

DIVISION OF PARKS AND RECREATION

JANUARY 8, 1991

STAFF DIRECTIVE 91-2

TO: Section Chiefs  
District Superintendents  
Park Superintendents  
*Tom R. Wells, for*  
FROM: Philip K. McNelly, Director  
SUBJECT: Procedures for Implementation and Management of the Division's  
Facilities Inventory and Inspection Program (FIIP).

It is the policy of the Division of Parks and Recreation that an inventory of all it's structures be maintained at all times and this inventory reflect an accurate, current "picture" of all park structures managed and maintained by the Division. This staff directive is issued to clarify the roles and responsibilities of the Design and Development staff and Operations personnel for implementation and management of the Facilities Inventory and Inspection Program (FIIP). Many tasks are necessary to gather the information to maintain an up-to-date listing and evaluation of all park and recreation area structures. Responsibilities for accomplishment of these tasks are listed below, by section.

The Design and Development staff will:

- o inventory all "new" structures. "New" structures are defined as those structures constructed under the Capital Improvements Program, Cost Sharing Agreements with the U.S. Army Corps of Engineers or similar programs and those structures acquired through the Division's land acquisition program or by donation to the State. Acquired structures will be inventoried and recorded within 120 days of acquisition and new construction will be inventoried and recorded prior to acceptance of the structure.
- o assign building numbers to all structures located within park and recreation areas administered by the Division of Parks and Recreation. These numbers will be coordinated with the State Property Office and Department of Insurance and will be used by park staff in any references to park structures.
- o maintain current status of the FIIP database and provide updated print-outs to field units by mid-February each year.
- o evaluate existing park structures when requested by park staff and recommend rehabilitation or demolition of the structure.



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- o reevaluate park structures periodically, not to exceed five years to insure that the FIIP database is kept accurate and provide Operations Section with current printouts as required.
- o invite Division Maintenance Manager and the respective Park Superintendent on the initial inspections for new structures and any subsequent inspections requested by park staff or deemed necessary by Design and Development personnel.

The Operations Staff will:

- o report all changes, work done to existing (FIIP inventoried) structures, to the Division Architect. Any work that changes existing floor plans or that changes the status or use of structures as listed in the most current FIIP report will be transmitted to the Maintenance Manager by field staff. Changes will be reported immediately upon completion of the project and will be noted on a copy of the corresponding FIIP report and on the structure's floor plan, when appropriate (see attachments for detailed instructions). The Maintenance Manager will maintain these change reports and submit them quarterly, on the first work day of July, October, January, and April, to the Division Architect.
- o coordinate any planned work affecting the structural integrity or function of a building, or new construction, with Design and Development. All other maintenance work will be done in compliance with Design Directive 87-1.
- o provide all necessary assistance and cooperation to Design and Development Section in the updating and maintenance of the FIIP database. The point of contact of all FIIP matters will be the Division Architect.

These duties and responsibilities may be modified at any time with the mutual consent of the Chief of Design and Development and the Chief of Operations and the approval of the Director.

This staff directive is effective immediately. Any questions regarding its content should be directed to the Maintenance Manager or Division Architect at 846-9991.

EBR/cmh