

Boston Schoolyard Initiative • BPS Schoolyards SUMMER YOUTH DAILY JOB SHEET

School site: _____ Record Keeper: _____

Youth team name: _____ Number in team: _____

Date: _____ Hours on site - from: _____ to: _____

GENERAL ORDER OF OPERATIONS - CHECK LIST

yes	no	tasks
		Survey Schoolyard Site - fill out BSI SY Maintenance Evaluation Checklist
		Survey Outdoor Classroom - fill out BSI SY Maintenance Evaluation Checklist
		Choose tasks / Give out tools - mark <i>OUT</i> on Inventory list
		(optional) Before photos. find good point of view
		Remove trash place in plastic bags (not paper leaf bags) recycle returnable bottles - aluminum, glass & plastic - if possible
		Maintain tree pits & planting beds - weed as directed by supervisor (note: shake soil off roots) - edge tree pits & planting beds - rake soil smooth after weed removal - place weeds in leaf bags (be sure not to over fill... bags become heavy fast)
		Remove leaves (organic materials) - rake lawn & sweep asphalt - place leaves in leaf bags (no trash) # of bags: <input style="width: 50px; height: 20px;" type="text"/>
		Place mulch - Pre-sweep walks/hardscape before mulching (remove glass/trash/ gravel) Rake mulch flat, tuck edges, rake mulch off lawn and sweep mulch off hardscape Cu Yd mulch delivered: <input style="width: 50px; height: 20px;" type="text"/>
		Sweep site
		Collect all tools - mark <i>IN</i> on Inventory list
		Record work completed on this daily job sheet form
		Dispose of Trash - place (non-organic trash) in dumpster. # of bags: <input style="width: 50px; height: 20px;" type="text"/>
		(optional) After photos of work done (from same angle as before shots)
		Circle-up & Acknowledgements
		Notes & Comments: