**FoOT Trail Maintenance Report Form**

**REMEMBER TO CONTACT YOUR LOCAL USFS OFFICE BEFORE BEGINNING MAINTENANCE**

Directions for completing this form: 1. Use mouse to move from box to box.

 2. Complete form & submit report by email or mail to address given below.

3. Scan or copy all guest agreements & attach to email or mail copy to address below.

**MAINTENANCE DATE(S)**

**Report Submitted By:**

**VOLUNTEERS (Indicate if Guest)**

**MAINTENANCE PERFORMED**

MILEPOST to

**Additional Comments**

{Include maintenance left undone that you intend to complete at a later date-such as blazing.}

**VOLUNTEER HOURS**

Number of Volunteers

 Number of hours spent in volunteer capacity per person. [Include time engaged in transportation.]

 **TOTAL**

**CONDITION OF TRAIL UPON COMPLETION OF MAINTENANCE PERFORMED**

***Place “X” in box that applies to condition of trail***

 GREEN Trail is clear; no significant obstacles to foot traffic

 YELLOW Trail has some significant impediments; needs additional maintenance

 RED Trail difficult to follow; treacherous trail surface; numerous impediments

**GENDER *Place # in box***

 Males

 Females

**Whenever possible, submit photos of problems.**

**ADDITIONAL ASSISTANCE NEEDED ON THIS SECTION**

***Mark all boxes that apply***

 *Describe* ***and*** *provide location of items that require additional assistance from FoOT/ US Forest Service.*

 Very large tree across trail

 Major tread damage

 Bridge repair

 Signs/mileposts/blazes

 Other damage (ATV, etc.)

**AUTO MILEAGE**

*Include round trip TOTAL mileage for all vehicles driven to trail*

**TOTAL**

Please forward this report to: Friends of Ouachita Trail (FoOT). PO Box 8630, Hot Springs. AR 71910 or email to FoOT@friendsot.org