

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:

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SOP Forklift

Category: Equipment / Tools

Frequency: Weekly

Weekly inspection and operation of forklifts to ensure safe and efficient use. This includes checking fluid levels, tires, controls, forks, safety features, and performing a visual inspection for damage or hazards before operation.

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	Schedule Inspection
Complete the weekly inspection form: <i>Weekly Forklift Inspection Form</i> which can be found on HERE .		
3	Instruction	Add Service Report to CMMS
Add Service Report to CMMS, add to associated assets. Report any damage and required repairs to your supervisor. Initial, date, and make notes regarding observations or parts required to the PM work order. Submit completed PM work order.		