UNIVERSITY OF
SOUTH DAKOTA
Facilities Management
(605) 658-6100 • fmwrkctr@usd.edu

Grounds Service Descriptions

Campus Landscape Maintenance

The main responsibility of the USD Grounds unit is to maintain the aesthetic value of our beautiful campus in Vermillion. Grounds employs full-time staff of trained and dedicated people to care for the landscape through all four seasons. Grounds maintains the campus landscape through a scheduled preventative maintenance program. If any areas of landscape seem out of sorts and customers would like additional work done, requests for additional landscape maintenance can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu.

Mowing

Grounds makes every effort to mow campus lawns at least once per week during the growing season. During times of vigorous growth, lawns may need to be mowed more than once per week to control clippings left behind. Some areas of campus, such as USD's athletic fields require a higher degree of maintenance and additional cuttings are required to keep turf at shorter playing heights.

String Trimming

After each weekly mowing, Grounds makes every effort to string trim around light poles, signs, trees and other areas that cannot be easily mowed.

Edging

To improve the sight lines around campus, sidewalks are edged to give a clean and tight look to sidewalk and turf borders. This is done at least twice per month during the growing season.

Weeding

Weeds can become an eyesore in a beautifully arranged landscape. Grounds staff are expected to keep landscape beds relatively weed free. Staff are given time each day to work their assigned areas to control weeds. Weeds are controlled both mechanically and chemically. When staff use pesticides to control weeds they do so in a manner that limits exposure to both themselves and our campus

customers. When large applications of pesticides are needed to control weeds in campus turf area, notifications are sent out to customers and flags are placed in treated areas to alert pedestrians to avoid traffic on the grass for 24 hours.

Fertilization

To keep the campus landscape lush and vigorously growing, supplemental fertilization is required. Grounds applies fertilizer to the lawn areas of campus at least three times per year. Turf areas used for competitive athletic purposes require a higher degree of management and will be fertilized more often to allow turf to recover from the wear and tear of use. Grounds shall notify campus customers of fertilization efforts to reduce traffic on turf areas and limit exposure to campus customers.

Mulching

To help keep the landscape weed free, abundant with moisture, and neat looking staff apply red cedar mulch to every landscape bed annually. Every bed is coated with a fresh layer of mulch each growing season. The cedar mulch may fade over time from its natural orangey-red color to gray.

Hand Watering/Automatic Irrigation Systems

USD's landscape is kept green during dry times by the supplemental watering practices utilized by Grounds. Over 700 zones of irrigation traverse campus to keep turf watered and healthy. Staff also water new plants, annual flowers, and trees with hand watering methods to ensure the longevity and vigor of the landscape.

Tree Care

Grounds employs at least one Certified Arborist on staff and works with local tree care providers to assess the health and maintenance needs of the campus urban forest. USD Grounds takes the campus trees very seriously and is proactive in maintaining the beautiful sight lines provided by the many trees around campus. Ensuring trees are properly planted, pruned, and kept healthy through pest and disease management practices.

Snow Removal

Four season landscape maintenance would not be complete without proper snow removal operations. Snow removal is done to keep travel across campus in the winter safe and buildings accessible to campus customers. Grounds aims to respond to snowfall once there is an inch (1") of snow on the ground. Every effort is made to keep drives, parking areas, and sidewalks open and accessible to campus customers as each snow storm allows. Grounds also utilizes both anti-icing and de-icing practices to control ice buildup on paved surfaces around campus. Report any snow removal issues and/or icy spots to the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu.

More information about USD's Snow Removal practices can be found here. (link to snow removal

procedure)

Parking Lot Maintenance

USD's campus has over 40 acres of parking surfaces. Grounds works to maintain parking surfaces through a scheduled preventative maintenance program. Grounds is also responsible for the upkeep of parking lot signage, parking lot sweeping, and pothole repairs. If customers find parking lot maintenance issues they feel need addressed, requests for parking lot cleaning or signage can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu.

Additional Grounds Services

In addition to maintaining the campus grounds, USD Grounds provides an array of additional services to the USD Campus Community. The services include, but are not limited to: **barricading, moving, freight delivery, event setups, and waste removal.**

Barricades

Requests for barricades for traffic control and project related needs should be submitted at least two weeks in advance to the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Grounds can deploy barricades to multiple locations and for multiple projects at once. Ensuring the barricades needed are in place and the amount requested are available requires advanced notice from customers.

Moves

Small Moves

Grounds Services performs small moves at no cost to the department. These moves must be able to be **completed in one hour or less.** Simple requests such as moving a single desk from one room to another adjacent room or moving 10 boxes from one room to another room across the hall are examples of small moving services provided by Grounds.

Small moves can be requested through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Please request small moves at least two weeks in advance.

Large Moves

Grounds is not setup to operate like a professional moving company. There is a limit to the size and scope of large moves that Grounds can take on. Due to the multitude of services provided by Grounds,

we are unable to dedicate labor for large scale moves. A move request is considered large when it will take **more than one hour**, and is typically billed to the department or project related to the move request. Estimates can be provided for large moves after a walk through has occurred with a Grounds staff member and the customer requesting the move.. Consultation with the Director or Assistant Director of Grounds should occur before any large moves are placed into the work order system.

Request large moves through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Please request large moves at least two weeks in advance.

Move Restrictions:

- Weight limit of 500 pounds, unless able to be moved mechanically.
- File cabinets or freezers should be emptied prior to moving, Grounds may not be able to move them full. File cabinets may be damaged if moved full.
- Grounds is unable to move hazardous chemicals or hazardous items.
- Grounds is unable to remove items attached to walls, floors, or other structural attachments. These items must first be unattached prior to requesting Grounds for moving.
- Any electrical, data, water, or other connections required for equipment being moved must be disconnected prior to requesting Grounds for moving them. Any reconnections must be coordinated through the FM Work Order desk.
- Buildings without elevators can create challenges in moving furniture into rooms or up stairwells. Grounds may not be able to get items into buildings/rooms where elevators are not present.

Moving Boxes

Grounds can provide moving boxes for customers to help expedite their moves. The boxes are smaller (17 ¼ x 11 ¼ x 10) to limit overloading making boxes difficult to move. Please fill boxes in a manner that allows the tops to be closed to allow boxes to be stacked and moved easier. Boxes and packing tape can be requested through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Please request boxes in advance of move to allow time for delivery. Boxes can also be picked up at Grounds by customers with prior coordination.

Surplus Property Removal and Delivery

Grounds provides removal and delivery of surplus property as needed by customers. Before Grounds can remove or deliver any surplus property the customer must complete the Surplus Property Form with Auxiliary Services. Once the request to Surplus the items is approved, the removal or delivery of the surplus property can take place.

Removal of Surplus property is not charged, unless the Surplus Property is being taken from a revenue area. Delivery of surplus property from the Surplus Property Storage area to customers is billed to the department.

Boxes of Paper to Shredding Truck Service

Grounds can haul boxes of paper from departments or offices to the paper shredding truck when they are on campus. The paper shredding company is only on campus every so often, so prior coordination must be made to accommodate these types of requests. Start by requesting the service from Grounds through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Once the request has been entered in the Work Order System, Grounds will work with Auxiliary Services to find out the shred truck schedule. The work order desk will notify the customer of the next shred truck date, so they will be ready for Grounds to arrive and haul away the paper.

The shred truck is only able to handle so much paper at one time, so large cleanouts of records may take multiple shred days to get large volumes of paper shredded. To help expedite the removal of shred paper, please remove any binding material other than small paper clips and staples.

Event Setups

Grounds provides tables, chairs, trashcans, and tents for events when requested from campus customers. These requests are paid for by the department and are billed by the amount of labor required to setup and tear down the requested items. There is no rental fee for the items themselves. Requests for event items can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Please request event items at least two weeks in advance.

Tables, Chairs, Trash Cans

Facilities Management has many tables, chairs, and trashcans that can be used for events. These can be requested by customers to use for both indoor and outdoor events. Grounds has 8-foot rectangular tables, 8-foot round tables, high top cocktail tables, metal folding chairs, and red plastic 32-gallon trashcans. There is a limited supply of these items, and certain times of the year there is higher demand for tables and chairs. Customers are encouraged to request the necessary items well in advance to ensure their needs are met.

Event Tents

Facilities Management can provide tents for outdoor events. FM has two 20x30 event tents and four 10x10 pop up tents. FM provides these tents to customers for events held on campus. They are not available for events away from campus. There are considerations when requesting the tents such as time to set them up prior to the event and any weather-related issues. The tents can be blown away in high wings or thunderstorms and FM reserves the right to not set tents if there are any concerns of damage from weather.

Machine Maintenance and Repair

Grounds employs a full-time mechanic to maintain their fleet of equipment. The mechanic services can be utilized by other departments as time and resources permit. Departments operating utility type vehicles as well as small engine powered equipment can request mechanical maintenance services from Grounds. Requests for machine maintenance and repairs can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Machine Maintenance and Repair done by Grounds is billed back to the department. Due to heavy workloads on Grounds Mechanic, please request work at least two weeks in advance.

Waste Removal Services

USD Grounds provides waste removal services to campus. Grounds provides outdoor trashcans, collection of loose litter and debris, and provides large waste removal through contracted vendors.

Dumpsters

USD is contracted with Waste Management for collection of waste at multiple dumpster locations around campus. The dumpsters are collected by Waste Management and taken off site to landfills. Grounds can assist campus customers with large trash removal projects by coordinating extra dumpster pickups or large roll off dumpsters for events on campus that create large amounts of waste. Examples are Move-In and Move-Out as well as Football Tailgating Events.

Trash and Debris Pickup

Grounds makes a concerted effort to keep our campus looking neat and tidy. Staff are deployed strategically throughout the year to collect loose litter from campus and empty outdoor trashcans around campus.

Grounds can provide trash and debris removal services for campus customers. Requests for trash and debris removal can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu.

Freight Delivery

Grounds is used as a logistical operation in delivery of freight received at the FM Central Receiving Area located at 1313 E. Cherry Street. Grounds handles large packages that are not easily delivered by receiving staff or picked up by the customers who ordered them. This is typically palletized items such as office paper, furniture, lab equipment, and other durable goods used by campus.

Grounds is limited by the size and scale of items received that can be delivered to campus. Very heavy or bulky items may not be able to be delivered by Grounds and will be left to the responsibility of the customer who purchased the item to make their own arrangements. Please consider the size of packages ordered and work with the Director or Assistant Director of Grounds for prior coordination of delivery before the item arrives to Central Receiving.

Upon delivery of goods to the customer, Grounds is not responsible for unboxing or opening items delivered. Grounds will haul away any excess packing material once the customer has unpackaged their shipment. Someone from the department who ordered the goods will need to be present to accept the delivery of the items and to verify the shipment was delivered by Grounds from the FM Central Receiving Area.

Requests for Freight Delivery services from Grounds are requested by both the ordering customer and FM Receiving personnel. Requests for freight deliveries can be made through the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu. Please allow time for the freight deliveries to be scheduled, some deliveries can take up to a week or more to be made, based upon current work load.

Flags and Flag Pole Maintenance

Grounds is responsible for changing out worn flags on USD's flag poles. Grounds is also responsible for maintenance that needs to happen on the flag poles around campus. Grounds has regularly scheduled work orders to preventatively maintain these flags, poles, and banners. If you notice an excessively worn flag, missing flag, or banner please call the FM Work Order Desk at 677-6549 or fmwrkctr@usd.edu.