



Triview Metropolitan District Landscape Maintenance Policy

July 2017

NOTE:

The following Landscape Maintenance Policy and Procedure was adopted by the Triview Board of Directors on July 11, 2017 with the intention of implementing it in steps over a period of several years as budgets and staffing allows.

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LANDSCAPE MAINTENANCE SPECIFICATIONS

I. GENERAL REQUIREMENTS

- A. The purpose of this policy is to outline an orderly, consistent and fiscally responsible process to be used by the Parks Department staff in determining which open areas, parks, and trails are to be maintained by the District and the standards under which these open areas, parks, and trails will be maintained.
- B. The Triview Metropolitan District has open areas, parks, and trails that vary in age and condition. The District has limited employee and financial resources and cannot reasonably repair and/or replace all landscaping and trails identified as needing replacement and repair in a given year. As such, the District officials and staff must exercise discretion and professional judgment in determining whether and when such landscaping and trails need to be repaired or replaced.

II. SCOPE OF WORK

- A. The parks department staff shall provide regular, weekly maintenance services as outlined in these Landscape Maintenance Specifications and the Weekly and Monthly Checklists for this district service area.
- B. The staff shall examine the district service area, including irrigation, on a weekly basis, looking for problems or potential problems within the service area.
- C. The staff shall make minor replacements and repairs to the landscape facilities as part of the required weekly maintenance work. Major items needing replacement or repair shall be reported to the supervisor. A minor item would be something that takes less than 15 minutes to repair by skilled workmen, using minimal replacement parts. Some specific guidelines for determining if an item is minor or major are given in the section pertaining to each item.

III. CHECKLISTS

- A. The WEEKLY LANDSCAPE MAINTENANCE CHECKLIST is made a part of this specification. The staff shall review this checklist weekly and complete all applicable items on the list weekly. The list will be turned in to the supervisor at the end of each week.
- B. The MONTHLY MAINTENANCE CHECKLIST is made a part of this specification. The staff shall review this checklist monthly and complete all the applicable items listed for the current month prior to the end of the month. The monthly maintenance checklist will be turned in to the supervisor at the end of each month.

- C. The TRAIL INSPECTION FORM is made a part of this specification. The staff shall review this inspection form annually. A complete list of all of the maintenance items is to be included with the inspection form. The inspection form and maintenance checklist will be turned in to the supervisor at the beginning of each summer season.
- D. The PLAYGROUND INSPECTION FORM is made a part of this specification. The staff shall review this inspection form annually. A complete list of all of the maintenance items is to be included with the inspection form. The inspection form and maintenance checklist will be turned in to the supervisor at the beginning of each summer season. Monthly safety inspections and maintenance will be completed along with the monthly maintenance checklist.

IV. CARE OF PLANTED AREAS

A. Trees:

1. Trees shall be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests. New trees shall be watered as needed.
2. Prune trees only to remove dead, diseased, broken, dangerous, or crossing branches, and as required below.
3. Prune trees only in appropriate months as determined by generally accepted standards for the area. Prune in accordance with generally accepted standards for proper pruning.
4. Discard all tree trimmings off-site.
5. Any tree found to be dead or missing shall be reported to the supervisor. A list of all trees needing to be replaced will be reviewed and replacement will be on an annual basis.
6. Remove tree stakes from trees when the trunks are larger than 2 inches (5 cm) caliper and the trees are able to support themselves. Remove stakes from site and dispose of by a legal method. Recycle used stakes if possible.
7. Once a year, prune all deciduous trees to encourage a high-branching structure. Remove all non-structural branches between the ground and a point half the tree's total height (for very tall trees don't remove branches higher than 20' [6 m] above the ground). Exception to the above: trees planted for screening purposes, such as those at rear perimeters of many sites shall not be pruned except as needed to remove dead, diseased, broken, dangerous, or crossing branches.
8. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized after pruning each tree to minimize the possibility of spreading

disease. When pruning trees known or suspected to be diseased, cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.

9. A vertical clearance of 114 inches is required above all parking spaces. A vertical clearance of 80 inches is required above all walkways. Trim trees to remove all limbs within these areas.

B. Shrubs and Vines:

1. Shrubs and vines shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests.
2. Shrubs shall be pruned weekly only as needed to remove branches that are dead, broken, extending beyond the face of curbs or sidewalks, or are climbing building walls (unless they are intended to climb the wall, such as climbing vines). Formal hedges and topiary shall be regularly pruned to maintain a uniform height and width. Except as noted previously, allow the shrubs to grow unpruned to their natural sizes.
3. Shrubs uniformly planted in rows, where it is clear the intent was to create a hedge, shall be pruned so as to encourage a hedge. Shrubs in hedges shall be encouraged through pruning to form a dense, continuous, hedge, branching fully to the ground. All other shrubs shall be pruned only as required for safety, visibility, and plant health, and allowed to develop into the natural shapes expected of the plant variety. Do not shear shrubs into topiary (shapes) unless specifically instructed to do so by the supervisor.
4. Allow shrubs three (3) months to rejuvenate following a hard frost prior to pruning or replacing.
5. Any shrub found to be dead or missing shall be reported to the supervisor. A list of all shrubs to be replaced will be reviewed and replacement will be on an annual basis.
6. The cutting blades on pruning shears, clippers, blades, saws, etc. shall be sterilized between every three shrubs to minimize the possibility of spreading disease. When pruning shrubs known or suspected to be diseased, the cutting blades shall be sterilized after each cut. Sterilize blades by dipping them in a solution of 1 part bleach and 9 parts water or heavily spray them with a disinfectant spray, such as Lysol. After dipping or spraying, wait 20 seconds before using again.
7. Annuals will be planted in designated beds. These annual beds will be changed to perennial areas as the plan allows. Future plan is to have all areas contain perennials only.

C. Groundcover:

1. Groundcover shall be maintained in a healthy, vigorous growing condition.
2. Any groundcover found to be dead or missing shall be reported to the supervisor. A list of all groundcover to be replaced will be reviewed and replacement will be on an annual basis.
3. Keep groundcover trimmed back from sidewalks, curbs, and paved areas on a weekly basis. Do not create vertical edges when pruning groundcover. Cut the edges at an angle /--\ for a more natural appearance and healthier plants.
4. If regular foot traffic through a planter is preventing the groundcover from reaching full coverage of the soil, report to the supervisor to discuss options for redirecting the foot traffic. Consider installing pavers, stepping stones, a concrete walk, a gravel path, and/or barriers to redirect pedestrians.

D. Fertilizer:

1. Foliar applied fertilizer shall be water soluble and non- burning. Formulation shall be 15-30-15 or similar. Apply at manufacturer's maximum recommended concentration for plant type. Saturate the entire foliage of each plant with foliar spray until it runs off.
2. Granular fertilizer shall be 16-16-16 formulation or similar, applied at maximum label rate for plant type at 90 day interval. Water immediately after applying to move the fertilizer into the soil and wash the fertilizer off of plant surfaces.
3. When applying granular fertilizers to drip-irrigated areas, the fertilizer must be washed in by hand, snow, or rainfall before turning on the drip system. Running the drip system immediately after application will push the fertilizer away from the emitters, resulting in a high concentration of fertilizer at the edge of the wetted zone. This highly-concentrated fertilizer can kill or damage plants. It is recommended that granular fertilizers be applied to drip-irrigated areas only in early spring, just prior to a moderate snow or rainfall.

E. Weed control:

1. Weeds in planted areas, sidewalks, curbs, gutters, or pavement shall be removed or killed weekly as the weeds emerge. Weeds shall be removed (not just killed) if they are larger than 2 inches (5 cm) in height or diameter. Dispose of weeds off-site. Pre and post-emergent herbicides may be used. Regular maintenance of the mulch or decorative rock layer will help minimize weeds in shrub and groundcover areas.

F. Mulch and/or Rock Layer:

1. Soil mulch and/or rock layer shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planter area.
2. The staff shall add additional mulch and/or decorative rock regularly to maintain a layer no less than 2 inches (5 cm) deep at all times in shrub planters. Decomposition of organic mulch is considered normal wear and tear and replacement of decomposed mulch shall be made by the staff. Mulch and/or decorative rock is not required in areas where plant foliage completely covers the soil surface, such that the soil is not visible through the foliage. Note: only 2 inches (5 cm) of mulch is required, however maintaining a deeper layer of mulch and/or decorative rock greatly reduces the labor and chemicals needed to control weeds, reduces water use, and helps the plants stay healthy.
3. Any mulch or decorative rock found outside planter areas shall be returned to the planter on a weekly basis.
4. Mulch and/or decorative rock shall be uniform in color and appearance, and free of leaves, sticks, or trash. Mulch may be chipped or shredded wood, bark, or decorative rock. When replacing existing mulch, use a mulch product that is similar in appearance to that already at the site.
5. In areas of the site where wood-based mulch frequently washes or blows away, mulch may need to be replaced with decorative rock. Notify supervisor of such areas for their review and recommendation.
6. Replacement rock shall be same size and color as existing decorative rock on site. In the event no rock is existing, the decorative rock used shall have a maximum diameter of 3/4 inch (2 cm) and a minimum diameter of 3/8 inch (1 cm).

G. Lawn Areas:

1. Lawn areas shall be kept in a healthy, vigorous condition, free of disease and pests, except as noted below.
2. Lawn height shall not exceed 5 inches (13 cm) at any time.
3. Mow, edge and trim lawns weekly or as required to maintain an even, well-groomed appearance.
4. The staff is encouraged to use mulching mowers which cut clippings into small pieces that sift down into the lawn.
5. Weeds shall be controlled in lawn areas as noted above under the weed-control section.
6. Any lawn found to be dead or severely yellowed shall be reported to the supervisor. Replacement sod shall be similar in all respects to the existing grass.

H. Native Grass Areas:

1. Mow native grass areas once a year.
2. Mow native grass areas near trails once a month (May – September)
3. Mow easement along north Jackson Creek Parkway to Higby, 50 foot easement, and parts of Leather Chaps next to open space once a year.

I. Drainage Ponds and Ditches:

1. Mow edges of drainage ponds once a year.
2. Debris and foreign objects shall be removed on a weekly basis.
3. Remove excess vegetation from drainage ponds twice a year.
4. Native grasses on pond slopes to be established.

V. TRAILS

- A. Annual trail inspections to identify public safety issues, routine maintenance needs and resource management problems to be completed along with the trail inspection form. Assessment should also be completed after a catastrophic event, such as flood.
- B. When a trail has been damaged or altered to an extent it poses a safety hazard, rerouting might be considered.
- C. Check the structural integrity of all trail features such as steps and railings and record any repairs required.
- D. Keep the tread surface free of obstacles or hazards, such as downed trees and landslides. Remove loosened rocks and earth in a disturbed area, and restore the trail tread to its intended state.
- E. Clear and maintain drainage features to minimize trail erosion and environmental damage. Use drainage methods causing the least impact on the natural environment. These methods include:
 1. Clearing channels
 2. Maintaining an out slope on the trail bed
 3. Cleaning drainage dips or water bars
 4. Clearing parallel ditches
 5. Cleaning culverts through or beneath the trail
- F. Cut brush to define the established trail and/or protect adjacent resources.
- G. Maintain the tread in a condition that can be negotiated by trail users
 1. Restore sloped or crowned surfaces to facilitate drainage.
- H. Extend the trail back to its original width.
- I. Fill ruts and holes.

VI. PLAYGROUNDS

- A. Annual inspection which evaluates the overall safety condition of the play space to be done and checklist completed.
- B. Playground grounds and equipment should be inspected weekly from May to September for health and safety hazards.
 - 1. Carefully check for trash, broken glass, and other hazardous items and debris.
 - 2. Check for damage due to weather, misuse or vandalism.
 - 3. Check for exposed tree roots, loose rocks, and sharp branches.
 - 4. Check for proper drainage.
 - 5. Ensure irrigation system equipment is secure and free from hazards (i.e. missing, loose, or broken control boxes, sprinkler heads, etc.).

VII. IRRIGATION

A. Water Application & Scheduling:

- 1. Monthly water usage reports for each zone/meter to be submitted to supervisor every month.
- 2. Hand water as needed to supplement natural rainfall and maintain plantings in a healthy, stress-free condition. It is the staff's responsibility to make sure that plants receive adequate water regardless of weather conditions.
- 3. It is the responsibility of the staff to conserve water and assure that all watering rules and regulations are followed.
- 4. Irrigation shall be made by the use of the permanent irrigation systems. Hand water as needed to supplement the permanent system. Failure of the irrigation system to provide full and proper coverage shall not relieve the landscape maintenance staff of the responsibility to provide adequate irrigation. It is the staff's responsibility to make sure that the irrigation system is maintained and operates properly.
- 5. The staff is responsible for the complete operation and maintenance of the irrigation systems. The staff shall examine the irrigation system for damage or malfunction weekly and shall report damage or malfunction to the supervisor.
- 6. Adjust watering times each week. Do not overwater plantings. Use multiple-start times and short run times to prevent run-off. Drip systems should be left on for sufficient time to allow for saturation of the root zone. Shorter runs with drip irrigation do not provide sufficient water penetration for healthy root development. Do not allow run-off from any irrigation.

7. When breakdowns or malfunctions exist, the staff shall hand water, if necessary, to maintain all plant material in a healthy condition. Do not wait for approval to begin hand watering if it is required to save the plantings.

B. Irrigation System Scheduled Maintenance:

1. Each valve zone shall be observed for signs of damage on a weekly basis during the irrigation season.
2. The landscape maintenance staff shall maintain the irrigation system, including cleaning of filter screens yearly or more often as needed, and flushing pipes, as part of this general maintenance.
3. Drip irrigation systems need periodic flushing to remove sediment. Drip systems shall be flushed at least once a year. Open ends of drip lines and run for at least 15 minutes at full flow to flush. It may be necessary to install flush outlets in order to flush the drip system.
4. Run-off of water from irrigation systems into or onto streets, sidewalks, stairs, or gutters is not permitted. The staff shall immediately shut down the irrigation system and make adjustments, repairs, or replacements as soon as possible to correct the source of the run-off.

C. Irrigation System Repair:

1. The staff shall replace or repair any irrigation components damaged. Repair shall be made within two weeks of the day the damage occurred. The staff shall make notification of needed repairs to the supervisor. Regardless of the cause of damage, the staff shall take immediate action to prevent further damage by shutting off the damaged part of the irrigation system and commencing with hand watering as needed. As soon as possible after damage is noted, the staff shall make repairs. The following items are considered to be minor repairs: damaged or clogged sprinkler nozzles, adjustment of sprinkler patterns or arcs, adjustment of sprinkler position (i.e.; raise, lower, or straighten sprinkler head), replacement of clogged, broken, or missing barbed-style drip emitters, replacement or repositioning of drip distribution tubing smaller than 1/2 inch or 15 mm diameter. These minor repair items shall be corrected by staff.
2. Any replacement of irrigation system components shall be made with materials of the same manufacturer and model as the original equipment. Substitutions of materials other than original equipment will be approved only when the original equipment has been discontinued and is no longer available for purchase at any location. The substituted equipment must be completely compatible with the original and must be approved in advance by the owner's authorized representative.

3. All repairs to the system shall be in accordance with applicable rules and regulations and inspected by the supervisor. If a change to the installation will result in lower future maintenance costs, less frequent breakage, or an increase in public safety, request authorization to make the change from the supervisor.
4. For safety, never install sprinklers on risers above the ground level, even if the risers are flexible. Always use spring-operated, pop-up style, sprinkler heads. Sprinkler heads are available with pop-up heights up to 12 inches (30 cm) above ground level. If the existing sprinklers are mounted on above-ground risers, the replacements shall be pop-up type sprinklers. No exceptions, ever!
5. If any existing sprinklers within the service area are installed on risers above the ground level, corrections are to be made by the staff. Notify supervisor if the sprinkler needs to be replaced.
6. The staff shall check the entire irrigation system weekly for items such as dry spots and missing or malfunctioning irrigation components. Check for leaking valves, water running across sidewalks, water standing in puddles, or any other condition which hampers the correct operation of the system or the public safety. The staff shall carefully observe plant materials for signs of wilting, indicating a lack of water.
7. Plastic sprinkler nozzles with bad patterns shall be replaced with new nozzles of the same gallonage and arc as part of the regular maintenance of the sprinkler system. Do not attempt to clean plastic nozzles by sticking knife blades or wire into the openings. The plastic will be scratched and the pattern will be ruined. Brass nozzles may be carefully cleaned if needed.

VIII. CLEAN UP AND LITTER REMOVAL

- A. Sweep or blow-off all walks, curbs, and gutters weekly. Sweeping of parking lots is not part of this work unless noted otherwise in contract.
 1. Do not sweep or blow trash, leaves, clippings, or landscape debris into planters or onto adjacent property. Collect all debris swept or blown from landscape areas and remove from the site.
 2. Do not use blowers prior to 7:00 A.M. or after 8:00 P.M. or at any other hours restricted by law. Do not use blowers around parked vehicles to avoid scratching vehicle paint with blowing sand and debris. Blowers may not be used where prohibited by law.
- B. All litter shall be removed from sidewalks, gutters, and all planted areas each week. In no case shall trash, litter, or leaves be blown or swept onto the

property of others. All trash, litter, leaves, etc. shall be collected, hauled away, and disposed of legally and in designated areas.

- C. In addition to removing all litter from sidewalks, gutters, and planted areas, the staff shall remove and dispose of any large miscellaneous debris or trash. For the purpose of this maintenance program, "large" shall mean items the size of a small beverage cup or larger. The intent of this requirement is that the staff should take sufficient pride in the appearance of the district's service area that they would pick up any significant litter they come across in the district's service area. Sweeping of any of the parking lots, sidewalks, or streets is not included in the landscape maintenance. All litter shall be removed from planter areas and sidewalks, regardless of the size of the litter.

IX. CHEMICALS, HERBICIDES, PESTICIDES

- A. Prior to any application of a chemical, herbicide or pesticide, supervisor shall be notified of intent to apply a product to a district service area.
- B. All chemicals shall be used in accordance with label directions and the manufacturer's recommended handling methods. All chemicals shall be handled in accordance with all applicable regulations. Registered chemicals shall be used only on the advice of a qualified, licensed if required, pest control advisor. Nothing in this specification shall be construed to be the advice of, or to substitute for the advice of, a pest control adviser. When unsure, notify supervisor immediately.
- C. Applications shall be made at times when customer presence is minimal. Areas to be treated shall be blocked off and warning signs posted a minimum of 24 hours before and 24 hours after product has dried
- D. The landscape maintenance staff shall take precautions to keep persons away from pesticide and herbicide-treated areas until the applied material is fully dry and the treated area is safe for entry. Follow the recommendations of the pesticide manufacturer and all applicable governmental and industry regulations.

X. COMMUNICATIONS AND REPORTS

- A. Regular communication between the staff and the supervisor is encouraged.
- B. The staff is encouraged to seek advice from their supervisor, rather than make assumptions.
- C. As the landscape matures, some of the maintenance procedures will be eliminated and others may have to be added. For example, as the shrubs mature they will require less fertilizer. Regular communication will eliminate most surprises to the district of changing maintenance costs, which will vary as the landscape grows.

- D. The landscape maintenance supervisor shall personally perform regular reviews of the staff's work in the district service area.
- E. The staff shall turn in a copy of the Weekly Maintenance Checklist to the supervisor each week. The checklist copy shall have a check mark by all items completed at the site during the week by the staff. Any items completed that are not on the checklist shall be noted on the back of the checklist. The checklist shall be dated and contain the name and signature of the staff member responsible for the work at this site.

XI. ATTACHMENTS

WEEKLY LANDSCAPE MAINTENANCE CHECKLIST

Place a check mark by each item completed during the past week.

1. Mow and edge lawns if needed.
2. Prune back any shrubs overhanging curbs or sidewalks.
3. Prune back any groundcover overhanging curbs or sidewalks.
4. Remove litter and leaves from plants, planters, and parking lots.
5. Remove any broken or fallen branches from trees. Remove sucker growth from tree trunks.
6. Remove any weeds larger than 2 inches (5 cm) high or wide from planters. Weeds 2 inches (5 cm) and larger must be removed, not just killed.
7. Replace bark mulch which has been knocked or washed out of planters. Smooth mulch layer if it has been disturbed.
8. Replace decorative rock which has been knocked or washed out of planters. Smooth decorative rock surface if it has been disturbed.
9. Check plants for signs of stress or disease.
10. Sweep or blow clean all walkways, curbs, and gutters.
11. Treat for any signs of disease or pest infestation.
12. Complete any items required on the Monthly Checklist.
13. Hand water any plants that are dry and stressed.
14. Check the irrigation system. Make emergency repairs as needed or request authorization to make major repairs.
15. Adjust the irrigation controllers for current water needs of plants.
16. Check playground equipment for health and safety hazards including vandalism, trash, broken glass, weather damage, exposed tree roots, loose rocks, and sharp branches.

Checked by : _____ (Print Name)

Signature: _____ Date: _____

MONTHLY MAINTENANCE CHECKLIST

January:

1. Prune any tree branches that interfere with public safety. Prune all deciduous trees yearly to encourage strong upward growth.

February:

No additional items.

March:

1. Apply granular fertilizer in late March. Be sure to make application prior to a moderate snow or rainfall in drip-irrigated planters so the moisture will wash in the fertilizer.

April:

1. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
2. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
3. Replace irrigation controller program back-up batteries.
4. Install backflow devices.

May:

1. Plant annual color for spring/summer bloom.
2. Flush out irrigation systems as needed and check for proper operation of each valve zone.
3. Remove and clean filter screens.
4. Clean or replace plugged sprinkler nozzles. Replace plugged drip emitters.
5. Annual trail inspection.
6. Annual playground inspection.

June:

1. Prune shrubs that are used as hedges as needed to maintain proper shape.
2. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
3. Mow 50 foot easement north of well A8.
4. Mow grass areas near trails.
5. Mow easement along roads in open areas. (Jackson Creek Parkway north of Leather Chaps and Leather Chaps north of the school)

July:

No additional items.

August:

1. Apply fertilizer to all landscape areas.
2. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
3. Mow grass areas near trails.
4. Inventory all plant materials. Inventory shall include an exact count of all shrubs and trees, itemized by planter.

September:

1. Replace any dead or missing plants as plan or budget allows.
2. Prune perennial bulbs back to ground level as soon as leaf blades yellow and wilt due to cold weather. Apply 3 inches of mulch on ground surface over bulbs to insulate from cold.
3. Mow grass areas near trails.
4. Remove backflow devices.
5. Prepare irrigation system for winter. Blow out pipes using compressed air.

October:

1. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.

November:

- E. Remove any excess vegetation from drainage ponds as snow depth allows.
- F. Prune summer and fall-blooming shrubs as needed to maintain proper shape

December:

1. Prune any tree branches that interfere with public safety.

Checked by : _____ (Print Name)

Signature: _____ Date: _____

TRAIL INSPECTION FORM

Trail Segment: _____ From: _____ To: _____

Surface Type: Ground Asphalt Other Soft Surface

Approximate Length: _____ Approximate Width: _____

Landscape Type: Turf Native Grasses Trees/Shrubs Other

Is significant deterioration present in the trail surface?

Yes No

If so, please note approximate locations and type:

Is any of the deterioration severe enough that they have resulted in displacement of the trail surface?

Yes No

If so, please note approximate location and type:

Is the trail and adjacent landscape area relatively clear of litter and debris?

Yes No

If not, please note areas that need attention:

Was any graffiti observed along the trail?

Yes No

If so, where:

Do benches and other amenities appear to be in good condition?

Yes No

Please note any deficiencies:

Does the Landscaping appear to be adequately maintained?

Yes No

Please note any deficiencies:

Does the trail signage appear to be in good condition?

Yes No

Please note any deficiencies:

Any obvious drainage problems? Ponding, wash-out or evidence of problem on trail?

Yes No

Please note any deficiencies:

Additional comments? Please use additional sheets or photos as needed.

Checked by : _____ (Print Name)

Signature: _____ Date: _____

PLAYGROUND SAFETY AUDIT CHECKLIST

Park/Playground Name: _____ Inspector's Name: _____
 Address: _____ Date: _____

	Yes	No	N/A	Comments
Climbing Equipment				
1. Are all climbers free of interior climbing bars or other interior structural components onto which a child may fall from a height of greater than 18 inches?				
2. Is climbing equipment provided with alternative means of descent , such as platforms or stairways?				
3. Are flexible grid climbing devices, such as net and chain climbers or tire climbers , securely anchored at both ends? If connected to the ground, one end should be anchored below ground beneath the protective surface.				
4. Are connections between ropes, cables, chains and tires securely fixed and in compliance with entrapment criteria?				
5. Are alternative means of access to equipment other than flexible grid climbing devices provided for preschool age children?				
Arch Climbers				
6. Are alternative means of access other than arched climbers provided to equipment?				
7. Is the equipment area for preschoolers free of free standing arched climbers ?				
8. Do the rung and ladder spacing comply with the recommendations of the CPSC?				
9. Are handgrips between 0.95 and 1.55 inches in diameter? 1.25 inches are preferred.				
Horizontal Ladders and Overhead Rings				
10. Is the center to center spacing no more than 12 inches for preschool age children ages four and five, and no more than 15 inches for school age children? Overhead rings are exempted from this spacing recommendation.				
11. Are horizontal ladders intended for ages four and five parallel to one another and evenly spaced ?				
12. Is the first handhold not directly above the platform not directly above climbing rungs used for mount or dismount?				

Horizontal Ladders and Overhead Rings (continued)	Yes	No	N/A	Comments
13. Are handgrips between 0.95 and 1.55 inches in diameter? 1.25 inches are preferred.				
14. Is the maximum height of the upper body equipment above the protective surface 60 inches for preschool age children and 84 inches for school age children?				
15. Is the maximum chain length of overhead swinging rings 7 inches?				
Sliding Poles				
16. Is the preschool age children's play area free of sliding poles?				
17. Is the pole free of protruding seams or welds ?				
18. Is there no change in direction along the sliding portion of the pole?				
19. Where a child is likely to reach is the pole 18 to 20 inches from the platform ?				
20. Does the pole extend at least 60 inches above the access area ?				
21. Is the pole diameter 1.9 inches or less?				
22. Is the pole and access structure located so that other activities will not cause interference with use ?				
23. Is the access opening through the guardrail or barrier a maximum of 15 inches wide?				
Climbing Ropes				
24. Are ropes secured at both ends and not capable of creating a loop with an inside perimeter greater than 5 inches?				
Balance Beams				
25. Is the maximum height of balanced beams 12 inches for preschool age children and 16 inches for school age children?				
Layout of Climbing Components				
26. Is equipment located so users will not interfere with users on other equipment?				
27. Are adjacent structures located so that climbing on the upper body equipment is not facilitated?				
Merry-Go-Rounds				
28. If the merry-go-round is not circular, is the difference between the minimum and maximum radii less than 2 inches?				
29. Are all components such as handgrips within the perimeter of the platform?				
30. Is the underside of the platform no less than 9 inches above the protective surfacing?				
31. Is the maximum height of the standing surface 14 inches above the protective surface?				
32. Are handgrips between 0.95 and 1.55 inches in				

diameter? 1.25 inches are preferred.				
Merry-Go-Rounds (continued)	Yes	No	N/A	Comments
33. Is the undercarriage free of shearing or crushing mechanisms?				
34. Is the platform surface free of sharp edges and continuous? There should be no openings between the axis and periphery 5/16 inch or greater.				
35. Is the speed of rotation limited to a maximum of 13 feet per second?				
36. Is the platform free of up and down motion?				
Seesaws				
37. Are all seesaws in preschool age children's play areas equipped with spring centering devices ?				
38. Are the fulcrums of fulcrum seesaws free of pinching or crushing hazards ?				
39. If not equipped with spring centering devices, are tires or some other shock absorbing material embedded in the ground underneath the seats or secured to the underside of the seats of fulcrum seesaws to reduce impact?				
40. Are handholds which do not turn or protrude beyond the seat sides provided at each seating position?				
41. Are handgrips between 0.95 and 1.55 inches in diameter? 1.25 inches are preferred.				
42. Are fulcrum seesaws free of footrests unless the seesaw is equipped with a spring centering device?				
43. Do handholds and footrests comply with the entrapment guidelines?				
44. Is the maximum attainable angle of fulcrum seesaws 25 degrees?				
Slides				
45. Does the slide comply with the access dimensions recommended by the CPSC? Is it free of entrapment hazards?				
46. Do platforms on free standing slides have a minimum length of 19 inches for toddlers and 14 inches for preschool and school age users?				
47. Is the platform horizontal and at least as wide as the slide?				
48. Do guardrails or protective barriers surrounding the platform comply with the height requirements stated in the General Conditions audit?				
49. Is the slide free of spaces or gaps between the platform and the start of the slide chute?				
50. Are handholds provided at the slide entrance to facilitate the transition to a sitting position?				
51. Are handgrips between 0.95 and 1.55 inches in diameter? 1.25 inches are preferred.				
52. Is there a means (guardrail, hood or other device) to channel the user into a sitting position at the entrance to the chute?				
53. Are all spans on the slide chute 50 degrees or less for preschool and school age children? Refer to the				

CPSC handbook.				
Slides (continued)	Yes	No	N/A	Comments
54. Are all metal sliding surfaces located out of direct sunlight or north facing to help prevent burns?				
55. Do straight slides with open chutes have sides at least 4 inches high along the entire length of the inclined sliding surface?				
56. Are the sides an integral part of the chute with no gaps between the sides and sliding surface? This does not apply to roller slides?				
57. Do the sides of circular, semicircular or curved slides comply with the CPSC recommendations for side height when evaluated by the chute width?				
58. Is the exit region horizontal and parallel to the ground with a minimum length of 11 inches?				
59. For slides no more than 4 feet in height, is the exit region no more than 11 inches from the protective surfacing? For slides over 4 feet in height, is the exit region at least 7 but not more than 15 inches above the protective surfacing?				
60. If spiral slides are used in preschool age children's play areas, are the slides one turn (360 degrees) or less?				
61. Are tube slides provided with barriers or surfaces to prevent sliding on the top (outside) of the tube?				
62. Is the minimum internal diameter of the tube slide no less than 23 inches?				
63. For roller slides , is the space between adjacent rollers and between the ends of the rollers and the stationary structure less than 3/16 inch?				
64. Are more frequent inspections conducted to ensure there are no missing rollers or broken bearings ?				
Spring Rockers				
65. Is the seat area designed to be used only by the intended number of users?				
66. Are handgrips between 0.95 and 1.55 inches in diameter? 1.25 inches are preferred.				
67. Do handholds and footrest comply with the entrapment and protrusion guidelines?				
68. Do the springs of the rocking equipment minimize the possibility of children pinching hands or feet?				
Swings				
69. Is hardware used to suspend the elements to the swing seat and to the supporting structure removable only with tools?				
70. Are S-hooks pinched shut or closed with a gap no greater than 0.04 inch? The gap should not admit a dime.				
71. Do swing supporting structures discourage climbing? A-frame structures should not have the horizontal cross-bars.				
72. Are swings not suspended with fiber ropes ?				
73. Are swing use zones separated so that they do not overlap others piece of equipment?				

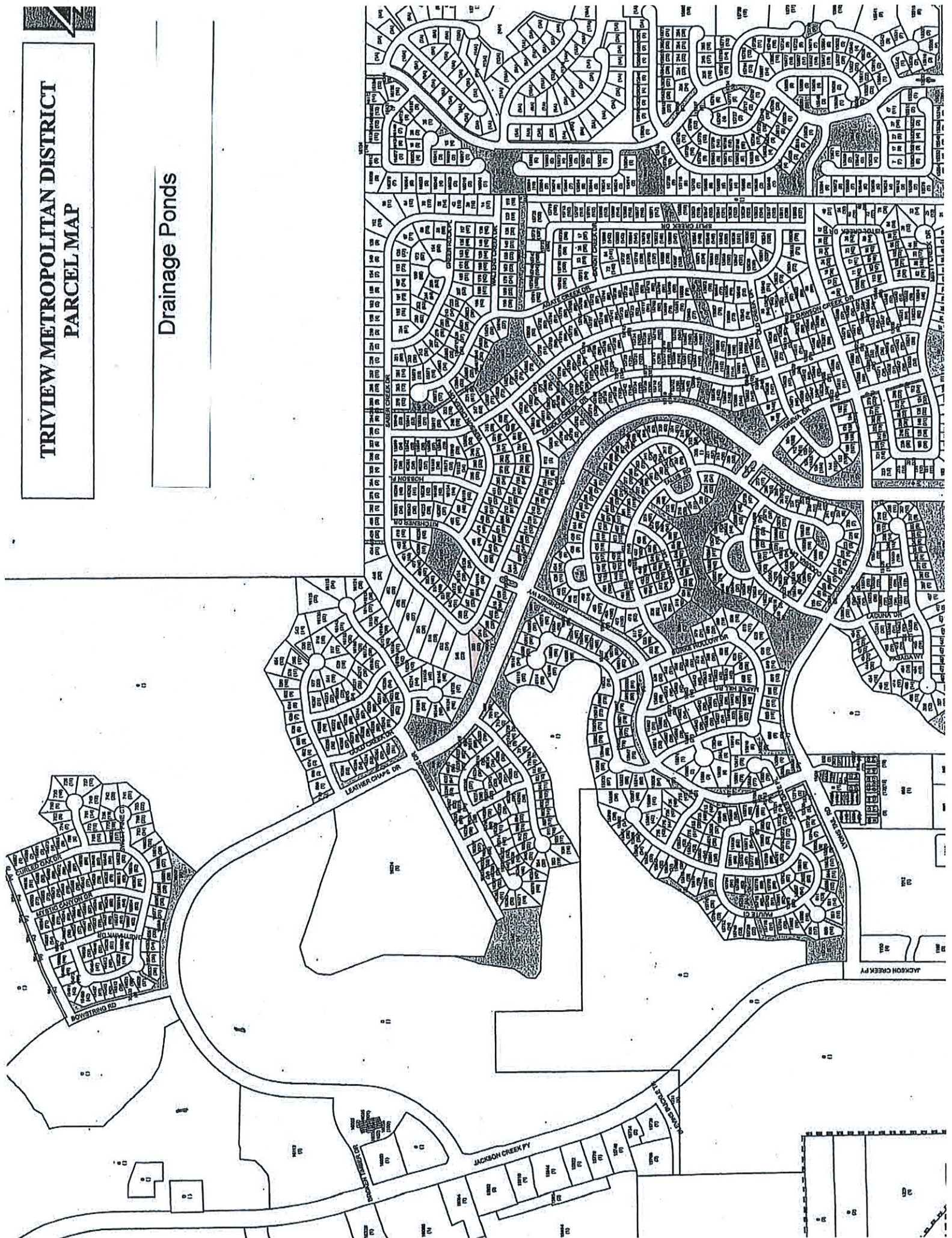
Swings (continued)	Yes	No	N/A	Comments
74. Are swing bays limited to no more than 2 single axis swings?				
75. Are single axis swings detached from composite structures to discourage climbing?				
76. Are swing seats designed to accommodate only one user and constructed of lightweight rubber or plastic?				
77. Do the swing seats comply with the protrusion requirements as recommended by the CPSC?				
78. Is the vertical distance from the underside of an occupied swing seat to the protective surfacing no less than 12 inches for preschool and school age children?				
79. At the five foot level, is there a minimum distance of 30 inches between the side supporting frame and the swing chains?				
80. At the five foot level, is there a minimum distance of 24 inches between chains used to suspend swings?				
81. Are swing hangers on the top horizontal pole spaced at least 20 inches apart for each swing?				
Tot Swings				
82. Are full bucket tot swings used?				
83. Do bucket swings comply with the CPSC head entrapment/strangulation requirements?				
84. Are tot swings suspended from structures which are separate from those for other swings, or at least suspended from a separate bay of the same structure?				
85. Is the vertical distance from the underside of an occupied swing seat to the protective surfacing no less than 24 inches?				
Multi-Axis Tire Swings				
86. Is the tire swing suspended in a separate bay from other swings?				
87. Is the tire swing not attached to a composite structure?				
88. Are truck tires not used?				
89. If steel-belted radials are used, are the steel belts concealed?				
90. Do tires have drainage holes on the underside?				
91. Is the hanger mechanism free of accessible pinch points?				
92. Is the minimum clearance between the seating surface and the uprights of the supporting structure at least 30 inches when the tire is in the closest position to the support structure?				
Swings Not Recommended For Public Playgrounds				
93. Animal Figure Swings: Is the playground free of animal figure swings? Rigid metal framework is heavy presenting a risk of impact injury.				
94. Multiple Occupancy Swings (excluding tire swings): Is the playground free of multiple occupancy				

swings? The greater mass presents a risk of impact injury.				
Swings Not Recommended For Public Playgrounds (continued)	Yes	No	N/A	Comments
95. Rope Swings: Is the playground free of rope swings? Free swinging ropes may fray or otherwise form a loop presenting a potential strangulation hazard.				
96. Swinging Dual Exercise Rings and Trapeze Bars (excluding overhead hanging rings such as those used in a ring trek or ring ladder): Is the playground free of swinging dual exercise rings and trapeze bars? These are considered items of athletic equipment.				
Trampolines				
97. Trampolines: Is the playground free of trampolines?				

Additional Comments or Photos:

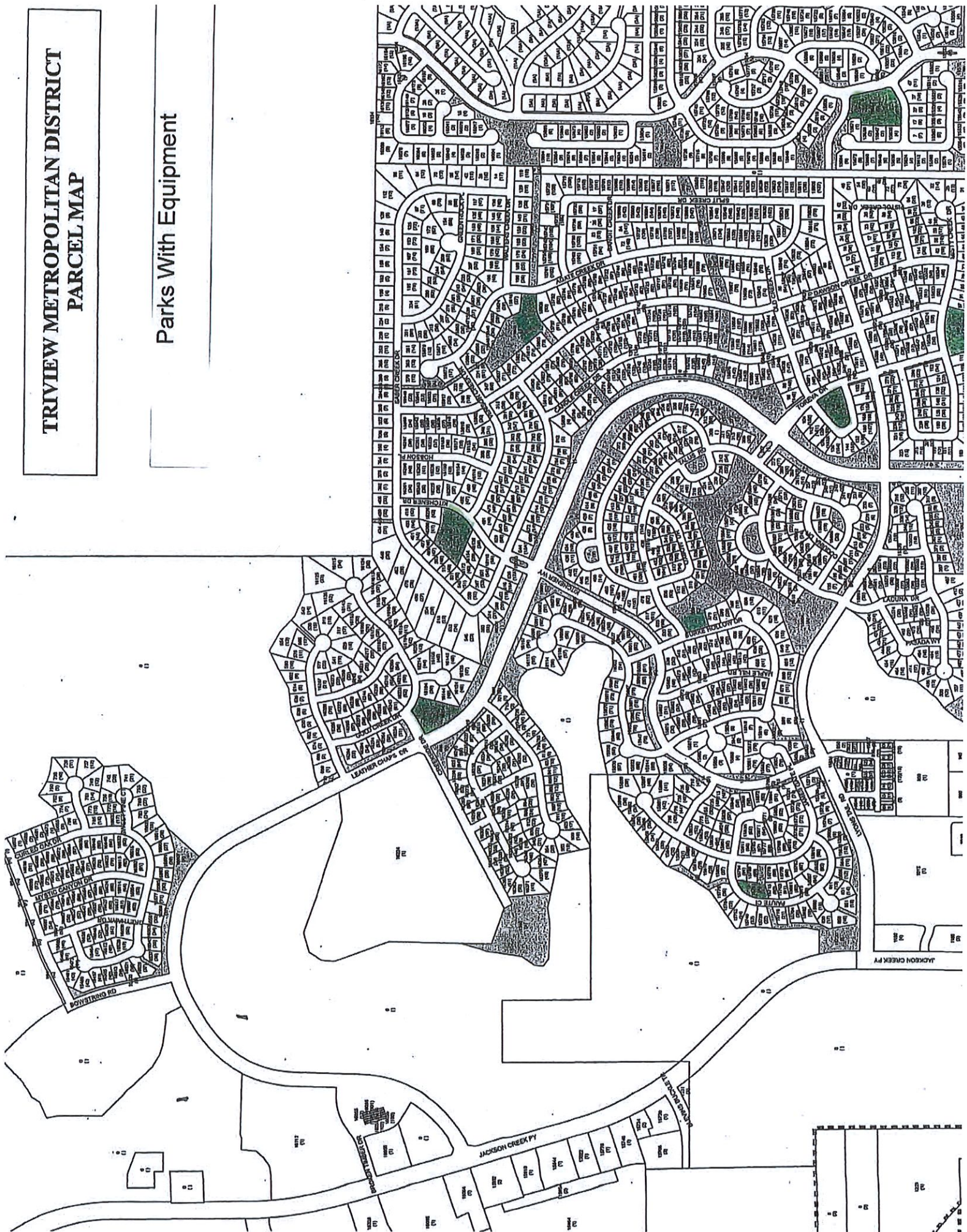
TRIVIEW METROPOLITAN DISTRICT
PARCEL MAP

Drainage Ponds



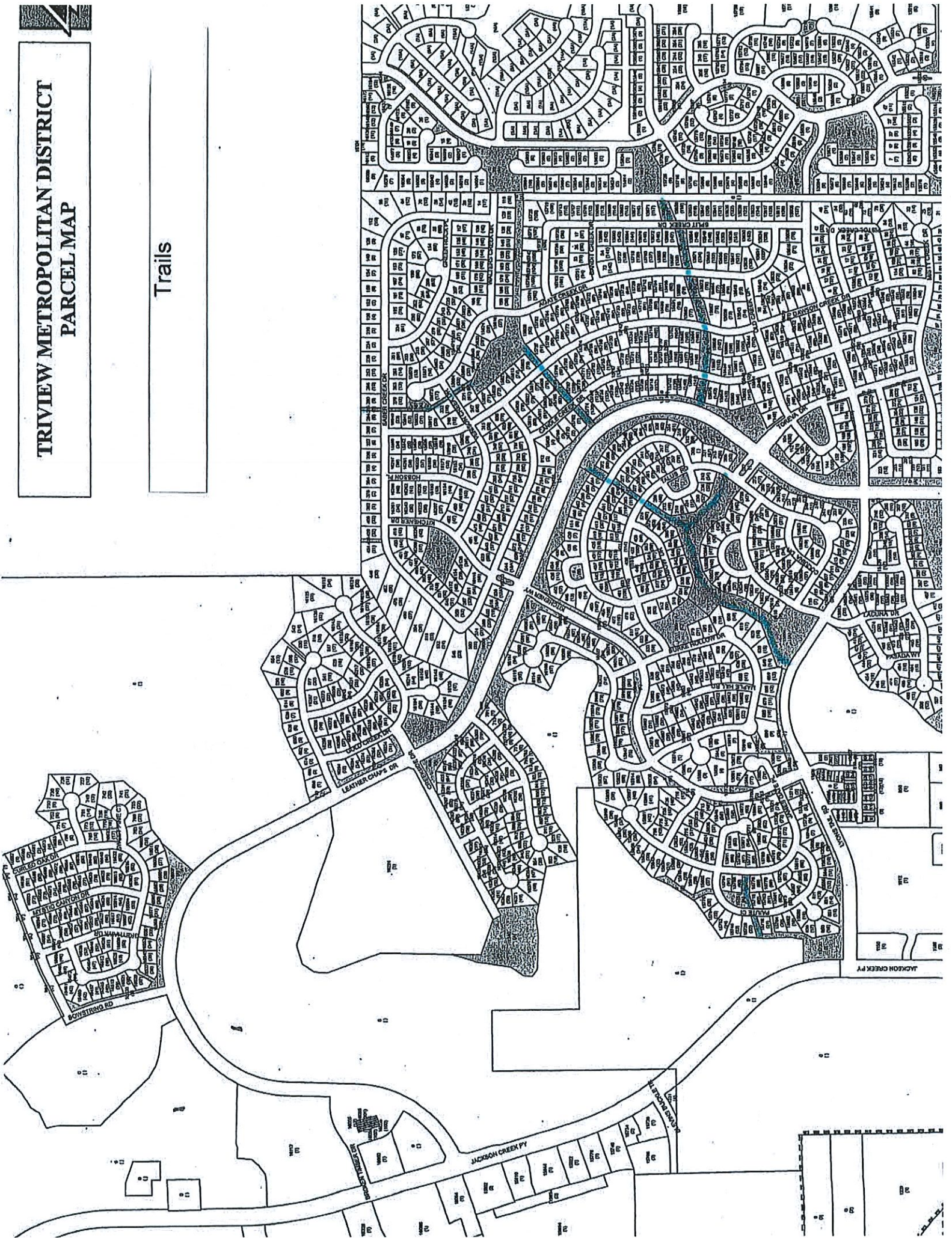
TRIVIEW METROPOLITAN DISTRICT
PARCEL MAP

Parks With Equipment



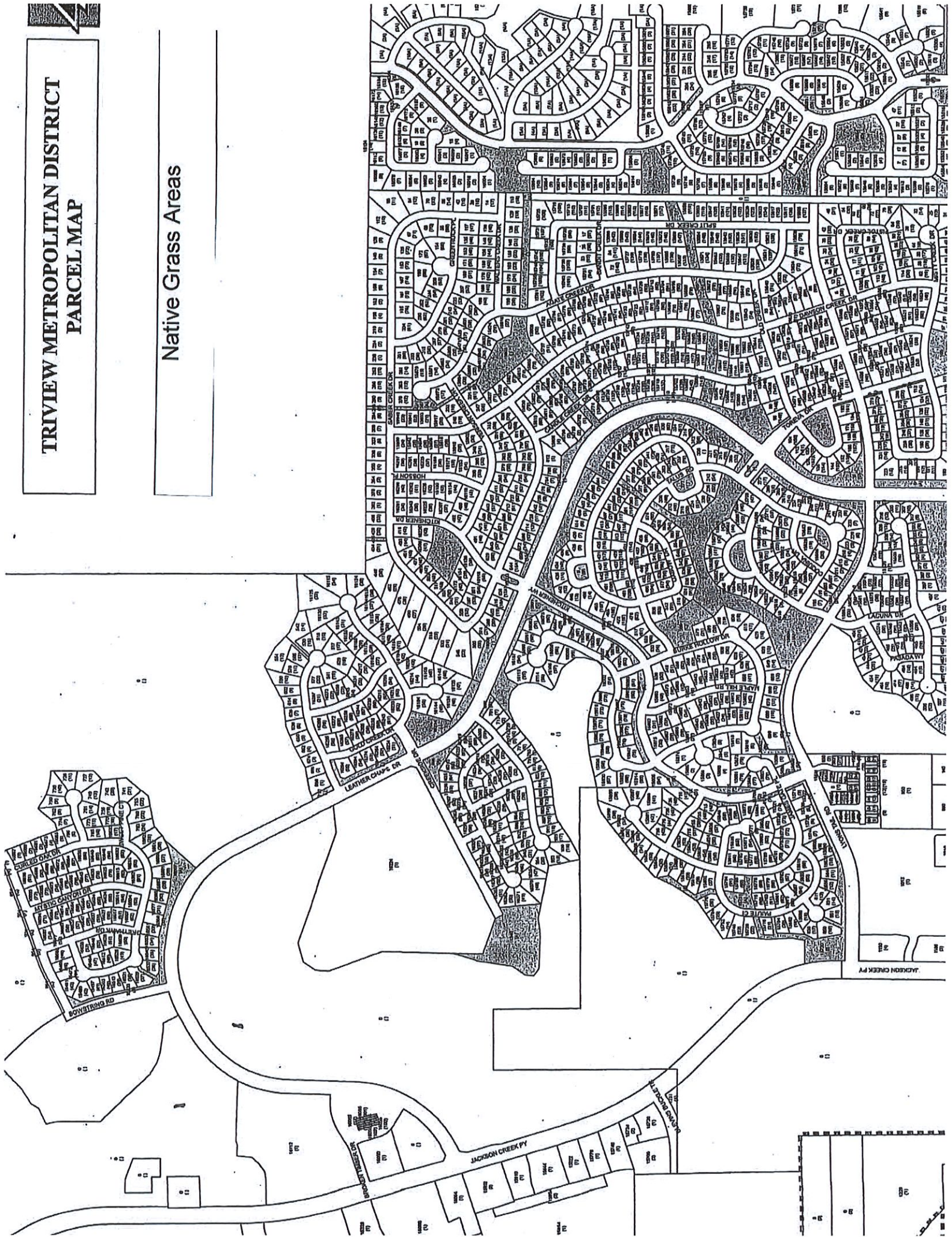
TRIVIEW METROPOLITAN DISTRICT
PARCEL MAP

Trails



TRIVIEW METROPOLITAN DISTRICT PARCEL MAP

Native Grass Areas



TRIVIEW METROPOLITAN DISTRICT
PARCEL MAP

Tree Map

