



**PARKS MAINTENANCE  
MANAGEMENT PLAN**

**APPROVED: NOVEMBER 15, 2010**

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# **GOALS**

1. Establish parks maintenance standards.
2. Develop a comprehensive maintenance classification system.
3. Achieve greater consistency in maintenance programs.
4. Develop a more systematic approach to planning and scheduling.
5. Develop standardized methodologies and quality indicators.
6. Improve efficiency of maintenance operations.
7. Enhance productivity of employees.
8. Upgrade functionality, safety, and appearance of facilities.
9. Extend operation "life time" of facilities, and develop a comprehensive replacement program.
10. Develop a comprehensive capital replacement program.



## Arden Hills Parks & Trails Facilities

	Acres	Softball/ Baseball Field	Soccer	Tennis	B'ball Court Area	Play Equip.	Picnic Shelter	Warming House	Permanent Restrooms	Hockey Rink	Skating Rink	Trail(s)
<b>Arden Manor Park</b> 4601 Prior Avenue	2.5				■	■	■					
<b>Arden Oaks Park</b> 1413 Arden Oaks Drive	1.5				■	■						
<b>Charles Perry Park</b> 3700 New Brighton Road	20	■	■			■	■	■	■	■		■
<b>Crepeau Nature Preserve</b> 1224 Harriet Avenue	12.5											■
<b>Cummings Park</b> 1220 Wyncrest Court	17.5	■	■	■	■	■	■	■	■		■	■
<b>Floral Park</b> 1423 West Floral Drive	20	■	■	■	■	■	■					■
<b>Freeway Park</b> 1370 West County Road E	1				■	■		■		■	■	
<b>Hazelnut Park</b> 3301 New Brighton Road	12	■	■	■	■	■	■	■		■	■	■
<b>Ingerson Park</b> 3255 North Lexington Avenue	5				■	■	■					
<b>Johanna Marsh Park</b> 3168 Ridgewood Road	8.5			■								
<b>Lindey's</b> North Snelling & County Road E	1.5											
<b>Royal Hills Park</b> Snelling Avenue/McClung Drive	4.5	■		■	■	■	■					
<b>Sampson Park</b> 1900 Lake Lane	1				■	■						■
<b>Valentine Park</b> 1650 Lake Valentine Road	3	■	■		■	■		■			■	■

# **Parks Management Program**

A four level system designed for identifying and/or prescribing specific levels of cultural treatments to turf and grounds to achieve desired goals based upon the intensity of use, public visibility, and aesthetic considerations. The following are a description of this system.

## **LEVEL I**

This highest level of maintenance is performed at our large community parks and/or athletic complexes. Turf areas subjected to frequent and intense levels of use throughout a majority of the growing season. Commonly associated with athletic field sites programmed for organized sports. Maintenance at this level maintains the park or facility at a standard sufficient to ensure a well-kept appearance. Maintenance issues & concerns are given a high priority. Parks categorized in this level:

### **CUMMINGS, CHARLES PERRY, HAZELNUT**

1. **TURF CARE.** Premium quality turf management under a program of intense cultural treatments. Mowing to take place every three to five days. Aeration as required, not less than two times per year. Trimming to take place weekly at a minimum. Top dressing, seeding, and sodding as needed.
2. **FERTILIZER.** Turf is fertilized three times per year. Broadleaf and other weed control as needed, usually two times per year
3. **IRRIGATION.** Systems to be used and in good repair as to conserve water and irrigate only when needed to maintain high quality turf, usually done every two to three days. Systems are monitored daily during peak season. Maintenance activities include head repairs & adjustments, nozzle replacement, flow adjustments and vandalism repairs.
4. **GARBAGE AND LITTER.** Garbage and litter is picked up daily, subject to variability based on weather and scheduled uses. Extremely high visitation may increase frequency.
5. **RECYCLING.** Recycling bins will be placed at the picnic pavilions/shelters and all ball fields. They will be picked up at the same time as the garbage and litter.
6. **PRUNING & INVASIVE SPECIES.** Frequency dictated primarily by species and variety of trees and shrubs. Invasive species will be evaluated annually to determine removal options. Due to Crepeau Park being a natural preserve, a higher priority will be placed on invasive species being removed annually. Volunteers will be utilized in these efforts whenever possible.
7. **LIGHTING.** Damaged systems should be repaired as quickly as they are discovered. Bulb replacement should be done during the first working day after the outage is reported.
8. **SIGNS.** Signs that are fully exposed and south facing could be painted every 8 years or so. Borders can be recoated every 3 years or so. Posts can be recoated every 2-3 years.

9. **SURFACES.** Sweeping, cleaning, and washing of surfaces needs to be done so that at no time does an accumulation of sand, dirt, glass, or leaves distract from the looks or safety of the area. Repainting or re-staining of structures should occur when weather or wear deteriorate the appearance of the covering. Graffiti should be washed off or painted over by the next working day.
10. **REPAIRS.** Repairs to all elements of the design should be done immediately upon discovery provided replacement parts and personnel are available to accomplish the job. When disruption to the public might be major and the repair not critical, repairs may be postponed to a time period which is least disruptive.
11. **INSPECTIONS.** Inspections of this area should be done daily by a staff member, and proper forms should be filled out.
12. **FLORAL PLANTINGS.** Flowers and shrubs weeded a minimum of twice a month or more as needed. The desired outcome is weed-free. Fertilize as needed.
13. **REST ROOMS.** Permanent rest rooms, when open to the public should be cleaned daily. Portable rest rooms should have regular servicing by an outside contractor. However, if any servicing is noted, it should become a priority of staff.
14. **PARK AMENITIES.** Includes items such as fountains, flag poles, parking and crowd control devices, benches, tables, flags and banners. Maintenance requirements can vary drastically, but for this level, it should be of the highest possible order.
15. **PLAY STRUCTURES.** Playground areas are monitored daily and inspected monthly. High priority to fix or remove hazards due to high use by small children. The playground mulch will be replaced regularly and weeded at least once per month. Please see the equipment and mulch replacement schedule on page 26.
16. **POND/SEDIMENT BASINS OUTFALL INSPECTION CLEANING.** SWPPP (Stormwater Pollution Prevention Program) guidelines will be followed to determine necessary cleaning and maintenance.

## **LEVEL II**

This level of maintenance is performed at smaller neighborhood parks. Maintenance at this level insures that the park remain clean & safe, while forgoing more specialized and customized care. Turf areas generally subjected to moderate levels of use and often associated with high public visibility. Maintenance issues & concerns are evaluated on a case by case basis, with safety items receiving highest priority. Parks categorized in this level:

### **ARDEN MANOR, ARDEN OAKS, FLORAL, FREEWAY, INGERSON, ROYAL HILLS, SAMPSON, VALENTINE**

1. **TURF CARE.** High quality turf managed under a program of moderate to intense cultural treatments. Mowing and trimming to take place every five to seven working days. Aeration as required, but not less than once per year. Top dressing, seeding, and sodding as needed.

2. **FERTILIZER.** Broadleaf and other weed control as needed, usually two times per year. Fertilizer as needed, usually one to two times per year.
3. **IRRIGATION.** Systems to be used and in good repair as to conserve water, and irrigate only when needed to maintain high quality turf, usually done every two to three days.
4. **GARBAGE & LITTER.** Garbage and litter is picked up three times a week, subject to variability based on weather and scheduled uses. Containers to be washed every two weeks.
5. **RECYCLING.** One or two recycling bins (depending on park) will be placed at the picnic shelter (if park has one) and at ball fields. They will be picked up at the same time as the garbage and litter.
6. **PRUNING & INVASIVE SPECIES.** Pruning usually done at least once per season unless species planted dictates more frequent attention. Sculptured hedges or high growth species may dictate more frequent attention. Invasive species will be evaluated annually to determine removal options. Volunteers will be utilized in these efforts whenever possible.
7. **LIGHTING.** Replacement or repair of fixtures when observed or reported as not working.
8. **SIGNS.** Signs that are fully exposed and south facing could be painted every 8 years or so. Borders can be recoated every 3 years or so. Posts can be recoated every 2-3 years.
9. **SURFACES.** Should be cleaned, repaired, repainted, or replaced when appearance has noticeably deteriorated. Graffiti should be washed off or painted over by the next working day, if possible.
10. **REPAIRS.** Should be done whenever safety, function, or bad appearance is in question.
11. **INSPECTIONS.** Inspections should be done weekly by staff with proper forms filled out.
12. **FLORAL PLANTINGS.** Flowers and shrubs weeded a minimum of once a month or more as needed. The desired outcome is weed-free. Fertilize as needed.
13. **RESTROOMS.** If portable restrooms are provided, regular servicing to be done usually by an outside contractor. However, if any servicing is noted, it should become a priority of staff.
14. **PARK AMENITIES.** Should be maintained for safety, function, and high quality appearance as per established design.
15. **PLAY STRUCTURES.** Playground areas are monitored daily and inspected monthly. High priority to fix or remove hazards due to high use by small children. The playground mulch will be replaced regularly and weeded at least once per month. Please see the equipment and mulch replacement schedule on page 26.
16. **POND/SEDIMENT BASINS OUTFALL INSPECTION CLEANING.** SWPPP (Stormwater Pollution Prevention Program) guidelines will be followed to determine necessary cleaning and maintenance.

## **LEVEL III**

This level of maintenance is performed at mini parks or park green spaces that have typically low activity (few park amenities). Maintenance at this level is at a moderately low level usually associated with low visitation or remote parks. Parks categorized in this level:

### **JOHANNA MARSH, LINDEY'S**

1. **TURF CARE.** Mowing and trimming to take place every seven to ten working days. Normally not aerated unless turf quality indicates a need. Topdressing, seeding, and sodding done only when major bare spots appear.
2. **FERTILIZER.** Fertilize only as needed. Weed control normally occurs when weeds infest turf to a high degree.
3. **GARBAGE & LITTER.** Minimum service of two times per week. High use may dictate higher levels.
4. **RECYCLING.** One recycling bin will be placed near park garbage can. It will be picked up at the same time as the garbage and litter.
5. **PRUNING & INVASIVE SPECIES.** When required for health or reasonable appearance. Most tree and shrub species would not require pruning more than once every two to three years. Invasive species will be evaluated annually to determine removal options. Volunteers will be utilized in these efforts whenever possible.
6. **LIGHTING.** Replacement or repair of fixtures when report filed or when noticed by employees.
7. **SURFACES.** Cleaned on complaint basis. Repaired or replaced as budget allows.
8. **SIGNS.** Signs that are fully exposed and south facing could be painted every 8 years or so. Borders can be recoated every 3 years or so. Posts can be recoated every 2-3 years.
9. **REPAIRS.** Should be done whenever safety or function is in question.
10. **INSPECTIONS.** Twice per month.
11. **FLORAL PLANTINGS.** Only perennials or flowering trees or shrubs. Flowers and shrubs weeded a minimum of once a month or more as needed. The desired outcome is weed-free. Fertilize as needed.
12. **RESTROOMS.** None present.
13. **PARK AMENITIES.** Minimum allowable maintenance for features present with function and safety in mind.
14. **POND/SEDIMENT BASINS OUTFALL INSPECTION CLEANING.** SWPPP (Stormwater Pollution Prevention Program) guidelines will be followed to determine necessary cleaning and maintenance.



## **LEVEL IV**

Low level usually associated with low level of development, low visitation, undeveloped areas or remote parks. Areas where ground cover shall be left in a non-maintained (natural) condition.

Examples include wooded areas, open spaces, wetlands, and community preserves. Parks categorized in this level:

### **CREPEAU NATURE PRESERVE**

1. **TURF CARE.** Low frequency mowing schedule, weed control limited to legal requirements of noxious weeds. Controlled burn should be administered every 5 years for prairie areas.
2. **FERTILIZER.** Not fertilized.
3. **GARBAGE & LITTER.** On demand or as needed.
4. **RECYCLING.** One recycling bin will be placed near park garbage can at each main entrance of the park. It will be picked up at the same time as the garbage and litter.
5. **PRUNING & INVASIVE SPECIES.** No regular trimming. Safety or damage from weather may dictate work schedule. Invasive species will be evaluated annually to determine removal options. Due to Crepeau Park being a natural preserve, a higher priority will be placed on invasive species being removed annually. Volunteers will be utilized in these efforts whenever possible.
6. **REPAIRS.** Should be done when safety or function is in question.
7. **INSPECTIONS.** Once per month
8. **SIGNS.** Signs that are fully exposed and south facing could be painted every 8 years or so. Borders can be recoated every 3 years or so. Posts can be recoated every 2-3 years.
9. **FLORAL PLANTINGS.** None.
10. **PARK AMENITIES.** Minimum maintenance to allow safe use.
11. **POND/SEDIMENT BASINS OUTFALL INSPECTION CLEANING.** SWPPP (Stormwater Pollution Prevention Program) guidelines to determine necessary cleaning and maintenance.

## Arden Hills Park Level Listing

Level I	Level II	Level III	Level IV
Charles Perry	Arden Manor	Johanna Marsh	Crepeau
Cummings	Arden Oaks	Lindey's	
Hazelnut	Floral		
	Freeway		
	Ingerson		
	Royal Hills		
	Sampson		
	Valentine		

## **Parks Maintenance Operation Calendars**

The following pages are designed to show maintenance tasks, time of year they are usually performed, and at what frequency they are performed during the year.

## Level I Maintenance Calendar

Task	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter Pickup	Daily	d	d	d	d	d	d	d	d	d	d	d	d
Mowing/Trimming	3-5 Days -				3-5d	3-5d	3-5d	3-5d	3-5d	3-5d	3-5d		
Fertilization	3-4x/yr.				x		x				x		
Aerification	2-3x/yr.				x						x		
Weed Control (Turf)	As Needed				x	an	an	an	an	an	an		
Topdressing/Seeding	As Needed				an	an	an	an	an	an	an		
Irrigation Start-up					x								
Irrigation (test) (Cummings, Perry)	Weekly					w	w	w	w	w			
Irrigation Shut-down (Cummings/Perry)											x		
Domestic Water Start-Up (Perry)					x								
Domestic Water Shut Down (Perry)											x		
Prepare Flower Beds					x						x		
Maintain Flower Beds (Weed)	BiWeekly				bw	bw	bw	bw	bw	bw	bw		
Prune Trees/Shrubs	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Snow Removal	Priority	p	p	p							p	p	p
Facility Inspection (see Checklist)	Daily	d	d	d	d	d	d	d	d	d	d	d	d
Groom Ball fields	Per Sched.				ps	ps	ps	ps	ps	ps			
Crown Ball fields					x					x			
Paint Foul Lines	BiWeekly				bw	bw	bw	bw	bw	bw			
Inspect Ball Field	Daily				d	d	d	d	d	d			
Clean Restrooms (when open)	Daily	d	d	d	d	d	d	d	d	d	d	d	d
Clean Building (Cummings/Perry)	Weekly	w	w	w	w	w	w	w	w	w	w	w	w
Playground Inspections	Monthly	m	m	m	m	m	m	m	m	m	m	m	m
Soccer Field Set Up-Shut Down (Cummings/Hazelnut)						x					x		
Paint Soccer Fields (Cummings/Hazelnut)	BiWeekly					bw	bw	bw	bw	bw	bw		
Put Up/Take Down Tennis Nets (Cummings/Hazelnut)						x						x	
Tennis/Basketball Court Maintenance (Cummings/Hazelnut)	As Needed			an	an	an	an	an	an	an	an	an	
Bleacher, Bench, Table Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Trail Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Invasive Species Evaluation	Annually								x				

## LEVEL II – Maintenance Calendar

Task	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter Pickup	3 x week and as needed	an	an	3x	3x	3x	3x	3x	3x	3x	3x	3x	an
Mowing/Trimming	5-7 Days				5-7d	5-7 d	5-7 d	5-7 d	5-7 d	5-7 d	5-7 d		
Fertilizer	1-2 per year				x						x		
Weed Control	As Needed				an	an	an	an	an	an	an		
Aerification	1 per year or as needed										x		
Bench, Picnic Table Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Prepare Flower Beds					x						x		
Maintain Flower Beds (Weed)	Monthly or as needed				m	m	m	m	m	m	m		
Groom Ball Field (if applicable)	As Scheduled				sch.	sch.	sch.	sch.	sch.				
Soccer Field Set Up-Shut Down (Floral)	As Scheduled								sch.	sch.	sch.		
Paint Soccer Fields (Floral)	1-2 x month								1-2x	1-2x	1-2x		
Prune Trees/Shrubs	As Needed	an	an	an	an	an	an	an	an	an	an	an	
Facility Inspection (see Checklist)	Weekly	w	w	w	w	w	w	w	w	w	w	w	w
Playground Inspections	Monthly Weekly	m	m	m	m	m	m	m	m	m	m	m	m
Put Up/Take Down Tennis Nets (Floral/Royal Hills)						x						x	
Tennis/Basketball Court Maintenance (Cummings/Hazelnut)	As Needed			an	an	an	an	an	an	an	an	an	
Trail Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Invasive Species Evaluation	Annually								x				

## LEVEL III – Maintenance Calendar

Task	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter Pickup	2 x week and as needed	an	an	an	2x	2x	2x	2x	2x	2x	2x	an	an
Mowing/Trimming	7-10 Days				7-10d	7-10d	7-10d	7-10d	7-10d	7-10d	7-10d		
Fertilizer	As Needed				an			an			an		
Weed Control	As Needed				an	an	an	an	an	an	an		
Aerification	Only if needed												
Bench, Picnic Table Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Prepare Flower Beds					x						x		
Maintain Flower Beds (Weed)	Monthly or as needed				m	m	m	m	m	m	m		
Prune Trees/Shrubs	As Needed				an	an	an	an	an	an	an	an	
Facility Inspection (see Checklist)	BiWeekly	bw	bw	bw	bw	bw	bw	bw	bw	bw	bw	bw	
Put Up/Take Down Tennis Nets (Johanna Marsh)						x						x	
Tennis/Basketball Court Maintenance (Johanna Marsh)	As Needed			an	an	an	an	an	an	an	an	an	
Trail Maintenance	As Needed	an	an	an	an	an	an	an	an	an	an	an	an
Invasive Species Evaluation	Annually								x				

## LEVEL IV – Maintenance Calendar

Task	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter/Garbage	1 x/wk or As Needed				an	an	an	an	an				
Mowing/Trimming	As Needed				an	an	an	an	an				
Bench Maintenance	As Needed			an	an	an	an	an	an	an	an	an	
Invasive Species Evaluation/Removal	Annually/ As needed								Eval.	x – rem.			

# Facility Inspection Checklist

## Arden Manor Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify)_____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are the benches in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines.
_____	_____	Are the basket ball nets in proper condition?

Note any problems found (including locations)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by:\_\_\_\_\_ Arden Manor Park is 2.5 acres at 4601 Prior AVE.  
Date: \_\_\_\_\_

# Facility Inspection Checklist

## Arden Oaks Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify)_____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are the benches in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines.
_____	_____	Are the basket ball nets in proper condition?

Note any problems found (including locations)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Aden Oaks is 1.5 acres at 1413 Aden Oaks Dr.  
Date: \_\_\_\_\_

## Facility Inspection Checklist Charles Perry Park

Y	N	
_____	_____	Building free of vandalism?
_____	_____	Building in proper repair?
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the water fountains free of known defects?
_____	_____	Are the restrooms properly maintained? (perm & portable)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (always empty at half full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Are there are irrigation problems?
_____	_____	Is the parking lot in good repair?
_____	_____	Are all picnic tables in good repair/ vandalism free?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines, buildings and hockey rinks?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Perry is 20 acres at 3700 New Brighton RD.  
 Date: \_\_\_\_\_



# Facility Inspection Checklist

## Crepeau Nature Preserve

Y

N

\_\_\_\_\_  
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- Is site clean and well maintained?
- Are benches properly maintained?
- Are the trails in good condition?
- Are all signs in proper condition?
- Are trash cans empty? (Always empty at 1/2 full)
- Are all trees free from cracked limbs or snags?
- Other? (specify)\_\_\_\_\_

Note any problems found (including locations)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Crepeau park is 12.5 acres at 1224 Harriet Ave.  
Date: \_\_\_\_\_

## Facility Inspection Checklist Cummings Park

Y	N	
_____	_____	Building free of vandalism?
_____	_____	Building in proper repair?
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the water fountains free of known defects?
_____	_____	Are the restrooms properly maintained? (perm & portable)
_____	_____	Are there are irrigation problems?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair? (Weeds pulled)
_____	_____	Is picnic shelters in proper physical condition?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Are the soccer goals and nets in good condition?
_____	_____	Are the basket ball and tennis nets in good condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines and buildings?

Note any problems found (including locations) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cummings park is 17.5 acres at 1220 Wyncrest Ct.

## Facility Inspection Checklist Floral Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the restrooms properly maintained? (perm & portable)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the picnic shelter in good repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Are the tennis and basketball nets in proper condition.
_____	_____	Are the courts in good condition.
_____	_____	Are the soccer goals and nets in good condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines and buildings?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Floral Park is 20 acres at 1423 West Floral Dr.  
 Date: \_\_\_\_\_

## Facility Inspection Checklist Freeway Park

Y	N	
_____	_____	Building free of vandalism?
_____	_____	Building in proper repair?
_____	_____	Is site clean and well maintained?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the parking lot in good repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Is the basketball court in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines buildings and hockey rinks?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Freeway Park is 1 acre at 1370 Co. Rd. E  
 Date: \_\_\_\_\_

## Facility Inspection Checklist Hazelnut Park

Y	N	
_____	_____	Building free of vandalism?
_____	_____	Building in proper repair?
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the restrooms properly maintained? (perm & portable)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (always empty at ½ full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is picnic area in proper physical condition
_____	_____	Are all picnic tables in good repair/vandalism free?
_____	_____	Is the parking lot in good repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Are tennis court and nets in proper condition?
_____	_____	Are basketball court and nets in proper condition?
_____	_____	Soccer goals and nets in good physical condition?
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines, buildings and hockey rinks?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Hazelnut is 12 acres at 3301 New Brighton RD.

## Facility Inspection Checklist Ingerson Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the picnic area in proper physical condition?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Is the parking lot in good repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are basketball nets in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees, fence lines and buildings?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Ingerson park is 5 acres at 3255 No. Lexington Ave.  
 Date: \_\_\_\_\_

# Facility Inspection Checklist

## Johanna Marsh

Y

N

_____	_____	Is site clean and well maintained?
_____	_____	Is tennis court surface in good condition?
_____	_____	Is the grass mowed?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Other? (specify)_____

Note any problems found (including locations)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Johanna Marsh is 8.5 acres at 3168 Ridgewood Rd.  
Date: \_\_\_\_\_

# Facility Inspection Checklist

## Lindeys Park

Y            N

_____	_____	Is site clean and well maintained?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Other? (specify)_____

### Sports fields:

Y            N

_____	_____	Is the bocce ball course in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines and buildings?

Note any problems found (including locations)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Lindeys is 1.5 acre park at Snelling Ave./Co.Rd E  
Date: \_\_\_\_\_



# Facility Inspection Checklist

## Royal Hills Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the restrooms properly maintained? (perm & portable)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at ½ full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the picnic area in proper physical condition?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Are the tennis courts and nets in proper condition?
_____	_____	Are the basketball courts and nets in proper condition? _____
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees fence lines and buildings?

Note any problems found (including locations) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Royal Hills Park is 4.5 acres at 4375 N. Snelling Ave.  
 Date: \_\_\_\_\_

## Facility Inspection Checklist Sampson Park

Y	N	
_____	_____	Building free of vandalism?
_____	_____	Building in proper repair?
_____	_____	Is site clean and well maintained?
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at ½ full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the parking lot in good repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Is the basketball court in proper playing condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees, fence lines?

Note any problems found (including locations) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_ Sampson Park is 1 acre at 1900 Lake Ln.  
 Date: \_\_\_\_\_

## Facility Inspection Checklist Valentine Park

Y	N	
_____	_____	Is site clean and well maintained?
_____	_____	Are benches properly maintained?
_____	_____	Are the restrooms properly maintained? (portable)
_____	_____	Are all signs in proper condition?
_____	_____	Are trash cans empty? (Always empty at 1/2 full)
_____	_____	Are all trees free from cracked limbs or snags?
_____	_____	Is the playground proper repair?
_____	_____	Is the parking lot in good repair?
_____	_____	Are all picnic tables in good physical repair?
_____	_____	Other? (specify) _____

### Sports fields:

Y	N	
_____	_____	Turf, field or court in proper playing condition?
_____	_____	Are backstops and other fencing free of defects?
_____	_____	Are bleachers and benches in proper condition?
_____	_____	Are soccer goals and nets in proper condition?
_____	_____	Is the basketball court and nets in proper condition?
_____	_____	Mowed?
_____	_____	Trimmed around all trees, fence lines?

Note any problems found (including locations) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Valentine park is 3 acres at 1650 Lake Valentine Rd.  
Date: \_\_\_\_\_

## Playground Inspection Checklist

PARK NAME \_\_\_\_\_

	Y	N	Notes
Visible cracks, bending warping, rusting, breakage or excessive wear of any component or part			
Deformation of open hooks, rings, links, etc.			
Worn swing hangers, "S hooks" or chains on swings			
Missing, worn, cracked or jagged swing seats			
Broken supports/anchors			
Concrete footings exposed, cracked, loose in ground			
Sharp edges or points			
Exposed ends of pipe that should be covered by plugs or caps			
Protruding bolt ends that do not have smooth finished caps/covers			
Loose, worn, or rusted bolts, nuts, and other fasteners			
Splintered wood			
Lack of lubrication on moving parts Worn or squeaky bearings			
Broken or missing rails, steps, rungs, seats			
Surfacing material worn or scattered			
Swing chain wrapped around horizontal swing beams			
Chipped or peeling paint			
Broken glass, trash or foreign objects within or on play equipment			
Pinch or crush points (exposed mechanisms, junctures or moving components)			
Tripping hazards such as roots, rocks, or other environmental obstacles			
Poor drainage areas			
Loose, twisting climbing rungs			
Other (specify)			

# Playground Equipment and Mulch Replacement Schedule

## ARDEN HILLS PARKS & RECREATION PLAY STRUCTURE REPLACEMENT DATES

Park	Manufacturer	Last Replacement Date	Future Replacement Date
Arden Manor	Miracle Recreation	1999	2019
Arden Oaks	Miracle Recreation	1999	2019
Cummings	Miracle Recreation	1998	2018
Freeway	Miracle Recreation	1998	2018
Floral	Miracle Recreation	2001	2021
Hazelnut	Landscape Structures	1997	2017
Ingerson	Miracle Recreation	2000	2020
Charles Perry	Landscape Structures	1996	2016
Royal Hills	Miracle Recreation	2002	2022
Sampson	Miracle Recreation	2001	2021
Valentine	Miracle Recreation	1990	2010

Replacement cycle is based on the following criteria:

- 1) 20 year pattern
- 2) Wear & tear; vandalism
- 3) Changes in code (i.e. safety, ADA)

## Playground Mulching Schedule

Park	Last Mulch Replacement	Next Scheduled Replacement
Arden Manor	July, 2010	2013
Arden Oaks	June, 2009	2012
Charles Perry	July, 2008	2011
Cummings	June, 2009	2011
Floral	June, 2009	2012
Freeway	May, 2010	2013
Hazelnut	July, 2010	2012
Ingerson	June, 2009	2012
Royal Hills	May, 2010	2013
Sampson	June, 2009	2012
Valentine	July, 2008	2011 with playground replacement

## Hard Court Resurfacing Schedule

YEAR	Cummings Park	Floral Park	Hazelnut Park	Royal Hills Park	Arden Oaks Park	Sampson Park	Ingerson Park	Freeway Park	Valentine Park	Arden Manor
	Tennis/BB	Tennis/BB	Tennis/BB	Tennis/BB	BB	BB	BB	BB	BB	BB
2006		X		X						
2007	X reconstruct									
2008			X							
2009					X			X		
2010							X			
2011						X*			X*	
2012		X								X
2013				X						
2014	X									
2015			X							

**\*Current BB Court is not a true paved court. \*This would be a reconstruct project**

**Tennis/BB = Tennis and Basketball Combination**

**BB = Basketball Court only**