

Landscape Maintenance Statement of Work — Template

TOP LAWN AND OUTDOORS — MANAGER RESOURCE

Landscape Maintenance Statement of Work (SOW)

A fill-in SOW template for community associations and commercial properties bidding or re-scoping landscape maintenance. Pair it with the companion RFP template and Bid Matrix. Replace [COMMUNITY NAME] and bracketed items; delete sections that don't apply to your property.

1. General requirements

- The contractor shall provide all labor, materials, services, skills, supervision, tools, and equipment to maintain the landscape in an attractive and healthy condition throughout the contract period, performing all services in a timely, first-class, workmanlike manner.
- The contractor shall keep the property free and clear at all times of excess materials, trash, debris, and equipment, and shall protect existing facilities from damage — repairing or replacing, at the contractor's expense, any damage caused by its employees or suppliers.
- The contractor shall not accept work requests from individual homeowners and shall report any such request to the community manager; occurrences shall be noted in the Monthly Work Report.
- **Service times:** [7:00 a.m.–5:00 p.m., Monday–Friday], excluding federal and state holidays, unless otherwise approved by the manager.
- Work vehicles and equipment shall not impede traffic flow. Drainage easements shall be kept free of debris at each visit.

2. Turf and sodded areas

- Mow at the height appropriate to the turf species ([3–4 inches] typical for St. Augustine), with equipment matched to topography to prevent scalping.
- Mechanically edge all hard edges — walks, curbs, bed edges, tree wells — at every mowing. Turf along broken curbs that cannot be edged mechanically shall be treated chemically or removed, with obstructed areas reported to the manager.
- Collect excessive clippings; clear clippings and debris from all paved areas at the end of each service. Remove trash and debris from the property at each visit.
- Apply pre-emergent weed control in **spring and fall**; treat broadleaf weeds per the agreed program.
- Fertilize turf [three] times per year with a balanced, slow-release program (state analysis and application rate in the bid).

3. Shrubs, trees, beds, and groundcover

- Prune all plant material for a neat, natural appearance, promoting bloom and meeting accepted horticultural practices; remove limbs obstructing buildings, walkways, signs, or vehicular traffic. Consult a qualified arborist before structural pruning.
- Ornamental flowering trees pruned in the correct season for maximum flower production; tree stakes and ties monitored, loosened, and removed once roots establish.
- Weeds in beds eradicated at each visit (hand-pull or post-emergent as appropriate). Dead or damaged plant material removed.
- **Mulch maintained at a 3-inch minimum depth year-round**; applied a minimum of [twice] per year with type and placement approved by the manager; never piled against plant stems.
- Monitor all plant material at each service for disease and insect infestation. Spot-treat plants under 12 feet; submit written treatment recommendations for larger material.
- Deep pruning and hard cutbacks performed in winter months for corrective purposes; the manager shall be informed before any drastic cutback.

4. Irrigation

- The contractor shall hold and maintain all state and local irrigation licensing required for the work [Texas: TCEQ licensed irrigator].
- Full system evaluation at contract start, with a written condition report and repair estimates delivered to the Association (evaluation at the contractor's cost; approved repairs at the Association's cost).
- Monthly: head-to-head inspection, controller and station verification, seasonal runtime adjustments using the least water necessary, and a written monthly log with recorded meter readings.
- Heads and valve boxes flush to grade; riser nozzles [4 inches] above plant material; spray patterns adjusted off pavement. No combined zones or doubler repairs.
- The system shall be checked after each mowing; mower-damaged components repaired at the contractor's expense with same-or-equal parts. Valve boxes damaged during routine service replaced at the contractor's expense.

5. Chemical applications

- All fertilizer, pesticide, and herbicide applications performed by or under the direct supervision of a licensed applicator, with post-application signage per applicable law.
- The contractor shall follow Integrated Pest Management (IPM) and Integrated Disease Management (IDM) practices, minimizing pesticide use through culture, monitoring, sanitation, and timing.
- Within 30 calendar days of contract start, the contractor shall submit a written preventative program (turf, weed, shrub, tree, bed) for manager approval. Approved products shall not change without written approval.
- The contractor warrants applications will accomplish their intended results; damage to existing landscaping from misapplication shall be replaced at no cost to the Association.

6. Schedule of services

Frequency	Services
Weekly ([April–November])	Mow, edge, blow all turf; bed policing; litter removal; paved areas cleared
Biweekly ([December–March])	Same scope at winter frequency
Monthly	Shrub/hedge trimming; irrigation inspection with meter log; open-field mowing
Quarterly/seasonal	Fertilization (3×/yr); pre-emergent (spring + fall); mulch (2×/yr); seasonal color rotations per proposal
Annually	Iron application per soil sample; full irrigation audit; dormant-season pruning
As needed	Storm response (per emergency rate card); fire ant treatment; disease/pest response

7. Staffing and conduct

- A dedicated **Landscape Supervisor and named backup**, present on site during each service visit, identified upon contract award; full team roster within 10 calendar days.
- Uniformed staff (company shirt minimum).
- Subcontracting limited to [fertilization, chemical application, irrigation]; any additional subcontractor requires written approval.

8. Reporting and payment

- **Monthly Work Report** delivered by the [28th] of each month: services performed, inspection findings and treatments, irrigation meter log, and homeowner-request notations. Draft format due 30 days from award; final format agreed by day 45.
- The annual contract price is billed monthly at one-twelfth, tied to performance of that month's scope with supporting documentation. Non-routine work (mulch, color rotations, approved repairs) billed per occurrence on separate proposals — never folded into the monthly invoice.
- The Association reserves the right to withhold proportional payment or pursue termination/nonrenewal for non-performance.

9. Additions, deletions, and term

- The Association may add or delete work tasks with 30 days' written notice; deletions reduce price per contract pricing, additions priced per industry standards, both by written amendment.
- Term: [one year], commencing [DATE]; renewal options exercised by the Association based on fully successful performance — not automatic.

Provided by TOP Lawn and Outdoors, LLC — toplawnoutdoors.org. General template; adapt to your property and have your counsel review contract terms.