# Lawn Maintenance Report

**Job Location:**

**Date of maintenance:**

**Maintenance conducted by:**

The purpose of this documentation is to ensure all employees adhere to correct HIS lawn maintenance guidelines including laying turf or performing turf remedial works. This includes following recommendations from supervisor or client, carrying out the lawn maintenance program according to schedule and reporting to supervisor any issues, problems that occurred during maintenance. IHS staff should reflect on the work and provide constructive feedback and recommendations for improvement or remedies as necessary.

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| **Supervisor** | **Date of report** |

**Team members**

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**Scope of maintenance work**

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**Tools and equipment required**

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**Site inspection and potential hazards/risks**

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**Control methods, Safe Work Methods used to mitigate hazards/risks**

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**Fertiliser application**

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| Fertiliser brand and batch number | Rate p/h | Date applied | Wet/dry application | Application method |
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**Herbicide/fungicide application**

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| --- | --- | --- | --- | --- |
| Chemical brand and batch number | Rate p/h | Date applied | Wet/dry application | Application method |
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**Aeration (coring or scarify)**

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| --- | --- | --- | --- | --- | --- |
| Date | Coring | Metal raking | Power rake | Other | Irrigation marked out |
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**Job site preparation**

Dial before you dig notification Y/N/NA

Relevant on site qualifications Y/N

Pre-start check list on whipper-snipper Y/N/NA

Pre-start check list on mower Y/N/NA

Pre-start check list on coring Y/N/NA

Pre-start check list on scarifying machine Y/N/NA

Adequate spill kits available Y/N

Site set-up, signage/traffic control Y/N/NA

SWMS on site Y/N

Appropriate PPE worn by all staff Y/N

SDS on site Y/N

Manufacturer instructions on site Y/N

**Summary (i.e. activities that where not performed)**

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**Issues during work (i.e. activities that where not performed)**

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**Solutions**

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**Recommendations**

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