

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 Ice Resurfacer

Category: Ice / Arena Operations

Frequency: Weekly

Weekly inspection and operation of the ice resurfacer to ensure safe and efficient performance. This includes checking fuel or power levels, blade condition, brushes, water systems, and safety features, as well as performing a visual inspection for any damage before use.

Tasks

Steps	Type	Name / Description
1	Instruction	Health & Safety
<p>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.</p>		
2	Instruction	Inspect Used Ice Resurfacer Blade
<p>CAUTION- Handle the blade with extreme care and ensure that the blade guard is installed whenever the cutting edge of the blade is to be handled and the cutting edge exposed.</p> <p>DO NOT for any reason reach into the augers inside of the conditioner. If you drop a bolt or nut the safest approach is to reach from the underside of the machine, keeping your arm as low to the ground as possible, or using a stick to retrieve the dropped item. Always visually inspect the blades or cutting components before use to ensure they are in good condition and free of damage.</p> <p>If changing of the blade is required please do so.</p>		
3	Instruction	Remove Used Blade
<p>Ensure the parking brake is applied. Place blocks under the conditioner before working on or reaching under the conditioner. Remove all safety guards and covers. Ensure the blade guard has been installed and take caution when working near exposed cutting edge of the blade. Loosen all blade securing bolts.</p> <p>Remove all bolts EXCEPT for one bolt on each side of the conditioner. Leave the second bolt from the outside edge of the conditioner attached on both sides in order to suspend the blade. Place the safety covers back onto the conditioner.</p> <p>Start the machine and lower the conditioner onto the blocks that you placed under the conditioner before work began. Turn off the machine and remove the safety covers for the conditioner. Remove the final two bolts that were securing the blade to the mounting bracket.</p> <p>At this point the blade is not attached to the machine anymore and is a hazard. Watch your step and take caution when having to handle the blade. Re-install the safety covers on the conditioner, start the machine and raise the conditioner.</p> <p>Carefully, as not to dislodge the blade resting on the blocks, drive the machine forward until you can safely access the blade to secure it into its guard/shipping container.</p> <p>Turn off the ice resurfacer and secure parking brake. Carefully remove the blade guard and secure the old blade in its shipping container.</p>		

4	Instruction	Install New Blade
<p>Remove the new blade from its shipping container and carefully install the blade guard.</p> <p>Note: Blades under 3" in depth are to be discarded and replaced with new blades. Place the blade on the blocks parallel to the conditioner. Watch your step around the unsecured blade. Start the ice resurfacer and slowly drive it back until the blade is roughly in alignment with the blade bracket. Lower your conditioner until you have minimal clearance between the blade and blade brackets. Shutdown the machine and apply the parking brake.</p> <p>Remove the safety covers on the conditioner. Align the bolt holes to ensure easy install of the blade. Insert the two centre bolts and hand tighten. Insert the two bolts closest to the outside of the conditioner and hand tighten. Replace the two safety covers on the conditioner. Start the machine and raise the conditioner. Turn off the machine and remove the safety covers on the conditioner. Starting at the centre and working your way to the outside of the conditioner, while alternating sides after each bolt, install and torque each blade bolt. Do not over tighten.</p> <p>Remove the blade guard. Using the blade adjustment tool, set the blade to a 10 degree angle with the handwheel. Set the blade edges level with the runners on both sides using the adjustment screws. Repeat the steps until the blade is level and set at exactly a 10 degree angle. Bring your blade up two full turns using the adjustment wheel. Test the new blade on the ice for a level cut.</p>		
5	Instruction	Check Tire Pressure
Check the tire pressure and ensure it is at 60 psi.		
6	Instruction	Check Engine Oil
Check engine oil level. Top up if required. Check for oil leaks		
7	Instruction	Check Hydraulic Oil Level
Check for hydraulic oil level. Top up if required. Check for hydraulic oil leaks.		
8	Instruction	Grease
Grease the horizontal, vertical and snow breaker bearings.		
9	Instruction	Check Battery
Check the battery for loose connections.		
10	Instruction	File PM Report

Attach the associated PM report to each ice resurfacer asset. File hardcopies.