

**2012**



**GROUNDS SERVICES MAINTENANCE PROGRAM**

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**GROUNDS SERVICES**

**MAINTENANCE PROCEDURES**

**SECTION WEEDING PROGRAM:**

All shrub beds, tree rings, signs, light poles and landscape areas will be weeded at least one day per week or as needed. Mulched areas around campus have a < 1% weeds present threshold, stoned areas have a 3% weeds present threshold, and woodchip, groundcover, and other viewable areas 5% threshold for weeds present. Section crews will go completely around each building and remove all weeds. Crews should check for weeds from the building out to the road including cracks of sidewalks and along curbs. Each of the four sections on campus will have a building weeding schedule to determine which areas to weed on each day of the week. No weeds should reach a foot tall.

\*Attachment 1 shows weekly weed schedule for each section.

**POLICE GROUNDS OF ALL TRASH AND DEBRIS:**

 Every morning, the first task of the day is trash and debris cleanup. Section crews should walk around every building in their section and pick up paper, cans, bottles, etc. All debris which does not belong in the landscape should be removed. All parking lots, service roads and driving lanes should be cleaned as well. This task should coincide with the weeding program. Any road kill found in your area should be picked up and discarded into a dumpster. If there are large or heavy items make arrangements to have them removed that same day. Any broken glass or other hazardous material found in your section at any time of the day should be cleaned up immediately. All trash barrels in your section should be checked daily and dumped as needed.

**BLOW OFF ALL SIDEWALKS, STEPS AND ROADS:**

 Blow off grass clippings, tanbark, dirt and other debris around all buildings and outlying areas in your section daily. All sidewalks, curb corners, and roads should be blown off twice a week. Also, after wind storms everything should be blown off immediately after the storm or if the storm is overnight, first thing the next morning.

NOTE: Hearing protection must be worn while operating power blowers.

**PICK UP DOWNED LIMBS AND BRANCHES:**

All grass areas should be checked for branches before grass is mowed in each section. Branches and limbs must be removed from roads, parking lots and sidewalks immediately. Sections should be checked completely on a daily basis. Any broken or hazardous branches or limbs hanging from trees must be reported to the Grounds Manager as soon as possible.

**PUSH MOWING AND GRASS TRAILER:**

All push mowing will be done on a weekly basis. Push mowing must coincide with tractor mowing in your section or be done when tractor mowing in your section is completed. Push mowers can mulch grass clippings if clippings are not visible after mowing. Grass clippings that are collected should be hauled to the compost pile in the Back 40. Any accumulated grass clippings on sidewalks, ramps, roadways and mowed turf areas must be raked up and blown off before the end of the mowing workday. Report any areas mowers have missed to the Grounds mechanic. When the grass dump trailer is your crew’s responsibility for the day the grass trailer needs to be dumped as needed. This insures that the mowers can back in the trailer safely and the grass is dumped by the end of the day.

\*Attachment 2 identifies all areas that need push mowed in each section.

**WEED WHIPPING EDGES:**

Weed whip all unmowable edges of sidewalks, curbs, beds, and parking lots. Weed whip along edge of woods and undeveloped banks twice a growing season. Rake down and pick up all clippings after weed whipping and blow clean. Weed whipping should be done as needed but at least once a week.

NOTE: Safety glasses and hearing protection must be worn while operating power weed whips.

**TRIM AND PRUNE DEAD WOOD:**

Check all trees, shrubs and plants daily for dead wood or dead leaves. Prune out and remove dieback as needed with hand pruners. Crew personnel will carry hand pruners and prune out dead wood as it is found.

**SHEAR AND PRUNE SHRUBS:**

Flowering Shrubs- Some are pruned for a natural look and many need to be sheared to ground level once a year. Check with the Grounds Manager for recommendations before shearing to ground level.

Daylilies- They need to be sheared to ground level and cleaned up before Homecoming in October every year. After shearing leaves and lily stems they must be deposed of and not left lay.

Evergreen Shrubs- (mainly Boxwoods, Junipers, and Yews) Crew leaders should check with the Grounds Manager on specifics of each evergreen shrub if not 100% sure which technique to use.

* *Boxwoods* need to be sheared with hedge trimmers once a year, after new growth hardens. Usually, July is an ideal time.
* *Junipers* are to be pruned year round to keep the Juniper’s natural look. If the Junipers are overgrown and need a more significant pruning the crew leader needs to discuss this with the manager for recommendations before starting work.
* *Yews* must be sheared twice a year. Yews should be shaped to original shape before growth occurred.
* *Misc. evergreens* like Hollies, cypresses, and etc. should be hand pruned year round when needed or as the Grounds Manager advises crew leaders on a particular evergreen.

 After shearing or pruning shrubs, all clippings must be raked off of shrubs and cleaned up. Pruned and sheared trimmings are to be dumped in the back 40 on the brush pile.

**EDGE SHRUB BEDS, TREE RINGS, CURBS, AND SIDEWALKS:**

Tanbark should be raked back approximately 1 ft. from edge of bed. Beds will be edged with a bed edger. As little as possible should be taken off the bed edge. Remove only what is necessary to obtain a clean, professional cut. All edging material should be removed and cleaned up. Rake tanbark back to new edge after bed has been edged and cleaned up. Additional tanbark may be needed after edging has been removed. Coordinate edging of annual beds with the plant care crew. Edge beds and tree rings once a year (in March or first two weeks in April). Sidewalks and curbs should be edged two times during the spring and summer months. Remove any live turf from inside the new bed edge by spading out or spraying with Round-up.

**STREET AND STAIRWELL DRAINS:**

All storm drains need to be checked weekly for leaves and debris. Any drain that is even semi-clogged should be cleaned out immediately. After every storm all drains must be monitored and cleaned for the next storm. If there is an issue with a clogged drain or runoff water it must be pointed out to the Grounds Manager ASAP.

**TANBARK AND WOODCHIP PROGRAM:**

 Tanbarking or mulching of campus is contracted out and completed before commencement each year. Crews should be checking tanbarked beds to insure tanbark is not left in piles or too high around the root collar of trees and shrubs. It may be necessary to tanbark additional areas in your section as designated by the Grounds Manager. When mulching beds, the following procedures should be followed. Mulch should be spread evenly with a pitchfork. Caution should be taken not to bury any annuals, perennials, ground cover or small shrubs. Mulch should be no more than two inches thick. To avoid washouts, do not apply mulch higher than curbs, sidewalks, steps, beds, etc. Any tanbark spilled or washed onto the grass should be completely cleaned up to avoid dead spots in the turf. All sidewalks, steps and other hard surfaces should be swept up and blown off when applying tanbark.

Woodchips can be used by the crew leaders in natural areas and secondary areas on campus. Any new areas being wood-chipped on campus must be discussed with the Grounds Manager first before application. The woodchips should be applied at 5-6” thick. The fit trail is wood-chipped as needed (usually every three years), this process is a department project no one is excluded.

**SPRAYING PESTICIDES AND SPREADING FERTILIZERS:**

It is a must that crew leaders read the label on any and all pesticides and fertilizers they are applying. All pesticide applications must be recorded on the Pesticide Application Log form. When transporting chemicals the vehicle needs to stay off all grass areas to prevent accidental spill damage to the grass. Specifics on several chemicals used on campus applications:

* *Round-up* is a post-emergent that is used for killing most weeds in mulch and woodchip areas. Should be applied with a handheld tank or backpack sprayer. Bed edges should NOT be sprayed with Round-up. It should be applied after morning dew dries, no rain forecasted in the next two hours, and no wind over 10 mph. Significant weeds sprayed by Round-up should be weed whipped down after 24 hours of application. 2 oz. of Round-up per gallon or 1 cup per full backpack sprayer, NO MORE. Synthe (1 oz. per gallon) can be added to the Round-up for a more potent herbicide.
* *Starter Fertilizer-* SF should be used on all newly planted grass. Spread first when grass pokes through the soil and again 3 weeks later. Read bag for rate amounts of SF.
* *Holly Tone-* HT must be applied to all conifers and broadleaf evergreens. HT is to be applied in early spring.
* *Snapshot, Freehand, or preferred pre-emergents-* Pre-emergent herbicides must be applied three times each spring by each crew (first app. in early April, next app. 4 weeks later, and final app. 4 weeks later). Do not treat annual beds or bulb beds. Discuss with plant care crew and with Grounds Manager if not 100% sure of application locations and proper rate.

\*Attachment 3 is a copy of the Application Pesticide Log form.

**TENTS:**

All 20’x 20’ tents and 10’ x 10’ tents are to be stored and neatly organized on the tent racks on the far wall of the backhoe bay in the Grounds garage. Tents must be anchored on all four corners when put up for events. Tents should be removed and neatly stored back in the Grounds garage within 24 hours of completion of each event.

**STUDENT PICNIC AREAS:**

All picnic areas should be checked daily. Trash receptacles should be checked daily and dumped as needed. If grill has been used, all ashes should be removed. Grill grates should be cleaned and scraped with a wire brush once per month. Any damage to picnic areas should be reported to the Grounds Manager and Dispatch immediately.

**END OF DAY CLEAN-UP**

It is mandatory that all Grounds equipment used on any given day be cleaned up at the end of each day that it has been used. To accomplish this, it is essential that all campus crews stop work 20 minutes before the end of the work day for tool and equipment clean-up. All tools, debris and trash should be removed from beds of assigned trucks at the end of each day. Gators and ATV should be clear of trash and debris every day. Clean hand tools can be kept in place if vehicle is parked inside.

It is the responsibility of all Grounds personnel to keep the shop clean on a daily basis. Equipment bays, tool room and office areas should be swept and cleaned as needed. Campus crews’ tool room and athletic crew’s tool shed should be swept, cleaned, and KEPT ORGANIZED.

**Weekly Weed Schedule**

Section 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Fine Arts | Homestead | Boyer Hall | Satellite House  | Woodchip Areas |
| Old Main | VV Parking Lot | Lenhert Building | Old Main | Creekside Drive |
|  | South Gate |  | Fine Arts | Misc. Areas |
|  |  |  |  | VV Parking Lot |

Section 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| ECC | Chapel | Agape House | North Gate | Woodchip Areas |
| SSC | Library | Engle | Greenbrier  | SSC |
|  | Hoffman | Breakfast walk Bank | Woodland | Misc. Areas |
|  |  | Frey Hall | ECC | Whole Section |

Section 3:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Orchard Hill | North Complex | South Complex | Larson SU | Woodchip Areas |
| Smith | Larson SU | Jordan | Orchard Hill | Misc. Areas |
|  |  | Kline | Jordan | N. and S. Cplx |
|  |  |  |  | Whole Section |

Section 4:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Naugle Res. | Kelly Res. | Mellinger Res. | Pit Parking | Woodchip Areas |
| Fry Res. | Rafiki House | Witmer | Satellite Houses | Misc. Areas |
|  | Issachar’s Loft |  |  | Whole Section |
|  |  |  |  |  |

Section 5:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Cover Bridge | Falcon Hut | Treona Parking Lot | Bertam House | Woodchip Areas |
| Starry Parking Lot | Shoemaker Field | Anderson Field | Practice fld. Parking Lot | Misc. Areas |
| Picnic Area |  | Criste Courts |  | Whole Section |

**Weekly Push Mowing Areas**

**SECTION 1**

Fine Arts, strip along parking lot

Front Old Main

McBeth Alumni Center, all around building

Lenhert, houses at rear

Lenhert, alongside of building

Front and rear Mill House

Banks property, front and rear

Bowmansdale, all turf

**SECTION 2**

Boyer Hall, turf in front, Chapel side, and island in ELC parking

ELC, Children's play areas

Hostetter Chapel, turf behind and beside

Between Hostetter Chapel and Murray Library at steps

4 Islands inside the pavers

Rear of Murray Library steps, leading to President's house

Bank at Frey Hall

Old President's house (Woodland), turf around house

Solar pavilion bank

**SECTION 3**

Orchard Hill driveway entrance and patio area

Bittner back by dumpster and bank by propane tanks and deck

Mountain View, courtyard area and left bank at service area

Smith Residence, along ramp at right side and strip on College Ave.

Jordan/Kline entrance on parking lot side Left and right sides of entrance to greenhouse

Student Garden walkway through garden

North complex (Grantham Residence) bank by fence

**SECTION 4**

Pit parking lot islands

Top and bottom banks around Pit basketball courts

Witmer parking lot islands

Back side of Witmer parking lot, near bank

Back of Naugle Residence

Along guardrail at Northgate

**SECTION 5**

Left and right side of covered bridge

Top of bleachers at Shoemaker Field, left and right side

Bank at right side of Shoemaker entrance

Baseball bullpen area