



Landscape Services

Safety Standard Operating Procedure

(Revised 2/2023)

Installation of Seasonal Color

This SSOP provides guidance on the safe installation of seasonal color. 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 Seasonal Color:	Gloves, safety glasses, sturdy footwear, hardhat
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, heat or planting stress.
2. Ensure that you have reviewed the layout with your supervisor for each planter or planting bed. Each space will be different based on the layout plan.
3. Remove the previous annuals for disposal.
4. Remove the drip (if applicable).
5. Apply fertilizer to the bed.
6. Till the fertilizer into the bed to prepare the soil for planting.
7. Rake the bed out to make it uniform.
8. Layout the drip. (if applicable)
 - a. Verify that the drip is operational and no leaks are present.
 - b. Make sure that the staples holding the drip down are secure.
9. Layout the plants in the specified plant spacing and pattern in the planting bed or the planter as discussed with the supervisor.
10. Once all plants have been laid out, verify from different points of view that the spacing will not leave any "holes" or unbalanced spacing.
11. For steps 12 forward, refer to the type of planting being installed to complete the installation.

Planter Layout and Planting

12. After verification of layout, remove the thriller (center piece) and a “path” to the thriller plant.
13. Plant the thriller back in the original space.
14. Begin planting the plants still in the planter around the thriller plant working from the middle to the edge of the planter.
 - a. It is important as you are planting to try and keep the soil in the planter and not to get any soil on the edge of the planter as it can stain the edge.
15. Once you get all the way around to the section that you removed, step back and verify that the layout still looks like the approved layout and that you don’t have any “holes” in your plantings.
 - a. If you need to adjust plants, this is the time to do it as the last quarter of plants have yet to be installed.
16. After verifying the plants have been installed properly and spacing is correct, begin to install the last of the annuals from the middle to the rim of the planter.
17. Once planting has been completed, step back from the installation and see if any of the annuals need any special pruning or detailing.
 - a. Remember, if you must prune something, LESS is ALWAYS MORE.
18. After planting and detailing has been completed, install a layer of cotton mulch around the plant base.
 - a. Ensure that you are not getting the mulch against the base of the plants.
 - i. Leave 2 inches of soil between the crown of the plant and the mulch.
19. Cleanup the rim of the planter and any debris generated from planting.
20. Water in the planter with a good soaking of about thirty to forty-five seconds.
21. Let the water soak in for about five minutes.
 - a. While waiting on the water to soak in, load all trash and debris in preparation to move to the next planting bed or planter.
22. Water one last time for another thirty to forty-five seconds to ensure the planter has plenty of water.
23. Report the new plantings to the watering list manager so that all new plantings are added to the watering list.
 - a. Reference [Watering of Seasonal Color](#)

Planting Bed Layout and Planting

12. After verification of layout, begin to plant the annuals.
 - a. Try to avoid stepping in the planting bed as much as possible to avoid footprints being left.
13. Once planting has been completed, step back from the installation and see if any of the annuals need any special pruning or detailing.
 - a. Remember, if you must prune something, LESS is MORE.
14. After planting and detailing has been completed, install a layer of cotton mulch around the plant base.
 - a. Ensure that you are not getting the mulch against the base of the plants.
 - i. Leave 2 inches of soil between the crown of the plant and the mulch.
15. Water in the planting bed with a good soaking of about thirty to forty-five seconds.
16. Let the water soak in for about five minutes.
 - a. While waiting on the water to soak in, load all trash and debris in preparation to move to the next planting bed or planter.
17. Water one last time for another thirty to forty-five seconds to ensure the planter has plenty of water.
18. Report the new plantings to the watering list manager so that all new plantings are added to the watering list.
 - a. Reference [Watering of Seasonal Color](#)