GROUNDS SERVICE LEVEL STANDARDS

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GROUND SERVICE LEVELS

Grounds is responsible for managing the physical assets and natural resources of the campus in a cost effective and efficient manner, to ensure that the exterior environment is aesthetically pleasing, safe, and accessible during inclement weather for students, staff, faculty, and guests.

Grounds’ core businesses include Maintenance and Repair (snow removal, herbaceous & woody plant care, turf care, irrigation, roads, sidewalks/pathways and parking lots); Design & Implementation (irrigation design & installation); Campus Cleanliness (outdoor waste collection, hard surface cleaning, graffiti removal); & Other Services (Commemorative Planting Program, Landscape Infrastructure, Outdoor Space Use Coordination, Landscape Material Recovery).

HOURS OF OPERATION

Monday–Friday from 6:00 am–2:30 pm

Seasonal demand during the winter session may require shift alterations

GROUND STANDARDS OPERATING PROCEDURES

Buildings, Grounds, and Environmental Service (BGES), a division within F&O, welcomes you to UAlberta! Our mission is to provide a clean, healthy, safe, comfortable, and aesthetically pleasing physical environment for students, staff, and visitors to the University’s four main campuses and other properties maintained by BGES. We do this in the most effective and efficient manner to support the University’s academic and research missions.

Grounds staff must be aware of noise bylaws around residences

Monday to Saturday prior to 7.00am and Sunday – prior to 8.00am

Two way radios are used to keep in contact with the supervisor, maintenance desk, and co-workers.

Pruning of elm trees can only be done from November 1 to March 31 in any calendar year.
WINTER

Snow and ice removal priorities

- All roadways, fire lanes, sidewalks cleared of snow and ice as required
- Sand/ice-melt applied as needed
- Accessibility: Curb cut ramps and doorways; sand and ice melt as needed
- High traffic doorways and stairwells; sand and ice melt as needed
- Remaining doorways, loading docks; sand and ice melt as needed

Other duties

- Litter collection
- Emptying garbage cans
- Keeping doorways clear of winter sand and melted snow caused by foot traffic
- Opening and closing fire bollard gates for sand truck and skid steer access
- Ashtray cleaning
- Pruning/removals
- Equipment maintenance

SPRING

- General landscape construction as requested or required
- Annual spring cleanup of winter sand
- Sand is blown off all turf areas onto sidewalks or roadways for pickup by street-sweepers, skid-steer sweepers, or front-end loader pickup brooms
- All hard surfaces are cleaned of winter debris by equipment stated above
- Planting of flowers (annuals); plant annuals in various planters and beds on campuses yearly
- Removal and cleaning of garbage can liners
- Turf fertilization
- Weed spraying (environmentally approved products)
● Spreading of mulch in shrub beds
● Pruning of shrubs and trees
● Ashtray cleaning
● Litter collection and garbage can emptying in the area
● Daily check of all entrances and stairwells for removal of sand and debris
● Removal of leaves and debris from shrub beds
● Weeding of flower planters, shrub beds, and flower beds as required
● Turf repair due to winter damage
● Turf aeration and top dressing as required
● Grass cutting
● Grass trimming
● Spring irrigation start up and repairs
● Occasional graffiti and sticker removal
● Equipment maintenance

SUMMER
● General landscape construction as requested or required
● Irrigation maintenance as required
● Irrigation of planters and beds using large and small water trucks
● Daily litter pick up and garbage can emptying
● Daily check of all doorways and stairwells for dirt and debris removal
● Grass cutting and trimming as needed
● Turf aeration as required
● Turf fertilizing as required
● Weeding shrub and flower beds, planters as needed
● Weed spraying as needed (environmentally approved products)
● Spreading of mulch
- Graffiti and sticker removal
- Ashtray cleaning
- Pruning
- Equipment maintenance

**FALL**

- General landscape construction as requested or required
- Irrigation maintenance and shut down
- Irrigation with large and small water trucks
- Daily litter pick up and garbage can emptying
- Daily check of all doorways and stairwells for leaf, dirt and debris removal
- Turf aeration as required
- Turf fertilizing as required
- Grass cutting and trimming as needed
- Weeding shrub and flower beds, planters as needed
- Leaf removal and pickup from all soft and hard landscaping
- Weed spraying as needed (environmentally approved products)
- Spreading of mulch
- Graffiti and sticker removal
- Pruning (elms November 1–March 31)
- Ashtray cleaning
- Removal of dead annual flower material from planters and beds and dead perennial material from beds in late fall after frost has enabled further growth
# GROUNDS STANDARDS

The Grounds program standards are identified and compared against APPA levels.

## LEVELS OF ATTENTION

<table>
<thead>
<tr>
<th></th>
<th>APPA level 1</th>
<th>APPA level 2</th>
<th>APPA level 3</th>
<th>APPA level 4</th>
<th>APPA level 5</th>
<th>APPA level 6</th>
<th>Current level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Turf care</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mow</td>
<td>every 5 days</td>
<td>every 5 days</td>
<td>every 10 days</td>
<td>based on species may not be mowed</td>
<td>based on species may not be mowed</td>
<td>not mowed</td>
<td>2.8</td>
</tr>
<tr>
<td>Aeration</td>
<td>4 times a year</td>
<td>2 times a year</td>
<td>turf quality indicated on each map</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>3.5</td>
</tr>
<tr>
<td>Reseeding</td>
<td>as needed</td>
<td>bare spots present</td>
<td>major bare spots appear</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>3.5</td>
</tr>
<tr>
<td>Sodding</td>
<td>as needed</td>
<td>bare spots present</td>
<td>major bare spots appear</td>
<td>none</td>
<td>none</td>
<td>none</td>
<td>5 (capital project requests)</td>
</tr>
<tr>
<td>Weed control</td>
<td>to 1% surface</td>
<td>to 5% surface</td>
<td>to 15% surface</td>
<td>limited to legal requirements</td>
<td>limited to legal requirements</td>
<td>only if legal requirements demand</td>
<td>6</td>
</tr>
<tr>
<td><strong>Fertilizer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of care</td>
<td>species optimum requirements</td>
<td>healthy &amp; growing</td>
<td>when turf vigor is low</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>3.5</td>
</tr>
<tr>
<td>Rates</td>
<td>ensure supply of nutrients</td>
<td>lowest recommended</td>
<td>1/2 recommended</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>3</td>
</tr>
<tr>
<td>Times</td>
<td>ensure supply of nutrients</td>
<td>ensure even supply</td>
<td>once a year</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>3.5</td>
</tr>
<tr>
<td>Seasonal charts</td>
<td>modify for seasons</td>
<td>over entire year</td>
<td>low level application</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>not fertilized</td>
<td>3</td>
</tr>
<tr>
<td><strong>Irrigation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlled</td>
<td>automated sprinkler</td>
<td>automated sprinkler</td>
<td>demand &amp; portable</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>2.7 (adding automation dependent on funding)</td>
</tr>
<tr>
<td>Staffing</td>
<td>adequate</td>
<td>adequate</td>
<td>minimal</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>3</td>
</tr>
<tr>
<td>Frequency</td>
<td>Litter control</td>
<td>Pruning</td>
<td>Disease and insect control</td>
<td>Snow removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>---------</td>
<td>-----------------------------</td>
<td>--------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>APPA level 1</td>
<td>APPA level 2</td>
<td>APPA level 3</td>
<td>APPA level 4</td>
<td>APPA level 5</td>
<td>APPA level 6</td>
<td>Current level</td>
</tr>
<tr>
<td>as plant material demands</td>
<td>daily 7 days a week</td>
<td>daily 5 days a week</td>
<td>2 to 3 times a week</td>
<td>once per week</td>
<td>on demand/complaint</td>
<td>on demand/complaint</td>
<td>3.5 (dependent on demand and weather conditions)</td>
</tr>
<tr>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>no irrigation</td>
<td>3</td>
</tr>
<tr>
<td>Receptacles</td>
<td>plentiful</td>
<td>depending on traffic</td>
<td>depending on traffic</td>
<td>sparse</td>
<td>sparse</td>
<td>sparse</td>
<td>3</td>
</tr>
<tr>
<td>Pruning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>as species requires</td>
<td>once per season</td>
<td>once every 2 to 3 years</td>
<td>no regular trimming</td>
<td>safety reasons only</td>
<td>safety reasons only</td>
<td>3.5</td>
</tr>
<tr>
<td>Design concepts</td>
<td>as species requires</td>
<td>some sculpting</td>
<td>health or reasonable appearance</td>
<td>safety or damage</td>
<td>safety reasons only</td>
<td>safety reasons only</td>
<td>4</td>
</tr>
<tr>
<td>Grow characteristics</td>
<td>as species requires</td>
<td>as species requires</td>
<td>health or reasonable appearance</td>
<td>safety or damage</td>
<td>safety reasons only</td>
<td>safety reasons only</td>
<td>3.5</td>
</tr>
<tr>
<td>Disease and insect control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td>avoid public awareness of problem</td>
<td>not bother-some to public</td>
<td>when an issue with public</td>
<td>when public comfort is an issue</td>
<td>when public is threat-en ed</td>
<td>when public is threat-en ed</td>
<td>4</td>
</tr>
<tr>
<td>Corrective schedule</td>
<td>immediately</td>
<td>when damage is noticeable</td>
<td>when health or survival of plant is threatened or to address epidemics</td>
<td>only to address epidemic or public safety</td>
<td>only to address epidemic or public safety</td>
<td>only to address epidemics or public safety</td>
<td>4</td>
</tr>
<tr>
<td>Snow removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>same day</td>
<td>clear by noon the following day</td>
<td>based on local law require-ments</td>
<td>based on local law require-ments</td>
<td>based on local law require-ments</td>
<td>based on local law require-ments</td>
<td>2.7</td>
</tr>
<tr>
<td>Accumulation</td>
<td>0.5” of accumu- lation</td>
<td>yes</td>
<td>cleared following day</td>
<td>cleared following day</td>
<td>cleared following day</td>
<td>cleared following day</td>
<td>2.8</td>
</tr>
<tr>
<td>Surface cover</td>
<td>clean by noon next day</td>
<td>clean by noon next day</td>
<td>may not be cleared at all</td>
<td>may not be cleared at all</td>
<td>may not be cleared at all</td>
<td>may not be cleared at all</td>
<td>2.8</td>
</tr>
<tr>
<td>---------------</td>
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<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Gravel</td>
<td>to reduce danger of injury</td>
<td>to reduce ice accumulation</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>1 (pedestrian areas)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVELS OF ATTENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appa level 1</strong></td>
</tr>
<tr>
<td>Snow melt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surfaces</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frequency of sweep, clean, wash</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Repairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>performed immediately to elements of design</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>daily</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floral Plantings</th>
</tr>
</thead>
<tbody>
<tr>
<td>seasonal blooms schedule, min. once/week care cycle</td>
</tr>
</tbody>
</table>
North Campus - Grounds APPA Levels

University of Alberta
North Campus - Grounds APPA Levels

Total 623,745 sqm
APPA Level 5.8 (77,654 sqm)
APPA Level 0.4 (152,248 sqm)
APPA Level 4 (30,693 sqm)
South Campus - Grounds APPA Levels
South Campus - West Farm - Grounds APPA Levels
South Campus - Excluding West Farm - Grounds APPA Levels

University of Alberta
South Campus - Excluding West Farm - Grounds APPA Levels

Total 309,159 sqm
- APPA Level 3 (15,759 sqm)
- APPA Level 3.4 (295,396 sqm)
- APPA Level 3 (1,673 sqm) excluding west farm
- APPA Level 4 (15,483 sqm)
Augustana Campus - Grounds APPA Levels

Total: 132,205 sqm
Level 1.4 (39,320 sqm)
- Roads / Lawns / Skateparks /
  Parking Lots (Snow Removal)
Level 2.5 (32,449 sqm)
- Athletics Fields
Level 3 (32,415 sqm)
- Standard Grounds
- Strips/Feature Beds
Level 4.5 (16,457 sqm)
- Rock Beds
- Natural Areas
Level 4.7 (10,124 sqm)
- Grease Parking Lot
Campus Saint-Jean - Grounds APPA Levels
Michener Park - Grounds APPA Levels
Acoustic Lab - Grounds APPA Levels
Soaring House - Grounds APPA Levels

University of Alberta
Soaring House - Grounds APPA Levels

APPA Level 4 (14,200 sqm)