



APPROVED

Greenery Visit Report

Report GV-10235 · Wednesday, Oct 14, 2026

CLIENT Demo Client (fictional)	SITE Demo Office Center	SERVICE PLAN Weekly plant care
VISIT DATE Wednesday, Oct 14, 2026	TIME ON SITE 9:10 AM – 10:05 AM	TECHNICIAN · VISIT # Sam Example (sample technician) · Visit 14

Visit summary

Excellent Overall plant health	3 Areas serviced · 38 plants	37 Healthy	1 Watch	0 Replace
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Plants throughout the lobby and suites are healthy and well kept. Pruned the pothos on the reception counter back to the planter edge, dusted leaves and checked soil moisture on every plant. One lobby ficus is On Watch for mild yellowing on a few lower leaves.

Work performed

- ✓ Watering (soil moisture checked first)

✓ Pruning and grooming

✓ Pest and disease check

– Fertilizing (seasonal schedule) (not this visit)

– Preserved moss art dusting (not this visit)

✓ Container cleaning
- ✓ Leaf cleaning and dusting

✓ Plant rotation for even light

✓ Soil and top dressing

✓ Living wall care

– Seasonal color rotation (not this visit)

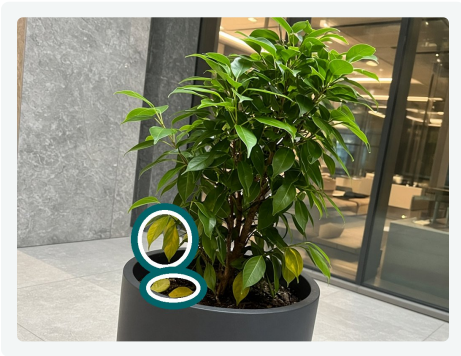
✓ Debris removed, area left clean

Plant health by area

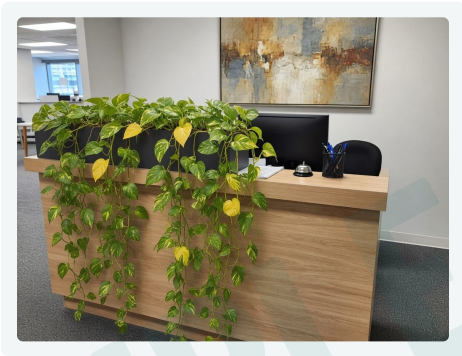
AREA	PLANT	QTY	STATUS	TECHNICIAN NOTE
Main lobby	Ficus benjamina (floor planter)	1	Watch	ON WATCH: mild yellowing on a few lower leaves, minor leaf drop. Removed fallen leaves and adjusted watering. Recheck next visit.
Main lobby	Fiddle leaf fig, dracaena, snake plant	6	Healthy	Leaves dusted, rotated for even light.

AREA	PLANT	QTY	STATUS	TECHNICIAN NOTE
Reception	Pothos (counter-top planter)	1	Healthy	Long vines hanging down the counter front pruned back; yellow leaves removed; top dressing refreshed.
Reception	Living wall	1	Healthy	Irrigation checked, groomed, no gaps.
Suite 200	Peace lily, ZZ plant	8	Healthy	Spent leaves trimmed; saucers cleaned.

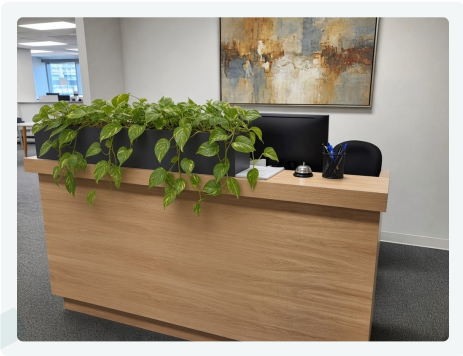
Visit photos



ON WATCH: lobby ficus, mild yellowing on a few leaves (circled)



Reception counter pothos BEFORE pruning



Reception counter pothos AFTER pruning



Suite 200: spent leaves trimmed



Main lobby planters, dusted and rotated



Living wall, groomed



Plant guarantee. Plants we install and maintain under a service agreement are covered by a replacement guarantee of up to 3 years. Exclusions such as client damage or environmental changes are spelled out in each agreement.

Technician notes

Ficus near the west lobby doors gets cold drafts in the morning.
Watering reduced slightly; we will check it again next visit.

NEXT SCHEDULED VISIT

Tuesday, Oct 21

Questions about this visit? Reply to this email.