Sample Maintenance Plan and Annual Calendar:

SAMPLE MONTHLY LANDSCAPE MAINTENANCE PLAN (April – March)

MAINTENANCE OBJECTIVES

The objectives of this Landscape Maintenance Program area to present a campus landscape which preserves the effect intended by the Landscape Architect. Implicit to that goal is a standard of optimum health, including the continued growth and flourishing of all native plant communities, landscape plantings and turf.

This program is based on a safe, environmentally sound, cost efficient philosophy. The fundamental principle underlying these guidelines is that prevention is still the most effective maintenance practice.

To satisfy these objectives, the guidelines which follow, describe the general criteria and specific requirements which, if strictly adhered to and used collectively, will maintain the campus landscape in its optimum condition over the long term.

These guidelines were meant to be both specific and general. The Grounds Maintenance Staff should follow specific directions where they are given. Included are various schedules and directions as to methods. There are also some general recommendations which allow for staff research, evaluation and discretion, where noted.

This document, however, could never anticipate every problem which may occur or develop over time. Site specific problems should be diagnosed and remedied before they become detrimental to the overall appearance and the long-term health of the campus landscape and the enjoyment of its users.

By using the finest horticultural principles and practices, as well as the best methods, material and equipment known to the trade; through careful observation and by performing all tests necessary; and through scientific analysis and intelligent application of horticultural science; the Grounds Maintenance Staff is to maintain all planting and turf in optimum health. The Staff must be so familiar with all of the elements of the landscape under care, that if a problem arises, it is resolved before it progresses beyond control.

MAINTENANCE INTENT

The major goal of this program is to improve the health and vigor of the plant material and to arrest, in all cases, the decline of the plants, thereby maintaining the asset value of the campus landscape.

A. Ornamental and Evergreen Trees

- Must be encouraged to attain mature height and reach their natural full spread, as specified.
- Must be maintained so that they have abundant foliage.
- In areas of heavy pedestrian or vehicular use, limbs must be kept high enough to prevent a hazard.
- Vehicular, pedestrian and storm damage must be responded to quickly.
- Thorned plants must be kept from becoming pedestrian hazards.
- Ornamental and understory trees must be maintained to encourage horizontal branching structure and a full canopy.
- Profuse blooming must be encouraged in all flowering ornamentals.
- Messy, unsightly fruit drop must be cleaned up regularly.

B. Flowering Deciduous Shrubs

- Must be kept full and green while in leaf and provide abundant color when in flower.
- Must be kept maintained at a reasonable size for safety, security, spacing and design effect.

C. Groundcover Plantings, Perennial Beds and Vines

- Must form neat, weed-free, dense mats, lush with foliage, to cover the soil surface.
- Flowering varieties must be encouraged to bloom profusely.
- Vines must be maintained so that they are attached to the intended surface and away from surfaces where they could become a nuisance.

D. Annual Beds

- Must be regularly cleaned of spent bloom.
- Must be watered frequently.
- Must be weeded and pinched, where required, to prevent leafiness.
- Must be fed to encourage an abundance of bloom.

E. Turf Areas

- Must be kept neatly mown and trimmed, weeded and fed to stimulate a blanket of dense green.

GENERAL

A. All work shall be performed in accordance with accepted horticultural practices. Chemicals will be applied in accordance with applicable laws and regulations and by licensed personnel.

B. Materials shall be applied in accordance with manufacturers' directions.

C. Landscape maintenance staff shall be properly trained and equipped to permit the timely completion of all operations.

D. In addition to daily work reporting, the landscape maintenance staff shall prepare a detailed monthly inspection report for presentation to the Associate Director of Landscape Services.

	OPERATION *(includes debris disposal)	# of OCC	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	ANNUAL COST
TURF	Mow and Trim	28													
	Edge Curbs and Walks	8													
	Fertilize, Pre-emergent (Crabgrass) and Post-emergent (Broadleaf)	3													
	Leaf Removal (Fall*)	3													
	Grub Control Application	1													
	Core Aeration	1													
BEDS	Pre-Emergent Weed Control	1													
	Post-Emergent Weed Control	6													
	Fertilize	1													
	Edge Beds and Cultivate	2													
	Mulch Rejuvenation	4													
	Prune Shrubs	5													
	Leaf Removal (Fall*)	3													
TREES	Edge Rings and Cultivate	2													
	Prune	1													
	Pre-Emergent Weed Control	1													
	Post-Emergent Weed Control	6													
	Fertilize Trees (Ornamental/Evergreens)	1													
	Mulch Rejuvenation - tree rings	1													
INSPECT PLAY EQUIPMENT	Nov.1st - March 31st (weekly)	22													
	April & October (3 times/week)	26													
	May 1st - September 30th (daily)	153													
	Certified Inspection (yearly)	2													
GENERAL MAINTENANCE	Spring Clean-up*	1													
	Police Grounds daily (Monday - Friday)	152													
	Police Grounds daily (Monday - Wednesday - Friday)	63													
	Police Grounds weekends (Saturday - Sunday)	62													
	Sweep all paved paths (weekly)	32													
MISCELLANEOUS	I&D Apple Scab - Crabapples	3													
	I&D Aphids - River Birch	1													
	I&D Mites - Locust	1													
	I&D Japanese Beetle - Linden	1													
	Dormant Pruning - 3-year program (shade trees)	1													
	Dormant Pruning - 3-year program (shrubs/ornamentals)	1													
IRRIGATION	Irrigation Systems (start-up, shut down and operation)	3													

SAMPLE MONTHLY LANDSCAPE MAINTENANCE SPECIFICATION (APRIL-MARCH)

DETAILED SPECIFICATIONS

SCOPE OF WORK

The specification provides for the maintenance, care and grounds keeping of the campus landscape. The type of maintenance, care, and grounds keeping is defined in the following and is designed to promote healthy growth and create the landscape environment specified. Unforeseen and unpredictable items such as storm damage and certain insect and disease problems occur, and must be responded to.

Lawn Care:

1. Turf shall be cut to a height of two to three inches as conditions dictate. Mowing shall be done frequently enough so that no more than one-third (1/3) of the grass blade is removed per cutting. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance. Excess clippings shall be removed and blades on all equipment shall be sharp to prevent tearing of the grass blades.

2. Vertical surfaces such as buildings, posts and fences shall be trimmed when mowing is accomplished to ensure a neat appearance and consistent height.

3. Turf adjacent to walks shall be edged eight (8) times per season. Turf adjacent to curbs shall be edged eight (8) times per season.

4. A pre-emergent crabgrass control shall be applied to all turf areas in the spring to deter crabgrass seeds from germinating.

5. A quality turf fertilizer shall be applied to all turf areas three (3) times per season to promote green color and root growth. Timing, frequency, and rate of application shall be adjusted to meet horticultural conditions.

6. A broadleaf weed control post-emergent shall be applied to all turf areas three (3) times per season.

7. Fall clean-up operations will be performed in late fall to remove leaves from all turf. All debris shall be removed off-site.

8. Grub preventative to be applied to all turf areas one (1) time per season.

Bed Care:

1. A pre-emergent weed control shall be applied to all beds once per season to inhibit weed seed germination.

2. A post-emergent weed control shall be applied to all beds six (6) times per season to inhibit weed growth.

3. A granular slow-release fertilizer shall be applied to all existing beds once per season.

4. Turf adjacent to beds shall be edged and cultivated two (2) times per season.

5. All beds shall be kept in a neat and weed-free manner to include cultivation four (4) times per season, hand weeding and the use of herbicide on an as-needed basis.

6. All shrubs and evergreen beds shall be pruned five (5) times per season to remove dead or damaged branches and develop the natural form of the plant.

7. All perennials (were appropriate) will be winterized in the fall.

8. Fall clean-up operations will be performed in the late fall to remove leaves from all bed areas. All debris shall be removed off-site.

9. Dormant pruning shall be done to one-third (1/3) of the shrubs each year. (3-year program)

Tree Care:

1. A cultivated and edged tree ring shall be maintained at the base of all lawn trees where applicable two (2) times per season.

2. All trees to a height of fifteen feet (15') shall be pruned once per season to remove dead, damaged, broken or diseased branches and develop the natural form of the plant.

3. A pre-emergent weed control shall be applied to all tree rings once per season to inhibit weed seed germination.

4. A post-emergent weed control shall be applied to all tree rings six (6) times per season to inhibit weed growth.

5. A granular slow-release fertilizer shall be applied to all ornamental and evergreen trees once per season.

6. Dormant pruning shall be done to one-third (1/3) of the trees each year. (3-year program)

Play Inspection:

1. All play equipment will be inspected weekly November 1st – March 31st; three times per week April and October; and daily May – September.

2. A Certified Inspector will inspect the playground equipment two (2) times per year.

General Maintenance:

1. Spring clean-up operations will be performed during the month of April to remove leaves and debris that have accumulated over the winter.

2. Policing of the campus shall be done daily April – October; three times per week November – March; and on weekends April – October.

3. All paved paths shall be swept weekly May – November and twice in March and April.

APPLICATION OF HERBICIDES, PESTICIDES, FUNGICIDES AND FERTILIZERS: (If these materials are to be applied, then best management practices shall be used. Application shall be as follows:

LAWN CARE PROGRAM:

APPLICATION	DATE SCHEDULED	PRODUCT & APPLICATION RATE	PURPOSE
Spring Fert. & Weed Control	April	17-2-3 Liquid fertilizer applied at 0.75 lbs nitrogen per 1,000 sq ft	General turf feeding in smaller turf areas
		Cool Power weed control applied at 3.25 pints per acre or 1.2 oz per 1,000 sq ft	Weed control product used during cool temperatures in spring to control early dandelion, violets, thistle, ground ivy, etc.
		19-3-5 w/ Barricade Granular applied at 4.5 lbs per 1,000 sq ft	Fertilizer and crabgrass pre-emergent used in large turf areas and applied via tractor
Early Summer Fert. & Weed Control	May – June	17-2-3 Liquid fertilizer applied at 0.75 lbs nitrogen per 1,000 sq ft	General turf feeding
		30-3-3 Granular fertilizer applied at 0.75 lbs nitrogen per 1,000 sq ft	General turf feeding applied to large turf areas via tractor
		TriPower weed control applied at 3.25 pints per acre or 1.2 oz per 1,000 sq ft	Warm season weed control product used to control dandelion, thistle, oxalis, etc.
Grub Control	June – July	Merit 2F applied at 0.16 gal/acre or 3.5 lbs per 1,000 sq ft if granular is used	Preventative application for control of white grubs

TREE AND SHRUB CARE PROGRAM:

APPLICATION	DATE SCHEDULED	PRODUCT & APPLICATION RATE	PURPOSE
Root Zone Fertilization	April	17-2-3 Liquid fertilizer root zone injected at a rate of 7.5 lbs nitrogen per 1,000 sq ft	Fertilization for shade trees located in turf areas only
Apple Scab Control	April, early June & mid-June	Eagle 20EW applied at 6.0 oz/100 gallons and Cavalier F applied at 16 oz/100 gallons – disease control	A 3-spray program to control the apple scab fungus. Multiple sprays.
Early Summer	June	Tempo SC Ultra applied at 2 oz./100 gallons	Honey locusts are sprayed for plant bug, leaf hopper and bagworm
	July	Tempo SC Ultra applied at 2 oz/ 100 gallons	Lindens are sprayed for Japanese beetle
	July – August	Tempo SC Ultra applied at 2 oz/100 gallons	Plants affected by aphids are sprayed to minimize damage