



Kay Park Winterization Guide

1. Plan & Inspect Before Cold Weather Hits

- Walk the park and make an inventory of all outdoor assets: benches, tables, bleachers, grills, trash receptacles, fountains, signage, lighting, irrigation, restrooms, etc.
- Check for damage and make minor repairs now, winter conditions make existing problems worse.
- Schedule winterization early (ideally 4–6 weeks before the first hard frost).

2. Protect Site Furnishings & Structures

- Clean and dry benches, tables, and grills to remove dirt, sap, and moisture that can cause corrosion.
- Apply protective coatings on metal surfaces (anti-rust spray or paint touch-ups) and wood sealants on wood furnishings.
- Cover or store movable furniture indoors or in covered shelters if possible.
- Secure fixed furniture (bolted tables, benches) with weatherproof covers to reduce ice and snow buildup.

3. Drain & Shut Down Water Systems

- Irrigation: Turn off water supply, drain lines, and blow them out with compressed air to prevent bursting.
- Drinking fountains & splash pads: Shut down and drain completely. Open valves and remove filters to avoid trapped water.
- Restrooms & concessions: Turn off water, drain pipes, and add antifreeze where needed (toilets, traps).

4. Prepare Landscapes & Green Spaces

- Mow and edge grass one last time and remove debris or fallen branches.
- Prune trees and shrubs to prevent winter damage.
- Mulch around plants to insulate roots and reduce soil temperature fluctuations.
- Wrap young or sensitive trees with burlap or guards to protect from frost and animals.

5. Secure Recreational Equipment & Structures

- Bleachers: Inspect for loose bolts or damage; clean surfaces and apply rust protection. If portable, store under cover.
- Playgrounds: Inspect and repair now, cracks in plastic or rubber can worsen in cold. Consider covering slides or swings if not in use.
- Pedal boats or watercraft: Clean, drain, and store indoors or on racks, covered and out of the elements.

6. Protect Electrical & Solar Features

- Solar benches, charging stations, and lighting: Follow manufacturer guidelines, often just cleaning panels, checking battery enclosures, and ensuring waterproof seals.
- Turn off unnecessary circuits or set timers for winter lighting schedules.

7. Final Safety & Maintenance Steps

- Clear and secure pathways: Mark trails and add snow fencing where needed.
- Install winter signage (e.g., “Closed for the season” or “Caution: Icy Conditions”).
- Schedule snow removal plans and stockpile salt or eco-friendly deicers.
- Create a spring checklist so reopening is faster and smoother.



Planning Guide for Park Administrators

This guide is designed to help Park Administrators confidently prepare outdoor spaces for winter, reduce long-term maintenance costs, and ensure a smooth, stress-free transition into spring.

1) Preseason Readiness (Start 8–10 Weeks Before First Hard Frost)

- ☐ Confirm asset inventory and condition ratings; identify high-risk items (water lines, aging fixtures).
- ☐ Define winterization timeline by park tier; set critical path for water systems and restrooms.
- ☐ Align with Risk/Safety on liability hotspots (playgrounds, bridges, shaded walkways).

2) Budgeting & Procurement

- ☐ Allocate funds for supplies (covers, sealants, deicers), contractor support, and emergency repairs.
- ☐ Pre-purchase eco-friendly deicers; stage storage to protect waterways and plantings.
- ☐ Set aside contingency budget (5–10%) for weather-related damage and mid-season issues.

3) Scheduling, Staffing & Training

- ☐ Issue a master schedule with park-by-park deadlines; track completion with sign-offs.
- ☐ Plan overtime/rotations for storms; confirm vendor on-call availability and SLAs.
- ☐ Train crews on blown-out procedures, electrical lock-out/tag-out, and documentation standards.

4) Vendor, Warranty & Contracts

- ☐ Confirm contractor scopes for irrigation blow-outs, arbor care, and specialized equipment.
- ☐ Check warranties on Furnishings/equipment; document pre-winter condition with photos.
- ☐ Update service logs and serial numbers for audit and spring claims processing.

5) Public Communication & Access

- ☐ Publish closure schedules, detours, and safety advisories on website, kiosks, and social media.
- ☐ Coordinate with schools/leagues on winter access to fields, bleachers, and restrooms.
- ☐ Plan signage for seasonal closures and alternative amenities.

6) Sustainability & Asset Life Extension

- ☐ Prioritize protective coatings, covers, and dry storage to cut lifecycle costs.
- ☐ Adopt brine/low-chloride deicers near vegetation and waterways; track usage.
- ☐ Measure avoided damage and repair deferrals to demonstrate ROI.

7) Spring Reopening Plan (Build Now)

- ☐ Create a spring checklist (re-pressurize systems, safety inspections, playground surfacing checks).
- ☐ Schedule post-thaw assessments and warranty claims window.
- ☐ Define KPIs: % on-time winterization, freeze-break incidents, repair cost variance, and citizen satisfaction.



Field Guide for Maintenance Teams

This guide is designed to help your maintenance team confidently prepare your park for winter, reduce long-term maintenance costs, and ensure a smooth transition into spring. Begin preparations 4–6 weeks before the first hard frost, prioritizing water systems and safety hazards.

1) Site Walk & Pre-Winter Repairs

- ☐ Inventory assets (benches, tables, bleachers, grills, fountains, lighting, signage).
- ☐ Flag safety issues (loose hardware, trip hazards, exposed edges) and fix now.
- ☐ Photograph high-wear areas for spring comparison and warranty documentation.

2) Furnishings & Structures

- ☐ Clean/dry all surfaces; remove sap, salt, gum, and grime.
- ☐ Touch-up paint and apply rust inhibitors on steel; seal wood components.
- ☐ Cover or store movable furniture; secure fixed furniture with weatherproof covers.
- ☐ Empty and clean trash/recycling; secure lids; relocate bins away from plow paths.

3) Water Systems (Critical)

- ☐ Shut off supply lines to irrigation, fountains, bottle fillers, restrooms, and concessions.
- ☐ Drain low points; blow out irrigation with compressed air; open valves to prevent traps.
- ☐ Winterize restrooms: drain fixtures; add non-toxic antifreeze to traps/toilets where required.
- ☐ Label shutoffs; lock panels; tag with date and technician initials.

4) Landscapes & Trees

- ☐ Final mow/edge; remove leaves/debris from turf and drains.
- ☐ Prune dead/damaged limbs; stake/wrap young or sensitive trees; mulch root zones.
- ☐ Protect garden fixtures; store hoses; cap hose bibs.

5) Recreation Equipment & Structures

- ☐ Bleachers: tighten hardware; check welds; treat corrosion; store portables under cover.
- ☐ Playgrounds: repair cracks; tighten fasteners; inspect surfacing for drainage/ice risks.
- ☐ Watercraft/pedal boats: clean, drain hulls, remove batteries; store indoors or covered racks.

6) Electrical, Lighting & Solar

- ☐ Inspect enclosures, gaskets, and cable entries; replace worn seals.
- ☐ Clean solar panels; verify battery heaters/enclosures are sealed (per manufacturer).
- ☐ Update timers and photocells for winter hours; disable unneeded circuits.

7) Winter Ops, Safety & Communication

- ☐ Post seasonal signage (closures, icy conditions) and barricade high-risk areas.
- ☐ Stage snow/ice equipment and eco-friendly deicer; map priority routes and plow piles.
- ☐ Install snow fencing where drifting occurs; mark hydrants, curbs, utilities with stakes.
- ☐ Notify the public via website and social channels of closures and safety reminders.