

WEEKLY LANDSCAPE MAINTENANCE CHECKLIST

CLIENTS NAME

(See Landscape Maintenance Specifications for details.)

Place a check mark by each item completed during the past week.

1. Prune back any shrubs overhanging curbs or sidewalks.
2. Prune back any groundcover overhanging curbs or sidewalks.
3. Remove litter and leaves from plants, planters, and parking lots.
4. Remove any broken or fallen branches from trees. Remove sucker growth from tree trunks.
5. Remove any weeds larger than 2 inches (5 cm) high or wide from planters. Weeds 2 inches (5 cm) and larger must be removed, not just killed.
6. Replace bark mulch which has been knocked or washed out of planters. Smooth mulch layer if it has been disturbed.
7. Check plants for signs of stress or disease. Replace any plants that meet conditions for replacement at the contractor's expense. Request authorization to replace other dead or missing plants. Note: You must request authorization to make replacements within one week of the damage becoming evident!
8. Sweep or blow clean all walkways, curbs, and gutters. Do not blow any litter into home owner's property.
9. Treat for any signs of disease or pest infestation by a licensed pest control company.
10. Complete any items required on the Monthly Checklist.
11. Hand water any plants that are dry and stressed.
12. Check the irrigation system. Make emergency repairs as needed or request authorization to make major repairs. Note: you must request authorization for repairs within one week of the damage becoming evident!
13. Adjust the irrigation controllers for current water needs of plants.

Checked by : _____ (Print Name)

Signature: _____ Date: _____

MONTHLY MAINTENANCE CHECKLIST

CLIENTS NAME

(See Landscape Maintenance Specifications for details.)

January:

1. Prune any tree branches that interfere with public safety. Prune all parking lot and street trees yearly to encourage strong upward growth.
2. Remove all weeds.
3. Dead head all flowers.

4. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company.

February:

1. Apply granular fertilizer 15 -6 -15 slow release for turf areas. For Trees apply granular fertilizer 8-4-8 slow release in late February Be sure to make application prior to a moderate rainfall in drip-irrigated planters so the rain will wash the fertilizer in!
2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
3. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
4. Remove all weeds.
5. Dead head all flowers.
6. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company

March:

1. Apply Apex Palm Plus 13-5-8 with micronutrients per application rates. Apply 2 applications of the foliar micronutrient fertilizer product called S.T.E.M. in order to boost their vitality during the establishment period. Wash down all hardscape because of the iron in it. It will stain surfaces. Follow the recommendation of the MTR Horticulture report on Palm Tree Inspections. Be sure to make application prior to a moderate rainfall in drip-irrigated planters so the rain will wash the fertilizer in!
2. Plant annual color for spring/summer bloom.
3. Do not prune buds off the ornamental shrubs. Allow shrubs to bloom.

4. Flush out irrigation systems as needed and check for proper operation of each valve zone.
5. Remove and clean wye filter screens.
6. Clean or replace plugged sprinkler nozzles. Replace plugged drip emitters.
7. Replace irrigation controller program back-up batteries.
8. Revise irrigation is needed to cover all planting areas.
9. Remove all weeds.
10. Dead head all flowers.
11. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company

April:

1. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
2. Remove all weeds.
3. Dead head all flower.
4. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company

May:

1. Apply granular fertilizer 15 -6 -15 slow release for turf areas. For Trees apply granular fertilizer 8-4-8 slow release in late February Be sure to make application prior to a moderate rainfall in drip-irrigated planters so the rain will wash the fertilizer in!
2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
3. Remove all weeds.
4. Dead head all flower
5. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company

June:

1. Prune spring & winter-flowering shrubs as needed to maintain proper shape.
2. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.

3. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company
4. Remove all weeds.
5. Dead head all flower

July:

1. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company
2. Remove all weeds.
3. Dead head all flower

August:

1. Apply Apex Palm Plus 13-5-8 with micronutrients per application rates. Apply 2 applications of the foliar micronutrient fertilizer product called S.T.E.M. in order to boost their vitality during the establishment period. Wash down all hardscape because of the iron in it. It will stain surfaces. Follow the recommendation of the MTR Horticulture report on Palm Tree Inspections. Be sure to make application prior to a moderate rainfall in drip-irrigated planters so the rain will wash the fertilizer in!
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5. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company
6. Remove all weeds.
7. Dead head all flower

September:

1. Replace any dead or missing plants subject to the terms of these specifications.
2. Prune perennial bulbs back to ground level as soon as leaf blades yellow and wilt due to cold weather. Apply 3 inches of mulch on ground surface over bulbs to insulate from cold.
3. Plant annual color for fall/winter bloom.

4. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company.
5. Remove all weeds.
6. Dead head all flower

October:

1. Prepare irrigation system for winter. Make sure backflow preventer is well insulated or drained prior to first freeze. Blow out pipes using compressed air in areas where freezing could result in breakage.
2. Add new mulch to planters where the mulch depth has been reduced to less than 2 inches (5 cm) thick. Mulch not required where shrubs or groundcover completely hide the soil surface from view.
3. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company.
4. Remove all weeds.
5. Dead head all flower
6. Trim and shape trees by a license arborist. No landscape maintenance shall prune trees higher than 15' ft.

November:

1. Apply Apex Palm Plus 13-5-8 with micronutrients per application rates. Apply 2 applications of the foliar micronutrient fertilizer product called S.T.E.M. in order to boost their vitality during the establishment period. Wash down all hardscape because of the iron in it. It will stain surfaces. Follow the recommendation of the MTR Horticulture report on Palm Tree Inspections. Be sure to make application prior to a moderate rainfall in drip-irrigated planters so the rain will wash the fertilizer in!
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3. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
4. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company
5. Remove all weeds.
6. Dead head all flower

December:

1. Prune any tree branches that interfere with public safety. Prune all parking lot and street trees yearly to encourage strong, upward growth.
2. Prune summer and fall-blooming shrubs as needed to maintain proper shape.
3. Check for insects and Disease. Inspect all plant material. This should be done on a regular basis. Areas will be treated as problems occur. Use a licensed pest control company.
4. Remove all weeds.
5. Dead head all flower