

No.	Description	Maintenance Frequency						
		D	W	M	3M	6M	Y	2Y
1.0	SOFTSCAPE Trees / Palm / Bamboo							
1.1	Watering Watering shall be carried out early morning and evening. <ul style="list-style-type: none"> • Watering is not required during rainy day. • Watering is not allowed between 12 pm until 3.30 pm and after 6.30 pm. 	2 ✓						
1.2	Fertilizing Apply fertilizer to the tree. Types of fertilizer :- chemical and organic. a. New tree Fertilizer Green NPK 15:15:15 Flower and fruit trees – Fertilizer Red NPK 13:13:20:2+ TE. b. Palm New Palm – Green NPK 15:15:15 Palm with Fruit - Fertilizer Red NPK 13:13:20:2+ TE. c. Bamboo New Bamboo – Green NPK 15:15:15 Method of fertilising – pocket.				✓			
1.3	Mulching Inspect the plant and carry out mulching. Material used shall be wet hay from cocoa, oil palm or equivalent. a. Trees / Palm – 25mm thick O type mat mixed with wet hay.				✓			

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1.4	Picket Installation							
	a. Ensure the required plant to be guided by the picket in order to grow well, the material used is wood and metal strand. (If necessary only).		✓					
1.5	Protection Against Wild Grass							
	a. Ensure to dispose off the unnecessary growth surrounding the plant. Method of disposal :							
	• Manually.		✓					
	• Usage of insecticides. (Initial stage only).			2✓				
1.6	Protection Against Insects, Pathogen And Fungus							
	a. Inspect for trees may be ruined by insects, pathogen and fungus. Controlled by insecticides and other approved agent.			2✓				
1.7	Erosion Control							
	a. Inspect for soil erosion and carry out protection works if necessary.		✓					
	b. Identify eroded and bare areas to be planted with trees and grass.		✓					
1.8	Trees Replacement							
	a. Inspect for dead trees, unfertile, vandalized by human, animal or other reasons and replace if necessary.			2✓				
1.9	Clearing							
	a. Clearing of fell trees and branches shall always be done regularly.	✓						

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1.10	<p>Upgrading</p> <p>a. Inspect and carry out upgrading and beautification works as and when necessary.</p>						✓	
2.0	<p>SHRUBS AND UNDERGROWTH, GROWDCOVERS, PLANT IN THE POT</p>							
2.1	<p>Watering</p> <p>Watering shall be carried out early morning and evening.</p> <ul style="list-style-type: none"> • Watering is not required during rainy day. • Watering is not allowed between 11.00 am until 3.30 pm and after 6.30 pm. 	2✓						
2.2	<p>Fertilizing</p> <p>Apply fertilizer to the tree . Types of fertilizer :- chemical and organic.</p> <p>a. Scrubs and undergrowth Green Fertilizer NPK 15:15:15.</p> <p>b. Scrubs and undergrowth with fruits and flowers Red NPK Fertilizer 13:13:20:2+ TE.</p> <p>c. Groundcovers and grass surface.</p> <ul style="list-style-type: none"> • New – organic fertilizer. • Old – Green NPK 15:15:15. 				✓			
2.3	<p>Mulching</p> <p>Inspect the plant and carry out mulching. Material used shall be wet hay from cocoa, oil palm or equivalent.</p>							

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2.4	a. Trees/ Palm - 25mm thick O type mat mixed with wet hay.				✓			
	Picket Installation							
2.5	a. Ensure the required plant to be guided by the picket in order to grow well and, the material used is wood and metal strand. (If necessary only).		✓					
	Protection Against Wild Grass							
2.6	a. Ensure to dispose off the unnecessary growth surrounding the plant. Method of disposal :							
	• Manually.		✓					
	• Usage of insecticides.		✓					
2.7	Protection Against Insects, Pathogen and Fungus							
	a. Inspect for trees may be ruined by insects, pathogen and fungus. Controlled by insecticides and other approved agent.			✓				
2.8	Erosion Control							
	a. Inspect for soil erosion and carry out protection works if necessary.	✓						
2.8	b. Identify eroded and bare areas to be planted with trees and grass.		✓					
	Tree Replacement							
	a. Inspect for dead trees, unfertile, vandalized by human, animal or other reasons and replace if necessary.		✓					

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2.9	Clearing							
	a. Inspect for fell tree branches and must always be cleared from site.	✓						
2.10	Upgrading							
	a Inspect and carry out upgrading and beautification works as and when necessary.						✓	
3.0	FLOWER PLANT							
	a. Watering							
	Watering shall be carried out early morning and evening.	2✓						
	<ul style="list-style-type: none"> • Watering is not required during rainy days. • Watering is not allowed between 11.00 am until 3.30 pm and after 6.30 pm. 							
	b. Inspect for dead or wilt flower plant and dispose.	✓						
	c. Inspect for flower plant may be ruined by insects, pathogen and fungus. Controlled by insecticides and other approved agent.			2✓				
	d. Changes of flower plant as and when necessary.			✓				
4.0	GRASS CUTTING & PRUNING THE HEDGES							
4.1	Ensure grass cutting to be carried out at the administrative and residential areas.			2✓				
4.2	Ensure the pruning works to be carried out at the administrative and residential areas.			✓				

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5.0	HARDSCAPE							
5.1	Walkway Area							
	a. Inspect and ensure walkway area is clean.	✓						
	b. Inspect and ensure walkway area is free from algae by scrubbing or high pressured water jet.		✓					
5.2	Signboard							
	a. Inspect and ensure signboard is clean from dust and dirt.		✓					
	b. Inspect for damages and repair or replace if necessary.		✓					
5.3	Garden Chair							
	a. Inspect and ensure metal chairs is cleaned by using chemical to avoid dirt and rust.		✓					
	b. Inspect and ensure masonry chairs is cleaned by using high pressured water jet.			✓				
	c. Inspect for faded chairs and to be repainted if necessary.				✓			
	d. Inspect for damages and repair or replace if necessary.				✓			
5.4	Dustbin							
	a. Rubbish in all dustbins must always be collected.	✓						
	b. Ensure all dustbins must always be emptied and cleaned.	✓						
	c. Inspect for faded dustbin and to be repainted if necessary.			✓				

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5.5	Garden Lamp							
	a. Inspect and ensure all decorative lamps always be cleaned using damp cloth to remove dusts, dirt, etc.		✓					
	b. Inspect all connections and joints of the fitting, adjust and tighten- up if necessary.		✓					
	c. Ensure no current leakage happen on all exposed metalwork and lamp post.		✓					
	d. Attend all the complaints of lamp breakdown / damages. Inspect for damages and repair or replace if necessary.	As per request.						
5.6	Vase							
	a. Inspect and ensure rubbish in the vase must be cleared.		✓					
	b. Vase must always be cleaned to remove algae and dirt.			✓				
	c. Inspect for damages and repair or replace if necessary.			✓				