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Policy:

Ensure that personnel assigned to the grounds shop know and understand the requirements, and jurisdiction limits of the shop.

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Procedure:

**I. GROUNDS CARE**

- A. Prepare soil for planting shrubbery, flowers, grasses, trees, etc.
- B. Trim shrubs and prune trees.
- C. Maintain flower and shrubbery beds and grounds in compliance with standard practices.
- D. Irrigate and sprinkle grounds:
  1. Water the lawn, shrubs, and trees depending on weather conditions.
  2. Irrigate the flower and shrubbery beds.
  3. Keep the hoses from blocking walk ways and ramps.
  4. Monitor watering process to reduce waste and runoff.
- E. Mow and edge lawns.
- F. Apply fertilizer, plant food and pesticides:
  1. Use and apply fertilizer as recommended.
  2. Use only chemical stimulants recommended for the climate and acceptable with hospital regulations.
  3. Store fertilizer and plant foods as recommended by the manufacturer.
  4. Use pesticides as directed on package.
  5. Use only those pesticides recommended for the specific condition and approved by the safety office.
  6. Pesticides are only to be used outside the facility.
  7. Store pesticides as directed by the Safety office.
- G. Perform minor earth moving and ground leveling tasks:
- H. Remove trash from the grounds:
  1. Sweep the walk ways.
  2. Remove trash from LSUHSC responsible streets.
  3. Remove all debris from the parking lots.
  4. Pick up trash out of the flower and shrubbery beds.
- I. Repot plants.
- J. Install and repair sprinkler systems.

**II. TOOL AND EQUIPMENT CARE:**

- A. Check oil and gas levels before using equipment.
- B. Do not leave tools on walk ways.
- C. Do not leave equipment and gas cans unattended.
- D. Remove all tools, hoses, gas cans and equipment to the proper storage facilities daily.

**III. CLEAN:**

- A. Maintain the shop and equipment in an orderly manner.
- B. Keep shop tools clean and functional at all times.
- C. Clean work area immediately after all maintenance actions