Park and Recreation Department

The following list of garden maintenance tasks and schedule is provided as a guideline to assist organizations and individuals in managing a community garden. Not all community gardens will require the completion of of all the tasks set out in the sample schedule. Gardens may vary in design, layout and garden elements and, therefore, the best maintenance practices associated with the garden will vary in a corresponding manner. Organizations are encouraged to develop their own mainteance activity schedule. PR= Park and Rec., GC= Garden Coordinator, G= Gardeners, OC= Outside Contractor, AR= As Required.

ACTIVITY	В	Y W	WHOM FREQUENCY									NTI	НА	CTI	VIT	ΥF	PER	FO	RM	IED)	COMMENT
	PR	GC	G	ОС	D	W	М	Υ	AR	J	F	М	Α	M	J	J	Α	s	0	N	D	
ORGANIZATIONAL ISSUES																						
Annual plot assignment		Х						Х													Х	
Rules & task assignment		Х						Χ													Х	
Update gardener contract info		Χ						Χ													Х	
GENERAL CLEAN-UP						•	<u> </u>								•							
Common area			Х		Х					Х	Х	Х	Х	Х	Х	Х	Χ	Χ	Χ	Χ	Х	
Individual plots			Х			Χ				Χ		Х	Х	Х	Х	Х	Χ	Χ	Χ	Χ	Х	
Graffiti removal				Х					Χ	Х	Х	Х	Х	Х	Х	Х	Χ	Χ	Х	Х	Х	
Leaf removal			Х						Χ										Χ	Χ		
Trash removal			Х			Χ				Χ	Х	Х	Х	Х	Х	Χ	Χ	Χ	Χ	Χ	Х	
SIDEWALKS																						
Trash & weed removal			Х		Χ					Х	Х	Х	Х	Χ	Х	Χ	Χ	Χ	Χ	Χ	Х	
SOIL																						
Garden-wide renewal									Χ			Х									Х	
Test-lead			Х						Χ				Х						Х			
Test-pH			Х		\perp				Χ			Х	Х						Χ	Χ		
WATER SYSTEM																						
Inspect functioning	Χ	Χ		Х			Χ													Х		
Annual System Check								Χ						Х								
Leak check & repair		Χ		Х					Χ				Х	Χ	Х	Х	Χ	Χ	Х		_	
Meter operational	Χ	Χ						Χ												_	Х	
City inspections								Χ												Χ	Х	
FENCES/GATES, WALLS & MOV	V BA	NDS	<u> </u>																			
General repairs				Х				Χ						Χ					Х			
Carpentry repairs				Χ					Χ				Χ							Χ		
Masonry repairs				Χ					Χ				Χ	Х					Χ	_		
Metalwork repairs				Χ					Χ					Х					Χ	Χ		
Paint				Χ					Χ					Х					Χ			
Inspect gates & locks	Χ	Χ	Х				Χ			Χ	Х	Х	Х	Χ	Х	Χ	Χ	Χ	Χ	Χ	Х	

ACTIVITY		Y W				FRE	QUE	NCY	7			NTI										COMMENT
	PR	GC	G	OC	D	W	M	Υ	AR	J	F	M	Α	M	J	J	Α	S	0	N	D	
Lubricate gates & locks		Х	Х					Х		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	
Maintain universal lock		Х					Х			X	Х	Х		Х	X	Х	Χ	Х	Х	Х	Х	
RAISED BEDS						<u>. </u>														<u> </u>		
Wall, edge inspection		Х	П	Х				Х					T	П	П	П				Х	Х	
Repairs		Χ							Χ											Χ	Х	
DELIVERY AREA						•	•				•						•					
General clean-up			Х				Х						Х	Х	Х	Х	Х	Χ	Χ	Χ	Х	
Weed			Х				Χ							Х					Χ	Χ	Х	
Surface renewal			Х						Χ				Х	Х	Х	Χ	Χ	Χ	Χ	Χ	Х	
COMPOST FACILITY																						
General clean-up			Х			Х						Х	Χ	Х	Χ	Χ	Χ	Χ	Χ			
PATHS																						
Surface inspection	Х	Χ		Χ				Х				Х	Х						Χ	Χ	Х	
Surface renewal			Х				Χ						_	Х					Χ	Χ	Х	
Edge			Х	Χ				Χ									Χ		Χ			
Litter & debris pickup			Х		Х					Х	Х	Χ	Х	Х	Х	Х	Х	Χ	Χ	Χ	Х	
Rake			Х						Χ				Х	Х					Χ	Χ		
PLOT DIVIDERS																						
General inspection		Χ						Х						Х							Х	
Repair				Χ					Χ			Х	Х	Х						Χ	Х	
TREES (within the community g	arde	n an	d pl	ante	d by	gard	lene	rs)														
General inspection	Х	Χ		Χ				Х						Х					Χ			
Fertilize		Χ		Χ					Χ				_	Х		Χ		Χ				
Prune		Χ	Х	Χ					Χ				_		Х					Χ	Х	
Water			Х						Χ				Х	Х	Х	Х	Х	Χ	Χ			
Mulch maintenance			Х					Χ					Х	Х	Х							
Plant replacement		Χ	Х	Χ					Χ				Х	Х	Х			Χ	Χ	Χ		
SHRUBS																						
General inspection	Х	Χ		Χ				Х						Х				Χ				
Fertilize		Х		Χ					Χ				_		Х							
Prune		Χ	Х	Χ					Χ						Χ					Х		
Water			Х			Х							_	Х	Х	Χ	Χ					
Mulch maintenance			Х						Χ				_	_	Χ			Χ				
Plant replacement		Χ	Х	Χ					Χ			Х	Χ	Χ				Χ	Χ			

ACTIVITY	В	Y WI	HON	/		FRE	QUE	NC	1			NTI										COMMENT
	PR	GC	G	ОС	D	W	М	Υ	AR	J	F	M	Α	М	J	J	Α	S	0	N	D	
GROUND COVER																						
General inspection	Χ	Χ	Х	Х				Х						Х								
Weed			Х				Χ															
Water			Х						Х				Х	Х	Х	Х	Χ	Х	Χ			
Mulch maintenance			Х						Х					Х	Х			Х	Χ			
Plant replacement		Χ	Х	Χ					Х			Х	Х	Х				Х	Χ			
PERENNIALS																						
General inspection		Χ	Х	Χ				Χ							Х	Х		Х	Χ			
Weed			Х				Χ							Х	Х	Х	Χ	Х	Χ			
Divide plants		Χ	Х	Χ					Х					Х				Х	Χ			
Water			Х			Х							Х	Х	Х	Χ	Χ	Х	Χ			
Mulch maintenance			Х					Χ						Χ	Х							
Plant replacement		Χ	Х	Χ					Х					Х	Х			Х	Χ			
ANNUALS						•							•	•				•			•	
Plant			Х					Χ						Х	Х				Χ	Х		
General inspection		Χ	Х	Χ			Χ							Х	Х	Х	Χ	Х	Χ			
Weed			Х				Χ							Χ	Х	Х	Χ	Х	Χ			
Remove dead plants			Х			Χ								Χ	Х	Х	Χ	Х	Χ	Χ		
Water			Х			Χ								Х	Х	Х	Χ	Х	Χ			
Mulch maintenance		Х	Х					Χ						Χ	Х							
GRASS																						
General inspection		Χ	Х			Х							Х	Χ								
Mow			Х			Χ								Χ	Х	Х	Χ	Х	Χ	Χ		
Edge			Х					Χ					Х	Х	Х	Х	Χ	Х	Χ	Χ		
Water			Х						Х				Х	Х	Х	Х	Χ	Х	Χ			
Weed			Х				Χ			Х	Х	Χ	Х	Χ	Х	Х	Χ	Х	Χ	Χ	Х	
Fertilize			Х	Χ				Χ					Х	Х				Х	Χ			
Aerate			Х	Χ					Х				Х	Х	Х	Х	Χ	Х	Χ			
Seed or sod				Х					Χ				Х	Х				Х	Χ			
PEST CONTROLS (Note: chemical	al pe	est c	onti	rol is	not	allov	ved)															
Garden plots			Х		Х							Х	Х	Х	Х	Х	Χ	Х	Χ			
Common plantings		Χ		Χ			Χ							Х	_				Χ			
STRUCTURES																						
General inspection		Χ	Х	Х				Х					Х	Χ	Х	Χ	Χ	Χ	Χ	Х		
Metalwork repairs				Χ					Χ						Х							
Carpentry repairs			Ħ	Χ					Χ				Х	Χ	Х	Χ	Χ	Χ	Χ	Х		
Paint			Х	Χ					Χ						Х							

ACTIVITY		FREQUENCY GC G OC D W M Y AR										ITNC										COMMENT
	PR	GC	G	OC		W	M	Υ	AR	J	F	М	Α	М	J	J	Α	S	0	N	D	
SITE FURNISHINGS																						
General inspection		Х	Х										Х	Х	X .	Х	Х	Χ	Х	Х		
Carpentry repairs				Χ									Х	Х	X .	Х	Х	Х	Χ	Χ		
Metalwork repairs				Χ									Х	Х	X .	Х	Х	Х	Х	Х		
Paint			Х	Χ										Х	X .	Х	Χ	Χ	Х			
MAJOR EQUIPMENT																						
General inspection		Χ	Х					Χ		Х		Х								Χ		
Preventative maintenance		Χ	Х	Χ				Χ		Х		Χ										
Repairs		Χ	Х	Χ					Х	Х	Х	Χ	Х	Х	X	Х	Х	Х	Χ	Χ	Χ	
SIGNS																						
General inspection	Х	Χ	Х					Χ				Х										
Repairs		Χ	Х						Х	Х	Х	Х	Х	Χ	X	Х	Х	Х	Χ	Χ	Χ	
OTHER																						
			Ш																			

AR= As Required

PR= Park and Recreation

OC= Outside Contractor

GC= Garden Coordinator

G= Gardeners