

Grounds maintenance starts with regular inspections of all parts of the district's property. These inspections should be completed on a regular basis and documented. Starting at the exterior of each building, concentric circles are helpful in plotting a comprehensive evaluation of all aspects of the property.



### Consider:

- Are sidewalks and parking lot conditions safe for passage?
- Field conditions – especially the presence of animal pests and poisonous plants like poison oak and control of the pests. Are facility users informed of hazards? Is Integrated Pest Management in place? <https://www.oregon.gov/ODA/programs/Pesticides/RegulatoryIssues/Pages/IPM.aspx>
- Is overgrowth of other plants that may block paths or are low enough to hit people in the head or face trimmed? Crime Prevention Through Environmental Design suggests bushes be trimmed to 3' and trees up to 7' from ground. <http://cpted.net/>
- Fencing – is it secure, including the top, bottom and posts of the fence, and are gates locked according to district policy?
- Are obstacles like wire barriers clearly marked or removed if not needed?
- Is there clear signage regarding access to the property, management of pets and other specific control issues?
- If there are benches, playgrounds or bleachers, have they been inspected, and the results documented?
- Have trees been inspected to look for hazards like dead or split limbs, excessive leaning or disease?
- Are there utilities (transformers, sewer or water pipes, electrical service or telecommunication service) vaults on campus that need to be inspected? Who owns them and who is responsible? Do you have copies of the inspections?
- Are the district policies in place to spell out rules and procedures for property management and rule enforcement?
- Is grounds equipment inspected on a regular basis?
- Are pesticides, fuel and other hazardous material kept in appropriate locked cabinets and accessible only to qualified staff?
- Are all outbuildings secure, weatherproof and inspected on a regular basis?
- Is winter snow and ice removal equipment in good shape and readily available?
- Is there a winter snow and ice management plan – who does it, when is it done, etc.?