# Nursery Maintenance Record

The purpose of this form is to document maintenance activities for the nursery. Please complete when you have finished potting and save in the Nursery maintenance folder or hand in to your supervisor. Complete one for each section of the nursery.

|  |  |
| --- | --- |
| **Staff member** | **Date** |

**Identify nursery section**

|  |  |  |
| --- | --- | --- |
| Succulents ❑ | Trees and shrubs ❑ | Indoor house plants ❑ |
| Native trees and shrubs ❑ | Outdoor foliage ❑ | Ground cover ❑ |
| Cottage plants ❑ | Herbs ❑ | Shade plants ❑ |
| Turf ❑ | Water plants ❑ | Vegetables ❑ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes** | **No** | **N/A** |
| **Preparing for work** | | | |
| Clarify work activity instructions with supervisor |  |  |  |
| Identify any work health and safety hazards and tell supervisor |  |  |  |
| Select and use suitable personal protective equipment (PPE) |  |  |  |
| Select equipment (moisture, light and pH testers) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Monitor nursery environment** | **Observations** | **Response** |
| Moisture |  |  |
| Temperature |  |  |
| Soil pH |  |  |
| Light |  |  |
| **Water requirements** | **Observations** | **Response** |
| Too little water |  |  |
| Too much water |  |  |
| **Water requirements** | **Observations** | **Response** |
| Too little water |  |  |
| Too much water |  |  |
| **Potting media** | **Observations** | **Response** |
| Replace with new |  |  |
| Replace with same |  |  |
| **Irrigation components** | **Observations** | **Response** |
| Working order |  |  |
| Repair/replace parts |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes** | **No** | **N/A** |
| **Completing work** | | | |
| Clean and store equipment |  |  |  |
| File record or submit to your supervisor |  |  |  |