

Checklist 7.2

FINAL INSPECTION - STREET TREES & GARDENS

Pre-Meeting Tasks

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

SITE MEETING

In Attendance

Council:
 Planning Guidance Rep _____
 Parks Officer _____
 Contractor _____
 Consultant _____

1) Inspect site		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Trees staked, tied and mulched		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Gardens barked and weed-free		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Gardens and planting meet agreed standards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Dead and damaged plants replaced		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAND-OVER

1) Gardens and street trees now acceptable for hand-over to Council for ongoing maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Council to take over maintenance as from _____

Items to be Provided/Corrected

No	Action Required	Party to Action	Party to Accept	Acceptance	
				Approved	Date

_____ Parks & Gardens Rep _____ Consultant/Contractor _____ Date