Hourglass

**Final w/Edits**

**11/21/13**



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General: PROCEDURES

JOINT USE ~ HOURGLASS FIELD/PARK COMMITTEE MEETINGS

1. Purpose

The purpose of the Joint Use Committee meetings is to establish policies and procedures for the shared use of the joint facilities by discussing and resolving any joint use issues between the City of San Diego and the San Diego Community College District. This committee shall meet at least quarterly and at such other times as requested by either the City or District. Other responsibilities include:

1. The committee shall publish a schedule of the hours of operation of the complex; showing the hours and areas reserved for educational purposes by the District and the hours and areas reserved for public recreational use by the City.
2. Prior to the start of each District fiscal year, the committee shall also review and set the level of maintenance services being provided to the recreational complex and advise the District Facility Services Department, in writing, of any maintenance requirements which result from such review. The maintenance services for the recreational complex shall be consistent with District standards of maintenance.
3. The City and District pro rata share of the maintenance and utility expenses for the recreational complex shall be determined based upon the percentage of use of buildings and grounds scheduled by City and by District, in accordance with the principle that all times not reserved for District use shall be deemed reserved for City use. City and District shares shall be established annually during the review of the level of maintenance services being provided to the recreational complex and in time for incorporation in the annual budget of City and District.

# Membership

This meeting shall include the President of the Mira Mesa Recreation Council, the President of Miramar College, and two representatives each from City staff and District staff, not to exceed six (6) voting representatives. If a member shall be absent, an appointed proxy member may then take the place of the permanent member.

1. City’s voting members
	1. President of the Mira Mesa Recreation Council or assigned proxy.
	2. District Manager for Parks and Recreation Department or assigned proxy.
	3. Aquatics District Manager or assigned proxy.
2. College’s voting members
	1. President of Miramar College or assigned proxy.
	2. Vice President of Instruction or assigned proxy.
	3. Administrative Services Supervisor or assigned proxy.

# Meeting Chairperson Responsibilities

The Miramar College Administrative Services Supervisor chairs the Joint Use Committee meetings. The chair of the committee is responsible for:

* 1. Collecting the agenda items
	2. Conducting the meeting
	3. Preparing and presenting the minutes prior to the following meeting
		1. Committee members will also review progress on action steps.

# Standing Agenda Items

The following items remain standing for the Hourglass monthly meeting.

1. Review of previous meetings minutes
2. Joint Use fiduciary budget report
3. A report from the Partners’ subcommittee
4. A community report

# Professional Courtesy

As a professional courtesy while meetings are in session, pagers and cell phones are to be set to the silent mode or turned off. Requests made by the committee are to be completed in a reasonable amount of time.

1. **Committees**

Subcommittees shall be formed as necessary to conduct operations on the various facilities. The committee for the operations of the Ned Baumer ~ Miramar College Aquatic Center is known as the Aquatics Partners’ subcommittee.

Security

# A. Jurisdiction

The San Diego Police Department and San Diego Community College District Police Department have joint jurisdiction over Hourglass Park. A call to either agency will bring a police response.

## B. Policy

1. District policy is to call 911 for emergency responses (e.g. fires, serious injuries, shootings) then call College Police Dispatch at (619) 388-6405.
2. In non-emergency situations call College Police Dispatch.

# C. Practical Considerations

### 1) Weekdays 7 AM to 10 PM

As a practical matter, you will get a police officer faster by calling College Police Dispatch, Monday-Friday 7 AM to 10 PM. Non-urgent calls to San Diego Police department during this time are frequently forwarded to the San Diego Community College Police Dispatch.

#### Weekends 9 AM to 5 PM

There is a College Service Officer on duty 24 hours/ 7 days a week within the District. This officer can assist with disturbances, injured persons, and minor crimes during this period of time. If College Police officers are needed, they will respond.

1. **Holidays, weekdays after 10 PM and Weekends before 9 AM and after 5 PM**

Always call 911 first for emergencies. College Police officers will respond to alarm calls and other requests for service.

1. **San Diego Police Department**

When dealing with San Diego Police Department, you are dealing with their response priority system. Depending on the circumstances, they may take hours to respond (low level disturbances, crime reports). In these situations, the College Police may respond sooner even on weekends.

1. **Facility Concerns**

If the patrons or staff notice a major facility or structural problems (i.e. pipe breaks, gas leaks, electrical hazards, etc.) that cannot be easily corrected please notify College Police Dispatch at (619) 388-6405. The College Police dispatcher will notify the San Diego Community College District’s Maintenance Department to correct the problem immediately.

KEYS and ALARM CODES

# A. Policy

The San Diego Community College District issues all keys and alarm codes to City and College contract staff for Hourglass Park, the Ned Baumer ~ Miramar College Aquatic Center, and the Hourglass Park Fieldhouse. Staff who are issued keys and/or alarm codes agree to never loan, transfer, give up possession, misuse, modify or alter the keys. All staff who are found abusing the key and alarm code policy may forfeit their ability to have a set of keys and/or alarm code. City staff who are found abusing the key and alarm code policy are subject to discipline.

# B. Procedures for Issuing Keys to City Staff

1. Complete the Key Request Form and return it to a Supervisor in the Hourglass Park Support Services Department.

a. City employees may use the last four digits of their Social Security Number if they do not want to give full number.

1. The completed form will be kept on file with the College Police
2. The College will notify the employee when the keys are ready for pick up.

 \*Key requests may take up to 3 weeks to process.

# C. College Procedure for Issuing Keys to College Staff

1. Fill out a Key Request Form
	1. The forms are on file in the Business Office (A-101) or at College Police (T-101).
	2. Have a Supervisor sign the form.
2. Turn in the key request to the Business Office for approval.
3. College Police will notify you when the key(s) is/are ready for pickup
4. Key requests may take up to 3 weeks to process.

# D. Lost Key Policy

1. Please notify the Administrative Services Supervisor/Supervisor of any lost or missing keys within 24 hours.
2. Replacement cost for a lost key is $10 per key.
	1. Payable to San Diego Miramar College
3. Cost for re-coring a lock is $100 per door.
	1. Payable to San Diego Miramar College

# E. Alarm Code Problems

1. All City and College employees working in the Hourglass facilities should be properly oriented on use of the alarm. Please see Orientation/Training section on the alarm system.
2. If an employee forgets the alarm code:
	* + 1. The College Police Dispatch should be called at (619) 388-6405.
			2. The Dispatcher can provide the code with proper identification.
3. When you are unable to set the alarm:
	1. The LCD panel will display the necessary correction.
	2. All doors and windows in the indicated area must be checked for proper closure.
	3. The pool deck should be clear by checking the eye beam paths.
	4. Make sure that the HVAC system is not moving papers or the window blinds.
	5. The alarm should be reset and if the problem persists, the College Police Dispatch should be contacted at (619) 388-6405.
	6. The Aquatics Center must always be closed with the alarm set before leaving. If you are not able to set the alarm you must call College Police Dispatch to have them remotely set the alarm.

ALARM SYSTEM

**A. Arming the system**

1. When the keypad says ‘SYSTEM READY’, enter your four digit code. Do NOT press any other key. If you make a mistake simply start over – it is not necessary to press any other key to “clear” an error.
2. If the keypad displays ‘NOT READY’ or NOT RDY ZNxxx (xxx = three digit zone number), you will not be able to arm the system. If you enter your code at this time, the keypad will emit four beeps. Thus is telling you that the system accepted your code but is not ready to be armed. Look at the keypad to see what is not ready (a door is open, a motion detector picking up movement, etc.) and make sure that the indicated problem is resolved. Once the keypad says ‘SYSTEM READY’, follow the procedure in #1 above. If you are unable to get the ‘SYSTEM READY’ message, call College Police Dispatch (press the College Police Button on any phone, or dial 619.388.6405) for further instructions.
3. If the keypad displays ‘INTRUSION’ this indicates that an alarm occurred the last time the system was armed and has not been cleared from the system memory. Simply enter your code to clear this message, and then follow the above procedures.
4. If the keypad is inside the alarmed area, you have 30 seconds to leave and close the door after the system is armed. If the system has been successfully armed, the message will change to ‘ARMED AWAY EXIT NOW’. After the 30-second exit delay has expired, the system will be armed and the keypad message will change to ‘ARMED AWAY’. In order for the system to function, the doors do not *have* to be locked, just closed. Of course, you still need to lock the doors to prevent unauthorized entry into the alarmed area.
5. If the keypad is outside the alarmed area, the system will arm immediately and the keypad message will immediately change to ‘ARMED AWAY’.

**B. Disarming the system**

1. Always enter an alarmed area by the designated access, usually a specific door. If the keypad is located inside the alarmed area, you have 45 seconds from the time the door is opened to disarm the alarm. A few seconds after the door is opened the keypad will begin to emit a steady tone and the keypad message will change to ‘ARMED AWAY DISARM NOW’. This is a reminder to disarm the alarm system immediately.
2. To disarm the system, simply enter your access code into the keypad. The red light will go off and the message on the keypad will change to ‘SYSTEM READY’, ‘SYSTEM NOT READY’ or ‘INTRUSION’.
3. If either of the first two messages occurs, you are finished.
4. If ‘INTRUSION’ appears on the keypad, it means that an alarm has occurred sometime prior to you entering the area. The message on the keypad will scroll through all the areas that have been comprised. If you feel comfortable entering the area go ahead, but remember if the College Police have not responded to the alarm an intruder may still be inside the area. If you are not comfortable entering the area, call College Police Dispatch to have an officer respond and check out the area before entering. After the area has been checked, enter your access code into the keypad again to clear the ‘INTRUSION’ message.

**C. The Chime**

This is an annunciation feature that allows you to know when somebody enters a door that is alarmed. Every time a door is opened the keypad emits a 1- second beep. This may be useful if you’re alone and want to know if somebody enters a door in some other part of the area. You need to be fairly near the keypad in order to hear it, so this may not be of any use if you’re in an office away from the keypad.

If you would like to use the Chime, press” #” + “6”.

The message on the keypad will say:

“chime is not ON (or OFF)”;“0 = OFF (or ON) \* = Exit”

Pressing “0” (the number zero) will toggle the Chime on/off. If the Chime is on, pressing zero will turn it off and vice versa.

**D. Problems**

1. The keypad beeps every time a door is opened:

 The Chime is turned on. See “The Chime” above.

1. The keypad is emitting a steady tone and the message ‘PLEASE STAND BY’ appears on the keypad:

 The system is being accessed and programmed remotely. This will normally occur either when changes are being made to the programming or codes are being entered into or removed from the system.

 This should only continue for a few minutes, if it has not stopped after 5 minutes, call College Police Dispatch at (619) 388- 6405 or by pushing the “Police” button on any phone. One of the Alarm Technicians will need to come out and reset the system.

1. The keypad is silent and the message ‘PLEASE STAND BY’ appears on the keypad:

 The system is either being accessed remotely (for arming/disarming a system, checking the status of a system, etc.) or is being programmed from another keypad.

 If this has not cleared after a few minutes, call the College Police Dispatchat (619) 388-6405 or by pushing the “Police” button on any PBX phone. One of the Alarm Technicians will come out and reset the system.

1. When entering your code to arm the system, the keypad beeps and remains disarmed:

 There is something open in the system. See “Arming the System” above.

1. When entering your code into the keypad, nothing happens at all:

 Either you are using a code that is invalid or you are not authorized to access that alarm system. Call the College Police Dispatch (619) 388-6405 or by pushing the “Police” button on any phone. They can verify that you are authorized in the system. If you give them you Social Security Number, they can also verity that you are using your assigned security code. If you are not authorized in the system, contact your supervisor and have them request a code for you (or, if you already have a code, that you be authorized in that area).

 If you need access and do not have a code, a Police Officer may be dispatched to verity that you are who you say you are and that you have legitimate business in the area. The officer can then disarm the alarm system for you. This should only be done on a one-time basis.

**Aquatic Center**

**Signal Descriptions**

**Signal**

1. NORTHEAST DOORS

INCLUDES EAST OFFICE DOOR, EAST WOMEN’S LOCKER DOOR

AND NORTH DOORS OF MAIN ENTRANCE

1. ENTRY & MEN’S LOCKER ROOM

EAST & SOUTH MAIN ENTRANCE DOORS

AND EAST DOOR OF MEN’S LOCKER ROOM

1. SOUTHEAST DOOR

SOUTHEAST DOOR IN MAIN POOL AREA

1. WEST POOL AREA DOORS

DOUBLE DOORS ON THE WEST SIDE OF THE POOL AREA

1. NORTHWEST DOOR

SINGLE DOOR IN THE N/W CORNER OF THE POOL AREA

1. SOUTH & SOUTHWEST DOORS

SINGLE DOOR IN THE S/W CORNER OF THE POOL AREA

AND ALL DOORS ON THE LOWER SOUTH SIDE OF THE SOUTH BUILDING

1. NORTHWEST P/E BEAM

THIS BEAM IS BETWEEN THE WEST WALL AND THE POOL AND COVERS

 THE AREA BETWEEN THE WEST DOORS AND THE NORTH WALL

1. SOUTHWEST P/E BEAN

THIS BEAM IS BETWEEN THE WEST WALL AND THE POOLS AND COVERS

 THE AREA BETWEEN THE WEST DOORS AND THE SOUTH WALL

1. SOUTH P/E BEAM

THIS BEAM IS BETWEEN THE SOUTH BUILDING AND THE POOL

1. NORTHEAST DOOR

SINGLE DOOR IN THE N/E CORNER OF THE POOL AREA

1. EAST P/E BEAM

THIS BEAM IS BETWEEN THE EAST WALL, OFFICE BLDG & MAIN

ENTRANCE AND THE POOLS

1. NORTH P/E BEAM

THIS BEAM IS BETWEEN THE NORTH WALL & BLDG AND THE POOLS

1. 1ST AID OFFICE DOOR

THE 1ST AID OFFICE IS ABOUT THE MIDDLE OF THE NORTH BUILDING

THE DOOR IS ON THE POOL SIDE

1. 1ST AID OFFICE MOT. DET.

THE 1ST AID OFFICE IS ABOUT THE MIDDLE OF THE NORTH BUILDING

THE DOOR IS ON THE POOL SIDE

1. CLASS ROOM DOOR

THE CLASS ROOM IS ON THE WEST END OF THE NORTH BUILDING

THE DOOR IS ON THE POOL SIDE

1. CLASS ROOM MOT. DET.

THE CLASS ROOM IS ON THE WEST END OF THE NORTH BUILDING

THE DOOR IS ON THE POOL SIDE

1. MOT DET NORTH OFFFICE AREA

MOTION DETECTOR ON THE NORTH WALL OF THE OFFICE AREA

ABOVE THE KEYPAD

1. HOLD-UP BUTTON

LOCATED ON THE WALL BY THE NORTH END OF THE OFFICE COUNTER

1. MOT DET N/W OFFICE

MOTION DETECTOR IN THE NORTHWEST OFFICE OF THE OFFICE BLDG

1. MOT DET S/W OFFICE

MOTION DETECTOR IN THE SOUTHWEST OFFICE OF THE OFFICE BLDG

1. WEST OFFICE DOOR

DOOR FROM THE OFFICE INTO THE MAIN AREA

Fire Alarm

A. Policy

In the event of a fire or other emergency, the fire alarm will sound. The signal will be a loud, piercing noise, along with flashing lights inside most enclosed areas. Every time the fire alarm sounds, staff must react as if there is a real fire and follow the fire drill procedures by proceeding to the evacuation area for the Hourglass facilities, the sand volleyball court.

B. Fire Drill

1. Only College Police are authorized to silence the fire alarm.
2. Pool Guards are to blow their whistles three times to clear the pools, deck and locker rooms.
	1. Staff are to direct~~s~~ patrons to move to the nearest exit of the building
	2. Patrons must be 25 yards away from the facility and proceed to the evacuation area, sand volleyball court.
3. The College or City supervisor on duty must call the College Police Dispatch at (619) 388-6405 to notify them of the alarm.
	1. An officer will be dispatched to silence the alarm
	2. Staff that silences the fire alarm may be liable if there is a fire that causes harm to people and/or property.
4. The College or City supervisor on duty must check all enclosed areas when it is safe to do so.
5. Staff must check all areas of the Hourglass facilities if it is safe to do so for:
	1. Patrons that are still inside the facility
	2. The alarm station that was pulled
	3. People who may be injured and need assistance evacuating the facility.
	4. Ability to put out fire with a fire extinguisher
6. After staff checks all areas, the windows and the door should be closed as staff exit.
7. Call the Miramar College Facility Services Office at (619) 388-7823 to turn off the utilities when a fire is present.
8. Re-entering the facility is permitted only after the alarm has been silenced and the “All Clear” notice is given by College Police.
9. Fill out an incident report even if it was a false alarm
	1. The person’s name and contact number who pulled the alarm must always be recorded.
	2. City staff is to give a copy of the report to the College Police or the Supervisor on duty for Hourglass Support Services Department.
	3. Maintaining the Fire Alarms

 The San Diego Community College District is responsible for maintaining the fire

 alarms.

PARKING AND PARKING PASSES

A. Hourglass Field Community Park/ Fieldhouse Parking Lots

There are four main parking lots in Hourglass Park in addition to the shared parking lot west of Student lot # 1. These lots are reserved for public patrons of the park and tennis courts in addition to Miramar College students attending a Physical Education class in the park and/ or Miramar College Athletes team attending a team practice in the park or Fieldhouse less than 2 hours.

1) **City Patrons may park in the lots at two-hour intervals to:**

a. Attend a City of San Diego aquatic/ Fieldhouse class.

b. Attend lap/ open swimming, or open gym.

c. Sign up for City aquatic classes.

d. Attend a swim meet, high school athletic competition or a special event.

e. To utilize tennis courts during public hours.

f. To utilize other park facilities open to the public.

g. The City Center Director for the Fieldhouse can issue two hour waivers/ passes for City patrons and maintain a tracking log.

# College Students

1. College students attending a physical education class or an athletic practice at the Ned Baumer Miramar College Aquatic Center or in Hourglass Park/ Fieldhouse may park in the parking lots at for Hourglass Park for up to two hours.
2. Miramar College students may not leave their parked cars in the Hourglass Park parking lots to attend another class on campus even if it is less than two hours.

# B. City of San Diego Staff Parking Passes

The City Parks Area Manager and Aquatics District Pool Manager are to make a list of all the employees working in Hourglass Park/ Fieldhouse/ Aquatic Center including their license plate numbers. The list of the employees working that semester is to be given to Clerical Assistant at the College Police office on the campus of Miramar College to generate parking passes. Employees who are full-time students at SDCCD will not be issued staff permits. Employees will be issued staff parking passes that are good for parking the “Staff Only” spaces for the Hourglass parking lots. The following applies to the City employees:

1. City Staff assigned to the Hourglass Facilities may park in the parking lots all day as long as a valid staff permit is displayed and they are parking in the staff spaces.
2. Please display your parking pass on the driver side of your dashboard, windshield or rear view mirror.
3. You may only park in the staff parking spaces only when officially working.
4. District/City vehicles (exempt plates) are not subject to the time restrictions. They cannot park in red zones, loading zones past the time restrictions but can park in the 2 hour parking for unlimited periods. It is encouraged that District/ City vehicles are not parked in staff parking spaces.

# College Staff Parking Passes

1. Full time personnel are to pick up their parking passes each year from the College Police office.
2. Adjuncts are to fill out a parking pass request to be turned into the Business Office/ Dean.
3. All Athletic staff are to be given a parking pass since they are required to go to other Colleges for competitions.
4. College staff assigned to the Hourglass Facilities may park in the staff parking spaces as long as a valid permit is displayed.

GENERAL: FINANCIAL

NED BAUMER ~ MIRAMAR COLLEGE AQUATIC CENTER AND HOURGLASS FIELD/PARK FINANCIAL AND PURCHASING AGREEMENTS

# A. Formal Hourglass Field/Park Agreements

City and District agree to pay a pro rata share of the costs for facility maintenance; building and grounds operations; upkeep; and other such expenses connected with said facilities.

Maintenance and upkeep shall be performed in a timely and workmanlike manner, which shall reflect an understanding that deferred maintenance creates unacceptable hardships. Services for the recreational complex shall be consistent with District standards of maintenance.

## B. Ned Baumer ~ Miramar College Aquatic Center

# 1) Damage Deposit Account

The District shall manage the account used by the City and College to hold damage deposit funds for rentals. Small onetime groups (i.e. birthday parties) are required to pay a deposit (amount determined by the Hourglass Committee) to this account to use the facilities. Ongoing rentals must have a balance of $500 in the account to continue using the aquatic center. The College Administrative Services Supervisor is the custodian of the account and submits a report on the balance of funds at the monthly Partners meetings

a. **Remitting Funds for Damages**

If damages occur funds are to be deducted from the damage deposit to pay for the repair. The Administrative Services Supervisor is to generate an estimate for repair of the damages. The user group is to be billed for damages and must remit payment within a week.

b. **Refunding Damage Deposits**

When a group contract has expired and there is no damage, the College will issue the group a check to refund the damage deposit. The City’s Pool Manager will fill out the check request form and give it to the Administrative Services Supervisor to process through the College accounting department.

# C. Joint Equipment Account

The joint equipment account is used to deposit funds for the replacement of shared equipment (i.e. pool mechanical vacuums, diving boards). The City staff will invoice high schools and rentals for when the facility equipment is used, on Joint Use Committee letterhead, on a monthly basis. Payments and checks are to be made payable to Miramar College. The College is the custodian of the account and both partners must agree upon how to spend the funds. The Partners Committee will decide which equipment is to be purchased and the College will serve as the purchasing agent

 **Fees and Equipment**

The high schools or rentals will be charged a fee for use of scoring equipment at all home games. The community scoring equipment will be used for this purpose. The College portable scoring equipment will be used as a back up to the community equipment in the event the primary set is in need of repair. The College equipment is to be set up, operated and taken down by College trained employees only. For use of the College’s main scoreboard in the aquatic facility there is a fee with a 4 hour minimum. This equipment like the portable equipment is to be set up, operated, and stored away by only College employees. The use of this equipment is coordinated through the Hourglass Park Supervisor.

# D. Other Protocol

1) **Documenting Expenses**

Expenses for supplies and minor equipment are budgeted annually and do not require prior approval of the other agency. Backup documentation shall be exchanged at the end of each fiscal year, no later than the end of the first quarter of the new fiscal year. Questions on the expenses can be raised at monthly Hourglass meetings.

2) **Major Purchases**

 Unexpected expenditures (not budgeted for) will be approved and agreed upon between the San Diego Community College District Facilities Manager, and the City’s Aquatics District Manager. Third party funding can only be used if both the City and College agree. A third party may only be approached if both parties agree in advance in writing.

## E. Hourglass Field/Park

1) **Documenting Expenses**

Expenses for supplies and minor equipment are budgeted for annually and do not require prior approval of the other agency. The College is to send the City invoices on a monthly basis. Questions on the expenses can be raised at monthly Hourglass meetings.

2) **Sand Purchase**

The estimated cost to replenish the sand in the sand volleyball courts will be added to the Hourglass budget during the budget development process when needed.

3) **Tennis Court Upkeep**

1. Resurfacing, wind screens and other major tennis court expenses

The estimated cost to resurface the courts, replace the wind screens and any other major anticipated repairs to the courts will be added to the Hourglass budget during the budget development process when needed.

1. Tennis nets

The tennis nets are to be purchased out the Hourglass Park supply account for the Park every year

4) **Infields Over Haul**

When needed, the City of San Diego Parks and Recreation Department is to renovate the softball and baseball infields. The City will provide the infield soil, the equipment and workers to groom and spread the soil free of charge to the College. It is understood that the renovation may skip a year due to good infield conditions and/ or budgetary constraints. The renovations are currently being done via fund raising efforts of the Hourglass Joint Use Committee and College staff assigned to Hourglass Park.

**GENERAL: MAINTENANCE**

## PARK: PROCEDURES

## FIELD CLOSURES

**A. Fields**

The Miramar College Gardeners and the Athletic Groundskeeper work to maintain the Hourglass Field facilities to District standards. Our goal is to have the fields open as many days of the year as possible. On any given day, the fields may be closed due to environmental considerations, equipment malfunctions, or prescheduled routine maintenance. A field closure results when normal use of the facilities would cause a safety hazard to patrons or extensive damage to the turf and/or infields. The following are some of the factors to consider when closing the fields for the day:

1. Amount of rainfall.
	1. We will also consider the amount of rain that has recently fallen.
2. Temperature of the air and the amount of sunlight.
3. Amount of wind.
4. The weather forecast for the remainder of the day.
5. Amount of time before the fields will be used.
6. Other considerations
	1. Possible pipe break/ leak that floods turf
	2. Irrigation break/leak that erodes infield soil or turf causing a safety hazard.
	3. Malfunction of water system that over waters outfields.
	4. Safety check bases.

# B. Closing the Fields Monday through Friday until 4:00 PM

When there is a closure, the Miramar College Administrative Services Supervisor will call/ email the Hourglass Park and Fieldhouse Center Director or staff, the Miramar Athletic Director, and the Dean of Physical Education to notify them of the closure. The Athletic Groundskeeper will make the determination to close the fields by 1:00 PM unless a closure can be determined any earlier. In the event the Athletic Groundskeeper is off, then the Administrative Services Supervisor will make the determination. In the event both are off, then the Hourglass Park Supervisor will make the call.

# C. Contact Numbers

## College Mira Mesa Park and Recreation

Athletic Director (619) 388-7715 Area Manager (858) 538-8102

Athletics Grounds Keeper (619) 388-7713 Park and Fieldhouse

Dean of Physical Education (619) 388-7750 General Office (858) 538-8113

Gardening Supervisor (619) 388-7460

Administrative Services Supervisor (619) 388-7717

Hourglass Park Supervisor (619) 388-7712

# D. After 4:00 PM on Weekdays

In the event the fields are closed after 4 PM during the week then it is up the softball or soccer referee to determine the closure and call the scheduled games. Groups, that do not call off the regularly scheduled activities and play on the facilities, may be liable for cost to repair the damages.

# E. Closing the Fields on Weekends

Weekends are considered both Saturday and Sundays. Closures are to be determined by the City Park and Fieldhouse staff on weekends.

# F. Holidays and when the College is closed

Calling rain days on a legal holiday and when the College is normally closed are the responsibility of the City Park and Fieldhouse staff. The following are considered the days in which the College does not have staff on the campus.

* Martin Luther King Day ◾ Veterans Day
* Lincoln’s Birthday ◾ Thanksgiving Day (Thurs. & Friday)
* Washington’s Birthday ◾ Christmas Holiday (Dec 24th & 26th)
* Memorial Day ◾ Admissions Day (Dec 26th)
* Independence Day ◾ New Year Holiday (31st and 1st)
* Labor Day ◾ All days between Christmas & New Years

PARK:PROGRAMS

Tennis Courts

**A. Public Use of Tennis Courts**

The primary function of the Hourglass Tennis Courts is to provide instructional classes for Miramar College and the City of San Diego Park and Recreation Department. The courts are available for public recreational use when classes are not in session. Use of the courts during an instructional period may be limited and is based upon availability. All the courts may be used for an instructional class or classes.

# B. Tennis Court Rules

1. Tennis shoes must be worn at all times….
2. No roller skates, skateboards, bikes of any type on courts.
3. Place all litter in trash receptacles….
4. Keep gates closed….
5. No animals allowed on courts….
6. When players are waiting please limit playing time to 1 set or a maximum of 45 minutes….
7. These courts cannot be used for professional tennis instruction without written authorization from San Diego Community College District and San Diego Park and Recreation Department….
8. Open hours are posted on the restroom building near the end of tennis courts.

**C. Maintenance and Replacement of Tennis Nets**

Tennis nets are purchased each semester out of the Hourglass Park Supply account. The Hourglass Park budget is also used to replace the windscreens, make repairs on lights, resurface courts and other major expenses associated with upkeep of the tennis courts.

# E. Determining City and College Hours for the Tennis Courts

Due to the diverse use of the tennis courts and the 8 courts available, there will be no clear division of hours of use by each agency. Requests to program the tennis courts are to go through the Joint Use Committee. Committee members are to seek a 50/50 balance of time for use of the courts. There is also the ability for both agencies to offer instruction at the same time. Both agencies must agree to this arrangement in advance. The preexisting schedule shall be honored and will be given a priority in use of the courts.

 **College Schedule:**

Friday 8:00 A.M. to 12:30 P.M.

 Monday & Wednesday 11:00 A.M. to 12:30 P.M.

 Monday 5:30 P.M. to 9:00 P.M.

 Tuesday 5:30 P.M. to 9:00 P.M.

 Wednesday 5:30 P.M. to 9:00 P.M.

 Thursday 5:30 P.M. to 9:00 P.M.

# F. Rental of Tennis Courts

A rental of the tennis courts may take place only if it does not interfere with a regularly scheduled District or City class, practice, tennis tournament, or competition. The hours to determine which agency can rent the tennis courts are the same hours for use of the park:

1. City - Monday to Friday after 4:00 P.M., Weekends and Holidays
2. College – Monday to Friday 8:00 A.M. to 4:00 P.M.
3. **Accommodating Academic, Co-Curricular, Student & City programs**

Each agency has the right to request the use of an athletic field, outdoor court, gymnasium space, or the aquatic center during each other’s time for “no charge” providing that the activity is a College or City staff run program and not a third party rental. The City will supervise and coordinate public use of the Hourglass facilities during the City's use times, including Saturdays, Sundays and holidays, at City's sole expense and will provide the necessary staffing. The City reserves the right to charge the public a participant fee for the use of the Hourglass recreational facilities during hours of usage reserved for the City. Conversely the College reserves the right to charge board approved Civic Center fees for use of Hourglass facilities during College times and/ or for College only facilities.

# pARK: FINANCIAL

# Use of Hourglass field/Park Accounts

# A. Hourglass Park Hourly Account

Charges to this account may only be used for work that is performed in Hourglass Field/Park. The Miramar College Gardening Supervisor is responsible for overseeing the activity of this account. These funds may be use to:

1. Hire a custodian or Plant Operations Aid while the regular custodial person is on vacation.
2. Hire a Gardener/ Plant Operations Aid to help with the landscape.
3. Hire a Plant Operations Aid to assist with the upkeep of the facility
4. Provide funds to do other work in Hourglass Fields/Park.

# B. Hourglass Park Supply Account

Charges to this account may only be used for supplies that are purchased for Hourglass Park. The Gardening Supervisor is to coordinate all purchases on this account. A total of $1,000 of the supply money is to be used to maintain the infields. Each year PO’s will be opened in this amount to allow the Administrative Services Supervisor to purchase supplies for the infields. In addition $1,000 is to be put on an open PO for the Administrative Services Supervisor to purchase tennis court nets and infield supplies. The City is responsible to supplying bases, pitching rubbers, and home plates. The additional funds may be used to:

1. Purchase supplies to maintain the grounds and facilities
2. Purchase parts to maintain equipment and the irrigation system
3. Purchase cleaning supplies
4. Provide funds for other supplies for Hourglass Fields/Park

# C. Hourglass Park Equipment Account

Charges to this account may only be used for equipment that is purchased for Hourglass Park. The Gardening Supervisor is to coordinate all purchases on this account. Equipment purchased out of this account must be used at least 95% of the time in Hourglass Fields/Park. The unit cost of equipment must exceed $200 and have a shelf life of over one year. These funds may be used to:

1. Purchase cleaning, grounds keeping, or gardening equipment.
2. Purchase substantial parts to maintain equipment.
3. Purchase equipment to maintain the facilities.
4. Provide funds for equipment to benefit Hourglass Fields/Park.

# D. Realignment of Funds

If monies need to be realigned for a certain account to cover an over expense, the College may not use funds from the utilities object code. All realignment requests must go through the San Diego Community College’s District Facilities Manager.

**E. Determining Shares of Park**

The City and College pro rata share of the maintenance and utility expenses for Hourglass Park shall be determined based upon the percentage of fields scheduled, in accordance with the principle that all times not reserved for College use shall be deemed reserved for City use. The City and College shares shall be established annually in February unless otherwise specified by the Hourglass Joint Use Committee chair, when the Hourglass Joint Use Committee reviews of the level of maintenance services being provided to the recreational complex. All estimates for capital improvement projects that are to be added to the budget will be reviewed at this time. The recommendations for the level of service, capital projects, and percentage of payments will be incorporation into the annual budgets for the following fiscal year.

PARK: MAINTENANCE

Maintenance

# A. Formal Hourglass agreements

City and District agree to pay a pro rata share of the costs for facility maintenance; building and grounds operations; upkeep; and other such expenses connected with said facilities.

Maintenance and upkeep shall be performed in a timely and workmanlike manner, which shall reflect an understanding that deferred maintenance creates unacceptable hardships. Services for the recreational complex shall be consistent with DISTRICT standards of maintenance.

# B. Weekends

The following are the areas that are cleaned by the City on weekends and Holiday for the Hourglass Park:

1. Check trashcans, empty if necessary and replace trashcan liners.
2. Pick up trash around and throughout Park
3. Restrooms
	1. Pick up trash
	2. Restock toilet paper – supplies are located in custodial locker.
	3. Spot clean floors and walls
	4. If flushing fixtures are clogged and cannot be unclogged, please tape a plastic bag over the fixture.
4. If the City Custodian notices a major facility or structural problems (i.e. pipe breaks, gas leaks, electrical hazards, etc.) that cannot be easily corrected, please notify College Police at (619) 388-6405. The College Police dispatcher will notify the San Diego Community College District’s Maintenance Department to correct the problem immediately.

**C. Tennis Courts**

1. **Daily**
	1. Clean tennis court restrooms
		* Clean and sanitize sinks, flushing fixtures, mirrors, and floors
		* Restock toilet paper and hand towels
		* Empty trash and replace trash can liner

b. Check trashcans, empty if necessary and replace trashcan liners

1. **Weekly**
	1. Wash 2 to 4 courts
	2. Picking up leaves on courts and sidewalks
	3. Trash pick up on courts, sidewalks and surrounding landscape
	4. Check trashcans, empty if necessary and replace trashcan liners
2. **Semester** **maintenance**
	1. Each semester 1 tennis net and center strap is purchased out of the Hourglass supply account.
		* First four courts are instructional courts that get the new nets
		* The older net is then rotated to replace the most damaged net on court 5-8.
	2. Resurfacing, replacement of windscreens and other renovation work.
	3. When possible larger renovation work should be included in the budget development process for the next fiscal year.
	4. Unexpected expenditures (not budgeted for) may be approved and agreed upon between the District Facilities Manager, and the City’s District Manager.

**D. Infields**

The City purchases the bases, base pegs, pitching plates, and home plates for the programs they operate in Hourglass Park. To follow are duties completed by the Athletics Grounds Keeper:

1. **Daily**
2. Water and drag infields
3. Pick up trash around team benches
4. Safety check bases and move if necessary
5. **Weekly**
	1. Fill and compact hole that form around pitchers plate and home plate
	2. Trim demarcation line
6. **Monthly**
7. Spray scrape demarcation line
8. Spray foul line
9. Drag fields for rocks

**D. Volleyball Courts**

1. **Daily**
2. Remove rocks
3. Drag if necessary
4. **Monthly**
5. Check tensioning devices
6. Pull out weeds

**E. Turf**

1. **Daily**
2. Pick up trash around Hourglass Park
3. Check trashcans, empty if necessary
4. Water dry spots in summer only
5. **Weekly**
6. Replace trash can liners Monday through Friday
7. Winter months over seed turf and mow park twice a week
8. During summer growing season mow park 3-4 times a week
9. Mow passive areas once a week (next to fences and around trees)
10. Edge sidewalks and remove grass clippings
11. Blow dust off bleachers
12. Line trim (weed whip) entire park once a week
13. Remove vegetation around irrigation boxes, and non-planted areas
14. **Monthly or by semester**
15. Aerate turf
16. Renovate turf and fill low spots
17. Fertilize
18. Spread grass seed
19. Verti-cut grass

**F. Trees**

1. Daily
2. Rake/ blow leaves during Fall months
3. Check for broken or dangerous branches
4. Monthly
5. Fertilize 2-3 times per year
6. Thin out/ lace out during winter months

**G. Landscape**

1. **Weekly**
2. Water
3. Trim back
4. Cut back over growth
5. Cultivate soil under plants
6. **Monthly**
7. Fertilize

**H. Comfort Station**

1. **Daily**
2. Clean restrooms
	* + Clean and sanitize sinks, flushing fixtures and floors
		+ Restock toilet paper
3. Empty trash
4. **Weekly**
5. Wash down walls and bathroom dividers.

**I. Irrigation**

1. **Daily**
2. Check for broken or damaged heads.
3. Check valve boxes for trip hazards.
4. Make sure irrigation clock is timed correctly.
5. Check pump for leaks/ proper pressure.
6. **Weekly**
7. Run entire program to see if operating efficiently.
8. Repair/ change valve or heads to operate efficiently.
9. Repair main lines as needed.
10. **Monthly**
11. Calculate usage of reclaimed water.
12. Check gate/ main valves.
13. Paint heads/ valve covers with purple paint.

**J. Play Ground Equipment and BBQ’s**

1. **Daily**
2. Visually safety check playground equipment
3. Clean BBQ’s
4. Check Hot coal box and empty when necessary
5. **Monthly**
	1. Drag sand boxes and exercise station
	2. Remove weeds
6. **Pest Management**
7. Treat as needed.
8. **Graffiti**
	1. Treat as needed.

**K. Damage Deposit Guidlines**

1. **Excessive Trash** – Hourglass Field Community Park and Student Lot #1 takes an average of 10 man-hours to clean after a weekend. Events that leave excessive trash requiring over 12 man-hours (2 hour grace period) to clean the park and Student Lot # 1 will be charged a fee of $35 per man-hour to clean the above-mentioned areas. The group will be invoiced for any additional labor over the normal 10 hours.
2. **Turf** – Groups will be charged for damage to the turf. The turf is deemed damaged if an area larger than 1’ by 1’ bare spot is noticed. The group will be invoiced for the cost of the materials (seed, fertilizer, and/or soil) and labor at $35 an hour, per person.
3. **Damaged Foliage** – Groups will be charged for damage to the foliage. The foliage is deemed damaged if people have walked through ground cover or small bushes creating a dead spot or path. Damage to the foliage also includes broken tree branches or limbs. The group will be invoiced for the cost of the materials (plant stock, fertilizer, and/or soil) and labor at $35 an hour, per person.
4. **Damage to Hourglass Facilities, District Property, or Equipment** – Damage is assessed at a time and a half rate plus materials for repairs done in-house. For any repairs to Hourglass Facilities, District Property or equipment that the District will have to contract out for repairs, the renter will be required to pay the amount charged by the contractor. In addition, a $100 coordination fee will be charged and made payable to the San Diego Community College District. An item is considered damaged if an over act caused by the rental disrupts the normal use of or disfigures any property or equipment on the Miramar College Campus. Only the San Diego Community College District (SDCCD) may authorize repairs to the facilities.
5. **Graffiti** – Graffiti damages are fined at a rate of $50 per square inch. Please notify the Administrative Services Supervisor or the Hourglass Park Supervisor of any graffiti noticed when your group first arrives at the facility.
6. Any out-of-pocket costs for providing additional staffing, as a result of lack of leadership and planning by the renter, will be charged at a rate of time and a half.
7. Renderings or vendor related issues will be charged to the user group named on the permit, issued by either the SDCCD or City of San Diego. Health/ (TFF) permits and an insurance addendum listing Miramar College, the SDCCD, and the City of SD are required for all vendors in the amount of two million dollars. Vendors are to also sign and return a liability waiver.
8. **Gymnasium Floor** – Groups will be charged for damage to the gym floor. The gym floor is deemed damaged if it is not left in the condition that it was found in including gouges, scrapes, defects in the surface and scuff marks from shoes. The group will be invoiced for the cost of the materials and labor to repair the damage at $35 an hour per person and/or estimate to make repairs, in addition to the $100 coordination fee.
9. **Bathrooms** – Groups will be charged for damage to the bathrooms. The group will be invoiced for the cost of the materials and labor at time and a half rate.
10. **Bleachers** – Groups will be charged for damage to the bleachers. The group will be invoiced for the cost of the material and labor at time and a half rate. This includes excessive trash, spilled drinks, and damages to the bleachers.

**POOL: PROCEDURES**

**PARTNERS’ COMMITTEE**

A. Purpose

The purpose of the Partners’ Committee is to discuss any Aquatic Center related issues and to resolve any joint use issues between the City of San Diego Park and Recreation Department and the San Diego Community College District. Meetings are scheduled one week before the Hourglass meeting, and are held on a monthly basis, second Thursday of the month at 1:30 p.m. at the Aquatic Center.

# B. Membership

This committee includes only City of San Diego Aquatics staff and Miramar College employees. This meeting is not open for community representation, which is done annually in the Aquatic Sub committee meeting when necessary. Committee members include:

**City** **College**

Aquatics District Manager Vice President of Administrative Services

Supervising Rec. Specialist Administrative Services Supervisor

Pool Manager Hourglass Park Supervisor

# C. Meeting Chairperson Responsibilities

The Miramar College Administrative Services Supervisor chairs the Partners’ meetings. The chair of the committee is responsible for:

1. Collecting the agenda items;
2. Conducting the meeting
3. Preparing, distributing and presenting the minutes at the following meeting;
4. The committee members review the progress on action steps and reports to the committee as needed.
5. Reporting relevant information discussed in the sub committee to the Joint Use ~ Hourglass Field/Park Committee.

# D. Standing Agenda Items

1. Review of previous meetings’ minutes
2. Joint Accounts Balances
	1. Damage Deposits
	2. Equipment Account
3. Safety considerations
	1. Committee will review the previous months Maintenance Log book sheets.

# E. Review of Services

The Partners’ Committee is to review the level of services provided by each agency, every November, to make any necessary adjustments. Any changes or additions in the levels of service will be forwarded to the District Facilities Manager and the appropriate City District Manager to include in the budget development process for the next fiscal year.

# F. Professional Courtesy

As a professional courtesy, while meetings are in session, pagers and cell phones are to be set to the silent or off mode. Requests made by the committee are to be completed in a reasonable amount of time.

**POOL LIFEGUARDS**

A. During Normal Operational Hours

The City of San Diego will provide the Lifeguard service for both the College and City programs during normal operational hours. The City will invoice the College on a monthly basis for reimbursement of the lifeguard services. Each agency provides management/ supervision to carry out the different responsibilities for the joint operation of the facility. It is agreed that the cost of the Pool Manager and the College Supervisors shall not be charged to the other agency. The following applies to the use of the City’s Pool Guarding service:

### Sharing a Lifeguard

When it is within the safety ratio of 1 guard to 25 patrons, one lifeguard can supervise the safety of two different programs. If one program is an outside rental and the other program is from the College, then no fees shall be charged to the College since the lifeguard cost is covered by the rental. Each agency shall pay for half the fee for the lifeguard when both the City and College are offering programs at the same time and can safely share one guard.

#### Multiple Guards

1. The general surveillance policy is 1 guard for every 25 patrons. For the complete surveillance policies, please refer to the City’s Pool Manual.
2. One guard can safely supervise the competition and recreation pools when there are a combined total of 25 people or less in the two different pools. There will be a dedicated guard to the children’s pool during all operating hours.

# Billing

The Pool Manager is to submit the invoice to the Administrative Services Supervisor for review before going to the City Analyst for formal billing. The December and January lifeguard invoice may be included on the February invoice since the College is only partially in session during these months.

# Lifeguard Rate Changes

The City of San Diego Aquatics District Manager will notify the College via the Partners Committee of any salary increases to the lifeguard hourly rate by March 1st for the next fiscal year.

## B. Outside of the Normal Operational Hours

The College may elect to hire their own Pool Guards for events that are outside of the normal hours of operation for the facility. The College is to follow the District and City’s standards of operating a swimming pool in addition to the protocol set forth in this manual. Please refer to the City of San Diego Pool Manual for the operating standards. To follow are the agreed upon standards for operating the aquatics center outside the normal operational hours:

1. College cannot hire City of San Diego pool guards as District employees to work the event.

a. The required finger printing may take weeks before a clearance is issued. Advance notification of the event is required.

1. Two pool guards are to be hired to accommodate breaks every 45 minutes. One of the pool guards must be over 18 years old.
2. One College staff person or pool guard on site during the entire event must have a current Emergency Medical Response certification.

POOL OFFICE PROCEDURES

1. All food items, with the exception of drinks, will be restricted to the lifeguard break area.
2. The refrigerator is a shared item and is to be kept clean by City personnel.
3. Maintenance requests for facility related concerns and pool water temperature are to be submitted to the Supervisors in the Hourglass Support Services Department. Maintenance requests for pool and water quality concerns are to be submitted to the City Pool Manager.
4. Unless specified, equipment is not shared between the City and the College. Common replacement of equipment is a shared responsibility of the City and the College. In general the facility equipment is shared between the two agencies and program specific equipment is not shared unless specified and approved by both agencies.
5. As City employees, lifeguards take direction only from City Staff. Concerns regarding staff may be addressed via the City Pool Manager and the supervisors of the Hourglass Support Services Department.
6. The City is responsible for cleaning the locker rooms on weekends and as needed after a City sponsored event. The College is responsible for cleaning the locker rooms on all other occasions.
7. The City and College offices and restrooms should be restricted to the appropriate City or College personnel.
8. Business procedures that are established by either the College or City should be respected by the other entity.
9. In times of conflict, City patrons, including coaches, should be directed to City management staff. Conversely any College student and patrons should be directed to College employees in times of conflict.
10. Appropriate Partners’ representatives should be included at facility related meetings.
11. All literature, promotions and media coverage should include the complete facility name – Ned Baumer ~ Miramar College Aquatic Center.
12. All scheduling rules must be followed. The City Pool Manager and the College representatives are to put in writing any changes to the block schedule.

SHOT CLOCK and SCORE BOARDS

1. **Each agency is to maintain and operate their own shot clock and scoreboard**

**B. Storage of Long Term Rental Group Equipment**

1) Requests must be approved in advance by the Partners Committee

2) User groups must sign a liability waiver for accidental loss or damage to equipment.

3) User group must follow procedures set by City and College.

NED BAUMER ~ MIRAMAR COLLEGE

AQUATIC CENTER LOCKER USE POLICY

## A. General Public

1. The general public patrons and aquatic rental groups are able to use the lockers in the general locker room on a daily basis only.
2. Personal items may not be stored over night.
3. The general public and aquatic center rental groups may not leave locks on lockers overnight.

## B. Miramar College Students and Staff

1. Lockers are available for Miramar College students and staff on a limited basis to store school supplies and personal items related to aquatics and physical education classes.
2. Lockers will be assigned to at the beginning of the semester. Please see your instructor to be assigned a locker. Instructors are to coordinate all locker assignments with the Athletic Equipment Attendants.
3. Staff interested in lockers should leave a message for the locker room attendants.
4. Students are responsible for emptying the contents of lockers by the last day of the current semester.
5. All lockers are the property of the City of San Diego Parks and Recreation Department and the San Diego Community College District.
6. The City of San Diego Parks and Recreation Department and the San Diego Community College District do not assume any responsibility for the loss or damage of the contents of lockers or locks.
7. Lockers are subject to inspection by San Diego Community College officials without notice.
8. The contents and use of the lockers must adhere to all State and Federal laws.

# C. Cleaning Out Lockers End of Semester Procedures

1. A notice shall be placed in the locker room, one week before the last day of the semester, to remind students when to have their locker cleaned out by.
2. All lockers that are not emptied by the posted date will have the lock removed and contents placed in lost and found for two weeks following the end of the semester, and then discarded.
3. Each student is required to read and sign the Locker Assignment Use Policy prior to having a locker assigned.

### D. Lock Cutting Procedures

1. The actual cutting of locks will be the day following the posted date for clean out.
2. Advanced arrangements are made with the Campus Police who must be present when cutting locks.
3. The log book of assigned lockers must be checked to ensure staff locks will not be cut (in case the locks are not identifiable).
4. The contents of only one locker are placed in a bag and the contents are noted in a logbook.
5. The bag is sealed and the locker number is marked on the bag.
6. The contents of the lockers are kept in the Athletic Equipment Attendant office or Aquatic Center lost and found for two weeks following the end of the semester.
7. The unclaimed items are discarded and/or donated when the lost and found is emptied at the end of the month.

#### E. Staff Lockers Policy

Lockers in the staff locker room are to be assigned by the Pool Manager for City employees and the Hourglass Support Services Department for College Instructors and College staff. When a locker is assigned the appropriate manager will review the staff locker room policy with the employee and have the employee sign a copy of this policy before assigning the locker. College aquatic instructors/ coaches and lifeguards have priority on locker assignments. Once a locker is assigned to a staff person they are to write their name on tape and place it on their locker. A business card may also serve as a label if taped to the locker. Lockers that are not labeled are considered open. Please only utilize one locker per employee.

All lockers are the property of the City of San Diego Park and Recreation Department and the San Diego Community College District. The City of San Diego Park and Recreation Department and the San Diego Community College District do not assume any responsibility for the loss or damage of any contents of the lockers or locks. Lockers are subject to inspection by San Diego Community College and Miramar College officials without notice.

1. Personal items are to be stored in your locker and may not be left on the floor or counters.
2. Items may not be stored on the top of the lockers.
3. Personal weights may only be stored in the locker.
4. Clothing or towels may only be hung on the assigned hooks and not on the locker doors. Hooks are numbered based upon your locker number, one per staff.
5. Any items found on the floors, counters, top of lockers, hanging on the locker doors, and items in unlabeled lockers will be turned into the lost and found on a daily basis.
6. Lockers with dirty and smelly clothing inside will be given a written notice to clean. If the locker is not satisfactorily cleaned in three days then the staff person may loose their locker privilege.
7. For the security of any personal items a lock on the locker is strongly recommended.
8. The contents and use of the lockers must adhere to all State and Federal laws.

Pool: PROGRAMs

AQUATIC PROGRAMMING

**A**. **Duplication of service**

1. The College and the City will not duplicate services by offering the same type of program at the same time.
2. Since shallow water and deep water aerobics appeal to different people, these programs can be offered at the same time by either agency.
3. If the Pool Manager and the College are in disagreement about matters pertaining to duplicate programming, the issues will be discussed at the Partners’ Committee.

**B. Weekends**

The College and City agree to cooperatively schedule programs for the facility on the weekends.

# C. Clients

1. It is understood that the College is mainly interested in serving individuals over 15 years old.

# Collaborative Special Events

1. A Special Event is any community event that is not a part of the College or City’s programs that takes place over the weekend or during normal programming time during the week.
2. The City’s Pool Manager and the Hourglass Park Support Services Department will divide the responsibilities to organize and host the event.
3. Fees will be set aside to pay for the lifeguards and other support staff necessary to host the event.
4. Both agencies will split the profit evenly on all monies collected after the cost of the lifeguards and support personnel have been deducted.

## Blocks of Time

1. Final approval of programming goes to the owner of the block of time.
2. The owner of a block of time can rent the time to a third party after giving the first right of refusal to the other partner. The rentals of the pool to the High Schools are considered City programs due to a special arrangement that the City has with the City School District.
3. Blocks of time can be traded or adjusted between the City and College when both parties are in agreement. Any trades in time must be put in writing.
4. Time blocks that are traded between the City and College which are in writing will be honored.
5. Every November, the Partners can elect to modify blocks of time for the following September – August.
6. Blocks of time should remain balanced and fair and represent a 50/50 split to ensure the opportunity for both agencies to program during all open hours.

## College Faculty, Staff, and Student Use of Pool

* + - 1. Currently registered students can use the pool during the semester for which they are enrolled. The cost for use of the pools during the open swim times is $10.00 for the entire semester. Funds collected will be deposited into the joint equipment account which the College maintains.
			2. All faculty and staff that work on the Miramar College campus have free use of the aquatic center during the open swim times. This includes any offsite locations where Miramar College offers academic programs.

3) The College will create a log book and numbered passes to give to the City to account for the funds. All funds will be deposited on the weekly basis.

Ned Baumer ~ Miramar College Aquatic Center Rentals

Work on this section in progress

Insurance addendums

College rentals

Schedule

POOL: FINANCIAL

Ned Baumer ~ Miramar College Aquatic Center

Fiscal Budget

# A. Hourglass Pool Hourly Account

Charges to this account may only be used for work that is preformed at the Aquatic Center. The Miramar College Administrative Services Supervisor is responsible for overseeing the activity of this account. These funds may be use to:

1. Hire a custodian or a Plant Operations Aid while the regular custodial is on vacation.
2. Hire a gardener or a Plant Operations Aid to help with the landscape.
3. Hire a Plant Operations Aid to assist with the upkeep of the facility.
4. Provide funds to do other work necessary as a part of routine maintenance and upkeep of the Aquatic Center.

# B. Hourglass Pool Supply Account

Charges to this account may only be used for supplies that are purchased for the Aquatic Center. The Administrative Services Supervisor is to oversee all purchases on this account. These funds may be used to:

1. Purchase cleaning supplies.
2. Purchase parts to maintain shared equipment.
3. Purchase supplies to maintain the facility.
4. Provide funds for supplies necessary for routine maintenance and upkeep of facilities at the Aquatic Center.

# C. Hourglass Pool Equipment Account

Charges to this account may only be used for shared equipment that is purchased for the Aquatic Center. The Administrative Services Supervisor oversees all purchases on this account for the College. Equipment purchased out of this account must be used at least 95% of the time at the Aquatic Center. The unit cost of equipment must exceed $200 and have a shelf live of over one year. These funds may be used to purchase:

1. Cleaning equipment;
2. Equipment to maintain the facility;
3. Provide funds for equipment to maintain and operate the aquatics center.

# D. Realignment of Funds

If monies need to be realigned for a certain object code to cover an over expense, the College may not use funds from the utilities object code. All realignment requests must go through the San Diego Community College’s District Facilities Manager.

POOL: MAINtENANCE

PROCEDURES FOR CLEANING

THE AQUATIC CENTER

# A. Weekends

Weekends are considered both Saturday and Sundays in which the City may operate the swimming pool facility for the general public. In the event the City and/or College are doing a special event on the weekend, the cleaning duties will be divided between both partners. The City is responsible for cleaning the Aquatic Center every weekend when the College has no programs or events.

# B. Holidays and when the College is closed

Listed below are the holidays that the College does not have normal programming and the City is responsible for the cleaning procedures of the Aquatics Center during these days if they offer programs:

* Memorial Day
* Independence Day
* Labor Day

# C. Cleaning Responsibilities

1. All cleaning supplies and restocking supplies are in the custodial closet in the main locker rooms.
	1. Please refer to the chemical use chart posted on the walls for proper use while cleaning.
2. Trash from all areas inside the pool are emptied daily and put in dumpster.
	1. The trashcan linings are replaced.
3. Trash from all areas outside the pool facility are emptied daily and put in dumpster.
	1. The trashcan linings are replaced.
4. All paper products are refilled daily and as needed, such as toilet paper and hand towels.
5. The sweeping and mopping of the floors are completed on an as needed basis.
	1. The mops should be rinsed out with fresh water after each use and hung over the floor sink in the custodial lockers
6. The sink, counter and faucets in all bathrooms must be clean.
	1. Men’s and women’s locker rooms
	2. Staff locker rooms
	3. Unisex locker rooms
	4. First aid room
	5. Class room (if used)
7. All flushable fixtures should be flushed and cleaned when necessary.
8. All large pieces of trash must be picked up.
9. All cleaning supplies are returned to the custodial closet and the door is locked.

# D. Window Cleaning

* + 1. Only water used to clean the windows. Windex & other chemicals leave a haze on the glass.
		2. The water is rubbed on the glass with a window scrubber.
		3. A wedge is used to whisk off the water and a towel is used to wipe off the wedge.

Miramar College Maintenance

SCHEDULE

Miramar College is responsible for all maintenance tasks in the office and locker rooms. The City of San Diego is responsible for all pool, pump room maintenance tasks. The City and the College share the maintenance responsibilities of the pool deck and storage areas.

**A. Daily Duties**

1) Offices

* + - 1. Empty trash
			2. Vacuum all carpets
			3. Wipe counters

# 2) Locker Rooms

1. Empty trash
2. Sanitize counters
3. Sanitize toilets – in and around
4. Restock paper products
5. Clean mirrors

# 3) Showers

1. Sanitize floors

# 4) First Aid Area

1. Empty trash
2. Vacuum
3. Wipe counters

5) Unisex Bathrooms (located between a classroom and First Aid)

1. Empty trash
2. Sanitize counters
3. Sanitize toilets – in and around
4. Restock paper products
5. Clean mirrors
6. Sanitize baby changing stations

# 6) Staff Lockers

* 1. Empty trash
	2. Sanitize counters
	3. Sanitize toilets – in and around
	4. Restock paper products
	5. Sanitize shower floors
	6. Clean mirrors

**B. Weekly Duties**

1) Pool Vacuums

* 1. Make necessary repairs to pool vacuums.
	2. Clean floors in locker room, staff lockers, bathrooms, unisex lockers & bathrooms
	3. Vacuum Classroom

# C. Monthly Duties

* + 1. Sanitize trash cans
		2. Clean windows

## RESPONSIBILITIES

**A. Formal Agreements**

It is agreed that the San Diego Community College District will be responsible for the cleaning and maintenance of all building structures and spaces associated with the Aquatics Center.

# B. Areas of Responsibility

1. All electrical systems and fixtures
	1. For City maintained equipment the District is responsible to the nearest electrical connection for that piece of equipment (switch, outlet or junction box)
	2. The City is responsible for the connection inside the junction box to the piece of equipment.
2. Water supply to facility
	1. For City maintained equipment the District is responsible up to and including the nearest water shut off valve for the piece of City maintained equipment.
3. All sewer systems
	1. For City maintained equipment the District is responsible up to the hook up for the sewer or the nearest floor drain.
4. All gas lines
	1. For City maintained equipment the District is responsible up to the hook up for the gas on the unit.
5. Heating to pools including solar system
	1. The College is responsible to maintain the heating /solar system and pipes up to and including the heat exchangers. This included heating loop to and from the solar panels and central plant.
6. The entire security system is maintained by the district which includes:
	1. Photo eye beams
	2. Door and window sensors
	3. Motion detectors
7. All telephone lines
	1. The District is responsible for all telephone equipment on the Districts phone system.
	2. The City is responsible for all telephone equipment purchased by the City.
	3. For City maintained equipment connected to a telephone line, the District is responsible internally up to the phone jack.
8. Data ports
	1. For City equipment or equipment maintained by the City the District is responsible up to the data port.
	2. The district is responsible for all district equipment.
9. Temporary storage areas for program equipment
	1. Does not include High School storage areas
	2. Does not include storage area for City only equipment
10. All shared program equipment
	1. Except diving boards, starting blocks, back stroke flags, all deck mounting inserts in the cement which are the preview of the City.
11. All building structures including:
	1. Locks, doors, fire extinguishers, signage and emergency exit signs
	2. Flushing fixtures, sinks and showers
	3. Walls, windows, ceilings, floors and sun shades (except umbrellas)
	4. Trash cans, water fountains, clocks, and benches
	5. Permanent office furniture in shared office area (counters, desks and shelves)

**CITY OF SAN DIEGO MAINTENANCE**

**SCHEDULE**

# A. Pools

1. Clean and maintain play structures/ diving boards
2. Clean tiles around pool
3. Brush and scrub pool sides, corners, and bottoms
4. Replace burnt out pool lights
5. Vacuum pool and repair pool vacuums

# B. Pool Deck

1. Sweep and wash pool deck
2. Straighten equipment/ notify if broken or missing
3. Clean guard stands
4. Clean bleachers
5. Clean seating

# C. Entrances

1. Sweep and wash
2. Clean and wash tables

# D. Offices

1. Clean counter tops
2. Straighten papers/ brochures/ swim cards/ office supplies/ office equipment

# E. Staff Locker Area

1. Maintain neat personal lockers
2. Hang up all jackets and swim suits on hooks (not on locker doors)
3. Clean bench

**F. First Aid Room**

1. Clean counter tops
2. Straighten papers/ brochures/ swim cards/ office supplies/ office equipment
3. Straighten lifeguard equipment
4. Straighten and rotate out old lost and found items
5. Neatly store first aid supplies

# G. Weekends and Holidays

1. Cleaning of bathrooms, showers, office area, first aid room and staff lockers

# RESPONSIBILITIES

# A. Formal Agreements

It is agreed that the City of San Diego Park and Recreation Department will be responsible for all maintenance and cleaning associated with the operation of the pool. This includes all maintenance and cleaning of the deck and surrounding deck; checking and maintaining of water conditions and all equipment associated with treatment and heating of the pool water.

# B. Areas of Responsibility

1. Filtration systems
2. City is responsible to repair units from all utility hookups
3. Pool water heating loop to and from the pools.
	1. City is responsible to repair pipes along this side of the heating system
4. Chlorine and CO2 feed systems
	1. City is responsible to repair units from all utility hookups including the exterior tank recharge hook up.
	2. Chemical wash showers in chemical rooms
5. Pool circulation pumps
	1. City is responsible to repair units from all utility hookups
6. Play structures and kiddie pool
	1. City is responsible for repairs on all play structure/ slide at the City’s sole expense
	2. Includes all pumps, water filtration/ quality equipment and water circulation lines
7. Pool water circulation lines
	1. All water lines from water filtration/ quality equipment to the pools
	2. All drains from the gutters to the water filtration/ quality equipment
	3. All water lines between circulation pumps and water filtration/ quality equipment.
8. Pool covers and pool cover rollers
9. Lane lines and lane line reels
	1. Includes area to thread eye bolts into the wall
10. Pool deck and drain grooves cut into the cement
	1. The grooves in the cement are to be cleaned as a part of cleaning the pool deck.
11. Pool tiles, pool ladders, hand railings, and steps
12. Pool plaster, supporting structure and gutters
13. Pool lights
14. Diving boards, starting blocks, backstroke flags and all deck mounting inserts in the cement.
15. Guard towers and all facility life saving equipment
16. Vacuum pools weekly
17. Deck furniture (bleachers, guard chairs, tables, umbrellas, etc.)

# C. Review of Services

The Partners committee is to review the level of services provided by each agency every November to make any necessary adjustments. Any changes or additions in the levels of service will be forwarded to the Districts’ Facilities Manager and the appropriate City District Manager included in the budget development process for the next fiscal year. Any changes or additions in the levels of service will be forwarded to the District Facilities Manager and the City Aquatics District Manager to include in the budget development process for the next fiscal year.

POOL COVERS AND LANE LINES

A. Pool Covers

The procedures to install, remove and store the pool cover safely.

1. Always cover the Recreation and Competition pools at night.
2. Always position the pool cover reel at least 3 feet away from the edge of the pool.
3. Always set both brakes and make sure both brakes are in good contact with the pool deck.
4. To put the covers on, fold back the corners of the leading edge of the cover, and attach the rope to the middle grommet. Hold ends and walk it down.
5. Have one person stay with the reel to control the unwinding of the reel.
6. As the person by the reel unwinds the cover, the person with the rope pulls it across.
7. Slow down as you come to the end of the cover, otherwise tearing will result.
8. Instead of using a rope on the cover you may fold back the far corner of the cover and pull the cover along the edge of the pool deck and then slide the cover over to before rolling out another section.
9. When removing the pool covers slide loops from pool cover reel over handles on pool cover. Start slowly reeling up the covers to prevent tears, eliminating folds and crease.
10. If the cover starts to coiling up and hit the edge of the stand or in such a way the covers folds up or start to crease, stop reeling up the covers. Unwind the cover for the effected portion and rewind properly and evenly to eliminate folds and crease.
11. Never allow anyone to position him or herself in the water directly below the reel.
12. Store the pool cover reels up against a wall or bleacher on the South side of the pool deck for the Competition Pool and against the North East wall for the Recreation Pool. (Note: problem with laser beam).
13. Report any broken or faulty equipment to the College Swimming Pool Supervisor.

# B. Lane Lines

The procedures to set up, remove and store the lane lines safely.

1. Always position the lane line reel at least 3 feet away from the edge of the pool.
2. Always set both brakes and make sure both brakes are working.
3. Hand the lane line to a swimmer to swim across the pool. When there is no swimmer available, the lane line is walked down the side of the pool and walked over to its position.
4. Once the lane line has been attached to the opposite wall, tighten the turnbuckle on the lane line.
5. Unlock brakes and position between the next two lanes.
6. To reel up the lane line, loosen the turnbuckle and have someone remove the hook from the eyebolt on the far wall. Do not unscrew the threaded eyebolt from the wall.
7. Attach lane line to the starter hook or the hook on the end of the last lane line already on reel. Reel in the lane line slowly.
8. Never store the lane lines on the pool deck since they present a trip hazard.
9. Always reel up the lane lines while removing them from the water.
10. Pool should not be covered during times of heavy wind, due to potential injuries to staff while covering the pool. Closed shoes should be used when moving lane line and pool cover reels to prevent injuries.

Swimming Pool Vacuums

The City Pool Manager is responsible to train and delegate staff to operate this equipment. Do not use this equipment if you are not trained in how to properly check, operate, and store the vacuum.

FIELD HOUSE: PROCEDURES

FIELD HOUSE: PROGRAMS

FIELD HOUSE: FINANCIAL

FIELD HOUSE: MAINTENANCE