

**Summer Village of West Cove**

**Parks Maintenance Policy**

**Resolution: 17-171**

**Date Effective: July 27, 2017**

**POLICY STATEMENT**

The Summer Village of West Cove would like to inspect and repair all parks located within the Summer Village boundaries which are located on municipal property on a yearly basis.

**PURPOSE**

The Summer Village of West Cove has deemed it necessary to provide the users of the parks, a safe environment and lessen the likelihood of personal harm.

**RELATED INFORMATION**

The Summer Village of West Cove upon inspection having found a defective or worn part may elect to repair the equipment or remove it from service until such time that it can be returned to service.

**RESPONSIBILITIES**

It will be the responsibility of the Chief Administrative Officer to ensure completion of an annual checklist and identify all broken or harmful areas of the park. The Chief Administrative Officer will determine whether the equipment in question be removed from service or repaired.

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**Parks Inspection Report**

<b>Name of Park/Area:</b>			
<b>Surveyed By:</b>			
<b>Date of Inspection:</b>		<b>Date of Last Inspection:</b>	
<b>Time:</b>			
<b>Recommendations sent to:</b>			
<b>Response required by:</b>			
Area	OK	Recommendations	Corrective Measures
<b>General</b>			
Signage indication hours of operations, permitted/ excluded use is present	<input type="checkbox"/>		
Adequate number of garbage receptacles	<input type="checkbox"/>		
Garbage receptacles are inspected for disrepair	<input type="checkbox"/>		
Open area is free of hazards	<input type="checkbox"/>		
All outdoors bridges, hand railings and benches are in good structural condition	<input type="checkbox"/>		
Trails & Parking lots are in good repair and free of hazards (i.e. ice)	<input type="checkbox"/>		
<b>Picnic Sites, Tables &amp; Benches</b>			
Benches & Tables are in good repair and free of hazards (i.e. no broken benches or protruding bolts)	<input type="checkbox"/>		
<b>Washrooms</b>			
Portable toilets are in place at Park 1, are cleaned regularly and serviced by the contractor	<input type="checkbox"/>		
<b>Fences and Gates</b>			
Fencing is in good shape and sturdy	<input type="checkbox"/>		
All gates across openings are in good repair & painted on a regular basis	<input type="checkbox"/>		

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<b>Trails &amp; Walkways</b>			
All outdoor bridges are in good structural repair with solid hand rails	<input type="checkbox"/>		
Trails and walkways are accessible and maintained	<input type="checkbox"/>		
Regular patrols are made to check there are no hazards	<input type="checkbox"/>		
<b>Boat Launch</b>			
Pier is secure and in good repair	<input type="checkbox"/>		
Ramp to pier is secure, in good repair and free of hazards	<input type="checkbox"/>		
Boat ramp concrete is in good shape and free of hazards	<input type="checkbox"/>		
Gravel trail condition is free of potholes and ruts			
Weeds around boat launch are maintained			
<b>Other</b>			
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
<b>General Observations:</b>			
<b>Recommendations:</b>			
<b>Reviewed By:</b>		<b>Signature:</b>	
<b>Date:</b>			