

Subject: Business Services/Level 1- Specialty Areas

Approved: Patrick Bohlen

PROCEDURE: **Business Services – Level 1 – Specialty Areas**
INTENDED AUDIENCE: LNR personnel assigned to the landscape installation team working in the areas described below.
PURPOSE: To ensure quality, attractive, easy to maintain, and cost effective landscape installations at University of Central Florida.

I. Routine Maintenance

(Live Oak Room, Ferrell Commons Mediterranean Garden, Ferrell Commons African Garden, Reflections, Hawaiian Garden, Burnett Honors College Meditation Garden).

1. Police areas for paper, debris, etc., and blow areas with dirt and organic debris.
2. Check all plant material, shrubs and trees for any existing pests.

Note: Report any pest problems to the Landscape and Natural Resources Supervisor.

3. Weed beds and hardscape as needed including crack weeds.
4. Hand prune plant materials, shrubs, etc. as needed.

Note: If “hard pruning” is necessary, consult with your supervisor before performing pruning task.

5. Coordinate once a month with irrigation team to check irrigation to ensure proper watering. Adjustments or corrections will be made at this time.
6. Throughout the year, mulch all areas as needed.

II. Routine Maintenance

(John T Washington Center/CSEL Terrace)

1. Check all plant material, shrubs and trees for any existing pests.

Note: Report any pest problems to the Landscape and Natural Resources Supervisor.

2. Hand water plant material with a water hose as needed.
3. Hand Weed planted pots as needed.
4. Hand prune plant material as needed.

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III. Routine Maintenance

(Starbucks Roof Top)

1. Swipe Traka box and remove key number three (3).

Note: Key number three (3) will unlock the mechanical room to gain access to the ladder that leads to the Starbucks roof top.

2. Ensure ladder is in the down position.

Note: If ladder is not down, use the long extension tool with a hook and unfold the ladder to the down position.

3. Climb up the ladder and turn the handle to open the latch.
4. Step out from the ladder onto the roof.
5. Check all plant material, shrubs and trees for any existing pests.

Note: Report any pest problems to the Landscape and Natural Resources Supervisor.

6. Check irrigation drip line for any splits, slices, etc. and if any problems do exist, notify the irrigation team.
7. Check soil for moisture.

Note: Irrigation can be manually shut off during times of above average precipitation.

8. Hand weed planter boxes as needed.
9. Hand prune plant material as needed

CAUTION: Wear sturdy gloves! Plant material in this area has thorns.

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10. Place all clippings and week material in a sturdy bag.
11. Lower bag down to floor level through the hatch opening and adjacent to the ladder.

CAUTION: Absolutely nothing is to be tossed and or thrown off from the roof level.

12. Climb down the ladder and secure the latch.

Note: To secure the latch, ensure the hinge is out of the groove and in the track or latch will not be secure.

13. Exit the mechanical room and be sure all tools, bags of clippings and the number three (3) key are all collected.
14. Return key number three (3) key to the Traka box.

IV. Mulching

1. (*Ferrell Commons Mediterranean Garden, Ferrell Commons African Garden, Reflections, Hawaiian Garden and the Mexico Garden*). Mulch as needed.
2. (*Live Oak Room, Burnett Honors College Meditation Garden, CSEL, Starbucks Roof Top and the John T Washington Center*). Mulch once a year (any additional mulching activity will be by customer request through a work order).

V. Plant Replacement

3. (*Ferrell Commons Mediterranean Garden, Ferrell Commons African Garden, Reflections, Hawaiian Garden and the Mexico Garden*). Plants will be replaced as needed.
4. (*Live Oak Room, Burnett Honors College Meditation Garden, CSEL, Starbucks Roof Top and the John T Washington Center*). Plants will be replaced by customer request through a work order.