

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 Ice Maintenance

Category: Ice / Arena Operations

Frequency: Weekly

Weekly maintenance of the ice surface to ensure optimal quality and safety. This includes resurfacing, checking ice thickness, repairing cracks or rough spots, and inspecting boards and surrounding areas for hazards.

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	Take Ice Measurements
Take ice measurements and fill out logbook accordingly.		
3	Instruction	Maintenance
<p>Based on ice depth measurements and condition of ice. Build or remove ice accordingly.</p> <p>BUILD ICE:</p> <p>Rag drags, cold water in creases, open-ended hose floods, boom sprayer, back pack sprayer, etc..</p> <p>REMOVE ICE:</p> <p>Edge corners and sides down as required, remove layers of ice with ice resurfacer in necessary areas.</p> <p><i>** Goal = Level surface, no excessively high or low spots, good line and marking visibility, industry standard: 1 1/2')(+/- 1/4"</i></p>		
4	Instruction	File Service Report in CMMS
File Service Report in CMMS when received. Report any damage, issues or parts required to your supervisor.		