



Bristol Parks

Park and green space maintenance monitoring form

This form can be used to carry out a spot check on the quality of maintenance in your local park or green space. The form can be completed in response to a maintenance problem or as part of a routine of inspections. If it is in response to a maintenance problem, it is a good idea to send the form in as soon after your inspection as possible so that the Community Park Manager can react to any problem. However.....

.....if you feel your maintenance issue is urgent, please call **Bristol Parks on 922 3719 rather than report it using this form.**

As well as allowing us to respond to a persistent maintenance issue, the information you provide will help us to build up a long-term picture as to how park users perceive the maintenance of parks and allow us to compare this with other information we collect. It will also allow us to compare community views in different areas of the city.

The form is designed to assess your opinion of the *level* of maintenance in your park. You are given a description to use of what excellent and poor maintenance looks like for a range of park maintenance characteristics. You can express your opinion by simply circling a number 1, 2, 3 or 4 for a particular characteristic:

- circling 1 indicates that you feel maintenance is poor;
- circling 4 indicates you feel it is excellent;
- circling 3 means you feel maintenance is closer to excellent than poor; and
- circling 2 means you feel maintenance is closer to poor than excellent.

This form is a generic form, that is it contains park features and facilities that the park you are assessing might not have. If this is the case, simply leave the appropriate boxes blank.

Thank you

Your name or name of park group:
Name of site being assessed:

Date of inspection:	Reason for inspection: <i>(please tick)</i>	1) routine	
Time of inspection:		2) reaction to maintenance issue	

Assessment characteristics:

(please circle appropriate number, leave blank those that don't apply)

Formal or defined gateways / site entrances

Poor maintenance					Excellent maintenance
Gates with flaking or faded paintwork, corrosion or damage	1	2	3	4	Gates recently painted and free of flaking paint / damage
Threshold paving / tarmac area full of litter or debris	1	2	3	4	Threshold paving / tarmac area well swept and clear of litter and debris
Significant graffiti and/or vandalism	1	2	3	4	No graffiti or vandalism

Signage and interpretation

Poor maintenance					Excellent maintenance
Signs are not legible or covered in graffiti	1	2	3	4	Signs are clearly legible and free of graffiti
Sign content is out of date, faded or no longer relevant	1	2	3	4	Sign content is up-to-date, not faded and still relevant
Signs are vandalised or water is damaging sign content (if appropriate)	1	2	3	4	Signs are not vandalised or water damaged (if appropriate)

Paths and hard surfaces

Poor maintenance					Excellent maintenance
The surface has litter and debris or moss on it	1	2	3	4	The surface is completely free of litter, debris and moss
Paths are not edged back and grass is encroaching	1	2	3	4	Path edges are 'edged back' – have a clean edge
Drains are blocked with litter and debris	1	2	3	4	Drains are clean and free of litter and debris
There are signs of extensive dog fouling	1	2	3	4	There is little sign of dog fouling

Seating

Poor maintenance					Excellent maintenance
The seat is very dirty / has a lot of graffiti on it	1	2	3	4	The seats are clean / free of graffiti
The seat has parts missing / is unsafe	1	2	3	4	The seats are whole and safe e.g. no slats are missing or bolts loose
The seat has vegetation encroaching on it making it difficult to use	1	2	3	4	The seat is clear of any encroaching vegetation

Litter bins

Poor maintenance					Excellent maintenance
Litter bins are full / overflowing	1	2	3	4	Litter bins are no more than half full
The ground under the bin is covered in litter	1	2	3	4	The ground under the bins is in a clean, litter-free condition
There is no plastic liner in the bin	1	2	3	4	The bin has a clean plastic liner

Dog bins

Poor maintenance					Excellent maintenance
Dog bins are full / overflowing	1	2	3	4	Dog bins are no more than half full
The ground under the bin is covered in litter / dog mess	1	2	3	4	The ground under the bins is in a clean, litter and dog mess-free condition
There is no plastic liner in the bin	1	2	3	4	The bin has a clean plastic liner

Children's play area

Poor maintenance					Excellent maintenance
The equipment is dirty or broken and has graffiti	1	2	3	4	All the equipment is usable and clean (free of graffiti)
The safety surfaces are in a poor condition e.g. tears, holes, burned patches	1	2	3	4	The safety surfaces are in good condition
The safety surfaces have a lot of litter, debris or algae on them	1	2	3	4	The safety surfaces are free of litter, debris and sand / bark chippings
The gates to the play area swing closed and bang or remain open	1	2	3	4	The gates to the play area swing closed without banging
There is little bark / sand to provide a safe surface	1	2	3	4	The depth of bark / sand is near the height of the edging boards (if appropriate)

Internal and external boundaries (*not hedges or open boundaries*)

Poor maintenance					Excellent maintenance
Metal railings / palisade fencing have flaking paint / are corroded and damaged	1	2	3	4	Metal railings / palisade fencing are new or recently repainted, sound and complete
Chain link fencing has gaps in / is bent and broken, support posts are damaged or missing	1	2	3	4	Chain link fencing is complete, upright and support posts are sound
Stone / Brick walls have loose or missing stone, crumbling mortar and weeds in joints	1	2	3	4	Stone / Brick walls are sound, weed-free and with an appropriate colour/mix of mortar
Timber fencing is not sound with support posts damaged / rails missing and not painted/stained	1	2	3	4	Timber fencing is new or recently restored without gaps or rails missing and adequately painted/stained

Grass areas

Poor maintenance					Excellent maintenance
Grass areas cut unevenly and cuttings left in clumps	1	2	3	4	Grass areas evenly cut and cuttings evenly spread
Grass areas have a lot of litter or litter that has been shredded by mowing	1	2	3	4	Grass areas are free of litter and leaf fall
Grass areas have objects dumped / fly-tipped on them	1	2	3	4	Grass areas are free of dumped/fly-tipped objects
Path areas have grass cuttings on them / are not swept	1	2	3	4	Paths are swept and free of grass cuttings
Edges to all flower beds & planted areas are rough and unshaped	1	2	3	4	There is a clean edge to all flower beds & planted areas
There are signs of extensive dog fouling	1	2	3	4	There is little sign of dog fouling

Ornamental borders – shrubs / roses / herbaceous

Poor maintenance					Excellent maintenance
There is litter and debris /cuttings amongst plants	1	2	3	4	Beds are free of litter and debris
Beds have a lot of weeds	1	2	3	4	Beds are free of weeds
There is no mulch on the beds (<i>not applicable to floral bedding</i>)	1	2	3	4	Beds are evenly mulched (<i>not applicable to floral bedding</i>)
The shrubs / roses etc. have not been pruned / are overgrown	1	2	3	4	The shrubs / roses etc. have been well pruned

Trees

Poor maintenance					Excellent maintenance
There are dead trees in the park / green space	1	2	3	4	There are no dead trees in the park / green space
There are trees with low branches overhanging pathways and causing an obstruction	1	2	3	4	No trees have low branches that are causing an obstruction
Young trees are not staked or are suffering from drought	1	2	3	4	Young trees are staked with ties and are watered
Significant vandalism apparent - broken branches, stripped bark or broken tree stems	1	2	3	4	There are no signs of vandalism – broken branches, stripped bark or broken tree stems
There is substantial epicormic growth at the base of the tree	1	2	3	4	There is either no epicormic growth or it is less than one year old

Hedges

Poor maintenance					Excellent maintenance
The hedge and the hedge base has a lot of litter and/or debris in it/ them	1	2	3	4	The hedge and the hedge base is completely free of litter and debris
The hedge base has a lot of weeds	1	2	3	4	The hedge and the hedge base is completely free of weeds
The hedge is not trimmed and has an uneven height or profile	1	2	3	4	The hedges are well trimmed to an even height and profile
The hedge is overhanging footpaths and causing an obstruction	1	2	3	4	The hedge is not overhanging any footpaths

Football / rugby pitches

Poor maintenance					Excellent maintenance
The grass is unevenly cut and longer than 75mm	1	2	3	4	The grass is evenly cut and is shorter than 75mm
The pitch has a lot of litter or debris/stones/dog faeces on it	1	2	3	4	The pitch is completely free of litter and debris/stones/dog faeces
The pitch is poorly drained with standing water or large muddy areas	1	2	3	4	The pitch is well-drained with no standing water
The lines are not clear or inaccurately marked out	1	2	3	4	The lines are accurately marked out and clearly visible

Sports surfaces – All Year (hard/artificial)

Poor maintenance					Excellent maintenance
The surface is slippery because of algae or weed growth	1	2	3	4	The surface is free of slippery weed, algae etc.
The surface has litter or debris/stones/dog faeces on it	1	2	3	4	The surface is completely free of litter and debris/stones/dog faeces
The surface is poorly drained with standing water on it	1	2	3	4	The surface is well-drained with no standing water
The lines are not clear or inaccurately marked out	1	2	3	4	The lines are accurately marked out and clearly visible

Sports changing rooms / pavilions

Poor maintenance					Excellent maintenance
They are closed when signs say they should be open	1	2	3	4	They are open when signs say they should be
There is litter or debris in the interior or exterior	1	2	3	4	The interior and exterior are free of litter and debris
The exterior is damaged or has extensive graffiti	1	2	3	4	The exterior is free of damage and graffiti
The interior is dirty or unhygienic	1	2	3	4	The interior is clean and in a hygienic condition
The interior is damaged or has graffiti	1	2	3	4	The interior is free of damage and graffiti

Toilets

Poor maintenance					Excellent maintenance
They are closed when signs say they should be open	1	2	3	4	They are open when signs say they should be
There is no toilet roll or soap or paper towels	1	2	3	4	There is a good supply of toilet roll, soap and paper towels
The interior is dirty or unhygienic	1	2	3	4	The interior is clean and in a hygienic condition
The exterior or interior is damaged / has graffiti	1	2	3	4	The exterior and interior are sound and free of graffiti

Woodland edges

Poor maintenance					Excellent maintenance
The woodland edge has accumulated litter or presence of fly-tipping	1	2	3	4	The woodland edge is completely free of litter and fly-tipping etc.
The woodland edge is overhanging footpaths or access ways and causing an obstruction	1	2	3	4	The woodland edge is not overhanging any footpaths or access ways or causing any obstructions

Ponds / lakes

Poor maintenance					Excellent maintenance
The water has litter accumulating on it or in it	1	2	3	4	The water is free of litter
The water has decaying vegetation accumulating on it or in it	1	2	3	4	The water is free of decaying vegetation
The water has accumulations of blanket weed, algae or duck weed	1	2	3	4	The water is almost free of algae, blanket weed or duck weed
Boundary/safety fencing is broken or incomplete (if appropriate)	1	2	3	4	Boundary/safety fencing is intact and complete (if appropriate)

Overall impression of site maintenance

POOR	1	2	3	4	EXCELLENT
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For council use only:

<u>Site score calculation</u>					
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Bristol Parks

Please send your completed form to:

Bristol Parks Forum (BG/Col33)
FREEPOST (NAT 18800)
Bristol
BS1 5BR

To request more forms or for us to send you some FREEPOST addressed A4 envelopes –

Tel: 0117 922 3719

Email: bristolparks@bristol.gov.uk

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