



Los Angeles Unified School District

Facilities Services Division



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 _____

Print Name _____

Complex Project Manager _____ Date _____

Print Name _____

Partner Organization (If Applicable)

Partner Organization Contact _____ Date _____

Print Name _____

Exhibit A
SEEDS MAINTENANCE PLAN



Los Angeles Unified School District

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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.

Task	Task Assigned to	Frequency/Completion Date (Daily, Weekly, Monthly, Semester, Annually, Summer)

Requested Tasks and Suggested Frequency

Task

Frequency



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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.	