

Landscape Maintenance Inspection Procedures

Forty (40) Special Districts

(LMDs 3, 14, 16, 28, 30 - 60, CFDs 2 & 4)

Description:

The purpose of the Landscape Maintenance Inspection Procedures is to ensure maximum service to the Districts for which maintenance work has been outsourced to a 3rd party contractor. Having these procedures in place ensure the maximum quality and service is provided for the benefit of the residents within the District(s). On a daily basis the Inspector(s)/Owner Representative conducts scheduled district(s) walks to review the maintenance work and address any deficiencies which are then recorded in the Inspection Form (Daily Report). At the end of the walk, the Inspector(s)/Owner Representative e-mails and or hands a hard copy of the Inspection Form listing all items needing repair to the Contractor with an agreed timeframe for correction. As part of the procedures, the Inspector(s)/Owner Representative will schedule a follow-up to ensure the work has been corrected. The Inspector(s)/Owner Representative interact with the residents to keep them updated on the ongoing maintenance and address any concerns. Near the end of the month, the Inspector/Owner Representative will review the monthly maintenance for compliance prior to approving payment of the contractor's invoice(s). The Ultimate goal is to ensure that the contractor has complied with all of the landscape maintenance in accordance with the agreement each month.

Summary of Inspection Procedures:

1. Inspector and contractor, with owner (optional), to perform daily inspection on scheduled districts. (Refer to monthly schedule).
2. Daily observations are recorded in the Inspection Form (Daily Report) and a copy provided to the contractor for action.
3. Deficient items to be followed-up on agreed timeframes with the contractor to ensure compliance.
4. Inspector to interact with the residents to ensure all questions and concerns are addressed.
5. At the end of the Month, the Inspector to review maintenance performance for the District prior to approving payment of the contractor's invoice.