

Sample \_\_\_\_\_  
**DAILY GROUNDS WORK SHEET**

Date \_\_\_\_\_

| Work performed  | Check if work is performed | AREA(S) OF WORK |
|---|----------------------------|-----------------|
| <b>LAWN MAINTENANCE</b><br>a. Mowing<br>b. Edging<br>c. Aerating<br>d. Dethatching  |                            |                 |
|   |                            |                 |
|   |                            |                 |
|   |                            |                 |
| <b>TRASH/LITTER COLLECTION and SWEEPING</b><br>a. Wash trash receptacles<br>b. Empty trash/cigarette receptacles<br>c. Replace trash receptacle liners<br>d. Pick up and dispose litter<br>e. Sweep/wash paved surfaces |                            |                 |
|   |                            |                 |
|   |                            |                 |
|   |                            |                 |
|   |                            |                 |
| <b>FERTILIZATION</b><br>a. Fertilize lawn<br>b. Fertilize other vegetation  |                            |                 |
|   |                            |                 |
| <b>WEED ERADICATION</b><br>a. Removed weeds and other unwanted vegetation.<br>b. Cut weeds  |                            |                 |
|   |                            |                 |
|   |                            |                 |
| <b>SPRINKLER SYSTEM</b><br>a. Inspect sprinkler system operation<br>b. Adjust and repair heads, controls, and timers  |                            |                 |
|   |                            |                 |
| <b>INSECTICIDE APPLICATION</b><br>a. Spray in developed areas<br>b. Spray in undeveloped areas  |                            |                 |
|   |                            |                 |
| <b>PRUNING</b><br>a. Prune all trees and shrubs in developed area<br>b. Prune all trees and shrubs in undeveloped areas<br>c. Remove fallen branches, fruit, and leaves   |                            |                 |
|   |                            |                 |
|   |                            |                 |
| <b>COMMENTS:</b><br><br><br><br><br><br><br><br><br><br>  |                            |                 |

\_\_\_\_\_  
 Signature of Grounds Contractor

\_\_\_\_\_  
 Signature of COR, Engineering Service