

COMMUNITY PARK AUDIT TOOL

Instructions

Before you begin, try to locate a map of the park. Next, review the CPAT training guide and audit tool. It is important to make sure each question and response is clear when you are marking your answer. Then, go to the park and fill out this audit tool. The tool (6 pages) is divided into four sections that focus on different parts of the park. Further instructions are at the top of each section.

Tips for Using the Community Park Audit Tool (CPAT)

- Drive, bike, or walk around the park to get a feel for what's in the park and the neighborhood around the park.
- The focus of the audit should include outside environments only. Do not include any indoor facilities. If facilities such as bathrooms are on the outside of the building and freely accessible to the public, they may be included.
- Please note that there are two sections of the audit that ask similar questions. In Section 2: Access and Surrounding Neighborhood, questions about safety or appearance focus on environments *surrounding* the park. In Section 4: Park Quality and Safety, park quality or safety concerns questions focus on what's *inside* the park.
- Questions on the CPAT are grouped in sections in the order that you might come across them in a park. However, you may need to switch between sections or pages as you complete the park audit. Therefore, it is important to look through the tool before you begin.
- When you are finished, go back and make sure you have completed all the sections and questions.
- There is space at the end of each section where you can write down comments as you complete your audit.
- If you see anything that requires immediate attention, contact the local parks department.

About the Community Park Audit Tool

The Community Park Audit Tool (CPAT) was developed in 2010 in Kansas City, Missouri by Andrew Kaczynski (Kansas State University) and Sonja Wilhelm Stanis (University of Missouri) in collaboration with the City of Kansas City Missouri Parks and Recreation Department. Development of the CPAT was supported by a grant from Active Living Research, a national program of the Robert Wood Johnson Foundation.

Section 1: Park Information

Park Name: _____ Observer Name or ID: _____

Park Address/Location: _____

Was the park easy to find onsite? No Somewhat Yes

Date (m/d/yr): ___/___/_____

Temperature: ___ °F

Weather: Clouds Clear Snow Rain Drizzle Thunderstorm

Start Time: _____ am or pm (circle) End Time: _____ am or pm (circle) Length of visit: _____ min

Comments on Park Information:

Section 2: Access and Surrounding Neighborhood

This section asks about accessing the park and about the neighborhood surrounding the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section. **When thinking about the surrounding neighborhood, consider all areas that you can see from inside of the park.**

When rating the access and surrounding neighborhood, please use the following definition:

- **Useable:** everything necessary for use is present and nothing prevents use (e.g., sidewalks are passable)

1. Can the park be **accessed for use?** (e.g., not locked/fenced, available for activity, etc.) No Yes
2. Are there **signs** that state the following (could be same sign)? (*check all that are present*) None present
 Park name Park hours Park contact information Park/facility rental information
 Park rules Park map Rental equipment information Event/program information
3. How many **points of entry** does the park have? More than 5 (or park boundary is open) 2-5 Only 1
4. Is there a **public transit stop** within sight of the park? No Yes
5. What types of **parking** are available for the park? (*check all that are present*)
 None Parking lot On street parking Bike rack
6. Are there **sidewalks** on *any* roads bordering the park? (could be on opposite side of road) No Yes
If yes ... Are they useable? All or most are useable About half None or few useable
If yes ... Are there **curb cuts and/or ramps** on *any* sidewalks bordering or entering the park? No Yes
7. Is there an external **trail or path** connected to the park? No Yes
If yes ... Is it useable? No Yes
8. Are there **bike routes** on *any* roads bordering the park? (*check all that are present*)
 None Marked lane Designated route sign Share the road signs/markers
9. Are there nearby **traffic signals** on *any* roads bordering the park? (e.g., crosswalk, stop light/sign) No Yes
10. What are the main **land use(s)** around the park? (*check all that apply*) None present
 Residential Commercial Institutional (e.g., school) Industrial (e.g., warehouse) Natural
11. Which of the following **safety or appearance concerns** are present in the **neighborhood surrounding the park?** (*check all that are present in the surrounding neighborhood within sight on any side of the park*)
 Poor lighting (e.g., low or no lighting on surrounding neighborhood streets)
 Graffiti (e.g., markings or paintings that reduce the visual quality of the area)
 Vandalism (e.g., damaged signs, vehicles, etc.)
 Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)
 Heavy traffic (e.g., steady flow of vehicles)
 Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)
 Vacant or unfavorable buildings (e.g., abandoned houses, liquor store)
 Poorly maintained properties (e.g., overgrown grass, broken windows)
 Lack of eyes on the street (e.g., absence of people, no houses or store fronts)
 Evidence of threatening persons or behaviors (e.g., gangs, alcohol/drug use)
 Other _____
 None present

Comments on Access or Surrounding Neighborhood Issues:

Section 3: Park Activity Areas

This section asks about the activity areas in the park. For each activity area type:

- i. **First, mark the number (#) of areas that are present in the park** (if none, write "0").
- ii. Then, respond to questions about **up to three** of those activity areas. If there are more than three areas for a specific activity area type, **rate the first three you come across during the audit**. If there were no activity areas of that type present in the park, move on to the next type.
- iii. Finally, use the space provided to note any additional comments about each type of activity area.

When rating the activity areas, please use the following definitions:

- **Useable:** everything necessary for use is present (excluding portable equipment - rackets, balls, etc.) and nothing prevents use (e.g., are there nets up for tennis courts, goals for sport fields, are trails passable, etc.)
- **Good condition:** looks clean and maintained (e.g., minimal rust, graffiti, broken parts; even surface; etc.)

12. Activity Areas	# of Areas	Area 1	Area 2	Area 3
a. Playground (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Distinct areas for different age groups		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Colorful equipment (i.e., 3+ colors)		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Shade cover for some (25%+) of the area		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Benches in/surrounding area		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Fence around area (i.e., half or more)		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Separation or distance from road		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
b. Sport Field (football/soccer) (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
c. Baseball Field (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
d. Swimming Pool (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
e. Splash Pad (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
f. Basketball Court (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
g. Tennis Court (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
h. Volleyball Court (# : _____)				
Useable		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				

i. Trail (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Connected to activity areas	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Distance markers/sign	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Benches along trail	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
What is the trail surface? (<i>check one</i>)	<input type="checkbox"/> Paved	<input type="checkbox"/> Paved	<input type="checkbox"/> Paved	<input type="checkbox"/> Paved
	<input type="checkbox"/> Crushed stone	<input type="checkbox"/> Crushed stone	<input type="checkbox"/> Crushed stone	<input type="checkbox"/> Crushed stone
	<input type="checkbox"/> Dirt/mulch	<input type="checkbox"/> Dirt/mulch	<input type="checkbox"/> Dirt/mulch	<input type="checkbox"/> Dirt/mulch
Trail length (in miles):	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 miles	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 miles	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 miles	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 miles
	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure
Comments:				
j. Fitness Equipment/Stations (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
k. Skate Park (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
l. Off-Leash Dog Park (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
m. Open/Green Space (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
What is the approximate area in acres of the open/green space? (1 acre ≈ 1 football field without end zones)	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 acres	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 acres	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 acres	<input type="checkbox"/> <1 <input type="checkbox"/> 1-3 <input type="checkbox"/> >3 acres
	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure	<input type="checkbox"/> Unsure
Comments:				
n. Lake (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is there a designated swimming area?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
o. Disc Golf (# : _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				
p. Other (<i>fill in a type description for each</i>)	_____	_____	_____	_____
Useable	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Good condition	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
Comments:				

Comments on Park Activity Areas:

Section 4: Park Quality and Safety

This section asks about factors related to comfort and safety when using the park. Several questions include follow-up responses if you answered yes. There are spaces for comments at the end of the section.

When rating the quality and safety features of the park, please use the following definitions:

- **Useable:** everything necessary for use is present and nothing prevents use (e.g., can get into restrooms, drinking fountains work, etc.)
- **Good condition:** looks clean and maintained (e.g., minimal rust, graffiti, broken parts, etc.)

13. Are there public **restroom(s) or portable toilet(s)** at the park? No Yes

If yes ...

- Are the restroom(s) useable? All or most are useable About half None or few are useable
Are they in good condition? All or most in good condition About half None or few in good condition
Is there a family restroom? No Yes
Is there a baby change station in any restroom? No Yes

14. Are there **drinking fountain(s)** at the park? No Yes

If yes ...

- How many different fountains are there? (i.e., units, not spouts) _____
Are the fountains useable? All or most are useable About half None or few are useable
Are they in good condition? All or most in good condition About half None or few in good condition
Are they near activity areas? All or most are near About half None or few are near

15. Are there **bench(es)** to sit on in the park? No Yes

If yes ...

- Are the benches useable? All or most are useable About half None or few are useable
Are they in good condition? All or most in good condition About half None or few in good condition

16. Are there **picnic table(s)** in the park? No Yes

If yes ...

- Are the tables useable? All or most are useable About half None or few are useable
Are they in good condition? All or most in good condition About half None or few in good condition
Is there a picnic shelter in the park? No Yes
Is there a grill or fire pit in the park? No Yes

17. Are there **trash cans** in the park? No Yes

If yes ...

- Are they overflowing with trash? All or most overflowing About half None or few overflowing
Are they near activity areas? All or most are near About half None or few are near
Are recycling containers provided? No Yes

18. Is there **food/vending machines** available in the park? No Yes

If yes ...

- Are fruits and/or vegetables available in the park? No Yes

19. If the sun was directly overhead, how much of the park would be **shaded**? <25% 25-75% >75%

20. Are there **rules posted about animals** in the park? (e.g., dogs must be leashed)? No Yes

21. Is there a place to get **dog waste pick up bags** in the park? No Yes

If yes ... Are bags available at any of the locations? No Yes

22. Are there **lights** in the park? (not including neighborhood street lights) No Yes

If yes ...

How much of the park could be lit? <25% 25-75% >75%

Are the activity areas lit? All or most are lit About half None or few are lit

23. Is the **park monitored**? (e.g., volunteer or paid staff, patrolled by police, cameras, etc.) Unsure Yes

24. Are there **any emergency devices** in the park? (e.g., phone, button, emergency directions) No Yes

25. From the center of the park, how **visible is the surrounding neighborhood**? Fully Partially Not at all

26. Are there **road(s)** of any type through the park? No Yes

If yes ... Are there traffic control mechanisms on the roads within the park? (e.g., crosswalk, stop light or sign, brick road, speed bumps, roundabouts) No Yes

27. What other buildings or structures are present in the park? (*check all that are present*)

Community/recreation center

Amphitheater

Other _____

None present

28. Which of the following **park quality or safety concerns** are present in the park? (*check all that are present*)

Graffiti (e.g., markings or paintings that reduce the visual quality of the area)

Vandalism (e.g., damaged signs, buildings, equipment, etc.)

Excessive litter (e.g., noticeable amounts of trash, broken glass, etc.)

Excessive animal waste (e.g., noticeable amounts of dog waste)

Excessive noise (e.g., noticeable sounds that are unpleasant or annoying)

Poor maintenance (e.g., overgrown grass/weeds/bushes or lack of grass in green areas)

Evidence of threatening persons or behaviors (e.g., gangs, alcohol/drug use)

Dangerous spots in the park (e.g., abandoned building, pit/hole)

Other _____

None present

29. What **aesthetic (i.e., beautiful/pleasing) features** are present in the park? (*check all that are present*)

Evidence of landscaping (e.g., flower beds, pruned bushes)

Artistic feature (e.g., statue, sculpture, gazebo, fountain)

Historical or educational feature (e.g., monument, nature display, educational signs, etc.)

Wooded area (e.g., thick woods or dense trees)

Trees throughout the park (e.g., scattered trees)

Water feature (e.g., lake, stream, pond)

Meadow (e.g., natural, tall grassy area)

Other _____

None present

Comments on Park Quality and Safety Issues:

General Comments/Notes:

Before you are finished, please make sure you have answered all questions in the tool.