



**City of Paducah  
Park Maintenance Standards:**

**Manual  
and  
Evaluation Form**

## **Introduction**

The City of Paducah (“City”) Parks and Recreation Department along with the City of Paducah Public Works Department (“Parks” & “PW”) determined it was in the best interest of citizens of Paducah that maintenance standards be developed for all City Parks. These standards define the desired conditions of City Parks and will be used to assess and evaluate conditions in City Parks.

### **What are the objectives of having maintenance standards?**

- Communicate condition of park system to Parks & PW management and staff, elected officials, and the public.
- Develop and communicate Parks & PW goals regarding maintenance standards.
- Establish link between park conditions and Department’s resources through systematic park evaluations.
- Assist Park & PW staff in scheduling and prioritizing maintenance functions and resources.
- Improve park condition by efficient resource allocation and improved park maintenance.

### **What does this Manual do?**

In an effort to deliver more efficient and effective City services, this manual sets forth standards to enable the Parks staff, PW staff and City residents to assess park conditions and the City’s ability to deliver results. The standards provide a framework for periodically inspecting and evaluating the conditions of the tangible features of each park relative to the standards.

In order to fairly and consistently evaluate the conditions of the City’s parks, the City needs to define what the expected conditions of the parks should be. Currently, the City lacks reliable, measurable, and objective information on park conditions. This parks standard manual represents the City’s attempt to clearly delineate quality standards for all the City’s parks. Some other jurisdictions have already implemented standards and evaluations and the City is learning from their best practice in creating this standards manual.

The goal of a standards manual is to improve consistency and minimize subjectivity when assessing park conditions. This manual will allow communication and comparison of park conditions throughout the City based on a uniform model. This standard manual will also make possible reporting on individual, regional, and citywide park conditions, as well as on specific park features. In addition, this manual will allow the Parks & PW departments to develop new department wide performance measures and objectives in the future.

**How does this Manual work?**

The City of Paducah has numerous park properties that it maintains. Initially, the Parks & PW will evaluate four property types that the City owns as listed in Table 1.

**Table 1. Property Types to be Inspected with the City of Paducah Maintenance Standards**

<b><u>Property Type</u></b>	<b><u>Definition</u></b>
<b>Mini Park</b>	A park typically 0.5 acres or smaller, serving a neighborhood or part of a neighborhood; often a landscaped area with few facilities such as a community garden, a children’s play area, or outdoor performance space.
<b>Civic Plaza or Square</b>	An area that is typically designated to attract citywide and regional visitors; a tourist destination; often entrenched in local culture and history; a gathering place for civic action, processions, and cultural events; could have a landscaped area, a children’s play area, a decorative fountain, or public art.
<b>Neighborhood Park or Playground</b>	A park typically varying in size from 0.5 acres to 30 acres, serving a neighborhood or several neighborhoods; could be a developed park or playground with a range of facilities, such as a recreation center, clubhouse, or swimming pool, spray park or undeveloped open spaces.
<b>Regional Park</b>	A park typically greater than 30 acres in size with a variety of park landscape, facilities and programs for city residents, regional visitors, and tourist, or any park serving as a tourist destination of historical, cultural or architectural significance.

Park maintenance standards are classified among three categories: Landscaped and Hardscaped Areas, Recreational Areas, and Amenities and Structures. Within each category, a series of park features is evaluated. For example, the Landscaped and Hardscaped Areas category include five features: (1) lawns, (2) Ornamental gardens, shrubs, and ground covers, (3) trees, (4) Hardscapes and trails, and (5) open space. Each park feature is evaluated using separate elements that apply to that specific feature. For example, lawns are evaluated on 7 elements: (1) cleanliness, (2) color, (3) density and spots, (4) drainage/flooded areas, (5) edged, (6) height/mowed, and (7) holes. The manual specifically describes and defines the quality standard(s) for each particular feature. (See Table 2)

**Table 2. Park Features covered in the Park Maintenance Standards Manual**

<b><u>Landscaped and Hardscaped Areas</u></b>	<b><u>Recreational Areas</u></b>	<b><u>Amenities and Structures</u></b>
1. Lawns	6. Turf Athletic Fields (E.g. Ball fields)	9. Restrooms
2. Ornamental Gardens, Shrubs, and Ground Cover	7. Outdoor Athletic Courts (E.g. Tennis & Basketball Courts)	10. Parking Lots & Roads
3. Trees	8. Children’s Play Areas	11. Waste Receptacles

4. Hardscapes and Trails		12. Benches, and Tables
5. Open Space		13. Amenities & Structures

The evaluation form contained in this manual should be filled out to evaluate each park. The evaluation form contains simple “yes” or “no” questions on whether each element meets the standards or not. For example, the “height/mowed” standard for lawns asks whether lawns are mowed and kept at a uniform height – yes or no. See Table 3 below for a description of the elements under each feature.

**Table 3. Elements of Park Features (PF) included in the Park Maintenance Standards Manual**

Category	Park Feature	Elements examined under each park feature
<b>A. Landscaping and Hardscaped Areas</b>		
1.	Lawns	Cleanliness, Color, Density, Drainage, Edged, Height, and Holes
2.	Ornamental Gardens, Shrubs, and Ground Cover	Cleanliness, Plant health, Pruned, and Weediness
3.	Trees	Limbs, Plant health, and Vines
4.	Hardscapes and Trails	Cleanliness, Drainage, Graffiti, Surface quality, and Weediness
5.	Open Space	Cleanliness, Color, Density, Drainage, Height, and Holes

Category	Park Feature	Elements examined under each park feature
<b>B. Recreational Areas</b>		
6.	Turf Athletic Fields	Cleanliness, Color, Drainage, Fencing, Functionality, Graffiti, Height, Holes and Signage
7.	Outdoor Athletic Fields	Cleanliness, Drainage, Fencing, Functionality, Graffiti, Painting/Striping, Surface quality, and Signage
8.	Children’s Play Areas	Cleanliness, Fencing, Functionality, Graffiti, Integrity of equipment, Painting, Surface quality, and Signage

<u>Category</u>	<u>Park Features</u>	<u>Elements examined under each park feature</u>
9.	Restrooms	Cleanliness, Graffiti, Functionality, Lighting, Odor, Painting, Signage, Supplies, and Waste receptacles
10.	Parking Lots & Roads	ADA parking spaces, Cleanliness, Curbs, Drainage, Graffiti, Striping, Signage, and Surface quality
11.	Waste Receptacles	Cleanliness, Fullness, Painting, Structural integrity, and Functionality
12.	Benches & Tables	Cleanliness, Graffiti, Painting, Structural integrity, and Functionality
13.	Amenities & Structures	Exterior of Buildings, Drinking fountains, Fencing, Gates/Locks, Retaining walls, Stairways, and Signage

After a park has been evaluated, the park will have an aggregate score for the number of standards that it meets. Additionally, results of different park features can be compared across park sites, for example Kolb Park met standards for lawns, but Keiler Park did not. On a citywide level, evaluation results could tell us about specific park features and whether standards were met across the City. For example, the results could be aggregated to tell what percentage of children's play areas met park standards across the City. This information could be used for many different purposes such as identifying maintenance problems, allocating resources, and improving park conditions.

### **What are the limitations of this Manual?**

A few points should be noted about the standards manual and park evaluation form. First, the results of the park evaluations using this manual provide a general index of park conditions. The elements that are used to rate park features are important ones as identified by the City of Paducah. This manual purposefully avoids technical or scientific standards that are difficult to gauge. For example, in ornamental gardens, shrubs, and ground covers, several standards could have been developed regarding specific plant health and shape. Measuring for compliance with these standards would be extremely time-consuming and in the end are not necessarily visible to the untrained eye. As a result, the elements chosen related to items that would be discernable by an average citizen and would affect their general park experience.

The park features in this manual are reflective of the basic infrastructure of a City of Paducah Park. Although not all features will be present at each park, each feature constitutes a large part of park's maintenance and labor cost. As a result, the periodic evaluation of these primary features provides an overall index of the park's condition.

Second, the evaluation measures the condition of existing facilities compared to the developed standards. It does not define what should be provided or the lack of certain amenities. Aesthetic principles of landscape design and/or other park design issues are not addressed. While the City of Paducah may recognize whether the aesthetic are favorable or unfavorable, it is beyond the scope of these standards. For example, a park might meet all quality standards for its existing facilities and features even though one's park experience would be enhanced through the addition of an ornamental garden or if the evaluator feels the ornamental garden may benefit from more diverse plant life. This standards manual therefore only defines the minimum expected conditions of the existing facilities.

Lastly, in an effort to make the scoring as reliable and objective as possible, the standards are designed in such a manner that the majority of people would come up with the same conclusion about whether a park meet certain quality standards. It is the responsibility of the Parks & Recreation and Public Works Departments to regularly evaluate each park using the established standards and to train its staff on the standards.

### **Conclusion**

The intent of this standards manual and evaluation form is to collect information about park conditions and to increase users' satisfaction with their park experience. City officials and the Park & Recreation and Public Works Departments look forward to the results of these regular park assessments and seek to use these results to continue to improve the delivery of services to the residents of Paducah.

# PARK MAINTENANCE STANDARDS and SURVEY

Park Inspected: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Quarter: \_\_\_\_\_

Overall Percentage of Standard Met: \_\_\_\_\_

Place a **“Y”** in the space if the item meets standards. Place an **“N”** in the space if the item does not meet standards.

## **I. ATHLETIC FACILITIES: COMPETITIVE FIELDS**      % of standards met: \_\_\_\_\_

### **Turf**

- \_\_\_ 1. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
- \_\_\_ 2. Appropriate grass for weather season if required.
- \_\_\_ 3. Play area has a uniform surface and well drained.
- \_\_\_ 4. Turf is mowed at the appropriate height for the type of grass used and the type of field used.
- \_\_\_ 5. Turf is free of any litter or debris.

### **Skinned Infields**

- \_\_\_ 1. Infields have a uniform surface and are free of lips, holes, and trip hazards.
- \_\_\_ 2. Infields are well drained with no standing water areas.
- \_\_\_ 3. Infields have proper soil consistency for intended usage.
- \_\_\_ 4. Infields are free of weeds and grass.
- \_\_\_ 5. Infields are free of rocks, dirt clods, and debris as per Little League and Amateur Softball Association rules and specifications.
- \_\_\_ 6. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.

### **Soccer Goals**

- \_\_\_1. Goals are constructed of proper materials.
- \_\_\_2. Goals are properly installed and anchored.
- \_\_\_3. Goal frames show no excessive bending.
- \_\_\_4. Nets are in good condition and free of holes, tears, and fraying that would allow a soccer ball to pass.

### **Bleachers**

- \_\_\_1. Hardware is intact.
- \_\_\_2. Seating surface is clean, smooth, and free of protrusions and catch points.
- \_\_\_3. Bleachers are firmly anchored to the ground.
- \_\_\_4. Bleacher areas have trash receptacles present and are in good condition.

### **Lighting**

- \_\_\_1. Electrical systems and components are operational and in compliance with appropriate building codes.
- \_\_\_2. 90% of lamps for each field are operational.
- \_\_\_3. No electrical conducting wires are exposed.
- \_\_\_4. Ballast boxes and components are properly installed and secured.
- \_\_\_5. Lights provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

### **Fencing**

- \_\_\_1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
- \_\_\_2. Fencing material is properly secured to support rails.
- \_\_\_3. Support rails are properly connected and straight.
- \_\_\_4. Fencing is free of holes and protrusions.

- \_\_\_5. Fabric is straight and free of bending or sagging.
- \_\_\_6. Gates and latches are operational.

**Restrooms**

- \_\_\_1. Restrooms are clean, sanitary, and properly stocked with paper products.
- \_\_\_2. Lights and ventilation systems are operational.
- \_\_\_3. Toilets, water faucets, and stall doors are operational.
- \_\_\_4. Restrooms are free of graffiti.
- \_\_\_5. Restroom doors are properly marked according to gender.
- \_\_\_6. Restrooms have clean trash receptacles.
- \_\_\_7. Restroom doors and locks are operational.
- \_\_\_8. Restrooms are in compliance with the requirements of the Americans with Disabilities Act.

**II. PLAYGROUND**                      % of standards met: \_\_\_\_\_

**Play Equipment**

- \_\_\_1. Play equipment and surrounding play areas meet ASTM and National Playground Safety Institute standards.
- \_\_\_2. Play equipment and hardware is intact.
- \_\_\_3. Play equipment is free on graffiti.
- \_\_\_4. Age appropriateness for the play equipment is noted with proper signage.

**Surfacing**

- \_\_\_1. Fall surface is clean, level, and free of litter and debris.
- \_\_\_2. Fall surface meets ASTM and National Playground Safety Institute standards.
- \_\_\_3. Fall surface is well drained.

### **Borders**

- \_\_\_1. Playground borders are well defined and intact.
- \_\_\_2. Playground borders meet ASTM and National Playground Safety Institute standards.

### **Decks**

- \_\_\_1. Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than ¼ inch.
- \_\_\_2. Nails, bolts, or screws are flush with the surface.
- \_\_\_3. Planks are level with no excessive warping.

### **Benches**

- \_\_\_1. Surfaces are smooth and structurally sound.
- \_\_\_2. Hardware is intact and structurally sound.
- \_\_\_3. Nails, bolts, or screws are flush with the surface.
- \_\_\_4. Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.

## **III. PICNIC FACILITIES**

% of standards met: \_\_\_\_\_

### **Pavilions, Shelters, and Buildings**

- \_\_\_1. Pavilions, shelters, and buildings comply with the Americans with Disabilities Act requirements.
- \_\_\_2. Pavilions, shelters, and buildings are clean, sanitary, and free of graffiti.
- \_\_\_3. Electrical plugs, lights, appliances, fans, and hot water heaters are operational and in good condition and comply with current building codes.
- \_\_\_4. Pavilions, shelters, and buildings are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
- \_\_\_5. Pavilions, shelters, and buildings are relatively pest and rodent free and regularly treated for ants, wasps, termites, and mice.
- \_\_\_6. Interior kitchen are equipped with an operational fire extinguisher.

- \_\_\_7. Doors, windows, screen, and locks are operational.
- \_\_\_8. Water fountains, water faucets, exhaust vent fans, and hose bib connections are operational.
- \_\_\_9. Signage with reservation and rules information and emergency telephone numbers is in a noticeable location.
- \_\_\_10. Pavilion, shelter, and building grounds are mowed and trimmed and free of litter, debris, and hazards.
- \_\_\_11. Vegetation is trimmed back to reduce hazards and does not impede ingress and egress.

### **Tables**

- \_\_\_1. Tables are clean, free of rust, mildew, and graffiti.
- \_\_\_2. Table hardware is intact.
- \_\_\_3. Table frames are intact and slats are properly secured.
- \_\_\_4. Table seats and tops are smooth and free of protrusions and have no exposed sharp edges or pointed corners.

### **Trash Receptacles**

- \_\_\_1. Receptacles are clean.
- \_\_\_2. Wood receptacles are painted and free of damaged or missing parts.
- \_\_\_3. Hardware for receptacles is intact.
- \_\_\_4. Concrete receptacles are intact and free of cracks or damage.
- \_\_\_5. Areas around trash receptacles are clean and free of trash and debris.

### **Restrooms**

- \_\_\_1. Restrooms are clean, sanitary, and properly stocked with paper products.
- \_\_\_2. Lights and ventilation systems are operational.
- \_\_\_3. Toilets, water faucets, stall doors are operational.
- \_\_\_4. Restrooms are free of graffiti.
- \_\_\_5. Restroom doors are properly marked according to gender.

- \_\_\_6. Restrooms have clean trash receptacles.
- \_\_\_7. Restroom doors and locks are operational.
- \_\_\_8. Restrooms are in compliance with the requirements of the Americans with Disabilities Act.

**IV. TENNIS COURTS**

% of standards met: \_\_\_\_\_

**Surfacing**

- \_\_\_1. Surface is smooth, level, and well drained with no standing water.
- \_\_\_2. Surface is free of large cracks, holes, and trip hazards.
- \_\_\_3. Surface is painted and striped in accordance with the United States Tennis Association court specifications.
- \_\_\_4. Worn painted surfaces do not exceed 20% of total court surface.
- \_\_\_5. Surface is free of litter, debris, gravel, and graffiti.

**Nets**

- \_\_\_1. Nets are free from tears and frays.
- \_\_\_2. Nets are properly installed and secured to support poles.
- \_\_\_3. Nets have center straps installed at the regulated height and are anchored to the court.
- \_\_\_4. Support poles have hardware intact, properly anchored, and installed.

**Lights**

- \_\_\_1. Electrical systems and components are operational and in compliance with appropriate building codes.
- \_\_\_2. 90% of lamps for each court are operational.
- \_\_\_3. Timers are properly set for specific hours of operation.
- \_\_\_4. No electrical conducting wires are exposed.
- \_\_\_5. Ballast boxes and components are properly installed and secured.
- \_\_\_6. Lighting controls with operation instructions and information are conveniently located for easy access.

- \_\_\_7. Lights to give uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind spots.

**Fencing**

- \_\_\_1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
- \_\_\_2. Fencing material is properly secured to support rails.
- \_\_\_3. Support rails are properly connected and straight.
- \_\_\_4. Fencing is free of holes, protrusions, and catch points.
- \_\_\_5. Fabric is straight and free of bending or sagging.
- \_\_\_6. Gates and latches are operational.
- \_\_\_7. Windscreens are tightly secured to the fencing and are free of tears and holes.

**V. BASKETBALL COURTS**

% of standards met: \_\_\_\_\_

**Surfacing**

- \_\_\_1. Surface is smooth, level, and well drained with no standing water.
- \_\_\_2. Surface is free of large cracks, holes, and trip hazards.
- \_\_\_3. Surface is painted and striped as per court specifications.
- \_\_\_4. Worn painted surfaces do not exceed 20% of total court surface.
- \_\_\_5. Surface is free of litter, debris, gravel, and graffiti.

**Goals and Backboards**

- \_\_\_1. Goals and backboards are level with hardware intact.
- \_\_\_2. Goals and backboards are painted.
- \_\_\_3. Nylon nets are properly hung and are not torn or tattered.
- \_\_\_4. Support poles are secure in the ground straight.

### **Lights**

- \_\_\_1. Electrical systems and components are operational and in compliance with appropriate building codes.
- \_\_\_2. 90% of lamps for each court are operational.
- \_\_\_3. Timers are properly set for specific hours of operation.
- \_\_\_4. No electrical conducting wires are exposed.
- \_\_\_5. Ballast boxes and components are properly installed and secured.
- \_\_\_6. Lighting controls with operating instructions and information is conveniently located for easy access.
- \_\_\_7. Lights to provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

## **VI. SAND VOLLEYBALL COURTS**

% of standards met: \_\_\_\_\_

### **Nets**

- \_\_\_1. Nets are free from holes and are not torn or tattered.
- \_\_\_2. Nets are hung tightly at the specified height.
- \_\_\_3. Nets are securely attached to the support poles.
- \_\_\_4. Support poles to have hardware intact, properly anchored and installed.

### **Surface**

- \_\_\_1. Court surface is loose sand.
- \_\_\_2. Surface is smooth with good drainage and no standing water.
- \_\_\_3. Surface is free of weeds, grass, litter, and debris.

### **Borders**

- \_\_\_1. Borders are well defined and intact.
- \_\_\_2. Borders meet ASTM and National Playground Safety Institute standards.

## **VII. PONDS**

% of standards met: \_\_\_\_\_

### **Water**

- \_\_\_ 1. Aerators are operational.
- \_\_\_ 2. Pond surface is at least 90% clear of vegetation.
- \_\_\_ 3. Water areas are free of trash and debris.
- \_\_\_ 4. Banks are smooth and free of wash outs and erosion.
- \_\_\_ 5. Ponds are stocked with appropriate species of fish.
- \_\_\_ 6. Ponds are dyed to enhance appearances and assist in reduction of unwanted vegetation when applicable.
- \_\_\_ 7. Pond Management plan is developed and filed with the Kentucky Wildlife Department as required.

### **Fishing Piers/Decks**

- \_\_\_ 1. Planks are intact, smooth, structurally sound, free of splinters, and have no cracks greater than ¼ inch.
- \_\_\_ 2. Nails, bolts, or screws are flush with the surface.
- \_\_\_ 3. Planks are level with no excessive warping.
- \_\_\_ 4. Handrails are present and structurally sound.
- \_\_\_ 5. Piers and decks comply with the Americans with Disabilities Act.

### **Benches**

- \_\_\_ 1. Slats are smooth and structurally sound.
- \_\_\_ 2. Hardware is intact and structurally sound.
- \_\_\_ 3. Nails, bolts, or screws are flush with the surface.
- \_\_\_ 4. Seats and backings are smooth with no protrusions and have no exposed sharp edges or pointed corners.

**VIII. PARKS: GENERAL STANDARDS**

% of standards met: \_\_\_\_\_

**Grounds**

- \_\_\_1. Grounds are mowed and trimmed.
- \_\_\_2. Park is free of litter, debris, and hazards.
- \_\_\_3. Parking lots are clean and striped. (if applicable)

**Drinking Fountains**

- \_\_\_1. Fountains are accessible and operational.
- \_\_\_2. Fountains are in appropriate locations.
- \_\_\_3. Fountains are in compliance with the Americans with Disabilities Act.
- \_\_\_4. Fountains are installed on solid surfaces and free of standing water and debris.

**Decorative Water Fountains**

- \_\_\_1. Pool is clean and free of debris.
- \_\_\_2. Ensure proper mechanical function as per manufacturer's instructions.

**Signage**

- \_\_\_1. Park identification signs are secure and properly installed in a noticeable location.
- \_\_\_2. Handicap parking signs are secure, visible, and to code.
- \_\_\_3. Park Rules signs are secure and in a noticeable location.
- \_\_\_4. Restroom signs are secure and visible.
- \_\_\_5. Signs are clean, painted, and free of protrusions.

**Ornamental Plants**

- \_\_\_1. Plants are healthy.
- \_\_\_2. Plant beds are free of litter, debris, and weeds.
- \_\_\_3. Plant selection is appropriate for season and area usage.

### **Walkways**

- \_\_\_1. Walkways have a uniform surface and are level with the ground and free of trip hazards.
- \_\_\_2. Walkways are free of litter and debris.
- \_\_\_3. Walkways meet the Americans with Disabilities Act requirements.
- \_\_\_4. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
- \_\_\_5. Walkways are neatly edged.
- \_\_\_6. Walkways are clear of weeds and grass growth in cracks and expansion joints.

### **Trash Receptacles (random)**

- \_\_\_1. Receptacles are clean.
- \_\_\_2. Wood receptacles are painted and free of damage or missing parts.
- \_\_\_3. Hardware for wood receptacles is intact.
- \_\_\_4. Concrete receptacles are intact and free of cracks or damage.
- \_\_\_5. Roll-off containers and dumpsters are screened or hidden and placed in less intrusive areas.
- \_\_\_6. Area around trash receptacles is clean and free of trash and debris.
- \_\_\_7. Area around roll-off containers and dumpsters is clean and free of trash and debris.

### **Ornamental Steel Fencing**

- \_\_\_1. Hardware is intact.
- \_\_\_2. Fences are properly installed and anchored.
- \_\_\_3. Support rails are properly connected and straight.
- \_\_\_4. Bolts or screws are flush with surface with no exposed sharp points.
- \_\_\_5. Fence is straight with no excessive bends.
- \_\_\_6. Gates and latched are operational.

### **Chain Link Fencing**

- \_\_\_1. Fencing material is galvanized chain link and is the appropriate gauge wire for the specified use.
- \_\_\_2. Hardware is intact.
- \_\_\_3. Fences are properly installed and anchored.
- \_\_\_4. Support rails are properly installed and straight.
- \_\_\_5. Bolts or screws are flush with the surface with no exposed sharp points.
- \_\_\_6. Fencing is free of holes and protrusions.
- \_\_\_7. Fabric is straight and free of bending or sagging.

### **Wood Fencing**

- \_\_\_1. Fences are intact, structurally sound, and free of deterioration.
- \_\_\_2. Nails, bolts, or screws are flush with the surface with no exposed sharp points.
- \_\_\_3. Fences have no excessive cracks or splintering.

### **Lights: Security and Exterior Facility Lights**

- \_\_\_1. 90% of security and facility lights are operational.
- \_\_\_2. No electrical conducting wires are exposed.
- \_\_\_3. Lights comply with current building codes.
- \_\_\_4. Electrical components are operational, properly installed, and secured.

### **Bridges**

- \_\_\_1. Bridges have a uniform surface and are free of tripping hazards.
- \_\_\_2. Lumber is structurally sound, free of cracks, deterioration, and splintering.
- \_\_\_3. Bridges comply with the Americans with Disabilities Act requirements.
- \_\_\_4. Bridges have handrails intact and are properly installed and anchored.
- \_\_\_5. Bridges are free of litter, debris, and graffiti.

### **Irrigation (turf)**

- \_\_\_1. Irrigation system is fully operational with complete coverage.
- \_\_\_2. System is free of leaks.
- \_\_\_3. Heads are installed according to intended use.
- \_\_\_4. Heads are properly adjusted with rotations and arcs set to reduce water run off.
- \_\_\_5. Systems are set to run at specific times to minimize water evaporation and waste.

### **Irrigation (landscape)**

- \_\_\_1. Irrigation system is fully operational with complete coverage.
- \_\_\_2. System is free of leaks.
- \_\_\_3. Heads are installed according to intended use.
- \_\_\_4. Heads are properly adjusted with rotations and arcs set to reduce water run off.
- \_\_\_5. Systems are set to run at specific times to minimize water evaporation and waste.

### **Picnic Units**

- \_\_\_1. Tables are clean, free of rust, mildew, and graffiti.
- \_\_\_2. Table hardware is intact.
- \_\_\_3. Table frames are intact and slats are property secured.
- \_\_\_4. Table seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed corners.
- \_\_\_5. Trash receptacles are clean.
- \_\_\_6. Wood trash receptacles are painted and free of damaged or missing parts.
- \_\_\_7. Hardware for wood receptacles is intact.

