



WINONA

STATE UNIVERSITY

Administrative Number: 2-25-(C)
Responsible Office: Office of Finance and Administration
Responsible Officer: Vice President of Finance and Administration

Procedure on: Maintenance for the Arboretum at Winona State University

Purpose:

This procedure describes the responsibilities of the Landscape Arboretum Director and Winona State University landscape services staff for maintaining trees, shrubs, gardens, exterior physical objects and landscape features, turf, and irrigation systems at Winona State University.

Procedure:

The Landscape Arboretum Director and the Winona State University landscape services staff maintain all trees, shrubs, gardens, physical objects and landscape features, turf, and irrigation systems. The landscape services staff meets weekly with the Landscape Arboretum Director to determine priorities, needs, scheduling, and record keeping.

The campus is divided into zones for inspection and maintenance of the trees. Each year the arborist inspects and evaluates the trees in a zone for health, safety and stability, function, and any changes in the surrounding landscape which might affect them (e.g., construction). Staff perform routine maintenance as needed, and TreeKeeper is updated to indicate the status of the tree collection. Garden, turf, and irrigation work is handled similarly.

Added inspection and maintenance of zones may be needed due to:

- storms
- pre- and post-construction mitigation
- on-going disease or insect control/treatment
- pruning and cabling as needed
- removal as needed

Safety issues take precedence over routine maintenance.

Under the direction of the Landscape Arboretum Director or landscape services staff, volunteer students, faculty, staff, WSU retirees, and community members may assist in garden clean-up, deadheading, weeding, planting, mulching, and removing plant debris in Gardens of Purpose or other areas.

Inventory and Evaluation

The campus arborist records information on all new trees and maintenance of existing trees using TreeKeeper.

Edible Garden Use

Food products from the Edible Gardens and Landscape may be used by the Winona State University community and campus visitors. It is the intention of the WSU Landscape Arboretum that the children at the Children's Center have first option to use the apples near their center. Other fruit trees may be accessed on a first-come basis with the hope that people leave some for the next person. Fruits may also be consumed by birds and other animals on campus.

President's Signature: _____ **Date:** _____

Responsible Officer's Signature: _____ **Date:** _____

Definitions:

a. Gardens of Purpose: gardens of the Landscape Arboretum at Winona State University that have a specific educational purpose and use (e.g. Edible Garden, Meditation Garden, Laurel's Pond, Clock Tower Pollinator Garden, Rock Elm Garden, Children's Garden, Indigenous Learning Garden, Native Prairie Garden, Botany Garden, etc.)

b. Maintenance: the work of keeping something in proper condition; upkeep; the routine recurring work required to keep the Landscape Arboretum at Winona State University in such condition that it may be continuously utilized for its intended purpose

c. TreeKeeper: an inventory management software that manages asset inventories and provides unlimited data records, customizable data attribute fields, and flexible search options

Authorizing Policy:

Related Documents:

Edible Garden Use

Policy History

Date of Adoption: Click or tap to enter a date.

Date of Implementation: Click or tap to enter a date.

Date and Subject of Revisions:

Date and Reason goes Here