

PARK MAINTENANCE REPORT CARD

USA

Contact Information Optional:

Park Name: _____ Your Name: _____

Date: _____ Phone: _____ Email: _____

General Instructions:

The Report Card consists of six specific areas to be graded. If you have any questions, please consult the volunteer or staff member leading your Report Card evaluation. Each park setting has a series of five questions based on cleanliness, safety, condition, appearance and functionality. Use the following guidelines to answer each question to the best of your ability.

1. For each park setting, please answer each question on the attached form by giving a grade to each category.

F	D	C	B	A
Poor	Below Average	Average	Above Average	Excellent

2. If a question or series of questions are not applicable (for example, if a park does not have recreation areas), please mark "N/A" next to the question.

3. Try to conduct the inspections in groups of two or three. Having more than one person conduct the survey promotes objectivity and ensures a more comprehensive evaluation of conditions. Each group will collectively fill out the survey for each park.

4. Be objective. Overcriticism can blur the most relevant points that you raise. Avoid overly negative comments. For example, overflowing trash is a problem. If there is grass on the sidewalk, it's only a problem if it has accumulated to the point of impeding.

5. Use the comments section to note specific problems. Park employees are much more able to respond to specific concerns and needs than general observations. For example, "The plastic slide on the playground is cracked and unusable" is much more useful than "The playground equipment needs to be fixed."

6. Please give each component a comprehensive grade, and make note of specific deficiencies. For example, if 50% of the playground equipment are excellent, and 50% are poor, please grade them average and make note of the poor areas to fix.

7. The back of each sheet of questions is blank. Please use this space to make additional notes, fix-it list, or to draw diagrams of problem areas within the park so that the Department can respond effectively to the problem.

Thank You! Have Fun!

Park Features

Identifying separate features within public parks is one way of creating standards that can be used to compare all parks. Features refer to the basic building blocks of public parks, such as playgrounds, open spaces, buildings, etc. Features are the major components the public might expect to find in the various public areas that they visit. Not all parks are made up of the same features. These features vary depending on the intended use and function of the park. The following list of park features that provides a broad classification with which to evaluate public parks.

Feature	Description	Feature	Description
Grounds and Greenspace	Includes general park grounds, open spaces, lawns, natural areas, ponds/lakes and trees.	Playgrounds	This includes all children's play areas, from tot lots to elementary school age playgrounds, swings and other play equipment. Furthermore, playgrounds include fall surfaces, playground equipment, shade structures, surrounding areas (sidewalks / border).
Athletic Areas	Includes Baseball, football and multipurpose fields; Basketball and tennis courts; Volleyball courts; and any other areas dedicated specifically to an athletic event.	Buildings and Structures	Includes recreation centers, gymnasiums, multi-use buildings, concession buildings, restroom, pavilions, pergolas and other shade structures, piers, bridges, boardwalks, fences/rails/gates, and any other structures built on-site.
Accessibility, Information and Parking	Includes parking areas; entry roads; access and egress points from parking areas into park grounds; signage and any other informational items throughout the park.	Amenities	Includes any general park features that complement a park experience, such as walking trails; seating; tables; grills; benches; water fountain; aquatic features, etc.



Grounds and Greenspaces			
Park Name			
Category	Description	Grade	Comments
Cleanliness	Is trash or debris present on the grounds? Is the area free of graffiti and other vandalism?		
Safety	Are there any hazards present? Are the grounds free of holes? Are there any trees with dead or dying limbs?		
Condition	Is turf mowed at a consistent height? Do plants appear to be weed-free and consistently maintained?		
Appearance	Does the area have good "curb appeal"? Does the area appear well manicured?		
Functionality	Is the condition of the grounds suitable for the use of the space? Are areas easily visible and accessible? Are spaces able to be used for their purpose.		

Athletic Areas				
<u>Category</u>	<u>Description</u>	<u>Grade</u>	<u>Comments</u>	
Cleanliness	Is trash or debris present on the grounds? Do piles of grass or dirt exist on or around the playing field(s)?			
Safety	Are there any hazards present? Is the playing surface free of holes, tripping hazards, etc.? Are there any obstacles surrounding the field(s) that pose a potential hazard?			
Condition	Is turf mowed at a consistent height? Does the area appear to be weed-free and consistently maintained? Is the playing surface level and smooth?			
Appearance	Does the area have good "curb appeal"? Does the area appear well manicured? Are there any items on or around the field(s) that appear out-of-place?			
Functionality	Is the condition of the grounds suitable for the use of the space? Are areas easily visible and accessible? Are spaces able to be used for their specific purpose.			

Accessibility / Management / Parking				
Park Name:				
Category	Description	Grade	Comments	
Cleanliness	Are parking areas always free of debris and trash? Are they free of dirt, mildew, or water stains?			
Safety	Are there any hazards present? Are there adequate measures in place to prevent access by vehicles onto grounds? Are there clear ways of access and egress and from parking areas? Are parking lot lights operational and sufficient at night?			
Condition	Are parking areas and roads free of potholes? Are parking lines and handicap markings clearly visible? Are signs and sign posts installed correctly? Are signs faded or damaged?			
Appearance	Does the area have good "curb appeal"? Does the area appear well maintained? Do signs appear bright and inviting as you approach them?			
Functionality	Are there adequate parking spaces for park usage? Are vehicles able to properly navigate roads and parking areas? Are signs placed in proper locations for visibility? Do proper access points exist from parking areas into park grounds?			

Playgrounds			
Park Name:			
Category	Description	Grade	Comments
Cleanliness	Is trash or debris present on the playground equipment, fall surface, or surrounding area? Is the area free of graffiti and other vandalism? Is mold, mildew, or any other contaminants present on playground equipment?		
Safety	Are there any hazards present in the playground area? Is the fall surface material in good condition? Are there any trees with dead or dying limbs near the playground area?		
Condition	Does the playground equipment and fall surface appear to be in good condition? Are there any cracks, loose bolts, rust or any other items that negatively affect the playground condition?		
Appearance	Does the playground area have good "curb appeal"? Does the area appear well manicured? Is the area inviting and appear to be safe?		
Functionality	Does the playground equipment function as it is intended? Are there any pieces of play equipment that are broken or not able to work as intended?		

Buildings and Structures				
Park Name:				
Category	Description	Grade	Comments	
Cleanliness	Are buildings free of mold, mildew, and other contaminants? Are windows clean and clear? Is trash or other debris present around buildings? Are floors, walls, and other surfaces clean and safe?			
Safety	Are there any hazards present in, on, or around buildings? Are tripping hazards or loose boards present on bridges or boardwalks? Do all doors and locks function properly? Are any hazardous or flammable items stored in or around building or structure?			
Condition	Do buildings have any rotten wood or other structural damage? Are floors, walls, and other surfaces damaged?			
Appearance	Do buildings have good "curb appeal" from the exterior? Do they appear to be well maintained? Is paint faded or chipped?			
Functionality	Are buildings and structures able to be used for their intended purpose? Do all the building systems work properly (HVAC, Plumbing, Electrical, etc.)			

Park Amenities			
Park Name:			
<u>Category</u>	<u>Description</u>	<u>Grade</u>	<u>Comments</u>
Cleanliness	Are amenities free of graffiti and other vandalism? Are benches, tables, water fountains, etc. clean and sanitary?		
Safety	Are there any hazards present on amenities? Are benches, boards broken or splintered? Are walking trails free of tripping hazards?		
Condition	Are park amenities in good shape? Do they appear to be well maintained? Do they appear to be new or old?		
Appearance	Do park amenities appear inviting? Do they appear safe, functional, and aesthetically pleasing?		
Functionality	Do park amenities function as intended? Do water fountains work properly? Are aquatic features working properly? Are park amenities able to be used for their intended purpose?		