ATTACHMENT C. 1 .

# GROUNDS MAINTENANCE CHECKLIST - DAILY

DATE: _____

**Area/Section Inspected:**

**Completed by:** **Title**

| MEASURE | DESCRIPTION | OK | NEEDS ATTENTION | NOT APPLICABLE | COMMENTS | Number Identified | Number Completed and/or Corrective |
|---|---|---|---|---|---|---|---|
| | **TURF / NON-TURF (*Circle One*)** | | | | | | |
| GM-2.3b/2.9b | Visually Prominent Areas are free of trash. | | | | | | |
| GM-2.4b/2.9d | Sunken graves are identified and measures taken to re-establish ground level and cover within 30 calendar days of the date identified. | | | | | | |
| GM-2.8 | Turf damage due to grounds maintenance tasks is identified and corrective action initiaited by close of business the same day | | | | | | |
| GM-2.9h | Grave reopeners are raked and groomed to return the grave to its original state within the same workday (**non-turf areas only**). | | | | | | |
| | **GENERAL MAINTENANCE** | | | | | | |
| GM-6.2a | Debris, equipment, tools and supplies are removed from turf areas at the conclusion or each task or at the end of the workday. | | | | | | |
| GM-6.2b | All roads, walkways, shelters, etc | | | | | | |
| | **SAFETY** | | | | | | |
| OS-3.1a | Necessary personal protective equipment and safety measures are adhered to at all times during Grounds Maintenance operations. | | | | | | |
| OS-3.2a | Safety hazards (holes, sunken graves, pest, etc.) identified and corrective action initiated to ensure safety with the same workday. | | | | | | |
| OS-3.3a | Roads, sidewalks, paths and parking lots open to the public or for cemetery operations during adverse conditions are safe and accessible (e.g. clear of ice and snow or storm debris). | | | | | | |

ATTACHMENT C. 2.

# GROUNDS MAINTENANCE CHECKLIST - WEEKLY

DATE:

**Area/Section Inspected:**

**Completed by:** **Title**

| MEASURE | DESCRIPTION | OK | NEEDS ATTENTION | NOT APPLICABLE | COMMENTS |
|---|---|---|---|---|---|
| | **TURF / NON-TURF (*Circle One*)** | | | | |
| **GM-2.1c** | Turf in Visually Prominent Areas is maintained within one inch of the recommended height. | | | | |
| **GM-2.3a/2.9a** | Turf areas are cleared of leaves and other natural debris as needed or weekly. | | | | |
| **GM-2.5/2.9e** | Visually Prominent Areas have no standing water. | | | | |
| **GM-2.6a** | Turf surrounding headstones is trimmed to its recommended mowing height. | | | | |
| **GM-2.6b** | Turf is edged vertically even with marker and marker is free of trimming debris. | | | | |
| **GM-2.6c** | Other features on cemetery grounds are trimmed or edged within appropriate limits. | | | | |
| **GM-2.9f** | Headstones and markers with sand or gravel surrounding them are generally weed free **(non-turf areas only)**. | | | | |
| **GM-2.9g** | Burial areas appear raked and groomed **(non-turf areas only).** | | | | |
| | **PLANTING BEDS** | | | | |
| **GM-4.1b** | Planting beds are weed free. | | | | |
| **GM-4.1c** | Plants in planting beds are healthy, vigourous, and free of pests and disease and are maintained in accordance with the CGMP. | | | | |

ATTACHMENT C. 3.

# GROUNDS MAINTENANCE CHECKLIST - MONTHLY

DATE:

**Area/Section Inspected:**

**Completed by:** **Title**

| MEASURE | DESCRIPTION | OK | NEEDS ATTENTION | NOT APPLICABLE | COMMENTS | Number Identified | Number Completed |
|---|---|---|---|---|---|---|---|
| | **TURF / NON-TURF (*Circle One*)** | | | | | | |
| GM-2.1a | Visually prominent area is generally weed free. | | | | | | |
| GM-2.1b | Visually prominent area is generally free of bare areas. | | | | | | |
| GM-2.7a | Grave reopeners during the growing season show healthy turf re-established within 60 days of the interment | | | | | | |
| GM-2.7b | Winter grave reopeners show healthy turf re-established within 60 days of the start of the growing season | | | | | | |
| | **TREES AND SHRUBS** | | | | | | |
| GM-3.2 | Trees and shrubs are healthy, vigorous, free of pests and disease and/or are maintained in accordance with the Cemetery Grounds Management Plan. | | | | | | |
| | **GENERAL MAINTENANCE** | | | | | | |
| GM-6.4a | Containers for floral vases are well marked, clean, neat and in good repair. | | | | | | |
| GM-6.4b | Floral vases are clean and in good repair | | | | | | |

ATTACHMENT C. 4.

# GROUNDS MAINTENANCE CHECKLIST - ANNUAL

DATE:

**Area/Section Inspected:**

**Completed by:** **Title**

| MEASURE | DESCRIPTION | OK | NEEDS ATTENTION | NOT APPLICABLE | COMMENTS | Number Identified | Number Completed |
|---|---|---|---|---|---|---|---|
| | **TURF / NON-TURF (*Circle One*)** | | | | | | |
| GM-1.1a | Grounds Management Plan is current and includes a cemetery site plan and all maintenance activities and schedules. | | | | | | |
| GM-1.1b | Grounds Management Plan has been reviewed and updated. | | | | | | |
| GM-1.1c | Activities in the Grounds Management Plan are being accomplished | | | | | | |
| GM-2.2 | Turf is compatible with the geographic region. | | | | | | |
| | **TREES AND SHRUBS** | | | | | | |
| GM-3.1 | Trees and shrubs are compatible with the geographic region. | | | | | | |
| | **PLANTING BEDS** | | | | | | |
| GM-4.1a | Planting beds contain only material that is compatible with the geographic region. | | | | | | |
| | **WASTE MANAGEMENT** | | | | | | |
| GM-5.2a | Cemetery has a centralized trash collection point established in a location that is screened from the public. | | | | | | |
| GM-5.3 | Cemetery spoils areas are located, concealed or maintained to minimize public visibility. | | | | | | |
| | **GENERAL MAINTENANCE** | | | | | | |
| GM-6.3 | Floral regulations are posted in visually prominents areas. | | | | | | |