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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Facilities Management**  
**AREA: Campus Support Services**

<b>Landscaping and Tree Maintenance</b>
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<b>MAPP 04.03.03</b>
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**I. POLICY**

- A. Lamar University's (LU) Office of Facilities Management conducts ongoing landscaping and tree maintenance to help the University maintain a beautiful and safe campus.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

**III. DEFINITIONS**

- A. **Landscape.** All LU property, both on campus and off campus, that is part of the natural landscape. The term **landscape** includes, but is not limited to, features such as turfgrass, perennial and annual plants, trees, and irrigation systems. The term does not include stand-alone physical structures such as buildings but can include landscape features such as sprinkler systems, walkways, and similar structures embedded into the natural landscape. **Landscaping** at LU encompasses maintenance of these features as well as grass/plant replacement, relocation, new installations, and related projects meant to enhance, maintain, or repair the University's natural landscape.
- B. **Tree Maintenance.** An area of landscape maintenance that includes tree fertilization, trimming, pruning, disease/pest control, and other aspects of maintaining the health, safety, and aesthetics of the University's trees.

**IV. ROLES AND RESPONSIBILITIES**

- A. At LU, the majority of landscaping and tree maintenance is outsourced to third-party contractors. There are circumstances in which University staff are utilized on smaller, less detailed projects. These circumstances may be defined beforehand or decided on a case-by-case basis.
- B. The Director of Campus Support Services or designee has oversight for landscaping and tree maintenance performed at LU.

**V. LANDSCAPE CONTRACTING AND SCHEDULING****A. Regularly Scheduled Landscaping**

1. The majority of regularly scheduled landscaping at LU is conducted under the Annual Grounds Maintenance Contract. This contract is a two-year, renewable contract awarded to a contractor that meets the criteria required in the Request for Proposals (RFP). The contractor is provided an Annual Frequency Schedule. It is the responsibility of the contractor to provide the visits, as required, based on the month and services required for that month. Campus Support Services staff or designees are responsible for monitoring contractor work.
2. In certain circumstances, Facilities Management staff may complete smaller, less detailed landscaping projects. These circumstances may be defined beforehand or decided on a case-by-case basis.

**B. Unplanned and Emergency Landscaping**

1. At times, unplanned or, in extreme cases, emergency landscaping may be needed to prepare for a special campus event, repair damage to the natural landscape, or respond to another event outside the scope of LU's regularly scheduled landscaping. In these situations, landscaping is handled by Facilities Management staff, the contractor holding the University's Annual Grounds Maintenance Contract, or another University or third-party entity best able to resolve the unplanned or emergency landscaping task.

**VI. TREE MAINTENANCE CONTRACTING AND SCHEDULING**

- A. Tree maintenance is handled on an as-needed basis. Staffing, contracting, and scheduling depend on the scope of work and equipment required.
  1. Facilities Management staff do not have specialized tree care equipment and/or training. Thus, Facilities Management staff typically handle minor tree trimming and similar tasks while most tree maintenance services are outsourced to a contractor.
  2. Scheduling of tree maintenance is based on the urgency of care required, with routine tree maintenance and unplanned or emergency tree maintenance handled on an as-needed basis by Facilities Management staff, the University's contractor, or another third-party contractor.

**VII. COST AND PAYMENT**

- A. The University covers the costs for landscaping and tree maintenance on LU property. These payments may be internal (e.g., wages or salary paid directly to Facilities Management staff) or external (e.g., payments by the University to landscaping or tree maintenance contractors or vendors).
- B. In certain situations, Facilities Management may perform and/or pay for a service and then be reimbursed for this service by another LU department. These situations may be defined beforehand or decided on a case-by-case basis.

**VIII. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

**IX. APPROVAL**

Dr. Robert H. Wagner	07/19/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	07/20/2022
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	07/08/2022	Version created.
	07/20/2022	Version approved by President.