## ANNUAL MAINTENANCE SCHEDULE FOR BOSTON PUBLIC SCHOOLS OUTDOOR CLASSROOMS
(Recommendations from Neil McCarthy and BPS Facilities Management)

<table>
<thead>
<tr>
<th>Months</th>
<th>Maintenance Needs</th>
<th>School Custodian Responsibilities</th>
<th>Grounds Crew Responsibilities</th>
<th>Horticultural Consultant Responsibilities</th>
<th>School Staff &amp; Permitted Volunteers Responsibilities</th>
<th>What's Happening in the Garden</th>
<th>Notes</th>
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<tbody>
<tr>
<td>June/July</td>
<td>Water vegetables and annuals</td>
<td>-Check outdoor classroom and contact Grounds or submit work orders as needed</td>
<td>-Weed pathways and major weeds</td>
<td>Water vegetables/annuals</td>
<td>-Blue fruit on Arrowwood Viburnum</td>
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<td></td>
<td>-Water transplants and new plantings</td>
<td>-Remove trash</td>
<td>-Respond to pruning needs</td>
<td>-Water transplants and new plantings</td>
<td>-Meadows and grasses thrive</td>
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<td></td>
<td>-Weed pathways and major weeds</td>
<td>-Mow grass (not meadow)</td>
<td>-Remove invasive vines along fences</td>
<td>-Weed paths as needed</td>
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<td></td>
<td>-Remove invasive vines along fences</td>
<td>-Remove trash</td>
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<tr>
<td>July/August</td>
<td>-Water vegetables and annuals</td>
<td>-Check outdoor classroom and contact Grounds or submit work orders as needed</td>
<td>-Weed pathways and major weeds</td>
<td>Water vegetables and annuals</td>
<td>-Summersweet: fragrant</td>
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<td>-Weed pathways and major weeds</td>
<td>-Remove trash</td>
<td>-Respond to pruning needs</td>
<td>-Fruit on Viburnum</td>
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<td>-Summer youth work</td>
<td>-Mow grass (not meadow)</td>
<td>-Remove invasive vines along fences</td>
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<td></td>
<td>-Harvest</td>
<td>-Remove any plants with thorns</td>
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| August/September | - Water vegetables and annuals  
- Weed pathways and major weeds  
- Harvest  
- Prune as needed | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) | - Weed pathways and major weeds  
- Respond to pruning needs  
- Remove invasive vines along fences  
- Remove any plants with thorns | - Volunteer planting and/or clean up day | - Meadows in bloom |
| September/October | - Plant as needed (e.g. replace dead plants)  
- Weed pathways and major weeds | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) | - Weed pathways and major weeds  
- Respond to pruning needs  
- Remove invasive vines along fences  
- Remove any plants with thorns | - Volunteer planting and/or clean up day |
| October/November | - Plant as needed (e.g. replace dead plants)  
- Clean up as needed | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) | - Weed pathways and major weeds  
- Respond to pruning needs  
- Remove invasive vines along fences | - Common Witchhazel blooms |
| November/December | - Clean up as needed  
- Snow removal  
- Prune as needed |
|-------------------|---------------------------------------------------------------|
|                   | - Check outdoor classroom after snowstorms and report necessary repairs (e.g. pruning or removal of broken branches)  
- Remove trash |
|                   | - Respond to pruning needs  
- Remove leaves  
- Remove any plants with thorns |
|                   | Review pruning |
|                   | - Notice dried pods and fruits in meadow |
| December/January  | - Clean up as needed  
- Snow removal  
- Prune as needed |
|                   | - Check outdoor classroom after snowstorms and report necessary repairs (e.g. pruning or removal of broken branches)  
- Remove trash |
|                   | - Respond to pruning needs  
- Snowblow pathways on request  
- Remove any plants with thorns  
- Pick-up leaf bags or leaf piles |
|                   | - Checks meadow seeds |
| January/February  | - Clean up as needed  
- Snow removal  
- Prune as needed |
|                   | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash |
|                   | - Respond to pruning needs  
- Snowblow pathways on request  
- Remove any plants with thorns |
<p>|                   | Review pruning |
|                   | - Witchhazel blooms |</p>
<table>
<thead>
<tr>
<th>Month/Period</th>
<th>Tasks</th>
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| March/April | - Clean up as needed  
- Cut meadows  
- Prune dead branches  
- Snow removal |
|             | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) |
|             | - Snowblow pathways on request  
- Cut meadows  
- Respond to pruning requests  
- Remove any plants with thorns |
|             | - Crocus emerging  
- Buds swelling  
- Pieris blooms |
|             | - Avoid removing too much leaf matter: small twigs and sticks can also remain |
| April/May   | - Clean up as needed  
- Plant as needed (e.g. replace dead plants)  
- Replace stone dust as needed |
|             | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) |
|             | - Remove dead plants  
- Cut meadow  
- Respond to pruning requests  
- Remove any plants with thorns |
|             | Review any planting or refurbishment  
- Volunteer planting and/or clean up day  
- Volunteers may spread stone dust |
|             | - Early blooming Rhododendrons  
- Serviceberry blooms  
- Meadow start |
| May/June    | - Clean up as needed  
- Weed pathways and major weeds  
- Mulch plants as needed  
- Water transplants  
- Plant vegetables (raised beds only) |
|             | - Check outdoor classroom and contact Grounds or submit work orders as needed  
- Remove trash  
- Mow grass (not meadow) |
|             | - Remove dead plants  
- Respond to pruning requests  
- Remove any plants with thorns  
- Cut meadow |
|             | Review any refurbishment  
- Volunteer planting and/or clean up day  
- Volunteers may spread mulch |
|             | - Fothergill blooms  
- Meadow fill in |
|             | - Measure meadow progress |