

East Windsor Municipal Utilities Authority

GENERAL MAINTENANCE GUIDELINES and CRITERIA

OBJECTIVE:

1. Maintain clean and safe outdoor facilities.
2. Incorporate safety guidelines and a monthly survey program.
3. Provide areas of turf to prevent erosion.
4. Utilize best management practices to reduce chemicals and fertilizers.
5. Integrate organic products to establish healthy turf.
6. Use low water and / or drought resistant plants

I. Administration Building, Water / Wastewater Treatment Facilities and Pump Stations

A. Turf (Lawns)

1. Turf has a healthy dense stand of grass and coverage is no less than 95% of area.
2. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type use.
3. Turf is free of any litter or debris
4. The Turf has a uniform surface free of holes and trip hazards.
5. Turf is well drained with no standing water.
6. Turf has proper soil consistency for intended usage.
7. Turf is free of weeds and crab grass.
8. Turf is free of rocks, dirt clods, and debris

B. Fencing

1. Fencing material is properly secured to support rails.
2. Support rails are properly connected and straight.
3. Fencing is free of holes and protrusions.
4. Gates and latches are operational.

C. Restrooms

1. Restrooms are clean, sanitary, and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air dryers are operational.
4. Restroom doors are properly marked according to gender.
5. Restrooms have clean trash receptacles.
6. Restroom doors and locks are operational.

V. Administration Building, Water / Wastewater Treatment Facilities and Pump Stations

: GENERAL GUIDELINES

A. Grounds

1. Grounds are mowed and trimmed.
2. Facilities are free of litter, debris, and hazards.
3. Parking lots are clean

B. Signage

1. East Windsor MUA identification signs are secure and properly installed in a noticeable location.
 2. Handicap parking signs are secure, visible, and to code.
 3. Restroom signs are secure and visible.
 4. Signs are clean, painted, and free of protrusions.
- C. Ornamental Plants
1. Plants are healthy.
 2. Plant beds are free of litter, debris, and weeds.
 3. Plant selection is appropriate for season and area usage.
 4. Native plants and plants that require minimum watering are to be used.
- D. Walkways
1. Walkways have a uniform surface and are level with the ground and free of trip hazards.
 2. Walkways are free of litter and debris.
 3. Walkways meet the Americans with Disabilities Act requirements.
 4. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
 5. Walkways are neatly edged.
 6. Walkways are clear of weeds and grass growth in cracks and expansion joints.
- E. Trash Receptacles
1. Receptacles are clean and secure
 2. Concrete receptacles are intact and free of cracks or damage.
 3. Roll-off containers and dumpsters are screened and placed in less intrusive areas.
 4. Area around trash receptacles is clean and free of trash and debris.
 5. Area around roll-off containers and dumpsters is clean and free of trash and debris.
- F. Chain Link Fencing
1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
 2. Hardware is intact.
 3. Fences are properly installed and anchored.
 4. Support rails are properly connected and straight.
 5. Bolts or screws are flush with the surface with no exposed sharp points.
 6. Fencing is free of holes and protrusions.
- G. Irrigation (Grass and Shrub Bed Areas)
1. Use of Rain Gardens and / or rain barrels for watering is the preferred method.
 2. Use of natural drainage patterns, site grading and/or berms to channel rainwater on to planted areas.
 3. Install swales and berms in areas with high storm water runoff to prevent erosion..
- H. Wood Fencing and Guardrail
1. Fences are intact, structurally sound, and free of deterioration.
 2. Nails, bolts, or screws are flush with the surface with no exposed sharp points.
 3. Fences have no excessive cracks or splintering.

I. Lights: Security and Exterior Facility Lights

1. 90% of security and facility lights are operational. Use high efficiency LED when possible
2. No electrical conducting wires are exposed.
3. Lights comply with current building codes.
4. Electrical components are operational, properly installed, and secured.

J. General Mowing Guidelines

1. High use areas – Mowed every 5 – 10 days depending on seasonal requirements.
2. Low use areas – Mowed every 20 – 30 days.

Note: Mowing should take place on a weekly or Bi - weekly schedule for maintaining proper turf height and for debris pick-up and monitoring purposes. Each site requires different levels of attention specific to the facility needs. Mowing should be maintained at a 2” minimum height to avoid excessive desiccation and heat build-up. Weekly visits are the perfect opportunity for a facilities check-up. For example, the East Windsor MUA employee can check for fence damage, walkway hazards, or any other potential safety issue. If mowing is not required during mid-summer visits, the East Windsor MUA employee can address maintenance issues or check for hazardous tree limbs. Watering of the shrubs can also be performed at this time.

K. IPM Implementation

1. Plant and replant indigenous trees and shrubs to increase survival rates.
2. Utilize information obtained from soil tests to minimize fertilizations and chemical use.
3. Substitute compost and leaf mulch in shrub and flower beds to reduce fertilizer use.
4. Incorporate a pruning program for safety and plant vigor.
5. Use grass-cycling to reduce fertilizer applications.
6. Mulch all flower, shrub, and tree areas to reduce weed growth, conserve moisture, and possible reduce erosion and run-off.
7. Overseed turf areas periodically with fescues to incorporate drought resistant/wear resistant grass varieties.
8. Implement an organic turf care program

L. Steel Fencing

1. Fencing material is steel and coated with a durable epoxy paint
2. Hardware is intact.
3. Fences are properly installed and anchored.
4. Support rails are properly connected and straight.
5. Bolts or screws are flush with the surface with no exposed sharp points.
6. Fencing is free of holes, protrusions and graffiti.

Note: Organic fertilizers can provide the general turf areas with adequate nutrients to maintain vigor and growth. These fertilizers provide natural slow-release and temperature released nutrients that are safer for the community. If applied at proper rates, these fertilizers can start to rebuild the worn-out turf areas while rebuilding the

soil. There are also some organic fertilizers that are low in phosphorous, which are better for turf around the Lakes and tributaries. Weeds will need to be addressed when the fertilization program starts, but with minor spot treatment weeds can be maintained at minimum acceptable levels.

M. Fertilization Program

1. High use areas – Fertilize every six weeks starting in mid-April to early-September to ensure and maintain turf vigor during the spring and summer months, which are when the most use occurs. One late season application should be applied to promote root growth during fall/winter months.

Note: While this fertilization application schedule may seem excessive compared to residential turf care programs, high use turf areas need the extra applications to bounce back from overuse and continue to grow so bare areas do not develop. This is why implementing an organic fertilization program will be the best approach. The use of compost in plant beds is highly acceptable. The use of Urea type fertilizers is not acceptable. These types of fertilizers are high in ammonia and phosphates which are hazardous to our water ways.

2. Low use areas – Two fertilizations (May 1/October 1) per year to maintain top/root growth and establish existing turf for erosion control.
3. Shrub and Flower Areas – Fertilization should take place in mid-march and in mid-September to promote vigor, which will help fight off disease and insect problems.