

MAINTENANCE ACTIVITIES SCHEDULE

ITEM	ACTIVITY	BY WHOM	MONTH IN WHICH ACTIVITY IS PERFORMED															
			D	W	M	Y	Q	J	F	M	A	M	J	J	A	S	O	N
<i>ORGANIZATIONAL ISSUES</i>	Annual plot assignment	C				X				X								
	Rules & task assignment	C				X				X								
	Update gardener contact info	C				X				X								
<i>GENERAL CLEAN-UP</i>	Common areas	G			X			X	X	X	X	X	X	X	X	X	X	X
	Individual plots	G		X						X	X	X	X	X	X	X	X	X
	Graffiti removal	OC					X	X	X	X	X	X	X	X	X	X	X	X
	Leaf removal	G					X								X	X	X	
	Trash removal	G		X				X	X	X	X	X	X	X	X	X	X	X
<i>SIDEWALKS</i>	Trash & weed removal	G		X				X	X	X	X	X	X	X	X	X	X	X
	Snow removal	O, G					X	X	X	X							X	X
<i>SOIL</i>	Garden-wide renewal	O					X			X	X						X	X
	Test - lead	O					X			X	X				X	X		
	Test - pH	G					X			X	X				X	X		
<i>WATER SYSTEM</i>	Inspect functioning	O, IS, OC, C																
	Fall shut-down																	
	System blow-out	O, IS, OC, C					X											X
	Backflow removal/drain	O, IS OC, C				X												X
	Meter removal	O, IS, OC, C				X												X
	Spring start-up									X								
	System turn-on	O, IS, OC, C				X				X								
	Leak check & repair	IS, OC, C			X					X	X	X	X	X	X	X	X	X
	Meter operational	O, C				X				X								
	BWSC inspections	BWSC				X				X								
<i>FENCES/GATES, WALLS & MOW BANDS</i>	General repairs	IS, OC				X				X	X						X	X
	Carpentry repairs	IS, OC				X				X	X						X	X
	Masonry repairs	IS, OC				X				X	X						X	X
	Metalwork repairs	IS, OC				X				X	X						X	X
	Paint	IS, OC				X				X	X						X	
	Inspect gates & locks	C, G			X			X	X	X	X	X	X	X	X	X	X	X
	Lubricate gates & locks	C, G				X			X	X	X	X	X	X	X	X	X	X
	Maintain universal lock	C			X				X	X	X	X	X	X	X	X	X	X

Q = As Required
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IS = In-House Specialist

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			D	W	M	Y	Q	J	F	M	A	M	J	J	A	S	O	N	D
<i>RAISED BEDS</i>	Wall, edge inspections	IS, OC, C				X				X	X								
	Repairs	IS, OC					X			X	X							X	X
<i>DELIVERY AREA</i>	General clean-up	G			X					X	X	X	X	X	X	X	X	X	X
	Weed	G			X					X	X	X	X	X	X	X	X	X	X
	Surface renewal	IS, OC, G					X			X	X	X	X	X	X	X	X	X	X
<i>COMPOST FACILITY</i>	General clean-up	G			X					X	X	X	X	X	X	X	X	X	
<i>PATHS</i>	Surface inspection	IS, OC, C				X				X	X							X	X
	Surface renewal	G			X						X	X	X	X	X	X	X	X	X
	Edge	IS, OC, G				X					X	X	X	X	X	X	X	X	
	Litter & debris pickup	G		X				X	X	X	X	X	X	X	X	X	X	X	X
	Rake	G					X				X	X						X	X
<i>PLOT DIVIDERS</i>	General Inspection	C				X				X	X	X							X
	Repair	IS, OC					X			X	X	X						X	X
<i>TREES</i>	General inspection	IS, OC, C, G				X					X	X	X				X		
	Fertilize	IS, OC, C, G					X				X	X	X						
	Prune	IS, OC, C, G					X				X	X	X				X	X	X
	Water	G					X			X	X	X	X	X	X	X	X	X	
	Mulch maintenance	G				X					X	X	X						
	Plant replacement	IS, OC, C, G					X				X	X	X				X	X	
<i>SHRUBS</i>	General inspection	IS, OC, C, G				X					X						X		
	Fertilize	IS, OC, C, G					X				X	X	X						
	Prune	IS, OC, C, G					X				X	X	X				X	X	
	Water	G			X						X	X	X	X	X	X	X	X	
	Mulch maintenance	G					X				X	X	X						
	Plant replacement	IS, OC, C, G					X				X	X	X				X	X	

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<i>FRUIT TREES</i>	General inspection	IS, OC, C, G				X						X			X				
	Fertilize	IS, OC, C, G					X				X	X	X						
	Spray	IS, OC					X				X	X	X						
	Prune	IS, OC, C, G					X				X	X	X			X	X		
	Water	G			X				X	X	X	X	X	X	X	X	X		
	Mulch maintenance	G					X				X	X	X			X	X		
	Plant replacement	IS, OC, C, G					X				X	X	X			X	X		
<i>GROUND COVER</i>	General inspection	IS, OC, C, G				X						X							
	Weed	G			X														
	Water	G					X												
	Mulch maintenance	G					X												
	Plant replacement	IS, OC, C, G					X												
<i>PERENNIALS</i>	General inspection	IS, OC, C, G				X						X	X			X	X		
	Weed	G			X							X	X	X	X	X	X		
	Divide plants	IS, OC, C, G					X					X	X			X	X		
	Water	G			X							X	X	X	X	X	X		
	Mulch maintenance	G				X						X	X						
	Plant replacement	IS, OC, C, G					X					X	X			X	X		
<i>ANNUALS</i>	Plant	G				X						X	X						
	General inspection	IS, OC, C, G			X							X	X	X	X	X	X		
	Weed	G			X							X	X	X	X	X	X		
	Remove dead plants	G		X								X	X	X	X	X	X	X	
	Water	G		X								X	X	X	X	X	X		
	Mulch maintenance	C, G				X						X	X						
<i>GRASS</i>	General inspection	C, G		X								X	X						
	Mow	G		X								X	X	X	X	X	X	X	
	Edge	G				X						X	X	X			X	X	
	Water	G					X					X	X	X	X	X			
	Weed	G					X					X	X						
	Fertilize/lime	IS, OC, G				X						X	X			X	X		
	Aerate	IS, OC, G					X					X	X	X	X	X	X		
	Seed or sod	IS, OC					X					X	X			X	X		

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<i>PEST CONTROL</i>	Garden plots	G	X								X	X	X	X	X	X	X	X		
	Common plantings	IS, OC, C, G			X							X	X				X	X		
<i>STRUCTURES</i>	General inspection	IS, OC, C, G				X					X	X	X	X	X	X	X	X	X	
	Metalwork repairs	IS, OC					X				X	X	X	X	X	X	X	X	X	
	Carpentry repairs	IS, OC					X				X	X	X	X	X	X	X	X	X	
	Paint	IS, OC, G					X				X	X	X	X	X	X	X	X		
<i>SITE FURNISHINGS</i>	General inspection	C, G									X	X	X	X	X	X	X	X	X	
	Carpentry repairs	IS, OC									X	X	X	X	X	X	X	X	X	
	Metalwork repairs	IS, OC									X	X	X	X	X	X	X	X	X	
	Paint	IS, OC, G									X	X	X	X	X	X	X	X		
<i>MAJOR EQUIPMENT</i>	General inspection	IS, OC, C, G				X		X	X	X	X							X	X	X
	Preventative maintenance	IS, OC, C, G				X		X	X	X	X	X	X	X	X	X	X	X	X	X
	Repairs	IS, OC, C, G					X	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>PLAYGROUND AREA & EQUIPMENT</i>	General inspection	IS, OC, C, G		X				X	X	X	X	X	X	X	X	X	X	X	X	X
	Safety protocols	IS, OC		X				X	X	X	X	X	X	X	X	X	X	X	X	X
	Repairs	IS, OC						X	X	X	X	X	X	X	X	X	X	X	X	X
	Surface clean-up	G	X					X	X	X	X	X	X	X	X	X	X	X	X	X
	Surface renewal	G					X				X	X	X	X	X	X	X	X	X	
<i>SIGNS</i>	General inspection	C, G				X		X	X	X	X	X	X	X	X	X	X	X	X	X
	Repairs	C, G					X	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>OTHER</i>																				

NOTE: This is a listing of standard maintenance activities. Additional activities that gardeners and caretakers are accustomed to doing or are necessary because of specific garden situations should not be discontinued; add them to this schedule.

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