



# INTERIOR PLANTSCAPE ASSOCIATION

## Plant Maintenance Technician Daily Routine

- Wear your Plantscaping uniform with logo at all times when working
- Your day starts when you pick up a vehicle and any other equipment/replacement plants or if using own vehicle, when you reach your first job
- Fill out vehicle log book
- Use checklist if provided to list date and time of visit for each job
- Leave phone in vehicle or turn to silent before entering job
- Greet client/receptionist, sign in or follow any other reporting procedure for the business
- Make sure that it is a convenient time for you to maintain the plants/maintenance times can vary
- Remember you are guests in another workplace so act accordingly
- If a door is closed, knock quietly or better still to find someone close by to enquire if room is free
- Pick over plant, removing dead, yellow or unsightly growth
- Use rubbish bag or bucket and remove all rubbish from client's premises
- Observe general health and appearance of plant and pot
- Test soil with soil probe
- Test water level in reservoir (if it has one) using pipette
- Water if necessary
- Mist and clean
- Manage pest and diseases, fertilise and prune when required
- Check toppings and top up if required – no grow pots to be seen!
- Clean pot and any mess created from maintenance
- Proceed through building following job sheet
- Keep job sheet up to date and inform of any changes
- Carry out tasks in a professional, courteous and respectful manner.
- Keep conversations with client and staff to a minimum and go about your maintenance quietly
- Keep any business operations or information about clients confidential
- Listen to any client requests and carry them out where possible.....submit information to your Manager
- Upon leaving the premises, sign out and say goodbye!
- Return vehicle, fill out time sheet and any paperwork such as updated job sheets or Replacement Request Form
- If using own vehicle text when finished at last job with your hours worked and any additional information.