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|  **Maintenance Details:** | **Maintenance & Monitoring Form** | **Tips:** |
| Trail Name: |  |  | Indicate if a job is required to be done each time |
| Coordinator: |  |  | Record if done |
| Maintenance By: |  |  | Note any comments e.g. Needs further work |
| Date: |  | Take photos if anything unusual |
| *Rev: 27-11-17* | 1. **Routine Maintenance**
 | *Note: This form should be retained for future reference* |

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| **Location** | **Element** | **Task** | **Required** | **Done / Comments** |
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**Trail Monitoring – Potential Issues**

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|  | **Map Board*** Dirty/Illegible
* Loose
* Damaged
 | **Vegetation & Litter*** Vegetation Blocking Route/Too Long
* Vegetation Blocking Stiles/Gates etc
* Litter/Dumping
 | **Trail Furniture / Structures*** Damaged
* Loose
* Slippery Surface
 |
|  | **Waymarking*** Missing
* Misaligned/Confusing
* Hidden/Obscured/Dirty
* Inconsistent (Colour/Name/Symbol)
* Loose/Leaning
* Diversion without Waymarking
 | **Trail Surface / Water Management*** Trail Obstructed/Impassable
* Muddy/Boggy
* Flooded/Waterlogged
* Slippery/Loose
* Difficult to Walk for more than 5m
* Drains Blocked/Overflowing
* Broken Drains/Waterbars etc
 | **Potential Safety Issues*** Barbed Wire/Sharp Objects
* Hidden Dangers e.g. Holes/Wires/Drops
* Damaged/Rotting Trail Furniture
* Slippery Surfaces
* Dangerous River Crossings
 |
|  | **Missing Signage*** Busy Road (Motorists & Walkers)
* Bulls/Livestock
* Electric Fencing across/beside Trail
 |  | **Fencing (Across/Beside Trail)*** Exposed Barbed Wire
* Exposed Electric Fence
* Broken/Damaged Fence
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| **Monitoring Details:** | **Maintenance & Monitoring Form** | **Tips:** |
| Trail Name: |  |  | Look at the trail as if you were unfamiliar with the route |
| Coordinator: |  |  | If in doubt, record issue for a second opinion |
| Monitor: |  |  | Take photos of issues and be sure to record the location |
| Date: |  | Be prepared for the conditions |
| *Rev: 27-11-17* | 1. **Trail Monitoring**
 | *Note: This form should be retained for future reference* |

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| --- | --- | --- | --- |
| **Item No** | **Location / Reference** | **Issue / Description** | **Done / Comments** |
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