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# Landscape Maintenance Manual

193 & 203 Beams Road,  
Taigum

Revision: **A**  
LAUDink Project number: **2503-037**  
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# 1. Introduction

The project Landscape Maintenance Manual contains the technical specifications and procedures for maintaining all landscape works areas of the project. The intent of the Landscape Maintenance Manual is to provide details and guidance of standard maintenance requirements to achieve an appropriate level of structural and safety integrity, visual quality and horticultural best practice.

Regular maintenance by suitably skilled and trained Maintenance Contractors plays a critical role in ensuring the success of any landscape project. Design Strategies involve more than mowing lawns, it also involves caring for gardens and the plants within them, as well as all hardstand material such as paving, concrete, lighting, balustrade and artwork. Successful maintenance will also be achieved through the coordination and communication with Maintenance Contractor, Council, Suppliers and Artists.

The required landscape maintenance activities set out in this manual include the following:

- Technical and procedural clauses for the maintenance activity/element.
- Maintenance Schedules illustrating the frequency of operations.

The Maintenance period, unless otherwise stated shall be 52 weeks from the certified date of Practical Completion.

All work Quality and Safety procedures used in Maintenance shall be performed in accordance with the relevant Regulations and conditions as stated and defined in the Main Contract documents.

A time-based schedule of maintenance activities is provided as Table 1 for use by the Contractor in programming the maintenance.

A Monthly Report sheet is provided as an Table 2 for use by the Contractor as the accepted form of reporting (if no approved equivalent form is provided).

A copy of the As-Constructed Plans is to be provided for use by the Contractor to continue the original intent of the landscape design.

The Contractor shall contact the Superintendent's Representative 14 days prior to the end of the Maintenance period and arrange an "Off Maintenance" inspection.

The personnel, responsible for future maintenance attend the "Off Maintenance" inspection, wherein, the Contractor shall hand over any Keys, Log books and instruction manuals necessary to operate any irrigation systems.

Failure to complete maintenance requirements in accordance with this Manual and submit the Monthly Report may initiate works to be done by the Superintendent at the Contractor's expense.

## 1.1 Role of the Contractor

For the purpose of this Landscape Maintenance Manual references to the Contractor include:

- The Construction Contractor engaged by the developer for the initial Establishment and Maintenance Period following installation of the landscape works. Note the role of the Contractor during this period is subject to details of the contractual agreement between the Contractor and the developer
- The Maintenance Contractor engaged by the property owner following "Off Maintenance" of the Construction Contractors responsibilities. The Maintenance Contractor will undertake ongoing maintenance of the landscape works, subject to contractual agreements between the Contractor and the property owner.

## 2. Scope of Work

The works to be carried out include but are not limited to the following items:

### Monthly Report

#### Site Maintenance

- Hard pavement weed control
- Litter collection and removal

#### Lawn Maintenance

- Litter collection and removal
- Mowing
- Edging
- Watering – automatic irrigation
- Watering – non irrigated areas
- Dethatching
- Aerating
- Topdressing and over seeding
- Fertilizing
- Weed control
- Pest and disease control

#### Mass Planting Areas

- Litter collection and removal
- Watering – automatic irrigation
- Fertilizing
- Weed control
- Pruning
- Pest and disease control
- Plant replacement
- Planting area edges
- Mulching

#### Trees and Palms

- Pruning
- Tree removal
- Damage treatment and/or replacement
- Fertilizing
- Pest and disease control

#### Irrigation

- General maintenance
- Repair and replacement
- Program adjustment

#### Hard works

- General Maintenance and Cleaning
- Repair and Replacement

#### Street Furniture and Artworks

- Cleaning to Manufacturer's and Artist's requirements
- Maintenance of secure fixtures

### 3. Monthly Report

A monthly report verifying and signing off on the maintenance in accordance with this Manual on a Landscape Maintenance Report Form (Appendix B) shall be submitted at the end of each month of the maintenance period to the Superintendent for the particular Contract.

The first report shall include reference to the completion of any outstanding works as determined at the Practical Completion/On Maintenance inspection.

Failure to complete maintenance in accordance with this Manual and submit the Report may initiate works to be done by Council at the Contractor's expense.

A copy of the Landscape Maintenance Report Form is included as Appendix B

The Form contains facility for recording the following activities;

- Results of any soil testing.
- Record of use of fertilizers and chemical agents.
- General comments received from Community Parklands users.
- Plant replacements and cause of failure.
- Plant health issues.
- Effect of high pedestrian or vehicle usage on soft landscape.
- Record of works or adjustments to irrigation systems.
- Programmed major maintenance tasks in the following months.
- Vandal or other damage.

## 4. General Site Maintenance

- Disposal of waste and refuse
- Safe use of chemicals
- All costs associated with Contract Works maintenance shall be allowed for in the Tender Quotation and borne by the Contractor
- Any damage caused by the contractor through the misuse of machinery, chemicals or maintenance practices is to be rectified at the contractor's expense

### 4.1 Litter Collection and Removal

Litter is inclusive of:

- Waste from Contractor's activities
- Vegetative matter from trees and shrubs
- Mulch spilt from the garden areas

The Contractor shall:

- Remove litter weekly and deposit to an approved Council location
- Fees and charges for the disposal of litter to be borne by the Contractor

Waste deposited into the site by third parties is to be stopped and controlled, becoming the responsibility of the Contractor. At the end of the contractual period upon handover to the site owner, the site is to have no dumped litter or waste.

### 4.2 Weed Control

Kill and remove weeds from hard pavements and garden areas included in the Contract. If the site contains waterways it is imperative that weed control measures are enforced in weed prone areas. If weeds become evident, they are to be removed, with future control methods to be implemented in accordance with relevant Department of Agriculture and Fisheries guidelines for weed treatment. Care to be taken against residue or leaching into waterways.

## 5. Lawn Maintenance

All lawn is to be maintained to a high standard of horticultural practice and to the frequency of operations described in the Table 1 Maintenance Schedule.

### 5.1 Mowing

Mowing frequency is to be adjusted according to season, to a height of 30mm.

Allow for 24 cuts per annum and a surface litter pick up at each mowing.

Grass clippings to be removed from site.

Mowing frequency to be timed to ensure that overall grass height does not exceed 200mm at any time, unless unforeseen weather patterns occur altering mowing frequency.

### 5.2 Edging

Trim Grass where it intersects with adjoining materials such as pavement, garden edges, walls, fences, trees, service pit covers, signs and lights etc. Ensure trimming machinery does not damage vegetation or other adjoining materials. Damaged plants or materials will be replaced or repaired at the Contractor's expense. Maintain the edging to the mowing height of 30mm, and remove trimmings from the site.

### 5.3 Fertilising

If ordered, the Contractor shall arrange soil tests to determine the extent (if any) and type of fertiliser.

Allow costs for 1 soil test in the Maintenance Period.

The Contractor shall notify the Superintendent's Representative 14 days prior to fertilising period to allow inspection and to determine the need for further testing. The Developer shall pay for additional soil tests if ordered.

Generally, apply a general purpose lawn fertiliser at the manufacturers recommended rates and application methods.

Fertilising shall take place in the first week of September (weather permitting).

Report results of testing and fertiliser and application rates in monthly report.

Do not apply fertiliser in adverse weather, temperature and wind conditions. Turf should be free of moisture while the soil should be in a moist state.

Wash the fertiliser off the grass blades into the turf by manually starting the lawn irrigation systems or by hand held hose. Allow each of the lawn irrigation systems to operate for a one hour period. Ensure that the lawns will have a repeat irrigation during the next morning following fertilising.

### 5.4 Pest and Disease Control

Inspect lawns for insect pests and diseases at the times indicated in the Maintenance Schedule and undertake rectification measures.

Follow the manufacturer's application instructions, rates and safety procedures. Apply pesticides outside normal operating hours but not during periods of extreme temperature or high wind conditions. Delay irrigation for the recommended period after application.

### 5.5 Weed Control

Inspect lawns at the times indicated in the Maintenance Schedule and implement programs to ensure lawns are weed-free. Eradicate weeds using an approved herbicide and in accordance with the manufacturer's application instructions, rates and safety procedures and outside normal operating hours. Delay irrigation for the manufacturers recommended period after application.

## 5.6 Top-dressing and Over Seeding

Combine top-dressing and over seeding operations with turf aeration. Both top-dressing and over seeding are to be performed at the same time, dependent on and determined by weather conditions, general appearance, thatch depth and unevenness of the turf. The Contractor shall liaise and meet with the Superintendent prior to top-dressing and over seeding operations.

Allow to program a minimum of one top-dressing / over seeding / turf aeration per annum in September, prior to the fertilising period.

Top dress with 10mm layer of clean washed river sand. Do not use beach sand. Do not bury grass blades. If any area requires more than 15mm of topdressing, build the level up in successive stages of 10mm allowing the sward to establish before applying the next layer.

If bare spots are identified and if ordered by the Superintendent, broadcast correct species of grass seed when top-dressing.

Fertilise 1-2 weeks after top-dressing.

## 6. Shrubs, Groundcovers and Mass Planting

This section refers to shrub and groundcover planting in mass planting areas, pots and planter boxes. Refer to the Table 1 Maintenance Schedule for operation frequency. A high standard of horticultural practice is required to maintain vigorous growth and healthy plants.

### 6.1 Weed Control

Carry out inspections and weed control at the times nominated in the Maintenance Schedule and implement suitable programs to ensure all areas are weed-free.

Eradicate weeds using an approved herbicide and in accordance with the manufacturers application instructions, rates and safety procedures.

Undertake procedure outside normal operating hours and delay irrigation for an appropriate period after application.

Remove weed debris from the site.

### 6.2 Pruning

Prune shrubs and groundcovers to encourage natural plant form, remove dead organic matter and diseased material, branches and foliage overhanging pavement and paths. Prior to commencing any pruning operation, evaluate the plant or plant group for their natural growth habit and their relationship to the total landscape.

Use the combined techniques of thinning-out and heading-back to encourage the natural growth habit of the plant.

All vegetation / soft landscape elements (tree, Shrubs and groundcovers are to be to be maintained in a manner that does not obstruct weekly refuse / rubbish bin collection. All Trees and shrubs with adjacent / overhanging branches are to be pruned to allow bin collection vehicle arm to collect and return bins unobstructed with a horizontal offset of minimum 500mm and completely clear zone overtop of bins for unobstructed bin vehicle arm access.

### 6.3 Specific Pruning Techniques

On a monthly basis attend to the following planting groups.

#### 6.3.1 Vines

Encourage vertical growth by training tendrils onto support wires and structures where the vines are intended to grow. Prune to keep desired shape as defined in the landscape documentation and remove tendrils that have are growing away from support structures.

#### 6.3.2 Groundcovers (vines)

Encourage spreading in horizontal manner by removing vertical growth. Allow the vines to spread forming a dense mat. Trim groundcovers in planter boxes to formalise cascading beyond the planter. Prune to keep the height and spread in scale with surrounding planter boxes and remove runners that have a 'tangled' appearance.

#### 6.3.3 Groundcovers

Prune to encourage a dense mat. Where the cover meets the lawn edge taper down in thickness so that woody undergrowth is not exposed by edging.

Remove faded leaves and spent flower stalks to maintain a groomed appearance.

#### 6.3.4 Shrubs

Prune in a manner that encourages their natural form. Allow the skirt to grow down to ground level. Do not prune off the bottom growth.

### 6.4 Pest and Disease Control

If pests and diseases are identified, remove affected portions of the plant and remove material from the site. Use chemical control as a secondary measure if pruning methods are unsuccessful. Any chemical control shall be carried out in accordance with the manufacturer's application instructions, rates and safety procedures. Undertake procedure outside normal operating hours and delay irrigation for an appropriate period after application.

5 days prior to the use of control chemicals, the Contractor shall obtain approval from the Superintendent for proposed control.

### 6.5 Fertilising

If ordered, the Contractor shall arrange soil tests to determine the extent (if any) and type of fertiliser. Allow costs for 1 soil test in the Maintenance period.

The Contractor shall notify the Superintendent 14 days prior to fertilising period to allow inspection and to determine the need for further testing and confirm the proposed fertiliser. The developer shall pay for additional soil tests if ordered.

Generally, apply a general-purpose organic fertiliser at the manufacturers recommended rates and application methods (Dynamic lifter or similar).

Fertilising shall take place in the first week of September (weather permitting).

Report results of testing and fertiliser and application rates in monthly report.

Do not apply fertiliser in adverse weather, temperature and wind conditions.

Plants should be free of moisture while the soil should be in a moist state.

Wash any fertiliser off the leaves by manually watering with hand held hose. Allow each irrigation system to operate for a one hour period immediately after fertilising. Ensure that the areas will have a repeat irrigation during the next morning following the fertilising.

### 6.6 Plant Replacement

Where plants fail or die under the care of the Contractor, it is the Contractor's responsibility to replace those plants. If sever damage or death of plants occurs as a result of vandalism or actions of the public, replacement plants will be provided at the expense of the Principal and installed by the Contractor. Approval is required by the property owner prior to purchasing and planting of replacement plants. Replacement plants should be as per the contract, schedule or drawings.

## 7. Trees and Palms

### 7.1 General Pruning

Prior to commencing and pruning operation, evaluate the tree or group of trees for their natural growth habit and their relationship to the total landscape. Pruning is to be undertaken by an arborist in a manner that minimises damage to trees. Wounds are to be treated with a horticultural pruning seal immediately after the cut has been completed. Carry out the following pruning requirements.

### 7.2 Trees

Trees are generally to be pruned to maintain views and access beneath the canopy unless noted otherwise. Pruning shall also maintain required clear trunk heights as specified in the documentation.

### 7.3 Palms

Remove dead and loose fronds and fruiting bodies.

Be aware of crown irrigation lines. Repair any damage to irrigation lines at the completion of the pruning of that palm.

### 7.4 Pruning Cuts

Seal all cuts larger than 50mm with an asphalt emulsion tree seal or equal approved horticultural pruning seal, immediately after the cut has been completed.

### 7.5 Damage

Where damage occurs to trees as a result of the Contractor's action, the Contractor will be held responsible for repair or replacement of that tree.

### 7.6 Tree Removal

With property owner or Council approval as required, remove dead trees from the site without damaging surrounding pavement or other structures. Remove stumps, roots larger than 100mm and leaf litter and reinstate area of work.

### 7.7 Fertilising

Use one of the following two methods for this procedure for large trees.

Core 50mm holes around the 'drip line' perimeter 500mm apart and 500mm deep. Back fill the holes with a mixture of 50% soil and Dynamic Lifter granular form.

Use a liquid injection system at the same spacing around the drip line as listed above.

For smaller, younger trees, surface fertiliser with Dynamic Lifter, and cultivate into the soil.

Fertilise once per maintenance period or as required or directed based on condition.

### 7.8 Pest and Disease Control

Promptly control any insects or diseases that may occur.

### 7.9 Plant Replacement

Replacement trees shall be the same size as described in the Contract.

Where trees fail or die under the care of the Contractor, it is the Contractor's responsibility to replace those plants. If severe damage or death of plants occurs as a result of vandalism or

actions of the public, replacement plants will be provided at the expense of the Principal and installed by the Contractor. Approval is required from the property owner prior to purchasing and planting of replacement trees. Replacement plants should be as per the Contract, schedule or drawings.

## 8. Topsoil

Where routine maintenance work or other planting work requires imported topsoil, provide natural soil or a blended soil to meet the requirements of AS4419 for sandy loam, or to the specific topsoil requirements for specific planting areas as per the drawings. Soil is not to contain cellulose, paper waste, un-composted organic matter, ash or coal stone. This topsoil is not suitable for general fill and should not be placed further than 300mm below ground level.

## 9. Mulch

### 9.1 Quality

Provide mulch that is free of deleterious matter such as soil, weeds and sticks. Mulch to match existing, or to the standard specified in the drawings.

### 9.2 Replacing Mulch

Replace thin mulch areas to the required depth, clear of plant stems, and rake to an even surface flush with the surrounding finished levels. Spread mulch so that after settling it is smooth and evenly graded between design surface levels sloped towards the base of plant stems in planting beds, and not closer to the stem than 50mm in the case of gravel mulches. Replace organic mulch to a minimum depth of 100mm or to the specified depth, whichever is the greatest.

## 10. Irrigation

The Contractor is responsible for ongoing maintenance of the irrigation system during the maintenance period / contract period. The contractor shall carry out all repairs to breakages, faults and visual exposure and record all such works on the monthly report. Any parts that are stolen are to be replaced at the Principals expense with future preventative actions to be addressed by the Contractor.

At the end of the contractual period, the irrigation system must be complete and in full working order.

The Contractor shall ensure all trees, garden and lawn areas receive adequate water to maintain plant health by:

- Establishment of the correct watering pattern
- Selection of the appropriate days for the operation of the system
- The number of start times per day
- The duration of each watering cycle
- Additional flushing of the system if required
- Check to ensure all pipe work remains buried
- Check to see if the system is free of blockages and leaks
- Check to see if system is fully operational and provide correct coverage
- Irrigation shall not occur between the hours of 7:00am and 12:00am on the set days for irrigation.

### 10.1 Final Program selection

Within 14 days of the end of the Maintenance Period the Contractor shall inform the Superintendent of the final program selected, which shall be recorded on two log books, one to be kept in the control box and the other to be given to the Superintendent for the property owners records. The Contractor is to instruct persons as selected by the Superintendent or Principal on each aspect of the system program, maintenance and operation.

The log books as 'as constructed' plans shall include the following information:

- Name, address and telephone number of the irrigation designer and installer
- Rains sensor identification and directions
- Any personal instructions to owner / manager / caretaker resulting from the maintenance period
- A set of written operational instructions in the form of an Irrigation Manual
- Irrigation plan identifying locations of all underground irrigation pipes and fittings

## 11. Hardworks

### 11.1 General

Inspect and report any breakages, damage and graffiti done by vandals or the public to the property owner immediately after the inspection. Include records of the damage in the monthly report.

### 11.2 Pavements and Footpaths

Sweep weekly to clear mulch, leaf and flower drop and clean the surface of pavements / pavers as per the manufacturers cleaning specifications twice during the Maintenance Period (twice a year). Check and replace loose, subsided or raised pavers (trip points). Check and correct service lids for placement and removal capability.

### 11.3 Walls

Brush / sweep weekly to clear mulch, cobwebs, leaf and flower drop and clean the surface twice during the Maintenance period (twice a year). Check for loose / dislodged units and capping and re-fix.

## 12. Furniture, Art Works, Water Features and Fountains

### 12.1 General

This maintenance applies to furniture, fixtures, water fountains and art works that were installed by the Construction Contractor.

Inspect and carry out maintenance every month.

Remove any build-up of dirt or grime as per manufacturers cleaning specifications and directions. Do not use harsh or un-approved cleaning mediums or chemicals.

Inspect and report any breakages, damage and graffiti done by vandals or the public to the property owner or Superintendent immediately after the inspection. Include records of the damage in the current monthly report. The cost of repairs to any damage arising from the cleaning will be borne by the Contractor.

### 12.2 Balustrades, Tree Grates and Bollards

Clean the element and ensure all fasteners are secure and adjust if necessary. Re-apply the original oil type to timber elements.

### 12.3 Seats, Tables and Timber Elements

Clean the element and re-apply original oil type to any timber components. Check and adjust fasteners. Check condition of painted elements and report on any fading or flaking. Carry out paint repairs as directed.

Frequency of additional oil application to be assessed depending on site conditions. If site is exposed to strong weather conditions and elements appear to be weathering faster than usual, application is to be 3 monthly after initial application.

### 12.4 Electrical Equipment (Lighting and GPOs)

The Contractor shall carry out all electrical work in accordance with:

- Brisbane City Council specifications
- AS3000, AS3008 and all relevant Australian Standards
- The Supply Authority Regulations
- The requirements of all relevant statutes

The Contractor shall be required to make good at his own cost any parts which prove faulty in design, manufacture, installation and operation during the Maintenance Period. All checks on circuitry and electrical components are to be checked and repaired by a licensed electrician. Check lights working order and timers.

Clean poles and light covers.

Check that GPOs, control box covers and locks are in working order.

Notify electrician immediately on finding electrical faults. Record notification and electrical work within the monthly report.

At the end of the Maintenance Period, the Contractor shall provide two copies of an infrastructure plan identifying all underground electrical / services such as electrical and plumbing to the Superintendent, if changed from 'as constructed' information provided at Practical Completion of the project.

## 12.5 Signage

Clean the element and re-apply original oil type to timber part (if relevant). Check and adjust fasteners. Check on colourfastness of text and report any deterioration to the Superintendent or property owner. Check lights working order and timers. Record unusual wears of sign components or vandalism on the monthly report.

## 13. Landscape Maintenance Schedule

**Table 1 Landscape Maintenance Schedule**

Item – Mass Planting	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Light prune to shape			x			Tip prune to establish shape & density
Heavy pruning of old wood				x		Remove dead branches – allow for sightlines
Observation and acting of climate effect		x				During dry periods
Weed inspect/control			x			Chemical during growth period
Fertiliser					x	Slow release fertiliser in September
Removal of leaf / flower drop			x			Remove from hard surfaces
Irrigation inspection		x				Repair, re-set programs
Insect inspect / control			x			Chemical control to specification
Litter removal			x			Remove litter trapped in tree grates, garden beds and on hard surfaces
Mulching				x		To match existing or approved depth to achieve 100mm depth

Item – Mass Planting	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Erosion inspect / control			x			Monitor / reinstate as required.

Item – Shade Trees	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Light prune to shape			x			Tip prune to establish shape & density
Heavy prune of old wood					x	Remove dead branches
“Lifting” of tree					x	Ground clearance of 4.5m for vehicles and 2.4m for pedestrians.
Espalier				x		Prune & guide growth to design shape
Fertiliser					x	Slow release fertiliser
Removal of leaf / flower drop			x			Remove from hard surfaces
Irrigation inspection		x				Repair, reset program
Insect inspection control			x			Chemical control to specification
Staking and guying				x		Ensure collars / ties do not restrict trunk growth & check guy tension
Mulching				x		To match existing or approved depth, top up to achieve 100mm depth. Retain a 1m diameter collar for young trees.
Tree Inspect					x	Advise Superintendent / owner of tree health and requirement for replacement

Item – Lawn Areas	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Watering		x				Prior to or if no irrigation (Establishment and Maintenance period only)
Aeration					x	In spring – especially in compacted areas
Weed inspect/control					x	In summer – chemical target weeds only to specification
Erosion inspect / control					x	Monitor – reinstate as required
Fertiliser					x	Slow release lawn fertiliser
Irrigation			x			Check repair, reset program
Insect inspect / control			x			Chemical control to specification
Growth inspect / mowing		x				Weekly mowing spring – autumn, fortnightly in winter
Edging inspect/trim		x				Weekly edging spring – autumn, fortnightly in winter
Litter removal		x				Prior to mowing
Top dressing				x		As required to maintain levels

Item – Hard works and Furniture	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Pavements and footpaths		<b>Sweep</b>		<b>Clean</b>		Sweep and clean, check for trip points

Item – Hard works and Furniture	Daily	Weekly	Monthly	6 monthly	Yearly	Comments
Stone and block walls		<b>Sweep / brush</b>		<b>Clean</b>		Sweep and clean.
Weed inspect / control			<b>Inspect</b>			During growth – chemical target weeds only to specification
Balustrades, tree grates and bollards			<b>Clean</b>	<b>Oil timber*</b>		Clean element, apply original oil to timber components. Check fastenings.
Timber elements			<b>Clean</b>	<b>Oil Timber*</b>		Clean and reapply original oil.
Art works / Water Features and Fountains				<b>Clean</b>		Clean as per artist's instructions in commissioning manuals.
Lighting and GPOs				<b>x</b>		Clean poles & boxes, check electrical components by electrician.
Signage				<b>x</b>		Clean and check lighting and paint / letting visibility and fastness.
Vandalism			<b>x</b>			Ongoing – report to owner for direction.

\* If timber elements are exposed to strong site conditions and appear to be wearing quickly, frequency of oil application is to be amended to 3 months after initial application.

# 14. Monthly Landscape Maintenance Report

**Table 2 Monthly Landscape Maintenance Report**

Report for maintenance completed during month:											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

Elements maintained as per the schedule in the month marked above:											
element	Fertilised	Insect sprayed	Mowed	Pruned (light)	Pruned (heavy)	Irrigation	Mulch	Hard works	Furniture	Aeration / topdress	Fixtures
Yes / No											

**Soil testing:** Yes / No  
 Location.....  
 (results attached)

Areas fertilised with: ..... using .....at .....kg/m<sup>2</sup>  
 Spray type used: ..... Using ..... at .....kg/m<sup>2</sup>

**Details of plants replaced:**  
 ..... Location .....  
 ..... Location .....  
 ..... Location .....

General Comment:.....  
 Vandal damage:.....

Maintenance planned next month:											
element	Fertilised	Insect sprayed	Mowed	Pruned (light)	Pruned (heavy)	Irrigation	Mulch	Hard works	Furniture	Aeration / topdress	Fixtures
Yes / No											

Signed:..... Position:..... Date:.....



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-  
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Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
A	Various	J.Collins	J.Collins*	E.Nicholaou	E.Nicholaou*	29.04.2026