SECTION A  DAILY

1. WATERING

Begin as soon as ground is thawed out, and stop watering when the ground freezes. Water in early morning to miss peak hours and to reduce evaporation and mildew potential.

2. VISUAL INSPECTION

Locate and repair damaged plant material; pick up litter.

SECTION B  WEEKLY

1. CLEAN UP

See directions in preceding chapters.

2. MOWING

See directions in Chapter One.

3. PRUNING

Prune broken or damaged limbs only.

4. WEED REMOVAL

See directions in Chapter One.
SECTION C MONTHLY

1. JANUARY
   a. Pruning
      Identify winter damage and prune immediately.
   b. Other
      Repair and prepare equipment, remove snow as required, and perform administrative planning.

2. FEBRUARY
   a. Pruning
      Prune as warranted by winter pruning program.
   b. Mulching
      Check mulch and order new quantities for March application.
   c. Fertilizing
      Fertilize trees, shrubs, ground cover, and perennials between February 15 and April 15.
   d. Other
      Remove snow as required, tighten tree stakes as required, and remove any junipers from pots.

3. MARCH
   a. Pruning
      Cut perennials to the ground.
b. Fertilizing

Fertilize trees, shrubs, ground cover, and perennials between February 15 and April 15.

c. Mulching

Apply fresh mulch for a total depth of two inches.

d. Turf

Test soil and adjust pH as necessary; rake, thatch, and top-dress bare spots.

e. Other

Edge planting beds prior to April mulching. Test soil in planting areas.

4. APRIL

a. Pruning

Prune storm-damaged plant material.

b. Fertilizing

Fertilize trees, shrubs, ground cover, and perennials between February 15 and April 15.

c. Mulching

Apply mulch to maintain even two-inch depth.

d. Turf

Fertilize between April 15 and May 15.

e. Other

Begin weekly weed removal. Rake leaves that have accumulated over the winter.
5. MAY

a. Pruning

Prune flowering trees after blooming.

b. Watering

Monitor rainfall, check for plant stress, and apply water in quantities dictated in preceding chapters.

c. Turf

Inspect mowing blades and sharpen as necessary. Begin mowing, and mow every 7-10 days. Remove grass clippings from walks, curbs, and parking areas.

d. Other

Continue weekly weed removal.

6. JUNE

a. Pruning

Prune trees and shrubs after blooming, and remove dried flowers from perennials.

b. Fertilizing

Fertilize potted plants between June 1 & July 1.

c. Watering

Monitor rainfall, check for plant stress, and apply water in quantities dictated in preceding chapters.
d. **Turf**

   Continue mowing once every 7-10 days.

e. **Other**

   Continue weekly weed removal.

7. **JULY**

a. **Pruning**

   Prune storm-damaged plant material.

b. **Fertilizing**

   Fertilize potted plants by July 1.

c. **Watering**

   Monitor rainfall, check for plant stress, and apply water in quantities dictated in preceding chapters.

d. **Turf**

   Mow once every 7-10 days.

e. **Other**

   Order bulbs, perennials, grasses, shrubs and trees for fall delivery.
8. AUGUST

a. Pruning

Prune storm-damaged plant material.

b. Watering

Monitor rainfall, check for plant stress, and apply water in quantities dictated in preceding chapters.

c. Turf

Mow every 7-10 days. Fertilize between August 15 and September 15, using quantities and fertilizer types as dictated in Chapter One.

d. Other

Weekly weed removal.

9. SEPTEMBER

a. Pruning

Prune storm-damaged plant material.

b. Watering

Monitor rainfall, check for plant stress, and apply water in quantities dictated in preceding chapters.

c. Turf

Mow every 7-10 days until November 1. Fertilize until September 15, using quantities and fertilizer types as dictated in Chapter One.
d. Other

Begin fall cleanup and rake leaves.

10. OCTOBER

a. Pruning

Prune storm-damaged plant material.

b. Turf

Mow every 7-10 days until November 1.

c. Other

Complete leaf raking.

11. NOVEMBER

a. Pruning

Prune late-summer and fall-blooming shrubs.

b. Fertilizing

Complete fertilizing by November 15.

c. Mulching

Mulch to maintain two-inch depth.

d. Other

Continue fall cleanup by removing leaves from lawns, walks, and public access.
12. DECEMBER

a. Pruning

Begin winter pruning operations.

b. Other

Finish fall cleanup, and prepare year-end maintenance reports.

SECTION D SEASONAL

1. SPRING PREPARATION

This is a catch-all term referring to miscellaneous tasks undertaken in winter and early spring in anticipation of the growing season. Included in this category are:

- Site inspection and reports, noting especially winter damage;
- Ordering replacement plants, materials, supplies, and parts;
- Sharpening and repairing tools;
- Servicing motorized garden equipment;
- Tightening or removal of tree stakes;
- Removal of snow fencing or plowing guides;
- Plant bed preparation (rototilling, edging).

2. WINTER PREPARATION

This includes a variety of late-fall tasks that will get the housing development's plantings ready for the colder months. Some of these include:

- Providing extra quantities of mulch to sensitive areas;
- Providing evergreen covers to plants that are sensitive to winter winds;
- Winterizing motorized equipment;
- Taking inventory, evaluating, and properly storing all tools and supplies;
- During winter itself, familiarizing maintenance staff with snow removal plans.

END OF CHAPTER NINE