



WESTERN MICHIGAN UNIVERSITY

LANDSCAPE PROTECTION PROTOCOLS

WMU Landscape Services

This document must be followed by all WMU departments and outside contractors.

April 2012

The following guidelines were developed to help you make the best choices which will do the least amount of harm to the campus environment. Vehicles on turf areas cause compaction of soils, especially around trees and plants. Once the soil is compacted, it is difficult to return to its normal condition. Trees and plants cannot grow properly, if at all, in soil that has no air space. Thank you for your help and cooperation.

1. WMU Landscape Services Department shall be contacted at least three (3) business days prior to the set-up for any construction or maintenance occurring on campus grounds.
2. All landscaped campus areas including turf should be considered **protected areas** and be treated as such.
3. **Guidelines for vehicle use in protected areas:**
 - Vehicles should not drive on turf, especially near trees, unless there are no other alternatives.
 - When it is necessary to have continuous access near trees or on turf grass, WMU Landscape Services should be notified to provide some form of protection against compacting the soil including but not limited to landscape mats, planking, mulching, etc. Please call (269) 387-8557 to make arrangements.
 - We understand not every situation is the same. When in doubt, or in case of an emergency, please contact Landscape Services as soon as possible at (296) 387-8557.
4. **Practices prohibited** by WMU faculty, staff, students and/or contractor include:
 - Breaking of branches, scraping of bark, or unauthorized cutting
 - Nailing or bolting into plants
 - Chaining, bolting, or cabling equipment to trees
 - Unauthorized filling, excavating, trenching, or augering
 - Compaction/driving over the protected areas
 - Storage of any materials or vehicles within the protected areas
 - Dumping of construction waste or material (including liquids)
 - Unauthorized removal or relocation of woody plants
5. Damage to WMU-owned trees, shrubs, and other plant material due to WMU faculty, staff, students and/or contractor negligence or accident shall be repaired or removed only by the staff of WMU Landscape Services Department, or designated contractor. If designated contractor is determined responsible for repairing damages, repairs must occur within 14 business days unless previously agreed upon. The costs of all such repairs, removals, replacements, and an amount of value lost will be the liability of WMU faculty, staff, students and/or contractor and billed accordingly.

6. To protect the immediate portion of tree root zones, no construction equipment or materials; sand, soil, gravel, or any other materials shall be placed, parked, or stored on the surface of any unpaved areas within the radius of one and a half times the drip line (outermost reach of branches) of trees.
7. No chemicals, rinsates, or petroleum products, shall be deposited within the protected areas.
8. To preserve viable root systems and maintain structural stability, it is required that the contractor bore or tunnel beneath the root systems of trees. Open-cut excavating is allowed only up to the distance from various size trees, as listed below. You must bore or tunnel from trench to trench below the minimum depth indicated for the tree size. The surface area and subsoil directly adjacent to trees shall not be disturbed as follows.
9. Open-Cut Trenching and Boring Specifications:

Specifications are determined by tree size (diameter/inches), minimum undisturbed radius (measured from face of trunk), and minimum depth of tunnel/bore and are listed below:

Tree Size (diameter/inches)	Minimum Undisturbed Radius (measured from face of trunk)	Minimum Depth of Tunnel/Bore
Less than 3"	3 feet	3 feet
3" through 8"	8 feet	3 feet
8" through 14"	14 feet	4 feet
Larger than 14"	20 feet	4 feet

10. Care shall be taken not to damage trees, shrubs, vines, and perennials on WMU property. The WMU Landscape Services Department shall be contacted at least three (3) business days prior to the set-up for any construction or maintenance to discuss problems of overhanging branches which may be damaged. The Landscape Services Project Representative shall evaluate damage and establish proportional fines up to 100% of the value, regardless of the current disposition of the plant. The replacement value for shrubs, vines, and perennials shall be assessed at current market cost. The replacement value for trees shall be assessed at the current value schedule as follows:

- a. 1-3" caliper \$120/inch
- b. 3-6" DBH \$180/inch*
- c. 6-9" DBH \$240/inch*
- d. 9-12" DBH \$300/inch*
- e. 12-15" DBH \$420/inch*
- f. 15" or more DBH \$600/inch*

* Tree value listed is approximate and will be evaluated based on the *Michigan Tree Evaluation Guide*, Michigan Forestry & Park Association, Inc, 11th Revision, January 2011.

11. WMU faculty, staff, students and/or contractor shall immediately contact Landscape Services Project Representative should protected plants be compromised in violation of agreed upon protocols. Failure to communicate promptly could result in 100% damage assessment of fines.
12. For more information related to WMU Landscape Services specifications, see our website, http://www.fm.wmich.edu/lss/governing_documents, or contact our office at (269) 387-8557. In case of emergency, contact WMU's Department of Public Safety at (269) 387-5555.