



PARKS AND RECREATION DEPARTMENT

MONTHLY CEMETERY

MAINTENANCE/OPERATIONS CHECKLIST

- COMAL CEMETERY NEW BRAUNFELS CEMETERY
 WINTER SPRING SUMMER FALL

ELEMENTS	DESCRIPTION	GOOD	REQUIRES ATTENTION	N/A	COMMENTS/LOCATION
LAWNS	General Appearance				
	Mowing Height				
	Edging/Trimming				
	Pest/Disease Control				
	Weed control				
	Plots/common areas mowed				
	Other				
PLANTS, PLANTERS, SHRUBS AND GROUND-COVERS	Plant Condition				
	Pest/Disease Control				
	Dead vegetation removed				
	Trimming				
	Weed Control				
	Edging				
	Other				
TREES	General Condition				
	Pest/Disease Control				
	Pruning				
	Hazards				
	Base Damage/Girdling				
	Other				

ELEMENTS	DESCRIPTION	GOOD	REQUIRES ATTENTION	N/A	COMMENTS/LOCATION
DRAINS AND DITCHES	Debris				
	Pollution				
	Other				
FENCES AND SIDEWALKS	Fence line intact				
	Fence line clear of weeds/debris				
	Brush removed				
	Sidewalk/paved areas edged				
GRAVES / HEADSTONES	Headstone damage				
	Headstones edged				
	Grave sites cleared				
	Grave depressions filled				
OTHER	Graffiti/vandalism				
	Hose bibs leaking/broken				

Additional comments: _____

INSPECTED BY: _____ **DATE:** _____