



Landscape Services

Safety Standard Operating Procedure

(Revised 2/2023)

Installation of New Plantings

This SSOP provides guidance on the safe installation of new plantings. 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

PPE Required for Installation of Plants:	Gloves, safety glasses, sturdy footwear, hardhat, knee pads
Scheduled:	As Needed
Safety Hazards:	Vehicle and pedestrian traffic, lifting, bending, noise, equipment malfunction, hot or cold temperatures, sharp objects and inclement weather.

Installation of New Plantings

1. Before taking plant material out to the field for planting, be sure to soak the plant so that it minimizes the chance of it wilting due to sun or heat stress.
2. Review the planting plan to verify plant layout and spacing of plant material.
3. Layout the plants in the specified plant spacing and pattern.
4. Once all plants have been laid out, verify from different points of view that the spacing will not leave any "holes" or unbalanced spacing.
5. After verification of layout, remove 1 plant from the layout and excavate the hole twice as large as the pot for the potted plant.
 - a. It is important to over excavate the hole to allow for native soil and compost to be mixed for backfill.
6. Plant the plant slightly higher than the height of the surrounding soil to ensure that we do not bury the crown of the plant once mulched.
7. Backfill the hole with native soil and compost with gentle compaction.
 - a. It is important not to over compact the soil. When over compacting the soil, you reduce the amount of pore space in the soil. Therefore, we want to press down on the plant but ensure that we allow the watering process to help settle the soil.
8. Repeat steps 5 and 6 until you complete your planting.
9. Once all plants have been installed, we want to water all plants for roughly thirty to forty-five seconds.
 - a. This will allow the planting hole to fill with some water and help minimize the planting stress.
10. Before mulching, install pre-emerge over the planting bed that is to be mulched to help minimize weed control measures.

11. Mulch all the plant material ensuring that you do not place mulch next to the crown of the plant. Leave three to four inches of space between the crown of the plant and the mulch layer.
12. Report the new plantings to the watering list manager so that all new plantings are added to the watering list.
 - a. Reference [Establishment of New Plantings](#)