



**PARK SAFETY AND MAINTENANCE CHECKLIST**

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

Location: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Item to be Checked (Use the following page to record a brief description of the necessary repairs)	OK	Deficiency Noted	Date Corrected
<b>A. Parking</b>			
1. Even concrete/asphalt surface			
2. Adequate lighting			
<b>B. Signage</b>			
1. Park name identification sign			
2. Park hours of operation/rules posted clearly			
<b>C. Walkways</b>			
1. Even walking surface, clear of debris			
2. Ground level flushes with walking surface			
<b>D. Fencing</b>			
1. Good condition, no openings			
2. Top/Bottom of fence has no protruding, sharp edges			
<b>E. Restrooms</b>			
1. Faucets/Dispensers in good condition			
2. Floors dry/ free of debris			
3. Door latch hardware in good condition			
<b>F. Playground</b>			
1. Equipment functional & placed as designed			
2. Age-appropriate signage present			
3. Ground Cover well maintained			
4. Equipment in good condition, well maintained			
3. Entrapment hazards on equipment			
<b>G. Pavilions</b>			
1. Free of debris, tape, strings, etc.			
2. Picnic tables in good condition; no splinters or broken hardware			
3. No graffiti on pavilion structure or tables			
4. All electrical outlets functional			
5. Grills in good condition			
<b>H. Additional Park Features/Other Concerns</b>			
1. Trash receptacles placed throughout park & emptied regularly			
2. Horseshoes & volleyball present & in good condition			
3.			
4.			
5.			

**CHECKLIST SHOULD BE COMPLETED BY THE 15<sup>th</sup> OF EVERY MONTH & RETURNED TO MONROEVILLE RECREATION & PARKS DEPARTMENT VIA HARDCOPY OR EMAIL [parks@monroeville.pa.us](mailto:parks@monroeville.pa.us).**