



Alabama Outdoor Classroom Program Maintenance Plan Checklist



Use this checklist to establish a Maintenance Plan(s) for your outdoor classroom. Be as specific as possible, so that volunteers will have a clear understanding of their responsibilities.
Make copies of this Maintenance Plan Checklist as needed.

OC Learning Station(s)/Component(s): _____

Name of Class/Student Club/Volunteer Group: _____

Person Responsible for Project: _____

Contact Person's Email Address: _____ **Phone #:** _____

Type of Maintenance: Weekly Duties Monthly Duties Summer Duties Work Day Project
 Fall Semester "Learning Station Adoption" Spring Semester "Learning Station Adoption"

Date(s) of Project: _____

General Description of Maintenance Project: _____

Maintenance Project Tasks: Be sure to include any equipment, supplies or tools needed to complete the maintenance project along with an estimated cost (if any), the estimated amount of time needed to accomplish each task, and the frequency (how often) each task should be done.

Task Description	Supplies or Tools Needed	Estimated Cost	Estimated Time Needed	Frequency of Task
<i>Ex/ Fill the bird feeders and clean the outside of each one with a Clorox wipe.</i>	<i>Song Bird Food & Clorox Wipes</i>	<i>\$20 for bird food</i>	<i>10-15 minutes</i>	<i>Twice per week</i>



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Maintenance Project(s): _____

Completion of Maintenance Plan: Use the following chart as a means of documenting when various tasks are completed to help you track your group's accomplishments and to help future groups know when certain tasks were accomplished from year to year. The chart will also help you keep up with recurring tasks.

Date Completed	Task Description	Supplies/Tools Used & Cost (if any)	# of Students Involved	Amount of Time Spent on Task

List any comments or suggestions regarding the completed maintenance project: _____

The Alabama Outdoor Classroom Program is a partnership between:



Alabama Cooperative Extension System
Alabama A&M and Auburn Universities



Alabama Wildlife Federation
www.alabamawildlife.org/classrooms/



Alabama Department of Conservation & Natural Resources

