

Recreation NB | Loisirs N.-B.

Standard Operating Procedures



SOP Usage Statement

The Standard Operating Procedures (SOP) provided by Recreation NB | Loisirs N.-B. are intended as guiding documents to support our members. Recreation professionals should always confirm with current legislation, regulations, and municipal/provincial mandates before using SOPs. These resources are designed to give municipalities and organizations a starting point, which can then be customized to fit their local context and support best practices. **Recreation NB | Loisirs N.-B. does not assume any liability for the use of these resources; they are provided solely as a reference to help guide local practices.**

SOP Frequency Legend

Frequency:	Description:
Daily	Task suggested daily
Weekly	Task suggested once per week
Monthly	Task suggested once per month
Quarterly	Task suggested once per every 3 months
Bi-Annual	Task suggested every six months
Annual	Task suggested once per year

SOP Categories

To make navigation easier, SOPs are organized into categories. Users can browse by area of operation:

- Maintenance / General Facility
- Ice / Arena Operations
- Mechanical / Electrical / HVAC
- Safety
- Equipment / Tools
- Technology / Systems

Updates & Revisions


Recreation NB | Loisirs N.-B. will review resources annually to ensure they reflect current best practices and member needs. New SOPs may be added and existing ones revised as regulations, standards, and facility practices evolve.

Questions or Support

For questions about these SOPs, or to share feedback and local adaptations that may benefit other members please contact:

Nicole Hebert

 nhebert@recreationnb.ca

 (506) 459 - 1929 ext. 2

Recreation NB | Loisirs N.-B.

Standard Operating Procedures



SOP Fire and Life Safety System

Category: Safety

Frequency: Weekly

Weekly inspection and testing of fire and life safety systems to ensure they are fully operational. This includes checking alarms, detectors, extinguishers, emergency lighting, and other safety equipment, as well as documenting any issues for immediate follow-up.

Tasks

Steps	Type	Name / Description
1	Instruction	Health & Safety
Ensure all Best Practice Policies and Health and Safety Policies are adhered to when completing the following tasks. If at any point in the maintenance procedure where health and safety is in the question, STOP the procedure immediately and contact your supervisor before proceeding.		
2	Instruction	Inspection
In water room, check riser valves for proper positions (indicated by the flapper on the valve), DO NOT ADJUST AS THE VALVES ARE MONITORED AND WILL GENERATE AN ALARM.		
3	Instruction	Verify Room Temp.
Make sure that the heater in the water room functions and the thermostat is set for no lower than 15C		
4	Instruction	Check filter System
Go to each concession area which has a fryer. Turn on the Exhaust Air System to verify the filters are clean. If they require replacing notify your supervisor.		
5	Instruction	Check Ansul System
Verify that Ansul system header caps are present. Verify pull station (manual discharge handle) is seated properly and inspection tag is in place.		
6	Instruction	Generator
Proceed to the generator. Open the enclosure doors and visually inspect for damage, dirt, debris, oil and fuel leaks. Verify on the control panel that there are no active alarms.		
7	Instruction	Record Fuel Level
Record the fuel level off of the control panel. _____ %		
8	Instruction	Report
Report any damage, repairs, or parts required to your supervisor.		