RECREATION COMPLEX MASTER PLAN

TOWN OF COLCHESTER, CONNECTICUT

Prepared for

THE PARKS AND RECREATION DEPARTMENT
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by

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Appendix I - Site Maintenance Manual

Introduction:

In 1989, a Master Plan was developed for a recreation complex on a newly purchased 17 acre parcel. The needs, location and relationship of new facilities to existing conditions has changed dramatically since that plan was created. The purpose of this study is to update that Master Plan, based on current needs, standards and regulations as they apply to recreation facilities and to integrate the 17 acre design plan with the existing park facilities. The report consists of six parts: site analysis, program, site development, cost estimate phasing and maintenance.

Site Analysis:

Initial efforts involved collecting base data of the site. The location of man-made improvements and topographic information was obtained from Golden Aerial Surveys, Inc. of Newtown, CT. The topography is dated 5/3/90. Improvements made since the 1990 date were identified during site visits and located on the plan.

With the base information in hand, the site was toured and photographed. Soils, drainage, grading, turf and equipment were examined and current conditions noted.

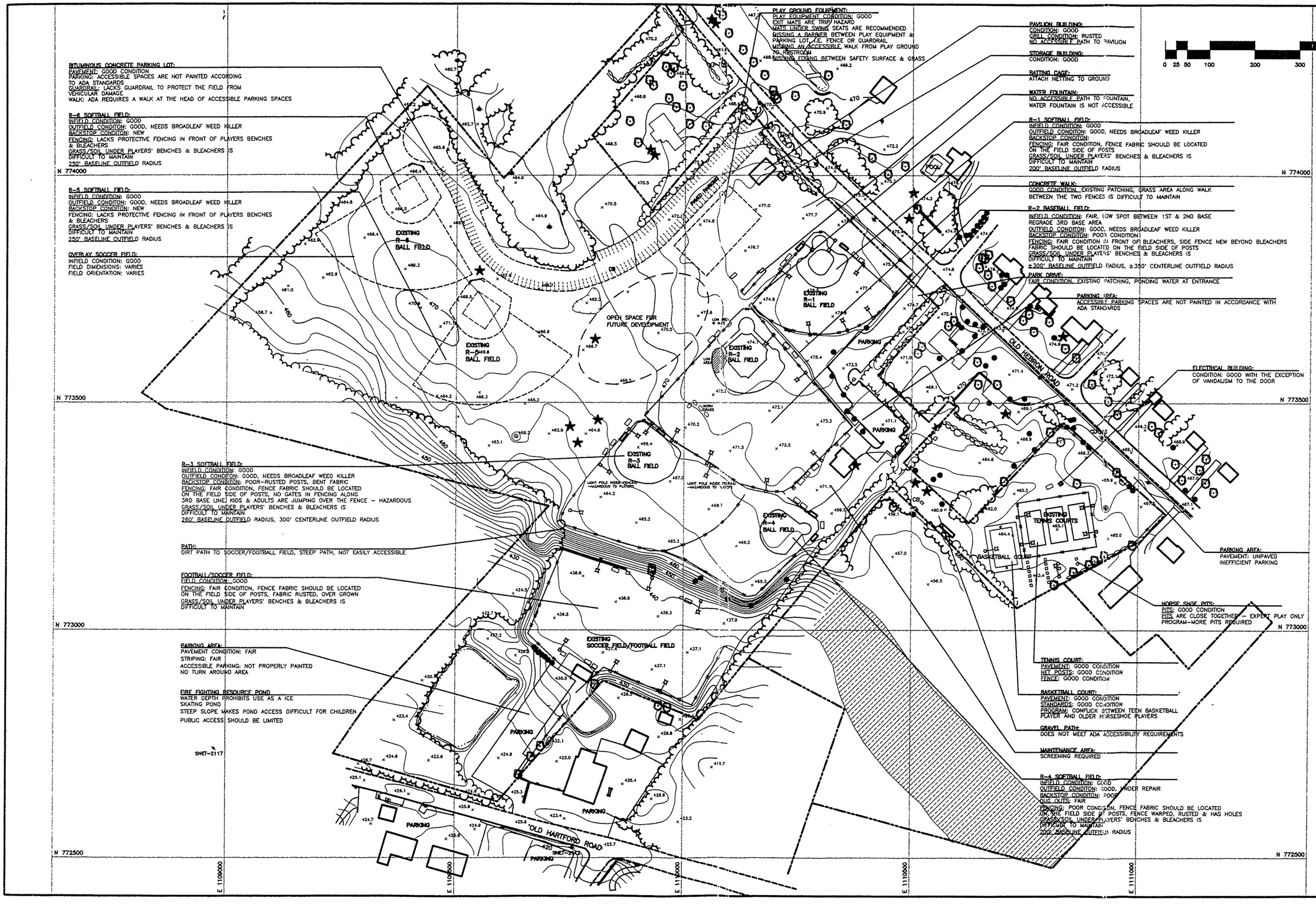
Existing Conditions:

This 54 acre park is accessed from Old Hebron Road. The site slopes southwest at 1.5 percent, terraces at 40% to a lower level. The central portion of the site is open grass and wooded along the property lines.

The parking within the park is scattered. Three parking areas are accessed from Old Hebron Road. One parking area is accessed from Old Hartford Road.

- The parking lot adjacent to the playground is in good condition. The parking spaces are painted, and a turn-around area exists at the end of the lot. However, the handicap parking spaces do not meet with ADA regulations. The line painting is incorrect, and a sidewalk must be available at the head of each accessible parking space which leads to the facilities. No guardrail exists adjacent to the parking areas to prohibit vehicles from damaging lawn areas.

- The parking area adjacent to Ballfield R-1 is in fair condition. The bituminous has been patched, but the patch does not blend in with existing pavement. Ponding of water occurs in front of the entrance gate after rainfall. The parking area is dead-ended with no vehicular turn-around. This creates traffic problems during times of maximum use. Accessible parking spaces do


BITUMINOUS CONCRETE PARKING LOT:
PAVEMENT: GOOD CONDITION
PARKING: ACCESSIBLE SPACES ARE NOT PAINTED ACCORDING TO ADA STANDARDS
GUARDRAIL: LACKS GUARDRAIL TO PROTECT THE FIELD FROM VEHICULAR DAMAGE
WALK: ADA REQUIRES A WALK AT THE HEAD OF ACCESSIBLE PARKING SPACES
R-6 SOFTBALL FIELD:
INFIELD CONDITION: GOOD
OUTFIELD CONDITION: GOOD, NEEDS BROADLEAF WEED KILLER
BACKSTOP CONDITION: NEW
FENCING: LACKS PROTECTIVE FENCING IN FRONT OF PLAYERS BENCHES & BLEACHERS
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
250' BASELINE OUTFIELD RADIUS
R-5 SOFTBALL FIELD:
INFIELD CONDITION: GOOD
OUTFIELD CONDITION: GOOD, NEEDS BROADLEAF WEED KILLER
BACKSTOP CONDITION: NEW
FENCING: LACKS PROTECTIVE FENCING IN FRONT OF PLAYERS BENCHES & BLEACHERS
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
250' BASELINE OUTFIELD RADIUS
OVERLAY SOCCER FIELD:
INFIELD CONDITION: GOOD
FIELD DIMENSIONS: VARIES
FIELD ORIENTATION: VARIES
R-3 SOFTBALL FIELD:
INFIELD CONDITION: GOOD
OUTFIELD CONDITION: GOOD, NEEDS BROADLEAF WEED KILLER
BACKSTOP CONDITION: POOR-RUSTED POSTS, BENT FABRIC
FENCING: FAIR CONDITION, FENCE FABRIC SHOULD BE LOCATED ON THE FIELD SIDE OF POSTS, NO GATES IN FENCING ALONG 3RD BASE LINE, KIDS & ADULTS ARE JUMPING OVER THE FENCE - HAZARDOUS
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
260' BASELINE OUTFIELD RADIUS, 300' CENTERLINE OUTFIELD RADIUS
PATH:
DIRT PATH TO SOCCER/FOOTBALL FIELD, STEEP PATH, NOT EASILY ACCESSIBLE
FOOTBALL/SOCCER FIELD:
FIELD CONDITION: GOOD
FENCING: FAIR CONDITION, FENCE FABRIC SHOULD BE LOCATED ON THE FIELD SIDE OF POSTS, FABRIC RUSTED, OVER GROWN
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
PARKING AREA:
PAVEMENT CONDITION: FAIR
STRIPING: FAIR
ACCESSIBLE PARKING: NOT PROPERLY PAINTED
NO TURN AROUND AREA
FIRE FIGHTING RESOURCE POND
WATER DEPTH PROHIBITS USE AS A ICE SKATING POND
STEEP SLOPE MAKES POND ACCESS DIFFICULT FOR CHILDREN
PUBLIC ACCESS SHOULD BE LIMITED
PLAY GROUND EQUIPMENT:
PLAY EQUIPMENT CORDITION: GOOD
EXIT MATS ARE TRIP HAZARD
MATS UNDER SWING SEATS ARE RECOMMENDED
MISSING A BARRIER BETWEEN PLAY EQUIPMENT & PARKING LOT, I.E. FENCE OR GUARDRAIL
MISSING AN ACCESSIBLE WALK FROM PLAY GROUND TO RESTROOM
MISSING EDGING BETWEEN SAFETY SURFACE & GRASS
PAVILION BUILDING:
CONDITION: GOOD
GRILL CONDITION: RUSTED
NO ACCESSIBLE PATH TO PAVILION
STORAGE BUILDING:
CONDITION: GOOD
BATTING CAGE:
ATTACH NETTING TO GROUND
WATER FOUNTAIN:
NO ACCESSIBLE PATH TO FOUNTAIN, WATER FOUNTAIN IS NOT ACCESSIBLE
R-1 SOFTBALL FIELD:
INFIELD CONDITION: GOOD
OUTFIELD CONDITION: GOOD, NEEDS BROADLEAF WEED KILLER
BACKSTOP CONDITION:
FENCING: FAIR CONDITION, FENCE FABRIC SHOULD BE LOCATED ON THE FIELD SIDE OF POSTS
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
200' BASELINE OUTFIELD RADIUS
CONCRETE WALK:
GOOD CONDITION, EXISTING PATCHING, GRASS AREA ALONG WALK BETWEEN THE TWO FENCES IS DIFFICULT TO MAINTAIN
R-2 BASEBALL FIELD:
INFIELD CONDITION: FAIR, LOW SPOT BETWEEN 1ST & 2ND BASE REGRADE 3RD BASE AREA
OUTFIELD CONDITION: GOOD, NEEDS BROADLEAF WEED KILLER
BACKSTOP CONDITION: POOR CONDITION
FENCING: FAIR CONDITION IN FRONT OF BLEACHERS, SIDE FENCE NEW BEYOND BLEACHERS FABRIC SHOULD BE LOCATED ON THE FIELD SIDE OF POSTS
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
±300' BASELINE OUTFIELD RADIUS, ±350' CENTERLINE OUTFIELD RADIUS
PARK DRIVE:
FAIR CONDITION, EXISTING PATCHING, PONDING WATER AT ENTRANCE
PARKING AREA:
ACCESSIBLE PARKING SPACES ARE NOT PAINTED IN ACCORDANCE WITH ADA STANDARDS
ELECTRICAL BUILDING:
CONDITION: GOOD WITH THE EXCEPTION OF VANDALISM TO THE DOOR
PARKING AREA:
PAVEMENT: UNPAVED
INEFFICIENT PARKING
HORSE SHOE PITS:
PITS: GOOD CONDITION
PITS ARE CLOSE TOGETHER - EXPERT PLAY ONLY
PROGRAM-MORE PITS REQUIRED
TENNIS COURT:
PAVEMENT: GOOD CONDITION
NET POSTS: GOOD CONDITION
FENCE: GOOD CONDITION
BASKETBALL COURT:
PAVEMENT: GOOD CONDITION
STANDARDS: GOOD CONDITION
PROGRAM: CONFLICT BETWEEN TEEN BASKETBALL PLAYER AND OLDER HORSESHOE PLAYERS
GRAVEL PATH:
DOES NOT MEET ADA ACCESSIBILITY REQUIREMENTS
MAINTENANCE AREA:
SCREENING REQUIRED
R-4 SOFTBALL FIELD:
INFIELD CONDITION: GOOD
OUTFIELD CONDITION: GOOD, UNDER REPAIR
BACKSTOP CONDITION: POOR
DUG OUTS: FAIR
FENCING: POOR CONDITION, FENCE FABRIC SHOULD BE LOCATED ON THE FIELD SIDE OF POSTS, FENCE WARPED, RUSTED & HAS HOLES
GRASS/SOIL UNDER PLAYERS' BENCHES & BLEACHERS IS DIFFICULT TO MAINTAIN
200' BASELINE OUTFIELD RADIUS
EXISTING R-6 BALL FIELD
EXISTING R-5/R-6 BALL FIELD
EXISTING R-1 BALL FIELD
EXISTING R-2 BALL FIELD
EXISTING R-3 BALL FIELD
EXISTING R-4 BALL FIELD
EXISTING SOCCER FIELD/FOOTBALL FIELD
EXISTING TENNIS COURTS
BASKETBALL COURT
OPEN SPACE FOR FUTURE DEVELOPMENT
PARKING
OLD HARTFORD ROAD
OLD HEBRON ROAD
POOL
CB
SNET-2117
N 774000
N 773500
N 773000
N 772500
E 1109000
E 1109500
E 1110000
E 1110500
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NORTH
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RECREATION COMPLEX MASTER PLAN
COLCHESTER, CONNECTICUT
COLCHESTER PARK & RECREATION DEPARTMENT
SITE ANALYSIS

Master Plan:

The Master Plan was prepared based on the needs identified by the Program of Development and upon the site analysis and evaluations. The Master Plan is a graphic representation of how the site can accommodate the recreation needs of the community. Field orientation, parking, pedestrian access, environmental constraints and current standards (i.e. ADA, U.S.C.P.S.C., league standards) were considered in the creation of the site plan.

The Master Plan addresses three main issues:

1) Upgrading and renovating existing facilities
2) Construction of new facilities on existing park land
3) Construction of new facilities on acquired land.

1) Upgrading and Renovation of Existing Facilities:

- The fence fabric at many of the ball fields is located on the wrong side of the support posts. As the fabric requires replacement, the new fence fabric should be placed on the player side of the field.
- The chain link sideline fencing on existing ball field R-3 should be relocated. The light poles should be outside the extent of the playing field. The bleachers should be moved forward to align with the dugouts, improving the spectator view to home plate.
- Chain link fencing should be added to fields R-5 and R-6 in front of the spectator seating for protection from foul balls or overthrows.
- Regrade the infield of ballfield R-2 to eliminated improper surface drainage.
- Bleachers, benches and fencing should be incorporated into crusher dust surfacing to eliminate mowing of grass area.
- Install shade trees, shrubs and perennials. These plant materials provide seasonal interest, shade, screening of unsightly views, and an attractive environment.
- Construct a guardrail along Old Hebron Road to prevent pull in parking on the lawn areas. Continue the guardrail around all parking areas to prohibit vehicular damage to the park.
- Remove and replace the concrete slab of the pavilion to provide proper drainage of the floor of the structure.

not meet ADA regulations; line painting is incorrect and there is no sidewalk at the head of each space leading to the facilities. The ball fields adjacent to this parking area are fenced, so no guardrail is required.

- Parking adjacent to the tennis courts is informal. The parking is not paved or delineated, resulting in inefficient parking patterns and hazardous backing into Old Hebron Road.

- The parking area off of Old Hartford Road is in fair condition. The parking is dead-ended without a turn-around area. This can create traffic problems during times of maximum use. The accessible parking spaces do not meet ADA regulations. Since the soccer/football fields adjacent to the fields are fenced, no guardrail is required adjacent to the parking lot.

The ballfields are generally in good condition. Broadleaf weed killer needs to be applied to the outfields.

- R-1 Softball Field:
  - ◊ Infield Condition: Good
  - ◊ Outfield Condition: Good
  - ◊ Backstop Condition: Fair
  - ◊ Fencing: Fair condition; some rusting; fence fabric should be located on the field side of posts, outfield fence guard required.
  - ◊ Build-up of grass and thatch along fence lines.
  - ◊ Warning track adjacent to outfield fence is needed.
  - ◊ Grass/soil/weeds under players' benches and bleachers is difficult to maintain.
  - ◊ Outfield Radius, 200' R.
  - ◊ Dugouts - good condition.

- R-2 Baseball Field:
  - ◊ Infield condition: Fair, low spot between first and second base. Regrade third base area.
  - ◊ Outfield Condition: Some bare spots in right field.
  - ◊ Backstop: Poor condition, rusted, fabric buckled.
  - ◊ Fencing: Some new fencing, some older, rusted fencing; fence fabric should be located on the field side of posts; outfield fence. Fence guard required; thatch build-up along fence line.
  - ◊ Warning track adjacent to outfield fence needed.
  - ◊ Grass/soil/weeds under players' benches and bleachers is difficult to maintain.
  - ◊ Outfield: inconsistent radius, varies from 300' to 370'.
  - ◊ Dugouts - none.

- R-3 Softball Field:
  - ◊ Infield Condition: Good
  - ◊ Outfield Condition: Good.
  - ◊ Backstop Condition: Poor, rusted, bent fabric.
  - ◊ Fencing: Fair condition. Fencing fabric should be located on the field side of fence posts. Fence guard required on outfield fence.
  - ◊ Light poles are located in playing field and create a hazardous situation.
  - ◊ New warning track adjacent to outfield fence has been installed.
  - ◊ Dugouts - good condition.

- R-4 Softball Field:
  - ◊ Infield condition - good
  - ◊ Outfield condition - good
  - ◊ Backstop condition: poor, rusted.
  - ◊ Fencing: Poor condition, fence fabric should be located on the field side of posts; fence warped, rusted and has holes. Outfield fence guard is needed; thatch build-up along fence line.
  - ◊ Warning track adjacent to outfield fence is needed.
  - ◊ Grass/soil/weeds under players' benches and bleachers is difficult to maintain.
  - ◊ Dugout - good condition.
  - ◊ Outfield radius - ± 200'.

- R-5 Softball Field:
  - ◊ Infield condition - good
  - ◊ Outfield condition - good.
  - ◊ Backstop condition - new.
  - ◊ Fencing: No outfield fencing. Protective fencing in front of bleachers is required.
  - ◊ Grass/soil/weeds under players' benches and bleachers is difficult to maintain.
  - ◊ Outfield radius - ±250'.

- R-6 Softball Field:
  - ◊ Infield condition - good
  - ◊ Outfield condition - good.
  - ◊ Backstop condition - new.
  - ◊ Fencing: No outfield fencing. Protective fencing in front of bleachers is required.
  - ◊ Grass/soil/weeds under players' benches and bleachers is difficult to maintain.
  - ◊ Outfield radius - ±250'.

- Soccer/Football Field:
  - ◊ Field condition - fair
  - ◊ Goal Posts condition - fair
  - ◊ Fencing: Fair condition; some rusted fabric; vegetation overgrowing fence.
  - ◊ Grass/soil/weeds under benches and bleachers are not maintained.

The playground area is in good condition. The play area was installed in 1995.

- Playground Equipment:
  - ◊ Play equipment condition: Excellent.
  - ◊ Edges of exit mats under slides are exposed, causing a tripping hazard. Backfill edges with additional safety surface.
  - ◊ Mats under swing sets are recommended.
  - ◊ Missing barrier between play equipment area and parking lot, i.e., fence or guardrail.
  - ◊ Missing edging to contain play area safety surface.

The court games are in good condition. However, the proximity of the basketball courts to the horseshoe pits causes conflicts between the groups.

- Basketball court (1):
  - ◊ Pavement condition: Good
  - ◊ Standards condition: Good

- Tennis Court (3):
  - ◊ Pavement Condition: Good
  - ◊ Net post condition: Good
  - ◊ Fence condition: Good

- Horseshoes (8):
  - ◊ Pits: Good condition
  - ◊ Pits are close together

- Walks:
  - ◊ The park lacks walkways to link the facilities together and provide accessible pedestrian circulation throughout the park: Walks from accessible parking spaces to the recreation facilities; walks from recreation facilities to pavilions and restrooms; walk/steps from upper to lower park terrace.

- Buildings:
  - ◊ Pavilion: ±4" height of pavilion slab does not meet ADA regulations for access; ponding of water on concrete slab after rain; structure: good condition.

- ◊ Maintenance/Concession/Restroom Building: maintenance activities should be separated and screened from recreation activities; handicap stalls are required.
- ◊ Storage Buildings
- ◊ Electrical Building
- ◊ Football/Concession/Storage: Fair condition; handicap stalls are required.

- Landscaping:
  - ◊ Although the park contains some landscape material, more shade trees need to be provided.
  - ◊ Landscape materials lack variety for changing seasonal interest.

- Signs:
  - ◊ The ballfields are clearly marked with signs. Park signs are located at the entrance.

- Site Furniture and Amenities:
  - ◊ The water fountains are not accessible. Two water fountains are not in working condition.
  - ◊ Bike racks are poorly located, i.e., parking lot, outside park entrance gate.
  - ◊ Benches and trash receptacles should be on an accessible surface.

Program:

The following are areas of concern of the Colchester Parks and Recreation Department:

1. Relocation of horseshoes/basketball facilities due to conflicts between these two activities.
2. New sand volleyball court(s).
3. Provide access between lower and upper fields.
4. Provide landscaping.
5. Provide additional parking.
6. Isolate maintenance work area from public access.
7. Path system to link the elements of the park/walking path.
8. Provide park amenities: benches, trash receptacles, picnic tables, etc.
9. Potential facilities : aquatics, mini-golf, batting cages
10. Potential land acquisition of bordering properties.

MINI-GOLF COMPLEX
ADDITIONAL PARKING
EXISTING PAVILION
EXISTING PLAY EQUIPMENT AREA
GUARDRAIL ALONG OLD HEBRON ROAD
ADDITIONAL PARKING
MAINTENANCE AREA
SKATEBOARD/INLINE SKATING AREA
BOCCE COURTS
EXISTING TENNIS COURTS
HORSESHOES
SOCCER FIELD
WALKING PATH
PARK BUILDING
WATER SPRAY PLAY AREA
VOLLEYBALL COURTS (4)
DROP-OFF/TURN AROUND
EVERGREEN SCREEN
ADDITIONAL PARKING
FIRE POND
PUBLIC WORKS
PUBLIC WORKS EXPANSION
BASKETBALL COURTS (2)
PAVILION
VOLLEYBALL COURTS (2)
PAVILION
HORSESHOES
ADDITIONAL PARKING
POOL BUILDING
POOL COMPLEX
EXISTING R-6 BALL FIELD
EXISTING R-5 BALL FIELD
EXISTING R-1 BALL FIELD
EXISTING R-2 BALL FIELD
EXISTING R-3 BALL FIELD
EXISTING R-4 BALL FIELD
EXISTING SOCCER FIELD/FOOTBALL FIELD
OLD HEBRON ROAD
OLD HARTFORD ROAD
STEEP SLOPE
51 PARKING SPACES
43 PARKING SPACES
127 PARKING SPACES
PARKING
POOL
WADING POOL
N 774000
N 773500
N 773000
N 772500
E 1109000
E 1109500
E 1110000
E 1110500
E 1111000
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MASTER PLAN

2) Construction of New Facilities of the Existing Park Parcel:

The Parks and Recreation Department runs a summer camp program at the park. This requires the Park and Recreation Director to be on site. During the summer months, the director is working out of a small shed. During rainy days, the children are confined to an open air pavilion or the maintenance building. Portable potties are used by the summer campers. This program warrants a Park and Recreation Building. The building proposed on the site would contain offices, restroom facilities, classrooms for art activities, gymnasium, and concession stand. The building would be available for use by the winter basketball, volleyball, exercise programs as well as other town sport organizations.

The summer camp program does not have access to swim facilities. At the present time, counselors set up lawn sprinklers to cool down children on hot days. The addition of a water spray play area will improve this activity, provide proper water drainage and increase fun for not only the children attending the summer camp but the general population, as well. The new water spray play area and park building are located on the Master Plan in close proximity to the existing play equipment area.

A new soccer field is shown which eliminates the need for overlaying the soccer field on the outfield of R-6 ball field. This arrangement allows both fields the opportunity to rest and regrow worn areas on the fields.

Four volleyball courts are located between Fields R-5 and R-3.

By eliminating the off-street parking on Old Hebron Road adjacent to the tennis courts, additional facilities can be constructed to provide an area for seniors. These facilities include additional horseshoe courts, bocce courts, game tables and picnic pavilion.

Vehicular and pedestrian access to the football/soccer field is difficult. A 10% ramp linking the R-3 ball field to the soccer/football field will improve pedestrian access from the upper parking lots. There is no turn-around in the lower parking lot which, along with a lack of sufficient parking spaces, causes a major circulation problem. The master plan addresses this condition by creating a turn-around and drop-off at the end of the lot and adding a 51 car parking lot adjacent to Old Hartford Road. Circulation would be one-way in adjacent to public works parcel and out the new parking lot. Plant evergreens to screen the public works area from the parking lot.

The fire pond which is accessed by fire fighters at the corner island of the parking lot is reputed to be 12' to 18' deep. The area around the pond should be allowed to naturalize with native vegetation to discourage public access to the pond.

Public access to Ballfield R-4 should be along the outfield fence of Field R-2.

3) Construction of New Facilities on Acquired Land:

In order to accomplish the program goals, additional land needs to be purchased. The objective of the land purchases is to acquire land along Old Hebron Road which intrudes on the existing park parcel. The recommended acquisitions are:

a. Lot # 55-2, 13.67 acres
b. Lot # 289, 1.47 acres
c. Lot #58,1.38 acres
d. Lot #59, .78 acres.

1. Lot #55-2: This parcel is divided into two parts by a steep slope. The lower level of the parcel should be given to Public Works for the expansion of its facilities. The upper parcel is for a pool complex. The pool complex consists of:

   - Building:
     - Changing/restrooms
     - Reception area
     - Guard room
     - First-aid room
     - Equipment storage room
   - Swimming pool with ramp access
   - Wading pool with ramp accessibility
   - Deck and grass sunbathing area.

   A Young Adult Area on the west side of the parking area consists of two basketball courts, 3 volleyball courts and a picnic pavilion.

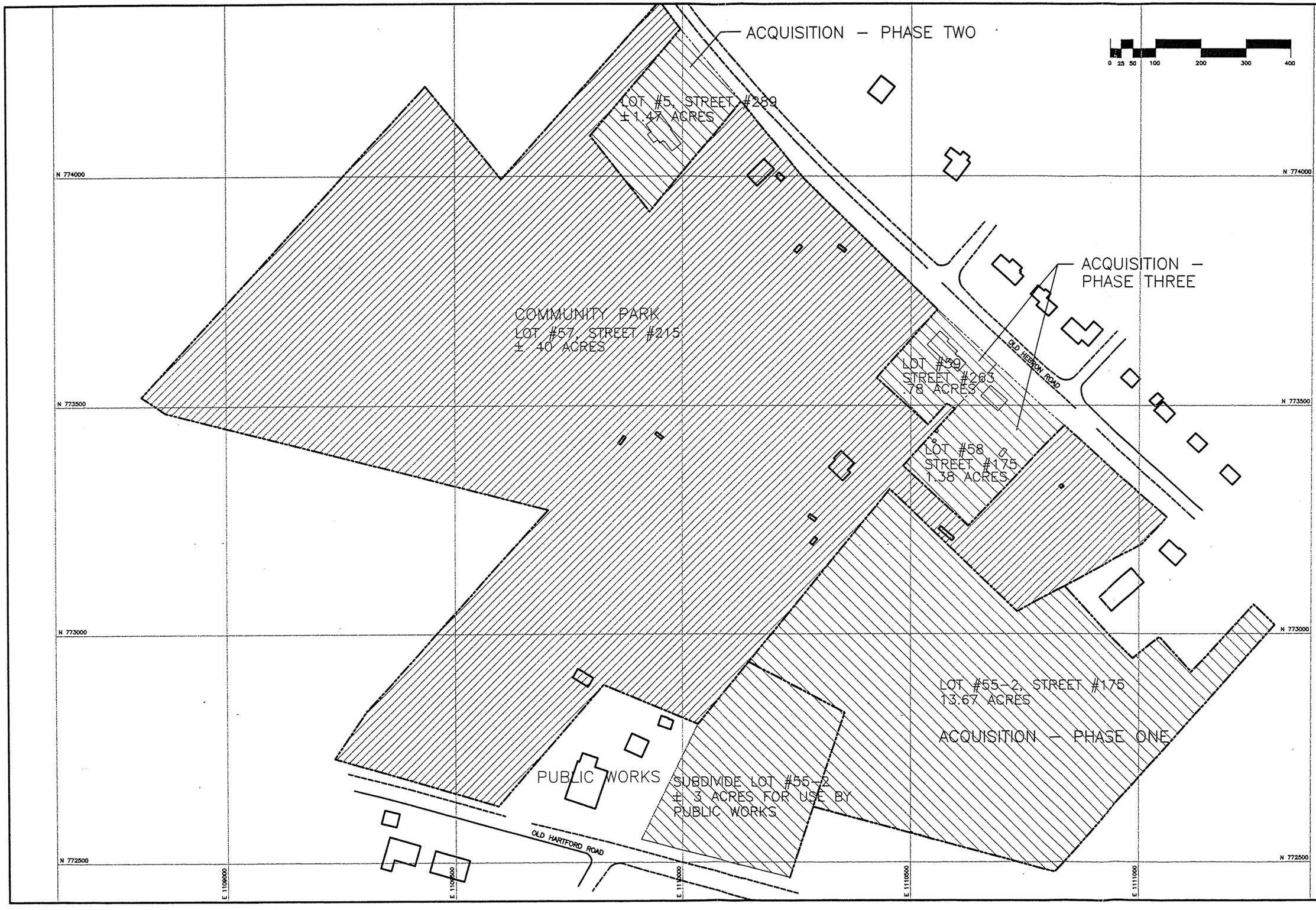
2. Lot #289

   Purchase of this parcel will allow the expansion of the existing parking lot and provide 40 additional parking spaces. This lot, located across from the golf course, is designated residential. The parcel could be used for mini-golf which would consist of an 18-hole course, cashier/concession building, fencing and lighting.

3. Lot #58 and 59

   Purchase of these parcels will allow the expansion of the existing parking lot with drop-off, turn-around area. The remaining area is dedicated to a skateboard/inline skating area.

Purchase of the parcels should be phased in the order presented above, i.e., 1, 2 and 3.



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LAND ACQUISITION

Cost Estimate:

Cost estimate are based on current construction costs (1997). When formulating budgets for any work, the construction cost estimates should be expanded by 10% for contingency and 10% for survey and design costs.

Example:	Spray play area:	$100,000	
		10,000	contingency
		10,000	design
	Construction budget:	$120,000	

Renovations:

1. Spectator fencing field R-6 ..... $ 4,000
2. Spectator fencing field R-5 4,000
3. Regrade infield R-2 10,000
4. Landscape materials 93,000
5. Guardrail along Old Hebron Road 22,000
6. Guard rail along east side of western parking lot 30,000
7. Walks (crusher dust) 75,000
8. Irrigation 100,000

Construction of New Facilities on Existing Land:

1. Park and recreation building $1,000,000
2. Spray play area 100,000
3. Soccer field 75,000
4. Volleyball courts (4) 12,000
5. Bocce courts (4) 8,000
6. Horseshoes (4) 2,000
7. Pavilion (30') 35,000
8. Picnic/game tables 10,000
9. Ramp to football field 10,000
10. Renovation/expansion of football/soccer fields parking lot 80,000

Construction of new facilities on purchase land:

1. Purchase of land .....
2. Parking lot ..... $ 100,000
3. Pool complex 1,000,000
4. Volleyball courts (3) 9,000
5. Pavilion (30') 35,000
6. Basketball courts (2) 50,000
7. Horseshoes 3,000
8. Parking expansion east of Ballfield R-1 30,000

Phasing of Major Projects:

1. Renovation/expansion of parking near soccer/football field.

2. Water spray play area.

3. Park Building.

4. Soccer field and ramp to soccer/football field.

5. Purchase of land, Lot #55-2, and pool complex.

6. Basketball courts, volleyball courts, pavilion, picnic area.

7. Bocce, horseshoes, pavilion and tennis courts.

8. Purchase of Lot #289, parking and mini-golf.

9. Purchase of Lot #58 and Lot #59, parking, skateboard/in-line skating course.

Maintenance:

The maintenance of a recreation complex is crucial to its success. Proper maintenance procedures will aid in the park's longevity, reduce the need for sudden, expensive repairs, and reduce the potential for accidents.

The Master Plan illustrates design changes which are recommended to simplify and improve the maintenance of community Park. These changes include:

1. Place amenities; benches, bollards, bleachers, trash receptacles, water fountains, and signs in crusher dust walkways to reduce obstacles to mowing while increasing accessibility to pedestrians.

2. Place fencing and guard rail in crusher dust walkway, warning tracks or plant beds to eliminate hand trimming required in grass areas.

3. Provide plant beds in wet areas and on steep slopes to eliminate mowing in difficult areas.

4. Group trees into mulched landscape beds instead of single tree islands to reduce mower maneuvering.

5. Choose site amenities, i.e., benches, picnic tables, trash receptacles with plastic coated metal to reduce painting and staining.

6. Installation of an irrigation system would eliminate grass stress in droughts. Grass under stress has a reduced ability to repair itself from player wear and fight off disease and insects. Cost of reseeding a destroyed soccer field is approximately $7,000 and causes the loss of a year of field use.

7. Do not mow area around the pond. Let area naturalize.

8. Install guardrail to protect the existing lawn areas from damage by vehicles.

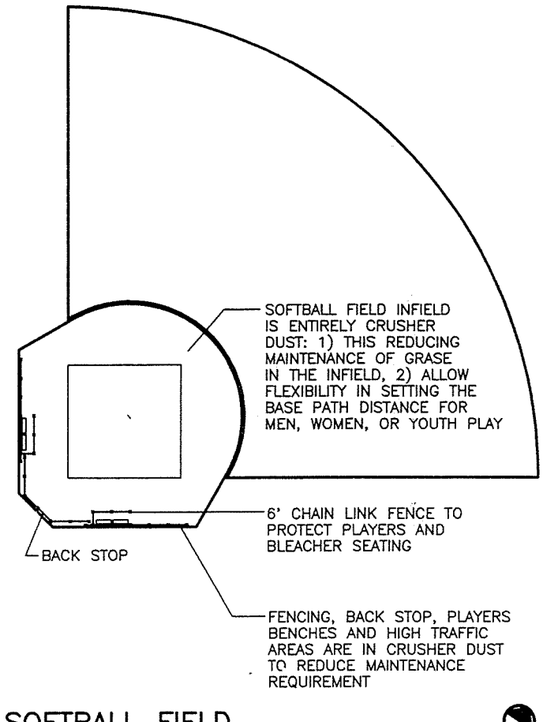
Standard maintenance practices should include routine inspection and repair of the park facilities as determined by the Town's Risk Management Program. Included in Appendix I is the Site Maintenance Manual which is a check list for assessing and recording existing conditions as well as action taken to maintain the facility and document maintenance procedures for risk management.

The Park and Recreation Department staff should include the following: Individuals capable of carrying out site inspections and filling our required maintenance forms, licensed pesticide supervisors and a certified pool operator.

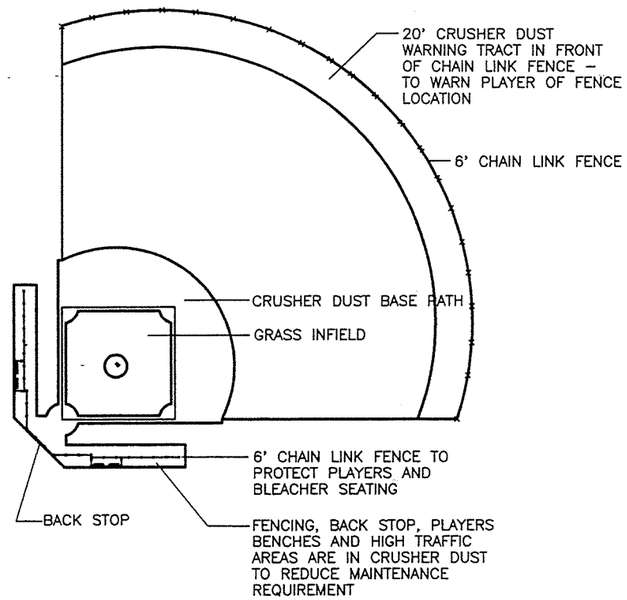
Money budgeted for maintenance on an annual basis, crucial to the success of a safe recreation facility, is estimated to be 5% of the of the total construction cost for the first two to three years and 3.5% thereafter for projects over $100,000.

For projects under $100,000 a slightly higher percentage should be allocated. It should be noted that these figures do not reflect salaries of park department employees.

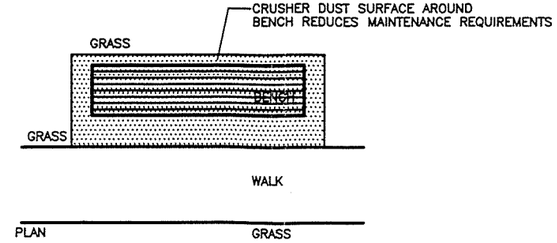
The general public is responsive to the quality of the maintenance program at a facility. A well-maintained facility elicits good behavior from its users and, as a result, incidents of littering and vandalism decrease.



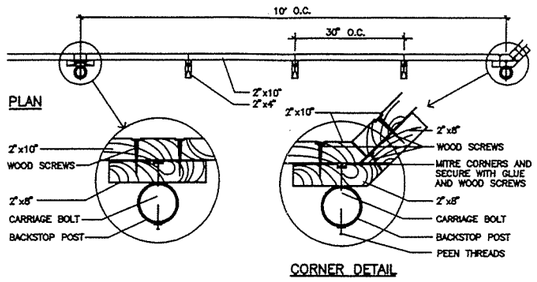
SOFTBALL FIELD

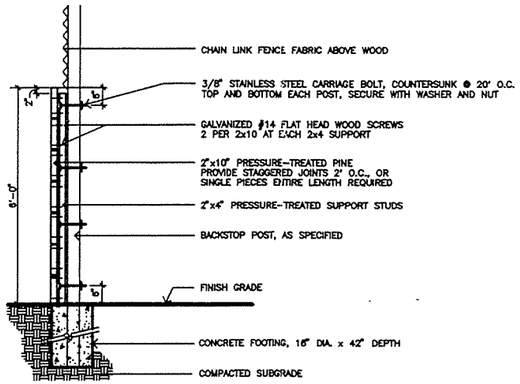


BASEBALL FIELD



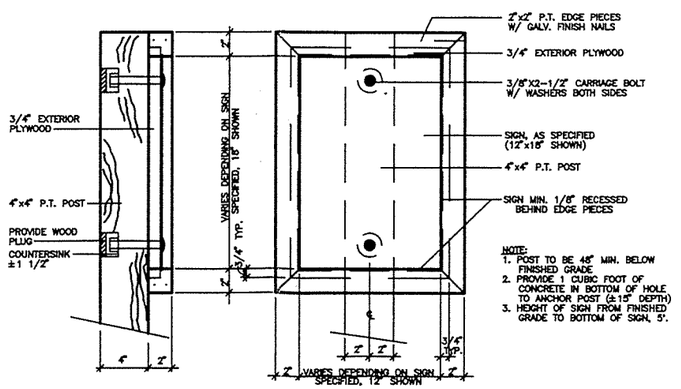
BENCHES



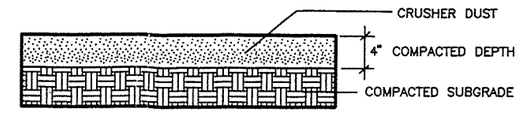


SECTION

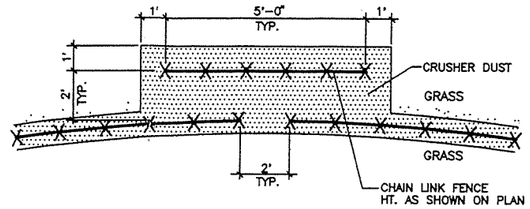
BACKSTOP



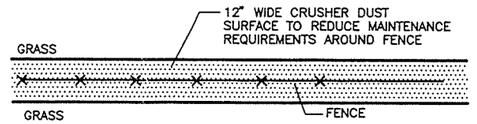
TRAFFIC SIGN W/ WOOD FRAME & POST



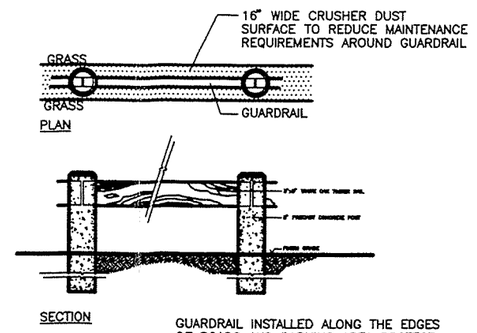
Ⓒ CRUSHER DUST SURFACE



OUTFIELD FENCE PASS THROUGH



FENCE



GUARDRAIL INSTALLED ALONG THE EDGES OF ROADS AND PARKING AREA PROTECT PARK FACILITIES FROM VEHECULAR DAMAGE

GUARDRAIL

DATE: 5\20\97

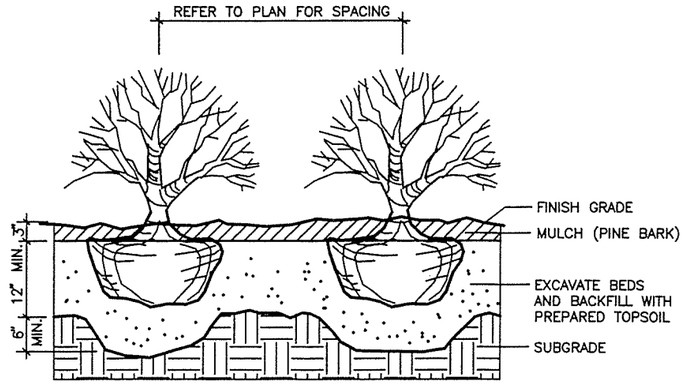
FMA PARTNERSHIP, P.C.
529 MAIN STREET, NEW HARTFORD, CT 06057
PHONE (860)379-7523 FAX (860)379-0520

RECREATION COMPLEX MASTER PLAN
COLCHESTER, CONNECTICUT

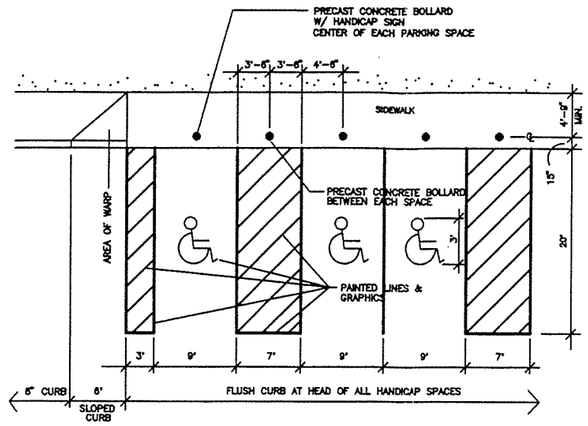
COLCHESTER PARK & RECREATION DEPARTMENT

PARK DETAILS

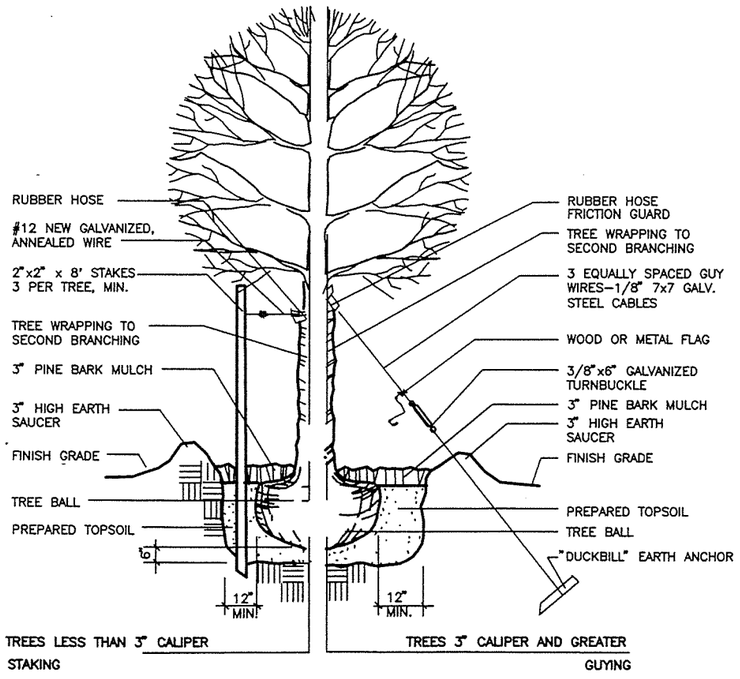
1



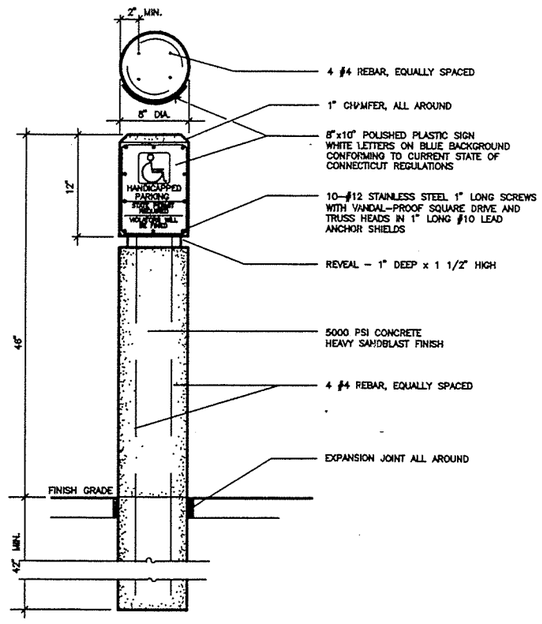
SHRUB PLANTING



HANDICAP PARKING SPACES



TREE PLANTING



HANDICAP SIGN BOLLARD

DATE: 8\20\97

FMA PARTNERSHIP, P.C.
529 MAIN STREET, NEW HARTFORD, CT 06057
PHONE (860)379-7523 FAX (860)379-0520

RECREATION COMPLEX MASTER PLAN
COLCHESTER, CONNECTICUT

COLCHESTER PARK & RECREATION DEPARTMENT

PARK DETAILS

2

APPENDIX I

SITE MAINTENANCE MANUAL

A CHECK LIST

FOR

ASSESSING AND RECORDING CONDITIONS AND MAINTAINING YOUR FACILITY

FMA PARTNERSHIP, P.C.
THE CORNER HOUSE
529 MAIN STREET
NEW HARTFORD, CT 06057-0265
(860) 379-7523
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INTRODUCTION

The maintenance of a facility is crucial to its success. Proper maintenance procedures will aid in a facility's longevity, reduce the need for sudden expensive repairs, and reduce the potential for accidents.

This manual is designed to make the maintenance process simpler for everyone involved.This manual is divided into sections dealing with many different areas of concern - play equipment, plant maintenance, field maintenance, etc. Each section can be used separately for its specific purpose, but all maintenance procedures, large or small, should be understood as an integral part of the larger system that this entire manual describes.

The manual includes a check list to aid the owner in assessing maintenance needs, evaluating facilities for compliance with the Americans with Disabilities Act of 1990 and Consummer Protection Safety Commision Guidelines for Playground Safety, and for documenting maintenance procedures for risk management.

The general public is responsive to the quality of the maintenance program at a facility. A well-maintained facility elicits good behavior from its users, i.e., incidents of vandalism decrease. A poorly maintained facility invites vandalism and littering, aggravating the situation.

LAWNS

The lawn areas should be inspected on a weekly basis during the growing season for the following reasons:

1. To prevent damage from insects, weeds and drought; to insure proper height of the lawn is maintained; to prevent pedestrian injury resulting from holes, ruts, depressions, glass and other foreign objects.

The best defense against weeks, insects and disease is to establish and maintain a healthy, vigorous lawn. Following is a complete breakdown of maintenance activities along with a standard inspection form. The forms should be filled out completely and kept on file as documentation of maintenance procedures.

General:

1. Begin lawn maintenance operations in early spring (mid to late March) with a complete raking of all lawn areas. Remove and dispose of leaves, twigs and debris to prevent onset of spread of disease.

2. End lawn maintenance operations in autumn after the last mowing and when all the leaves have fallen. Rake and dispose of all leaves and twigs at this time.

Mowing:

1, Begin the mowing season when grass height is three (3") inches.

2. Maintain lawn height at two (2") inches throughout the growing season. This may require mowing more than once a week during periods of maximum growth. ***Do not cut lawn shorter than 2" height. Mow only when grass is dry.*** Do not cut more than 1/3 of the total grass height at any one time. For playfields which are not irrigated, grass cutting during hot, dry weather should be maintained at a 3-1/2" height.

3. Mowing operations include trimming of all lawn edges. Trimming shall be performed with every cutting of all lawn areas.

4. when heavy frost/cold has stopped grass growth, cease all mowing operations. Leave grass height at 3" during the final mowing of the season for winter protection.

5. Remove grass clippings from lawn only if large clumps (over 1" diameter) or thatch accumulates. Otherwise, leave clippings to produce organic nutrients

ents. (Refer to sections on dethatching and fertilization for further information.)

Watering:

1. Water is required only during the hotter months of June, July and August when rainfall is insufficient. If rainfall is below the average 3" - 4" per month or if long dry spells occur, then water lawns.

2. When watering, thoroughly soak the ground to a depth of six (6") inches. Apply a minimum of one (1") inch of water at a time. This allows deeper penetration of water into the soil than several lighter waterings.

3. Water during times of low temperatures, high humidity and no wind, i.e., early morning or late afternoon. Late evening watering is to be avoided to lessen the lawn's susceptibility to fungus disease.

4. Irrigation systems with several water "zones" are best run in the very early morning. For instance, irrigate from 3 a.m. till dawn, thus allowing the lawn to dry during the day to prevent disease and allow use of fields.

Fertilizing:

1. Fertilization consists of the application of agricultural lime as well as a slow release fertilizer. With proper mowing techniques (refer to section on mowing) the nutrients absorbed by the lawn are recycled when the clippings are allowed to decompose. If the clippings are taken away, so are the nutrients, thus requiring more frequent fertilization.

2. Apply a complete plant food (10-10-10) at a rate of 10 to 15 pounds per 1,000 sq. ft. twice a year, usually mid-April to mid-May and again in mid-September.

3. Apply fertilizer when the grass is dry, preferably just before it is supposed to rain. Otherwise, thoroughly water lawn after applying fertilizer.

4. Apply agricultural lime at a rate of 20 to 25 pounds per 1,000 sq. ft. This should be spread once a year in mid-October.

5. Do not apply fertilizer and lime at the same time. The chemicals in each will react and render the fertilizer ineffective. Wait at least two weeks between applications.

6. Perform testing annually in November to check levels of lime and fertilizer. The desired pH level is 6.0 to 6.5. Soil samples are to be collected from random locations in the lawn, mixed and a single sample extracted. Local Agricultural Extension Officers can tell you where and how to get testing done.

Aerating and Dethatching:

1. Dethatching and aerating are done as required. Both are best performed in early spring (late March) or in early fall (September). Aeration during the summer is advisible when playfields are heavily used. Aeration every 6-8 weeks will ensure a healthly grass cover.

2. When thatch thickness exceeds 3/4", dethatching of the lawn to reduce thatch to 1/4" should be performed.

3. Aerate lawn areas on a semi-annual basis or, in areas prone to heavy traffic and compaction, more often. Aeration should be performed with an aerator that penetrates at least 4". Deep-tine aeration (min. 8") should be done at least every other year.

Weed Control:

1. Crabgrass is the most common weed problem. Eliminate through the application of a pre-emergent herbicide such as Tupersan or Betasin. This is to be applied "when forsythia are blooming" - generally, late April. If crabgrass persists, a second application in May should be used to reduce germination of crabgrass seeds still dormant in the soil.

2. Control of crabgrass later in the growing season (June-July) can be achieved through the use of a post-emergent contact herbicide such as DSMA, MAMA or one of the many popular brands on the market. After a point, a repeated annual application should not be required.

3. Begin broad leaf weed control with the application of a pre-emergent herbicide such a Dacthal or Ronstar in early May. A follow-up treatment with a post emergent herbicide such as AAtrex or 2.4-D can be used in late June to control weeds which persist into the growing season.

4. Exercise care in the application of all weed control chemicals. Do not spray or distribute chemicals within the drip line of trees or shrubs or when rain is imminent so adjacent plant beds and plant materials do not come in contact with the herbicides. Read all directions for each chemical to verify application rates, mixing instructions and possible toxicity for shrubs and trees. Do not spray any chemicals on windy days.

Insect and Disease Control:

1. Damage from insects and diseases occur most frequently in the summer months, and all lawn areas should be inspected monthly for signs of damage (yellow spots, brown patches, poor blade development, lack of vigorous color, leaf spots insects and larva.)

2. The diversity of diseases and insect-related damages make diagnosis of problems very difficult. If signs show up in lawns the proper experts should

be consulted to confirm a diagnosis and select correct treatment for the problem.

Lawn Repair and Overseeding:

1. Repair damaged or deficient lawn areas in April or in September. The area to be repaired should be cleaned of all grass and weeds back to healthy lawn. This material should be disposed of off-site. Soil should be cultivated, fertilized with a "seed-starter" mix, and rolled with a light roller (200 lbs); then overseeded at a rate of 5 pounds per 1,00 square feet and lightly watered until a good stand of grass develops.

2. Low spots in lawns should be filled to an even grade with quality screened topsoil. High spots should be cut down. The area should then be treated as described in #1 above.

3. Perform overseeding of lawn areas only as needed. If lawn is thin or patchy the area should be raked and then seed broadcast at a rate of 2 pounds per 1,000 sq. ft. Overseed in early fall (September) for best results.

4. Grass seed mixture for repairs or overseeding consists of fresh, clean, new seed crop composed of the following varieties:

Seed Type	% by Weight
Perennial Rye	20
Kentucky Bluegrass	30
Creeping Red or Pennlawn Fescue	50

LAWN

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
_____	Grass needs mowing	_____
_____	Grass needs trimming	_____
_____	Watering required	_____
_____	Excessive weeds	_____
_____	Compacted	_____
_____	Insects	_____
_____	Disease	_____
_____	Bare spots	_____
_____	Lime required	_____
_____	Fertilizer required	_____
_____	Holes, ruts or depressions	_____
_____	Raking required	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

TREES AND SHRUBS

Maintenance for trees, shrubs and ground cover consists of watering, mulching, pruning, fertilization, cultivation/weeding of plant beds, and periodic inspection for insects or disease With the possible exception of water, these operations are done on a yearly basis. In most cases, the guarantee period for any new plant material covers care of the first year after installation and any replacement of dead or damaged material[1] .

After the trees have been in place one year, remove the support systems (staking or guying) and wrapping.

Watering

1. Watering of plant materials is only necessary during hot, dry periods (natural rainfall below 3" - 4" average in June, July or August), particularly during the first 2 or 3 growing seasons. Plant materials in narrow strips around parking lots may require more attention.

2. When watering is required thoroughly soak the soil around the root areas of the trees and shrubs. One hour's soaking by slow stream from a hose, sprinkler or soil soaker should provide enough water for ten days to two weeks.

3. Water during times of low temperatures and high moisture (humidity, i.e., early morning or preferable later afternoon/evening.

Fertilizing:

1. Fertilize shrubs and ground covers every three years with a well-rounded plant food such as 5-10-5 or 7-7-7 fertilizer, with part of the nitrogen being carried in an organic form. Fertilize in early spring (March or April) at a rate of 4 pounds per 100 sq. ft.

2. Do not fertilize broadleaf evergreens (Rhododendron, Laurel, etc.) with a commercial fertilizer. Use an organic fertilizer with an acid reaction (i.e., MirAcid, Cottonseed Meal, etc.).

3. Broadcast fertilizer onto the soil in the beds and water in. Wash all fertilizer from plant leaves if material has adhered to leaf surfaces.

4. Fertilize trees every three years with a complete fertilizer such as 5-10-5, with part of the nitrogen being carried in organic form. Fertilize in early spring at a rate of 2 pounds for each 1" diameter of trunk (measured at breast height). Use augured holes as the method for feeding. Holes are 18" deep and 18" on center beneath the outside edges of the tree crown. Fill the holes with equal portions of fertilizer, half filled with topsoil and then

[1] Fertilization, pruning and watering would still be the Owner's responsibility.

watered until the ground is soaked. Fill in holes with topsoil when water has disappeared.

Weeding/Cultivating of Plant Beds:

1. Cultivate shrubbery beds in the early spring to loosen the upper 2 to 3 inches of soil. When cultivating, do not exceed 3 inches in depth. The intent is to keep a loose, friable surface. Cultivate prior to fertilizing.

2. Remove weeds from shrub beds during the cultivation process. To inhibit weed growth spread a pre-emergence herbicide such as Treflam or Preen on the shrubbery beds in early spring (early to mid-April).

3. Periodically check shrub beds for weeds and remove all weeds during the course of the growing season

Disease/Insect Control

1. Insect and disease damage occurs most frequently in the summer months and all shrubs and trees should be checked monthly for signs of damage (leaf spot, wilt, brown edges, dead leaves, etc.).

2. Experts should be consulted to properly diagnose and treat any problems which occur.

Pruning

Pruning: To cut off the superfluous parts or branches, to form, the immediate effect being to dwarf the plant, the long term effect is to invigorate it. In general, limit pruning of trees to the removal of dead, broken, diseased or rubbing branches.

1. When pruning is required, the following should be done:

    a. Prune according to the natural habit of plant's growth so natural shape is maintained. DO NOT SHEAR. CLIP.
    b. Use sharp tools, make clean cuts.
    c. Cut flush with trunk and limb, leaving no stubs.
    d. Cut branches just above a bud, so new growth covers scar.
    e. Treat wounds over 1" diameter with protective tree paint.

2. Specific pruning required:

    a. Removal of suckers (secondary shoots) from the base or trunk (below first branching).
    b. Removal of dead wood, broken or badly bruised branches.
    c. Dead head: remove flower heads after flower fades on Rhododendron species.

d. Removal of plant growth infringing on walks, windows or other elements. Remove only offending branch or limb.
e. Pruning of needle-leaf evergreens. DO NOT SHEAR to severe geometric forms or shapes. Perform selective pruning to preserve the natural character of the plant material.

3. Perform pruning of deciduous shrubs after each species has flowered.

4. Prune, as required, evergreens when the new growth has started so that new leaves will cover pruning damage.

5. In mature plants that need rejuvenation, remove 25% to 30% of the oldest, largest canes or branches. Reduce overall height and width but preserve the overall shape of the shrub.

TREES AND SHRUBS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
_____	Trees need pruning	_____
_____	Shrubs need pruning	_____
_____	Watering required	_____
_____	Excessive weeds in bed	_____
_____	Bed needs mulch	_____
_____	Insects	_____
_____	Dead of damaged - remove	_____
_____	Disease	_____
_____	Fertilizer required	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

ROADS/PARKING AREAS/WALKS/CURBS

The paved areas, road, parking lots and walkways should be inspected on a weekly basis to ensure:

1. An attractive environment free of litter, sand and glass is maintained.

2. Proper draining of the pavement. Prevent damage by ponding of water.

3. Prevention of pedestrian tripping from heaved pavement and curbs.

4. Efficient car parking through maintenance of painted traffic arrows, parking stall lines, no parking zones and signage.

5. Immediate correction of cracking, broken or potholed pavement to minimize damage.

A standard inspection form is included. The form should be fill out completely and kept on file as documentation procedures.

PARKING AREA/ROADS/WALKS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
Parking area:		
_____	Pavement cracked, broken, potholes	_____
_____	Edges breaking	_____
_____	Catch basins not functioning	_____
_____	Poor surface drainage	_____
_____	Catch basin frames sunken or raised above finish grade	_____
_____	Curbs above finish grade broken or missing	_____
_____	Needs sweeping of debris, sand, etc.	_____
_____	Pavement markings faded	_____
_____	Traffic signs missing	_____
_____	Traffic signs broken	_____
_____	Handicap parking spaces designated	_____
_____	Accessible route from parking to building	_____
Roads:		
_____	Pavement cracked, broken, potholes	_____
_____	Edges breaking	_____
_____	Catch basins not functioning	_____
_____	Poor surface drainage	_____
_____	Catch basin frames sunken or raised above finish grade	_____
_____	Curbs above finish grade broken or missing	_____
_____	Needs sweeping of debris, sand, etc.	_____
_____	Pavement markings faded	_____
_____	Traffic signs missing	_____
_____	Traffic signs broken	_____

condition		action taken
Walks:		
_____	Pavement cracked, broken	_____
_____	Poor surface drainage	_____
_____	Grass or plant material encroachment on walk	_____
_____	Needs sweeping of sand, debris, etc.	_____
_____	Curb cuts for handicap access	_____
_____	Tactile warning surface at flush curb	_____
_____	Handicap ramps: 5% max. w/o handrails 8% max. w/ handrails	_____
_____	Walk width: min. 60" narrower requires by-pass area for wheel chairs	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

PLAYFIELDS

Preventive maintenance on athletic fields is required to eliminate player injury due to field conditions and costly vandalism by vehicles.

Increased number of player injuries, particularly around ankles and knees, will result from:

1. Compacted and poorly aerated soils.

2. Bumpy and uneven soil.

3. Bare and uneven turf coverage.

4. Shallow rooted grasses which tear under play.

Attention to the fundamentals of grass maintenance: fertilizing, control of weeds, disease and insects, watering and mowing will ensure the establishment of tough-wear resistant turf grass. A standard inspection form follows. During active playing season, the fields should be inspected weekly and maintenance procedures carried out. The form should be filled out completely and kept on file as documentation of maintenance procedures. Installation and maintenance of guard rails and fencing around fields will prohibit vehicles from vandalizing the fields.

Please refer to the amenities chapter for maintenance of fences, gates, backstops, guardrails and lighting and to the chapter on lawn maintenance.

PLAYFIELDS: Baseball/Softball/Soccer/Football

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Vandalism	_____
_____	Litter	_____
Skinned Areas:		
_____	Soil too compacted	_____
_____	Soil too abrasive	_____
_____	Soil too loose	_____
_____	Running paths worn	_____
_____	Batter's box worn	_____
_____	Pitcher's mound worn	_____
_____	Low spots, holes, or ruts	_____
_____	Poor drainage	_____
_____	Weeds	_____
_____	Soil build up between skinned and lawn areas	_____
_____	Warning track missing at out field fence	_____
Field:		
_____	Uneven ground surface	_____
_____	Excessive weeds	_____
_____	Worn Areas	_____
_____	Compacted soil	_____
_____	Chalk lines missing	_____
_____	Improper drainage	_____
_____	Erosion	_____
_____	Improper turf height	_____
_____	Excessive thatch	_____

Bases, Goals:

_____	Bases ripped	_____
_____	Base hardware missing, broken, protruding, loose	_____
_____	Base out of alignment	_____
_____	Home plate/pitchers rubber not level	_____
_____	Home plate/pitcher's rubber worn	_____
_____	Goal posts bent or broken	_____
_____	Goal posts need painting	_____
_____	Goal nets ripped	_____
_____	Goal nets missing	_____

OTHER NOTES:
SEE FENCE/BACKSTOPS

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

COURT GAMES

The most important element in a court game, i.e., basketball, tennis, stick hockey, is the quality of the playing surface. A surface which is cracked or heaved will result in an unpredictable ball response. All cracks should be filled immediately to ensure quality play and to minimize damage to the court.

The play surface should be swept of sand, stones or debris to maintain a firm footing for players. If a broom is kept at the court, the general public could be solicited to sweep the floors.

The support elements - net posts, net, backboards, chain link fence and gates and lights - should be kept in good repair.

The following inspection check list is provided to aid the documentation of maintenance procedures.

Refer to the amenities chapter for a check list for chain link fence.

COURT GAMES

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Area is free of litter, glass, etc.	_____
_____	Check for vandalism	_____
Courts:		
_____	Pavement cracked/ broken	_____
_____	Net post heaved	_____
_____	Net footing exposed	_____
_____	Net missing or broken	_____
_____	Chain link fence broken, loose, rusted	_____
_____	Backboard broken	_____
_____	Lights broken/ burned out	_____
_____	Basketball hoop/ net missing	_____
Guidelines:		
_____	Game lines according to standards	_____
_____	Route to courts accessible	_____
_____	Clear gate width min. 32" for handicap access	_____

OTHER NOTES

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

PICNIC AREAS

The most critical maintenance operation at picnic areas is timely pick up and disposal of trash. Overflowing trash cans lead to the attraction of insects, wild life, improper disposal of trash by picnickers, and creation of an atmosphere where vandalism flourishes.

Other maintenance procedures include:

1. Maintaining the picnic table to prevent injury to user.

2. Pruning and removal of plant material hazardous to the user.

3. Maintenance of ground surface to prevent erosion or compaction.

The following check list is provided for the documentation of maintenance procedures.

PICNIC AREA

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
Tables:		
_____	Wood cracked/ broken	_____
_____	Wood decayed/ rotten	_____
_____	Wood needs paint/ stain	_____
_____	Bolts loose/rusted/ missing	_____
_____	Frame rusted/bent	_____
Plant material:		
_____	Pruning	_____
_____	Removal	_____
_____	Eradicate Poison Ivy	_____
Ground Surface:		
_____	Compacted	_____
_____	Eroded	_____
_____	Needs surface material (mulch, stone dust, etc.)	_____
_____	Needs weeding	_____
Trash Receptacles:		
_____	Missing	_____
_____	Need repair or replacing	_____
_____	Need emptying	_____
Guidelines:		
_____	Tables accessible to handicapped	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

TRAILS

The most important maintenance operations on the trails are to ensure: no hazardous obstructions occur in the path, the path is clearly mark, and trash is picked up.

In accordance with the Americans with Disabilities Act, trails accessible to the disabled should be provided. Trails should be clearly identified with signage indicating mileage, loop system, and physical ability required to negotiate the trail.

The following check list is provided for documentation of maintenance procedures.

TRAILS

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Check for vandalism

condition		action taken
Trail:		
_____	Trail markers missing	_____
_____	Trail surfacing needed	_____
_____	Trail erosion	_____
_____	Removal of barriers (fallen trees, etc.)	_____
_____	Check bridges for broken, worn or loose boards, handrails, bolts	_____
_____	Shrubs overgrowing trails	_____
_____	Decayed timber steps	_____
Guidelines:		
_____	Trails accessible to handicap users	_____
_____	Trails is clearly identified with signage indicating milage, loop system, and physical ability required to negotiate trail	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

PLAYGROUND EQUIPMENT

Playground equipment should take the highest priority on maintenance inspections and be examined on a regular basis. For each piece of play equipment there should be a clearly identified file containing any literature available from the manufacturer, warrantees, installation guides, etc. and documentation of the weekly examinations.

Record keeping is an important way to substantiate vandalism and not poor maintenance procedures as the cause of an accident . A standard form to record the weekly inspection follows. The forms should be filled out completely, dated, time noted and filed.

In accordance with the Americans with Disabilities Act, play areas should be provided with access for children and parents with disabilities. Existing play areas should be evaluated to determine if they comply with the new guidelines.

In the event that repairs or corrective work becomes necessary, work should be done immediately and so noted. Work repair should be attached to the deficiency report.

SEESAWS

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
Equipment:		
_____	Equipment not firmly attached	_____
_____	Bolts/hardware loose	_____
_____	Seat cracked/warped	_____
_____	Handlebars loose/ missing	_____
Ground Surface:		
_____	Concrete base exposed	_____
_____	Ground surface rutted, compacted	_____
_____	6' fall zone around equip. of protective surface	_____
_____	Proper depth and type of safety surface	_____
Guidelines:		
_____	See saws are not recommended for public play grounds unless they are equipped with a center spring to prevent abrupt ground contact should one child decide to dismount.	
_____	Handicap accessible	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

CLIMBERS

Location:_____ Date:_____
Inspected by:_____Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
General Equipment Hazards:		
_____	Sharp points, corners edges	_____
_____	Protrusions, projections	_____
_____	Pinch, crush, shear points	_____
_____	Head entrapment	_____
_____	Tripping hazard	_____
Equipment Wear:		
_____	Bolts rusted/loose/ missing	_____
_____	Supports warped/ cracked/broken	_____
_____	Missing rungs	_____
Ground Surface:		
_____	Foundations exposed	_____
_____	Ground surface compacted, rutted, uneven	_____
_____	6' fall zone around equip.	_____
_____	Proper depth and type of safety surface	_____

Guidelines:

_____ Climbers should not have climbing bars or other structural components in interior of the structure onto which a child may fall
_____ Spaces of overlap of rungs, not less than 9" or more than than 15"
_____ First rung should not be directly above platform
_____ Rung diameter 1"-1.67"
_____ Handicap accessible

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

MERRY-GO-ROUND

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition action taken

General Equipment Hazards:

_____	Sharp points, corners edges	_____
_____	Protrusions, projections	_____
_____	Pinch, crush, shear points	_____
_____	Head entrapment	_____
_____	Tripping hazard	_____

General Maintenace:

_____	Area is free of litter, glass, etc.
_____	Rake areas under play equipment.
_____	Check for vandalism

Equipment Wear:

_____	Whirl not stable	_____
_____	Erosion around base	_____
_____	Bearings worn	_____
_____	Hardware loose or missing	_____
_____	Handholds loose	_____

Ground Surface:

_____	Foundations exposed	_____
_____	Ground surface compacted, rutted, uneven	_____
_____	6' fall zone around equip.	_____
_____	Proper depth and type of safety surface	_____

Guidelines:

_____	Merry-go-rounds are not recommended for public play grounds unless they meet the strict guidelines.

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

SPRING EQUIPMENT

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
General Equipment Hazards:		
_____	Sharp points, corners edges	_____
_____	Protrusions, projections	_____
_____	Pinch, crush, shear points	_____
_____	Head entrapment	_____
_____	Tripping hazard	_____
Equipment Wear:		
_____	Bolts to base loose	_____
_____	Spring loose or broken	_____
_____	Seats broken	_____
_____	Painting required	_____
Ground Surface:		
_____	Foundations exposed	_____
_____	Ground surface compacted, rutted, uneven	_____
_____	6' fall zone around equip.	_____
_____	Proper depth and type of safety surface	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

SLIDES

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
General Equipment Hazards:		
_____	Sharp points, corners edges	_____
_____	Protrusions, projections	_____
_____	Pinch, crush, shear points	_____
_____	Head entrapment	_____
_____	Tripping hazard	_____
Equipment Wear:		
_____	Slide frame unstable (bent, warped, cracked)	_____
_____	Slide frame rusted	_____
_____	Steps loose/broken/	
_____	Bedway rusted/ not smooth	_____
_____	Foreign objects in bedway	_____
_____	Rails loose/broken/ missing	_____
_____	Exit surface worn	_____
_____	Bolts rusted/loose/ missing	_____
_____	Painting required	_____
Ground Surface:		
_____	Foundations exposed	_____
_____	Ground surface compacted, rutted, uneven	_____
_____	6' fall zone around equip.	_____
_____	Proper depth and type of safety surface	_____

SLIDES (cont.)

Guidelines:

_____	Min. 22" platform	_____
_____	Protective Guardrail	_____
_____	Hood or Guardrail to channel child to sit	_____
_____	Average incline not more than 30"	_____
_____	Min. 4" sides	_____
_____	Metal slides in shade or facing north	_____
_____	11" flat slide exit	_____
_____	Exit height: slide 4' or less - 11" off ground slide 4' plus - 7"-15" off ground	_____
_____	Exit rounded or curved edge	_____
_____	Handicap Accessible	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

PLAY STRUCTURES

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition action taken

General Equipment Hazards:

_____ Sharp points, corners edges _____
_____ Protrusions, projections _____
_____ Pinch, crush, shear points _____
_____ Head entrapment _____
_____ Tripping hazard _____

Equipment Wear:
wood

_____ Wood cracked/broken or warped _____
_____ Wood decayed/rotten _____
_____ Wood posts unstable _____
_____ Wood needs paint/stain _____

Metal

_____ Metal rusted/broken _____
_____ Metal needs paint _____

Hardware

_____ Bolts loose/rusted/ missing _____
_____ Equipment connections unstable _____

Ground Surface:

_____ Foundations exposed _____
_____ Ground surface compacted, rutted, uneven _____
_____ 6' fall zone around equip. _____
_____ Proper depth and type of safety surface _____

PLAY STRUCTURES (cont.)

Guidelines:

_____ Handicap Accessible _____

OTHER NOTES:

SEE INDIVIDUALS COMPONENTS, I.E. SLIDES, CLIMBERS

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.

REPORT ANY PROBLEMS IMMEDIATELY!

SWINGS

Location:_____ Date:_____
Inspected by:_____ Time:_____

General maintenance:

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
General Equipment Hazards:		
_____	Sharp points, corners edges	_____
_____	Protrusions, projections	_____
_____	Pinch, crush, shear points	_____
_____	Head entrapment	_____
_____	Tripping hazard	_____
Equipment Wear:		
_____	Swing frame unstable/ bent/warped	_____
_____	Swing frame rusted	_____
_____	Swing hangers rusted/loose	_____
_____	Bolts rusted/loose/ missing	_____
_____	S-Hooks rusted/open	_____
_____	Swing seat broken/ warn/missing	_____
_____	Chains rusted/broken	_____
_____	Bases exposed/cracked	_____
Ground Surface:		
_____	Foundations exposed	_____
_____	Ground surface compacted, rutted, uneven	_____
_____	Fall zone around equip. 2x height of swing front & rear	_____
_____	Proper depth and type of safety surface	_____
Guidelines:		
_____	Wood or metal seats not recommended	_____
_____	2 swings per bay	_____
_____	24" between swings	_____
_____	30" between swing & frame	_____

_____	Hangers spaced wider than seats	_____
_____	Swings not recommended for public playgrounds:	
	multiple occupancy	_____
	animal figures	_____
	rope swing	_____
	exersize rings	_____
	trapezs bars	_____

OTHER NOTES

Please fill in all blanks on this form.

Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

SITE AMENITIES

Proper maintenance of site amenities is a high priority to protect the user from injury and also to maintain the appearance of the park. Amenities serve the following purposes:

- Signs: Identify site, provide direction information to pedestrian and vehicular traffic.
- Benches & Bleachers: provide a comfortable place for spectators to rest and observe events.
- Bollards & Guardrails: separate pedestrian and vehicular spaces, prevent vehicular vandalism to the facilities; i.e. truck wheels on playfields, and prevent pedestrians or vehicles from entering hazardous areas.
- Fencing & Backstops: Protects players and spectators from injury by balls, protects facility from vandalism, and defines areas.
- Lighting: Extends the use of the facility after dark.

The following check lists are provided to assist in assessing the condition of a facility's amenities and aid in recording weekly inspections. Repair work should be done promptly to ensure users safety and comfort, and discourage vandalism.

BENCHES, BLEACHERS

Location:_____ Date:_____
Inspected by:_____ Time:_____

General Maintenance

_____ Area is free of litter, glass, etc.
_____ Rake areas under play equipment.
_____ Check for vandalism

condition		action taken
Wood/Metal:		
_____	Cracked	_____
_____	Broken	_____
_____	Warped	_____
_____	Decayed	_____
_____	Missing	_____
_____	Rusted	_____
Hardware:		
_____	Missing	_____
_____	Loose	_____
Finish:		
_____	Paint or stain Required	_____
Foundation:		
_____	Heaved	_____
Guardrails:		
_____	Missing	_____
_____	Broken	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

BOLLARDS:

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Vandalism	_____
_____	Missing	_____
_____	Leaning	_____
_____	Broken	_____
Wood:		
_____	Cracked	_____
_____	Decayed	_____
Metal:		
_____	Rusted	_____
_____	Bent	_____
Concrete:		
_____	Chipped	_____
_____	Cracked	_____
Surface Finish:		
_____	Needs staining/painting	_____
_____	Needs washing	_____
LIGHTED BOLLARD		
_____	Replace ballast	_____
_____	Replace lens	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

GUARD RAILS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
_____	Vandalism	_____
Post:		
_____	Missing	_____
_____	Broken	_____
_____	Leaning	_____
Wood:		
_____	Cracked	_____
_____	Decayed	_____
Metal:		
_____	Rusted	_____
_____	Bent	_____
Concrete:		
_____	Chipped	_____
_____	Cracked	_____
Rail:		
_____	Missing	_____
_____	Broken	_____
Surface finish:		
_____	Needs staining/painting	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

FENCING/BACKSTOPS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
_____	Vandalism	_____
Post:		
_____	Rusted	_____
_____	Broken	_____
_____	Missing	_____
_____	Leaning	_____
Chain Link Fence:		
_____	Rusted	_____
_____	Broken	_____
_____	Missing	_____
_____	Fabric ties Missing	_____
Wood:		
_____	Cracked	_____
_____	Broken	_____
_____	Warped	_____
_____	Decayed	_____
Hardware:		
_____	Missing	_____
_____	Loose	_____
Finish:		
_____	Paint or stain Required	_____
Foundation:		
_____	Heaved	_____

OTHER NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

SIGNS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Vandalism	_____
_____	Missing	_____
_____	Leaning	_____
_____	Broken	_____
Post:		
_____	Cracked	_____
_____	Decayed	_____
_____	Rusted	_____
_____	Chipped	_____
Frame:		
_____	Cracked	_____
_____	Decayed	_____
_____	Rusted	_____
_____	Chipped	_____
Sign:		
_____	Missing letters	_____
Hardware:		
_____	Missing	_____
_____	Loose	_____
Surface Finish:		
_____	Needs staining/painting	_____
_____	Needs washing	_____
Foundation:		
_____	Heaved	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

EXTERIOR LIGHTS

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Vandalism	_____
_____	Missing	_____
_____	Leaning	_____
_____	Broken	_____
Post:		
_____	Cracked	_____
_____	Decayed	_____
_____	Rusted	_____
_____	Chipped	_____
Hardware:		
_____	Missing	_____
_____	Loose	_____
Fixture:		
_____	Housing Broken	_____
_____	Lens Broken	_____
_____	Ballast needs replacing	_____
Surface Finish:		
_____	Needs staining/painting	_____
_____	Needs washing	_____

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!

IRRIGATION SYSTEM

Location:_____ Date:_____
Inspected by:_____ Time:_____

condition		action taken
General Maintenance:		
_____	Visual inspection of spray pattern	_____
_____	Head to head coverage	_____
_____	Over spray onto pavement	_____
_____	Blockage of spray pattern by plant material	_____
Heads:		
_____	Plugged nozzles	_____
_____	Rotary heads not rotating	_____
_____	Head not working	_____
_____	Check height of heads in athletic fields	_____
Valves:		
_____	Leaking around top of valve	_____
_____	Leakage through valve	_____
_____	Inspect disc for damage or wear	_____
_____	Valve not working	_____
Controller:		
_____	Check program	_____
_____	Check electrical system	_____
Rain sensor:		
_____	Verify working order	_____

Guidelines:

_____	Avoid irrigation before peak use of fields	_____
_____	Infrequent, deep irrigation is preferred	_____
_____	Use multiple shorter applications on the same night for better absorption 3 - seven minute cycles instead of 1 - twenty-one minute cycle	_____

NOTES:

Please fill in all blanks on this form.
Submit this and other forms to your supervisor at the end of each work day.
REPORT ANY PROBLEMS IMMEDIATELY!