



# Planting Installation Checklist

## Site Preparation

Tasks related to preparing the planting area before any plants are installed.

### Existing Vegetation Removal Notes

Write something...

### Topsoil Depth (inches)

Enter a number...

### Soil Type

- ☐ Sandy
- ☐ Clay
- ☐ Loamy
- ☐ Silty
- ☐ Other

### Soil Amendment Details (if applicable)

Write something...

### Grading Verification

- ☐ Conforms to plans
- ☐ Requires adjustment
- ☐ N/A

### Any other site preparation observations

Write something...

## Materials Delivery & Storage

Ensuring proper delivery, handling, and storage of plants, soil, mulch, and other materials.

### Delivery Quantity of Trees (Total)

Enter a number...

### Delivery Quantity of Shrubs (Total)

Enter a number...

### Delivery Quantity of Groundcover (Total)

Enter a number...

### Scheduled Delivery Date

Enter date...

**Scheduled Delivery Time**

**Condition of Plant Material Upon Delivery (Initial Assessment)**

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

**Notes on Plant Condition & Delivery**

Write something...

**Designated Storage Location**

 [Set My Current Location](#)



## Delivery Manifest/Receipt (if available)

 Upload File

# Plant Installation

Tasks related to the actual planting of trees, shrubs, and groundcovers.

## Plant Spacing Verification

- ☐ Spacing Confirmed
- ☐ Spacing Needs Adjustment

## Planting Depth (inches)

Enter a number...

## Root Flare Assessment

Write something...

## Soil Amendment Applied?

- ☐ Yes
- ☐ No
- ☐ N/A

## Number of Plants Installed

Enter a number...

### Special Installation Notes

Write something...

### Plant Installation Photos

 Upload File

## Watering & Initial Care

Tasks to ensure proper watering and initial care for newly planted materials.

### Initial Watering Volume per Plant (gallons)

Enter a number...

### Date of First Watering

Enter date...

### Time of First Watering

### Frequency of Watering (days)

Enter a number...

### Water Source Used

- ☐ Potable Water
- ☐ Irrigation System
- ☐ Rainwater Harvesting
- ☐ Other (Specify)

### Notes on Watering Conditions (e.g., soil moisture, weather)

Write something...

### Fertilizer Applied (Initial)

- ☐ Yes
- ☐ No

### Details of Fertilizer Applied (if yes)

Write something...

### Date of Next Scheduled Watering Check

Enter date...

## Mulching & Protection

Tasks related to mulching around plants and providing protection from damage.

### Mulch Type Specified?

- ☐ Yes - Confirm Type
- ☐ No - Needs Specification

### Mulch Depth (inches)

Enter a number...

### Notes on Mulch Application (e.g., placement away from stems)

Write something...

### Tree Guards Installed?

- ☐ Yes
- ☐ No
- ☐ Not Required

### Staking/Guylines Installed?

- ☐ Yes
- ☐ No
- ☐ Not Required

### Notes on Staking/Guylines (e.g., direction, loosening)

Write something...

## Photos of Mulch and Protection Installed

 Upload File

# Final Inspection & Cleanup

Final checks of the installation and cleanup of the work area.

### All plants installed per approved planting plan?

- ☐ Yes
- ☐ No
- ☐ Partial/Needs Revision

### Number of plants requiring replacement/adjustment:

Enter a number...

### Detailed notes on any plants needing replacement or adjustment:

Write something...



**Location of any damaged or misplaced plants (GPS coordinates):**

 [Set My Current Location](#)



**Mulch applied evenly and to specified depth?**

☐

Yes

☐

No

☐

Partial/Needs Adjustment

**Upload photos of final installation (before client signoff):**



Upload File

**Contractor Signature (Confirmation of completion):**

**Date of Final Inspection:**

Enter date...

# Documentation & As-Built

Recording installation details and creating as-built drawings.

## Installation Completion Date

Enter date...


## Summary of Installation Process & Challenges

Write something...

## Total Number of Plants Installed

Enter a number...

## As-Built Drawing (PDF)

 Upload File

## Plant Supplier

- ☐ Supplier A
- ☐ Supplier B
- ☐ Supplier C
- ☐ Other

## Notes on Plant Condition Upon Installation (e.g., any damage or concerns)

Write something...

**Warranty Information (Applicable)**

- ☐ None
- ☐ Manufacturer Warranty
- ☐ Contractor Warranty