

Subject: Landscape Installation

Approved: Patrick Bohlen

PROCEDURE:

Landscape Installation

INTENDED AUDIENCE:

LNR personnel assigned to the landscape installation team.

PURPOSE:

To ensure quality, attractive, easy to maintain, and cost effective landscape installations at University of Central Florida.

- I. Knowledge** – Employee should be trained in landscape installations and the tools required to complete the task.
- II. Safety** –It is the employee’s responsibility to determine if added Personal Protective Equipment is needed and therefore must consult with their Supervisor prior to starting the task.

PPE - Gloves and safety shoes.

III. Bed And Design Information

- a. Collect soil from 4 different areas of the bed and test the soil pH.

Note: The pH level of the soil will provide a range that will help determine what plant material pallet will be installed.

- b. Prepare enhancement/install plan, to also include design.
- c. Select plant pallet.

IV. Bed Demolition

- a. Flag all know irrigation heads and valve boxes prior to starting any work.
- b. Clear the bed by removing existing plant and/or shrub material, weeds, unwanted vegetative growth and rocks.
- c. Determine whether a chemical application is to occur, due to excessive weed and vegetation growth that still may be existing in the soil.

Note: If a chemical application occurs, there is to be no work activity conducted in the bed for a period of 10-14 days after the chemical has been applied.

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- d. If no chemical application occurs, use a tiller (or tractor with box blade attachment) to work the soil to a depth of 10 to 12 inches. Hand tilling may be appropriate in some situations.
- e. Rake the area to remove any additional vegetative growth that was worked up.

V. Irrigation

- a. Contact the Irrigation Team to check the irrigation associated with the bed so that repairs and/or adjustments can be made.

VI. Bed Preparation

- a. Add and mix new soil into the existing soil with a tiller or by hand.
- b. Secondary pH test. Collect soil from 4 different areas of the bed and test the soil pH to ensure the pH level is still within the appropriate pH requirements for the plant pallet selected to be installed.
- c. If soil is to be amended, add limestone to raise the pH level to make the soil more alkaline, add sulfur to lower the pH level to make the soil more acidic.
- d. Water in soil amendment and do NOT plant for 24 hours

VII. Installation

- a. Place the plants where are to be planted as shown on the design.

Note: Pay close attention to the design, as not all installs have the same plant spacing.

- b. After the plant material has been laid out, do a second visual to ensure the lay out is properly spaced and in line with the design.
- c. Using a shovel dig a hole and set the dirt beside the hole. Dig the hole about an inch deeper than the size of the pot and 1 ½-2x as wide.

Note: Dig the hole about an inch deeper than the size of the pot and 1 ½-2x as wide.

- d. Remove the plant from its container and using a stick, rocks or your fingers, score the root ball to disrupt the roots current growing pattern.

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Note: This is extremely important when planting azaleas. Root bound plants that are not scored will continue to grow onto themselves and eventually choke themselves out.

- e. Add enough soil back into the hole to keep the top of the root ball even at ground level to no more than about a ¼ inch above ground level.

Note: It is important to pack down the bottom layer to prevent settling.

- f. Place the plant into the hole and begin to bring in the soil and pack in around the root ball.
- g. Use your fingers and fists to make sure the soil is well packed and that no air pockets are up against the root ball.

Note: An alternate method to pack the soil into the root ball is to use the handle of the shovel.

- h. Bring the soil to the top of the root ball and taper off to ground level.

Note: Do not put excessive amounts of soil on top of the root ball so that the plant and /or shrub can breathe.

Note: For larger shrubs and trees, it is mandatory that they are jetted in by hose, to eliminate air pockets.

Note: It is also recommended that you should make a tree well for easier watering.

- i. Use soil to raise a bank, around the outside of the root ball.

Note: The tree well allows for quicker, more efficient watering by filling the tree well and allowing the water to soak in over several minutes.

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- j. After installing the plant material, do a secondary visual and make any and all adjustments.
- k. Carefully rake the soil evenly around the bed, ensuring a nice level bed.
- l. Contact irrigation to have irrigation turned on to ensure proper coverage, with any adjustments/corrections to be made at that time.

VIII. Hand Watering

- a. All newly installed landscape beds are to be hand watered for a minimum of 10 working days (2 weeks), possibly 2X a day, unless otherwise directed by LNR supervision.
- b. Hand watering will be done at a low volume and at the base of the plant material.

IX. Supplemental Watering Program

- a. A supplemental watering program (“B” program) will be created for times that there is no staffing (i.e. weekends, holidays, periods of drought).

X. Mulching

- a. All newly installed landscape beds are to be mulched with no more than 2” of recycled mulch.

CAUTION Mulch is not to be piled up around the base of the plant material or on top of the plant material.

- b. After mulching is complete, a final visual shall be made to ensure that all mulch has been laid out evenly, with areas of clumps raked out, and bare spots filled.

XI. Site Clean up

- a. Ensure all mulch is in intended area and not on turf or hardscape features (i.e. sidewalks, curbing, roads), rake or blow as needed.
- b. Collect all pots, containers or any other packing material.
- c. Collect all hand tools and return to staging area.