

Landscaping Daily Job Checklist Template

Customize this sheet for one day's property work. It keeps the crew, access notes, tasks, materials, unfinished work, and completion status together without acting as a schedule, inspection, or customer work order.

PRINTABLE WORKSHEET

Property and crew

- ☐ Date: _____
- ☐ Property or route: _____
- ☐ Crew lead: _____
- ☐ Access or site note: _____

Today's work

- ☐ Task and area 1: _____
- ☐ Owner and materials: _____
- ☐ Task and area 2: _____
- ☐ Owner and materials: _____

Additional work and issues

- ☐ Task and area 3: _____
- ☐ Owner and materials: _____
- ☐ Blocked work or issue: _____
- ☐ Office or customer question: _____

End-of-day handoff

- ☐ Completed work: _____
- ☐ Unfinished work: _____
- ☐ Material needed next: _____
- ☐ Crew-lead review: _____

Customize this task sheet for the property and company. It is not a route schedule, safety checklist, inspection report, pesticide record, timecard, invoice, or customer sign-off.