

Sample _____
DAILY GROUNDS WORK SHEET

Date _____

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

 Signature of Grounds Contractor

 Signature of COR, Engineering Service