Use this **Maintenance Checklist**

### Fall Tasks

Plan to refresh plants now in time to get free rain irrigation!

- **General Landscape Management**
  - Review plant health and investigate reasons for observed decline
  - Weed and deadhead flowers as needed
  - Stake trees: add new or make adjustments

- **Maintain Rainwater Capture Systems**
  - Make sure gutters and downspouts are not clogged
  - Clean rain barrels/cisterns and clean out catch basins
  - Drill holes in bottoms of catch basins, if standing water
  - Make sure mosquito screens are not ripped or loose
  - Flush pipes
  - Remove debris from swales, especially at inlets/outlets
  - Refurbish berms and basins as needed

- **Add Compost or Worm Castings**
  - De-compact or aerate areas around trees/large shrubs and add worm castings/compost

- **Replenish Mulch**
  - Maintain 3” if established garden, 4” - 6” if still getting established

- **Late Fall Pruning (Chop and Drop)**
  - Cut back ornamental grasses (once a year for deciduous, less often for evergreen)
  - Cut back young salvias (sages) by 1/3
  - Cut back perennials and pinch back non-woody shrubs and perennials

- **Irrigation Checkup**
  - Turn on each valve to check for problems and make repairs
  - Open manual flush valves and flush
  - Clean irrigation filters
  - Seasonally adjust automatic irrigation schedule
  - Move drip irrigation and add emitters as the tree grows in order to maintain the wetting zone at the outside edge of the tree’s canopy (dripline)

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### Spring Tasks

Early Spring still ok to plant, especially if late season rains kept you from planting earlier.

- **General Landscape Management**
  - Review plant health and investigate reasons for observed decline
  - Weed and deadhead flowers as needed

- **Replenish Mulch**
  - Maintain 3” if established garden, 4” - 6” if still getting established

- **Irrigation Checkup**
  - Turn on each valve to check for problems and make repairs
  - Manually run irrigation if the weather has been very dry

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### Winter Tasks

Time to turn off the irrigation, unless it’s a dry winter.

- **General Landscape Management**
  - Review plant health and investigate reasons for observed decline
  - Weed and deadhead flowers as needed
  - Stake trees: add new or make adjustments

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### Summer Tasks

Take a siesta and enjoy your garden!

- **General Landscape Management**
  - Review plant health and investigate reasons for observed decline
  - Weed and deadhead flowers as needed

- **Irrigation Checkup**
  - Turn on each valve to check for problems and make repairs
  - Return irrigation controller to summer program