

George N. McMath Park

SCOPE OF SERVICES

Daily:

A responsible individual should conduct a brief visual check for structural defects, signs of vandalism and litter of foreign matter that needs to be removed.

1. Gates need to be unlocked/opened and locked/closed daily and need to remain locked when necessary.
2. Check Pond - keep as clean/clear as possible. Keep filter cleaned, remove leaves, take care of plantings, pull weeds, check and replenish mulch when needed.
3. Front Gate - keep planters weeded, change plantings as needed, check and replenish mulch when needed, check trash receptacles and empty when needed.
4. Labyrinth - Keep planters weeded and change plantings as needed, check and replenish mulch as needed, check and replenish sand as needed, sweep labyrinth when needed.
5. Holiday Tree Area - Check and replenish mulch when needed, water when needed, decorate as needed for seasons/events.
6. Flagpole - Landscape and mulch when installed, take care of plantings and mulch afterwards.
7. Pavilion - Check tables, sanitize tables, check trash cans, and empty when needed, keep sanitation station stocked. Sanitize picnic tables with Solvent Resistant Sprayer (town will furnish).
8. Doggy Station - Check and remove used bags, keep bags replaced.
9. Path - Check and remove any obstacles, etc., rake path when needed, keep grass out of path.
10. Sanitize Playground Equipment with Solvent Resistant Sprayer (town will furnish).

Weekly:

A responsible individual should complete the Playground Maintenance Checklist. Any required repairs should be detailed on the separate Detailed Maintenance Record and once they are completed, both should be filed for future reference. A separate file and form should be kept for each play structure.

11. Make sure grass is cut **-weekly**.
12. Make sure large trash can is out for Monday morning pickup if needed.

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Important: The play structure(s) should be barricaded so that it cannot be used while repairs are being completed.

As Needed:

13. Install engraved bricks when needed.
14. Clean pond filter when needed.
15. Decorate for holidays and/or events
 - a. Front Gate
 - b. Park Signs
 - c. Tree Area
 - d. Water Area (well and spigot area)
 - e. Pavilion
16. Designate other areas for landscaping.
17. Remove leaves for fall.

Help with Preparation for Town Events (if necessary):

1. Easter Egg Hunt
2. Spring Market
3. Fourth of July
4. Veterans Day Celebration
5. Halloween
6. Tree Lighting
7. Santa at the Park/Holiday Market