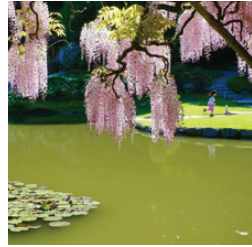




Seattle
Parks & Recreation



PARK INSPECTION PROGRAM INSPECTION GUIDE

PARK INSPECTION PROGRAM

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GARBAGE CONTROL

MAINTENANCE GOALS

Cans available and collected beyond half full, litter free throughout park, cans in good shape with lids that fit.



RATING: 5

CONDITION: EXCELLENT

REASON:

Cans available, lined, dent-free, less than half full, no litter.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Can available, in good condition, but full and unusable.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Garbage is on the ground, can is full, grill full of ashes, can in disrepair.

RESTROOMS

MAINTENANCE GOALS

Clean fixtures, soap and paper supplies available, clean floors, walls and ceilings, litter free and odor free. Entrance and areas immediately around the restrooms are clean and graffiti free.



RATING: 5

CONDITION: EXCELLENT

REASON:

Clean surfaces and fixtures, well supplied, no litter.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Litter, dirty wall, stained floor



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Dirty walls, littered, no toilet paper.

COMMUNITY CENTER ENTRY WAYS

MAINTENANCE GOALS

The entry landscaping design can withstand high pedestrian traffic and is well maintained, litter free, and attractive. Trash cans are clean and serviced. Sidewalks and hard surfaces are debris free and safe.



RATING: 5

CONDITION: EXCELLENT

REASON:

Entryway meets all the criteria listed in the maintenance goals. Safety elements include lights, unobstructed site lines, and clear walking surfaces.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

The entryway and landscaping is obscured by garbage cans, or other barriers. Landscape beds are unkempt, bare, full of weeds; plantings may be dead or dying. Hard surfaces are slippery and/or drainage is poor. Quantities of natural debris and/or litter are accumulated.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Landscape beds are unkempt, bare, full of weeds, and plants are dead or dying. Hard surfaces are slippery or drainage is poor. Refuse has been discarded somewhere other than a proper receptacle, and quantities of natural debris and accumulated.

PICNIC SHELTERS AND AREAS

MAINTENANCE GOALS

Shelter surfaces clean and cobweb free, odor free, free of litter and garbage, grills free of coals and ashes, clean undamaged furniture, tables located on trip-free attractive surface, lined trash cans available and in good condition with tops that fit.



RATING: 5

CONDITION: EXCELLENT

REASON:

Clean table and pad, edged and well-maintained ground cover.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Some litter, stained floor



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Dirty table, litter, garbage, dirty ash filled grill.

PLAY AREAS

MAINTENANCE GOALS

Safe, free of glass, litter, graffiti and debris, weed free, level surface, adequate volumes of surface material, surface material contained, clean wading pools and spray features.



RATING: 5

CONDITION: EXCELLENT

REASON:

Meets all goals.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Not level, inadequate material and trip hazard.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Sand not level, debris present, weeds in play area.

HARDSCAPES

MAINTENANCE GOALS

Surfaces are blown, litter free, washed, weed free, and graffiti free.



RATING: 5

CONDITION: EXCELLENT

REASON:

Meets all goals.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Debris on surfaces.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Debris on surface, weeds, litter, bird droppings not washed off.

SPORTS COURTS

MAINTENANCE GOALS

Litter, leaf and glass free, nets in good condition, weed free, surface clean.



RATING: 5

CONDITION: EXCELLENT

REASON:

Meets all goals.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Some leaves and litter but net is intact.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Weeds, Poor Net Condition, Litter, glass.

LIGHTING

MAINTENANCE GOALS

Lighting makes the spaces feel more inviting, comfortable and safe. Fixtures are maintained, working, and unobstructed. Lighting is installed at high use park areas and along walkways, parking lots, and building entryways.



RATING: 5

CONDITION: EXCELLENT

REASON:

Lights are working and located in areas of high use, including pathways, athletic fields, parking lots, sports fields, and entryways. Light structures are in good repair and free of vandalism.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Lights are not adequately provided on pathways and/or parking lots. Fixtures may be vandalized or not working.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Lighting is not provided or is not functional at high use areas. Fixtures are vandalized or obstructed.

GRASS TURF FIELD AND GRASS AREAS

MAINTENANCE GOALS

Free of trip hazards, edged and trimmed, healthy color, no bald areas, mowed to proper height, large quantities of leaves removed.



RATING: 5

CONDITION: EXCELLENT

REASON:

Meets all goals.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Mowed, edged and trimmed, but has bare spots and is browned out.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Mostly worn, only some patchy, and unhealthy-looking grass.

SHRUBS AND LANDSCAPE BEDS

MAINTENANCE GOALS

Weeded and mulched, plants pruned for size, shape and removal of dead elements, healthy plant color, edged and/or well defined and maintained borders.



RATING: 5

CONDITION: EXCELLENT

REASON:

Weeded, mulched, edged, healthy shrubs. Meets all goals.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Partially weeded, mulched, but invasive plant materials (weeds) present.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Weeds, bed not mulched

TREE MANAGEMENT

MAINTENANCE GOALS

Trees appear healthy. The upper canopy is free of broken or hanging branches greater than two inches in diameter. Low hanging branches do not create accessibility issues. The base of the trunk is maintained, free of suckers, and without obstructions.



RATING: 5

CONDITION: EXCELLENT

REASON:

Meets all criteria above



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Broken branches or dead limbs less than 2 inches in diameter are in tree canopy or impeding access. If larger broken branches impeded access, the site is secured.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

The tree is dead, the base of a trunk needs maintenance and/or tree stumps create trip hazards.

TRAILS AND NATURAL AREAS

MAINTENANCE GOALS

Passable, not overgrown, litter free, no trip, slip or overhead hazards, trail signs are legible.



RATING: 5

CONDITION: EXCELLENT

REASON:

Level, free of litter, trip hazards and overgrowth.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Overgrowth, but passable and level surface.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Significant trip hazard (hole), trail not level and overgrowth at far end obstructs the trail.

BEACHES, SHORELINES, AND WATERFRONT LOCATIONS

MAINTENANCE GOALS

Free of litter, debris, (including lumber with nails or creosote timbers) and glass, ash free fire pits, weed control, access that is clean and slip free.



RATING: 5

CONDITION: EXCELLENT

REASON:

Litter free, no weeds only planned plants, slip free access, no debris.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Some litter and debris.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Litter, weeds, slippery steps due to sand.

ATHLETIC FIELDS (NATURAL & ARTIFICIAL)

MAINTENANCE GOALS

Hazard free, grass mowed or all weather fields level, dragged with adequate amount of surface material. Infields weeded with well defined edges and dirt that is neither heavily compacted nor too loose for safe play. Adequate amount of infield material. Bases are firmly attached and level. Dugouts are clean. Backstops, bleachers and dugouts are in good repair.



RATING: 5

CONDITION: EXCELLENT

REASON:

Level, healthy grass, mowed, trip free, edged, goals in good shape.



RATING: 3

CONDITION: NEEDS IMPROVEMENT

REASON:

Level, but turf needs enhancement.



RATING: 1

CONDITION: UNACCEPTABLE

REASON:

Poor turf, weed, surface not level, infield compacted and without defined edges.

PARK EVALUATION FORM

See inspection book for rating details and example photos. Ratings: 1 = unacceptable, 2 = barely acceptable, 3 = needs improvement, 4 = meets almost all goals, 5 = excellent

PARK INSPECTED:		STAFF INSPECTOR:
DATE:	TIME:	WEATHER:
Inspected Areas	Rating	Comments/ Improvements Needed
Garbage Control		
Restrooms		
Community Center Entry Ways		
Picnic Shelters and Areas		
Play Areas		
Sport Courts		
Hardscapes		
Lighting		
Grass Turf Field and Grass Areas		
Shrubs and Landscape Beds		
Tree Management		
Trails and Natural Areas		
Beaches Shorelines and Waterfront locations		
Athletic Fields (Natural and Synthetic)		
Total of all area ratings:		
Number of areas rated:		
Average Rating per area:		
Comments on repairs needed or replacements of amenities: benches, tables, signs, plumbing, carpentry, electric etc.		
Work Orders called in		