

Groundskeeper - Daily Tasks and Standards

Edging and Grooming of grass areas

- Must be completed weekly.

Trash Pick Up

- Area trash must be picked up daily.
- Outside trash containers will be picked up by Groundskeepers/General Laborer daily and as required.

Raking and Blowing

- Must be completed daily if it causes a safety concern.
- Must be completed weekly in all areas.
- Sidewalks must be cleared first thing every morning if fruits, flowers or leaves pose slipping hazard.

Pruning

- All water sprouts 12" and below on trees, including trees in medial strips must be removed.
- Hedges should be trimmed every 3 months or as needed for safety concerns.

Bed Maintenance and Weeding

- All weeds 2" or higher need to be removed. Note: in most sections this requires the Groundskeeper to be actively pulling weeds, laying cover mulch or applying herbicide for some time everyday in one location or another!
- All flowering weeds need to be removed immediately and bagged.
- All crack weeds need to be maintained or an in-house request needs to be on file.

Irrigation

- All irrigation must be in working order or an in-house work request needs to be on file.

In-House Work Requests

- All in-house work requests must be submitted by Groundskeeper at the end of each day.