

TREE MONTHLY ACTIVITY REPORT

MONTHLY TREE ACTIVITY REPORT – CONSTRUCTION SITE

TREE INSPECTION INFORMATION

Site Address: Inspection Date: Inspector Name:	Permit Number:	Inspection #:	
PROJECT CONTACT IN	FORMATION		
Project Manager:		Company:	
Address:	City:	State:	ZIP:
Phone 1: Email:	Phone 2:	FAX:	
PROJECT ARBORIST C	ONTACT INFORMATION		
Project Arborist:		Company:	
Address:	City:	State:	ZIP:
Phone 1:	Phone 2:	FAX:	

INCLUDE THE FOLLOWING INFORMATION ON EACH TREE ACTIVITY REPORT

- 1. Assignment Activity (Demolition/grading/sewer/trenching/foundation/list relevant visits)
 - a. Pre-construction meeting requirement with sub-contractors.
 - b. Inspect to verify that tree protection measures are in place.
 - c. Determine if field adjustments, watering of plan revisions may be needed.
- 2. Field Observations (general site-wide and list by individual tree number)
 - a. Tree Protection Fences (TPF) are.....
 - b. Trenching had/will occur.....
- 3. Action Items (list site-wide, by tree number and date to be satisfied) and Date Due.
 - a. Tree Protection Fence (TPF) needs adjusting (tree x, y, z)
 - b. Rent zone buffer material (wood chips) can be installed next.
 - c. Schedule sewer trench foundation dig with.....
- 4. Photographs (use often)

Email:

- 5. Tree Location Map (mandatory 8.5x11 sheet)
- 6. Recommendations, notes or monitor items for project/staff/schedule.
- 7. Past visits (must carry-over items satisfied/still outstanding)

Respectfully submitted,

Project site arborist

*The Approved Arborist shall inspect the site bi-weekly and include their findings on the monthly status report.

CITY OF DUNEDIN :: PARKS DIVISION

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