



Project Information Sheet 1 of 2

Project Name: _____

Owner/Client: _____

Project Address: _____

Installed By: _____ Date (MM/DD/YYYY) _____

Type of System:

Select Appropriate System:

Extensive Greenroof

Intensive Greenroof

Hybrid Greenroof

Area _____ (sq.ft.)

Area _____ (sq.ft.)

Area _____ (sq.ft.)

Growth Medium & Vegetation:

Growth Medium Vendor: _____

Type: _____

Organic Material: _____%

Depth: _____ (inches)

Select Vegetative System(s) Used:

Plant in Place

Pre-Vegetated Modular Tray

Pre-Vegetated Mat

Area _____ (sq.ft.)

Total _____ (units)

Total _____ (units)

Plant Vendor: _____

List Species Used:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Project Information Sheet 2 of 2

Irrigation System:

Manufacturer: _____

Select Appropriate System:

- Soaker or Drip Hose Sprinkler Misting System

Note: Please Attach An Irrigation Layout If Available

Climate Conditions:

Climatic Zone Of Project: _____ (USDA Zone)

Describe Any Micro-Climates That Exist on Project Site: _____

Accessibility:

Select Appropriate Choice:

- Public Access Private Access Maintenance Personnel Only Residential

Roof Conditions:

Roof Elevation (Number of Stories): _____

Select Appropriate Roof Type:

- | | | |
|-------------------------------|--|--|
| <input type="checkbox"/> Flat | <input type="checkbox"/> Sloped \leq 25% | <input type="checkbox"/> Sloped \geq 25% |
| % _____ | % _____ | % _____ |
| Area _____ (sq.ft.) | Area _____ (sq.ft.) | Area _____ (sq.ft.) |

Description of Waterproofing Used: _____

Green Roof System Manger:

Name: _____ Signature: _____

Date (MM/DD/YY): _____



Maintenance Schedule

System: Greenroof

Type (Circle One): Extensive Intensive Hybrid

Maintenance Description:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check Irrigation Schedule (Adjust If Required)												
Irrigation Startup & Winterization (Spring & Fall Only)												
Inspect Irrigation System for Leaks, Loose Fittings or Malfunctions												
Inspect Plant Health (Prune & Deadhead Perennials If Required)												
Weed Vegetated Areas & Dispose of Weeds												
Inspect & Clear Drains												
Remove Debris from Greenroof												
Fertilize												
Apply Lightweight Preventative Fungicide												
Take Plant Cuttings To Ensure Uniform Vegetation Coverage												

= Proposed Maintenance Action X = Completed Maintenance Action



Maintenance Checklist

Date of Inspection: _____
Project Name: _____
Site Address: _____

Contractor: _____
Site Contact: _____
Site Phone: _____

■ Time In: _____ ■ Time Out: _____

Item	Required	Comments
Weeding	<input type="checkbox"/>	
Fertilization	<input type="checkbox"/>	
Planting	<input type="checkbox"/>	
Garbage Removal	<input type="checkbox"/>	
Drain Inspections	<input type="checkbox"/>	
Irrigation Test	<input type="checkbox"/>	
Irrigation Adjustment	<input type="checkbox"/>	
Repairs	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Travel Time: _____ Date of Next Inspection (week of): _____

Maintenance Actions for Next Inspection: _____

Current Irrigation Program: _____

Additional Comments: _____

Site Contact Signature: _____



Operations & Maintenance Contract

This document of agreement is between **Capitol Greenroofs, LLC** and _____
regarding the operations and maintenance of the Greenroof System located at _____
_____ and installed during the following dates
(MM/DD/YYYY) _____ by _____.

Contract Terms and Conditions:

Contract Duration: (MM/DD/YYYY) _____ to (MM/DD/YYYY) _____

Maintenance will be performed on a _____ basis, for a total of _____ visits per year. This will be called out on the Operations and Maintenance Schedule which shall accompany this document.

Operations and Maintenance procedures may include but are not limited to the following:

- Comprehensive assessment of Greenroof System components (i.e. irrigation system, soil conditions, vegetation vitality/coverage, and changes in micro-climate conditions)
- Removal of foreign objects/invasive species
- Inspection of Vegetation Free Zones
- Inspection of Roof conditions (i.e. waterproof membrane and drainage components)

If this contract is an extension of an existing contract, proof of existing contract shall be provided. (i.e. the original agreement and maintenance reports)

A record of each visit shall be kept by Capitol Greenroofs, LLC and copy provided to aforementioned client should there be any future warranty claims.

Signatures:

Capitol Greenroofs, LLC: Print _____

Signature _____

Client Representative: Print _____

Signature _____