

Landscape Work Order

Issue grounds work zone by zone, record crew hours and what was spread where, and keep the chemical record the site needs.

◆ Part A — The visit

1. Work order details

Work order number <i>e.g. LWO-2026-0188</i>	
Date of visit	
Contract or account reference	
Property name and address	
Site contact and phone	
Service type <i>Routine maintenance visit / Seasonal / One-off project / Storm response</i>	
Season <i>Spring / Summer / Autumn / Winter</i>	
Scheduled window	

2. Conditions on arrival

Weather	
Ground condition <i>Dry / Damp / Saturated / Frozen</i>	
Conditions preventing work	
Irrigation running or scheduled today <i>Yes / No</i>	
Site access or event restrictions	

◆ Part B — Work by zone

3. Zone service record

Zone or area	Mow	Edge	Beds	Prune	Litter	Crew hrs	Condition noted
<i>Front lawn and entrance</i>				—		<i>1.50</i>	<i>Good, moss on north edge</i>
Crew hours on site							

◆ Tick, dash or leave blank per zone. A zone with no ticks and no note is the one the client will ask about.

4. Seasonal and periodic tasks

Task	Done	Zone or area	Detail	Date
Mulch topped up	☐			
Fertiliser applied	☐			

Task	Done	Zone or area	Detail	Date
Weed control applied	☐			
Hedges cut	☐			
Trees pruned or deadwooded	☐			
Leaf clearance	☐			
Seeding or overseeding	☐			
Aeration or scarifying	☐			
Irrigation system checked	☐			
Irrigation heads adjusted or repaired	☐			
Drainage and gullies clear	☐			
Hard surfaces swept or blown	☐			
Winter salting or gritting	☐			
Green waste removed from site	☐			

5. Materials applied

Material	Zone or area	Rate applied	Qty	Unit	Unit cost	Line total
<i>Bark mulch, medium</i>	<i>Front beds</i>	<i>50mm depth</i>	<i>6</i>	<i>yd³</i>	<i>32.00</i>	<i>192.00</i>
Materials total						

♦ Rate applied matters as much as quantity. Six yards of mulch means nothing without the depth it was laid to.

6. Chemical application record

Product	Reg. no.	Target	Area treated	Dilution	Amount used
Selective broadleaf herbicide	REG-40881	Weeds	Front lawn 400m ²	1:100	4.0 L

✦ Complete this whenever anything is applied, including fertiliser. It is the record you will be asked for after a complaint, and reconstructing it later is not possible.

✦ Part C — Cost and sign-off

7. Crew and labour

Date	Crew member	Role	Hours	Rate	Line total
22/09/2026	M. Achebe	Crew lead	3.00	34.00	102.00
Labour total					

8. Visit total

Materials total	
Labour total	
Equipment or disposal charges	
Subtotal	
Covered by contract amount included in the maintenance contract	
Chargeable extra	

9. Findings and recommendations

Plant health concerns	
Pest or disease seen	
Safety issues — trip hazards, low branches, damaged furniture	
Irrigation faults found	
Recommended additional work and rough cost	
Next scheduled visit	

10. Sign-off

Crew lead name	
Signature	
Applicator licence number	
Site representative name	
Signature	
Time on site — arrived	
Time on site — departed	
