

# LANDSCAPING

## Spring Cleanup Checklist

### WHAT A SPRING CLEANUP CHECKLIST IS USED FOR:

A spring cleanup checklist helps streamline the cleanup process during one of the busiest times of the year. It ensures no critical tasks are overlooked, improving efficiency and client satisfaction.



### EVERY SPRING CLEANUP CHECKLIST SHOULD INCLUDE:

#### PREPARATION AND CLEANING:

Prepare for intensive spring work, like debris removal and equipment checks.

#### LAWN AND PLANT CARE:

Detailed tasks to promote healthy growth and aesthetic appeal.

#### SAFETY MEASURES:

Protocols to ensure activities are performed safely.

### DOWNLOAD THE TEMPLATE:

This checklist helps landscaping businesses manage their workload more effectively during the spring season. Use this template to ensure a thorough cleanup, setting the stage for a prosperous year.

# PREPARATION AND CLEANING

*This section focuses on removing the debris and clutter buildup from the off-season and prepares properties for growth throughout the year.*

Task	Description	Completed (✓)
Remove Debris	Clear refuse and debris from lawn and planting beds. Includes dead grass, leaves, pinecones, etc.	
Winter Cleanup	Clean leftover vines and plant debris from trellises or lattices. Remove winter sand and other accumulated materials.	
Hardscape Inspection	Check decks, rock walls, paving stones, and cement pads for damage such as cracking, lifting, warping, or loose components.	
Gutter Cleaning	Remove leaves and debris from gutters and downspouts to ensure proper drainage.	
Equipment Check	Inspect all gardening and landscaping equipment to ensure they are in proper working condition for the season.	
Surface Cleaning	Power wash patios, sidewalks, and other hard surfaces to remove dirt, grime, and residues from winter.	

# BED MAINTENANCE AND PREPARATION

*This section ensures the necessary groundwork is laid for a successful planting season. These tasks optimize the environment for new and existing plantings and get beds ready to support healthy growth.*

Task	Description	Completed (✓)
Weed Landscape Beds	Remove all weeds from landscape beds to clear the way for new plantings.	
Prepare Flower Beds	Use a tiller to break new ground, apply smothering methods or soil solarization to convert lawn space into planting areas, and build raised beds or landscaping berms as needed.	
Mulch Removal and Division	Remove old mulch to refresh the beds, and divide perennials to encourage healthy growth and spread plants appropriately.	
Soil Testing and Amendment	Test soil for pH and nutrient levels and amend as needed to optimize plant health and growth.	
Plan and Layout New Plantings	Plan the layout of new plantings considering sunlight, irrigation, and aesthetic design to ensure optimal growth and visual appeal.	

# PLANTING AND MULCHING

*This section ensures that all planting and mulching tasks are executed to foster a healthy and vibrant landscape.*

Task	Description	Completed (✓)
Planting	Plant new seedlings and flowers according to the landscape design plans. Ensure proper spacing and depth for optimal growth.	
Mulching	Apply a fresh layer of mulch around plants to help retain soil moisture, regulate temperature, and suppress weed growth.	
Fertilization	Apply the appropriate type and amount of fertilizer to promote healthy growth and flowering of plants and grass.	
Install Plant Supports	Set up stakes, trellises, or other supports for plants that require assistance to grow properly and maintain form.	
Water New Plantings	Thoroughly water new plantings to establish roots and ensure they settle well into their new environment.	

# LAWN CARE

*This section ensures that all aspects of lawn care are managed efficiently for a lush and well-maintained appearance.*

Task	Description	Completed (✓)
Mowing	Cut the grass to an appropriate height to promote healthy growth and ensure uniformity.	
Edging	Create clean, sharp lines around lawn boundaries, garden beds, and walkways.	
Addressing Hard-to-Reach Areas	Use trimmers to manage grass and weeds in areas that are difficult to reach, such as around trees and under bushes.	
Lawn Aeration	Perform aeration to improve oxygen circulation to the roots, enhance water infiltration, and relieve soil compaction.	
Reseed Sparse Areas	Apply grass seed to sparse or bare patches in the lawn to encourage dense, even growth.	

# TREE AND SHRUB CARE

*This section helps maintain trees and shrubs for their long-term health and beauty.*

Task	Description	Completed (✓)
Pruning Shrubs	Trim shrubs to remove dead or overgrown branches and shape them.	
Pruning Trees	Remove dead, diseased, or overgrown branches.	
Pest and Weed Control	Apply treatments to control pests and weeds that threaten the health of trees and shrubs.	
Fertilizing Trees and Shrubs	Apply appropriate fertilizers to provide essential nutrients and enhance growth and resistance to pests and diseases.	
Inspecting for Diseases	Regularly inspect trees and shrubs for signs of diseases or pest infestations and take appropriate actions to address any issues.	

# TOOLS AND EQUIPMENT MAINTENANCE

*This section maintains the reliability and effectiveness of your team’s tools and equipment to extend the lifespan of the equipment but also ensure safety and productivity.*

Task	Description	Completed (✓)
Clean Tools	Ensure all gardening tools are clean and free from soil and debris to prevent disease and maintain efficiency.	
Equipment Check	Perform routine maintenance checks on all landscaping equipment to ensure they are operational and safe.	
Sharpen Tools	Sharpen blades on mowers, trimmers, and other cutting tools to ensure clean cuts and reduce wear on equipment.	
Repair or Replace Damaged Tools	Inspect and repair or replace any damaged tools or equipment to maintain safety and effectiveness on the job site.	
Organize Tools and Equipment	Properly store and organize tools and equipment to keep the workspace orderly and prevent damage or loss.	

# SAFETY AND COMPLIANCE

*This section reinforces the importance of safety and compliance in landscaping operations, ensuring a safe working environment and adherence to legal standards.*

Task	Description	Completed (✓)
Safety Equipment Check	Verify that all required safety gear, such as gloves, goggles, and ear protection, is available and in good condition.	
Regulatory Compliance Check	Ensure that all landscaping practices, especially those involving chemical applications, comply with local, state, and federal regulations.	
Training Session for New Protocol	Conduct training sessions to update the team on new safety protocols and best practices in landscaping maintenance.	
Emergency Response Plan Review	Review and update the emergency response plan to ensure all team members know the procedures in case of an accident or emergency.	

# MAXIMIZE THE BENEFITS OF THE CHECKLIST

*The Landscaping Spring Cleanup Checklist is a dynamic tool tailored to your business's needs, enhancing both efficiency and effectiveness during the busy spring season.*

- **Tailor to Your Needs:** Adjust the checklist to match the specific needs of your landscaping business. Consider the size of the properties you manage and any special features they might have.
- **Prioritize Tasks:** Organize the checklist by priority, ensuring that tasks critical to safety and those that have the most significant impact on the landscape's appearance are completed first.
- **Use Technology:** Incorporate the use of apps or software designed for task management, which can help track the completion of tasks and provide updates to the team in real-time.
- **Review and Update Regularly:** After each season, review the checklist and make revisions to better serve your teams the following year.
- **Provide Training:** Offer training sessions for new and complex tasks so team members can confidently perform their assigned duties.
- **Include Safety Checks:** Regularly remind the team about the importance of safety measures and ensure that safety-related tasks are highlighted throughout the checklist.