Maintenance Activity Record Schedule

Location: Bear Creek Park

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Maintenance Support												
empty waste cans	M	M	M	M	M	M	M	M	M	M	M	M
ground litter	M	M	M	M	M	M	M	M	M	M	M	M
pressure washing												
graffiti removal												
clean restrooms	M	M	M	M	M	M	M	M	M	M	M	M
paint restrooms			A									
paint picnic tables	A	A										
paint waste cans	A	A										
paint wood benches	A	A										
Grounds Maintenance												
Playground Audit/Inspection										A		
Playground Inspection	Q			Q			Q			Q		
hand weeding				M	M	M	M	M	M	M		
weed, line trimming				M	M	M	M	M	M	M		
backpack blowing (hardscape)	M	M	M	M	M	M	M	M	M	M	M	M
herbicide application				M	M	M	M	M	M	M		
leaf removal										M	M	M
mulching, apply bark	A	A	A									A
edging	M	M	M	M	M	M	M	M	M	M	M	M
Turf Maintenance												
mowing				M	M	M	M	M	M	M	M	
edging				M	M	M	M	M	M	M	M	
trimming	M	M	M	M	M	M	M	M	M	M	M	M
fertilize				Q		Q		Q				
aerate turf									A	A		
overseed									A	A		
Ground Cover & Shrub M.												
annual beds												
perennial beds	M	M	M	M	M	M	M	M	M	M	M	M
pruning/dead heading	M	M	M	M	M	M	M	M	M	M	M	M
fertilize				A								
herbicide application				M	M	M	M	M	M	M	M	
mulching, apply bark	A	A	A									A
line trimming				M	M	M	M	M	M	M	M	
Tree Maintenance												
pruning	A	A	A								A	A
tree rings	M	M	M	M	M	M	M	M	M	M	M	M
mulching, apply bark	A	A	A								A	A
monitor & inspection			Q			Q			Q			
Irrigation Maintenance												
turn system on / off			A								A	
blow lines											A	
monitor & inspection			M	M	M	M	M	M	M	M	M	
repair irrigation			M	M	M	M	M	M	M	M	M	
backflow test				A								
Right-Of-Ways												
monitor & inspection												
irrigation maintenance												
weed abatement												
prune												
herbicide application												

KEY: Annually – A Monthly – M Quarterly – Q

Maintenance Activity Record Schedule

Location: Alba Park

Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Maintenance Support												
empty waste cans	M	M	M	M	M	M	M	M	M	M	M	M
ground litter	M	M	M	M	M	M	M	M	M	M	M	M
pressure washing												
graffiti removal												
clean restrooms												
paint restrooms												
paint picnic tables	A	A										
paint waste cans	A	A										
paint wood benches	A	A										
Grounds Maintenance												
Playground Audit/Inspection												
Playground Inspection												
hand weeding				M	M	M	M	M	M	M		
weed, line trimming				M	M	M	M	M	M	M		
backpack blowing (hardscape)	M	M	M	M	M	M	M	M	M	M	M	M
herbicide application				M	M	M	M	M	M	M		
leaf removal										M	M	M
mulching, apply bark	A	A	A									A
edging	M	M	M	M	M	M	M	M	M	M	M	M
Turf Maintenance												
mowing				M	M	M	M	M	M	M	M	
edging				M	M	M	M	M	M	M	M	
trimming	M	M	M	M	M	M	M	M	M	M	M	M
fertilize				Q		Q		Q				
aerate turf									A	A		
overseed									A	A		
Ground Cover & Shrub M.												
annual beds												
perennial beds	M	M	M	M	M	M	M	M	M	M	M	M
pruning/dead heading	M	M	M	M	M	M	M	M	M	M	M	M
fertilize				A								
herbicide application				M	M	M	M	M	M	M	M	
mulching, apply bark	A	A	A									A
line trimming				M	M	M	M	M	M	M	M	
Tree Maintenance												
pruning	A	A	A								A	A
tree rings	M	M	M	M	M	M	M	M	M	M	M	M
mulching, apply bark	A	A	A								A	A
monitor & inspection			Q			Q			Q			
Irrigation Maintenance												
turn system on / off			A								A	
blow lines											A	
monitor & inspection			M	M	M	M	M	M	M	M	M	
repair irrigation			M	M	M	M	M	M	M	M	M	
backflow test				A								
Right-Of-Ways												
monitor & inspection												
irrigation maintenance												
weed abatement												
prune												
herbicide application												

KEY: Annually – A Monthly – M Quarterly – Q