

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 Ladder Inspection

Category: Safety

Frequency: Weekly

Weekly inspection of ladders to ensure they are safe for use. This includes checking rungs, rails, feet, locks, and overall stability, and removing any ladders that show signs of damage or wear.

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	Inspect Walls
Inspect each ladder for damage and complete a separate ladder inspection checklist for each ladder. Complete the weekly inspection form: <i>Weekly Ladder Inspection Form</i> which can be found on HERE .		
3	Instruction	Cleaning
Clean up the area and replace any tools that were used to complete the tasks.		
4	Instruction	File Service Report in CMMS
File Service Report in CMMS when received. Report any damage, issues or parts required to your supervisor.		