

University of Kelaniya, Sri Lanka

Manual of Procedures

LANDSCAPING DIVISION

1	Contents	
2.	Introduction	3
2	Organizational structure of the landscaping division	5
3.	Daily Landscape Management.....	6
4.	Soft & Hard Landscape Maintenance	6
5.	Nursery Management.....	6
6.	Perennials Management.....	6
7.	Tree Cutting / Felling down trees	6
8.	Pests, Diseases and Weed Management	6
9.	Lawn Maintenance.....	6
10.	Waste management Strategy.....	6
11.	Labour Management & Safety.....	6
12.	Equipment Storage and Maintenance	6
13.	Training programmes.....	6
14.	Assistance to activities of the Centre for Sustainability Solution (CSS).....	6
15.	Review	6

2. Introduction

Activities of the Landscaping Division can be classified under daily routing activities and specified activities.

Daily Routine activities are as follows:

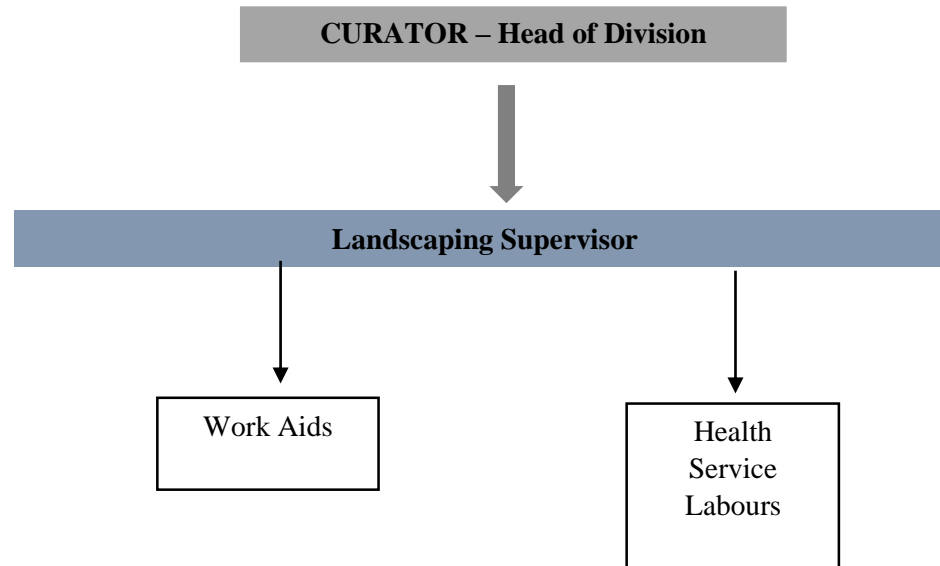
- Watering
- Collecting of debris
- Pruning of plants
- Under brushing perennial trees
- Grass slashing
- Thinning out of plants
- Waste management
- Maintaining indoor landscapes
- Nursery management
- Lawn Management
- Record / book keeping of landscape equipment
- Landscape equipment maintenance

Specified activities are as follows:

- Engagement with go green programme and waste recycling projects
- Playground maintenance
- Nursery management
- Tree maintenance
- Maintenance of Fruit trees and seasonal flowering plants
- Compost preparing
- Landscaping
- Maintenance of soft landscape and hard landscape maintenance (Indoor/Outdoor)
- Creating suitable landscape design and implementation
 - Flower beds
 - Flower hedges
 - Foliage

- Maintenance of landscape equipment
 - Brush cutters
 - Lawn movers
 - Sealers

2 Organizational structure of the landscaping division



3. Daily Landscape Management

Activities	Time Frame	Responsibility	Comments
<p>↓</p> <p>Shrubs, groundcover and Vine maintenance</p>	<p>↓</p> <p>Daily/ One day</p>	<p>↓</p> <p>Landscaping Supervisor</p>	<p>↓</p> <p>Allocate workers to ensure daily maintenance:</p> <ul style="list-style-type: none"> • Watering, Brushing and replacing indoor plants and desktop plants in the administration buildings, Dean's offices, Medical center and other buildings. • watering, fertilizing flower beds, hedges and other flowering plants in the university premises
<p>↓</p> <p>Flower beds, hedges and other flowering plant maintenance</p>			
<p>↓</p> <p>Irrigation (watering) management</p>			
<p>↓</p> <p>Control of weeds, pests and diseases</p>			

4. Soft & Hard Landscape Maintenance

Activities	Time Frame	Responsibility	Comments
Request letters from relevant Deans/Heads of Departments/Divisions	Depends on the occasion / Necessity 1 - 2 Days or 1 – 2 weeks	Registrar	Allocating Work Aides for <ul style="list-style-type: none"> • placing indoor plants for necessary occasions and functions • Soft and hard landscaping in new and existing building sites.
Soft and hard landscaping		Curator	
Necessary indoor decorations		Landscaping Supervisor	
Stock keeping soft landscaping plants			
Implementation new landscaping designs			

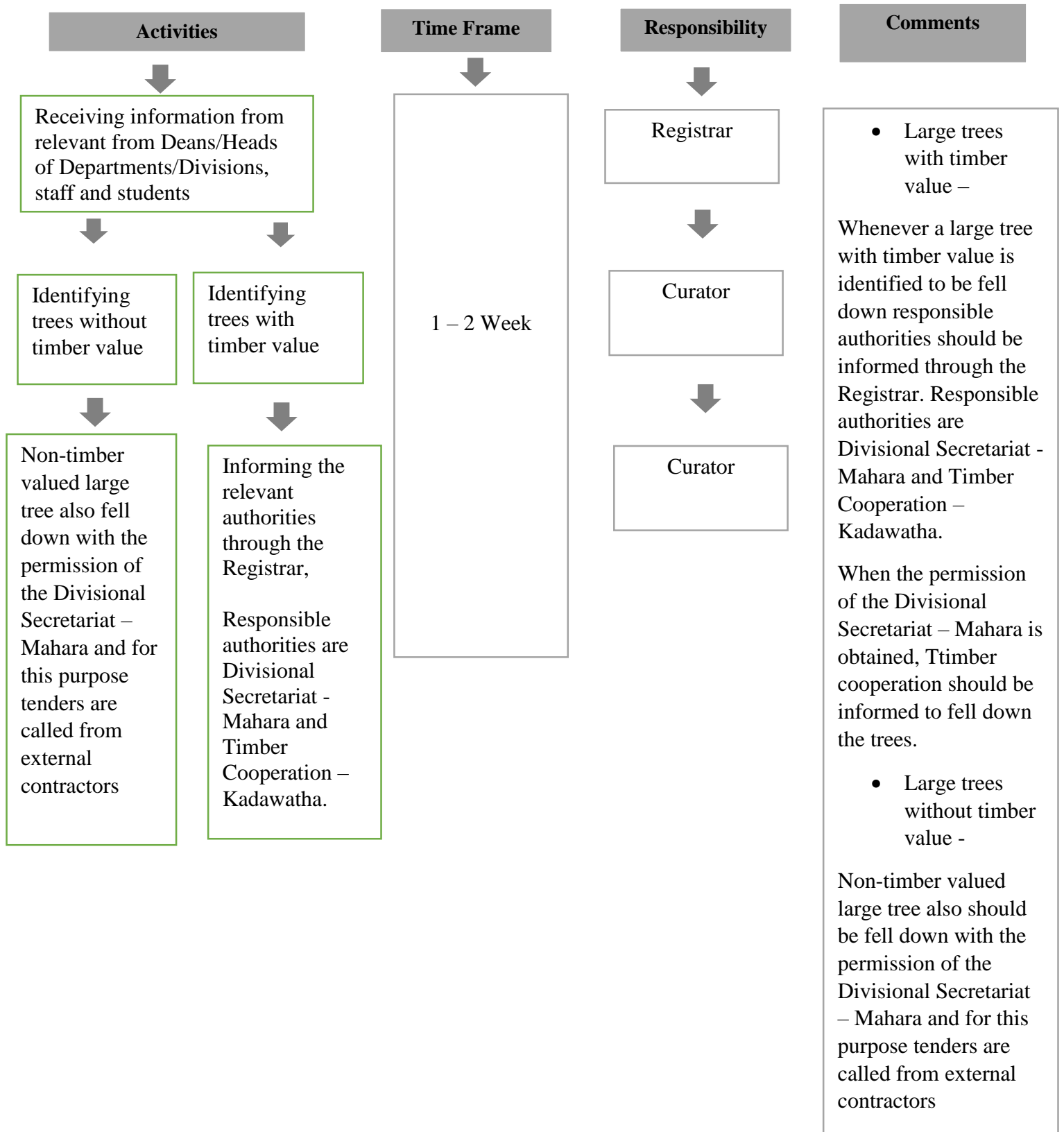
5. Nursery Management

Activities	Time Frame	Responsibility	Comments
Fertilizing	Daily	Curator	Maintaining healthy flowering plant collection Maintaining healthy foliage collection Propagating plants for field establishments Getting maximum percentage survival of plants Protecting plants from excess rain, sunlight or pest and diseases
Pest and disease management			
Plant propagation			
Stock Keeping Orchids / Anthuriums and Foliage plants			

6. Perennials Management

Activities	Time Frame	Responsibility	Comments
<p>Receiving information from relevant Deans/Heads of Departments/Divisions, staff and students</p> <p>Identifying trees with risk</p> <p>Identifying the trees with timber value</p> <p>Removing dangerous large trees</p> <p>Pruning large trees</p> <p>Performing tree surgeries</p> <p>Through divisional secretariat - Mahara and Timber Cooperation – Kadawata (Further information given in Section 07)</p>	<p>1-2 days</p> <p>(Depends according to the size of the tree)</p>	<p>Registrar</p> <p>Registrar/ Curator</p> <p>Landscaping supervisor</p>	<p>According to need assessments, identifying the large trees which should be cut down.</p> <p>Cutting down Large trees only for essential constructions or if the tree is decayed or too risky to the surrounding.</p> <p>Obtaining permission from the Divisional Secretariat (Mahara) for felling.</p> <p>Removing only the dangerous, decayed or dead branches by the landscaping division.</p>

7. Tree Cutting / Felling down trees



8. Pests, Diseases and Weed Management

Activities	Time Frame	Responsibility	Comments
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Identifying the need</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Deciding suitable method</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Using Integrated pest and diseases management (IPM)</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Using Chemical/Mechanical/ Manual methods</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Removing invasive plants</div>	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 20px 0;"> 1-2 days Repeatedly at regular intervals </div>	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 20px 0;"> Registrar/ Curator </div>	<ul style="list-style-type: none"> • Integrated pest and diseases management (IPM) – Using IPM methods to control pest and diseases as well as weeds. At the beginning, using physical or mechanical methods. Removing, burning, pulling out weeds by hand or mechanically, in affected areas, Slashing and destroying affected plants • Removing invasive plants – Removing invasive plants from the university premises once or twice a year. Ex: Pilila (<i>Dendrophthoe falcata</i>), Ipil Ipil (<i>Leucaena leucocephala</i>), Gandapana (<i>Lantana camera</i>)

9. Lawn Maintenance

Activities	Time Frame	Responsibility	Comments
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Identifying lawn maintenance Requirement</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Lawn thinning</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Repeatedly doing under regular intervals</div>	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 10px; min-height: 300px;"> <p>1-2 days per slot</p> <p>Cycle is repeatedly done regular intervals</p> </div>	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 10px; min-height: 300px;"> <p>Curator</p> </div>	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 10px; min-height: 600px;"> <ul style="list-style-type: none"> • Maintaining the lawn height generally at 5-7 cm, as very close mowing results in weak growth and mowing at more height may not serve the purpose. • In one mowing, removing not more than 1/3rd of leaves. • Removing stones or pebbles before mowing, to avoid any damage to shears of lawn mower. • Ensuring that workers use necessary safety equipment, maintain safety distance (5m) between 2 workers while grass cutting. • Taking care not to damage parked vehicles and building </div>

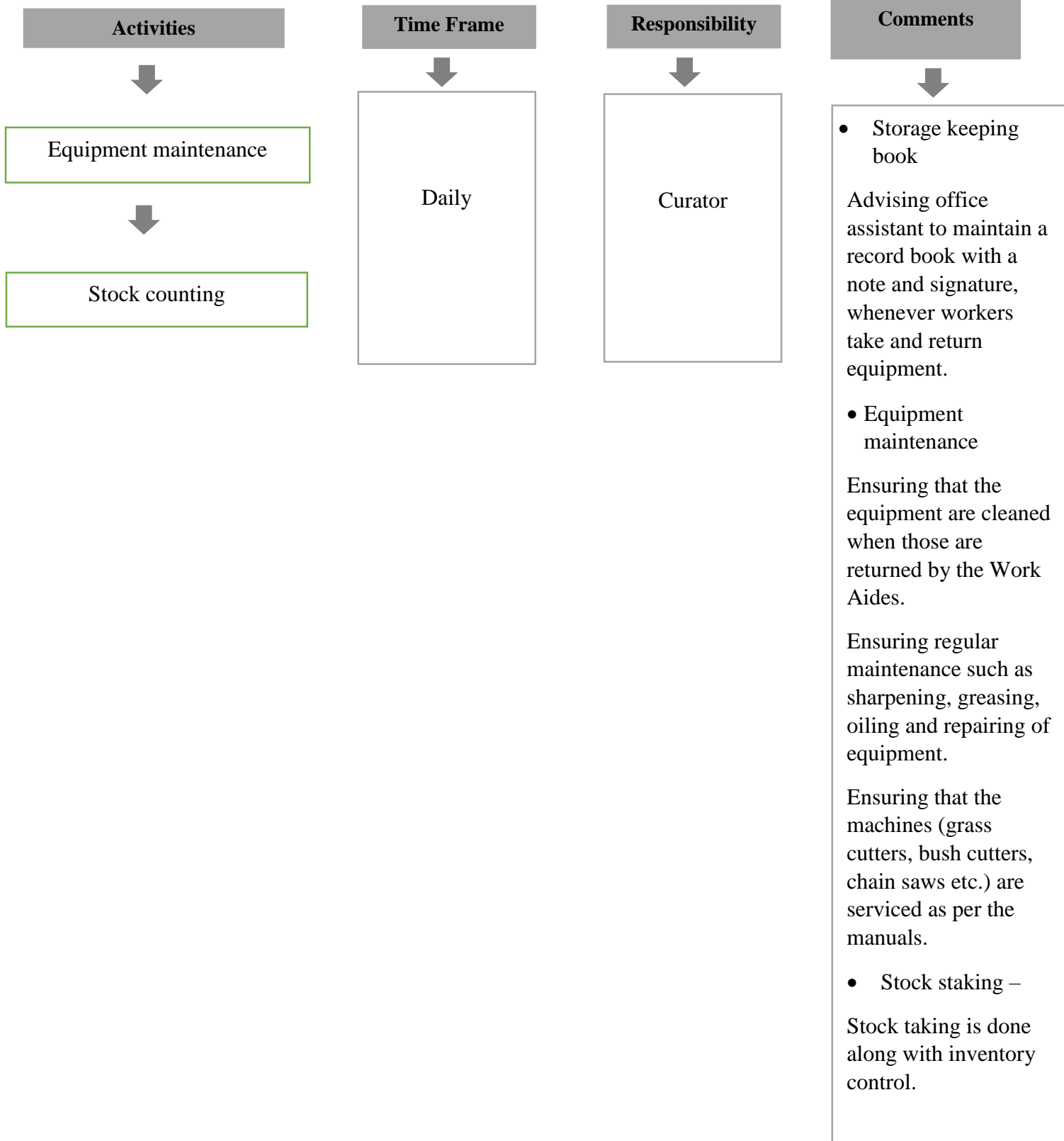
10. Waste management Strategy

Activities	Time Frame	Responsibility	Comments
<p style="text-align: center;">↓</p> <p style="text-align: center;">Paper and hardboard recycling</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">Daily</p>	<p style="text-align: center;">↓</p> <p style="text-align: center;">Curator</p>	<p>Directly engaging in solid waste management, compost preparation, recycling procedures along with green concepts.</p> <p>Continuing the compost preparing procedure along with “Pilisaru Project”</p> <p>Collecting and recycling paper and cardboard generated within the university premises.</p> <p>Maintaining rainwater collection unit along with sustainable concepts</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Rain water harvesting</p>			
<p style="text-align: center;">↓</p> <p style="text-align: center;">Collecting glasses</p>			
<p style="text-align: center;">↓</p> <p style="text-align: center;">Collecting Polythene and plastic</p>			
<p style="text-align: center;">↓</p> <p style="text-align: center;">Collecting E waste</p>			

11. Labour Management & Safety

Activities	Time Frame	Responsibility	Comments
<p style="text-align: center;">↓</p> <div style="border: 1px solid green; padding: 5px; margin-bottom: 5px; text-align: center;">Safety equipment types</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid green; padding: 5px; margin-bottom: 5px; text-align: center;">Conditions to use safety equipment</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid green; padding: 5px; margin-bottom: 5px; text-align: center;">Use of agrochemicals</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid green; padding: 5px; margin-bottom: 5px; text-align: center;">Grass cutting procedure</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid green; padding: 5px; text-align: center;">Branch pruning of perennials</div>	<p style="text-align: center;">↓</p> <div style="border: 1px solid gray; padding: 20px; min-height: 300px;">According to situation</div>	<p style="text-align: center;">↓</p> <div style="border: 1px solid gray; padding: 20px; min-height: 300px;">Curator</div>	<p style="text-align: center;">↓</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Using the following safety equipment:</p> <ul style="list-style-type: none"> •Gloves •Ear guards and muffs •Goggles •Gum boots •Harness and safety belts •Safety belts •Masks •Overall coats •Raincoats •Brow guards with visors •Safety helmets •Road corners and Tiger mark tapes <p>Using safety equipment in carrying out the following activities</p> <ul style="list-style-type: none"> •Using agro-chemicals •Grass cutting •Branch pruning •Other landscape maintaining activities </div>

12. Equipment Storage and Maintenance



13. Training programmes

Activities	Time Frame	Responsibility	Comments
<p>↓</p> <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 0 auto;">Providing Research facilities</div> <p>↓</p> <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 0 auto;">Collaborating with Environmental societies</div>	<p>↓</p> <div style="border: 1px solid gray; padding: 20px; width: 100%;">Depends according to situation</div>	<p>↓</p> <div style="border: 1px solid gray; padding: 20px; width: 100%;">Registrar</div>	<ul style="list-style-type: none"> • Training programmes – Providing 6 months training in floriculture and landscaping for students/ volunteers/ communities and others. Ex: VTA / NAITA / University undergraduates etc. • Research facilities – Providing research facilities for students on compost preparation / Horticulture/ Floriculture/ Plant propagation. • Environmental societies - Collaborating with student environmental societies, Go green programme, plant distributing campaigns, conservation and sustainable development programmes.

14. Assistance to activities of the Centre for Sustainability Solution (CSS)

Activities	Time Frame	Responsibility	Comments
↓		↓	↓
Conducting training / awareness programmes	Depends Accordingly	Curator	<ul style="list-style-type: none"> Identifying environmental policy of the University Conducting training /awareness programmes Guiding the activities for sustainable development.
↓			
Attending meeting of CSS			
↓			
Organizing students, Students societies and university staff to develop an environmental friendly culture within the university.			
↓			
Guiding the activities of the university to achieve the major goals of sustainable development			
↓			
Organizing and conducting Social Responsibility programmes.			

15. Review

Reviewer – Prof. U. Gurusinghe

- Create a new survey plan for whole university area including landscaping implements, building areas etc.
- Create a master plan for building and construction of the university and follow that plan because landscaping processes are sometimes interrupted due to constructions.
- Following reasons have led an ailment for landscaping and outlook to university.

Ex :

- Improper constructions / building areas
- Expurgated things at construction sites (contractors should be advised to immediately remove these things after the construction project is over.)
- Improper arrangements around works department damages the outlook of the university. Whole area should undergo with a modernization.
- Improper arrangements around ground 2 and pavilion. Should touch with some landscaping implementations and area should arrange nicely.
- Filter from waste water treatment plant can be used with compost preparation.
- Drainage system should be cleared and well cleaned, damaged roads should be repaired because these things add deprivation to aesthetic value of university premises.
- Other than that waste management strategy / recycling / landscaping management and other practices are doing in excellent manner. University has a neat and tidy aesthetic value from the entrance to back areas.

Acknowledgement

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