

Appendix 3

Green Roof Maintenance Checklist

Date: July 2026
Version: 1



Comprehensive Maintenance Procedures for Green Roofs

Date:			Time:
Weather Conditions:			Site Location:
Bus Shelter ID:			
Task	Frequency	Things to check for:	Maintenance Notes
General Cleaning (remove rubbish, debris, weeds)	3-4 times per year	Check for accumulation of materials that could block drainage or damage plants. Increase frequency if debris builds up rapidly or after storms	
Waterway Inspection (check and clear drains, scuppers)	3-4 times per year	Ensure all waterways are clear and functioning. Inspect after heavy rain or storms for blockages.	
Plant Care (fertiliser application- adding slow release)	As needed (typically during each maintenance visit)	Monitor plant health and growth. Make a note if need to adjust fertiliser type (adding slow release) and amount based on plant needs and observation.	
Replanting (add cuttings and new plants)	As needed; assess during each	Identify bare or thinning areas, unhealthy plants, or poor coverage.	





	maintenance visit	Choose species suitable for local climate and conditions. Document all replanting activities in the maintenance log.	
Watering (manual)	Weekly during dry periods (especially in summer) ; No more than twice a year in Spring and Autumn	Soil moisture level, signs of plant stress (wilting, browning). Increase frequency in extended dry or hot periods - include in the notes	
Structural Check (support load, tray drainage)	Annually or after significant weather events	Check for signs of structural stress or drainage issues.	
Maintenance Log Update	Every visit	Record all actions, dates, and notable observations. Include details of issues found, actions taken, and follow-up requirements.	
Review Maintenance Schedule	Annually	Assess effectiveness of current schedule. Adjust frequency and tasks based on roof performance and weather conditions.	





Photo(s) evidence of the green roofs provided	
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Best Practices

- Consistently record all findings and actions to build a comprehensive maintenance history.
- Be proactive—address small issues before they escalate into costly repairs.
- Adapt the checklist and schedule as needed according to observed roof performance and changing weather conditions.

By following these guidelines, you will maintain a healthy, functional green roof and ensure all maintenance actions are well documented for compliance and future reference.

