

# MEMORANDUM



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**TO:** PARKS, RECREATION, & CULTURAL COMMISSION  
**FROM:** RANDY AULER, DIRECTOR OF PARKS, RECREATION & CULTURAL SERVICES  
**SUBJECT:** REVIEW AND DISCUSSION OF PARK MAINTENANCE STANDARDS  
**DATE:** SEPTEMBER 1, 2009

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In the late 1980's, the National Park and Recreation Association (NRPA) developed benchmark data (Park Maintenance Standards attached) to be utilized by Park and Recreation Departments. The standards define what the expected conditions of parks and park amenities should be and provide an objective assessment of the conditions of the parks and amenities. The continual assessment and data collected will assist staff to make more informed resource allocation decreases.

In 2003, the Novi Parks, Recreation & Cultural Services Department established Park Maintenance Standards and revised the attached standards in March, 2004. Recently, the Park Maintenance division was re-aligned to the Department of Public Services. This re-alignment provides a greater pool of staff and equipment resources. As such, the standards have been further defined to improve quality of the parks and amenities and to provide an objective performance measure for service.

**CITY OF NOVI**  
**PARK MAINTENANCE STANDARDS**

*THE MANUAL*  
*AND*  
*EVALUATION FORM*

September 1, 2009

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## Overview

### Introduction

These Park Maintenance standards define the desired conditions of park features, and will be used to assess and evaluate conditions in Novi parks.

### What are the objectives of having standards?

- Communicate condition of the park system to Parks, Recreation & Cultural Services management and staff, elected and appointed officials, and the public
- Develop and communicate Parks, Recreation, & Cultural Services' goals regarding maintenance standards
- Establish link between park conditions and Department's resources through systematic park evaluations
- Assist Department of Public Service staff in scheduling and prioritizing maintenance functions and resources
- Improve park conditions by efficient resource allocation and improved parks maintenance

### What does this Manual do?

The park maintenance standards enable Parks, Recreation & Cultural Services staff, the Department of Public Service staff, and citizens the ability to objectively assess the conditions of parks and park amenities.

The park maintenance standards define what the expected conditions of parks and park amenities should be. The standards enable Park, Recreation & Cultural Services, Department of Public Services, and citizens to objectively assess the condition of parks and amenities. The data collected through the assessment process will assist staff to make more informed resource allocation decisions.

### How does this Manual work?

The Department has numerous properties that it maintains. Initially, the Department will evaluate three property types that the City owns as listed in Table 1.

**Table 1. Property Types to be Inspected with the Novi Parks & Recreation Maintenance Standards**

<b>Property Type</b>	<b>Definition</b>
<b>Civic Plaza or Square</b>	An area that is typically designated to attract citywide and regional visitors; 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, a concession area, or public art.
<b>Neighborhood Park or Playground</b>	A park typically varying in size from 0.5 acre 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, or underdeveloped open space.
<b>Regional Park</b>	A park typically greater than 30 acres in size with a variety of park landscapes, facilities and programs for city residents and regional visitors.

Park maintenance standards are classified among three categories: Landscaped and Hardscaped Areas, Recreational Areas, and Amenities and Structures.<sup>1</sup> Within each category, a series of park features are evaluated. For example, the Landscaped and Hardscaped Areas category includes 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 below.)

<sup>1</sup> With the exception of restrooms, interior of recreational facilities are excluded from the park evaluation process. Irrigation systems and natural areas are also excluded from the evaluation at this time.

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

Landscaped and Hardscaped Areas	Recreational Areas*	Amenities and Structures
1. Lawns	6. Turf Athletic Fields (E.g. Soccer pitches)	9. Restrooms
2. Ornamental Gardens, Shrubs, and Ground Covers	7. Outdoor Athletic Courts (E.g. Tennis & Basketball Courts)	10. Parking Lots & Roads
3. Trees	8. Children's Play Areas	11. Waste and Recycling Receptacles
4. Hardscapes and Trails		12. Benches, Tables, and Grills
5. Open Space		13. Amenities and Structures

(\*Excludes recreational programs)

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 in a uniform height of less than ankle height – yes or no. Pictures are included to illustrate acceptable and unacceptable standards. Pictures may not cover all elements. 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	
A. Landscaped and Hardscaped Areas			
1.	Lawns	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Color</li> <li>● Density and spots</li> <li>● Drainage/flooded area</li> </ul>	<ul style="list-style-type: none"> <li>● Edged</li> <li>● Height/mowed</li> <li>● Holes</li> </ul>
2.	Ornamental Gardens, Shrubs, and Ground Covers	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Plant health</li> </ul>	<ul style="list-style-type: none"> <li>● Pruned</li> <li>● Weediness</li> </ul>
3.	Trees	<ul style="list-style-type: none"> <li>● Limbs</li> <li>● Plant health</li> </ul>	<ul style="list-style-type: none"> <li>● Vines</li> </ul>
4.	Hardscapes and Trails	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Drainage/flooded area</li> <li>● Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>● Surface quality</li> <li>● Weediness</li> </ul>
5.	Open Space	<ul style="list-style-type: none"> <li>● Cleanliness</li> </ul>	

Category	Park feature	Elements examined under each park feature	
<b>B. Recreational Areas</b>			
6.	Turf Athletic Fields (E.g. ball fields, soccer pitches)	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Color</li> <li>● Drainage/flooded area</li> <li>● Fencing</li> </ul>	<ul style="list-style-type: none"> <li>● Functionality of structures</li> <li>● Graffiti</li> <li>● Height/mowed</li> <li>● Holes</li> </ul>
7.	Outdoor Athletic Courts (E.g. tennis and basketball courts)	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Drainage/flooded area</li> <li>● Fencing</li> <li>● Functionality of structures</li> </ul>	<ul style="list-style-type: none"> <li>● Graffiti</li> <li>● Painting/stripping</li> <li>● Surface quality</li> </ul>
8.	Children's Play Areas	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Fencing</li> <li>● Functionality of equipment</li> <li>● Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>● Integrity of equipment</li> <li>● Painting</li> <li>● Signage</li> <li>● Surface quality</li> </ul>
<b>C. Amenities and Structures</b>			
9.	Restrooms	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Graffiti</li> <li>● Functionality of structures</li> <li>● Lighting</li> <li>● Odor</li> </ul>	<ul style="list-style-type: none"> <li>● Painting</li> <li>● Signage</li> <li>● Supply inventory</li> <li>● Waste receptacles</li> </ul>
10.	Parking Lots and Roads	<ul style="list-style-type: none"> <li>● ADA parking spaces</li> <li>● Cleanliness</li> <li>● Curbs</li> <li>● Drainage/flooded areas</li> </ul>	<ul style="list-style-type: none"> <li>● Graffiti</li> <li>● Painting/stripping</li> <li>● Signage</li> <li>● Surface quality</li> </ul>
11.	Waste and Recycling Receptacles	<ul style="list-style-type: none"> <li>● Cleanliness of receptacles</li> <li>● Structural integrity and functionality</li> </ul>	<ul style="list-style-type: none"> <li>● Painting</li> <li>● Fullness</li> </ul>
12.	Benches, Tables and Grills	<ul style="list-style-type: none"> <li>● Cleanliness</li> <li>● Structural integrity and functionality</li> </ul>	<ul style="list-style-type: none"> <li>● Graffiti</li> <li>● Painting</li> </ul>
13.	Amenities & Structures	<ul style="list-style-type: none"> <li>● Exterior of buildings</li> <li>● Drinking fountains</li> <li>● Fencing</li> <li>● Gates/locks</li> </ul>	<ul style="list-style-type: none"> <li>● Retaining walls</li> <li>● Signage</li> <li>● Stairways</li> </ul>

After a park has been evaluated, the park will have an aggregate score for the number of standards that it meets. For example, if one tallies all the elements applicable to a park and the park met the standard for 90% of the elements, the park would then receive a score of 90%. Additionally, results of different park features can be compared across park sites, for example Power Park met the standard for lawns, but Brookfarm Park did not. The evaluation form includes a comments area to allow evaluators to explain why standards may not have been met, for example, "80% of the turf area was not fairly green" due to broken irrigation system. 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 limits and caveats of this Manual?**

A few points should be noted about this 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 Department and the public at large. 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 relate 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 Novi park. Although not all features will be present at each park, each feature constitutes a large part of a park's maintenance and labor costs. 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 Department may recognize whether the aesthetics 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 conclusions about whether a park meets certain quality standards. It is the responsibility of the Parks, Recreation and Cultural Services Department to regularly evaluate each park using the established standards and to train its staff on the standards.



### **Who is the intended audience of this Manual?**

- Parks, Recreation & Cultural Services Department staff
- Parks, Recreation & Cultural Services Commission
- Elected Officials
- Park Advocates
- General Public

### **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 Parks, Recreation & Cultural Services Department 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 Novi.

Thank you.

A. Landscaped and Hardscaped Areas

1. Lawns

PASS



FAIL



What is inspected: Surface condition of landscaped areas, particularly lawns. Lawns that are mowed by hand or by mower trucks are inspected.

Notes: Weediness is excluded from the park inspection process.

**PF 1: Lawns**

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
1.1	Cleanliness	1.1.a Turf is free of litter. 1.1.b Turf is free of organic debris that impedes mowing. Notes: At a mini park/civic plaza, the standard is met if no more than 5 pieces of litter or debris, lightly scattered, are visible in a 25' by 25' area or along a 100' line. At a neighborhood or regional park, the standard is met if no more than 10 pieces of litter are visible in a 100' by 100' area or along a 200' line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs and rocks. Leaves are excluded. The standard 1.1.a is not met if, broken glass, and/or feces are present. Litter under trees is covered in standard 1.1.a, unless trees are located in an ornamental garden or shrubbery area, then refer to standard 2.1.a.	
1.2	Color	80% of turf area is fairly green.  Note: Some grasses, are of light green/yellow color during the winter period.	
1.3	Density and spots	80% of turf area is free of bare spots.	
1.4	Drainage/ flooded area	80% of turf area is free of standing water two days after rain or two hours after irrigation. Note: Standard applies all year.	
1.5	Edged	80% of edges are clearly defined and have less than four (4) inches of growth over adjoining landscape.	
1.6	Height/ mowed	Lawns are mowed and kept at a uniform height of less than ankle height.	
1.7	Holes	Noticeable from a ten (10) feet distance, lawns are free of visible holes greater than six (6) inches in diameter and/or depth. Note: Holes greater than six (6) inches (in diameter and/or depth) that are observed during the inspection process should be reported so they can be filled. The standard is not met if multiple holes and/or mounds caused by any animal (e.g., gophers, moles) are aesthetically unpleasant and/or impede park users from walking or jogging, even if holes are less than six (6) inches in diameter and/or depth.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

2. Ornamental Gardens, Shrubs, and Ground Covers

PASS



FAIL





3. Trees

PASS



FAIL



What is inspected: Trees surrounding paved paths, play areas, athletic fields, and open spaces-excluding natural areas.

Notes: Litter under trees is covered in standard 1.1a (cleanliness-litter of lawns). Cleanliness of area under trees that are located in an ornamental garden or shrubbery area is covered in standard 2.1.

**PF 3: Trees**

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
3.1	Limbs	No broken or hanging limbs greater than four (4) inches in diameter are visible or impede passage to pedestrians.  Notes: For neighborhood parks and civic plazas or squares, the standard is met if no broken or hanging limbs greater than four (4) inches in diameter are visible.  For regional parks, the standard is met if no more than five (5) broken or hanging limbs are visible.	
3.2	Plant health	All trees are alive and 90% of trees are free of damage (e.g. dead limbs, brown foliage, damaged bark).  Note: With the exception of open spaces including natural areas, the standard is not met if any tree is dead.	
3.3	Vines	Vines in trees do not exceed five (5) feet in height from the base of the tree and are not in the canopy of the tree.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

4. Hardscapes and Trails

PASS



FAIL





What is inspected: Hardscapes such as paths, sidewalks and surfaces of plazas as well as non-paved surfaces such as trails.  
 Note: These standards cover the hardscaped areas between two park destinations (e.g., play area and picnic area), sidewalks surrounding parks, and yellow (i.e., caution tape) or red marked areas.

**PF 4: Hardscapes and Trails**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
4.1	Cleanliness	<p>4.1.a Hardscapes are free of litter and debris. The surface of circulation areas adjacent to play areas is free of playground material, where applicable.</p> <p>4.1.b Trails are free of litter and debris.</p> <p>Notes:            The standards are met only if all of the following three conditions are met:            • No more than five (5) pieces of litter are lightly scattered in any 25' by 25' area or along a 100' line;            • No debris obstructs passage; and            • No broken glass, and/or feces are present.            Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc.            Examples of debris include limbs and rocks that impede passage. Leaves are excluded.</p>	<p>4.1.a</p> <p>4.1.b</p>
4.2	Drainage/ flooded area	<p>At least 95% of observed hardscape area is free of standing water two days after rain or two hours after irrigation.</p> <p>Note: Standard applies all year.</p>	
4.3	Graffiti	<p>Hardscape area is free of graffiti.</p> <p>Note: Park, Recreation &amp; Cultural Services Department's policy is no tolerance of graffiti. If graffiti is observed, it must be abated within 48 hours.</p>	
4.4	Surface quality	<p>Paved surface is free of irregularities in grade greater than half an inch (0.5") and is free of cracks and holes greater than two (2") inches in diameter and depth.</p>	
4.5	Weediness	<p>At least 95% of paved surfaces are free of weeds.</p> <p>Note:            This standard does not refer to edging or grass growth over adjoining hardscape. Edging is addressed under lawns (standard 1.5).</p>	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

5. Open Space

PASS



FAIL



What is inspected: Any open space, which is an undeveloped park area that may have a planted area not actively maintained by the department. Open space is neither an actively used park land nor a designated natural area, such as right of way patches or unimproved lots.

Notes: Open space-natural areas are not included in this standards manual, and therefore, are not inspected. Department management decided that natural areas are excluded from park evaluations at this time.

**PF 5: Open Space**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
5.1	Cleanliness	<p>From a 10 feet distance (i.e., from nearest path), open space is free of litter and debris.</p> <p>Notes: In open space, the standard is met if no more than 15 pieces of litter are visible in a 50' by 50' area or along a 200' line.</p> <p>Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc.</p> <p>Examples of debris include large limbs.</p> <p>The standard is <u>not</u> met if broken glass, and/or feces are present.</p>	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

**B. Recreational Areas**

**6. Turf Athletic Fields**

**PASS**



**FAIL**



What is inspected: Natural or artificial turf areas used for sports, such as baseball diamonds and soccer pitches.

**PF 6: Turf Athletic Fields**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
6.1	Cleanliness	Turf athletic fields are free of litter and debris.  Notes: The standard is met if no more than 15 pieces of litter or debris, lightly scattered, are visible in a 100' by 100' area. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs, rocks, and any other item that impedes playing. The standard is <u>not</u> met if broken glass, and/or feces are present.				
6.2	Color	Turf athletic fields are uniformly green.				
6.3	Drainage/ flooded area	Turf athletic field is free of standing water two days after rain or two hours after irrigation. Notes: Standard applies all year. Per department's practice, when field is saturated due to rain, field is to be closed.				
6.4	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.				
6.5	Functionality of structures	90% of available sport-related and support structures are operational for playing or observing sports.  Notes: Examples of sport-related and support structures include backstops, goal posts, dugouts, team benches, spectator stands, and lighting system. This standard focuses on functionality, not attractiveness of structures.				
6.6	Graffiti	Turf athletic fields and their sport-related and support structures are free of graffiti. Note: Graffiti on benches are covered under benches, tables, and grills standards.				
6.7	Height/ mowed	Turf is mowed and kept at a uniform height of less than ankle height.				
6.8	Holes	Noticeable from a 10 feet distance, turf field is free of holes. Notes: Holes greater than six (6) inches (in diameter and/or depth) that are observed during the inspection process should be reported so they can be filled. The standard is not met if there are multiple holes or mounds caused by any animal (e.g., gophers, moles), even if holes are less than six (6) inches in diameter and/or depth.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
6.9	Skinned Infields	Infields have a uniform surface and are free of lips, holes and trip hazards, are well drained with no standing water areas, and have proper soil consistency for intended usage. Infields are free of weeds and grass, free of rocks, dirt clods, and debris. Bases and plates are properly installed, level, and are at the proper distances and anchored in accordance to manufacturer's specifications and league requirements.				
6.10	Soccer Goals	Goals are made of lightweight aluminum, are properly installed and anchored. Goal frames show no excessive bending. Nets are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

7. Outdoor Athletic Courts (E.g., Tennis/Basketball Courts)

**PASS**



**FAIL**



What is inspected: Paved surfaces designed for playing sports including tennis and basketball. Unpaved surfaces designed for playing sports including sand volleyball.

**PF 7: Outdoor Athletic Courts**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
			Meet standard? Yes/No/NA			
7.1	Cleanliness	Court surface is free of litter and debris. Notes: At all parks, the standard is met if less than five (5) pieces of litter or debris, lightly scattered, are visible across a 25' by 25' area or along a 100' line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. that impede playing. Examples of debris include limbs, rocks, and any other item that impedes playing. The standard is not met if broken glass, and/or feces are present.				
7.2	Drainage/ Flooded area	At least 95% of observed court surface is free of standing water two days after rain or two hours after irrigation. Note: Standard applies all year.				
7.3	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.				
7.4	Functionality of structures	90% of available sport-related and support structures are operational for playing or observing sports.  Notes: Examples of sport-related and support structures include backstops, goal posts, nets, basketball rims, dugouts, team benches, spectator stands, and lighting system. Standard is <u>not</u> met if nets of basketball or tennis courts are missing. This standard focuses on functionality, not attractiveness of structures.				
7.5	Graffiti	Outdoor athletic courts and their sport-related and support structures are free of graffiti.  Note: Graffiti on benches are covered under benches, tables, and grills standards.				
7.6	Painting/ striping	Play lines are clearly visible and worn painting surfaces do not exceed 20% of total court surface.				
7.7	Surface quality	Noticeable from a 10 feet distance, play court surface is smooth, and free of irregularities in grade greater than half an inch (0.5") and is free of cracks and holes greater than one inch (1") in diameter and depth.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						



No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
7.8	Sand Volleyball Courts	<p>Nets are free from holes and are not torn or tattered, are hung tightly at the specified height, and securely attached to the support poles. The support poles have hardware intact, properly anchored and installed.</p> <p>Court surface is loose sand, and is smooth with good drainage with no standing water, is free of weeds, grass, litter, and debris.</p> <p>Borders are well defined and intact and meet ASTM and National Playground Safety Institute standards.</p>				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

8. Children's Play Areas

PASS



FAIL



What is inspected: Children's play areas with play equipment. Play equipment includes independent play equipment (such as swings) and composite structures that may include slides, decks, ladders, bridges, etc.

Notes: If any substandard conditions are observed, they should be reported to the department for abatement. This children's play area evaluation is not a substitute for the safety inspection conducted by a certified playground safety inspector (CPSI). Facilities categorized as "playground" may contain children's play areas. Ornamental gardens, shrubs, and ground covers located in children's play areas and other areas of the park are covered under ornamental garden standards.

**PF 8: Children's Play Areas**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
			Meet standard? Yes/No/NA			
8.1	Cleanliness	Children's play area is free of litter, debris, and weeds. Notes: At all parks, the standard is met if no more than 10 pieces of litter or debris, lightly scattered, are visible in a 25' by 25' area or along a 100' line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs, rocks, and any other item that impedes use of a play area. Leaves are excluded. The standard is <u>not</u> met if broken glass, and/or feces are present. Hardscaped areas adjacent to children's play areas are evaluated under hardscapes and trails.				
8.2	Fencing	Where applicable, fencing is functional, free of protrusions, and free of holes/passages along the base.				
8.3	Functionality of equipment	At least 80% of intended play equipment is present and functional.				
8.4	Graffiti	Play area and its equipment are free of graffiti. Note: If graffiti is observed, it has to be abated within 48 hours.				
8.5	Integrity of equipment	80% of play equipment is free of deterioration, such as rust, rot, splinters, dents, and 100% is free of sharp edges and protrusions. 100% of attachments (e.g., bolts and screws) are secure.				
8.6	Painting	Painted structures are free of peeling or chipped paint.				
8.7	Signage	Signs are legible, free of graffiti, and properly installed in visible locations. Notes: Existence, language, and purpose of signage are not assessed.				
8.8	Surface quality	Fall surface is clean, level, and free of litter and debris, meets ASTM and National Playground Safety Institute standards, and is well drained. Rubber cushion surfaces are free of holes and tears, and are secure to the base material and curbing. Playground boards are well defined and intact.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

C. Amenities & Structures

9. Restrooms

PASS



FAIL



What is inspected: Children's play areas with play equipment. Play equipment includes independent play equipment (such as swings) and composite structures that may include slides, decks, ladders, bridges, etc.

**PF 9: Restrooms**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)		Male	Female	Unisex
Was the restroom open? (Yes/No)						
Meet standard? Yes/No/NA						
9.1	Cleanliness	9.1.a Entryway and interior of restrooms are free of litter, debris, and feces. 9.1.b Toilets, urinals, sinks, and diaper-changing stations are clean.  Notes: The standard 9.1.a is met if no more than three (3) pieces of litter or debris are visible on the floor, wall or ceiling of restroom. The standard 9.1.a is <u>not</u> met if feces or broken glass are present in the interior or entryway of restroom within a 25" perimeter.	9.1.a			
			9.1.b			
9.2	Graffiti	Restrooms are free of graffiti. Note: If graffiti is observed, it has to be abated within 48 hours.				
9.3	Functionality of structures	All toilets, urinals, partitions, stall walls and doors, diaper-changing stations, water faucets, and sink drains are operational and free of leaks, where applicable.				
9.4	Lighting	90% of lights are operational, where applicable.				
9.5	Odor	Restroom is free of offensive odor.				
9.6	Painting	Painting has uniform coat and is not peeling.				
9.7	Signage	Restroom signs are legible, free of graffiti, and properly installed near entrances.				
9.8	Supply inventory	Restrooms are stocked with toilet paper, paper towel, and soap.				
9.9	Waste receptacles	Waste receptacles are clean and not overflowing.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

10. Parking Lots and Roads

PASS



FAIL



What is inspected: Parking lots and roads maintained within the interior of a park.

Notes: Parking garages are excluded from standards.

**PF 10: Parking Lots and Roads**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
10.1	ADA parking spaces	ADA parking spaces are available.	
10.2	Cleanliness	<p>Parking lots and roads are free of litter and debris.</p> <p>Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs, rocks, and any other item that impedes the use of the parking lot or roads.</p> <p>The standard is <u>not</u> met if broken glass, and/or feces are present.</p>	
10.3	Curbs	When present, 90% of curbs in parking lot and roads are intact.	
10.4	Drainage/ flooded areas	<p>Parking lots and roads are free of standing water two days after rain or two hours after irrigation.</p> <p>Note: Standard applies all year.</p>	
10.5	Graffiti	<p>Parking lots and roads are free of graffiti.</p> <p>Note: If graffiti is observed, it has to be abated within 48 hours.</p>	
10.6	Painting/ stripping	75% of parking and road lines are visible.	
10.7	Signage	<p>Signs are legible, free of graffiti, and properly installed in noticeable locations.</p> <p>Note: Examples of signs include directional signs.</p>	
10.8	Surface quality	10.8.a Parking lots and roads are free of potholes greater than six (6) inches in diameter and/or depth.	10.8.a
		10.8.b Parking lots and roads are evenly surfaced.	10.8.b
Comments:			
<p>Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.</p>			

11. Waste and Recycling Receptacles

PASS



FAIL





What is inspected: Waste and recycling receptacles, and their surrounding areas. Overall cleanliness of other park features, such as benches and tables should be evaluated in their respective areas.

**PF 11: Waste and Recycling Receptacles**

(If this park feature is not applicable, mark here  and go to the next one.)

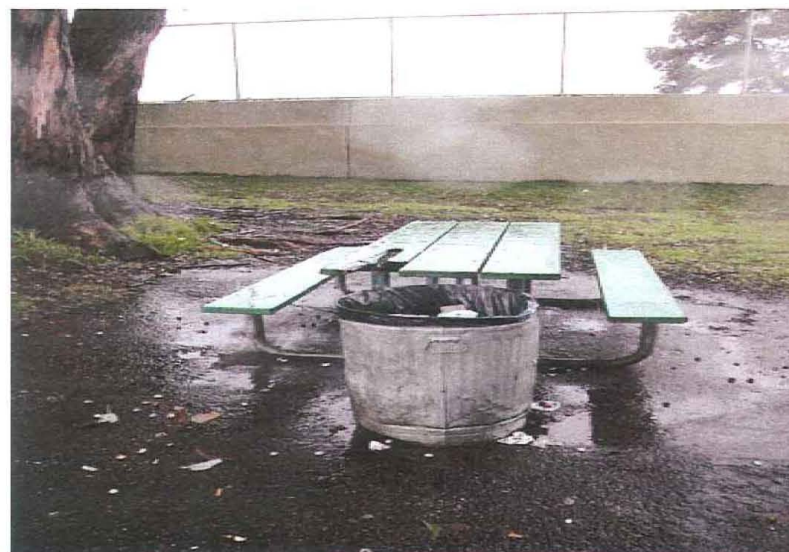
No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
11.1	Cleanliness of receptacles	11.1.a 90% of all receptacles are clean and 100% are free of graffiti.	11.1a
		11.1.b Immediate areas surrounding 90% of all waste receptacles are free of litter and debris.	11.1b
		Notes: The standard 11.1.b is <u>not</u> met if (i) more than three (3) pieces of litter or debris are present in the immediate area surrounding <u>any</u> waste receptacle; and/or (ii) broken glass, and/or feces are present.	
		Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs and rocks.	
11.2	Fullness	90% of all receptacles are not overflowing.	
11.3	Painting	Painting has uniform coat and is not peeling, where applicable, on 90% of all receptacles.	
11.4	Structural integrity and functionality	90% of all receptacles are free of large cracks or damage that affects their use.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

12. Benches, Tables & Grills

PASS



FAIL



What is inspected: Surface and surrounding area of benches, tables, and grills.

**PF 12: Benches, Tables, and Grills**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
12.1	Cleanliness	12.1.a 90% of available benches and tables are free of litter, dirt, and rust, and 90% of all grills are free of litter. 12.1.b Immediate areas surrounding 90% of all benches, tables, and grills are free of litter, weeds, and debris.	12.1a
		Note: The standard 12.1.b is <u>not</u> met if: (i) more than five (5) pieces of litter or debris are present in a 25' by 25' area and/or (ii) broken glass, and/or feces are present.  Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, etc. Examples of debris include limbs and rocks.	12.1.b
12.2	Graffiti	Benches, tables, and grills are free of painted graffiti. Note: If graffiti is observed, it has to be abated within 48 hours.	
12.3	Painting	At least 80% of surface of all benches and tables is free of peeling or chipped paint, if applicable.	
12.4	Structural integrity and functionality	90% of benches and tables are structurally sound (i.e., not broken slats), properly anchored, and free of sharp edges and protrusions. Grills are operational.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

13 . Amenities & Structures

PASS



FAIL



What is inspected: Exterior of buildings, amenities, and structures that were not covered in other park features.

Note: Park sector supervisors are responsible for checking interior and exterior of facilities. However, reporting of interior conditions – with the exception of restrooms in the interior of buildings, is excluded from this inspection process.

**PF 13 : Amenities and Structures**

(If this park feature is not applicable, mark here  and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
13 .1	Exterior of buildings	13 .1.a Exterior of buildings is free of vandalism and graffiti.	13 .1a
		13 .1.b 90% of painting of exterior of buildings is of uniform color and not peeling. Note: If graffiti is observed, it has to be abated within 48 hours.	13 .1b
13 .2	Drinking fountains	Drinking fountains are accessible, operational, and free of standing water and debris.	
13 .3	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.	
13 .4	Gates/locks	Existing gates, latches, and locks are operational.	
13 .5	Retaining walls	13 .5.a Retaining walls are structurally sound.	13 .5a
		13 .5.b Retaining walls are free of vandalism and graffiti. Note: Structurally sound implies, among other things, that the walls are not leaning and that they are free of large cracks. If graffiti is observed, it has to be abated within 48 hours.	13 .5b
13 .6	Signage	Signs are legible, free of graffiti, and properly installed in noticeable locations. Note: Availability, language, and purpose of signage are not assessed.	
13 .7	Stairways	13 .7.a Stairways are free of litter and debris.	13 .7a
		13 .7.b Stairways are structurally sound.	13 .7b
		13 .7.c 95% of stairways are free of weeds. Note: Structurally sound implies, among other things, that raisers and treads are consistent from top to bottom and that the stairways have handrails.	13 .7c
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
13.8	Pavilion/Shelter/ Tents	13.8.a Comply with the Americans with Disabilities Act requirements.	13.8.a
		13.8.b Clean, sanitary, and free of graffiti, with electrical plugs, lights, appliances, fans, and hot water heaters operational and in good condition complying with current building codes with an operational fire extinguisher in any interior kitchens.	13.8.b
		13.8.c Structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.	13.8.c
		13.8.d Relatively pest and rodent free and regularly treated for ants, wasps, termites and mice.	13.8.d
		13.8.e If applicable, doors, windows, screens, and locks are operational along with water fountains, water faucets, exhaust vent fans, and hose bib connections being operational.	13.8.e
		13.8.f Signage with reservation and rules information and emergency telephone numbers in a noticeable location.	13.8.f
		13.8.g Grounds are mowed and trimmed and free of litter, debris and hazards. Vegetation around structures is trimmed back to reduce hazards and does not impede entry and regress.	13.8.g
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			