





# 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

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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.

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## ***MAINTENANCE OPERATIONS PLAN – SECTION 5***

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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.**

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***MAINTENANCE OPERATIONS PLAN – SECTION 5***

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**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.

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***MAINTENANCE OPERATIONS PLAN – SECTION 5***

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

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