

Park Inspection Form

Instructions

Before you begin, try to locate a map of the park online. Review the audit form to make sure each question and response is clear when you are making your answers. Then go to the park and fill out the form.

If possible, please take pictures of the park during the audit to provide a visual example of any of your findings.

The form uses a scale to grade certain aspects of the park.

Scale:

1 = Does not meet standard/Needs immediate attention

2 = Acceptable but still may require an enhancement

3 = Meets highest standard

If you have specific comments, write them in the space provided at the end of each section.

Park inspected *

Park not on list

Inspector (Name)

Audit Date

Start Time

General Standards

Visible trash on property?

1 - Significant amount of trash is visible

2 - Some trash is visible

3 - No trash is visible

- Not Applicable 1 2 3

Comments on trash:

Pet waste stations?

1 = Need emptying, need bags filled, damaged, not level or plumb

2 = Minor damage, needs attention soon

3 = Bag dispenser full, bin empty, not damaged

- Not Applicable 1 2 3

Comments on pet waste stations:

Fire ants present?

1 = More than 10 mounds

2 = Less than 10 mounds

3 = No fire ant mounds identified

- Not Applicable 1 2 3

Comments on ants:

Parking lot condition?

1 = Poor condition - Needs replaced

2 = Average condition - May need some attention

3 = Good condition - Fairly new

- Not Applicable 1 2 3

Parking lots and driveways free of potholes, striping and fire lanes easily seen?

Check all that apply:

- Pot holes present Striping not clearly visible
 ADA parking space not clearly visible Fire lane not clearly visible
 Curbs broken or trip hazard Speed bumps degraded
 Landscaping/Trees need replaced Other

Comments on parking lot:

Any broken edges, cracked concrete or trip hazards on picnic table pads, sidewalks

Any broken edges, cracked concrete or trip hazards on picnic table pads, sidewalks, and trails?

- 1 = Multiple broken edges and trip hazards
- 2 = Some cracks will need to be addressed in the near future
- 3 = No broken edges or trip hazards

Not Applicable 1 2 3

Comments of paved surfaces:

Expansion joints condition?

- 1 = Open, not sealed, have weeds or trip hazards
- 2 = Need minor attention, will need to be addressed in the near future
- 3 = No open or weeds or trip hazards

Not Applicable 1 2 3

Structures/furniture damaged, painted and clean; free of chipped and faded paint? (benches, bleachers, tables, etc.)

- 1 = Needs painting, very faded and chipped or damaged
- 2 = Painting is old but in average condition
- 3 = Like new, no painting needed

Not Applicable 1 2 3

Structures/furniture/hardware bolted down or anchored tightly? (benches, bleachers, tables, etc.)

- 1 = Needs tightening
- 3 = Anchored properly

1 3

Comments on structures condition:

Artwork (sculpture or mural)?

- 1 = Artwork is damaged needs attention
- 2 = Artwork is faded and needs future attention
- 3 = Artwork is like new, no attention needed

Not Applicable 1 2 3

Comments on artwork:

Trash / recycling receptacles?

..... receiving receptacles.....

1 = Receptacle(s) are dirty and/or damaged needs attention

2 = Receptacle(s) is old and needs future attention

3 = Receptacle(s) is like new, no attention needed

Not Applicable 1 2 3 Yes

Comments on trash receptacles:

Drinking fountain condition?

1 = Fountain(s) in poor condition, need repaired/replaced

2 = Fountain(s) in working condition but needs painted / cleaned

3 = Fountain(s) in good condition

Not Applicable 1 2 3

Are drinking fountains operational, draining properly, and free of visible damage?

Drinking water fountains are operated seasonally to prevent freeze damage

Expected to be operational (seasonal) Not draining properly

Visible damage Needs Painted

Comments on drinking fountains:

Grill(s) condition?

1 = Grill(s) broken/ rusted / not functioning properly, needs replaced

2 = Grill(s) needs cleaning, full of ashed, needs attention

3 = Grill(s) clean & free of ashes

Not Applicable 1 2 3

Comments on grills:

Flags (US, Texas and Denton)?

1 = Flag(s) in poor shape torn/faded, rope torn/frayed, finial missing/damaged

2 = [Not an option]

3 = Flag(s) in good condition

Not Applicable 1 3

Comments on flags:

ONLY INSPECT THIS IF YOU'RE ABLE TO TURN THE LIGHTS ON: Lighting Structures:

ONLY INSPECT THIS IF YOU'RE ABLE TO TURN THE LIGHTS ON. Lighting structures, ballfield, parking lot, tennis courts, and area lights 100% operational & set properly?

1 = Lighting structure broken, damaged pole(s) vandalism, needs immediate attention

2 = Lighting structure appears old, faded, need painting but look average

3 = Lighting structure appear in working conditon

Not Applicable 1 2 3

Lighting lenses and fixtures?

1 = Broken light lenses and/or fixtures

2 = Cracked light lenses and/or fixtures

3 = No cracked light lenses and/or fixtures

Not Applicable 1 2 3

Comments on lighting systems:

Hazard area / under construction secured & marked for safety properly?

1 = Visibly safety area is a concern, fencing, signage, etc need addressed

2 = [Not an option]

3 = Visibly safety areas appears safe, area in good condition

Not Applicable 1 3

Comments on construction hazard area:

Fencing Condition? Entire Site - Not Including Sport Courts (Sports Court Section Below)

1 = Fencing posts not plumb, rails not straight and material (wood, iron, fabric) damaged

2 = Minor damage to fencing structure - needs to be addressed soon

3 = No damage to report

Not Applicable 1 2 3

Fencing condition comments:

Signs and Poles?

1 = Signs and poles are damaged, vandalized, incorrect and/or out of alignment (not plumb or level)

2 = Signs and poles are average but need attention

3 = Signs and poles look great and straight

Not Applicable 1 2 3

Comments on signs:

Culverts and spillways?

1 = Drainage obstructions observed, culvert is damaged, needs attention

2 = [Not an option]

3 = Drainage obstructions are free and clear of debris

Not Applicable 1 3

Comments on culverts:

General Standards Comments:

Playground/Pavilion Standards

Does the park have a playground and/or pavilion?

Yes No

Playground graffiti?

1 = Graffiti present - needs immediate attention

2 = Minor graffiti - needs attention in the near future

3 = No graffiti present

Not Applicable 1 2 3

Comments on playground graffiti:

Electrical Components

Electrical panels locked?

1 = Panel(s) are not locked - need lock(s) installed

3 = All panels are locked

Not Applicable 1 3

Comments on electrical panels:

Water Hydrants

Water hydrants leaking?

Not Applicable

1 = Leaking - needs attention

3 = Not leaking - all good

Not Applicable 1 3

Water hydrants locked?

Not Applicable

1 = Not locked - needs locked installed

3 = Locked - all good

Not Applicable 1 3

Turf Standards

Turf is a uniform during the growing season?

1 = Turf has dead/brown spots, needs assistance

2 = [Not an option]

3 = Turf is uniform and appears to be healthy

Not Applicable 1 3

Comments on turf color:

No large bare spots.

1 = Turf had many or large bare spots

2 = Turf has some bare spots

3 = Turf has no visible bare spots

Not Applicable 1 2 3

Comments on bare spots:

Turf is more than 4 inches in height?

1 = Grass is higher than 4"

2 = [Not an option]

3 = Grass is at correct height, less than 4"

Not Applicable 1 3

Comments on grass height:

Turf is crisply edged?

1 = Edges are overgrown

3 = Edges are crisp

- Not Applicable 1 3

Turf trimmed around structures, fences, trees, etc.?

1 = Turf area around structures has not been trimmed

3 = Turf area around structures has been trimmed

- Not Applicable 1 2 3

Comments on edging:

Irrigated turf free of weeds?

1 = Irrigated turf has significant weeds, needs attention

2 = Irrigated turf is average and sufficient for the use

3 = Irrigated turf is largely free of weeds

- Not Applicable 1 2 3

Comments on weeds:

Irrigation heads/valve boxes?

1 = Irrigation heads or valve boxes appear to be damaged, not operating properly, needs attention

2 = [Not an option]

3 = Irrigation heads or valves boxes appear to be operational and secure

- Not Applicable Yes No

Comments on irrigation:

Tripping hazards?

1 = Multiple holes/tripping hazards, needs attention

2 = [Not an option]

3 = No holes or tripping hazards

- Not Applicable 1 3

Comments on holes and trip hazards:

Turf standards comments:

Tree Standards

Trees pruned to appropriate size, shape and height?

1 = Needs immediate pruning, unsafe, suckers present

2 = Needs trimming in the near future

3 = Pruned to standards (15' above curb, roads & parking lots / 8' above trails & sidewalks)

Not Applicable 1 2 3

Comments on tree pruning:

Tree health?

1 = Tree(s) is dead or had dead branches and needs removed

2 = Trees(s) appear under significant stress, needs attention

3 = Tree(s) appear in good health

Not Applicable 1 2 3

Comments on tree health:

Tree wells contain sufficient mulch and moisture?

1 = Tree wells not mulched and/or are dry and/or covering the root flare

2 = Trees wells need remulched soon

3 = Tree wells are mulched and moisture present and not covering the root flare

Not Applicable 1 2 3

Comments on tree wells:

Trees staked?

1 = Trees stakes/wires are broken and/or leaning

2 = Tree staked but stakes/wires are loose
3 = Trees are properly staked

Not Applicable 1 2 3

Comments on tree stakes:

Tree standards comments:

Shrubs and Landscape Bed Standards

Shrub and landscape bed weeds / litter?

1 = Beds have multiple weeds and/or litter
2 = Beds have few weeds and/or litter
3 = Beds free of weeds and litter

Not Applicable 1 2 3

Comments on shrub & landscape beds:

Sufficient mulch/moisture present?

1 = No mulch present and/or beds are dry
2 = Mulch and/or moisture need checked
3 = Mulch and moisture present

Not Applicable 1 2 3

Comments on mulch:

Dead, dying or missing plant material?

1 = Dead, dying or missing plant material is present, needs replacing
2 = [Not an option]
3 = No dead, dying plant or missing plant material present

Not Applicable 1 3

Comments on dead plant material:

Shrub and landscape comments:

Restroom Standards

Are there restrooms in the park?

Yes No

Comments on wall condition:

Comments on vandalism:

Comments on fixtures:

Comments on toilet paper:

Comments on restroom cleanliness:

Comments on restroom lights:

Restroom comments:

Sports Courts

Are there sports courts?

Yes No

Comments on fence condition:

Comments on net condition:

Comments on court surface:

Comments on court surface:


Upload pictures that support your findings

Drag and drop files here or [browse files](#)

End Time

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