



**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 Remove outdated materials.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.