



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Facilities Management
Issue/Revision Date: 12/01/2017

Landscape and Athletic Turf Maintenance Policy

Policy:

Maintain the Alcorn State University Campus landscape and athletic turf in a clean uniform manner consistent with industry standards. Striving to meet or exceed these standards in all areas of landscape and athletic turf maintenance operations with healthy turf, trees, shrubs and ground cover including planting and maintaining both seasonal and year round color plants. Provide courteous, timely and quality service to all customers of the department.

Landscape & Athletic Turf Maintenance Operations and Services to include:

A. Litter and Waste Control

1. Take part along with the grounds maintenance staff in the policing of litter each morning throughout the campus according to zones and the assigned areas on a daily basis.
2. Police and remove all litter from landscape areas campus wide.
3. Collect and remove trash from receptacles and police all litter and trash from Athletic turf areas.
4. Take part in cleanup during and after large events at athletic facilities and campus wide depending on need.

B. Organic Debris Removal

1. Take part along with the grounds maintenance staff in the removal of all limbs and other debris campus wide as needed due to weather related conditions.
2. Debris removal from all athletic turf facilities and associated areas.
3. Leaf and debris removal from all landscapes campus wide and as needed per location.

C. Landscape Maintenance

1. Landscape maintenance to include fertilization, weed control with Herbicide and pulling weeds by hand where needed.
2. Top dress or mulching to be done according to seasons or as

needed for special events.

3. All landscape maintenance will be scheduled according to zones, weather related conditions and as needed or directed for special events.
4. All landscape and turf irrigations systems will be maintained and serviced by this unit.

Tree Trimming

1. All small and ornamental trees to be trimmed by the staff according to the growth pattern, time of year and need, normally in Jan. or Feb.
2. Large trees such as Oaks, Pecan, Magnolia, Maples, etc. shall be trimmed by the staff during the dormant time or as needed. When safety is a factor the work will be performed by a licensed contractor if budget allows.

Tree Removal

1. All dead or declining trees shall be removed by the staff when they create a safety concern.
2. When the situation is beyond the Departments capability a licensed Contractor will be brought in to perform the work, if the budget allows.

Shrub Pruning and Planting

1. Shrubs shall be pruned according to growth pattern, size and the time of year.
2. All new shrub planting and replacement planting shall be done in the cool season such as Jan. through Mar. to avoid dry times.
3. Fertilization and mulching to be done on a seasonal basis or on an as needed for special events.

Seasonal Color Planting

1. Annual flowers will be planted at key locations around campus twice a year and up graded for special events as needed.
2. Perennial flowers will also be used throughout campus to provide color as the seasons change.

D. Athletic Turf Maintenance

1. Athletic turf maintenance areas to include:
 - Football game field and all areas in and around stadium area.
 - Football practice #1 lower field and all areas adjacent.
 - Football practice #2 upper field and all areas adjacent.

- Softball field and all areas adjacent.
 - Baseball field and all areas adjacent.
 - Track field and all areas adjacent.
2. Mowing and height of cut for athletic turf areas will be scheduled according to the type of turf, particular season and weather related conditions.
 3. Turf fertilization will be applied based on type of grass and time of year Periodic soil analysis will be done and adjustments made.
 4. Turf herbicide for weed control will be applied based on time of year and type of weed to be controlled.
 5. Athletic turf area trimming and weed eating will be done based on seasons, mowing schedule and as needed.
 6. Athletic turf aeration, verti-cutting, and top dressing with sand will be scheduled the first week after graduation pending any weather-related conditions.
 7. Athletic turf irrigation systems will be maintained and serviced by this unit.

E. Contractual Services

1. This unit will manage any contractual service agreements for landscape and Athletic turf areas.

F. General Labor

1. This unit will provide certain work order request dealing within the field of Landscape maintenance and Athletic Turf maintenance.
2. Provide general labor task as directed by the Landscape Manager, F. M. Director of Operations or A.V.P. for Facilities Management.