

GROUNDSKEEPER CHEKLIST

Date: _____ Time: _____

Employee(s): _____

DAILY/REGULARLY

- Exterior lighting working properly
- Maintenance/storage/private areas posted "Employees Only" and locked
- Roads/walkways/steps/ramps/decks/docks free of debris/potholes/raised boards/raised edges/raised blocks/tree roots etc. (trip/injury/damage hazards)
- Dump station areas clean and free of debris
- LP gas locked when not in use
- Proper sign(s) posted throughout campground (e.g. dump station, docks, roads, playground, swim area, LP gas, etc.)
- Fire rings/pits in good condition; above ground/visible/in proper location
- Picnic tables in good condition; no rotten/broken boards no protrusions/splintering
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

WEEKLY/MONTHLY

- Outdoor GFCI outlets tested (e.g. pavilion/outside of buildings/electrical pedestals)
- Circuit breaker boxes locked if accessible to the public
- Back flow device(s) working properly at dump station(s)
- Trees in good condition; dead/dying trees/limbs cut and removed

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.