

These are the annual and semi-annual maintenance tasks completed by members. This list is not updated as tasks are completed. Rather it is an overall view of maintenance tasks. There are of course other numerous tasks that come up in addition to strict maintenance. If you see an item you would like to personally tackle please contact Toby Elliot, Work Party Lead, directly at tobyj4946@gmail.com or call him at 360-513-9546. Toby will coordinate with Ben, Landscape Lead, or put you directly in touch with Ben when needed.

## Rose City Yacht Club 2021

### Annual Schedule of Tests, Inspections and Maintenance

Tasks	How Often Each Year	When
<b>Water System</b>		
Clubhouse / Freezing weather: Set water on trickle; post "Leave Running" on sinks	Ongoing	As Needed
Start up dock water system on all docks: 1. Turn off all of the drain valves. 2. Turn on the main supply. 3. The hose bibs need to be briefly flushed and then turned off. 4. Every single riser and bib must be inspected to see if it's holding pressure. It is not unusual to find a failed connection or leaking faucet here and there. Walk 5 valve is located just north of the concrete triangle. You do not need to move the concrete triangle. The valve is slightly under the dock just west of the Residential House Valve. Do not open or close the Residential house valve. Walk 4 valve: Do not open or close the Residential house valve. Walks 2, 3, 4 and 5 have 3/4" High Density black pipe. Walk 1 has 1/2" pvc pipe.	Once	First Work Party
Shut down dock water system on all docks: Use the shop vac stored in room 5 to blow air into and keep pressure on the system as it is drained. 1. Turn on all of the drain valves. 2. Turn off the main supply. 3. The hose bibs need to be briefly flushed and then turned off. Walk 5 valve is located just north of the concrete triangle. You do not need to move the concrete triangle. The valve is slightly under the dock just west of the Residential House Valve. Do not open or close the Residential house valve. Walk 4 valve: Do not open or close the Residential house valve. Walks 3,4 and 5 have 3/4" High Density black pipe. Walks 1 and 2 have 1/2" pvc pipe.	Once	Last Work Party
Start up Shower: 1. Turn on water and let water heater tank fill. The orange handled water valve is on the SOUTH side of the head walk under the first stanchion east of the shower. 2. Remove the Electrical Safety tag and give to Work Party Chair. Turn on power breaker to water heater. Turn on ? Breaker. 3. Test wall heater by turning on timer for lights and heat.	Once	First Work Party
Shut Down Shower: The blue? Orange? handled water valve is on the SOUTH side of the head walk under the first stanchion east of the shower. Turn off the valve, turn off the breaker, install the Electrical Safety Tag, and drain hot water tank.	Once	Last Work Party
Check water connection hose clamps. There a hose to the side of the shower room and each pedestal has a hose that goes from the bottom of the pedestal to the main waterline. All hoses should be double clamped at each end with regular hose clamps. Using box end or socket wrenches (probably size 5/16") check and tighten each clamp. Replace any stripped clamps. Make sure that each end has two clamps on it and that the clamps are tight. Note which Walks are completed.	Once	First Work Party
Check water connection hose clamps. There a hose to the side of the shower room and each pedestal has a hose that goes from the bottom of the pedestal to the main waterline. All hoses should be double clamped at each end with regular hose clamps. Using box end or socket wrenches (probably size 5/16") check and tighten each clamp. Replace any stripped clamps. Make sure that each end has two clamps on it and that the clamps are tight. Note which Walks are completed.	Once	Fall
<b>Sewage System</b>		
Confirm emergency instructions are posted on the outside of the pump switch panel in Electric building.	Once	First Work Party
Inspect Main lift pump zinc: Zinc is hanging on a wire on the <b>outside</b> at the SW corner of the box. Spare zincs are in a cardboard box on top of the file cabinet in the electric room. Replace when 50% consumed. <b>If there are no more zincs</b> write that on your worksheet so more can be purchased.	Twice	Spring and Fall

Pump-out start-up: De-winterize pump-out station. See instructions in Pump Binder located in the built in file cabinet in the Club House. Replace check valve and service.	Once	First Work Party
Pump-out shutdown and winterizing: See instructions in Pump Binder located in the built in file cabinet in the Club House.	Once	Last Work Party
<b>Docks</b>		
Inspect pile hoops. Inspect and tighten every bolt. Use 3/4" and 15/16" sockets and 3/4" and 7/8" open/box wrenches. A wrench is needed on both ends of each bolt. If the inside cannot be reached, use a wooden wedge to create enough clearance. On Walk 1 you also need an open box wrench at one end and an Allen wrench on the other.	Twice	Spring and Fall
Inspect through-bolt tightness on EACH walk: Two person job, one person at each end tightening bolts on each rod. 1 1/8" sockets and long breaker bars for leverage. Two socket sets are best. ADD extra washers for bolts that will not tighten. WALK 1:For walk 1 you would need to use the work boat to tighten the through bolts from the up-river side. This job needs long breaker bars. The design of Walk 1 should not need annual tightening. However use the workboat to check tightness of 10% sample of the bolts. If need be use a 1 5/16" socket for the through bolts. Could use more instructions for this task.	Twice	Spring and Fall
Inspect walers and fender boards: Write down needed repairs/maintenance on Work Party task sheet. For reference and scheduling: Walks 2 and 3 are the oldest (1989 - 1992 +/-) 4 is newer (1997), Marginal Walk 2003 and Walk 5 is newest (2008).	Once	Spring
Inspect breakwater connections: Write down needed repairs/maintenance on Work Party task sheet. <b>Please note:</b> There may be pieces of chain in spots still but they are no longer needed due to the breakwater re-build in 2005. With the new steel piles the timber pile hoops hold the breakwater in place per Tom Stringfield 4/4/2015.	Twice	Spring and Fall
Clean pagoda lights and sensor. Do NOT pressure wash.	As needed	
Inspect all docks for concrete damage. Do needed repairs using these instructions: Wire brush areas that need to be repaired. Brush on liquid concrete bonding agent. Use liquid bonding agent instead of water to make small batches of patch Crete type concrete. Apply concrete. Trowel smooth with a steel trowel. Use an edging tool to put a radius on exposed corners and to leave a smooth band on the edges (except Walk 5.). Use corn broom or bristle brush to brush in anti-skid lines similar to existing concrete. If concrete repairs need to be done near the wood walers or fender boards slip a piece of felt roofing paper between the wood and the concrete. Pull the paper after the concrete sets. If working at a chamfered corner joint, cut a triangular piece of wood and slip/wedge it into the joint to repeat the chamfer.	Twice	Spring and Fall
Inspect breakwater structure and decking: Look for loose pins, broken timbers, etc. Hammer down any nails which are sticking up. Use deck screws to secure any loose boards. Note any further maintenance needed.	Once	Spring
Inspect clubhouse/patio moorings: <b>Complete</b> needed repairs and note them on worksheet.	Twice	Spring and Fall
Inspect gangway top hangers: Look for cracks and pin wear. Need 1 1/8" socket wrenches with 3/4" driver arm. Need 1 1/8" socket wrenches with 3/4" driver arm.	Once	Spring
Inspect gangway bottom hangers: Cracks, pin wear, and grease roller bearings. Need 1 1/8" socket wrenches with 3/4" driver arm. Need 1 1/8" socket wrenches with 3/4" driver arm.	Once	Spring

Pressure wash ramps: Check first to see if they need to be washed. This includes all handrails and metal along walks and up by the ice house, anchor and flag pole. Pressure wash decking and hand wash handrails.	Once	Before Opening Day
Inspect railings, anchor and flag pole for rust. Sand out rust and touch up paint.	Once	Before Opening Day
Inspect dinghy docks. Write down needed repairs/maintenance on Work Party task sheet. Be thorough and neat. These will be used to create a task for another work party.	Once	Spring
Inspect and level finger docks on Walks 2,3,4 and 5 : Ongoing on many work parties. Use 3/4" socket and 3/4" and 7/8" wrenches. Loosen nuts on each side of each joint. Use two people as ballast to level fingers. Use the other 2 people to tighten the nuts. Also check and tighten any of the bolts that run north to south along the finger docks and tighten them as needed.	Ongoing	Spring and Fall
Cleaning/sealing concrete walk AND finger dock surfaces. Do one walk per year. This is best done mid-week when there are not many people around. Purchase Mason Supply's house brand, MASCO Seal silane 40 from Masons Supply at 2637 SE 12th in Portland or 14670 SE 82nd Drive in Clackamas. This product meets the dock manufacturer's recommended sealing compound. RECOMMEND: Sealing needs to be done separate from a work party to cut down on foot traffic.	Ongoing	Good Weather
<b>Schedule beginning 2021: Walk 5 2021 -- Walk 4 2022 -- Walk 2 2023 -- Walk 3 and head walk 2024 -- Walk 1 2025 Walk 1 done 2020. Walk 5 done 2015. Walk 4 done 2016. Walk 2 done 2017 Head walk sealed 2018 Walk 3 and Head Walk done 2019 - update this as walks completed</b>		
Treat breakwater decking. <b>Work Party Chair will purchase</b> a wood waterproofing product like Wolman Raincoat or Rainguard, etc. and have it and tools available for use.	Ongoing	Good Weather
Inspect mast puller. Either repair or list needed repairs for future work party.	Once	Spring
Test and service de-watering pumps. Service to include oil change and fuel change if needed. The manual is in the Club House. <b>Work Party Chair or Leader</b> will pull the manual and have it and fuel and oil available for the work party.	Twice	Spring and Fall
Inspect Yellow Hazard paint areas. Scrape and repaint as needed. Areas include around the Club House, along the ramps on Walk 5 Boat house side decks and along the Breakwater 3" hours	Once	Spring
<b>Grounds</b>		
Clear area around backflow preventer of weeds and debris. Located inside fence along marine drive. Dig out valve so test can be done by professional.	Once	Spring
Flower pot irrigation system start-up. Ben has the instructions.	Once	May
Flower pot irrigation system shutdown. Ben has the instructions.	Once	October
Arrange for <b>regular</b> lawn mowing inside AND outside chain link fence, excluding the 4 Resident member slips along the west fence.	Ongoing	

Treat or weed rip-rap slope. Safety equipment required for this is stored in storage room 5 and is to be used ONLY for this project. Spray equipment and chemicals are stored in the chapel. Instructions are laminated and stored with the safety equipment. <b>Over time, goal might be to plant this area with native plant material to keep weeds at bay and provide natural habitat for wildlife and look good.</b>	Once	Spring ONLY April or May
Wheelbarrow maintenance: Check handles, tires, bodies for rust and/or paint needs. There is a tub of spare parts, tire tubes, etc. in a gray tub in the Chapel by the lawnmowers. <b>Suggest upgrading to solid rubber tires.</b>	Twice	Spring and Fall
Annual lawn tool maintenance: Oil change, sharpening, etc. Lawn mowers, clippers, etc.	Once	Spring
Trim shrubs along Marine Drive and along the border with Donaldson's clear to the top break of the river bank. Put trimmings in the garbage (not recycle) dumpster.	Twice	Spring and Fall
Powered club entry gate: Lube and check operation. Check alignment. 11/16" wrench and allen wrenches.	Twice	Spring and Fall
Chapel and oil recycle area: clean up and organize around chapel. Clean out and organize inside chapel. Create a stack for recycling to be checked by someone else.		Spring
Parking lot catch basins - clean out.	Once	Spring
<b>Clubhouse and Patios</b>		
Defrost the freezer (located in the Electrical Float, left side) if needed.	Twice	Spring and Fall
Refrigerator: Clean the coils. Use the Maintenance Instructions from the Manual that is located in the File Cabinet drawer in the Stereo cabinet.	Once	Spring
Floor maintenance. Strip, reseal. This is normally a two day process. Strip one day and wax one day. Bob Phillips will have this professionally done this year.	Once	Spring
Stack the majority of chairs and tables and put covers on them.	Once	Last Work Party
Deep clean cupboards and ovens.	Twice	Spring and Fall
Check batteries and pads on AED. Confirm Battery good until 2020 Pads OK until September 2021	Once	Spring

Check first aid kits in Club House and Shop. Make a list of needed items so the Work Party Chair can purchase needed items.	Twice	Spring and Fall