SPP 406A: Lawn Check-In Procedure Mobile Version – DRAFT

SPP 400: Pest Prevention & Lawn Service Procedures · https://milo.masseyservices.com/docs/spp-406a-lawn-check-in-procedure-mobile-version-draft/

Section: Pest Prevention and Lawn Service Procedures
Subject: Lawn Check-In Procedure Mobile Version
Approved by: DRAFT
Effective Date: N/A
Last Reviewed Date: N/A
Policy Owner: Technical Training Director Lawn

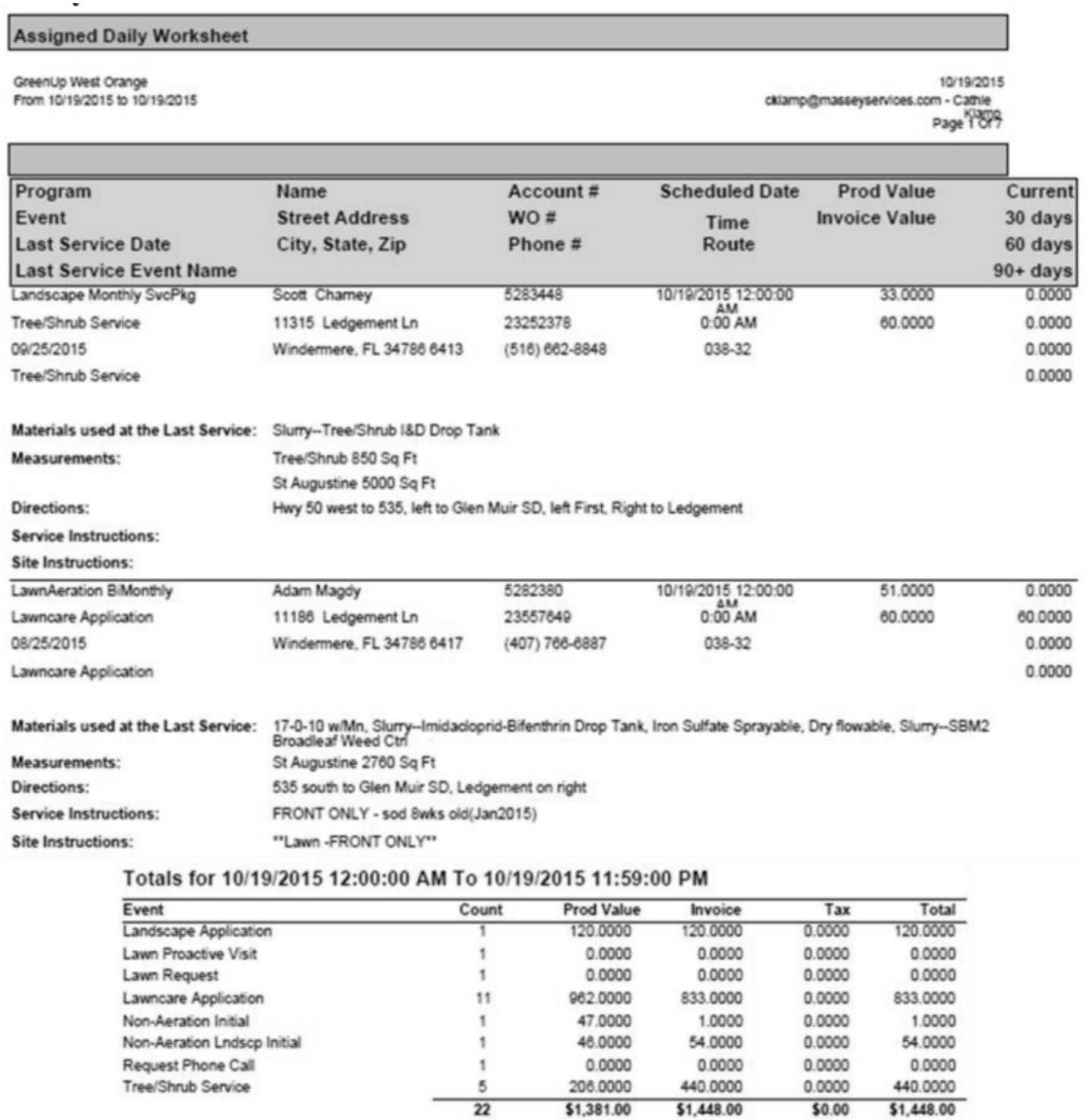
Policy

yThe primary duties of the Service Manager is to organize, schedule, assign, and hold each Team Member accountable for their daily work. The check in process ensures that all of the necessary information has been entered and captured in the handheld. The goal is to ensure proper record keeping of materials, observations and actions performed by each Team Member, daily mileage, and time worked.

The reports used to check in your Team Members are:

1. Assigned Daily Worksheet - Printed out for Team Member in the morning before route begins
2. Technician Summary Report - Printed from the Real-Time Mobile Dashboard
3. Pre Posting Observations and Action Detail - Printed from the Real-Time Mobile Dashboard
4. Pre Posting Detail Report - Printed from Real-Time Mobile Dashboard
5. GreenUP Daily Check-In Sheet - Ending truck inventory - report filled out at end of day
6. GreenUP Daily M&S Sheet - Manual report filled out at end of day
7. Graphs - Turned in with Team Member's daily work

Assigned Daily Worksheet



Assigned Daily Worksheet

GreenUp West Orange
From 10/19/2015 to 10/19/2015

10/19/2015
cklamp@masseyservices.com - Cathie Klamp
Page 1 Of 7

Program / Event / Last Service Date / Last Service Event Name	Name / Street Address / City, State, Zip	Account # / WO # / Phone #	Scheduled Date / Time / Route	Prod Value / Invoice Value	Current / 30 days / 60 days / 90+ days
Landscape Monthly SvcPkg	Scott Charney	5283448	10/19/2015 12:00:00 AM	33.0000	0.0000
Tree/Shrub Service	11315 Ledgement Ln	23252378	0:00 AM	60.0000	0.0000
09/25/2015	Windermere, FL 34786 6413	(516) 662-8848	038-32		0.0000
Tree/Shrub Service					0.0000

Materials used at the Last Service: Slurry--Tree/Shrub I&D Drop Tank
Measurements: Tree/Shrub 850 Sq Ft
St Augustine 5000 Sq Ft
Directions: Hwy 50 west to 535, left to Glen Muir SD, left First, Right to Ledgement
Service Instructions:
Site Instructions:

LawnAeration BiMonthly	Adam Magdy	5282380	10/19/2015 12:00:00 AM	51.0000	0.0000
Lawncare Application	11186 Ledgement Ln	23557649	0:00 AM	60.0000	60.0000
08/25/2015	Windermere, FL 34786 6417	(407) 766-6887	038-32		0.0000
Lawncare Application					0.0000

Materials used at the Last Service: 17-0-10 w/Mn, Slurry--Imidacloprid-Bifenthrin Drop Tank, Iron Sulfate Sprayable, Dry flowable, Slurry--SBM2 Broadleaf Weed Ctrl
Measurements: St Augustine 2760 Sq Ft
Directions: 535 south to Glen Muir SD, Ledgement on right
Service Instructions: FRONT ONLY - sod 8wks old(Jan2015)
Site Instructions: **Lawn -FRONT ONLY**

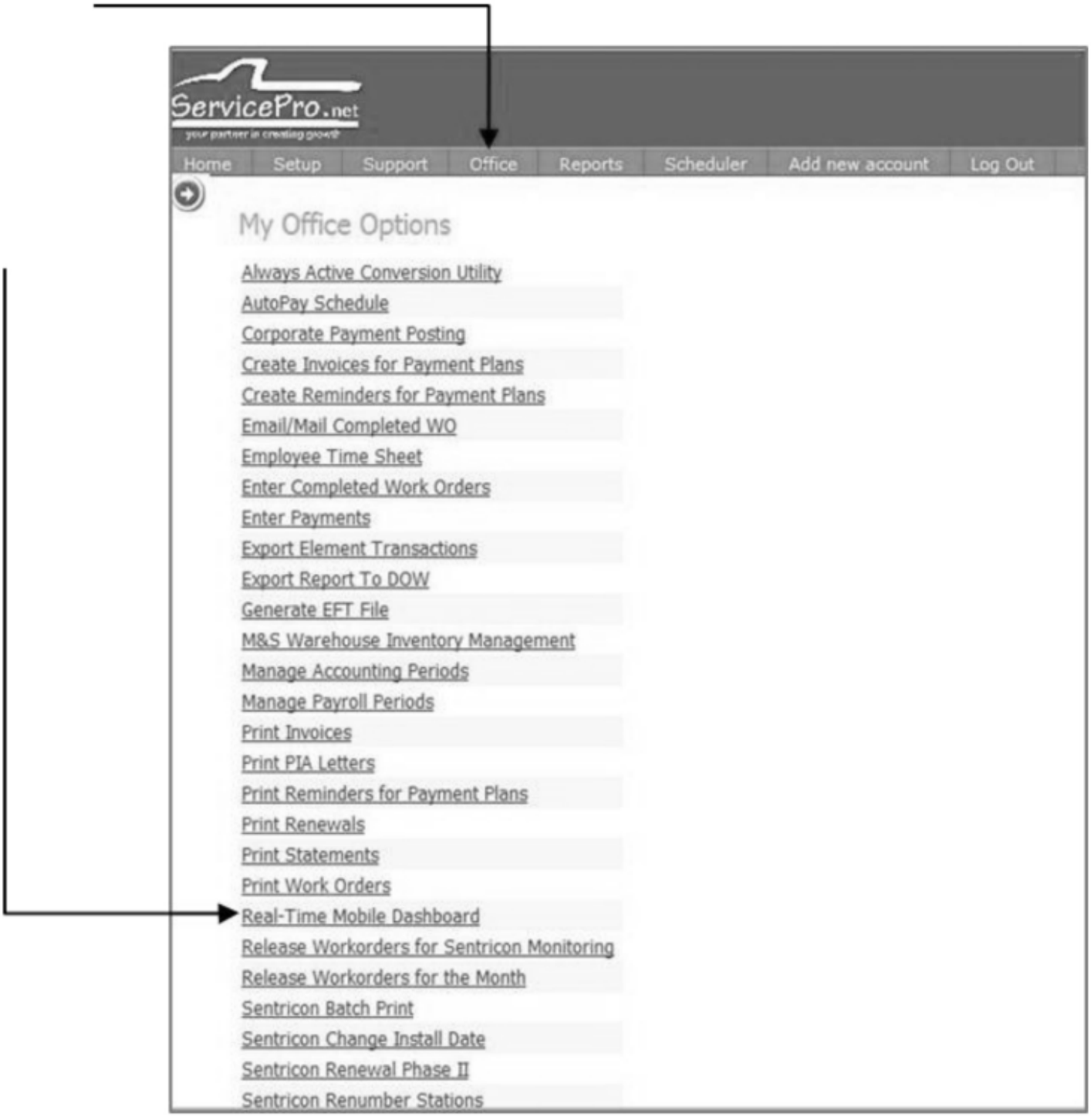
Totals for 10/19/2015 12:00:00 AM To 10/19/2015 11:59:00 PM

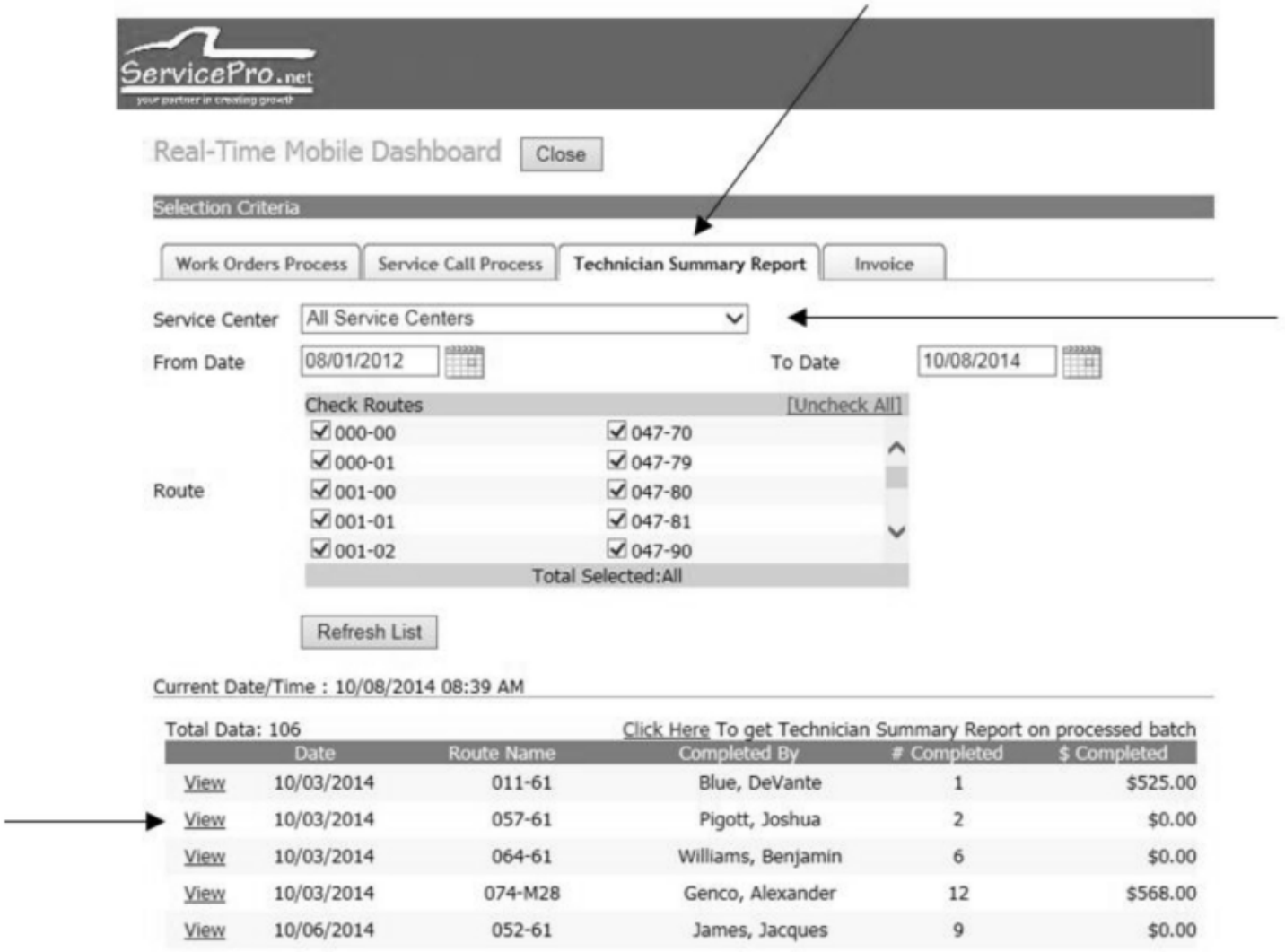
Event	Count	Prod Value	Invoice	Tax	Total
Landscape Application	1	120.0000	120.0000	0.0000	120.0000
Lawn Proactive Visit	1	0.0000	0.0000	0.0000	0.0000
Lawn Request	1	0.0000	0.0000	0.0000	0.0000
Lawncare Application	11	962.0000	833.0000	0.0000	833.0000
Non-Aeration Initial	1	47.0000	1.0000	0.0000	1.0000
Non-Aeration Lndscp Initial	1	46.0000	54.0000	0.0000	54.0000
Request Phone Call	1	0.0000	0.0000	0.0000	0.0000
Tree/Shrub Service	5	206.0000	440.0000	0.0000	440.0000
	22	**$1,381.00**	**$1,448.00**	**$0.00**	**$1,448.00**

This report is printed out and given to the Team Member in the afternoon after check-in to do their calls ahead. The report will be run again in the morning to reflect any changes to the route for that day. Any information noted by the Specialist or payments received should be reviewed at the time of check-in and given to the Office Manager.

To print out check In reports 2-4, follow these steps:

1. Log into ServicePro.net.
2. Click on the Office tab.
3. Click on the Real-Time Mobile Dashboard link.
4. Click on the Technician Summary Report tab.
5. Choose your Service Center from the drop down list.
6. Click the View link for the route you need to verify.


ServicePro.net
your partner in creating growth
Home
Setup
Support
Office
Reports
Scheduler
Add new account
Log Out
My Office Options
Always Active Conversion Utility
AutoPay Schedule
Corporate Payment Posting
Create Invoices for Payment Plans
Create Reminders for Payment Plans
Email/Mail Completed WO
Employee Time Sheet
Enter Completed Work Orders
Enter Payments
Export Element Transactions
Export Report To DOW
Generate EFT File
M&S Warehouse Inventory Management
Manage Accounting Periods
Manage Payroll Periods
Print Invoices
Print PIA Letters
Print Reminders for Payment Plans
Print Renewals
Print Statements
Print Work Orders
Real-Time Mobile Dashboard
Release Workorders for Sentricon Monitoring
Release Workorders for the Month
Sentricon Batch Print
Sentricon Change Install Date
Sentricon Renewal Phase II
Sentricon Renumber Stations



After the View link is clicked, the three reports will display in PDF format. Print ALL THREE reports to use for check-in. Each report displays important information you will need for check in.

Dashboard Report 1 - Technician Daily Summary Report

This report totals the production done for the day, the materials used, hours, worked, and truck mileage. Please verify all amounts balance to what the Specialist has completed. Also verify that the material amounts used match, or are close to the Daily M&S by product. If any of the Time In/Out or mileages are incorrect, it is the Service Manager's responsibility to enter a helpdesk ticket to correct the errors.

Technician Summary Report

Date **10/08/2015** Signature_____ Manager _____ OM/CSS _____

Route **038-33** Completed By **Norby, Julian Luke**

First Customer Start Time **08:09 AM** Last Customer Stop Time **04:14 PM** Total Time start/stop customer **08:05**

Regular Services

	Assigned #	Prod $	Measure	Event Name		Completed #	Prod $	Bill $	Measure	Job Time
	1	$106.00	6007 Sq Ft	Landscape Application		1	$106.00	$106.00	6007 Sq Ft	00:28
	10	$1044.00	78002 Sq Ft	Lawncare Application		10	$1044.00	$806.50	78002 Sq Ft	03:22
	7	$324.00	13516 Sq Ft	Tree/Shrub Service		7	$324.00	$608.00	13516 Sq Ft	02:14
Total:	18	$1474.00	97525 Sq Ft		Total:	18	$1474.00	$1520.50	97525 Sq Ft	06:04

Services Details

No	Acc #	Name	Event Name	Prod$	Bill$	Measurement	Start Time	End Time	GPS	Time
1	5370581	Zanikian, Sally	Tree/Shrub Service	$ 38.00	$ 70.00	2100 Sq Ft	08:09 AM	08:32 AM	0/Y	00:23
2	5371317	Beasley, Louis	Lawncare Application	$ 119.00	$ 100.00	12525 Sq Ft	08:44 AM	09:26 AM	Y/Y	00:42
3	7225609	Karim, Aladin	Lawncare Application	$ 136.00	$ 83.00	11500 Sq Ft	09:29 AM	09:55 AM	Y/Y	00:26
4	7756452	Levreault, Kathy	Tree/Shrub Service	$ 48.00	$ 105.00	2716 Sq Ft	10:04 AM	10:18 AM	Y/Y	00:14
5	7591863	Sherry Lucki	Lawncare Application	$ 154.00	$ 110.00	7906 Sq Ft	10:22 AM	10:39 AM	Y/Y	00:17
6	7245560	Palm, Steve	Tree/Shrub Service	$ 33.00	$ 88.00	900 Sq Ft	10:43 AM	10:55 AM	Y/Y	00:12
7	7599786	Gittleson, Sarah & Gabriel	Lawncare Application	$ 107.00	$ 79.00	8064 Sq Ft	10:59 AM	11:23 AM	Y/Y	00:24
8	7214442	Strickland, Scotti	Tree/Shrub Service	$ 52.00	$ 92.00	1000 Sq Ft	11:43 AM	12:28 PM	N/Y	00:45
9	306847	Nana, Gita	Lawncare Application	$ 100.00	$ 70.00	7000 Sq Ft	12:30 PM	12:32 PM	Y/Y	00:02
10	7552788	Galuski, Christopher	Lawncare Application	$ 75.00	$ 60.00	5357 Sq Ft	12:37 PM	12:54 PM	Y/Y	00:17
11	7243984	Vigil, Dolores	Lawncare Application	$ 84.00	$ 66.50	5400 Sq Ft	12:58 PM	01:13 PM	Y/Y	00:15
12	7755668	Russel, Amy	Tree/Shrub Service	$ 54.00	$ 105.00	3300 Sq Ft	01:18 PM	01:31 PM	N/N	00:13
13	301714	Fleishman, Sandy	Lawncare Application	$ 110.00	$ 88.00	8300 Sq Ft	01:38 PM	01:56 PM	Y/Y	00:18
14	6888084	McDowell, Brian	Lawncare Application	$ 86.00	$ 77.00	5100 Sq Ft	02:01 PM	02:20 PM	Y/Y	00:19
15	7058704	Howard, Frank	Tree/Shrub Service	$ 34.00	$ 69.00	1200 Sq Ft	02:24 PM	02:35 PM	Y/Y	00:11
16	7214669	Layton, Sarah	Tree/Shrub Service	$ 65.00	$ 79.00	2300 Sq Ft	02:40 PM	02:56 PM	Y/Y	00:16
17	6658548	Andrea Bohr	Lawncare Application	$ 73.00	$ 73.00	6850 Sq Ft	03:20 PM	03:42 PM	Y/Y	00:22
18	5320549	Hufstetler, Marcy	Landscape Application	$ 106.00	$ 106.00	6007 Sq Ft	03:46 PM	04:14 PM	Y/Y	00:28
			Total:	$ 1474.00	$ 1520.50	97525 Sq Ft				06:04

*GPS Codes (Start/Stop) S/-No Site GPS, Y-Inside GPS Fence, N-Outside Fence, 0-GPS Unavailable

Hours Worked

	From	To		
Work	07:35 AM	05:19 PM		09:44
			Total	09:44

Collections

Checks $_____
Cash $_____
Total $_____

Mileage

Ending _____
Beginning _____
Total _____
Vehicle # _____

Breaks and Lunch

	From	To	
Lunch	11:25 AM	11:43 AM	00:18
Break	09:58 AM	10:01 AM	00:03
Break	03:06 PM	03:18 PM	00:12
		Total	00:33

Total Hours Worked 09:11

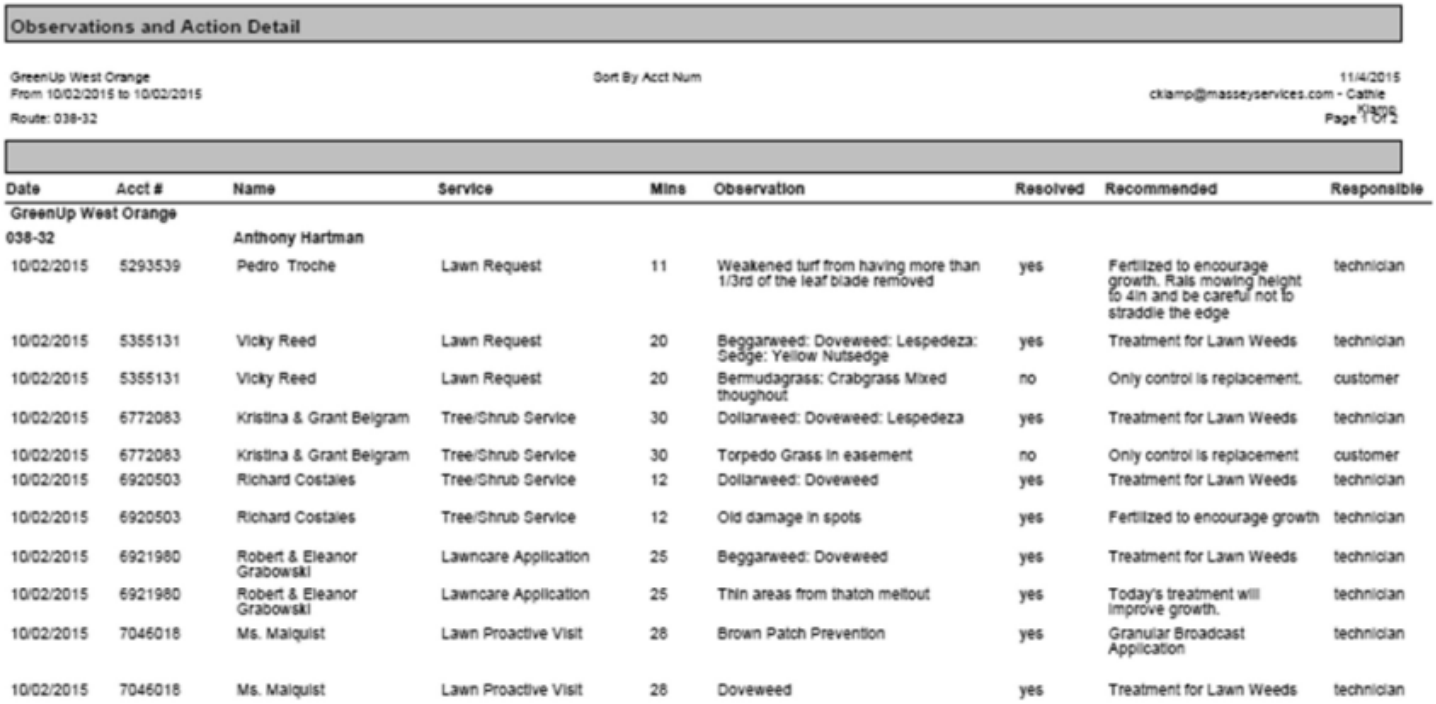
Material Usages for Regular Services

Name	Quantity	SQ Ft		Material Cost	Cost Per 1000 SQ
12-2-14 shrub mix	137 lbs	19523 Sq Ft		$ 2.88	$ 0.15
20-0-6 Atrazine	310 lbs	84009 Sq Ft		$ 99.20	$ 1.18
Auguzine (Atrazine)	18.9 oz	75709 Sq Ft		$ 0.95	$ 0.01
Pillar G	3 lbs	2100 Sq Ft		$ 3.84	$ 1.83
Slurry--SBM2 Broadleaf Weed Ctrl	12.6 oz	75709 Sq Ft		$ 0.56	$ 0.01
Talstar Professional oz	1 oz	2100 Sq Ft		$ 0.30	$ 0.14
			Total:	$ 107.73	$ 3.32

I certify the above to be a true and accurate record of my time and my operation for the period shown. I understand it is my responsibility to record all hours worked accurately, correctly and without exception. I understand that Massey Services is relying on my record of hours worked for compliance with the Fair Labor Standards Act. In Addition, I have not been involved in nor witnessed an accident for this same period.

Dashboard Report 2 - PRE-POSTING Observations and Action Detail

- This report will display all of the Observations and Actions your Specialist entered on accounts for that day. Observations and Actions are required for all services to properly show the value of the service we are providing our customers.
- Ensure that the Observations and Actions list all reasons or goals of the application as well as the method of application. This information is necessary to show the value of the service we provide.
- A separate "Landscape Inspection Graph" is required when localized damage of any kind to turf or ornamental shrubbery is present. It is also necessary when "control" for insects or disease is provided and damage is present. Verify that a graph of that properly has been completed.



Observations and Action Detail

GreenUp West Orange
From 10/02/2015 to 10/02/2015
Route: 038-32

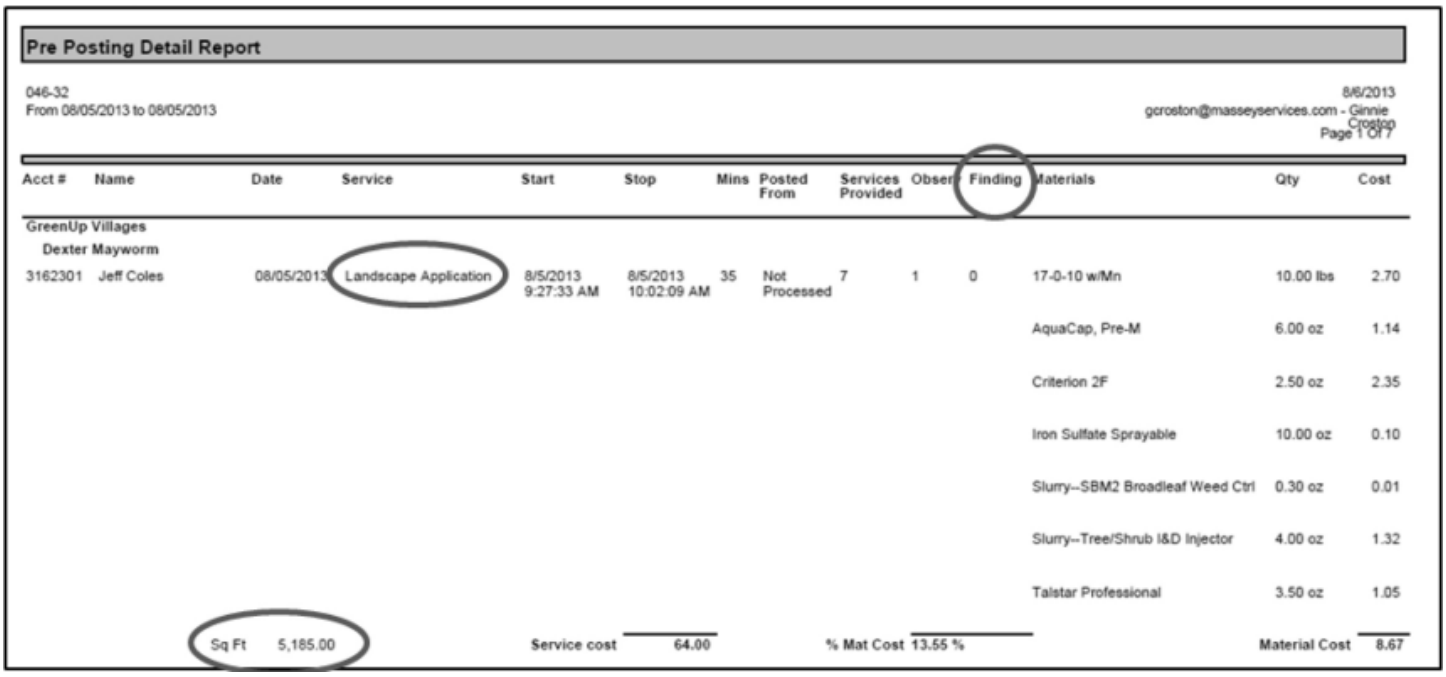
Sort By Acct Num

11/4/2015
cklamp@masseyservices.com - Cathie Klamp
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Date	Acct #	Name	Service	Mins	Observation	Resolved	Recommended	Responsible
GreenUp West Orange								
038-32		Anthony Hartman						
10/02/2015	5293539	Pedro Troche	Lawn Request	11	Weakened turf from having more than 1/3rd of the leaf blade removed	yes	Fertilized to encourage growth. Rais mowing height to 4in and be careful not to straddle the edge	technician
10/02/2015	5355131	Vicky Reed	Lawn Request	20	Beggarweed: Doveweed: Lespedeza: Sedge: Yellow Nutsedge	yes	Treatment for Lawn Weeds	technician
10/02/2015	5355131	Vicky Reed	Lawn Request	20	Bermudagrass: Crabgrass Mixed thoughout	no	Only control is replacement.	customer
10/02/2015	6772083	Kristina & Grant Belgram	Tree/Shrub Service	30	Dollarweed: Doveweed: Lespedeza	yes	Treatment for Lawn Weeds	technician
10/02/2015	6772083	Kristina & Grant Belgram	Tree/Shrub Service	30	Torpedo Grass in easement	no	Only control is replacement	customer
10/02/2015	6920503	Richard Costales	Tree/Shrub Service	12	Dollarweed: Doveweed	yes	Treatment for Lawn Weeds	technician
10/02/2015	6920503	Richard Costales	Tree/Shrub Service	12	Old damage in spots	yes	Fertilized to encourage growth	technician
10/02/2015	6921980	Robert & Eleanor Grabowski	Lawncare Application	25	Beggarweed: Doveweed	yes	Treatment for Lawn Weeds	technician
10/02/2015	6921980	Robert & Eleanor Grabowski	Lawncare Application	25	Thin areas from thatch meltout	yes	Today's treatment will improve growth.	technician
10/02/2015	7046018	Ms. Malquist	Lawn Proactive Visit	28	Brown Patch Prevention	yes	Granular Broadcast Application	technician
10/02/2015	7046018	Ms. Malquist	Lawn Proactive Visit	28	Doveweed	yes	Treatment for Lawn Weeds	technician

Dashboard Report 3 - PRE-POSTING Detail Report

- On the Pre Posting Detail Report, verify the materials and amounts used are proper for the type of service and the square footage of the lawn or shrubs.
- Also verify that the Findings are being entered for all Proactive/Requests completed for the day. When findings have been entered, there will be a count in the Findings column.
- If localized damage of any kind to turf or ornamental shrubbery is present, or when "Control" for insects or disease is provided and damage is present, a separate "Landscape Inspection Graph" is required.



Pre Posting Detail Report

046-32
From 08/05/2013 to 08/05/2013

8/6/2013
gcroston@masseyservices.com - Ginnie Croston
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Acct #	Name	Date	Service	Start	Stop	Mins	Posted From	Services Provided	Observ	Finding	Materials	Qty	Cost
GreenUp Villages													
Dexter Mayworm													
3162301	Jeff Coles	08/05/2013	Landscape Application	8/5/2013 9:27:33 AM	8/5/2013 10:02:09 AM	35	Not Processed	7	1	0	17-0-10 w/Mn	10.00 lbs	2.70
											AquaCap, Pre-M	6.00 oz	1.14
											Criterion 2F	2.50 oz	2.35
											Iron Sulfate Sprayable	10.00 oz	0.10
											Slurry--SBM2 Broadleaf Weed Ctrl	0.30 oz	0.01
											Slurry--Tree/Shrub I&D Injector	4.00 oz	1.32
											Talstar Professional	3.50 oz	1.05
		Sq Ft	5,185.00	Service cost	64.00		% Mat Cost	13.55 %				Material Cost	8.67

GreenUP Daily Check In Sheet & GreenuUP Daily M&S Sheet

GreenUP Daily Check-in Sheet

Specialist's Name: Steve Dotruck

Production $: 1465 Tax Rate %:

Shrub delivery system: Tanker: Injector:

Specialist's Signature:

Manager's Signature:

Enter the Square Footage Treated by Grass Type and Service Type

	Regular Service	Initial Service
St. Augustine	6018 3	
Zoysia		
Zoysia (The Villages)		
Bahia		
Bermuda		
Centipede		
Hawaiian (Hey Turf Type)	265	
Treeshrub		

Primary Programs Items	Ending Truck Inventory	Unit of Measure
17-0-10 +MN - St. Augustine and Zoysia Regular Customers and Bahia New and Regular Customers (All Service Centers not in Nitrogen Blackout Areas)		lbs
14-0-14 Straight Zoysia New Customers (All Service Centers not in Nitrogen Blackout Area, except The Villages)		lbs
14-0-14 Straight Zoysia New Customers (The Villages)		lbs
Iron Builder - St. Augustine and Zoysia Regular Customers and Bahia New and Regular Customers and All Grass Types, New and Regular Customers in Nitrogen Blackout Areas		oz
0-0-62 Shorts and Regular Customers all grass types (Nitrogen Blackout Areas only)		lbs
Tecmangam - All Grass Types New and Regular Customers (Nitrogen Blackout Areas Only)		oz
20-0-8 + 1.15 % Atrazine - New St. Augustine customers (Not in Nitrogen Blackout Areas)	50	lbs
True-Fully FE MN - Zoysia Regular Customers (The Villages Only)		oz
20-0-8 + Pendimethalin - Centipede New and Regular Customers (All Service Centers not in Nitrogen Blackout Areas)		lbs
20-0-8 + Pendimethalin - Bermuda Regular Customers (All Service Centers not in Nitrogen Blackout Areas)		lbs
0-0-20 Straight -Annual and New Applications (All Service Centers)		lbs
0-0-20 (not in Nitrogen Blackout Areas)		lbs
SBM2 Slurry - St. Augustine Only (All Service Centers)	24	oz
Augustine - St. Augustine Only if Dyvelenpep is present.	18	oz
Arena Drop/tank Slurry - St. Augustine, Zoysia, Bahia and Bermuda New Customers (All Service Centers)		oz
Imidacloprid/Bifenthrin Drop/tank Slurry St. Augustine and Zoysia Regular Customers (All Service Centers)		oz
Resolute Pre-Emergence Herbicide - St. Augustine, Zoysia and Bahia Regular Customers and all Regular Customers in Nitrogen Blackout Areas.		oz
Arena Spot Treat Slurry St. Augustine (All Service Centers)		oz
Cross Check - Centipedegrass New Customers (All Service Centers)		oz
Cross Check - Spot Treat Insects (All Service Centers)		oz

Trimec Bentgrass Formula (Zoysia, Bermuda, Bahia, Centipede) after the Speed Zone is used up.		oz
Drive XLR8 (Zoysia and Bermuda Only) All Service Centers		oz
Methylated Seed Oil		oz
Sedge Hammer		oz
Acelepryn Slurry (Chinch Lawn Caterpillars)		oz
Advion Mole Cricket Bait Zoysia, Bahia and Bermuda Spot Treat (All Service Centers)		lbs
Bellowydin/Segment (Centipede Only)		oz
Trenssen Fungicide		oz
0-0-20 New Customers (Nitrogen Blackout Service Centers)		lbs
0-0-20 Regular Customers (Nitrogen Blackout Service Centers)		lbs
12-2-14 New Customers (All Service Centers Except Nitrogen Blackout)		lbs
12-2-14 Regular Customers (All Service Centers Except Nitrogen Blackout)	65	lbs
Shrub I&D Drop/tank Slurry	26	oz
Shrub I&D Injector Slurry		oz
Acelepryn Slurry (Chinch Caterpillars)		oz
Bayleton (Severe Leaf Spot)		oz
Horticultural Oil		oz
Safari (Armored Scale)		oz
Forbid 6LFRFY (Severe Spider Mites)		oz
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GreenUP Daily M&S Sheet

Specialist's Name: Route 31 Andy Orton | | Enter a 1 in this box if the ending inventory of all items for this day is the same as the beginning.

Production $: 1367 | Tax Rate %: 6.5% | Date: 9/11/2015

Shrub delivery system: Tanker: 1 | Injector: 0 | Type a 1 into the appropriate box for Tanker or Injector

Enter the Square Footage for Your Geographical Location

	Southern		Nitrogen Blackout Area		Central		Northern		Tallahassee/Baton Rouge	
	Regular Service	Initial Service	Regular Service	Initial Service	Regular Service	Initial Service	Regular Service	Initial Service	Regular Service	Initial Service
St. Augustine					29774					
Zoysia										
Zoysia (The Villages)										
Bahia										
Bermuda										
Centipede										
Aeration (Any Turf Type)										
Tree/shrub					15613					

Lawn	Beginning Truck Inventory	Unit of Measure	Daily Issuance	Ending Truck Inventory	Usage	Cost per Unit	Usage Cost	Use Rate Per 1000 Sq. Ft.	Use Factor	Product By Program	Product Cost by Program	Product Usage Variance (+/-)	Total % Variance (+/-)	Dollar Variance	Explain All Variances
Primary Program Items															
17-0-10 +MN - St. Augustine New and Regular Customers (All Service Centers not in Nitrogen Blackout Area)	78.0	lbs		78.0	0	$0.28	$0.00	3	1	89.32	$25.01	-89.32	-100%	($25.01)	
14-0-14 + Pendimethalin Zoysia New and Regular Customers (All Service Centers not in Nitrogen Blackout Area, except The Villages,)	0.0	lbs		0.0	0	$0.44	$0.00	5	1	0.00	$0.00	0.00	0%	$0.00	
14-2-14 +Pendimethalin Zoysia New and Regular Customers (The Villages)	50.0	lbs		50.0	0	$0.43	$0.00	5	1	0.00	$0.00	0.00	0%	$0.00	
Iron Sulfate - St. Augustine New and Regular Customers and All Grass Types, New and Regular Customers in Nitrogen Blackout Areas	417.0	oz		367.0	50	$0.02	$1.00	2	1	59.55	$1.19	-9.55	-16%	($0.19)	
0-0-62 Starts and Regular Customers all grass types (Nitrogen Blackout Areas only)	0.0	lbs		0.0	0	$0.27	$0.00	0.3	1	0.00	$0.00	0.00	0%	$0.00	
Teomangam - All Grass Types New and Regular Customers (Nitrogen Blackout Areas Only)	0.0	oz		0.0	0	$0.04	$0.00	1	1	0.00	$0.00	0.00	0%	$0.00	
True-Fully FE MN - Centipede Regular Customers (All Service Centers)	320.0	oz		320.0	0	$0.14	$0.00	3	1	0.00	$0.00	0.00	0%	$0.00	
20-0-6 + Pendimethalin - Bahia New and Regular Customers and Centipede New Customers (All Service Centers not in Nitrogen Blackout Areas)	0.0	lbs		0.0	0	$0.38	$0.00	4	1	0.00	$0.00	0.00	0%	$0.00	
20-0-6 + Pendimethalin - Bermuda New and Regular Customers (All Service Centers not in Nitrogen Blackout Areas)	0.0	lbs		0.0	0	$0.38	$0.00	5	1	0.00	$0.00	0.00	0%	$0.00	
0-0-20 Straight -Annual and New Aerations (All Service Centers)	0.0	lbs		0.0	0	$0.20	$0.00	4	1	0.00	$0.00	0.00	0%	$0.00	
5-0-30 (not in Nitrogen Blackout Areas)	0.0	lbs		0.0	0	$0.32	$0.00	5	0.02	2.96	$0.96	-2.96	-100%	($0.96)	

Take the ending inventory from the Team Member's GreenUP Daily Check-In Sheet and enter it into the GreenUP Daily M&S sheet. Using the Technician Summary Report to identify the square footage of the types of service, Regular and Service Calls vs Initial, enter these totals into the spreadsheet. Any large variances should be investigated and explained in the area provided.

Graphs

A separate "Landscape Inspection Graph" is required when localized damage of any kind to turf or ornamental shrubbery is present. It is also required when "Control" for insects or disease is provided, and damage is present. These graphs should be reviewed at the same time as the Pre-Posting Detail Report and the Pre-Posting Observations and Action Report.

MASSEY
GreenUP Landscape Services

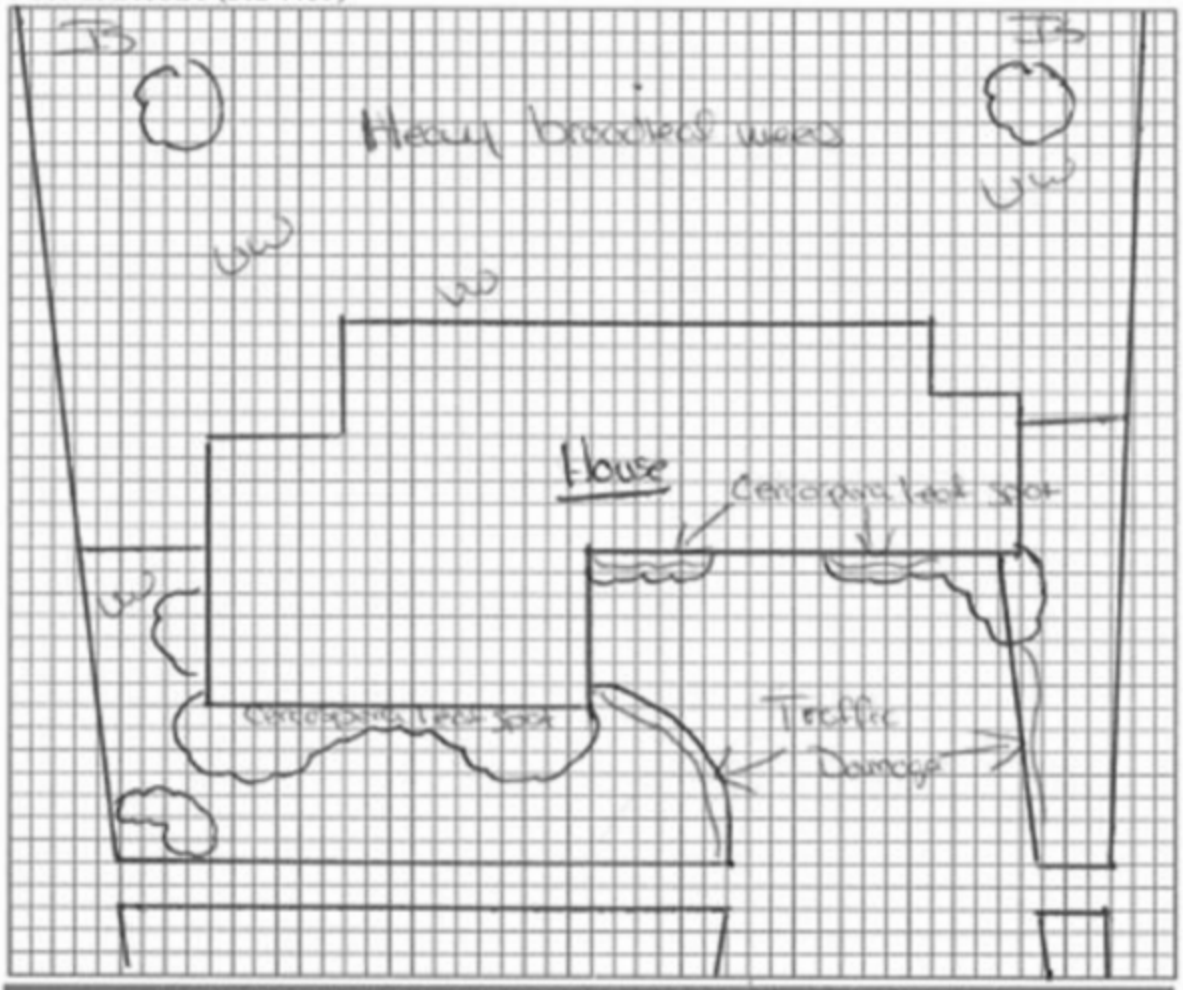
customercare@MasseyServices.com
MasseyServices.com
1-888-2MASSEY (262-7739)

Landscape Inspection Graph

Date: 10/16/15

Specialist: Anthony Hartman

Customer Name: Eliot Lane



AREAS OF CONCERN IN YOUR LANDSCAPE

Our goal is to make your landscape the envy of the neighborhood!
However, we need your assistance with the following: (See graph for specifics).

- ☐ Dry areas/Drought (D)
- ☐ Uncontrollable weeds (UW)
- ☐ Broken sprinkler heads (SH)
- ☐ Excessive moisture (EM)
- ☐ Excessive sunlight (ES)
- ☑ Inadequate sunlight (IS)
- ☑ Controllable Weeds (CW)
- ☐ Increase mowing height (MH)
- ☐ Traffic Damage (TD)
- ☐ Sharpen mower blade (MB)
- ☐ Change mowing patterns (MP)
- ☐ Change pruning practices (PP)
- ☐ Insect damage (ID) _____
- ☐ Disease Active (DA) _____

CONTACT US FOR THESE RECOMMENDED SERVICES:

Irrigation Maintenance/Repair

- ☐ Cleaning and adjustment of heads (CAH)
- ☐ Repair to damaged heads (DH)
- ☐ Repair to connecting pipes (CP)
- ☐ Install rain sensor (RS)

Renovation Services

- ☐ Sod replacement needed (SOD)
- ☐ New plants needed (NP)
- ☐ Uncontrollable weed removal (WR)
- ☐ Add/Update shrub beds (SB)

MS-053 (02/15)

- When all reports have been verified, combine all of the listed reports from page 1. Verify that required signatures have been obtained. Combine all the reports together into an individual packet and notify the Office Manager to process the batch.
- Print out the previous business day's Technician Summary Report and have the Specialist sign. This copy will have the proper time out from the previous day. Give this copy to the Office Manager. The Office Manager must attach this copy to the previous day's packet.
- Print the Assigned Daily Worksheet at this time so your Specialist can begin calling their customers scheduled for the next day.
- If you are borrowing a Specialist that normally works in another Service Center, after the Specialist clocks out for the day, reprint their Technician Summary Report, scan and email it to their home Service Center. After the other Service Center obtains the Specialist's signature, this must be emailed back to you and attached to the work packet.
- Team Members may be sent to another Service Center to help complete production. When this occurs, enter a helpdesk to Handhelds listing the name of the Team Member, and the office they will be working in. This will ensure that, when they arrive, work will be able to be assigned through the handheld. The Team Member should bring their handheld with them to the other Service Center.

Downloads

Embedded media: https://milo.masseyservices.com/wp-content/uploads/2025/09/SPP406A-Lawn-Check-In-Procedure-Mobile-Version-DRAFT.pdf

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