

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this ^{20th} 0 day of December 2011, by and between the New York City Department of Transportation ("DOT"), having its main office at 55 Water Street, New York, New York, 10041, the New York City Department of Parks and Recreation ("DPR") having its main office at The Arsenal, Central Park, New York, New York 10065, and the New York City Economic Development Cooperation ("NYCEDC"), having its offices at 110 William Street, New York, New York, 10038.

WITNESSETH:

WHEREAS, The City of New York (the "City") owns certain real property and improvements thereon described as Block 1819, Lot 203, in the Tax Map of the Borough of Manhattan, City of New York (the "City Premises").

WHEREAS, the State of New York, through the New York State Department of Transportation ("NYSDOT"), owns certain real property described as portions of Block 2583, Lot 2, and Block 2543, Lot 1 in the Tax Map of the Borough of the Bronx, City of New York, has leased certain New York State owned property (the "Leased Premises") to Harlem River Yards Ventures, Inc. ("Harlem River Yards") per a lease agreement dated as of August 6, 1991;

WHEREAS, the State of New York, through the New York State Office of General Services ("OGS"), owns a certain portion of land now or formerly under the waters of the Bronx Kill, in the City, County, and State of New York (the "OGS Premises");

WHEREAS, NYCEDC, on behalf of the City, proposes to develop a bicycle/pedestrian bridge over the Bronx Kill (the "Bridge") and a bicycle/pedestrian pathway including a rail crossing (the "Pathway"), from East 132nd Street to Randall's Island through the Leased Premises, the OGS Premises and a portion of the City Premises, over the Bridge and onto Randall's Island (together, the "Randall's Island Connector"), as indicated on Exhibit A;

WHEREAS, the City will be either acquiring an easement from Harlem River Yards or entering into a sublease with Harlem River Yards, as sub-landlord, for the Pathway and a portion of the land to be used for the Bridge through the Leased Premises (such easement or sublease shall be referred to as the "Harlem River Yards ROW");

WHEREAS, the City will be acquiring a permanent easement from the OGS for use and access to the OGS Premises and for the operation and maintenance of the Bridge and Pathway on the OGS Premises (the “OGS ROW”); and

WHEREAS, provided that certain conditions are met, NYCEDC will enter into good faith negotiations with Con Edison for a funding agreement to reimburse Con Edison for the construction of the Bridge.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. Pathway and Bridge Development:

(a) NYCEDC will:

- i. assist with obtaining the Harlem River Yards ROW and the OGS ROW on behalf of the City. Specifically, it is anticipated that NYCEDC will assist with negotiations and provide or cause to provide all funding for the Harlem River Yards ROW and OGS ROW subject to all necessary approvals, including the approval of the NYCEDC Board of Directors, if determined necessary by NYCEDC. It is anticipated that DOT and DPR will provide administrative support to facilitate the acquisition of the Harlem River Yards ROW and OGS ROW such as executing necessary documents or attending meetings where necessary.
- ii. arrange for the acquisition of required permits and government approvals, related to the development and construction of the Randall’s Island Connector, including but not limited to the preparation of various permit applications, payment of permit costs, and attending meetings related to the permit applications (the “Permit Services”). It is anticipated that DOT and DPR will execute necessary documents or attend meetings to facilitate the Permit Services, and provide other limited administrative support when necessary in the application process for such permits.
- iii. prepare, or cause to be prepared, environmental review and land use review documents associated with the development and construction of the Randall’s Island Connector.

- iv. review, or cause to be reviewed, design elements of the railroad crossing to determine consistency with applicable codes and regulations.
- v. provide for the construction of the Pathway and the Bridge subject to DOT approvals contained in Section 6, the approval of the NYCEDC Board of Directors and receipt of all required governmental approvals.
- vi. retain an independent Quality Assurance Representative (“QA Representative”), acceptable to DOT, to inspect the Bridge construction work, and also to inspect the manufacture or preparation of materials and equipment at the place of such manufacture or preparation that is intended to be incorporated in the Bridge construction work. The supervision of such work by the QA Representative shall be assigned to DOT by EDC.
- vii. coordinate with Con Edison to provide the representatives of DOT safe and reasonable access for inspection of the Bridge construction work. The supervision of such work by the QA Representative and assignment, as described above, is subject to approval by NYCEDC Board of Directors, as applicable.
- viii. design and install a railway crossing to promote the safety of users of the Randall’s Island Connector over the Bronx Kill, subject to the approvals of the NYSDOT, DOT, DPR, the applicable railroad operator(s), and the receipt of all required governmental approvals.
- ix. design safe bicycle/pedestrian access between the Randall’s Island Connector and 132nd Street following AASHTO standards. NYCEDC will also construct this access between the Randall’s Island Connector and 132nd Street provided that NYCEDC has funding available to do so, subject to all required approvals, including the approval of the NYCEDC Board of Directors.

2. **Use:** It is understood between the parties hereto that the Randall’s Island Connector will solely and exclusively be used for pedestrian and non-motorized wheeled vehicular uses. Motorized vehicles are not permitted on the Randall’s Island Connector except for motorized wheelchairs, DPR and DOT maintenance vehicles and DPR Park Enforcement Patrol (“PEP”) and other law enforcement/public safety vehicles not to exceed 20,000 pounds.

Notwithstanding the foregoing, in the event of an emergency, motorized vehicles will be permitted on the Pathway and the Bridge, with the exception of fire trucks, which will not be permitted on the Bridge under any circumstances.

3. **Pathway and Bridge Description:** The Pathway consists of an approximately sixty (60) foot wide corridor consisting of a paved path, landscaping and drainage areas, fencing, gates, lighting, and a rail crossing and its components. The Bridge will be a bicycle/pedestrian bridge crossing the Bronx Kill. The Randall's Island Connector is approximately 1,200 feet in length.
4. **Jurisdiction:** Jurisdiction for the OGS ROW will be assigned to DPR and jurisdiction for the Harlem River Yards ROW will be assigned from DCAS to DOT. Notwithstanding the foregoing, the maintenance and operation of the Pathway and the Bridge will be performed by DOT or DPR as outlined in Sections 5 and 6.
5. **DPR's responsibilities shall be as follows:**
 - (a) DPR shall patrol the Bridge and Pathway on a regular basis;
 - (b) As between the parties, DPR, and/or its agents, will be responsible for the regular inspection and maintenance of the Pathway and the Bridge in accordance with DPR's normal practices and procedures. A copy of DPR's current inspection standards are more particularly described in the Parks Inspection Program Manual annexed hereto as **Exhibit B**;
 - (c) DPR shall maintain and replace greenway signage along the Pathway as needed;
 - (d) DPR will reimburse DOT for all actual costs of work performed by DOT in connection with this MOU as they pertain to the Bridge, or otherwise requested by DPR and agreed to by DOT, including but not limited to inspection, structural upkeep and construction and engineering costs as further described in Section 6 (c), (e), (f) and (g) (hereinafter collectively referred to as "DOT Reimbursed Work"), DOT shall provide DPR with the estimated costs for DOT Reimbursed Work prior to performing such work, unless otherwise requested by DPR. Unless otherwise agreed to by DPR and DOT, DPR shall secure and verify the availability of funding prior to requesting the performance of any

DOT Reimbursed Work and DOT shall not be obligated to perform any DOT Reimbursed Work until such verification is provided;

- (e) In the event that DOT and DPR agree that the City needs to reconstruct the Bridge for its intended purposes, DPR shall be responsible for the costs of reconstruction, including costs for design review and construction supervision as provided for in paragraph 5 (d) of this MOU;
- (f) DPR shall review and approve of the design plans for the Bridge and the Pathway;
- (g) As between the parties, DPR acknowledges that it or its agents shall be responsible for the operation, maintenance, inspection and testing, and repairs to the rail crossing and its integral components and all associated costs. Maintenance, inspection and testing will be performed pursuant to all Federal and State requirements, including, but not limited to, 49 CFR Part 234;
- (h) DPR and/or its agents shall maintain, at its sole cost, the landscaped stormwater retention areas as needed related to the Randall's Island Connector.

6. DOT's responsibilities shall be as follows:

- (a) DOT shall maintain, at its sole cost, all lighting on the Pathway and Bridge;
- (b) DOT shall maintain greenway signage on connecting streets in the immediate vicinity of the Pathway;
- (c) DOT shall review and approve of the design plans for the Bridge and the lighting design plans for the Bridge and Pathway. In the event that the Bridge design plans are changed during the course of construction, DOT shall review and approve all design plan revisions;
- (d) DOT shall, upon NYCEDC's request, review and determine if the Bridge has been substantially completed in compliance with DOT standards consistent with the intended use, including but not limited to Quality Assurance and Quality Control standards;
- (e) DOT agrees to perform New York State required biennial inspections and other inspections of the Bridge that it deems necessary. The actual cost of such inspections, including, but not limited to, staff costs and equipment rentals, are to be reimbursed by DPR as provided for in Paragraph 5(d) and (e) above;

- (f) All future capital reconstruction work on the Bridge, after it has been constructed and been accepted by the appropriate City agency, will be performed by DOT at DPR's sole cost as provided for in paragraphs 5(d) and (e) above, including all associated engineering costs;
- (g) Structural upkeep that is beyond DPR's capabilities will be performed by DOT and fully reimbursed by DPR subject to the verification of funding requirements described in paragraph 5(d) and (e) above. Such upkeep may include, but not be limited to, full steel painting and replacement of rusted structural steel or damaged concrete and all associated engineering work.
- (h) In no event shall DOT be responsible for any work in connection with the Bridge or the Pathway, other than as provided for in paragraph 6 of this Agreement, unless otherwise agreed to in writing by the parties.

7. **Notification:** Any notices to be sent hereunder shall be sent by certified mail, return receipt requested to the following addresses:

If to DOT:

New York City Department of Transportation
55 Water Street
New York, New York 10041
Attn: Henry Perahia
Chief Bridge Officer
With a copy to the General Counsel

If to DPR:

New York City Department of Parks & Recreation
24 W 61 St, 4th Floor
New York, NY 10023
Attn: Aimee Boden
Administrator, Randall's and Wards Island

With a copy to the General Counsel:

New York City Department of Parks & Recreation
830 Fifth Avenue, Room 313
New York, NY 10065

If to NYCEDC:

New York City Economic Development Corporation
110 William Street, Fourth Floor
New York, New York 10038
Attn: Alyssa Cobb Konon
Title: Executive Vice President
With a copy to the General Counsel

8. **No Third Party Beneficiaries:** This MOU shall be binding upon and for the benefit of the parties hereto and each of their respective successors and permitted assigns. The provisions of the MOU shall be solely for the benefit of the parties hereto and no other person or entity shall be a third party beneficiary hereof.
9. **Effective Date:** This MOU shall take effect as of the latest date of the signatures appearing below.
10. **Applicable Laws:** DOT, DPR, and NYCEDC agree that all acts to be performed in connection with this MOU shall be performed in accordance with all applicable laws, rules, regulations of all federal, state and local governmental authorities, agencies, departments or bureaus having jurisdiction over and which affect the work and/or services under this MOU.
11. **Attachments:** The following Exhibits are attached hereto and made a part hereof:

Exhibit A - Randall's Island Connector

Exhibit B – Parks Inspection Program Manual

IN WITNESS WHEREOF, the parties have executed this MOU as of the latest date of the signatures appearing below.

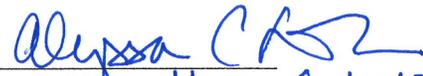
THE CITY OF NEW YORK
DEPARTMENT OF TRANSPORTATION

By: 
Name Henry Perakia
Title Deputy Commissioner
Date: 12/7/11

THE CITY OF NEW YORK
DEPARTMENT OF PARKS AND RECREATION

By: 
Name Liam Kavanagh
Title First Deputy Commissioner
Date: 12/7/11

THE NEW YORK CITY
ECONOMIC DEVELOPMENT CORPORATION

By: 
Name Alyssa C. Kolon
Title EVP
Date: 12/8/11

PARKS INSPECTION PROGRAM STANDARDS



City of New York
Parks & Recreation

Michael R. Bloomberg, Mayor
Adrian Benepe, Commissioner

2007 Edition
www.nyc.gov/parks



City of New York
Parks & Recreation

The Arsenal
Central Park
New York, NY 10021

Adrian Benepe
Commissioner

May 14, 2007

Fellow Parkies:

For more than two decades, the Parks Inspection Program (PIP) has been one of the agency's cornerstone programs. The Parks Inspection Program serves a fundamental purpose: to help ensure that we provide New Yorkers and visitors alike with clean, green, and safe parks. PIP ratings also serve as a key measure of the agency's performance, and provide a broad indicator of the condition of our parks.

This manual not only outlines the standards by which Operations and Management Planning (OMP) inspects the parks, it outlines the standards to which the agency holds itself accountable. Improvements in the parks over the past two decades can be attributed not only to your hard work in the field, but also to the agency's focus on PIP and the ratings system to ensure that we provide the public and visitors alike with the highest quality park experience.

Please take some time to review this manual, and feel free to call OMP at 212-360-8234 if you have any questions about the Parks Inspection Program.

Thank you for your continued efforts to keep the parks safe and clean.

Sincerely,

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Part One

GUIDE TO THE PARKS INSPECTION PROGRAM

GUIDE TO PIP

History of the Program

The Parks Inspection Program (PIP) began in the latter half of 1984 as an initiative to measure the effectiveness of the Neighborhood Parks Restoration Program (NPR), a program in which in-house crews refurbished neighborhood parks and playgrounds. In the spring of 1985, the inspection program was expanded by the Office of Operations, Policy and Planning (now the Office of Operations and



Management Planning or OMP) to evaluate playgrounds jointly operated by the City of New York Parks & Recreation and the Board of Education.

Small parks and playgrounds were first the properties to be rated in the Park Inspection Program because they are the agency's most highly visible and heavily used properties. The inspection program also placed great emphasis on inspecting playgrounds for safety hazards.

In the summer of 1986, the program became a comprehensive inspection program for small parks and playgrounds when it was expanded to include all properties under five acres. (The threshold for rating sites under PIP has since been increased from five to six acres.) At that time, the program was called the ABCD Condition Rating System, because every inspected park received a grade of A, B, C or D, (A being the best and D the worst). In this system, twenty features in a park were inspected. Sites were rated during three inspection seasons and summary reports were issued for the spring, summer, and fall.

In the summer of 1989, stricter standards were developed, which placed greater emphasis on the health and safety of park patrons. At this time, the concept of an "Immediate Attention" hazard was introduced to the program.

In the summer of 1990, the program was altered to provide a separate rating for District Maintenance. This was later renamed cleanliness.

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In the summer of 1991, due to budget reductions and layoffs within the agency, the inspection program was temporarily suspended. During the suspension, OMP reevaluated the inspection process and its resources, and developed a streamlined Parks Inspection Program that was launched in the spring of 1992. Instead of evaluating all 20 of the features that were previously rated, 12 features considered to be the most important for a site's overall condition and cleanliness were selected. Furthermore, the ratings for a site were simplified from A, B, C and D to "Acceptable" and "Unacceptable" to make the program more objective.

From 1985 to 1995, PIP summary reports were produced only three times a year, at the end of the spring, summer, and fall inspection seasons. In March 1995, the program moved to the current system of 24 inspection rounds per year. OMP instituted random inspections of 100 sites a round, from which statistically representative



borough-wide and citywide ratings were generated. OMP then increased the number of sites inspected each round in September 1997 from 100 to 116. This change was possible because of the introduction of hand-held computers to the inspection process. Rather than documenting their findings on paper and later manually inputting the information into the program's database, Inspectors began inputting their ratings directly into hand-held computers while out in the field, and uploading information into OMP's inspection database upon returning to the office.

In December 1998, following a yearlong review of the inspection standards, new standards were released that were considerably more detailed, with the intent of making inspections less subjective from Inspector to Inspector and from inspection to inspection.

Standards for lawns and graffiti were tightened to reflect the high agency priority given to these park features. The differentiation between "Priority One" and "Priority Two" Immediate Attentions and between "Unacceptable" and "Unacceptable/Site" ratings for features was also introduced. Also in December 1998, planted "Greenstreets" sites were included in the inspection program for the first time.

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Beginning in the fall of 1998 and continuing through the summer of 1999, a pilot program for the inspection of large parks was conducted. Inspection standards were drafted and the city's 150 accessible large parks were divided into ratable zones in order to make inspecting these large parks feasible. Some large parks are inaccessible to the public



because they are protected wetlands, undeveloped, or parkways. In general, large park zones were created that follow geographic boundaries such as park drives and tree lines; conform to existing borough and district Maintenance and Operations boundaries; are not too small, which would reduce inspection efficiency; are not too big, which would make zones hard to inspect in one to two hours. This helped match the public's perception of certain areas of large parks as unique from other areas.

Following the pilot project, the program was officially expanded to include large parks in December 1999. The first large parks to be added to the program were the ten flagship parks, large parks of regional importance which are managed by flagship park administrators. At that time, approximately 300 Greenstreets were also added to the program. A second allotment of large park zones was added in March 2000, and a third allotment in June of that year. Fifty additional large park zones were added in October 2001, and the remaining 103 zones were added in August 2002. With the advent of the fall season 2002 the remaining Type 1 Greenstreets and a number of "mystery sites" were added making all ratable sites part of the sort.

At the beginning of 2001, the number of sites inspected during each round was increased from 145 to 162. In the fall of 2001, the number of sites inspected increased to 183 sites each round. In the spring of 2002, the number of sites inspected increased to 205 each round. Using hand-held computers and digital cameras, inspection data is uploaded into a centralized database, and photos are uploaded to a photo management system. This automated process allows for quicker and more efficient report generation.

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In addition to inspecting sites, OMP has assisted the agency's Information Technology division in mapping various park features, such as drinking fountains and spray showers, in an effort to compile a citywide inventory of all services that the agency provides to the public.

In 2004, OMP Inspectors began to perform weekend inspections of small parks during the summer months to evaluate the conditions of these sites during periods of peak usage. Each month, from June until August, OMP inspects 110 small parks citywide. The number of inspections per borough is based on the breakdown OMP uses in a regular PIP round. A computer-program determines the sites which are selected for inspection.



In order to effectively communicate specific maintenance issues, OMP issues a Daily Report email to borough managers. This report contains a summary of specific hazards and quality of life issues such as Immediate Attention hazards, graffiti, non-bird feces, and missing or damaged POW/MIA flags which the Inspector encountered during the inspection.

In August 2004, OMP launched a pilot Comfort Station Inspection Program (CSIP), a program modeled after PIP, that rates the overall condition of the City's public comfort stations. (The standards for the Comfort Station Inspection Program are found in Part Three in the manual.) In June 2006, OMP added ice as the seventeenth overall and fifth cleanliness feature to PIP. Under "Ice," OMP Inspectors note the various conditions and hazards caused by snow and ice in New York City parks. Previously rated under "Litter," OMP transitioned ice to be its own feature to highlight the safety hazards associated with snow and ice during the winter months. Although there are five cleanliness features, only four are rated at any given time due to the seasonality of ice (winter) and weeds (spring through fall).

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Overview of the Program

The Parks Inspection Program is administered by the division of Operations and Management Planning (OMP) of the City of New York Parks & Recreation. Trained Inspectors from OMP’s Inspection Team use hand-held computers and digital cameras to perform nearly 5,000 PIP inspections each year, giving each inspected park an “Acceptable” (A) or “Unacceptable” (U) rating for overall condition and cleanliness. Individual “Acceptable” or “Unacceptable” ratings are given to as many as 17 separate park features which fall under three broad categories: cleanliness, structural, and landscape.

<u>Park Features</u>		
<u>CLEANLINESS:</u>	<u>STRUCTURAL:</u>	<u>LANDSCAPE:</u>
Glass	Benches	Athletic Fields
Graffiti	Fences	Horticultural Areas
Ice	Paved Surfaces	Lawns
Litter	Play Equipment	Trails
Weeds	Safety Surface	Trees
	Sidewalks	Water Bodies

A site’s overall condition rating will be rendered “Unacceptable” (U) if the site fails cleanliness, if any three of its features are “Unacceptable”, or if any one of its features is considered “Unacceptable for the entire site” (U/S). A site’s cleanliness will be rated “Unacceptable” (U) if any two cleanliness features are “Unacceptable”, or if any one cleanliness feature is considered “Unacceptable for the entire site” (U/S).

Features are rated “Unacceptable” because of generally substandard conditions, such as heavy litter, peeling paint on benches at a site, or bare lawns. Hazardous conditions, such as sharp, protruding bolts on benches, trip hazards on paved surfaces and sidewalks, or large dangling limbs may also cause the park feature to fail. These hazards are noted by an Inspector as needing “Immediate Attention.” All Immediate Attentions must be corrected within one round of the

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issuance of an inspection, unless there is a documented need for capital or requirements work. An Immediate Attention designation can fail a feature (U) or even an entire site (U/S). Some additional park elements such as drinking fountains, flags, and signs, are tracked and inspected, but do not figure into the cleanliness or overall condition ratings of a site.

There are four inspection seasons each year: spring, summer, fall, and winter. Each season consists of six inspection rounds. The inspection year dates from the beginning of the spring inspection season (early March) to the end of the winter inspection season one-year later (late February). Inspections



typically take place in two-week inspection rounds. A three-week round takes place once each season, or four times per year, to fit four seasons into a 52-week inspection year. Each round, 205 ratable sites are randomly selected according to set parameters. At the conclusion of each round, a summary report is produced showing the citywide and borough-by-borough percentages of sites rated acceptable for cleanliness and overall condition. This report is distributed at upper-level management meetings at which the Commissioner, Deputy Commissioners, and Borough Commissioners are present. Each Borough Commissioner also receives a packet with detailed evaluations of each failing site in his or her borough, along with pictures of hazardous or unacceptable conditions observed. Summary ratings are produced for each inspection season and for the fiscal year. Ratings are also reported for the fiscal year (July 1 through June 30) in the Mayor's Management Report.

Parks Inspection Program ratings provide Parks & Recreation management, elected officials, and the general public with a broad indicator of the condition of NYC parks. In doing so, the ratings serve as one of the agency's key performance measures. Using the ratings, the agency holds itself accountable to specific standards of cleanliness, safety, and structural conditions at rated sites. PIP ratings also include detailed information on specific parks and on specific features in parks. This helps Parks & Recreation use its resources effectively to target problem-areas.

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The Parks Inspection Program has been one of the agency's major initiatives since 1994. Citywide, the overall condition rating has risen from 36% acceptable in 1994 to 86% acceptable in 2006. The citywide cleanliness rating has also risen from 73% acceptable in 1994 to 92% acceptable in 2006. The Parks Inspection Program has both recorded these gains and served as an important management tool for achieving improved conditions.

Ratable Sites

There are three categories of ratable sites: 1) playgrounds and small parks, 2) large parks and large park zones, and 3) Greenstreets. (See the "Ratable Sites" table on page nine.) Currently, there are more than 3,000 ratable sites citywide. Of these, OMP inspects more than 1,200 playgrounds and small parks, 150 large parks, 500 large park zones, and 1,300 Greenstreets.

Parkways which are maintained by the Department of Transportation (DOT) and offer no opportunities for public recreation, such as the Grand Central Parkway, are not rated. However, parkways which include paved pedestrian and bike paths and benches, such as Eastern Parkway in Brooklyn, are rated.

Random Selection of Sites – the Sort

At the beginning of each inspection round, 205 sites are randomly selected by the PIP database according to the following parameters:

- **First:** The same number of sites are inspected in each borough every round. These numbers generally reflect each borough's share of the total number of ratable sites citywide.
- **Second:** The ratio of playgrounds and small parks, large park zones, and Greenstreets inspected in each borough is proportional to the overall number of these sites citywide.
- **Third:** Once a site is inspected, it is not eligible to be re-inspected until two rounds (usually four weeks) have passed. Typically, every ratable site is inspected at least once each inspection year.

What Is Inspected at a Site?

The entire property owned or maintained by Parks, including the surrounding sidewalk, is inspected as part of a PIP inspection. Certain park elements at a site, such as drinking fountains, flags, and signs, are

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not rated. However, information on these park elements are recorded and tracked. (See page 14 for “Park Elements.”) Since August 2004, comfort stations are rated as part of a separate inspection program called the Comfort Station Inspection Program.

<u>Ratable Sites</u>	
Property Type	Description
Playgrounds and Small Parks	<p>These properties are less than 6 acres in size and are made up of sitting areas, triangles, malls, neighborhood parks, playgrounds, and a few small undeveloped areas. Playgrounds within large parks are included in this group and are rated separately from the large parks. Playgrounds which are jointly operated with the Department of Education, or JOPs, are also included in this category.</p>
Large Parks and Large Park Zones	<p>A large park is classified as being 6 acres or more. Parks less than 20 acres in size are rated as one zone. To make inspecting parks greater than 20 acres in size more manageable, they are divided into large park zones. In general, large park zones follow geographic boundaries such as park drives and tree lines, conform to preexisting district boundaries, and could be inspected in 1-2 hours.</p>
Greenstreets	<p>Greenstreets are islands of trees and horticultural plantings along city streets. Many are former barren concrete triangles and malls that have been converted by Parks into green spaces by planting trees, shrubs, and other woody perennials. Greenstreets are grouped into three subcategories.</p> <ul style="list-style-type: none"> • Type 1 Greenstreets contain horticultural plantings and are regularly maintained by Parks. These are rated. • Type 2 Greenstreets are primarily tree pits in traffic medians, with no other plantings or features. These are not rated. • Type 3 Greenstreets are former triangles and sitting places and other miscellaneous Greenstreets. These are rated

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When Are Sites Inspected?

Playgrounds, small parks, and Greenstreets are inspected year-round, Monday through Friday. Large parks are inspected Monday through Friday in the off-peak season.

During the peak season (May 1-October 1), large parks are not inspected on Mondays to allow for one day of additional clean-up

following the high usage on the weekends. Otherwise, inspections begin no earlier than 8:30 AM Tuesdays through Fridays, and always after 10:00 AM on Mondays and days after holidays. Inspections of beach zones and beachfronts may begin no earlier than 8:00 AM.



Immediate Attention Hazards

A feature is flagged for “Immediate Attention” when one or more hazards are present. Such hazards are referred to as Immediate Attentions or IA’s. All features can be flagged for Immediate Attention. Below you will find the two levels of Immediate Attention hazards:

Priority One:

- The hazard presents the chance of a life-threatening or permanently debilitating injury.
- A single Priority One Immediate Attention will typically fail the overall condition rating (as well as the cleanliness rating if a cleanliness feature is flagged for Priority One Immediate Attention). A Priority One Immediate Attention will always fail the feature rating.

Priority Two:

- The hazard presents the chance of a slight to serious injury, or is more critical in nature but in a remote location (in which case injury is less likely).
- Graffiti that depicts hate speech or profanity.
- In playgrounds, small parks, and Greenstreets, one Priority Two Immediate Attention will fail the feature rating. In large parks, two Priority Two Immediate Attentions for one feature are needed to fail the feature.

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Typical examples of both Priority One and Priority Two Immediate Attentions are listed in the standards for each feature. These lists are not all encompassing, and conditions not explicitly listed may be flagged as Immediate Attentions by an Inspector.

All Immediate Attentions are tracked by OMP. Immediate Attentions must be remedied within one round (typically two weeks) of the round in which the hazard was noted.

Cleanliness Rating

The cleanliness rating is determined to be either acceptable or unacceptable, depending on the ratings of the five cleanliness features (glass, graffiti, ice, litter, and weeds).

Any of the following will cause the cleanliness rating to be unacceptable:

- Two or more unacceptable (U) cleanliness features.
- One or more very unacceptable (U/S or “Unacceptable/Site”) cleanliness features.



Overall Condition Rating

The overall condition rating is determined to be either acceptable or unacceptable depending on the ratings of all 17 features. Any of the following will cause the overall condition rating to be unacceptable:

- Unacceptable cleanliness rating.
- Three or more unacceptable (U) features (cleanliness, structural, or landscape).
- One or more very unacceptable (U/S or “Unacceptable/Site”) features (cleanliness, structural, or landscape).

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Playground Design and Construction Issues

All new Parks playgrounds are designed to meet or exceed the latest American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) standards for playground safety, design and construction. The CPSC standards were first released in 1981, and the ASTM standards were first released in 1993.



PIP Inspectors are periodically trained in ASTM standards and often participate in final use inspections for parks and playgrounds that undergo capital renovation.

Sites Closed Due to Construction

Sites closed for capital construction are the responsibility of the capital contractor and are typically not rated. All construction sites must have the following:

- A sign indicating that the site is closed and under construction.
- A secure fence that is locked and does not have any sneakholes.

If a site is accessible and a member of the general public could enter the site, by either through an open or unlocked gate or a sneakhole, and there are no construction workers present, the Inspector will enter and rate the interior of the site for Immediate Attention hazards. Any Immediate Attention hazards discovered will be recorded and will count toward the ratings. If there is no sign present explaining that the site is under capital construction and an Inspector has access to a construction site via a sneakhole or unlocked gate, the Inspector will rate the site as a full PIP inspection. However, if the site is accessible and there are workers present, the site will not receive a rating.

At sites where partial construction is taking place, OMP will not rate the area undergoing capital renovation, provided that the area under construction is properly secured and is accompanied by appropriate signage. However, the rest of the site will be rated in full. If an Inspector finds access to the area under construction and no construction workers are present, the Inspector will enter the site and

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rate the interior for Immediate Attention hazards. Any Immediate Attention hazards discovered will be recorded and will count toward the ratings. If there is no signage explaining that the site is under capital construction and an Inspector has access to a construction site, the Inspector will rate the site as a full PIP inspection.

Sites Officially Closed by Maintenance and Operations

Sites which are officially closed off to the public and marked with corresponding signage will not be rated. This category includes sites which are permanently closed off or locked because of security and/or other concerns. However, the periphery of these sites is rated. The periphery of the site is the area between the fence and street and generally includes sidewalks, lawns, fences, and trees. If an Inspector finds access to the site via a sneakhole or unlocked gate, the Inspector will enter and rate the interior of the site as a full PIP inspection. The interior of these sites are generally not entered or inspected, except for excessive litter, glass, weeds, and graffiti, if they are visible from the periphery of the site.

Undeveloped sites, whether closed or open, are rated. (See page 14 for “Undeveloped Sites.”)

Sites which are not undergoing capital construction or officially closed off to the public are expected to be open to the public during normal hours of operation.

Features Blocked Off by Maintenance and Operations

Any individual feature, such as benches or play equipment, which Maintenance and Operations blocks or cautions off, will not be rated. However, if Maintenance and Operations blocks off the feature, to the extent that it inhibits the public’s ability to use the entire site, that feature will be rated. For example, if all of the play equipment at a playground is blocked-off, play equipment will be rated unacceptable. A feature will also be inspected and rated if it is not sufficiently blocked-off or cautioned.

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Undeveloped Sites

Undeveloped sites are comprised of two groups. The first group is made up of large, undeveloped natural areas over six acres in size that do not contain public-access trails (i.e. inaccessible wetlands). These areas are not rated. Natural areas that do contain public-access trails are inspected and rated, regardless of whether they have official trails or desire lines.

The second group consists of undeveloped lots that are typically smaller than six acres and are surrounded by developed areas. The periphery of these parks is fully rated. The periphery of the site is the area between the fence and street and includes sidewalks, fences, and trees. The interior of these sites is generally not rated, except for excessive litter, glass, weeds, and graffiti, which is rated insofar as any such matter is visible from the periphery of the site. Additionally, if an Inspector has access to the site through a downed fence or unlocked gate, the site is rated a full PIP inspection.

Park Elements

Park elements are features of parks that are tracked by the Parks Inspection Program but do not typically affect the rating of a site. The most important park elements are signs and flags.



Signs help identify parks and playgrounds, provide important information to park users, and highlight amenities and facilities. As agency policy, each playground should have a routed and consolidated rules sign posted at each entrance. In addition, facility-specific rules signs should be at tracks, synthetic ballfields, turf ballfields, tennis courts, skate parks, pools, beaches, piers, and water bodies.

Flags help identify city and park properties, beautify parks and playgrounds, and serve as an important representative symbols. As agency policy, all flagpoles without yardarms must fly the American and POW/MIA flags. Flagpoles with yardarms must fly the American,

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POW/MIA, New York City, and Parks Department flags.

In addition to flags and signs, OMP tracks whether spray showers and drinking fountains are in service during their respective seasons. Between Memorial Day and Labor Day, spray showers should be turned on when the temperature reaches over 80 degrees Fahrenheit, children are present, and an inspection takes place after 10:00 AM. Between April 1 and October 31, drinking fountains should be in service and have sufficient water pressure.

Features Not Rated

A specific feature will not be rated (N) at a site when a crew is present and actively working on that specific feature at the time of the Inspector's arrival. For example, litter will not be rated when a cleaning crew is actively cleaning a site; benches, fences, and other structural features will not be rated if a park worker or crew is maintaining or repairing them. However, if there is an Immediate Attention hazard that has not been addressed by the crew, the Inspector will rate that hazard. In addition, a feature will be rated if a crew arrives after the inspection has begun, or if the crew departs before the inspection has ended and the condition has not been corrected. In a large park, the crew must be actively working in the zone that is being inspected for any relevant feature to be exempt from rating.

Part Two

OFFICIAL INSPECTION STANDARDS

Cleanliness **Features**

CLEANLINESS FEATURES

GLASS

WHAT IS RATED

All broken glass is rated under “Glass.” All unbroken glass is rated under “Litter.”

GLASS RATING CRITERIA

Accumulation

Glass is considered to be light, moderate, or heavy in the following accumulations:

<u>Accumulation of Glass</u>		
Light	Moderate	Heavy
Pieces of glass, usually equivalent to less than 1 broken bottle.	Pieces of glass equivalent to 1 or 2 broken bottles.	Pieces of glass equivalent to 3 or more broken bottles.

Number of Problem Areas

An Inspector notes how many areas have light, moderate, or heavy glass.

Areas can be the following:

- A distinct area such as handball courts, sidewalk, or multi-purpose play area (MPPA).
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square foot area, or a mall 100 feet long, glass is determined to be light, moderate, or heavy for the site overall.



Moderate amount of ground glass

Location

Glass on play equipment, safety surface, and in active play areas is treated as an Immediate Attention. All other glass is rated using the above criteria.

CLEANLINESS FEATURES

GLASS IMMEDIATE ATTENTION HAZARDS

Priority One

- Broken glass, equivalent to one bottle, found on play equipment, beachfronts, or any critical area of safety surface.



Moderate amount of glass around a rock crossing

Priority Two

- Broken glass, equivalent to one bottle, found in any active play area, such as handball courts and MPPA.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Glass Ratings Standards</u>			
	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> • Glass is moderate at the site overall. 	<ul style="list-style-type: none"> • 3 or more areas have moderate glass. • 1 or more areas have heavy glass. • 1 or more Priority Two Immediate Attentions for glass are present. 	<ul style="list-style-type: none"> • 4 or more areas have moderate glass. • Glass is heavy in 1 area and moderate or heavy in 1 additional area. • 2 or more Priority Two Immediate Attentions for glass are present.
(U/S)	<ul style="list-style-type: none"> • Glass is heavy at the site overall. 	<ul style="list-style-type: none"> • 6 or more areas have moderate or heavy glass. • 3 or more areas have heavy glass. • 1 or more Priority One Immediate Attentions for glass are present. 	<ul style="list-style-type: none"> • 8 or more areas have moderate or heavy glass. • 4 or more areas have heavy glass. • 1 or more Priority One Immediate Attentions for glass are present.

CLEANLINESS FEATURES

GRAFFITI

WHAT IS RATED

All spray paint, permanent markers, stickers, scratches on wood or other surfaces, and adhesive posters that have been illegally applied or affixed to any surface are rated as “Graffiti.”

Murals that have been sponsored by the community and approved by the Commissioner are not rated.

Drawings in chalk on any surface are not rated unless they contain profanity or hate speech.



Spray paint graffiti
on a park wall

Graffiti on a non-Parks property that abuts a Parks property and has a detrimental effect on the appearance of a Parks property will be noted in the inspection report and the borough will have until the next PIP inspection to remedy the problem. Sufficient remedies include the actual removal of the offending graffiti with the cooperation of the neighboring property-owner, or the installation of a mesh or cover over the fence that hides the graffiti from view. Graffiti on non-Parks property will be rated if it was noted in the previous inspection. Graffiti on traffic signs is treated as graffiti on non-Parks property. It is the responsibility of the borough to follow-up with DOT to ensure removal of the graffiti.



Marker on park bench

GRAFFITI RATING CRITERIA

CLEANLINESS FEATURES

Graffiti is rated with respect to the following criteria:

Surface Area

Graffiti ratings are determined by the total surface area of graffiti that covers vertical surfaces and the total surface area of graffiti that covers horizontal surfaces.



Content

Graffiti that depicts hate speech or profanity is considered a Priority Two Immediate Attention. Graffiti related to gang activity is not rated as an Immediate Attention.

Spray paint graffiti on multi-purpose play area

AGENCY GRAFFITI POLICY

All graffiti reported to agency personnel requires immediate removal. All service requests for graffiti called into Central Communications must be removed by noon on the day it is reported if it is reported before 10:00 AM. If graffiti is reported after 10:00AM, it must be removed by noon on the following day. The same timetable applies to graffiti that is discovered by Maintenance and Operations personnel on a routine site maintenance inspection.

All incidences of graffiti noted in an OMP inspection are published in a daily report that is distributed to the appropriate borough personnel.

CLEANLINESS FEATURES

Graffiti Ratings Standards

	Playground, Small Park, or Greenstreet	Large Park Zone
(U)	<ul style="list-style-type: none"> • 25 square feet or more of graffiti that covers vertical surfaces. (This is approximately the size of one flag of concrete sidewalk.) • 50 square feet of graffiti equally distributed between vertical and horizontal surfaces. • 75 square feet or more of graffiti that covers horizontal surfaces. • Graffiti that depicts hate speech or profanity 	<ul style="list-style-type: none"> • 50 square feet or more of graffiti that covers vertical surfaces. • 75 square feet of graffiti equally distributed between vertical and horizontal surfaces. • 100 square feet or more of graffiti that covers horizontal surfaces. • Graffiti that depicts hate speech or profanity.
(U/S)	<ul style="list-style-type: none"> • 100 square feet or more of graffiti that covers vertical surfaces. • 150 square feet or more of graffiti equally distributed between vertical and horizontal surfaces. • 200 square feet or more of graffiti that covers horizontal surfaces. 	<ul style="list-style-type: none"> • 200 square feet or more of graffiti that covers vertical surfaces. • 300 square feet or more of graffiti equally distributed between vertical and horizontal surfaces. • 400 square feet or more of graffiti that covers horizontal surfaces.

CLEANLINESS FEATURES

ICE

The presence of ice and compacted snow on sidewalks, entrances, and stairs is rated during the winter season. OMP rates for ice no earlier than 24 hours following a snowfall.

WHAT IS RATED

The following are rated under “Ice:”

- Compacted snow and ice on sidewalks at the perimeter of, or entrance to, a park.
- Compacted snow and ice on ramps in the interior of a park.
- Compacted snow and ice on staircases in the interior of a park.

The following are not rated under “Ice:”

- Ice on safety surfaces and paved surfaces in the interior of a park is not considered a hazard.
- Non-compacted snow that does not appear to have the potential to freeze.

ICE RATING CRITERIA

Accessibility

- There should be a clear path at least three feet in width to allow safe passage on sidewalks around the perimeter of, or entrance to, a park.
- There should be a clear path at least three feet in width to allow safe passage on staircases and ramps in the interior of the park.
- All paths created on a staircase and ramp should be next to a railing, and not down the middle of the staircase or ramp.
- At least one side of all staircases and ramps must be shoveled.



Ice on a sidewalk
Priority One Immediate Attention



Ice on a staircase
Priority One Immediate Attention

CLEANLINESS FEATURES

ICE IMMEDIATE ATTENTION HAZARDS

Priority One

- Presence of ice on sidewalks around the perimeter of, or entrance to, a park that does not have a clear path of at least three feet in width.
- Presence of ice on staircases and ramps in the interior of a park that does not have a clear path of at least three feet in width.

Priority Two

- Presence of compacted snow on sidewalks around the perimeter of, or entrance to, a park that does not have a clear path of a least three feet in width.
- Presence of compacted snow on staircases and ramps in the interior of a park that does not have a clear path of a least three feet in width.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Ice Ratings Standards</u>		
	Playground, Small Park, or Greenstreet	Large Park Zone
(U)	<ul style="list-style-type: none"> • 1 or more Priority Two Immediate Attentions for ice are present. 	<ul style="list-style-type: none"> • 2 or more Priority Two Immediate Attentions for ice are present.
(U/S)	<ul style="list-style-type: none"> • 1 or more Priority One Immediate Attentions for ice are present. 	<ul style="list-style-type: none"> • 1 or more Priority One Immediate Attentions for ice are present.

CLEANLINESS FEATURES

LITTER

WHAT IS RATED

The following are rated under “Litter:”

- Refuse that has been discarded somewhere other than a proper garbage bag or receptacle.
- Bird feces, such as pigeon waste.
- Non-bird feces, such as canine waste.
- Accumulated grime on structural features. Grime includes, but is not limited to: residue from food products, bodily fluids, oily substances, grease, or stains.
- Health hazards such as condoms, syringes, non-bird feces, and fetid water. Fetid water is a pool of water that has been sitting for more than 24 hours, and usually contains signs of algae or insect infestation.
- Garbage cans and bagged garbage awaiting pick-up.
- Dumping in natural areas, including abandoned cars. Dumping includes any items brought into the park by people or businesses for the purpose of disposal. Common dumping items include: appliances, furniture, bicycles/motorcycles and tires.
- Refuse in water bodies.
- Debris along beach shorelines.
- Unbroken glass is rated under “Litter.”
- Broken glass is rated under “Glass.”
- Natural debris will not be rated unacceptable unless it presents a safety hazard and is considered an Immediate Attention (i.e. leaves obscuring steps).



Heavy litter by a playground

LITTER RATING CRITERIA

Accumulation

Accumulations of litter can be light, moderate, or heavy. The definitions of light, moderate, and heavy depend on the type of litter found at a site. (See the table on page 28 for the different types of litter.)

CLEANLINESS FEATURES

Grime, stains, and bird feces on structural features will be deemed light, moderate, or heavy depending on how severely the condition detracts from the appearance of a feature, and how adversely it affects the public's ability to use that feature.

<u>Accumulation of Litter</u>			
	Light	Moderate	Heavy
Man Made Refuse	Fewer than 15 pieces.	15 to 30 pieces.	More than 30 pieces.
Litter baskets and bagged garbage:	Bags, secured, piled, waiting for pickup.	Can overflowing, generally with multiple pieces of litter, less than 6 inches in height.	Can overflowing, generally with multiple pieces of litter, more than 6 inches in height.
Non-bird feces:	1-2 pieces or equivalent.	3-4 pieces or equivalent.	More than 4 pieces or equivalent.
Dumping:	Examples: <ul style="list-style-type: none"> • 1-2 tires, • Small appliance, • Shopping cart, • Small piece of furniture, or • Multiple crates. 	Examples: <ul style="list-style-type: none"> • 3-6 tires, • Large appliance, • Large piece of furniture, • Multiple pieces of small furniture, or • 2-3 shopping carts. 	Examples: <ul style="list-style-type: none"> • 1 abandoned vehicle, • 1 boat, • 1 refrigerator, • More than 6 tires, or • More than 3 shopping carts.

CLEANLINESS FEATURES

Number of Problem Areas

An Inspector notes how many areas have light, moderate, or heavy litter. Areas can be the following:

- A distinct area such as a handball court, sidewalk, or MPPA.
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- For the litter feature, there can be more than one type and accumulation of litter at a single problem area. For example, OMP Inspectors may note conditions for both man-made refuse and non-bird feces in the same problem area.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square foot in area, or a mall 100 feet long, litter is determined to be light, moderate, or heavy for the site overall.

LITTER IMMEDIATE ATTENTION HAZARDS

Priority One

- Serious health hazards, such as syringes, condoms, or dead animals, regardless of size, in a critical area.
- Non-bird feces on safety surface or on any above-grade, high-use feature (i.e. benches or play equipment).
- Bee or wasp hive in an active play area during the spring, summer, or fall inspection seasons.

Priority Two

- Serious health hazards, such as syringes, condoms, or dead animals, regardless of size, in an active area.
- Standing, fetid water.
- Live rodent sighting or presence of rodent holes. Rodent holes will be exempt from rating in the event that appropriate signage is present to indicate that active baiting is taking place at the site.
- Slip hazard due to the presence of a foreign substance, such as sand or natural debris, in critical or active area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

CLEANLINESS FEATURES

<u>Litter Ratings Standards</u>			
	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> • Litter is moderate at the site overall. 	<ul style="list-style-type: none"> • 3 or more areas have moderate litter. • 1 or more areas have heavy litter. • 1 or more Priority Two Immediate Attentions for litter are present. 	<ul style="list-style-type: none"> • 4 or more areas have moderate litter. • Litter is heavy in 1 area and moderate or heavy in 1 additional area. • 2 or more Priority Two Immediate Attentions for litter are present.
(U/S)	<ul style="list-style-type: none"> • Litter is heavy at the site overall. 	<ul style="list-style-type: none"> • 6 or more areas have moderate or heavy litter. • 3 or more areas have heavy litter. • 1 or more Priority One Immediate Attentions for litter are present. 	<ul style="list-style-type: none"> • 8 or more areas have moderate or heavy litter. • 4 or more areas have heavy litter. • 1 or more Priority One Immediate Attentions for litter are present.

CLEANLINESS FEATURES

WEEDS

WHAT IS RATED

The following are rated under “Weeds:”

- Unsightly vegetation in and around structural features.
- Growth in clay infields of a baseball or softball field.
- Undeveloped areas that are overgrown and encroach onto structural features.
- Weeds that have grown through fences, even if they do not originate from Parks property.



Heavy weeds along a park path and around benches

The following are not rated under “Weeds:”

- Overgrown trails in large park zones are rated under “Trails.”
- Weed growth in lawns is rated under “Lawns” (for lack of mowing).
- In Greenstreets and in large parks, weed growth in horticultural areas is rated under “Horticultural Areas” (for lack of weeding).

WEEDS RATING CRITERIA

Accumulation

Weeds are considered to be either light, moderate, or heavy in the following accumulations:

<u>Accumulation of Weeds</u>		
Light	Moderate	Heavy
Less than 20% of an area, where weed growth is possible, is infested with weeds.	20% to 50% of an area, where weed growth is possible, is infested with weeds.	More than 50% of an area, where weed growth is possible, is infested with weeds.

CLEANLINESS FEATURES

Number of Problem Areas

An Inspector notes how many areas of potential weed growth have light, moderate, or heavy weeds. Areas can be the following:

- A distinct area such as handball courts, sidewalk, or MPPA.
- At a playground or small park, a 25 x 25 square foot area or along a 100 foot line.
- In a large park zone, a 50 x 50 square foot area or along a 200 foot line.
- At a small site, such as a Greenstreet or a triangle, approximately 25 x 25 square feet in area, or a mall 100 feet long, weeds are determined to be light, moderate, or heavy for the site overall.
- Tree pits are not rated as a separate problem area.



Weeds in a tree pit

WEEDS IMMEDIATE ATTENTION HAZARDS

Priority One

- Weed growth that hides or obscures a traffic sign or fire hydrant, or overgrows onto a roadway.



Heavy weeds

Priority Two

- Weed growth that obscures lips of sidewalk or steps, creating a trip hazard.
- Hazardous weeds such as poison ivy or plants with thorns that encroach that onto structural features.
- Wild mushrooms (that could be poisonous) in any play area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

CLEANLINESS FEATURES

Weed Ratings Standards

	Small Site	Playground/ Small Park	Large Park Zone
(U)	<ul style="list-style-type: none"> • Weeds are moderate at the site overall. 	<ul style="list-style-type: none"> • 3 or more areas have moderate weeds. • 1 or more areas have heavy weeds. • 1 or more Priority Two Immediate Attentions for weeds are present. 	<ul style="list-style-type: none"> • 4 or more areas have moderate weeds. • Weeds are heavy in 1 area and moderate or heavy in 1 additional area. • 2 or more Priority Two Immediate Attentions for weeds are present.
(U/S)	<ul style="list-style-type: none"> • Weeds are heavy at the site overall. 	<ul style="list-style-type: none"> • 6 or more areas have moderate or heavy weeds. • 3 or more areas have heavy weeds. • 1 or more Priority One Immediate Attentions for weeds are present. 	<ul style="list-style-type: none"> • 8 or more areas have moderate or heavy weeds. • 4 or more areas have heavy weeds. • 1 or more Priority One Immediate Attentions for weeds are present.

Structural **Features**

STRUCTURAL FEATURES

BENCHES

WHAT IS RATED

Benches, as well as bleachers and picnic tables, are rated under “Benches.” Chess and checkers tables are rated under “Play Equipment.”

Borough Maintenance and Operations can remove benches at a site if they have first checked with the community and received the approval of the Chief of Operations.

The boroughs are responsible for informing OMP when a significant

amount of benches have been removed from a park. The borough needs to explain why the benches were removed (i.e. construction) and what future actions are planned. Based on this information, and how much the lack of benches affects the use of a site, OMP will rate the feature accordingly.



Benches missing slats

BENCHES RATING CRITERIA

Benches will be rated with respect to the following criteria:

Damage

This includes cracks, broken slats or supports, exposed reinforcement bars, and wood-rot.

Needing Paint

Benches that require paint will be noted. Exempt from rating are benches with pressure-treated wood.



A bench in need of paint

Missing slats

Missing

If benches provide the predominant recreational activity at a site and have been mostly or completely removed, benches will be rated unacceptable.

STRUCTURAL FEATURES

BENCHES IMMEDIATE ATTENTION HAZARDS

Priority One

- Bleachers that are in danger of collapsing and are greater than four feet in height.

Priority Two

- A slat or support which is in danger of collapsing.
- A splintered or damaged slat with sharp edges.
- A bolt which protrudes one-quarter inch or more with sharp edges.
- A loose, unsecured slat which can pinch or fall off.
- An exposed reinforcement bar with jagged or sharp edges.



Bench was splintered and damaged

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Benches Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 25% or more of the benches are damaged, require paint, or are missing slats. • 50% of benches at a site have been mostly or completely removed. • At a playground, small park, or Greenstreets site, 3 or more Priority Two Immediate Attentions for benches are present. • In a large park zone, 6 or more Priority Two Immediate Attentions for benches are present.
(U/S)	<ul style="list-style-type: none"> • Benches provide the predominant recreational activity at a site and are so unacceptable that they prevent the public from using the site. • 1 or more Priority One Immediate Attentions for benches are present.

STRUCTURAL FEATURES

FENCES

WHAT IS RATED

All fences at a site are rated. The following are rated under “Fences:” ballfield backstops and team bench fences, temporary fencing (except for plastic mesh safety fencing), and guardrails. Guardrails, unlike other fencing, are not rated unacceptable for rust.



Damaged fence

Fence running along railroad tracks, fence along parkways, and fence around concessionaires are the responsibility of other agencies or the concessionaire, and are not rated. Sneakholes in such fencing are noted in the inspection and do not affect the rating of the site. In the event that temporary fencing separates a playground or other sub-property from a large park zone, the fence can be rated as a feature for both the sub-property and large park zone.

FENCES RATING CRITERIA

Fences will be rated with respect to the following criteria:

Appearance

Fencing, except for guardrails and chain link fence in a natural setting, should not be rusted or in need of painting.



A fence in need of paint

Structural Defects

Fencing should not be damaged, missing, or in need of tiebacks or crossbars. Missing crossbars are rated unacceptable only when their absence causes damage to the fencing.

Number of Non-Formalized Sneakholes

“Formalized” sneakholes are acceptable as long as they do not create a hazard. A formalized sneakhole is a deliberate opening in the fencing, created by Maintenance and Operations, to allow access to a site. Sneakholes that are the result of vandalism are unacceptable.

STRUCTURAL FEATURES

FENCES IMMEDIATE ATTENTION HAZARDS

Priority One

- Sneakhole, or missing fencing, which leaves a drop of four feet or more.
- Missing section of swing safety fencing.
- Unlocked, missing, or damaged fencing that would allow access to critical areas, such as swimming pools (regardless of depth), water bodies, catch basins, water valves, etc.



Missing tie backs under basketball hoop

Priority Two

- Sneakhole, or missing fencing, which leaves a drop from two feet to four feet.
- Protruding fencing with sharp edges in an active area. Including safety fencing for swings or the fencing directly adjacent to a sneakhole.
- A trip hazard created by downed sections of fencing in an active area.
- An ankle turn hazard created by missing tie-backs at ground level behind a basketball hoop.
- Fencing that contains barbed wire that is less than eight feet in height.
- Hole in safety fencing, such as backstops, large enough for a moving ball or other object to get through.



Fence has a sneak hole

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

STRUCTURAL FEATURES

Fencing Rating Standards

(U)	<ul style="list-style-type: none">• 25% or more of the fencing is rusted or in need of paint.• 25% or more of the fencing is damaged, missing, or in need of tiebacks or crossbars.• 3 or more non-formalized sneakholes are present.• At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for fences are present.• In a large park zone, 2 or more Priority Two Immediate Attentions for fences are present.
(U/S)	<ul style="list-style-type: none">• Fences are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site.• 1 or more Priority One Immediate Attentions for fences are present.

STRUCTURAL FEATURES

PAVED SURFACES

WHAT IS RATED

All hard pavements covering the ground are rated as “Paved Surfaces,” excluding sidewalks. Examples of paved surfaces include all non-sidewalk asphalt, cement, hex-block, Belgian block, brick, and cobblestone surfaces. Also rated under paved surfaces are drains, utility covers, quick-couplers, stairs, and retaining walls. Basketball courts, asphalt ballfields, tennis courts, handball courts, and bocce court walls are also rated. Boardwalks at beaches are rated under paved surfaces. With the exception of footbridges, bridges are not rated for structural condition.



Good paved surface
without issues

Severely faded sports coating on court areas will be noted under “Paved Surfaces”, but will not affect the feature’s rating. Basketball backboards and rims, tennis court nets, and handball walls are rated under “Play Equipment.”

PAVED SURFACES RATING CRITERIA



Paved surface with
deterioration of hex blocks

The paved surface ratings are determined by the percentage of the paved surface suffering from structural deterioration. Structural deterioration includes severe spalling, chipping paint, missing segments, holes, cracks, protrusions, and uplifts.

The paved surface ratings are also determined by the percentage of paved surfaces that have been patched or blocked-off

by Maintenance and Operations.

STRUCTURAL FEATURES

PAVED SURFACES IMMEDIATE ATTENTION HAZARDS

Priority One

- Missing manhole or drain cover.
- Impalement hazard of six inches or more in height, such as sharp sign post stub.
- Trip hazard of four inches or more in height (vertical difference) in an active area.
- Trip hazard of at least one and half inches on staircase.



Paved surface with a trip hazard

Priority Two

- Trip hazard of one and half inches or more in height (vertical difference) in an active area.
- Trip hazard of four inches or more in height (vertical difference) in an inactive area.
- Section of paved surface where spalling or missing segments have created loose, rubble-strewn, slippery conditions.
- Tree pits or tree lines are four inches or more below the grade of the surrounding paved surface.
- Missing water valve cover.
- Exposed sharp edges or bolts resulting from damage to a quick-coupler or water fountain.
- Ankle-turn hazard due to cracks two inches or greater in width in courts or MPPA.
- Ankle-turn hazard due to missing expansion joint fill material in handball court joints.
- A problem with the retaining wall or shoreline surrounding a water body creates a trip or fall hazard into a water body.



Paved surface with ankle turn

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

STRUCTURAL FEATURES

Paved Surface Rating Standards

(U)	<ul style="list-style-type: none">• 25% or more of the paved surface suffers from structural deterioration.• 75% or more of the paved surface has been patched or blocked off by Maintenance and Operations.• At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for paved surfaces are present.• In a large park zone, 2 or more Priority Two Immediate Attentions for paved surfaces are present.
(U/S)	<ul style="list-style-type: none">• Paved surfaces are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance or use of the site.• 1 or more Priority One Immediate Attentions for paved surfaces are present.

STRUCTURAL FEATURES

PLAY EQUIPMENT

WHAT IS RATED

All equipment in a park or playground intended for use by children at play, or for recreational use by teenagers and adults is rated as “Play Equipment.” This includes traditional play equipment such as slides and swings, Timberform and modular adventure play equipment, handball walls and basketball backboards and rims, bocce courts and sandboxes, exercise equipment, goal posts on athletic fields and tennis court nets (except during the winter). Three-dimensional animal art surrounded by safety surface is also rated.



Good playground

Structures not meant for play such as art installations, statues, and memorials are not rated.

Play equipment found on beachfronts, such as volleyball courts, will also be rated under play equipment

PLAY EQUIPMENT RATING CRITERIA

Play equipment will be rated with respect to two criteria:

Structural Deterioration

Structural deterioration for play equipment includes rust, rot, splintering, dents, and peeling or chipped paint. Structural deterioration is considered to be either light, moderate, or heavy for any given piece of play equipment in the following accumulations:

<u>Structural Deterioration of Play Equipment</u>		
Light	Moderate	Heavy
Less than 20% affected.	20% to 50% affected.	More than 50% affected.

STRUCTURAL FEATURES

Usability

A piece of play equipment is usable if it is in good working order, is not blocked-off, and has not been either partially or wholly removed.

Gaps created by loose bolts, which present a pinch hazard, on adventure wheels will be flagged as a Pre-Immediate Attention by the Inspector.



Sharp protruding metal on a j-swing

PLAY EQUIPMENT IMMEDIATE ATTENTION HAZARDS

Priority One

- Fall hazards from a height of four feet or more due to:
 - Damaged or missing guardrails/barriers on play equipment.
 - Damaged, loose, or missing climbing apparatus or sliding pole in danger of detaching from play equipment.
 - Rotted and/or uneven Timberform.
- Severe laceration or impalement hazards due to:
 - Sharp protrusions one inch or more in length.
- Hazard where users are in motion and cannot readily stop themselves. Examples include the following:
 - Pronounced gap or protrusion on the slide platform or bed, due to damage or structural deterioration, that creates an entanglement, laceration, or impalement hazard.
 - Swing or cargo net with any open hooks, chains, or yokes.
 - Any hooks, chains, or yokes link that are more than two thirds worn through.
 - Entire apparatus or substantial components in danger of collapsing or breaking away.



A swing bracket is worn 2/3 through -a Priority One Immediate Attention.

STRUCTURAL FEATURES

Priority Two

- Fall hazards from a height of two and half to four feet due to:
 - Damaged or missing guardrails/ barriers on play equipment.
 - Rotted, uneven Timberform.
 - Missing, loose, or damaged equipment, such as suspended rings.
- Cut, scrape and laceration hazards due to:
 - Exposed metal on swing with sharp or jagged edges.
 - Sharp, protruding screw, bolt, or nail; any bolt on play equipment with more than two threads protruding.
 - Jagged, splintered wood.
- Hazards where a user is in danger of having an appendage caught or pinched. Examples include the following:
 - Planks on adventure platforms which are loose and pinch together.
 - A gap or opening in the fulcrum of a see-saw resulting from damage or deterioration to the see-saw where fingers could be caught or pinched.
 - Any hooks, chains, or yokes that are one third worn-through.
 - Gaps between panels on a spiral slide causing an entanglement hazard.
 - Gaps created by loose bolts.
 - Cracks in plastic cargo nets.



Missing slats

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

STRUCTURAL FEATURES

<u>Play Equipment Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 50% or more of the play equipment exhibits moderate structural deterioration. • Any 1 piece of play equipment exhibits heavy structural deterioration. • One-third or more of the play equipment intended for the site is no longer usable, except when play equipment is limited to Chess and Checkers tables.. • At any site, 1 or more Priority Two Immediate Attentions are present.
(U/S)	<ul style="list-style-type: none"> • Two-thirds of all play equipment at a particular site is unusable, except when play equipment is limited to Chess and Checkers tables.. • 1 or more Priority One Immediate Attentions for play

PLAY EQUIPMENT CAPITAL DESIGN ISSUES

- Play equipment at a site will be flagged for capital design when Pipe-Form play equipment (i.e. monkey bars) or Fulcrum See-Saws are present at the site.
- Play equipment at a site will be flagged for capital design when there are fall hazards from a height of four feet or more on Timberform play equipment.
- Play equipment at a site will be flagged for capital design when there are overlapping use zones between play stations or hazardous placement of play equipment.
- Gaps on top of traditional slides will be flagged as a capital design issue.

STRUCTURAL FEATURES

SAFETY SURFACE

WHAT IS RATED

All materials under and around play equipment whose purpose is to protect against injuries due to falls are rated under “Safety Surface.” This includes poured-in-place safety surface, interlocking and sectional rubber matting, as well as loose-fill materials such as wood chips and sand.



Good safety surface

In large parks, a bed of wood chips should surround exercise equipment. This bed of wood chips will be rated under safety surface.

SAFETY SURFACE RATING CRITERIA



Safety surface uplifted causing safety hazard

Safety surface ratings are determined by the percentage of the safety surface that is in disrepair. Disrepair includes safety surface that is damaged, worn, or uplifted; that has missing or protruding plugs; or that has metal anchors with missing rubber caps. The severity of a hazard often depends on whether it is located in a critical or non-critical area of the safety surface. A critical area of the safety surface is generally within six feet of play

equipment, whereas a non-critical area is considered the periphery of the safety surface.

SAFETY SURFACE IMMEDIATE ATTENTION HAZARDS

Priority One

- One square foot or more of exposed concrete, asphalt, or compacted earth in a critical area of the safety surface at a playground resulting from the following:
 - Missing section of rubber matting.
 - Hole due to worn-away poured-in-place safety surface.

STRUCTURAL FEATURES

- Hole due to washed-away sand or wood chips.
- Nail at grade or protruding in any critical area of the safety surface.

Priority Two

- Less than one square foot of exposed concrete, asphalt, or compacted earth in a critical area of the safety surface at a playground.
- Two or more instances in non-critical areas of the safety surface at a playground of any of the following:
 - Missing section of rubber matting.
 - Hole due to worn-away poured-in-place safety surface.
 - Hole due to washed-away sand or wood chips.
- Insufficient or missing loose-fill material around exercise equipment in a large park.
- Uplift of one and half inches or more in height, in any area other than in inaccessible areas under the play equipment.
- Two or more instances of safety surface separated two inches or more in width, in any area other than in inaccessible areas under the play equipment.
- Bolt or exposed metal plug at grade or protruding in any critical area of the safety surface.



Safety surface damaged in a critical area of the playground



2 inch gap in safety surface causing safety hazard

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

STRUCTURAL FEATURES

Safety Surface Rating Standards

(U)	<ul style="list-style-type: none">• 25% or more of the safety surface at the site is in disrepair.• 1 or more Priority Two Immediate Attentions for safety surface are present.
(U/S)	<ul style="list-style-type: none">• 1 or more Priority One Immediate Attention for safety surface is present.

SAFETY SURFACE CAPITAL DESIGN ISSUES

- Safety surface at a site will be flagged for capital design when the safety surface around the play equipment does not cover the equipment's entire use-zone. (A use zone is defined as the area that covers six feet or more from all play equipment.)
- Safety surface at a site will be flagged for capital design when a manhole cover or grate at the grade of the safety surface is exposed.

STRUCTURAL FEATURES

SIDEWALKS

WHAT IS RATED

All sidewalks adjoining perimeter roads are rated, including sidewalks made of concrete, asphalt, brick or block pavers. Curbs, drains, and utility covers on or adjacent to the sidewalk are also rated.

Belgian blocks and tree pits between the sidewalk and the street or the sidewalk and the perimeter fence are rated under “Paved Surfaces.”



A sidewalk without issues

SIDEWALKS RATING CRITERIA

Sidewalk ratings are determined by the percentage of the sidewalk suffering from structural deterioration. Structural deterioration for sidewalks includes severe spalling, missing segments, holes, cracks, protrusions, and uplifts.

Inspectors will note the percentage of sidewalk that has been patched or blocked-off by Maintenance and Operations.

SIDEWALKS IMMEDIATE ATTENTION HAZARDS



Severe trip hazard on sidewalk

Priority One

- Missing manhole or drain cover.
- Impalement hazard of four or more inches, such as a sharp sign post stub.
- Severe trip hazard of four or more inches in height (i.e. uplifted section, missing section, etc.).

STRUCTURAL FEATURES

Priority Two

- Trip hazard of at least one and half inches (i.e. uplifted section or crack).
- Section of sidewalk where spalling or missing sections have created loose, rubble-strewn, slippery conditions.
- Missing valve cover.



Sidewalk trip hazard

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Sidewalk Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 25% or more of the sidewalk suffers from structural deterioration. • 75% or more of the sidewalk has been patched or blocked off by Maintenance and Operations. • At a playground, small park, or Greenstreets site, 1 or more Priority Two Immediate Attentions for sidewalks are present. • In a large park zone, 2 or more Priority Two Immediate Attentions for sidewalks are present.
(U/S)	<ul style="list-style-type: none"> • Sidewalks are the predominant feature at a site, and are deemed unacceptable for the entire site because they severely detract from the overall appearance or public use of the site. • 1 or more Priority One Immediate Attentions for sidewalks are present.

Landscape **Features**

LANDSCAPE FEATURES

ATHLETIC FIELDS

WHAT IS RATED

All areas designated for active-recreational use are rated as “Athletic Fields.” Some examples of athletic fields include baseball, cricket, football, and volleyball fields. It also includes multi-use athletic fields, artificial turf fields, running tracks, and the clay infields of turf ballfields. Athletic fields are usually identified by boundary lines, goalposts, or backstops.



An athletic field

The following are not rated under “Athletic Fields:”

- Asphalt ballfields are rated under “Paved Surfaces.”
- Lawns that are not designated for active recreational use are rated under “Lawns.”
- Backstops and dugout fencing at ballfields are rated under “Fences.”
- Unsightly vegetation in clay infields is rated under “Weeds.”

ATHLETIC FIELDS RATING CRITERIA

Grass or dirt athletic fields are classified as either A, B, or C athletic fields, and are rated using slightly different standards depending on their classification.

- **“A” athletic fields** are all athletic fields that are regularly irrigated and have controlled usage. “A” athletic fields are unacceptable when they are overgrown (over five inches), rutted/eroded/uneven, bare, or browned-out.
- **“B” athletic fields** are all non-irrigated baseball and softball fields. “B” athletic fields are unacceptable when they are overgrown (over five inches), rutted/eroded/uneven, or bare.
- **“C” athletic fields** are all non-irrigated soccer, cricket, football, volleyball, and multi-use athletic fields. “C” athletic fields are unacceptable when they are overgrown (over five inches) or rutted/eroded/uneven. “C” athletic fields are not rated for bareness.

LANDSCAPE FEATURES

Artificial turf fields, running tracks, and the clay infields of turf ballfields will be rated for structural deterioration and potential hazards. Track or field conditions will be determined by assessing the percentage of structural deterioration. Examples include the presence of divots, holes, uplifts, and missing sections.



Bare athletic field

ATHLETIC FIELDS IMMEDIATE ATTENTION HAZARDS

Priority One:

- A hole, one foot or more in diameter and one foot or more in depth, in an active area.
- An uplift, divot, or missing section creating an vertical difference of at least four inches in height.

Priority Two

- A hole, one foot or more in diameter and one foot or more in depth, in an inactive area.
- A hole less than one foot in width or less than one foot in depth.
- An uplift, divot, or missing section creating a trip hazard of at least one and half inches in height.
- An uneven surface in an active area creating an ankle turn hazard.



A hole in an athletic field—
Priority Two Immediate Attention

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

LANDSCAPE FEATURES

<u>Athletic Fields Rating Standards</u>	
(U)	<ul style="list-style-type: none">• 25% or more of the A or B athletic fields are bare.• 25% or more of synthetic turf fields have missing or damaged sections• 50% or more of the A, B, or C athletic fields are unacceptable (see Ratings Criteria).• Playgrounds cited for 1 or more Priority Two Immediate Attentions for athletic fields.
(U/S)	<ul style="list-style-type: none">• Grass that is greater than 1 foot in height.• Athletic fields are the predominant feature, and severely detract from the overall appearance or use of a site.• Athletic fields cited for 1 or more Priority One Immediate Attentions.

LANDSCAPE FEATURES

HORTICULTURAL AREAS

WHAT IS RATED



A horticultural area

All ornamental planted areas are rated under “Horticultural Areas.” This includes areas planted with shrubs, vines, and flower beds. Horticultural plantings in small parks and playgrounds, such as Greeting Gardens, are also rated under horticultural areas. Above-ground planters and pots are not rated for bareness during the winter inspection season. Mulch levels and empty tree pits are noted, but do not affect the feature

rating. Inspectors also note when tree rescue or plant deadheading needs to be performed.

HORTICULTURAL AREAS RATING CRITERIA

Horticultural areas will be rated with respect to the following criteria:

Dead or dying

Horticultural areas, especially at Greenstreets sites, should be regularly watered.

Weed Infestation

Weeds are unsightly, and pose a threat to ornamental plantings.

Bareness

Horticultural areas should not be bare, except in the winter and in areas normally planted with annuals.

General Maintenance

Horticultural areas should be free from damage and broken fencing.

Soil Condition

Soil should not be severely compacted or eroded.

LANDSCAPE FEATURES

HORTICULTURAL AREAS IMMEDIATE ATTENTION HAZARDS

Priority One

- Shrubs or vines that obscure a traffic sign.

Priority Two

- Shrubs or vines in an active area that protrude at or near eye level (three to six feet).
- A hole, one foot or more in diameter and one foot or more in depth.



Weed fabric is visible

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Horticultural Areas Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 25% or more of the plants or 25% or more of the horticultural area are unacceptable (See Ratings Criteria). • A small park or Greenstreets site is sited for 1 or more Priority Two Immediate Attentions. • A large park zone is cited for 2 or more Priority Two Immediate Attentions are present.
(U/S)	<ul style="list-style-type: none"> • A Greenstreets site at which 50% or more of the plants or 50% or more of the horticultural area are cited for violations (see Rating Criteria). • Horticultural areas which are so prominent and so unacceptable that they severely detract from the overall appearance of the site. • A horticultural area cited for 1 or more Priority One Immediate Attentions.

LANDSCAPE FEATURES

LAWNS

WHAT IS RATED

In playgrounds and small parks, all areas not designated for active recreational-use where grass, shrubs, or horticultural plantings do or should exist are rated under “Lawns.” Turf ballfields are rated under “Athletic Fields.”



A lawn without any issues

In large park zones, all areas that are designed for passive use where grass does or should exist are rated as “Lawns.” Ballfields and other active recreational-use fields are rated under the feature “Athletic Fields.” Horticultural plantings in large parks are rated under the feature “Horticultural Areas.”

At Greenstreets sites, horticultural plantings are also rated under “Horticultural Areas.” Horticultural plantings in playgrounds and small parks are rated under “Lawns” for the sake of consistency with past ratings, and because it is often difficult to distinguish between lawns and horticultural areas at small sites.

LAWNS RATING CRITERIA

Lawns are classified as either “A” or “B” lawns, and are rated using slightly different standards depending on their classification.

- **“A” lawns** have irrigation and their usage is controlled. “A” lawns are unacceptable when they are improperly mowed, when a lawn is more than five inches in height, rutted/eroded/uneven, weed-infested, browned-out, or bare.
- **“B” lawns** are all non-irrigated lawns. “B” lawns are unacceptable when they are overgrown (over six inches), rutted/eroded/uneven, or bare.

LANDSCAPE FEATURES

LAWNS IMMEDIATE ATTENTION HAZARDS

Priority One

- A hole, one foot or more in diameter, one foot or more in depth, in a high-traffic area.



Bare lawn

Priority Two

- A hole, one foot or more in diameter and one foot or more in depth, in a low-traffic area.
- A hole less than one foot in diameter or less than one foot in depth.
- Trip hazard created by a lawn four inches below the grade of an adjacent paved surface in an active area.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Lawns Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • For “A” lawns, 10% or more of the lawns are bare. • For “B” lawns, 25% or more of the lawns are bare. • For “A” lawns, 20% or more of the lawns are unacceptable (see Ratings Criteria). • For “B” lawns, 50% or more of the lawns are unacceptable (see Ratings Criteria). • Excessive desire lines detract from the overall appearance of an area of the site. • For playgrounds, small parks, and Greenstreets sites, 1 or more Priority Two Immediate Attentions for lawns are present. • For large park zones, 2 or more Priority Two Immediate Attentions for lawns are present.
(U/S)	<ul style="list-style-type: none"> • Lawns are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site. • 1 or more Priority One Immediate Attentions for lawns are present.

LANDSCAPE FEATURES

TRAILS

WHAT IS RATED

All unpaved paths in a natural area that are mapped, signed, marked, or otherwise formalized are rated under “Trails.” A trail is considered formalized if it is sufficiently wide and easily discernable from the surrounding natural area. A desire line formalized by repeated public use will be rated for trail maintenance under trails.



A tree blocks the path of the trail

Cleanliness issues in natural areas are rated under the cleanliness features, i.e., graffiti, glass, ice and litter. Overgrown trails, however, are rated under trails. They are not rated under weeds. Cleanliness issues in natural areas, such as abandoned vehicles, are always rated if observed. Paved paths through natural areas that have been intentionally allowed to deteriorate are rated under trails, rather than under paved surfaces.

Trails may be made of dirt, gravel, slate or woodchips. Infrastructure along trails, including cribbing, drains, and footbridges, is also rated.

TRAILS RATING CRITERIA



Trail path is overgrown

Trails will be rated in respect to the following criteria:

Overgrowth

Trails should not be blocked by brambles, vines, limbs, and other growth.

Erosion

Trails should not be flooded, eroded or full of water.

LANDSCAPE FEATURES

TRAILS IMMEDIATE ATTENTION HAZARDS

Priority One

- Erosion or some other condition affecting a trail that is adjacent to a steep slope and posing a serious fall hazard.
- Missing section of trail or footbridge posing a serious fall hazard.

Priority Two

- A large hole creating a serious trip hazard.
- Hazardous weeds such as poison ivy or plants with thorns encroaching onto that trail path.
- Four inch trip hazard of any kind existing anywhere on the trail.

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

<u>Table 20: Trails Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 3 or more instances where the trail is made impassible by branches, fallen trees, or plant growth. • 3 or more instances of serious rutting, erosion, or pooling water. • 2 or more Priority Two Immediate Attentions cited for trails.
(U/S)	<ul style="list-style-type: none"> • Trails are the predominant feature, and are so unacceptable that they severely inhibit the public’s ability to use the site. • 1 or more Priority One Immediate Attentions cited for trails.

LANDSCAPE FEATURES

TREES

WHAT IS RATED

Tree issues are mainly rated in active areas, such as paved paths and play areas. Dead trees are rated in active and inactive areas, but are not rated in natural/undeveloped areas. Trees in or around paved paths are rated for low hanging branches that inhibit use of the path, in addition to dead or dangling limbs that present a danger to pathway users.

Dangling Limbs

Any dangling limb that appears, from the vantage point of the Inspector, to be greater than six feet in length and two inches in diameter will be considered large, and will be rated as a Priority One Immediate Attention. Any dangling limb that appears, from the vantage point of the Inspector, to be less than six feet in length and two inches in diameter will be considered small, and will be rated as a Priority Two Immediate Attention.



Dangling limbs

Dead Limbs

Any dead limb over an active area that appears, from the vantage point of the Inspector, to be greater than six feet in length and two inches in diameter will be rated as a Priority Two Immediate Attention.

Dead Trees

Standing dead trees, except in natural areas, should be removed.

Protruding Tree Stumps

Protruding tree stumps in active areas are rated as potential trip or impalement hazards.

TREES IMMEDIATE ATTENTION HAZARDS

Priority One

- Large dangling limbs appearing to be in danger of falling onto an active area.
- Branches that hides or obscures a traffic sign.
- A sharp tree stump that is six or more inches in height in an active

LANDSCAPE FEATURES

area and present an impalement hazard.

Priority Two

- A dead limb that appears to be in danger of falling onto an active area.
- A small dangling that appears to be in danger of falling onto an active area.
- A branch, from a mature tree, that is at eye level (three to six feet) and located in an active area.
- A trip hazard created by a tree stump which is four or more inches in height and in an active area.



Large dangling limbs

Hazardous conditions not explicitly listed above may be flagged as an Immediate Attention.

Table 21: Trees Rating Standards	
(U)	<ul style="list-style-type: none"> • At a site with 1 to 5 trees: 1 dead tree is present or 1 tree has non-hazardous, low-hanging branches. • At a site with 6 to 10 trees: 2 dead trees are present or 2 trees have non-hazardous, low-hanging branches. • At a site with more than 10 trees: 3 or more dead trees are present or 3 or more trees have non-hazardous, low-hanging branches. • At a small park, playground, or Greenstreets site, 1 or more Priority Two Immediate Attentions for trees are present. • In a large park zone, 1 Priority One or 2 or more Priority Two Immediate Attentions for trees are present.
(U/S)	<ul style="list-style-type: none"> • Trees are the predominant feature at a site, and are so unacceptable that they severely detract from the overall appearance of the site. • 1 or more Priority One Immediate Attentions for trees are present in a small park or Greenstreet, or 2 or more Priority One Immediate Attentions for trees are present in a large park zone.

LANDSCAPE FEATURES

WATER BODIES

WHAT IS RATED

All natural and man-made bodies of water in a park, including lakes, rivers, reflecting pools, and decorative fountains, are rated. If a water body borders on a large park zone, the shore of the water body and the part of the water body visible from the zone will be rated. Debris and refuse in water bodies and on beachfronts are rated under “Litter.”



A water body has one ice rescue ladder

Retaining walls of water bodies and structural elements of fountains are rated under paved surfaces. Outdoor public pools and wading pools are not rated.

If an entire water body resides in a single large park zone, it will be rated as a single problem area.

OMP inspects for the presence of signs and ice rescue ladders at all water bodies during periods of potential freeze (from December 1 to April 1). At least one ice rescue ladder should be available every 400 feet of accessible shoreline.

WATER BODIES RATING CRITERIA



Excessive algae in a water body

Water bodies will be rated in respect to the following criteria:

Algae Infestation
Algae covering the surface of a water body is rated.

Plant Growth
Plant growth in non-functioning decorative fountains is rated as weeds.

LANDSCAPE FEATURES

WATER BODIES IMMEDIATE ATTENTION HAZARDS

Priority One

- No danger signs are posted along with ice rescue equipment at water bodies during the winter season.
- Ice rescue ladders are improperly stored, (i.e. affixed to their posts, in a manner that would detract from the public’s ability to use the ladders in an emergency).
- An ice rescue ladder is not available every 400 feet of accessible shoreline.

Hazardous conditions not explicitly listed above may be flagged as Immediate Attentions by an Inspector.

<u>Table 22: Water Bodies Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • More than 50% of the water body is infested with algae.
(U/S)	<ul style="list-style-type: none"> • Water bodies are the predominant feature at site and are so unacceptable that they severely detract from the overall appearance of the site. • 1 or more Priority One Immediate Attentions for water bodies are present.

Part Three

COMFORT STATION INSPECTION PROGRAM

OVERVIEW OF THE PROGRAM

Since August 2004, OMP has administered the Comfort Station Inspection Program (CSIP) as an additional way of evaluating the agency's overall performance. Prior to the implementation of CSIP, OMP Inspectors had tracked comfort stations as a park element under the Parks Inspection Program (PIP). This only provided Maintenance and Operations personnel with baseline information regarding comfort station conditions. Comfort stations provide an important service to the public. As such, CSIP takes a more comprehensive and structured approach to evaluating comfort stations, and assigns a rating to each facility that is inspected. This is designed to hold borough personnel more accountable for the condition of the facilities under their care.

Comfort stations are rated "Acceptable" or "Unacceptable" for their overall condition. Four primary features are rated: amenities, graffiti, litter, and structural. Comfort stations are considered unacceptable in their overall condition if the facility is closed during hours of operation, does not meet



standards of cleanliness, lacks amenities, suffers from significant structural deficiencies, or any combination of these. Comfort station inspections occur simultaneously with PIP inspections – there is not a separate sort to determine selection of facilities. The overall condition rating for the comfort station has no bearing, positive or negative, on the PIP rating for an adjoining park or playground. However, comfort station inspection information and ratings are published alongside the PIP report and reported at upper level management meetings.

CSIP provides Parks & Recreation management with a broad indicator of the condition of the agency's comfort stations. The program serves three important goals:

- To hold the agency to a higher level of accountability for the condition of the comfort stations in its parks and playgrounds;
- To help Parks & Recreation allocate resources to target problem areas; and
- To help improve overall conditions for the public.

OVERVIEW OF THE PROGRAM

What is Inspected at a Site?

A comfort station is defined as a facility that contains both a men's and a women's restroom, and is owned and maintained by Parks & Recreation. A complete comfort station inspection includes the inspection of both the men's and women's restrooms.



Inspections include all fixtures, walls, floors, ceilings, and amenities. The comfort station will be rated for litter and graffiti found inside the comfort station. Cleanliness issues that are found on the outside of the comfort station are rated within the purview of PIP.

Immediate Attention Hazards

A feature is flagged for "Immediate Attention" when one or more hazards are present in a single restroom. All features can be flagged for Immediate Attention. The following are the two levels of Immediate Attention hazards:

Priority One:

- The hazard presents the chance of a life-threatening or permanently debilitating injury.
- A single Priority One Immediate Attention will fail the feature rating, as well as the overall condition rating for a single restroom and the overall condition of the comfort station.

Priority Two

- The hazard presents the chance of a slight to serious injury.
- Graffiti that depicts hate speech or profanity.
- A single Priority Two Immediate Attention will fail the feature rating for a single restroom, and the overall feature rating for the comfort station. However, it will not necessarily fail the overall condition rating for a single restroom, and the overall condition rating of the comfort station.

OVERVIEW OF THE PROGRAM

Ratings:

Ratings are given for each men's and women's restroom during a comfort station inspection. Each restroom is rated for four comfort station features (Litter, Graffiti, Amenities, and Structural) and is assigned a restroom condition rating of "Acceptable" or "Unacceptable." In addition, each comfort station will receive an overall rating for each of the four features, and will also receive an overall condition rating for the entire comfort station.

Restroom Feature Rating

The men's and women's restrooms are rated separately. Each restroom will receive an individual feature rating for amenities, graffiti, litter, and structural. A feature can be rated either acceptable (A), unacceptable (U), or very unacceptable (U/S) based on the ratings for each feature. (Please see the rating standards for each feature in the pages that follow.) Restroom features will not be rated (N), in restrooms that are found closed. Any of the following will cause the restroom feature rating to be unacceptable:

- If an Inspector finds a single Priority One Immediate Attention in a restroom, the restroom feature rating will be very unacceptable (U/S or "Unacceptable/Site").
- If an Inspector finds a single Priority Two Immediate Attention in a restroom, the restroom feature rating will be unacceptable (U).

Restroom Overall Condition Rating

The restroom condition rating is determined to be acceptable or unacceptable depending on the ratings of the four restroom feature ratings. Any of the following will cause the restroom condition rating to be unacceptable:

- If the restroom is closed. Restrooms will not be rated (N) in comfort stations that are officially closed for the season or closed for construction.
- If an Inspector notes two or more unacceptable (U) features in a restroom.
- If an Inspector notes one or more very unacceptable (U/S or "Unacceptable/Site") features in a restroom.

OVERVIEW OF THE PROGRAM

Comfort Station Feature Rating

In addition to each restroom feature ratings, the entire comfort station will receive a comfort station feature rating for each of the four inspection features. Each comfort station feature can be rated either acceptable (A), unacceptable (U), or very unacceptable (U/S) based on each restroom feature rating. Any of the following will cause the comfort station feature rating to be unacceptable:

- If an Inspector notes a restroom feature failure for both the men's and women's restroom, the comfort station feature rating will receive an unacceptable (U) for the entire comfort station. For example, if the restroom feature rating for graffiti is unacceptable (U) in both men's and women's restrooms, the comfort station feature rating for graffiti will be rated as unacceptable (U).
- A comfort station feature rating will be unacceptable (U) when a Priority Two Immediate Attention is found in a single restroom. For example, if an Inspector notes inappropriate storage in the women's restroom, the comfort station feature rating for litter will be unacceptable (U).
- If an Inspector notes a very unacceptable (U/S or "Unacceptable/Site") restroom feature rating, the comfort station feature rating for that feature will be found very unacceptable (U/S or "Unacceptable/Site"). For example, if an Inspector notes inadequate lighting in the men's restroom, a Priority One Immediate Attention, the comfort station feature rating for structural will be rated as very unacceptable (U/S or "Unacceptable/Site").
- The comfort station feature rating for amenities is based on the total number of missing amenities for the entire comfort station, not the individual restroom. For example, if there are no paper towels in the women's restroom the comfort station feature rating for amenities will be unacceptable (U). If an Inspector notes missing liquid soap and paper towels in both restrooms, totaling four issues, the comfort station feature ratings for amenities will be very unacceptable (U/S or "Unacceptable/Site").
- If one restroom is closed, but the other restroom is open, the comfort station feature ratings will be determined by the condition of the open restroom.

OVERVIEW OF THE PROGRAM

Comfort Station Overall Condition Rating

The comfort station overall condition rating is determined to be acceptable or unacceptable depending on either the restroom condition ratings or comfort station feature ratings. Any of the following will cause a comfort station overall condition to be unacceptable:

- If at least one restroom is closed. This excludes comfort stations that are seasonal or closed for construction.
- If at least one restroom condition rating is unacceptable. For example, if the women's restroom condition rating is unacceptable (U), then the comfort station overall condition will be unacceptable (U).
- If two comfort station feature ratings are found to be unacceptable (U). For example, if both graffiti and litter are found to be unacceptable the comfort station, overall condition rating will be unacceptable (U).
- If an Inspector notes a very unacceptable (U/S) for a comfort station feature rating. For example, if structural is found to be very unacceptable, then the comfort station overall condition rating will be unacceptable (U).

FEATURES

AMENITIES

WHAT IS RATED:

The following amenities are inspected in the comfort station: toilet paper, paper towels or hand dryers, and liquid hand soap. Soap dispensers, soap globes, and toilet paper and paper towel dispensers will be rated under the structural feature.



No toilet paper

RATING STANDARDS:

All comfort stations are expected to provide basic amenities to park users. A comfort station restroom will be considered unacceptable if any of the following conditions exists at the time of the inspection:

- There is no liquid hand soap present. (Bar soap is not an acceptable alternative to liquid soap.)
- There are no paper towels or working hand dryer.
- At least 50% of the stalls do not have toilet paper.

<u>Restroom Amenities Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • If 1 of the above conditions exists in either restroom.

<u>Comfort Station Amenities Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • If 1 of the above conditions exists in either restroom.
(U/S)	<ul style="list-style-type: none"> • If a total of 4 of the above conditions exist for the entire comfort station.

GRAFFITI

FEATURES

WHAT IS RATED:

All spray paint, permanent markers, stickers, crayon, and adhesive posters that have been illegitimately applied or affixed to any surface within the comfort station are rated as graffiti. All markings on the outside of the comfort station will be rated as part of the Parks Inspection Program.

RATING CRITERIA:

Graffiti will be rated based on the total square footage of each room.

IMMEDIATE ATTENTION HAZARDS:

Priority Two

- Graffiti that depicts hate speech or profanity.

AGENCY GRAFFITI POLICY

<u>Restroom Graffiti Rating Standards</u>	
(U)	<ul style="list-style-type: none">• If there is at least 10 square feet of graffiti in a single restroom.• 1 or more Priority Two Immediate Attentions for graffiti are present.
(U/S)	<ul style="list-style-type: none">• If there is greater than 20 square feet of graffiti in a single restroom.

<u>Comfort Station Graffiti Rating Standards</u>	
(U)	<ul style="list-style-type: none">• If there is at least 15 total square feet of graffiti for the entire comfort station.
(U/S)	<ul style="list-style-type: none">• If there is greater than 25 total square feet of graffiti for the entire comfort station.

For more information on the agency’s graffiti policy please see “Part Two, Official Inspection Standards”, under cleanliness section for “Agency Policy on Graffiti.” (Please see page 23.)

FEATURES

LITTER

WHAT IS RATED:

The following are rated under litter: refuse that has been discarded somewhere other than in a proper garbage bag or receptacle; equipment stored within the comfort station; the condition of garbage cans and garbage bags awaiting pick-up; large quantities of natural debris; bird and non-bird feces within the comfort station; grime; health hazards such as condoms, syringes, or fetid water; and the sighting of any rodents, cockroaches, or flies within the comfort station.

RATING CRITERIA:

Accumulations of litter can be light, moderate, or heavy. The definitions of a particular accumulation depend on the type and amount of litter found:

<u>Comfort Station Litter Rating Criteria</u>			
	Light	Moderate	Heavy
Man Made Refuse	Fewer than 5 pieces.	6-10 pieces.	More than 11 pieces.
Garbage cans and bagged garbage	Bags, secured, piled, waiting for pickup.	Can overflowing, generally with multiple pieces of litter, less than 6 inches in height.	Can overflowing, generally with multiple pieces of litter, more than 6 inches in height.
Feces and grime	1-2 areas (1 square foot).	3-4 areas.	More than 4 areas.
Natural Debris	Lightly scattered.	Moderate amount evenly distributed.	Large amount densely concentrated.

IMMEDIATE ATTENTION HAZARDS:

Priority One

- Serious health hazards such as syringes, dead animals, or condoms within the comfort station.
- Broken glass anywhere within the comfort station.
- Bee or wasp hive.

FEATURES

- Inappropriately stored objects that present a serious safety hazard. Examples include, but are not limited to: gasoline cans, rock salt, cleaning agents, sharp clippers, and any objects that obstruct the exit to a comfort station.



Moderate Litter

Priority Two

- Less serious health hazards such as standing fetid water or the sighting of a cockroach, rodent, or other animal, or evidence of infestation such as a large number of ants or a fly strip covered with flies.
- Foul odor emanating from the comfort station.
- Inappropriately stored objects that present a less serious safety hazard. Examples include, but are not limited to: buckets, brooms, shovels, weed whackers, leaf blowers, and shopping carts.

<u>Restroom Litter Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 1 or more categories of litter are found to be moderate in a
(U/S)	<ul style="list-style-type: none"> • 1 or more categories of litter are found to be heavy in a single restroom. • 1 or more Priority One Immediate Attentions for litter are present.

<u>Comfort Station Litter Rating Standards</u>	
(U)	<ul style="list-style-type: none"> • 1 or more Priority Two Immediate Attentions for litter are present.
(U/S)	<ul style="list-style-type: none"> • 1 or more categories of litter are found to be heavy. • 1 or more Priority One Immediate Attentions for litter are present.

STRUCTURAL

FEATURES

WHAT IS RATED:

The following is rated under structural features: ceilings, fixtures, floors and walls. Structural features should be in good repair. Additionally, paint should be uniform in color, applied evenly in all areas of the comfort station, and be devoid of chipping.



Uneven Paint

<u>Comfort Station Structural Features:</u> <u>What is Rated</u>	
Ceilings	All ceilings, inclined roofs, and skylights. Rated for water damage, paint, cracks, holes, leaks, dents, and ceiling tiles that are missing, misaligned, or otherwise damaged.
Fixtures	All toilets, urinals, sinks, lights, toilet paper dispensers, paper towel dispensers, mirrors, and changing tables. Rated for cracks, chipping, constantly running water, clogging, being out of order, or otherwise damaged.
Floors	All floors, stairs, and ramps inside the comfort station. Rated for cracks, missing floor tiles, uneven flooring, holes, broken or loose tiles, pooling water, clogged floor drains, cracking or loose grout, damaged stairs, and water damage.
Walls	All doors, stall panels, and stall doors. Rated for water damage, paint condition, cracks, holes, leaks, dents, unfinished areas, or other damage.

FEATURES

<u>Comfort Station Structural Rating Criteria</u>			
	Light	Moderate	Heavy
Walls	Less than 10% missing, deteriorated, damaged, or in poor repair.	10-25% missing, deteriorated, damaged, or in poor repair.	More than 25% missing, deteriorated, damaged, or in poor repair.
Ceilings	Less than 10% missing, deteriorated, damaged, or in poor repair.	10-25% missing, deteriorated, damaged, or in poor repair.	More than 25% missing, deteriorated, damaged, or in poor repair.
Floors	Less than 10% missing, deteriorated, damaged, or in poor repair.	10-25% missing, deteriorated, damaged, or in poor repair.	More than 25% missing, deteriorated, damaged, or in poor repair.
Fixtures	Less than 10% missing, deteriorated, damaged, or in poor repair.	10-25% missing, deteriorated, damaged, or in poor repair.	More than 25% missing, deteriorated, damaged, or in poor repair.

RATING STANDARDS:

The amount of damage to, or extent to which a feature is missing, any of the features will be deemed light, moderate, or heavy based upon the following:

IMMEDIATE ATTENTION HAZARDS

Priority One

FEATURES

- Four or more inches of vertical difference (i.e. uplifted section, crack, hole, and sunken area).
- Exposed wiring from an electrical fixture.
- Poor or insufficient lighting as a result of missing or inoperative light bulbs in comfort stations.

Priority Two

- One and half inches or more of vertical difference (i.e. uplifted section, crack, hole, or sunken area).
- Missing drain / water valve cover.
- Laceration hazard due to cracked fixture.

Restroom Structure Rating Standards

(U)	<ul style="list-style-type: none"> • 1 or more categories are found to be moderate. • 1 or more Priority Two Immediate Attentions are found. • More than 25% of fixtures are damaged or missing in a single restroom.
(U/S)	<ul style="list-style-type: none"> • 2 or more categories are found to be moderate. • 1 or more categories found to be heavy. • 1 or more Priority One Immediate Attentions are present.

Comfort Station Structure Rating Standards

(U)	<ul style="list-style-type: none"> • 1 or more categories are found to be moderate. • 1 or more Priority Two Immediate Attentions are found. • More than 50% of fixtures are damaged or missing in the entire comfort station. .
(U/S)	<ul style="list-style-type: none"> • 1 or more categories found to be heavy. • 1 or more Priority One Immediate Attentions are present.

- If a comfort station appears to be compliant with the Americans with Disabilities Act (ADA) standards for accessible design, none of the required amenities can be damaged or missing (i.e., railings next to urinal or toilet, lowered hand dryer, sink, etc.).

Part Four

APPENDICES

INSPECTION PROGRAM OMBUDSMAN

Filing an Appeal

The Borough Commissioner, Chief of Operations, Deputy Chief of Operations, or any designee of the aforementioned can appeal a PIP or a comfort station inspection rating to the designated Parks Inspection Program Ombudsman if he or she feels that the rating given to a site is erroneous. The Ombudsman is generally a member of the First Deputy Commissioner's staff. All appeals must be sent in writing to the Inspection Program Ombudsman within one week of the issuance of the rating being appealed. The reasons why the rating is being appealed, as well as any evidence supporting the borough's appeal (photographs, documents), should also be included.

Resolution of Appeals

The Ombudsman, after investigating the merits of an appeal, can, at his or her discretion, retroactively change the rating of a given feature or site, if he or she is convinced that the rating in question constitutes a misapplication of the official inspection standards as described in this manual. If the wrong site was rated, the Ombudsman will change the rating to "Not Rated." Except in the case where Greenstreets are not properly marked, clustered together, and the wrong site was possibly rated. In this case, the rating for that site will stand.

The Ombudsman will notify the borough in writing of his or her decision within two to four weeks of the receipt of an appeal. The resolution of an appeal by the Inspection Program Ombudsman constitutes the final decision of the Department of Parks & Recreation.

GLOSSARY OF TERMS

Accessible area:	Any area easily accessed by the public (not fenced-off or otherwise effectively obstructed). Accessible areas include both active-use areas and passive-use areas.
Accumulation:	The amount of litter, glass, weeds, etc. found in an area. Accumulations are rated as light, moderate, or heavy.
Active Area or Active-use Area:	Paved paths (not trails), sidewalks, play areas (including athletic fields), or any other intensively-used area.
AF:	Abbreviation for athletic fields.
ADA:	Abbreviation for the Americans with Disabilities Act.
Area:	Any distinct area (such as handball courts or a multi-purpose play area) or, in small parks, any 25 x 25 feet space or 100 foot line; in large parks, any 50 x 50 feet space or 200 foot line. Sites approximately 25 x 25 feet or malls less than 100 feet long are rated as a single area.
Bare:	Lacking grass, shrubs, plantings or wood chips.
BBCT:	Abbreviation for basketball court.
BE:	Abbreviation for benches.
Bridle path:	A path officially designated (typically through signage) for equestrian use. Bridle paths are rated under trails.
C + C:	Abbreviation for chess and checkers table.
Capital Design Issues:	Problems due to the design of a site which in-house forces are unable to correct. Capital design issues are most often noted for play equipment and safety surface.
Color Seal:	A latex based coating that provides traction on basketball courts, asphalt softball fields, volleyball courts, and tennis courts. Also referred to as sports coat.
Comfort Station:	A public restroom facility consisting of a men's and women's restroom.
Critical Area of Safety Surface:	The safety surface directly around play equipment onto which a child falling from or exiting the equipment would be expected to land. For stationary play equipment (i.e. adventure equipment or Timberform), the critical area is considered to be 6 feet around play equipment. For motion-oriented play equipment (i.e. swings or slides), the critical area is wherever a child could potentially land when falling or exiting from the equipment. (See "Use Zone" on page 90)

GLOSSARY OF TERMS

Deadheading:	The removal of flowers from plants when flowers are fading or dead.
Desire Line:	Any non-paved, non-formalized path. Examples include shortcuts across a lawn or through natural areas.
EE:	Abbreviation for exercise equipment.
FE:	Abbreviation for fences.
Fall Hazard:	Unobstructed potential drop of at least 2½ feet from play equipment onto safety surface. Also evaluated under fences when a sneakhole leaves a drop of 2 feet or more.
Formalized Sneakhole:	A sneakhole which has been made into an official passageway by Parks through the attachment of vertical post(s) and the clipping of all sharp edges.
GL:	Abbreviation for glass.
GR:	Abbreviation for graffiti.
Hate Speech:	Graffiti which includes language or symbols which communicate hostility towards a group of people, often based on race, gender, sexuality, or religion.
Fetid Water:	A pool of water that has been sitting for more than 24 hours, and usually contains signs of algae or insect infestation.
Grime:	Grime includes, but is not limited to: residue from food products, bodily fluids, oily substances, grease, or stains.
Hazardous Weeds:	Poison ivy, thorns, or wild mushrooms. Hazardous weeds are rated as a Priority Two Immediate Attention under weeds.
HBCT:	Abbreviation handball court.
HORT:	Abbreviation for horticultural areas.
Immediate Attention:	Any safety hazard found at a site. Immediate Attentions are defined as either Priority One or Priority Two.
Impalement Hazard:	A sharp protrusion at least 4 inches long which has the potential to pierce a patron. Common impalement hazards are sign stubs and sharp tree stumps.
Low-traffic Area:	Area not heavily or regularly used by the public. Examples are lawn areas along a hillside, fence line, etc.
LW:	Abbreviation for lawns.

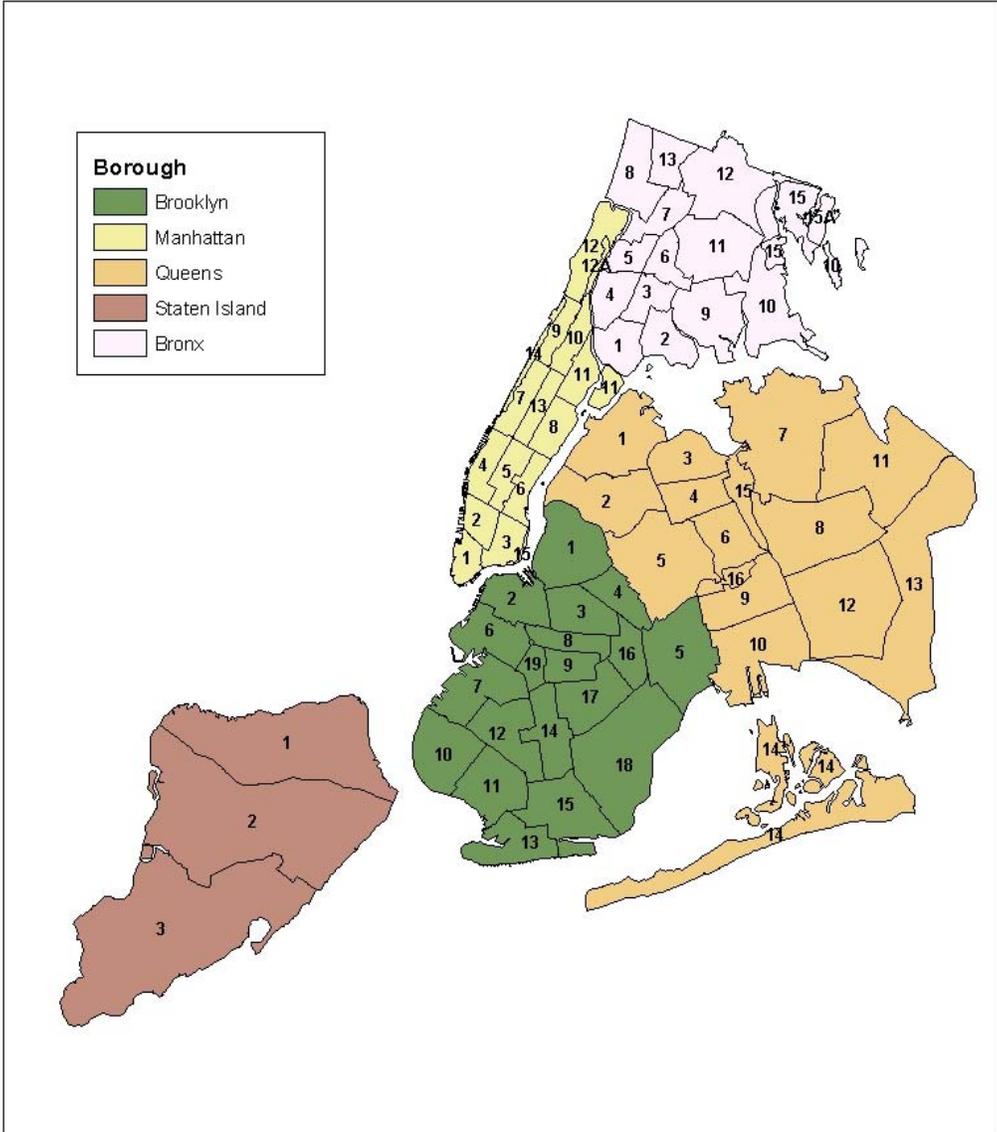
GLOSSARY OF TERMS

MPPA:	Abbreviation for multi-purpose play area.
Natural Area:	Mainly within large parks, an unlandscaped area (usually woods or meadow) which has public-access trails and is used recreationally by the public.
Passive Use Areas:	Non-recreational lawns or other less-intensively used areas.
PE:	Abbreviation for play equipment.
Pipe Form Unit (PFU):	The metal piping that forms the support structure of older adventure equipment, such as monkey bars.
Pinch Hazard:	Any juncture which could squeeze/bind the user's appendage during use, usually of play equipment or benches.
Play Area:	Play equipment and all surrounding safety surface, court areas, and athletic fields.
POW/MIA Flag:	The Prisoner of War/Missing in Action (POW/MIA) flag was created to honor members of the US Armed Forces who have been or remain prisoners of war. City Council requires these flags to be flown at all parks that fly an American flag.
Profanity:	Graffiti which includes abusive or vulgar language.
PS:	Abbreviation for paved surface.
Requirements Contracts:	Introduced in 1995, requirements contracts allow Parks to replace standard park features and improve the overall condition of a site without undertaking a complete reconstruction.
Rip-Rap:	Any material or marine life that washes up on the support/retaining wall due to the changing of the tide.
RS:	Abbreviation for routed sign.
Restroom:	A restroom consists of a single sex bathroom with toilets and urinals (men).
Small Site:	A site that does not constitute three distinct problem areas. Examples include Greenstreets, triangles, and sitting areas.
Spalling:	The significant crumbling of paved surface or sidewalk to create a loose, rubble-strewn surface.

GLOSSARY OF TERMS

Sports Coat:	A latex based coating that provides traction on basketball courts, asphalt softball fields, volleyball courts, and tennis courts. Also referred to as color seal.
SS:	Abbreviation for safety surface.
SW:	Abbreviation for sidewalks.
TL:	Abbreviation for trails.
TREE:	Abbreviation for trees.
Tree Rescue:	Process of removing real and potential health threats to street and park trees. Examples of tree rescue include removing constrictive tree guards; grates and sidewalks; widening small tree pits; removing unsightly debris; and adding soil and mulch.
Undeveloped Area:	An area that is undeveloped and has no public-access trails, that is not sanctioned by Parks for recreational use by the public versus natural areas. (See “Natural Areas” on page 89.)
Use Zone:	Standard language that is used by American Society of Testing and Materials (ASTM) and the Consumer Product Safety Commission (CPSC) to define the area of Safety Surface where children could be injured. A use zone is defined as the area that covers 6 feet or more from all play equipment.
U:	Abbreviation for unacceptable — this pertains to feature rating only.
U/S:	Abbreviation for unacceptable for site — this pertains to feature and overall condition rating (and cleanliness rating if used to describe to glass, graffiti, ice, litter, and/or weeds).
WB:	Abbreviation for water bodies.
Vertical Difference :	An uplift on any surface resulting in a trip or fall hazard.
WD:	Abbreviation for weeds.

CITYWIDE DISTRICT MAP



FIELD NOTES

FIELD NOTES

For questions or more
information regarding
this manual.

Please call:

Operations &
Management Planning

(212) 360-8234



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