



## General Maintenance Plan Template **EXAMPLE**

### Vacancy to Vibrancy Small Grants Program

Below is a general maintenance plan for stewarding your Vacancy to Vibrancy project. It lists common maintenance tasks, tools needed, and frequency. Use this to get ideas for what maintaining your site might involve and find tasks relevant to your project. Use this to inform your “Plan for Ongoing Maintenance.”

#### Sidewalks

- Vegetation Removal
  - Solutions:
    - Using a Weed Whacker
    - Hand Pulling
    - Herbicide
  - Frequency:
    - As needed
- Snow removal
  - Solutions:
    - Shoveling Clear Paths
    - Salt or Sand
  - Frequency:
    - As needed
- Paint Maintenance
  - Paint shouldn't be applied if temperatures drop below 45 degrees
  - Frequency:
    - As needed

#### Lawn Care

- Overseeding
  - Solutions:
    - Plant grass seed directly into existing turf
    - Water 2-3 times a week for 3 Weeks
  - Frequency:
    - If infill is needed in lawn
- Watering



- Solutions:
  - Use of Sprinklers
  - Use of a Rain Gauge
- Amount:
  - 1-2 inches a week
- Frequency:
  - If no rain, water once a week for 30 minutes to 1 hour
- Mowing
  - Solutions:
    - March 25-November 15, all finish turf areas shall be mowed
    - Lawn areas will be kept free of debris and clippings will be removed
  - Frequency:
    - Weekly or biweekly as needed.

### **Native Landscaping**

- Watering
  - Solutions:
    - Use of Sprinklers
    - Use of a Rain Gauge
  - Amount:
    - 1-2 inches a week
  - Frequency:
    - If no rain, water once a week for 30 minutes to 1 hour
    - Only need to water for the first two years
- Weeding
  - Solutions:
    - Hand Weeding
  - Frequency:
    - 2-4 times a month during the first two years
    - As needed after the first two years
- Bed Care
  - Solutions:
    - Top Dress Mulch Beds
  - Frequency:



- Once in the Spring
- Once in the late Summer if needed
- Perennial Care
  - Solutions:
    - Removal of spent foliage will be removed
  - Frequency:
    - 2 times per season
- Tall Grass Care
  - Solutions:
    - Cut Back and Trimmed
  - Frequency:
    - Once in the Spring

### **Tree And Shrub Care**

- Tree Pruning
  - Solutions:
    - Rake And Bag Leaves
    - Dispose Of Leaves In Green Waste Container
  - Frequency:
    - Once In The Fall After Leaves Have Fallen
- Watering
  - Solutions:
    - Direct Watering
  - Frequency:
    - About twice a month for 30 minutes each
- Weeding
  - Solutions:
    - Hand Weeding around base of tree/shrub
  - Frequency:
    - As Needed
- Mulch
  - Solutions:
    - Mulching a 3ft buffer around the trunk
    - Slope mulch away from the trunk



- Frequency:
  - While young, re-mulch tree base once a year
- Leaf Removal
  - Solutions:
    - Rake And Bag Leaves
    - Dispose Of in Green Waste Container
  - Frequency:
    - Once In the Fall After Leaves Have Fallen
- Other Maintenance
  - Vine Removal as needed
  - Limb the trees every 3 years

#### **Wood Benches and Tables**

- Water Protection
  - Solutions:
    - Sand and Refinish with Water Repellent Sealant
  - Frequency
    - Once a Year

#### **Calendar Days**



**January**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8 Clean Park
9	10	11	12	13	14	15
16	17	18	19	20	21	22 Clean Park
23	24	25	26	27	28	29
30	31					

**February**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5 Clean Park
6	7	8	9	10	11	12
13	14	15	16	17	18	19 Clean Park
20	21	22	23	24	25	26
27	28					



**March**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Mow Grass</li> </ul>
6	7	8	9	10	11	12 Large Volunteer Day <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Trim Grasses</li> <li>● Water Grass &amp; Natives</li> <li>● Add mulch</li> <li>● Tree/ Shrub Pruning</li> <li>● Remove any leaves or excess foliage</li> </ul>
13	14	15	16	17	18	19
20	21	22	23	24	25 Mow Grass	26 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
27	28	29	30	31		

**April**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8 Mow Grass	9 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
10	11	12	13	14	15	16
17	18	19	20	21	22 Mow Grass	23 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
24	25	26	27	28	29	30



**May**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Mow Grass	7 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
8	9	10	11	12	13	14
15	16	17	18	19	20 Mow Grass	21 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
22	23	24	25	26	27	28
29	30	31				

**June**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3 Mow Grass	4 <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> </ul>



						<ul style="list-style-type: none"> <li>• Water Grass &amp; Natives</li> </ul>
5	6	7	8	9	10	11
12	13	14	15	16	17 Mow Grass	18 <ul style="list-style-type: none"> <li>• Clean Park</li> <li>• Weed</li> <li>• Water Grass &amp; Natives</li> </ul>
19	20	21	22	23	24	25
26	27	28	29	30		

**July**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 Mow Grass	2 <ul style="list-style-type: none"> <li>• Clean Park</li> <li>• Weed</li> <li>• Water Grass &amp; Natives</li> </ul>
3	4	5	6	7	8	9 <ul style="list-style-type: none"> <li>• Wine and Paint (the Sidewalk) Party</li> </ul>
10	11	12	13	14	15 Mow Grass	16 <ul style="list-style-type: none"> <li>• Clean Park</li> <li>• Weed</li> <li>• Water Grass &amp; Natives</li> </ul>
17	18	19	20	21	22	23
24	25	26	27	28	29 Mow Grass	30 <ul style="list-style-type: none"> <li>• Clean Park</li> <li>• Weed</li> <li>• Water Grass &amp; Natives</li> </ul>
31						

**August**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13



					Mow Grass	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
14	15	16	17	18	19	20
21	22	23	24	25	26 Mow Grass	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
28	29	30	31			

**September**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9 Mow Grass	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
11	12	13	14	15	16	17
18	19	20	21	22	23 Mow Grass	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
25	26	27	28	29	30	

**October**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8



					Mow Grass	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
9	10	11	12	13	14	15
16	17	18	19	20	21	<ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Water Grass &amp; Natives</li> </ul>
23	24	25	26	27	28	29
30	31					

**November**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5 Large Volunteer Day <ul style="list-style-type: none"> <li>● Clean Park</li> <li>● Weed</li> <li>● Leaf Removal</li> <li>● New Plantings</li> <li>● Add'l Mulch if needed</li> <li>● Tree and Shrub Pruning</li> </ul>
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31