

## Tree Maintenance Plan Template for Newly Planted Trees

**Organization:**

**Year and Season of Planting:**

**Project Coordinator:**

**Phone:**

**Email:**

**# of Trees to be Planted:**

**Size (caliper for deciduous, height for conifers):**

**Type of Stock to be Planted (Bare root, etc.):**

**Describe how the activities below will be completed.**

### **1. Tree Maintenance Personnel**

- a. Describe who is responsible for maintenance.
- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?
- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

### **2. Tree Watering Process**

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

**3. Mulching Trees**

Will you mulch your trees and if so, how will you maintain mulch?

**4. Staking and Tying Trees**

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

**5. Checking Tree Health**

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

**6. Tree Protection**

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

**7. Pruning**

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

**8. Tree Warranty**

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.