

THE VILLA MANAGER'S GUIDE

Your villa's garden. Who is following up?

7 checks to discuss with your caretaker
and garden contractors.

FREE GUIDE · 4 PAGES · A PRACTICAL WORKSHEET

A beautiful garden is only part of the story.

What was agreed, what has been done, what still needs a decision: is that information easy to find?

Use this guide to prepare a review with the people looking after the garden. You do not need to be a gardener: start with the information available and note what needs clarification.

Use it at your next garden review.
Keep the last page as a reusable follow-up worksheet.

01 / SET A SHARED FRAMEWORK

Shared expectations. Across the whole team.

For each point, tick: clear / to clarify / not recorded. An unknown answer is a question to ask, not evidence of poor work.

01 Is the garden's character understood?

Identify the places and qualities to preserve: plant shapes, views, privacy, terrace use or the natural character of an area. An annotated photo is clearer than a vague request to "tidy up".

Ask your team: "Which areas and qualities should we prioritise preserving?"

02 Who observes, acts and approves?

Clarify the roles of the caretaker, gardener and contractor. Also identify who is authorised to approve spending or changes to the planned work.

Ask your team: "Who informs whom, and who approves a change before it is made?"

03 What are the current priorities?

Separate planned maintenance, issues requiring inspection and desired improvements. Choose three subjects for your next review rather than an unranked list.

Ask your team: "Which three issues should we address, and which can wait?"

An example

"Preserve the view from the terrace; inspect the declining plants; confirm who will follow up." These are discussion points, not instructions prescribing work.

02 / MAKE FOLLOW-UP VISIBLE

Clear facts. Defined next steps.

04 Is planned work distinguished from work done?

Compare the work scheduled with the work confirmed as complete. A planned task is not a completed task.

Ask your team: “What is complete, postponed or awaiting rescheduling, and why?”

05 Are changes being reported?

Record the area, date and visible signs: declining plants, escaping water or a change in appearance. Ask a suitably competent person to investigate the cause.

Ask your team: “When was it first noticed, and who should investigate?”

06 Is there a useful record?

Keep a few dated photos, decisions and unresolved issues together. Avoid photo collections without a location, date or context.

Ask your team: “Where can we find the latest update and related decisions?”

07 Does each action have someone responsible?

For each priority, record the next action, the person responsible and the next review date. Mark it complete only after confirmation.

Ask your team: “Who will do it, by when, and how will we confirm completion?”

03 / YOUR NEXT GARDEN REVIEW

One page. Clear next steps.

Property / area: _____ Date: _____

Participants: _____

1. Identify what needs clarification

	Clear	To clarify	Not recorded
Garden intentions	☐	☐	☐
Roles and approvals	☐	☐	☐
Current priorities	☐	☐	☐
Planned / completed	☐	☐	☐
Changes observed	☐	☐	☐
Photos and decisions	☐	☐	☐
Responsibilities and next review	☐	☐	☐

2. Choose three actions, not ten

Priority / next action

Responsible person

Next review

Decision awaiting approval: _____

Need an adviser for your garden?

ORIZON offers garden oversight, with a personalised Handbook and ongoing support. Caretaker training is also available separately; please confirm its delivery language.

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