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| **Trail Maintenance & Monitoring Plan** |

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| **Trail Name(s):** |  |
| **County:** |  |
| **Responsible Body:** |  |
| **Grade:** |  |
| **Length:** |  |
| **Dates:** |  |

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| **Maintenance Carried Out By:** |  |
| **Monitoring Carried Out By:** |  |
| **Other Bodies Involved & Details:** |  |

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| --- | --- | --- | --- | --- |
| **Trail(s) Accredited by Sport Ireland Trails:**  **(Listed on National Register)** | Yes: |  | No: |  |
| **Trail(s) on Public Liability Insurance:**  **(Administered by Sport Ireland Trails)** | Yes: |  | No: |  |
| **Updates Provided to Sport Ireland Trails:**  **(In Client Area of www.irishtrails.ie)** | **Deadline Date:** | | **Date Update Sent:** | |
| March 1st | |  | |
| September 1st | |  | |

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| **Contents:** |
| **1. Routine Maintenance Planner**  **2. Trail Monitoring Planner**  **3. Maintenance & Monitoring Calendar**  **4. Trail Repair Log** |

1. **Routine Maintenance Planner:**

**1(a) Maintenance Priorities**

|  |  |
| --- | --- |
| **What are the Maintenance Priorities (Regular Issues/Concerns) for this Trail(s)?** | |
| **Issue / Concern:** | **Comments:** |
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**1(b) Maintenance Schedule**

1. Walk the entire trail and assess what maintenance work will need to be done regularly, to keep the trail up to standard.
2. Estimate the frequency required of each task. E.g. Tending vegetation or clearing drains are usually required more often than cleaning signage.
3. Copy these tasks into the *Trail Maintenance & Monitoring Form* for regular use.

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| --- | --- | --- | --- | --- |
| **Location** | **Element** | **Task** | **Frequency** | **Comments** |
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1. **Trail Monitoring Planner:**

**2(a) Monitoring Frequency**

1. Assign a score for each of these parameters, and get total. In the *‘Potential for Issues / Seasonal Change’* section, consider factors like storm damage, flooding, high-use events etc.

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| **Parameter** | **1** | **2** | **3** | **Score** |
| **Usage Level** | Low | Medium | High |  |
| **Grade & User Profile** | Difficult Grade  Experienced Walkers | Moderate Grade  Casual Walkers | Easy Grade  Novice Walkers |  |
| **Potential for Issues /**  **Seasonal Change** | Low | Medium | High |  |
| **Level of Infrastructure** | Low | Medium | High |  |
| **Total Score:** | | | |  |

1. Based on total score, gauge guideline frequency:

|  |  |
| --- | --- |
| **Total Score** | **Guideline Monitoring Frequency** |
| 4-5 | Annually |
| 6-7 | Bi-Annually |
| 8-9 | Quarterly |
| 10-11 | Monthly |
| 12 | Weekly - Fortnightly |

1. Consider amending, based on known additional factors:

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| --- | --- | --- | --- | --- |
| **Factor** | **Details** | **Dates** | **Comments** | **Amendment** |
| **Seasonal Issues** | Flooding  Storms  Snow & Ice  Leaf Build-up  Other |  |  |  |
| **Events** | Walking Festival  Race  School/Educational  Other |  |  |  |
| **Other** | Walks Scheme  Other |  |  |  |

**2(b) Monitoring Schedule**

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| **Dates** | **Frequency** | **Comments** |
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1. **Maintenance & Monitoring Calendar:**

Combine the schedules from Section 1 and Section 2 into a complete calendar.

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| **Date** | **Location** | **Element** | **Task** | **Date Done** | **Comments** |
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1. **Trail Repair Log:**
2. Record any issues identified during monitoring, that were not resolved at the time.
3. Use *Worksheets* to help organise the job, and ensure that copies are kept.

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| **Ref** | **Date**  **Found** | **Location** | **Issue** | **Priority** | **Date**  **Complete** | **Comments** |
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