



Landscape Services

Safety Standard Operating Procedure

(Revised 1/2023)

Landscape Project Development

This SSOP provides guidance on the practices established for ***establishment and development of landscape projects on campus***. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SSOP is not a substitute for the owner's manual produced by the manufacturer.

Safety Requirements PPE Required Follow OSU dress guideline. A detailed guideline description can be obtained from your supervisor. Follow posted PPE when visiting job all jobsites which typically requires safety vest, hard hat, eye protection, closed shoes, and pants.

Safety Hazards Vehicle and pedestrian traffic, Underground and overhead Utilities, lifting, bending, overhead objects, dust, noise, sharp objects, blind spots, equipment malfunction, pinch points, hot or cold temperatures, and inclement weather.

Description

Facilities Management Landscape Services is responsible for the design, installation, and maintenance over 700 acres. Landscape campus beautification is an important role in recruiting students and faculty while enhancing the quality of life for everyone that works at or calls OSU home. Landscape Services works closely as a team to develop designs, budgets, and installation schedules needed to complete a project from start to finish.

Landscape projects typically begin within our design team. Most designs begin with the development of concept images and renderings used for donor or client interactions. Once a design has been developed the LS team meets to develop a budget, installation, and maintenance plan. Most plans include a set of construction docs. which are then used to establish the landscape details needed complete the project as intended. These provide clearer understanding of the project goals and assist in details needed for accurate cost estimating and contractor involvement.

Once OSU determines to move forward with a project LS will initiate a capital project. These are used to track project development, establish, and coordinate capitalization of funding to correct entities. CP are used to communicate plans across campus which are established through UAL reviews. Once a project has been vetted by OSU, the funding agreement is complete, and project is set into NTP status.

Order Of operations For Project Development

1. Concept Images, Plan Renderings

- a. Establish cost estimates, installation, and maintenance plans
 - i. Client initiated
 - ii. Beautification projects
- b. Continue development of plans to development of final concepts

- i. Building models to create realistic renderings to display landscape details

2. Develop Construction Documents

- a. Set of plans used to explain fabrication methods and assist with quantify materials, labor
 - i. Table of contents
 - ii. Site existing and utility layout plans
 - iii. Demo plans
 - iv. Hardscape plans
 - v. Planting plans
 - vi. Section and construction details
 - 1. Dimensions, scales, call out notes
 - vii. Lighting plans
 - viii. Construction protection of grounds plans
 - ix. General notes and details plan
- b. Review plans as a team, further develop installation details and its intended maintenance plan
- c. Establish a working BCL for installation and maintenance of project
- d. Distribute plans to contractors to establish costs and needed plan adjustments
 - i. Plans become a working document to help guide a project through completion
 - 1. Project uses what was accounted for on the BCL and project additions are only added at the end if budget allows or if project was able to cut sections to allow funding to work

3. Initiate Capital Project Management CPPM

- a. A capital project can be initiated at any time depending on time frame needed to complete project
- b. University accounting uses CPPM to assist with capitalizing on its assets
 - i. Projects over \$40,000 or if funded from certain funding accounts require CPPM management
 - 1. A request for no capital project is needed if over \$10,000.00
- c. CP is used to track a project and development of phases
 - i. Design
 - ii. Estimating
 - iii. Construction funding
 - iv. Notice to proceed
 - v. Completion
- d. A UAL is used during the CPPM to provide campus feedback on a project before proceeding
- e. Once a project is funded the CPPM organizes funding to best complete the project
- f. Wip reports (notes) are filed on a biweekly basis updating project status
 - i. Documents are uploaded as they are completed and stored with the project

4. Awarding Contracts

- a. Once funding is in place submit a cost proposal to arrange needed funding in CPPM
 - i. Distribute IWA's
 - ii. Award contracts
 - 1. Can proceed with title 61 contracts if they meet board approval
 - 2. Any estimate over \$10,000.00 requires selecting the lowest of 3 estimates, unless no bid
 - 3. If over \$25,000.00 estimates must be shared with all contractors for set period
 - 4. Any estimate awarded over \$250,000.00 must seek board approval
 - iii. FM fee of 8% unless project is over \$4 million and otherwise approved

5. Preconstruction Meeting

- a. Once contractors have been awarded a project site visit is held to establish and review construction schedule, review permits, and order of operations needed to complete project

- i. Review laydown areas, clean up, and responsibilities of contractors and project team

6. Issue Construction Permit

- a. Once a project is in the notice to proceed category in CPPM funding is in place to begin issuing purchase orders and scheduling construction activities
 - i. Permit templates can be found on EHS website
[construction permit application february 2022.pdf \(okstate.edu\)](#)
 - ii. Each construction project needs to complete and submit the form
 - 1. Asbestos signs the form first and provides a report
 - 2. EHS will sign the form last and provide its order of operations to follow
- b. Once permit is received it is stored in CPPM and attached to a construction board and displayed at the construction site
 - i. The construction board provides brief description of project, required PPE, signed permit, and project managers contact for more information

7. Contact Building Manager

- a. It is important to contact building manager to coordinate construction activities and set a construction schedule that supports all parties

8. Notify Parking and Transit

- a. Most construction projects will require parking for contractors and Facilities Management crews
 - i. Parking and transit will coordinate needed reservations for parking and assist with maintaining vehicular access around campus

9. Campus Notification Of Upcoming Project

- a. It is best to make contact early if project interferes with any event spaces on campus.
 - i. Assistant Director of Event and Conferencing Services is our contact to arrange and review any construction and events conflicts
 - ii. A project may also require a campus wide email notification which is distributed by Brand Management

10. Initiate Utility Locate

- a. (https://fm.okstate.edu/energy-services/site-files/docs/excavation/ex-permitprocedure_v5_complete.pdf)
- b. Utility locates are needed for all actions on campus involving any excavation of bare soil
 - i. This involves contractor and OSU employees
 - 1. Anyone working without a locate should be reported to their supervisor
 - ii. Locates take 48 hours to complete
 - iii. Dig permit are valid for 10 working days and require updating if project takes longer

11. Construction Site Visits

- a. It is important that the installation manager and design manager meet regularly (daily or weekly) on site to evaluate construction processes
 - i. A series of photos should be taken before a project begins and through all phases to accurately document the process followed
- b. Meeting with contractors should happen on their first day including the foreman and other labors involved making sure they are performing following work as intended on contract and permit
- c. Another meeting should occur to establish punch out list needed to complete contract

12. Project Close Out Process

- a. Once a project is nearing completion it is important to complete a punchout list with team and contractor before submitting final payment

- i. Once all work has been performed as intended, it is important to cost receive and submit final invoice
- b. All Purchase orders in the CPPM must say closed before closing out IWA's
- c. Once all IWA are closed it important to reallocate remaining funding to owner
- d. All as-builts follow a submittal process with OSU Archives
- e. Make sure CPPM has all needed notes and documents recorded before closing out the CPPM