



Template Landscape Maintenance Scope of Work for a Monterey Bay Friendly Landscape

Note: This template provides sample language for ecological landscaping maintenance specifications for the landscape maintenance contractor and client. Specific details for an actual contract should be determined based on the site and client needs. Instructions for completing the template are in *italics*, which may be deleted as the template is customized.

To obtain Monterey Bay Friendly Landscape Certification, the following language is required in the Scope of Work. These required items are shown in blue highlight in the Scope of Work template.

- 1 Plants shall be pruned to retain their natural form. Boxing, topping, and shearing of shrubs and trees is prohibited.
- 2 All soil on site shall be protected with a minimum of 2-4 inches of recycled, green-waste mulch.
- 3 Leaves and/or plant debris less than 4 inches falling into planted areas (natural leaf drop) shall be left as mulch unless otherwise directed by Owner or Owner's Representative. Sidewalk and parking lot leaves may be swept into mulched areas.
- 4 Plant debris and green waste not used for mulch shall be separated from other refuse and taken to a facility where it will be used to produce compost or mulch.
- 5 Use of gas-powered leaf blowers is prohibited unless otherwise specified by the Owner or Owner's Representative.
- 6 Grasscycling shall be practiced in turf areas.
- 7 Aerification and top dressing with finely screened compost shall be performed in turf areas at least once/year.
- 8 Ongoing maintenance shall include integrated pest management (IPM) methods including cultural, physical, biological, and less-toxic chemical controls that reduce risk to human health and the environment.
- 9 Ongoing maintenance uses compost in all landscape areas. Applications of synthetic, petroleum-based fertilizers are prohibited.
- 10 An irrigation zone map shall be located at the irrigation controller.
- 11 A weather-based irrigation schedule shall be located at the irrigation controller. Monthly reprogramming of irrigation valve run times shall be based upon ET (evapotranspiration) and/or soil moisture data (*applies to sites where a weather-based irrigation controller is not installed*).
- 12 Ongoing irrigation system maintenance shall include:
 - i. Regular activation and observation of all irrigation valves to ensure optimum system performance and that irrigation run-off and water waste does not occur.
 - ii. Immediate replacement of broken equipment with equal or superior materials.

Section One: Introduction

1.01 Project Concepts

The Contractor, who is responsible for the maintenance of the landscape areas, seeks to provide an attractive, colorful and resource efficient landscape for the benefit of the Customer.

The Customer expects a high standard of horticultural service to maintain the landscape. These standards are detailed in the Scope of Work.

By incorporating resource management into the landscape maintenance contract, the appropriate amount of water will be applied to the site, spray heads and emitters will be adjusted regularly, (reducing poor coverage and overspray conditions), and on-going leaks and breaks will be discovered and repaired sooner. As a result the site will look more attractive, plants will be healthier, and both water use and water costs will be reduced.

The Monterey Bay Friendly Landscaping specifications include an integrated management program of soil, irrigation, fertilization and pest management that optimizes plant health, resource efficiency and, therefore, cost-effectiveness for the site and the Customer.

1.02 Emergency Phone Numbers

All phone numbers, including those of the Customer and Contractor, shall be listed, including numbers for 24-hour emergency service.

Section Two: General Requirements

2.01 Protection of Existing Structures and Property

Contractor shall take proper precautions when working on-site to protect any and all existing structures, infrastructure and utilities. Any damages to existing structures will be reported immediately to the Customer's Representative. Any damages caused by Contractor action shall be corrected and/or paid for by the Contractor at no cost to the Customer.

2.02 Safety

Contractor shall adhere to all state, federal and local requirements related to the safe completion of all work. Contractor safety includes the use of safety gear, proper operation of landscaping equipment, traffic control and vehicle safety.

2.03 Customer

The Customer shall have authority to call meetings, with a 48-hour advance notice, for purposes of discussing site issues, performance and needs. Contractor shall provide reports, as designated in the scope of work, to the Customer.

2.04 Maintenance Schedule/Inspection Schedule

Contractor shall provide service to the Customer with time to be negotiated. The hours spent on site to be determined by the scope of work desired by the Customer. The Customer and Contractor shall participate in quarterly site review/inspections.

2.05 Contractor Supervision

Contractor shall provide on-site supervision by a qualified foreman to insure high quality work and provide accurate reports.

2.06 Extra Work

Work determined to be beyond the tasks listed in the scope of work shall be "extra" work. Extra work will be planned, estimated and proposed to the Customer for authorization before performing the work ("*extra*" work should be designated and clearly understood at the initiation of the contract.)

2.07 Site Plant List

A list of all existing plants will be included and on file with the Customer and Contractor. The list is to be used as a reference for plant replacements, to identify plants that may need to be replaced and to help determine potential plants to add to the site when appropriate.

2.08 Plant Material Replacement

Plant material replacement shall be considered 'extra work'. Plant materials may require replacement for safety, aesthetics or because of damages. All replacement plant materials shall be in keeping with the plant list, or approved substitutions.

2.09 Irrigation Zone Map

[An irrigation zone map shall be located at the irrigation controller.](#) The irrigation zone map shall describe the location of irrigation system zones assigned to controller programs. The map shall include streets and addresses, the location of meters, valves, controllers, quick couplers and types (brands) of irrigation equipment utilized on the site. Copies of the map shall be on file with the Customer and Contractor, and will be used to identify locations of work to be performed, to locate problems, etc. If an "as built" irrigation system map does not exist, the creation of a new map by the Contractor shall be considered extra work.

2.10 Pesticide Regulations

All pesticides shall be used in strict accordance with federal, state, county and local laws and regulations. Any use of pesticides shall be reported to the Customer and applied by trained and licensed pest control applicator. It is the intent of the Customer to maintain a healthy, sustainable landscape that will minimize the need for and use of chemical controls.

2.11 Soil Analysis & Fertilizer Management

Contractor will use the minimum amount of fertilizers necessary to produce a healthy and attractive landscape. Contractor shall take soil samples in a variety of hydrozones and locations to determine the need for soil/plant nutrients before applying a fertilizer. The frequency of fertilization will be set by results of the soil sampling.

2.12 Weed Control

[Ongoing weed maintenance shall include integrated pest management methods.](#)

Contractor is responsible for keeping all areas free of weeds.

2.13 Monthly Billing and Method of Payment

Regular maintenance visits shall include 4.3 visits per month at a rate of \$ (*insert appropriate data*)/hour. Contractor will send the Customer monthly invoices. Payment may be made by (*insert appropriate info*). Payments may be mailed to: (*insert appropriate info*)

2.14 Licensing

Contractor shall maintain a valid C-27 license from the State of California. Contractor shall also hold appropriate Pest Control Operators and chemical application licensing/certification or provide services of same as part of this contract.

2.15 Insurance

Contractor shall provide proof of insurance and adhere to the following limits of liability: *(Use appropriate numbers as per customer requirements, such as: Worker's Compensation, statutory limits; Automobile Collision, \$1 million; Comprehensive General Liability, \$1 million).*

2.16 Notice of Cancellation

The landscape maintenance contract is subject to 30 day written notice of cancellation by either party.

Section Three: Scope of Work

The scope of work contained herein establishes a standard of landscape care for the Customer. The scope is specifically intended to produce an attractive, healthy and cost effective landscape. Contractor shall furnish all labor, equipment, materials, tools and specific skills required to perform the scope of work set forth in the maintenance specifications.

3.01 Soil Health Program

1. Ongoing maintenance uses compost in all landscape areas. Naturally occurring, non-synthetic fertilizers may be used as a soil amendment.
2. To avoid compaction, soil shall not be worked when wet.

3.02 Mulching Program

1. All soil on site shall be protected with a minimum of 2-4 inches of recycled, green-waste mulch. Mulch shall not be placed within 6" of the base of a plant or within 12" of a building structure foundation.
2. Leaves and/or plant debris less than 4 inches falling into planted areas (natural leaf drop) shall be left as mulch unless otherwise directed by Owner or Owner's Representative. Sidewalk and parking lot leaves may be swept into mulched areas or picked up.

3.03 Green Waste/Trash Program

1. Use of gas-powered blowers is prohibited unless otherwise specified by the Owner or Owner's Representative.
2. Plant debris and green waste not used for mulch shall be separated from other refuse and taken to a facility where it will be used to produce compost or mulch.
3. All shrub, tree, and groundcover areas are to be kept clear of trash and debris.

3.04 Water Management Program

The water management program is intended to maximize plant health, minimize water damages to Customer's hardscape and property, and eliminate any water waste.

1. Contractor shall consistently maintain all components of the irrigation system in proper working order, as per manufacturers specifications, by inspecting the entire system on an ongoing basis.
2. Contractor will perform regular *(insert monthly or quarterly)* activation and observation of all irrigation valves to ensure optimum system performance and that irrigation run-off and

water waste does not occur. Each valve will be operated individually to inspect for and correct the following conditions: misaligned sprinkler heads, clogged or obstructed heads, missing or vandalized heads, low-head drainage conditions, overspray onto paved areas, poor coverage or uniformity, stuck valves, and broken risers, laterals or mains.

3. Broken equipment shall be reported by the Customer and the Contractor in a timely manner, within 24-48 hours.
4. **Broken equipment, including missing, or vandalized spray heads, rotors, and drip emitters will be immediately replaced with equal or superior materials.** Repairs and replacement of irrigation equipment less than \$50 will be completed during weekly maintenance visits, within 24-48 hours of reporting, or another scheduled time agreed upon by the Customer and Contractor. Repairs and replacement of equipment exceeding \$50 (or *insert amount*) shall be billed as 'extra work'. Contractor shall list and immediately report all major irrigation system damages exceeding \$50 (or *insert amount*) to the Customer with a cost estimate for repair/replacement. The Customer understands that Contractor will shut off the irrigation zone(s) where the damage is located to prevent water waste until the repair is complete.
5. **A weather-based irrigation schedule shall be located at the controller. Monthly reprogramming of irrigation valve run times shall be based upon ET (evapotranspiration) and/or soil moisture data.** *If a Weather-Based Irrigation Controller is not installed. For guidance on using ET data to determine water requirements for plant species, contact your local water agency or www.cimis.gov. Average historical ET data may also be used. All run times should take into account valve precipitation rates, soil conditions, microclimate conditions, and consideration of slope. Before scheduling run times, the site should be "walked" and planted areas inspected to observe plant stress and health. Soil moisture levels should be inspected throughout planted areas, and appropriate adjustments made to the irrigation schedule.*
6. Irrigation scheduling will be performed to encourage deep roots, including deep watering through use of multiple repeat cycles. Soils will be allowed to dry to a 50% moisture depletion level between irrigations in order to avoid root-rot and allow adequate air to be present in the soil.
7. Irrigation scheduling will be coordinated with all other maintenance activities, including mowing, aeration and fertilization.
8. If the site has an irrigation controller, no manual watering shall be done by Contractor unless authorized by the Customer.
9. Irrigation system pressure shall be checked and adjusted as needed to insure efficient operation of irrigation systems.
10. Turf spray heads shall be uniform in output and kept adjusted for accurate throw. If the irrigation is not adequate to provide uniform coverage, the Customer agrees to upgrade the system to achieve site efficiency.
11. Weekly or bimonthly reads of a site's irrigation meter should be recorded to determine irrigation system demand. This data should be reconciled with run times and flow rates to determine if there is unusual consumption which may indicate stuck valves or other leaks. *Applies if the site has a separate irrigation meter. If the site shares a common indoor & outdoor meter, strong consideration should be given to installing a sub-meter to monitor the irrigation system water use.*

3.05 Turf Management Program

The goal of the turf management program is to maximize plant health, deepen turf roots, water as per local reference ET and reduce the frequency of fertilization, mowing, dump fees and irrigation run-off.

1. Mowing cycles may vary from 7 days (early Spring through Summer) to 10 days (late Fall through Winter) between cuttings. Varied mowing cycles are derived from Best Management Practices for healthy turf and seasonal growth habits of cool season grasses.
2. **Contractor shall practice grasscycling in all turf areas.** Grasscycling, or mowing no more than 1/3 of turf height at any mowing and the use of mulching mowers to keep grass clippings on-site, is the preferred method of turf clipping disposal. Grass cycling adds nutrients to soil and reduces labor time, transportation and dump fees. Grasscycling need not be used when turf growth is considered too high (as after rain and mowing delays.)
3. Turf areas shall be edged as needed to maintain appearance. Turf spray nozzles shall be of a height to clear the highest unmowed turf growth height.
4. **Aerification and top dressing with finely screened compost shall be performed in turf areas at least once/year** to promote deep rooting, water penetration and to avoid soil compaction. Aerification shall be performed as per the following schedule: early Spring (March/April), early Summer (June) and early Fall (mid September to early October.) Cultural practices in combination with aerification and schedules are as follows:
Day 1 – Irrigate turf normally
Day 2 - Mow grass normally
Day 3 - Aerify at least to 3 inch depth (deeper if possible with equipment and soil type)
Day 4 – Add 1" finely screened compost to turf, water normally
5. Turf fertilizers shall be applied within the range of 3-4 lb. per 1000 sq.ft. of actual Nitrogen per year, 2 lb. of Potassium per 1000 sq.ft. per year, 3 lb. of Iron per 1000 sq.ft. per year for cool season grass if and when soils tests suggest. No more than 1 lb of Nitrogen/1000 sq. ft will be applied at any one application.

3.06 Shrub Management Program

The goal of the shrub program is to develop and maintain lush, natural appearance, promote flowering and keep pruning and trimming to a minimum for cost-effectiveness for the Customer.

1. **Shrubs shall be pruned to retain their natural form. Boxing, topping, and shearing of shrubs and is prohibited.**
2. Pruning shall be done on an as-needed basis only.
3. Shearing back of shrub stems and branches is prohibited unless the plant poses a safety hazard, or unless directed by the Customer.
4. Shrub irrigation will approximate WUCOLS (Appendix V) water use recommendations for typical shrub species, generally 30-50% of local ET. California native shrubs and other summer-dry plants that are very low water use will not be irrigated after establishment.
5. Shrub fertilization shall be performed using slow release, complete organic based products in April and October, as indicated by soil test results. California native shrubs shall not be fertilized.
6. All vines shall be kept "pinned" to fences or walls to maximize hardscape cover and provide green appearance.
7. Shrubs with specific seasonal management actions include:

Insert site-specific information:

Example: Ceanothus – Pruned in late summer after flowering. Pruned from the inside, lightly thinning, and removing dead growth on lower limbs.

3.07 Groundcover Management Program

The site groundcovers are intended to fill large areas, provide significant color and present a lush appearance.

1. [Plants shall be pruned to retain their natural form. Boxing, topping, and shearing of groundcovers is prohibited.](#)
2. All groundcover areas shall be uniformly irrigated to insure consistent growth and plant coverage.
3. Groundcover areas shall be kept free of weeds and grasses.
4. Irrigation will approximate WUCOLS recommendation levels for the species.
5. Sparse groundcover areas will be checked for, a. soil moisture levels, b. irrigation coverage, to help determine growth problem. Bare areas may require hand tilling of soil, addition of compost or soil amendment and replanting to create plant uniformity.
6. Fertilization shall be done with a complete, organic based, slow-release product as indicated by soil test results.
7. Groundcovers with specific seasonal management actions include:

Insert site-specific information

Example: California Native Grasses – Dead stems from previous seasons growth to be raked with hard rake in summer or early fall before rainy season. 1/3 of native grasses will to be cut to base (renewed) annually on a 3-year rotation.

3.08 Tree Management Program

The goal of the tree management program is to maximize the health and stability of tree species, while minimizing damages typically caused by the lack of proper tree care.

1. [Trees shall be pruned to retain their natural form. Boxing, topping, and shearing of trees is prohibited.](#)
2. All new trees shall be staked to allow movement (at least 6") in the wind. Stakes shall be removed as soon as trees are deemed established in the soil or by one year of planting, whichever comes first.
3. Trees irrigated by a separate irrigation valve shall be deep watered to encourage deep roots and discourage surface root damages. Soil moisture and moisture depth shall be checked by hand soil probes. Irrigation will approximate WUCOLS recommendations for trees at levels approximately 50% of local ET.
4. Trees shall be fertilized in accordance with shrub fertilizer program.
5. Trees shall be pruned back only for safety or structural clearance, otherwise, pruning shall be performed as a "thinning" or "opening" to promote tree spread and shading potential. No more than 1/4 to 1/3 of leaf area shall be removed at any pruning. (International Society of Arboriculture standards to guide all tree pruning.)
6. Potential damages caused by tree roots will be identified on site walks. Where appropriate, root pruning shall be performed to avoid costly damages for the Customer.
7. Trees causing consistent physical damage or nuisance will be recommended for removal. Contractor shall report/recommend such hazards to the Customer.
8. Trees with specific seasonal management actions include:

Insert site-specific information

3.09 Integrated Pest Management Program

[Ongoing maintenance shall include integrated pest management methods.](#) Integrated Pest Management (IPM) methods include cultural, physical, biological, and less-toxic chemical

controls that reduce risk to human health and the environment. *(Insert specific IPM approach(es) for your site-specific situation, www.ipm.ucdavis.edu)*

3.10 Stormwater Bioretention Area Maintenance

1. Inlets and outlets will be visually inspected twice/year for leaves, debris and vegetation that may be obstructing the flow of stormwater (*ideally September/October, before the rainy season, and late winter/early spring*). If obstructed, the system inlets and overflow outlets will be dug out and/or raked clear of debris.
2. Drain filter(s) will be visually inspected annually to ensure the filter surface is well-draining during a storm event. If the filter bed is clogged with sediment, or standing water is observed more than 72 hours after a storm event, accumulated sediment will be removed.
3. Vegetation will be pruned annually to ensure flow into inlets and across the surface of the bioretention areas.
4. Dead plants will be removed from the bioretention area during regular maintenance visits. Plant material replacement shall be considered 'extra work'.
5. Weeds and trash will be removed from the bioretention area during regular maintenance visits.
6. A 2" top-dressing of aged compost mulch may be added between plantings to improve permeability and weed control. Wood chip mulch, gorilla hair mulch, or any other material that will float during storm events and clog the bioretention area(s) shall not be applied.
7. Mulch shall not be added to the bioretention area(s) if the soil surface is less than 6" below the height of the overflow outlet.
8. Bioretention areas are intended to have a depressed shape to allow for stormwater ponding. To maintain the ponding capacity of the bioretention area(s), mulch shall not be added to fill the depression.
9. Pesticides shall not be used in bioretention areas.
10. Fertilizers shall not be added in bioretention areas.

3.11 Seasonal Ecological Maintenance Activity Calendar

(Insert seasonal maintenance activity calendar-examples are provided)

Month	Task
January-March	<ul style="list-style-type: none"> • <i>Winter pruning of (list plants)</i> • <i>Inspect bioretention area outlets</i>
April-June	<ul style="list-style-type: none"> • <i>Irrigation system evaluation (April)</i> • <i>Reapply 2-4" layer of recycled wood chip mulch</i>
July-September	<ul style="list-style-type: none"> • <i>Summer pruning of (list plants)</i> • <i>Inspect bioretention area outlets (September)</i>
October-December	<ul style="list-style-type: none"> • <i>Aerate cool season turf areas (October)</i> • <i>Turn irrigation controller off</i> • <i>Inspect and activate rain sensors</i> • <i>Reapply 2-4" layer of recycled wood chip mulch</i>