

APPENDIX J

TRAIL PATROLLER'S MAINTENANCE LOG BOOK - STANDARD FORMS

The following appendix was included in the original 1997 edition of the Waterfront Trail Guidelines and provides useful sample forms regarding trail maintenance procedures.



Waterfront
Trail

2007



Trail Patrollers' Maintenance Log — Sample Forms

Surface	Location	Assessment Date		Basic Considerations	Possible Tasks	Condition (description)	Level of Safety (Safe, Requires Attention, Unsafe)	Required Repairs	Repair Date/ Initials
			d/m/y						
Asphalt		Spring		• cracks, potholes	• sweep winter debris, remove loose pieces, patch asphalt, reapply asphalt				
Concrete pavers		Spring Fall		• loose, uneven or missing pavers	• remove damaged pavers, realign, replace missing pavers				
Poured concrete		Spring		• cracks, evenness, heaved, missing or loose concrete	• sweep winter debris, remove loose pieces, repair				
Packed earth		Spring Summer Fall		• erosion, mud	• divert water, terrace slopes				
Stonedust		Spring Fall		• erosion, mud, litter	• stockpile, replenish, spread, rake/grade, compact				
Woodchips		Spring		• erosion, mud, litter	• stockpile, replenish, spread, rake				
Boardwalk		Spring Fall		• security, evenness, completeness, rot, cracks, protruding nails	• repair, replace, straighten railing, tighten railing				
Bridge		Spring Fall		• evenness, stability, soundness, traction, security, graffiti	• repair foundation, tighten or repair slats, tighten handrail				
Stairs		Spring Fall		• security, evenness, completeness	• clean, tighten handrail, repair tread				
Edging		Spring		• integrity	• tighten, replace				
Catch Basin		Spring		• level, free of debris	• clean, realign, raise/lower				
Culvert		Spring		• erosion, free of debris	• repair, replace, clean				
Railway crossing		Spring		• visibility, evenness,	• repair asphalt edge, sweep, signage, repair rubber				
Pavement markings		Spring		• visibility, legibility	• replace or repaint				

Amenity	Location	Assessment Date		Basic Considerations	Possible Tasks	Condition (description)	Level of Safety (Safe, Requires Attention, Unsafe)	Required Repairs	Repair Date/Initials
		d/m/y							
Bench and Picnic table		Spring		• stability, completeness, graffiti	• replace slats, repaint				
Bicycle rack		Spring		• functionality	• straighten, tighten bolts, repaint				
Drinking fountain		Spring Fall		• functionality	• clean, adjust valve, winterize				
Fence		Spring Fall		• security, completeness, graffiti	• replace slats, straighten, repaint or restrain				
Lighting		Spring Fall		• functionality, graffiti	• replace bulbs, straighten, repaint				
Litter bin		Spring		• condition, cleanliness	• replace slats, repaint, clean				
Signage		Spring		• security, legibility, visibility	• straighten, replace, repair, repaint				

Ongoing Activities (as required)	Location	Possible Tasks
Road sweeping and cleaning		• collect and dispose of sand, rubber tires, leaves, carcasses, and other debris
Mowing and naturalizing		• min. 2 cuttings/year, maintain mown edge
Litter removal		• collect litter, empty litter bins
Vandalism management		• replace, repair, repaint
Leaf raking		• remove excessive fallen leaves
Winter snow clearing and sanding (optional)		• clear snow, remove banks, stockpile sand, spread sand



