

Best Practices and Tips for A Smooth Handoff to Landscape Services

10.5.18

Project Budgeting

- Discuss with landscape services and Jerry Young if a maintenance agreement is recommended for the project in addition to the one-year warranty. Include this cost in early project budgeting work.
- Protect the landscaping budget, and work with the landscaping team if it is necessary to VE landscaping or hardscape items from a project.
- Landscape Services is a campus stakeholder. The Landscape Services team must maintain the landscaping and hardscaping that is turned over with limited resources. Budget cuts to soil preparation, reductions to plant counts, and other cost cutting revisions have major long-term maintenance impacts.

Design

- At major design milestones, project managers should schedule a page turn with landscape services, the landscape architect, Jerry Young and Jason Gregory.
- Make sure design team is aware of and utilizes GT Greenbook (forthcoming)

Construction

- Request that Jerry Young and the Landscape Services team review proposed landscape subcontractors that the general contractor is planning to utilize. (Some vendors have performance issues, and where we can we want to invite vendors to bid work who have performed well.)
- Jerry Young is a resource for landscape and hardscape inspections during construction.
- Before construction starts, a kick off meeting should be scheduled with the contractor, subcontractors, and landscape services. Agenda may include:
 - schedule for hardscape / landscape installation
 - expectations, timing, and who to engage for construction inspections
 - required mockups (tree installation mock up, shrub mock-up, hardscape mock ups, etc.)
 - required submittals to be reviewed by landscape team (irrigation systems, final planting plans, tree selections, mulch samples, etc.)
 - soil testing and soil amendment requirements
 - final page-turn and review of details
 - confirmation of warranty / maintenance agreement
 - location of trash receptacles
 - planting seasons – delaying installation of trees and large shrubs in the heat of the summer
 - review drainage design and detailing
 - discuss material storage on job sites and treatment of soil in storage locations prior to planting
 - areas within the jobsite fencing must be maintained by the contractor 100%

Construction Close Out and Turn Over

- Punchlist for landscape and hardscape items should be compiled into a single list. The final punch list should be transmitted to the Landscape Services team. All landscape and hardscape punch items should be signed off in writing as complete by landscape services.
- As builts (paper) of irrigation, planting plans, hardscape plans, and key product data should be turned over to Landscape Services.
- Provide a copy of the warranty (including warranty end dates), and maintenance agreement if applicable.
- Schedule monthly walk through of the site for one year, if a maintenance agreement is in the contract. Contract the maintenance agreement directly if possible, so that the GC contract can be closed out.
- Maintenance service should be completed during normal working hours (not over the weekend) so the Landscape Services team can supervise the work and observe work.