Sample Minimum Maintenance
Course Open For Play

Salary and Management Staff:

- Leaders (Salaried and Management Staff) are expected to carry some additional burden. First in and last to leave whenever possible, and by covering additional or extended shifts to provide sufficient oversight and security of property and assets.

Hourly Associates:

- Eliminate all Scheduled Overtime.
- Go to Part Time or Flex Schedules.
- Use available PTO to bridge gaps in schedules where allowable by law

Daily Tasks:

- Reduce overall hours worked and limit total staff at the facility to maintain minimum standards. Work to minimize total hours worked down to the lowest extent possible to help facilitate any shelter in place directive.
  - Eliminate morning meetings or any gatherings of more than 2-5 employees.
  - Eliminate working specific days of the week where possible.
  - Work 5 hours or less to eliminate lunch breaks.
  - Practice handwashing and standard hygiene practices.
  - Wipe down and disinfect the time clock and other high touch surfaces within the shop throughout the day.

- Reduce mowing frequency to bare minimum standards.
  - Greens 2-3 X per week.
  - Tees and Fairways 1-2 X per week.
  - Rough as needed.
  - Other landscapes and native areas as needed.
  - Exercise caution in raising up mowing heights that might be hard to work back down.
· Continue fertility and chemical applications to maintain the long term health of the property.
  o This is not the time to skip fungicide or insecticide applications.
  o Pre-emergent herbicide is critical and should still be on the schedule as needed.
  o Minimize Nitrogen use to slow growth. Use N as your true growth regulator during this period of time. Clipping yield should be low to facilitate the reduction of mowing.

· Discontinue non-essential maintenance tasks that are not critical to maintaining the primary playing surfaces.
  o No edging and no trimming of plants or trees.
  o Elimination of detail-oriented work where appropriate.
  o Minimize bunker maintenance to the lowest extent possible given your facilities status. Open facilities should reduce bunker maintenance to raking only as needed.

· Increase hygiene and cleaning for facilities that remain open.
  o Remove water coolers from the golf course.
  o Remove towels from ball washers.
  o Stepped up cleaning of on course restrooms while making sure they are stocked with plenty of soap and paper towels to facilitate hand washing.

· Irrigation
  o Carefully manage dry side irrigation practices to further help slow overall turf growth.
  o Check pumps and total volume of water daily.
  o Prepare for the possibility of not being at the course for a few days and letting the system run in auto at low volume or remain off for a number of days.

· Schedule as many tasks as possible ahead of play to maximize efficiency.

· Prioritize areas of the golf course based on touch points. Greens should always be the highest priority, working outwards then to Tees, Fairways, Bunkers, Rough, etc. etc.

· Control the Controllable. It’s likely that you won’t have sufficient man hours available to complete every task. Make sure what you can do is done well, and not wasted on tasks that don’t matter or have a big picture impact.
Consider adjusting aerification dates to coincide with any slowdown in play. It may be the case that you can take advantage of a better spring date and open the course up to a less disruptive summer and fall golf season.

**Inventory:**
- Use existing inventory before ordering and taking delivery of additional products.
- Clean out storage facilities and use old stock and odd bags of fertilizer whenever possible.

**Security:**
- Unfortunately, during times like these theft increases. Please make sure you are aware and are measuring easily pilfered items such as fuel, oil, nuts, bolts and disposable supplies.
- Make sure at the end of the day that all areas are secure and locked down. Please make sure security devices are operable and consider upgrading to recorded surveillance if possible.

**Safety:**
- Follow all Federal, State, and Local Government directions on COVID-19 response and management.
- During these times do not allow minimum safety requirements to be relaxed. Minimizing injury loss and ensuring a safe working environment is not negotiable and does not cost extra.
- Maintain proper regulatory compliance.