

Grounds Maintenance Visit Record

A grounds maintenance visit record: each area with tasks done, photos and issues, weed control, nesting bird checks before hedge work, waste removed, and the client's sign-off as proof of visit.

1. Visit

Project

Client

Site *

Site address

Visit date *

Time

Team leader and team *

Hours on site (each)

Hours each person spent on site.

People in the team

Person-hours on site (if applicable; worked out automatically in the app)

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

Weather (choose one)

☐ Dry ☐ Wet ☐ Frost ☐ Windy

2. Areas

Areas (copy this block for each one)

Area *

Where the area is (GPS)

Optional. Mark the area once and the next team finds it, or mark where an issue is.

Done (tick all that apply)

- ☐ Grass cut
- ☐ Edges trimmed
- ☐ Hedges cut
- ☐ Shrub beds weeded
- ☐ Leaves cleared
- ☐ Litter picked
- ☐ Hard surfaces swept
- ☐ Weed control applied
- ☐ Watering
- ☐ Green waste removed

Scheduled work for this area (choose one)

- ☐ All done ☐ Partly done ☐ Not done

What was not done, why, and when it will be (if applicable)

Hedge length cut (m) (if applicable)

Optional. By tape or pacing, or from the site schedule.

is_partly (worked out automatically in the app)

is_issue (worked out automatically in the app)

Photos (photos: attach, or note the file names)

Issue found (damage, fly-tipping, hazards)

Areas visited (worked out automatically in the app)

All scheduled work done (worked out automatically in the app)

Partly or not done (worked out automatically in the app)

Areas with an issue for the client (worked out automatically in the app)

Hedge cut (m) (if applicable; worked out automatically in the app)

If applicable: Some scheduled work was not finished. Say what was left, why and when it will be done, so the client is not surprised.

Was any hedge or tree work done?

☐ Yes ☐ No

Checked for active bird nests first? (if applicable)

☐ Yes ☐ No

If applicable: It is an offence to intentionally take, damage or destroy the nest of any wild bird while it is in use or being built (section 1 of the Wildlife and Countryside Act 1981). Check hedges and trees before cutting, especially in the breeding season, and leave any active nest alone.

Was an active nest found? (if applicable)

☐ Yes ☐ No

Where, and what was left uncut (if applicable)

Length of hedge left uncut (m) (if applicable)

Optional. Use a tape, or measure from a photo with something of known size in the same plane, such as a 1.83 m (6 ft) fence panel or a gate.

Were any pesticides or herbicides used?

☐ Yes ☐ No

Product, area treated and dose (if applicable)

If applicable: Professional users must keep a record of each plant protection product they use, with the product name, the time and dose of application and the area treated, for at least 3 years. Record it on the pesticide application record as well.

Green waste (choose one)

☐ Removed from site ☐ Composted on site ☐ Bagged for collection ☐ None

Walk Cam: garden maintenance visual inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Sign-off

Notes for the next visit

Client or site contact name

Client or site contact signature**Completed by ***

Signature