



# Custodial/Grounds Department

## Grounds Log



**School:**

**Month / Year:**

**Swings:**

|               |                                 |                                  |                             |
|---------------|---------------------------------|----------------------------------|-----------------------------|
| Seats:        | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |
| S-Hooks:      | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |
| Chain:        | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |
| Hangers:      | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |
| Footings:     | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |
| Pipe Fittings | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace | <input type="checkbox"/> OK |

**Slides:**

|                     |                                   |                                     |                             |
|---------------------|-----------------------------------|-------------------------------------|-----------------------------|
| Handrails & Stairs: | <input type="checkbox"/> Loose    | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
|                     | <input type="checkbox"/> Repaired |                                     |                             |
| Slide Surface:      | <input type="checkbox"/> Loose    | <input type="checkbox"/> Rough      | <input type="checkbox"/> OK |
|                     | <input type="checkbox"/> Sharp    | <input type="checkbox"/> Face/Sun   | <input type="checkbox"/> OK |
| Screws & Bolts:     | <input type="checkbox"/> Repaired | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
| Footings:           | <input type="checkbox"/> Loose    | <input type="checkbox"/> Protruding | <input type="checkbox"/> OK |
| Landing Area:       | <input type="checkbox"/> Loosen   | <input type="checkbox"/> Fill       | <input type="checkbox"/> OK |

**Climbers:**

|                 |                                 |                                     |                             |
|-----------------|---------------------------------|-------------------------------------|-----------------------------|
| Screws & Bolts: | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
| Footings:       | <input type="checkbox"/> Loose  | <input type="checkbox"/> Protruding | <input type="checkbox"/> OK |
| Rails & Stairs: | <input type="checkbox"/> Loose  | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
|                 | <input type="checkbox"/> Repair |                                     |                             |

**Basketball Standards:**

|            |                                 |                                     |                             |
|------------|---------------------------------|-------------------------------------|-----------------------------|
| Footings:  | <input type="checkbox"/> Loose  | <input type="checkbox"/> Protruding | <input type="checkbox"/> OK |
| Backboard: | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
| Standard:  | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |
| Nets:      | <input type="checkbox"/> Repair | <input type="checkbox"/> Replace    | <input type="checkbox"/> OK |

**Playground Rubber/Turf Surface:**

|                                 |                                |                                |                             |
|---------------------------------|--------------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> Cracks | <input type="checkbox"/> Holes | <input type="checkbox"/> Swept | <input type="checkbox"/> OK |
|---------------------------------|--------------------------------|--------------------------------|-----------------------------|

**Pea Gravel/Wood Chips Needs Sweeping?**

|                              |                             |                                 |                               |
|------------------------------|-----------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Loosen | <input type="checkbox"/> Fill |
|------------------------------|-----------------------------|---------------------------------|-------------------------------|

**Asphalt Surfaces (playgrounds & parking lots):**

|                                 |                                |                                |                             |
|---------------------------------|--------------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> Cracks | <input type="checkbox"/> Holes | <input type="checkbox"/> Swept | <input type="checkbox"/> OK |
|---------------------------------|--------------------------------|--------------------------------|-----------------------------|

**Ground Cover: Rocks, Wood Chips, etc.**

|                               |                                 |                             |
|-------------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> Fill | <input type="checkbox"/> Loosen | <input type="checkbox"/> OK |
|-------------------------------|---------------------------------|-----------------------------|

**Curb & Gutters:**

|                                 |                                |                             |
|---------------------------------|--------------------------------|-----------------------------|
| <input type="checkbox"/> Cracks | <input type="checkbox"/> Swept | <input type="checkbox"/> OK |
|---------------------------------|--------------------------------|-----------------------------|

**Fence Line Check:**

|  |                                 |                             |
|--|---------------------------------|-----------------------------|
| <input type="checkbox"/> Tree/Shrub Damage | <input type="checkbox"/> Repair | <input type="checkbox"/> OK |
|--|---------------------------------|-----------------------------|

**Building Roof Check**

|                                 |                                |                                 |                             |
|---------------------------------|--------------------------------|---------------------------------|-----------------------------|
| <input type="checkbox"/> Drains | <input type="checkbox"/> Trash | <input type="checkbox"/> Repair | <input type="checkbox"/> OK |
|---------------------------------|--------------------------------|---------------------------------|-----------------------------|

**Weekly 2 Minute Sprinkler Test:**

|                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd | <input type="checkbox"/> 4th |
|------------------------------|------------------------------|------------------------------|------------------------------|

**Weekly Weed Control:**

|                              |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 2nd | <input type="checkbox"/> 3rd | <input type="checkbox"/> 4th |
|------------------------------|------------------------------|------------------------------|------------------------------|

**Assistant Facility Manager Signature:**

**List Repairs Made And WorkOrders Submitted:**