COMMUNITY PARK AUDIT TOOL (CPAT)

USER GUIDEBOOK

Last updated May 2019

COMMUNITY PARK AUDIT TOOL – USER GUIDEBOOK

Introduction

Thank you for your interest in using the Community Park Audit Tool (CPAT). The CPAT was developed as a tool that would enable diverse community stakeholders to audit local parks for their potential to promote physical activity, with an emphasis on the tool being user-friendly and focusing on youth physical activity.

The CPAT was originally developed and tested in summer and fall 2010 in Kansas City, Missouri. Development of the CPAT was supported by a grant from Active Living Research, a national program of the Robert Wood Johnson Foundation. The developers of the CPAT are listed below.

This guidebook is intended to accompany the CPAT and should be reviewed in advance of conducting an audit in a park. The guidebook provides preliminary instructions for using the CPAT effectively and describes each of the four primary sections of the tool. Throughout the guidebook, the actual questions and items contained within the tool are printed in **bold**. The instructions pertaining to each question or item then follow, usually in bulleted format.

We hope you find the CPAT valuable and enjoyable to use. Please feel free to contact us with any questions, comments, or suggestions.

Sincerely,

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COMMUNITY PARK AUDIT TOOL

Instructions

Before you begin, try to locate a map of the park. Next, review the CPAT training guide and audit tool. It is important to make sure each question and response is clear when you are marking your answer. Then, go to the park and fill out this audit tool. The tool (6 pages) is divided into four sections that focus on different parts of the park. Further instructions are at the top of each section.

Tips for Using the Community Park Audit Tool (CPAT)

- **Drive, bike, or walk around the park to get a feel for what's in the park and the neighborhood around the park.**

- **The focus of the audit should include outside environments only. Do not include any indoor facilities. If facilities such as bathrooms are on the outside of the building and freely accessibly to the public, they may be included.**

- **Please note that there are two sections of the audit that ask similar questions. In Section 2: Access and Surrounding Neighborhood, questions about safety or appearance focus on environments *surrounding* the park. In Section 4: Park Quality and Safety, park quality or safety concerns questions focus on what's *inside* the park.**

- **Questions on the CPAT are grouped in sections in the order that you might come across them in a park. However, you may need to switch between sections or pages as you complete the park audit. Therefore, it is important to look through the tool before you begin.**

- **When you are finished, go back and make sure you have completed all the sections and questions.**

- **There is space at the end of each section where you can write down comments as you complete your audit.**

- **If you see anything that requires immediate attention, contact the local parks department.**

About the Community Park Audit Tool
The Community Park Audit Tool (CPAT) was developed in 2010 in Kansas City, Missouri by Andrew Kaczynski (Kansas State University) and Sonja Wilhelm Stanis (University of Missouri) in collaboration with the City of Kansas City Missouri Parks and Recreation Department. Development of the CPAT was supported by a grant from Active Living Research, a national program of the Robert Wood Johnson Foundation.

Section 1: Park Information

- Section 1 is used to record a variety of information about the park audit visit. Park auditors should answer all questions completely and accurately as this information may be useful for interpreting the audit ratings (e.g., if a large event just occurred in the park).

Park Name: _____   Observer Name or ID: _____

- Record the full name of the park you are auditing. Record your full name or observer ID #.

Park Address/Location: _____

- Record the address of the park (if known) or some other identifying location information (e.g., nearest intersection).

Was the park easy to find onsite? ❏ No   ❏ Somewhat   ❏ Yes

- When actually attempting to visit the park, rate how easy the park was to locate.

Date (m/d/yr): ___ / ___ / _____

- Record the month (m), day (d), and year (yr) of your audit of the park.

Temperature: ___ °F   Weather: ❏ Clouds ❏ Clear   ❏ Snow   ❏ Rain   ❏ Drizzle ❏ Thunderstorm

- Record the temperature at the time of your audit in degrees Fahrenheit. Record what the weather was like during the majority of the time of your audit.

Start Time: _____ am or pm (circle)   End Time: _____ am or pm (circle)   Length of visit: _____ min

- Record the time when you started (Start Time) and finished (End Time) your audit of the park and circle am or pm. Calculate the length of your audit (Length of Visit) in minutes (min) based on the audit start and end times.
    - ➢ Note that recording the end time and length of visit requires you to come back to this question after completing the rest of the audit.

Comments on Park Information:

- Before completing section 1, provide any comments about issues related to park information. You can use this space to provide additional information or to clarify any ratings made above.

This section asks about accessing the park and about the neighborhood surrounding the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section. When thinking about the surrounding neighborhood, consider all areas that you can see from inside of the park.

- This section focuses on the surrounding neighborhood. Consider only the neighborhood that is visible from the park, but do include all sides of the park.

When rating the access and surrounding neighborhood, please use the following definition:
- **Useable: everything necessary for use is present and nothing prevents use (e.g., sidewalks are passable)**

- Throughout the tool, you are asked to rate whether a feature of the park or neighborhood is "useable". When doing so, useable refers to a situation when "everything necessary for use is present and nothing prevents use". For example, a tennis court would not be useable if the net was not present. Likewise, a trail or sidewalk would not be useable if it was blocked by a large pile of debris or if a sign prohibited people from walking on it. Where necessary, refer back to the definition ("everything necessary for use is present and nothing prevents use") to rate whether certain park and neighborhood features are useable.

1. Can the park be accessed for use? (e.g., not locked/fenced, available for activity, etc.) ❑ No ❑ Yes

- Record whether the park would be accessible to the general public for use (e.g., not locked or fenced).

2. Are there signs that state the following (could be same sign)? *(check all that are present)* ❑ **None**
❑ **Park name** ❑ **Park hours** ❑ **Park contact information** ❑ **Park/facility rental information**
❑ **Park rules** ❑ **Park map** ❑ **Rental equipment information** ❑ **Event/program information**

- Upon arrival or as you audit the park, note whether signs with the following content exist. The information could be contained on one or more signs throughout the park. Check all that are present.
  - ➤ Park name: Is there an official sign showing the park name?
  - ➤ Park rules: Does a sign list rules for the park (e.g., if swimming or fishing is allowed)?
  - ➤ Park hours: Are the park operating hours listed?
  - ➤ Park map: Does a sign show a map of the park grounds or facilities?
  - ➤ Park contact information: Is there a person or agency listed who can be contacted if a problem with the park is observed or if a visitor has questions or comments about the park?
  - ➤ Rental equipment information: Is there information listed about how or where equipment may be borrowed or rented (e.g., bicycles, bases for ball diamond, etc.)?
  - ➤ Park/facility rental information: Is there a person or agency listed who can be contacted if someone wanted to reserve or rent part or all of the park (e.g., a picnic shelter, ball diamond, etc.)?
  - ➤ Event/program information: Is there a place where information can be listed about events or programs in the park or neighborhood?
  - ➤ Select "none" if none of the listed signs are present.

3. How many points of entry does the park have? ❑ **More than 5 (or park boundary is open)** ❑ **2-5** ❑ **Only 1**

- Record the number of entry points to the park. A point of entry is a location at which the park could be accessed. The boundary of some parks may be surrounded by a road or sidewalk such that an individual could walk into the park anywhere around the perimeter (i.e., boundary is open). Conversely, some parks may be partially or fully surrounded by a barrier such as a river, highway, or fence, thereby limiting the number of points of entry.

4. Is there a public transit stop within sight of the park? ❑ **No** ❑ **Yes**

- Record whether a public transit stop (e.g., bus, trolley, subway, etc.) is visible from any side of the park. This also indicates if the park is likely to be visible from the public transit stop.

5. What types of parking are available for the park? *(check all that are present)*
❑**None** ❑ **Parking Lot** ❑ **On street parking** ❑ **Bike rack(s)**

- Record which types of parking are available for the park:
  ➢ Parking lot refers to an open area within or adjacent to the park that has marked or unmarked spaces that are designated for park patrons (in contrast to a parking lot for a business across the road).
  ➢ On street parking refers to available parallel parking on *any street bordering the park*.
  ➢ Bike rack(s) refer to structures designed to hold or support one or more bicycles. Do not include poles or other structures to which a bike could be locked, but that are not designed for such a purpose.
  ➢ Select "none" if none of the listed parking options are present.

6. Are there sidewalks on *any* roads bordering the park? (could be on opposite side of road) ❑ **No** ❑ **Yes**
   If yes … Are they useable? ❑ **All or most are useable** ❑ **About half** ❑ **None or few useable**
   If yes … Are there curb cuts and/or ramps on *any* sidewalks bordering or entering the park? ❑ **No** ❑ **Yes**

- Record whether there are sidewalks on one or more of the roads surrounding the park. If the sidewalk(s) are on the opposite side of the street, they would still be recorded as present.
  ➢ A sidewalk is a paved path for pedestrians at the side of a road.
  ➢ If one or more sidewalks are present, consider them as a set and rate how many are useable (i.e., everything necessary for use is present and nothing prevents use). For example, if there were four sidewalks around the park and two were useable, choose "about half".
  ➢ Also, if one or more sidewalks are present, record whether *any* have curb cuts or ramps that would permit persons who are disabled (e.g., with a wheelchair, walker) or who have a stroller to more easily access to the sidewalk.

7. Is there an external trail or path connected to the park? ❑ **No** ❑ **Yes**
   If yes … Is it useable? ❑ **No** ❑ **Yes**

- Record whether a trail or path leads to the park from outside the park's boundaries (not a trail within the park, which would be rated in section 3), including trails that connect across a street bordering the park. A trail or path is a paved, gravel, mulch, or dirt path that has been designed for people to use to get to the park for recreation or transportation purposes, but is different from a sidewalk along a street.
  ➢ If a trail or path is present, record whether it is useable or not (i.e., everything necessary for use is present and nothing prevents use).

8. Are there bike routes on *any* roads bordering the park? *(check all that are present)*
   ❑ **None** ❑ **Marked lane** ❑ **Designated route sign** ❑ **Share the road signs/markers**

- Record whether bike routes are present on one or more roads surrounding the park (either side of the street).
  ➢ Marked lane: marked with a stripe that separates the bike lane from the rest of the traffic (sidewalks are not considered bike lanes).
  ➢ Designated route sign: identifies a street as a designated bike route (but not necessarily marked with bike lanes).
  ➢ Share the road sign/markers: on the pavement remind vehicles to be careful of bicyclists and to share the road.

➢ Select "none" if none of the bike route options are present.

9. Are there nearby traffic signals on *any* roads bordering the park? (e.g., crosswalk, stop light/sign) ❑ No ❑ Yes

- Record whether any traffic signals (e.g., crosswalk, stop sign, stop light, etc.) are found on any segments of roads around the park (not farther down the street).

10. What are the main land use(s) around the park? *(check all that apply)*   ❑ None present
❑ Residential ❑ Commercial ❑ Institutional (e..g, school) ❑ Industrial (e.g., warehouse) ❑ Natural

- Record which types of land uses surrounding the park are visible from any side of the park:
  ➢ Residential: houses, apartment buildings, etc.
  ➢ Commercial: stores, businesses, etc.
  ➢ Institutional: schools, religious building, cemetery, etc.
  ➢ Industrial: warehouses, factories, etc.
  ➢ Natural: water, green space, etc.
  ➢ Select "none present" if none of the listed land uses are present

11. Which of the following safety or appearance concerns are present in the neighborhood surrounding the park?
   (check all that are present in the surrounding neighborhood within sight on any side of the park)
❑ **Poor lighting (e.g., low or no lighting on surrounding neighborhood streets)**
❑ **Graffiti (e.g., markings or paintings that reduce the visual quality of the area)**
❑ **Vandalism (e.g., damaged signs, vehicles, etc.)**
❑ **Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)**
❑ **Heavy traffic (e.g., steady flow of vehicles)**
❑ **Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)**
❑ **Vacant or unfavorable buildings (e.g., abandoned houses, liquor store)**
❑ **Poorly maintained properties (e.g., overgrown grass, broken windows)**
❑ **Lack of eyes on the street (e.g., absence of people, no houses or store fronts)**
❑ **Evidence of threatening persons or behaviors (e.g., gangs, alcohol/drug use)**
❑ **Other _____**
❑ **None present**

- When auditing the park, note any safety and appearance concerns within the list above that can be seen in the surrounding neighborhood (during the time of the audit). Only those concerns that can be observed from within the park should be recorded (i.e., do not travel *into* the surrounding neighborhood). Use the "other" line and check box to note any park quality concern that is not included in the list above.
  ➢ Inadequate lighting: no or few lights along the surrounding neighborhood streets
  ➢ Graffiti: markings that reduce visual quality; does not include allowed murals
  ➢ Vandalism: damage to signs, vehicles in the surrounding neighborhood
  ➢ Excessive litter: noticeable amounts of litter, rather than just a few pieces
  ➢ Heavy traffic: a fairly steady flow of vehicles rather than just a few cars every few minutes
  ➢ Excessive noise: sounds coming from the surrounding neighborhood that are unpleasant
  ➢ Vacant or unfavorable buildings: buildings in the area that are abandoned or unfavorable
  ➢ Poorly maintained properties: homes or buildings that are not taken care of (e.g., broken windows)
  ➢ Lack of eyes on the street: absence of people that could help keep an eye on park activities
  ➢ Evidence of threatening persons or behaviors: evidence may include gangs, beer bottles, needles, etc
  ➢ Other: mark any safety or appearance concerns not previously mentioned
  ➢ Select "none present" if none of the concerns listed are present

Comments on Access or Surrounding Neighborhood Issues:

- Before completing section 2, provide any comments about issues related to access or the surrounding neighborhood. You can use this space to provide additional information or to clarify any ratings made above.

Section 3: Park Activity Areas

This section asks about the activity areas in the park. For <u>each</u> activity area type:

    i.   **First, mark the number (#) of areas that are present in the park (if none, write "0").**

   ii.   **Then, respond to questions about up to three of those activity areas. If there are more than three areas for a specific activity area type, rate the first three you come across during the audit. If there were no activity areas of that type present in the park, move on to the next type.**

  iii.   **Finally, use the space provided to note any additional comments about each type of activity area.**

- There are three things to do in section 3 that focuses on the park activity areas:

  ➢ First, as you tour the park, record the number of each type of activity area listed below (12a-o) on the # line under the heading "# of Areas". If there are no activity areas of a certain type, write "0" on the line (do not leave it blank). You may need to update this number as you tour the park and discover new activity areas.

  ➢ Second, respond to the questions regarding usability and condition using these definitions outlined below. Several areas also have a number of additional questions to respond to.

    ▪ If there is more than one activity area of a particular type, use the "Area 1", "Area 2", and "Area 3" columns to rate each area individually. Each field or court would be rated individually. Other instructions about distinguishing separate activity areas are provided in the section for each type of facility. You do not need to designate which 3 areas you rated.

    ▪ If there are more than 3 areas for a particular activity area type, rate the first three you encounter during your tour of the park. Do not pick the three best or three worst facilities, or a mixture of high quality and low quality facilities. Simply rate the first three you encounter.

  ➢ Third, for each activity area, a small space is provided where comments can be noted. For example, if an area was under construction/renovation, it would likely be rated as un-useable (see below), but the construction could be noted in the comments section for that activity area.

When rating the activity areas, please use the following definitions:
- **Useable: everything necessary for use is present (excluding portable equipment - rackets, balls, etc.) and nothing prevents use (e.g., are there nets up for tennis courts, goals for sport fields, are trails passable, etc.)**
- **Good condition: looks clean and maintained (e.g., minimal rust, graffiti, broken parts; even surface; etc.)**

- In this section, for each activity area in the park, you are asked to rate whether it is "useable" and "in good condition" (please refer to the definitions listed above and to any specific information provided in the instructions below for each activity area).

  ➢ Note that an activity area can be useable but not in good condition (e.g., a tennis court with a net, but lines that are almost invisible) or non-useable but in good condition (e.g., a playground that is clean and well-maintained but surrounded by a locked fence).

  ➢ Also note that a single piece of missing or broken equipment does not necessarily mean an area would be un-useable (e.g., one of the slides on a large playground being cracked). Likewise, a single piece of litter does not mean an area is necessarily in poor condition. Raters must use some judgment in assessing whether an activity area is useable and in good condition.

12. Activity Areas	# of Areas	Area 1		Area 2		Area 3	
a. Playground	**(# :_____)**						
Useable		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Good condition		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Distinct areas for different age groups		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Colorful equipment (i.e., 3+ colors)		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Shade cover for some (25%+) of the area		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Benches in/surrounding area		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Fence around area (i.e., half or more)		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Separation or distance from road		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Comments:							

- First, indicate the total number of playgrounds present in the park. Then, use this section to rate up to three playgrounds in the park (the first three playgrounds you encounter).
  - ➢ Rate whether the playground is useable and in good condition. Again, if only a small percentage of the equipment was not useable, this would not necessarily imply that the entire playground should be rated as un-useable. In the same way, a single piece of litter or dirty equipment may not mean the playground is in poor condition.
  - ➢ Record whether the playground has distinct areas for children of different age groups (e.g., 0-5 years, 5-12 years, etc.). You may even be able to find a sticker that designates the age, but it doesn't have to have this. These should be areas that are contained within the same overall playground (otherwise, you would use a new column for Area 2) but that are not within the same play structure. For example, a set of swings with swings for both infants/toddlers and older children would not be considered to have distinct areas for different age groups. The same would be true for different sizes of slides on a single play structure.
  - ➢ Record whether three or more colors are visible on the playground equipment (e.g., blue, beige, red, etc.), not including the playground surface.
  - ➢ Record whether there is shade covering at least some of the area. To qualify as some shade, about 25% or more should be shaded in full sun.
  - ➢ Record whether there are benches for adults or children to sit on within the immediate vicinity of the playground.
  - ➢ Record whether there is a fence around the playground. This should be a fence that surrounds at least half or more of the playground, including any sides that face other busy park areas or roads.
  - ➢ Record whether the playground is either distanced from the road or separated from the road by a barrier (e.g., fence). This could be a road outside or inside the park. For example, if a child ran off the playground, could he or she be caught before reaching a roadway?

12. Activity Areas	# of Areas	Area 1		Area 2		Area 3	
b. Sport Field (football/soccer)	**(# :_____)**						
Useable		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Good condition		❏ No	❏ Yes	❏ No	❏ Yes	❏ No	❏ Yes
Comments:							

- A sport field is a flat, open space that is designated for a particular activity (e.g., soccer, football, etc.) by the presence of goal posts, lines, or other facility features specific to the activity (in contrast to a general open space which would be rated below). Although football and soccer are listed above, this section would be used to audit a field for *any* sport (e.g., lacrosse, cricket, etc.) other than baseball (which is rated in the next section). An example of an unusable sport field may be a huge puddle in the middle of the field, while bad condition could be if the grass is long, or the field is uneven.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
c. Baseball Field	(# :_____)			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A baseball diamond is a field that has a backstop and often (but not always) a diamond shaped infield surface made of gravel or dirt and a partially- or fully-fenced perimeter. To be useable, a baseball diamond should have a backstop but not necessarily bases or other equipment.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
d. Swimming Pool	(# :_____)			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A swimming pool is a pool of almost any depth (e.g., greater than 12 inches) in which the water is continuously present (i.e., not drained until the end of the day or longer). To be useable, a pool does *not* need to have a lifeguard present. A swimming pool that is locked and closed at that time is not considered useable.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
e. Splash Pad	(# :_____)			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A splash pad is a water play area designed for children in which water spouts from poles or other toys. In contrast to a pool, the water sprays out and then largely drains almost immediately and thus there is no standing water.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
f. Basketball Court	(# :_____)			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A basketball court can be a full court (2 hoops) or just a single half-court design (1 hoop). A useable basketball court would have a hoop and net present, but not necessarily a ball or other equipment.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
g. Tennis Court	(# :_____)			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- Treat each tennis court as a distinct activity area (even if several are located together). A useable tennis court would have a net present, but not necessarily rackets, balls, or other equipment.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
h. Volleyball Court	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A volleyball court is a rectangular sand or grass area with poles for a net to be erected. A useable court would have a net present, but not necessarily a ball or other equipment.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
i. Trail	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Connected to activity areas		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Distance markers/sign		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Benches along trail		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
What is the trail surface? *(check one)*		❑ Paved ❑ Crushed stone ❑ Dirt/mulch	❑ Paved ❑ Crushed stone ❑ Dirt/mulch	❑ Paved ❑ Crushed stone ❑ Dirt/mulch
Trail length (in miles):		❑ <1 ❑ 1-3 ❑ >3 miles ❑ Unsure	❑ <1 ❑ 1-3 ❑ >3 miles ❑ Unsure	❑ <1 ❑ 1-3 ❑ >3 miles ❑ Unsure
Comments:				

- Use the section to rate up to three trails in the park. A trail is a paved, gravel, mulch, or dirt path that has been designed for people to use to get throughout the park (for recreation or transportation). Do not include short paths that connect park areas with one another (e.g., parking lot to playground). Also, do not include sidewalks around the park as trails. Likewise, if a rut or worn path has been created across a grassy area by many walkers or bikers, this would *not* count as a trail.
  - ➢ To be a separate trail (i.e., area), a trail should be geographically distinct from other trails and not connected to another trail (if connected, treat them as a single activity area).
  - ➢ Record whether the trail is connected to other park activity areas (such as those listed in section 3). For example, can you travel to a playground or tennis court along the trail or is the trail an isolated route that does not link to other park activity areas?
  - ➢ Indicate if there are any distance markers or distance signs along the trail. These tell the user how long a trail is, and they may be at the head of a trail or spaced periodically along the trail.
  - ➢ Record whether there any benches located along the trail.
  - ➢ Indicate what type of surface the majority of the trail is made of.
    - ▪ Paved: concrete, asphalt
    - ▪ Crushed stone: gravel, frequently well-packed with filler to allow many activities (e.g., biking)
    - ▪ Dirt/mulch: a more natural trail
  - ➢ Estimate the trail length, for each separate trail identified. If you are unsure or unable to estimate, please select that option. For reference, 1 mile = 1.6 km, 3 miles = 4.8 km.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
j. Fitness Equipment/Stations	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- Parks sometimes contain fitness equipment or stations where visitors can perform varying exercises (e.g., chin ups, box step-ups). If multiple pieces of equipment or stations are located together, treat them as a single activity area. If there is a significant distance between stations (e.g., spread out along a trail), treat them as separate activity areas when rating whether each is useable and in good condition.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
k. Skate Park	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A skate park is a structure designated for skateboarding (or biking, rollerblading, etc.). It is often concrete with a bowl-like structure or ramps and other obstacles to engage in tricks, jumps, etc.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
l. Off-Leash Dog Park	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- An off-leash dog park is a park area (usually fenced) that is a designated space where dog owners can allow their pets to roam/run freely. One possible indicator of good/bad condition may be if there is a lot of dog waste on the ground.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
m. Open/Green Space	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
What is the approximate area in acres of the open/green space? (1 acre $\approx$ 1 football field without end zones)		❑ <1 ❑ 1-3 ❑ >3 acres ❑ Unsure	❑ <1 ❑ 1-3 ❑ >3 acres ❑ Unsure	❑ <1 ❑ 1-3 ❑ >3 acres ❑ Unsure
Comments:				

- An open/green space is a park area not designated for a specific purpose (e.g., a soccer field would be a sport field and rated in 12b). However, an open/green space should be mowed/cut to be available for active (e.g., Frisbee, kite flying) or passive (e.g., reading, picnics) use. Do not include areas intended to be natural and not for visitor use, but the land does not need to be flat.
  - ➢ Each open/green space should be treated as a different activity area if it is visually or geographically separated from another open/green space (e.g., by a wooded area, park activity area, hill, etc.)
  - ➢ Estimate the approximate area of the open/green space, for each separate area identified. If you are unsure or unable to estimate, please select that option. To help visualize the area,

an acre is about: 90% of an American Football field (minus end zones) or 16 tennis courts in 4x4 formation. For reference, 1 hectare = 2.47 acres.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
n. Lake	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Is there a designated swimming area?		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- Use this section to rate a lake or large pond. When considering the usability and condition, consider both the water and shoreline.
  - Record if the lake has a designated swimming area. This would be designated by a sign indicating that swimming is allowed or by a marked off swimming beach area. A designated swimming area does *not* have to have a lifeguard present.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
o. Disc Golf	**(# :_____)**			
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- A disc golf course (sometimes referred to as frisbee golf) is a series of targets (often 9 or 18) usually shaped like a wire basket. Players proceed through each target by trying to throw the disc or frisbee as few times as possible to reach the next target.

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
p. Other *(fill in a type description for each)*	**(# :_____)**	_____	_____	_____
Useable		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Good condition		❑ No ❑ Yes	❑ No ❑ Yes	❑ No ❑ Yes
Comments:				

- If the park contains an activity area(s) not listed in section 3, use the "Other" space (12-o) to rate whether that area(s) is useable and in good condition.
  - When rating an "other" area, write the type of area (e.g., golf course, skating rink, etc.) on the blank line under Area 1, Area 2, or Area 3.

Comments on Park Activity Areas:

- Before completing section 3, provide any comments about issues related to park activity areas. You can use this space to provide additional information or to clarify any ratings made above.

Section 4: Park Quality and Safety

This section asks about factors related to comfort and safety when using the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section.

- This section focuses on the quality and safety factors within the park. Several of the questions are similar to those asked in section 2, but this section focuses on the elements within the park while section 2 focused on the surrounding neighborhood.

When rating the quality and safety features of the park, please use the following definitions:
- **Useable: everything necessary for use is present and nothing prevents use (e.g., can get into restrooms, drinking fountains working; etc.)**
- **Good condition: looks clean and maintained (e.g., minimal rust, graffiti, broken parts; etc.)**

- Like in section 3, below you are asked to rate several park quality or safety features as either useable and/or in good condition. Refer to the definitions above when doing so.
- In this section, you'll often be ranking several of a particular feature at once. Therefore, in these cases, the categories for useable are: 'All or most are useable', 'About half are useable', and 'None or few are useable'. Likewise, there are similar categories for condition: 'All or most in good condition', 'About half in good condition', and 'None or few in good condition'.

13. Are there public restroom(s) or portable toilet(s) at the park? ❑ No ❑ Yes
   If yes …
   Are the restroom(s) useable? ❑ All or most are useable ❑ About half ❑ None or few are useable
   Are they in good condition? ❑ All or most in good condition ❑ About half ❑ None or few in good condition
   Is there a family restroom? ❑ No ❑ Yes
   Is there a baby change station in any restroom? ❑ No ❑ Yes

- Record whether there are one or more restrooms and/or public toilets in the park. For the remainder of question 13, both permanent restroom structures and portable toilets are referred to as restrooms and should be considered jointly.
  - If one or more restrooms are present, consider them <u>as a set</u> and rate how many are useable (i.e., everything necessary for use is present and nothing prevents use). For example, if there were two restrooms in the park and one was useable, choose "about half".
  - Also, if one or more restrooms are present, consider them <u>as a set</u> and rate how many are in good condition (i.e., looks clean and well-maintained). For example, if there were two restrooms in the park and one was in good condition, choose "about half".
  - Also, note whether any of the restrooms have a family restroom (i.e., a restroom where a parent and child can comfortably and privately enter the restroom together).
  - Finally, note whether *any* of the restrooms (i.e., male, female, or family) have a baby changing station.

14. Are there drinking fountain(s) at the park? ❑ No ❑ Yes
   If yes …
   Are the fountains useable? ❑ All or most are useable ❑ About half ❑ None or few are useable
   Are they in good condition? ❑ All or most in good condition ❑ About half ❑ None or few in good condition
   Are they near activity areas? ❑ All or most are near ❑ About half ❑ None or few are near

- Record whether there are any drinking fountains found within the park (even if they are not functioning).

- If one or more drinking fountains are present, consider them <u>as a set</u> and rate how many are useable (i.e., everything necessary for use is present and nothing prevents use). For example, if there were two fountains in the park and one was useable, choose "about half".
- Also, if one or more drinking fountains are present, consider them <u>as a set</u> and rate how many are in good condition (i.e., looks clean and well-maintained). For example, if there were five fountains in the park and two were in good condition, choose "about half".
- Finally, if one or more drinking fountains are present, consider them <u>as a set</u> and rate how many are near activity areas (i.e., close enough that someone using an activity area could quickly get a drink). For example, if there were four fountains and three were near activity areas, choose "all or most are near".

15. Are there bench(es) to sit on in the park? ❑ No ❑ Yes
If yes …
Are the benches useable? ❑ All or most are useable ❑ About half ❑ None or few are useable
Are they in good condition? ❑ All or most in good condition ❑ About half ❑ None or few in good condition

- Record whether there are any benches found within the park (in this case, do not consider picnic tables).
  - If one or more benches are present, consider them <u>as a set</u> and rate how many are useable (i.e., everything necessary for use is present and nothing prevents use). For example, if there were five benches in the park and two were useable, choose "about half".
  - Also, if one or more benches are present, consider them <u>as a set</u> and rate how many are in good condition (i.e., looks clean and well-maintained). For example, if there were five benches in the park and two were in good condition, choose "about half".

16. Are there picnic table(s) in the park? ❑ No ❑ Yes
If yes …
Are the tables useable? ❑ All or most are useable ❑ About half ❑ None or few are useable
Are they in good condition? ❑ All or most in good condition ❑ About half ❑ None or few in good condition
Is there a picnic shelter in the park? ❑ No ❑ Yes
Is there a grill or fire pit in the park? ❑ No ❑ Yes

- Record whether there are any picnic tables found within the park (i.e., tables with both a tabletop and attached seating).
  - If one or more picnic tables are present, consider them <u>as a set</u> and rate how many are useable (i.e., everything necessary for use is present and nothing prevents use). For example, if there were five benches in the park and four were useable, choose "all or most are useable".
  - Also, if one or more picnic tables are present, consider them <u>as a set</u> and rate how many are in good condition (i.e., looks clean and well-maintained). For example, if there were five picnic tables in the park and four were in good condition, choose "all or most in good condition".
  - Record whether there is a picnic shelter in the park (one or more). A picnic shelter is a permanent, solid structure with a roof covering multiple tables or other seating.
  - Finally, record whether one or more grills or marked fire pits are available in the park (does not have to be directly adjacent to a picnic area). These should be grills or fire pits that are specifically designed for safe cooking or creation of a campfire.

17. Are there trash cans in the park? ❑ No ❑ Yes
If yes …
Are they overflowing with trash? ❑ All or most overflowing ❑ About half ❑ None or few overflowing
Are they near activity areas? ❑ All or most are near ❑ About half ❑ None or few are near

Are recycling containers provided? ❑ **No** ❑ **Yes**

- Record whether there are any trash cans found within the park.
  - ➢ If one or more trash cans are present, consider them <u>as a set</u> and rate how many are overflowing (i.e., the can is full or trash has spilled over onto the nearby ground). For example, if there were eight trash cans and two were overflowing, choose "none or few overflowing".
  - ➢ Also, if one or more trash cans are present, consider them <u>as a set</u> and rate how many are near activity areas (i.e., close enough that someone using an activity area could quickly dispose of something in the can). For example, if there were eight trash cans and five were near activity areas, choose "about half".
  - ➢ Finally, record whether there are designated recycling containers provided *anywhere* in the park.

18. Is there food/vending machines available in the park? ❑ **No** ❑ **Yes**
   If yes …
    Are fruits and/or vegetables available in the park? ❑ **No** ❑ **Yes**

- Record whether food and/or drink are available for purchase in the park. This could be in the form of vending machines or a permanent structure (e.g., concession stand). Do not include vendors who are not a permanent part of the park (e.g., ice cream truck passing through).
  - ➢ If food/vending is available, note whether fruits and/or vegetables are available in the park

19. If the sun was directly overhead, how much of the park would be shaded? ❑ **<25%** ❑ **25-75%** ❑ **>75%**

- Record approximately how much of the open area of the park would be shaded by trees or other means (e.g., buildings) if the sun was directly overhead.

20. Are there rules posted about animals in the park? (e.g., dogs must be leashed)? ❑ **No** ❑ **Yes**

- Record whether there is a sign stating rules about animal behavior and use in the park.

21. Is there a place to get dog waste pick up bags in the park? ❑ **No** ❑ **Yes**
   If yes … Are bags available at any of the locations? ❑ **No** ❑ **Yes**

- Record whether a stand/sign or other location is present where dog waste bags can be obtained.
  - ➢ If a location to get dog waste bags is present, note whether bags are available at any of the locations at the time of the audit (rather than the box being empty).

22. Are there lights in the park? (not including neighborhood street lights) ❑ **No** ❑ **Yes**
   If yes …
    How much of the park could be lit? ❑ **<25%** ❑ **25-75%** ❑ **>75%**
    Are the activity areas lit? ❑ **All or most are lit** ❑ **About half** ❑ **None or few are lit**

- Record whether any lights can be seen within the park (do not count lights on streets in the surrounding neighborhood).
  - ➢ If lights are present in the park, estimate approximately how much of the park's ground area could be illuminated if the lights were on.
  - ➢ Also, if lights are present, consider the main activity areas in the park (such as those listed in section 3) <u>as a set</u> and rate how many of the activity areas could be lit (i.e., the lights are close enough that the activity area could be fully illuminated in the evening). For example, if there were six main activity areas in the park and three had lights close to them, choose "about half".

23. Is the park monitored? (e.g., volunteer or paid staff, patrolled by police, cameras, etc.) ❑ **Unsure** ❑ **Yes**

- Record whether any mechanisms are present to monitor activity in the park, such as a uniformed staff person (e.g., park ranger), regular police patrols in the direct vicinity of the park, or surveillance cameras. If you are unsure whether the park is monitored (e.g., no staff, police, or cameras observed during audit), check "unsure".

24. Are there any emergency devices in the park? (e.g., phone, button, emergency directions) ❑ **No** ❑ **Yes**

- Record whether any form of emergency device is present in the park. This could include a public pay phone, an emergency assist button, or directions about what to do in the case of an emergency (e.g., accident, tornado).

25. From the center of the park, how visible is the surrounding neighborhood? ❑ **Fully** ❑ **Partially** ❑ **Not at all**

- If someone was standing on the interior of the park (e.g., near the middle), record how visible the surrounding neighborhood would be (i.e., not obstructed by trees, park facilities, etc.). If most or all of the surrounding area would be visible, choose "fully". If only about half of the surrounding area would be visible, choose "partially". If very little or none of the surrounding area would be visible, choose "not at all". This is an indicator of how well the surrounding neighborhood can monitor what is going on inside the park and thus how safe someone might feel when on the interior of the park.

26. Are there road(s) of any type through the park? ❑ **No** ❑ **Yes**
   If yes … Are there traffic control mechanisms on the roads within the park? (e.g., crosswalk, stop light or sign, brick road, speed bumps, roundabouts) ❑ **No** ❑ **Yes**

- Record whether a road of any type can be found in any part of the park (e.g., highway, city road, maintenance road that leads to activity areas even if it does not cut across the whole park, roads typically used by park visitors, etc.).
  - ➢ If there is a road through the park, are there any precautions implemented that would slow traffic (see examples).

27. What buildings or structures are present in the park? *(check all that are present)*
   ❑ **Community/recreation center**
   ❑ **Amphitheater**
   ❑ **Other** _____
   ❑ **None present**

- When auditing the park, note if there are any other buildings or structures in the park. These are structures that may encourage park use, but not considered part of the main outdoor activity areas. It is not necessary to enter these buildings, but only assess from the outside. Any features (e.g., bathrooms, drinking fountains, etc.) inside these structures are not included in the rest of the audit.
  - ➢ Community/recreation center: building where people gather for activities (e.g., dance, martial arts, yoga, basketball, swimming, and other sports).
  - ➢ Amphitheater: outdoor stage and seating venue for various events (e.g., concerts, theater shows, movies, festivals, and services)
  - ➢ Other: mark and describe any other building/structures not previously mentioned
  - ➢ Select "none present" if none of the building/structures listed are present

28. Which of the following park quality or safety concerns are present in the park? *(check all that are present)*

❑ **Graffiti (e.g., markings or paintings that reduce the visual quality of the area)**
❑ **Vandalism (e.g., damaged signs, buildings, equipment, etc.)**
❑ **Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)**
❑ **Excessive animal waste (e.g., noticeable amounts of dog waste)**
❑ **Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)**
❑ **Poor maintenance (e.g., overgrown grass/weeds/bushes or lack of grass in green areas)**
❑ **Evidence of threatening behavior or persons (e.g., gangs, alcohol/drug use)**
❑ **Dangerous spots in the park (e.g., abandoned building, pit/hole)**
❑ **Other _____**
❑ **None present**

- When auditing the park, note if any of the above quality concerns are present at all. A concern should be checked if it is a problem that detracts from enjoyment or appeal of the park. For example, overgrown grass in an area that should be mowed would indicate poor maintenance, whereas a tasteful mural would *not* count as graffiti. Use the "other" line and check box to note any park quality concern that is not included in the list above.
  - ➢ Graffiti: markings that reduce visual quality; does not include allowed murals
  - ➢ Vandalism: damage to signs, benches, buildings in the park
  - ➢ Excessive litter: noticeable amounts of litter, rather than just a few pieces
  - ➢ Excessive animal waste: noticeable amounts that can make the use of an area unpleasant
  - ➢ Excessive noise: sounds coming from within the park that are unpleasant
  - ➢ Poor maintenance: areas that should be cared for; not areas intended to be natural
  - ➢ Evidence of threatening behavior or persons: any objects or other evidence related to illegal or harmful behaviors can be observed in the park (e.g., beer bottles, needles, etc.). Likewise, are there any individuals in the park who appear to be a threat to a user's safety?
  - ➢ Dangerous spots: any spots in the park would potentially be dangerous, especially for children.
  - ➢ Other: mark any safety or appearance concerns not previously mentioned
  - ➢ Select "none present" if none of the concerns listed are present

29. What aesthetic (i.e., beautiful/pleasing) features are present in the park? *(check all that are present)*

❑ **Evidence of landscaping (e.g., flower beds, pruned bushes)**
❑ **Artistic feature (e.g., statue, sculpture, gazebo, fountain)**
❑ **Historical or educational feature (e.g., monument, nature display, educational signs, etc.)**
❑ **Wooded area (e.g., thick woods or dense trees)**
❑ **Trees throughout the park (e.g., scattered trees)**
❑ **Water feature (e.g., lake, stream, pond)**
❑ **Meadow (e.g., natural, tall grassy area)**
❑ **Other _____**
❑ **None present**

- When auditing the park, note if any of the aesthetic features listed above can be found in the park. These are features that add to enjoyment or appeal of the park. Use the "other" line and check box to note any aesthetic feature that is not included in the list above.
  - ➢ Evidence of landscaping: beyond mowed lawns; actual landscaping such as flower beds, rose gardens, pruned bushes, etc.
  - ➢ Artistic feature: provides visual appeal to the park such as a fountain, sculpture, etc.
  - ➢ Historical or educational feature: includes educational or interpretive features
  - ➢ Wooded area: refers to thicker woods rather than just scattered trees

- ➢ <u>Trees throughout the park</u>: some trees scattered throughout the park to provide visual appeal and shade, rather than thick/dense woods
- ➢ <u>Water feature</u>: natural water features (lakes, rivers, streams); not fountains (artistic feature)
- ➢ <u>Meadow</u>: natural areas of tall grasses and flowers
- ➢ <u>Other:</u> mark any safety or appearance concerns not previously mentioned
- ➢ Select "<u>none present</u>" if none of the aesthetic features listed are present

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Comments on Park Quality and Safety Issues:

- • Before completing section 4, provide any comments about issues related to park quality or safety. You can use this space to provide additional information or to clarify any ratings made above.

General Comments/Notes:

- • Use this space to provide any additional comments or notes.

Before you are finished, please make sure you have answered all questions in the tool.

- • Finally, before completing your audit of the park, flip back through all six pages of the tool to look for questions that may have been missed or that require further detail. Also be sure to record the end time of your visit on the first page.