

GROUNDS MAINTENANCE (MOWING) PUNCH LIST

Property: _____
 AMP: _____
 Address: _____
 PO # _____ (Do Not Begin Work without a Purchase Order)
 CMHA Contact: _____ Phone: _____ Cell: _____
 Property Manager: _____

ATTENTION: ALL MOWING SCHEDULES MUST BE APPROVED BY THE PROPERTY MANAGER AND CANNOT BE CHANGED WITHOUT PERMISSION OF THE PROPERTY MANAGER.

IF CONTRACTOR IS UNABLE TO MAKE THE SCHEDULED SERVICE, CONTRACTOR SHALL NOTIFY THE PROPERTY MANAGER WITH A FOLLOW-UP DATE WITHIN 12-24 HOURS. FAILURE FOR NOTIFICATION MAY RESULT IN DELAY OF PAYMENTS AND/OR TERMINATION.

OK-Vendor	OK-PM	Description	RFP Citation	Comments
		ROUTINE GROUNDS MAINTENANCE (MOWING)		
		REMOVE GARBAGE, DEBRIS, ETC. FROM ALL TRAFFICKED AREAS INCLUDING LAWN, LANDSCAPE BEDS, PATHWAYS, DRIVEWAYS.	1.6.3	
		The mowing shall be performed based on the growth rate of the grass and not more than one fourth of the total leaf height may be removed. All grass areas will be mowed in a linear manner to a uniform leaf height of three (3) inches and grass shall be mowed before the total leaf height exceeds four (4) inches.	1.2.1	
		Remove weeds and grass from foundations, adjacent to pavement and curbs, and cracks in pavement. Then spray with Round Up (or its equivalent). Application shall not exceed 3" from the foundation walls or curbs.	1.2.1.2	
		After the site mowing is completed, grass clippings shall be distributed evenly on the mowed area and clumps/bunches of mowed grass are to be raked and immediately removed from the mowed area.	1.2.3	
		The contractor will assure all grass-discharges are away from central A/C units, the perimeter of all buildings, sidewalks, flower beds, landscaped/mulched areas and vehicles.	1.2.5	
		Trimming (Weed Eating) shall be completed in accordance with each mowing that occurs and include the perimeter of all buildings, sidewalks, foundations, fence lines, and flower/landscape beds.	1.2.6	
		Immediately upon the completion of the area mowed and trimmed, patios, sidewalks and driveways will be blown clear of all grass clippings. This means you will not wait until the end of the day to blow off areas that were mowed.	1.2.7	
		Edging- Edging is defined as being performed by a mechanical means and/or device and should not be confused with Trimming (Weed Eating) as noted in Section 2.2.6. Chemical edging is forbidden. All flower/landscape beds, sidewalks, driveways, curbs and other paved areas shall be edged in accordance with the following property descriptions: • Scattered Sites and CMHA Campus – 2 times per month • High Rises – 1 time per month • Family Developments and Lots - twice during the total mowing season. The first edging shall be completed by the second Monday in June, 2015 and the second edging shall be completed by the second Monday in September, 2015.	1.2.9, 1.2.9.1	

Contractor's Quality Control Certification

The grounds/facilities maintenance services provided for the property named above have been completed to the specifications and standards as prescribed in our proposal and the scope of work provided by CMHA (included with Solicitation 2023-1002). I have provided quality control oversight and certify that the property meets the conditions of the Quality Control Plan submitted with our proposal. The complete scope of work and all line items have been inspected by the CONTRACTOR's Representative and are ready for CMHA staff inspection.

CONTRACTOR AUTHORIZED SIGNATURE: _____

(Emailing form to Property Manager is acceptable.)

DATE: _____ TIME: _____

NAME/TITLE/COMPANY _____

PROPERTY MANAGER'S CERTIFICATION THAT THE SERVICE HAS BEEN INSPECTED AND IS APPROVED

PROPERTY MANAGER SIGNATURE: _____

DATE: _____ TIME: _____

UPLOAD INVOICE AND THIS FORM TO YARDI AFTER THE MANAGER HAS INSPECTED AND APPROVED YOUR WORK .

PROPERTY MANAGER (OR THEIR ALTERNATE) WILL EMAIL OR CALL YOU WHEN JOB IS APPROVED

CMHA RESERVES THE RIGHT TO SUSPEND SERVICES AND NOTIFY CONTRACTOR NOT TO MOW/SERVICE PROPERTIES (Section 1.6.8 of the RFP)

ATTENTION CONTRACTORS:

INVOICES MAY BE REDUCED BY 20% FOR FAILURE TO TRIM AND EDGE ALL GRASS; BY 30% FOR PARTIAL MOWING; BY 30% FOR FAILURE TO PICK UP ALL TRASH, LITTER AND DEBRIS; BY 20% FOR FAILURE TO COMPLY WITH ANY REQUIREMENT OF THE SCOPE OF WORK

(See Section 1.6.9 of the Scope of Work)