



Panhandle Pathway Maintenance Plan

Friends of the Panhandle Pathway, Inc
PO Box 153
Winamac, IN 46996
<http://panhandlepathway.org/>

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1. Introduction

This Maintenance Plan is intended as a guide to provide effective and economical maintenance of the 22 mile Panhandle Pathway between Winamac and Kenneth. The Friends of the Panhandle Pathway, Inc (FPP) is responsible for the pathway maintenance ensuring that it is properly maintained for safety and enjoyment by users and neighbors along the Pathway.

FPP organization reviews the Schedule, Budget, Record Logs, Organization and this Maintenance Plan annually during the winter season, updating as necessary. For the first few years, it is reviewed at monthly FPP Corporate meetings, updating as necessary.

The Maintenance Leader keeps and maintains the Maintenance Plan in a 3 ring binder titled: "The Maintenance Book"

2. Pathway Inspection

Maintenance work involves inspections and repairs or replacement as necessary on all of the following items to ensure the integrity of the Pathway. The maintenance workers may be; volunteers, contractors, organized civic groups, businesses etc. All are under the cognizance of the FPP.

2.1. *Surface*

Trail surface(s) crushed stone, asphalt, concrete, etc. are kept free of pot holes, weeds, grass and other irregular conditions.

2.2. *Cross Road markings*

Ensure that markings on public road approaches to the trail crossing and the trail approach to public road crossings are readily and clearly visible. Coordinate with state and local road departments as necessary.

2.3. *Gates and Bollards.*

Ensure that the condition of opening gates and locks at public road crossings allows the necessary emergency and maintenance vehicles ready access. Repair, lubricate or replace as necessary. Ensure that fixed bollards and barriers are in a sturdy and clean and tidy condition.

2.4. *Signs.*

Ensure that all signs; information, regulatory, identification, location, emergency, etc, are sturdy, clearly visible and readable, and free of graffiti.

2.5. *Bridges*

Ensure that bridge railings, structure, and viewing ambiance are in a safe and pleasing condition.

2.6. *Vegetation Control.*

Ensure that the shoulder, 2 feet along each side of the pathway and parking areas are clear of vegetation higher than 3 inches or so and provides a solid relatively smooth surface.

Vegetation on the Railbanked right of way outside of the 2 feet shoulder is maintained in a scenic manner, as much as reasonably possible. It is kept free of major debris, obnoxious and poisonous weeds, dangerous objects, etc. Unused, left over railroad ties are stacked 'neatly'.

Control is accomplished by mechanical means including trimmers, chain saws, mowers, etc. Chemicals are also used in the form of spraying for both weeds and brush. Chemicals are applied, safely as required by their labels. Controlled burning is used when appropriate, in coordination with the local Fire Department. Vegetation controls is undertaken during times when public traffic is absent from the trail or light, and taking in consideration impacts on adjacent agricultural land.

2.7. *Trash.*

The trail and surrounding is kept free of trash. Trash bags are emptied regularly, preventing overflowing.

2.8. Benches.

Ensure that benches are kept in good repair, free from splinters, weakness, graffiti, etc.

2.9. Buildings and similar structures

Ensure that all trail structures or buildings are kept in a clean, sturdy and safe condition.

2.10. Maintenance Equipment.

Ensure equipment is maintained regularly in accordance with operating manuals and is in good working order. Unsafe equipment is replaced or repaired.

2.11. High Wind, Storm, Flooding Damage.

Repair, replace, or close areas with damage, debris, or unsafe conditions, as necessary, caused by storms or flooding, as soon as reasonable possible

2.12. Pathway Neighbors

The FPP and maintenance workers communicate regularly with neighboring property owners, including Star City Sewer District, private business, government and private property owners, ensuring that an agreeable and enjoyable relationship exists. The FPP reviews and resolves distracting conditions in a manner that is reasonable and practicable.

3. Schedule

The FPP and maintenance workers, as general rule, perform continual observation and response to user and neighbor comments. A schedule guide of tasks is contained in Appendix I. . .

4. Budget

The layout in Appendix II is a guide to establishing a Maintenance Budget.

5. Maintenance Logs

Appendix III contains a Log to record maintenance activities: inspection results, work done: what was done, when it was done, why it was done, who did it, how much it cost (hours, material, in kind donations, etc.), comments, recommendations, etc.

6. Organization

Appendix IV contains the Organization to accomplish the Maintenance items. In general it consists of a Maintenance Leader who is the main maintenance responsible person and the main interface to the FPP board of directors. As much as practical there are leads of various functional areas; Facilities, Equipment, Budget, Tasks. If contractors are used they are under the cognizance of the Team Leader. As time goes on the goal is to establish Section hosts (e.g. Person, Family, Organization, Business, etc.) who will assume responsibilities for various lengths of the Pathway.

The Team Leader and Task Leaders (if designated) provide coordination of the volunteers, who would like to participate in various areas, and the Section hosts.

Appendix I Maintenance Schedule

Para	Title	Early May	July	October	Winter	As Needed
2.	Pathway Inspection					
2.1.	Surface	X	X			
2.2.	Cross Road markings	X	X			
2.3.	Gates and Bollards.	X	X			
2.4.	Signs.	X	X			
2.5.	Bridges	X	X			
2.6.	Vegetation Control.	X				
	Mow	X	X	X		X
	Spray	X		X		X
2.7.	Trash.					X
2.8.	Benches.	X	X			X
2.9.	Buildings.	X	X		X	
2.10.	Maintenance Equipment.	X			X	X
2.11.	High Wind, Storm, Flooding Damage.					X
2.12.	Pathway Neighbors	X	X			X

Appendix II Maintenance Budget

Para	Title	Vol Hours	In Kind Donation	Labor Cost	Material Cost	Total
2.	Pathway Inspection					
2.1.	Surface					
2.2.	Cross Road markings					
2.3.	Gates and Bollards.					
2.4.	Signs.					
2.5.	Bridges					
2.6.	Vegetation Control.					
	Mow					
	Spray					
2.7.	Trash.					
2.8.	Benches.					
2.9.	Buildings.					
2.10.	Maintenance Equipment.					
2.11.	High Wind, Storm, Flooding Damage.					
2.12.	Pathway Neighbors					
	Total (est. @ \$1000/mile/year)					\$22,000

Appendix III Maintenance Record Log

Task Ref: number (sequential by year)	Year:	Sequence *:
Date		
Inspection Record Log Ref. # (if any)		
Observation Description		
Maintenance Done by		
Maintenance Description		
Time incurred		
Costs incurred		
Comment(s)		
Recommendation(s)		
Pathway User or Neighbor comment		

Appendix V - Trail Inspection

Inspection Record Number: (year – sequence #) _____ -- _____

File in maintenance notebook.

Date:

Start Point:

End Point:

Inspection done by (print name(s)):

2. Pathway Inspection (refer to section 2) (continue on reverse side if necessary)

2.1. Surface

2.2. Cross Road markings

2.3. Gates and Bollards.

2.4. Signs.

2.5. Bridges

2.6. Vegetation Control.

2.7. Trash.

2.8. Benches.

2.9. Buildings and similar structures

2.10. Maintenance Equipment.

2.11. High Wind, Storm, Flooding Damage.

2.12. Pathway Neighbors

Comments:

NOTES
