



**BC
Parks**

Operating Area Service and Facility Maintenance Best Management Practices

This document contains a summary of day to day operational management practices that BC Parks has utilized in the operation and maintenance of provincial campgrounds and day use areas.

This document has been included for proponents information only.

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1.0 Introduction

The definitions which are applicable to these standards are provided in the Contract and the Park and Recreation Area Regulations.

The overall operation of the Service Provider must protect the natural and cultural values of the Operating Area, and in particular those values that BC Parks has singled out for special consideration by the Service Provider.

2.0 Services

2.1 Operating Area User Fee Collection

2.1.1 Operating Area User Fees Policy

All parties must pay the full appropriate fee for service provided. Exceptions, as set by Regulation, include:

- (a) **Senior citizens** (65 years and over) who are residents of British Columbia, pay half the full frontcountry summer season camping fee during the shoulder season (the day after Labour Day to June 14 of the following year), or the full winter frontcountry camping fee, whichever is less. The full fee applies during the summer season (June 15 to Labour Day). This exception does not apply to sani-station discharge, marine, back country, day use or parking fees.
- (b) **Disabled persons** who are residents of British Columbia and who have been designated as a Person With Disability (PWD) (administered by the Ministry of Human Resources) or have a child who is eligible for the At Home Program (administered by the Ministry of Children and Family Development) can camp for free in road accessible provincial park campgrounds. This exception does not apply to sani-station discharge, marine, backcountry, day use or parking fees.

2.2 Forms

2.2.1 Self Registration Camping Permit

The Self-Registration method of paying Park User Fees is a convenience for Park Users since they can pay when they arrive instead of waiting for a collector. The Self-Registration Permit consists of an envelope with a 2-part stub.

- On arrival, the Park User selects a campsite and returns to the fee station within 30 minutes to fill out the Self-Registration envelope. Following the instructions provided at the station, the Park User then detaches the 2-part stub and deposits the envelope, with the required fee, into the vault provided. The Park User returns to his/her campsite and secures the larger of the 2-part stub marked "Occupied" on the campsite number post. The remaining part is retained by the Park User as a receipt.
- The Permittee shall check the envelope dispenser regularly and replenish the supply of envelopes as required.
- The Permittee should conduct daily compliance checks to ensure all Park Users have paid.

2.3 Refunds Policy

The Service Provider will address camping fee refund requests from Operating area users.

- Any Operating area user who does not wish to stay after paying for a campsite is entitled to a refund for the remaining prepaid fees provided the campsite is vacated prior to 11:00 a.m

- An Operating area user, after occupying a campsite overnight is entitled to a refund if an exceptional circumstance occurs such as an emergency evacuation, stolen or vandalized property, damage to property or injury by a natural occurrence and a medical emergency (refunded upon receipt of a medical or death certificate).

Note: Ideally, the Operating area user should vacate before 11:00 a.m., but as it may not be possible to contact the Service Provider or its staff prior to this deadline, some discretion should be used. The Service Provider should also bear in mind the desirability of keeping the customer satisfied and avoiding conflict. It is the Service Providers responsibility to confirm that a payment was made prior to issuing a refund.

2.4 Staff Guidelines

- Possess a general knowledge of the Park and/or Operating Area including its natural, cultural and recreation values and facilities.
- Possess the necessary skills and knowledge to respond to emergency situations arising in the Operating Area.
- At least one employee with a valid First Aid Certificate must be present whenever the Service Providers staff is on duty during the Operating Season.
- Included under Uniforms: the service provider and its employees while on duty must wear an approved uniform which must be maintained in a clean and tidy condition. BC Parks will provide the standards for uniforms.
- Comply with the Criminal Records Review Act and obtain a criminal record check on all its employees who are placed in positions of trust that are characterized by:
 - duties associated with the work of law enforcement; and
 - activities involving the care or custody of children (interpretative duties).
- Answer courteously all Operating area user enquiries concerning park information, complaints, features, park regulations, fees, local attractions, events, other parks and services in the area. Refer any specific questions that you cannot answer to the appropriate information source.
- Provide reasonable assistance and friendly, helpful service to Operating area users at a level at least equivalent to the standards exhibited by provincial tourism and hospitality industries.

2.5 Camping Reservation Service

- Supply, maintain and operate a dedicated facsimile machine line and a dedicated telephone line (including an answering machine) to receive reservation information and reports 24 hours a day from March 1 to September 15 (the campground reservation season.).
- Sign an Electronic Funds Transfer statement and establish a designated bank account to which the campground revenue (i.e. campsite fees) will be transferred.

- Pay for credit card service charges, bank transfer service fees and refunds related to the campsite fees collected by Discover Camping.
- Reconcile all finances with Discover Camping within 90 days of the closing of the campground reservation service.
- Verify reservations for all seniors and Disability Benefits Level Two/At Home Program form holders by requesting:
 - PharmaCare Card number/identification from all seniors claiming the discount during the shoulder season; and
 - A Release of Information Form issued by the Ministry of Human Resources or a letter of eligibility stating that their child is eligible for the At Home Program issued by the Ministry of Children and Family Development;
 - An additional piece of identification from all disabled persons claiming free camping.
- Provide refunds to Operating area users who have paid the Operating area user Fees through the campground reservation service as follows:
 - prior to arriving at the park, Discover Camping will process refunds to Operating area users.
 - after arrival at the Park, the Service Provider will process refunds by giving the Operating area user a cash refund, or arrange with Discover Camping to process a refund to the Operating area user's credit card.

2.6 Vehicle and Equipment Guidelines

- Ensure vehicles and vessels comply with the *Motor Vehicles Act* (RS Chapter 318) and Regulations there under.

2.7 Visitor Use Statistics Reporting

- Submit records to BC Parks within 5 days after the end of each month. Forms are available on the BC Parks website. These include:
 - Monthly Attendance / Revenue Forms
 - Complaint / Occurrence Reports
 - Complaint / Occurrence Summary
- BC Parks will provide the following booklets:
 - McBees
 - Self Registration Envelopes
 - Eviction Books
- Maintain automatic traffic counters in good repair. In the event of failure, take visual counts once daily during the peak use period.

2.8 Public Security

2.8.1 The Public Relations Approach

There is basically one standard method of initial contact for every situation involving a Operating area user. General assistance to the public, taking complaints, attending accident scenes, responding to disturbances, dealing with offences, and many other duties require a single role playing skill which we have referred to as the **Public Relations Approach**.

There are basically three components:

1. The mental awareness function and thought process. You must:
 - (a) be calm, cool and collected internally; and
 - (b) program your approach to the specific situation.
2. The physical image (body language). You must:
 - (a) develop and present a friendly and concerned authority figure;
 - (b) prevent circumstances from changing your countenance; and
 - (c) develop and use the power of a smile in the face of adversity.
3. The verbal response (communication). You must:
 - (a) listen to both sides as is necessary;
 - (b) control voice tone, volume, and inflection to show interest and concern without emotion;
 - (c) refrain from swearing or using obscene or insulting language; and
 - (d) caution, warn or prosecute without abuse or contempt.

In combination with Assessing Personal Risk (Appendix B), these skills minimize the problems that you may encounter in handling Operating area users.

2.8.2 Assessing Personal Risk

The Awareness Spectrum

1. On approaching an individual or group, personal risk should immediately be assessed to determine how the situation could be dealt with in a safe and calm manner. Assessment includes your observation of reactions and behaviour patterns such as body language and the Awareness Spectrum.

The Awareness Spectrum, or mental condition of a person or group, is described in five colour levels. It is important to know and identify the colour level of the Operating area user for your own personal safety in a situation.

The colour levels in relation to observed behaviour are as follows:

CONDITION WHITE - complete relaxation/resting/sunbathing

APPROACH

- CONDITION YELLOW** - alert/normal working or play behaviour
APPROACH
- CONDITION ORANGE** - some stress, a degree of agitation or excitability usually present when an offence is being committed
APPROACH WITH CAUTION
- CONDITION RED** - high stress, threats, swearing, obscene or insulting language, confrontation, possible violence
DO NOT APPROACH - seek assistance
- CONDITION BLACK** - panic, loss of control, fear, hate, dangerous behaviour, violence
DO NOT APPROACH - seek assistance

2. Before addressing an individual or group assess your own condition, which must not be allowed to reach condition **RED** or **BLACK**.

2.8.3 Eviction of an Operating Area User by a Service Provider

An eviction order is the process by which a Operating area user loses the right to remain in a Park as a result of the Operating area user's conduct.

Conduct Justifying an Eviction Order

(a) **Disturbances**

All forms of noise can result in ordering a Operating area user to leave*. Disturbances caused by fighting, screaming, shouting, singing, swearing, insulting or obscene language, being drunk; and impeding or molesting other persons do not require a warning before eviction is ordered.

Other disturbances (such as loud music, noisy generators) usually require a warning to ensure the Operating area user knows that any repeating of the disturbance is deliberate and unnecessary. See Section 8, Park and Recreation Area Regulations.

***Note:** Failure to leave after an eviction order for a disturbance is an offence if the order was given by a Park Ranger or a Peace Officer. There is **NO** offence under Section 9 of the Park and Recreation Area Regulations if the eviction order is by the Service provider and the Operating area user fails to leave.

(b) **Eviction of a Operating area user found in a closed or prohibited area.**

A non-registered Operating area user in the campground or day use area after closing hours, or in an area closed by sign, is automatically a trespass.

(c) **Operating area user continues an offence after being warned.**

The Operating area user is first advised of the non-compliance and asked to cease the activity. The Operating area user who continues the offence (consuming, etc.) can be asked to leave. Deliberate non-compliance is unacceptable conduct.

(d) **Operating area user is observed in any unsafe activity or conduct.**

The Operating area user can be asked to cease or correct behaviour. Failure to comply results in eviction. A serious unsafe activity may require direct eviction without any warning (using sling shot, discharge of firearm, speeding in vehicle, etc.).

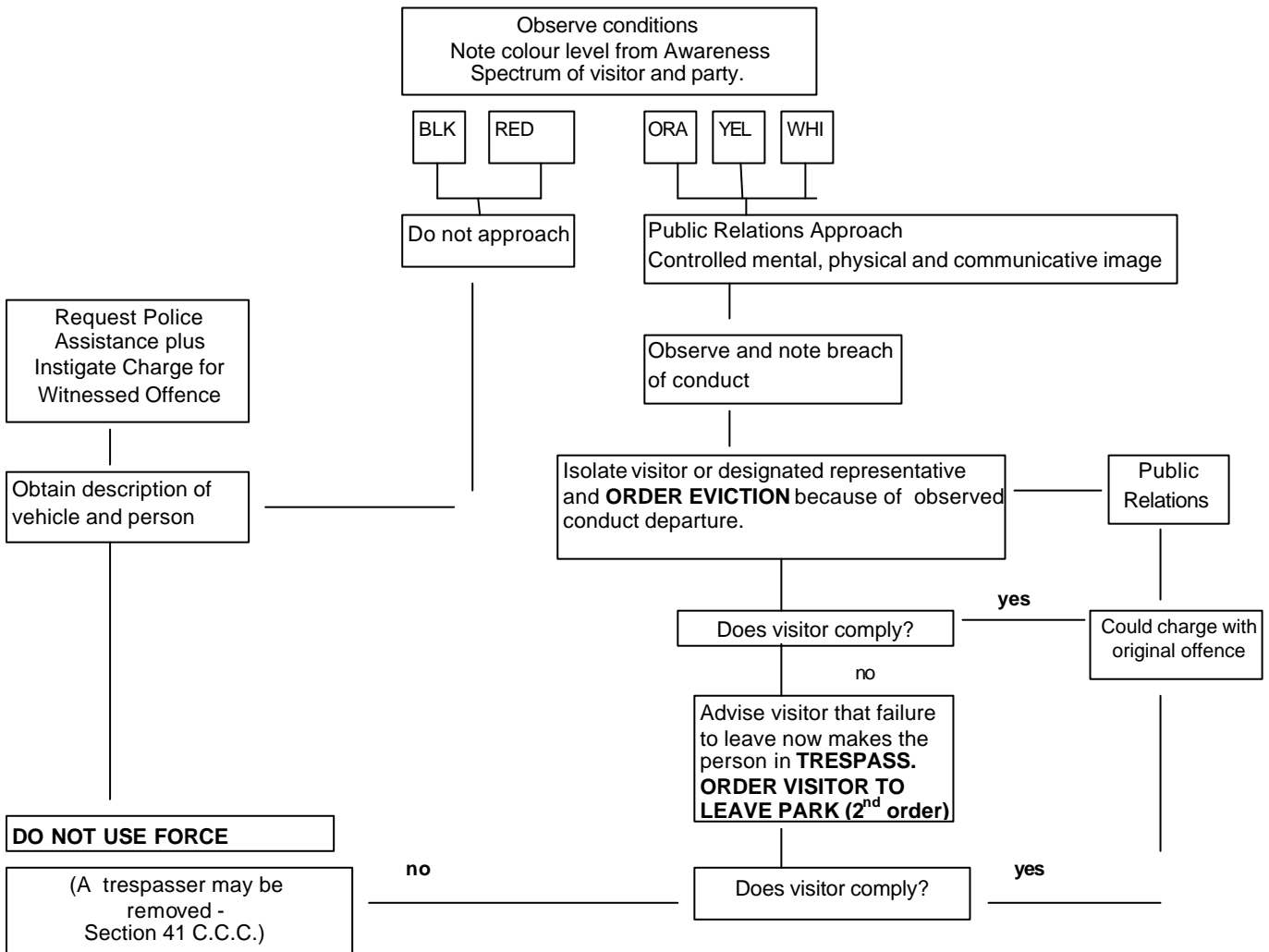
Eviction Procedure

- (a) Advise Operating area user that because of conduct identified in any of the items listed above, the Operating area user (party) is evicted.
- (b) Failure of an Operating area user to obey the eviction order by a Service provider places the Operating area user in trespass under Section 41 of the *Criminal Code of Canada*. Repeat the eviction order.
- (c) Request police assistance (only after Operating area user refuses to leave) to ensure Service provider is not assaulted. Evictions create personal risk because most Operating area users have consumed liquor.
- (d) An Operating area user who resists being evicted (when a Peace Officer is present) commits an assault by trespass against the Service provider and can be arrested by the Peace Officer.

The following flow chart is an operational standard for Service provider.

EVICTION PROCEDURE

(Used Usually After A Previous Warning)



2.8.4 Authority and Use of Force

The Service provider is a person in authority in a Permit Area.

- **Arrest:** A Service provider can arrest any Operating area user found committing theft, damaging property, impaired driving, assault and other serious crimes (indictable offences).
- **Reasonable force** can be used to detain an Operating area user (Section 41 *Criminal Code of Canada*) until the police arrive. The use of force presents the potential for personal risk and is **not** recommended.

An Operating area user arrested by a Service provider **must** be advised of the reason "you are under arrest" (i.e. "stealing a cooler", "burning a picnic table", etc.), and then asked to wait for the arrival of the police.

A Service provider cannot arrest under a Provincial Statute or Regulation but are allowed to instigate a charge and deal with the Operating area user, or to proceed with the eviction process.

2.8.5 Information Required to instigate a Charge with RCMP or Park Ranger

Accused Full Name	-	
Current Address	-	
Birth Date	-	
Date of Offence	-	
Time and Place	-	
Observation of specific offence:	-	(1) Saw Operating area user consume liquor
		(2) Saw Operating area user cause disturbance by swearing.

You must know when an offence has been committed. (What actions constitute an offence — i.e. in a consuming charge, the liquor bottle must be to the lips and the Operating area user must be in a public place.)

Proof of Identification:

- Birth Certificate;
- Driver's Licence (Picture I/D);
- M.V. Registration; or
- Credit Card.

The Service provider may ask for identification but there is no requirement on the part of the Operating area user to produce it.

The Public Relations approach is the best method in acquiring this information.

3.0 Facilities

3.1 Structures

3.1.1 Boat Launch Facilities

- Keep facilities and concrete or paved areas free of all litter, garbage, driftwood, weeds, sand, gravel, mud and foreign material.
- Maintain gravel or fill material in the spaces at approximately 1" below the pad surface so that material will not foul the pad surface.
- Repair erosion adjacent to boat launch.

3.1.2 Fences

- Repair immediately any damage to fencing that poses a safety hazard; and when this is not possible, secure the area from public access until repairs can be done.

3.1.3 Information Shelters

- Clean information shelter and surrounding area of garbage, debris, litter, cobwebs, leaves, weeds, encroaching vegetation and foreign materials.
- Display information in a neat and orderly manner; remove outdated and/or unauthorized notices and post new information as required.
- Remove moss, branches, and needles from roof.
- Damaged or weathered signs will be replaced by the service provider.
- Annual information will be kept current.

3.1.4 Marine Structures

- Marine facilities are safe, in good repair, clear of marine growth, level and fully functional.
- Inspect mooring buoys, float anchor chains and hardware yearly.
- Inspect all piles for abnormal wear or damage and repair.
- Replace all zincs or anodes on steel piles, anchoring chains as required.
- Maintain float transition mats to ensure no tripping hazards occur.
- Lubricate all bearings and hinges with graphite based grease.

3.1.5 Playground Equipment

- Keep the area surrounding the playground equipment in a safe, clean and tidy condition.
- Inspect playground area and equipment weekly. Maintain records for inspection at anytime.

3.1.6 Signs

- Orient sign message to provide maximum viewing exposure.
- Replace signs and posts as needed.
- Maintain immediate area surrounding signs free of garbage, grass, weeds and brush

3.2 Furniture

3.2.1 Picnic Tables, Bases and Benches

- Surfaces are field coated on a rotational basis according to the Operations Plan
- Remove all graffiti and wash the tops, ends and all exposed surfaces of the Type I table boards with tri-sodium phosphate (TSP) before field coating.
- Replace gussets when they are rotten or if they are not firmly securing the table planks to the base.
- Secure cement table bases to prevent them from being pushed over if all planks are removed from the base.
- Install wooden plugs in the anchor bolt holes of all wooden Type I table bases.

3.3 Buildings

3.3.1 Composting Toilets

- Refer to manufacturers operators manual
-
- Use of Biodegradable or biocompatible cleaners is required.
- For Clivus Multrum model # M10U, se of softwood planner chips is recommended as a bulking agent, add approximately a 1 pound coffee can of wood shavings for every roll of toilet paper used. Do not use cedar, redwood or other aromatic shavings as well as pressure treated wood shavings.
- Monitor water levels and ensure pile is neither to moist nor too dry, adding or draining of water may be required. Leveling of pile may be required.
- Solar panels are to be cleaned on a regular basis and ensure batteries are being charged to maintain fan operation in compost toilets, replacement of batteries may be required.

3.3.2 Gatehouse/Registration Building

- Ensure the gatehouse/registration building is in a safe and fully functional condition.
- Maintain the building and surrounding area in a clean condition, free of dust, dirt, stains, litter, graffiti, cobwebs, debris, garbage, weeds and encroaching vegetation.
- Ensure facilities and furniture are painted and/or stained as required.
- Ensure all building lights, pole lights, and gate lights are fully functional and in good repair.
- Ensure notice board is maintained in a clean condition, free of dirt, graffiti, outdated notices and that all signs/notices displayed conform to the Park Act & Regulations.
- Ensure flowers are supplied, planted and maintained in both flower beds at the front and rear of gatehouse. Replenishment of peat moss and fertilizer must be done annually.
- Ensure the entrance sign and surrounding area is maintained in a clean condition, free of dust, dirt, stains, litter, graffiti, debris, weeds, and encroaching vegetation. Repair and/or refinishing, painting and staining is the responsibility of the service provider.

3.3.3 Picnic Shelter Maintenance

- Clear the fireplace/stove of ashes, coals and unusable wood.
- Clean the picnic shelter of dust, dirt, stains, litter, grease, excess water, graffiti, cobwebs, debris and foreign material.
- Clean the picnic tables of all cobwebs, dirt, grease and debris.
- Keep area surrounding the picnic shelter free of all litter, debris, garbage, weeds and encroaching vegetation.
- Ensure roof is kept clear of branches, twigs, moss or other debris.
- Ensure that shakes or shingles are cleaned to remove needles between rows and courses.
- Ensure eaves troughs and downspouts are kept clean and free flowing.
- Ensure water is properly drained away from the structures.

3.3.4 Pit Toilets

- Clean pit toilets and fixtures of dust, dirt, stains, mould, cobwebs, graffiti, garbage, excess water, unpleasant odours and all foreign material.
- Keep roof clean and clear of branches, leaves, moss, litter, dirt and debris.
- Provide as required toilet paper, deodorant and deodorizing chemical (do not use lime products).

- Keep the area surrounding the pit toilet free of all litter, debris, garbage, weeds, encroaching vegetation and overhanging limbs.
- Ensure a minimum space of 0.6 metres between faecal level and floor level. Remove as required to a sewage disposal site operating in accordance with provincial laws and regulations.

3.3.5 Toilet/Shower and Change House Buildings

- Clean building and fixtures of dust, dirt, spots, stains, mould, graffiti, garbage, cobwebs, finger marks, smudges, marks, unpleasant odours, excess water and all foreign material.
- Clean and polish all mirrors, bright fixtures and enamel surfaces.
- Keep the area surrounding the facility free of all litter, debris, garbage, weeds, encroaching vegetation and overhanging limbs.
- Do not allow scum or sludge layers in septic tanks to build up to a point where solids enter the tile field. Remove as required to a sewage disposal site operating in accordance with provincial laws and regulations.
- Keep eaves troughs and gutters clear and free flowing.
- Keep roof clear of branches, leaves, moss and litter.
- Follow manufacturer's suggested inspection and maintenance schedules for all water heating equipment, valves, pressure tanks or pressure stations.
- Provide certification that electrical elements, propane heaters and like equipment have been checked and serviced regularly or as advised.
- Promptly repair any loose tiles or wall board using only approved grouts or adhesives.
- Clean and service ventilating equipment regularly according to manufacturer's suggested schedule.
- Clean and service any filters regularly.
- Check and service propane cylinders using qualified personnel, according to Provincial standards.
- Clean shakes or shingles to remove needles between rows and courses.
- Keep eaves troughs and downspouts clean and free flowing.
- Ensure water is properly drained away from the structures.
- Provide as required toilet paper, soap, paper towels, deodorant, urinal blocks, garbage bags and sanitary napkins.
- Ensure that mirrors, bright fixtures and enamel surfaces are clean and polished.

- Inspect septic tanks, distribution boxes and tile field annually and or mid season to ensure proper operation and report any problem to BC Parks.
- Ensure electrical panel is kept clean. Check breakers regularly.

3.4 Grounds

3.4.1 Beach Area Maintenance

- Clean beach area of litter, garbage, broken glass, driftwood, weeds and all foreign materials.
- Clean fireplaces of ashes, coals, and unusable wood. Pile unburned wood adjacent to the fireplace.
- Keep marker/mooring buoys, anchors, docks, floats and other facilities and equipment in the beach area in good repair, adjusted to allow for water level fluctuations and proper alignment.
- If present in the Operating Area, keep all components of rescue stations available for use when needed.

3.4.2 Campground/Group Sites/Day Use Area Maintenance

- Clean campsites and surrounding area of all litter, broken glass, garbage and foreign material.
- Clear fireplaces of ashes, coals and unusable wood.
- Remove all cobwebs, dirt, grease and debris from tables and concrete pads and keep soil away from wood on table bases.
- Retain campsite shape and borders by removing weeds, encroaching vegetation and overhanging limbs, within a minimum of 0.5 metres of the campsite and driveway shoulders.
- Rake the site and shoulders to present an overall clean and neat appearance.
- Keep ditches and culverts clear and properly flowing to ensure water is properly drained away from campsites.
- Keep number posts in an upright, visible position. Control weed and brush growth. Replace any number posts damaged by vehicles or by vandalism.

3.4.3 Fertilizing

- Apply fertilizer if and as approved by BC Parks as an integral part of promoting and maintaining healthy grass on a two application plan.
- Apply fertilizer according to the product manufacturer's directions.

3.4.4 Firewood Provision

- Do not use beetle/bug infested firewood.

3.4.5 Garbage Collection

- Empty garbage before overflowing to avoid attracting bears or other animals.
- Deliver garbage to a refuse dump operating in accordance with provincial laws and regulations.
- Replace garbage bags as necessary.
- Clean area surrounding the garbage containers of all litter, debris, garbage and weeds.
- Garbage shall be emptied before becoming overfull or at a frequency so as not to attract bears or other animals and delivered to a refuse dump operating in accordance with provincial laws and regulations.

3.4.6 Irrigation

- Establish a watering rotation schedule to ensure the system is not overtaxed or the reservoir depleted.

3.4.7 Lawn Mowing

- Keep lawns free of all litter, garbage, debris, foreign materials and excess grass clippings.
- Trim immediate areas surrounding trees, sign posts, stairs, fences, buildings and edges along walkways to present a neat and tidy appearance.

3.4.8 Planter Maintenance

- Keep planted areas free of weeds to present a neat and tidy appearance.
- Keep planter edges free of sloughed soil. Fill and level eroded areas.
- Irrigate and fertilize regularly to promote and maintain healthy growth of plants.

3.4.9 Start-Up and Winterizing Operations

Start-up (Sample List)

- Ensure adequate facility maintenance is completed so that the park is ready for occupancy by the first day of the Core Operating Season.

- Ensure water system reactivation and disinfection are in accordance with Provincial Health Inspector standards.
- Follow manufacturers recommendations for specific equipment when available e.g. chlorination systems
- Inspect water system for leaks and take the necessary action to repair.
- Install all facilities that have been removed during winterizing the operating area.
- Test all traffic counters and repair if necessary.

Winterizing Operations (Sample List)

- Drain and winterize the entire water system to the manufacture's specifications.
- Inspect low point drains to ensure they are clear and operational.
- Drain well lines and pumps.
- Winterize equipment prior to freeze up and return to BC Parks where applicable.
- Close all drain valves to prevent entry of contaminants.
- Remove rubber portions from toilet tanks and flush valves.
- Add non-automotive anti-freeze where recommended by specific winterizing instructions, e.g. toilet bowls.
- Drain reservoirs and leave empty where specified by BC Parks.
- Lock all gates as needed.
- Board up all windows of buildings where winter damage or vandalism may occur.
- Remove any signs and facilities as specified through the annual operating plan.

Note: specific shutdown and start-up lists are available from regional offices.

3.5 Parking Lots and Roads

- Clear parking lots, roads and facilities of litter, rocks, weeds, debris, garbage and foreign material.
- Maintain smooth parking lots and road surfaces.
- Remove encroaching vegetation and overhanging limbs from shoulders, edges and ditches.

- Keep culverts, ditches and bridges clear to ensure proper drainage.
- Properly align all curbs, barriers and vehicle control devices.
- Maintain line paint (road and parking lot marking) in good condition.
- Maintain emergency vehicle access in the Operating Area at all times.

3.6 Water System Maintenance

3.6.1 General

- Test drinking and bathing waters at least monthly or in accordance with arrangements made with the local Provincial Health Inspector.
- Maintain records of water testing for inspections at any time.
- Monitor chlorine levels to meet Provincial Health Inspector's standards.
- Maintain water systems in a safe and fully functional condition and ensure they meet provincial standards.

3.6.2 Fire Hydrant

- Inspect, pressure test and record results monthly during the Operating Season.
- Maintain area surrounding fire hydrants free of weeds, brush, debris and foreign material.

3.6.3 Gate Valves

- All valves should be inspected, operated, and serviced if necessary, at least once per season.
- Do not use the gate valve in a partially open position, i.e. for throttling service. Regular use in this position will destroy its watertight seal.
- On opening a non-rising stem valve fully, back it off one-quarter turn so that it can easily be determined by the next operator whether it is open or closed.

3.6.4 Hand Pumps and Water Fountains

- Keep hand pumps, water fountains and immediate area free of mould, sand, gravel, weeds, litter, garbage and foreign material.
- Keep drains clear and running freely.

- Maintain water pump free of rust. Lubricate and paint as required. Replace gaskets, o-rings and washers regularly and as required.

3.6.5 Pressure Reducing Valves

- Test valves regularly.
- Replace springs, or other parts as required.

3.6.6 Pump House

- Maintain up-to-date records of water and pump meter readings.
- Service and operate pumps as per manufacturer's specifications and instructions. Maintain records of servicing. Maintain said records for inspection at any time.
- Keep pump house locked and secure from public entry at all times.
- Maintain the area surrounding the pump house in a clean and tidy condition free of litter, garbage, debris, weeds and foreign material.
- Test pressure switches, throttle valve controls and relief valves monthly during the Operating Season.

3.6.7 Reservoirs

- Inspect reservoirs for leakage, settling and band slippage.
- Ensure the reservoir is locked and secure from public entry at all times.
- Inspect float valve, electrodes, and air vents regularly and ensure operability.
- Maintain water level records to ensure the reservoir water level does not drop below 2/3 full for fire protection purposes.
- Wood-stave tanks that are filled by means of manually started gas engines should be kept topped up regularly. They should not be allowed to drop below the 2/3 full level without starting the pump.

3.6.8 Water Meters

- Meter readings shall be recorded on a frequency agreed to with BC Parks at the same time during the high-use season (May to October) and maintained for inspection at all anytime.

3.6.9 Water Posts

- Clean water posts and immediate area of mould, sand, gravel, weeds, litter, garbage and foreign material.
- Service taps, replace washers and springs regularly.
- Clear drains of accumulated debris.

3.6.10 Water Source and Distribution Lines

- Keep intakes clear of weeds and other foreign material or debris.
- Ensure water quality of water distribution system as per provincial Health Authority.
- Operate water quality equipment as designed and service according to manufacturer's instructions.
- Provide water treatment as required.
- Service pumps and like equipment as required, before start-up, and in accordance with manufacturer's instructions.
- Operate and inspect all valves to ensure operability.
- Test pressure reducing valves regularly to ensure operability.
- Ensure chlorination equipment is operating as designed and is serviced according to the manufacturer's instructions.

3.7 Sewer

3.7.1 Sani-Stations

- Keep facilities free of odours, sand, gravel, sewage spillage, debris, garbage, weeds and all foreign material.
- Clear area surrounding the facility of all litter, debris, garbage, weeds and encroaching vegetation.
- Keep concrete or paved areas free of sand, gravel, garbage and other loose debris.
- Do not allow scum or sludge layers in septic tanks to build up to a point where solids enter the tile field. Remove as required to a sewage disposal site operating in accordance with provincial laws and regulations.

3.8 Trails

- Maintain all trails to the original classification and type. If the trail was originally a type one trail, it should be maintained to that standard. Do not allow it to deteriorate to a type two or less.
- Keep trails, walkways, paths, steps, stairs, bridges and adjacent areas free of litter, garbage, rocks, limbs, windfall trees, encroaching vegetation and other foreign material that may pose a hazard or restrict Operating area user access.
- Keep culverts, ditches and bridges clear to ensure proper drainage.