

## Regional & Electoral Area Parks and Lake Accesses Inspection Checklist

Park: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_ AM/PM

Weather & General Conditions: \_\_\_\_\_

Nature of Inspection: Scheduled \_\_\_ Non-scheduled \_\_\_ Public Feedback \_\_\_ Accident/Incident \_\_\_

1.0	Entrance, Access Roads, Gates, Parking Lots	Yes	No	N/I	N/A
1.1	Litter present within or adjacent to entrance, access roads or parking lot				
1.2	Entrance – safe entry/exit, pavement in good condition, even transition from pavement to gravel parking lot				
1.3	Front gate – functioning, gate tie, lock, chain in place				
1.4	Park boundary – fence/railing secure, in good condition, painted/stained				
1.5	Access Roads – good condition, free of potholes, good drainage,				
1.6	Parking Lot – to grade, free of erosion, pooling, rocks or debris				
1.7	Parking Lot – parking delineators, rails, concrete barriers in place and secure; hazard free				
1.8	Parking Lot & Access Roads – in need of dust control or surface material				
1.9	Parking Lot & Access Roads – drainage ditches still functioning, culverts clear and working				
<b>N/I = Not Inspected N/A = Not Applicable</b>					
<b>Comments &amp; Deficiencies</b> - Reference above section. Include location, action taken and/or action needed:					
<b>Urgency of Action</b> (circle):    Extreme        High        Moderate        Low					
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2.0	Signage	Yes	No	N/I	N/A
2.1	Highway and entrance signage visible, in place and in good condition				
2.2	Emergency numbering signage is in place, in good condition and visible				
2.4	Facility is free of unauthorized signage or advertisements				
2.5	All kiosks, information and site # signage in place and in good condition (i.e. free of damage, graffiti, stains, structural concerns, fading)				
2.6	All necessary hazard signage is in place, in good condition and visible				
2.7	Brochures, maps, fee envelopes, pens/pencils stocked				
2.8	Any new signage required				

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<b>3.0</b>	<b>Park Structures</b>	<b>Yes</b>	<b>No</b>	<b>N/I</b>	<b>N/A</b>
3.1	Picnic tables – are secure, free of splinters, free of loose or broken boards, free of sharp or protruding fasteners, free of decay/rot, painted/stained and clean, free of vandalism/graffiti				
3.2	Park benches – are secure, free of splinters, free of loose or broken boards, free of sharp or protruding fasteners, free of decay/rot, painted/stained and clean, free of vandalism/graffiti				
3.3	Picnic Shelters – are secure, swept, painted/stained, clean, free of hazards, free of decay/rot, roof and walls are in good condition, free of vandalism/graffiti				
3.4	Picnic Shelters – wood stove/fireplace – extinguished, clean, all piping is intact, and door opens and closes properly. Firewood is present and neatly stacked				
3.5	Fire pits – extinguished, grill is present, pit is cleaned and free of debris, free of dangerous cracks,				
3.6	Change rooms – are clean, swept, painted/stained, secure, free of vandalism/graffiti, free of decay/rot, roof and walls are in good condition, free of hazards – inside and out				
3.7	Washrooms (flush) – cleaned/disinfected, floor swept & mopped, toilet paper stocked, deodorant block stocked, door locks functioning, concrete structure, roof and foundation in good condition, free of hazards – inside and out, free of vandalism/graffiti				
3.8	Outhouses – cleaned/disinfected, floor swept, toilet paper stocked, deodorant block stocked, door locks functioning, structure, roof and foundation in good condition, free of hazards – inside and out, free of vandalism/graffiti				
3.9	Outhouses – in need of septic pump out				
3.10	Change rooms/washrooms/outhouses – lost and found items				
3.11	Garbage/Recycling receptacles are secure, empty or minimal garbage; disinfected when bags replaced; outside of receptacles are clean				
3.12	Water taps – secure, free of leaks, non-potable signage is in place				

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<b>4.0</b>	<b>Sports Facilities &amp; Playground Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/I</b>	<b>N/A</b>
4.1	All Sports Facilities and Playgrounds – free of litter, broken glass, debris				
4.2	Baseball Field – playing surface – turf is of adequate height, well-watered/aerated/fertilized, free of hazards, free of uneven spots, drains well, free of skinned lines, free of weeds, etc.				
4.3	Baseball Field – dugouts – waste containers are adequate, in place/clean				
4.4	Baseball Field – dugouts – structure, support posts, fencing & roof in good condition				
4.5	Baseball Field – dugouts – benches, steps, ground surface – in good condition				
4.5	Baseball Field – spectator area/bleachers – aligned, free of broken or worn planks, guardrails are secure and in good condition, free from splinters and exposed fasteners				
4.6	Baseball Field – fences, backstop, gates – dome caps in place, fence posts/rails are properly secured and in good condition, free of exposed footings, free of loose or broken ties or ties that are sticking up, tension is adequate, free of unsafe gaps under/between fencing, gates function, etc.				
4.7	Soccer & Playing Fields – playing surface – turf is of adequate height, well-watered/aerated/fertilized, free of hazards, free of uneven spots, drains well, free of skinned lines, free of weeds, etc.				
4.8	Horseshoe Pits – surface is even and raked, free of weeds, pins are upright and have protective caps in place				
4.9	Horseshoe Pits - wood frames secure, painted, free of hazards, splinters, and nails				
4.10	Bocce Pits – surface is even and raked, free of weeds				
4.11	Bocce Pits – wood frames secure, painted, free of hazards, splinters, nails				
4.12	Playground Equipment – adequate sand, aggregate, and/or wood chips on ground				
4.13	Playground Equipment – all structures free of sharp or protruding objects and splinters; fasteners/components tight and free of deficiencies; wood components free of decay or breaks; any moving parts greased as necessary				
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5.0	Trails	Yes	No	N/I	N/A
5.1	Riling, slumping, tire ruts, holes, cracking, uneven pavement/concrete, low spots present – greater than 6” or otherwise dangerous				
5.2	Exposed stumps, roots, rocks, rebar, loose rocks, undermined logs or other trip hazards present				
5.3	Washouts, slides, pooling				
5.4	Drainage structures – culverts, water bars, cross-ditches, trailside ditching, swales – intact, free of debris, functioning, free of erosion/undermining				
5.5	Steps, handrails, bridges, boardwalks – intact and sturdy, free of sharp or protruding objects, free of damaged or loose materials, free of loose or missing planking, free of support structure decay				
5.6	Vegetation management – windfall, undergrowth hampering safe travel and sightlines				
5.7	Trailside litter or debris				
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6.0	Waterfront – if applicable	Yes	No	N/I	N/A
6.1	Beach condition – free of sharp or protruding objects, even, raked, safe transition from grass to beach to water, free of litter and debris				
6.2	Swimming area – buoys and swim lines anchored and secure, in correct location, properly aligned, free of floating debris				
6.3	Swimming area – raft: buoyant, secure, safe location, no sharp or protruding objects, ladder secure, floating tanks are attached to one another				
6.4	Swimming area – beachfront walls or weir secure, safe condition, free from erosion, steps are secure and safe				
6.5	“No Diving” or “Use at Own Risk” signage is in place, in good condition and visible				
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7.0	Site – General	Yes	No	N/I	N/A
7.1	Invasive plants – present/concerns. Note species & treatment req'd below				
7.2	Re-vegetation or reseeding of ground disturbance required at any point				
7.3	Danger trees present and/or assessment required				
7.5	Evidence of recent motorized or non-authorized uses or modifications				
7.7	Irrigation system – all pumps, sprinklers, piping - functioning, free of leaks, providing adequate water, equipment is located in a safe location that doesn't affect user experience				
7.8	General appearance of site is acceptable or better				
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<b>8.0</b>	<b>Miscellaneous</b>
Number of users observed during inspection and/or estimated level of recent use:	
Have there been any accident/incident reports since the last inspection?	
Wildlife or livestock observed, concerns:	
Items to communicate to Contractor or Staff:	
Additional questions, comments, concerns from inspector:	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_