

STREET TREES & LANDSCAPING FINAL INSPECTION

PRE-MEETING TASKS

Organisation	Action Required	Yes	No	N/A
Contractor	1) Make sure site complies with standards as agreed at pre-maintenance inspection			
	2) Trees staked, tied and mulched			
	3) Dead and damaged trees replaced			
	4) Mow grass			
	5) Gardens planted, barked and weed-free			
	6) Irrigation In working order			

SITE MEETING

In Attendance:

Council Officer

Council Officer

Contractor

Consultant

Action Required	Yes	No	N/A
1) Inspect site			
2) Trees staked, tied and mulched			
3) Gardens barked and weed-free			
4) Gardens and planting meet agreed standards			
5) Dead and damaged plants replaced			

HAND-OVER

	Yes	No	N/A
Gardens and street trees now acceptable for hand-over to Council for ongoing maintenance			

Council to take over maintenance as from

