

OHC VOLUNTEER TRAIL MAINTENANCE REPORTING GUIDELINES

Date Prepared: 2/28/2024

TRAIL MAINTENANCE LOG DEFINITIONS

BASIC WORK	Trail maintenance and brush clearing not requiring skilled labor using tools such as loppers, hand clippers, rakes and shovels.
SKILLED WORK	Work requiring skilled labor such as carpentry, construction, use of power equipment, chainsaws, etc. Prepping heavy equipment including loading and unloading counts as skilled labor.
TRAVEL TIME	Actual travel hours going to and from work sites where trail maintenance is being performed.
POWER EQUIPMENT	Total actual hours using power equipment. Power equipment includes chainsaws, weed whackers, lawn mowers, trimmers or any other power tools requiring fuel or batteries.
HEAVY EQUIPMENT	Total actual hours using heavy equipment. Heavy equipment includes tractors, backhoes, skid loaders graders, dozers, dump trucks, etc.
TRAIL EXPENSE	Expenses incurred for trail maintenance. This would include materials and supplies such as hardware, gravel, lumber, paint, trail signage, rental fees, chains, blades, fuel & oil for chainsaws or reciprocating saws and fuel for heavy equipment. Report expenses from individuals, chapters and from grant awards. Report in whole dollars.

ADDITIONAL GUIDELINES FOR TRAIL MAINTENANCE REPORTING

	Report trail work hours for Ohio public bridle trails only. Private trails can be included if they are open for public use
	All work and no riding: Log round trip travel time and actual work time
	1/2 work - 1/2 riding: Log one way travel time and actual work time
	Riding with incidental work: Log just work time
	Record hours in increments of 1 hour
	By January 31 each year, submit your Chapter's trail maintenance hours from the previous year to trailhours@ohconline.com