Workplace plant care handover

When several people look after the same plants, it can be hard to know what has already been done. One shared record of plants, positions, responsibilities and completed tasks makes handover clearer.

01 Give each plant a location and reference

Use a location-based reference such as “R01, reception window”, with a whole-plant photo and confirmed plant name. Record any move and its date instead of replacing the photo while leaving the old location.

02 Name a lead and a backup

Name the main carer, a backup for absence and a contact method. Others should check the shared record before acting. If maintenance is outsourced, identify who observes the plants and contacts the team between visits.

03 Record completed actions

Record the date, plant reference, observed condition, completed action and person responsible. “Checked the soil; did not water” is also useful. Keep planned tasks separate from completed work.

04 Keep the matching care guide nearby

Link each plant to the care PDF for its species and record any confirmed adjustments for the site. Do not give every species one watering schedule simply because they share a room. Check the relevant guide or ask the team when unsure.

05 Carry forward open items

At handover, list unanswered questions, booked visits, recent moves or environmental changes and plants needing another check. Include dated photos and the next person responsible to avoid duplicate action.

Your details, in one place

Print and fill in this page, or copy the headings into your reply. Mark unknown details as “to be confirmed”.

Plant reference / name / location

Care PDF / confirmed site adjustments

Lead carer / backup

Latest record: date, observation, action, person

Maintenance scope / responsibilities between visits

Open items / next owner / review date

Next step

Copy this page for each plant or area and keep it where the team can access it. Use it alongside the existing species care guide.