<table>
<thead>
<tr>
<th>Phase</th>
<th>Project Manager</th>
<th>Grounds</th>
<th>LA</th>
<th>Contractor</th>
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</thead>
</table>
| Planning & Design | • Soil/Percolation test results  
• Distribute existing as built location information to A, E, and C for all utilities, existing trees and irrigation systems | • Provide information about site conditions affecting size and type of plant material | • Design Services  
• Finalized design | • Instructions for maintenance of plant material  
• Provide availability of stock and suggested substitutes |
| Construction | Material Sourcing  
• Schedule dates for nursery visits  
• Schedule preconstruction meeting | • Tag trees at Nursery  
• Authorize substitutions  
• Approve plants, organic and soil material types | • Tag trees at Nursery  
• Authorize substitutions | • Nursery list with materials sourced  
• Plant inspection documentation  
• Photographs of plants  
• Test results of all materials to be used |
| Installation | • Schedule delivery of plant material  
• Schedule inspections of trees onsite prior and post planting  
• Schedule inspections of subgrade, subsoils, top soil and fine grading prior to planting  
• Schedule date for turn over | • Inspection of trees on site before planting  
• Review preparation of subgrade, subsoil and top soil  
• Approval of tree stakes and truck wrapping of trees in the field  
• Review fine grading prior to installation | • Flag location of trees | • Percolation test results  
• List of conditions encountered (if any) detrimental to plant growth |
| Close Out   | Turn Over and Acceptance  
• Schedule post planting inspection walkthrough  
• Schedule date for substantial complete inspection (development of punch list)  
• Schedule date for final inspection (after completion of punch list)  
• Instructions for maintenance of plant material  
• Electronic (CAD and ArcGIS) as built for landscape and irrigation installation | • Punch list  
• Written acceptance of landscape turnover | • Punch list | • Instructions for maintenance of plant material  
• Electronic (CAD and ArcGIS) as built for landscape and irrigation installation  
• Geolocation of trees and landscape features |
| Guarantee and Replacement | • Contact information and contract specification for Guarantee | • Periodic inspections of plant material  
• Requests for Replacement | | • Immediate treatment of plant material immediately upon notification of disease  
• Replacement of plant material upon notification on an agreed upon date  
• Written observations of maintenance practices that need adjusting to maintain the guarantee |