

**MAINTENANCE GUIDEBOOK IV  
LANDSCAPE AND GENERAL GROUNDS MAINTENANCE  
CHAPTER NINE - SCHEDULE**

**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**