



# FORM 5 - HOST MAINTENANCE CHECKLIST

MORELAND PARKLET PROGRAM - SHORT-TERM & LONG-TERM STREAMS

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The host is required to fill out this checklist and submit a completed version to Council once per month. This checklist is to be used by hosts of a parklet to ensure that the parklet is being regularly maintained.

<b>Name</b>			
<b>Host Business / Organisation</b>			
<b>Permit Number</b>			
<b>Host Signature</b>		<b>Date</b>	

<b>Office Use</b>	
<b>Date Received:</b>	<b>Checked by:</b>

Items	Maintenance Checklist		
	Yes	No	Comments
The parklet is free from grime, debris and graffiti.			
There are no slipping hazards.			
There is no debris blocking the drainage below the parklet platform.			
All the parklet pieces are accounted for.			
The location of the parklet pieces is not posing a tripping hazard.			
Any access ramps remain securely in place and don't pose a tripping hazard.			
The vegetation appears to be watered and maintained.			
The items that the parklet hosts place on the parklet during business hours do not pose a tripping hazard.			
Have you experienced any issues in the last month? Please outline on the following page.			
Has there been any damage to the parklet?			

<b>Issue</b>	
<b>Date</b>	
<b>Description</b>	
<b>Action taken to repair / solve the issue</b>	

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<b>Date</b>	
<b>Description</b>	
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<b>Date</b>	
<b>Description</b>	
<b>Action taken to repair / solve the issue</b>	