



1.0 Daily, Friday and Monday or Periodically during the Week

1. Toilet Building

- a. Check for damage to doors, fixtures, partitions, grab bars, paper holder, walls, storage cabinet, windows, screens, lights and vault covers.
- b. Sweep floor and generally clean up, as necessary.
- c. Clean and disinfect toilet seats, stools and urinals.
- d. If needed, replenish toilet paper.
- e. Check for graffiti and remove if found.

2. Well and Shelter

- a. Check pump, benches and shelter for wear and damage.
- b. Check general operation. In particular, check water flow, drain on pump and platform. Clear of obstructions if present.

3. Information Boards

Check for wear and damage.

4. Picnic Facilities and Accessories

- a. Check waste receptacles for wear and damage. If necessary, remove trash and replace plastic liner bags.
- b. Check picnic tables for wear and damage. Clean tops and seats and, if necessary, move into correct position.
- c. Check grills for wear and damage. Clean out and remove ashes if present.

5. Grounds

Check the entire grounds area and pick up litter and fallen tree branches if present.

6. Parking Areas and Roadways

- a. Pick up litter, broken glass and other refuse.
- b. Check parking blocks and posts for damage.

7. Historical Markers

Check for damage and make any minor repairs if necessary. Report any major damage.

8. Signing

- a. Check advance guide, entrance and interior signs for general damage and vandalism.
- b. Remove graffiti and repair any minor damage present.

- c. Report damaged and missing signs.

2.0 Weekly (in addition to daily maintenance)

1. Toilet Building

- a. Clean and scrub floors with a disinfecting agent.
- b. Check odor-control materials in the vault and air fresheners in the building. Replenish and replace as necessary.
- c. Check the vault for the depth of waste. Arrange for pumping if needed.
- d. Remove cobwebs from the window screens and sills, the walls, the roof boards inside and the gable ends outside.
- e. Repair any minor damage.

2. Well and Shelter

- a. Sweep off and wash down the platform and all benches.
- b. Repair any minor damage.

3. Information Board

- a. Keep current map and other information posted. Replace faded materials. Remove outdated materials.
- b. Clean transparent plastic panels.
- c. Sweep platform.
- d. Repair any minor damage.

4. Facilities and Accessories

- a. Clean and wipe picnic tabletops and seats.
- b. Repair any minor damage to picnic tables, waste receptacles and grills.

5. Grounds

- a. Mowed areas: mow grass if needed. Mowed areas to be maintained to a minimum height of 3 inches and a maximum height of 5 inches.
- b. Unmowed natural areas: Check for noxious weeds and cut or treat with an approved herbicide if necessary.

6. Miscellaneous

- a. Parking areas and roadways: repair any minor damage.
- b. Signs: See A. 9 of this policy.
- c. Lighting: make sure all lights are working properly and check for damage. Report any problems to the appropriate county highway department or WisDOT program manager for roadside facilities.

3.0 Monthly (in addition to daily and weekly maintenance)

All facilities and fixtures not mentioned require no additional monthly maintenance.

1. Well and Shelter

- Lubricate the moving parts of the pump.

2. **Grounds**

- a. Mowed areas: fertilize as needed and reseed poor turf areas in early September.
- b. Unmowed and natural areas: If rough mowing is a planned part of the maintenance program, mow at the appropriate time.

3. **Fences and Marker Posts**

Make sure that all posts are present and undamaged. Make minor repairs as needed.

4. **Walks, Paths, and Foot Bridges**

Check for faulting, reshaping, erosion and weed growth. Correct problems as necessary. Make repairs as needed.