APPENDIX 25 - Sample of Tree Maintenance Record

Tree Maintenance Record

General Location: Inland Lot No. XYZ, ABC Building   Specific Location: Podium Garden

Month / Year: July 2015

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Weather (e.g. sunny, cloudy, raining, typhoon, etc.)																																
Maintenance Item	**Remarks**																															
(a) Pruning	(e.g. Cleaning for T2)														X																	
(b) Watering			X			X				X				X							X			X				X			X	
(c) Fertilising																																
(d) Weeding				X							X						X							X								X
(e) Mulching				X																												
(f) Staking	(e.g. Adjust staking)						X																									
(g) Pest and Disease Control																																
(h) Others	(e.g. Inspection after inclement weather)										X																					

[Mark 'X' if action taken]

Remarks: _____

Attachement :   □ Tree record photo(s)   □ Tree Layout Plan(s)   □ Other(s) _____

Prepared by: _____ Signature: _____ Post: _____ Date: _____

Reviewed by: _____ Signature: _____ Post: _____ Date: _____