

**SAN FRANCISCO
PARK MAINTENANCE STANDARDS:
*THE MANUAL
AND
EVALUATION FORM***

Tuesday, May 3, 2005

TABLE OF CONTENTS

Overview 1

A. Landscaped and Hardscaped Areas 8

- 1. Lawns 8*
- 2. Ornamental Gardens, Shrubs, and Ground Covers 10*
- 3. Trees 12*
- 4. Hardscapes and Trails 14*
- 5. Open Space 16*

B. Recreational Areas 18

- 6. Turf Athletic Fields 18*
- 7. Outdoor Athletic Courts (e.g., Tennis/ Basketball Courts) 20*
- 8. Children’s Play Areas 22*
- 9. Dog Play Areas 24*

C. Amenities & Structures 26

- 10. Restrooms 26*
- 11. Parking Lots and Roads 28*
- 12. Waste and Recycling Receptacles 30*
- 13. Benches, Tables, & Grills 32*
- 14. Amenities & Structures 34*

Appendix A. Acknowledgements 36

Appendix B. Methodology 37

OVERVIEW

Introduction

In November 2003, San Francisco voters passed Proposition C that required the Recreation and Park Department (“Rec & Park” or “Department”) to develop maintenance standards for parks in the City and County of San Francisco (“City”). These standards define the desired conditions of park features and were developed by Rec & Park and the Controller’s Office with the assistance of park advocates and the general public. (See Appendix A – Acknowledgments.) These standards will be used to assess and evaluate conditions in San Francisco parks in all 11 supervisorial districts.

What are the objectives of having standards?

- Communicate condition of the park system to Rec & Park management and staff, elected officials, and the public
- Develop and communicate Rec & Park’s goals regarding maintenance standards
- Establish link between park conditions and Department’s resources through systematic park evaluations
- Assist Rec & Park staff in scheduling and prioritizing maintenance functions and resources
- Improve park conditions by efficient resource allocation and improved parks maintenance

What does this Manual do?

In an effort to deliver more efficient and effective City services, this manual sets forth standards to enable Rec & Park staff, the Controller’s Office, and City residents to assess park conditions and the Department’s ability to deliver results. The standards provide a framework for periodically inspecting and evaluating the condition of the tangible features of each park relative to the established standards. Over time, the data collected by Rec & Park staff will help the Department and City officials to make more informed resource allocation decisions.

In order to fairly and consistently evaluate the conditions of the City’s parks, the City needs to define what the expected conditions of the parks should be. Currently, the City lacks reliable, measurable, and objective information on park conditions. This parks standards manual represents the City’s first attempt to clearly delineate quality standards for all the City’s parks. Some other jurisdictions have already implemented standards and evaluations and the City is learning from their best practices in creating this standards manual. (See Appendix B – Methodology.)

The goal of a standards manual is to improve consistency and minimize subjectivity when assessing park conditions. This manual will allow communication and comparison of park conditions throughout the City based on a uniform model. This standards manual will also make possible reporting on individual, regional, and citywide park conditions, as well as on specific park features. In addition, this manual will allow the Department to develop new department-wide performance measures and objectives in the future.

How does this Manual work?

The Department has numerous properties that it maintains. Initially, the Department will evaluate four property types that the Department owns as listed in Table 1.

Table 1. Property Types to be Inspected with the San Francisco Park Maintenance Standards

Property Type	Definition
Mini Park	A park typically 0.5 acre or smaller, serving a neighborhood or part of a neighborhood; often a landscaped area with few facilities such as a community garden, a children's play area, or outdoor performance space.
Civic Plaza or Square	An area that is typically designated to attract citywide and regional visitors; a tourist destination; often entrenched in local culture and history; a gathering place for civic action, processions, and cultural events; could have a landscaped area, a children's play area, a decorative fountain, an underground garage, a concession, or public art.
Neighborhood Park or Playground	A park typically varying in size from 0.5 acre to 30 acres, serving a neighborhood or several neighborhoods; could be a developed park or playground with a range of facilities, such as a recreation center, clubhouse or swimming pool, or undeveloped open space.
Regional Park	A park typically greater than 30 acres in size with a variety of park landscapes, facilities and programs for city residents, regional visitors, and tourists, or any park serving as a tourist destination of historical, cultural or architectural significance.

Source: Recreation and Park Department Management Information System Division - data dictionary as of 6/21/04.

Park maintenance standards are classified among three categories: Landscaped and Hardscaped Areas, Recreational Areas, and Amenities and Structures.¹ Within each category, a series of park features is evaluated. For example, the Landscaped and Hardscaped Areas category includes five features: (1) lawns, (2) ornamental gardens, shrubs, and ground covers, (3) trees, (4) hardscapes and trails, and (5) open space. Each park feature is evaluated using separate elements that apply to that specific feature. For example, lawns are evaluated on 7 elements: (1) cleanliness, (2) color, (3) density and spots, (4) drainage/flooded areas, (5) edged, (6) height/mowed, and (7) holes. The manual specifically describes and defines the quality standard(s) for each particular feature. (See Table 2 below.)

¹ With the exception of restrooms, interior of recreational facilities are excluded from the park evaluation process. Irrigation systems and natural areas are also excluded from the evaluations at this time.

Table 2. Park Features Covered in the Park Maintenance Standards Manual

Landscaped and Hardscaped Areas	Recreational Areas*	Amenities and Structures
1. Lawns	6. Turf Athletic Fields (E.g., Soccer pitches)	10. Restrooms
2. Ornamental Gardens, Shrubs, and Ground Covers	7. Outdoor Athletic Courts (E.g., Tennis & Basketball Courts)	11. Parking Lots & Roads
3. Trees	8. Children’s Play Areas	12. Waste and Recycling Receptacles
4. Hardscapes and Trails	9. Dog Play Areas	13. Benches, Tables, and Grills
5. Open Space		14. Amenities & Structures

(*Excludes recreational programs.)

The evaluation form contained in this manual should be filled out to evaluate each park. The evaluation form contains simple “yes” or “no” questions on whether each element meets the standards or not. For example, the “height/mowed“ standard for lawns asks whether lawns are mowed and kept at a uniform height of less than ankle height – yes or no. Pictures are included to illustrate acceptable and unacceptable standards. Pictures may not cover all elements. See Table 3 below for a description of the elements under each feature.

Table 3 – Elements of Park Features (PF) Included in the Park Maintenance Standards Manual

Category	Park feature	Elements examined under each park feature
A. Landscaped and Hardscaped Areas		
1.	Lawns	<ul style="list-style-type: none"> • Cleanliness • Color • Density and spots • Drainage/ flooded area • Edged • Height/mowed • Holes
2.	Ornamental Gardens, Shrubs, and Ground Covers	<ul style="list-style-type: none"> • Cleanliness • Plant health • Pruned • Weediness
3.	Trees	<ul style="list-style-type: none"> • Limbs • Plant health • Vines
4.	Hardscapes and Trails	<ul style="list-style-type: none"> • Cleanliness • Drainage/flooded area • Graffiti • Surface quality • Weediness
5.	Open Space	<ul style="list-style-type: none"> • Cleanliness

Category	Park feature	Elements examined under each park feature	
B. Recreational Areas			
6.	Turf Athletic Fields (E.g., ball fields, soccer pitches)	<ul style="list-style-type: none"> • Cleanliness • Color • Drainage/flooded area • Fencing 	<ul style="list-style-type: none"> • Functionality of structures • Graffiti • Height/ mowed • Holes
7.	Outdoor Athletic Courts (E.g., tennis and basketball courts)	<ul style="list-style-type: none"> • Cleanliness • Drainage/ flooded area • Fencing • Functionality of structures 	<ul style="list-style-type: none"> • Graffiti • Painting/stripping • Surface quality
8.	Children's Play Areas	<ul style="list-style-type: none"> • Cleanliness • Fencing • Functionality of equipment • Graffiti 	<ul style="list-style-type: none"> • Integrity of equipment • Painting • Signage • Surface quality
9.	Dog Play Areas	<ul style="list-style-type: none"> • Bag dispenser • Cleanliness • Drainage/ flooded area • Height/ mowed 	<ul style="list-style-type: none"> • Signage • Surface quality • Waste Receptacles
C. Amenities and Structures			
10.	Restrooms	<ul style="list-style-type: none"> • Cleanliness • Graffiti • Functionality of structures • Lighting • Odor 	<ul style="list-style-type: none"> • Painting • Signage • Supply inventory • Waste receptacles
11.	Parking Lots and Roads	<ul style="list-style-type: none"> • ADA parking spaces • Cleanliness • Curbs • Drainage/ flooded areas 	<ul style="list-style-type: none"> • Graffiti • Painting/ stripping • Signage • Surface quality
12.	Waste and Recycling Receptacles	<ul style="list-style-type: none"> • Cleanliness of receptacles • Fullness 	<ul style="list-style-type: none"> • Painting • Structural integrity and functionality
13.	Benches, Tables, and Grills	<ul style="list-style-type: none"> • Cleanliness • Graffiti • Painting 	<ul style="list-style-type: none"> • Structural integrity and functionality
14.	Amenities & Structures	<ul style="list-style-type: none"> • Exterior of buildings • Drinking fountains • Fencing • Gates / locks 	<ul style="list-style-type: none"> • Retaining walls • Signage • Stairways

After a park has been evaluated, the park will have an aggregate score for the number of standards that it meets. For example, if one tallies all the elements applicable to a park and the park met the standard for 90% of the elements, the park would then receive a score of 90%. Additionally, results of different park features can be compared across park sites, for example, Union Square met the standard for lawns, but Franklin Square did not. The evaluation form includes a comments area to allow evaluators to explain why standards may not have been met, for example, “80% of the turf area was not fairly green” due to broken irrigation system. On a citywide level, evaluation results could tell us about specific park features and whether standards were met across the City. For example, the results could be aggregated to tell what percentage of children’s play areas met park standards across the City and/or by supervisorial districts. This information could be used for many different purposes such as identifying maintenance problems, allocating resources, and improving park conditions.

What are the limits and caveats of this Manual?

A few points should be noted about this standards manual and park evaluation form. First, the results of the park evaluations using this manual provide a general index of park conditions. The elements that are used to rate park features are important ones as identified by the Department and the public at large. This manual purposefully avoids technical or scientific standards that are difficult to gauge. For example, in ornamental gardens, shrubs, and ground covers, several standards could have been developed regarding specific plant health and shape. Measuring for compliance with these standards would be extremely time-consuming and in the end are not necessarily visible to the untrained eye. As a result, the elements chosen relate to items that would be discernable by an average citizen and would affect their general park experience.

The park features in this manual are reflective of the basic infrastructure of a San Francisco park. Although not all features will be present at each park, each feature constitutes a large part of a park’s maintenance and labor costs. As a result, the periodic evaluation of these primary features provides an overall index of the park’s condition.

Second, the evaluation measures the condition of existing facilities compared to the developed standards. It does not define what should be provided or the lack of certain amenities. Aesthetic principles of landscape design and/or other park design issues are not addressed. While the Department may recognize whether the aesthetics are favorable or unfavorable, it is beyond the scope of these standards. For example, a park might meet all quality standards for its existing facilities and features even though one’s park experience would be enhanced through the addition of an ornamental garden or if the evaluator feels the ornamental garden may benefit from more diverse plant life. This standards manual therefore only defines the minimum expected conditions of the existing facilities.

Lastly, in an effort to make the scoring as reliable and objective as possible, the standards are designed in such a manner that the majority of people would come up with the same conclusions about whether a park meets certain quality standards. It is the responsibility of the Recreation and Park Department to regularly evaluate each park using the established standards and to train its staff on the standards.

Who is the intended audience of this Manual?

- Recreation and Park Department staff
- Controller's Office
- Elected Officials
- Park Advocates
- General Public

Conclusion

The intent of this standards manual and evaluation form is to collect information about park conditions and to increase users' satisfaction with their park experience. City officials and the Recreation and Park Department look forward to the results of these regular park assessments and seek to use these results to continue to improve the delivery of services to the residents of San Francisco. For further information, please visit the Recreation and Park website at http://www.sfgov.org/site/recpark_index.asp.

Thank you.

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A. LANDSCAPED AND HARDSCAPED AREAS

1. LAWNS

PASS



FAIL



2. ORNAMENTAL GARDENS, SHRUBS, AND GROUND COVERS

PASS



FAIL



What is inspected: All planted areas, including ornamental gardens, perennial and annual beds, shrubs, and ground covers. Ornamental gardens or planted areas located in children’s play areas or other areas of the park are covered here.

Note: Community gardens, planted areas primarily maintained by the public and devoted to the community’s cooperative agricultural or horticultural practices, are not evaluated.

PF 2: Ornamental Gardens, Shrubs, and Ground Covers

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
2.1	Cleanliness	<p>2.1.a Ornamental gardens, shrubs, and ground covers are free of litter.</p> <p>2.1.b Ornamental gardens, shrubs, and ground covers are free of debris.</p> <p>Notes: The standard is met if no more than 10 pieces of litter or debris, lightly scattered, are visible in a 25’ by 25’ planted area or along a 100’ line.</p> <p>Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include limbs and rocks. Leaves are excluded.</p> <p>The standard 2.1.a is <u>not</u> met if needles, condoms, broken glass, and/or feces are present.</p> <p>Cleanliness under trees that are part of lawns area is covered in the lawns standard 1.1.a. Cleanliness under trees that are part of ornamental gardens or shrubbery/planted areas is covered in standard 2.1.a.</p>	<p>2.1.a</p> <hr/> <p>2.1.b</p>
2.2	Plant health	90% or more of each ornamental gardens, shrubs, and ground covers shows no signs of death or damage (e.g., broken or uprooted shrubs and flowers).	
2.3	Pruned	<p>100% of ornamental gardens, shrubs, and ground covers has appropriate size and shape for their location.</p> <p>Note: The size and shape should be common to species and should <u>not</u> impede pathway nor block sight lines and landmarks, unless they are deliberately designated barriers.</p>	
2.4	Weediness	90% or more of each ornamental gardens, shrubs, and ground covers is free of weeds and 100% free of vines overtaking ornamental plantings.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

3. TREES

PASS



FAIL



What is inspected: Trees surrounding paved paths, play areas, sitting areas, athletic fields, and open spaces –excluding natural areas. (See definition of natural areas in the open space feature, page 10.)

Notes: Litter under trees is covered in standard 1.1.a (cleanliness-litter of lawns). Cleanliness of area under trees that are located in an ornamental garden or shrubbery area is covered in standard 2.1.

PF 3: Trees

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/ NA
3.1	Limbs	No broken or hanging limbs greater than four (4) inches in diameter are visible or impede passage to pedestrians. Notes: For mini parks, neighborhood parks and civic plazas or squares, the standard is met if no broken or hanging limbs greater than four (4) inches in diameter are visible. For regional parks, the standard is met if no more than five (5) broken or hanging limbs are visible.	
3.2	Plant health	All trees are alive and 90% of trees are free of damage (e.g., dead limbs, brown foliage, damaged bark). Note: With the exception of open spaces including natural areas, the standard is not met if any tree is dead.	
3.3	Vines	Vines in trees do not exceed five (5) feet in height from the base of the tree and are not in the canopy of the tree.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

4. HARDSCAPES AND TRAILS

PASS



FAIL



What is inspected: Hardscapes such as paths, sidewalks and surfaces of plazas as well as non-paved surfaces such as trails.

Note: These standards cover the hardscaped areas between two park destinations (e.g., play area and picnic area), sidewalks surrounding parks, and yellow (i.e., caution tape) or red marked areas.

PF 4: Hardscapes and Trails

(If this park feature is not applicable, mark here and go to the next one.)

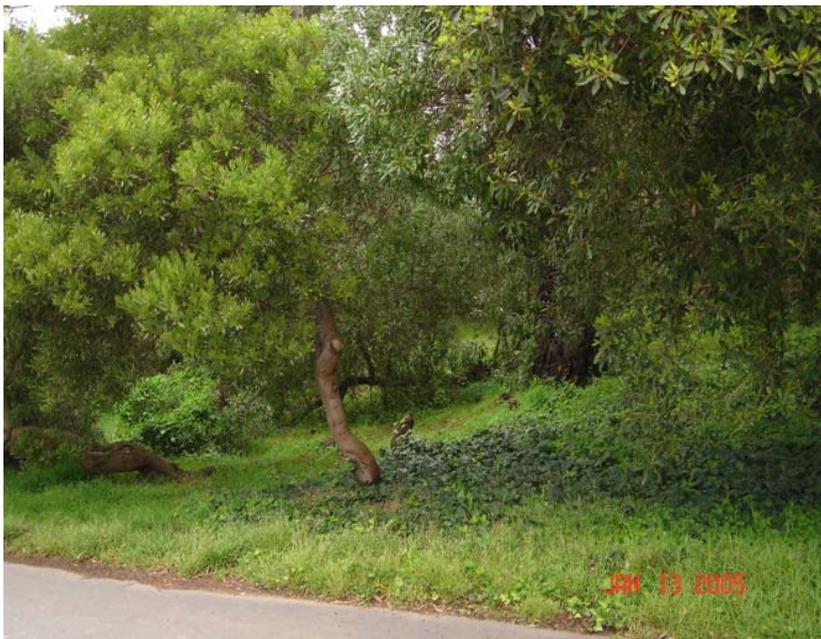
No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/NA
4.1	Cleanliness	4.1.a Hardscapes are free of litter and debris. The surface of circulation areas adjacent to play areas is free of playground sand, where applicable.	4.1.a
		4.1.b Trails are free of litter and debris.	4.1.b
		Notes: The standards are met only if all of the following three conditions are met: <ul style="list-style-type: none"> • No more than five (5) pieces of litter are lightly scattered in any 25' by 25' area or along a 100' line; • No debris obstructs passage; and • No needles, condoms, broken glass, and/or feces are present. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include limbs and rocks that impede passage. Leaves are excluded.	
4.2	Drainage/ flooded area	At least 95% of observed hardscape area is free of standing water two days after rain or two hours after irrigation. Note: Standard applies all year.	
4.3	Graffiti	Hardscape area is free of graffiti. Note: Recreation and Park Department's policy is no tolerance of graffiti. If graffiti is observed, it must be reported to the department to be abated within 48 hours.	
4.4	Surface quality	Paved surface is free of irregularities in grade greater than half an inch (0.5") and is free of cracks and holes greater than two (2") inches in diameter and depth.	
4.5	Weediness	At least 95% of paved surfaces are free of weeds. Note: This standard does <u>not</u> refer to edging or grass growth over adjoining hardscape. Edging is addressed under lawns (standard 1.5).	

Comments:

Check if a work order will be submitted as part of this inspection. Check if a work order has been submitted within the last 4 months, but work has not been done.

5. OPEN SPACE

PASS



FAIL



What is inspected: Any open space, which is an undeveloped park area that may have a planted area not actively maintained by the department. Open space is neither an actively used park land nor a designated natural area, such as right of way patches or unimproved lots.

Notes: This park feature excludes natural resource areas, which are areas deemed to contain remnants of San Francisco's historic landscape including a significant population of rare, endangered or native California flora and fauna. Open space-natural areas are not included in this standards manual, and therefore, are not inspected. Department management decided that natural areas are excluded from park evaluations at this time.

PF 5: Open Space

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/ NA
5.1	Cleanliness	<p>From a 10 feet distance (i.e., from nearest path), open space is free of litter and debris.</p> <p>Notes: In open space, the standard is met if no more than 15 pieces of litter are visible in a 50' by 50' area or along a 200' line.</p> <p>Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include large limbs.</p> <p>The standard is <u>not</u> met if needles, condoms, broken glass, and/or feces are present.</p>	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

B. RECREATIONAL AREAS

6. TURF ATHLETIC FIELDS

PASS



FAIL



What is inspected: Natural or artificial turf areas used for sports, such as baseball diamonds and soccer pitches.

Note: Standards 6.2 (color) and 6.7 (height/mowed) do not apply to artificial turf fields.

PF 6: Turf Athletic Fields

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate number of athletic field and type. (Use map if available.)			
			#	#	#	#
			Meet standard? Yes/No/ NA			
6.1	Cleanliness	Turf athletic fields are free of litter and debris. Notes: The standard is met if no more than 15 pieces of litter or debris, lightly scattered, are visible in a 100' by 100' area. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances that impede playing. Examples of debris include limbs, rocks, and any other item that impedes playing. The standard is <u>not</u> met if needles, condoms, broken glass, and/or feces are present.				
6.2	Color	Turf athletic fields are uniformly green.				
6.3	Drainage/ flooded area	Turf athletic field is free of standing water two days after rain or two hours after irrigation. Notes: Standard applies all year. Per department's Best Practice for Field Saturation, when field is saturated due to rain, field is to be closed.				
6.4	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.				
6.5	Functionality of structures	90% of available sport-related and support structures are operational for playing or observing sports. Notes: Examples of sport-related and support structures include backstops, goal posts, dugouts, team benches, spectator stands, and lighting system. This standard focuses on functionality, not attractiveness of structures.				
6.6	Graffiti	Turf athletic fields and their sport-related and support structures are free of graffiti. Note: Graffiti on benches are covered under benches, tables, and grills standards.				
6.7	Height/ mowed	Turf is mowed and kept at a uniform height of less than ankle height.				
6.8	Holes	Noticeable from a 10 feet distance, turf field is free of holes. Notes: Holes greater than six (6) inches (in diameter and/or depth) that are observed during the inspection process should be reported so they can be filled. The standard is <u>not</u> met if there are multiple holes or mounds caused by any animal (e.g., gophers, moles), even if holes are less than six (6) inches in diameter and/or depth.				
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

7. OUTDOOR ATHLETIC COURTS (E.G., TENNIS/ BASKETBALL COURTS)

PASS



FAIL



What is inspected: Paved surfaces designed for playing sports including tennis, basketball, volleyball, and skateboarding.

PF 7: Outdoor Athletic Courts

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate No. of court and type. (Use map if available.)				
			#	#	#	#	#
			Meet standard? Yes/No/NA				
7.1	Cleanliness	<p>Court surface is free of litter and debris.</p> <p>Notes: At all parks, the standard is met if less than five (5) pieces of litter or debris, lightly scattered, are visible across a 25' by 25' area or along a 100' line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances that impede playing. Examples of debris include limbs, rocks, and any other item that impedes playing. The standard is <u>not</u> met if needles, condoms, broken glass, and/or feces are present.</p>					
7.2	Drainage/ Flooded area	<p>At least 95% of observed court surface is free of standing water two days after rain or two hours after irrigation.</p> <p>Note: Standard applies all year.</p>					
7.3	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.					
7.4	Functionality of structures	<p>90% of available sport-related and support structures are operational for playing or observing sports.</p> <p>Notes: Examples of sport-related and support structures include backstops, goal posts, nets, basketball rims, dugouts, team benches, spectator stands, and lighting system. Standard is <u>not</u> met if nets of basketball or tennis courts are missing. This standard focuses on functionality, not attractiveness of structures.</p>					
7.5	Graffiti	<p>Outdoor athletic courts and their sport-related and support structures are free of graffiti.</p> <p>Note: Graffiti on benches are covered under benches, tables, and grills standards.</p>					
7.6	Painting/ striping	Play lines are clearly visible and worn painted surfaces do not exceed 20% of total court surface.					
7.7	Surface quality	Noticeable from a 10 feet distance, play court surface is smooth, and free of irregularities in grade greater than half an inch (0.5") and is free of cracks and holes greater than one inch (1") in diameter and depth.					
Comments:							
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.							

8. CHILDREN'S PLAY AREAS

PASS



FAIL



What is inspected: Children’s play areas with play equipment. Play equipment includes independent play equipment (such as swings) and composite structures that may include slides, decks, ladders, bridges, etc.

Notes: If any substandard conditions are observed, they should be reported to the department for abatement. This children’s play area evaluation is not a substitute for the safety inspection conducted by a certified playground safety inspector (CPSI). Facilities categorized as “playground” may contain children’s play areas. Ornamental gardens, shrubs, and ground covers located in children’s play areas and other areas of the park are covered under ornamental garden standards.

PF 8: Children’s Play Areas

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Please, indicate No. of children’s play area. (Use map if available.)			
			#	#	#	#
			Meet standard? Yes/No/NA			
8.1	Cleanliness	Children’s play area is free of litter, debris, and weeds. Sandbox is free of all foreign debris. The rubber surface in children’s play areas is free of playground sand, where applicable. Notes: At all parks, the standard is met if no more than 10 pieces of litter or debris, lightly scattered, are visible in a 25’ by 25’ area or along a 100’ line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include limbs, rocks, and any other item that impedes use of a play area. Leaves are excluded. The standard is <u>not</u> met if needles, condoms, broken glass, and/or feces are present. Smoking is prohibited in children’s play areas. Hardscaped areas adjacent to children’s play areas are evaluated under hardscapes and trails.				
8.2	Fencing	Where applicable, fencing is functional, free of protrusions, and free of holes/passages along the base.				
8.3	Functionality of equipment	At least 80% of intended play equipment is present and functional. Note: Occasionally the City may find it necessary to permanently remove pieces of play equipment.				
8.4	Graffiti	Play area and its equipment are free of graffiti. Note: If graffiti is observed, it has to be reported to the department to be abated within 48 hours.				
8.5	Integrity of equipment	80% of play equipment is free of deterioration, such as rust, rot, splinters, dents, and 100% is free of sharp edges and protrusions. 100% of attachments (e.g., bolts and screws) are secure.				
8.6	Painting	Painted structures are free of peeling or chipped paint.				
8.7	Signage	Signs are legible, free of graffiti, and properly installed in visible locations. Note: Existence, language, and purpose of signage are not assessed.				
8.8	Surface quality	8.8.a If applicable, sand is loose (not compacted) and the level is at least 12 inches in depth. 8.8.b If applicable, 100% of rubber surface around playground equipment is present and adjacent rubber surfaces do not exceed ¼ inch (0.25”) of vertical elevation difference.	8.8.a			
			8.8.b			
Comments:						
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.						

9. DOG PLAY AREAS

PASS



FAIL



What is inspected: Any designated off-leash areas.

Note: Users of dog play areas are responsible for picking up and disposing of feces, supplying bags for dog waste bag dispensers, and filling holes dug by their dogs before leaving the dog play areas. (For more information, see the Recreation and Park Department's Dog Policy - Resolution No. 0205-001 of May 8, 2002.)

PF 9: Dog Play Areas

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/ NA
9.1	Bag dispenser	Bag dispensers are available, free of graffiti, and fully operational.	
9.2	Cleanliness	9.2.a Dog play area is free of litter and debris.	9.2.a
		9.2.b Dog play area is free of feces. Notes: The standard 9.2.a is met if no more than 15 pieces of litter or debris, lightly scattered, are visible in a 100' by 100' area or along a 200' line. Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include limbs, rocks, and other items that impede the use of the dog play area. Leaves are excluded. The standard is <u>not</u> met if needles, condoms, and/or broken glass are present.	9.2.b
9.3	Drainage/ flooded area	80% of dog play area is free of standing water two days after rain or two hours after irrigation. Note: Standard applies all year.	
9.4	Height/ mowed	Where applicable, turf in dog play area is mowed and kept at a uniform height of less than ankle height.	
9.5	Signage	Park signs for designated off-leash areas are legible, free of graffiti, and properly installed in noticeable locations.	
9.6	Surface quality	Surface is smooth and free of holes greater than six (6) inches in diameter and/or depth.	
9.7	Waste receptacle	Waste receptacles are available and not overflowing.	
Comments:			
Check <input type="checkbox"/> if a work order will be submitted as part of this inspection. Check <input type="checkbox"/> if a work order has been submitted within the last 4 months, but work has not been done.			

C. AMENITIES & STRUCTURES

10. RESTROOMS

PASS



FAIL



11. PARKING LOTS AND ROADS

PASS



FAIL



What is inspected: Parking lots and roads maintained by the Recreation and Park Department, such as those in Richmond Recreational Center, McLaren Lodge, and Golden Gate Park.

Note: Parking garages are excluded from standards.

PF 11: Parking Lots and Roads

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/ NA
11.1	ADA parking spaces	ADA parking spaces are available.	
11.2	Cleanliness	<p>Parking lots and roads are free of litter and debris.</p> <p>Examples of litter include cigarette butts, tissue paper, food wrappings, newspapers, and larger items like abandoned appliances. Examples of debris include limbs, rocks, and any other item that impedes the use of the parking lot or roads.</p> <p>The standard is <u>not</u> met if needles, condoms, broken glass, and/or feces are present.</p>	
11.3	Curbs	<p>When present, 90% of curbs in parking lots and roads are intact.</p> <p>Notes: This standard mostly applies to asphalt curbs (a.k.a. berms) in regional parks, but if it is present in other parks, this element should be assessed.</p>	
11.4	Drainage/ flooded areas	<p>Parking lots and roads are free of standing water two days after rain or two hours after irrigation.</p> <p>Note: Standard applies all year.</p>	
11.5	Graffiti	<p>Parking lots and roads are free of graffiti.</p> <p>Note: If graffiti is observed, it has to be reported to the department to be abated within 48 hours.</p>	
11.6	Painting/ stripping	75% of parking and road lines are visible.	
11.7	Signage	<p>Signs are legible, free of graffiti, and properly installed in noticeable locations.</p> <p>Note: Examples of signs include directional signs.</p>	
11.8	Surface quality	11.8.a Parking lots and roads are free of potholes greater than six (6) inches in diameter and/or depth.	11.8.a
		11.8.b Parking lots and roads are evenly surfaced.	11.8.b

Comments:

Check if a work order will be submitted as part of this inspection. Check if a work order has been submitted within the last 4 months, but work has not been done.

12. WASTE AND RECYCLING RECEPTACLES

PASS



FAIL



13. BENCHES, TABLES, & GRILLS

PASS



FAIL



14. AMENITIES & STRUCTURES

PASS



FAIL



What is inspected: Exterior of buildings, amenities, and structures that were not covered in other park features.

Note: Park sector supervisors are responsible for checking interior and exterior of facilities. However, reporting of interior conditions –with the exception of restrooms in the interior of buildings (i.e., recreational centers, clubhouses)- is excluded from this inspection process.

PF 14: Amenities and Structures

(If this park feature is not applicable, mark here and go to the next one.)

No.	Measured element	Standard description with unit of measure (if applicable)	Meet standard? Yes/No/ NA
14.1	Exterior of buildings	14.1.a Exterior of buildings is free of vandalism and graffiti.	14.1.a
		14.1.b 90% of painting of exterior of buildings is of uniform color and not peeling. Note: If graffiti is observed, it has to be reported to the department to be abated within 48 hours.	14.1.b
14.2	Drinking fountains	Drinking fountains are accessible, operational, and free of standing water and debris.	
14.3	Fencing	Fencing is functional, free of protrusions, and free of holes/passages along the base.	
14.4	Gates / locks	Existing gates, latches, and locks are operational.	
14.5	Retaining walls	14.5.a Retaining walls are structurally sound.	14.5.a
		14.5.b Retaining walls are free of vandalism and graffiti. Note: Structurally sound implies, among other things, that the walls are not leaning and that they are free of large cracks. If graffiti is observed, it has to be reported to the department to be abated within 48 hours.	14.5.b
14.6	Signage	Signs are legible, free of graffiti, and properly installed in noticeable locations. Note: Availability, language, and purpose of signage are not assessed.	
14.7	Stairways	14.7.a Stairways are free of litter and debris.	14.7.a
		14.7.b Stairways are structurally sound.	14.7.b
		14.7.c 95% of stairways are free of weeds. Note: Structurally sound implies, among other things, that raisers and treads are consistent from top to bottom and that the stairways have handrails.	14.7.c

Comments:

Check if a work order will be submitted as part of this inspection. Check if a work order has been submitted within the last 4 months, but work has not been done.

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SFSOS

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APPENDIX B. METHODOLOGY

From October 2004 to April 2005, the Recreation and Park Department and the Controller's Office drafted the San Francisco Park Maintenance Standards Manual with the assistance of:

- ◆ Output-based park standards from other jurisdictions and industry literature. (See Appendix A. Acknowledgments.)
- ◆ Focus group of San Francisco's park section supervisors
- ◆ Monthly meetings of Recreation and Park's park section supervisors
- ◆ Public discussion and outreach:
 - ✓ City Services Committee, San Francisco Board of Supervisors (January 6, 2005)
 - ✓ Recreation and Park Commission (January 20, 2005)
 - ✓ Mailing to 500+ groups and individuals (January 20, 2005)
 - ✓ Multiple meetings with SFSOS and Neighborhood Parks Council/ParkScan (NPC)
 - ✓ Park and Recreation Open Space Advisory Committee (PROSAC) (February 1, 2005)
- ◆ Controller and Rec & Park Site Visits on February 11, 2005 for testing standards and tools
- ◆ Consultation with Rec & Park IT staff to ensure proper linkage and consistency with TMA (Total Management Asset system) and others responsible for citywide park maintenance functions