Reno Green Landscaping

Commercial Landscape Budget Planning Worksheet

Use during annual budget planning, owner reporting, vendor reviews, contract renewals, and improvement planning.

Property: _____ Property Type: _____

Prepared By: _____ Date: _____

Budget Year: _____ Owner / Asset Manager: _____

Current Vendor: _____ Current Annual Contract: _____

Instructions

Use this worksheet to separate recurring maintenance from repairs, enhancements, safety-sensitive items, and longer-term improvements. Mark each item as Required, Recommended, Optional, or Monitor.

Property priorities

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Owner priorities documented	☐	☐	☐	☐	
Tenant or resident needs documented	☐	☐	☐	☐	
Leasing or occupancy goals considered	☐	☐	☐	☐	
High-visibility areas identified	☐	☐	☐	☐	
Complaint history reviewed	☐	☐	☐	☐	
Safety concerns reviewed	☐	☐	☐	☐	
Asset value or sale goals considered	☐	☐	☐	☐	
Owner approval process confirmed	☐	☐	☐	☐	

Base maintenance

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Current maintenance contract reviewed	☐	☐	☐	☐	
Service frequency confirmed	☐	☐	☐	☐	
Included areas confirmed	☐	☐	☐	☐	
Excluded areas identified	☐	☐	☐	☐	
Current vendor performance reviewed	☐	☐	☐	☐	
Recurring complaints documented	☐	☐	☐	☐	
Service gaps identified	☐	☐	☐	☐	
Contract renewal timing confirmed	☐	☐	☐	☐	
Expected contract increase estimated	☐	☐	☐	☐	

Irrigation

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Water bill history reviewed	☐	☐	☐	☐	
Irrigation repair history reviewed	☐	☐	☐	☐	
Dry spots identified	☐	☐	☐	☐	
Overspray or runoff areas identified	☐	☐	☐	☐	
Broken heads or leaks documented	☐	☐	☐	☐	
Controller concerns documented	☐	☐	☐	☐	
Repair allowance estimated	☐	☐	☐	☐	
Audit need considered	☐	☐	☐	☐	
Water-saving improvements considered	☐	☐	☐	☐	

Trees and safety

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Low limbs identified	☐	☐	☐	☐	
Sight line issues identified	☐	☐	☐	☐	
Sidewalk or access concerns identified	☐	☐	☐	☐	
Storm-damaged trees reviewed	☐	☐	☐	☐	
Dead or declining trees noted	☐	☐	☐	☐	
Tree pruning budget estimated	☐	☐	☐	☐	
Tree removal budget estimated	☐	☐	☐	☐	
Specialty contractor needs identified	☐	☐	☐	☐	
Insurance or qualification requirements considered	☐	☐	☐	☐	

Curb appeal and enhancements

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Entrances reviewed	☐	☐	☐	☐	
Monument signs reviewed	☐	☐	☐	☐	
Leasing paths reviewed	☐	☐	☐	☐	
Storefront areas reviewed	☐	☐	☐	☐	
Amenity areas reviewed	☐	☐	☐	☐	
Mulch needs estimated	☐	☐	☐	☐	
Seasonal color needs estimated	☐	☐	☐	☐	
Plant replacement areas identified	☐	☐	☐	☐	
Enhancement projects prioritized	☐	☐	☐	☐	
Phasing plan prepared	☐	☐	☐	☐	

Seasonal and weather planning

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Storm cleanup allowance considered	☐	☐	☐	☐	
Freeze response allowance considered	☐	☐	☐	☐	
Seasonal color budget reviewed	☐	☐	☐	☐	
Mulch timing reviewed	☐	☐	☐	☐	
Post-event property walk process planned	☐	☐	☐	☐	
Emergency approval process confirmed	☐	☐	☐	☐	
Weather-related communication needs reviewed	☐	☐	☐	☐	

Owner recommendation

Category / Item	Req	Rec	Opt	Monitor	Estimated Cost / Notes
Required work separated from optional work	☐	☐	☐	☐	
Urgent items identified	☐	☐	☐	☐	
Recommended items ranked	☐	☐	☐	☐	
Optional improvements listed	☐	☐	☐	☐	
Phasing options created	☐	☐	☐	☐	
Consequences of deferral explained	☐	☐	☐	☐	
Photos and locations attached	☐	☐	☐	☐	
Vendor budget pricing gathered	☐	☐	☐	☐	
Final recommendation prepared	☐	☐	☐	☐	

Top recommended budget items

Priority	Item	Category	Est. Cost	Owner Decision
1				
2				
3				
4				
5				
6				
7				
8				

Recommended next step

- ☐ Continue current budget
- ☐ Approve phased enhancements
- ☐ Request landscape budget review
- ☐ Add items to next capital plan
- ☐ Approve required repairs
- ☐ Request vendor pricing
- ☐ Request irrigation audit
- ☐ Rebid landscape services