

# MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF BOSTON AND THE FRIENDS OF THE PUBLIC GARDEN



Martin J. Walsh , Mayor



**FRIENDS**  
OF THE  
**PUBLIC GARDEN**

**JANUARY 10, 2020**

## **MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (this “Agreement”) is between the **City of Boston, acting by and through its Parks and Recreation Department (BPRD)** and the **Friends of the Public Garden (FOPG)** to provide enhanced maintenance and operations for, and to improve the management of, the Public Garden, Boston Common and Commonwealth Avenue Mall (collectively the “Parks”, or each, individually, a “Park” as shown on Exhibit A) aimed at ensuring the high standards of excellence for the Parks.

### **Recitals**

WHEREAS, the Parks are signature parks for Boston requiring a high level of maintenance and management commensurate with their value and importance to the greater Boston area and are in need of long-range planning and funds for their future stability and development;

WHEREAS, FOPG was established in 1970 for the principal purpose of preserving and enhancing the Parks that serve all Bostonians, by (1) preserving the integrity of the Parks, (2) enriching their heritage and history for residents and visitors, (3) playing a vital role in the stewardship of the Parks, helping to transform them into premier parks;

WHEREAS, FOPG has been instrumental in raising money and coordinating efforts with BPRD bringing support to maintain and enhance the landscape and features of the Parks;

WHEREAS, FOPG is prepared to maintain its existing funding obligations and continue to provide at least its current level of operational support for the Parks;

WHEREAS, BPRD and FOPG (the “Parties,” or, individually, a “Party”) desire to assure that their coordinated partnership will continue to serve the best interest of the public; and

WHEREAS, the Parties wish to establish a process for cooperatively planning for the operations and maintenance of the Parks; and to authorize FOPG to conduct and/or oversee appropriate non-City funded work and activities for the benefit of the Parks.

NOW, THEREFORE, in furtherance of the foregoing, FOPG and BPRD do mutually agree as follows:

### **Agreement**

**Section 1. Transparent Governance.** The Parties agree to perform their partnership responsibilities through transparent governance and decision making.

**Section 2. Purpose, Goals, and Vision Statement.** The Parks are signature parks for Boston that attract hundreds of thousands of visitors every year. The Parties agree to collaborate on a new management strategy for these iconic Parks that leverages the skills, resources, and funding along with the Parks’ strong base of support to achieve a higher level of excellence for maintenance and operations. The goals for this Agreement and the partnership shall include accomplishing this purpose through the: (i) creation of a cooperative annual maintenance plan (the “Annual Plan”); (ii) creation of a short term (1-3 years) prioritized investment plan (the “Investment Plan”); and, (iii) completion of a master plan for Boston Common (the “Master Plan”). In connection with the above, the Parties adopt the following vision statement reflecting their respective objectives for their relationship:

- A strengthened/improved partnership with more collaboration, joint planning, and enhanced team work to support the preservation, management, and improvement of the Parks.
- A communication strategy that ensures true collaboration, transparency of operations, and a productive relationship.
- Standards of excellence for the Parks informed by research and joint planning.
- Coordinated work plans that become incorporated into each Party's team management that promote effectiveness of both Parties by clarifying tasks, roles, and responsibilities.

**Section 3. General Agreements: Role of Each Party in Working Relationship.** In general, BPRD is responsible for managing and operating the Parks and providing a core level of service, maintenance, and security for the Parks. In addition, BPRD will partner with FOPG in good faith and subject to the approval of the Commissioner (defined below) to: (i) complete the Master Plan not later than February 1, 2021; (ii) develop the Investment Plan for each Park not later than December 31, 2020 (subject to completion of the Master Plan and budget); (iii) create and enforce policy to oversee and manage special events; (iv) develop the Annual Plan not later than May 31 of each year for each next succeeding City of Boston fiscal year to guide operations, maintenance, management, and programs in each Park; and (v) identify ongoing challenges and opportunities for the Parks, reassessing and adjusting plans as needed, to maintain successful Parks.

In addition, the following is a list of agreements regarding the basic roles of each Party in their working relationship which the Parties agree to use their best respective efforts to complete not later than the dates set forth in this Agreement:

A. BPRD shall maintain ownership and its authority to make all final decisions regarding the Parks.

B. The Parties shall annually jointly complete the Annual Plan (July 1-June 30) for the Parks that, without creating a legal obligation, sets forth and specifies projects, activities, maintenance tasks and budget, and that details roles and responsibilities for implementation and meeting budget goals, and includes a set of performance measures by which to assess success. The Annual Plan shall also include development of maintenance standards for ongoing stewardships of the Parks. The Parties shall implement the Annual Plan together, in good faith cooperation, consistent with this Agreement and with the future maintenance and master plans that may be required or developed for the Parks, and shall complete such plans.

C. The Parties shall work together to develop, not later than March 31, 2020, a communications plan for internal and external communications regarding their partnership and the Parks including guidance for signage and branding, marketing and social media, all subject to BPRD's procedures, ordinances, and policies as well as State and Federal law.

D. BPRD decisions regarding the Parks that arise from this Agreement shall be made by the Commissioner of Parks and Recreation or his/her designee (the "Commissioner"), and all such decisions shall be communicated in writing to FOPG.

E. BPRD hereby agrees to permit FOPG to access the Parks to exercise its rights and perform all of its commitments under this Agreement and all other activities that are reasonably necessary and appropriate in connection with the goals for the Parks and commitments under this Agreement, subject, however, to the conditions on access detailed in Exhibit B and to any other condition imposed by the Commissioner.

G. Project proposals and implementation plans for improvements, restoration and other initiatives in the Parks shall be prepared by either Party for review by both Parties and approval by the City for any project to be undertaken by FOPG.

H. BPRD shall have the right to oversee all work performed upon the Parks, including but not limited to maintenance, construction of capital improvements, landscaping, and other initiatives. FOPG shall not construct or make any capital improvements to the Parks without prior Parks approval, which approval may include terms and conditions incorporating any applicable law, City ordinance, or other requirement as Parks deems appropriate, including but not limited to, applicable public bid law, insurance and bonding requirements.

I. FOPG may operate donor and sponsor recognition programs in the Parks in an effort to encourage donors and sponsors for the Parks' continued care, maintenance, operation and programming, within the limits set by BPRD's regulations on naming and donor recognition in public parks, and with the approval of BPRD in each instance. With the written consent of the Commissioner, FOPG shall, from time to time, take responsibility to raise additional funding for the Parks and will oversee the use of the funds it raises making certain that the funds are used consistent with plans for the Parks and this Agreement.

J. Subject to paragraph H of this section, title to all of FOPG improvements for the Parks shall vest in BPRD upon completion of construction or installation.

**Section 4. City Responsibilities.** In addition to the responsibilities in this Agreement, the Parties acknowledge that this Agreement is based upon their joint understanding that BPRD will continue to:

A. Maintain the full range of existing commitments to the Parks, including basic maintenance, litter control, sanitation, garbage collection, cleaning of restrooms, security and utilities commitments.

B. Subject to appropriations, provide annual operational funding for the Parks at or greater than fiscal year 2018 budgeted levels, unless any reduction is part of a broader reduction of operational funding that is not concentrated on the Parks.

C. Provide maintenance of the Parks' infrastructure such that the management, operation and coordination of the Parks' activities are consistent with its design features and other guidelines; and maintain the full range of existing commitments to the Parks, including maintenance of the landscapes, park facilities, and preservation of the Parks' natural resources.

D. Provide visitor services and enforcement of Park regulations through the Park Rangers.

E. Provide police services for the Parks as determined by the Chief of Police or his or her designee in his or her sole discretion.

**Section 5. FOPG's Responsibilities.** In addition to the responsibilities listed above, the Parties acknowledge that this Agreement is based upon their joint understanding that FOPG shall have the following responsibilities, subject to available funding:

A. Actively pursue and engage in fundraising to support restoration, maintenance, general betterment of the Parks and any additional care or capital improvements needed for enhancing the



Parks. FOPG fundraising in the name of the Parks will support its mission of renewing, caring, and advocating for the Parks.

B. In addition to the BPRD's performance of basic maintenance, to the extent deemed reasonably appropriate by FOPG, provide additional basic and enhanced maintenance aimed at assuring that: (i) the Parks remain in a safe and attractive condition; and (ii) all capital improvements are adequately maintained to protect the investments made.

C. Serve as the major catalyst for interested parties to be involved with the Parks through advocacy, volunteer and/or fundraising activities and through working with FOPG Board of Directors.

D. Notify the Commissioner as soon as possible of discovering a safety, sanitary and/or maintenance issue that needs to be addressed in the Parks regardless of who needs to resolve the issue. BPRD agrees to use all good faith efforts to do the same.

E. Notify the Commissioner immediately upon learning of any emergency event regarding or arising in the Parks that involves the media, the police or fire departments or emergency medical services. BPRD agrees to use all good faith efforts to do the same.

F. Use all reasonable efforts to ensure that all funds committed by or to FOPG for use regarding the Parks are used effectively, efficiently and as intended.

#### **Section 6. Regular Meetings and Communications.**

A. The Commissioner and appropriate staff and FOPG staff shall meet a minimum of once a year during the Term of this Agreement to discuss the previous year's accomplishments against goals set by the partnership and to set goals and develop a work plan for the following year.

B. BPRD staff and FOPG staff shall meet regularly to assure implementation of the Annual Plan, including as needed, to provide training and guidance to their collective team.

C. The Parks Commissioner and FOPG shall jointly prepare an annual report deliverable during BPRD's budget process that details activities, financial reporting, and projects of the partnership in the past year.

**Section 7. Cooperation and Collaboration.** BPRD and FOPG both recognize that their mutual cooperation and collaboration are essential in all matters related to planning, design, development, programming and event planning, and management of the Parks. BPRD agrees to provide FOPG with the opportunity to participate, to the extent feasible, in planning exercises related to the Parks and adjoining areas including, but not limited to, proposed changes to BPRD's open space plan and zoning changes that will affect the Parks and adjoining areas. Both Parties further recognize the importance of completing and jointly implementing the Master Plan.

**Section 8. Term of Agreement.** The term of this Agreement (the "Term") will commence as of the date set forth on the signature page and will continue in effect for three years unless either Party withdraws because the Agreement becomes inconsistent with its institutional purposes or the public interest. Upon mutual agreement of the Parties, the Agreement may be renewed for two additional three-year terms.

## **Section 9. Authority and Representations.**

A. FOPG represents that it has the power to execute, deliver and carry out the terms and provisions of this Agreement applicable to it and has taken all necessary action to authorize the execution, delivery and performance of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of FOPG, subject, however, to the availability of funding.

B. BPRD represents that it has the power to execute, deliver and carry out the terms and provisions applicable to it and has taken all necessary action to authorize the execution, delivery and performance of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of BPRD.

C. This Agreement, which includes the Exhibits that are attached to and made a part of this Agreement, contains all of the written agreements that are in place between the Parties, and expresses the entire understanding between the Parties with respect to the provisions herein. All prior communications, written or oral, concerning this matter are merged in and replaced with this Agreement. This Agreement may only be amended by a further agreement in writing signed by all of the Parties.

D. This Agreement shall be binding upon the heirs, personal representatives, successors, and permitted assigns of the Parties and the rights and privileges of the Parties shall benefit their respective successors and assigns. This Agreement may only be assigned by a Party with the prior written approval of the other Party.

**Section 10. Dispute Resolution.** If unanticipated issues arise with respect to this proposed Agreement or their relationship, the Parties agree to promptly in good faith discuss them and seek resolution.

**Section 11. Notices.** All notices and other communications to be given pursuant to this Agreement shall be given in writing and delivered personally, by first-class mail or by electronic e-mail to the appropriate party at the address or e-mail address set forth below.

If to BPRD:      City of Boston  
Parks and Recreation Department  
1010 Massachusetts Avenue, 3rd Floor  
Boston, MA 02118  
Attention: Commissioner

And:              City of Boston Law Department  
City Hall, Room 615  
Boston, MA 02201  
Attention: Corporation Counsel

If to FOPG:      Friends of the Public Garden  
69 Beacon St  
Boston, MA 02108  
Attention: Executive Director

**Section 13. General Provisions.**

A. This Agreement shall be interpreted under the laws of the Commonwealth of Massachusetts.

B. FOPG shall act solely as an independent contractor with respect to this Agreement. The relationship between the Parties shall in no way be construed to create a joint venture or partnership, or to constitute either Party as an agent of the other for any purposes other than as set forth in this Agreement.

C. BPRD shall be responsible for any claim, damage, loss or expense arising from the Parks that is attributable to intentional or negligent acts, errors, or omissions by BPRD, its consultants/contractors or their officers, agents or employees. FOPG shall be responsible for any claim, damage, loss or expense arising from the Parks that is attributable to intentional or negligent acts, errors or omissions by FOPG, its consultants/contractors or their officers, agents or employees.

D. Any personnel employed by or volunteering on behalf of FOPG shall be deemed employees or volunteers respectively of FOPG, and shall not be deemed employees or volunteers of BPRD. FOPG shall be responsible for the supervision, management and control of such employees and volunteers and any payroll, taxation or other employment obligation incident to their work. Any personnel employed by or volunteering on behalf of BPRD shall be deemed employees or volunteers respectively of BPRD, and shall not be deemed employees or volunteers of FOPG.

The undersigned Parties agree that the provisions of this Agreement shall be binding on them.

*[Signatures on following page]*

Dated: January 10, 2020

**THE FRIENDS OF THE PUBLIC GARDEN**

By: Leslie Singleton Adam  
Leslie Singleton Adam, Board Chair

By: Elizabeth Vizza  
Elizabeth Vizza, Executive Director

**CITY OF BOSTON**

By: Martin J. Walsh  
Martin J. Walsh, Mayor

By: Ryan Woods  
Ryan Woods, Parks Commissioner

Attest: Margaret Scenero  
City Clerk

**List of Exhibits:**

- A. Map of the Parks
- B. Conditions on Access
- C. Art Conservation Revocable Permit of 2019
- D. Art Conservation Permit Agreement
- E. Operations Manual



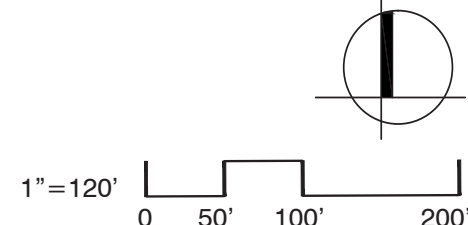
**EXHIBIT A**  
**Map of the Parks**

See following pages





**BOSTON COMMON AND PUBLIC GARDEN**  
**EXISTING SITE CONDITIONS**







COMMONWEALTH AVENUE MALL  
EXISTING SITE CONDITIONS

1"=100'  
0 50' 100' 200'



**EXHIBIT B**  
**Conditions On Access**

Pursuant to section 3.E of the Agreement pertaining to the Public Garden, Boston Common and Commonwealth Avenue Mall (collectively the “Parks,” or each, individually, a “Park”) of which this Exhibit is a part, the Boston Parks and Recreation Department (BPRD) permits the Friends of the Public Garden (FOPG) to access the Parks for the purposes of:

- (a) performing all of FOPG’s rights and obligations under the Agreement; and
- (b) all other activities that are reasonably necessary and appropriate in connection with the goals for the Parks and obligations under the Agreement.

All such access shall be subject to the following conditions:

1. FOPG shall notify BPRD prior to making entry onto any Park (each, an “Entry”) in connection with complying with its rights and obligations under the Agreement (collectively, the “Work”). The Parties confirm that no such notification shall be required for FOPG’s access to the Parks for other purposes unrelated to its rights and obligations under the Agreement.
2. Such notice shall be provided not less than 48 hours in advance of entry onto the Parks, and shall state the time of commencement and the expected duration of the Work. A single notice shall suffice for Work of the same nature which will occur on consecutive business days over a continuous period of time, provided that BPRD shall be notified regularly as to the progress of Work and the expected date of completion. BPRD may deny any notified Entry, or seek modification of the same, by written notification delivered to FOPG within 48 hours of receipt of the notice of Entry.
3. FOPG shall comply, and shall cause FOPG’s employees, consultants, contractors and agents (collectively, “FOPG’s Agents”) to comply, with all federal and state laws, rules, regulations, ordinances, or requirements which may be applicable to the Work. As used in this Exhibit, FOPG shall be deemed to include FOPG’s Agents.
4. Access to the Parks may be by foot or vehicle, including construction trucks and/or heavy equipment typical of construction projects as the Work requires. Any access in or over the Parks including any type of equipment or vehicle must be pre-approved by BPRD and will be subject to an access management plan with respect to the equipment and/or vehicle. Such approval may be granted on an ongoing basis for a particular vehicle type and use.
5. To the extent that the Work involves more than pedestrian access, FOPG shall so inform BPRD, which may impose conditions in addition to those set forth herein in its reasonable discretion.
6. No use may be made of the Parks which interferes with the existing use of the Parks by those entitled to use the Parks.
7. BPRD representatives shall have the right to be present and observe first-hand all Work conducted by FOPG on the Parks.
8. Following use of the Parks, FOPG shall ensure that the Parks are restored as practicably as possible to the condition prior to the initiation of the Work.
9. FOPG shall work in harmony with any activity or capital improvements project, licensed event that BPRD may permit in the Parks.



10. FOPG shall, and shall cause FOPG's Agents to, indemnify and hold harmless BPRD against any and all liability which BPRD may sustain, incur or be required to pay arising out of or in connection with the performance of the Work by reason of any action or inaction of FOPG or FOPG's Agent, provided that any entity against which the indemnity is sought be enforced is afforded an opportunity to participate in the defense of such claim.
11. All Work performed pursuant to this Agreement shall be completed by qualified engineers and consultants who shall carry and maintain workmen's compensation and comprehensive public liability insurance policies in the following amounts:

	Bodily Injury	Property Damage
General Liability	\$1,000,000/person \$1,000,000/accident	\$1,000,000/occurrence \$1,000,000/aggregate
Automobile Liability	\$1,000,000/person \$1,000,000/accident	\$1,000,000/occurrence \$1,000,000/aggregate

FOPG shall provide BPRD with Certificates of insurance demonstrating such coverage prior to entry onto the Parks.

12. For purposes of each entry, FOPG shall designate an authorized representative to coordinate with BPRD in every respect.
13. Definitions used in this exhibit and not specifically defined shall have the meaning ascribed to them in the Agreement.

[END OF EXHIBIT]

**EXHIBIT C**

**ART CONSERVATION REVOCABLE PERMIT**  
**(Boston Common, Public Garden, Commonwealth Avenue Mall)**

THIS ART CONSERVATION REVOCABLE PERMIT AGREEMENT is made as of this 29<sup>th</sup> day of October, 2019 by and between the CITY OF BOSTON, acting by and through its Parks and Recreation Department (hereinafter the "Department" or "Permitter"), and Friends of the Public Garden, 69 Beacon St, Boston, MA 02108 (hereinafter referred to as "FOPG" or the "Permittee").

WHEREAS, the Department is the owner of property known as Boston Common, Public Garden and Commonwealth Avenue Mall, located in the Central Boston neighborhood of Boston, Massachusetts (hereinafter designated the "Park,");

WHEREAS, the Permittee desires access to the Park and permission to perform art conservation work on certain public works of art located on Park property;

WHEREAS, the Friends of the Public Garden was established in 1970 for the principal purpose of preserving and enhancing the Parks that serve all Bostonians, by (1) preserving the integrity of the Parks, (2) enriching their heritage and history for residents and visitors, (3) playing a vital role in the stewardship of the Parks, helping to transform them into premier parks; and

WHEREAS, to enhance public benefit and to support stewardship of the Parks, the Permittee seeks to contribute art conservation work for various public works of art located on Park property.

NOW THEREFORE, in consideration of the promises and covenants hereinafter made, the Department and the Permittee agree as follows:

The Department agrees to grant the Permittee or their agent (the art conservators) a Revocable Permit ("Permit") to allow the Permittee to access the Parks and complete the scope of work attached as Appendix A, hereinafter referred to as "The Plan." The Plan may be amended by mutual written agreement from time to time to increase or decrease the scope of work. Under this Permit Agreement the Permittee shall comply with the requirements as set forth under this agreement which shall take precedence over any related or respective Permit requirements.

1. At least one week prior to commencing work at each statue as listed under the Plan, the Permittee shall obtain a Notice to Proceed (NTP) from the Department. However, the NTP shall not be issued until the Department has received the following documentation from the Permittee submitted in a timely manner and satisfactory to the Department: (a) a detailed plan of the work to be performed by a certified art conservator, (b) insurance certificate listing Boston Parks and Recreation as additional insured (c) Permittee's name and emergency contact information and (d) a damage deposit as detailed below.
2. The Permittee's schedule of work activity and construction operations shall not interfere with any maintenance, construction, permitted or programmed recreational activities at the Parks. Issuance of the NTP for work at any statue is at the discretion of the Department. If work is delayed or rescheduled by the Permittee a new request for a NTP must be made at least a week in advance.

3. The Permittee shall perform the approved work at the Permittee's sole cost and expense and inform itself of all surface and subsurface improvements at the Park and shall confirm the locations of all existing conditions prior to commencing construction
4. The Permittee shall repair and restore all ground surfaces and site improvements disturbed as a result of activities. All such repair and restoration shall be performed to the full satisfaction of the Department at Permittee's sole cost and expense. The Permittee shall not park or set up any equipment under the drip line of existing park trees.
5. Damage Deposit:
  - a. The Permittee has or will furnish to the Department a Damage Deposit as surety for completion of the work in accordance with the terms of this Agreement in the amount of THIRTY – FIVE THOUSAND (\$35,000) DOLLARS via certified check to the Boston Parks and Recreation Department, Fund for Parks and Recreation, prior to the start of any work as set forth under this Agreement.
  - b. Any unused portion of the Damage Deposit will be returned to the Permittee, but only after the Department is satisfied that all terms and conditions of this Permit Agreement have been met, and is satisfied with the condition of the Park and the permitted Area.
6. The site access granted pursuant to this Permit shall not be interpreted to grant the Permittee an easement, lease, tenancy at will, or any other property right.
7. Revocability: The Permit issued shall be effective as of the Agreement execution date noted below and shall continue unless terminated under one of the following conditions:
  - a. The Department determines that public necessity requires termination of the Permit. If terminated under this Section, the Department shall provide Notice to the Permittee, or
  - b. The Department makes a decision in its sole discretion or through mutual agreement with the Permittee, to terminate the Permit on a certain date.
8. Notice: Any notice required to be given under this Permit Agreement shall be in writing and delivered by hand, send by certified mail, return receipt requested, or emailed with a documentation of receipt, or sent by nationally recognized overnight courier service, and addressed as follows:

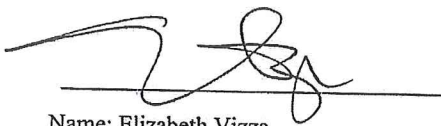
If to the Permittee:

Friends of the Public Garden  
69 Beacon St.  
Boston, MA 02108  
Attn: Elizabeth Vizza  
Title: Executive Director

And if to the Department:

City of Boston Parks and Recreation  
Department  
1010 Massachusetts Avenue  
Boston, MA 02118  
Attn: Commissioner

IN WITNESS WHEREOF, the Licensee and the Department have set their hand and seal to this Permit Agreement below. The Department signatory date shall establish the Execution date for this Permit.



Name: Elizabeth Vizza  
Title: Executive Director  
Friends of the Public Garden

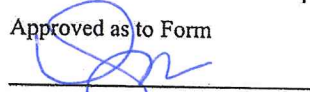
Date: Oct. 29, 2019



Ryan Woods  
Commissioner  
Boston Parks and Recreation Department

Date: Oct 29, 2019

Approved as to Form



Assistant Corporation Counsel

Date: 10/29/19



## EXHIBIT D

### ART CONSERVATION PERMIT AGREEMENT (Robert Gould Shaw & 54<sup>th</sup> Regiment Memorial, Boston Common)

THIS ART CONSERVATION PERMIT AGREEMENT is made as of this 23<sup>rd</sup> day of October, 2015 by and between the City of Boston, acting by and through its Parks and Recreation Department (hereinafter referred to as the "Department"), and Friends of the Public Garden, 69 Beacon Street, Boston, MA 02108 on behalf of itself as the City's partner in art conservation in the parks (hereinafter collectively referred to as the "Friends").

### RECITALS

WHEREAS, the Department is the owner of the Robert Gould Shaw & 54<sup>th</sup> Regiment Memorial located on property known as Boston Common in the Central Boston neighborhood of Boston, Massachusetts (hereinafter referred to as the "Memorial") and,

WHEREAS, the Friends desires access to the Memorial and permission to perform certain art conservation work on the Memorial, and

WHEREAS, the City of Boston has approved and permitted conservation and care of statues on the Boston Common and on other City parks by the Friends in the past.

NOW THEREFORE, in consideration of the promises and covenants hereinafter made, the Department and the Friends agree as follows:

The Department agrees to grant to the Friends a Revocable Permit ("Permit") to allow the Friends access to the Memorial to perform the following:

Ongoing care and maintenance of the Memorial and the surrounding balustrade and plaza ("Memorial Area"), including, without limitation, periodic cleaning and conservation maintenance and repairs; and also regular inspections to assess current conditions and maintenance needs of the Memorial, the balustrade and the surrounding plaza.

For all work performed under this Permit Agreement, the Friends shall comply with all City of Boston licensing requirements. In addition:

1. At least one week prior to commencing work under this Permit Agreement, the Friends shall obtain a Notice to Proceed (NTP) from the Department. The NTP shall not be issued until the Department has received from the Friends: (a) an insurance certificate listing the Department as an additional insured; and, (b) the name of the art conservator to be utilized, and its vehicle and emergency contact information. Once these requirements are met, the Department shall issue to the Friends a Notice to Proceed, within a reasonable time period.
2. The Friends' schedule of work activity and construction operations shall not unreasonably interfere with any maintenance, construction, or any permitted or programmed educational activities at the Memorial. Issuance of an NTP for work

to be performed under this Permit Agreement is at the sole discretion of the Department.

3. The Friends, with the cooperation of the Department, shall inform itself of all surface and subsurface conditions and improvements at the Memorial, and shall confirm the locations of all such existing conditions prior to commencing any work.
4. The Friends shall repair and restore all ground surfaces and site improvements disturbed as a result of its activities. All such repair and restoration shall be performed to the full satisfaction of the Department.
5. Damage Deposit:
  - a. The Friends has previously furnished to the Department a damage deposit in the amount of THIRTY FIVE THOUSAND DOLLARS (\$35,000) (hereinafter referred to as the "Damage Deposit"), which has been deposited in the Department's Fund for Parks and Recreation as surety for completion of other conservation and maintenance work the Friends has performed, and continues to perform, in the Boston Common, Public Garden, and Commonwealth Avenue Mall, which amount shall also serve as surety for completion of all work to be performed under this Permit Agreement.
  - b. Any unused portion of the Damage Deposit will be returned to the Friends as provided for under the terms of that agreement under which the Damage Deposit was originally required, but only after the Department is also satisfied with the condition of the Memorial and that all terms and conditions of this Permit Agreement have been met.
6. Term: This Permit Agreement and the Permit issued hereunder shall be effective as of the execution date hereof and shall continue in full force and effect for a term of seven (7) years. Upon expiration or termination of this Agreement, the Friends' obligations shall cease and the Department shall assume all responsibility for the continued maintenance and care of the Memorial at the sole cost and expense of the City.
7. Default and Right to Cure:
  - a. The Friends shall have fourteen (14) business days unless the parties agree to a longer period in writing from the date notice is received pursuant to Section 9 to cure a violation of any term of this Agreement.
8. Notice: Any notice required to be given under this Permit Agreement shall be in writing and delivered by hand, sent by certified mail, return receipt requested, e-mailed with documentation of receipt, or sent by nationally recognized overnight courier service, and addressed as follows:

If to the Friends:

Friends of the Public Garden  
69 Beacon Street



Boston, MA 02108  
Attn: Elizabeth Vizza  
Title: Executive Director

And if to the Department: City of Boston Parks and Recreation Department  
1010 Massachusetts Avenue  
Boston, MA 02118  
Attn: Commissioner

9. Insurance:

- a. *Liability Insurance:* The Friends or its contractor shall maintain general liability insurance in the amount of ONE MILLION (\$1,000,000.00) DOLLARS.
- b. *Property Damage Insurance:* The Friends or its contractor shall maintain property damage insurance in the amount of FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS.
- c. All insurance policies shall name the City of Boston and the City of Boston Parks Department as an additional insured on all such policies. All certificates of insurance shall be issued by an insurance company qualified to do business in the Commonwealth of Massachusetts. The Department shall at all times comply with the requirements under all such policies, and the Department's failure to do so shall not increase the liability of the Friends to the Department.

10. Indemnification and Release of Liability:

- a. Up to the limit of its insurance coverage set forth herein the Friends shall defend, indemnify and hold harmless the Department from and against all claims, demands, liabilities, causes of action, suits, judgments, proceedings, accidents, actual damage to any person or property and expenses (including, without limitation, reasonable counsel fees, court costs, and any costs or expenses of litigation) (collectively referred to as "Claims"), arising from or related to any injury to or death of any person or damage to property or for compensation on account of, or materially growing out of or related to the negligent construction or maintenance on the Memorial being performed by the Friends or any entity retained by the Friends. Further, the Friends' liability shall be limited to only that portion of such injury or damages that are caused in whole or in part by the negligent acts or omissions of the Friends or any entity retained by the Friends. Claims arising under this provision, include but are not limited to:
  - (i) the Friends' authorized or unauthorized use of the Memorial; or
  - (ii) any omission, fault, willful act, negligence or other misconduct of the Friends; or

- (iii) resulting from the Friends' failure to perform and discharge its covenants and obligations under this Agreement.
- b. The Department shall give written notice of any such Claims to the Friends pursuant to Section 8 of this Agreement. In the event that any such Claims arise for which the Department have the right to seek indemnification hereunder, the Friends or its insurer where insurance coverage is afforded shall have the obligation to forthwith assume the defense of the Department in connection therewith.
- c. In the event the Department is named as a party in any action by a third party arising out of or relating to this Agreement, the Department shall be entitled to defense of such action by the Friends or its insurer where insurance coverage is afforded, and the Friends or its insurer shall pay for all reasonable fees and expenses of the City's defense in this regard excluding any fees or expenses incurred or billed by the City's Law Department.

12. Costs and Expenses: The Friends shall be responsible for all costs and expenses, including but not limited to the following:

- a. The cost of any and all debts for labor and materials for which it has contracted, for its rental of any appliance or equipment, and for any expense it has incurred on account of service to be performed under this Agreement.
- b. The cost incurred as a result of complying with any of the terms and conditions of this Agreement.
- c. The cost of arranging and paying for barriers, police detail, site security, maintenance details, portable lighting provisions and all permits required.
- d. The Friends shall repair and/or replace, to the complete satisfaction of the Department, any and all damage to existing Park property caused by the Friends or any entity retained by the Friends.
- e. These provisions shall be applicable from the date of execution to the end of the Term of this Agreement, or upon its termination hereunder, and during such further period as the Friends may use or occupy the Memorial Area.

13. Termination: The Permit issued under this Agreement shall run for the time specified in Section 6, unless:

- a. The Department determines that public necessity requires termination of the Agreement. If terminated under this Section, the Department shall provide notice to the Friends pursuant to Section 8 hereof and shall take reasonable steps to minimize the cost to Friends associated with such termination; or
- b. The Friends determines to terminate the Agreement. If terminated under this Section, the Friends shall provide notice to the Department pursuant to Section 8 hereof and shall take reasonable steps to minimize any costs to Department



associated with such termination; or

- c. The Department and the Friends mutually agree to terminate the Agreement on a date certain, and on terms mutually agreeable.
- d. The Friends shall have removed all its effects within 15 days of having received or provided notice pursuant to Section 8 hereof, and shall, at its sole cost and expense, return the Memorial Area and any other part of the Park affected by the Friends' activities to at least the condition that existed at the commencement of this Agreement.

14. Force Majeure: The Friends shall not be liable to Department for any delay or default caused by its conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections, labor strikes and/or any other cause beyond the reasonable control of the party whose performance is affected.

The Friends shall not be liable for any failure or delay in performance under this Agreement to the extent said failures or delays are proximately caused by causes beyond its reasonable control and occurring without its fault or negligence, provided that, as a condition to the claim of nonliability, Friends shall give the Department prompt written notice pursuant to Section 8 hereof, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay caused.

15. Modification and Assignment: Except as otherwise provided herein, this Agreement may be amended or modified only by a written instrument signed by both parties. The Agreement shall not be assigned unless each party has expressed its assent in writing. Notwithstanding the foregoing: (a) the Friends may collaterally assign the Agreements to a lender, and (b) any transfer of the Agreements to a lender at the time of a foreclosure or deed in lieu of foreclosure shall be effective, but the transferee shall use good faith efforts to comply with the provisions of this paragraph after such transfer.

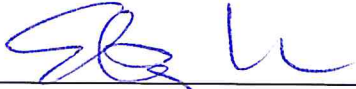
16. Execution and Legal Effect: The Permit granted pursuant to this Agreement shall not be interpreted to grant the Friends an easement, lease, tenancy at will, or any other property right. No holder of any mortgage on the Site shall have any liability hereunder unless such mortgagee takes title to the Site.

17. Obligations of the Department: The Department does not acquire or agree to acquire additional obligations by virtue of having issued the Agreement.

18. Transferability: This Agreement and Permit is issued only to the Friends. The Friends shall not assign or transfer the Agreement or Permit without the express written consent of the Department, which in its sole discretion may deny or agree to the assignment.

19. Severability Clause: Should any provision of this Agreement be declared or be determined by any Court of competent jurisdiction to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal and invalid part, term or provision shall be deemed not to be a part of this Agreement.
20. Governing Law: This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.
21. Merger Clause: This Agreement and its attachments contains and constitutes the entire understanding and agreement between the Friends and the Department, and supersedes any and all prior agreements, understandings, representations, and statements, whether oral or written.

IN WITNESS WHEREOF, the Friends and the Department have each set their hand and seal to this Permit Agreement below.



Elizabeth Vizza, Executive Director  
Friends of the Public Garden

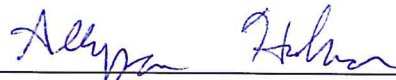


Christopher Cook, Commissioner  
Boston Parks and Recreation Department

Date: 10/23/15

Date: 10/23/15

Approved as to Form



Assistant Corporation Counsel

Date: 10/23/15

**EXHIBIT E**  
**Operations Manual**

See following pages

# **MAINTENANCE CALENDAR & MONITORING CHECKLIST FOR**

**Boston Common**

**Public Garden**

**Commonwealth Avenue Mall**

**Prepared in 2019**

## **What is not included:**

MBTA Structures (Boston Common and Commonwealth Avenue Mall)

MCCA Common Garage Structures (Boston Common)

Security (Boston Park Rangers, Boston Police Department, MBTA Transit Police)

Event Management

**OPERATIONS MANUAL  
MAINTENANCE CALENDAR & MONITORING CHECKLIST**

**BOSTON COMMON**



**BOSTON  
PARKS &  
RECREATION**  
Martin J. Walsh, Mayor



# Boston Common

## Maintenance Calendar and Monitoring Checklist

12 MONTHS	15 FEATURES	1	Athletic Fields and Courts	TASKS
		2	Central Burying Ground	
		3	Frog Pond	
		4	Horticulture - planters	
		5	Infrastructure	
		6	Irrigation	
		7	Park Furniture	
		8	Paved Surfaces	
		10	Sculpture	
		11	Structures - buildings	
		12	Structures - others	
		13	Trash Mananagement & Recycling	
		14	Trees	
		15	Turf	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JANUARY	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Provide support for New Years use as needed</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> <li>Weekly removal of snow from skating rink</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Maintain holiday lights</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand, railings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Remove holiday wreaths at entrances</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground structures for damage and hazardous conditions. Note all areas for repair or replacement.</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JANUARY	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>▪ Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>▪ Inspect for storm related damage</li> <li>▪ Schedule winter removals with Tree Warden</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Update inventory and GIS maps</li> </ul>	
	Turf - Central Burying Ground turf, Liberty Mall panels, Parade Ground panels, Parkman Bandstand panels, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>▪ Provide support for New Years use as needed</li> <li>▪ Document snow operation damage as needed</li> <li>▪ Check status and/or award contracted services</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
FEBRUARY	Athletic Fields and Courts	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Central Burying Ground - crypts, gravestones, perimeter fence	▪ Inspect and make note of repairs and/or schedule conservation	
	Frog Pond	▪ Manage as per contract requirements of vendor ▪ Weekly snow removal of skating operations	
	Horticulture - Planters	▪ Maintain seasonal display (VIC) ▪ Maintain seasonal display (Earl of Sandwich)	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	▪ Maintain holiday lights ▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Irrigation	▪ No action needed	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	▪ Inspect and schedule and/or conduct repairs or replacements as needed ▪ Remove fallen trees as soon as possible ▪ Shovel snow, power sweep, plow as needed	
	Sculpture	▪ Weekly inspection of public art for damage, graffiti	
	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	TadPole Playground	▪ Inspect all playground structures for damage and hazardous conditions. Note all areas for repair or replacement.	

## Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
FEBRUARY	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>▪ Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>▪ Inspect for storm related damage</li> <li>▪ Schedule winter removals with Tree Warden</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Update inventory and GIS maps</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>▪ Document snow operation damage as needed</li> <li>▪ Check status and/or award contracted services</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> <li>Weekly snow removal of skating operations</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Maintain holiday lights at Frog Pond</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect cabinets and meter pits for necessary maintenance</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, plow as needed</li> <li>Sweep and clean when there is a noticeable accumulation of debris, if needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground structures for damage and hazardous conditions. Note all areas for repair or replacement.</li> </ul>	



# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>▪ Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>▪ Inspect for storm related damage</li> <li>▪ Schedule winter removals with Tree Warden</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Update inventory and GIS maps</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>▪ Document snow operation damage as needed</li> <li>▪ Check status and/or award contracted services</li> <li>▪ Begin assessment of turf for disease relating to winter related activities.</li> <li>▪ Assign prioritization levels for areas impacted during snow removal operations.</li> <li>▪ Begin scheduling repairs for snow removal operations damage.</li> <li>▪ Inspect all turf related maintenance equipment; make any needed repairs/upgrades i.e. sharpen blades</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>▪ Inspect for lawn insects</li> <li>▪ Core aerate compacted fields followed by mat dragging</li> <li>▪ Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>▪ do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>▪ Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>▪ Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>▪ Manage as per contract requirements of vendor</li> <li>▪ Weekly removal of snow from skating rink</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>▪ Maintain seasonal display (VIC)</li> <li>▪ Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Begin activation of irrigation system</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Inspect and prepare for Brewer fountain for activation</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement.</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Begin spring planting</li> <li>Begin seasonal disease control program</li> <li>Prep for installation of EEBC traps</li> <li>Confirm contracted services are scheduled for weekly pruning cycle</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Trees along Parade Ground perimeter - perform protective measures before, during, and mitigation measures after special events, as necessary</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Begin repairs to snow damaged areas</li> <li>Assess turf for disease relating to winter weather.</li> <li>Seed areas if tempatures and weather allows</li> <li>Begin mowing operations as temperatures and weather allows</li> <li>Fist mow of season should be at 2"; each subsequent mow should be at 3.5"</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Sharpen mower blades every two weeks during active mowing season</li> <li>Schedule pump service for parade ground system</li> <li>Parade Ground - perform protective measures before, during, and mitigation measures after special events</li> <li>Weekly inspection of Off-Leash areas</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

MAY

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Core aerate compacted fields followed by mat dragging</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Activate drinking fountains no later than Mother's Day.</li> </ul>	
	Paved Surfaces - asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Activate Brewer fountain no later than Mother's Day. Begin scheduled maintenance</li> </ul>	
	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	



# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement. Repairs are done within 3-5 working days.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Install EEBB Traps</li> <li>Bi-Monthly monitoring begins on or about May 15</li> <li>Spring planting continues</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Begin defining tree rings for mature trees or trees on preservation program.</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Inspect for lawn insects and diseases</li> <li>Key diseases (Cool+Damp=rhizoctonia) (Hot+humid=pythium blight)</li> <li>Turf Renovations (core aerate + mat dragging, overseed, fertilize, topdress)</li> <li>Where adequate irrigation and water cannon usage is available, overseed</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Note turf weed populations; diversity and density of species</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Conduct repairs and/or conservation as needed</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Weekly inspections and scheduled maintenance of fountains</li> <li>Annual maintenance and conservation begins</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement. Repairs are done within 3-5 working days.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Inspect and maintain new plantings</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Inspect for lawn insects and diseases</li> <li>Key Pests: grubs, chinch bugs, sod web worm</li> <li>Core aerate compacted fields followed by mat dragging</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>Note turf weed populations; diversity and density of species</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Core aerate compacted fields followed by mat dragging</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Conduct repairs and/or conservation as needed</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Weekly inspections and scheduled maintenance of fountains</li> <li>Annual maintenance and conservation continues</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement. Repairs are done within 3-5 working days.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Inspect for lawn insects and diseases</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>Note turf weed populations; diversity and density of species</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

AUGUST

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Core aerate compacted fields followed by mat dragging</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Conduct repairs and/or conservation as needed</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Weekly inspections and scheduled maintenance of fountains</li> <li>Annual maintenance and conservation continues</li> </ul>	



# Boston Common - Maintenance Calendar and Monitoring Checklist

AUGUST

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement. Repairs are done within 3-5 working days.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Inspect for lawn insects and diseases</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>Note turf weed populations; diversity and density of species</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Core aerate compacted fields followed by mat dragging</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for summer leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Conduct repairs and/or conservation as needed</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Weekly inspections and scheduled maintenance of fountains</li> <li>Annual maintenance and conservation continues</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Begin Fall pruning lists</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Inspect for lawn pests and disesases</li> <li>Note turf weed populations; diversity and density of species</li> <li>Turf Renovations (core aerate + mat dragging, overseed, fertilize, topdress)</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
OCTOBER	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for Fall leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Conduct repairs and/or conservation as needed</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Weekly inspections and scheduled maintenance of fountains</li> <li>Annual maintenance and conservation ends</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
OCTOBER	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Prepare for Fall season pruning</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Fall leaf cleanup begins</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Final mow of season to be at 2"</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
November	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Inspect for lawn insects</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Continue to line and maintain ball fields for fall leagues.</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> <li>Weekly removal of snow from skating rink</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Winterize irrigation systems by first week of November</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>All drinking fountains winterized by first week of November</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Winterize Brewer fountain by first week of November</li> </ul>	



# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
NOVEMBER	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily.</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Remove EEBC traps</li> <li>Continue coordination of late fall pruning cycle</li> <li>Coordinate walkthroughs with Arborists</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Prepare edges for winter damage/salt remediation</li> <li>Fall leaf cleanup continues</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Final mow of season to be at 2"</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
DECEMBER	Athletic Fields and Courts	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Central Burying Ground - crypts, gravestones, perimeter fence	<ul style="list-style-type: none"> <li>Inspect and make note of repairs and/or schedule conservation</li> </ul>	
	Frog Pond	<ul style="list-style-type: none"> <li>Manage as per contract requirements of vendor</li> <li>Weekly removal of snow from skating rink</li> </ul>	
	Horticulture - Planters	<ul style="list-style-type: none"> <li>Maintain seasonal display (VIC)</li> <li>Maintain seasonal display (Earl of Sandwich)</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Park Furniture - benches, bike racks, drinking fountains, light poles, signage, and trash and recycling receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, brick paths, concrete paths/sidewalks, curbs, curb cuts, granite cobbles/plazas/thresholds, stairs	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings Deer Park, Visitors Information Center, Frog Pond, Earl of Sandwich	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Boston Common - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
DECEMBER	Structures - others bollards, entrance piers and gates, perimeter fence, Parkman Bandstand	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	TadPole Playground	<ul style="list-style-type: none"> <li>Inspect all playground and park equipment for damage and hazardous conditions. Note all areas for repair or replacement.</li> <li>Remove trash daily from playground area</li> <li>Paved surfaces are swept daily and/or snow removed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Begin scheduled pruning</li> <li>Leaf mulch added to fragile trees</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf - Parade Ground panels, Liberty Mall, Parkman Bandstand, Solider & Sailors panels, general use	<ul style="list-style-type: none"> <li>Monitor temperatures and note any spikes causing late season growth.</li> <li>Fall leaf removal process continues</li> </ul>	

# **OPERATIONS MANUAL MAINTENANCE CALENDAR & MONITORING CHECKLIST**

## **PUBLIC GARDEN**



**BOSTON  
PARKS &  
RECREATION**  
.....  
Martin J. Walsh, Mayor

# Public Garden

## Maintenance Calendar and Monitoring Checklist

12 MONTHS	14 FEATURES	1	Horticulture - Border beds	TASKS
		2	Horticulture - Formal Plantings	
		3	Horticulture - Rose Beds	
		4	Infrastructure	
		5	Irrigation	
		6	Lagoon	
		7	Park Furniture	
		8	Paved Surfaces	
		9	Sculpture	
		10	Structures - buildings	
		11	Structures - others	
		12	Trash Mananagement & Recycling	
		13	Trees	
		14	Turf	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JANUARY	Horticulture - Border Beds	▪ Assess for winter damage	
	Horticulture - Formal Plantings	▪ Maintain snow fencing. Repair as needed	
	Horticulture - Rose Beds	▪ Inspect beds for winter protection. Response needed within 48 hrs.	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	▪ Maintain holiday lights ▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Irrigation	▪ No action needed	
	Lagoon	▪ Maintain "keep off ice" signage	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	▪ Inspect and make note of paved surface repairs as needed ▪ Remove fallen trees as soon as possible ▪ Shovel snow, power sweep, and plow as needed	
	Sculpture	▪ Weekly inspection of public art for damage, graffiti	
	Structures - buildings	▪ Inspect and schedule and/or conduct repairs or replacements as needed	
	Structures - others Duck House, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, Swan Boat dock	▪ Inspect and schedule and/or conduct repairs or replacements as needed ▪ Remove holiday wreaths at entrances	
	Trash Manangement & Recycling	▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day. ▪ Remove trash daily on adjacent sidewalks and Garden borders	
	Trees	▪ Schedule phase one of annual pruning cycle as directed by Consulting Arborist ▪ Prepare lists for phase two walk throughs as directed by Consulting Arborist ▪ Inspect for storm related damage ▪ Schedule winter removals with Tree Warden ▪ Inspect for other pest problems, note problem areas and notify the arborist	



# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
	Turf	<ul style="list-style-type: none"><li>▪ Document snow operation damage as needed</li><li>▪ Check status and/or award contracted services</li></ul>	

JANUARY

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
FEBRUARY	Horticulture - Border beds	<ul style="list-style-type: none"> <li>Conduct an inspection of shrubs. Inspect for broken limbs and branches from storm damage. Inspect shrubs for insect and disease problems. The spring inspection will assist in scheduling pruning and pest control.</li> <li>Remove dead or damaged shrubs from plant beds. Note all locations for future replacements.</li> <li>Leave leaf mulch in place until the weather is above 45-50 degrees.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>Maintain wind/snow fencing</li> <li>Seedlings started in Franklin Park greenhouses</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>Begin planning for rose bush replacements (Rose Brigade)</li> <li>Weekly inspection of temporary fencing and rabbit damage</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Maintain holiday lights</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>Remove debris as needed</li> <li>Begin draining of Lagoon by 2nd week of February</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>Inspect and make note of paved surface repairs as needed</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, and plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

## Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
FEBRUARY	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>Inspect for storm related damage</li> <li>Schedule winter removals with Tree Warden</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Update inventory and GIS maps</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Document snow operation damage as needed</li> <li>Check status and/or award of contracted services</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Horticulture - Border beds	<ul style="list-style-type: none"> <li>Conduct an inspection of shrubs. Inspect for broken limbs and branches from storm damage. Inspect shrubs for insect and disease problems. The spring inspection will assist in scheduling pruning and pest control.</li> <li>Remove dead or damaged shrubs from plant beds. Note all locations for future replacements.</li> <li>Leave leaf mulch in place until the weather is above 45-50 degrees.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>Propagation and transplanting plant material in FP greenhouses</li> <li>Begin spring clean up as weather allows</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>Weekly inspection of temporary fencing and rabbit damage</li> <li>Late March begin removal of compost mounds over each bush.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect cabinets and meter pits for necessary maintenance</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>Drain remaining water last week of March and begin spring cleanup</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>Inspect and schedule paved surface repairs as needed</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, and plow as needed</li> <li>Sweep and clean when there is a noticable accumulation of debris, if needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>Inspect for storm related damage</li> <li>Schedule winter removals with Tree Warden</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Update inventory and GIS maps</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Document snow operation damage as needed</li> <li>Check status and/or award of contracted services</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Horticulture - Border beds	<ul style="list-style-type: none"> <li>Conduct an inspection of shrubs. Inspect for broken limbs and branches from storm damage. Inspect shrubs for insect and disease problems. The spring inspection will assist in scheduling pruning and pest control.</li> <li>Remove dead or damaged shrubs from plant beds. Note all locations for future replacements.</li> <li>Leave leaf mulch in place until the weather is above 45-50 degrees.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>Plant first four beds (#5-8)</li> <li>Monitor tulip growth</li> <li>Remove all snow fencing</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>Planting of replacement roses (Rose Brigade)</li> <li>Weekly inspection of temporary fence and rabbit damage</li> <li>Installation of spring compost layer (late April)</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Begin activation of irrigation system</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>Continue spring cleanup for April 15th deadline. Swan Boats <b>OPEN</b></li> <li>Schedule island cleanup, pruning, and mulch</li> <li>Fill lagoon with water</li> <li>Remove debris from northern and southern ends of lagoon as needed</li> <li>Begin contracted dog service for geese control (once lagoon is filled)</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Inspect and prepare fountains for activation</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	



# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Prep and mulch tree rings</li> <li>Prep and mulch fragile trees (ie Beech, Sequoia)</li> <li>Begin spring planting</li> <li>Begin seasonal disease control program</li> <li>Prep for installation of EEBB traps</li> <li>Confirm contracted services are scheduled for weekly pruning cycle</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Coordinate schedule of contracted services and pre-emergent applications</li> <li>Begin repairs to snow damaged areas</li> <li>Seed areas if tempatures and weather allows</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

MAY

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Horticulture - Border beds	<ul style="list-style-type: none"> <li>▪ Border Brigade begins weekly work</li> <li>▪ Replace plantings as necessary</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Remove dead plants.</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Replacement of dead shrubs per Rose Brigade</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Weekly inspection of temporary fence and rabbit damage</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>▪ Activate drinking fountains no later than Mother's Day.</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Activate fountains no later than Mother's Day. Begin scheduled maintenance</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

## Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Trash Manangement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>▪ Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Install EEBB Traps</li> <li>▪ Bi-Monthly monitoring begins on or about May 15</li> <li>▪ Spring planting continues</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Begin defining tree rings for mature trees or trees on preservation program.</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects</li> <li>▪ Crabgrass and weed preventor applications as neccessary</li> <li>▪ Overseed as necessary</li> <li>▪ Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>▪ Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Horticulture - Border Beds	<ul style="list-style-type: none"> <li>▪ Maintain border beds weekly (Border Brigade) including weeding, deadheading, and light pruning as needed</li> <li>▪ Inspect for disease. Treat as needed.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Set out tropicals (mid-end of month)</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Remove dead plants.</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Rose Brigade begins weekly care every Tuesday</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Maintain Aralia hedge and bed edging and mulch.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Maintain water level</li> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Weekly inspections and scheduled maintenance of fountains</li> <li>▪ Annual maintenance and conservation begins</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Inspect and maintain new plantings</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Inspect for lawn insects</li> <li>Core aerate followed by mat dragging</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Keep lawn mower blades sharp and do not remove more than 1/3 of the leaf blades at a mowing</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Horticulture - Border beds	<ul style="list-style-type: none"> <li>▪ Maintain border beds weekly (Border Brigade)</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Monitor temperatures and remove tropicals at 50 degrees or less</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> <li>▪ Maintain upright Yews as necessary.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Border Brigade every Tuesday</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Maintain Aralia hedge and bed edging and mulch.</li> </ul>	
	Infrastructure electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain water level.</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Weekly inspections and scheduled maintenance of fountains</li> <li>▪ Annual maintenance and conservation continues</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>▪ Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Inspect and maintain new plantings</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects. If found send samples to UMASS for analysis. Treat as needed</li> <li>▪ Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>▪ Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	



# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Horticulture - Border beds	<ul style="list-style-type: none"> <li>▪ Maintain border beds weekly (Border Brigade)</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Prepare for Fall plantings</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Rose Brigade every Tuesday</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Maintain Aralia hedge and bed edging and mulch.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>▪ Inspect electrical (street lighting) system and make note of repairs or maintenance as</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain water level.</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Inspect 9/11 Memorial (2nd-3rd week)</li> <li>▪ Weekly inspections and scheduled maintenance of fountains</li> <li>▪ Annual maintenance and conservation continues</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Inspect for lawn insects and weeds.</li> <li>Grub control as needed</li> <li>Identify areas for fall overseed</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Horticulture - Border beds	<ul style="list-style-type: none"> <li>▪ Maintain border beds weekly (Border Brigade)</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Plant any Fall shrub or tree replacements</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Begin transition to Fall plantings</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Rose Brigade every Tuesday</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Maintain Aralia hedge and bed edging and mulch.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain water level.</li> <li>▪ Swan Boats close for season</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Inspect 9/11 Memorial</li> <li>▪ Weekly inspections and scheduled maintenance of fountains</li> <li>▪ Annual maintenance and conservation continues</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Begin Fall pruning lists</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Inspect for lawn insects and weeds</li> <li>Core aerate as needed</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
OCTOBER	Horticulture - Border beds	<ul style="list-style-type: none"> <li>▪ Maintain border beds weekly (Border Brigade)</li> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Begin leaf removal and plan for fall mulching</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>▪ Finish moving tropicals to FP greenhouse and removal of standards</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>▪ Weekly Tuesday Rose Brigade</li> <li>▪ Inspect for pests and diseases. Diagnose and treat as needed</li> <li>▪ Maintain Aralia hedge and bed edging and mulch.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>▪ Remove debris from northern and southern ends of lagoon as needed</li> <li>▪ Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Sweep and clean when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Weekly inspections and scheduled maintenance of fountains</li> <li>▪ Annual maintenance and conservation ends</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
OCTOBER	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Daily elm inspection for DED</li> <li>Bi-monthly inspections of elm beetle traps</li> <li>Weekly pruning inspections of elms</li> <li>Prepare for Fall season pruning</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Inspect and maintain new plantings</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Fall leaf cleanup begins</li> <li>Mow at a height of 3" on a 5 -7 day mowing schedule</li> <li>Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
NOVEMBER	Horticulture - Border beds	<ul style="list-style-type: none"> <li>Plant additional bulbs as needed</li> <li>Inspect evergreen shrubs for supplemental watering needs</li> <li>Continue fall mulching and leaf cleanup</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>Apply soil amendments and disease control products</li> <li>Tulip planting begins</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>Inspect for pests</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Winterize irrigation systems by first week of November</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>Remove debris from northern and southern ends of lagoon as needed</li> <li>Maintain contracted dog service for geese control</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> <li>All drinking fountains winterized by first week of November</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Sweep and clean when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> <li>Winterize fountains by first week of November</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	



# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
NOVEMBER	Trees	<ul style="list-style-type: none"><li>▪ Remove EEBC traps</li><li>▪ Continue coordination of late fall pruning cycle</li><li>▪ Coordinate walkthroughs with Arborists</li></ul>	
	Turf	<ul style="list-style-type: none"><li>▪ Fall leaf cleanup continues</li><li>▪ Mow at a height of 3" on a 5 -7 day mowing schedule</li><li>▪ Do not remove more than 1/3 of the leaf blades at any one mowing.</li><li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li></ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
DECEMBER	Horticulture - Border beds	<ul style="list-style-type: none"> <li>Complete Fall leaf removal</li> </ul>	
	Horticulture - Formal Plantings	<ul style="list-style-type: none"> <li>Install winter wind break fences</li> <li>Hang Holiday lights along central spine</li> </ul>	
	Horticulture - Rose Beds	<ul style="list-style-type: none"> <li>Schedule winter cutback</li> <li>Schedule compost manure mounding</li> <li>Inspect mounds weekly for proper coverage</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), sewer (BWSC), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Lagoon	<ul style="list-style-type: none"> <li>Install/post "keep off ice" signage</li> <li>Maintain contracted dog service for geese control</li> <li>Remove debris from northern and southern ends of lagoon as needed</li> <li>Install protective fence around lagoon island</li> </ul>	
	Park Furniture - benches, drinking fountains, light poles, signage, trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt paths, Beacon St. cobble edge, brick surround (Boylston St. statues), granite plazas/surrounds (roses beds)/thresholds, pebble plaza (White Memorial)	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Sweep and clean when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - buildings	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Structures - others Beacon Street border cobble edge, duck house, entrance gates and piers, lagoon bridge, perimeter fence, post & chain, stairs, swan boat dock	<ul style="list-style-type: none"> <li>Hang Holiday wreaths at entrances</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	

# Public Garden - Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
DECEMBER	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> <li>▪ Remove trash daily on adjacent sidewalks and Garden borders</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Begin scheduled pruning</li> <li>▪ Leaf mulch of fragile trees</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>▪ Monitor temperatures and note any spikes causing late season growth.</li> <li>▪ Fall leaf removal process continues</li> </ul>	

**OPERATIONS MANUAL**  
**MAINTENANCE CALENDAR & MONITORING CHECKLIST**

**COMMONWEALTH AVENUE MALL**



**BOSTON  
PARKS &  
RECREATION**  
Martin J. Walsh, Mayor

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

12 MONTHS	11 FEATURES	1	Horticulture - Borders	TASKS
		2	Horticulture - Sculpture	
		3	Infrastructure	
		4	Irrigation	
		5	Park Furniture	
		6	Paved Surfaces	
		7	Sculpture	
		8	Structures - others	
		9	Trash Mananagement & Recycling	
		10	Trees	
		11	Turf	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JANUARY	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Horticulture - Sculpture Collins, Leif Eriksson, Sarmiento	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water (BWSC)	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Eriksson plaza, stone dust	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Schedule phase one of annual pruning cycle as directed by Consulting Arborst</li> <li>Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>Inspect for storm related damage</li> <li>Schedule winter removals with Tree Warden</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Update inventory and GIS maps</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Document snow operation damage as needed</li> <li>Check status and/or award contracted services</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

FEBRUARY

Month	Feature Type/Area	Maintenance Action	Task Completed
FEBRUARY	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Schedule phase one of annual pruning cycle as directed by Consulting Arborist</li> <li>Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>Inspect for storm related damage</li> <li>Schedule winter removals with Tree Warden</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Update inventory and GIS maps</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Document snow operation damage as needed</li> <li>Check status and/or award of contracted services</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Inspect meter pits and schedule maintenance</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Schedule phase one of annual pruning cycle as directed by Consulting Arborist</li> <li>Prepare lists for phase two walk throughs as directed by Consulting Arborist</li> <li>Inspect for storm related damage</li> <li>Schedule winter removals with Tree Warden</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> <li>Update inventory and GIS maps</li> </ul>	



# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MARCH	Turf	<ul style="list-style-type: none"> <li>▪ Document snow operation damage as needed</li> <li>▪ Check status and/or award contracted services</li> <li>▪ Begin assessment of turf for disease relating to winter related activities.</li> <li>▪ Assign prioritization levels for areas impacted during snow removal operations.</li> <li>▪ Begin scheduling repairs for snow removal operations damage.</li> <li>▪ Inspect all turf related maintenance equipment; make any needed repairs/upgrades i.e. sharpen blades</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Prune early April to promote interior growth</li> <li>▪ Maintain plant bed edging and mulch.</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Begin activation of irrigation system</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Begin spring planting</li> <li>▪ Begin seasonal disease control program</li> <li>▪ Prep for installation of EEBC traps</li> <li>▪ Confirm contracted services are scheduled for weekly pruning cycle</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
APRIL	Turf	<ul style="list-style-type: none"> <li>▪ Begin repairs to snow damaged areas</li> <li>▪ Assess turf for disease relating to winter weather.</li> <li>▪ Seed areas if temperatures and weather allows</li> <li>▪ Begin mowing operations as temperatures and weather allows</li> <li>▪ First mow of season should be at 2"; each subsequent mow should be at 3.5"</li> <li>▪ Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

## Commonwealth Avenue Mall Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Replacement plantings as necessary</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Begin planning and implement Erikson planting</li> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Install EEBB Traps</li> <li>▪ Bi-Monthly monitoring begins on or about May 15</li> <li>▪ Spring planting continues</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
MAY	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects and diseases</li> <li>▪ Key diseases (Cool+Damp=rhizoctonia) (Hot+humid=pythium blight)</li> <li>▪ Turf Renovations (core aerate + mat dragging, overseed, fertilize, topdress)</li> <li>▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>▪ Do not remove more than 1/3 of the leaf blades at any one mowing.</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>▪ Note turf weed populations; diversity and density of species</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Replacement plantings as necessary</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees immediately</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Annual maintenance and conservation begins</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Inspect and maintain new plantings</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JUNE	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects and diseases</li> <li>▪ Key Pests: grubs, chinch bugs, sod web worm</li> <li>▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>▪ Keep lawn mower blades sharp</li> <li>▪ Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>▪ Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>▪ Note turf weed populations; diversity and density of species</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Replacement plantings as necessary</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Annual maintenance and conservation continues</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Inspect and maintain new plantings</li> </ul>	



# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
JULY	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects and diseases</li> <li>▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>▪ Keep lawn mower blades sharp</li> <li>▪ Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>▪ Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>▪ Note turf weed populations; diversity and density of species</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪</li> <li>▪ Replacement plantings as necessary</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Annual maintenance and conservation contunes</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Manangement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Inspect and maintain new plantings</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
AUGUST	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn insects and diseases</li> <li>▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>▪ Keep lawn mower blades sharp</li> <li>▪ Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>▪ Monitor turf dormancy in prolonged periods of extreme heat, monitor soil temps</li> <li>▪ Note turf weed populations; diversity and density of species</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees immediately</li> <li>▪ Swept and cleaned when there is a noticeable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Annual maintenance and conservation continues</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Begin Fall pruning lists</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Inspect and maintain new plantings</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist


Month	Feature Type/Area	Maintenance Action	Task Completed
SEPTEMBER	Turf	<ul style="list-style-type: none"> <li>▪ Inspect for lawn pests and diseases</li> <li>▪ Note turf weed populations; diversity and density of species</li> <li>▪ Turf Renovations (core aerate + mat dragging, overseed, fertilize, topdress)</li> <li>▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>▪ Keep lawn mower blades sharp</li> <li>▪ Do not remove more than 1/3 of the leaf blades at a mowing</li> <li>▪ Mow lawns when turf is dry to minimize the chance of spreading disease</li> </ul>	

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
OCTOBER	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms.</li> <li>▪ Prune deadwood from plants as needed.</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>▪ Weed beds and deadhead fading blossoms, per Back Bay Garden Club</li> <li>▪ Prune deadwood from plants as needed.</li> <li>▪ Remove dead plants noting locations. Create replacement schedule</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>▪ Inspect, maintain, adjust irrigation systems as needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>▪ Keep all roads and paths clear of debris</li> <li>▪ Remove fallen trees as soon as possible</li> <li>▪ Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>▪ Weekly inspection of public art for damage, graffiti</li> <li>▪ Annual maintenance and conservation ends</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>▪ Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>▪ Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>▪ Daily elm inspection for DED</li> <li>▪ Bi-monthly inspections of elm beetle traps</li> <li>▪ Weekly pruning inspections of elms</li> <li>▪ Prepare for Fall season pruning</li> <li>▪ Inspect for other pest problems, note problem areas and notify the arborist</li> <li>▪ Inspect and maintain new plantings</li> </ul>	

## Commonwealth Avenue Mall Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
	Turf	▪ Fall leaf cleanup begins	
		▪ Mow at a height of 3.5" on a 5 -7 day mowing schedule	
		▪ Mow lawns when turf is dry to minimize the chance of spreading disease	
		▪ Final mow of season to be at 2"	
		▪ Keep lawn mower blades sharp	
		▪ Do not remove more than 1/3 of the leaf blades at a mowing	

# OCTOBER

# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
NOVEMBER	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>Remove annuals from Erikson</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>Winterize irrigation systems by first week of November</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Remove EEBC traps</li> <li>Continue coordination of late fall pruning cycle</li> <li>Coordinate walkthroughs with Arborists</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Prepare edges for winter damage/salt remediation</li> <li>Fall leaf cleanup continues</li> <li>Mow at a height of 3.5" on a 5 -7 day mowing schedule</li> <li>Mow lawns when turf is dry to minimize the chance of spreading disease</li> <li>Final mow of season to be at 2"</li> <li>Keep lawn mower blades sharp</li> <li>Do not remove more than 1/3 of the leaf blades at a mowing</li> </ul>	



# Commonwealth Avenue Mall

## Maintenance Calendar and Monitoring Checklist

Month	Feature Type/Area	Maintenance Action	Task Completed
DECEMBER	Horticulture - Borders Kenmore block	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Horticulture - Sculpture Collins, Leif Erikson, Sarmiento	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Infrastructure - electrical (Parks), electrical (Street Lighting), storm drainage, water & sewer	<ul style="list-style-type: none"> <li>Maintain holiday lights</li> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Irrigation	<ul style="list-style-type: none"> <li>No action needed</li> </ul>	
	Park Furniture - benches, light poles, signage, and trash receptacles	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Paved Surfaces - asphalt path, brick path, granite threshold, Leif Erikson plaza, stone dust	<ul style="list-style-type: none"> <li>Keep all roads and paths clear of debris</li> <li>Remove fallen trees as soon as possible</li> <li>Swept and cleaned when there is a noticable accumulation of debris.</li> <li>Shovel snow, power sweep, plow as needed</li> </ul>	
	Sculpture	<ul style="list-style-type: none"> <li>Weekly inspection of public art for damage, graffiti</li> </ul>	
	Structures - other granite piers, ornamental fence, picket fence	<ul style="list-style-type: none"> <li>Inspect and schedule and/or conduct repairs or replacements as needed</li> </ul>	
	Trash Mananagement & Recycling	<ul style="list-style-type: none"> <li>Trash is removed minimum of once a day 7 days/week. No overflowing cans. May require more than one servicing per day.</li> </ul>	
	Trees	<ul style="list-style-type: none"> <li>Begin scheduled pruning</li> <li>Coordinate walkthroughs with Arborists</li> <li>Inspect for other pest problems, note problem areas and notify the arborist</li> </ul>	
	Turf	<ul style="list-style-type: none"> <li>Monitor temperatures and note any spikes causing late season growth.</li> <li>Fall leaf removal process continues</li> </ul>	