



## Friends of Trees - Pruning Leader Workday Checklist

### At Staging Site

Sign in at Registration Table. Get pruning clipboard with address list, data collection sheet, tree location map, and colored crew card.

8:45am - Meet with the Friends of Trees Pruning Organizer for the Pruning Leader huddle.

9:00am - Everyone gathers for brief welcome. FOT Coordinator announces crews.

**Gather Tools: Hand pruners, hand saw, pole saw, and loppers.**

### Pruning Demonstration/Process

Make sure all volunteers understand location of the first tree, help organize car pooling or walking route. Agree to meet there for the pruning demonstration before getting started.

Have everyone introduce themselves. Go over safety talk (tool & personal safety).

Make sure you are at the right address and have right tree. Knock on door to let homeowner know you have arrived and are there to prune their street trees. Respect their desire to opt-out if they choose.

**1 - Assess tree for *Dead or Damaged* branches.** Demonstrate proper pruning cut outside of branch collar.

**2 - Assess tree for *Root Suckers* ;** remove properly.

**3 - Assess tree for *Co-Dominant leaders* .** Stress need to analyze work before you do it.

**4 - Assess tree for *Canopy Lifting*;** remove low branches for clearance and safety.

**5 - Assess tree for *Form Improvement* .** Remove crossing & rubbing branches, address included bark as necessary, and thin temporary scaffold branches to open the canopy.

Put woody debris in green bin or leave in a small pile in the front yard if bin is unavailable.

Remove twine or other potentially girdling material from trunk, including tree tags or other plastic.

Record appropriate data on collection sheet, including level of canopy pruned.

Leave door hanger at door or with homeowner.

### Wrap up

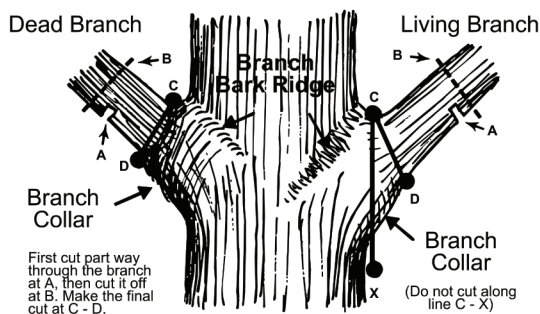
Check in with your partner crew to see if they need help before heading back.

At staging area check in with FOT planting manager and put tools and trash away.

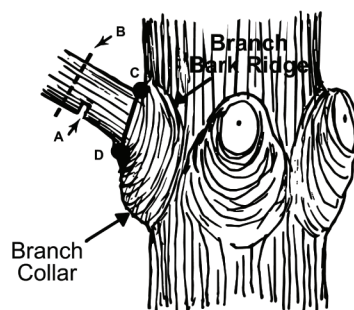
Thank volunteers for coming. Encourage everyone to attend lunch.

**RELAX! EAT! BE MERRY!**

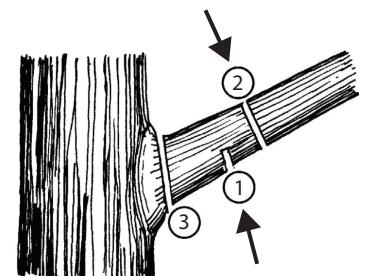
## Proper Pruning Techniques



Hardwoods



Conifers



Three-Cut Method