

Project Manager Landscape Checklist

Guiding Principles

Each Church facility landscape should:

- Conserve water and natural resources
- Naturally enhance the building
- Reduce maintenance
- Long-term cost savings
- Beautify the neighborhood

Use this checklist to regularly review the status of each landscape project with the design team.

<p>Under each category, make sure each project has a qualified and trained landscape architect who:</p>

1. Design

- Applies standards, and restrictions
 - Understands and uses the Landscape Architect Checklist.
 - Understands AHJ requirements.
- Adapts a plan to the site
 - Has visited the site.
 - Has adapted prototypical plans to fit within the context of the neighborhood.
 - Has adapted specifications to the project.
 - Has a plan for the soil.
- Brings findings and expertise to the design team
 - Has participated in the site design team.

2. Qualification

- Verifies landscape contractor is qualified.
The landscape architect has accomplished this by verifying:
 - The contractor has at least 5 years of comparable installations.

3. Construction

- Holds all appropriate meetings
 - Conducts a landscape pre-installation conference.
 - Performs substantial completion inspection.
 - Performs final inspection.
 - Makes multiple on-site inspections during construction.
- Thoroughly inspects the work.
 - Verifies topsoil recommendations have been followed and grades are achieved
 - Certifies pressure test compliance
 - Inspects and approves plant quality
 - Verifies smart controller has been properly installed.

4. Completion

- Proper documentation
 - Works with the contractor to provide all the documentation the FM needs to maintain the site's landscape. This includes record drawings and the landscape management plan.
 - Provides proper project documentation to the PM office.
- Training
 - Works with the contractor to provide all the training the FM needs to maintain the site's landscape.
- Feedback
 - Gathers and communicates feedback about the standards and specification improvements.