

**APPENDIX I - AUDIT PROFORMA**

**Appendix 1 - Site Audit Proforma**

Site Name:	
Site ID:	
Date of survey:	
Weather Conditions:	
Surveyed by:	

Site Feature	Key Element	Rating (5)
MAIN ENTRANCE	Easy to Find	
	Obvious	
	Safe	
	Clean	
	Well Maintained	
	litter bin / dog bin	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
SIDE ENTRANCE	Safe	
	Clean	
	Well Maintained	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
SIGNAGE	Welcoming	
	Contact Detail	
	Name of Site	
	Site map	
	Information	
	Well Maintained	
	Open Closing times	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
BOUNDARY/ HEDGES / GATES/ FENCES	Well Maintained	
	Clearly Defined	
	Other	
<b>TOTAL</b>		0.00
ROADS / PATHWAYS/ CYCLEWAYS/ ACCESSES	Suitable Materials	
	level for safe use	
	Disabled access	
	Well Defined Edges	
	Surface Clean	
	Weed Free	
	Other	
	<b>TOTAL</b>	
<b>AVERAGE</b>		0.00
FLOWER BEDS	Suitable Use of Plants	
	Weed Free	
	Edged	
	Peat Free	
	Well Maintained	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
SHRUB BEDS	Suitable Use of Plants	
	Weed Free	
	Edged	
	Peat Free	
	Well Maintained	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
YOUNG TREES	Appropriate Mix	
	Well Maintained	
	Tree Ties Maintained	
	Trees Tagged	
	Other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
MATURE TREES	Well Maintained	
	Adequate Crown Lifting	
	Trees Tagged	
	other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
GRASS AREAS	Full Grass Cover	
	Good Cover	
	Cleanly Cut	
	No Weeds	
	No Clippings	
	other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
BINS	Numerous	
	Well Maintained	
	Emptied Regularly	
	surfaced	
	other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00
SEATS	Numerous	
	Well Maintained	
	Ease of Access	
	Provision for Disabled	
	Litter Bin Nearby	
	other	
<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00

**APPENDIX I - AUDIT PROFORMA**

TOILETS	Provided on site		
	Easy Access		
	Well Maintained		
	Good Condition		
	Safe to use		
	Visible		
	Well Signposted		
	Well used		
	Other		
	<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00	
PARKING	Provided in or nearby		
	Adequate Spaces		
	Clean		
	Tidy		
	Good Condition		
	Well Signed		
	Safe to use		
	Other		
	<b>TOTAL</b>		0.00
	<b>AVERAGE</b>		0.00
LIGHTING	Good Lighting		
	Well Maintained		
	Other		
<b>TOTAL</b>		0.00	
<b>AVERAGE</b>		0.00	
INFORMATION BOARDS	Site Name		
	Adequate and Up to Date		
	Other		
<b>TOTAL</b>		0.00	
<b>AVERAGE</b>		0.00	
PLAY PROVISION	Signed		
	Rules and Regs		
	Safe		
	Adequate		
	Well Maintained		
	Other		
<b>TOTAL</b>		0.00	
<b>AVERAGE</b>		0.00	
CLEANLINESS	Litter		
	Dog Fouling		
	Graffiti		
	Chewing Gum		
	Other		
<b>TOTAL</b>		0.00	
<b>AVERAGE</b>		0.00	
EVENTS / PUBLICITY/EDUCATION	Programme		
	Leaflets		
	Posters		
	interpretation		
	environmental Education		
	Other		
<b>TOTAL</b>		0.00	
<b>AVERAGE</b>		0.00	
TENNIS COURTS	Surface		
	Fencing		
	Posts		
	Nets		
	Line Markings		
	Secured Entrance		
	Correct Size		
	Adequate run off margins		
	Floodlighting		
	Information Board/Charges/Contact		
	Club Hut		
	Other		
	<b>TOTAL</b>		0.00
	<b>AVERAGE</b>		0.00
BOWLING GREENS	Benches		
	Clean Gullies / Sand		
	Backboards in Gullies		
	Turf / Surface		
	Ring Pins/ No.s		
	Fenced		
	Club House		
	Notice board/ Rules and Regs		
	Floodlighting		
	Staffed		
	Other		
	<b>TOTAL</b>		0.00
	<b>AVERAGE</b>		0.00
MUGA	Surface		
	Fencing		
	Posts		
	Nets		
	Goals		
	Line Markings		
	Secured Entrance		
	Correct Size		
	Adequate run off margins		
	Floodlighting		
	Information Board/Contact/Charges		
	Vandalism		
	Other		
	<b>TOTAL</b>		0.00
<b>AVERAGE</b>		0.00	
<b>TOTAL CATEGORIES</b>			
<b>Total Score</b>		0.00	
<b>Sum of Average Scores</b>		0.00	
<b>Average Score</b>			
<b>Maximum Possible Score</b>		0.00	
<b>Total Score</b>		0.00	
<b>Percentage Score of Site</b>			

Site Status (enter into green cell below from list below - copy and paste)

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- Good and Improving
- Good and Stable
- Good But Declining
- Average and Improving
- Average and Stable
- Average but declining
- Poor but improving
- Poor and stable
- Poor and declining