**SEEDS MAINTENANCE AGREEMENT**

Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the teacher and student community at

 (Principal name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School) agree to maintain any schoolyard elements

(School name)

installed through the SEEDS Program*.* The school agrees to be responsible for implementing the

maintenance plan attached as Exhibit A. The School understands that if the project site is left

unattended, the District and its M&O staff will not be responsible for any replacement of planting

material or landscape features. If the School fails to maintain the SEEDS project area in accordance

with Exhibit A, the District may repurpose the site and remove the greening elements from the school.

Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

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Complex Project Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

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Partner Organization (If Applicable)

Partner Organization Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

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**Exhibit A**

**SEEDS MAINTENANCE PLAN**

The following maintenance plan is submitted on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (School Name)

This plan outlines the School’s responsibilities associated with maintaining its SEEDS project.

The school site (and partner organization, if applicable) is responsible for:

* Keeping **pathways clear** and maintaining their integrity
* **Watering** planted areas and trees **year-round**
* **Weeding** and **pruning** planted areas to avoid overgrowth and maintaining a **minimum distance** of **18 inches** from school buildings at all times
* Clearing **fallen leaves** from sidewalks, storm drains, etc.
* Replacing planting materials and landscaping features, as needed.

In addition, the maintenance plan listed below describes:1) specific tasks to be done, 2) who is responsible for completing these tasks, and 3) the frequency with which these tasks will be performed.

 **Frequency/Completion Date**

**Task** **Task Assigned to** (Daily, Weekly, Monthly, Semester, Annually, Summer)

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**Requested Tasks and Suggested Frequency**

**Task Frequency**

|  |  |
| --- | --- |
| Watering (seedlings) | Daily |
| Litter removal | Daily |
| Weeding | Weekly |
| Watering (trees) | Weekly |
| Check planted areas for general maintenance/repair needs | Monthly |
| Review SEEDS project area to determine if changes/upgrades are required | Monthly |
| Adjust timing on irrigation system, if required | Every semester |
| Plan school community greening/gardening days | Every semester |
| Clear gutters (rainwater harvesting) | Prior to rain |
| Inspect bioswales  | Annually |
| Plan for summer care | Annually |
| \*For more ideas of the types of tasks that you may want to include in your stewardship plan, please check with your Complex Project Manager. |