

# Facility and Project Manager Landscape Checklist

**Facility and Project Managers (FM and PM) should use this checklist for projects involving landscaping by regularly reviewing the checklist with the design team for each project.**

Each Church facility landscape should:

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

During the numbered phases, the lead Church representative, FM or PM, ensures each project has a qualified and trained landscape architect (LA) who:

## 1. Design

- Applies standards, and restrictions
  - Understands and uses the current Landscape Architect Checklist.
  - Understands **LA Materials** found on the [Landscape Resources website](#) and in the [AEC Design Guidelines](#).
  - Understands Authority Having Jurisdiction (AHJ) and local water district requirements.
- Adapts a plan to the site
  - Has visited and investigated current site conditions.
  - Has adapted prototypical plans to fit within the context of the neighborhood, local AHJ, and water district regulations.
  - Has adapted specifications to the project.
  - Has a plan for the soil.
  - Has researched available adapted and native plants.
- Reviews design
  - Reviews plans with PM, FM, Church customer contact, consulting architect, and ecclesiastical leadership.
  - Reviews plans with [Church AEC Landscape Architect](#) for incorporation of Church water-wise and sustainability principles and receives written approval prior to proceeding.

## 2. Qualification

- Verifies landscape contractor is qualified.  
The LA has accomplished this by verifying:
  - The contractors invited to bid have at least 5 years of experience with comparable installations.

## 3. Construction

- Holds all appropriate meetings
  - Conducts a landscape pre-installation conference.
  - Makes multiple on-site inspections during construction.
  - Performs substantial completion inspection.
  - Performs final inspection.
- Thoroughly inspects the work.
  - Verifies topsoil recommendations have been followed and grades are achieved.
  - Verifies mulch has been installed appropriately.
  - Certifies pressure test compliance and irrigation system meets code.
  - Inspects and approves plant quality and installation.
  - If required by specification, verifies a water audit has been performed and followed.
  - Verifies smart controller has been properly installed per specifications.

## 4. Completion

- Provides proper documentation
  - Coordinates with the contractor to provide record drawings, O&M's and landscape management plan for the FM.
  - Provides proper project closeout documentation to the PM or FM.
- Performs Training
  - Works with the contractor to provide all the training the FM needs to maintain the site's landscape.
- Provides Feedback
  - Gathers and communicates feedback about the standards and specification improvements.