



## QUARTERLY TREE ACTIVITY REPORT – CONSTRUCTION SITE

Due every quarter

email to: sbentz@ci.atherton.ca.us

### Tree Inspection Information

Inspection Date:
Inspector Name:
Site Address:

### Project Contact Information

Project Manager:
Company:
Contact Phone & Email:

### Project Arborist

Arborist Name:
Company:
Contact Phone & Email:

### 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, 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. Root zone buffer material (wood chips) can be installed next.
  - c. Schedule sewer trench foundation dig with \_\_\_\_\_
  
4. Photographs (use often)
5. Tree Location Map (must be included)
6. Recommendations, notes or monitor items for project/staff/schedule.
7. Past visits (must carry-over items satisfied/still outstanding)