



PARK QUALITY CONTROL INSPECTION



The Department is developing standards for all City parks that are consistent and worthy of a best in class park system. The Standards for any particular year may be adjusted to reflect factors that may prevent us from achieving a certain level or will allow us to attain a higher level of performance.

DIRECTIONS FOR COMPLETING A PARK INSPECTION REPORT

1. Conduct the inspections in groups of two or more. Having more than one person conduct the survey promotes objectivity and ensures a more comprehensive evaluation of conditions.
2. Be objective. If you are too critical, any relevant points that you raise will be lost in overly negative comments. For example, overflowing trash is a problem. Unless they have accumulated to the point of impeding access, leaves on the sidewalk are not.
3. Promote continuity by having the same people (or pool of people) conduct the survey each time. Monthly inspections between April and October also will promote continuity.
4. NOTE SPECIFIC PROBLEMS! Park employees are much more apt to respond to specific concerns/needs than general observations. For example, "The plastic slide on the playground is cracked and unusable" is better than "the playground equipment needs to be fixed."
5. Allot enough time to do a thorough inspection. It will take about an hour to inspect parks that are ten acres or less in size. Allot an additional hour for each additional twenty acres.
6. If you see improvements in park maintenance, make a note. Saying what is being done right is just as important as saying what is wrong. Positive feedback encourages good work.
7. For purposes of the ratings details of standards are provided also consider the following:
1 = "Poor" 2 = "Needs Improvement" 3 = "Meets Expectations"
4 = "Exceeds Expectations" 5 = "Excellent"
8. Schedule a meeting with your district maintenance supervisor to discuss your efforts after you have completed your third survey. This will provide you and the Parks Department the opportunity to discuss issues and develop solutions for park problems. Open communication is essential to working with DPRCA to improve your park.

Submit park inspections to Ayanna Williams via e-mail to ayanna@parkpride.org or fax to 404-546-9422 or by mail to Park Pride, 233 Peachtree St., Suite 1600 Atlanta, GA 30308

Turf Maintenance

Mowing/Trimming

5 = Excellent condition, mowed with an alternating direction, creating a checkered pattern to turf. Mowed at proper height, no scalped areas and no mower tire marks. The grass blade ends are smooth and green indicating a sharpened mower and proper speed of mowing. All obstacles have been trimmed at the same height as mower cut. No evidence of excessive grass clippings.

4 = Mowed at proper height, no scalped areas and no mower tire marks. The grass blade ends are smooth and green indicating a sharpened mower and proper speed of mowing. All obstacles have been trimmed at the same height as mower cut. No evidence of excessive grass clippings.

3 = Mowed at proper height, no scalped areas and no mower tire marks. Some graying of leaf blade ends with a ragged edge. Grass from a distance has a gray cast instead of green. Trimming has been addressed in all key areas, but needs attention elsewhere. No evidence of excessive grass clippings in high profile areas, with very little evidence of excessive grass clippings in low profile areas.

2 = Mowed at proper height, but some scalping and mower marks. Grass blades are ragged and discolored. Trimming needs to be addressed. Evidence of excessive grass clippings throughout property.

1 = Unacceptable condition of poor mowing height, scalped lawns and ragged turf edges. Trimming has been neglected. Excessive grass clippings are evident and remain where discharged into and onto structures.

Edging

5 = Excellent condition of crisp, straight, vertical and deep edges on all hard surfaces.

4 = Good condition of evidence of crisp, straight, vertical and deep edge having been made in the past, with grass blades not growing over the edge.

3 = Evidence of crisp edge made in the past, with some grass growing unevenly over the edges and surfaces.

2 = Very little evidence of edging and grass growing unevenly over surfaces.

1 = Poor condition of no edges and tall grass growing up and over surfaces.

**Fire Ant Management
(Insect Control/Disease
Identification)**

- 5 = Lawn pests are being addressed before damage is done.
- 4= Lawn pests have been addressed, with little evidence of damage.
- 3 = Lawn pests have been identified, but have not been treated / or communicated to property management. Corrective action has been scheduled / Proposal is pending.
- 2= Lawn pests are not being addressed, resulting in slight damage.
- 1 = Lawn pests are not being addressed, resulting in apparent damage.

Shrub Maintenance

Shaping

- 5 = Hedges which are scheduled to be sheared are done often enough to prevent growth to appear untidy. All debris from shearing is collected and hedges have even look. Hedges are allowed to grow together rather than make individual "gum balls" throughout the community. Hedge tops to be level and uniform.
- 3 = Hedges which are scheduled to be sheared are done often enough to prevent growth to appear untidy. All debris from shearing is collected and hedges have even look. Some "gum ball" shaping occurs.
- 1 = Hedges are allowed to get to wild, debris remains after cutting, and irregular and odd shaped shrubs are the result.

Pruning

- 5 = Pruning done regularly throughout season that removes dead shrubs, branches, and diseased wood back to live branches. Cuts are made to forks in branches and light holes are created randomly throughout the shrub. Larger branches are removed entirely to maintain desired size of shrub. An eye for the desired shape is considered when pruning the species.
- 3 = Pruning done regularly throughout season that removes dead and diseased wood back to live branches. Cuts are made to forks in branches and light holes are created randomly throughout the shrub. Some larger shrubs and branches are left uncut and proper shape of species is not developed.
- 1 = Not all the dead wood or dead shrubs are removed, no holes are created in the shrub, and shape and size of species is not maintained.

Tree Maintenance

Staking

5 = Trees are straight and staked when young or recently transplanted, but not left on after one year. The guy wires are taught and are prevented from scarring the bark and branches of the tree. Support posts are within mulch beds to prevent mower damage. Guy posts are symmetrical to give the most professional appearance. Wires and stakes are "flagged" to prevent injury.

4 = Trees are straight and staked when young or recently transplanted, but not left on after one year. The guy wires are taught and are prevented from scarring the bark and branches of the tree. Support posts are within mulch beds to prevent mower damage. Guy posts are leaning somewhat and not symmetrical.

3 = Trees are straight and staked when young or recently transplanted, but not left on after one year. Support posts are within mulch beds to prevent mower damage. Some guy wires are not taught, but all are prevented from scarring branches.

2 = Tree are staked, but stakes are left on too long, guy wires are not taught, trees are leaning, and support posts are found beyond the mulch.

1 = As in 2 above but some scarring to bark is allowed to occur.

Pruning

5 = Up to 12', all dead, diseased, and crossing branches are removed to live and large branch. (No stub remains) Branches, which are hanging over pedestrian and auto traffic areas, are removed properly, and some thinning is done to irregularly growing trees such as crabapple. All suckers at base and up stem are removed.

3 = Up to 12', all dead, diseased, and crossing branches are removed to live and large branch. (No stub remains) Branches, which are hanging over pedestrian and auto traffic areas, are removed properly, but thinning is not done and some suckers remain.

1 = Obvious dead, diseased wood remains and numerous suckers are present.

Bed Maintenance

Bed Edging

5 = Excellent condition of crisp, straight, vertical, and deep edges along all bed trenches.

4 = Good condition with evidence of crisp, straight, and deep edge having been made in the past, with grass blades not growing over the edge.

3 = Evidence of crisp edge made in the past, with some grass growing unevenly over the edges and surfaces.

2 = Very little evidence of edging, grass growing unevenly over surfaces,

	<p>and slight evidence of “scalping” along bed trenches.</p> <p>1 = Poor condition with no edges, tall grass growing up and over surfaces, and/or evidence of scalped and / or rounded appearance to bed trench.</p>
Weed Control	<p>5 = All beds are essentially weed-free.</p> <p>4 = In some beds, very few and very small weeds can be found.</p> <p>3 = There are weeds clearly visible in the beds but they are small (under a couple of inches).</p> <p>2 = Weeds are present in all beds, but are still easy to control.</p> <p>1 = Weeds are prevalent and large, reducing the quality of the desired shrubs and ground covers.</p>
Mulch Depth	<p>5 = Mulch uniformly spread throughout beds to a 2-3” depth.</p> <p>3 = Mulch spread throughout the bed but many inconsistencies in depth.</p> <p>1 = Mulch not spread evenly revealing bare spots and spread too thickly around the base of trees, foundations, and condensation lines.</p>

Natural Area Maintenance

Tree Groves	<p>5 = All wooded natural areas where requested are free of limbs, weeds, volunteers, and debris. Natural fallen leaves and pine needles have been allowed to accumulate, but piles of leaves have not been dumped. Trees are elevated as directed; if appropriate; and sucker growth is not visible. A clean, visible, curvilinear line separates high maintenance turf and landscape from “natural” areas. Poison Ivy, Oak, Kudzu, etc. is eradicated.</p> <p>4 = Good attention to “Natural Area – Tree Grove” standard.</p> <p>3 = Some attention to “Natural Area- Tree Grove” standard.</p> <p>2 = Little attention to “Natural Area – Tree Grove” standard.</p> <p>1 = Unacceptable</p>
Perimeter of Property	<p>5 = Natural areas around the perimeter of property are maintained so they do not encroach into formal maintenance areas. Trees are elevated to allow for a maximum twelve-foot (12’) clearance. A clean border between high maintenance turf and “natural” area has been maintained through pruning, string trimmers and chemical controls. Poison Ivy, Oak, and Kudzu, is eradicated.</p> <p>4 = Good attention to “Natural Area – Perimeter” standard.</p> <p>3 = Some attention to “Natural Area- Perimeter” standard.</p>

2 = Little attention to "Natural Area – Perimeter" standard.

1 = Unacceptable

Cleanliness

Litter, Leaf and Debris Removal

5 = Perfect.

4 = Entries and key areas excellent, minor problems in out-of-sight areas. All leaves removed off of all turf, plant beds, sidewalks and roadways by December 1st.

3 = Minor litter problems, relatively new issues, sloppy clean up of executed maintenance services.

2 = Visible signs of litter and debris left a week or more.

1 = Unacceptable

Hard Surface Weed Control (Crack Weeds)

5 = Perfect. No weeds along curbs, in expansion joints, between pavers, or visible in any hard surface area.

4 = Few small weeds but not in key areas.

3 = Many small weeds, needs touch-up.

2 = Some large weeds, but not in key areas.

1 = Unacceptable

Graffiti

5 = No graffiti on any surfaces.

4 = Some graffiti evident, but removed within 24 hours.

3 = Some graffiti evident, but removed within 48 hours

2 = Some graffiti evident, but removed within 72 hours

1 = Some graffiti evident, but remains after three days

Seasonal/Perennial Color Maintenance

Color and Density

5 = Flower plants are dense, fertilized, insect and disease free, and evenly growing throughout the bed. Beds are full without bare areas.

3 = Flower plants are dense, but are off-color, due to lack of fertilizer, and/or insect disease control issues.

1 = Flower plants are sparse with few flowers.

Watering	<p>5 = Moisture level is being checked regularly, and watering needs are being addressed appropriately.</p> <p>3 = Moisture level is not being checked regularly, and proper watering needs are not addressed.</p> <p>1 = Moisture level is not being checked.</p>
Weed Control	<p>5 = All beds are essentially weed-free.</p> <p>4 = In some beds, very few and very small weeds can be found.</p> <p>3 = There are weeds clearly visible in the beds but they are small (under a couple of inches).</p> <p>2 = Weeds are present in all beds, but are still easy to control.</p> <p>1 = Weeds are prevalent and large, reducing the quality of the desired annual bed.</p>

Pavilions/Grills

Pavilions	<p>5= Pavilion is free of litter, glass and is pressure washed before and after each use or as needed to assure pavilion surface is clean and inviting. All furnishings should be free of defects and damage. Pavilion amenities such as electrical outlets and lights should be operable. No hazards should exist such as damaged roofs, tripping hazards, etc.</p> <p>4= Pavilion has a clean and neat appearance but has not been pressure washed. Pavilion has minor damage but does not pose an immediate hazard.</p> <p>3= Pavilion has some litter and has some very light stains in one area of pavilion. Overall condition of pavilion is good.</p> <p>2= Pavilion has little attention and conditions are fair</p> <p>1= Pavilion is not clean, inattention is evident, and hazards exist.</p>
Grills	<p>5= Grill is operable, stable, free of defects, and cleaned of old charcoal. A Hot Coal can is available for users to dump hot coals.</p> <p>3= Grill has not been cleaned of old coals, but the grill is operable, and has no defects.</p> <p>1= Grill has not been cleaned, defects exist and no coal cans are available</p>

Park Amenities

Drinking Fountains	<p>5 = Overall conditions and appearance are good to excellent. All components including base, stepping stone, basin, control, bubbler and drain are working properly.</p> <p>3 = Some drinking fountains may have minor defects, which detract from the appearance of cleanliness, minor work may be needed or repairs</p> <p>1 = User cannot get an adequate drink of water because of plumbing, unsanitary or unsafe conditions. Overall conditions and appearance are poor to fair.</p>
Benches	<p>5 = Overall conditions and appearance are good to excellent.</p> <p>3 = Slats or supports may need to be repainted. No exposed bolts / screws are present. Repair or replace broken boards.</p> <p>1 = Benches , etc. are not safe for use by public.</p>
Note: Any bench or feature designed for the purpose of sitting, including wooden benches, bleachers and picnic tables.	

Courts

Basketball Courts, Tennis Courts, and Multi-Use Courts	<p>5= Nets on basketball goals and Tennis Courts at all times. Surface shows limited deterioration. Boundary lines and court markings are clear. Conditions do not impair use of park.</p> <p>4= Nets on basketball goals and Tennis Courts at all times. Surface shows limited deterioration. Conditions do not impair use of park. One area, or up to 20% of the surface may be damaged, defective or deteriorated. Boundary lines and court markings are faded but visible.</p> <p>3= Nets on basketball goals and Tennis Courts at all times. Surface shows limited deterioration. Conditions do not impair use of park. One area, or up to 20% of the surface may be damaged, defective or deteriorated. Any repairs or patchwork are smooth, level, have a good appearance and correct pavement defects.</p> <p>2= 20% or more of the surface is damaged, defective or deteriorated. Safety hazards may exist, such as cracks, buckling, fencing around courts, pulled up and sticking out.</p> <p>1=20% or more of the surface is damaged, defective or deteriorated. Safety hazards may exist, such as cracks, buckling, fencing around courts, pull up and sticking out. Repair or patchwork do not properly correct pavement defects and may contribute to the poor appearance. Overall condition and appearance are poor to fair.</p>
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Ball Fields

Ball Field	<p>5 = Excellent condition, mowed with an alternating direction, creating a checkered pattern to turf. Mowed at proper height, no scalped areas and no mower tire marks. Spectator and player areas are cleaned and blown off between games and free of debris. Ball fields are dragged three times a week. No holes on playing surface. Bases and plates are secure in ground. Fence lines are free of overgrowth. All work orders are submitted. No evidence of grass clippings. No weeds on playing surface. No ant hills visible.</p> <p>4 = Turf mowed with an alternating direction, creating a checkered pattern. Mowed at proper height, no scalped areas and no mower tire marks. Spectator and player areas are cleaned and blown off between games and free of debris. No holes on playing surface. Bases and plates are secure in ground. Fence lines are free of overgrowth. All work orders are submitted. No evidence of grass clippings. Fields dragged every 3 days. No weeds on playing surface. No ant hills visible.</p> <p>3 = Turf mowed at proper height, no scalped areas no tire marks. Grass clipping are visible in low profile areas. Spectator and player areas have been policed. Fields have been dragged at least once per week. Plates and Bases are secure. No weeds on playing surface. No ant hills visible. All work orders are submitted</p> <p>2 = Turf mowed at proper height, but with some scalping. Grass clippings are visible in park. Fields have uneven playing surface, with no evidence of being dragged. Bases and plates are in place. Fence line has overgrowth on them. Weeds are visible on playing surface. Ant hills are beginning to be visible. Most work orders have been submitted.</p> <p>1 = Unacceptable condition of turf, poor mowing height, scalped turf. Trimming has been neglected. Spectator and player areas have been neglected. Weeds are widespread on playing surface. Bases are missing. Fence lines have overgrowth. Ant hills are widespread on playing field. Work orders have not been submitted. Hazardous conditions are apparent.</p>
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Playgrounds

Cushioning/ Borders	<p>5 = Excellent condition and proper type of woodchips or sand at 12 inches in depth, no damage to rubberized padding, borders stable and with no defects, free of debris or foreign objects, proper drainage.</p> <p>3 = Mulch or sand at least 8-10 inches in depth, no damage to rubberized padding, borders are stable with defects, proper drainage and free of debris and foreign objects.</p> <p>1 = Mulch or sand less than 8 inches in depth, litter and debris throughout area damaged borders.</p>
Play Equipment	5 = Excellent condition. No loose or missing parts, painted, free of graffiti,

S-hooks, swing chain and hangers are properly closed and without excessive wear. Seats are properly spaced and not worn or damaged. Proper footing underneath and no tree hazards.

3 = Good condition. No loose or missing parts, some equipment not painted, small amount of graffiti., s-hooks ,swing chain and hangers are properly closed and without excessive wear. Seats are properly spaced and not worn or damaged. Proper footing underneath and no tree hazards.

1 = Loose and missing parts, rusted and bad paint, s-hooks with gaps and no proper footing.

Storm Drainage Systems

5 = All catch basins, drop inlets, and gutters are clear of all visible obstructions

3 = All catch basins and drop inlets are clear of visible obstructions

1 = Catch basins or drop inlets are obstructed by leaves, litter or other debris.

Carry Overs

5 = All areas are to DPRCA Standards; there are no items requiring attention.

4 = All items requiring attention from last inspection have been corrected.

3 = Most items requiring attention from last inspection have been corrected.

2 = Few items requiring attention from last inspection have been corrected.

1 = Unacceptable