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	PR	GC	G	OC	D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D	COMMENT
ORGANIZATIONAL ISSUES																							
Annual plot assignment		X						X													X	
Rules & task assignment		X						X													X	
Update gardener contract info		X						X													X	
GENERAL CLEAN-UP																							
Common area			X		X					X	X	X	X	X	X	X	X	X	X	X	X	
Individual plots			X			X				X	X	X	X	X	X	X	X	X	X	X	X	
Graffiti removal				X					X	X	X	X	X	X	X	X	X	X	X	X	X	
Leaf removal			X						X									X	X	X		
Trash removal			X			X				X	X	X	X	X	X	X	X	X	X	X	X	
SIDEWALKS																							
Trash & weed removal			X		X					X	X	X	X	X	X	X	X	X	X	X	X	
SOIL																							
Garden-wide renewal									X			X	X							X	X	
Test-lead			X						X			X	X						X	X		
Test-pH			X						X			X	X						X	X		
WATER SYSTEM																							
Inspect functioning	X	X		X			X													X		
Annual System Check							X						X									
Leak check & repair		X		X					X			X	X	X	X	X	X	X	X			
Meter operational	X	X						X												X	X	
City inspections								X												X	X	
FENCES/GATES, WALLS & MOW BANDS																							
General repairs				X				X				X	X						X	X		
Carpentry repairs				X					X			X	X						X	X		
Masonry repairs				X					X			X	X						X	X		
Metalwork repairs				X					X			X	X						X	X		
Paint				X					X			X	X						X			
Inspect gates & locks	X	X	X				X			X	X	X	X	X	X	X	X	X	X	X	X	

Grouped column headers — BY WHOM: PR, GC, G, OC · FREQUENCY: D, W, M, Y, AR · MONTH ACTIVITY PERFORMED: J, F, M, A, M, J, J, A, S, O, N, D

ACTIVITY	PR	GC	G	OC	D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D	COMMENT
Lubricate gates & locks		X	X					X		X	X	X	X	X	X	X	X	X	X	X	X	
Maintain universal lock		X					X			X	X	X	X	X	X	X	X	X	X	X	X	
RAISED BEDS																						
Wall, edge inspection		X		X				X												X	X	
Repairs		X							X											X	X	
DELIVERY AREA																						
General clean-up			X				X					X	X	X	X	X	X	X	X	X	X	
Weed			X				X					X	X	X	X	X	X	X	X	X	X	
Surface renewal			X						X			X	X	X	X	X	X	X	X	X	X	
COMPOST FACILITY																						
General clean-up			X			X						X	X	X	X	X	X	X	X			
PATHS																						
Surface inspection	X	X		X				X			X	X								X	X	X
Surface renewal			X			X							X	X	X	X	X	X	X	X	X	
Edge			X	X				X					X	X	X	X	X	X	X			
Litter & debris pickup			X		X					X	X	X	X	X	X	X	X	X	X	X	X	
Rake			X						X		X	X								X	X	
PLOT DIVIDERS																						
General inspection		X						X			X	X	X								X	X
Repair				X					X		X	X	X								X	X
TREES (within the community garden and planted by gardeners)																						
General inspection	X	X	X	X				X				X						X				
Fertilize		X	X	X					X			X	X		X		X					
Prune		X	X	X					X			X	X	X					X	X	X	
Water			X						X				X	X	X	X	X	X	X			
Mulch maintenance			X				X					X	X	X								
Plant replacement		X	X	X					X			X	X						X	X	X	
SHRUBS																						
General inspection	X	X	X	X				X				X						X				
Fertilize		X	X	X					X			X	X	X								
Prune		X	X	X					X			X	X	X						X	X	
Water			X				X					X	X	X	X	X	X	X				
Mulch maintenance			X						X			X	X						X	X		
Plant replacement		X	X	X					X			X	X	X					X	X		

ACTIVITY	PR	GC	G	OC	D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D	COMMENT
GROUND COVER																						
General inspection	X	X	X	X				X					X									
Weed			X				X						X									
Water			X						X				X	X	X	X	X	X	X			
Mulch maintenance			X						X				X	X				X	X			
Plant replacement		X	X	X					X			X	X	X				X	X			
PERENNIALS																						
General inspection		X	X	X			X								X	X		X	X			
Weed			X			X						X	X	X	X	X	X	X				
Divide plants		X	X	X					X				X					X	X			
Water			X			X						X	X	X	X	X	X	X				
Mulch maintenance			X					X				X	X									
Plant replacement		X	X	X					X			X	X					X	X			
ANNUALS																						
Plant			X					X				X	X					X	X			
General inspection		X	X	X		X						X	X	X	X	X	X					
Weed			X			X						X	X	X	X	X	X					
Remove dead plants			X			X						X	X	X	X	X	X	X	X			
Water			X			X						X	X	X	X	X	X					
Mulch maintenance		X	X					X				X	X									
GRASS																						
General inspection		X	X			X						X	X									
Mow			X			X							X	X	X	X	X	X	X			
Edge			X					X				X	X	X	X	X	X	X	X	X		
Water			X						X			X	X	X	X	X	X	X				
Weed			X			X				X	X	X	X	X	X	X	X	X	X	X	X	X
Fertilize			X	X				X				X	X					X	X			
Aerate			X	X					X			X	X	X	X	X	X	X				
Seed or sod				X					X			X	X					X	X			
PEST CONTROLS (Note: chemical pest control is not allowed)																						
Garden plots			X		X							X	X	X	X	X	X	X	X			
Common plantings		X	X	X			X					X	X					X	X			
STRUCTURES																						
General inspection		X	X	X				X				X	X	X	X	X	X	X	X			
Metalwork repairs				X					X			X	X	X	X	X	X	X	X			
Carpentry repairs				X					X			X	X	X	X	X	X	X	X			
Paint			X	X					X			X	X	X	X	X						

ACTIVITY	PR	GC	G	OC	D	W	M	Y	AR	J	F	M	A	M	J	J	A	S	O	N	D	COMMENT
SITE FURNISHINGS																						
General inspection		X	X									X	X	X	X	X	X	X	X			
Carpentry repairs				X								X	X	X	X	X	X	X	X			
Metalwork repairs				X								X	X	X	X	X	X	X	X			
Paint			X	X									X	X	X	X	X	X				
MAJOR EQUIPMENT																						
General inspection		X	X	X				X		X	X	X	X						X	X	X	
Preventative maintenance		X	X	X				X		X	X	X	X	X	X	X	X	X	X	X	X	
Repairs		X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	
SIGNS																						
General inspection	X	X	X					X		X	X	X	X	X	X	X	X	X	X	X	X	
Repairs		X	X						X	X	X	X	X	X	X	X	X	X	X	X	X	
OTHER																						

AR= As Required

PR= Park and Recreation

OC= Outside Contractor

GC= Garden Coordinator

G= Gardeners