

OPP - Landscape Project Inspection / Maintenance Turn-over Form

Project Name: _____
 Project Manager: _____
 Designer: _____

Date: _____
 Job Number: _____
 Contractor: _____

Pre-Construction Walk Through

Inlet bag(s) installed <input type="checkbox"/>	Silt fence installed <input type="checkbox"/>	Topsoil storage approved <input type="checkbox"/>
PA-One-Call <input type="checkbox"/>	Pre-construction photo <input type="checkbox"/>	Site furnishings stored <input type="checkbox"/>
Notify OPP utilities <input type="checkbox"/>	Tree protection plan approved <input type="checkbox"/>	Signs removed / stored <input type="checkbox"/>

Note any pre-existing damage:

Plant Material Delivery

	Yes	No		Yes	No
Correctly labeled (size and species)	<input type="checkbox"/>	<input type="checkbox"/>	Plant material covered during transit	<input type="checkbox"/>	<input type="checkbox"/>
Correct size(s) as specified on plan	<input type="checkbox"/>	<input type="checkbox"/>	Plant material stored on site correctly	<input type="checkbox"/>	<input type="checkbox"/>
Correct quality as per ANSI - Z60.1	<input type="checkbox"/>	<input type="checkbox"/>	Plant material watered	<input type="checkbox"/>	<input type="checkbox"/>
Correct size as per ANSI - Z60.1	<input type="checkbox"/>	<input type="checkbox"/>	Plant material: Accepted <input type="checkbox"/> Rejected <input type="checkbox"/>		

List rejected items:

Landscape Installation Inspection

	Yes	No		Yes	No
Sub-grade excavated to proper depth	<input type="checkbox"/>	<input type="checkbox"/>	Sub-grade loosened to proper depth	<input type="checkbox"/>	<input type="checkbox"/>
Large stones and foreign material removed	<input type="checkbox"/>	<input type="checkbox"/>	Construction debris removed	<input type="checkbox"/>	<input type="checkbox"/>
Topsoil approved	<input type="checkbox"/>	<input type="checkbox"/>	Topsoil installed at correct depth	<input type="checkbox"/>	<input type="checkbox"/>
Topsoil installed at correct elevation	<input type="checkbox"/>	<input type="checkbox"/>	Finish grade draining correctly	<input type="checkbox"/>	<input type="checkbox"/>
Root flair installed at correct elevation	<input type="checkbox"/>	<input type="checkbox"/>	Plant tags removed	<input type="checkbox"/>	<input type="checkbox"/>
Basket / burlap removed	<input type="checkbox"/>	<input type="checkbox"/>	Broken limbs or plant damaged removed	<input type="checkbox"/>	<input type="checkbox"/>
Planting layout correct as per plan	<input type="checkbox"/>	<input type="checkbox"/>	Final layout inspected by designer	<input type="checkbox"/>	<input type="checkbox"/>
Buried utility shutoffs located	<input type="checkbox"/>	<input type="checkbox"/>	Trees staked correctly	<input type="checkbox"/>	<input type="checkbox"/>
Correct mulch / proper thickness	<input type="checkbox"/>	<input type="checkbox"/>	Post and chain installed correctly	<input type="checkbox"/>	<input type="checkbox"/>
Bike racks, trash cans installed correctly	<input type="checkbox"/>	<input type="checkbox"/>	Benches installed correctly	<input type="checkbox"/>	<input type="checkbox"/>
Grass seed correct as per spec	<input type="checkbox"/>	<input type="checkbox"/>	Signs installed correctly	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

