

Daily Grounds Inspection Form for Facilities

Item	Description	Condition Rating	Maintenance Needed
Grass	Acceptable length, with minimal weed growth. Adequately watered. Patches addressed.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Walkways	Clean and clear of debris. Snow shoveled and salt applied if needed.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Trees and shrubs	Adequately pruned and watered	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Flower beds and plantings	Watered, weeded, and de-budded to standards. Pest and disease control used if needed.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Benches, lampposts, and other fixtures	Clean and free of damage or graffiti.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Insect activity	No evidence that pest control is needed.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Litter	Recently picked up, without any significant build-up. There may be a small amount from recent activity.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Trash	Recently emptied, with no more than a day's worth of trash. Bin exterior generally clean.	<input type="checkbox"/> 1 – Exceptional <input type="checkbox"/> 2 – Average <input type="checkbox"/> 3 – Unsatisfactory	<input type="checkbox"/>
Comments:			
Overall notes:			

This is an example of a grounds inspection form designed for the space outside a single building. You can modify it based on your team's priorities and specific areas of responsibility.

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