MODEL BAY-FRIENDLY
MAINTENANCE TASK LIST

GENERAL REQUIREMENTS

Review and become familiar with the [insert name of project] Maintenance Specifications prior to engaging in maintenance activities.
This task list shall be filled out during each scheduled landscape maintenance visit. Check off each box and record the date each item was completed if applicable. Include your activities and site observations in the comment section provided for each of the maintenance sections below.

Filled out by:
Name: _____
Company Name: _____
Date: _____
Phone Number: _____

SOIL & NUTRIENT MANAGEMENT: (See Maintenance Specifications Section 3)

- ☐ **Protect Soil from Compaction.** Soil shall not be worked when wet, generally between October and April.
- ☐ **Soil Tests.** Once per year each February contractor shall collect and submit soil samples to an accredited and approved testing laboratory. One sample shall be collected from turf and one from shrub/ groundcover areas representative of the site conditions. Contractor shall request that the laboratory make recommendations for compost and natural fertilizers to bring the soil organic matter to 5% minimum. Task last completed on: __/__/____
- ☐ **Mulch Regularly.** Maintain a minimum of 3" of (brand name or locally sourced recycled chipped or shredded green waste, or chipped landscape prunings over all planting areas. Keep mulch 6" away from tree trunks and way from shrub stems. At a minimum replenish mulch once per year in November. Task last completed on: __/__/____Comments/ Products used:
  _____
  _____
  _____
- ☐ **Feed Soils Naturally & Avoid Synthetic Fertilizers.** Compost, compost tea or other naturally occurring, non-synthetic fertilizers are used as the plant and soil amendment for all landscape areas as determined by soil analysis and/or plant tissue analysis. Amendments that are prohibited by the Organics Materials Research Institute (OMRI) are prohibited for use in the landscape. Task last completed on: __/__/____ Comments/ Products used: _____
  _____
  _____
  _____

WATER MANAGEMENT: (See Maintenance Specifications Section 4)

- ☐ **Irrigation Scheduling.** Irrigation frequency shall be adjusted at least monthly to reflect ET expected in next month. Task last completed on: __/__/____
- ☐ **Water Audit.** Perform an irrigation audit bi-annually (refer to www.itrc.org) or to schedule an audit with the water district that is the service provider to that property. Task last completed on: __/__/____
  Comments:
  _____
  _____
  _____
  _____
- ☐ **Irrigation Monitoring.** Record the irrigation meter, submeter or controller reading for today. Meter Reading: _____Contractor shall monitor soil moisture with plant root zones using a soilprobe or shovel and adjust irrigation schedules accordingly. (delete this bullet if your project includes a soil probe)
- ☐ **Recycled Water.** Once a month during summer, irrigation duration should be increased by 20% to leach salts below plant root zones. Task last completed on: __/__/____
- ☐ **Hand Watering.** Include info here once completed in 4.7 above.
- ☐ **Irrigation Maintenance and Repair.**

Contractor shall maintain the irrigation system for optimum performance, as per manufacturer specifications, All malfunctioning equipment shall be repaired prior to the next scheduled irrigation. All irrigation replacement parts shall be of the same manufacturer, type, and application rates as existing, or approved equals or upgrades.

Contractor shall inspect and repair the following weekly April through October and monthly November through March:

Clean and adjust all sprinkler and bubbler heads, drip emitters and valves for proper coverage and Check and adjust irrigation system pressure.

Contractor shall inspect and repair the following twice a year, at a minimum:

Ensure all flush valve/cap locations and valve boxes are visible and can be opened.

Inspect valves, filters, and pressure regulators for damage or leaks.

Check wire splices.

Clean valve boxes of dirt and debris.

Inspect, clean and flush filters and replace damaged or torn filters.

Flush laterals.

Make sure plants have adequate numbers of drip emitters for their size.

Test backflow preventers.

Task last completed on: __/__/____

INTEGRATED (ORGANIC) PEST MANAGEMENT: (See Maintenance Specifications Section 5)

Bay-Friendly Landscaping seeks to control insects, diseases, weeds and vertebrae pests to maintain healthy attractive plants, maximize resistance to pests and out-compete weeds and provide controls treatments without harming non-target organisms, or negatively affecting air and water quality and public health. It relies on a range of cultural, mechanical, physical, and biological control methods before using pesticide, herbicides or rodenticides

☐ **Insect and Disease management**. Contractor shall monitor landscape areas to identify presence of beneficial insects and pests, determine populations, life stage, and degree of damage to plants. Key plants: key pests will be monitored closely during normal periods of pest activity. This information will be the basis on which pest control methods are initiated. Contractor shall maintain records of all pest management activities. Contractor shall submit the pest management record to Agency on a monthly basis. Record the following information:

Target pest: _____

Cultural/Mechanical/physical/ biological methods used: _____

Type and quantity of pesticide used: _____

Site of the pesticide application: _____

Date the pesticide was used: _____

Name of the pesticide applicator: _____

Application equipment used : _____

☐ **Weed Management.** Contractor shall monitor landscape areas to identify presence of key weeds and design a weed management program to target those weeds. Contractor shall submit the weed management record to Agency on a monthly basis. Record the following information:

Target pest: _____

Cultural/Mechanical/physical/ biological methods used: _____

Type and quantity of pesticide used: _____

Site of the pesticide application: _____

Date the pesticide was used: _____

Name of the pesticide applicator: _____

Application equipment used : _____ _____

☐ **Vertebrate Pest Management.** Identify key pests that significantly affect plant health and appearance. Accurate identification is critical to appropriate control. Common vertebrate pests are: rodents including rats, mice, voles, moles, gophers; deer and rabbit. Contractor shall monitor landscape areas to identify presence of key vertebrate pests and design a pest management program to target those pests. Contractor shall submit the pest management record to Agency on a monthly basis. Record the following information:

Target pest: _____

Cultural/Mechanical/physical/ biological methods used: _____

Type and quantity of pesticide used: _____

Site of the pesticide application: _____

Date the pesticide was used: _____

Name of the pesticide applicator: _____

Application equipment used : _____

PLANT GROWTH CONTROL: (See Maintenance Specification Section 6)

- ☐ **Groundcover pruning**. Woody groundcovers shall be selectively pruned and not edged on a regular basis. Herbaceous groundcovers shall be edged and may me mowed to a height of 4-6" in late winter/ early spring
- ☐ **Shrub Pruning.** Shearing of plants in to formal shapes is not allowed. Plants shall be selectively pruned.
- ☐ **Annual Pruning.** Contractor shall prune annual plants monthly or more to remove spent flowers before seed is formed.
- ☐ **Tree Pruning.** Pruning shall be performed only by trained, experienced personnel. An I.S.A. Certified Arborist or Tree Worker is to be present at all times during pruning.
- ☐ **Lawn Mowing.** Grasscycling shall be employed for all turf areas. Grass shall be mowed once a week during the growing season. Clipping shall be left on turf.

WASTE MANAGEMENT: (See Maintenance Specification Section 7)

- ☐ **Keep Plant Debris on Site**.

Leaves and or plant debris less than 4 inches (including cut or chipped woody prunings) are re-incorporated into the mulch layer of the landscaped areas away from storm drains.
Chip large plant debris greater than 4" for use as mulch
Produce compost from plant debris. Add plant debris to compost bins, Check moisture level of compost, add water as needed, Turn compost thoroughly with spading fork; weekly. Task completed on __/__/____
Separate Plant Debris. If lawn clippings, shrub and tree trimmings or prunings must be removed from site they must be kept free of other types of debris and transported to a local composting facility or transfer station that offers a separate processing of plant debris for composting.

- ☐ **Landscape Areas:** Litter shall be removed from the landscape site weekly and recycled/ composted where appropriate
- ☐ **Turf Areas.** Mulch leaf litter with mowers as needed throughout the fall and winter months. Large concentrations of leaves may require pickup. Blowers are not allowed on turf areas.
- ☐ **Hardscape Areas.** All Pavement and curbs shall be from trash, soil and plant debris.

SPECIALIZED PLANT CARE: (See Maintenance Specification Section 8)

- ☐ **Turf Care**. Topdress turf with finely screened quality compost or compost tea after aeration 1-4 times per year. Task completed on __/__/____
- ☐ **Annual Color Bed Care**. Annual color shall be planted only in designated beds or pots. Provide two installations per year, one in early spring, one in late fall.
- ☐ **Tree Care**. Tree stakes and guys shall be regularly checked to ensure trees are not damaged. Task completed on __/__/____ Tree stakes shall b removed within two years of planting. Task completed on __/__/____
- ☐ **Stormwater BMP Care**. Examine downspouts or inlets, splash blocks, erosion, damage pipes for damage. Check underdrain to make sure it is functional. Check planter boxes for holes, cracks or failure. Report water that does not drain within 48 hours of a storm, clear obstructions and accumulation of sediment.
- ☐ Include other specialized plant care