**Maintenance Plan Template**

1. **Grantee Information**
* **School District, College or University name**
* **Project Team:** Name and contact information, including title or affiliation, email address and phone numbers for the following people:
* Primary Contact for grant reporting and communications.
	+ Project Manager
	+ Professional consultant (if any)
	+ Fiscal Contact
1. **Project Sites: Location**
* **Site Information**

Number and list name(s) of each site. Provide the following information for each:

1. Site Name
* Street address
* GPS Coordinates (latitude and longitude) of one point per site
* Landowner/jurisdiction if other than school district or college/university

*Continue with any other sites, numbering each.*

* Upload **project location map**.
1. **Tree Inventory and Monitoring**

After the trees have been planted, upload the inventory data from the Planting Report that must be completed at that time. (These are the trees that you will be monitoring and maintaining). Leave this section blank for now.

1. **Tree Maintenance Activities, Responsible Parties and Timeline**

Complete the maintenance activity [template](https://www.sustainablejerseyschools.com/fileadmin/media/Grants_and_Resources/Trees_for_Schools/Phase_2/T4S_Maintenance_Plan_Template.docx) for all sites and upload.