Subject: Contractor Oversight

Approved: Patrick Bohlen

PROCEDURE: **Contractor Oversight**

INTENDED AUDIENCE: LNR personnel responsible for overseeing the activity of outside contractors.

PURPOSE: To train LNR person overseeing the activity and quality of outside contractors to ensure UCF Landscape and Natural Resource (LNR) standards are met.
.

I. **Knowledge** – General list and information of upcoming projects. Information can include: planting plan, deadline expectations; arrival times etc.

II. **Communication**

1. Consult with LNR contract scheduler and supervision to define:
   a. Planting plans
   b. Deadline expectations
   c. Arrival times etc.

III. **Project Operations**

1. Meet with contractor manager/foreman on the date of installation to ensure that the site preparation is satisfactory prior to starting the project.
2. Inspect all plant material for any problems or conditions that may be unacceptable, including but not limited to:
   a. General condition of plant material
   b. Root structure
   c. Aesthetics
   d. Pests or disease
3. .Confirm contractor's planting plan conforms to LNR's planting plan.
4. Monitor the installation process, ensuring proper planting procedures are being followed.

Subject: Contractor Oversight Approved: Patrick Bohlen

> **Note:** If any deviation or issues arise, contact the Landscape and Natural Resources contractor coordinator.

5. Consult with LNR Irrigation team concerning any irrigation issues that may need attention.

IV.   Project Completion

1. Continue monitoring project site and inspect for any deviations from LNR installation standards.

> **Note:** If any deviation or issues arise, contact the Landscape and Natural Resources contractor coordinator.