

# LANDSCAPE

# Quality-Control Checklist

## WHAT A QUALITY-CONTROL CHECKLIST IS USED FOR:

This guide helps landscapers identify potential problems and ensure the highest service quality in every project phase, from initiation to closure.



## EVERY QUALITY-CONTROL CHECKLIST SHOULD INCLUDE

### INSPECTION PROCEDURES:

Standardized checks to confirm projects meet client expectations.

### QUALITY ASSURANCE MEASURES:

Keep a tab on quality and strive for continuous improvement.

### PROJECT CLOSURE PROTOCOLS:

Review final documentation and client satisfaction.

## DOWNLOAD THE TEMPLATE

Streamline your quality-control process and ensure every project exceeds client expectations by using this quality control checklist template.

Phase	Quality Control Parameters	Completed?
<b>Project Initiation</b>	<b>Scope of the Project</b> Define and confirm project scope with the client	✓
	<b>Client Communication</b> Define communication channels with the client (email, text, call, etc.)	
	<b>Project Plan Review</b> Review the project plan for feasibility and alignment with client expectations	
	<b>Contract Agreement</b> Ensure that a contract is agreed upon and signed by both parties	
	<b>Risk Assessment</b> Identify potential risks and develop mitigation strategies	
<b>Procurement</b>	<b>Quality Standards for Materials and Supplies</b> Source and inspect all materials and supplies; ensure they meet specified quality standards	
	<b>Vendor Evaluation</b> Assess and select reliable vendors that can meet quality and delivery expectations	
	<b>Order Accuracy</b> Check orders for quantity and specification against project requirements	
<b>Project Execution</b>	<b>Quality Standards for Services</b> Ensure all services are performed to meet or exceed specified quality standards	
	<b>Progress Monitoring</b> Monitor project progress against the agreed timeline	
	<b>Workmanship Quality</b> Evaluate workmanship to exceed industry standards and client expectations	
	<b>Problem Resolution</b> Identify and resolve issues as they arise	
<b>Regulatory Compliance</b>	<b>Regulatory Compliance</b> Adhere to local regulations and industry best practices	
	<b>Permit Acquisition</b> Obtain permits and licenses before project start dates	
	<b>Compliance Documentation</b> Maintain up-to-date project documentation	
	<b>Inspections</b> Arrange with regulatory bodies for for any required inspections	
	<b>Environmental Regulations</b> Follow local and federal environmental regulations	

Phase	Quality Control Parameters	Completed?
<b>Task Execution</b>	<b>Detailed Task Guidelines</b> Follow and check off company guidelines for every task	
	<b>Task Allocation</b> Assign tasks to crews based on expertise and skill sets	
	<b>Task Efficiency</b> Ensure tasks are completed within set timeframes	
	<b>Task Safety</b> Establish safety guidelines for every task	
	<b>Feedback Mechanism</b> Implement a feedback system for continuous improvement	
<b>Inspections</b>	<b>Regular Inspections</b> Conduct regular inspections to catch issues early	
	<b>Final Inspection</b> A thorough final inspection will ensure project completion to satisfaction	
	<b>Inspection Reports</b> Document and communicate findings from inspections to account owners and crews	
	<b>Defect Resolution</b> Address and rectify issues discovered during inspections	
<b>Quality Assurance</b>	<b>Procedures</b> Implement checks and balances to maintain quality throughout the project	
	<b>Documentation</b> Keep comprehensive records of all QA activities and results	
	<b>Training</b> Confirm stakeholder adoption of QA processes	
	<b>Continuous Improvement</b> Use data and feedback to refine and improve procedures and outcomes	
<b>Project Closure</b>	<b>Client Satisfaction Survey</b> Survey clients to gather data on customer experience and satisfaction	
	<b>Final Documentation</b> Assemble final project documentation to build historical job process records	
	<b>Project Evaluation</b> Review the project's success in terms of quality, budget, schedule, and client satisfaction	
	<b>Post-Project Follow-Up</b> Arrange for follow-up visits to ensure the quality of the work is maintained over time	