

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 Scissor Lift

Category: Equipment / Tools

Frequency: Daily

Daily inspection and operation checks of the scissor lift to ensure it is safe, functional, and ready for use. This includes reviewing fluid levels, controls, tires, safety features, and performing a visual walk-around to identify any damage or hazards before operation.

Tasks

| Steps | Type | Name / Description |
|---|-------------|-----------------------------|
| 1 | Instruction | Health and 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 question, STOP the procedure immediately and contact your supervisor before proceeding. | | |
| 2 | Instruction | Schedule Inspection |
| Complete the scissor lift inspection form: <i>Weekly Scissor-Boom Inspection Form</i> which can be found on HERE . | | |
| 3 | Instruction | File Service Report in CMMS |
| File service report in CMMs when received. Report any damage, issues, or parts required to your supervisor. | | |