



GREENE COUNTY PARKS NON VEHICLE REPORT FORM



DEPT _____

DATE _____

EQUIPMENT # _____

EQUIP TYPE _____

HOURS _____

SERVICE DATE _____

BEFORE USE, PLEASE CHECK

- () Remove and blow out air cleaner _____
- () Hydraulic oil, amount added _____
- () Motor oil, amount added _____
- () Coolant level, amount added _____
- () Engine operation _____
- () Lights, trailer plug _____
- () Tire condition & inflation _____
- () Check & sharpen cutter blades as needed _____
- () Lubricate chassis, steering, cutter decks & driveshafts, per
manufactures's specs _____
- () Inspect equipment for defects such as dents, broken,
loose or missing components _____

AFTER USE, PLEASE CHECK & PERFORM THESE TASKS

- () Hose off grass, dirt etc. _____
- () Blow out radiator & hydraulic oil coolers _____

LIST ALL DEFECTS BELOW & WRITE WORK ORDERS

SUPERVISOR

DATE

EQUIPMENT OPERATOR

DATE

FACILITY / AREA GROUNDS MAINTENANCE GUIDE FOR RECURRING TASKS

(Revised 1/03)

SITE: CREEKSIDE TRAIL AND RESERVE

MAINTENANCE ITEMS: Mowing, blowing path off, trails (in reserve)
Routine maintenance items,

PROJECTED HOURS: Mowing & (blowing of path during mowing cycle),
trails in the reserve or adjacent to the path

10 hrs. = 3 person crew

8 hrs = 4 person crew

Blow Path off only (with tractor mounted blower)

3 hrs. = 1 person crew

NEEDED EQUIPMENT: 72", 12' Mowers, blower, weed eaters &
tractor mounted blower

NEEDED MATERIALS: Fuel, trash bags and safety equipment

SPECIFIC AREA INFORMATION: (Routine maintenance items are any task you can complete without returning to the shop for materials or tools and requires less than: 30min. to complete.)

- **Equipment Usage:**
 1. The 12' and 72" mowers will be used on all fine cut areas of the trail and portions of the hiking trails.
 2. The tractor with the blower attachment will be used on all hard surfaces.
 3. Weed eaters will be used for all trim work and portions of the hiking trails in the reserve.
- **Mowing Cycle Specifications:**
 1. This area will be maintained on a 7 day mowing schedule.
 2. The area will be policed for trash prior to mowing.
 3. Any landscape items (shrubs, trees...) will be maintained during the mowing cycle.
 4. All hard surfaces will be cleared of grass clippings, debris, horse droppings... after or during each mowing cycle.
 5. Any overhanging limbs will be removed during the mowing cycle.

MAINTENANCE OPERATIONS PLAN – SECTION 5

6. All infrastructure items will be inspected for damage or vandalism during each mowing cycle (bridges, signs, fences...).

7. Attend to any routine maintenance items.
- **Seasonal Concerns:**
 1. In the off season the trail will be inspected weekly for damage, or vandalism.
 2. Debris on the path (leaves, twigs, ...) will be cleared off once a week or when necessary.
 3. Check all boundaries for proper signage and encroachment.
 4. Work on any special projects or upgrades.
 5. Assist the Naturalist department with any land management issues
 - **Snow Removal: No snow removal unless specifically directed.**

MAINTENANCE OPERATIONS PLAN – SECTION 5

**FACILITY / AREA GROUNDS MAINTENANCE GUIDE
FOR NON-RECURRING TASKS**

(Revised 1/03)

SITE: CREEKSIDE TRAIL AND RESERVE

MAINTENANCE ITEMS:

- Removal of dead or fallen trees
- Signage repair or replacement
- Pavement repair
- Repaint trail markings
- Major tree pruning not done during a mowing cycle
- Bollard replacement
- Installation of new items (benches, signs ...)
- Fence repair and or replacement
- Erosion control
- Vandalism repairs
- Various land management items
- Special projects or upgrades

PROJECTED HOURS:

These items will be tracked during the 2003 season to determine the amount of time our department devotes to these tasks.

MAINTENANCE OPERATIONS PLAN – SECTION 5

**FACILITY / AREA GROUNDS MAINTENANCE GUIDE
FOR RECURRING TASKS**
