Physical Plant
Policy & Procedure #12

TITLE: **GROUNDS REQUIREMENTS FOR CLASS BREAKS**

OBJECTIVE AND PURPOSE: To establish standard tasks to be accomplished by Physical Plant Grounds operations during class breaks. Class Breaks consist of the following:

- Period between Spring Commencement and Summer term
- Period between Summer Commencement and Spring Term
- Winter Recess
- Spring Break

RESPONSIBILITY: **ACTION**

PHYSICAL PLANT MANAGEMENT/ GROUNDS SUPERINTENDENT/ GROUNDS CREW

- Routine Tasks to be done between all Breaks**:**
  - PM sprinkler systems in important areas of campus (Administration, Baldwin House, Alumni Circle, 20th Street)
  - Mulch areas of campus as determined by Assistant Director
  - Bed Work (trim hedges and remove leaves, trim palm fronds
  - Edge all grass areas meeting paved areas (remote areas not done with all mowing)
  - Tree work as determined by Assistant Director
  - Pressure clean high profile areas (Breezeway, Administration, Baldwin House)
  - Extensive litter patrol sweep

- Winter Break:
  - Mulch Breezeway
  - Pressure clean as assigned

- Spring Break:
  - Pressure clean as assigned

- During the Summer months:
  - Plant installation where necessary
  - Clean out native Palmetto tree stands in selected areas (20th Street, Lot 17)
  - Pressure clean as assigned

Issued By: J. Singer	Date Issued: 3/2006	Date Revised:	Effective Date: 3/2006
APPROVED:	Vice President	Associate V.P.	Director