



# **Cranberry Township**

**PUBLIC WORKS GROUNDS MAINTENANCE DIVISION**

## **PARKS MAINTENANCE PLAN**

**CRANBERRY TOWNSHIP** built for you.







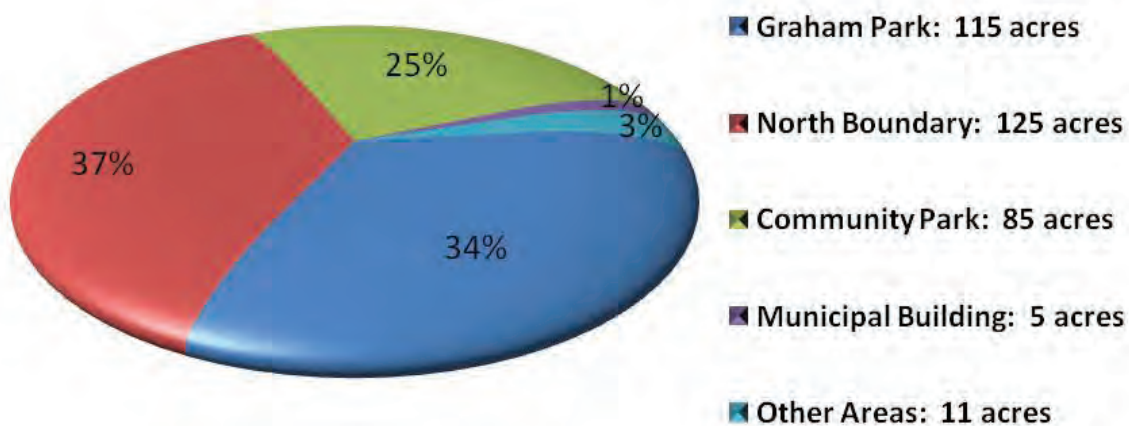
# Overview

The Public Works management team of Cranberry Township has devoted careful consideration to developing a plan for the ongoing care and protection of the substantial assets that are our parks and grounds. The progressive attitude prevalent in all endeavors undertaken within Cranberry Township will continue as we strive to adopt, implement, and expand upon this maintenance plan. For both Cranberry Township residents and visitors, the goal of the Public Works Grounds Maintenance Division is to present a positive image, safe and clean facilities, and well maintained properties.

## Green Space

The Public Works Grounds Maintenance Division is responsible for over 300 acres of park land and other public spaces and will outline a maintenance approach under the following five divisions: Turfgrass, Trees & Landscaped Areas, Skinned Infields, Walking Trails, and Facilities & Site Amenities. Within each section, a detailed inventory is followed with the proposed maintenance.

### 330 Acres of Green Space



# Categories of Maintenance

<b>Turfgrass</b>	<b>5</b>
170 Acres Maintained	
40 Acres of Athletic Fields	
4 Levels of Maintenance	
<b>Skinned Infields</b>	<b>16</b>
2.2 Acres	
11 Fields	
Training Manual	
<b>Trees &amp; Landscaped Areas</b>	<b>17</b>
3.2 Acres Maintained	
Route 228 Islands, Freedom Road	
Tree Management Program	
<b>Walking Trails</b>	<b>19</b>
4.35 Miles Total	
<b>Facilities &amp; Site Amenities</b>	<b>20</b>
North Boundary Park Pool	Sidewalks and Parking Lots
9 Concession / Restroom Buildings	Picnic Tables and Benches
Graham Park Maintenance Building	Fences, Gates, Netting
Installed Irrigation Systems	Dugouts
Graham Park Miracle Field	Lighting
Rotary Dog Park	Signage
5 Picnic Shelters	Bleachers
Garbage and Recycling Receptacles	
<b>Appendix</b>	<b>21</b>
Maintenance Inspection Checklists	

# Turfgrass

## Statement of Intentions:

To provide safe and appealing turfgrass areas for all users of Cranberry Township's parks and grounds. Maintenance of turfgrass playing surfaces for all sports fields will focus on safety and playability through the entire season. Training materials will be provided to partner associations that outline maintenance best practices. A close relationship and excellent communication with the partner associations and daily users of the athletic facilities will be paramount to the success of the maintenance plan. The overall turfgrass maintenance philosophy will be geared toward implementing industry accepted cultural best practices to help reduce the need for pesticide applications. Given the wide variety of uses for the turfgrass areas, four levels of maintenance will be established with Level 1 having the lowest maintenance standard and Level 4 the highest.

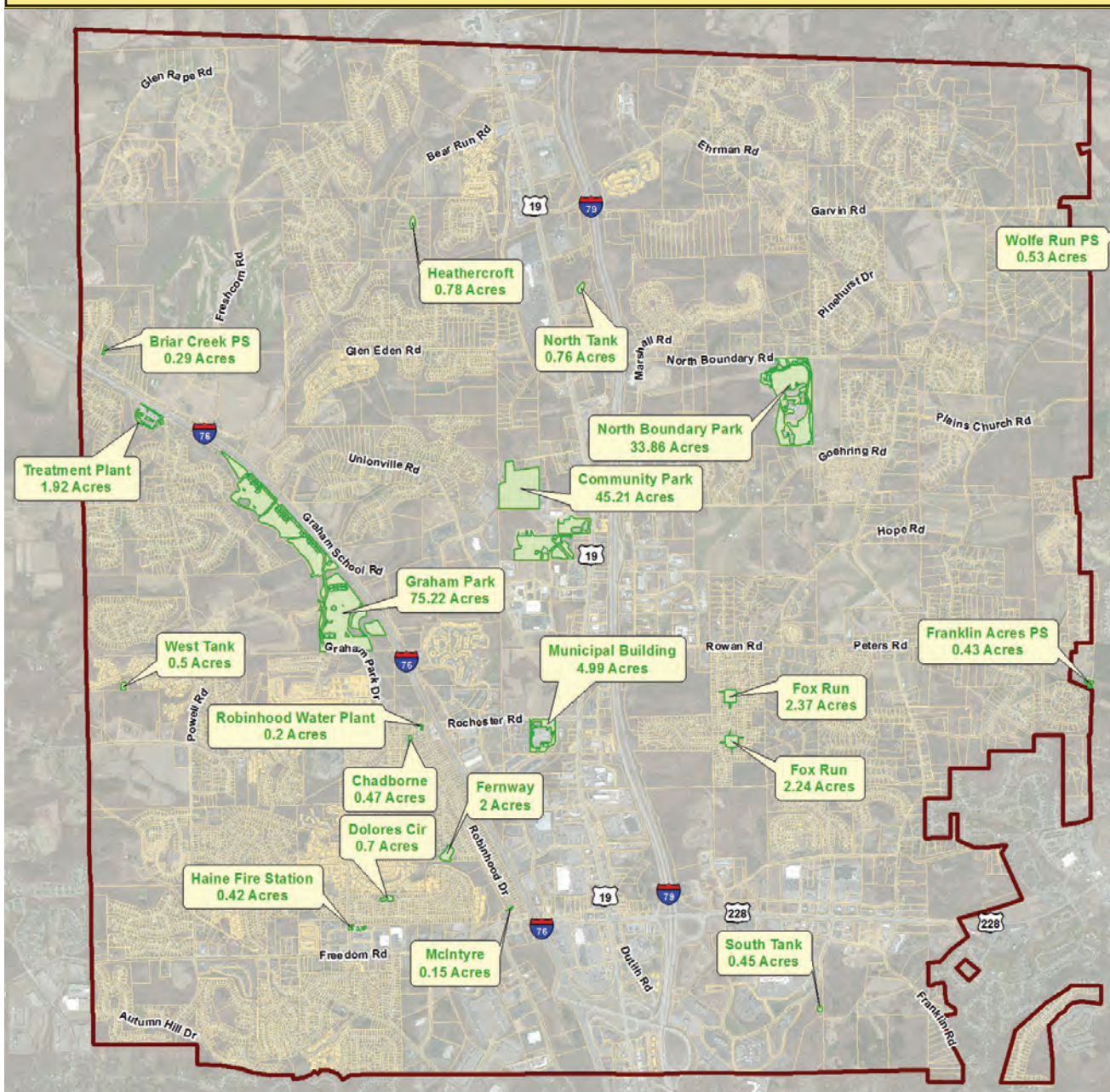
### *Turfgrass Management Summary*

- 170 acres maintained including Graham Park, North Boundary Park, Community Park, Municipal Center, and Other Areas
- 40 acres of Athletic Fields
- 4 levels of maintenance





# Township Mowed Area



## Total Acreage by Level of Maintenance



■ Level 1: 73.5 Acres

■ Level 2: 50 Acres

■ Level 3: 25 Acres

■ Level 4: 22 Acres

Total: 170.5 Acres

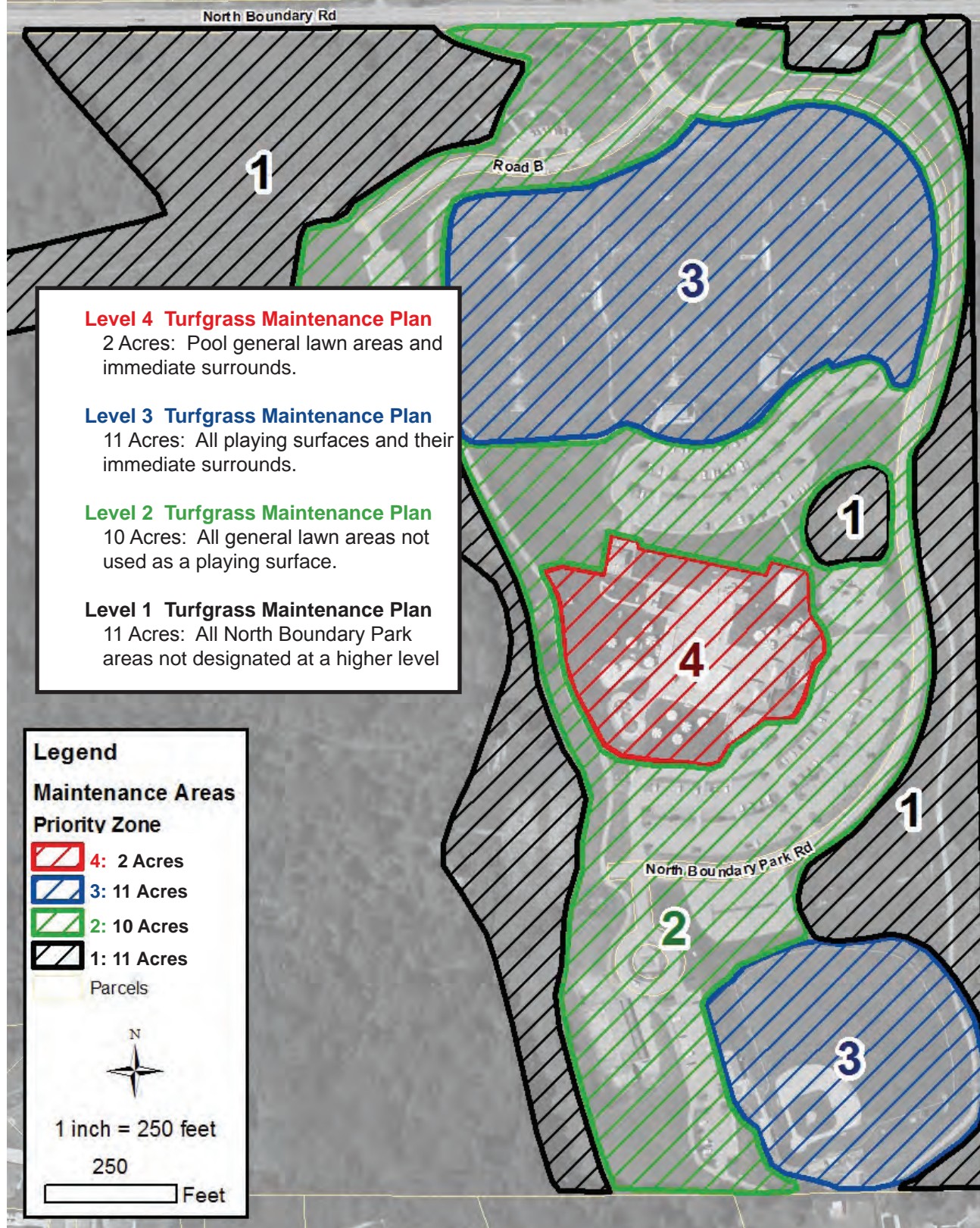
### Turf Management: Level 1

Mowing and Trim	Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height-of-cut (HOC) between 2.5" and 4" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding	Thin or bare areas deemed unacceptable will be documented and addressed by priority. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
Herbicides	Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
PGR's	Plant growth regulators (PGR's) may be utilized on turf areas to reduce labor requirements.





# North Boundary Park Maintenance



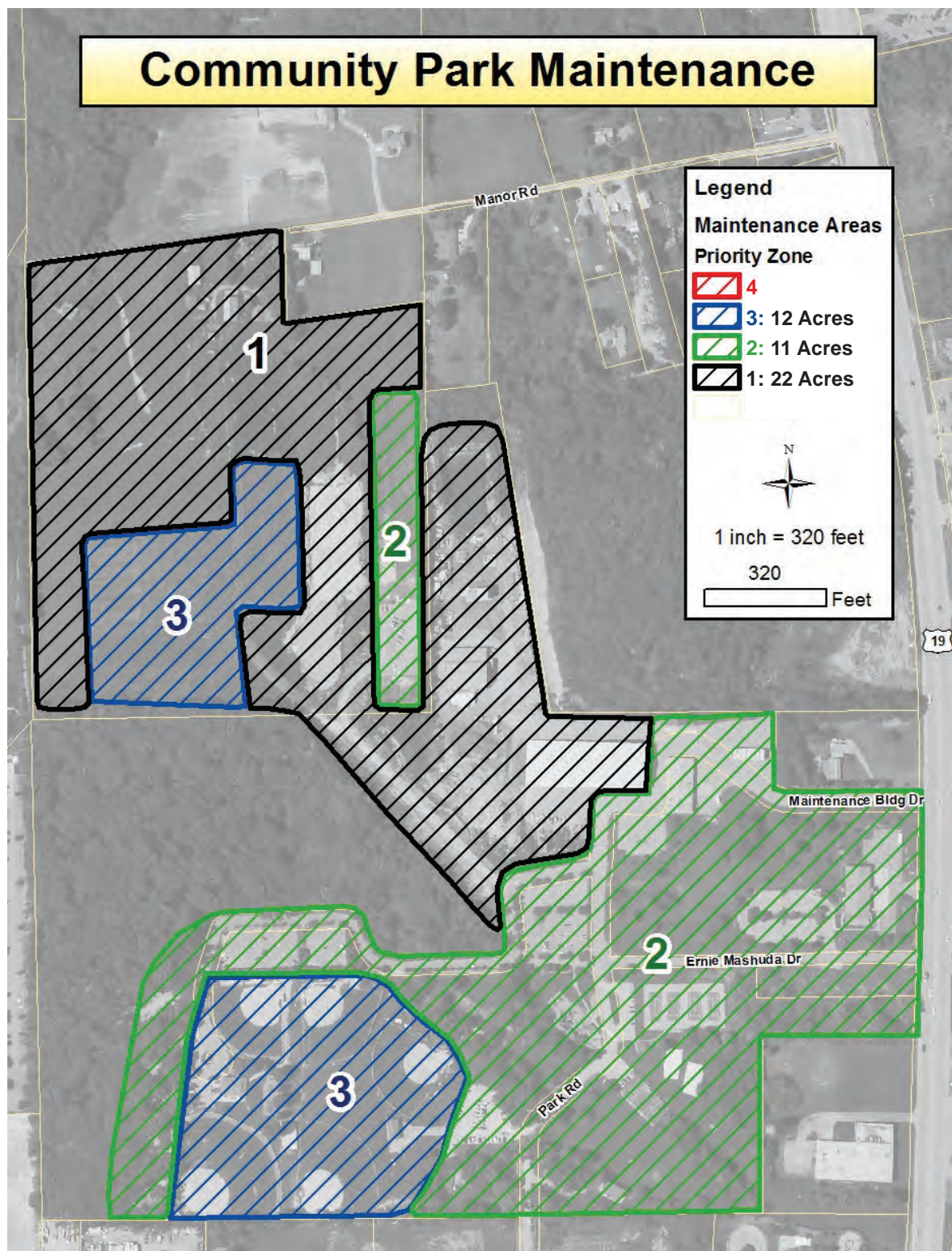


## Turf Management: Level 2

Mowing and Trim	Satisfactory turf coverage will be mowed and trimmed as needed to maintain a height-of-cut (HOC) between 2.0" and 3.5" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding	Thin or bare areas deemed unacceptable will be documented and addressed by priority. Renovation will consist of soil cultivation, seeding, and fertilization using a "starter" type product. Methods of renovation will be determined by site restrictions, equipment, labor, and material availability.
Cultivation	Aerification will be done once annually or as equipment and labor are available. Preferred equipment will be the ground driven Ryan aerifier with a $\frac{3}{4}$ " dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
Fertilization	Turf will receive one annual application of fertilizer in the autumn of each year that consists of at least 1 lb of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Additional fertilizer inputs will be driven by labor and resource availability.
Herbicides	<p>Turf will receive one annual application of broadleaf weed selective herbicide. Application will ideally be executed in the autumn of the year when weeds are actively growing. The application may be executed in the spring months if weather or labor restrictions preclude fall application. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application.</p> <p>Preemergent herbicides may be applied to select areas in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds.</p> <p>Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.</p>
PGR's	Plant growth regulators (PGR's) may be utilized on turf areas to reduce labor requirements.



# Community Park Maintenance



## Level 3 Turfgrass Maintenance Plan

12 Acres: All playing surfaces and their immediate surrounds including Linder practice fields.

## Level 2 Turfgrass Maintenance Plan

4.5 Acres: Public Works building lawn.

2 Acres: Dog Park.

2 Acres: Amphitheater and shelter areas.

2.5 Acres: Tennis, volleyball, and basketball court areas.

## Level 1 Turfgrass Maintenance Plan

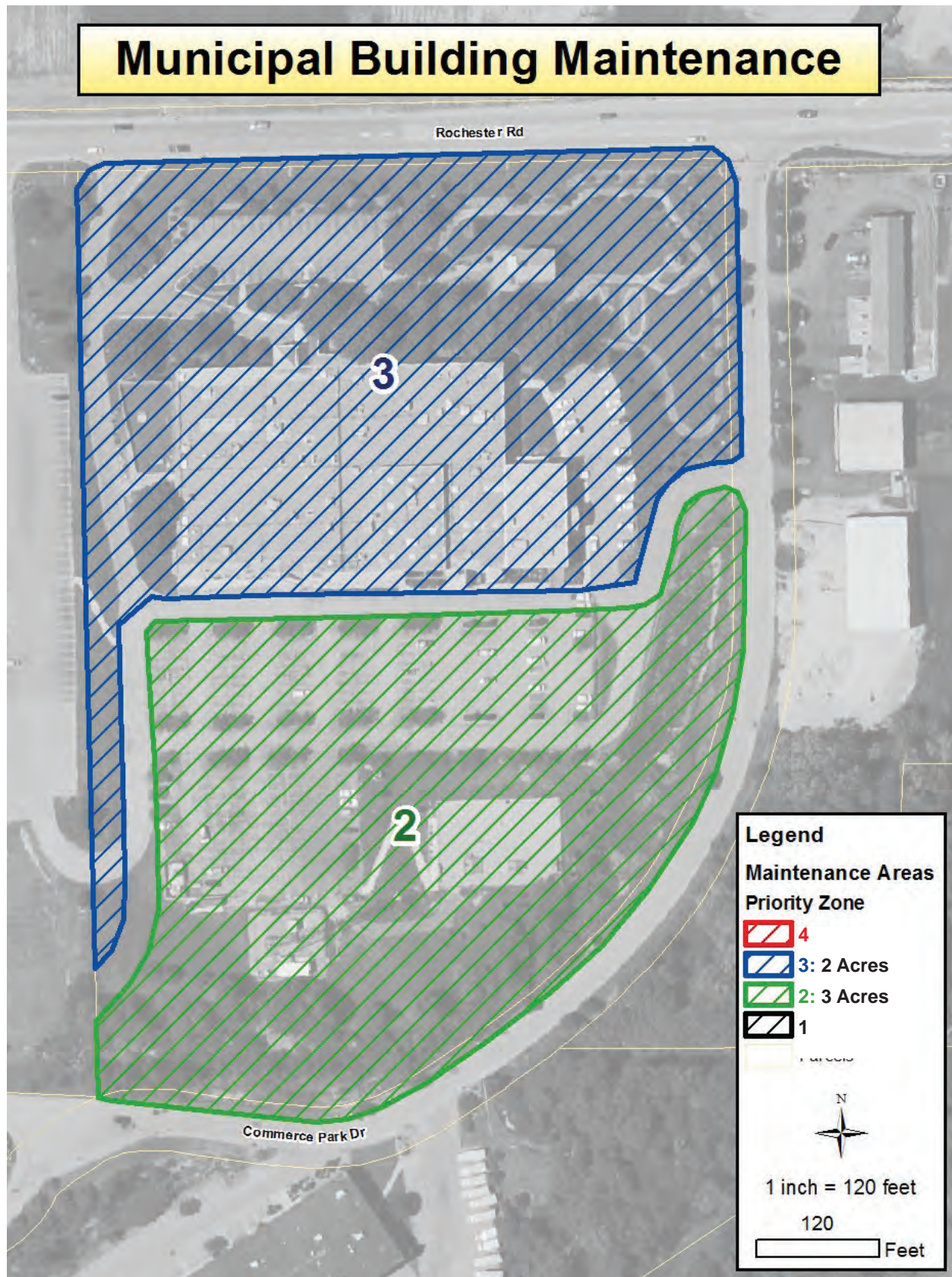
22 Acres: All Community Park areas not designated at a higher level of maintenance.



## Turf Management: Level 3

Mowing and Trim	Turf will be mowed and trimmed as needed and no less than once weekly to maintain a HOC between 1.5" and 3.0" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding/Sod	Seeding will be done as needed to maintain an acceptable turf stand. The preference will be a full-scale, fall overseeding in conjunction with hollow tine aerification. Spring and summer seeding will be as needed and will be paired with some form of cultivation to maximize the efficacy of the seeding operation. Thinning or bare areas will be treated as a priority. Sod will be utilized as a last resort in areas where excessive use prevents establishment of turf from seed.
Cultivation	Aerification will be performed at least once and preferably twice annually with the Ryan ground driven aerifier. A $\frac{3}{4}$ " dual hollow tine set-up and 2X pattern will achieve 12% surface disruption per operation. Aerification and seeding should be combined whenever possible.
Fertilization	Fertilizer will be applied to achieve a minimum annual input of 4 pounds of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Macro and micro nutrient inputs will be based in part on soil and water test results. Additional fertility inputs will be driven by labor and resources.
Irrigation	Water will be applied as needed to supplement natural rainfall with a target amount of 1" per week. The policy will favor deep and infrequent applications. Level 3 areas do not have in-ground irrigation systems. Rain Train style units will be utilized where available.
Herbicides	Preemergent herbicides will be applied in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Broadleaf weeds will be treated 1 or 2 times annually as weather and labor permit. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
Fungicides	Application of fungicides will be assessed by the Grounds Manager and applied preventatively as labor and resources allow.
Insecticides	One application annually to prevent all species of white grubs. Additional inputs needed to control surface feeding insects will be evaluated to assess potential damage and treated accordingly.
PGR's	PGR's will be utilized to enhance color, density and lateral shoot growth with an overall emphasis on reducing vertical growth.
Soil and Water Testing	Soil and water tests will be taken once annually or at a reasonable interval to be determined by the Grounds Manager. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.

# Municipal Building Maintenance



## Level 3 Turfgrass Maintenance Plan

2 Acres: All general lawn areas in proximity to the building.

## Level 2 Turfgrass Maintenance Plan

3 Acres: All Municipal Building lawn areas not designated at a higher level of maintenance



<b>Turf Management: Level 4</b>	
Mowing and Trim	Turf will be mowed and trimmed as needed and no less than 2 times weekly to maintain a HOC between 1.5" and 2.5" to be determined by the Grounds Manager. Clippings will be side discharged or mulched into the turf canopy.
Seeding/Sod	Seeding will be done as needed to maintain an acceptable turf stand. The preference will be a full-scale, fall overseeding in conjunction with hollow tine aerification. Spring and summer seeding will be as needed and will be paired with some form of cultivation to maximize the efficacy of the seeding operation. Thinning or bare areas will be treated as a priority. Pregerminated seed may be utilized when appropriate for quick coverage. Sod will be utilized as a last resort in areas where excessive use prevents establishment of turf from seed.
Cultivation	Aerification will be performed at least once and preferably twice annually with the Ryan ground driven aerifier. A ¾" dual hollow tine set-up and 2X pattern will achieve 12% surface disruption per operation. Aerification and seeding should be combined whenever possible. Cultivation with solid tines, knives, or other equipment will be scheduled as needed by the Grounds Manager to aid in seeding, topdressing, to achieve improved soil structure, reduced compaction and promote gas exchange within the rootzone.
Fertilization	Fertilizer will be applied to achieve a minimum annual input of 4 pounds of actual nitrogen per thousand square feet. Fertilizer products having 30% to 50%+ slow release properties will be favored with the intention of building a "bank" of available nutrients. Macro and micro nutrient inputs will be based in part on soil and water test results. Additional fertility inputs will be driven by labor and resources.
Irrigation	Level 4 areas have in-ground irrigation systems run by a central controller. Water will be applied on an as needed basis with an emphasis placed on maintaining the driest conditions possible to support the turfgrass stand. Reduced length of turfgrass wetness will be the primary goal when programming. Nozzle precipitation rates will determine run times. Syringing will be performed in the afternoons if turfgrass stands display signs of wilt. All efforts will be made to coordinate notification with appropriate departments when syringing is necessary.
Herbicides	Preemergent herbicides will be applied in the spring as dictated by soil temperatures and germination characteristics of crabgrass and other grassy weeds. Broadleaf weeds will be treated 1 or 2 times annually as weather and labor permit. The 3 year plan is to reduce broadleaf weeds to an aesthetically acceptable level and reduce herbicide inputs to one annual "spot treatment" type application. Obstructions requiring hand trim work (such as: fences, permanent structures, and other immovable objects) will be assessed and treated with non-selective herbicides to reduce labor inputs.
Fungicides	Fungicides will be applied on a preventive schedule to combat diseases prevalent on highly managed turfgrass stands. The program will be developed and implemented at the discretion of the Grounds Manager.
Insecticides	Insecticides will be applied preventatively with an emphasis placed on low toxicity products. The organophosphate family of insecticides will be avoided. Product selection and use will be at the discretion of the Grounds Manager.

## Turf Management: Level 4 continued

PGR's	PGR's will be utilized to enhance color, density and lateral shoot growth with an overall emphasis on reducing vertical growth.
Soil and Water Testing	Soil and water tests will be taken once annually or at a reasonable interval to be determined by the Grounds Manager. Immobile nutrients such as phosphorous, calcium and magnesium will be applied at the time of aerification and rates will be driven by soil and water test results. Soluble products like gypsum, potassium, sulfur and any recommended micronutrients will be applied during the course of normal fertilization operations.
Topdressing	Topdressing will be implemented as aggressively as possible. Targeted annual depth will be $\frac{1}{2}$ " of a sand based material applied incrementally not to exceed $\frac{1}{8}$ " per application. Sand particle size should fall within the medium specifications not to exceed 1mm in size. Organic matter should compose at least 20% of the mix. Topdressing will be combined with cultivation operations whenever possible.





# Graham Park Maintenance

## Level 4 Turfgrass Maintenance Plan

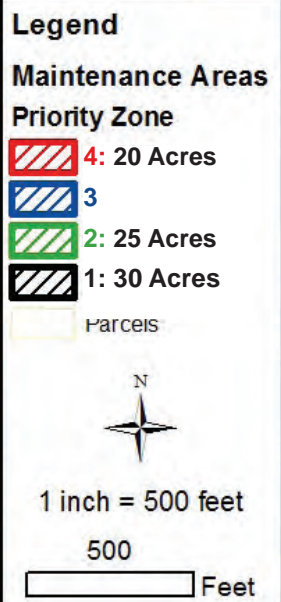
20 Acres: All playing surfaces and their immediate surrounds.

## Level 2 Turfgrass Maintenance Plan

25 Acres: All general lawn areas not used as a playing surface.

## Level 1 Turfgrass Maintenance Plan

30 Acres: Graham Park areas not designated at a higher level of maintenance.



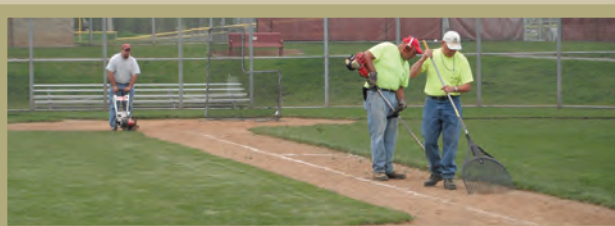
# Skinned Infields

## Statement of Intentions:

To provide a safe, level, groomed infield surface suitable for baseball and softball. Public Works Parks Grounds Maintenance Division has responsibility for turf, irrigation maintenance and repair, training Partner Associations, and the production of any desired training materials. CTAA, Cranberry township Athletic Association, by contract, will perform all necessary grooming, lining, and repair tasks needed for scheduled practices and games.

## Skinned Infields Inventory

- North Boundary Park: 1 infield: 13,000 sq. ft.
- Graham Park: 5 infields: 37,200 sq. ft.
- Community Park: 5 infields: 45,000 sq. ft.



## Skinned Infield Maintenance

Training	The primary role of the Public Works Parks Department management and staff will be to train others to properly perform daily tasks that provide good playing conditions without detrimental effects to the fields. A policy for mandatory training attendance is being explored through a cooperative effort with the Parks & Recreation Department who assign use privileges to the various Athletic Associations.
Grass Transition or "Lip"	Because the formation of a raised "lip" presents a significant safety hazard to field users, management and staff will have an active role in training field users along with physical rehabilitation of the lip (either in-house or by contracted service) to maintain a safe transition.
Cultivation	Aerification will be done once annually or as equipment and labor are available. Preferred equipment will be the ground driven Ryan aerifier with a ¾" dual hollow tine set-up. Seeding operations should be coordinated with aerification to maximize the value of both processes.
Irrigation	The Grounds Manager or Crew Leader assigned to Graham Park will schedule, via the central controller, the run times of sprinklers dedicated to skinned infields. The proper moisture level of a skinned infield will allow the player's spiked shoe to sink into the surface for traction and pull out without the infield mix sticking to the spiked shoe.



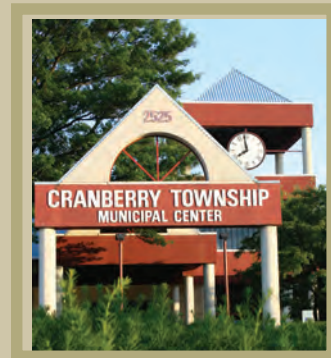
# Trees and Landscaped Areas

## Statement of Intentions:

To provide areas of beautification in public spaces throughout Cranberry Township. Proper pruning, fertilization, weed control, and water management will all result in plant material and overall landscaping that are aesthetically pleasing.

### *Landscaped Area Inventory*

- Municipal Building: 33,300 sq. ft.
- 228 Islands: 26,200 sq. ft.
- Duthil Road Islands: 4500 sq. ft.
- North Boundary Park Entrance and Pool: 16,100 sq. ft.
- Community Park and Fire Station: 22,650 sq. ft.
- Graham Park: 37,000 sq. ft.
- Total: 139,750 sq. ft. / 3.2 Acres



## Trees and Landscaped Area Maintenance

Plant Selection	<p>The addition of new plant material will be approached with site characteristics in mind first. Both woody and herbaceous plants will thrive and require the least amount of additional inputs when they are located at an appropriate site. Stylistically, plant material will be chosen to match or compliment the original design of existing landscaped areas when rehabilitation or expansions are undertaken.</p> <p>When a master plan exists, choices will be made from the recommendations of the landscape architect.</p> <p>Once species have been selected, improved varieties that display insect, disease, and other stress resistance will be sought for use.</p>
Pruning/Removal	<p>Best Practices as outlined by the International Society of Arborists (ISA), the Pennsylvania Horticulture Society (PHS), and other resources deemed as "expert" will govern the techniques and practices employed. It is expected that the Grounds Manager will have a working knowledge of these practices and techniques.</p> <p>An inventory and assessment of trees throughout the parks and public spaces will be developed and administered by the Grounds Manager. Pruning or removal will first be applied to any specimen that poses a safety threat. Additional pruning or removal will be scheduled primarily in winter months as time and labor allows.</p>
Bed Maintenance	<p>Hard edging will be performed once annually with soft edging to follow as needed throughout the season to maintain a defined edge.</p> <p>Mulch or other treatments may be applied to cover the soil for aesthetic and protective purposes. Mulching will take place once annually in the spring. Cleaning, raking, or the addition of a mulch material will take place at the discretion of the Grounds Manager to maintain a neat appearance.</p>
Fertilization	<p>Many plants situated on an appropriate site with desirable soils do not require additional inputs of fertilizer to perform well.</p> <p>Granular fertilizers will be slow release, like Osmocote, for season long feeding. In some cases a foliar application of soluble 20-20-20 may be used; especially for flowering herbaceous material.</p>
Water Management	<p>Many plants situated on an appropriate site with desirable soils do not require additional inputs of water to perform well.</p> <p>Water will be applied at times when evaporation is least likely to interfere with retention.</p> <p>Irrigation will be applied to roots, and not overhead, whenever possible to limit leaf wetness.</p> <p>Where in-ground irrigation is available, such as the islands on 228, scouting and weather reports will determine run times for the sprinklers.</p>
Herbicides	<p>Both pre-emergent and post-emergent herbicides will be utilized in all appropriate areas to control weed infestations.</p> <p>Pre-emergent herbicides will be applied annually in the spring at a rate that will provide season long control of weeds that germinate from seed.</p> <p>Post-emergent herbicides will be used as a spot treatment to eradicate unwanted weeds.</p>
Fungicides	<p>Products will be applied only as needed to be determined by Grounds Manager. Woody and herbaceous plant materials that continue to display low resistance to diseases and insects should be considered for replacement with an improved variety rather than receiving perennial pesticide applications.</p>



# Walking Trails: Maintenance Plan

## Statement of Intentions:

Statement of Intentions: To provide a safe, level, debris-free trail surface suitable for pedestrian activities or bicycle riding. Parks staff will perform weekly trail inspections. Episodes of inclement weather that cause erosion of aggregate surfaces or strewn debris will be addressed at the earliest opportunity.

## Walking Trails Inventory

- North Boundary Park: 1.1 miles
- Graham Park: 2.5 miles
- Community Park  
Nature Trail: .75 miles
- Total: 4.35 miles



## Walking Trail Maintenance

Aggregate Trails	Trail will be topdressed and compacted with matching material to maintain a surface free of ruts or other tripping hazards. Stabilization of surface material may be achieved using various urethane based products in areas that consistently experience water erosion.
Asphalt and Concrete Trails	Hard surface trails will be blown or swept free of debris as necessary to maintain a surface free of tripping hazards. Condition of the hard surface material will be assessed during daily rounds and deficiencies will be reported to the Streets Manager to schedule for repair or replacement.

# Facilities and Site Amenities

## Statement of Intentions:

Statement of Intentions: Public Works Grounds Maintenance Division will act as the initial custodians and inspectors for all of the Facilities and Site Amenities outlined below. A proactive platform for routine cleaning and assessment will be scheduled using the asset management software Hansen. General repairs within the skill set of Parks staff will be performed as needed or scheduled at the earliest available time. Cooperation with Public Works Facilities personnel or outside contractors will be initiated when specialized skills are needed to complete maintenance or repairs.

### *Facilities and Site Amenities Inventory*

- North Boundary Park Pool
- 9 Concession / Restroom Buildings
- Graham Park Maintenance Building
- Installed Irrigation Systems
- Graham Park Miracle Field
- Rotary Dog Park
- 5 Picnic Shelters
- Garbage and Recycling Receptacles
- Sidewalks and Parking Lots
- Picnic Tables and Benches
- Fences, Gates, Netting
- Dugouts
- Lighting
- Signage
- Bleachers





## Maintenance Inspection Checklist

### Athletic Fields-Game and Practice Field Playing Surfaces

Field:

Date:

Inspected By:

Irrigation? Circle One:      In-Ground      Manual Micro-Rain Unit      None

PLACE AN "X" NEXT TO THE ONE STATEMENT THAT BEST MATCHES YOUR OBSERVATION. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Turf Density

<input type="checkbox"/>	Field has a dense stand of grass and no bare areas are present.
<input type="checkbox"/>	Field has a dense stand of grass but thinning is evident in goal mouths, outfield player positions, and commonly expected wear areas.
<input type="checkbox"/>	Field has good grass cover on most of the field but bare areas are evident in goal mouths, outfield player positions, coach's boxes, or like.
<input type="checkbox"/>	Turf is thin or sparse on the majority of the field and bare areas are evident in goal mouths, outfield player positions, coach's boxes, or like.

#### B. Turf Uniformity

<input type="checkbox"/>	Turf has a uniform dark green color and different turf species are blended evenly so the field is visually consistent.
<input type="checkbox"/>	Turf has a uniform dark green color but some patches of different turf species are noticeable.
<input type="checkbox"/>	Turf has a medium green color with many patches of different species evident throughout the stand.
<input type="checkbox"/>	Turf is light green and many different grass species are unevenly blended to create a patchwork of grass cover.
<input type="checkbox"/>	Turf appearance was not judged because un-irrigated fields are dormant and off color.

#### C. Turf Weeds

<input type="checkbox"/>	Broadleaf weeds or annual grassy weeds are evident in less than 1% of stand.
<input type="checkbox"/>	Broadleaf weeds or annual grassy weeds are evident in less than 10% of the stand.
<input type="checkbox"/>	Turf shows significant populations of broadleaf weeds and annual grassy weeds covering 25% or more of the area.

#### D. Mowing and Trim

<input type="checkbox"/>	Turf is cut at an appropriate height for use and all trim in the playing area is no more than 30% higher than the mowed grass.
<input type="checkbox"/>	Turf is too high or low for the intended use and all trim in the playing area is no more than 30% higher than the mowed grass.
<input type="checkbox"/>	Turf is too high or low for the intended use and all trim in the playing area is more than 50% higher than the mowed grass.

#### E. Field Contour (Turf Areas Only)

<input type="checkbox"/>	Field is level and sloped or crowned to provide surface drainage of water away from the playing area.
<input type="checkbox"/>	Field is mostly level with some uneven high or low spots that will impede surface drainage.
<input type="checkbox"/>	Field is somewhat level but has multiple high or low spots that will impede surface drainage or drop offs that may be tripping hazards.
<input type="checkbox"/>	Field has many high and low areas that will impede surface drainage and drop offs that may be tripping hazards.

#### F. Field Contour (Baseball/Softball Infields Only)

<input type="checkbox"/>	Infield mix is level and slopes or is crowned to provide surface drainage of water away from the skin.
<input type="checkbox"/>	Infield mix is mostly level but has some high and low spots around bases, pitching area, and homeplate.
<input type="checkbox"/>	Infield mix has significant high and low areas especially around bases, pitching area, and homeplate.

#### G. Pitching Mound (Baseball/Softball Fields Only)

<input type="checkbox"/>	Is the mound covered or is a cover evident in the vicinity? Circle one:    YES    NO
<input type="checkbox"/>	Mound is in good repair. Table around pitching rubber is intact. Landing area slope is correct.
<input type="checkbox"/>	Mound is in average state of repair and is shaped correctly. The table and slope show minor wear at the pitching rubber and landing area less than 3" deep.
<input type="checkbox"/>	Mound is badly worn and correct shape has degraded. There are wear areas at the pitching rubber and landing area 3" or deeper.

#### H. Field Transitions or "Lips" (Baseball/ Softball Fields Only)

<input type="checkbox"/>	The infield mix makes a smooth transition to the turf areas.
<input type="checkbox"/>	The infield mix to turf transition has a lip in some locations but does not exceed 3" high.
<input type="checkbox"/>	The infield mix to turf transition has a lip in many areas and some locations are at least 6" high.

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## Maintenance Inspection Checklist

### Athletic Field Envelope

Field:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Grounds

<input type="checkbox"/>	Grass is mowed and trimmed.
<input type="checkbox"/>	Surfaces do not present trip and fall hazards.
<input type="checkbox"/>	Ground is free of litter and debris.

#### B. Bleachers & Benches

<input type="checkbox"/>	Hardware and bracing are structurally sound and intact.
<input type="checkbox"/>	Seating surface is clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	Nails, bolts, or screws are flush with the surface.
<input type="checkbox"/>	Painted surfaces are in good repair without major chipping, peeling, or cracking.
<input type="checkbox"/>	Handrails are secure with a smooth surface free of protrusions or sharp edges.

#### C. Field Accessories

<input type="checkbox"/>	Goals, tackling sleds, pitching screens, etc. are in good repair and do not present a safety hazard. Refer problems to correct Athletic Association.
<input type="checkbox"/>	Scoreboards are structurally sound and exterior repairs are not apparent. Associations will inspect electronic function.

#### D. Fences/Netting/Screens

<input type="checkbox"/>	Fence fabric is free of holes and is properly tied to the upright and crossing supports.
<input type="checkbox"/>	Fence posts are secure in the ground and are straight upright. Crossbars are properly tied to the uprights.
<input type="checkbox"/>	Safety caps are on all chain link style fences surrounding playing surfaces.
<input type="checkbox"/>	Netting is secure on uprights and does not have holes.
<input type="checkbox"/>	Backstop screens are properly secured and do not have rips or holes. Refer problems to correct Athletic Association for repair.

#### E. Dugouts

<input type="checkbox"/>	Structure is sound. Roofing appears intact and no leaks are evident. All lumber appears solid with no rotting visible.
<input type="checkbox"/>	Seating surface is clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	All surfaces are cleanly painted with no rotten lumber or rusted metal evident. No graffiti in sight.
<input type="checkbox"/>	All electrical enclosures are secure, GFI's have covers in place, lights and electrical plugs work, no wires are exposed.

#### F. Lights

<input type="checkbox"/>	Musco lights are operational.
<input type="checkbox"/>	Light poles are structurally sound with no visible damage at the connection to the concrete footer.
<input type="checkbox"/>	Electrical junction boxes and conduit are secure.

#### G. Trash Receptacles

<input type="checkbox"/>	Sufficient barrels are available in high traffic areas such as dugouts and bleachers.
<input type="checkbox"/>	Barrels are not overflowing and have liners in place.
<input type="checkbox"/>	Receptacles are cleanly painted with no rusted metal or graffiti visible.
<input type="checkbox"/>	Lids are in place where appropriate.

#### H. Signage

<input type="checkbox"/>	Emergency and Parks Hotline signs are in visible locations and secured properly.
<input type="checkbox"/>	Signs are readable and not faded or broken.

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## Maintenance Inspection Checklist

### Playgrounds

Location:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Play Equipment

<input type="checkbox"/>	Play equipment meets ASTM and National Playground Safety Institute standards.
<input type="checkbox"/>	Play equipment is free of graffiti.
<input type="checkbox"/>	Age appropriateness for the play equipment is noted with the proper signage.

#### B. Benches & Picnic Tables

<input type="checkbox"/>	Hardware and bracing are structurally sound and intact.
<input type="checkbox"/>	Seating surface and table tops are clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	Nails, bolts, or screws are flush with the surface.
<input type="checkbox"/>	Painted surfaces are in good repair with no rotten wood or rusted metal visible.
<input type="checkbox"/>	No graffiti is visible.

#### C. Surfacing

<input type="checkbox"/>	Fall surface is clean and free of litter and debris.
<input type="checkbox"/>	Wood Carpet surfaces are loose, level, and free of compaction.
<input type="checkbox"/>	Surface material is well drained and no evidence of standing water is apparent.
<input type="checkbox"/>	Rubber surfaces are free of major holes and tears with minimal deterioration.
<input type="checkbox"/>	Rubber surfaces are secure to the base material and curbing.

#### D. Trash Receptacles

<input type="checkbox"/>	Sufficient barrels are available in high traffic areas.
<input type="checkbox"/>	Barrels are not overflowing and have liners in place.
<input type="checkbox"/>	Receptacles are cleanly painted with no rusted metal or graffiti visible.
<input type="checkbox"/>	Lids are in place where appropriate.

#### E. Signage

<input type="checkbox"/>	Emergency and Parks Hotline signs are in visible locations and secured properly.
<input type="checkbox"/>	Signs are readable and not faded or broken.

#### F. Fences

<input type="checkbox"/>	Fence fabric is free of holes and is properly tied to the upright and crossing supports.
<input type="checkbox"/>	Fence posts are secure in the ground and are straight upright. Crossbars are properly tied to the uprights.
<input type="checkbox"/>	Posts have caps in place.
<input type="checkbox"/>	Gates and hardware are functional with all hardware in place.

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## Maintenance Inspection Checklist

### Hard Surface Courts and Sand Volleyball

Location:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Hard Surface Courts

<input type="checkbox"/>	Surface is smooth, level, and well drained.
<input type="checkbox"/>	Surface is free of large cracks, holes, and trip hazards.
<input type="checkbox"/>	Surface is painted and striped as per court specifications.
<input type="checkbox"/>	Worn painted surfaces do not exceed 25% of the total court surface.
<input type="checkbox"/>	Surface is free of litter, debris, and gravel.

#### B. Sand Courts

<input type="checkbox"/>	Sand is loose.
<input type="checkbox"/>	Surface is smooth, level, and well drained.
<input type="checkbox"/>	Surface is relatively free of weeds, grass, litter, and debris.
<input type="checkbox"/>	Court endlines and sidelines are secured properly.

#### C. Nets & Poles

<input type="checkbox"/>	Nets are free from excessive tears that could interfere with game play.
<input type="checkbox"/>	Nets are properly installed and secured to support poles.
<input type="checkbox"/>	Tennis: nets have center straps installed at the regulated height and are anchored to the court.
<input type="checkbox"/>	Basketball: rims are straight and attached to backboards properly. Backboards are in good repair with no defects visible.
<input type="checkbox"/>	Support poles have hardware intact, properly anchored, and installed.

#### D. Fences & Screens

<input type="checkbox"/>	Fence fabric is free of holes and is properly tied to the upright and crossing supports.
<input type="checkbox"/>	Fence posts are secure in the ground and are straight upright. Crossbars are properly tied to the uprights.
<input type="checkbox"/>	Gates and hardware are functional with all hardware in place.
<input type="checkbox"/>	Screens are properly secured and do not have rips or holes.

#### E. Lights

<input type="checkbox"/>	Lights are operational with at least 90% of all bulbs working.
<input type="checkbox"/>	Light poles are structurally sound with no visible damage at the connection to the concrete footer.
<input type="checkbox"/>	Electrical junction boxes and conduit are secure with no electric conducting wire exposed.
<input type="checkbox"/>	Lights provide uniform coverage to the courts and avoid dark or blind spots.

#### F. Trash Receptacles

<input type="checkbox"/>	Sufficient barrels are available in high traffic areas.
<input type="checkbox"/>	Barrels are not overflowing and have liners in place.
<input type="checkbox"/>	Receptacles are cleanly painted with no rusted metal or graffiti visible.
<input type="checkbox"/>	Lids are in place where appropriate.

#### G. Signage

<input type="checkbox"/>	Emergency and Parks Hotline signs are in visible locations and secured properly.
<input type="checkbox"/>	Signs are readable and not faded or broken.

#### H. Benches & Picnic Tables

<input type="checkbox"/>	Hardware and bracing are structurally sound and intact.
<input type="checkbox"/>	Seating surface and table tops are clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	Nails, bolts, or screws are flush with the surface.
<input type="checkbox"/>	Painted surfaces are in good repair with no rotten wood or rusted metal visible.
<input type="checkbox"/>	No graffiti is visible.

#### I. Grounds

<input type="checkbox"/>	Grass is mowed and trimmed.
<input type="checkbox"/>	Surfaces do not present trip and fall hazards.
<input type="checkbox"/>	Ground is free of litter and debris.

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## Maintenance Inspection Checklist

### Shelters

Location:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Grounds

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Grass is mowed and trimmed.

Surfaces do not present trip and fall hazards.

Ground is free of litter and debris.

#### B. Shelter Structure

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

All surfaces are clean, sanitary, and free of graffiti.

Electrical panels, plugs, and lights have safety covers in place and are working properly.

All surfaces are cleanly painted with no rotten lumber or rusted metal evident, no loose siding or trim pieces.

Concrete has a smooth surface and no large cracks or holes that may cause tripping.

Roof is free of leaves and branches and shingles are intact. No leaking or holes are observed.

Staples and nails from temporary signage or banners are removed and do not cause any protrusions or sharp edges.

#### C. Grills

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Grills are operational and have minimal rust and metal deterioration.

Grill racks are operational and secure to main body and have minimal grease build-up. Used charcoal is removed.

Grill foundations are intact and do not create a tripping hazard. Grill is secure, sturdy, and no vandalism is observed.

#### D. Tables

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Tables are clean, free of rust, broken or rotten lumber. No graffiti is evident.

Table tops and seats are smooth with no protrusions and have no sharp edges that present a hazard. All staples are removed.

Correct amount of tables are present for the shelter.

#### E. Trash Receptacles

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sufficient barrels are available in high traffic areas.

Barrels are not overflowing and have liners in place.

Receptacles are cleanly painted with no rusted metal or graffiti visible.

Lids are in place where appropriate.

#### F. Signage

<input type="checkbox"/>
<input type="checkbox"/>

Emergency and Parks Hotline signs are in visible locations and secured properly.

Signs are readable and not faded or broken.

#### G. Water Fountains & Hose Bibs

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Drinking fountains are operational and no leaks are present.

Drinking fountain bowl and drain are clean, working, and free of debris.

Hose bibs are operational and no leaks are present.

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## Maintenance Inspection Checklist

### Restroom and Concession Buildings

Location:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Grounds

<input type="checkbox"/>	Grass is mowed and trimmed.
<input type="checkbox"/>	Surfaces do not present trip and fall hazards.
<input type="checkbox"/>	Ground is free of litter and debris.

#### B. Building & Utilities

<input type="checkbox"/>	All surfaces are clean, sanitary, and free of graffiti.
<input type="checkbox"/>	All surfaces are cleanly painted with no rotten lumber or rusted metal evident, no loose siding or trim pieces.
<input type="checkbox"/>	Doors, windows, screens, and locks are operational.
<input type="checkbox"/>	Electrical panels, plugs, and lights have safety covers in place and are working properly.
<input type="checkbox"/>	Plumbing fixtures and drains, including hot water tanks, are working properly.
<input type="checkbox"/>	Fire extinguishers are mounted in their proper locations with a current inspection tag.
<input type="checkbox"/>	HVAC, appliances, and ventilation are working properly.
<input type="checkbox"/>	Concrete has a smooth surface and no large cracks or holes that may cause tripping.
<input type="checkbox"/>	Roof is free of leaves and branches and shingles are intact. No leaking or holes are observed.
<input type="checkbox"/>	Staples and nails from temporary signage or banners are removed and do not cause any protrusions or sharp edges.

#### C. Restrooms

<input type="checkbox"/>	All surfaces are clean, sanitary, and free of graffiti. Paper products are stocked.
<input type="checkbox"/>	Lights and ventilation system are operational.
<input type="checkbox"/>	Toilets and sinks are operating properly and no leaks are observed.
<input type="checkbox"/>	Hand dryers are operational.
<input type="checkbox"/>	Stalls are secure and sturdy. All hardware is present and works correctly.

#### D. Benches & Picnic Tables

<input type="checkbox"/>	Hardware and bracing are structurally sound and intact.
<input type="checkbox"/>	Seating surface and table tops are clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	Nails, bolts, or screws are flush with the surface.
<input type="checkbox"/>	Painted surfaces are in good repair with no rotten wood or rusted metal visible.
<input type="checkbox"/>	No graffiti is visible.

#### E. Trash Receptacles

<input type="checkbox"/>	Sufficient barrels are available in high traffic areas.
<input type="checkbox"/>	Barrels are not overflowing and have liners in place.
<input type="checkbox"/>	Receptacles are cleanly painted with no rusted metal or graffiti visible.
<input type="checkbox"/>	Lids are in place where appropriate.

#### F. Signage

<input type="checkbox"/>	Emergency and Parks Hotline signs are in visible locations and secured properly.
<input type="checkbox"/>	Restrooms are clearly marked by gender or family changing room.
<input type="checkbox"/>	Signs are readable and not faded or broken.

#### G. Water Fountains & Hose Bibs

<input type="checkbox"/>	Drinking fountains are operational and no leaks are present.
<input type="checkbox"/>	Drinking fountain bowl and drain are clean, working, and free of debris.
<input type="checkbox"/>	Hose bibs are operational and no leaks are present.

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## Maintenance Inspection Checklist

### Park Common Areas

Location:

Date:

Inspected By:

PLACE A "Y" IN THE BOX IF THE ITEM MEETS THE STANDARD OR "N" IF IT DOES NOT. MARK SECTIONS "N/A" THAT ARE NOT APPLICABLE.

#### A. Grounds

<input type="checkbox"/>	Grass is mowed and trimmed.
<input type="checkbox"/>	Surfaces do not present trip and fall hazards.
<input type="checkbox"/>	Ground is free of litter and debris.

#### B. Picnic Tables & Benches

<input type="checkbox"/>	Tables and benches are clean, free of rust, broken or rotten lumber. No graffiti is evident.
<input type="checkbox"/>	Seating surface and table tops are clean and free of protrusions. No catch points or sharp edges are exposed.
<input type="checkbox"/>	Nails, bolts, or screws are flush with the surface.
<input type="checkbox"/>	Hardware and bracing are structurally sound and intact.

#### C. Water Fountains & Hose Bibs

<input type="checkbox"/>	Drinking fountains are operational and no leaks are present.
<input type="checkbox"/>	Drinking fountain bowl and drain are clean, working, and free of debris.
<input type="checkbox"/>	Hose bibs are operational and no leaks are present.

#### D. Fences

<input type="checkbox"/>	Fence fabric is free of holes and is properly tied to the upright and crossing supports.
<input type="checkbox"/>	Fence posts are secure in the ground and are straight upright. Crossbars are properly tied to the uprights.
<input type="checkbox"/>	Posts have caps in place.
<input type="checkbox"/>	Gates and hardware are functional with all hardware in place.

#### E. Parking Lots & Walking Paths

<input type="checkbox"/>	Walkways and lots have a uniform surface and are level with the ground and free of trip hazards.
<input type="checkbox"/>	Drains installed in walking or parking surfaces have grates free of debris, basins that are clean and functional.
<input type="checkbox"/>	Evidence of ponding water is not observed on any walking or parking surfaces.
<input type="checkbox"/>	Paint markings are easily visible and bright. Handicapped parking is marked clearly and correctly.
<input type="checkbox"/>	Walkways and lots are clear and free of debris. Overhanging branches are pruned to an acceptable height.
<input type="checkbox"/>	Walkways and lots are free of weeds and grass growing in cracks and expansion joints.

#### F. Lights

<input type="checkbox"/>	Lights are working properly.
<input type="checkbox"/>	Light poles are structually sound with no visible damage at the connection to the concrete footer.
<input type="checkbox"/>	Electrical junction boxes and conduit are secure.

#### G. Trash Receptacles & Dumpster Areas

<input type="checkbox"/>	Sufficient barrels are available in high traffic areas.
<input type="checkbox"/>	Barrels are not overflowing and have liners in place.
<input type="checkbox"/>	Receptacles are cleanly painted with no rusted metal or graffiti visible.
<input type="checkbox"/>	Lids are in place where appropriate.
<input type="checkbox"/>	Dumpster enclosures are in good repair. Gates and hardware are working properly.
<input type="checkbox"/>	Dumpster areas are clean and free of debris. Visible dumpsters are aesthetically acceptable and have working lids.

#### H. Signage

<input type="checkbox"/>	Emergency and Parks Hotline signs are in visible locations and secured properly.
<input type="checkbox"/>	Signs are readable and not faded or broken.

#### I. Ornamental Mulch Beds

<input type="checkbox"/>	Plant material appears healthy and properly pruned.
<input type="checkbox"/>	Planting beds are free of litter, weeds, or other debris.
<input type="checkbox"/>	Mulch material is consistent in appearance and distribution.
<input type="checkbox"/>	Plants are mulched to an appropriate depth. No mounding is evident at the crown of the plant.
<input type="checkbox"/>	Bed edges are defined with either a neatly trimmed grass border or other installed edging that is in good repair.

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