

SULLIVAN RENAISSANCE  
MAINTENANCE ASSESSMENT FORM

## **PURPOSE & GOALS**

---

Sullivan Renaissance is a community beautification program that emphasizes both the beauty and sustainability of gardens. The Maintenance Assessment Form is a planning tool to help you allocate the resources necessary to care for your gardens. After you complete your Maintenance Assessment Form, you will be able to:

- Prepare a comprehensive maintenance budget;
- Complete an annual work plan;
- Calendar volunteer opportunities throughout the year with specific tasks outlined;
- Apply for Maintenance Support.

## **DIRECTIONS**

---

Gardens contain many components, from trees and flowers to fences and paths. Every garden is unique. Maintaining a garden takes time and effort throughout the seasons. To help you plan your gardening year, the Maintenance Assessment Form identifies many garden components and lists specific activities typically required to maintain them. As you assess each component of your garden, please estimate both the amount of time and money necessary to complete each task. We have indicated the frequency and the suggested months for each activity to help you schedule volunteer opportunities.

Use the final two columns to summarize the action needed to complete each activity and then check-off your accomplishments! The summary could include dates to schedule volunteer sessions, details on the amount of mulch and plants to order, or any notes that might be helpful to you!

## **FINAL STEPS**

---

- Use your budget estimates to prepare your annual budget all your garden needs.
- Prepare a master calendar to include dates/rain dates for completing garden activities. Include specific tasks and number of volunteers needed for each date.
- Keep in contact with Sullivan Renaissance throughout this process. Our staff stands ready to assist you!

# MAINTENANCE ASSESSMENT FORM

Name of Garden: \_\_\_\_\_ Location: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Component	Activity/Frequency	Hours	Total Hours	# of Volunteers	Budget	Suggested Months	Notes/Person Responsible	Date Completed
<b>GENERAL CLEAN-UP</b>	Leaf Removal (semi-annual)					Apr-Oct		
	Trash Removal (as needed)							
	Litter Removal (as needed)							
<b>TREES</b>	General Inspection (yearly)					Apr		
	Fertilize* (yearly)					Apr-May		
	Mulch (yearly)					May		
	Water [new] (weekly)					May-Sept		
	Prune (as needed)					When Dormant		
	Replacement (as needed)					Apr-Oct		
<b>SHRUBS</b>	General Inspection (yearly)					Apr		
	Fertilize* (yearly)					Apr-May		
	Mulch [maintenance] (yearly)					May		
	Water [new] (weekly)					Apr-Sept		
	Prune (as needed)					After Flowering		
	Mulch [replacement] (as needed)							
<b>PERENNIALS</b>	General Inspection (yearly)					May-Jun		
	Mulch (yearly)					May-Jun		
	Fertilize* (yearly)					Apr-May		
	Dead-head (weekly)					Jun-Sept		
	Weed (2x/month)					May-Sept		
	Water (as needed)					Jun-Sept		
	Remove/Replace Plants (as needed)					Jun-Sept		
	Divide Plants (as needed)					May-Oct		
<b>ANNUALS</b>	Plant (yearly)					Jun		
	Mulch (yearly)					Jun		
	Water (daily/weekly)					Jun-Sept		
	Dead-head (weekly)					Jun-Sept		
	General Inspection (monthly)					Jun-Sept		
	Weed (2x/month)					Jun-Sept		
	Plant Replacement (as needed)					Jun-Sept		
	Fertilize* (as needed)							
<b>PLANTER BOXES</b>	General Inspection (yearly)					Jan-Apr		
	Repairs (yearly)					Jan-Apr		
	Paint (yearly)					Jan-Apr		

Component	Activity/Frequency	Hours	Total Hours	# of Volunteers	Budget	Suggested Months	Notes/Person Responsible	Date Completed
<b>HANGING BASKETS</b>	General Inspection (yearly)					Oct-Jan		
	Inspect hooks (yearly)					Oct-Jan		
	Order plants (yearly)					Jan		
	Water (daily or as needed)					May-Sept		
	Fertilize (monthly)					May-Sept		
<b>FENCES/WALLS/ETC.</b>	General Inspection (yearly)					May		
	General Repairs (yearly)					May		
	Paint (yearly)					May		
	Remove (as needed)							
	Replace (as needed)							
<b>PLAYGROUNDS</b>	General Inspection (yearly)					May		
	Repairs (as needed)							
	Remove/Replace (as needed)							
<b>SIGNS/MURALS</b>	General Inspection (yearly)					May		
	Paint & Repair (as needed)							
<b>PATHS/WALKWAYS</b>	General Inspection (yearly)					May		
	Repairs (yearly)					Apr-May		
<b>WINTERIZE</b>	Clean & store tools (yearly)					Nov-Dec		
	Clean & store pots (yearly)					Nov-Dec		
	Store benches (yearly)					Nov-Dec		
	Drain hoses (yearly)					Nov-Dec		
	Other (yearly)					Nov-Dec		
<b>OTHER</b>								
		TOTAL		TOTAL				

\*SOIL TEST FIRST