

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- **Overview**
- **Policy**
- **Procedure**
- **Forms**

### PHYSICAL PLANT SERVICES

13.3

REV 04-05

Facility Services

425-352-5466

### Campus Grounds Responsibilities

#### OVERVIEW

Campus Grounds is responsible for the comprehensive routine upkeep / maintenance of the landscaping on the UWB/CCC campus grounds, compost bins, wetlands, regional trail, sidewalks, promenade, roads, wooded areas, parking lots and garages.

#### POLICY

UWB/CCC campus will be clean, pleasant, inviting and safe to the best of our ability for all of our customers who learn, teach, study and visit.

#### Grounds Services

- **Grass areas**-mowing, edging, fertilizing and weeding
- **Landscaping**- designing of new beds and other points of interest
- **Light pole cleaning** throughout campus
- **Planting beds**-adding seasonal color, pruning, mulching and weeding
- **Potted plantings**- watering, planting, pruning and adding seasonal color
- **Pressure washing**- walkways, rockery, promenade and steps
- **Snow removal and sanding**- all roads, promenade and walkways
- **Shrub maintenance**- pruning, replacement and fertilizing
- **Tree maintenance**-pruning, clearing and removal of dead limbs
- **Trash pickup**- exterior trashcans and cigarette urns
- **Street / roads, walkways, promenade and sidewalks**- blowing campus
- **Spider web removal**- from exterior lights and windows
- **Vermicomposting** - collecting food, aerating, feeding, sifting compost
- **Wetlands** -planting native plants and trees , removal of non-native plants
- **Regional Trail**- blowing, weeding and trash pickup
- **Wooded areas**- trimming under brush, pruning and selective spraying

## Priority of Work

Preventative maintenance is completed everyday during the work week. Specific work requests or other issues are handled in the order in which they are received, unless a situation or condition exists which requires priority. Pertinent facts should accompany any request of an urgent nature. Urgent or emergency requests will be handled on a priority basis.

## Grounds Maintenance Frequency

- Fertilizer Application-quarterly
- Herbicide Application-monthly
- Mowing Grass – 2 days per week
- Lawn core aeration – every 2 years
- Light pole cleaning throughout campus - quarterly
- Planting Bed Maintenance – 3 days per week
- Planting Potted Plants- quarterly
- Pressure Washing- bi-annually
- Snow Removal and Sanding- during winter months-when needed
- Tree Maintenance- bi-annually
- Trash Pickup-exterior – every morning Monday – Friday
- Tall Grass Line Trimming - monthly
- Sweeping Blowing – walkways & promenade- 2 days per week
- Spider Web removal –1 day per week
- Vermicomposting Bins – 2 days per week
- Watering Potted plants – 2 days per week
- Wetlands and regional trail – daily
- Wooded areas- annually

## ACCESS

In order to perform services, Facility Services personnel must access every building, room and storage facility. Unauthorized locks or padlocks on any door or storage facility interfere with Facility Services' ability to perform maintenance or respond to emergency situations.

## SAFETY PROCEDURE(S)

**Noise:** Power equipment will not be operated until 7:00 am due to noise.

**Escort Vehicle:** If vehicle driven on the promenade and two persons are working, one will escort the vehicle.

**Flying Debris:** Grounds staff will momentarily stop operation of equipment if pedestrians are approaching work area. (Blowers, pressure washers, weed eaters and edgers)

**WORK REQUEST – Any work requested please use [Campus Work Request](#)**