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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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