

YSO Public Field Maintenance Manual

YSO must maintain public fields at an adequate level to provide good, safe athletic fields. Following are the specific requirements:

1. Maintenance Calendar

- Develop an annual maintenance calendar a minimum of 6 months prior to the beginning of each Sports Season.
- Calendar will include all fixed and daily work schedules

2. Turf Care

- Athletic field turf to be Common Bermuda or Mid-Iron.
- Mow in accordance with species and variety of grass.
- Mow bi-weekly during summer growing season

3. Rest/Restoration

An annual rest and renovation program must be scheduled at all sites to maintain field sustainability

- All athletic field space will have a minimum of one month per year in rest.
- Fields heavily used will be rested a minimum of 8 hours for every 40 hours of use.
- Fields will be scheduled to rest in coordination with the annual league calendar.

4. Turf Edging

- Edge all turf edges located in the field of play using a power mechanical edger.
- Chemical edging permitted.
- Edge turf edges around warning tracks once per year during growing season,
- Edge around skinned infield area once per season, including base paths and mounds.
- Add infield and warning track material as needed to maintain smooth transition from soil to turf.
- Use a mechanical edger on turf edges to prevent a lip from developing at least twice a year or more often around problem.
- Edge turf edges not in the field of play (along sidewalks, pathways, fences, and buildings) and in high visibility areas are to be edged using a power monofilament type trimmer once per season.

5. Overseeding is not recommended
6. Fertilizer
 - Proper fertilization applied to turf to provide minimal growth and plant health creating safe playing conditions.
 - Perform soil analysis to be once per year.
 - General guidelines should include granular applications high in Nitrogen, once during the growing season.
7. Aerifying
 - Aerify turf once per year using a core aerifier, or as field conditions warrant.
 - Top dress fields with sand at least once every five years and sweep into core holes using mat drag.
8. Disease/Pest and Weed Control
 - If needed, apply granular pre-emergent in turf areas for weed control in early spring and early fall.
 - Treat rodent populations (gophers and ground squirrels) to maintain zero populations.
 - Should they develop, remove mounds immediately and collapse and back fill tunnels.
 - Apply liquid pre-emergent in landscapes areas every winter.
 - Comply with PARD integrated pest management plan.
9. Infield Preparation (baseball and softball)
 - Maintain skinned infields providing a smooth consistent playing condition.
 - Use custom screened granite infield mix such as Hill-topper or Stabilizer.
 - Drag infields daily using a fine mat drag with front float.
 - Drag infields once per month when not in use.
 - Water infield areas following each dragging using a quick coupler or automatic infield rotor heads.
 - Nail drag infields as needed during heavy use times, to ensure consistent playing conditions.
10. Home Plate Area and Pitchers Mounds (baseball and softball.)
 - Construct home plate area and pitchers mounds of Pitching Mound Clay Mix
 - Repair monthly by adding new clay, tamping, dragging, and watering area.

- Check pitching rubbers and plates to be checked monthly and replaced or rotated as needed.
- Check the slope and height of baseball pitching mounds at least twice per year with a carpenter's level to ensure rubbers and mounds are level with playing surface and at the correct height.

11. Field Lining and Painting

- Identify field markings using white athletic field marker shall be 4" wide.
- Mark foul lines for softball and baseball once per week to ensure clear visible markings using athletic field marker.
- Mark Infield foul lines and batter boxes using athletic field marker.
- Touch up Soccer goal area markings as needed to ensure clear, visible lines.

12. Outfield Fences, Foul Poles, Dugouts, Backstops, Bleachers, Soccer Goals and Corner Flags

- Check fence material on outfield fences, backstops, and dugouts monthly for loose pieces or hazardous conditions.
- Inspect bleachers and backstop kickboards monthly to check for the loose bolts, slitting wood, or hazardous conditions.
- Check soccer goals and foul poles monthly for any rusting metal or sharp edges and should be painted every three years.

13. Irrigation

- Irrigate turf and landscape areas using a computerized or automated irrigation system.
- Set irrigation schedules by emailing Athletics Coordinator preferred schedule for optimum growing conditions based on climate and maintenance schedules.
- Check irrigation heads, quick couplers and valve boxes weekly to ensure proper and even water distribution and safety.
- Routinely check heads for proper adjustment to compensate for dry areas or excessively wet areas.

14. Tree Maintenance

- Weed Control: Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way. No chemical removal of turf and weeds is permissible under drip line.

- Mulching: Mulch base of tree in a minimum of six (6) foot diameter circle, to a depth of three (3) inches, maintaining one to two (1-2) inch clearance from perimeter of trunk.
- For all Trimming and pruning please email Athletics Coordinator.
- Staking: All newly planted trees shall be staked if needed. All nursery stakes will be removed at time of planting. All stakes are to be removed within the first year.

15.Litter Control

- Empty trash receptacle once per day, seven days per week.
- Spray/wash dug-outs, picnic areas, and seating area and food service areas bi-monthly to remove food stains.

16.Sustainability

- Recycling: Provide receptacles to collect aluminum and plastic recyclables.
- Irrigation: Audit control system annually for water conservation efforts.
- Lighting: Audit control system annually for electricity conservation efforts.
- Invasive Species: Develop a program to monitor.
- Chemicals: Use “green” chemicals for cleaning and disinfecting restrooms and surfaces when available.
- Fuels: Use “clean” fuels to maintain turf and structures when available.

17.Hardscape Surfaces

- Blow and/or sweep and clean concourse and hard surfaces once per month.
- Safety repairs take priority over appearance.

18.Restrooms/Drinking Fountains

Restrooms may be either permanent structures or may involve contracted service for portable toilets (porta potty).

- If permanent:
 - Restrooms are to be serviced at least once a week.
 - Servicing period should ensure adequate supply of toilet paper and paper towels, and that the restrooms are reasonably clean, sanitary, and free of bad odors.
- If contracted:
 - Ensure weekly check to ensure contracted cleaning service is performed.
 - Sanitize drinking fountains at least once per week.

- Inspect drinking fountains weekly for proper water flow.

19. Lighting

- Inspect site for required replacement or repair of fixtures observed or reported as not working.
- Once discovered, email Athletics Coordinator within 24 hours

20. Graffiti

- Inspect site monthly for appearance of graffiti.
- Once discovered, email Athletics Coordinator within 24 hours.

21. Building and Site Maintenance

- Structures: Notify Athletics Coordinator (within 24 hours) of any structure (gazebo, shade structures, maintenance shops, etc.) that requires repair.
- Initiate work order requests indicate a “3” priority. for lamp replacement and needed repairs. Includes HVAC, plumbing, electrical and structural components.
- Parking Lots: Inspect monthly. Maintain surface with minimal holes.