GPG LANDSCAPE MANAGEMENT

Complete

Site Visit Report

Sample Site / 18 Nov 2026 / GPG-VR-SAMPLE

Flagged items
1

Actions created
1

Site	Sample Site
Visit date	18 Nov 2026
Attended by	Sample Team Leader, Sample Crew 1, Sample Crew 2
Report No.	GPG-VR-SAMPLE

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1 Flagged items 1

Type	Damage to property

2 Actions 1

Organise quote to replace light fitting and send to client for approval

Oliver Zehrung | 25 Nov 2026, 6:34 AM

3 Disclaimer

This report is a record of the landscape as we found it on the day of the visit, so you have a clear picture of its condition, the work completed and anything that needs attention.

Our inspection is visual and carried out from ground level. It doesn't include soil or plant tissue testing, excavation, climbing, or inspection of underground services, irrigation or drainage beyond what we could see and access on the day. Because landscapes change with season, weather and use, the report reflects the site at the time of the visit rather than every possible defect, hazard or improvement.

Our comments on trees are general horticultural observations, not an arboricultural assessment. Where we flag a tree as a potential concern, we recommend assessment by a qualified arborist before any decisions are made about it.

4 Site Pre-Start

Time arrived	7:30 AM
Access — gate/key/code access and parking or loading arrangements as per normal?	Yes
Obstructions — any new obstructions affecting vehicle access, work areas or exclusion zones?	No
Unexpected hazards — any new hazards beyond the Site Safety Assessment baseline (e.g. fallen limbs, ground disturbance, spills, damaged fencing or signage, new trip hazards)?	No
Weather — current and forecast conditions suitable for the planned tasks?	Yes
Conditions	Partly cloudy, light breeze, no rain.
Other PCBUs/contractors — any unexpected contractors or building management personnel on site?	Yes
Who and where	Ventilation system contractor parked in front of building and working inside.
Scope confirmation — planned scope of work matches expectations?	Yes
Overall outcome	Proceed

Worker sign-off



Sample Team Leader 18 Nov 2026 6:28 AM

5 Before Photos

Before photos



Image 1



Image 2



Image 3

6 Work Completed

Mowing	N/A
Edging	N/A
Weeding — garden beds	Completed
Weeding — paved areas	Completed

Pruning and hedging	Completed
Blowing and hard-surface cleanup	Completed
Litter and organic debris removal	Completed

Removed and disposed of stakes and mesh barrier as requested.

Weed control spraying	Not required this visit
Mulching and bed top-up	Completed
Fertilising	Completed
Irrigation check	Completed
Seasonal or periodic work	Completed
Work carried out	Planted star jasmines (Trachelospermum jasminoides) to fill gaps in garden beds.

After photos



Image 4



Image 5



Image 6

Time departed	4:00 PM

7 Items Needing Attention

1 flagged, 1 action

Any items needing attention this visit?	Yes

7.1 Item

1 flagged, 1 action

7.1.1 Item 1

1 flagged, 1 action

Description

Garden light fitting broken at the base and no longer working.

Location	South boundary in front of retaining wall.

Photo



Image 7

Type	Damage to property

Organise quote to replace light fitting and send to client for approval

Oliver Zehrung | 25 Nov 2026, 6:34 AM

Damage caused by GPG staff?	No
Recommended action	Replace light fitting.
Client decision needed?	Yes
Provide details	Review and approve quote.

8 Next Visit

Notes for next visit	Check how new plants are responding and confirm they are receiving adequate watering. Extend irrigation and/or adjust scheduling if required.

9 Approval

Approver's signature



Oliver Zehrung 18 Nov 2026 6:34 AM