Grounds Maintenance Visit Report

Record of a grounds maintenance visit: tasks completed, areas covered, waste removed, before and after photos and client sign-off.

Visit

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Team members	

Tasks

Tasks completed *	
Areas covered	
Green waste removed (bags / m³)	
Issues noted / additional work required	
Before photo 1	*Attach photo or sketch*

Before photo 2	*Attach photo or sketch*
After photo 1	*Attach photo or sketch*
After photo 2	*Attach photo or sketch*

Sign-off

Additional comments	
Team leader name *	
Team leader signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required