

Attachment A

WORK RECORD SUMMARY/LANDSCAPE MAINTENANCE CHECKLIST

Place a check mark by each item completed:

- Meeting with Inspector
- Remove litter, leaves, and debris from site
- Weeds
 - Inspect/remove weeds from roads on both sides
 - Inspect/remove weeds from Parking lot, curbs, and gutters
 - Inspect/remove weeds from fence perimeter
 - Inspect/remove weeds from sidewalks and walkways
- Shrub/planter bed maintenance
 - Trim shrubs
 - Trim groundcover
 - Remove spent annual flowers
 - Remove weeds
 - Remove foreign growth
- Tree Maintenance
 - Remove any broken branches from trees.
 - Retie trees
 - Re-stake trees
 - Remove sucker growth from tree trunks.
 - Remove weeds
- Irrigation system checked.
- Irrigation controllers adjusted for current water needs/weather conditions
- Check for and report any wall damage to Inspector
- Check for and report any rodent activity to Inspector
- Additional, extra, or specified work performed: (describe)

Checked by: _____ (print name)

Signature: _____ Date: _____

