b. Make sure they are swept and clean.
 - c. Take the material that was removed to the landfill for final disposal.

POST CONSTRUCTION STORMWATER CONTROLS

Mowing and Trimming Standard Operating Procedure

PURPOSE:

To protect stormwater by properly sweeping, cleaning, and disposing of grass clippings.

PROCEDURE:

1. Preparation:
 - a. Review the overall process with all employees.
 - b. Check the oil and fuel levels of the mowers and other equipment; fill if needed.

2. Process:
 - a. Protect catch basins where applicable.
 - b. Use eye and hearing protection.
 - c. Mow and trim the lawn.
 - d. Sweep or blow clippings to grass areas.

3. Clean-up:
 - a. Wash equipment in approved wash station.

POST CONSTRUCTION STORMWATER CONTROLS

Ditch Management Standard Operating Procedure

PURPOSE:

To protect stormwater by removing trash and debris from ditches and canals.

PROCEDURE:

1. Preparation:
 - a. Monitor ditches on a regular basis.
 - b. Maintain access to ditch channels wherever possible.
 - c. Contact affected property owners, utility owners, and irrigation companies.

2. Process:
 - a. Identify areas requiring maintenance and determine responsible party/agency.
 - b. Determine what manpower or equipment will be required.
 - c. Identify access and easements to area requiring maintenance.
 - d. Determine method of maintenance that will be least damaging to the channel and adjacent properties or utilities.
 - d. Provide outlet protection where feasible to minimize the amount of debris that might leave basin during cleaning process.

3. Clean-up:
 - a. Stabilize all disturbed soils.
 - b. Remove all tracking from paved surfaces near maintenance site, if applicable.
 - c. Haul all debris or sediment removed from area to approved dumping site.

POST CONSTRUCTION STORMWATER CONTROLS

Street Sweeping Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater by establishing effective street sweeping procedures.

PROCEDURE:

1. Preparation:
 - a. Prioritize cleaning routes with the highest frequency usage and in areas with the highest pollutant loading.
 - b. Increase sweeping frequency just before the rainy season, unless sweeping occurs continuously throughout the year.
 - c. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.
 - d. Streets are to be swept as needed or specified by the County. Street maps will be used to insure all streets are swept at a specified interval.

2. Process:
 - a. Drive street sweeper safely and pickup debris.
 - b. When full, take the sweeper to an approved street sweeper cleaning station at either the Public Works or Public Utilities facilities.

3. Clean-up:
 - a. Street sweepers are to be cleaned in a manner that does not allow debris to enter the storm drain system.
 - b. Street sweeping cleaning stations will separate the solids from the liquids.
 - c. Once solids have dried, haul them to the local landfill.
 - d. Decant water is to be collected and routed to an approved wastewater collection system area only.
 - e. Haul all dumped material to the landfill.

4. Documentation:
 - a. Keep accurate logs to track streets swept and streets still requiring sweeping.
 - b. Log the amount of debris collected and hauled off.

POST CONSTRUCTION STORMWATER CONTROLS

Inspection Reporting Post Construction Private Stormwater BMP Standard Operating Procedure

INSPECTION PROCEDURE:

These instructions and inspection report can serve as a Standard Operating Procedure (SOP) to comply with The Utah Department of Environmental Quality mandate that private stormwater facilities that discharge to Salt Lake County MS4 are properly inspected annually. At the discretion of the Public Works Engineer, some sites will require additional site specific SOP in addition to the following:

Site evaluation– Submit a copy of the inspection report to Salt Lake County Township office by July 31st of each year.

1. **Dumping Evidence:** Evaluate catch basins, inlets, manholes, gutters etc. for the presence of stains from dumping or paints, thinners, oils, or other hazardous substances. **Spill Evidence:** Evaluate pavements and soils for spills, particularly for evidence of neglected spills.
2. **General Site Exposure:** Evaluate materials, devices, and operations that are exposed to weather. Inspect to verify that BMPs are in place or that there are practices that will contain or minimize pollutants and pollutant sources. Look for uncontained waste material, oil, antifreeze, cleansers and other materials and chemicals that could seep into the ground, enter the storm drain system, or affect water quality.
3. **Other Pollution Sources:** Evaluate any activity or operations that are or may pollute the environment.
4. **Stormwater Storage:** Inspect for proper maintenance and condition of detention/retention ponds. Check for proper capacity, debris or sediment accumulation, and that overflow devices are in place and in good condition, etc.
5. **Inlets and catch basins:** Inspect for proper maintenance and function of storm water inlets and catch basins. Inspect for pollutants, debris, and excessive amounts of dirt and sediment. Inlets, basins, and covers should be in good working order.
6. **Conveyance Systems:** Inspect for proper maintenance, condition, and function of stormwater pipes, catch basins, swales, ditches and other conveyances.
7. **Manholes:** Inspect manholes for condition, debris, excessive amounts of sediment, proper maintenance, and function.

8. **Parking:** Inspect parking areas for proper maintenance and condition. Inspect for pollutants, spills, etc. Pavement areas should indicate regular sweeping activity and maintenance.
9. **Waste Collection:** Inspect for proper maintenance and function of waste collection facilities. Inspect for stains and leaks from containers. Ensure that lids are kept closed.
10. **Landscaping:** Inspect for condition, maintenance, and function. Inspect for excessive debris. Insure proper application of chemicals by looking for accumulation of excess fertilizers, herbicides, insecticides, etc.
11. **Pre-Treatment Devices:** Inspect pre-treatment devices for proper maintenance and condition. Pre-treatment devices are devices such as hooded outlet cover (Snout), grease/sand interceptors, or other devices designed to remove pollutants from stormwater.
12. **Sumps:** Inspect for proper maintenance and condition of Sumps, Class-V Injection Wells, and other similar underground devices designed to collect stormwater and percolate it to the ground.
13. **Flow Control Devices:** Inspect for proper maintenance and function of Weirs, orifice plates and other similar flow control devices.
14. **Site Specific SOP Items:** Certain land uses require site specific stormwater management SOP's to ensure the quality of stormwater that is discharged from a site. Review site inspections for compliance with site SOPs. Evaluate the current SOP's and modify, update, or amend them as needed.
15. **Other:** Inspect other post construction stormwater items for proper function. This could include Pumps, Vaults, Backflow Devices, Bio-Filters, Bio-Retention Areas, Permeable Pavement, Green Roofs, etc.
16. See **Appendix I** for the Stormwater Management BMP Schedule of Long Term Maintenance Activities in Salt Lake County.
17. Refer to **Appendix J** for the SMP Operation and Maintenance Inspection Report

ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) TABLE OF CONTENTS

41. FOR OFFICE STAFF RECEIVING CALLS OF INCIDENTS	64
42. FOR FIELD STAFF RECEIVING OR OBSERVING AN INCIDENT	68

Illicit Discharge Detection and Elimination (IDDE)

For Office Staff Receiving Calls of Incidents Standard Operating Procedure

PURPOSE:

To follow a procedure for dispatching IDDE incidents to the proper authority so the issue can be quickly identified, traced, ceased, and cleaned to prevent further contamination and protect receiving waters.

PROCEDURE:

Incident Report Standard Operating Procedures for office staff receiving a first report phone calls/emails, of an incident:

1. First, using sound judgment, determine whether the call is a serious Environmental threat to Humans or the Environment. If so, have the caller dial 911, or the **Salt Lake County Health Department Hotline for Environmental Health Emergency Response 801-580-6681**. You should also offer to make these calls for them if necessary.

If the call is not an emergency, continue as described below.

2. Begin filling out the IDDE Incoming Call Report Form (**see Appendix F**). If you don't have a Call Report Form at hand, gather the information below in written form as follows:
 - a. Ask the person if they have taken a picture: Yes No
 - b. Date of Illicit Discharge:
 - c. Time:
 - d. Duration:
 - e. Address of Discharge:
 - f. Name and phone Number of Caller:
 - g. Chemical name or Identity (any description given) of any substance involved:
 - h. Is the substance hazardous?
 - i. Estimate of Quantity Spilled:
 - j. Did the illicit discharge enter a waterbody (lake/stream/river/creek/canal)?
 - k. Which waterbody (if known)?
 - l. Did the illicit discharge enter the storm drain system (manhole, inlet curb)? Yes No
3. Now, follow the Incident Response Flow chart (see Figure 1 on following page) as follows:
 - a. Is the Illicit Discharge entered the storm drain system or a waterway, is hazardous or is a large amount of material?
 - b. If yes, call the Salt Lake County Health Department 801-580-6681

- c. If no, call Salt Lake County MS4 Staff 385-468-6600 and provide the information or Incident Sheet as directed.

4. Health Department will follow their SOP's and the Memorandum of Understanding we have for the MS4 permit IDDE Plan.

Salt Lake County MS4 Staff (IDDE staff) will fill out the proper IDDE incident forms tracking and documentation as described in the IDDE Plan herein.

INCIDENT RESPONSE FLOWCHART

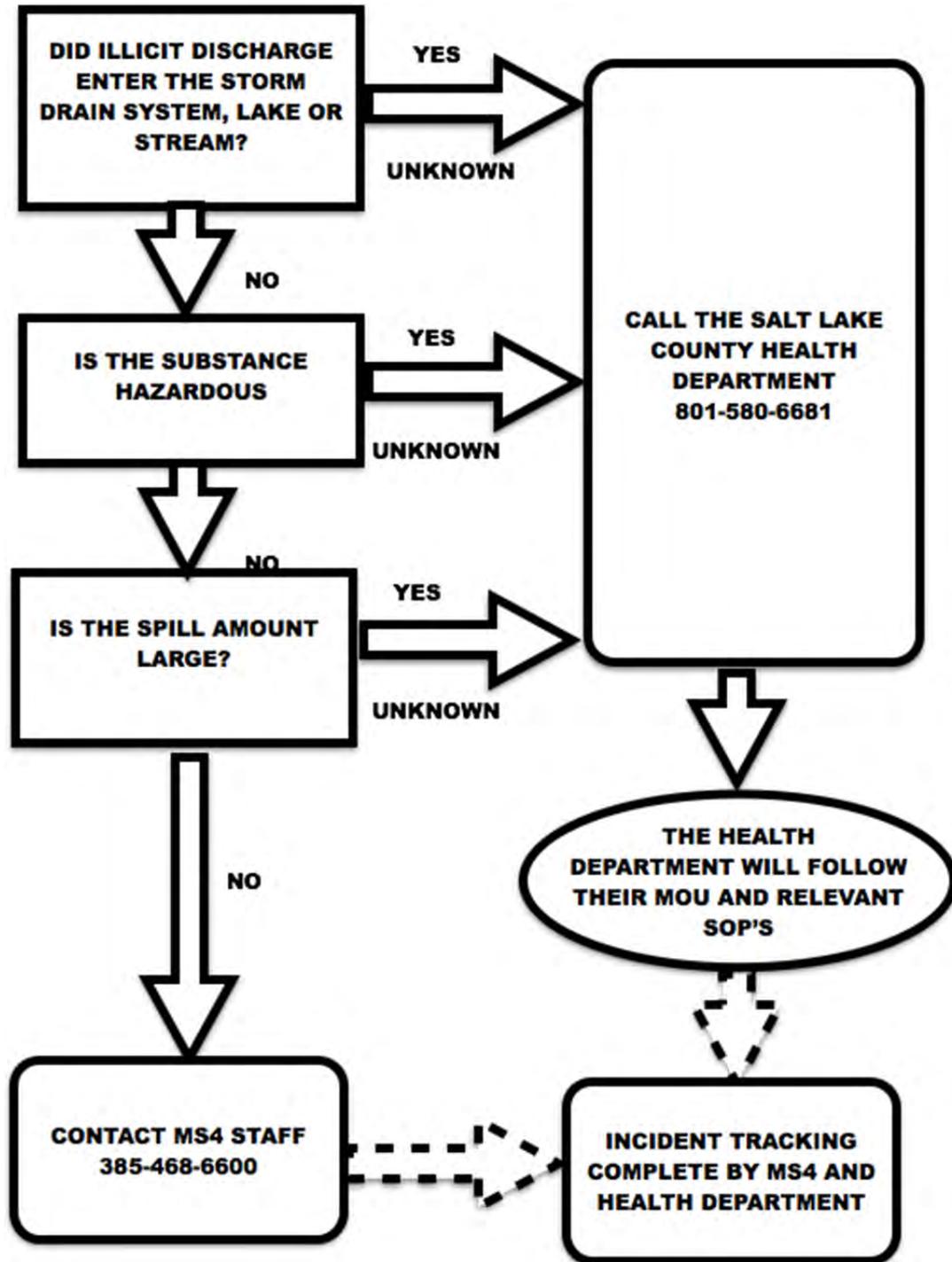


FIGURE 1 – INCIDENT RESPONSE FLOWCHART

Illicit Discharge Detection and Elimination (IDDE)

For Field Staff Receiving Calls of or Observing an Incident Standard Operating Procedure

Incident Report Standard Operating Procedures for **FIELD STAFF** receiving or witnessing a first report of an illegal discharge or Incident by Phone calls/emails or in person:

1. First, using sound judgment, determine whether the call is a serious Environmental threat to Humans or the Environment. If so, have the caller dial 911, or the **Salt Lake County Health Department Hotline for Environmental Health Emergency Response 801-580-6681**. You should also offer to make these calls for them if necessary.

If the call is not an emergency, continue as described below.

2. Begin filling out the IDDE Incoming Call Report Form (**see Appendix F**). If you don't have a Call Report Form at hand, gather the information below in written form as follows:
 - a. Ask the person if they have taken a picture or take a picture?: Yes No
 - b. Date of Illicit Discharge:
 - c. Time:
 - d. Duration:
 - e. Address of Discharge:
 - f. Name and phone Number of Caller:
 - g. Chemical name or Identity (any description given) of any substance involved:
 - h. Is the substance hazardous?
 - i. Estimate of Quantity Spilled:
 - j. Did the illicit discharge enter a water body (lake/stream/river/creek/canal)?
 - k. Which water body (if known)?
 - l. Did the illicit discharge enter the storm drain system (manhole, inlet curb)?: Yes No
3. Follow the Incident Response Flow chart on the previous page as follows:
 - a. Is the Illicit Discharge entered the storm drain system or a waterway, is hazardous or is a large amount of material?
 - b. If yes, call the Salt Lake County Health Department 801-580-6681.
 - c. If no, Salt Lake County MS4 Staff 385-468-6600 and give them information the Incident Sheet you have collected.
4. The Health Department will follow their SOP's and the Memorandum Of Understanding we have for the MS4 permit IDDE Plan.

Salt Lake County MS4 Staff will fill out the proper IDDE incident forms tracking and documentation as described in the IDDE Plan SOP herein.

MISCELLANEOUS TABLE OF CONTENTS

43. PLANNED WATERLINE EXCAVATION REPAIR/REPLACEMENT.....	71
44. UNPLANNED WATERLINE EXCAVATION REPAIR/REPLACEMENT	72
45. WATERLINE FLUSHING AFTER CONSTRUCTION/SYSTEM DISINFECTION WITH DISCHARGE TO STORM DRAIN (PUBLIC UTILITIES & CONTRACTORS)	73
46. WATERLINE FLUSHING AFTER CONSTRUCTION/SYSTEM DISINFECTION WITH DISCHARGE WITH HAUL OFF (USED FOR DUST CONTROL/COMPACTION)	74
47. WATERLINE FLUSHING FOR ROUTINE MAINTENANCE.....	75
48. INDUSTRIAL AND COMMERCIAL FACILITIES STORM WATER	76
49. POLLUTION PREVENTION PROGRAM AND INSPECTION	76

Miscellaneous

Planned Waterline Excavation Repair/Replacement Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater from water line repair/replacement activities.

PROCEDURE:

1. Preparation:
 - a. Determine where discharge flow will go.
 - b. Place inlet protection at nearest downstream storm drain inlet.
 - c. Clean Gutters leading to inlet.
 - d. Isolate waterline to be worked on.
 - e. Neutralize any chlorine residual before discharging water.

2. Process:
 - a. Make efforts to keep water from pipeline from entering the excavation.
 - b. Direct any discharge to pre-determined area.
 - c. Backfill and compact excavation.
 - d. Haul of excavated material or stock pile nearby.

3. Clean-up:
 - a. Clear gutter/waterway where water flowed.
 - b. Clean-up all areas around excavation.
 - c. Clean up travel path of trucked material.

Miscellaneous

Unplanned Waterline Excavation Repair/Replacement Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during unplanned waterline repairs.

PROCEDURE:

1. Preparation:
 - a. Make sure service trucks have and ready for deployment wattles, gravel bags, dewatering bag, or other materials for inlet protection and sediment control.

2. Process:
 - a. Slow the discharge.
 - b. Inspect flow path of discharged water.
 - c. Protect water inlet areas by placing inlet protection devices around or up stream of inlet.
 - d. Follow planned repair procedures.
 - e. Haul off spoils of excavation.
 - f. Use dewatering bags on pumps and check hourly for effectiveness.

3. Clean-up:
 - a. Repair eroded areas as needed.
 - b. Follow planned repair procedures.
 - c. Remove any inlet protection and dewatering bags and discard appropriately.
 - d. Clean up the travel path of trucked excavated material.

Miscellaneous

Waterline Flushing After Construction/System Disinfection with Discharge to Storm Drain (Public Utilities & Contractors) Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during waterline flushing activities.

PROCEDURE:

1. Preparation:
 - a. Determine chlorine content of discharged water, and select de-chlorination equipment to be used.
 - b. Determine flow path of discharge.

2. Process:
 - a. Protect inlets in flow path.
 - b. Install de-chlorination equipment.
 - c. Sweep and clean flow path
 - d. Use diffuser to reduce velocities.

3. Clean-up:
 - a. Pick up inlet protection.
 - b. Clean flow paths.
 - c. Remove equipment from flush point.

Miscellaneous

Waterline Flushing After Construction/System Disinfection with Discharge with Haul Off (Used for Dust Control/Compaction) Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during waterline flushing activities.

PROCEDURE:

1. Preparation:
 - a. Determine chlorine content of discharged water.
 - b. Determine appropriate construction activity for treatment.

2. Process:
 - a. Flush to tanker for disposal on unpaved construction activity for dust control or compaction.
 - b. Confirm that application of water is in appropriate location.

3. Clean-up:
 - a. Remove equipment from flush point.

Miscellaneous

Waterline Flushing for Routine Maintenance Standard Operating Procedure

PURPOSE:

To prevent pollution of stormwater during waterline flushing activities.

PROCEDURE:

1. Preparation:
 - a. Determine flow path of discharge to inlet of waterway.

2. Process:
 - a. Clean flow path.
 - b. Protect inlet structures
 - c. Use diffuser to dissipate pressure to reduce erosion possibilities.

3. Clean-up:
 - a. Clean flow path.
 - b. Remove inlet protection.

Miscellaneous

Industrial and Commercial Facilities Storm Water Pollution Prevention Program and Inspection Standard Operating Procedure

PURPOSE:

The Salt Lake County Industrial/Commercial Facility Storm Water Pollution Prevention Program (IFCSWPPP) is designed for the purpose of inspecting Industrial Facilities. Salt Lake County has developed this IFCSWPPP in compliance with its 2013 Utah Municipal Storm Water Pollutant Discharge Elimination System ("UPDES") permit (Part 4 § 4.3) The program will outline the procedures for identification, inspection and enforcement of those Industrial Facilities discharging into the Salt Lake County Municipal Separate Stormwater System (MS4). The Jordan Valley Municipal permit UTS0000001 identifies an "Industrial Facility" as one that discharges to the County MS4 from municipal landfills; hazardous waste treatment, storage, disposal and recovery facilities; facilities that are subject to § 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA); facilities that hold, or are required to hold a UPDES storm water permits; and each other industrial or commercial discharger that Salt Lake County determines is contributing a substantial pollutant load to the Salt Lake County MS4.

The IFCSWPPP and Inspection Standard Operating Procedures (SOPs) are designed not only for the inspection and enforcement of Industrial Facilities but may also be used for the inspection of facilities with the potential to discharge substantial pollutant loads to the County's MS4. In most cases, the inspection of non-permitted facilities may be initiated by the commercial inspections of the facilities; or when pollution problems or complaints are brought to the County's attention by concerned citizens, alerts from other Cities or government agencies, reported spills, and/or problems discovered through the Illicit Discharge Detection and Elimination (IDDE) program, Fats Oil Grease (FOG) program, Cross Connection program, construction site inspections and general construction inspection.

1. Authority to Conduct Inspections: The authority to conduct inspections is provided in Chapter § 17.22 of the Salt Lake County Code of Ordinance and the Utah Clean Water Act, §§ 19-5:101-124, Utah Code Ann. (2014)
 - a. Right of Access
 - i. Duly authorized representatives of Salt Lake County may inspect the property or facilities of any user (including facilities under construction) to ascertain compliance with the **Jordan Valley Municipal Permit UTS000001** and the County's Stormwater Quality Ordinance.
 - ii. Owners or occupants of premises where storm water or wastewater is either generated or discharged shall allow properly-identified Salt Lake County representatives safe and ready access, at all reasonable times during normal business hours and at such other times as Salt Lake County reasonably

suspects that a violation of the Jordan Valley Municipal UTS0000001 or the County's Stormwater Quality Ordinance may be occurring.

- iii. Access shall be allowed to all such parts of the premises as would enable Salt Lake County personnel to inspect, observe, measure, sample and test:
 1. Internal plumbing;
 2. Pretreatment facilities;
 3. Internal discharge points or connections;
 4. Exterior connections;
 5. Building sewers or building storm drains;
 6. Oil traps and grease traps;
 7. Any other facilities required by the County and/or the Salt Lake County Health Department to be constructed, installed or utilized;
 - iv. Measurement, sampling and testing facilities and procedures that have been required by Salt Lake County and/or the Salt Lake County Health Department and;
 - v. Such other facilities as Salt Lake County reasonably believes may be contributing to a violation of these Regulations or a permit issued pursuant to these Regulations.
 - vi. Salt Lake County, by itself or in conjunction with the Salt Lake County Health Department, may conduct routine, periodic inspections of certain types of facilities. It is anticipated that restaurants, other food handling or food processing establishments, service stations, and other entities which deal with grease or petroleum products are particularly likely to be subject to such an inspection program.
 - vii. Other industrial users may also be so inspected as Salt Lake County deems appropriate. Owners or occupants shall provide any labor or equipment needed by Salt Lake County or Salt Lake County Health Department personnel to open, inspect, and operate oil and grease traps and other facilities.
- b. Right of Entry
- i. Upon proper identification and at reasonable times during normal business hours and at such times as Salt Lake County reasonably suspects that a violation of the Jordan Valley Municipal Permit UTS0000001 and Salt Lake County Storm water Quality Ordinance may be occurring, duly-authorized representatives of Salt Lake County shall be permitted to enter all private property through which Salt Lake County holds an easement for the purposes of inspection, observation, measurement, sampling, testing, maintenance, repair, or reconstruction of any portion of Salt Lake County storm drainage systems lying within said easement. All entry and subsequent work, if any, shall be done in full accordance with the terms of said easement.

2. Pre-Inspection Procedures

- a. General Procedures: These procedures apply to all field activities and include the following:
 - i. All field personnel entering private properties as part of facility inspections including building and site areas are required to carry photo identification issued by Salt Lake County and a copy of the Salt Lake County Facility Inspection Notification Letter to show facility owners, owner's representatives and tenants identification, if requested while conducting the inspections as evidence that they have authorization from Salt Lake County to perform the work.
 1. Vehicles must be clearly labeled with the Salt Lake County Logo.
 2. All field personnel will wear safety gear.
 3. Field activities within public streets may require a police detail. Salt Lake County personnel or designated representative shall notify the Unified Police Department at least 24 hours in advance of the need for a police detail to allow time to schedule the detail. Roads under the jurisdiction of Utah Department of Transportation (UDOT) require state police details which require notification of the local state police barracks to schedule a detail. Salt Lake County personnel or designated representative shall obtain and sign detail slips and add project identification number. Weekly police detail tracking reports of detail usage shall be prepared with detail cards attached. The detail slips and log are to be submitted by mail to Salt Lake County project manager. The project identification number is to be shown on and written in with signing all detail slips and logs.
 4. Field personnel are to act in a professional manner at all times while conducting field activities and in dealing with the public. Field personnel shall not engage in any confrontation with the public regardless of the circumstances. Any problems that the field personnel encounter during the execution of their work shall be reported to Salt Lake County for resolution.
 5. Advanced notice should be provided to Salt Lake County and public safety officials (if applicable) of the proposed locations and type of work to be performed at each site daily.

3. Facility Inspections

- a. Prior to the start of the facility inspections including building and site areas, Salt Lake County or designated representative will distribute the Facility Inspection Notification Letters to property owners and/or business owner of each property to be inspected. Notification shall be at least two (2) days prior to the start of site inspections.

- b. If the inspection requires interior inspection of the building, field personnel shall only enter the building if permitted access by the property/business owner, or property/business owner's representative. If the property/business owner or property/business owner's representative declines access, the field personnel shall cancel the proposed building inspection and inform Salt Lake County of the refusal by the property/business owner, or property/business owner's representative to permit entry.
- c. The property/business owner, or property/business owner's representative must be present prior to any building entry by field personnel.
- d. Field personnel shall take care to not disturb or damage the property being inspected.
- e. Information gathered during the building and site inspection shall be recorded on the data collection device standard inspection form or printed hard copy. This will include information such as a sketch of the property and structure showing on site drainage features, flow of surface run-off and any storm water infrastructure on the property, Data from each site inspection will be uploaded to the current computer software each evening after the completion of inspections.
- f. Prior to the inspection of a facility, inspectors should also perform the pre-inspection procedures listed below to ensure that each inspection is conducted proficiently and in a professional manner. The pre-inspection procedures include the following:
 - i. Prioritization of facilities to be inspected (by project manager)
 - ii. Review of guidance materials for inspection of industrial facilities
 - iii. Review of guidance materials for inspection of commercial facilities
 - iv. Review of maps for drainage patterns and outfall locations
 - v. Review of files for prior correspondence
 - vi. Facility contact and notification of inspection
 - vii. Proper inspection and safety equipment for entering the facility

4. Manhole Inspections

- a. Field personnel shall fully comply with the requirements of the Occupational Safety and Health Act for entering the Storm drains. (*inspections will be from the surface*)
- b. Prepare the site for the work and set up appropriate equipment and traffic safety cones. Mark and protect the work area with traffic safety cones prior to opening the manhole.
- c. Personal Protective Equipment is required as defined by OSHA Regulations § 1910.120 Appendix B.
- d. Immediately report to the Associate Director of Engineering any significant defects observed from the manhole inspection including flow blockages or severe structural deficiencies that pose the risk of collapse or other major failure of the structure.

- e. Close the manholes and move to next location or store equipment and begin cleanup.
 - f. Private manholes will be opened by a facility representative.
5. Prioritization of Inspections
- a. The Salt Lake County currently maintains an inventory of 4500 Industrial Facilities and Commercial Facilities, which must be inspected a minimum of once every five (5) years. In order to meet the requirements of the permit, Salt Lake County will need to inspect 900 Facilities per year including High Risk Facilities once per year during the permit cycles. That is three (3) Commercial/Industrial Inspections per day for 360 days of the year.
6. Salt Lake County will identify High Risk Facilities (see the definitions below in § 7f) based upon the potential for water quality, including pollutants of concern, proximity to a water body and violation history. The program will prioritize facilities into High, Medium, and Low categories. This prioritization process will be developed and maintained in the latest computer software (Eprocess 360, v.2015).
7. The Project Manager having oversight of the Industrial/ Commercial Facility Storm Water Pollution Prevention Program (IFCSWPPP) shall prioritize and assign a list of facilities for inspection to each field person.
- a. Field personnel will then be responsible for organizing his or her list of sites and set up an inspection schedule to comply with the priority established by the Project Manager.
 - b. In order to efficiently conduct the inspections, field personnel should prioritize the list of Industrial Facilities by reviewing maps and other information and also by driving by and doing a brief visual observation of the sites just prior to meeting with the facility representative. Review of maps will allow for the field personnel to group or organize sites within the same local area(s). The driving by and brief visual observation practice will give the field personnel a good idea of the general layout of the site(s), and more importantly, the range of associated outdoor activities.
 - c. In addition, visiting facilities prior to the official inspection will provide an opportunity to observe some potential concerns, such as stressed or dying vegetation due to spills or leaks, improper discharges, and/or evidence of previous spills and adjust ranking of facilities due to actual conditions.
 - d. Facilities have been ranked based on their industrial classification types and risk of pollution prior to field inspections.
 - e. Facilities in the high category, based on their industrial activities, would have greater potential for pollutants entering Salt Lake County MS4 and receiving waters and should be inspected first.

- f. Once all the high priority sites are inspected, then the field personnel should inspect facilities ranked medium and low priorities respectively. The three rankings are as follows:
- i. High: Industrial Facilities in this category have a large amount of outdoor processing activities and/or material storage on-site or obvious poor housekeeping issues. An example of a high priority site would be a metal scrap yard or large manufacturer where materials and stored chemicals are in potentially uncovered areas without containment and in direct contact with the elements (i.e., precipitation).
 - ii. Medium: A medium level site would be similar to a freight carrier facility that receives and delivers materials via tractor trailer trucks. Most activities involve the loading and unloading of materials under a covered loading dock. However, these facilities usually have a vehicle maintenance area which can be problematic in terms of releasing oil and grease products.
 - iii. Low: A facility in low level ranking would have limited or no outdoor processing areas. After inspection and review with Salt Lake County, a "Certificate of No Exposure" could be issued if it is determined to not present substantial pollutant loading from the site, from the state of the Utah DEQ. Salt Lake County will send out an inspection letter to the Commercial/Industrial facility as well as copy the State of Utah DEQ by Hard copy or Email that the facility may qualify for the "No Exposure Certificate." The file will then be placed back into rotation for inspection in the next permit cycle to confirm the No Exposure Certification is still applicable. Industrial Facilities may be re-ranked based on results from the findings of fact during the field inspections, and discussions with the County Inspection Supervisor and/or the State of Utah DEQ Industrial Program personnel.

8. Review of Guidance/Resource Material

- a. Field personnel should familiarize themselves with several guidance and resource materials before conducting facility site inspections. The materials are provided to give beneficial information on the types of general storm water permits, material handling and storage activities associated with the different industries, industry terminology, equipment and structures which could be helpful to industries in regards to mitigating pollution concerns, and the components contained in a Storm Water Pollution Prevention Plan.
- b. The resource materials will be housed near the IFCSWPPP site inspections file and the Project Manager will also have copies available for review by field personnel.
- c. The list of in-house guidance and resource materials includes (but not limited to) the following:
 - i. Storm water Discharges from Industrial Facilities, EPA Website:
<http://water.epa.gov/polwaste/npdes/Industrial-and-Commercial-Facilities.cfm>

- ii. North American Industry Classification System (NAICS) Manual (US Census Bureau 2012): <http://www.census.gov/eos/www/naics/>
 - iii. Salt Lake County Sampling Plan for Representative Storm Monitoring
 - iv. Salt Lake County Dry Weather Screening Plan
 - v. Salt Lake County IDDE Plan
9. Review of Drainage and Storm Sewer Outfall Maps
- a. As a condition of the UPDES storm water permit, a permitted facility should have a site map that displays on-site drainage patterns and storm drain outfalls. However, prior to the visiting an Industrial or Commercial Facility site, the inspectors should review in-house Salt Lake County drainage maps from its system.
10. Salt Lake County and Governmental Record(s) Review
- a. Coordination with and a review of Salt Lake County and governmental agency records (including records from:
 - i. Salt Lake County Assessor,
 - ii. Unified Fire Authority,
 - iii. UDOT,
 - iv. EPA, etc.)
 - b. Information and records collected can potentially provide information on the property ownership, uses, drainage facilities, possible records of spills, manufacturing processes and material storage, permit information, past water quality violations, and other reports that may give the inspector background history on the Industrial or Commercial Facility site.
 - c. A list of Salt Lake County and governmental agency records that could be beneficial for field personnel to review includes the following:
 - i. Spill and Complaint Database
 - ii. Assessing Records & Latest Computer Software (EProcess 360 v.2015)
 - iii. Enforcement files (IDDE & SLCO Health Department)
 - iv. Pretreatment inspections
 - v. Inspections performed by the Fire Department or Building Inspector
 - vi. NOV's
 - d. Any Industrial or Commercial Facility that has a history of noncompliance, the field personnel performing the inspection should check for any records from the following:
 - i. State of Utah DEQ
 - ii. Salt Lake County Environmental Health
 - iii. The EPA's website for Industrial Facilities:
<http://water.epa.gov/polwaste/npdes/Industrial-and-Commercial-Facilities.cfm>

11. Facility Notification

- a. Initial facility notification will be by Facility Inspection Notification Letter mailed out to each facility on the inventory list. The letters will include a general description of the program, identification of authorized representatives to perform the inspections on behalf of Salt Lake County activities to be performed and contact information should a facility have any questions. Notification letters will be mailed in batches so that inspections can be completed no later than three (3) months after notifications have been mailed out to the perspective facilities.
 - i. Field inspectors will perform inspections no sooner than two (2) days after notification letters are mailed out.
 - ii. Inspectors will arrive with copies of the notification letters, authorization materials and photo identification and inspection equipment and gear.
 - iii. When arriving at the facility, the field personnel will ask to speak to the person who handles environmental matters for the site. (It is common for Industrial Facilities to have one primary contact person who deals with all environmental issues, in Commercial facilities the primary contact person will most often be the business owner or the office manager.)
 - iv. The representative will be advised that Salt Lake County, is conducting the inspection and what pertinent areas the inspection will focus upon (i.e., Storm Water Pollution Prevention Plan (SWPPP) review and physical walkthrough of the facility and site).
 - v. In some cases, it may be required to schedule an inspection with the facility owner, representative or tenant.
- b. Business License Information should have the relevant contact information for each facility site to be inspected. However, in some cases this information could be incorrect or out of date. Inspectors will record any updates to the contact information with the property/business owner, or property/business owner's representative.
- c. Business License information should have the relevant contact information for each facility site to If for some reason the property/business owner, or property/business owner's representative questions or is hesitant to allow the inspection, cordially explain the provisions of the applicable Salt Lake County Ordinance § 17.22 and the Jordan Valley Municipal UTS0000001 that allows for access by the Salt Lake County or its representatives to conduct an inspection of the Industrial and Commercial Facility and its discharges within Salt Lake County.
- d. In addition, if entry to a facility is denied and the issues cannot be resolved at the facility, the field personnel should leave the scene and discuss the matter with Salt Lake County Project Manager for further direction.

12. Inspection and Safety Equipment

- a. When making initial contact with the Industrial or Commercial Facility, it is also important to ask the company representative what necessary equipment is needed for a safe entrance to the facility. **Table 1** below includes a list of personal

protective equipment and additional materials that may be needed to properly complete the inspection.

Documents and Inspection Tools <ul style="list-style-type: none"> • Salt Lake County ID and business cards • Facility file (records and maps) • Field notebook • Clipboard • Cell phone • Digital camera • Flashlight/mirror • Manhole pick • Tape measure • Field computer with inspection application 	Safety Equipment and Protective <ul style="list-style-type: none"> • Hard hat • Hearing protection • Safety shoes (steel toe) • Reflective safety vest • Safety glasses • Gloves
--	---

Table 1

b. On-Site Inspection Procedures

- i. Upon arrival at the Industrial or Commercial Facility, the field personnel should introduce himself or herself as a Salt Lake County authorized representative and offer the appropriate credentials (i.e., Salt Lake County issued ID and/or business card ID). After introductions, the field personnel should communicate to the company representatives the reason and extent of the inspection, which include the following:
 1. On-site records review
 2. Physical walkthrough of the facility
 3. Wrap-up meeting with company official

c. On-Site Records Review

- i. Field personnel should begin the on-site records review with an evaluation of the facility's Storm Water Pollution Prevention Plan (SWPPP). As a requirement of the EPA UPDES program for permitted Industrial or Commercial Facilities, the SWPPP is a document utilized by the facility to manage and minimize the likelihood of pollution due to storm water runoff and spills. The Storm Water Industrial Inspection form should be used during the review of documents. It is important to document any pertinent notes about the plan on the inspection form or in a field notebook.
- ii. The SWPPP consists of five major components:
 1. Site Plan,
 2. Storm water Management Plan,
 3. Spill Prevention and Response Plan,
 4. Preventative Maintenance and Good Housekeeping Plan and,
 5. Training Schedules.
- iii. When properly applied, all five elements of the SWPPP perform an important part in reducing pollution from storm water runoff.

- iv. Once the review of the SWPPP is complete, the field personnel should have a good working knowledge of the Industrial or Commercial Facility site and overall layout of any processing areas.
 - v. In addition to the SWPPP, the field personnel should evaluate records that are relevant to the management of storm water on the facility. Other relevant records may include items such as:
 - 1. Maintenance logs on facility equipment,
 - 2. Prior correspondence with Salt Lake County or other government agencies,
 - 3. Storm water sampling data,
 - 4. Documentation from any reportable spills, and
 - 5. Any other relevant documents.
- d. Physical Walkthrough of the Facility
- i. After review of the on-site records, the next phase of the inspection will be the physical walkthrough of the Industrial or Commercial Facility site. A thorough inspection of the entire facility should be completed. A list of general things an inspector should look for is as follows:
 - 1. On-site BMPs.
 - 2. Indicators or presence of illicit connections and improper disposal.
 - 3. Evidence of past spills.
 - 4. Material handling and storage areas, including loading/unloading areas.
 - 5. Equipment fueling and maintenance areas.
 - 6. Storm drain structures and receiving streams.
 - 7. Ground disturbance and contamination.
 - 8. Good House Keeping (is site free of trash, debris, organized and clean?)
 - ii. When conducting the on-site inspection, it will be beneficial to have the owner or owner's representative supply a copy of the site map that shows all areas of concern.
 - iii. In regards to impacts to storm water runoff, field personnel shall pay close attention to outside processing and manufacturing areas. Notice where and how materials are stored (materials should be properly labeled and located out of high traffic areas).
 - iv. Examine storm drains, drainage swales, and outfalls for debris and evidence of spillage. Document any non-storm water (dry weather) flows in the storm drains and outfalls.
 - 1. If dry weather overflow is present, note presence of pollutant indicators like oily sheens, odors, flow discoloration, or unnatural algae blooms.
 - 2. Inspectors should also note whether to recommend those dry weather flows for further investigation to the Salt Lake County IDDE

Manager and the Salt Lake County Health Department as part of the Memorandum of Understanding dated January 15, 2015 (MOU) with Office of Engineering.

- v. The inspection data will be uploaded to a current database no less than on a weekly basis (once completed).
- vi. It is appropriate for the field personnel to have a field notebook and camera to document any findings and perform sketches while doing the walk through.
 - 1. In some cases, the facility owner or owner's representative may convey concerns about allowing the inspector to take photographs. If this situation occurs, cordially talk about the concerns and attempt to come up with a solution satisfactory to both parties.
 - 2. Allowing the owner or owner's representative to view the pictures on the camera's display or avoiding pictures of sensitive areas that have no relevance to the inspection are potential fixes to this problem.
- vii. Not all scenarios that field personnel may encounter in the field can be covered in this document. Each site will be unique and will have different processes that have the potential to impact storm water runoff.
- viii. Field personnel need to keep the big picture scenarios in mind (e.g., noting where materials will go and how Salt Lake County Storm drains and Water Quality may be affected during a rainfall event or if there is a spill).
- ix. Field personnel should note whether the strategies outlined in the SWPPP are being implemented successfully and whether appropriate BMPs are in place. Remember that being on the site is the most opportune time to discuss the facility's operations with the owner's representative. When in doubt, ask for clarification; being hesitant may cause the inspector to miss a potential problem area.
- e. Wrap-Up Meeting
 - i. A wrap-up meeting with the property/business owner, or property/business owner's representative will provide a final opportunity to answer questions, gather information, and present findings.
 - ii. Field personnel should be prepared to discuss the preliminary findings of the inspection. However, it is not necessary to share all findings of the inspection with the facility owner or owner's representative, especially if advice or direction is needed on a particular issue.
 - iii. Explain the next steps in the process and what further communications Salt Lake County may have with the company, such as sending the inspection form/letter or the possibility of a follow-up inspection.

13. Water Sampling

- a. During the walkthrough of the facility, if evidence exists to warrant sampling and monitoring, then Salt Lake County may require that the property/business owner, or property/business owner's representative to perform future monitoring of industrial or commercial discharges to Salt Lake County Storm drain systems, on an as-needed basis.
 - i. The collection of water samples will utilize sampling techniques similar to those employed in Salt Lake County Sampling plan for Representative Storm Monitoring and the Salt Lake County Dry Weather Screening Plan for monitoring storm water programs.
 - ii. The chemical analyses to be conducted on the water samples should be done by a contracted state certified lab and include the parameters most often required of industrial sites that have an UPDES storm water discharge permit.
 - iii. Extra parameters may need to be analyzed in the water samples depending on the materials used and stored on the site. Here is a common list of parameters:
 1. Oil and grease
 2. BOD
 3. COD
 4. Total Kjeldahl nitrogen (TKN)
 5. Nitrate + nitrite nitrogen
 6. Total phosphorus
 7. TSS
 8. PH
 9. DO
 10. VOC's
 11. Heavy metals
 12. Tier 2 chemicals
 13. Conductivity
 14. Temperature
 - iv. Samples obtained for use by Salt Lake County as part of the Industrial and Commercial Inspection program will be collected by the IDDE team from Salt Lake County Engineering Section or the Salt Lake County Health Department. When determined by the Inspector in the field that a potential source or discharge has entered the Salt Lake County storm drain system.
 - v. This and other data will be used to ensure compliance with discharge limits and help the facility mitigate future non-storm water discharges.

14. Contact Information:

- a. Salt Lake County and/ or Salt Lake County Engineering Division will report to the Salt Lake County Health Department any incidents involving spills, releases or the

discharge of pollutants, contaminants, or waste into gutters and storm drains covered by the UPDES Storm water permit.

- b. Incidents will be reported immediately to the Salt Lake County Health Department 24-hour hotline at (801) 580-6681 or during business hours to the Salt Lake County Health Department Office at (385) 468-3862.
 - i. Salt Lake County Stormwater Program Supervisor: (385)-468-6645
 - ii. Salt Lake County Stormwater Program Manager: (801) 554-1396

15. Project database and documentation of the Inspection

- a. An Industrial Facility SWPPP tracking database will be created for this project.
- b. The database contains tables that will be used for entering facility details, tracking inspections, and inspection details.
 - i. The IFCSWPPP Database includes a unique facility identification number that is linked to the building address stored with Salt Lake County.
 - ii. This number will be used to track specific sites and file information regarding them.
 - iii. The database is being developed taking into consideration the requirements of casework, site specific information collected from the inventory, Salt Lake County input, and specific information related to the physical site inspection.
 - 1. To integrate with casework, three (3) primary tables will be used.
 - 2. To integrate with the facilities addresses have been used related to the GIS building identifier of the primary building at a facility.
 - 3. Within the database, the facility table will contain site information, contacts, associated primary building identifier from GIS, and the status of the facility are planned.
 - 4. The inspection table will include information specific to the site inspections. Attributes for this table are defined by the inspection checklist. The inspection detail table will contain details collected during inspections. A list of potential attributes of the database can be found in **Table 2** below.

Business License Number	Inspector
Site Address	Site Activities (land use)
NAICS	Site Plan
Site Owner	Existing SWPP Plan
Contact Name	Presence of Storm Sewers
Contact Phone	Drainage Areas
Contact Email	Illicit Discharges to Storm water System
Inspection Type	On-site BMPs
Inspection Status	Water Quality Monitoring Plan
Inspection Schedule Date	Chemical Storage
Inspection Results	Current Monitoring Initiatives
Enforcement Activities	Existence of Existing UPDES Permit
Enforcement Resolutions	Chemical Transfer Procedures
Inspection Photos	Spill Prevention Countermeasure Control
	Potential Risks
	Employee Training

Table 2

- iv. An important final step in the inspection procedures is the documentation of observations made during the facility inspection.
- v. Field personnel should refer to the Salt Lake County ICFSWPPP on the project to generate the necessary form letters to be submitted to the facility contact informing them of the findings of the inspection, contact log, inspection and inspection form letters, which are stored on the project.
- vi. These documents, as well as field notes & photos, will serve as the main tools to record the findings of the inspection.
- vii. A general description of the documentation forms is listed below.
 1. Inspection Forms: This form will be completed by field personnel while conducting the Industrial and Commercial facility site inspection. It has been designed to give users a checklist of items to cover while doing the inspection. In addition, there is blank space below each section for comments.
 2. The Inspectors may also find it beneficial to carry a field notebook if extra space is needed for notes and/or sketches for subsequent transfer to the database. Photos taken during the Inspection will be logged and included in the final report, which will be uploaded into the Latest computer software.

3. Inspection Letters 1, 2, and 3: These form letters will be used to communicate the findings of the inspection to the facility owners.
 - a. Letter 1 will be used when no or only minor issues are discovered during the compliance inspection.
 - b. When more serious deficiencies at a facility are noted, inspectors will use Letter 2. The use of Letter 2 will also alert the facility owners that a follow-up inspection by Salt Lake County will be conducted and the County may notify The Salt Lake County Health Department and the State of Utah Department of Environmental Quality.
 - i. If major water quality violations are observed during the inspection, then these findings will be discussed with the Project Site Manager. Based on the seriousness of the situation, formal enforcement protocols may warrant implementation. If this occurs, inspectors will contact the **County Stormwater Program Supervisor: (385)468-6600** or **(801)554-1396**, who will report the incidents to the **Salt Lake County Health Department via the 24-hour hotline at (801) 580-6681 after hours or during business hours at (385)468-3862** in accordance with the County Engineering MOU with the Salt Lake County Health Department dated January 15, 2015.
 - c. Letter 3 will be used for facilities with no exposure where materials or activities are not exposed to storm water.
 - d. Contact Log for Industrial Inspections: Field personnel will use contact logs to document correspondence with the facility contact representative and/or owner. This would include emails, phone messages, voicemail, and letters. The keeping of a contact log will be especially helpful if questions are raised during the inspection notification process.
 - e. Filing of Documents: The goal is to track and file all information within an Industrial/Commercial Facility Storm Water Pollution Prevention Plan (ICFSWPPP) database, however, if other documents are stored externally they will be organized by the business license facility number. Salt Lake County will prepare semi-annual reports in February of each year. The reports will document the facility inspections and summarize findings and recommendations.

16. Enforcement Procedures

- a. Salt Lake County will pursue enforcement action against non-complying industrial facilities.
- b. Every facility required to be covered under a UPDES Permit for Stormwater Discharge Associated with Industrial Activity is required to submit a Notice of Intent and Obtain required permits with Salt Lake County, as set forth in the Salt Lake County Ordinances § 17.22 and the Jordan Valley Municipal UTS0000001 permit.
- c. Salt Lake County Inspectors and or representatives are authorized to commence enforcement activities if a facility fails to comply with the Salt Lake County and the requirements of the Jordan Valley Municipal UTS0000001 permit, including but not limited to Compliance orders or Requests for access to subject facilities.
- d. Any post-inspection violations discovered by field personnel or others must be reported to the appropriate Salt Lake County Stormwater Supervisor.
- e. Initial enforcement may be commenced by Salt Lake County Engineering Staff and additional enforcement matters may be referred to the Salt Lake County Health Department and the Salt Lake County Attorney's Office.
 - i. WRITTEN NOTICE OF VIOLATION:
 1. As a first step to enforcement, the field personnel will inform the Owner or the Owner's on-site representative of any acts or evidence of non-compliance at the facility. Salt Lake County Inspector will then provide a written warning notice to the Owner or the Owner's on-site representative to document the offense(s) and instruct the facility to remediate the violation(s).
 2. The first written notice will inform the industrial facility of the violation(s), order the Owner or the Owner's representative to correct the violation(s) within a specified deadline, refer the operator to its SWPPP, and warn that failure to act may result in imposition of fines or other actions pursuant to Salt Lake County Ordinance § 17.22 and the Jordan Valley Municipal UTS0000001 permit.
 - ii. Fines:
 1. If issues of non-compliance exist after site meeting and written warning, then fines may be assessed. Salt Lake County may assess fines or penalties on a case-by-case basis; however, all repeat violations will be subject to fines.
 - a. Un-permitted discharges or illegal industrial discharges may result in fines up to \$20,000.00 per day, with each day constituting a separate violation.
 - b. Illegal discharges into a storm drain catch-basin violate several sections of the Salt Lake County Ordinance § 17.22 and the Jordan Valley Municipal UTS0000001 permit, as well as state and federal law and may result in fines up to

- \$20,000.00 per day, with each day constituting a separate violation in accordance with the Utah Clean Water Act.
- c. Failure to permit access and failure to discharge pursuant to a permit can result in violations up to \$20,000.00 per day. Other violations can result in additional fines in amounts set forth in the Schedule of Penalties adopted by Salt Lake County from The Utah Clean Water Act and Solid Waste Act.
2. A second notice or subsequent enforcement letter will be sent to the Owner or the owner's representative by the Salt Lake County District Attorney's office, The County may take other steps reasonable and necessary to ensure compliance, including but not limiting the issuance of fines and penalties in accordance with Salt Lake County Ordinances and the Utah Clean Water Act and Solid Waste Act, issuance of a cease and desist order, notification of appropriate regulators (Utah DEQ & Federal EPA) and revocation of necessary permits and approvals Including Business Licenses.
 3. Salt Lake County may also take other necessary legal action to prevent illicit industrial discharges to the storm water system that may impact public health or the environment. Enforcement data collected for each industrial facility will be entered into and maintained in the Industrial facility tracking database.

17. Training

- a. Salt Lake County Storm Water Construction, Industrial, Commercial Inspection Supervisor will conduct training regarding Industrial, Commercial Facility storm water runoff control for personnel carrying out the Salt Lake County ICFSPPP. All personnel performing Industrial and Commercial Facility site inspections will be trained within sixty (60) days of commencing their employment or assignment to perform inspections. Refresher training for all personnel performing inspections will occur on an annual basis.
- b. Initial Training will include:
 1. Introduction to EPA's Clean Water Act and Industrial Storm Water Pollution Prevention Program,
 2. Overview of inventory list development,
 3. Case studies of industry inspections presented in real life examples and situations experienced by other local agencies,
 4. Field inspection best practices for accessing facilities,

5. Field inspection process and checklist including how to conduct an Industrial Facility inspection,
 6. Overview of electronic data collection methods and use of the information management portal,
 7. BMP inspections with examples to cover how to review best management practices ranging from programmatic (non-structural) to structural,
 8. Post Inspection procedures,
 9. Introduction to enforcement.
 10. Training will be documented (who, when, what) and saved to training Database.
 11. Specific consideration for inspection of a broad range of BMP's (from simple to complex) will be presented. The training will be provided in a One on one environment, utilizing a PowerPoint presentation, trainer/student active interaction on presentation topics and a post-presentation Q&A session. The workshop will last approximately 1 hour.
- ii. Field Training will include:
1. How to use and optimize the Information with real world entry of data into checklist and the latest computer database,
 2. How to conduct Industrial Facility Inspection, and integrate field exercises of various industrial sites representing different industrial activities.
 3. New inspectors will "shadow" field crews to learn inspection process and data collection procedures.
 4. The field training will be provided with a pre-inspection briefing on the workshop topics followed by hands-on learning through actual field inspections.

Appendix A

Utah Pollutant Discharge Elimination (UPDES) Jordan Valley Municipalities Permit No. UTS000001

Appendix B

Training Tracking Form**PURPOSE:**

To ensure annual training is provided to all County employees who have responsibilities as it relates to the Stormwater Protection SOPs contained in this booklet.

Date of Training: _____

Who Conducted the Training

Agency/Employee: _____

SOPs that were covered in Training:

Who attended this training: (may also submit/attach a sign-in sheet)

Please send completed form (scanned electronic document is preferred) to the County Stormwater Program Manager or the County Stormwater Program Supervisor.

Stormwater Form 100

Appendix C

SWPPP Checklist



SWPPP Checklist

Planning & Development Services

2001 South State Street, #N-3600

Salt Lake City, Ut 84190-4050

Office: (801) 468-2516

Cell: (801) 381-1455

Fax: (801) 468-2169

Greg Baptist

Grading Review Specialist &

Storm Water Inspector

GBaptist@slco.org

Date: _____

This checklist needs to be filled out prior to work commencing on any construction site disturbing 1 acre or more in size, or is part of a development that is greater than 1 acre in size.

Item	Answer / Page Number
General:	YES NO
Development Name:	<input type="checkbox"/> <input type="checkbox"/>
Did owner and all "operators" sign the SWPPP?	<input type="checkbox"/> <input type="checkbox"/>
Did the signatures include the certification statement?	<input type="checkbox"/> <input type="checkbox"/>
Were the signatories authorized to sign?	<input type="checkbox"/> <input type="checkbox"/>
Site Description:	
Is there a site description?	<input type="checkbox"/> <input type="checkbox"/>
Nature/sequence of construction activity?	<input type="checkbox"/> <input type="checkbox"/>
Major Grading Activities	<input type="checkbox"/> <input type="checkbox"/>
Total area of site & total are to be disturbed?	<input type="checkbox"/> <input type="checkbox"/>
Pre/post runoff coefficient/soils description?	<input type="checkbox"/> <input type="checkbox"/>
Name of receiving water(s) or MS4 listed?	<input type="checkbox"/> <input type="checkbox"/>
Is the receiving water a tributary to waters of the U.S.?	<input type="checkbox"/> <input type="checkbox"/>
Is there a site map?	<input type="checkbox"/> <input type="checkbox"/>
Drainage patterns/outfalls on map?	<input type="checkbox"/> <input type="checkbox"/>
Area of soil disturbance on map?	<input type="checkbox"/> <input type="checkbox"/>
Location of major structural controls on map?	<input type="checkbox"/> <input type="checkbox"/>
Location of storm water discharges to a surface water on map?	<input type="checkbox"/> <input type="checkbox"/>
Location of materials or equipment storage on map (on-site or off-site)?	<input type="checkbox"/> <input type="checkbox"/>

2001 South State Street, #N-3600

Salt Lake City, Ut 84190-4050

Appendix D

ENFORCEMENT RESPONSE PLAN - Construction Activity

PURPOSE:

Salt Lake County is required to implement State and Federal storm water regulations for construction activities in accordance with the requirements of the storm water discharge permit issued by the State of Utah Department of Environmental Quality. The regulations require the owners or operators of construction activities that disturb one acre or more of land (including activities on less than one acre if part of a larger project or located within the Salt Lake City Watershed) to obtain permits from both Salt Lake County and the UDEQ. A County grading permit is also required for construction activities of any size that may affect water quality. To insure that construction activities are in compliance with the regulatory requirements, enforcement provisions are included in the Salt Lake County Ordinances. The County use this Enforcement Response Plan and the attached Enforcement Response Guide to insure enforcement actions are conducted in accordance with regulations and are applied in a consistent manner. The County objectives are to achieve compliance as quickly as possible and to make sure that violations do not continue.

LEGAL AUTHORITY:

The legal authority for enforcement of the storm water requirements is contained within the Salt Lake County Ordinances Chapter § 17.22, Storm Water Illicit Discharges and Permit Requirements, § 17.22.180 Enforcement and Penalties. The Ordinance describes the types of enforcement actions that can be applied to violations of the requirements. The State of Utah, Federal Clean Water Act of 1987 and the Storm Water Phase I regulations (40CFR122) also provide legal authority for the Salt Lake County Storm Water Quality Program.

RESPONSIBILITIES:

The Mayor or the Mayor's designee, are the responsible officials for all enforcement actions outlined in the Ordinance. The Mayor's designees, for the purpose of construction activities, are the listed below, by title, for Salt Lake County:

- County Stormwater Construction Supervisor
- County Inspector
- County Industrial and Commercial Inspector
- County Grading Review Specialist
- County Stormwater Program Manager and County Stormwater Program Supervisor
- other positions that have enforcement authority with respect to Ordinance provisions are Code Enforcement Officers, the Chief Building Official, Building Code Inspectors and the Salt Lake County Health Department.

If litigation is necessary, enforcement will become the responsibility of the Salt Lake County District Attorney's Office. Some or all of these positions may be involved in determining the

gravity of the specific violations and the type of enforcement action to be taken given the appropriateness and timing of escalating enforcement.

ENFORCEMENT ACTIONS:

The Ordinance provides the authority for specific actions to deal with the enforcement of violations. The purpose of these enforcement actions is to bring the violator back into compliance as quickly as possible and minimize the negative impacts on the storm water system, surface waters and the general public.

1. THE TYPES OF ACTIONS INCLUDE:

- a. **COMPLIANCE ORDER:** This is a written notification served to the owner/operator directing them that there is work that is out of Compliance with the approved Storm water pollution prevention plans, or other Development approved plans. The notice is posted on the site, work is allowed to continue for the time limit identified on the order to correct the deficiencies identified. Failure to correct the identified deficiencies will result in a STOP WORK ORDER being issued. Copies of the Compliance Order are included in the project inspection files and the Process360 inspection reports or the latest computer software.
- b. **STOP WORK ORDER:** This is a written notification served to the owner/operator directing them to stop work immediately. The notice is also posted on the construction site. Work can only be resumed after the conditions and requirements of the stop work order have been met. Copies of the stop work order are included in the project inspection files and Process360 inspection records or the latest computer software.
- c. **NOTICE OF VIOLATION (NOV):** This is formal written notification of violation(s) and an official record of the violations and any remedies required by Salt Lake County. The time frame for responding to an NOV will be based on the seriousness of the violation and whether or not immediate actions are required to address imminent or ongoing violations. The NOV shall state the nature of the violation(s) and may refer to the specific section of the Ordinance or the Utah Clean Water Act that has been violated. The NOV is sent via certified mail or personal delivery.
- d. **REFERRAL TO CODE ENFORCEMENT -- PUBLIC NUISANCE:** This is an action that is taken in response to a threatened discharge or public nuisance conditions that are not specifically related to construction requirements.
- e. **REFERRAL TO SALT LAKE COUNTY DISTRICT ATTORNEY:** This action is taken in response to conditions that are a threat to public health, safety or welfare and are not corrected immediately by the owner/operator.
- f. **REVOCAION OF PERMIT:** Based on the seriousness of the violations and responsiveness of the permitted, Salt Lake County may revoke the storm water permit and require that the permitted resubmit a permit application and revised SWPPP that addresses and remedies the cause of the violations.

- g. **ABATEMENT:** Whenever a violation is identified which will result in an immediate danger to public health or safety and the violation is not immediately corrected by the responsible party, Salt Lake County and Salt Lake County Health Department can take whatever measures are necessary to abate the violation. The cost of the abatement shall be charged to the responsible party.

2. PENALTY AND FINES:

- a. Whenever an Infraction is identified which violates Salt Lake County Ordinances §17.22, the **State of Utah Federal Clean Water Act of 1987** or the Storm Water Phase I regulations (40CFR122) for Salt Lake County Storm Water Quality Program, the Inspectors in the field shall determine whether to issue a penalty or fine in accordance with requirements of the SWPPP or Common Plan of Development permit (when applicable) or in accordance with this document and/or to contact the **Salt Lake County Health Department Emergency IDDE hot line (801) 580-6681** for sampling and testing for egregious Acts.

3. LEVEL OF ENFORCEMENT AND ESCALATION:

- a. The following guidelines are considered in determining the level of enforcement and the need to escalate enforcement:
- i. Whether or not there are or have been recurring or chronic violations.
 - ii. The diligence of the owner/operator in responding to and solving the problem which caused the violation(s) and how quickly compliance is achieved.
 - iii. Seriousness of the violation. For example, pollutants entering the storm drain or surface waters are more significant than pollutants that have a potential to leave the site but are currently contained. Pollutants that endanger the public, workers or the environment due to lack of proper BMPs or poor BMP maintenance are serious problems whether or not they have left the site. Serious violations must be addressed immediately to prevent additional problems and to keep the County in Compliance with its Storm water permit requirements. Less serious violations require enforcement that rapidly brings the construction activities into compliance and keeps them in compliance.
 - iv. Economic benefit – If the violation has resulted in avoidance of costs to comply with regulatory requirements or operate in an environmentally responsible way, this can be taken into account when determining enforcement actions and penalties.

Appendix E

ENFORCEMENT RESPONSE GUIDE - Construction Activity

ENFORCEMENT RESPONSE

Violations of the construction activities in the storm water requirements generally fall into the following areas:

1. Administrative Violations:
 - a. County or State permits not current,
 - b. Working *without County* or State permit,
 - c. SWPPP not on site, SWPPP not up to date,
 - d. No designated or certified on-site erosion control specialist,
 - e. Storm water inspection records missing, not completed according to requirements or not up to date,
 - f. County and/or State Notice of Inactivation not submitted,
 - g. County and/or State Transfer of Ownership not submitted.

2. Best Management Practices (BMPs) Violations with no discharge off site:
 - a. BMPs not maintained in accordance with best practices or SWPPP,
 - b. Improperly stored materials on site,
 - c. BMPs in use on the site not shown/not covered in SWPPP,
 - d. Site changes requiring new or modified BMPs not covered in SWPPP,
 - e. Improperly maintained or located vehicle storage or maintenance areas.

3. Best Management Practices (BMPs) Violations with discharge from site:
 - a. Sediment or other pollutants leaving site,
 - b. Potential discharge to storm drain Sediment or other pollutants leaving site,
 - c. Discharge to storm drain or channel.

Each of these violations may result in different enforcement actions, a series of enforcement actions, or a combination of enforcement actions, depending on the severity and duration of the violation. In addition, the following circumstances will be evaluated when determining appropriate actions or escalating enforcement for continued violations.

- Magnitude of the violation (type and severity);
- Duration of the violation;
- Effect of the violation on the environment and public health;
- Effect of the violation on surface waters;

- Economic benefit realized because of noncompliance

Appendix G

VIOLATIONS LIST AND ENFORCEMENT ACTIONS

1. County or State permits not current:
 - Compliance Order: The County Inspector gives owner/operator a Compliance Order with schedule to obtain updated permit(s). The County Inspector documents the date and conditions creating the Compliance Order in inspection records.
 - Stop Work Order: The County Inspector will issue Stop Work Order if permits are not obtained within time frame. Date and conditions of Stop Work Order are recorded on the Stop Work order and in Eprocess 360 v.2015.
 - Referral to County Attorney: If work continues at the site, the County will be informed and will refer this issue to Salt Lake County District Attorney for action.
 - NOV and Penalty Assessment: Salt Lake County will prepare and issue an NOV with a compliance schedule and penalty assessment (if appropriate) if there is no response to the Stop Work Order or if permits are not obtained in a timely manner.
2. Working without County or State permit:
 - Stop Work Order: Inspector issues Stop Work Order. Date and conditions of Stop Work Order are recorded in inspection records. Inspector refers case to the County for further action.
 - NOV and Penalty Assessment: The County prepares and issues an NOV with a compliance schedule and penalty assessment (if appropriate) if there is no response to the Stop Work Order or permits are not obtained in a timely manner.
 - Referral to County Attorney: If work continues at the site, The County is to be informed and will refer this issue to Salt Lake County District Attorney for action.
3. Stormwater Pollution Prevention Plan not on site or Stormwater Pollution Plan is not current:
 - Compliance Order: The County Inspector will give owner/operator a Compliance Order with schedule for correcting SWPPP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing and upload into the Compliance Order in Eprocess 360 v.2015.
 - NOV and Penalty Assessment: The County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or if the SWPPP deficiencies are not corrected in a timely manner. Also, see Stop Work Order.
 - Stop Work Order: The County Inspector can issue a Stop Work Order if there is no response to the Compliance Order and/or NOV.
 - Referral to the County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
4. No designated or certified on-site erosion control specialist, Stormwater inspection records missing, incomplete or not current:

- Compliance Order: The County Inspector will give owner/operator a Compliance Order with schedule for correcting SWPPP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing and upload into the Compliance Order in Eprocess 360 v.2015.
 - NOV and Penalty Assessment: The County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or if the SWPPP deficiencies are not corrected in a timely manner. Also, see Stop Work Order.
 - Stop Work Order: The County Inspector can issue a Stop Work Order if there is no response to the Compliance Order and/or NOV.
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
5. County and/or State Notice of Inactivation not submitted:
- Compliance Order: The County Inspector shall give owner/operator a Compliance Order with schedule for correcting SWPPP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing and upload into the Compliance Order in Eprocess 360 v.2015.
 - NOV and Penalty Assessment: County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or if the SWPPP deficiencies are not corrected in a timely manner. Also, see Stop Work Order.
 - Penalty Assessment: County will prepare and issue a penalty assessment if NOV is disregarded.
 - Revoke Permit: A Permit will be terminated by County if NOV is disregarded.
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
6. County and/or State Transfer of Ownership not submitted:
- Compliance Order: County Inspector will give owner/operator a Compliance Order with schedule for correcting SWPPP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing and upload into the Compliance Order in Eprocess 360 v.2015.
 - NOV and Penalty Assessment: County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or if the SWPPP deficiencies are not corrected in a timely manner. Also, see Stop Work Order.
 - Stop Work Order: County Inspector can issue a Stop Work Order if there is no response to the Compliance Order and/or NOV and work continues on site
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
7. Best Management Practices Violations - Discharge from Site:

- NOV and Compliance schedule: County Inspector will give owner/operator a Compliance Order with schedule for correcting SWPPP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing. Violations are referred to County if violations are not corrected. A NOV or a Stop Work may be issued.
 - Stop Work Order: County Inspector can issue a Stop Work Order if there is no response to the Compliance Order and/or NOV and work continues on site.
 - Penalty Assessment: County prepares and issues a penalty assessment if NOV or Stop Work Order is disregarded.
 - Revoke Permit: County Permit will be terminated by County if violations continue.
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
8. BMPs in Use On the Site Not Shown or Not Covered in SWPPP Site Changes Requiring New or Modified BMPs Not Covered in SWPPP:
- Compliance Order: County Inspector will give owner/operator a Compliance Order with schedule for correcting SWPPP or BMP deficiencies. The Inspector will document the date and conditions of Compliance Order in writing and upload into the Compliance Order in Eprocess 360 v.2015.
 - NOV and Penalty Assessment: County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or SWPPP deficiencies are not corrected in a timely manner. Also see Stop Work Order.
 - Stop Work Order: County Inspector can issue Stop Work Order if there is no response to the Compliance Order and/or NOV.
 - Penalty Assessment: County will prepare and issue a penalty assessment if NOV or Stop Work Order is disregarded.
 - Revoke Permit: The County Permit will be terminated by County if violations continue.
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
9. Best Management Practices Violations: Discharge from Site: Sediment or Other Pollutants Leaving Site; Potential Discharge to Storm Drain
- NOV and penalty assessment: County will prepare and issue an NOV and penalty assessment (if appropriate) if there is no response to Compliance Order or SWPPP deficiencies are not corrected in a timely manner. Also see Stop Work Order.
 - Stop Work Order: County Inspector can issue Stop Work Order if there is no response to the Compliance Order and/or NOV.
 - Penalty Assessment: County will prepare and issue a penalty assessment if NOV or Stop Work Order is disregarded.
 - Revoke Permit: County Permit will be terminated by County if violations continue.

- Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.
10. Sediment or Other Pollutants Leaving Site, Discharge to Storm Drain or Channel:
- Stop Work Order: County Inspector will issue Stop Work Order, documents the violation and requires owner/operator to mitigate the problems immediately. Project Inspector will consult with County on further actions.
 - Abatement: If the violation will result in an immediate danger to public health or safety and is not immediately corrected by the owner/operator, the inspector will document the situation and refer it to County and Salt Lake County Health via the 24-hour hotline, County will also determine who will arrange for abatement of the violation. The cost of the abatement shall be charged to the owner/operator.
 - NOV and compliance schedule: If the discharge caused minimal impact or was quickly mitigated by the owner/operator, County will prepare and issue an NOV and compliance schedule.
 - Revoke Permit: Depending on the severity of the violation, the owner/operators permit may be revoked.
 - Penalty assessment: County will prepare and issue penalty assessment, including costs of any abatement.
 - Referral to County Attorney: If work continues at the site, Salt Lake County will be informed and in turn, refer the matter to Salt Lake County District Attorney for further action.

Appendix H

NOTICE OF VIOLATION FORM

Date

Contact

Name

Address1

Address2

RE: Notice of Violation - Stormwater

Permit for Construction Activity #Permit number

Dear [Contact Name](#):

Pursuant to Chapter § 17.22 of the Salt Lake County (the "Ordinance") you are hereby notified of the following violations of the terms and conditions of the above-referenced permit:

During a monthly site inspection by the County on xxxxxx it was found that your Stormwater Pollution Prevention Plan (SWPPP) has not been updated to include recent changes in the site and in the Best Management Practices (BMPs) used on the site. The SWPPP must be correct and up to date per the requirements of your permit.

You have ___ days from receipt of this Notice to complete the following:

1. Correct the violations and schedule an inspection with the County Project Inspector to confirm that the violations have been addressed.
2. Submit a written description to the County Office of the steps you will take to insure that there will be no future violations of the type listed above.

This Notice does not constitute a waiver or election by Salt Lake County to forego any civil or criminal action to seek penalties, fines or other relief as it may deem appropriate under Chapter § 17.22 of the Ordinance. Be advised that § 17.22.180 of the Ordinance authorizes the imposition of penalties of up to \$10,000.00 per day for each violation of the Ordinance. Nothing in this Notice shall be construed to preclude Salt Lake County of further action under the Ordinance for those violations cited herein or to relieve you from any responsibilities, liabilities, or penalties established pursuant to any applicable Federal, State or County laws or regulations. Please call if you have any questions. The County appreciates your efforts to comply with the terms and conditions of your discharge permit and operate your construction activities in an environmentally responsible manner.

Sincerely,



2001 S. State Street • Salt Lake City, UT 84190
Phone: (385) 468-6700 • www.slco.org

Name

Salt Lake County County SWPPP Inspector

cc:

Name,

Construction Inspection Supervisor

Appendix I

STORMWATER MANAGEMENT BMP SCHEDULE OF LONG TERM MAINTENANCE IN SALT LAKE COUNTY

Activity	Frequency	Notes
Inspection	Annually	It is recommended that the SMP Operation and Maintenance Inspection Report, referenced by this agreement, be used as a guiding document. This annual inspection should be submitted to Salt Lake County upon completion.
Mowing and maintenance of vegetation	Variable, depending on vegetation and desired aesthetics	Landscaping and vegetation should be cared for throughout the year to ensure that proper sediment removal and infiltration is maintained and the facilities remains aesthetically appealing.
Remove trash and debris	As needed or following each storm	Trash and debris should be removed regularly to ensure that the Facilities function properly and operate effectively. Trash often collects at inlet and outlet structures.
Inspect and maintain inlet and outlet structures	Annually	The inlet and outlet structures should be inspected for damage and proper operation.
Sediment removal	Variable (5-10 years is typical)	The removal of sediment is necessary if the Facilities begin to lose capacity or effectiveness.

Appendix J

SMP OPERATION AND INSPECTION MAINTENANCE REPORT SAMPLE

Site Name:		Date of Evaluation						
Site Address:								
Facility Contact information								
		NAME and MAILING ADDRESS			Phone		E- MAIL ADDRESS	
SITE CONTACT:								
INSPECTOR CONTACT:								
BUSINESS TYPE: INSTITUTIONAL COMMERCIAL INDUSTRIAL OTHER _____								
Circle Business type Are SOP's for Stormwater Post Construction Inspections implemented and available for review? YES NO Circle Answer								
Orifice Required for site YES NO		Orifice Size:		Hooded outlet cover (snout) Required for site YES NO		Circle Answers		
Items Inspected	Checked		Maintenance Req'd?		Is there excessive accumulation of		Observations and Remarks	
	Yes	No	Yes	No	Yes	No		
1. Dumping Evidence								
2. Spill Evidence								
3. General Site Exposure								
4. Other Pollution Sources								
5. Stormwater Storage condition and capacity (detention/retention ponds)								
6. Inlets and catch basins								
7. Conveyance System								
8. Manholes								
9. Parking								
10. Waste Collection								
11. Landscaping								
12. Pre-Treatment devices								
13. Sumps								
14. Flow Control devices								
15. Site Specific SOP Items								
16. Other								
Notes:								
Print Name:					Date:			
Signature:					Title or Position			

References:

1. Utah Department of Environment Quality: General Permit for Storm Water Discharges Associated with Municipal Separate Storm Sewer Systems (MS4s), Authorization to Discharge under the UPDES Discharge Permit – Jordan Valley Municipal permit UTS0000001
2. Utah Department of Environment Quality: Storm water Discharges Associated with Construction Activity – Construction General Permit Application UPDES permit UTRC000000 and The Storm Water Management Plan Preparation Guide
3. Salt Lake County Ordinances Chapter § 17.22, Storm Water Illicit Discharges
4. Salt Lake County Engineering: Public Improvement Design Standards and Construction Specifications (current revision)
5. International Building Code and International Residential Code (current)



STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

SCOPE:

In order to protect our environment, Best Management Practices (BMP's) are developed and used to reduce the amount of pollutants and sediments from entering our storm water systems. This SOP includes BMP's that are applicable to work done within the public Right-of-Way. It is permissible and even expected to be changed or modified when good judgment dictates better ways to protect the environment or when safety issues arise. Any routine operational changes require that this SOP be updated accordingly.

REFERENCES:

- 1) APWA Standard Plan 126, "Stabilized Roadway Entrance", 2012 Edition
- 2) Salt Lake County UPDES Permit – Storm Water Management Plan

PROCEDURES/BMP'S:

General: The primary goal of this SOP is to reduce or prevent the amount of pollutants, including sediment, entering storm water systems. Each employee must take ownership to adhere to this goal, be aware of each particular work environment that could jeopardize this goal, and be sufficiently resourceful to react when conditions change, such as a storm or other influential event. The following summarizes different types of work that are performed and the best management practices (BMP's) that can protect our environment. Ensure BMP's are in place and functioning correctly before leaving any job site. Applicable BMP's are to be removed as part of the final cleanup of the job site.

1.0 Concrete Work

1.1 New Concrete and Concrete Replacement

- 1.1.1 Place booms, wattles, sandbags or other BMP's at storm drain inlets downstream from work locations when the potential for erosion from the project can drain into the storm water system. Refer to 4.2.1.
- 1.1.2 Remove as soon as possible, and if possible by the end of the day, any construction materials or spoils that could contribute to sediment or pollutants entering the local storm drain system.

STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

1.1.3 Construction materials or spoils should be cleaned up enough that no more material could be pushed by a broom.

1.1.4 Dispose of any materials properly in a way that will have the least impact on the environment.

1.2 Concrete Trucks – Washouts

1.2.1 Concrete trucks shall not washout into storm drain inlets nor at locations that will allow the washout to enter storm drain systems.

1.2.2 Proper washout locations shall be provided by either the concrete supplier or as instructed by county personnel.

2.0 Excavation

2.1 Boring

2.1.1 Prevent any liquids that may be used in boring from entering the storm water system.

2.1.2 Ensure any material or spoils from boring operations do not enter into the storm drain system by one of the following methods:

2.1.2.1 Capture boring fluids and then pump or place them into a sealable drum or,

2.1.2.2 Pond boring fluids and clean them up using a vactor truck or shop vac or,

2.1.2.3 Use other acceptable pre-approved method to prevent boring fluids from entering the storm drain system.

2.2 Trenching/Auguring

2.2.1 Stock pile the excavated material as little as possible.

2.2.2 Haul off site as needed and as soon as practical.

2.2.3 Pumping of any groundwater that enters a trench shall be done in a way that minimizes or prevents any pumped liquids from entering the storm water system.

2.3 Inlet Protection

2.3.1 Provide proper inlet protection as described in Section 1.1.1.

3.0 General Property Maintenance and Miscellaneous Work

3.1 Landscaping

3.1.1 Fertilizing

3.1.1.1 Do not dispose of, directly spray or spread fertilizer into storm drain boxes or gutters.

3.1.1.2 Clean up excessive or spilled fertilizer from storm drain boxes and gutters.

STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

3.1.2 Grading

3.1.2.1 Minimize grading as much as practical.

3.1.2.2 Provide proper inlet protection as described in Section 1.1.1.

3.1.3 Sprinkler repairs – protect storm water inlets as described in this SOP if needed.

3.1.4 Weeding including weed sprays

3.1.4.1 Do not dispose of or directly spray herbicides or other weed sprays into storm drain boxes or gutters unless specifically spraying to control weeds.

3.1.4.2 Clean up excessive or spilled weed spray from storm drain boxes or gutters.

3.2 Tree and bush trimming

3.2.1 Clean up after, remove any debris from gutters and roadway prior to leaving site

3.3 Miscellaneous Work

3.3.1 Provide “sediment drops” for any major construction activities where mud and other sediments can be tracked off the site onto streets and roadways. See APWA Standard Plan 126, “Stabilized Roadway Entrance”.

4.0 Pavement Washing

4.1 Needed to remove potential contaminants and for aesthetic purposes. It may be needed for:

4.1.1 Mud and dirt

4.1.2 Wet paint spills

4.1.3 Spills

4.1.4 Other incidents or events that can cause unacceptable material on public streets.

4.2 Pavement washing effluent (wastewater) including power washing and the use of detergents shall be restricted from entering the storm water system.

4.2.1 Dam the affected storm drain inlets using a boom material, wattles, sandbags or other methods that seal themselves to the pavement and force liquids to be ponded.

4.2.2 Pick up pavement washing wastewater with a shop vac, absorbent materials, vector truck or other methods at either the location of ponding or simultaneously with the washing operation.

STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

- 4.2.3 Dispose of all wastewater properly in the SLCo Public Works Yard or another approved location.
- 4.2.4 Document all work performed along with estimated quantities of material used and cleaned up.

5.0 Saw Cutting :

- 5.1 Inspect site at beginning, during, and end of work to ensure cut slurry is being contained and not entering into storm drains or waterways.
- 5.2 Dam the affected storm drain inlets using a boom material, wattles, sandbags or other methods that seal themselves to the pavement and force liquids to be ponded.
- 5.3 Place sandbags as needed to create ponding in gutter within 25 feet from saw cutting as needed. Multiple sandbags may be required and in several areas. Sand bags shall be positioned and marked with a cone to provide warning to bicyclists, pedestrians, and motorists of their location. Sandbags will not be required on the uphill side of a noticeable grade.
- 5.4 Any ponded water/slurry shall be either:
 - 5.4.1 Allowed to evaporate and then picked up by shovel with the assistance of a broom if needed. Weather conditions need to be appropriate.
 - 5.4.2 Vacuumed into an appropriate container. At the end of the work day the contained water/slurry will be dumped in a designated area in the Salt Lake County Public Works Yard.
 - 5.4.3 Removed with a vactor truck and disposed up properly in the Salt Lake County Public Works Yard.
- 5.5 Solids shall be removed, options may include but not limited to:
 - 5.5.1 Shovel and hand broom.
 - 5.5.2 Shop vacuum.
 - 5.5.3 Skid steer with bucket or sweeper attachment.
 - 5.5.4 Vactor truck or vactor trailer.
- 5.6 Clean roads with brooms or street sweepers as needed. Care shall be taken when using street sweepers to prevent spreading material.
- 5.7 Utilize the most efficient cutting procedures to minimize the creation of waste water or slurry.

6.0 Snow Removal

- 6.1 Salt distribution
 - 6.1.1 Distribute the minimal amount of salt that is needed.

STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

6.1.2 Pay attention to salt dispersal rates in comparison to recommended salting rates.

6.1.3 Avoid excessive use of salt.

6.1.4 Clean up any salt spills as soon as practical.

6.2 Brine

6.2.1 Apply appropriate amounts of brine to roads.

6.2.2 Inspect regularly to avoid potential leakage of brine tank and associated pumping/dispersing equipment.

7.0 Spills – Containment and Cleanup

7.1 Hazardous materials

7.1.1 Immediately prevent any hazardous material spill from reaching the local storm drain by either the use of booms, sandbags, earthen dams or other physical means necessary.

7.1.2 NEVER WASH HAZARDOUS MATERIALS INTO THE STORM DRAIN.

7.1.3 If water and/or other detergents are used to clean the area, all contaminated liquids must be vacuumed or effectively picked up by other methods and disposed of properly as per local, state and federal requirements.

7.1.4 Use dry cleanup methods as much as possible. This includes sorbent materials, booms and/or sand bags, brooms, shovels, and vacuum equipment as needed.

7.1.5 Document all spills and report to the applicable jurisdiction as required by law and the applicable Safety Data Sheet (SDS) for that material.

7.1.6 All documents are required to be submitted to the Safety Coordinator that oversees environmental issues.

7.2 Non-hazardous materials

7.2.1 Non-hazardous material spills shall be cleaned up as soon as possible.

7.2.2 Booms/waddles shall be used when applicable to reduce or prevent any spilled material from entering the storm water system.

8.0 Reporting

8.1 Anytime wastewater or other materials enter a storm drain system, the incident will be reported to the SLCo Health Department's Emergency Response line at (801) 580-6681. Describe the location of the incident,

STORM WATER PROTECTION – PUBLIC RIGHT-OF-WAY

the amount and type of material involved, and the reason the incident occurred.

This procedure will be updated whenever needed to meet operation requirements.

Adopted: 7/1/14

Updated: _____

Approved by: [Signature]



HIGH VOLUME WASH BAY USE AND MAINTENANCE

SCOPE: To provide guidelines and standards for requirements regarding use and maintenance of the “complex” high volume wash bay.

SPECIAL HAZARDS: During winter months, ice builds up on all surfaces creating slip/fall hazards. It shall be everyone’s responsibility to immediately report slippery conditions to Highway Division Dispatch which will notify Steve Sandoval or Larry Helquist. Immediate action will be taken to sand, salt, or use other approved methods to eliminate the slip hazard.

The bay access shall be denied access by placing available yellow chains and “Bay Closed” barricades in front of bay until the problem is fixed. Access shall also be denied and reported if other safety concerns are identified.

Definitions:

Cleaning crew: Dedicated team from operations division, utilized to clean and maintain wash bay.

Complex dump: Refers to trash dump on north east side of complex.

Evaporation pond: Two ponds on north end of complex.

Maintenance crew: Dedicated personnel trained and utilized to perform maintenance and repairs.

Wash bay: Refers to the pull through wash stations.

Vactor/sweeper bays: Refers to the two south end dump bays.

Water cannons: High volume water cannons mounted on upper cat walk used for high volume water use.

Cat walk: Upper level walkway used to access water cannons.

Sanitation clean out area: Refers to the “alley way” east of the employee parking lot used for cleaning out refuse from the hopper and inside of sanitation trucks.

HIGH VOLUME WASH BAY USE AND MAINTENANCE

DAILY USE PROCEDURES:

1.0 Vactors:

- 1.1 Dump water into vactor/sweeper bay first.
- 1.2 Dump solids and remaining water into evaporation pond.
- 1.3 Return to vactor/sweeper bay to wash out tank, seals, and tailgate.

2.0 Air Broom Sweepers:

- 2.1 Use vactor/sweeper bay to wash out.
- 2.2 Dump solids into complex landfill.

3.0 Mechanical Broom Sweepers:

- 3.1 Use wash bay to wash off truck only. Solids/debris shall be dumped into complex dump.

4.0 Ten-Wheelers/Bobtails and related vehicles:

- 4.1 Use wash bay for general cleaning.
- 4.2 Use vactor/sweeper bay first for cleaning of solids.

5.0 Snow plow trucks/sanders/plows:

- 5.1 Use wash bays for cleaning after snowplowing.
- 5.2 All large salt lumps shall be cleaned off at salt pile before washing.

6.0 Sanitation Trucks:

- 6.1 No garbage will be dumped in bays.
- 6.2 Garbage shall be removed from inside body of truck (includes hopper) at the sanitation clean out area.
- 6.3 If any refuse is left after any washing process, it shall be picked up with a shovel and deposited in the garbage cans at the end of each bay.

HIGH VOLUME WASH BAY USE AND MAINTENANCE

CLEANING AND MAINTENANCE PROCEDURES:

1.0 Daily:

- 1.1 Check that the two red lights for the Ground Fault Circuit Interrupter (GFCI) are on during winter months (used for heating tape). **If the GFCI is found to not be operational, the power shall be shut down and red tagged out of service until repaired and tested by a qualified electrician. James Nell or Ben Hoyt with the Electrical Crew shall be notified of the problem as soon as possible.**
- 1.2 **If any hazardous or otherwise unsafe condition is found, that bay/s shall be immediately removed from service. Chain off bay access with available yellow chains and place "Bay Closed" barricades in front of bay. The bay/s shall remain "out of service" until any repairs have been made.**
- 1.3 **Problems that are found during inspection and cleaning shall be immediately reported to Jeff Jones, Construction Supervisor or Steven Sandoval, Construction/Paving Manager.**
- 1.4 Cleaning crew will wash all debris off floors and flush bulk debris towards outside of bay.
- 1.5 Sweeping crew will sweep picking up bulk debris that has been pushed outside of bay (every morning).
- 1.6 Inspect all walkways, catwalk, and hand rails for broken, loose, missing hardware or slippery conditions.
- 1.7 Inspect all ball valves, hose, hose retractors, and pipe wall connectors for proper operation and condition.
- 1.8 Check for leaking pipes, valves, and plumbing. No water should be running.
- 1.9 Ensure hose retractors are operational and securely attached.
- 1.10 Inspect for any pipe insulation damage.
- 1.11 Check that water cannon nozzles are open.
- 1.12 Inspect and clean the two vector and sweeper bays.

HIGH VOLUME WASH BAY USE AND MAINTENANCE

2.0 Bi-Weekly:

- 2.1 Vactor crew will "vactor" silt trough first, the inside grates second, and the grease traps last.

INSPECTION SCHEDULING:

1.0 Winter months:

- 1.1 Daily morning inspections for ice slip hazards will be the responsibility of the landscape supervisor. As needed salt, ice melt, or other means as needed shall be used to remove ice/slip hazards and scheduled by the landscape supervisor.

2.0 All season:

- 2.1 Construction supervisor will schedule daily morning inspections and end of shift cleaning and inspections.
- 2.2 Broom supervisor will schedule daily sweeping of area around entire wash bay.
- 2.3 Vactor supervisor will schedule cleaning of inside grates, silt trough, and grease traps to be completed on a bi-weekly basis.

Seasonal Transitions:

3.0 Transition From Winter To Summer Operation:

- 3.1 Transition when overnight temperatures are expected to be near 30°F.
- 3.2 Perform a thorough inspection of wash bay.
- 3.3 Turn off power to heat tape.

HIGH VOLUME WASH BAY USE AND MAINTENANCE

4.0 Transition From Summer To Winter Operation:

- 4.1 Transition when overnight temperatures are expected to be above 40°F.
- 4.2 Inspect all pipe insulation.
- 4.3 Inspect operation of all automatic drains.
- 4.4 Turn on power to heat tapes, ensure red GFCI lights are on, and tapes are working properly.

This procedure will be updated whenever needed to meet operation requirements.

Adopted: _____

Updated: _____

Approved by: _____



Standard Operating Guidelines

Trades - Pools

August 19, 2015

Work Order Management

Work Orders

All requests for work in centers or parks needs to run through Trades Maintenance Supervisor. Generally and the Trades Maintenance Supervisor will receive and email from the facility manager, park operations, or parks management in order to initiate the work order.

- Trades Maintenance Supervisor receives work orders and documents it if it is not in written form
- Trades Maintenance Supervisor, in consultation with trades staff, prioritizes and assigns work order
- Trades staff will receive work orders in written form, from Trades Maintenance Supervisor
- Do not let work order process impede you from being proactive. If something needs to be resolved immediately, fix it and then document it and turn it in to Trades Maintenance Supervisor

Recreation/Ice Centers

- Evaluate project with Facility Manager
- Communicate costs with Facility Manager
- Get approval from Facility Manager **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Facility Manager and Trades Maintenance Supervisor
- When work is completed, check with Facility Manager for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor
- Note completion date on work order and return it to Trades Maintenance Supervisor

New Construction

Park Operations Management, Facility Management, and Area Maintenance Supervisor as well as all other staff who will be involved with the maintenance of the new construction, will preapprove all new construction prior to starting.

All purchases will be done according to County policy and with prior approval.

All construction will be done according to International Building Code and County Policy and Standards

Along with the Trades CMS, pool technicians will check spec books, attend construction meetings and spot check new construction.

Preventative Maintenance – Indoor/Outdoor Pools

Certified Pool Operators Water Checks

Provide a safe and clean pool by performing weekly checks:

- Checking Ultra Violet (UV) System are operating correctly
- Check chemical monitoring system
- Check chemical feed system
- Check circulation flow and filter's pressure
- Check pool underwater lights
- Check diving board hardware
- Check pool for cleanliness
- Annual check of in water playground structure, making sure of structural integrity
- Check grease pumps on startup, Do NOT over grease
- Annual check of amperage over motors

As needed:

- Repair or replace pumps
- Replace filters
- Replace UV components
- Repair or replace pool lights
- Repair or replace chemical systems
- Drain and acid wash plaster pools
- Drain and clean liner pools

Outdoor Pools

The following guidelines are generic for every pool. All pools are unique and may require more maintenance in order to get them ready for summer use. It is the responsibility of the

Pool Technicians to know pools assigned to them as well as their unique maintenance needs.

Generally, all outdoor pools need to be cleaned and ready for use the week leading up to the Memorial Day Holiday.

Along with the Trades CMS and Recreation Center Staff, generate a schedule for spring start up and pool openings.

Spring Pool Startup

- Clean pool, typically mucking out leaves and vacuuming, as needed
- Top of water level
- Install drain plugs in filter pump room
- Install chemical monitoring probes
- Start circulation
- Startup UV system and check it
- Startup heater and check it
- Install diving boards and handicap lifts

Fall Pool Winterization

- Remove diving boards and handicap lifts for indoor storage to protect from weather damage
- Circulate and chemically treat pool until weather cools enough to prevent algae blooms
- Keep leaves cleaned off surface of water
- Install chlorine floaters and algaecide to keep water clear all winter
- Lower water level to the bottom of the gutter and maintain water level at bottom of the gutter throughout the course of the winter
- Shut down and drain pump, filters, heater and all pipes and tubing
- Properly store all chemicals

Chemicals

Follow all manufacturers, OSHA and MSDS safety regulations for usage, storage, and disposal of all chemicals. It is your responsibility to know the different types of chemicals being used and how to properly use, store, and dispose of the chemicals, including UV bulbs.

Chemicals are also discussed the main Park Operations Standard Operating Guidelines.



Standard Operating Guidelines

Plumbing and Irrigation

August 19, 2015

Supervisor Responsibilities

Area Maintenance Supervisor Responsibilities - Plumbing

1. Be familiar with and follow all county policies pertaining to your job and its responsibilities.
 - a. All county policies and procedures can be found on the Salt Lake County Intranet site. A hard copy of policies may be requested.
2. Be familiar with your approved Salt Lake County job description and know what your responsibilities are pertaining to it.
3. Oversee the Plumbing and Irrigation Program for Salt Lake County Parks and Recreation, including hiring, terminating, and disciplining employees, supervising plumbing crews, budget monitoring, supplies and orders and any special projects or requests that may arise.
4. Project and develop work schedules of plumbers under your supervision in order to maximize coverage of maintenance and facility needs
5. Be responsible for the budget, including merit and temporary salaries. Project budgets and supplies as needed.
6. Be responsible for training and working with all plumbing and parks staff to improve job satisfaction and efficiency. Recognize and reward excellent work, support staff to encourage quality work, and if applicable, administer any corrective action or discipline according to county policy.
7. Maintain all licenses and certifications, including but not limited to, water auditor and class "A" CDL license.
8. Verify and ensure that staff has all applicable licenses and verifications, including but not limited to, water auditor and class "A" CDL license.
9. Communicate effectively with patrons, facility management, co-workers and supervisors.
10. Work with each plumber on your crew to maximize their efficiency and ability to do their jobs. Assist plumbing supervisors in scheduling, timesheets, discipline, and maintenance projects as needed.
11. Complete all employee evaluations on time, including quarterly evaluations.
12. Turn in dailies to supervisor every Friday.
13. Be responsible for timesheets, as well as leave time balances and time off requests of your staff. Including entering time and signing off timesheets in Timeforce II and Peoplesoft before the respective deadlines.
14. Be on time for your scheduled shift and request leave time from your supervisor.
15. Maintain and operate your county vehicle according to county policy.
16. Attend construction meetings as assigned, ensuring County specifications and codes are being used
17. Inspect new construction as necessary
18. Work as a team with the other plumbing supervisors in order to guarantee a standard level of quality and workmanship County Parks wide.

Work Order Management

Work Orders

All requests for work in centers or parks needs to run through Plumbing Supervisors. Generally and the Plumbing Supervisors will receive and email from the facility manager, park operations, or parks management in order to initiate the work order.

- Plumbing Supervisors receives work orders and documents it if it is not in written form
- Plumbing Supervisors, in consultation with trades staff, prioritizes and assigns work order
- Plumbing staff will receive work orders in written form, from Plumbing Supervisors
- Do not let work order process impede you from being proactive. If something needs to be resolved immediately, fix it and then document it and turn it in to Trades Maintenance Supervisor

Parks/Trails

- Evaluate project with Plumbing Supervisors
- Communicate costs with Plumbing Supervisors
- Get approval from Plumbing Supervisors **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Plumbing Supervisors
- When work is completed, check with Plumbing Supervisors for approval
- Note completion date on work order and return it to Plumbing Supervisors

Recreation/Ice Centers

- Evaluate project with Facility Manager
- Communicate costs with Facility Manager
- Get approval from Facility Manager **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Facility Manager and Plumbing Supervisors
- When work is completed, check with Facility Manager for approval
- Note completion date on work order and return it to Plumbing Supervisors

Golf Courses

- **All requests coming from Golf Courses must be approved by the Park Operations Manager, prior, to beginning**
- Evaluate project with Head Golf Pro
- Communicate costs with Head Golf Pro

- Get approval from Head Golf Pro **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Head Golf Pro and Plumbing Supervisors
- When work is completed, check with Head Golf Pro for approval
- Note completion date on work order and return it to Plumbing Supervisors

Job Duties and Responsibilities

Backflows and Other Cross-connection Devices

1. All plumbers/irrigation specialists must have a current backflow certification
2. Install backflows and devices using County specifications and according to Utah Plumbing Code, section 19-4-112(2d) and the Safe Drinking Water Act of 1974 public law 93-523; as well as, all specific water purveyor codes and regulations.
3. Repair and replace using County specifications and according to Utah Plumbing Code, section 19-4-112(2d) and the Safe Drinking Water Act of 1974 public law 93-523; as well as, all specific water purveyor codes and regulations.
4. Perform annual backflow testing as per code before start of season (April 1), see 2 & 3.
5. Turn in test reports to Area Maintenance Supervisor for approval and signatures
6. Verify back flow test went to correct water purveyor

Call Outs

1. Follow county call-out schedule and immediately respond to all call-outs when on-call
2. Follow County policy when calculating time for call outs
3. For large scale, major repairs that occur during the weekend or late at night; shut down system and fix on next working day
4. Immediately notify Park Operations Management in the case of severe problems
5. For a stuck valve – do not turn off system; find valve and shut down the particular station stuck on – Not entire park
6. Flag or mark area in disrepair so that it can be easily identified
7. Any plumbing fixture that is broken, plugged, or running will be fixed on sight and put back in operation
8. Communicate any problems/repairs with responsible staff as soon as possible

Inspections, Weekly

1. Check parks for dead, dry, or overwatered areas
2. Check for stuck on valves or irregular watering windows
3. Check irrigation clocks to ensure proper usage and they are not in alarm
4. Inspect restrooms for any irregular activity

5. Check drinking fountains and water features

Inspection, Semi-Monthly

1. Walk, DON'T DRIVE, through park(s) to make inspection
2. Turn on each station and evaluate operability, coverage and water flow
3. Check clocks and programming
4. Evaluate water patterns and correct as needed
5. Flush each toilet, turn on sinks and drinking fountains, inspecting for any problems
6. Report any vandalism in parks to supervisor

Irrigation Repairs

Salt Lake County Parks and Recreation has specifications pertaining to irrigation installation, maintenance, and repair. A copy of the Parks Irrigation Specifications is included in these SOG's at the end of the Plumbing and Irrigation Section. The Parks and Recreation Specifications are fluid and may change at any time without notice.

The Salt Lake County Parks and Recreation Irrigations Specifications will be referred to as Parks Specs, from here on out.

1. Sod Removal/Replacement
 - a. Replacement of sod should be done so that the area repaired doesn't look like a repair has been made
 - b. For large areas and if sod can be salvaged use a sod cutter to remove
 - c. For small areas try to salvage grass by cutting square edges to ensure proper replacement – if sod can't be salvaged, replace with new sod
2. Backfilling and dirt replacement
 - a. Backfill to level with sod
 - b. Ensure proper compaction by water settling or tamping as needed
 - c. Tamp areas around valve boxes
3. Laterals
 - a. See Parks Specs
4. Main Lines
 - a. See Park Specs
5. Sprinkler Heads
 - a. See Park Specs
6. Valves
 - a. See Park Specs
7. Valve box height
 - a. See Park Specs
8. Water Features

- a. See Park Specs

Plumbing – Recreation Centers/Golf Courses

1. Preventative maintenance inspection of all fixtures in recreation centers, golf courses and pools as frequently as time allows, including:
 - a. Showers
 - b. Toilets
 - c. Sinks/Faucets
 - d. Aerators
 - e. Urinals
 - f. Drains
 - g. Hose bibs/Hydrants
 - h. Fountains
 - i. Concession Stands
 - j. Custodial Closets
 - k. Lifeguard Rooms
2. Communication with Center Staff
 - a. Check in with facility management and let them know you are in the building and what you are doing
 - b. Golf Courses – All requests made for golf course repairs must be preapproved by Parks Operations Manager, prior to making any repairs. Have Head Pro/Superintendent send an email to Parks Operations Manager and Associate Division Director of Golf
3. Preventative Maintenance
 - a. All sewage lift stations and grease pits will be inspected, and cleaned out every spring, unless needed sooner
 - b. Proper degreasers are to be dumped into lift station units for seasonal use
 - c. Any fixtures using water filters will be changed on their due dates
 - d. Pool shower heads will be removed and clean out once a year
 - e. Any loose fixtures or toilet seats will be repaired immediately
4. Repairs
 - a. All repairs need to be done according to I.P.S.
 - b. Make supervisor(s) aware of any repairs
 - c. Inform facility manager, prior to spending money and/or making repairs

Pumps/Filtrations Systems

1. Each pump/system is different so follow manufactures recommendations and seek help if needed
2. Winterization

- a. Open all ball valves
 - b. Open all drain plugs
 - c. Winterize hose bibs
 - d. Remove filters
 - e. Remove sensors as needed
 - f. Blow out system with compressor, being cautious not to do damage sensors
 - g. Leave power to V.F.D.
3. Start- up
- a. Close call valves
 - b. Close drain plugs
 - c. Assemble hose bibs as needed
 - d. Replace filters
 - e. Replace sensors
 - f. Don't start pumps until system is full of water, if possible

Shut Down, Irrigation and Park Restrooms

1. Properly drain system, including backflow
2. Winterize backflows and pull apart according to device specifications
3. Use compressor to blow out every station and main line
4. Bathrooms
 - a. Take every fixture apart
 - b. Shut off stop and waste and blow out main
 - c. Pump water out of toilets and/or add antifreeze to ensure toilets don't freeze and break
 - d. Leave ball valves half open
 - e. Remove vacuum breakers from hose bibs
5. Drinking Fountains
 - a. Remove bubbler cartridges, and drain lines when necessary
 - b. Dump significant amount anti-freeze in fountain if it is connected to the building
6. Water Features
 - a. Blow out like irrigation

Start Up, Irrigation and Park Restrooms

1. Re-assemble backflows
2. Re-assemble bathrooms
3. Re-assemble drinking fountains
4. Slowly turn on main to pressurize
5. When pressurizing, inspect main line/laterals for any issues
6. Check clock to make sure it is operable

Water Management

Water management is a key job aspect for plumbers/irrigation specialists. No one has more control on the level, quality, and frequency with which turf is watered. Every effort needs to be made to irrigate effectively and conservatively.

1. Only supervisors are allowed to modify the Central Command System
2. Plumbers are responsible to make sure system is functioning properly and efficiently at all times
3. Plumbers should be aware of evapo transpiration, weather and wind conditions, and temperature fluctuation in order to maintain proper water coverage and conserve water.
4. All plumbers are required to be certified as water auditors through the Qualified Water Efficient Landscapes program.
 - a. All plumbers should audit one park per month to establish a baseline of water conservancy and to evaluate the effectiveness of watering
5. Check with supervisors prior to making any adjustments to watering schedule, percentage or water window
6. Water within the specified water window
 - a. Parks Operations water window is between 10 pm and 8 am daily
 - b. Exceptions to water outside this window will be done, with supervisors' approval, for special events, over-programming, and new sod/seed installation

Salt Lake County Parks

Underground Irrigation Systems

Specifications

PART 1 - GENERAL

1.1 SCOPE OF WORK

- A. The work to be performed under this Section shall consist of furnishing all labor and materials necessary to construct a complete working and tested automatic sprinkler irrigation system as per all drawings and specifications, providing 100 percent coverage on all lawns and planting areas on the site.
- B. All landscape and hardscape areas disturbed shall be restored to original or better condition.
- C. The Contractor shall operate, maintain until acceptance, and guarantee the new system until all lawn and plants planted on this project have become established and have been approved by the Owner's Authorized Representative (Hereafter listed as OAR).

1.2 RELATED WORK

- A. The following item(s) of related work are specified and included in other sections of the County's specifications. Section headings and reference numbers may not correspond exactly.
 - 1. Section 312000 – Earthwork
 - 2. Section 312216 – Landscape Fine Grading
 - 3. Section 329000 – Planting
 - 4. Section 329219 – Seeding
 - 5. Section 329223 – Sodded Lawns
 - 6. Section 329310 – Landscape Maintenance Standards
 - 7. Section 160000 – Electrical

1.3 SYSTEM DESCRIPTION

- A. Design of irrigation components: Locations of irrigation components on Construction Drawings may be approximate. Piping, sleeving and/or other components shown on Construction drawings may be shown schematically for graphic clarity and demonstration of component groupings and separations. All Irrigation components shall be placed in landscaped areas, with the exception of pipe and wire in sleeving under hardscapes.

B. Construction requirements: Actual placement may vary as required to achieve a minimum of 100% coverage without overspray onto hardscape, buildings or other features.

C. Layout of Irrigation Components: During layout and staking, consult with OAR to verify proper placement of irrigation components and to provide Contractor recommendations for changes, where revisions may be advisable. Small or minor adjustments to system layout are permissible to avoid existing field obstructions such as utility boxes or street light poles. Contractor shall place remote control valves in groups as practical to economize on quantity of valve clusters. Quick coupler valves shall be placed with valve groups as shown on plans.

1.4 DEFINITIONS

A. Water Supply - Piping and components furnished and installed to provide irrigation water to the Project. Including but not limited to nipples, spools, shut off valves, corporation stop valves, water meters, pressure regulation valves, and piping upstream of (or prior to) the Point of Connection.

B. Point of Connection: Location where the Contractor shall tie into the water supply. May require nipples, spools, isolation valves, meter, back flow device, flow sensor, or stop & waste valve for landscape irrigation needs and use.

Project Name Section 32 84 00 - 2

Salt Lake County Parks and Recreation Underground Irrigation

Systems

C. Main line piping: Pressurized piping downstream of the Point of Connection to provide water to remote control valves and quick couplers. Normally under constant pressure.

D. Lateral line piping: Circuit piping downstream of remote control valves to provide water to sprinkler heads, drip systems or bubblers.

E. OAR: Owner's Authorized Representative.

1.5 REFERENCES

A. The following documents or standards will apply to the work of this Section:

1. ASTM – American Society for Testing and Materials

2. IA – The Irrigation Association: Main BMP Document.

3. ASIC – American Society of Irrigation Consultants: ASIC Grounding Guideline.

4. WeatherTRAK ET Pro3 Guide, (<http://www.hydropoint.com/documents/2013/09/weathertrak-et-pro3-2-wire-installation-guide.pdf>)

1.6 CONTRACTOR QUALIFICATIONS:

A. Contractor shall provide document or resume including at least the following items:

1. That Contractor has been installing sprinklers on commercial projects for ten previous consecutive years.
2. Contractor is licensed to perform landscape construction in the State of Utah.
3. Contractor is bondable for the work to be performed.
4. References of five projects of similar size and scope completed within the last ten years. Three of the projects listed shall be local.
5. Project On-site Foreman or Supervisor has at least five consecutive years of commercial irrigation Installation experience.
 - a. Project Foreman shall be a current Certified Irrigation Contractor in good standing as set forth by the Irrigation Association.
 - b. Project Foreman shall be on Project site 100% of each working day.
6. Provide evidence that Contractor currently employs workers in sufficient quantities to complete Project within time limits that are established by the Contract.
7. Provide list of employees to be assigned to this Project and their irrigation installation experience.

B. Certifications: All General laborers or workers on the Project shall be previously trained and familiar with sprinkler installation, and have a minimum of one-year experience. Those workers performing tasks related to PVC pipe and electrical components shall have certificates designated below:

1. Certified Irrigation Contractor
2. All workers engaged in handling, assembling and gluing of PVC pipe shall carry on Project site a Certificate of Training from the IPS factory representative authorizing said worker to prime and glue PVC pipe. (Contact Bill Godwin, G & S Sales, 801-972-0659).
3. All workers engaged in the handling and installation of buried power wire, remote control valve wire, wire connectors, controllers and grounding equipment shall carry on Project site a Certificate of Training from Paige Wire factory representative authorizing said worker to install wire, wire connectors and grounding equipment. (Contact Vince Nolletti, Vice President Irrigation Operations, Paige Electric Co., LP, 559-431-2346).
4. All Workers engaged in the installation of irrigation pipe which is assembled using joint restraint fittings, shall carry on Project site; a Certificate of Training from authorized representative of Ductile Iron Fitting Manufacturer, (HARCO, Leemco, or approved equal) indicating:
 - a. Contractor firm has been adequately trained in installation of joint restraints to replace thrust blocking.
 - b. Authorizing said worker to install Ductile Iron fittings, joint restraints, isolation line valves, manifold isolation valves.

4. Documents verifying Certified Irrigation Contractor, PVC Pipe Certification, Electrical Component Certification, and Joint Restraint Systems shall be provided to OAR at least 30 days in advance of any irrigation installation on project site.

1.7 SUBMITTALS

A. Materials: At least thirty (30) days prior to ordering of any materials, the Contractor shall provide manufacturer catalog cut sheet and current printed specifications for each element or component of the irrigation system.

1. Submittals shall be in electronic format, on DVD or CD, as Adobe PDF documents.
2. Provide three copies of submittals to OAR. No material shall be ordered, delivered or any work preceded in the field until the required submittals have been reviewed in its entirety and stamped approved.
3. Delivered material shall match the approved samples.
4. Substitutions: The Contractor shall use only materials and equipment that matches existing materials and equipment that are being replaced. No substitutions of materials will be approved on the sprinkler irrigation system!

B. Invoices: Contractor shall provide to OAR any and all Distributor invoices containing Rain Bird products shown at list price.

C. Operation and Maintenance Manual:

At least thirty (30) days prior to final inspection, the Contractor shall provide Operation and Maintenance manual to OAR, in Adobe PDF format, containing:

1. Manufacturer catalog cut sheet and current printed specifications for each element or component of the irrigation system.
2. Parts list for each operating element of the system.
3. Manufacturer printed literature on operation and maintenance of operating elements of the system.
4. Section listing instructions for overall system operation and maintenance. Include directions for Spring Start-up and Winterization.

D. Owner's instruction: After system is installed, inspected and approved, instruct County in complete operation and maintenance procedures. Coordinate instruction with references to previously submitted Operation and Maintenance Manual.

1. Contractor shall provide adequate notice to Owner for scheduling.

E. Materials to be furnished: The following items shall be supplied as part of this contract and shall be turned over to Owner at Final Inspection.

1. Two (2) special tools / wrenches for disassembly and adjustment of each type of irrigation equipment/heads installed that require such special tools/wrenches.

2. Two keys for each type of automatic controller.
3. One valve box cover key.
4. Documentation of Water Department's inspection and acceptance of backflow device and flow sensor.

F. Project Record Copy:

1. Maintain at project site one copy of all project documents clearly marked "Project Record Copy". Mark any deviation in material installation on Construction drawings. Maintain and update drawing at least weekly. Project Record Copy to be available to OAR on demand.
2. Completed Project As-built Drawings:
 - a. Prior to final inspection, prepare and submit to OAR accurate as-built drawings.
 - b. Show detail and dimension changes made during installation. Show significant details and dimensions that were not shown in original Contract Documents.
 - c. Field dimension locations of sleeving, points of connection, main line piping, wiring runs not contained in main line pipe trenches, valves and valve boxes, quick coupler valves, color of hot and spare wires – splice boxes, and the size of all underground piping, valves, and drains.
 - 1). Dimensions are to be taken from permanent constructed surfaces, features or finished edges located at or above finished grade.
3. The Contractor shall provide a GPS coordinate location for each of the following items: point of connection, water meter, backflow device, isolation valves, control valves, gate valves, filters, quick coupling valves, controller, flow meters, manual drain valves, and any other pertinent component of the irrigation system. Provide coordinates on as built drawings and recorded on a CD in WR format.

G. Controller map: Upon completion of system, place in each controller, a color-coded copy of the area that controller services; indicating zone number, type of plant material and location on project that zone services. Laminate map with heat shrink clear plastic.

1.8 INSPECTIONS

A Inspections will be required for:

1. Hydrostatic test of irrigation main line.
2. Continuity test of spare wires from controller to last valve with OAR.
3. All piping system layout before backfilling.
4. All mechanical joints and joint restraints before backfilling.
5. Coverage test.

6. Final inspection / Start of Maintenance.

7. Final inspection.

B. Inspection Requests: Contractor shall notify the OAR a minimum of 48 hours (two working days) in advance for all inspection.

C. Closing in Un-inspected Work: No work of this section shall be covered up or enclosed until it has been inspected, tested and approved by OAR.

1.9 WORKMANSHIP AND MATERIALS

A. It is the intent of this specification that all material herein specified and shown on the construction documents shall be of the highest quality available and meeting the requirements specified.

B. All work shall be performed in accordance with the best standards of practice relating to the trade.

1.10 DELIVERY—STORAGE—HANDLING

A. During delivery, installation and storage of materials for Project, all materials shall be protected from contamination, damage, vandalism and prolonged exposure to sunlight. All material stored at Project site shall be neatly organized in a compact arrangement and storage shall not disrupt Project Owner or other trades on Project site. All material to be installed shall be handled by Contractor with care to avoid breakage or damage. Damaged materials attributed to Contractor shall be replaced with new at Contractor's expense.

1.11 WARRANTY

A. Contractor shall provide one year Warranty. Warranty shall cover all materials, workmanship and labor. Warranty shall include filling and or repairing depressions or replacing turf or other plantings due to settlement of irrigation trenches or irrigation system elements. Valve boxes, sprinklers or other components settled from original finish grade shall be restored to proper grade. Irrigation system shall have been adjusted to provide proper, adequate coverage of irrigated areas.

1.12 MAINTENANCE

A. Provide the following services:

1. Winterize entire irrigation system installed under this contract with OAR.

2. Winterize by 'blow-out' method using compressed air. Compressor shall be capable of minimum of 175 CFM. This operation shall occur at the end of first growing season after need for plant irrigation but prior to freezing. Compressor shall be capable of evacuating system of all water from main line pipe and lateral line pipe.

a. Contractor shall retrofit compressor with adjustable pressure regulation device. Compressor shall be regulated to not more than 60 PSI.

3. Start up system the following spring after danger of freezing has passed. Contractor shall train Owner's Representative in proper start-up and winterization procedure.

4. Check coverage and adjust as necessary.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Any discrepancies between existing site conditions and those indicated on the plans shall be called to the attention of the OAR, prior to continuance of the project.
- B. If there is an existing sprinkler irrigation system on the site, the Contractor shall remove any lines being abandoned, and cap or plug the ends of lines remaining in service with proper fittings and joint restraint systems. The Contractor shall remove or relocate existing heads and/or connect new lines to existing lines, as indicated on the plans. Any existing heads or other hardware so removed, which are not to be relocated, will be returned directly to the Salt Lake County Parks Department.
- C. Any existing head, valve, valve marker, valve box, or other existing equipment located where there will be a grade or surface material change, shall be adjusted up or down to its proper position in relation to the new finished grade, at no additional cost to the owner, unless the plans show it to be relocated.

2.2 PIPE AND FITTINGS

A. General: Polyvinyl Chloride Schedule 40 Pipe and Fittings. This specification covers requirements for Schedule 40 PVC pipe and fittings made from Type 1 Polyvinyl Chloride.

1. Materials: Pipe and fittings shall be manufactured from a PVC compound which meets the requirements of Type 1, Grade 1 Polyvinyl Chloride, as outlined in ASTM D-1684. A Type 1, Grade 1 compound is characterized as having the highest requirements for mechanical properties and chemical resistance.

a. PVC Type 1, Grade 1 pipe compound shall have a 2000 P.S.I. design stress at 74 degrees F., which is listed by the Plastic Pipe Institute (PPI). Materials, from which pipe and fittings are manufactured, shall have been tested and approved for conveying potable water by the National Sanitation Foundation Testing Laboratory (NSF).

B. Pipe: All pipe used on the project for the sprinkler irrigation system shall conform to the requirements of ASTM D-1685. DWV PVC pipe shall not be allowed.

1. All pipe, 3 inches diameter and smaller, shall be schedule 40 PVC.
2. All pipe, 4 inches diameter and larger shall be PVC Class 200 0-ring pipe.
3. 3 inch and larger pipe shall have gasketed ductile iron, HARCO, Leemco or approved equal (hereafter referred to only as Ductile Iron) type fittings with transition gaskets if needed, at all changes of direction tees, ells, caps, etc.
4. Ductile Iron type fittings may have bolted end flanges and be wrapped in plastic. Bolts and nuts to be greased prior to assembly. Contractor exercising this option shall submit for approval to deviate from shown plan details.
5. No bends other than very gradual in pipe shall be permitted. The Contractor shall use Ductile Iron elbow fittings of 90 and 45 degrees as the situations demand.

C. Fittings:

1. Fittings: All fittings used on the project for the sprinkler irrigation system shall conform to the requirements of ASTM D-2466.
 - a. All solvent weld fittings on PVC lateral lines shall be schedule 40.
 - b. All solvent weld fittings on PVC main lines shall be schedule 80.
 - c. Ductile Iron tees with swivel type connections and integral fitting angle valves shall be used for transition from mainline pipe to manifold construction.
 - d. Any and all Ductile Iron fittings shall include Joint Restraints at each fitting.
 - e. All Ductile Iron fittings shall come from a manufacturer offering a 10 year warranty on products and replacement labor costs. Prior to install, Contractor shall provide OAR documentation from the manufacturer shall provide documentation stating the above warranty information, including the labor reimbursement hourly rate.
 - f. All Ductile Iron fittings and joint restraints shall have a fusion bonded epoxy coating on interior and exterior of the product surface, average of 10-12mm thickness. Epoxy coating shall conform to the requirements of CSA Z245.20-20 and NSF 61 for water services. Tar/bitumen coating will not be approved.
 - g. All bolts used in fittings to be stainless steel.

D. Pipe Sleeves: Pipe sleeves shall be required under all new concrete or other new paving.

1. The size of the sleeve shall be at least 2 times (2X) (I.D.) larger than the pipes or wires, required for the sprinkler system.
2. Wires shall be sleeved separately within their own sleeve.
3. All pipe sleeves shall be PVC Schedule 40 pipe.

2.3 VALVES AND VALVE BOXES

A. Valves:

1. The Contractor shall provide adequate material for the connection of valves to the system, i.e., adapters, flanges, nuts, bolts, gaskets, etc.
2. Main line or Isolation Gate Valves: Shall be Gate Valves.
 - a. All mainline valves shall be resilient wedge and conform to AWWA C153 standards.
 - b. Material shall be ductile iron per ASTM A-536, Grade 65-45-12. Epoxy coating on all interior and exterior surfaces shall be fusion bonded epoxy, 12-14 mil thickness. The epoxy coating shall pass 90-Day immersion tests per CSA Z245.20-98. Tar/bitumen coating will not be approved.
 - c. Gate valves shall be available flange X

flange models to mechanically connect to fittings or plastic pipe. d. Gate valves shall have flange X push-on adapters with joint restraints, to connect to piping.

e. Valve bell end shall be deep bell, gasket and equipped with cast joint restraint clamps to securely fasten to plastic pipe. Restraints shall have blunt cast serrations. Machined threaded restraints will not be allowed.

f. Valves shall have a shroud around the 2" operating nut to accept IPS PVC sleeve which provides dirt-free access to actuate the valve.

g. All mainline valves shall be manufactured by Leemco, or approved equal.

h. All mainline isolation gate valves shall be of the same manufacturer, and shall provide a 10 year warranty on products and replacement labor costs. Prior to install, Contractor shall provide OAR documentation from the manufacturer shall provide documentation stating the above warranty information, including the labor reimbursement hourly rate.

3. Manifold or RCV Isolation Valves: Shall be angle type.

a. Shall be epoxy coated cast iron.

b. Shall be same size as the largest lateral pipe they supply.

c. Shall connect to the main line pipe via a Ductile Iron Lateral Tee.

d. Lateral to mainline connection shall be made with ductile iron, resilient seated angle valve.

e. Valve body and restraint clamps shall be constructed of ductile iron per ASTM A-536, Grade 65-45-12.

f. Epoxy coating on all interior and exterior surfaces shall be fusion bonded epoxy, 10-12 mil thickness.

g. Valve mechanism and hardware shall be made of 100% 304 stainless steel. The valve stem shall be fine threaded stainless steel, O-Ring sealed for ease of operation.

h. Valve connection to the mainline fitting shall be spigot x bell, mechanically attached and swivel about the base 360 degrees to allow positioning of valve outlet to any desired direction.

i. Valve outlet shall be deep bell, gasket and equipped with integrally cast joint restraint clamps to securely fasten pipe to the valve. Restraint shall have blunt cast serrations. Machined threaded restraints will not be allowed.

j. Swivel style extensions shall be stackable.

k. Valve shall have a shroud around the valve stem to accept IPS PVC sleeve.

l. All lateral to mainline transitions shall be as manufactured by Leemco or approved equal.

4. Quick Coupler Valves: Quick coupler valves shall be installed where specified on the plans. Each valve shall be a Rain Bird 44 LRC heavy duty brass, two-piece, single lug locking cap. Each valve shall also be teed off the supply line with at least 24 inches of galvanized iron pipe and all fittings from that point up shall be galvanized iron. A Ford B11444 heavy duty ball manual valve shall be installed upstream from each quick coupler or group of quick couplers on one supply line for water shut-off and maintenance. Access ball valve with a 2" PVC sleeve-capped by a Weathermatic 906L cap, within a 10" round Carson Box with tee lid.

a. Quick coupler valves shall be installed within a 10" round Brooks bolt down box with tee lid unless next to concrete pad, then install to grade.

b. The Contractor shall provide to the OAR at least 1 cap lock key and 1 quick coupling key with a swivel hose bib attached. These keys shall be delivered prior to final acceptance of the project.

5. Control Valves: Control valves shall be installed as specified by the plans. Each valve shall be PEB/PESB plastic globe diaphragm and electrically activated as specified on the plans. No valve shall be installed more than 12 inches below finished grade. All pipe on the control valve manifolds shall be Schedule 80 PVC pipe.

6. Manual Drain Valves: Manual drain valves shall be required at all low points in the main lines. See plans, notes, and details.

a. All manual drains shall be Ford B11333 heavy duty brass, ball valves.

b. The location of each manual drain shall be shown on the "as built" drawing with dimensions from the nearest permanent fixture, such as a building corner, etc.

7. Automatic Drain Valves: Automatic drain valves shall not be allowed on this project.

B. Valve Boxes:

1. All main line buried gate valves shall be fitted with a 6" minimum diameter pipe sleeve and 10" round Carson valve box, tee lid with stainless steel bolt. Install a quick coupler just down stream of each gate isolation valve, for blow out purposes.

2. Control Valve Boxes: All control valves shall be housed in a Carson 1419 standard or 1220 Jumbo series heavy duty plastic valve box, with a tee top, bolt-down lid, using stainless steel bolts.

C. Valve Assembly Marking

1. Each valve assembly and valve box must be permanently marked with the appropriate controller station number. Marking must be done in a manner which allows replacement of component parts without loss of marking.

2.4 BACKFLOW PREVENTION DEVICE

- A. The Contractor shall install backflow prevention equipment after the point of connection (downstream) to the supplying utility lines and shall comply with local water district or State (whichever is most restrictive) requirements for such. See plans and details for more information.
- B. Install a quick coupler just downstream of backflow device, for blow out purposes.
- C. All backflow devices shall have solid, aluminum, insulated enclosures.

2.5 IRRIGATION HEADS

A. General

- 1. All heads used on this project shall be as specified in the materials list on the plans.

2.6 ELECTRICAL MATERIALS

A. Conduit:

- 1. All conduits below grade shall be schedule 40 PVC of sufficient size to carry all proposed wiring.
- 2. Conduit above grade shall be galvanized steel.
- 3. Low voltage (24 V) wiring shall be provided with a separate conduit/sleeve from both high voltage wiring (110/120 volt and higher) and the irrigation mainline sleeve. B. Control Wires: All conventional irrigation control wire shall bear approval as UF/UL PE type of underground feeder and each conductor shall be of electrical conductivity grade copper in accordance with ASTM-30.
- 4. All control wire shall be specifically designed for direct burial use.
- 5. Sizes shall be #14 Paige PE RCV control wire or approved equal for conventional controllers
- 6. Sizes shall be #14 ga Paige Maxi wire or approved equal for decoder wire.
- 7. A minimum loop of 24 inches shall be left at each valve, at each splice, and at each controller for expansion and/or servicing of the wire.
- 8. All splices shall be water-tight, as specified above.
- 9. All wire, crossing water, attached to bridges, going under paving, or where conditions require protection, shall be housed in conduit or sleeves, all out of ground conduits shall be metal rigid conduit. All buried conduit can be gray PVC conduit. (See next line item)
- 10. Decoder wire shall be encased in 1" HDPE poly irrigation pipe, 100 PSI, SDR 15, ASTM D2239/PE 3408, Centennial Cenflo or approved equal.

11. All of HDPE pipe ends shall terminate within the controller, a valve box, or a pull box. Pull boxes shall be 'Standard' size valve boxes, gray in color, and shall not exceed 300' in distance. 'SP' shall be branded on the box lid.

12. Multiple wires in the same trenches shall be banded together at 10 foot intervals for protection. Where wires pass under paved areas, Schedule 40 PVC sleeves shall be installed prior to installation of the paving, if possible, and prior to installation of the wires. Sleeves shall be sized as follows: 1-11 wires in 1-1/4 inch pipe; 12-15 wires in 1-1/2 inch pipe; etc.

13. All common or ground wires shall be White. 3. The pigment or color of the wires shall be integrated into the covering, rather than painted on. No aluminum wire shall be used on this project!

14. Control wire from controller to the Hydrometer Master Valve shall be Paige Maxi Wire or approved equal. Control wire from the controller to the Hydrometer Flow meter shall be Paige PE39

2.7 CONTROLLERS

A. Valve Controllers:

1. A valve controller of the type specified on the plans shall be mounted at eye level on the wall of the structure designated on the plans or if no structure, the controllers are to be mounted inside a stainless steel strong box, in field applications.

2. A valve controller of the type specified on the plans shall be mounted inside a stainless steel pedestal, as shown in the plan details, with all the necessary equipment needed to provide a complete system and operable control. 3. Communication to each controller shall be via cellular modem. Contractor shall include this equipment in this bid, along with one year of cell service with the carrier of the manufacturer's choice.

PART 3 – EXECUTION

3.1 GENERAL

A. Irrigation System Design & Water Supply 1. The sprinkler irrigation system is designed for [90] pounds per square inch static pressure unless otherwise specified and is schematic only, with the intent to convey full coverage of the lawn and planting areas affected. The system must also provide the manufacturer's recommended minimum operating pressure or greater to every head while maintaining sufficient pressure to overcome the losses due to friction in the piping, fittings, and all other equipment.

2. Adequate water supply:

a. Perform static pressure test prior to commencement of work.

b. Verify that proper connection is available, and is of adequate size. Verify that culinary connection components may be installed as necessary. Notify OAR in writing of problems encountered prior to proceeding.

B. Electrical Service

1. If electrical service is not already in place, the Contractor will be required to make all necessary arrangements with Rocky Mountain Power Company including, but not limited to, making power connections, providing poles, weather head and meter, etc., as specified on the plans.
2. All permits and compliance with electrical company requirements shall be the Contractor's responsibility. All electrical lines or conduit, entering onto the site or within the site, shall be buried a minimum of 24 inches or as required by applicable codes, whichever is greater.

C. Construction Staking

1. The Contractor shall provide the necessary staking to obtain the layout shown on the plans. The points of reference shall be the existing walks, buildings, curbs, etc... The staking shall be approved by the OAR prior to commencing installation operations. Any changes in the system which appear necessary, due to field conditions, must be called to the attention of the OAR and approved at the time. D. IF a Decoder based control system shall be used on this project, the Contractor shall be responsible for the additional attention to wiring, connections, equipment; and also shall provide all surge protection and grounding required for a decoder type system.

3.2 SEQUENCING

A. Perform site survey, research utility records, contact utility location services. The Contractor shall familiarize himself with all hazards and utilities prior to work commencement. Install sleeving prior to installation of concrete, paving or other permanent site elements. Irrigation system Point of Connection components, backflow prevention and pressure regulation devices shall be installed and operational prior to all downstream components.

1. All main lines shall be thoroughly flushed of all debris prior to installation of Remote Control Valves. All lateral lines shall be thoroughly flushed of all debris prior to installation of any sprinkler heads.
2. Irrigation Contractor shall be required to submit detailed Construction Schedule to Owner prior to commencement. Schedule shall be updated weekly.

B. Contractor shall schedule and organize work to minimize impact on project usage during public hours. Contractor shall confine work efforts to areas or zones which he can reasonably fence or protect, rather than spreading out trenching or other tasks across large areas of the site.

1. Contractor shall schedule his work to reduce or eliminate open trenches at the end of each work day.

C. Contractor is responsible to supply water to existing portions of the project during construction.

D. Contractor is responsible to maintain existing turf and plant material in healthy condition. Any loss of turf or plant material due to Contractor neglect shall be replaced by Contractor at no cost to Owner. Water to existing turf or plant material shall not be turned off for more than 48 consecutive hours.

3.3 EXISTING FIELD CONDITIONS

- A. Preserve and protect all existing trees, plants, structures, hardscape, and architectural elements from damage due to work in this section. In the event that damage does occur to landscaping or structures, the contractor will repair or replace damage.
- B. Trenching or other work required in this section under limb spread of existing trees shall be done by hand or by other methods so as to prevent damage or harm to limbs, branches, and roots.
- C. Trenching in areas where root diameter exceeds 2 inches shall be done by hand. Exposed roots of this size shall be heavily wrapped with moistened burlap to avoid scarring or excessive drying. Where trenching machine is operated in proximity to roots that are less than 2 inches, the wall of the trench shall be hand trimmed, making clean cuts through roots.
- D. Trenches adjacent to or under existing trees shall be closed within 24 hours, and when this is not possible, the side of trench closest to tree or trees affected shall be covered with moistened burlap.

3.4 TRENCHING AND BACKFILLING

A. Excavation and Trenching:

- 1. Excavation work shall be as deep and as wide as will be required to safely perform the work, such as making mainline connections or forming vaults.
- 2. Trenches shall be deep and wide enough to provide working space for placing 2 inches of mortar sand bedding underneath all new mainline pipe and fittings where the soil is rocky or gravelly.
 - a. 18 to 30 inches of cover shall be placed over the top of all pipe and fittings on main lines (lines which maintain a constant water pressure).
 - b. All trench bottoms shall be sloped so that the pipes will gravity drain back to the main connection point or the nearest manual drain.
 - c. If the existing main line is deeper than 30 inches, the Contractor shall install a riser to a depth of 18 to 30 inches and then install the new line at the required 18-30" depth. At no time will the mainline be installed deeper than 30" unless prior approval by OAR.
- 3 Trenches for lines supplying large rotors shall be deep enough to maintain a minimum of 8 to 16 inches of cover over the top of all pipe and fittings. Trenches shall also be deep enough to guarantee that all swing joints drain back to the lateral and supply lines. Lateral lines may be pulled by a mechanical puller provided minimum uniform depth and all other applicable specifications are met.
- 4. Trenches for lines supplying small heads shall be deep enough to maintain a minimum of 8 to 14 inches of cover over the top of all pipe and fittings. Trenches for these lines shall be a

minimum of 6 inches away from any walks, curbs, and of sufficient width to accommodate tees coming out sideways (horizontally) from the laterals.

5. Any rocks or other debris over one inch in diameter uncovered during excavation or trenching shall be removed from the area.

6. If more than one line is required in a single trench, that trench shall be deep and wide enough to allow for at least 6 inches of separation horizontally between pipes.

7. Any existing utility lines damaged during excavating or trenching shall be repaired immediately after notification of the utility owner and to his satisfaction. Should utility lines be encountered, which are not indicated on the plans, the OAR shall be notified. The repair of any damage shall be done as soon as possible by the Contractor or the utility owner, and proper compensation will be negotiated by the County. Such utility locations shall be noted on the "as built" drawings required before final payment of the sprinkler irrigation system contract.

B. Backfill:

1. No backfilling of trenches shall be done until the system has been inspected for proper trench depths, installation of equipment, Ductile Iron fittings with joint restraints, control wire, and location of heads by the OAR.

2. Before trenches are backfilled, the Contractor must show the OAR, the redlined "as built" drawing he has been keeping on the site, showing that changes and corresponding dimensions have been recorded where changes have been made.

3. The system shall be tested under pressure for leaks, and general operation of the equipment. It must maintain a minimum pressure of 60 P.S.I. from the main connection to the farthest head. This may be tested and certified by the OAR. All defects disclosed by the pressurization and operation test shall be corrected before proceeding with further work.

4. Backfill under and around the lines to the center line of the pipe shall be placed in maximum layers of 6 inches and thoroughly compacted.

5. Special care shall be taken to assure complete compaction under the haunches of the pipe. Backfill compaction under the haunches of the pipe shall be compacted to the original density. Compaction requirements by mechanical compactor, i.e. jumping jack, above the pipe shall be the same as for surrounding areas.

6. No rocks larger than 1 inch in diameter, nor any other debris, shall be backfilled into the trenches. All trenches shall be backfilled then saturated with water sufficiently to insure no settling of the surface after lawn is planted or sod is replaced.

7. Where trenching is done in established lawn, care will be taken to keep the trenches only as wide as is necessary to accomplish the work. The trenches shall be backfilled as specified above and then 4 inches of topsoil will be placed to bring the trench up to existing grade so that sod can be laid. The new sod shall be first grade sod per specifications of standard width and shall be laid along the trenches so as to match the existing sod. No small pieces of sod

shall be used and only standard lengths shall be accepted. No sod from the construction site shall be used unless otherwise specified.

3.5 PIPE INSTALLATION

A. General:

1. Handling and unloading of pipe and fittings shall be in such a manner as to insure delivery at the job site in a sound, undamaged condition. Any pipe found to be damaged or defective in workmanship or materials shall be rejected or taken out if found installed.

B. Plastic Pipe:

1. Installation: The ends of all threaded pipe shall be reamed and free of all inside scale or burrs. Threads shall be cut clean and sharp, and to a length equal to 1-1/8 times the length of the female thread receiving the pipe. The threaded pipe shall be screwed into a full length of the female thread.

C. Fittings:

1. All tees coming out of main lines or valves and other fixtures, shall be horizontal so that no weight or pressure may be exerted through the fixture on the top or bottom of the main line.

2. Maximum of four (4) auto valves per main line tee.

3. All tees coming out of the lateral lines for heads and other fixtures shall be horizontal so that no direct weight or pressure may be exerted through the head to the top or bottom of the lateral line. Tees on lateral lines shall also be SXSXT to the head swing joints. See detailed drawings.

4. All pipe joints shall be properly sealed with pipe dope applied to and well worked over the areas to be joined. The dope for galvanized pipe shall be a white lead and pure linseed oil mixed to be a consistency of thick paint or it may be Teflon tape.

5. Every care shall be taken during installation to prevent dirt and debris (especially rocks) from getting into the pipes.

D. Joint Restraint System

1. All ductile iron pipe fittings and mainline gate valves shall be restrained by the joint restraint system. Fittings shall require a 'fitting to pipe restraint' and mainline gate valves shall require a 'valve to pipe' restraint. When required by manufacturer, gasket bell ends of pipe shall require a 'pipe to pipe' restraint.

2. Concrete thrust blocks shall not be used.

3. Joint restraints are needed on pipe sized 3" and larger, wherever the main pipe line:

a. Changes any direction at tees, angles, and crosses vertical and horizontal.

b. Changes size at reducers.

- c. Stops at a dead-end.
- d. Valves at which thrust develops when closed.

4. The size and type of joint restraint system depends on a number of factors, including: pressure, pipe size, kind of soil, and type of fitting. Refer to detail table, as well as manufacturer's recommendations for proper sizing and types.

5. All pipes, lines, and risers shall be flushed thoroughly with water before installation of any heads. All debris and rocks found at that time shall be removed from the area as soon as possible.

E. Sleeves:

- 1. Verify all sleeve locations below future hardscape. Flag all existing sleeves and conduits installed by other trades.

3.6 BACKFLOW INSTALLATION

- A. Install backflow assemblies at locations shown on drawings.

3.7 VALVE AND VALVE BOX INSTALLATION

A. VALVES:

1. Manual Drain Valves: Manual drain valves shall be required at all low points in the main lines. See plans, notes, and details.

- a. Each manual drain valve will be accessed by a 2 inch PVC Schedule 40 pipe sleeve, capped by a Weathermatic 906L locking valve cap with a RLK-1 key, no approved equals, enclosed within a 10" round Brooks Bolt down box top of drain sleeve to be 3" - 6" below lids of Brooks Box.

- b. Each manual drain shall empty into a gravel sump, a minimum of 18 inches by 18 inches by 12 inches deep. The gravel shall be washed 3/4 inch rock. No pea gravel will be allowed.

B. VALVE BOXES:

1. Control Valve Boxes: No valve box shall rest directly upon the valve or any fixture associated with it. Each valve box shall be centered on the valve it covers. Each valve box shall have 6 inches of clean 3/4" minus gravel placed in the bottom underneath the valve and lines to reduce the potential of mud and standing water therein.

- a. All connections made inside the box to connect wires to the valve shall be made inside a 3M-DBR/Y-6 connector. Each connector shall be completely sealed and water proof with a minimum 24" wire loop in each box for each wire. Wires shall be twisted together first with pliers, soldered with lead free product, wire nut placed on soldered, twisted wire, then placed in waterproof tube. Wire nuts, tubes shall not be re-used or used more than once.

- b. All splices in control wire shall also be housed in a valve box, as specified above.

- c. All valve boxes of any type shall have at least 4 bricks, one per corner, for support.

3.8 IRRIGATION HEAD INSTALLATION:

A. General:

1. All heads shall be installed above grade so as to minimize washing of the topsoil and seed during the landscaping establishment period, except those which border paving or flat work of any kind. These heads shall be installed at the finished grade of the adjacent paving or flat work. Prior to final acceptance of the project, all heads shall be raised or lowered to final lawn or planting grade.
2. Heads installed in existing sod shall be set at the grade of the soil.
3. All rotary pop-up heads shall be installed at final grade on double swing joints. See detailed drawings in the section following this one. All swing joints must drain by gravity back to the supply lines.
4. All pop-up, shrub spray, lawn spray, bubbler and strip spray heads shall be installed as shown in the details.

B. Bubblers:

1. Contractor shall install one .25 GPH bubbler per shrub as shown on details.
2. Contractor shall install 3 bubblers per tree (two .25 GPH and one .50 GPH), as shown on details.
3. Contractor shall install Schedule 40 SXT tee on lateral pipe for transition to swing pipe. Each tree shall have 1 dedicated tee, with swing pipe branching off as shown on details to irrigate root ball. Contractor may choose to install 1 dedicated tee per shrub or combine 2 shrubs per tee as shown on details. Contractor may not install more than two shrub bubblers per tee.
4. Contractor shall be responsible to install bubbler lateral pipe such that swing pipe installation from lateral to plant material shall not exceed ten feet of tubing per run.

3.9 CONTROLLER INSTALLATION

A. Controller:

1. It shall be the Contractor's responsibility to install and supply a plugged outlet, junction box or separate breaker to furnish power to a new controller.
2. AG2401 surge protection shall also be provided at the incoming power and low voltage power side.
3. Grounding shall be per the national electrical code and the Grounding Grid detail shown on the plans.
4. All Controller installations shall include commissioning, programming and training of staff. Contact Sprinkler Supply Co., Joe Jackson, 801 566-8102 for pricing.
5. Contractor shall be responsible for obtaining inspection approval and shall have any rejected installation repaired and re-inspected at no cost to the Owner.

4. The Contractor shall be required to provide conduit, wiring, and all materials along with the labor necessary to make the controller operational and in compliance with local electrical codes.

Project Name Section 32 84 00 - 14

Salt Lake County Parks and Recreation Underground Irrigation

Systems

5. When an existing controller is used for part of a new sprinkler irrigation system, the Contractor shall coordinate the setting, wiring, use, and all maintenance operations pertaining thereto, with the County Park's Maintenance personnel.

3.10 WIRING

A. Where more than one controller is required, a different color wire bundle shall be used for each controller.

1. Each wire shall be tested for continuity prior to final acceptance of the project and guaranteed by the Contractor to be functional. Should the County Maintenance Personnel discover a defect within 1 year afterwards, the Contractor shall locate the problem and cause it to be repaired at his cost.

2. All control wires shall be installed in trenches 6 inches to either side of or under the pipes so that the wire is protected from damage during backfilling and maintenance operations. See detailed drawing showing the wire located in those positions.

3. Control wires not placed in the trenches by the sides or under the pipes, shall be buried 18 inches or deeper and marked on the "as built" drawings.

4. All wires shall be installed with Warning Marker tape 6" above wire to indicate locations.

5. All decoder wire shall be enclosed in 1" HDPE poly pipe, black in color. If a decoder based system is used, all decoders and wire shall be protected by appropriate grounding and surge protection, with the manufacturer's requirements being the minimum standard for devices.

7. Contractor shall install one 1-station decoder per valve. (Multi-station decoders of any type shall not be used.)

3.11 FINISHING AND TESTING

A. When installation of all equipment is complete and backfilling, and grading operations are complete, and the irrigation system is full operable. The Owner shall hire a third party IA approved CLIA contractor. The audit contractor shall perform a uniformity and efficiency audit on representative portions (or the entire area) of the turf zones within the project, at the discretion of the Owner. The Contractor shall provide one or more irrigation technicians onsite prior to the audit to perform fine tuning of zones, and during the audit to tune again zones just prior to being audited. The Contractor shall be responsible to ensure his work is installed with all care and best practices taken, to maximize the efficiency and uniformity of the system. Any concerns the Contractor shall

have with installing the system per plan, which will reduce uniformity and efficiency shall be brought to the OAR's attention in writing immediately.

B. Following the Audit the Contractor shall call for an operational test and major inspection of the sprinkler irrigation system. Notice by the Contractor shall be given, in writing, 3 days in advance to the Project Manager so that proper scheduling can be done for those who are to attend.

C. When installation of all equipment is complete and back filling, and grading operations are complete, the Contractor shall call for an operational test and major inspection of the sprinkler irrigation system. Notice by the Contractor shall be given, in writing, 3 days in advance to the OAR so that proper scheduling can be done for those who are to attend.

D. At the appointed time, an inspection of all valve boxes, controllers, gate valves, and heads shall be made. The entire system will be tested to check for pressure, operation, water coverage, and head adjustment. A list of discrepancies (punch list), shall be written within 3 days and distributed as needed. Each item on the list shall be corrected before the system will be approved by the Inspector who will notify the OAR before payment will be made. The Contractor will be back charged for time spent by County offices and consultants who have been brought to the site for a final inspection when the project is not ready for a final inspection.

E. Prior to acceptance of Project by Owner, Contractor shall engage a WeatherTRAK Factory Authorized Service Technician to commission, test, inspect, and certify the system is complete, and full operable and ready for use. Contact Joe Jackson @ Sprinkler Supply Company, 801 566-8102. Contractor shall be responsible to make corrections, changes, and repairs to the system at no cost to the Owner to the control system until it is in operable condition ready for acceptance and use.

3.12 GUARANTEE AND MAINTENANCE

A. Upon inspection and acceptance of the sprinkler irrigation system as being operational and properly installed, the Contractor shall guarantee the workmanship, materials, fixtures, and equipment to be free from defects for 1 year after Substantial Completion has been granted.

B. In the fall of the year during the installation and guarantee period, the Contractor shall meet with the County maintenance personnel on the site. The Contractor shall winterize the system by draining all of the water and doing everything necessary to insure protection of the system until spring. Blowing out the lines by compressor shall be permitted during the 1 year guarantee. The individuals involved from both parties shall exchange all information necessary for the eventual take-over of the system by the County.

C. The Contractor shall insure and guarantee complete drainage of the system. In working with or connecting to an existing system, he shall guarantee compatibility in operation and drainage between the two systems.

D. The Contractor with the County maintenance personnel, inspector or OAR in attendance shall energize the sprinkler irrigation system again the following Spring and shall repair all defects found as a result of Winter damage, improper installation, improper maintenance, defective materials or inadequate sprinkler drainage.

E. The Contractor shall coordinate with the landscaping sub-contractor during the entire landscaping and lawn establishment period on the use, scheduling, and maintenance of the sprinkler system.

3.13 FINAL INSPECTION

A. At the end of the guarantee period, when the lawn and landscaping have been approved, the Contractor shall call for a final inspection of the sprinkler irrigation system. There shall be 5 days notice given, in writing, to the OAR, prior so that the appropriate people may attend.

B. Prior to that time, all heads shall have been adjusted to their proper pattern, radii, and height. The system shall have been flushed out, checked for operation, and any defects corrected. The entire system will be inspected and checked to determine if everything is in working order to be turned over to the County. A final list of items found in need or correction (if any), will be made and the Contractor shall correct them.

1. The OAR will notify the Owner when they have verified that every item is acceptable.

2. Upon final acceptance of the project by the OAR, the County shall assume all responsibility for the system.

3.14 MEASUREMENT AND PAYMENT

A. Payment of the sprinkler irrigation system portion of the contract shall be the lump sum indicated at the time of bidding and any subsequent amendments to the contract price. Partial payments may be made to the General Contractor upon his request and based upon the percentage of approved work completed.

B. Final payment of the sprinkler irrigation system work shall be made upon acceptance of the system, as specified above and upon the request of the General Contractor. However, any problems arising at the end of the guarantee period will be corrected or subject to bonding action. C. Final payment for the contract will not be processed until: 1. "as built" drawings or plans are received by the OAR 2. Owner has receive copies of all Rain Bird product invoices.



Salt Lake County Park Operations

Standard Operating Guidelines

2015

Table of Contents – Section 1

SECTION 1 – GENERAL PARK OPERATIONS’ GUIDELINES

Disclaimer	2
Mission Statement	2
Values & Goals	2
Summary of Expectations	3
Salt Lake County Policies	3
Division’s Vision and Statement	3

Customer Service

Customer Service Goals	
Dealing with a Difficult Patron	
Addressing Customer Complaints	

Guidelines and Policies

Rules of Conduct	
Dress Code and Hygiene	
Security	
Keys	
Time Management	
Phone Usage	
Music/Headphones	
Computer Usage	
Leave Time	
Holidays	
Compensation time, Overtime and Excess Hours	
Time sheets	
Work Schedule	

Safety

General Safety Guidelines	
Accidents and Injuries	
Blood borne Pathogens	
MSDA/OHSA	
Personal Protective Equipment	
Safe Lifting	
Slip and Fall Prevention	
Storm Water Prevention	

Supplies

On-Call

Table of Contents – Section 2

SECTION 1 – DUTIES AND RESPONSIBILITIES

Organizational Chart

Duties and Responsibilities

- Associate Division Director
 - Maintenance Manager (20)
 - Secretary (17)
 - Park Operations Manager
 - Construction and Maintenance Supervisors (29)
 - Construction and Maintenance - Plumbing (25)
 - Plumbers (24)
 - Construction and Maintenance - Trades (25)
 - Pools (20)
 - Carpenter (20)
 - Electrician (22)
 - Painter (22)
 - Construction and Maintenance - Caretaking (25)
 - Construction and Maintenance - Mowing (25)
 - Construction and Maintenance Workers (22)
 - Construction and Maintenance Workers (17)
- ### Custodial
- Custodial Supervisors (22)
 - Lead Custodian (15)
 - Construction and Maintenance – Athletic Fields (25)
 - Construction and Maintenance Workers (22)
 - Construction and Maintenance Workers (17)
 - Construction and Maintenance - Grounds (25)
 - Construction and Maintenance Workers (22)
 - Construction and Maintenance Workers (17)
 - Construction and Maintenance - Trails (25)
 - Construction and Maintenance Workers (22)

Table of Contents (continued)

SECTION 3 – JOB SPECIFIC OPERATING GUIDELINES

ADMINISTRATION 50 - ?

Park Reservations

Park Code/Policy

Millcreek Canyon

PLUMBING 100 - ?

IRRIGATION 200 - ?

PAINTING 300 - ?

ELECTRICAL 400 - ?

CARPENTRY 500 - ?

PLAY GROUNDS 700 - ?

POOLS 900 - ?

CARETAKING 1100 - ?

MOWING 1200 - ?

CUSTODIAL 1300 - ?

MECHANICS 1500 - ?

ATHLETIC FIELDS 1700 - ?

TREE MAINTENANCE 2200 - ?

GROUNDS 2400 - ?

TRAILS 2500 - ?

SUGAR HOUSE 3000 - ?



Standard Operating Guidelines

Section 1 – General Park Operations’ Guidelines

Disclaimer

While every effort is made to ensure the accuracy of the information in this manual, SLCo Park Operations Management has the right to make changes at any time without prior warning or notice.

This document is fluid and will be updated periodically. The most recent version is available at SLCo Park Operations. The guidelines within this manual are also fluid and may change without notice.

This document is not a contract between SLCo and current or prospective employees.

Mission Statement

We strive to provide the best service possible by keeping the Parks and Recreation facilities clean, pleasant, safe and easily accessible. In performing our duties we endeavor to ensure that all patrons enjoy the quality parks and recreational experience that Salt Lake County is seeking to provide.

SLCo Park Operations Values

- Integrity
- Cooperative effort
- Aesthetics and attention to detail
- Ethical and polite conduct

SLCo Park Operations Goal

- To consistently evaluate, maintain and create quality parks, trails, athletic fields and facilities
- To elevate the level of customer service standards
- To increase job satisfaction

Summary of Expectations

All Park Operations employees, both merit and temporary, will become familiar with and be responsible for the information, regulations and policies and procedures contained in these Standard Operating Guidelines. New employees will complete a training program introducing many of the procedures and policies contained herein.

Salt Lake County Policies and Procedures

SLCo General Policies

The following links will provide you access to key websites for employees of Salt Lake County as well as Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Parks and Recreation Division's Vision and Statement

We...create a green environment, improve health and wellness and provide safe places to play

Customer Service

Customer Service Goals

Salt Lake County Parks and Recreation provides facilities and services to meet the recreation and leisure needs of County residents. Positive customer relations and quality service is an important part of our mission.

Excellent customer service is an expectation of your job

Communicate effectively and courteously

Anticipate and solve customer issues in a positive and timely manner

Answer question(s), if possible. If you cannot answer the patron's question(s), please, refer patrons to Park Operations at 385-468-7275

Be friendly, engaging, courteous, and polite

Dealing with a Difficult Patron and Addressing Customer Complaints

When encountering a difficult patron stay calm and respectful

Listen to complaints and politely address the situation offering solutions **within your responsibilities**. Apologize for any inconvenience and work to rectify the situation as soon as possible.

If the complaint does **NOT** concern your area of responsibilities, politely refer the patron to Park Operations, 385-468-7275

Do not get defensive and/or escalate the problem by arguing

Report any incident to supervisor and/or facility manager

You are not security or law enforcement, if you feel threatened in any way politely excuse yourself from the situation. If you feel other people are being threatened immediately, inform your supervisor and/or call law enforcement.

Parks General Program Policies

Rules of Conduct

Salt Lake County Park Operations Management expects all employees to assist in the creation of a working and recreating environment where the rights, dignity and worth of every individual is respected and valued.

While employed and working within Salt Lake County Parks, employees are expected to create and maintain an atmosphere in which employees treat their colleagues and peers, patrons, public and clientele with respect, honesty and courtesy.

You are responsible for knowing and following all SLCo Policies and Procedures. They are available on the internet at:

<http://admin.slco.org/humanResources/policies.aspx>

Specifically be familiar with the section titled “Employee Relations” where you will find policies’ governing your conduct in the workplace and what is expected of you as a Salt Lake County Employee.

Dress Code and Hygiene

As employees of Salt Lake County Parks we represent not only ourselves but the entirety of Salt Lake County Government. In general follow the normal prevailing patterns of dress for the pertinent work environment.

- County shirts will be provided and must be worn
- County issued work shirts are only allowed to be worn DURING your shift and should not be worn while using any county facility as a patron
- Dress must be in good taste, modest and without extremes
- Dress must be safe and appropriate for the climate and work atmosphere
- Closed toed shoes required
- Personal Protective Equipment will be provided as needed and should be worn
- Supervisors may require employees to change clothes/footwear based on safety or appropriateness

Employees are expected to maintain appropriate personal hygiene. Employees are visible to the general public and should dress and groom appropriately.

Security

Protecting the parks, building and assets of Salt Lake County are the responsibilities of all employees; however you are not law enforcement. Please be courteous and kind to patrons breaking rules and policies. If you encounter a situation in a park or along the trail that you are uncomfortable with, remove yourself from the situation and contact supervisor or law enforcement. If you are in a facility refer any complaints to the front desk or facility management.

You should never confront or attempt to detain any individual or group engaged in any illegal or dangerous behavior. Report any suspected illegal activity to the appropriate facility staff or enforcement agency.

For Emergencies call: 911

Non-Emergency UPD – 801-743-7000

Non-Emergency County Wide – 801-840-4000

Park Operations – 385-468-7275

Keys

DO NO DUPLICATE KEYS – Keys can only be duplicated by Park Operations Management.

Keys are your responsibility and must be guarded and secured at all times.

Time Management

Employees must be able to manage their time appropriately, prioritizing work related jobs to be the most efficient and effective. Please consult with your supervisor to make sure that you are working on tasks according to priorities.

Excessive lunches and breaks are not permitted.

Excessive time spent in the office, shop or front office is also not permitted.

Excessive time talking, socializing or fraternizing with other employees or patrons is not permitted. Please be courteous, kind and brief when answering questions.

Your responsibility is to be actively occupied while you are working.

Phone Usage

All employees should read and follow County-Wide Policy 1035, Employee Use of Cellular Phones and County-Wide Policy 1400-5, Information Security Mobile Device Protection

<http://slco.org/policies/county-wide/>

Employees with a county issued cell phone should be available 24 hours a day to respond to emergency situations.

Employees should spend minimal time on the phone making calls not pertaining to work. Checking in with supervisor, communicating with other employees about job related issues and/or communicating with management are permitted.

Every effort should be made to make and accept personal phone calls during your lunch and break times.

Personal phone use is a privilege, do not abuse it.

Music/Headphones

Music and headphones are permitted while working under the following guidelines:

Music must be listened to through headphones and may not be audible to others

You may only have one earphone in at a time and must be able to recognize and respond to people speaking to you as well as calls from your supervisor

Listening to music is a privilege please do not abuse it

Computer Usage

You are responsible to follow County-Wide Policy 1400-1 pertaining to the acceptable use of computers and all other county policies governing computer usage.

<http://slco.org/Policies/countywide/1400-1.pdf>

A computer lab is set up at 3300 South and 4500 South locations for your use pertaining to county business.

Leave Time

Requesting leave time must be done in advance. Requests should be made on official paper work and turned into your supervisor. Your supervisor must approve or deny time off prior to you using it.

Leave time will be granted by your supervisor according to the needs of the program and work load. There is no seniority right to leave time in the county.

In addition please follow all county policies pertaining to the use of leave time.

Holidays/Sundays

You are required to work holidays and or Sundays on occasion.

Compensation time, Overtime and Excess Hours

Compensation time, overtime and excess hours will be granted according to county policy and only with your supervisor's PRIOR approval.

Timesheets

You are responsible for filling out your timesheet correctly

Pay periods are from the 1st-15th and the 16th-end of each month. Paydays are on the 7th and 22th of each month. If these dates fall on weekends, payday is the Friday preceding the weekend.

Time sheets, and sign in/sign out sheets are to be turned into the Operations Office **by 5 pm on the 15th and 5 pm on the last day of the month** for the preceding pay period. They must be properly filled out for processing and **TURNED IN ON TIME** or you will have to wait until the following pay period for a check. Please include your **Employee Identification Number. Make sure it is signed.**

You will either have direct deposit or a debit card.

Work Schedule

Works schedules are set to benefit the patrons and users of the parks and recreation facilities. Schedules must take into consideration any special events, leagues, late night events and high usage times. Schedules are at the discretion of your supervisor.

Supervisor approval is required to modify schedules.

Safety

General Safety Guidelines

- Use common sense and think safety first.
- If you see or detect a hazardous condition, including dangerous conditions for patrons, trip hazards, eminent danger or anything that would put the safety of you or patrons of the parks in jeopardy, contact your supervisor immediately.
- Wear personal protective clothing or safety devices as directed. Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.
 - Wear rubber gloves and eye protection when using cleaning agents that may injure the skin
 - Wear protective gloves when handling sharp objects such as scrap lumber or metal.
 - Wear required safety vests and visible clothing when required
 - Head protection shall be worn when falling objects may be a hazard
- When the weight of a load of object is beyond your lifting capacity, seek help from other employees
- Do not use power equipment that is not mechanically safe. Report any unsafe conditions to your supervisor. Please err on the side of caution.
- Do not leave power equipment or machinery running unattended
- Do not leave Salt Lake County property and/or equipment unattended
- Follow all preventative maintenance guidelines and programs for equipment used, including but not limited to vehicles, small equipment, large machines, hand tools, etc.
- Do not modify in any way your equipment or machinery without PRIOR approval and supervision from the mechanics
- All chemicals used or handled shall be properly identified. This requirement includes waste chemical materials. Only approved containers may be used.

Accidents and Injuries

You must **immediately** report all job-related accidents or injuries to your supervisor.

- Contact supervisor as soon as possible after injury occurs and no later than the end of the shift
- Fill out proper form, First Report of Injury, and submit it to supervisor within 24 hours of injury

For any emergency, call 911 and/or seek medical attention immediately at the nearest emergency facility. Call your supervisor as soon as possible.

Blood borne Pathogens

Blood borne pathogen training should be completed during orientation upon being hired and yearly thereafter.

Blood borne Pathogens: Cleanup Procedure

1. **Wear personal protective equipment – gloves are mandatory:**
2. **Neutralize by applying a tuberculocidal disinfectant:**
 - Bleach in a dilution of 1:10 is a sufficient tuberculocidal disinfectant
 - Completely cover the spill with disinfectant, using the spray bottle
 - Allow sufficient dwell time for disinfectant to neutralize blood/fluids, usually about a minute
3. **Clean up contaminated material:**
 - Use paper towels for small spills
 - For larger spills-place mop in solution and wring out, then pick up diluted spill
 - Return mop to bucket often to rewet and wring out
4. **Dispose of contaminated materials:**
 - Paper towels should be placed in a plastic trash bag (double bag if there is a lot of liquid). Make sure to tie off bag before disposing of it
 - Dispose of used /soiled disinfectant using normal procedures
5. **Apply fresh disinfectant cleaner to decontaminated spot:**
 - Continue clean area with disinfectant of choice until clean and safe
6. **Wash hands thoroughly:**
 - Dispose of gloves in trash and remove all liners, tying them off and disposing of them in the dumpsters

Remove wet floor signs after floor has dried completely

Chemicals

Chemicals are to help us effectively and efficiently do our jobs, but can be dangerous. Please be cautious and use common sense. If you are unsure or uncomfortable with using a chemical, please don't hesitate to call your supervisor.

Salt Lake County purchases chemicals by using vendors who have been awarded contracts based on competitive bids. Therefore chemical manufacturers and brands may change on occasion.

Below is a list of general categories of chemicals needed to perform your custodial tasks. For specific details about any of our chemicals, review the MSDS. There is an MSDS binder in each custodial closet in each facility.

All employees are allowed access to any and all MSDS!

- Disinfectants and Cleaners
- Floor Cleaners
- Glass Cleaners
- Carpet Cleaners and Spotters
- Multi-purpose Cleaners
- Metal Cleaners/Polishers
- Wood Cleaners
- Strippers
- Pool deck cleaners
- Waxes/Sealers
- Finish Restorers
- Specialty Chemicals

MSDS/OHSA

A Material Safety Data Sheet, or MSDS, is a document describing the results of a health and physical hazard evaluation the manufacturer of the product has performed. The MSDS is kept in the custodial closets of each facility. Your supervisor will show you where the MSDS are located in your specific custodial closet.

PLEASE REVIEW and BE FAMILIAR with the MSDSs.

All employees are allowed access to any and all MSDS!

MSDS is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. The Hazard Communication Standard requires certain minimum information to be on all MSDSs. Each MSDS must contain:

- The Identity used on the label.
- Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point, etc.).
- The physical hazards of the hazardous chemical, including the potential for fire, explosion and reactivity.
- The health hazards of the hazardous chemical, including signs and symptoms of exposure and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
- The primary route(s) of entry.
- The OSHA permissible exposure limit, American Conference of Industrial Hygienists (ACGIH) Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer or importer preparing the MSDS, where available.
- Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens or has been found to be potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs or by OSHA.
- Any generally applicable precautions for safe handling and use, which are known to the chemical manufacturer, importer or employer preparing the MSDS, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.
- Any generally applicable control measures that are known to the chemical manufacturer or importer preparing the MSDS, such as appropriate engineering controls, work practices, or personal protective equipment.
- Emergency and first aid procedures.
- The date of preparation of the MSDS or the last change to it.
- The name, address and telephone number of the chemical manufacturer, importer or other responsible party preparing or distributing the MSDS, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Personal Protective Equipment (PPE)

According to the OSHA website - Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

PPE can include eye and face protection, respiratory protection, head protection, hand protection, ear protection, vests and full body suits.

Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.

Safe Lifting

Park workers constantly lift objects while performing their duties. Every day you lift trash cans, small equipment, furniture, etc. Safe lifting is one of the most important precautions you can take to prevent injury on the job.

- Use a back brace.
- Lift with the legs by bending at the knees and keep the back straight.
- Keep the load near the body.
- Get help to move heavy or awkward objects.

Slip and Fall Prevention

Slips and falls can be prevented by following all safety guidelines, using common sense and staying alert to your surroundings. Slips and falls happen without warning, usually when you are distracted.

- Place wet floor signs when mopping and around any water, spills or liquid.
- Wear appropriate footwear when working and especially stripping floors.
- Spread ice melt and remove snow when necessary.
- Use caution when walking onto a hard floor from a wet surface.
- Take one stair at a time and don't carry heavy loads on stairs.
- Don't leave cleaning equipment or anything else on stairs or in doorway

Storm Water Protection

Storm water runoff is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As the runoff flows over the land or impervious surfaces (paved streets, parking lots, and building

rooftops), it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the runoff is discharged.

Salt Lake County Park Operations adheres to Salt Lake County's Storm Water Management Plan, which, can be located at:

<http://www.pweng.slco.org/stormwater/index.html>

The following are general guidelines and restrictions as you work in and around our parks and recreation facilities

- Clean up and prevention
 - Blow off/sweep grass clippings on sidewalks and water ways
 - Clean up fertilizer off walkways
 - Follow manufacturers guidelines and recommendations as it pertains to dispersal rate and storm water protection
 - Use only necessary amounts of fertilizer, herbicides, insecticides, fungicides and other harmful chemicals
- Keep water ways clean and drains open
- Report any suspicious activity to the Salt Lake County Health Department at 801-580-6681

Evaluations and Discipline

Evaluations and discipline will be done according to county policy. Policies governing evaluations and discipline are:

[6-100: Performance, Development & Improvement Plans](#)

[3-400: Discipline](#)

The following links will provide you access to key websites for employees of Salt Lake County as well as Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Evaluations

According to county policy evaluations will be done on a quarterly basis for all merit employees. All merit employees will be given an annual score based on their quarterly evaluations.

Employees are rated on a 1 – 5 scale with one being poor and five being exceptional. Those receiving a cumulative score of three or above will be eligible for a merit increase if one is offered.

If an employee rates below a three on ANY of the goals within their evaluation, their supervisor must provide a “Personal Improvement Plan.” **This includes all quarterly and annual evaluations.**

Personal Improvement Plans are available online at:

[6-100: Performance, Development & Improvement Plans](#)

Discipline

Discipline will be done according to county policy. In general a manager will train and coach his employees about county policy and parks and custodial rules and regulations. This can happen by pointing out mistakes or violations, encouraging improvement, recognizing initiative and allowing training.

When a problem occurs your supervisor will coach you on what the problem was and how to correct it. Your responsibility is to respond to the coaching, correcting any errant behavior. If the problem persists, disciplinary action could occur according to county policy. Disciplinary action could result in being written up, demoted, and suspended without pay or termination.

Important Phone Numbers

Park Operations		385-468-7275
Wayne Johnson, Associate Division Director	cell	801-560-7514
Garin Lamph, Park Operations Manager	cell	801-541-6038
Corey Bowden, Maintenance Supervisor	cell	801-558-5256
Corey Bullock, Maintenance Supervisor	cell	801-232-1802
Tom Vervloet, Trades Supervisor	cell	385-215-6070
Tad Campbell, Trails Supervisor	cell	801-631-4551
Terry Anderson, Grounds Supervisor	cell	801-550-4274
Shannon Atkinson, Athletic Fields Supervisor	cell	801-652-2462
Clayton Eastman, Mowing Supervisor	cell	801-783-8961
At Lovato, Caretaking Supervisor	cell	801-673-4931
Doug Herzog, Custodial Supervisor	cell	801-554-0421
Larry Turner, Irrigation Supervisor	cell	801-889-5107
Myles Saylor, Irrigation Supervisor	cell	385-290-0334
James Sutherland, Irrigation Supervisor	cell	385-290-0337
Park's On Call Phone	cell	801-550-4274
For Emergencies call:		911
Non-Emergency UPD		801-743-7000
Non-Emergency County Wide		801-840-4000

Equipment

As an employee, you are required to operate a wide variety of equipment and machinery. The machines used by the parks department vary in the ways they are operated and maintained. It is the responsibility of the employee to know how to properly and safely operate each piece of machinery. If you do not feel comfortable operating a machine or deem it unsafe, immediately contact your supervisor.

Training of employees on correct and safe equipment operation is the responsibility of their supervisor. Additional training from manufacturers or other professional sources can be requested.

It is the responsibility of the employee to have all certifications and licenses required to operate and transport the equipment including but not limited to, valid driver's license, CDL class "A" and heavy equipment certifications. If your driving status changes for any reason, the employee is responsible to notify his/her supervisor immediately.

Vehicles

Work vehicles and equipment are the sole property of Salt Lake County and should only be used for County purposes. All County vehicle use is governed by County-Wide Policies 1350, Vehicles, and 1360, Vehicle Idling.

<http://slco.org/policies/county-wide/>

Parks employees may be assigned a truck as their primary work vehicle. It is the responsibility of the employee, who is assigned the truck, to maintain the truck in proper working condition.

- Change the oil every 5000 miles by using contracted vendors and proper procedures
 - Only oil and oil filter can be changed by the contractor
- Rotate tires every 5000 miles, using contracted vendors
- NO SMOKING in vehicles, including vapor or e-cigarettes
- Trucks must be kept clean of debris and garbage, both inside and out and in the bed of trucks
- An approved Salt Lake County Logo must be visible on the truck at all times.
- No unauthorized decals, bumper stickers or insignias can be placed on vehicles
- No modification of truck, boxes or equipment without the prior approval of the Park Operations Manager
- Any repairs need to be pre-approved by mechanics and/or Park Operations Manager
- If you are involved in any accident you must follow County Policy by calling your supervisor first and then the County's contracted investigators (Crawford and Company, 801-386-3856) and then local law enforcement (911)

Vehicle/Equipment Fueling

Fueling of vehicles must be done in accordance with County Policy and at approved fueling sites e.g. Government Center, Park Operations, and Public Works.

Fueling of equipment is as follows

- All fuel for equipment, implements and small equipment must be off from the metered pumps in the back of the fuel truck.
- All fuel must be documented on fuel log, following the instructions
- Fueling of equipment is done in the afternoon after the workday
- Filling of the fuel tanks in the back of the fuel truck, should be left up to trained individuals and done according to policy



Standard Operating Guidelines

Section 2 – Duties and Responsibilities

Standard Operating Guidelines

Section 3 – Job Specific Operating Guidelines



Standard Operating Guidelines

Trades - Painting

August 19, 2015

General Responsibilities

- Respond to and complete all work orders in a timely manner
- Paint interior and exterior of facilities, as related to maintenance and repair
- Removes graffiti from grounds, facilities, buildings, walls, and sidewalks
- Maintains adequate inventory of supplies, materials, and equipment needed to perform tasks, which includes initiating purchase requisitions for needed material and supplies
- Schedules and coordinates painting activities to meet deadlines
- Inspects facility parking lots to assess the need for restriping and repainting of red zones and curbs
- Keeps accurate daily reports of work completed
- Makes regular inspections of assigned facilities to look for maintenance and safety issues
- Employs safe work practices
- Responds to emergency situations during non-regular work hours

Work Order Management

Work Orders

All requests for work in centers or parks needs to run through Trades Maintenance Supervisor. Generally and the Trades Maintenance Supervisor will receive and email from the facility manager, park operations, or parks management in order to initiate the work order.

- Trades Maintenance Supervisor receives work orders and documents it if it is not in written form
- Trades Maintenance Supervisor, in consultation with trades staff, prioritizes and assigns work order
- Trades staff will receive work orders in written form, from Trades Maintenance Supervisor

- Do not let work order process impede you from being proactive. If something needs to be resolved immediately, fix it and then document it and turn it in to Trades Maintenance Supervisor

Parks/Trails

- Evaluate project with Trades Maintenance Supervisor
- Communicate costs with Trades Maintenance Supervisor
- Get approval from Trades Maintenance Supervisor **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Trades Maintenance Supervisor
- When work is completed, check with Trades Maintenance Supervisor for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

Recreation/Ice Centers

- Evaluate project with Facility Manager
- Communicate costs with Facility Manager
- Get approval from Facility Manager **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Facility Manager and Trades Maintenance Supervisor
- When work is completed, check with Facility Manager for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

Golf Courses

- **All requests coming from Golf Courses must be approved by the Park Operations Manager, prior, to beginning**
- Evaluate project with Head Golf Pro
- Communicate costs with Head Golf Pro
- Get approval from Head Golf Pro **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Head Golf Pro and Trades Maintenance Supervisor
- When work is completed, check with Head Golf Pro for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

New Construction

- Generally, contractors- according to design and bid documents-will do all painting for new construction. If necessary, Park Operations Management, Facility Management, and Area Maintenance Supervisor will preapprove all new construction painting prior to starting.
- All purchases will be done according to County policy and with prior approval.
- All construction will be done according to International Building Code and County Policy and Standards

Preventative Maintenance

Parks

- Create and keep active a priority list of projects to be painted
- Inspect all buildings, pavilions, restrooms (inside and out), tables, playground structures, and sidewalks/walkways for graffiti.
- Inspect all parks structures for painting disrepair, assigning it a priority and report back to Area Maintenance Supervisor
- Report any disrepair to parks structures, playgrounds, fences, etc. to Area Maintenance Supervisor

Recreation Centers, Pools, Ice Centers and Golf Courses

- Create and keep active a priority list of projects to be painted
- Inspect all buildings, tables, rooms, restrooms and exterior of buildings for graffiti
- Inspect all buildings, tables, rooms, restrooms and exterior of buildings for painting disrepair, assigning it a priority and report back to Area Maintenance Supervisor
- Report any disrepair to facilities, pools, restrooms, etc. to Area Maintenance Supervisor



Standard Operating Guidelines

Park Operations & Mowing

August 19, 2015

Table of Contents

GENERAL POLICIES

Disclaimer	1101
Mission Statement	1101
General Policies and Procedures	1102
Customer Service	1103
Parks Policies	1104
Rules of Conduct	1103
Dress Code and Hygiene	1103
Security	1105
Keys	1105
Time Management	1105
Music/Headphones	1105
Work Schedule	1105
Safety	1105
Accidents & Injuries	1107
Bloodborne Pathogens	1107
Chemicals	1108
MSDS/OHSA	1109
PPE	1110
Safe Lifting	1110
Slip and Falls	1111
Storm Water Protection	1111
Discipline	1112

Equipment	1112
Important Phone Numbers	1113

MOWING POLICIES

Caretaking Duties & Responsibilities.....	1200
General Jobs Standards	1201
Mowing Safety Procedures	1202

INTRODUCTION

You, as a Park Caretaker, are a valued resource to Park Operations. You will become the public's contact with a specific park. Your relationship with the public is very important. A good rapport is necessary in helping to understand the users' needs and solving the park's problems. Not only are you the contact for our reservation guests, but you have the potential to be the "eyes and ears" of Park Operations.

Along with your routine maintenance duties, you will be able to recognize hazardous situations that affect our parks and their users. You will be in a position to aid Park Operations by reporting emergency maintenance situations, vandalism, and illegal acts. The public relations you will be able to provide, as a park caretaker is irreplaceable and essential.

As you continue to read this packet, you will better understand your responsibilities as a park caretaker. Detailed information outlining duties, policy, procedure, pavilion reservations, and park rules among others will be described.

Disclaimer

While every effort is made to ensure the accuracy of the information in this manual, SLCo Park Operations Management has the right to make changes at any time without prior warning or notice.

This document is fluid and will be updated periodically. The most recent version is available at SLCo Park Operations. The guidelines within this manual are also fluid and may change without notice.

This document is not a contract between SLCo and current or prospective employees.

Mission Statement

We strive to provide the best service possible by keeping the Parks and Recreation facilities clean, pleasant, safe and easily accessible. In performing our duties we endeavor to ensure that all patrons enjoy the quality parks and recreational experience that Salt Lake County is seeking to provide.

SLCo Park Operations Values

- Integrity
- Cooperative effort
- Aesthetics and attention to detail
- Ethical and polite conduct

SLCo Park Operations Goal

- To consistently evaluate, maintain and create quality parks, trails, athletic fields and facilities
- To elevate the level of customer service standards
- To increase job satisfaction

Summary of Expectations

All Park Operations employees, both merit and temporary, will become familiar with and be responsible for the information, regulations and policies and procedures contained in these Standard Operating Guidelines. New employees will complete a training program introducing many of the procedures and policies contained herein.

Salt Lake County Policies and Procedures

SLCo General Policies

The following links will provide you access to key websites for employees of Salt Lake County as well as Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Parks and Recreation Division's Vision and Statement

We...create a green environment, improve health and wellness and provide safe places to play

Customer Service

Customer Service Goals

Salt Lake County Parks and Recreation provides facilities and services to meet the recreation and leisure needs of County residents. Positive customer relations and quality service is an important part of our mission.

Excellent customer service is an expectation of your job

Communicate effectively and courteously

Anticipate and solve customer issues in a positive and timely manner

Answer question(s), if possible. If you cannot answer the patron's question(s), please, refer patrons to Park Operations at 385-468-7275

Be friendly, engaging, courteous, and polite

Dealing with a Difficult Patron and Addressing Customer Complaints

When encountering a difficult patron stay calm and respectful

Listen to complaints and politely address the situation offering solutions **within your responsibilities**. Apologize for any inconvenience and work to rectify the situation as soon as possible.

If the complaint does **NOT** concern your area of responsibilities, politely refer the patron to Park Operations, 385-468-7275

Do not get defensive and/or escalate the problem by arguing

Report any incident to supervisor and/or facility manager

You are not security or law enforcement, if you feel threatened in any way politely excuse yourself from the situation. If you feel other people are being threatened immediately, inform your supervisor and/or call law enforcement.

Parks General Program Policies

Rules of Conduct

Salt Lake County Park Operations Management expects all employees to assist in the creation of a working and recreating environment where the rights, dignity and worth of every individual is respected and valued.

While employed and working within Salt Lake County Parks, employees are expected to create and maintain an atmosphere in which employees treat their colleagues and peers, patrons, public and clientele with respect, honesty and courtesy.

You are responsible for knowing and following all SLCo Policies and Procedures. They are available on the internet at:

<http://admin.slco.org/humanResources/policies.aspx>

Specifically be familiar with the section titled “Employee Relations” where you will find policies’ governing your conduct in the workplace and what is expected of you as a Salt Lake County Employee.

Dress Code and Hygiene

As employees of Salt Lake County Parks we represent not only ourselves but the entirety of Salt Lake County Government. In general follow the normal prevailing patterns of dress for the pertinent work environment.

- County shirts will be provided and must be worn
- County issued work shirts are only allowed to be worn DURING your shift and should not be worn while using any county facility as a patron
- Dress must be in good taste, modest and without extremes
- Dress must be safe and appropriate for the climate and work atmosphere
- Closed toed shoes required
- Personal Protective Equipment will be provided as needed and should be worn
- Supervisors may require employees to change clothes/footwear based on safety or appropriateness

Employees are expected to maintain appropriate personal hygiene. Employees are visible to the general public and should dress and groom appropriately.

Security

Protecting the parks, building and assets of Salt Lake County are the responsibilities of all employees; however you are not law enforcement. Please be courteous and kind to patrons breaking rules and policies. If you encounter a situation in a park or along the trail that you are uncomfortable with, remove yourself from the situation and contact supervisor or law enforcement. If you are in a facility refer any complaints to the front desk or facility management.

You should never confront or attempt to detain any individual or group engaged in any illegal or dangerous behavior. Report any suspected illegal activity to the appropriate facility staff or enforcement agency.

For Emergencies call: 911

Non-Emergency UPD – 801-743-7000

Non-Emergency County Wide – 801-840-4000

Park Operations – 385-468-7275

Keys

DO NO DUPLICATE KEYS – Keys can only be duplicated by Park Operations Management.

Keys are your responsibility and must be guarded and secured at all times.

Time Management

Employees must be able to manage their time appropriately, prioritizing work related jobs to be the most efficient and effective. Please consult with your supervisor to make sure that you are working on tasks according to priorities.

Excessive lunches and breaks are not permitted.

Excessive time spent in the office, shop or front office is also not permitted.

Excessive time talking, socializing or fraternizing with other employees or patrons is not permitted. Please be courteous, kind and brief when answering questions.

Your responsibility is to be actively occupied while you are working.

Music/Headphones

Music and headphones are permitted while working under the following guidelines:

Music must be listened to through headphones and may not be audible to others

You may only have one earphone in at a time and must be able to recognize and respond to people speaking to you as well as calls from your supervisor

Listening to music is a privilege please do not abuse it

Holidays/Sundays

You are required to work holidays and or Sundays as needed.

Work Schedule

Works schedules are set to benefit the patrons and users of the parks and recreation facilities. Schedules must take into consideration any special events, leagues, late night events and high usage times. Schedules are at the discretion of your supervisor.

Supervisor approval is required to modify schedules.

General Parks Safety

General Safety Guidelines

- Use common sense and think safety first.
- If you see or detect a hazardous condition, including dangerous conditions for patrons, trip hazards, eminent danger or anything that would put the safety of you or patrons of the parks in jeopardy, contact your supervisor immediately.
- Wear personal protective clothing or safety devices as directed. Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.
 - Wear rubber gloves and eye protection when using cleaning agents that may injure the skin
 - Wear protective gloves when handling sharp objects such as scrap lumber or metal.
 - Wear required safety vests and visible clothing when required
 - Head protection shall be worn when falling objects may be a hazard
- When the weight of a load of object is beyond your lifting capacity, seek help from other employees

- Do not use power equipment that is not mechanically safe. Report any unsafe conditions to your supervisor. Please error on the side of caution.
- Do not leave power equipment or machinery running unattended
- Do not leave Salt Lake County property and/or equipment unattended
- Follow all preventative maintenance guidelines and programs for equipment used, including but not limited to vehicles, small equipment, large machines, hand tools, etc.
- Do not modify in any way your equipment or machinery without PRIOR approval and supervision from the mechanics
- All chemicals used or handled shall be properly identified. This requirement includes waste chemical materials. Only approved containers may be used.

Accidents and Injuries

You must **immediately** report all job-related accidents or injuries to your supervisor.

- Contact supervisor as soon as possible after injury occurs and no later than the end of the shift
- Fill out proper form, First Report of Injury, and submit it to supervisor within 24 hours of injury

For any emergency, call 911 and/or seek medical attention immediately at the nearest emergency facility. Call your supervisor as soon as possible.

Blood borne Pathogens

Blood borne pathogen training should be completed during orientation upon being hired and yearly thereafter.

Blood borne Pathogens: Cleanup Procedure

1. **Wear personal protective equipment – gloves are mandatory:**
2. **Neutralize by applying a tuberculocidal disinfectant:**
 - Bleach in a dilution of 1:10 is a sufficient tuberculocidal disinfectant
 - Completely cover the spill with disinfectant, using the spray bottle
 - Allow sufficient dwell time for disinfectant to neutralize blood/fluids, usually about a minute
3. **Clean up contaminated material:**

- Use paper towels for small spills
 - For larger spills-place mop in solution and wring out, then pick up diluted spill
 - Return mop to bucket often to rewet and wring out
4. **Dispose of contaminated materials:**
- Paper towels should be placed in a plastic trash bag (double bag if there is a lot of liquid). Make sure to tie off bag before disposing of it
 - Dispose of used /soiled disinfectant using normal procedures
5. **Apply fresh disinfectant cleaner to decontaminated spot:**
- Continue clean area with disinfectant of choice until clean and safe
6. **Wash hands thoroughly:**
- Dispose of gloves in trash and remove all liners, tying them off and disposing of them in the dumpsters
- Remove wet floor signs after floor has dried completely

Chemicals

Chemicals are to help us effectively and efficiently do our jobs, but can be dangerous. Please be cautious and use common sense. If you are unsure or uncomfortable with using a chemical, please don't hesitate to call your supervisor.

Salt Lake County purchases chemicals by using vendors who have been awarded contracts based on competitive bids. Therefore chemical manufacturers and brands may change on occasion.

Below is a list of general categories of chemicals needed to perform your custodial tasks. For specific details about any of our chemicals, review the MSDS. There is an MSDS binder in each custodial closet in each facility.

All employees are allowed access to any and all MSDS!

- Disinfectants and Cleaners
- Floor Cleaners
- Glass Cleaners
- Carpet Cleaners and Spotters
- Multi-purpose Cleaners
- Metal Cleaners/Polishers
- Wood Cleaners
- Strippers
- Pool deck cleaners
- Waxes/Sealers

- Finish Restorers
- Specialty Chemicals

MSDS/OHSA

A Material Safety Data Sheet, or MSDS, is a document describing the results of a health and physical hazard evaluation the manufacturer of the product has performed. The MSDS is kept in the custodial closets of each facility. Your supervisor will show you where the MSDS are located in your specific custodial closet.

PLEASE REVIEW and BE FAMILIAR with the MSDSs.

All employees are allowed access to any and all MSDS!

MSDS is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. The Hazard Communication Standard requires certain minimum information to be on all MSDSs. Each MSDS must contain:

- The Identity used on the label.
- Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point, etc.).
- The physical hazards of the hazardous chemical, including the potential for fire, explosion and reactivity.
- The health hazards of the hazardous chemical, including signs and symptoms of exposure and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
- The primary route(s) of entry.
- The OSHA permissible exposure limit, American Conference of Industrial Hygienists (ACGIH) Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer or importer preparing the MSDS, where available.
- Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens or has been found to be potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs or by OSHA.

- Any generally applicable precautions for safe handling and use, which are known to the chemical manufacturer, importer or employer preparing the MSDS, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.
- Any generally applicable control measures that are known to the chemical manufacturer or importer preparing the MSDS, such as appropriate engineering controls, work practices, or personal protective equipment.
- Emergency and first aid procedures.
- The date of preparation of the MSDS or the last change to it.
- The name, address and telephone number of the chemical manufacturer, importer or other responsible party preparing or distributing the MSDS, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Personal Protective Equipment (PPE)

According to the OSHA website - Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

PPE can include eye and face protection, respiratory protection, head protection, hand protection, ear protection, vests and full body suits.

Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.

Safe Lifting

Park workers constantly lift objects while performing their duties. Every day you lift trash cans, small equipment, furniture, etc. Safe lifting is one of the most important precautions you can take to prevent injury on the job.

- Use a back brace.
- Lift with the legs by bending at the knees and keep the back straight.
- Keep the load near the body.
- Get help to move heavy or awkward objects.

Slip and Fall Prevention

Slips and falls can be prevented by following all safety guidelines, using common sense and staying alert to your surroundings. Slips and falls happen without warning, usually when you are distracted.

- Place wet floor signs when mopping and around any water, spills or liquid.
- Wear appropriate footwear when working and especially stripping floors.
- Spread ice melt and remove snow when necessary.
- Use caution when walking onto a hard floor from a wet surface.
- Take one stair at a time and don't carry heavy loads on stairs.
- Don't leave cleaning equipment or anything else on stairs or in doorway

Storm Water Protection

Storm water runoff is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As the runoff flows over the land or impervious surfaces (paved streets, parking lots, and building rooftops), it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the runoff is discharged.

Salt Lake County Park Operations adheres to Salt Lake County's Storm Water Management Plan, which, can be located at:

<http://www.pweng.slco.org/stormwater/index.html>

The following are general guidelines and restrictions as you work in and around our parks and recreation facilities

- Clean up and prevention
 - Blow off/sweep grass clippings on sidewalks and water ways
 - Clean up fertilizer off walkways
 - Follow manufacturers guidelines and recommendations as it pertains to dispersal rate and storm water protection
 - Use only necessary amounts of fertilizer, herbicides, insecticides, fungicides and other harmful chemicals
- Keep water ways clean and drains open
- Report any suspicious activity to the Salt Lake County Health Department at 801-580-6681

Discipline

Discipline will be done according to county policy. In general a manager will train and coach his employees about county policy and parks and custodial rules and regulations. This can happen by pointing out mistakes or violations, encouraging improvement, recognizing initiative and allowing training.

When a problem occurs your supervisor will coach you on what the problem was and how to correct it. Your responsibility is to respond to the coaching, correcting any errant behavior. If the problem persists, disciplinary action could occur according to county policy. Disciplinary action could result in being written up, demoted, and suspended without pay or termination.

Equipment

As an employee, you are required to operate a wide variety of equipment and machinery. The machines used by the parks department vary in the ways they are operated and maintained. It is the responsibility of the employee to know how to properly and safely operate each piece of machinery. If you do not feel comfortable operating a machine or deem it unsafe, immediately contact your supervisor.

Training of employees on correct and safe equipment operation is the responsibility of their supervisor. Additional training from manufacturers or other professional sources can be requested.

It is the responsibility of the employee to have all certifications and licenses required to operate and transport the equipment including but not limited to, valid driver's license, CDL class "A" and heavy equipment certifications. If your driving status changes for any reason, the employee is responsible to notify his/her supervisor immediately.

Important Phone Numbers

Park Operations		385-468-7275
Wayne Johnson, Associate Division Director	cell	801-560-7514
Garin Lamph, Park Operations Manager	cell	801-541-6038
Corey Bowden, Maintenance Supervisor	cell	801-558-5256
Corey Bullock, Maintenance Supervisor	cell	801-232-1802
Clayton Eastman, Mowing Supervisor	cell	801-783-8961
At Lovato, Caretaking Supervisor	cell	801-673-4931
Park's On Call Phone	cell	801-550-4274
For Emergencies call:		911
Non-Emergency UPD		801-743-7000
Non-Emergency County Wide		801-840-4000

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]



Standard Operating Guidelines

Mowing

INTRODUCTION

You, as a Park Mower, are a valued resource to Park Operations. Your job will be to mow, trim, and edge the grass in the parks as well and efficiently and safely as possible, without disrupting park activities. You will also be asked to do additional tasks, such as preventative maintenance on equipment, picking up trash, and assisting in the operations and maintenance of the parks as needed. You will constantly be in the public's eye and need to act accordingly.

Along with your routine maintenance duties, you will be able to recognize hazardous situations that affect our parks and their users. You will be in a position to aid Park Operations by reporting emergency maintenance situations, vandalism, and illegal acts. The public relations you will be able to provide, as a mower is irreplaceable and essential.

As you continue to read this packet, you will better understand your responsibilities as a mower. Detailed information outlining duties, policy, procedure, and park rules among others will be described.

Duties and Responsibilities

Merit and Temporary Employees

1. Responsible for knowing and following all county policies and procedures, as well as, being familiar with and following the Park Operations General Standard Operating Guidelines and Standard Operating Guidelines for mowers.
2. Responsible for communicating effectively with their supervisor (s), at the beginning and end of each shift, in order to report and accept daily assignments
3. Responsible for completing their assigned parks on a weekly basis
4. Responsible for managing and communicating effectively with temporary staff in order to complete assigned parks
5. Responsible for communicating with supervisor concerning issues with temporary staff
6. Effectively maintain and protect all County equipment according to the Standard Operating Guidelines and County policy
7. Parks issued T-shirts must be worn at all times during working hours for identification purposes

General Job Duties

Daily Start up

1. Clock in on time
2. Check with supervisor to get daily assignments, and report back to your supervisor at the end of each shift, communicating what you accomplished
3. Check and see if it is your service day, if so preform necessary service
4. Check out keys for the equipment assigned to you; as well as radios
5. Make sure all equipment starts before leaving the shop
6. Check out all small tools and equipment needed to complete daily tasks
7. Do not take tools that have been assigned to other people without permission from you supervisor

Transportation

1. Safely transporting all equipment in accordance with County policies and procedures and local laws
2. Report any accidents according to County policy – **Do Not Admit Fault!**
3. Transporting Small Mowing equipment requires a valid driver's license
4. Transporting Large Mowing equipment requires a valid CDL and DOT Medical Card
5. It is your responsibility to notify supervisor and/or Parks Management if your driving status changes. There will be periodic driver's license checks
6. All employees may be subject to random drug/alcohol testing
7. Perform a daily walk around inspection on truck, trailer and mowers
 - a. **Truck walk around Inspection**
 - i. Check tires for inflation & wear
 - ii. Check for loose lug nuts and rust, physically check tightness with hand
 - iii. Check fluids
 - iv. Check for leaks under truck
 - v. Check all lights.
 - vi. Check mirror adjustments
 - vii. Make sure all glass & mirrors are clean
 - viii. Check for unsecured objects inside and out
 - b. **Trailer walk around Inspection**
 - i. Check tires for inflation & wear
 - ii. Check for loose lug nuts and rust, physically check tightness with hand
 - iii. Check all lights
 - iv. Check receiver hitch & draw pin
 - v. Check trailer Hitch & pin
 - vi. Check Safety chains

- vii. Check Emergency brake chain
- viii. Check tailgate pins
- ix. Check to make sure your load is secured
- x. Check to make sure brakes work and are adjusted

c. Mower walk around Inspection

- i. Check tires for inflation & wear
 - ii. Check for loose lug nuts, physically check tightness with hand
 - iii. Check fluids
 - iv. Check for plugged radiator
 - v. Check for leaks under mower
 - vi. Check to make sure mower starts
 - vii. Check to see if PTO works
 - viii. Do NOT override any safety sensors or equipment
8. Report all spills
9. All mowing equipment should be securely tied down
10. Wear all seat belt at all times

Small equipment usage in parks

- 1. Gas trimmer should be used to cut tall grass around fence lines, signs, back flow's, light poles, fire hydrants, benches and table pads, horse shoe pits, pool decks, etc. as frequently as possible
- 2. Gas trimmer's should NOT be used to trim around trees
- 3. Blade edger's should be used on sidewalks, curbs, parking Islands, ball field mow strips, picnic tables and bench pads, water fountain pads, and valve boxes as frequently as possible
- 4. Blowers should be used to clean off sidewalks, parking lots, pavilions, mowers and equipment after every mowing
- 5. DO NOT blow grass clippings and/or debris into waterways or storm drains

Mowing Specifications

- 1. All turf should be cut at 2 ½ inches height weekly or depending on schedule
- 2. All Pools should be cut at 2 ½" height weekly and all clippings should be bagged
- 3. Pool decks, sidewalks and large cement areas should be blown off
- 4. Never mow or drive on frozen grass
- 5. Storm water collection basins will be mowed as conditions allow you to do so
- 6. Do not mow new sod until instructed
- 7. Never pull a stuck mower without permission from Supervisor or Mechanics

- a. Contact supervisor and/or mechanics immediately if you get a mower stuck

Tool Maintenance

1. Inspect equipment, prior to taking it out, for any damage or disrepair. Report any damage or disrepair immediately to your supervisor
2. Check Trimmers each morning to make sure they start
3. Check Edger's each morning to make sure they start
4. Check Blowers each morning to make sure they start
5. Equipment needing repairs needs to be brought to the shop at the end of each day

Machine weekly maintenance

1. Maintenance will be performed on assigned days
2. Wash mower weekly
3. Clean Radiator on weekly service
4. Grease all fittings on weekly service
5. Grease Caster wheels daily
6. Change blades as needed
7. Change dirty filters as needed
8. Only the mechanics will perform all oil changes
9. Do not make repairs or adjustments to any equipment without permission from Mechanics
10. Have the Mechanics look at your machine after each weekly service
11. Sweep service bay and wipe down grease hose after each service

Safety Procedures and Operation

1. Know the controls and how to stop quickly - **READ THE OPERATOR'S MANUAL**
2. Only County personal can operate or use County equipment at any time or for any reason
3. Only County personal can ride-in or drive County trucks or equipment

4. Mow at least 50-feet away from children and pets; use good safety judgment and common sense
5. Clear the work area of objects that might be picked up and thrown
6. Always check overhead clearance and high voltage cables, especially when transporting
7. Disengage all attachment clutches and shift into neutral before attempting to start the engine (motor)
8. Always start the engine when sitting in the operator's seat, never while standing beside the unit
9. Do not bypass or modify any switches or factory settings without prior approval
10. Disengage power to attachments and stop the engine (motor) before leaving the operator's position
11. Disengage power to attachments and stop the engine (motor) before making any repairs or adjustments. Never carry out repairs or tighten hydraulic hoses or fittings when the system is under pressure or **when the engine is running**
12. Disengage power to attachments when transporting or not in use
13. Take all possible precautions when leaving the vehicle unattended; i.e., lower the attachments, shift to neutral, set the parking brake, stop the engine, and **remove the key**
14. Do not transport equipment while it is running
15. Do not stop or start suddenly when going uphill or downhill
16. Mow up and down the face of steep slopes, never across the face
17. Reduce speed on slopes and in sharp turns to prevent tipping or loss of control.
18. Exercise extreme caution when changing direction on slopes
19. Keep tractor in gear when going down steep slope
20. Stay alert for holes in the terrain and other hidden hazards
21. Watch out for traffic when crossing roadways

22. When using attachments never allow anyone near the vehicle while in operation
23. Never weed eat/trim or edge within 50' of public or pets
24. Handle fuel with care—it is highly flammable.
 - a. Use approved container
 - b. Never remove the cap of the fuel tank
 - c. Never add fuel to running or hot engine
 - d. Never fill the tank indoors
 - e. Wipe up spilled fuel according to Standard Operating Guidelines and OSHA requirements
 - f. Tie-down and secure full cans during transport
 - g. Open doors if the engine is run in the garage—exhaust fumes are dangerous
 - h. Do not run the engine (motor) indoors.
 - i. Never use fuel as a cleaner
 - j. **DO NOT** smoke when handling fuel.
 - k. **DO NOT** use starting fluid—use WD-40 to start mowers
25. Use fresh, clean fuel only.
 - a. For fuel recommendation, see diesel fuel specification in the mower manual.
 - b. Either discard the fuel at shop according to guidelines or in a waste/oil specified container; or use it in other powered equipment for which it may be suited
26. Do not attempt to fill fuel tank from fuel container unless the container spout or funnel fits **INSIDE** the fuel tank filler neck. The use of too large a spout or funnel, or no funnel, may result in spilled fuel, creating highly flammable vapors. This could result in fire and/or explosion causing severe bodily injury.
27. Never store the equipment with fuel in the tank inside a building where fumes may reach an open flame or spark
28. Allow the engine to cool before storing in any enclosure
29. Keep the vehicle and attachments in good operating condition and keep safety devices in place
30. Keep all nuts, bolts and screws tight to be sure the equipment is in safe working condition
31. The vehicle and attachments should be stopped and inspected for damage after striking a foreign object, and the damage should be repaired before restarting and operating the equipment.

32. Do not modify equipment in anyway, including adjusting mowing height, without the permission of your supervisor and/or mechanics
33. Know what is behind you before backing up
34. It is recommended that this machine not be used on public roads. If this is unavoidable, you must comply with equipment requirements per SAE J137b and/or ASAE S279.4 lighting and marking standard when riding on public roads.
35. Follow the manufacturer's maintenance recommendations exactly. See "Maintenance."
36. It is required that your machine be thoroughly inspected at least once a week during your equipment service day
37. Engage "Lock-up" pins wing arms during transport, storage or maintenance; ensure tie-downs and braces are tight and secured correctly
38. Grease machines before loading on the last park of the day
39. Report any problems and breakage the day you see it to your supervisor and/or the mechanics
40. Do not operate equipment that has been locked/tagged out by mechanics and/or supervisors
41. Mowers will be assigned to specific crews; if you need to switch mowers/equipment you must have prior approval from supervisor(s)



Salt Lake County Park Operations

Custodial Standard Operating Guidelines

2014

Table of Contents

Disclaimer	2	Duties and Responsibilities	Walking Track	23
Mission Statement	2	Area Maintenance	Job Standards – Individual Facilities	24
Values & Goals	2	Supervisor	13	
Summary of Expectations	3	Custodial Supervisors	14	
Salt Lake County Policies	3	Lead Custodian	15	Job Standards – Deep Cleaning & Special Projects
Division’s Vision and Statement	3	Part Time Custodian	16	Cleaning/Bonneting a Carpeted Floor
Customer Service		Job Standards - Daily Clean Duties		24
Customer Service Goals	4	Assignments & Planning	17	Carpet Extraction
Difficult Patrons	4	Doors	17	Epoxy Floors
Custodial Program Guidelines and Policies		Dusting	17	Stripping and Waxing VCT Tile
Rules of Conduct	5	Ice Rink Glass/ Dasher Boards	17	Pool Decks
Dress Code and Hygiene	5	Mopping, Dust	17	Rubber Floor Cleaning
Security	6	Mopping, Wet	18	Showers
Keys	6	Recycling	18	Steam Cleaning
Time Management	6	Sweeping		Shut Down Procedure for Steam Cleaners
Phone Usage	7	(Push/Angle Broom)	18	28
Music/Headphones	7	Trash Collection	19	Safety
Computer Usage	7	Walls	19	General Safety Guidelines
Leave Time	8	Windows	19	Accidents & Injuries
Holidays	8	Vacuumping	19	Bloodborne Pathogens
Compensation time, Overtime and Excess Hours	8	Job Standards – Room/Area Specific		Chemicals
Time sheets	8	Aerobic Rooms	20	Ladder Safety
Work Schedule	9	Classrooms/Lunchrooms	20	MSDS/OHSA
Transfers	9	Custodial Closets, Storage Areas & Mechanical Rooms	20	Personal Protective Equipment (PPE)
Evaluations and Discipline	10	Elevators	20	Safe Lifting
Important Phone Numbers	11	Exterior Cleaning	21	Slip and Fall Prevention
Organizational Chart	12	Gymnasiums	21	Equipment
		Lobby/Entry Areas	21	Supplies
		Miscellaneous Areas	21	Custodial Closets
		Party Rooms	21	Ordering Supplies
		Pool Decks	22	Storage
		Restrooms/Locker Rooms	22	
		Weight Rooms	23	

Disclaimer

While every effort is made to ensure the accuracy of the information in this manual, SLCo Park Operations Management has the right to make changes at any time, without prior warning or notice.

This document is fluid and will be updated periodically. The most recent version is available at SLCo Park Operations. The guidelines within this manual are also fluid and may change without notice.

This document is not a contract between SLCo and current or prospective employees.

Mission Statement

We strive to provide the best service possible by keeping the Parks and Recreation facilities clean, pleasant, safe and easily accessible. In performing our duties we attempt to ensure that all patrons enjoy the quality parks and recreational experience that Salt Lake County is seeking to provide.

SLCo Custodial Values

- Integrity
- Cooperative effort
- Aesthetics and attention to detail
- Ethical and polite conduct

SLCo Custodial Goals

- To efficiently provide clean and safe parks and recreation facilities
- To elevate the level of customer service standards
- To increase job satisfaction

Summary of Expectations

All custodial employees, both merit and temporary, will become familiar with and responsible for the information, regulations and policies and procedures contained in these Standard Operating Guidelines. New employees will complete a training program introducing many of the procedures and policies contained herein.

Salt Lake County Policies and Procedures

SLCo General Policies

The following links will provide you access to key websites for employees of Salt Lake County as well as Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Parks and Recreation Division's Vision and Statement

We...create a green environment, improve health and wellness and provide safe places to play.

Customer Service

Customer Service Goals

Salt Lake County Parks and Recreation provides facilities and services to meet the recreation and leisure needs of county residents. Positive customer relations and quality service is an important part of our mission.

- Excellent customer service is an expectation of your job
- Communicate effectively and courteously
- Anticipate and solve custodial issues in a positive and timely manner
- Refer patrons to facility staff if they have a question about programming or facility usage
- Be friendly, engaging, courteous and polite

Dealing with a Difficult Patron and Addressing Customer Complaints

- When encountering a difficult patron stay calm and respectful
- Listen to complaints and politely address the situation offering solutions **within the custodial responsibilities**. Apologize for any inconvenience and work to rectify the situation as soon as possible.
- If the complaint does **NOT** concern custodial responsibilities, politely refer the patron to facility management
- Do not get defensive and/or escalate the problem by arguing
- Report any incident to supervisor and/or facility manager

You are not security or law enforcement, if you feel threatened in any way politely excuse yourself from the situation. If you feel other people are being threatened immediately inform facility staff and/or in extreme cases, call law enforcement.

Custodial Program Policies

Rules of Conduct

Salt Lake County Parks Management expects all employees to assist in the creation of a working and recreating environment where the rights, dignity and worth of every individual is respected and valued.

While employed and working within Salt Lake County Park Operations, employees are expected to create and maintain an atmosphere in which employees treat their colleagues, peers, patrons, public and clientele with respect, honesty and courtesy.

You are responsible for knowing and following all SLCo Policies and Procedures. They are available on the internet at:

<http://admin.slco.org/humanResources/policies.aspx>

Specifically be familiar with the section titled “Employee Relations” where you will find policies’ governing your conduct in the workplace and what is expected of you as a Salt Lake County Employee.

Dress Code and Hygiene

As employees of Salt Lake County Park Operations we represent not only ourselves, but the facility in which we work and the entirety of Salt Lake County Government. In general follow the normal prevailing patterns of dress for the pertinent work environment.

- County shirts will be provided and must be worn
- County issued work shirts are only allowed to be worn DURING your shift and should not be worn while using any county facility as a patron
- Dress must be in good taste, modest and without extremes
- Dress must be safe and appropriate for the climate and work atmosphere
- Closed toed shoes required
- No alterations are permitted to county issued shirts/clothes
- Personal Protective Equipment will be provided as needed
- Supervisors may require employees to change clothes/footwear based on safety or appropriateness

Employees are expected to maintain appropriate personal hygiene. Employees are visible to the general public and should dress and groom appropriately.

Security

Protecting the building and assets of Salt Lake County is the responsibility of all employees; however you are not law enforcement. Please be courteous and kind to patrons breaking rules and policies. Refer any complaints to the front desk or facility management.

You should never confront or attempt to detain any individual or group engaged in any illegal or dangerous behavior. Report any suspected illegal activity to the appropriate facility staff or enforcement agency.

Questions that arise pertaining to facility policy, schedules, use, etc. should be politely and courteously directed toward facility management or staff. Do not over step your responsibilities by answering questions pertaining to Recreation operations or scheduling of the building.

Clearing the building of patrons at the end of the day is not your responsibility, but at times you may have to help recreation staff expedite the process. Please be courteous and helpful.

Securing the building is not your responsibility, however, at times, in certain facilities we may be asked to do so. Please consult with your supervisor and facility manager on the specific rules and regulations pertaining to securing the facility.

For Emergencies call: 911

Non-Emergency UPD – 801-743-7000

Non-Emergency County Wide – 801-840-4000

Keys

Keys to each facility must be signed in and out. Signing in and out will occur when employed at the facility. Supervisors are responsible for issuing and signing in and out keys.

DO NOT DUPLICATE KEYS – Keys can only be duplicated by Parks Management.

Keys are your responsibility and must be guarded and secured at all times.

Time Management

Employees must be able to manage their time appropriately, prioritizing custodial jobs to be the most efficient and effective. A priority list of jobs, by location, is included in these SOG's. Please consult with your supervisor to make sure that you are working on tasks according to priorities for the facility and the day of the week.

Excessive lunches and breaks are not permitted.

Excessive time spent in the custodial office or front office is not permitted.

Excessive time talking, socializing or fraternizing with other employees or patrons is not permitted. Please be courteous, kind and brief when answering questions.

Your responsibility is to be actively occupied performing custodial duties.

Phone Usage

All employees should read and follow County-Wide Policy 1035, Employee Use of Cellular Phones and County-Wide Policy 1400-5, Information Security Mobile Device Protection

<http://slco.org/policies/county-wide/>

Employees with a county issued cell phone should be available 24 hours a day to respond to emergency situations.

Employees should spend minimal time on the phone making calls pertaining to work. Checking in with supervisor, scheduling seasonal employees or communicating with management is permitted.

Every effort should be made to make and accept personal phone calls during your lunch and break times.

Personal phone use is a privilege, do not abuse it.

Music/Headphones

Music and headphones are permitted while working under the following guidelines:

- Music must be listened to through headphones and may not be audible to others
- You may only have one earphone in at a time and must be able to recognize and respond to people speaking to you, as well as requests from the facility to locate you
- Listening to music is a privilege, please do not abuse it

Computer Usage

Computer usage should be limited to checking timesheets, entering time on timesheets and other county related actions. Personal use of a county computer is not permitted.

You are responsible to follow County-Wide Policy 1400-1 pertaining to the acceptable use of computers and all other county policies governing computer usage.

<http://slco.org/Policies/countywide/1400-1.pdf>

Computer access in the facilities is limited. It is your responsibility to find out what computers can be accessed and when.

Leave Time

Requesting leave time must be done in advance. Requests should be made on official forms and turned into your supervisor. Your supervisor must approve leave time prior to you using it.

Leave time will be granted by your supervisor according to the needs of the facility. There is no seniority right to use leave time in the county.

In addition, please follow all county policies pertaining to the use of leave time.

Holidays/Sundays

You will be required to work holidays/Sundays if your facility is open on the holiday/Sunday. Regular shifts will be required. Modified shifts or time off on holidays/Sundays must be pre-approved by your supervisor.

Compensation time, Overtime and Excess Hours

Compensation time, overtime and excess hours will be granted according to county policy and only with your supervisor's PRIOR approval.

Timesheets

You are responsible for filling out your timesheet correctly.

Pay periods are from the 1st-15th and the 16th-end of each month. Paydays are on the 7th and 22nd of each month. If these dates fall on weekends, payday is the Friday preceding the weekend.

Time sheets, and sign in/sign out sheets are to be turned into the Operations Office **on the 16th and 1st of each month before 8am** for the preceding pay period. They must be properly filled out for processing and **TURNED IN ON TIME** or you will have to wait until the following pay period for a paycheck.

Please include your **Employee Identification Number on your timesheet. Make sure it is signed.**

Hours **WILL NOT** be accepted over the phone.

Paper paychecks are not available. You will either have direct deposit or a debit card.

Work Schedule

Works schedules are set to benefit the patrons and users of the facility. Schedules must take into consideration any special events, leagues, late night events and high usage times. Schedules are at the discretion of your supervisor.

Supervisor approval is required to modify schedules.

At the start of each shift you must call into your supervisor from a landline located at your facility.

Transfers

The Salt Lake County Custodial Program encompasses a wide variety of facilities and locations throughout Salt Lake County. Employees are hired to work as part of the custodial staff and NOT at a specific location.

Transfers may occur in order to provide coverage and better the program.

Every attempt will be made to give notice of a transfer.

Custodial management reserves the right to transfer without notice.

Snow Removal

Assist in snow removal as needed, to ensure a safe environment. Walkways to the buildings and entry ways should be cleared as needed, for safety reasons.

Evaluations and Discipline

Evaluations and discipline will be done according to county policy. Policies governing evaluations and discipline are:

[6-100: Performance, Development & Improvement Plans](#)

[3-400: Discipline](#)

The following links will provide you access to key websites for employees of Salt Lake County, as well as, Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Evaluations

According to county policy evaluations will be done on a quarterly basis. Each employee will be given an annual score based on their quarterly evaluations.

Discipline

Discipline will be performed according to county policy. In general, a manager will train and coach his employees regarding County policies, Park Operations and custodial rules and regulations. This can happen by pointing out mistakes or violations, encouraging improvement, recognizing initiative and recommending training.

When a problem occurs your supervisor will coach you on what the problem was and how to correct it. Your responsibility is to respond to the coaching and correct any errant behavior. If the problem persists, disciplinary action could occur according to county policy. Disciplinary action could result in being written up, demoted, suspended without pay or termination.

Important Phone Numbers

Please be aware that most internal county phones will require you to dial “9” to access an outside line.

Emergencies	9 - 911
Non-Emergency Police	9 - 801– 743-7000
	9 - 801 – 840-4000
Poison Control	800-222-1222
Doug Herzog	801-554-0421
Jon Fraughton	801-4501342
Angela Foutz	801-891-8775
Emily Eley	385-290-0293
Corey Bullock	801-232-1802
Park Operations	385-468-7275

Organizational Chart

The Parks and Recreation Custodial Program is under the Salt Lake County Mayor's Portfolio, within the Community Services Department and the Parks and Recreation Division. The Parks Section manages the custodial program.

Salt Lake County Mayor – **Ben McAdams**

Community Services Department Director – **Erin Litvack**

Parks and Recreation Division Director – **Martin Jensen**

Associate Division Director, Park Operations – **Wayne Johnson**

Park Operations Manager – **Garin Lamph**

Construction and Maintenance Supervisor – **Corey Bullock**

Maintenance Supervisor, Custodial – **Doug Herzog**

EMILY ELEY

Acord Ice Arena

Central City

Magna Rec

Northwest Rec

SLC Sports Complex

Sorenson Unity Center

JON FRAUGHTON

Fairmont

Holladay-Lions

Kearns Rec

Millcreek Community

Millcreek Activities

Taylorville Rec

Redwood Red

ANGIE FOUTZ

Copperview Rec

County Ice

Dimple Dell Rec

Gene Fullmer Rec

JL Sorenson

Marv Jensen

Duties and Responsibilities

Area Maintenance Supervisor Responsibilities

1. Be familiar with and follow all county policies pertaining to your job and its responsibilities.
 - a. All county policies and procedures can be found on the Salt Lake County Intranet site. A hard copy of policies may be requested.
2. Be familiar with your approved Salt Lake County job description and know what your responsibilities are pertaining to it.
3. Oversee the Custodial Program for Salt Lake County Parks and Recreation, including hiring, terminating and disciplining employees, supervising custodial supervisors, budget monitoring, supplies and orders and any special projects or requests that may arise.
4. Project and develop work schedules of Custodial Supervisors in order to maximize supervisor coverage throughout the work day and week.
5. Be responsible for the Custodial Budget, including merit and temporary salaries, county wide. Project budgets and supplies as needed.
6. Be responsible for training and working with all custodial staff to improve job satisfaction and efficiency. Recognize and reward excellent work, support staff to encourage quality work, and if applicable, administer any corrective action or discipline according to county policy.
7. Communicate effectively with patrons, facility management, co-workers and supervisors.
8. Schedule a minimum of one walk through of a building each month, include the Facility Manager, Custodial Supervisor and Lead Custodian(s). Each building should be inspected once a year.
9. Work with each supervisor to maximize their efficiency and ability to do their jobs. Assist supervisors in scheduling, timesheets, discipline, and deep cleaning as needed.
10. Randomly visit buildings to communicate with staff and ensure work is being done. Support your supervisors and staff, correcting as needed.
11. Be responsible for reviewing supply orders and inventory budgets in your buildings.
 - a. Track usage and help maximize supply budgets by minimizing waste and inefficiency.
 - b. Deliver orders as needed and turn in invoices in a timely manner.
12. Complete all employee evaluations on time, including quarterly evaluations.
13. Turn in dailies to supervisor every Friday.
14. Be responsible for timesheets, as well as leave time balances and time off requests of your staff. Including entering time and signing off timesheets in Kronos and Peoplesoft before the respective deadlines.
15. Be on time for your scheduled shift and request leave time from your supervisor.
16. Maintain and operate your county vehicle according to county policy.

Custodial Supervisors Responsibilities

1. Be familiar with and follow all county policies pertaining to your job and its responsibilities.
 - a. All county policies and procedures can be found on the Salt Lake County Intranet site. A hard copy of policies may be requested.
2. Be familiar with your approved Salt Lake County job description and know what your responsibilities are pertaining to it.
3. Project and develop work schedules of full time and temporary employees for each building you are responsible for; to ensure coverage and maximum cleanliness as it pertains to the Custodial Standard Operating Guidelines.
4. Randomly visit at minimum, 2 buildings you supervise daily, to ensure employees performance. Support your staff and correct as needed. You should visit, walkthrough and evaluate each of your buildings weekly at the minimum.
5. During the night shift, randomly visit 4 to 6 buildings nightly, to ensure employees performance. Support and correct staff as needed.
6. Schedule and supervise all deep cleaning and floor maintenance at each of your buildings on a regular basis. Deep cleaning and floor maintenance needs to happen when centers are closed or there is minimal impact to patrons.
7. Be responsible for reviewing supply orders and inventory budgets in your buildings.
 - a. Track usage and help maximize supply budgets by minimizing waste and inefficiency.
 - b. Deliver orders as needed and turn in invoices in a timely manner.
8. Complete all employee evaluations on time, including quarterly evaluations.
9. Turn in dailies to supervisor every Friday
10. Be responsible for timesheets, as well as, leave time balances and time off requests of your staff - including entering time and signing off timesheets in Kronos and Peoplesoft before the respective deadlines.
11. Be responsible for training and working with all custodial staff to improve job satisfaction and efficiency. Recognize and reward excellent work, support staff to encourage quality work, and if applicable administer any corrective action or discipline according to county policy.
12. Communicate effectively with patrons, facility management, co-workers and supervisors.
13. Schedule a minimum of one walk through of a building each month, include the Facility Manager and Lead Custodian(s). Each building should be inspected twice a year. Follow up on the walk through correcting any issues.
14. Speak to Facility Managers at each of your facilities weekly, verifying they are satisfied with the custodial work
15. Be on time for your scheduled shift and request leave time from your supervisor.
16. Maintain and operate your county vehicle according to county policy.

Lead Custodian Responsibilities

1. Be familiar with and follow all county policies pertaining to your job and its responsibilities.
 - a. All county policies and procedures can be found on the Salt Lake County Intranet site. A hard copy of policies may be requested.
2. Be familiar with your approved Salt Lake County job description and know what your responsibilities are pertaining to it.
3. Be familiar with the Standard Operating Guidelines and the expectations of management pertaining to your job. If you have questions please discuss with your supervisor.
4. Work the shifts assigned to guarantee a clean, safe and easily accessible place to recreate. Shifts will vary from location to location and will depend on programming of facility. All shifts must be approved by supervisor.
5. You are a working supervisor and are expected to clean and maintain the facility.
6. Supervise, train and schedule temporary staff in order to meet the custodial needs of the facility. Including online training in ethics, harassment and bloodborne pathogens.
7. Maintain a professional working relationship with all staff, recognizing great work, encouraging staff and if warranted, enforce and instruct temporary staff on county policies. Communicate with supervisor about performance of temporary staff on a regular basis.
8. Be aware of the allotted budget for each facility, as it pertains to staffing and supplies. Operate within the budget.
9. Keep a current and accurate inventory list and be proactive in ordering supplies in advance with supervisors' approval.
10. Help generate, monitor and complete monthly, weekly and daily cleaning lists.
11. Communicate effectively with patrons, facility management, co-workers and supervisors.
12. Help plan, coordinate and accomplish cleaning projects.
13. Stay occupied performing custodial duties, taking breaks and lunches according to policy.
14. Assist in snow removal, clearing the walkways and entry ways to the facility, in order to provide a safe environment.
15. Set up of party rooms for special activities should be done on an as-needed basis. If the facility is expecting you to consistently set up for all parties and special events, please contact your supervisor.

LEAD CUSTODIAN RESPONSIBILITIES - Buildings with more than one merit custodian

In facilities where there is more than one merit custodian, the custodians are co-merits. You will be required to abide by all "Lead Custodian Responsibilities" as well as the following:

- Share equal responsibility for the cleaning and supervision of seasonal employees at the building.
- Co-merits are equally responsible for; inventory, ordering supplies, training, scheduling and the overall cleanliness of the facility.
- Communicating and working as a team with the other co-merit employee.
- Communicating effectively with immediate supervisors, building supervisors, seasonal custodians and each other, to successfully clean and staff the facility.
- Equally sharing the workload and responsibility to complete all supervision and cleaning projects necessary, to provide a clean safe facility for patrons and staff.
- Conduct, team work and communication between co-merits will be evaluated during their performance evaluation.

Part Time Custodian Responsibilities

- Be familiar with and follow all county policies pertaining to your job and its responsibilities.
 - All county policies and procedures can be found on the Salt Lake County Intranet site. A hard copy of policies may be requested
- Be familiar with your approved Salt Lake County job description and know what your responsibilities are pertaining to it.
- Be familiar with the Standard Operating Guidelines and the expectations of management pertaining to your job. If you have questions, please discuss with your supervisor.
- Be on time.
- Work scheduled hours.
- Accomplish all tasks in an efficient and effective way.
- Dress appropriately, following guidelines set out in the SOG's page 5
- Follow all directions.
- Stay occupied with custodial activities.
- Do not work more hours than scheduled, unless approved by your supervisor.
- Complete all required training during the first day of employment.

Job Standards - Cleaning Duties

The following guidelines instruct you on how to handle cleaning specifics. Each one of these cleaning instructions pertains to every room and aspect of the facilities, unless otherwise noted in the room specific guidelines.

All job standards cleaning duties should be done on a daily basis and are listed in order of importance.

Assignments and Planning

Schedule staff according to needs of the building, reviewing building programming with facility management and staffing appropriately

Doors

1. Wipe down doors and handles with disinfectant cleaning both sides of doors
2. Wipe down door frames and thresholds
3. Clean glass in doors with glass cleaner using top down method
4. Wipe up any overage or run off from doors and/or floor

Dusting

1. Carry a duster on your cart so you can remove newly accumulated dust as you go about your daily routine
2. Inspect all rooms from top to bottom. Check near the ceiling and in corners for cobwebs
3. Dust horizontal surfaces of furniture and equipment
4. Dust vents, grills and ceiling fans using vacuums or long handled dusters
5. Dust both sides of blinds
6. Clean up any dust particles that fall while dusting

Ice Rink Glass/Dasher Boards

1. Follow window cleaning instructions
2. Only clean exterior of glass and dasher boards

Mopping, Dust

1. Evaluate the surface – if it is smooth use a dust mop, if it is rough use a broom
2. Prep area by picking up any large trash off surface, roll up rugs and remove other obstacles
3. Edge the floor first, then do the remaining area in straight, overlapping passes

4. Select a spot or edge of room for debris collection
5. Stop frequently to shake out dust mop on the selected edge of room for debris collection
6. Clean up debris edge or pile, with broom and dustpan
7. Clean and store dust mop

Mopping, Wet

Keep your back straight and swing the mop head close to your feet. Steady the mop with one hand near the top; swing the mop with the other hand about waist height. The weight of the mop itself will clean the surface.

1. Fill the mop bucket with properly diluted chemical
2. Make sure the mop is clean and serviceable. If not, clean and replace it
3. Place WET FLOOR signs at all entrances to the area you are mopping
4. Submerge the mop head in the solution and wring it out
5. Start at the far end of the area and begin by edging a path around the outside of the section. Mop the rest of the section in an overlapping, figure eight pattern.
6. Dip the mop in the solution and wring it out as needed
7. Change the solution when it gets dirty
8. When finished, tightly wring out the mop and pick up any solution left on the floor. Wipe off any splashed on walls, doors or furniture
9. Rinse the mop thoroughly and hang it to dry

Recycling

1. Follow trash collection instructions with the exception of disposing of recycling in designated recycling receptacles
2. If you have a double dolly, use one can for trash and one can for recyclables
3. Make sure you dispose of recyclables in the appropriate designated dumpster

Sweeping, Push/Angle Broom (see Mopping for Dust Mopping)

1. Prep area by picking up any large trash off surface first, roll up rugs and remove any other obstacles
2. Use a push broom for large exterior areas and an angle broom for smaller areas
3. Use short strokes, overlapping to ensure coverage
4. Sweep entire surface, including corners and behind doors
5. Remove dirt with dust pan when finished

Trash Collection

1. During regular cleaning responsibilities, empty trash cans into rolling carts as needed
2. Change liners if wet, soiled, giving off an odor, torn, you can see gum or in general disrepair – tie-off liners before disposal
3. Clean trash if there is an order, visibly dirty or wet, disinfecting and drying cans before relining
4. Empty rolling cart liners and large items into dumpsters – tie-off large liners before disposal
5. Make sure you have the right size liner for the right size can

Walls

1. Wipe down walls from top to bottom, addressing markings and spots with appropriate cleaners
2. Disinfect as needed
3. Clean up any drips or over run on the floor

Windows

1. Wash windows with squeegee and paper towels using glass cleaner
2. Only wash windows on ground level. Any windows higher than ground level are the responsibility of the facility
3. Wipe off ledge, sills and frames
4. Wipe up any overage or run off from doors and/or floor
5. Vacuum out dirt in sills

Vacuuming

1. Inspect vacuum, checking brushes, belts and bags and replace as needed
2. Pick up any large trash items
3. Move light furniture i.e. trash cans, chairs, etc.
4. Vacuum slowly, overlapping each pass
5. Replace furniture as needed

Job Standards – Room/Area Specific

Room specific job standards refer to cleaning responsibilities that need to be accomplished on a daily basis unless otherwise noted in the facility specific guidelines.

These guidelines should help you prioritize cleaning duties in specific rooms. Guidelines for actual cleaning duties (dusting, vacuuming, windows, etc.) are listed in the Job Standards Cleaning Duties.

Aerobic Rooms

1. Dust vents and ceiling fans
2. Vacuum using back pack vacuums
3. Clean mirrors and walls
4. Wipe out cubbies, disinfecting as needed
5. Move equipment away from the wall and sweep edges
6. Dust mop
7. Wet Mop if wood or tile floors
8. Vacuum if carpeted
9. Replace equipment

Classrooms/Lunchrooms

1. Pick up trash
2. Wipe down tables, counters and chairs using disinfectant
3. Clean any glass or windows
4. Take out trash
5. Sweep
6. Wet Mop, if wood or tile floors
7. Vacuum if carpeted

Custodial Closets, Storage Areas and Mechanical Rooms

1. Clean and organize, keeping floor uncluttered and organized
2. Make note of any safety issues and report them
3. Vacuum using back pack vacuum

Elevators

1. Clean the outside doors using top down method, wiping them down using minimal amounts of Sheila Shine, using only paper towels

2. Clean and disinfect area around buttons
3. Wipe down and disinfect walls
4. Vacuum/sweep inside floors, picking large trash as needed

Exterior Cleaning

1. Pick up trash on the perimeter of the building, inspect parking lots for any large trash items and pick up as needed
2. Change liners in outdoor garbage cans
3. Clean glass on the ground floor with extension pole if necessary, inside and out, wiping sills and ledges
4. Shovel snow and salt as per SOG's page 9

Gymnasiums

1. Pick up trash
2. Clean any glass or windows
3. Sweep the edges
4. Dust mop
5. Mop making sure it is not too wet on the wood floor
6. Clean gym curtains

Lobby/Entry Areas

1. Clean up trash
2. Wipe down tables and chairs
3. Vacuum
4. Clean windows and doors
5. Take out trash and recycling
6. Sweep
7. Vacuum entry rugs and gratings
8. Mop entry and lobby areas

Miscellaneous Areas

1. Clean up any trash
2. Dust lockers, railings, large vents, lights, panels and partitions
3. Make note of any safety issues and report them

Party Rooms

1. Pick up trash
2. Wipe down tables, counters and chairs using disinfectant
3. Clean any glass or windows
4. Take out trash
5. Sweep

6. Wet Mop if wood or tile
7. Vacuum if carpet

Pool Decks

1. Clean up trash from deck
2. Empty trash cans and change liners
3. Pool personnel should spray down deck daily
4. Trained merit custodian de-lime/degrease decks (*see deep cleaning in the SOG's, page 26*)

Restrooms/Locker Rooms

1. Stock cart, prepare necessary equipment and chemicals
2. Put on necessary PPE
3. Use the top to bottom method of cleaning
4. Evaluate ceiling vents and tiles, clean if necessary
5. Clean top of lockers and wipe down dust lockers
6. Clean walls, counter tops and sinks with disinfectant, removing hard water stains and spots
7. Clean mirrors with glass cleaner and paper towels. Wipe down any over run
8. TOILETS:
 - a. Flush toilets
 - b. Swab inside of toilets, disinfecting both sides of seats and handles
 - c. Wipe down and disinfect tank and outside bowl
 - d. Empty and clean napkin holder, replace bag
 - e. Wipe down and disinfect toilet paper dispensers
 - f. Clean walls thoroughly around toilets
 - g. Clean and disinfect partitions
9. URINALS:
 - a. Flush Urinals
 - b. Swab inside of urinals, disinfecting
 - c. Wipe down and disinfect tank, handles and outside bowl
 - d. Wipe down and disinfect partitions
 - e. Clean walls thoroughly around toilets
10. SHOWERS:
 - a. Deck brush, disinfect and rinse walls
 - b. Clean chrome with appropriate chemicals
 - c. Squeegee floor dry if needed
11. Spray, disinfect and rinse black mats
12. Clean up any trash and take out the trash

13. Sweep floors
14. Mop floors
15. Restock all supplies

Weight Rooms

1. Clean up all trash on floor
2. Empty trash
3. Vacuum around and under equipment, without moving it, using back pack vacuum
4. Sweep floors
5. Mop floors, be careful getting floor outlets wet

Walking Track

1. Clean up all trash on floor
2. Empty trash
3. Vacuum around equipment using back pack vacuum after hours
4. Sweep floors
5. Mop floors, be careful getting floor outlets wet

Job Standards – Individual Facilities

Each facility is unique and different requiring a different set of job standards for each facility. These job standards are checklists that are organized by daily, weekly and monthly responsibilities.

Each checklist must be filled out accordingly and returned to your supervisor in a timely manner.

A checklist for this facility is included in the back of the facility binder containing the SOG's.

Checklists for each facility can be requested from your supervisor.

Checklists are fluid and can be changed at any time

Job Standards - Deep Cleaning and Special Projects

Cleaning/Bonneting a Carpeted Floor

1. Move furniture
2. Vacuum
3. Get out low speed with proper drive disk and clean bonnets, (proper drive disk is the one made to hold pad or bonnet, use a pad driver not scrubbing brush)
4. Fill tank sprayer with pre-treatment
5. Pre-treat heavy traffic areas, spots and stains
6. Remove gum with spray-on gum remover
7. Wet bonnet with carpet shampoo at proper dilution
8. Center bonnet under drive disk, adjust handle to hip level and lock
9. Plug in machine and bonnet at a medium pace moving quickly enough not to create too much friction.
10. Bonnet a 10 square foot area before moistening and turning over pad
11. After bonneting a 20 square foot area, replace bonnet with clean moistened bonnet.
12. Continue until job is finished, and use carpet blower (fan) to aide in drying
13. Replace furniture, rugs, etc. after carpet has dried

Carpet Extraction

1. Move furniture
2. Vacuum
3. Fill up carpet extractor with clean warm water with carpet shampoo diluted to proper ratio for that chemical
4. Fill tank sprayer with pre-treatment
5. Pre- treat heavy traffic areas, spots and stains
6. Remove gum with spray on gum remover
7. Start in corner of room
8. Adjust handle and brush height on extractor
9. Turn on machine making sure that both the vacuum and brush are both turned on
10. Pull handle and walk back at a medium pace to allow proper distribution of water without over saturating the carpet. Continue across the room overlapping 2 inches with each pass to avoid streaks
11. Empty dirty tank as needed, refilling clean water tank with proper solution, do not use dirty tank to re-fill the clean tank
12. Allow carpet to dry, use carpet blowers (fans) as needed
13. When carpet is dry put furniture, rugs, etc. back

Epoxy Floors

- 1- Must be done when building is closed
- 2- Put down wet floor signs
- 3- Fill mop bucket with proper chemicals and dilute to proper dilution
- 4- Get low speed and disk drive, using either a brush or a brown or aqua pad, adjust handle to hip level, lock handle in place, plug in machine
- 5- Flood floor with chemical solution and proceed to scrubbing
- 6- Taking your wet vacuum, suck up water and allow floor to dry
- 7- Make sure you squeegee places that the wet vacuum doesn't reach
- 8- Clean floor drains

Stripping and Waxing VCT TILE FLOORS

1. Remove all furniture and rugs as needed
2. Sweep entire floor with dust mop
3. Fill mop bucket with clean cold water add proper amount of stripper, according to directions on the bottle
4. Fill a 2nd mop bucket with clean warm water, add 2 ounces of a neutral cleaner
5. Prepare mop handles with clean mop heads

6. Tape off all door thresholds, carpeted areas, and wood floor edges with plastic and duct tape
7. Put pad driver on low speed machine with a black pad centered under machine, lock handle at hip height, plug in machine
8. Distribute stripper solution on floor, and begin to low speed following lines of the tile to ensure even scrubbing
9. While stripping have someone using the wet-vac to extract dirty solution, doing this immediately will prevent a chalky build-up from drying onto floor.
10. After the extraction, mop immediately with the neutral cleaning solution
11. Do not do more than 15-20 square feet at a time to avoid drying and having to repeat the process
12. Have another person clean edges with stripper and a razor scrapper and a black doodle bug pad, continue until entire floor is stripped, then check for shiny areas where wax may still be present. Re-strip as needed in those areas
13. After all wax is removed, mop again with a clean mop and neutral solution
14. Remove and clean the low speed and wet-vac
15. With a clean dry rayon mop have someone pour wax onto the floor in a 2-3 inch wide line, then the person with the mop will distribute the wax evenly at a medium coat (if wax appears dry while applying then you need more wax, if wax appears wet and milky then you have too much) wax entire floor, being careful not to get wax on the baseboards. Let dry according to manufactures directions on bottle. Re-apply 2nd and 3rd coats.
16. After complete drying then put furniture back
17. Wait 2 days before laying rugs
18. Wait 1 week before burnishing floor with a high speed buffer

Pool Decks

1. Sweep floor
2. Remove debris from drains
3. Remove any items that may be in the way
4. Put chemical in mop bucket with proper dilution
5. Using the low speed and a drive disk with a red pad, lower the handle to hip level, lock handle into place, center pad onto drive disk, then plug in machine
6. Put down wet floor signs
7. Flood floor and scrub vigorously making sure not to miss any areas
8. Then wet-vac or squeegee into drains
9. Then take a hose to rinse the floor and squeegee dry

Rubber Floor Cleaning

1. Sweep floor
2. Move furniture, rugs, etc.
3. Fill mop bucket with as hot as water as possible then add chemical, dilute to the instructions on the bottle
4. Put up wet floor signs
5. Flood floor using caution not to flood electrical outlets
6. Using the low speed and a red pad adjust the handle to hip level and lock the handle in place, plug machine in and then proceed with the scrubbing of the floor.
7. Using the wet vacuum suck up the water
8. Check floor to see if the procedure needs to be repeated
9. Mop floor including the edges and corners to make sure all residue has been collected
10. Let dry and put furniture away

Showers

1. Put down wet floor signs or caution signs
2. Using the chemical for desired task, apply chemical to the shower walls
3. Then take your deck brush and agitate the shower walls, making sure to get grout between tile clean
4. Let dwell for recommended time 2-3 min
5. Then rinse the area, with a hose or the shower head
6. Dry area with a squeegee
7. Leave shower curtains open, to prevent mold and mildew build-up

Steam Cleaning

1. Start with putting the machine in a safe area outside of the building
2. Connect hose from hose bib to water intake on machine
3. Assemble high pressure hoses and wand and attach to machine
4. Then turn on water, (THIS MUST ALWAYS BE DONE BEFORE STARTING THE DIESEL POWERED BURNER)
5. Put diesel fuel in designated tank for the burner
6. Add gasoline in designated tank for the pump motor
7. Turn on the on switch
8. Apply chock to pump motor
9. Turn fuel switch to the on position
10. Pull cord to start motor
11. Adjust throttle to about $\frac{3}{4}$ full speed

12. Turn on the on switch for the burner
13. Squeeze handle on wand to allow water to flow
14. When water becomes hot you may begin steam cleaning
15. Keeping wand 4-6 inches away from most surfaces and at least a foot away from painted surfaces, or damage to walls, floors, etc. will occur
16. Proceed with steam cleaning using even strokes to ensure a thorough cleaning
17. Then wet vacuum, and/or squeegee as needed to remove dirt and water
18. Use cleaner as needed, depending on type of soil

Shut Down Procedure for Steam Cleaners

1. Turn of machine completely while refueling or shutting down
2. Turn off the burner 1st
3. Let water continue to flow
4. Then turn off pump motor
5. Make sure fuel is in the off position
6. Then turn off water
7. Release any pressure in the wand
8. Disassemble all hoses, roll hoses up, taking caution not to damage brass fittings
9. After allowing time for the machine to cool off, put machine back in the building in a secure area.
10. Store fuel in a safe area, away from pilot light, boilers, etc.

Safety

General Safety Guidelines

- Use common sense and think safety first.
- If you see or detect a hazardous condition, including chemical spills, storage odors or damaged asbestos-containing material such as pipe insulation, report it immediately to your supervisor.
- Wear personal protective clothing or safety devices as directed. Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.
 - Wear rubber gloves and eye protection when using cleaning agents that may injure the skin.
 - Wear protective gloves when handling sharp objects such as scrap lumber or metal.
 - Do not place hand into trash containers unless you are wearing protective leather or heavy plastic-coated gloves.
 - Head protection shall be worn when falling objects may be a hazard.
- When the weight of a load of an object is beyond your lifting capacity, seek help from other employees.
- Do not use power equipment that is not mechanically safe. Report any unsafe conditions to your supervisor. Please err on the side of caution.
- Do not leave power sweepers or floor scrubbing machines running unattended.
- Do not leave carts, cleaning materials, or equipment where anyone can trip over them.
- Try to avoid parking equipment in front of electrical panels, but please be cautious.
- Avoid parking equipment and/or blocking fire equipment, exit aisles and exit or entry doors.
- When mopping heavily used corridors, always keep one side dry for use. Be sure to post the wet areas with warning signs.

- Use only those cleaning solutions which have been approved by your supervisor. **DO NOT MIX CHEMICAL CLEANING AGENTS!**
- All chemicals used or handled shall be properly identified. This requirement includes waste chemical materials. Only approved containers may be used.
- **DO NOT BRING CHEMICALS** from home. Do not use personal chemicals or any chemical not approved by your supervisor.
- Keep cleaning closets closed, but not locked, so that part time employees can access closet.
- Do not attempt to clean a power-driven machine without making certain the power is off.
- Do not disable or attempt to repair or work on any equipment.
- Do not attempt to clean portable electrical equipment without making certain that it is unplugged.
- Do not disconnect electrical equipment by pulling on the cord. First, place the switch in the OFF position and then grasp the base of the plug and unplug from socket.
- Carry full trash bags away from the body to prevent accidental cuts, scrapes or abrasions from items within the bag.
- Place caution or wet floor signs on electrical cords when in use so that people are aware of where the cords are located.

Accidents and Injuries

You must report any and all job-related accidents or injuries to your supervisor **immediately** after it occurs. This enables SLCo Parks to file required forms and paper work, protecting your benefits.

- Contact supervisor as soon as possible after injury occurs and no later than the end of the shift
- Fill out proper form, First Report of Injury, and submit it to supervisor within 24 hours of injury

For any emergency, call 911 and/or seek medical attention immediately at the nearest emergency facility. Call your supervisor as soon as possible.

Bloodborne Pathogens

Bloodborne pathogen training should be completed on the first day of your employment and yearly thereafter.

Bloodborne Pathogens: Cleanup Procedure

1. **Wear personal protective equipment – gloves are mandatory:**
 - Use eye or face protection if splashing is possible. Post wet floor signs!
 - Respond to area where spill is, prepare to clean it up by bringing spill kit, mop, disinfectant, etc.
 - Guard the spill by leaving another custodian or center staff near the spill so that no one else can access it
 - If the spill is vomit – use approved absorbent chemical prior to neutralizing it

2. **Neutralize by applying a tuberculocidal disinfectant:**
 - Bleach in a dilution of 1:10 is a sufficient tuberculocidal disinfectant
 - Pre-approved tuberculocidal foams from our suppliers can be used as well
 - Completely cover the spill with disinfectant, using a spray bottle for small spills or mop and bucket for larger spills
 - Allow mop to drain on and around spill
 - Allow sufficient dwell time for disinfectant to neutralize blood/fluids, usually about a minute

3. **Clean up contaminated material:**
 - Use paper towels for small spills
 - For larger spills-place mop in solution and wring out, then pick up diluted spill
 - Return mop to bucket often to rewet and wring out
 - For carpeted areas or very large spills a wet dry vacuum or extractor may be used to pick up spill

4. **Dispose of contaminated materials:**
 - Paper towels should be placed in a plastic trash bag (double bag if there is a lot of liquid). Make sure to tie off bag before disposing of it
 - Dispose of used /soiled disinfectant using normal procedures
 - Carefully dump down drain and flush with water
 - Clean out mop and bucket, wet dry or extractor with fresh disinfectant and rinse

5. **Apply fresh disinfectant cleaner to decontaminated spot:**
 - Continue clean area with disinfectant of choice until clean and safe

6. **Wash hands thoroughly:**

- Dispose of gloves in trash and remove all liners, tying them off and disposing of them in the dumpsters
- Remove wet floor signs after floor has dried completely

Chemicals

Chemicals are to help us effectively and efficiently do our jobs, but can be dangerous. Please be cautious and use common sense. If you are unsure or uncomfortable with using a chemical, please don't hesitate to call your supervisor.

Salt Lake County purchases chemicals by using vendors who have been awarded contracts based on competitive bids. Therefore chemical manufacturers and brands may change on occasion.

Below is a list of general categories of chemicals needed to perform your custodial tasks. For specific details about any of our chemicals, review the MSDS. There is an MSDS binder in each custodial closet in each facility.

All employees are allowed access to any and all MSDS!

- Disinfectants and Cleaners
- Floor Cleaners
- Glass Cleaners
- Carpet Cleaners and Spotters
- Multi-purpose Cleaners
- Metal Cleaners/Polishers
- Wood Cleaners
- Strippers
- Pool deck cleaners
- Waxes/Sealers
- Finish Restorers
- Specialty Chemicals

Ladder Safety

Ladders are useful and necessary tools. Ladders are so commonplace that often precautions and proper use are neglected. While there are inherent risks working with ladders, proper training, as well as routine inspections and maintenance can substantially reduce risk.

- SLCo Park Operations Custodians should NOT use ladders larger than 6'. If a project requires something higher than a 6' ladder, contact your supervisor and he/she will work with you on the best solution

- Ensure the ladder is set-up properly with all braces in good working condition and locked before attempting to ascend
- Never allow more than one worker on the ladder at a time
- Always face the ladder when ascending or descending
- Never use the top step of a stepladder as a step
- Read and follow labels on the ladder provided by the manufacturer
- Keep the area around the top and bottom of the ladder clear
- Barricade traffic areas in vicinity of ladder use
- Carry ladders parallel to ground, and preferably by two employees
- Ladders are not be to used as braces or gangways
- Always maintain three points of contact with the ladder. Two feet/one hand or two hands/one foot should be in contact with the ladder at all times
- Carry tools in a pouch around the waist

MSDS/OHSA

A Material Safety Data Sheet, or MSDS, is a document describing the results of a health and physical hazard evaluation the manufacturer of the product has performed. The MSDS is kept in the custodial closets of each facility. Your supervisor will show you where the MSDS are located in your specific custodial closet.

PLEASE REVIEW and BE FAMILIAR with the MSDSs.

All employees are allowed access to any and all MSDS!

MSDS is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. The Hazard Communication Standard requires certain minimum information to be on all MSDSs. Each MSDS must contain:

Personal Protective Equipment (PPE)

According to the OSHA website - Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

PPE can include eye and face protection, respiratory protection, head protection, hand protection, ear protection, vests and full body suits.

Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.

Safe Lifting

Custodians constantly lift objects while performing their duties. Every day you lift trash cans, small equipment, furniture, etc. Safe lifting is one of the most important precautions you can take to prevent injury on the job.

- Use a back brace
- Lift with the legs by bending at the knees and keep the back straight
- Keep the load near the body
- Get help to move heavy or awkward objects

Slip and Fall Prevention

Slips and falls can be prevented by following all safety guidelines, using common sense and staying alert to your surroundings. Slips and falls happen without warning, usually when you are distracted.

- Place wet floor signs when mopping and around any water, spills or liquid
- Wear appropriate footwear when working and especially stripping floors
- Spread ice melt and remove snow when necessary
- Use caution when walking onto a hard floor from a wet surface
- Take one stair at a time and don't carry heavy loads on stairs
- Don't leave cleaning equipment or anything else on stairs or in doorways

Equipment

Equipment at each facility will vary. Prior to starting or operating any machinery for the first time please contact your supervisor. Your supervisor will train you or provide a detailed training of each piece of equipment, including, but not limited to operating, storing, preventative maintenance, minor repairs, equipment maintenance and storage.

Operating manuals are available upon request from your supervisor.

Supplies

Custodial Closets

Custodial closets are your offices. Please keep them clean and clear of clutter. Keep the floor unobstructed and usable. Keep them organized.

Be aware of the chemicals that are in your closets and store them properly and according to labels and MSDS.

Keep your closets secured by shutting the door when no one is in the closet. Do not lock the door so that your temporary employees can access the room during the day, but **KEEP THE DOOR SHUT!**

Ordering Supplies

Inventory your closets once a month

Make sure there are 5 weeks' worth of supplies on hand at all times

Evaluate inventory list and determine what needs to be ordered

Order supplies using approved order forms

Supplies must be submitted no later than the 25th of each month to your supervisor

Storage

Store chemicals and custodial supplies with caution and "safety first" thinking

Rotate chemicals using the "first in, first out" method

Store heavy items near the bottom of shelf

Be aware of surroundings and store paper products where they won't be damaged by water or other liquids



Standard Operating Guidelines

Trades - Carpentry

August 19, 2015

Work Order Management

Work Orders

All requests for work in centers or parks needs to run through Trades Maintenance Supervisor. Generally and the Trades Maintenance Supervisor will receive an email from the facility manager, park operations, or parks management in order to initiate the work order.

- Trades Maintenance Supervisor receives work orders and documents if it is not in written form
- Trades Maintenance Supervisor, in consultation with trades staff, prioritizes and assigns work order
- Trades staff will receive work orders in written form, from Trades Maintenance Supervisor
- Do not let work order process impede you from being proactive. If something needs to be resolved immediately, fix it and then document it and turn it in to Trades Maintenance Supervisor

Parks/Trails

- Evaluate project with Trades Maintenance Supervisor
- Communicate costs with Trades Maintenance Supervisor
- Get approval from Trades Maintenance Supervisor **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Trades Maintenance Supervisor
- When work is completed, check with Trades Maintenance Supervisor for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

Recreation/Ice Centers

- Evaluate project with Facility Manager
- Communicate costs with Facility Manager
- Get approval from Facility Manager **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Facility Manager and Trades Maintenance Supervisor
- When work is completed, check with Facility Manager for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

Golf Courses

- **All requests coming from Golf Courses must be approved by the Park Operations Manager, prior, to beginning**
- **Work orders issued by Trades Maintenance Supervisor for Golf Courses have already been approved and you may proceed**
- Evaluate project with Head Golf Pro/Superintendent
- Communicate costs with Head Golf Pro/Superintendent
- Get approval from Head Golf Pro/Superintendent **prior** to starting project
- Communicate how and when work order will be done, as well as time frame for completion, with Head Golf Pro/Superintendent and Trades Maintenance Supervisor
- When work is completed, check with Head Golf Pro/Superintendent for approval
- Note completion date on work order and return it to Trades Maintenance Supervisor

New Construction

Park Operations Management, Facility Management, and Area Maintenance Supervisor will preapprove all new construction prior to starting

All purchases will be done according to County policy and with prior approval.

All construction will be done according to International Building Code and County Policy and Standards

Preventative Maintenance

Recreation/Ice Centers and Golf Courses

- Talk to the center managers regarding customer complaints about maintenance issues
- Walk around with center manager, yearly, to inspect building
- Check center twice month visually inspecting
- Visual inspection of entire building
 - Railings
 - ADA hand rails in showers
 - Ballet bars
 - Lockers
 - Partitions
 - Counter top supports
 - Counters
 - Fire horn protectors

- Drywall repairs
- ADA benches in showers
- Batting cages and all operating hardware
- Flooring
- Roof repairs
- Any mounted fans for mounting security and function
- Ceiling Tiles
- Tables
- Floor Tiles
- Carpet for tripping hazard
- Any wall hung items for security
- Wall tile
- Windows
- Building structure items, loose trim etc.
- Any safety hazards
- TVs for mounting security, and wiring neatness, safety, etc.
- Public seating, benches, bleachers

Basketball Gym:

- Examine rim for any cracking, looseness
- Backboard for any looseness
- Backboard protective pads for wear or looseness
- Backboard height adjustment for proper function
- Backboard storage system for looseness, alignment, function
- Gym partition curtain for integrity
- Wall Pads
- Balls stuck in roof structure

Interior/Exterior Doors:

- Examine closer function for looseness, or leakage
- Adjust closing and opening speed as needed
- Adjust hinges for tightness and function
- Align door if needed
- Examine lockset for function
- Examine door stops
- Evaluate security of exterior doors

Fire Exit and ADA Doors:

- Battery
- Proper function of alarm and closure mechanism

Cabinets:

- Examine doors, drawers, hinges, and any locks
- Check alignment of doors and adjust as needed
- Look for any wear and tear or safety concerns

Walls

- Observe for needed maintenance and structural integrity

Parks

- Create, update, and update a defined maintenance list of projects to be worked on
- Inspect playgrounds monthly according to safety inspection sheet
- Turn in safety inspection sheet monthly to supervisor
- Pavilions for disrepair or hazardous situations
 - Roofs
 - Bleached out beams or water damage
 - Missing shingles
 - Structure supports
 - Tables/benches
 - Concrete pads
- Picnic Tables in parks for disrepair or safety issues
- Restrooms for disrepair or safety issues
 - Doors
 - Hinges and openers
 - Partition doors
 - Roofs
 - Walls and flooring
- Frisbee Golf Courses
 - Baskets for disrepair or safety issues
 - Concrete pads
- Outdoor Basketball courts for disrepair or safety issues
 - Concrete pads
 - Rims and nets, replace nets when in disrepair
 - Standards
- Tennis courts
 - Net supports
 - Nets
 - Net hardware
 - concrete
- Heaved concrete or necessary concrete repairs
 - Mark any hazardous, heaved concrete with brightly colored marking paint
 - Make judgment on replacement or scarifying/grinding

Outdoor Pools

- Check Pool Umbrellas
- Remove and replace Plywood over windows before and after pool season
- Evaluate pool house and lockers

Shop/Work Space

- Clean and maintain shop in good order and work area, including work space, shop, equipment, etc.



Standard Operating Guidelines

Park Caretaking

August 19, 2015

Table of Contents

GENERAL POLICIES

Disclaimer	1101
Mission Statement	1101
General Policies and Procedures	1102
Customer Service	1103
Parks Policies	1104
Rules of Conduct	1103
Dress Code and Hygiene	1103
Security	1105
Keys	1105
Time Management	1105
Music/Headphones	1105
Work Schedule	1105
Safety	1105
Accidents & Injuries	1107
Bloodborne Pathogens	1107
Chemicals	1108
MSDS/OHSA	1109
PPE	1110
Safe Lifting	1110
Slip and Falls	1111
Storm Water Protection	1111
Discipline	1112
Equipment	1112
Important Phone Numbers	1113

CARETAKING POLICIES

Caretaking Duties & Responsibilities.	1114
Jobs Standards – Daily Cleaning	1115
Restrooms	1115
Pavilion Cleaning	1116
Litter Control	1116
Playgrounds	1116
Watering	1117
General Park Maintenance	1117
Weeding	1117
Pavilion/Park Reservations	1118
Garbage Collection	1119
Supplies	1119
Limits of Authority	1120
Payroll	1121
Park Rules	1122
Center Maintenance Crew	1123

INTRODUCTION

You, as a Park Caretaker, are a valued resource to Park Operations. You will become the public's contact with a specific park. Your relationship with the public is very important. A good rapport is necessary in helping to understand the users' needs and solving the park's problems. Not only are you the contact for our reservation guests, but you have the potential to be the "eyes and ears" of Park Operations.

Along with your routine maintenance duties, you will be able to recognize hazardous situations that affect our parks and their users. You will be in a position to aid Park Operations by reporting emergency maintenance situations, vandalism, and illegal acts. The public relations you will be able to provide, as a park caretaker is irreplaceable and essential.

As you continue to read this packet, you will better understand your responsibilities as a park caretaker. Detailed information outlining duties, policy, procedure, pavilion reservations, and park rules among others will be described.

Disclaimer

While every effort is made to ensure the accuracy of the information in this manual, SLCo Park Operations Management has the right to make changes at any time without prior warning or notice.

This document is fluid and will be updated periodically. The most recent version is available at SLCo Park Operations. The guidelines within this manual are also fluid and may change without notice.

This document is not a contract between SLCo and current or prospective employees.

Mission Statement

We strive to provide the best service possible by keeping the Parks and Recreation facilities clean, pleasant, safe and easily accessible. In performing our duties we endeavor to ensure that all patrons enjoy the quality parks and recreational experience that Salt Lake County is seeking to provide.

SLCo Park Operations Values

- Integrity
- Cooperative effort
- Aesthetics and attention to detail
- Ethical and polite conduct

SLCo Park Operations Goal

- To consistently evaluate, maintain and create quality parks, trails, athletic fields and facilities
- To elevate the level of customer service standards
- To increase job satisfaction

Summary of Expectations

All Park Operations employees, both merit and temporary, will become familiar with and be responsible for the information, regulations and policies and procedures contained in these Standard Operating Guidelines. New employees will complete a training program introducing many of the procedures and policies contained herein.

Salt Lake County Policies and Procedures

SLCo General Policies

The following links will provide you access to key websites for employees of Salt Lake County as well as Salt Lake County Policies and Procedures:

<http://www.slco.org/econnect/>

<http://admin.slco.org/humanResources/policies.aspx>

<http://www.slco.org/recreation/>

<http://www.parks.slco.org/>

Parks and Recreation Division's Vision and Statement

We...create a green environment, improve health and wellness and provide safe places to play

Customer Service

Customer Service Goals

Salt Lake County Parks and Recreation provides facilities and services to meet the recreation and leisure needs of County residents. Positive customer relations and quality service is an important part of our mission.

Excellent customer service is an expectation of your job

Communicate effectively and courteously

Anticipate and solve customer issues in a positive and timely manner

Answer question(s), if possible. If you cannot answer the patron's question(s), please, refer patrons to Park Operations at 385-468-7275

Be friendly, engaging, courteous, and polite

Dealing with a Difficult Patron and Addressing Customer Complaints

When encountering a difficult patron stay calm and respectful

Listen to complaints and politely address the situation offering solutions **within your responsibilities**. Apologize for any inconvenience and work to rectify the situation as soon as possible.

If the complaint does **NOT** concern your area of responsibilities, politely refer the patron to Park Operations, 385-468-7275

Do not get defensive and/or escalate the problem by arguing

Report any incident to supervisor and/or facility manager

You are not security or law enforcement, if you feel threatened in any way politely excuse yourself from the situation. If you feel other people are being threatened immediately, inform your supervisor and/or call law enforcement.

Parks General Program Policies

Rules of Conduct

Salt Lake County Park Operations Management expects all employees to assist in the creation of a working and recreating environment where the rights, dignity and worth of every individual is respected and valued.

While employed and working within Salt Lake County Parks, employees are expected to create and maintain an atmosphere in which employees treat their colleagues and peers, patrons, public and clientele with respect, honesty and courtesy.

You are responsible for knowing and following all SLCo Policies and Procedures. They are available on the internet at:

<http://admin.slco.org/humanResources/policies.aspx>

Specifically be familiar with the section titled “Employee Relations” where you will find policies’ governing your conduct in the workplace and what is expected of you as a Salt Lake County Employee.

Dress Code and Hygiene

As employees of Salt Lake County Parks we represent not only ourselves but the entirety of Salt Lake County Government. In general follow the normal prevailing patterns of dress for the pertinent work environment.

- County shirts will be provided and must be worn
- County issued work shirts are only allowed to be worn DURING your shift and should not be worn while using any county facility as a patron
- Dress must be in good taste, modest and without extremes
- Dress must be safe and appropriate for the climate and work atmosphere
- Closed toed shoes required
- Personal Protective Equipment will be provided as needed and should be worn
- Supervisors may require employees to change clothes/footwear based on safety or appropriateness

Employees are expected to maintain appropriate personal hygiene. Employees are visible to the general public and should dress and groom appropriately.

Security

Protecting the parks, building and assets of Salt Lake County are the responsibilities of all employees; however you are not law enforcement. Please be courteous and kind to patrons breaking rules and policies. If you encounter a situation in a park or along the trail that you are uncomfortable with, remove yourself from the situation and contact supervisor or law enforcement. If you are in a facility refer any complaints to the front desk or facility management.

You should never confront or attempt to detain any individual or group engaged in any illegal or dangerous behavior. Report any suspected illegal activity to the appropriate facility staff or enforcement agency.

For Emergencies call: 911

Non-Emergency UPD – 801-743-7000

Non-Emergency County Wide – 801-840-4000

Park Operations – 385-468-7275

Keys

DO NO DUPLICATE KEYS – Keys can only be duplicated by Park Operations Management.

Keys are your responsibility and must be guarded and secured at all times.

Time Management

Employees must be able to manage their time appropriately, prioritizing work related jobs to be the most efficient and effective. Please consult with your supervisor to make sure that you are working on tasks according to priorities.

Excessive lunches and breaks are not permitted.

Excessive time spent in the office, shop or front office is also not permitted.

Excessive time talking, socializing or fraternizing with other employees or patrons is not permitted. Please be courteous, kind and brief when answering questions.

Your responsibility is to be actively occupied while you are working.

Music/Headphones

Music and headphones are permitted while working under the following guidelines:

Music must be listened to through headphones and may not be audible to others

You may only have one earphone in at a time and must be able to recognize and respond to people speaking to you as well as calls from your supervisor

Listening to music is a privilege please do not abuse it

Holidays/Sundays

You are required to work holidays and or Sundays as needed.

Work Schedule

Works schedules are set to benefit the patrons and users of the parks and recreation facilities. Schedules must take into consideration any special events, leagues, late night events and high usage times. Schedules are at the discretion of your supervisor.

Supervisor approval is required to modify schedules.

Safety

General Safety Guidelines

- Use common sense and think safety first.
- If you see or detect a hazardous condition, including dangerous conditions for patrons, trip hazards, eminent danger or anything that would put the safety of you or patrons of the parks in jeopardy, contact your supervisor immediately.
- Wear personal protective clothing or safety devices as directed. Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.
 - Wear rubber gloves and eye protection when using cleaning agents that may injure the skin
 - Wear protective gloves when handling sharp objects such as scrap lumber or metal.
 - Wear required safety vests and visible clothing when required
 - Head protection shall be worn when falling objects may be a hazard
- When the weight of a load of object is beyond your lifting capacity, seek help from other employees

- Do not use power equipment that is not mechanically safe. Report any unsafe conditions to your supervisor. Please error on the side of caution.
- Do not leave power equipment or machinery running unattended
- Do not leave Salt Lake County property and/or equipment unattended
- Follow all preventative maintenance guidelines and programs for equipment used, including but not limited to vehicles, small equipment, large machines, hand tools, etc.
- Do not modify in any way your equipment or machinery without PRIOR approval and supervision from the mechanics
- All chemicals used or handled shall be properly identified. This requirement includes waste chemical materials. Only approved containers may be used.

Accidents and Injuries

You must **immediately** report all job-related accidents or injuries to your supervisor.

- Contact supervisor as soon as possible after injury occurs and no later than the end of the shift
- Fill out proper form, First Report of Injury, and submit it to supervisor within 24 hours of injury

For any emergency, call 911 and/or seek medical attention immediately at the nearest emergency facility. Call your supervisor as soon as possible.

Blood borne Pathogens

Blood borne pathogen training should be completed during orientation upon being hired and yearly thereafter.

Blood borne Pathogens: Cleanup Procedure

1. **Wear personal protective equipment – gloves are mandatory:**
2. **Neutralize by applying a tuberculocidal disinfectant:**
 - Bleach in a dilution of 1:10 is a sufficient tuberculocidal disinfectant
 - Completely cover the spill with disinfectant, using the spray bottle
 - Allow sufficient dwell time for disinfectant to neutralize blood/fluids, usually about a minute
3. **Clean up contaminated material:**

- Use paper towels for small spills
 - For larger spills-place mop in solution and wring out, then pick up diluted spill
 - Return mop to bucket often to rewet and wring out
4. **Dispose of contaminated materials:**
- Paper towels should be placed in a plastic trash bag (double bag if there is a lot of liquid). Make sure to tie off bag before disposing of it
 - Dispose of used /soiled disinfectant using normal procedures
5. **Apply fresh disinfectant cleaner to decontaminated spot:**
- Continue clean area with disinfectant of choice until clean and safe
6. **Wash hands thoroughly:**
- Dispose of gloves in trash and remove all liners, tying them off and disposing of them in the dumpsters
- Remove wet floor signs after floor has dried completely

Chemicals

Chemicals are to help us effectively and efficiently do our jobs, but can be dangerous. Please be cautious and use common sense. If you are unsure or uncomfortable with using a chemical, please don't hesitate to call your supervisor.

Salt Lake County purchases chemicals by using vendors who have been awarded contracts based on competitive bids. Therefore chemical manufacturers and brands may change on occasion.

Below is a list of general categories of chemicals needed to perform your custodial tasks. For specific details about any of our chemicals, review the MSDS. There is an MSDS binder in each custodial closet in each facility.

All employees are allowed access to any and all MSDS!

- Disinfectants and Cleaners
- Floor Cleaners
- Glass Cleaners
- Carpet Cleaners and Spotters
- Multi-purpose Cleaners
- Metal Cleaners/Polishers
- Wood Cleaners
- Strippers
- Pool deck cleaners
- Waxes/Sealers

- Finish Restorers
- Specialty Chemicals

MSDS/OHSA

A Material Safety Data Sheet, or MSDS, is a document describing the results of a health and physical hazard evaluation the manufacturer of the product has performed. The MSDS is kept in the custodial closets of each facility. Your supervisor will show you where the MSDS are located in your specific custodial closet.

PLEASE REVIEW and BE FAMILIAR with the MSDSs.

All employees are allowed access to any and all MSDS!

MSDS is an important component of product stewardship and occupational safety and health. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner. The Hazard Communication Standard requires certain minimum information to be on all MSDSs. Each MSDS must contain:

- The Identity used on the label.
- Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point, etc.).
- The physical hazards of the hazardous chemical, including the potential for fire, explosion and reactivity.
- The health hazards of the hazardous chemical, including signs and symptoms of exposure and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
- The primary route(s) of entry.
- The OSHA permissible exposure limit, American Conference of Industrial Hygienists (ACGIH) Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer or importer preparing the MSDS, where available.
- Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens or has been found to be potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs or by OSHA.

- Any generally applicable precautions for safe handling and use, which are known to the chemical manufacturer, importer or employer preparing the MSDS, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.
- Any generally applicable control measures that are known to the chemical manufacturer or importer preparing the MSDS, such as appropriate engineering controls, work practices, or personal protective equipment.
- Emergency and first aid procedures.
- The date of preparation of the MSDS or the last change to it.
- The name, address and telephone number of the chemical manufacturer, importer or other responsible party preparing or distributing the MSDS, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Personal Protective Equipment (PPE)

According to the OSHA website - Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

PPE can include eye and face protection, respiratory protection, head protection, hand protection, ear protection, vests and full body suits.

Contact your supervisor to request personal protective equipment. Even if the task does not require personal protective equipment, you are allowed and encouraged to use any equipment you need to feel safe.

Safe Lifting

Park workers constantly lift objects while performing their duties. Every day you lift trash cans, small equipment, furniture, etc. Safe lifting is one of the most important precautions you can take to prevent injury on the job.

- Use a back brace.
- Lift with the legs by bending at the knees and keep the back straight.
- Keep the load near the body.
- Get help to move heavy or awkward objects.

Slip and Fall Prevention

Slips and falls can be prevented by following all safety guidelines, using common sense and staying alert to your surroundings. Slips and falls happen without warning, usually when you are distracted.

- Place wet floor signs when mopping and around any water, spills or liquid.
- Wear appropriate footwear when working and especially stripping floors.
- Spread ice melt and remove snow when necessary.
- Use caution when walking onto a hard floor from a wet surface.
- Take one stair at a time and don't carry heavy loads on stairs.
- Don't leave cleaning equipment or anything else on stairs or in doorway

Storm Water Protection

Storm water runoff is generated when precipitation from rain and snowmelt events flows over land or impervious surfaces and does not percolate into the ground. As the runoff flows over the land or impervious surfaces (paved streets, parking lots, and building rooftops), it accumulates debris, chemicals, sediment or other pollutants that could adversely affect water quality if the runoff is discharged.

Salt Lake County Park Operations adheres to Salt Lake County's Storm Water Management Plan, which, can be located at:

<http://www.pweng.slco.org/stormwater/index.html>

The following are general guidelines and restrictions as you work in and around our parks and recreation facilities

- Clean up and prevention
 - Blow off/sweep grass clippings on sidewalks and water ways
 - Clean up fertilizer off walkways
 - Follow manufacturers guidelines and recommendations as it pertains to dispersal rate and storm water protection
 - Use only necessary amounts of fertilizer, herbicides, insecticides, fungicides and other harmful chemicals
- Keep water ways clean and drains open
- Report any suspicious activity to the Salt Lake County Health Department at 801-580-6681

Discipline

Discipline will be done according to county policy. In general a manger will train and coach his employees about county policy and parks and custodial rules and regulations. This can happen by pointing out mistakes or violations, encouraging improvement, recognizing initiative and allowing training.

When a problem occurs your supervisor will coach you on what the problem was and how to correct it. Your responsibility is to respond to the coaching, correcting any errant behavior. If the problem persists, disciplinary action could occur according to county policy. Disciplinary action could result in being written up, demoted, and suspended without pay or termination.

Equipment

As an employee, you are required to operate a wide variety of equipment and machinery. The machines used by the parks department vary in the ways they are operated and maintained. It is the responsibility of the employee to know how to properly and safely operate each piece of machinery. If you do not feel comfortable operating a machine or deem it unsafe, immediately contact your supervisor.

Training of employees on correct and safe equipment operation is the responsibility of their supervisor. Additional training from manufacturers or other professional sources can be requested.

It is the responsibility of the employee to have all certifications and licenses required to operate and transport the equipment including but not limited to, valid driver's license, CDL class "A" and heavy equipment certifications. If your driving status changes for any reason, the employee is responsible to notify his/her supervisor immediately.

Important Phone Numbers

Park Operations		385-468-7275
Wayne Johnson, Associate Division Director	cell	801-560-7514
Garin Lamph, Park Operations Manager	cell	801-541-6038
Corey Bowden, Maintenance Supervisor	cell	801-558-5256
Corey Bullock, Maintenance Supervisor	cell	801-232-1802
Clayton Eastman, Mowing Supervisor	cell	801-783-8961
At Lovato, Caretaking Supervisor	cell	801-673-4931
Park's On Call Phone	cell	801-550-4274
For Emergencies call:		911
Non-Emergency UPD		801-743-7000
Non-Emergency County Wide		801-840-4000

Caretaking Duties & Responsibilities

1. Maintain a clean, safe and desirable park, trail and/or open space for the Citizens of Salt Lake County
2. Work hard to secure the safety and cleanliness of assigned parks
3. Be accountable for hours worked and reported and not going over hours allotted without supervisors permission
 - a. Hours worked will vary during the season and from park to park.
 - b. The Maintenance Supervisor will coordinate the allotted hours to be worked at each park
 - c. The hours give are maximum hours to be worked during the week
 - d. Any additional hours, overtime or adjustment of schedule must have prior approval from the Maintenance Supervisor.
4. Provide additional support to our park maintenance crew as needed
5. Check in with the park on a daily basis making sure nothing has been vandalized and everything is in good operating condition
6. Report any maintenance problems, vandalism or issues to the Maintenance Supervisor
7. Perform basic park maintenance and custodial tasks
8. Report any illegal or suspicious activity to Law Enforcement
9. Understanding all park ordinances and using common sense in enforcing ordinances; calling law enforcement when applicable
10. Serving as personal contact for our reservation guests as well as other park uses
11. Personal friends or family members are not allowed to visit or assist while employee is on shift. No one other than County employees are allowed to ride in a County vehicle; misuse of this will not be tolerated and will result in termination.
12. Employees are forbidden to possess drugs, or alcoholic beverages of any

type. Any signs or suspicion of employees under the influence will result in termination.

13. If problems dealing with theft, vandalism, harassment or any other unlawful act should arise, contact your supervisor immediately and he/she will contact the Sheriff's department and address the problem.
14. If an individual wishes to file a complaint, notify your supervisor immediately. Neither agree nor disagree with the individual filing the complaint.
15. As a public employee, it is essential that you present a positive image while on the job. The best way to avoid problems is to remain busy at all times.
16. If a citizen has a concern or question, answer it the best of your ability. If you are unable to answer the question, refer them to the Parks Operations.
17. If a citizen becomes upset, the worst thing you can do is argue with them. Always remain calm and try to quietly explain the situation. If you can't resolve the issue, refer them to your supervisor.
18. Park issued T-shirts must be worn at all times during working hours for identification purposes

Job Standards – Daily Cleaning

The following guidelines instruct you on how to handle cleaning specifics. Each one of these cleaning instructions pertains to every park, unless otherwise noted

Restrooms

1. Open restrooms at time designated by your Maintenance Supervisor, if needed
2. Pick up any trash on the floors
3. Clean any paper, dirt, etc. or walls and/or ceilings
4. Wash and disinfect all toilets, urinals, sinks, and mirrors
5. Report any vandalism, damage or nonuse to the Maintenance Supervisor
6. Empty trash cans
7. Sweep, wash, and disinfect floors

8. Stock with tissue
9. Lock restrooms at the end of the day (the time will be specified by your Maintenance Supervisor) if needed.
10. Lock open restrooms during public use hours.

Pavilion Cleaning

1. Make sure pavilion is neat and clean for each reservation guest.
2. Sweep and wash out pavilion floor
3. Straighten and wipe tables clean
4. Check for any damage to the tables
5. Make sure there are trash cans and that they are empty
6. Remove any full trash cans and replace them with empty ones
7. **Mark reservation name and time on board**
8. Check electrical outlets and lighting for proper working order
9. Meet reservation at the start of the reservation time and ask if there is anything they need

Litter Control

1. All park areas must be free of litter
2. Begin by picking up litter in the heaviest used public areas (playgrounds, around trash cans, restrooms). Be aware and pick up litter in the shrub beds and at fence lines
3. Remove all full trash cans around the park to the designated area for pick-up and replace with empty ones
4. Be aware of trash can pick up days and make sure that you have full cans at the designated pick-up area PRIOR to the pick-up day/time.
5. Heavy material such as dirt must be dispersed evenly throughout the trash cans in order to reduce the weight of the can
6. Report any damage or disrepair of trashcans to the Maintenance Supervisor

Playground

1. Inspect daily playground and park by using safety checklist
2. **Please report any safety hazards immediately to your supervisor.**
3. Shovel/Rake sand or fibar back under slide, swing, and any other well-used areas. **Remember this needs to be done every day**
4. Turn inspection sheets in with your timesheets
5. Sweep/Blow off all playground material from walkways and back into playground area

Watering

1. Monitor coverage of automatic systems and report any coverage problems to your Maintenance Supervisor
2. It is a good idea to complete other duties while the water is running

General Park Maintenance

1. Be aware of any maintenance, vandalism, or unlawful conduct problems and report them immediately to the proper authority
2. Keep gutters clear of any debris, trash, leaves – particularly around storm drains
3. Sweep all mud and litter out of the parking lot and dispose of properly
4. Level with a rake all sand volleyball courts, rake sand back into court off of grass
5. Turnover with a shovel and rake out horseshoe pits as needed and keep weed free
6. Any item found within the park must be turned into the parks office or kept in storage shed. This applies to any clothing, equipment, keys or personal items. If items are not turned in, it will be considered theft and will result in discipline and possible termination

Weeding

1. Weed all areas in and around shrubs, beds, playground area, walks, trees, fence lines and curbs, all other areas as needed
2. Pull and spray weeds in volleyball courts and horseshoe pits
3. Pull and spray weeds in parking lots
4. Spray weeds as needed
5. Follow manufacturers guidelines pertaining to mixing, storage and disposal
6. Each closet has MSD/OHSA sheets in them; please consult and be familiar with

Pavilion/Park Reservations

Reservations for pavilions are **ONLY** made through the Park Operations Office, 3383 South 300 East, in person or by calling 385-468-7275(PARK), Monday through Friday, 8:00 am to 5:00 pm.

Reservations open the first business day of January for the upcoming park season.

Reservations and/or the collection of fees **is to be performed through the parks office only.**

1. Reservation permits & calendars will be mailed to you on a monthly basis for the upcoming month, or they may be picked up at the time you pick up your check.
2. Call the reservation clerk either Thursday or Friday to confirm the weekend and following week's reservations. Reservations taken after the first of the month will be mailed to you and a call made to you from Reservation Clerk as reservations are made. No weekend reservations are taken or payment taken without your permission after noon on Wednesday of that week.
3. It is required that contact be made with the person responsible for the reservation two business days before the reservation to confirm the date and time.
4. Inform reservation when you will be there to meet them or let them know that the pavilion will be ready at the time they designated on the permit. Convey to them information about electrical outlets and lights and how they will be turned off and on (local calls only).
5. You are required to be at the pavilion on-half hour before and remain one-half hour after the reservation start time on the permit. If the guest arrives before the hour is over you are free to leave. You are not required to stay longer than 1 hour.
6. We collect the fee for reservations before their event, so it is imperative that the pavilion and rest rooms are clean and everything is in proper order. Please write group name and date of reservation on board.
7. Company Reservations --The office obtains a cleaning or damage deposit from these groups, so it is very important for you (caretaker) to contact the office the day after the reservation to let the staff know if everything is clean and no damage was done so the group can get their deposit returned.

Garbage Collection:

Garbage Collection is done by Wasatch Front Waste and Recycling. It is your responsibility to have the trash cans out at the curb or designated area so that they can be emptied.

1. Cans need to be taken to the parking lot and placed in the area designated by your Maintenance Supervisor by 7:00 am (unless otherwise specified) for loading onto the garbage truck
2. After pick-up, the cans need to be replaced back into the park areas that are convenient for public use
3. Emergency garbage pick-up can be arranged through the Maintenance Supervisor

Pick-up:

Monday's & Thursday's for East Side parks – April 15 – October 15

Tuesday's & Friday's for West Side Parks – April 15 – October 15

Please have your garbage cans out on these assigned days; sanitation will only pick up on these days unless otherwise specified.

Supplies:

1. Two weeks' worth of supplies should be kept on hand at all times
2. We will distribute supplies the day that time sheets are turned in
3. **PLEASE CALL IN ADVANCE and we will have supplies ready for you to pick up when you turn in your timesheets**
4. It is your responsibility to pick up and stock supplies, we can deliver supplies to you in an emergency

Limits of Authority

YOU ARE NOT A LAW ENFORCEMENT OFFICER

You should never confront or attempt to detain any individual or group engaged in any illegal or dangerous behavior.

Report any suspected illegal activity to the appropriate enforcement agency.

1. If a County Ordinance or Park Rule is being broken and the situation does not seem to present any danger to you, confront the person and pleasantly explain the rules and apologize for any inconvenience or misunderstanding.
2. Public relations is an important aspect of the Caretakers job
3. Park Rules can be found at the end of this document
4. Use discretion and do not hesitate to refer them to the Operations Office for further explanation of the ordinance
5. If the situation gets out of hand do not hesitate to call the **Law Enforcement at 801-743-7000**. For dog or animal problems call **Animal Services at 801-559-1100**. **County-wide Dispatch is 801-840-4000**.
6. Please be aware that a current problem we are facing is that people will not move out of the pavilion for the guests who have reserved the space. In these cases, if the people will not leave on their own, calling the Sheriff to evict them is the only viable solution.
7. Should a maintenance **EMERGENCY** situation occur during non-business hours, contact your Maintenance Supervisor on their cell phone. If a weekend emergency occurs -- Friday Night thru Sunday night -- **Call 801-550-4274** starting April 1 through the end of September.
8. Should you witness an illegal activity **DO NOT BECOME INVOLVED**. Call **911** immediately.

Payroll

1. Pay periods are from the 1st-15th and the 16th-31st of each month
2. Paydays are on the 7th and 22nd of each month. If these dates fall on weekends, payday is the Friday preceding the weekend
3. Time sheets and Playground Inspection Sheets are to be turned into the Operations Office **on the 15th and last day of each month by Noon – 12pm**, for the preceding pay period
4. If you work in the evening of the 15th or the last day of the month, estimate your hours worked and turn your timesheet in by noon on the day required
5. If either of these days falls on a weekend, turn in your sheets the Friday before. You may have to estimate your hours for a day or so or until the end of the payperiod
6. They must be properly filled out for processing and **TURNED IN ON TIME** or you will have to wait until the following pay period to get paid
7. Please include your **Employee Identification Number on timesheet. Make sure it is signed**
8. Hours **WILL NOT** be accepted over the phone
9. There will be no more paper paychecks. You will either have direct deposit or a debit card
10. The payment of hours worked is paid approximately 7 days after the pay period ends

Example: Hours worked: April 1-15. Pay check for these hours will be received on April 22nd
Hours worked: April 16-31. Pay check for these hours will be received on May 7th

11. Yellow timesheets must be signed in when you start working and signed out when you leave the park. Please round to the quarter hour. Sign in and sign out on the yellow timesheets each time you return to the park. Treat the yellow timesheets like a time clock; be honest with your time.

12. If you return to the park to meet reservations, lock bathrooms, or anything else where you spend less than an hour at the park we will allow you an hour of time on your yellow time sheet, to make it worthwhile.
13. Yellow timesheets must remain in the park storage shed. If there isn't a storage area, keep the sheets with you. If you have more than one park, we will pay you travel time between parks.
14. Friends, relatives and any other people **CANNOT** fill in for you and turn in hours on your time sheet. This is considered falsifying a time sheet and will result in termination. If you have somebody that can fill in for you, have them come to our office and fill out the necessary paper work to put them on the payroll. Then they can turn in their hours they worked for you.

PARK RULES

- **Curfew** is at 11:00 pm in all parks except David Gourley, which is 10:00 pm
- **Lighted Ball Fields** are to be lit no earlier than 6:00 am, and off no later than 11:00 pm
- **Beer Consumption** is only allowed in specific parks. **Alcohol** is prohibited in all parks. The following is a list of the parks that allow beer consumption and the ones that prohibit it. Exception: County Council will grant permission on occasion.

Beer Allowed

Beer Not Allowed

Cottonwood Ball Complex
All Golf Courses

All other County Parks unless they
apply for a permit.

- **Noise**, which is audible at the property line between 10:00 pm and 7:00 am, is prohibited. Noise plainly audible at 50 feet from the device if operated in a vehicle parked on a public right-of-way is prohibited. Operating a radio, television set, musical instrument or similar device at or above the nineteenth percentile sound pressure level is prohibited. No amplified sound.
- **Fires** are not allowed except in permanent fire pits already built in the park
- **Camping** is not allowed. Exception: Mayor's Office will grant permission on occasion
- **Motor Vehicles** are only allowed in areas designated as parking lots
- **Dogs** on leash are allowed in the parks.

- **Firearms, Fireworks** are NOT ALLOWED. Exception: permit for firework display
- **Defacing or Destruction of Property** is not allowed and is breaking County Ordinance
- **Concession Stands** must have a license from Salt Lake County, License Department, and permission from our division
- **Boisterous Conduct** is prohibited: Fighting or indulging in riotous, threatening or indecent conduct; using any abusive, threatening, profane, or indecent language.
- We are having all company parties pay a refundable damage/cleanup deposit. Please let us know as soon as possible of any damage or destruction or excess of people at any event. If they are putting up tents without meeting the plumber you need to call Park Operations. No tents with bottoms are allowed in any park. Moon Walks (inflatable jumps) are allowed for 3 hours only on the grass. No Dunking machines or horses are allowed in the park. **Please call Park Operations after every company party to verify that the site is cleaned and undamaged or to give him other information.**
- No smoking in parks except parking lots.

Center Maintenance Crew

The Center Maintenance Crew is responsible for maintaining the landscaping, grounds and facilities at all center locations and parks. In addition, they assist in landscape work, weed-spraying, mowing, and any other need as determined by Park Operations Management.

The Center Maintenance Crew reports to the Caretaking Supervisor.

1. Trim any hedges, shrub beds around pavilions, bathrooms, playgrounds, buildings etc.
2. Weed any flower beds, shrub beds or islands
3. Assist in landscape restoration and/or improvements as needed
4. Trim any weeds in playground areas, cracks or sidewalks
5. Weed spray around trees, along fence lines and around signs and obstacles obtrusive to the mowers.
6. Weed spray where needed: cracks, playground edges, horseshoe courts, parking lots
7. Turnover with a shovel and rake out horseshoe pits or weed them as necessary
8. Till and edge volleyball courts
9. Pick up any trash
10. Report any safety and vandalism issues
11. Detail out the park by taking ownership in the park and its maintenance
12. Inspect any garbage cans for disrepair and repair as needed