

**ANNUAL MAINTENANCE SCHEDULE FOR BOSTON PUBLIC SCHOOLYARDS AND OUTDOOR CLASSROOMS**  
**Recommended by Neil McCarthy & BPS Facilities Management**

	School Custodian	Grounds	Planning & Engineering	Horticulturalist Contractor	School Staff and Volunteers	Notes
<b>June/July</b>						
Continue routine mowing and string trimming	X					
Check OC's for weeds and needs	X	X				
Monitor beds for weeds and pruning	X					
Monitor and repair play equipment	X		X			
Plant season annuals			X	X	X	
Start hardscape repairs			X			
				X		
<b>July/August</b>						
Continue routine mowing and string trimming	X					
Continue routine OC checks – summer prune as needed	X	X				
Monitor beds for weeds and pruning	X					
Monitor and repair play equipment	X		X			
Start hardscape repairs			X			
Check for proper watering	X				X	
Remove small hazardous trees		X	X			
Clear fences and play areas of overgrown weeds and vines		X				
<b>August/September</b>	X	X				
Continue routine mowing and string trimming	X					
Continue OC checks	X	X		X		
Monitor beds for weeds and pruning	X	X				
Monitor and repair play equipment	X		X			
Plant season annuals-mums			X	X	X	
Continue hardscape repairs			X			

<b>September/October</b>						
Continue routine mowing and string trimming	X					
Routine OC visits	X	X				
Monitor beds for weeds and pruning	X	X		X		
Monitor and repair play equipment			X			
Plant season annuals			X	X	X	
Start clean ups	X	X			X	
<b>October/November</b>						
Finish mowing	X					
Finish clean ups	X				X	
Wilt-Pruf/ Vapor guard broadleaf evergreens			X			
Complete hardscape repairs			X			
Inventory and repair damaged play	X		X			
Plant bulbs			X	X	X	
Cut back selected perennials		X				
<b>November/December</b>						
Monitor beds for last weeds	X					
Cut back select perennials		X				
Winterize lawn care equipment	X	X				
Finish Wilt-Pruf/ Vapor guard broadleaf evergreens			X			
Prune selected plant materials		X		X		
Last clean-ups	X				X	
Assist with snow removal	X	X				
<b>December/January</b>						
Inventory materials used		X	X			
Organize spring orders			X	X	X	
Begin pruning ornamental trees		X		X		
Begin pruning small shade trees		X		X		
Care for chainsaws and other arboricultural equipment	X	X		X		

Clear fences and wood edges of vines and overgrown shrubs	X	X				
Assist with snow removal	X	X				
<b>January/February</b>						
Continue ornamental pruning		X		X		
Continue pruning small shade trees		X		X		
Continue cleaning fence lines	X	X				
Attend educational seminars				X		
Assist with snow removal	X	X				
Care for chainsaws and other arboricultural equipment	X	X				
<b>February/March</b>						
Continue clearing and pruning	X	X		X		
Check and update spring equipment	X		X			
Maintain snow blowers	X					
Finalize materials orders and equipment			X	X		
Attend professional trainings		X	X	X		
Repair any broken play equipment			X			
Inventory broken and damaged plant		X				
<b>March/April</b>						
Clean up road salt on turf areas	X					
Basal prune selected overgrown plants (Redtwig Dogwood, Forsythia, Weigela, Privet, Lilac, etc.)		X				
Prune broken branches		X				
Remove winter kill	X	X				
Inventory damaged/dead plant materials	X	X		X		
Mid April- loam and overseed/topdress areas			X			
Spring clean up		X			X	
Monitor and repair play equipment			X			
Turn on irrigation systems	X		X			

<b>April/May</b>						
Head back ornamental grasses and perennials		X				
Clean up Outdoor Classroom Spaces	X	X			X	
Replace dead plants			X	X	X	
Plant seasonal annuals			X	X	X	
Implement cultural practices for lawn areas (aerate, overseed, de-thatch, etc.)		X				
Start routine mowing and string trimming	X					
Monitor and repair play equipment	X		X			
Inventory hardscape repairs	X		X	X		
<b>May/June</b>						
Complete left over clean ups	X	X			X	
Replace dead plant material in OC's			X	X	X	
Mulch selected plants/trees			X		X	
Continue routine lawn mowing and trimming	X					
Monitor beds for weeds and pruning	X					
Monitor and repair play equipment	X		X			
Order materials for hardscape repairs	X		X			