



SITE VISIT REPORT

Date: _____

Client Name: _____

Address: _____

Phone: _____ Email: _____

Problems as identified by Client: _____

Observations: _____

Test Procedures (as applicable): Soil Test ☐ Insect Drench ☐

Recommendations: _____

Publications to be sent to Client: _____

Were photos taken? Yes ☐ No ☐ If yes, please attach to report including descriptions

Master Gardener Volunteer _____

Site Visit Checklist

Before the Visit

Once you have the owner's name and address:

1. Search the Okaloosa County Property Appraiser website www.okaloosapa.com
 - a. Pull the square footage of the home
 - b. Select "Show Parcel Maps" button. When the page loads, select "dimensions" box
 - c. Estimate or calculate the total property size minus the dwelling

On Site

Step 1: Identify any safety issues

Step 2: Identify the plant

Step 3: Survey the site.

- a. is the problem occurring with one plant or a group?
- b. is it a local problem in this landscape or are other plants of the same type throughout the neighborhood showing the same problem?
- c. what has been the recent weather pattern?
- d. is the soil well drained or wet and boggy?
- e. is there an open drain spout near the plant?

Step 4: Ask questions

- a. has there been anything unusual spilled or applied within the vicinity?
- b. was fertilizer recently applied, how much, what kind?
- c. has the plant been sprayed with a pesticide?

Step 5: Examine the plant(s) thoroughly

- a. take note of discoloration, scorching, wilting and other symptoms
- b. check for any insect activity, especially on the underside of leaves
- c. is there evidence of mower/weed whacker damage

If you cannot make a determination, DON'T GUESS! Collect appropriate samples and bring them in to the office.

After the Visit

Email the completed report to

- (1) the homeowner
- (2) Master Gardener Coordinator
- (3) master gardener email
- (4) the home visit coordinator and
- (5) anyone who assisted with the visit