

# S.O.G. 206

## Eye for Detail

### Handout

As you are driving about campus, you scan the landscaping for anything that does not meet our standards. You are expected to know what the standards are, and what the landscaping should look like. If you see something, you ask yourself - *Where* is it? *When* should it be done? *Who* should do it?

- A. Certain *details* are a *High Priority*: litter, downed limbs, mud or debris on the sidewalks, and needs to be taken care of right now.
- B. Certain areas of campus are *High Priority* such as the Grove, Circle, Lyceum, and other “money areas”, as well as anything that is a public safety issue.
- C. Perform one-minute miracles: if it will only take a minute or so, then stop and take care of it right away.
- D. Otherwise, if it is high priority call your Supervisor immediately. A Supervisor and/or the Superintendent will assign the best qualified person to take care of the zinger along with the # of crew members needed to take care of it. If it is not a high priority, then tell your supervisor when you can.
- E. You only need to report an issue once, because when the Supervisor takes these reports to the Superintendent; they assign it a priority and place it on the master list of jobs that need to be done. It is even possible that you might find yourself doing the very thing you reported.

The employee will be familiar with how the landscaping should look, so the following will draw their attention as to “being out of place” and develop an awareness of their surroundings. It may be an opportunity for a one-minute miracle, or be a high priority issue:

- A. Signs or notices illegally posted.
- B. Leaning bollards or chains not attached.
- C. Storm debris, clogged storm drains, fallen limbs or leaves on steps or curbs.
- D. Litter, pine straw strings, holes or washouts.
- E. Dead plants or dead animals are visible.
- F. Color beds are weedy.
- G. Shrubs are leggy or have John Wayne’s.
- H. Plants are hanging over the sidewalk, curb or growing into each other.

- I. You see wilting, yellowing or dead spots.
- J. Tree limbs are too low for pedestrians, or block line-of-sight.
- K. Trees have “suckers”, or the limbs need to be thinned out.
- L. There are objects attached to a tree.
- M. Mulch is not tucked in neatly.
- N. Turf has bare spots, “rings”, or their edges are not at 90 degrees.
- O. Trashcans are overflowing.
- P. There are broken sprinkler heads or running water.
- Q. The trees and shrubs have a sheared look instead of a natural look.
- R. Fire ant beds.