

ATTACHMENT D 1 : Headstone, Marker & Niche Cover Maintenance checklist

Measure	Description / Reorder	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
		OK	Not Reordered in 2 days	OK	Not Reordered in 2 days	OK	Not Reordered in 2 days	OK	Not Reordered in 2 days	OK	Not Reordered in 2 days	
HMNC-2.1a	Headstones, markers, niche covers received damaged are reported and reordered within 2 workdays.											
HMNC-2.1b	Headstones, markers, niche covers received with incorrect inscriptions are reported and reordered within 2 workdays.											
HMNC-2.1c	Headstones, markers, niche covers received with poor quality are reported and reordered within 2 workdays.											
HMNC-2.2	The number of Headstones, markers, niche covers replaced due to damage prior to setting											
HMNC-4.3	The number of Headstones, markers, niche covers replaced due to damage during cemetery operations											
HMNC-4.4	The number of headstones, markers, niche covers replaced with the same dimensions, material, inscription and features											
HMNC-4.5	Headstones, markers, niche covers damaged beyond reasonable repair, stolen or defaced are reported and reordered within 2 workdays.											
Safety												
OS 4.1	Necessary personal protective equipment and safety measures have been adhered to at all times during headstone, marker and niche cover operations.											

Work Inspected by:

Title:

Area/Section Inspected:

Area/Section Inspected:	Measure	Description Installation / Setting	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
			OK	Needs Attention	OK	Needs Attention	OK	Needs Attention	OK	Needs Attention	OK	Needs Attention	
	HMNC-3.2a	The number of upright headstones in active burial sections are set uniform in height (24"-26" above ground), horizontally and vertically aligned with inscriptions visible to ensure a pleasing top line while compensating for ground contours.											
	HMNC-3.2b	The number of flat markers are set uniform in height (parallel with the ground, and no more than 1" above grade), horizontally and vertically aligned with the inscription visible.											
	HMNC-3.2c	The number of niche covers are horizontally and vertically aligned. The proper rosettes and security screws are used in installation.											
	HMNC-3.2d	The number of upright headstones set in existing sections are uniform in height with headstones in that section, or are set to ensure the inscription is visible.											
	HMNC-3.2e	Headstones and markers are set consistent with the Gravesite Layout Plan											
	HMNC-4.6a	Headstones, markers, and niche covers that are no longer useable are destroyed in a manner that obliterates the inscription and disposed of to prevent reuse											
	OS-4.1a	Safety Necessary personal protective equipment and safety measures have been adhered to at all times during headstone, marker and niche cover operations.											
Work Inspected by:													
Title:													