

# General Plant Care Guide: Potted Plants

- On average, plants will be watered once a week. It is best to check top soil. Water when top inch is dry to the touch.
- When watering, make sure to water all the way through the pot. Watering around the plant is best to allow balanced moisture throughout the soil mix. Stop watering when you see water draining from the bottom of pot. Plants should NOT sit on water. Wipe/ Remove excess water that drained at the bottom to avoid smell, pests, and root rotting.
- Plants should have enough sunlight. Plants placed along the middle of the office or in dark corners should be rotated to areas near windows so that it can absorb indirect sunlight. Direct sunlight will burn the plants' leaves and these will not recover anymore. Rotation can be done at least once a month.
- Dust may build up on the leaves. For big leaves, you can wipe with damp cloth to bring back the green shine of the leaves. For small leaves, you can give them a shower during your watering day to clean the whole plant. Let the plants dry in fresh air when you do cleaning. This is recommended to be done once a month.

## Recommended watering schedule:

- Indoor plants - water weekly unless it's super hot; always check SOIL before watering, if still soggy do not water yet
- Outdoor plants - water 2 - 3x weekly
- Garden - water daily