



Mulch & Gravel Replenishment Checklist (Seasonal)

Inventory Assessment & Forecasting

Determine current stock levels and anticipate future demand based on seasonality and sales trends.

Current Stock Level - Shredded Mulch (Cubic Yards)

Current Stock Level - Dyed Mulch (Cubic Yards)

Current Stock Level - Pea Gravel (Cubic Yards)

Current Stock Level - River Rock (Cubic Yards)

Average Weekly Sales - Shredded Mulch (Cubic Yards)

Average Weekly Sales - Dyed Mulch (Cubic Yards)

Enter a number...

Seasonality Factor (Based on historical sales)

- ☐ Low
- ☐ Moderate
- ☐ High

Last Inventory Count Date

Enter date...

Notes on recent sales trends (e.g., promotions, weather impact)

Write something...

Supplier Communication & Ordering

Contact suppliers, obtain quotes, and place orders for mulch and gravel replenishment.

Primary Supplier Contacted?

- ☐ Yes
- ☐ No

Supplier Contact Name

Write something...

Supplier Phone Number

Write something...

Estimated Total Quantity Needed (Cubic Yards/Tons)

Enter a number...

Types of Mulch/Gravel Required

- ☐ Cedar Mulch
- ☐ Pine Bark Mulch
- ☐ Red Lava Gravel
- ☐ Black River Rock
- ☐ Other (Specify in Long Text)

Specific Product Details/Notes (e.g., color, size, grade)

Write something...

Date Order Placed

Enter date...

Quoted Price Per Unit (e.g., per cubic yard)

Enter a number...

Any Special Delivery Requirements or Restrictions?

Write something...

Delivery & Receiving

Coordinate deliveries, inspect incoming materials for quality and quantity, and document discrepancies.

Scheduled Delivery Date

Enter date...

Estimated Delivery Time Window

Quantity of Mulch Received (Cubic Yards)

Enter a number...

Quantity of Gravel Received (Tons)

Enter a number...

Mulch Type Received (Verify against Order)

- ☐ Shredded Hardwood
- ☐ Cedar
- ☐ Pine
- ☐ Dyed Mulch - (Specify Color)

Gravel Type Received (Verify against Order)

- ☐ Pea Gravel
- ☐ Crushed Stone
- ☐ River Rock
- ☐ Decomposed Granite

Notes on Material Condition (e.g., dryness, contamination)

Write something...

Condition of Delivery (Upon Receipt)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Follow-up

Upload Photo Documentation (if necessary)

 Upload File

Storage & Organization

Ensure adequate storage space and organize materials for easy access and efficient stocking.

Available Storage Space (Cubic Yards)

Enter a number...

Current Stock on Hand (Cubic Yards) - Mulch

Enter a number...

Current Stock on Hand (Cubic Yards) - Gravel

Enter a number...

Stacking Method

- ☐ Palletized
- ☐ Loose
- ☐ Combination

Notes on Storage Conditions (e.g., Covered, Uncovered)

Write something...

Potential Storage Issues (Check all that apply)

- ☐ Pest Infestation
- ☐ Water Damage
- ☐ Compacted Materials
- ☐ Limited Access
- ☐ None

Detailed Comments on Storage Area

Write something...

Stocking & Display

Replenish existing displays, restock bulk areas, and ensure product presentation is appealing.

Amount of Mulch Replenished (Cubic Yards)

Amount of Gravel Replenished (Tons)

Display Areas Replenished (Select all that apply)

- ☐ Bulk Mulch Area
- ☐ Bagged Mulch Displays
- ☐ Bulk Gravel Area
- ☐ Bagged Gravel Displays
- ☐ Landscape Fabric Display
- ☐ Edging Material Display

Bagged Mulch Display Type

- ☐ Pyramid Stacks
- ☐ Tiered Displays
- ☐ Pallet Displays
- ☐ Other

Notes on Display Condition/Improvements Needed

Overall Display Appearance

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Photos of Stocked Displays (Before/After)

 Upload File

Pricing & Signage

Verify pricing accuracy, update signage as needed, and ensure promotional materials are current.

Current Retail Price per Bag/Unit

Enter a number...

Cost per Bag/Unit (from Supplier)

Enter a number...


Current Promotional Offer?

- ☐ Yes
- ☐ No

Details of Current Promotional Offer (if applicable)

Write something...

Image of Current Signage

 Upload File

Signage Accurate & Visible?

☐ Yes

☐ No

Notes on Signage Adjustments Needed (if any)

Write something...

Date Signage Last Updated

Enter date...

Waste Management

Manage any waste generated during replenishment activities, ensuring proper disposal and recycling.

Estimated Waste Volume (Cubic Yards)

Enter a number...

Waste Disposal Method(s)

- ☐ On-Site Composting
- ☐ Landfill Disposal
- ☐ Recycling (Wood Chips)
- ☐ Supplier Take-Back Program
- ☐ Other (Specify Below)

Other Disposal Method Details (if applicable)

Write something...

Waste Material Type

- ☐ Wood Waste
- ☐ Gravel Fines
- ☐ Plastic Packaging
- ☐ Other

Notes on Waste Characteristics (e.g., contaminated, oversized)

Write something...

Date of Waste Disposal

Enter date...

Seasonal Adjustments

Specific tasks based on current season (e.g., spring thaw, summer dryness, fall cleanup, winter protection).

Expected First Date of Spring Thaw (if applicable)

Enter date...

Projected Increase in Gravel Demand (Summer)

Enter a number...

Relevant Summer Promotion Types (e.g., bulk discounts, free delivery)

- ☐ Bulk Discounts
- ☐ Free Delivery
- ☐ Bundled Offers
- ☐ Early Bird Specials
- ☐ None

Notes on Summer Weather Impact (e.g., drought conditions, intense rain)

Write something...

Start Date of Fall Cleanup Season

Enter date...

Estimate of Mulch Volume Needed for Fall Leaf Disposal (Cubic Yards)

Enter a number...

Current Mulch Shade Preference (Fall/Winter)

- ☐ Dark/Black
- ☐ Medium Brown
- ☐ Red/Cedar
- ☐ Natural

Specific Instructions for Winter Mulch Application (e.g., snow cover protection)

Write something...

Current Gravel Colour Preference (Winter)

- ☐ Grey
- ☐ Brown
- ☐ Black
- ☐ Mixed