

Daily Playground Inspections/ Maintenance Requirements

Statistics have shown that a majority of injuries (70%) in public playgrounds occur in falls related to the surfacing.

Proper maintenance to keep minimum levels of sand and/or engineered wood fiber/Fibar® play surfacing can lower the injury and death rate for children in our playgrounds. Twelve inches (12") is the minimum depth for both materials.

The following is a list of inspections and maintenance items that must be checked and completed at every playground on a daily basis.

1. Visually inspect all play equipment, surfacing, hardscape, and surrounding area to identify safety hazards (glass, needles, any sharp objects, any type of fecal matter, etc.). Always have personal protective equipment and supplies with you when doing inspections.
2. Visually inspect the level of loose fill playground surfacing (sand, engineered wood fiber/Fibar®). Assure the level of loose fill material is no greater than four inches (4") below the adjacent sidewalk or rubberized play surfacing. If the loose fill playground surfacing is more than four inches (4") below adjacent sidewalks or rubberized play surfacing then additional material must be added to assure adequate fall protection and compliance with Americans with Disabilities Act requirements.
3. Visually inspect the accessible path of travel for rubberized play surfacing and/or engineered wood fiber/Fibar®. If damaged or uneven, have rubberized play surfacing repaired. Rake engineered wood fiber/Fibar® to an even surface.
4. Visually inspect the sand and/or engineered wood fiber/Fibar® for over-compaction. If over-compaction is found, rototilling or other means of loosening the material may be required. Weeds in the surfacing could be a sign of over-compaction.

5. Rake engineered wood fiber/Fibar® and/or sand into depressions that occur beneath swings, at ends of slides, and any other heavily traveled areas. Rake edges to assure the level of sand and/or engineered wood fiber/Fibar® is even and no greater than four inches (4") below adjacent sidewalks or rubberized play surfacing.
6. Remove foreign objects from rubberized play surfacing and sand and/or engineered wood fiber/Fibar® (branches, twigs, rocks, anything that doesn't belong).
7. Clean rubberized play surfacing.
8. Clean platforms, sidewalks, picnic tables, etc. to remove slipping and/or health hazards (sand, debris, wood chips, spilled drinks, food, etc.).
9. Remove or paint over graffiti (removal preferred).

For repair of rubberized play surfacing, submit a service request with the City-wide Maintenance using Managers Plus.

To add sand or engineered wood fiber/Fibar® to raise the level of surfacing to the proper depth, place an order for the appropriate material with your preferred vendor. Submit a service request with the City-wide Maintenance using Managers Plus for placement of the material.

Loose fill materials are typically plaster sand or play sand (grey in color with angular grains), silica sand (white in color with rounded grains) or engineered wood fiber/Fibar®.

For daily inspections, no written report is required unless a safety hazard or defective equipment is found. Low sand or engineered wood fiber/Fibar® levels are considered a safety hazard. If there is a safety hazard or defective equipment, immediately barricade the area and label as "OUT OF ORDER" or "DO NOT USE" and notify your supervisor.

These weekly inspections are not to be confused with the Quarterly Low Frequency Inspections that are done by supervisors or the annual one done by the Certified Playground Safety Inspectors.

**SAN DIEGO PARK AND RECREATION DEPARTMENT
WEEKLY**

Playground

SAFETY INSPECTION
DEPARTMENT INSTRUCTION 6.6

P = Pass
F = Fail
N/A = Not Applicable

Location Inspected _____ Date of Inspection _____

Name (print) _____

Signature of Inspector _____ Title _____ Time Req'd _____

1.) PLAYGROUND SURFACE

- | | P | F | N/A | | P | F | N/A |
|---------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| A. Sand & Fibar Materials are at Adequate Levels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Materials are Raked to Eliminate Compaction – Free of Debris | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. No Standing Water – Drains are Free of Debris | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Accessible Surfacing is Not Tearing, Wearing or Collapsing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Accessible Surfacing is Free of Sand, Bark or Debris | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2.) PLAYGROUND EQUIPMENT

- | | P | F | N/A | | P | F | N/A |
|------------------------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| A. No Jagged/Exposed/Loose Screws, Bolts & Nuts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. No Broken Supports/Anchors, Rails, Steps, Rungs, Seats, Bolts and/or Nuts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Wooden Equipment Free of Splinters/Rough Surface | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Footings are Stable and Buried – No Jagged Edges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Hooks, Hangers, Shackles, Links, Ropes and Cables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Equipment if Free of Rust, Corrosion & Chipping Paint | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

3.) CLIMBING EQUIPMENT

- | | P | F | N/A | | P | F | N/A |
|-------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|
| A. Handholds are Secure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Footholds are Not Worn or Slippery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Ropes and Cables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.) SWINGS

- | | P | F | N/A | | P | F | N/A |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| A. Seats – No Pitch Points, Protruding Wire or Cracks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. S Hooks, Chain Links and Brackets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Cracks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Tire Swings are Not Filled with Sand, Water or Other Debris | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | E. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5.) SEASAWS (SPRING TYPE) & ROCKING EQUIPMENT

- | | P | F | N/A | | P | F | N/A |
|----------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|--------------------------|
| A. Handholds Stay in Place When Grasped, Without Turning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. No Pinch Points | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Footrests | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6.) SLIDES

- | | P | F | N/A | | P | F | N/A |
|---------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------|--------------------------|--------------------------|--------------------------|
| A. No Gaps or Rough Edges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. No Objects Protruding from the Slide Surface | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Ladders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Threshold Plates are Flush | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Roller Slides have Free Movement and are not Cracked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Slide Surface | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Slide Sections are Tight | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7.) MISCELLANEOUS

- | | P | F | N/A | | P | F | N/A |
|---------------------------------------------------------|--------------------------|--------------------------|--------------------------|---------------------------------------------------|--------------------------|--------------------------|--------------------------|
| A. Glide/Slide Tracks Operate Smoothly – No Obstruction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Digging Scoops are Functional – No Sharp Edges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

PLEASE EXPLAIN ANY "FAILED" RATINGS AND ACTIONS TAKEN

COMMENTS: _____

Work Request Submitted by _____ Date Work Submitted _____

Date Secured _____

District Manager (if required) _____ Date _____

Grounds Maintenance Manager/Area Manager _____ Date _____

Grounds Maintenance Supervisor _____ Date _____

SAN DIEGO PARK AND RECREATION DEPARTMENT
WEEKLY
Facility, Furnishings & Grounds Safety Inspection

DEPARTMENT INSTRUCTION 6.6
P = Pass F = Fail N/A = Not Applicable

Location Inspected _____ Date of Inspection _____

Name (print) _____

Signature of Inspector _____ Title _____ Time Req'd _____

1.) GENERAL ENVIRONMENT

	P	F	N/A		P	F	N/A
A. Picnic Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Picnic Shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Barbecue Grills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Hot Coal Containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Telephones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. No Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

2.) RESTROOM

	P	F	N/A		P	F	N/A
A. Clean & Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Doors Free of Obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Fixtures (Shower Heads, Sink, Bowls, Hand Dryer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Graffiti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Drinking Fountains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Floor Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				G. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.) PARKING LOTS/SIDEWALKS (Cracks, Chips, Sand) STAIRWAYS

	P	F	N/A		P	F	N/A
A. Pot Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.) TURF AREAS/ATHLETIC FIELDS/MULTI-PURPOSE COURTS

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Exposed or Broken Sprinkler Heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Base Anchors/Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Dugout Benches/Bleachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Backboard/Rims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Nets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Surfacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5.) TREES
 (Broken Limbs, Stubs, etc.)**

P	F	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.) FENCING

	P	F	N/A		P	F	N/A
A. Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Protruding Wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Gates (Operational, Locks Functional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

7.) TRAILS

	P	F	N/A		P	F	N/A
A. Free of Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Hand Rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Trail Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Railroad Ties/Telephone Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Stairs/Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.) BUILDINGS

Fire Prevention

- A. Flammable Liquids stored properly P F N/A
- C. Other _____ P F N/A

- B. Fire extinguishers full P F N/A

Electrical

- A. All junction boxes, outlets, switches installed & covered P F N/A
- C. Electrical panel accessible (nothing within 30" in front of panel) P F N/A

- B. Only one electrical plug per outlet P F N/A
- D. Other _____ P F N/A

Building, Restrooms & General

- A. All rooms clean & free of debris P F N/A
- C. Fixtures, (Shower Heads, Slnk, Bowls, Hand Dryer) P F N/A
- E. Floor Surfaces P F N/A
- G. Graffiti P F N/A

- B. Panic hardware in working order P F N/A
- D. Doors free of obstacles & properly hinged P F N/A
- F. Drinking Fountains P F N/A
- H. Other _____ P F N/A

First Aid Treatment

- A. Minimum Supply on hand according to standard first aid list P F N/A

- B. Other _____ P F N/A

9) SHORELINE

- A: Irrigation Exposed P F N/A
- C. Rip Rap P F N/A
- E. Drain Outlets P F N/A
- G. Above Grade Drain Swales P F N/A
- I. Coastal Bluffs (Stability, Slumps, Park Improvements) P F N/A
- K. Fire Rings P F N/A
- L. Offshore Buoys P F N/A
- N. Other _____ P F N/A

- B. Wash Outs P F N/A
- D. Erosion P F N/A
- F. Sign P F N/A
- H. Beach Mooring Bars (Weeds, Signs, Wash Outs) P F N/A
- J. Volleyball Courts (Nets, Poles)/ Basketball Courts P F N/A
- M. Street End Barricades P F N/A

10.) BOAT RAMP/DOCKS

- A. Railings P F N/A
- C. Cleats P F N/A
- E. Ramps P F N/A
- G. Hinges P F N/A
- I. Rollers P F N/A
- K. Nonskid P F N/A

- B. Deck P F N/A
- D. Signs P F N/A
- F. Bolts P F N/A
- H. Chains P F N/A
- J. Nails P F N/A
- M. Other P F N/A

PLEASE EXPLAIN ANY "FAILED" RATINGS AND ACTIONS TAKEN

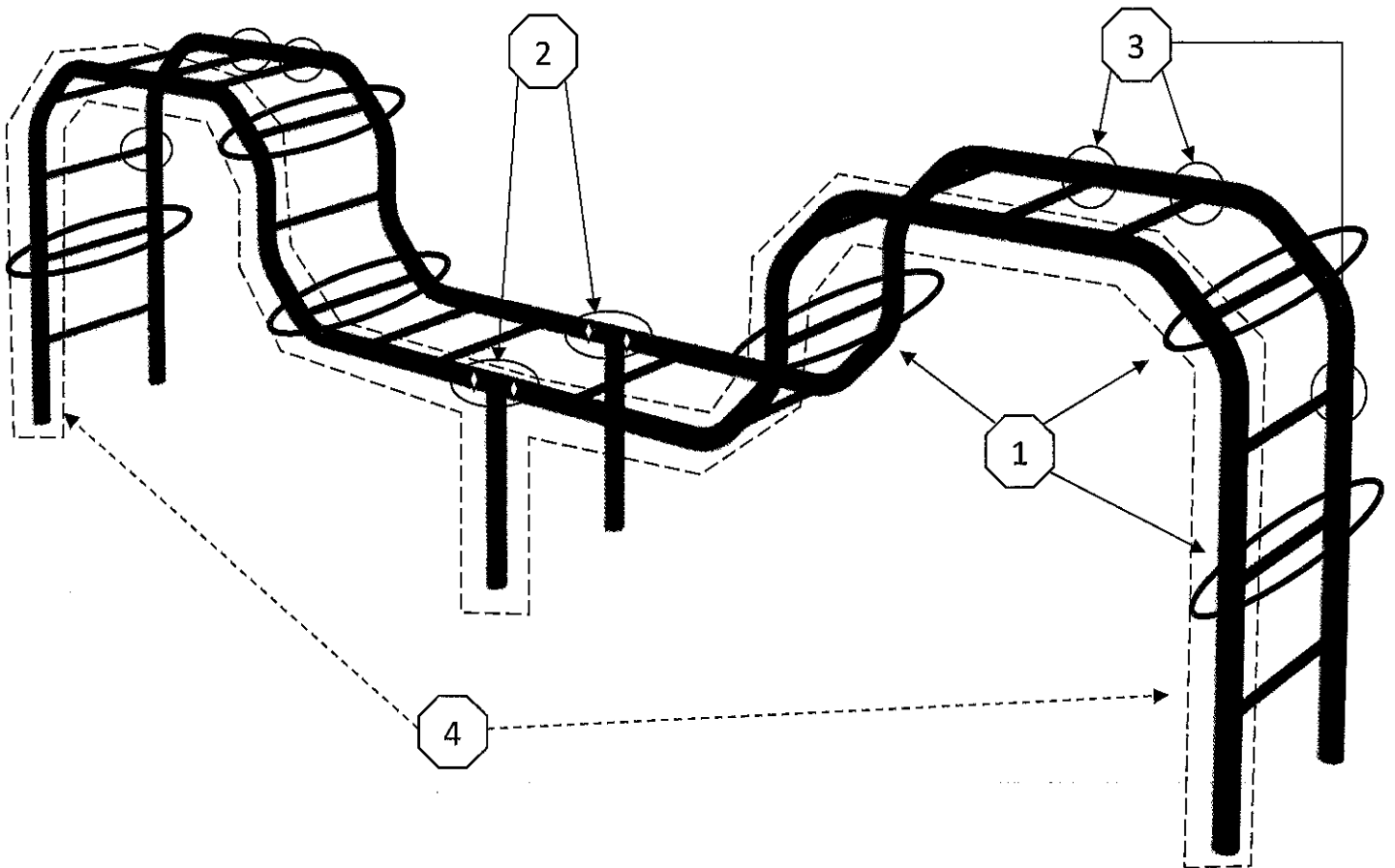
COMMENTS:

District Manager (if required) _____ Date _____

Grounds Maintenance Manager/Area Manager _____ Date _____

Grounds Maintenance Supervisor _____ Date _____

CLIMBERS (Free-Standing) CHECKLIST



- 1) Inspect that there are **NO** broken/loose rails or rungs.
- 2) Inspect that there are **NO** missing bolts or fasteners.
- 3) Inspect that there are **NO** cracked, rusted or broken welds.
- 4) Inspect that the frame is **NOT** dented, shifted or damaged.

SLIDES (Free Standing) CHECKLIST

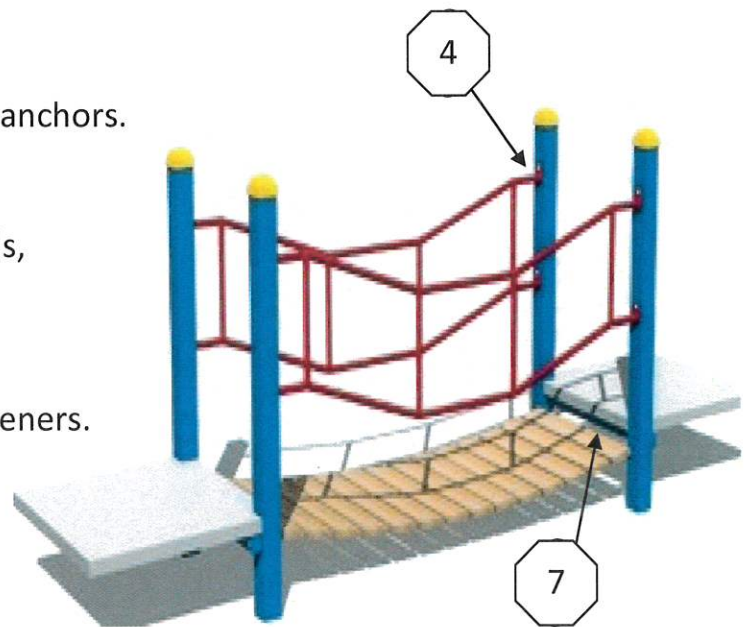


- 1) Inspect that all slide beds are smooth and free of cracks or gaps.
- 2) Inspect all handrails are **NOT** loose, bent or missing.
- 3) Inspect all steps/rungs are **NOT** loose, missing or damaged.
- 4) Inspect safety rail/sit down canopy in place and secure.
- 5) Inspect safety surface at slide exit.

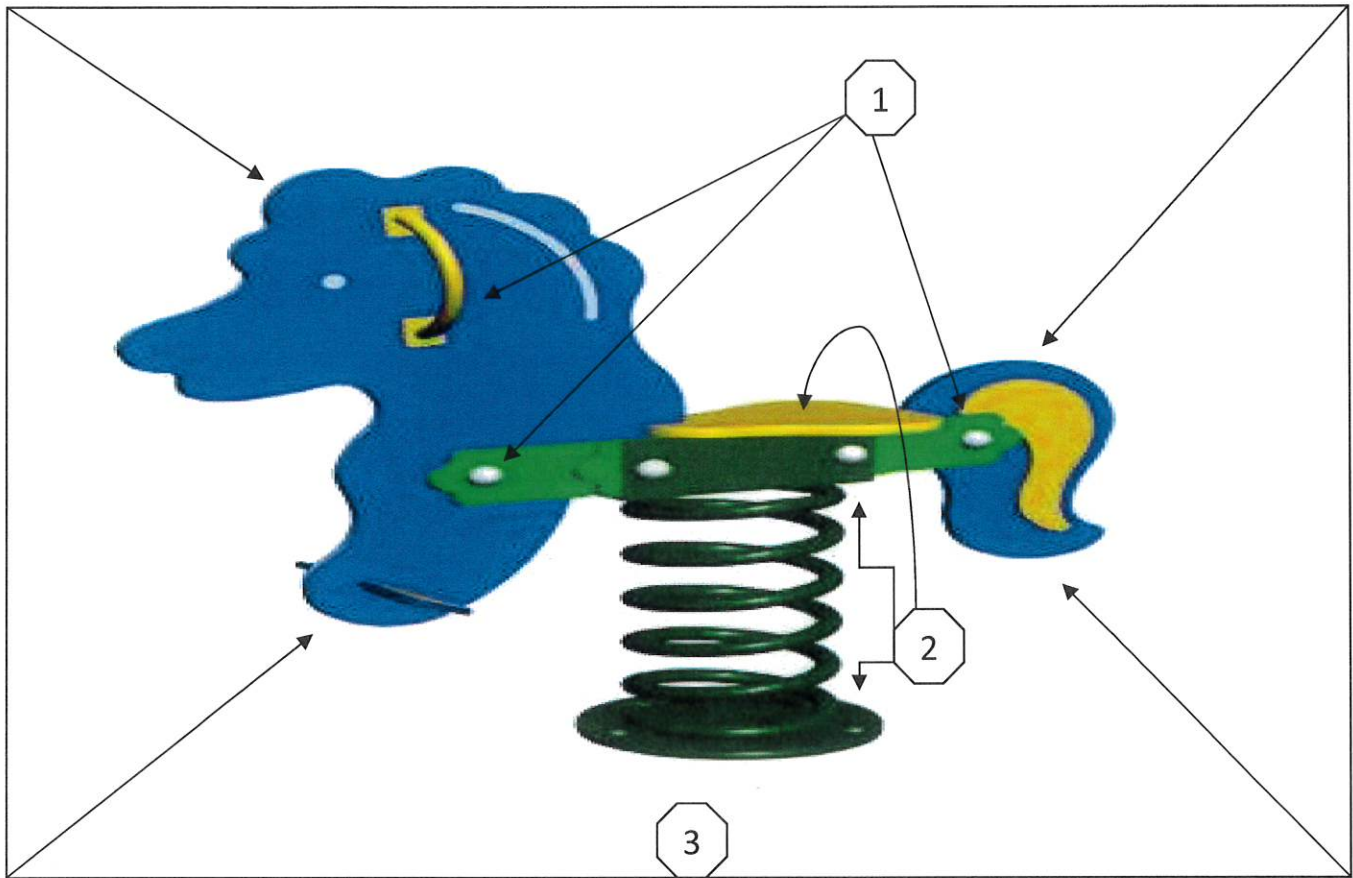
PLAY COMPSITE STRUCTURE CHECKLIST



- 1) Inspect that there are **NO** broken supports or anchors.
- 2) Inspect that there are **NO** missing plugs, caps, pipe ends or shields.
- 3) Inspect that there are **NO** missing or loose rails, rungs or steps.
- 4) Inspect protruding bolt heads that there are **NO** more than 2 threads showing.
- 5) Inspect for loose, missing, rusted or worn fasteners.
- 6) Inspect that there are **NO** worn, cracked or chipped paint
- 7) Inspect that there are **NO** pinch or crush points (especially on clatter bridges).
- 8) Inspect slides or other components are **NOT** separating at joints.
- 9) Inspect that there are **NO** wood splintering, warping or cracking.

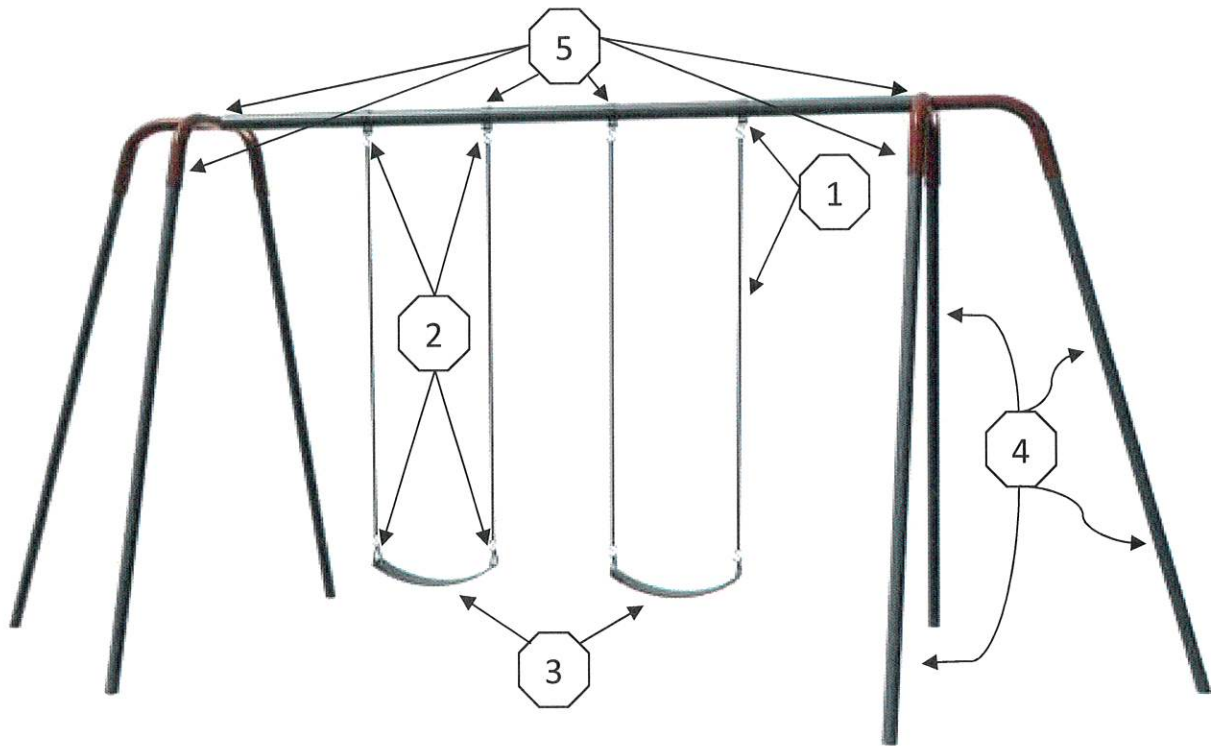


SPRING/ROCKER EQUIPMENT CHECKLIST



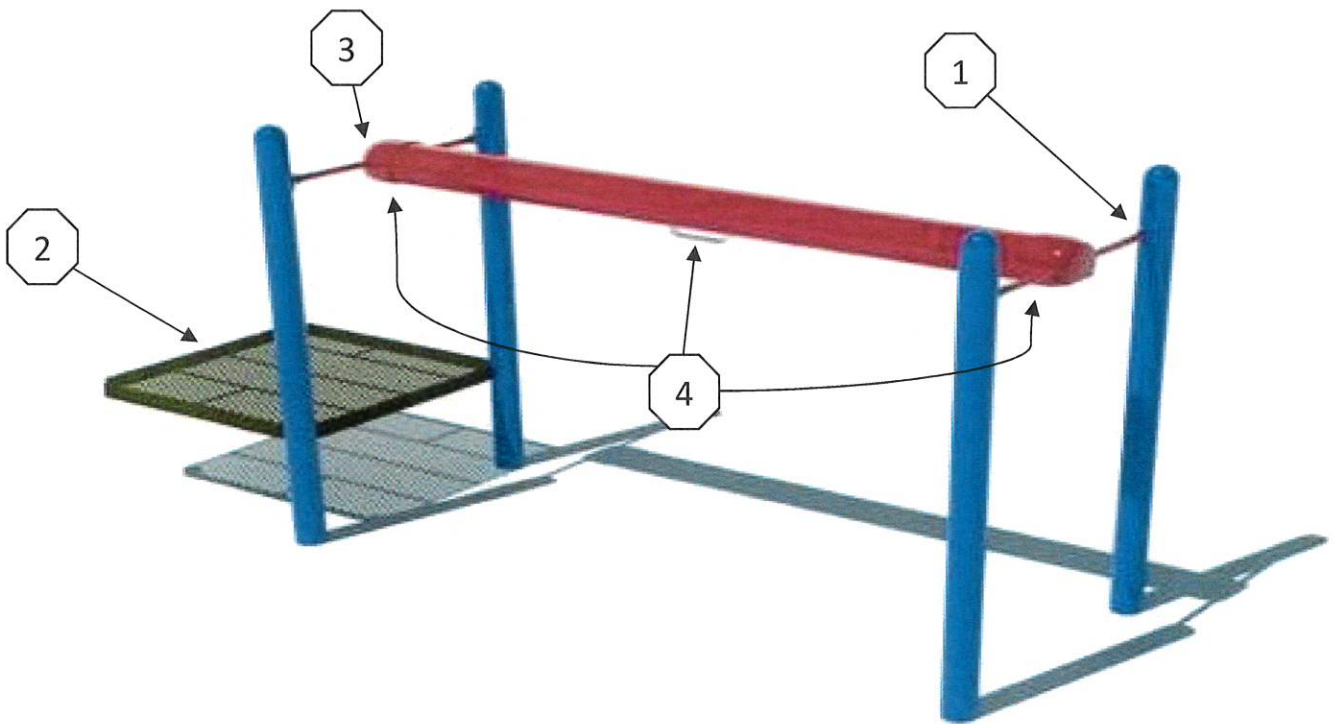
- 1) Inspect that there are **NO** missing, loose bolts or fasteners.
- 2) Inspect mounting plates, brackets and seat.
- 3) Inspect overall integrity of Equipment.

SWINGS CHECKLIST



- 1) Inspect that there are **NO** broken, twisted, worn or rusted chains or hangers.
- 2) Inspect S-hooks are **NOT** open, worn or rusted.
- 3) Inspect Belt seats or Tot seats are in good condition.
- 4) Inspect Swing frame is **NOT** dented, shifted or damaged.
- 5) Inspect that there are **NO** loose, missing or protruding bolts.


TRACK RIDES CHECKLIST



- 1) Inspect that all connectors are tight allowing **NO** play at joints.
- 2) Inspect platforms are secure and in good condition.
- 3) Inspect pinch points are covered and protected.
- 4) Inspect hand grips are secure and stops are operational.

M+

Work Requestor



SD Park & Recreation

M+
ManagerPlus

DRP Citywide
Work Requestor

User ID:

Password:

Select a Language:
 English - US

Remember User ID

Please submit separate SERVICE REQUEST for each repair / service.
Need access, email Clayton Walsten.

Citywide Maintenance Services Park & Recreation Department

June 2017

"We Enrich Lives Through Quality Parks and Programs"
*Equipment Repair, Aquatics, Irrigation, Park Forestry, Playgrounds,
Hardscape/Facility, Pest Management, and Turf Services*

Table of Contents

The Purpose	3
Website	3
No Access.....	3
Optional Languages.....	3
First Time Users.....	3
Entering New Work Requests.....	4
Work Request Status	5
Additional Info Req'd	6
Deleting Work Requests	6
Contact information.....	7

The Purpose

To provide reference materials for accessing and using the Citywide Maintenance Services through M+ Work Requestor System.

Website

<http://vmquest.ad.sannet.gov/WorkRequests/Login.aspx>

This website can only be accessed from a city computer. Timecard Kiosks should be able to access this as well. Reference the front cover for what the login will look like. User ID and Password are the same as SAP when you log into a city computer.

No Access – never used the site before

If you try to log in and get the message of “Invalid User ID or Password. Please try again.” Contact Clayton Walsten by email.

Optional Languages

Currently the user can choose to have the screens display content in Spanish, if they so choose. However, all information entered **MUST BE IN ENGLISH.**

First Time Users

If this is your first time using M+ Work Requestor, you will encounter another screen when you log in. You will need to check every box for each entity displayed before clicking the continue button. This sets which work crews you can access for Work Requests.

Entering New Work Requests

- 1) At the main screen click the “Work Request” tab, which shows a hard hat symbol with a blue bubble.
- 2) Below the “Work Request” tab you find a small button labeled “New” with a plus symbol in a green circle, click “New”.
- 3) Use the Entity pull down menu to select which crew the Work Request is intended. Examples, “Irrigation,” “Playground” or “Pest Management.”
- 4) In the Purpose field type a short three to four word description of work to be done. Examples: “Irrigation valve stuck open”, “Replace Sign”, “Replace Bench”, etc.
- 5) Click the lookup button for the Asset field. This will open a new window which may need to be resized by clicking on and dragging a corner of the new window.
 - a. Enter a keyword in the search field to help find what you are looking up. If nothing displays, try shortening your keyword. Some site names have been abbreviated. Example if Martin Luther King was entered, try King or MLK.
 - b. If the site you are looking for is displaying, click on it to highlight and then click “Select” at the bottom right of the window.
- 6) Using the pull down menu for Priority, select the priority of this request. Examples, “Routine Maintenance” or “Inspection.” EQ Repair Shop priorities are only for use with the Equipment Repair Shop. Note: If your request is an emergency, contact the Citywide section supervisor directly. Note: All the grayed out boxes will self-populate, no information can be entered in these fields.
- 7) Enter all the blank fields in the Custom Field window on the right. Five fields include Requestor Cell Phone Number, AM/GMM Name, AM/GMM Cell Phone Number, Onsite Contact Name, and Onsite Cell Phone Number.
- 8) At the bottom in the notes tab (you can click on the notes tab to make sure you are on Notes), enter the full description of the issue. Remember only one issue per request.

- 9) Save the Work Request, by clicking the blue disc symbol on left side under the “List” and “Details” tab.
- 10) If you have not done so scan the GDP with notes to yourself and save on the computer in a file where you know it is located.
- 11) Click the “Attachments” tab next to “Notes” at the bottom of the request.
- 12) Click “Browse” button in the “Attachment” section.
- 13) Find and select the GDP to attach in the new window that opens. Once selected click “Open” at the bottom of the new window.
- 14) Next to the “Browse” button is a field labeled Notes. This is optional, but if you enter a note, keep it brief.
- 15) To the far right of the “Browse” button is a button labeled “Add Attachment”, click it.
- 16) After it has been added, verify that it is attached in the listing. You can also attach photos by using the same procedure as attaching the GDP. If you attach photos, please make sure the photos are about 1.0MB or smaller.
- 17) Click the “Save” (blue disc) again to save the Work Request.

Work Request Status

This screen will allow you to view any Work Request you have entered. From the main screen, click the Work Request Module (yellow hardhat with blue bubble). If you are looking for a request, then click the “List” tab.

If the user has many requests showing the user can use the pull down menu for “Selection” and select All Requests, Active Requests, or Completed Requests. This should help reduce the amount of requests displayed, especially if the user only wants to see active ones.

Below will show a listing of requests you have entered. In the listing, the user will be able to see the Work Request Number, Park Site or Asset information, Purpose of Request, Status of their request, Priority of request, Work Order Number, and the Requestor Name.

SAMPLE OF ADDITIONAL INFORMATION

Work Order Status

- New – submitted, not reviewed by Work Control.
- Additional Info Req'd – reviewed by Work Control and something is missing or wrong.
- Create Work Order – approved by Work Control and now is a Work Order with the Citywide Crew you selected.
- Completed – job has been completed and both the Work Request and Work Order have been closed.

You can click on any request in the list to highlight it and then click the “Detail” tab above to view the specific Work Request. This will allow you to add additional information if you need to prior to a Work Order being created for the request. Just remember to save it if you change anything.

Additional Info Req'd

See Work Request Status for how to view a specific request which may need additional information. View the note added by Work Control in the “Notes” section of the request. Correct what was requested by Work Control and re-save the request. Work Control will review the correction and then convert it to a Work Order for the crews.

Deleting Work Requests

If you need a request deleted, contact Clay Walsten by email cwalsten@sandiego.gov. Make sure you include the Work Request number.

Note: Work Requests that have the status of “Create Work Order” cannot be deleted.

Contact information

Aquatics	619-533-5784
Equipment Repair Shop	619-533-5787
Hardscapes/Facility	619-235-1176
Irrigation	619-533-5783
Park Forestry	619-235-1179
Pest Management	619-692-4915
Playgrounds	619-372-3847
Turf Services	619-235-1174

Access Issues to M+ Work Requestor

Primary ... cwalsten@san Diego.gov619-533-5787

Additional ... jlake@san Diego.gov619-533-6405



"We Enrich Lives Through Quality Parks and Programs"