



THE UNIVERSITY OF WINNIPEG

GUIDELINE TITLE: Outdoor Maintenance Guidelines

APPROVAL BODY: VP Finance & Administration

GUIDELINE PURPOSE

The purpose of these Guidelines is to set out the targets, roles and responsibilities, standard operating procedures and implementation strategies, performance measurement, and quality control processes for outdoor maintenance at The University of Winnipeg.

APPLICABILITY

These Guidelines apply to sites and grounds owned and managed by and on behalf of The University of Winnipeg. They will be consulted prior to any maintenance activity performed on the site and grounds or on building exteriors. The guidelines address:

- Maintenance equipment
- Snow and ice removal
- Cleaning of the building exterior, sidewalks, pavement, and other impervious surfaces
- Erosion and sedimentation control
- Organic waste management
- Invasive and exotic species management
- Fertilizer usage
- Irrigation management
- Storage of materials and equipment

RESPONSIBILITY

The Vice President, Finance and Administration is responsible for the development, administration and review of these Guidelines.

GUIDELINE ELEMENTS

Targets

<u>Operational element</u>	<u>Goal</u>	<u>Performance measurement unit</u>
Snow and ice removal	Use environmentally preferred deicers 100% of the time (environmentally-preferred deicers contain reduced amounts of sodium chloride, calcium chloride, magnesium chloride, potassium chloride, potassium acetate, ammonia-based products, and ferrocyanide products) AND/OR establish reduced treatment areas equal to 50% of applicable paving area.	Weight AND/OR square feet of applicable paving area



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Cleaning products	Use environmentally preferred cleaning products 80% of the time	Cost
Erosion and sedimentation control	Implement erosion and sedimentation control measures 100% of the time	-
Organic waste management	Compost 100% of organic waste	Weight
Fertilizer usage	Use organic fertilizers 100% of the time	Weight

Roles and Responsibilities

The primary responsible party for these guidelines is Facilities Management. They are responsible for ensuring that these guidelines are implemented and that any contracted vendors performing exterior maintenance are informed of and adhere to the procedures outlined in these guidelines.

Physical Plant shall:

- Ensure tracking systems are in place to track progress towards targets outlined in the guidelines;
- Generate quarterly reports to track performance against targets and share these reports with the Campus Sustainability Office;
- Establish and implement processes and training required internal to Physical Plant to enable implementation of these guidelines;
- If any implementation targets are not being met, investigate the situation and work with the individuals involved in the relevant area to achieve better progress towards targets;
- In collaboration with the Campus Sustainability Office, review at least every 3 years and recommend changes to the VP Finance & Administration.

The Campus Sustainability Office shall:

- Receive and file quarterly performance data from Physical Plant and collate the data for annual reporting purposes;
- In collaboration with Physical Plant, review Targets and Standard Operating Procedures at least every 3 years and recommend changes to the VP Finance & Administration;

Standard Operating Procedures and Implementation Strategies

Cosmetic Pesticides and Herbicides

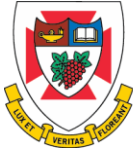
- No cosmetic pesticides or herbicides shall be used.

Snow and Ice Removal

- Products that are environmentally preferred will be used to remove snow and ice from hardscape on the project site. Prior to purchasing deicer products, check the SDS to confirm the product ingredients. If the product contains more than 50% sodium chloride or calcium chloride, reduce the total sodium chloride or calcium chloride treatment area to 50% of the total paved area which would normally be treated (by square feet) by discontinuing deicer applications in low-traffic areas or converting some areas to calcium magnesium acetate treatment. If a suitable product cannot be found, check with the Director of Physical Plant.

Cleaning of the building exterior, sidewalks, pavement, and other hardscape

- The windows are washed with water only and without any cleaning chemicals. If cleaning chemicals are required on the building exterior, sidewalks, pavement, or other impervious



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surfaces, they will meet at least one of the following criteria:

- Green Seal GS-37, for general-purpose, & glass cleaners used for industrial and institutional purposes.
- UL EcoLogo 2792 (formerly CCD 110), for cleaning and degreasing compounds;
- UL EcoLogo 2759 (formerly CCD 146), for hard surface cleaners;
- EPA Safer Choice Standard;
- Disinfectants, metal polish, or other products not addressed by the above standards must meet one or more of the following standards:
 - Green Seal GS-52/53, for specialty cleaning products;
 - Canada's Guidelines for volatile organic compounds in consumer products: appendix 1: Content limits;
 - EPA Safer Choice Standard; and/or
 - Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the other standards mentioned above (if the device is marketed for antimicrobial cleaning, performance data must demonstrate antimicrobial performance comparable to EPA Office of Pollution Prevention and Toxics and Safer Choice Standard requirements, as appropriate for use patterns and marketing claims).
- Prior to cleaning sidewalks and pavement, the sidewalk and pavement is cleared with a broom and any organic waste is disposed of as specified in these guidelines.

Erosion and Sedimentation Control

- On an ongoing and as-needed basis, the sidewalks will be swept with a broom to keep debris out of storm drains.
- Gutters and downspouts will be inspected and cleaned annually.
- Vegetation will be maintained on all softscape areas.

Organic Waste Management

- All landscape waste will be composted at an off-site facility. This waste will be stored at the main loading dock and collected twice a week by the compost collection vendor.

Invasive and Toxic Species Management

- Physical Plant will monitor the site for invasive/toxic/noxious plant species during routine operations. The Government of Manitoba maintains a list of all the invasive/toxic/noxious plant species found in Manitoba. This list is available at:

<https://www.gov.mb.ca/agriculture/crops/weeds/declaration-of-noxious-weeds-in-mb.html>

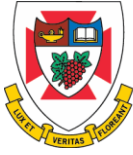
- With reference to this list and using discretion based on site needs, Physical Plant will remove invasive species found on campus by digging up the plant roots and disposing through compost.

Fertilizer Usage

- At the beginning of spring and again at mid-summer, the soil in the landscaped areas will be tested to determine fertilizer needs. If fertilizer must be applied, only organic fertilizer will be used.

Irrigation Management

- Once every two weeks during the irrigation season (June through September) preventive



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maintenance will be performed on the irrigation system and the irrigation system will be checked for leaks. The following will be performed:

- Test for proper operation
- Check for leaks using irrigation submeter readings
- Re-evaluate irrigation schedule and water need for each irrigation zone
- Adjust irrigation schedule as needed
- Correct any deficiencies that are discovered in the irrigation systems

Storage of Materials and Equipment

- All powered maintenance equipment, manual maintenance equipment, including brooms and shovels, cleaning chemicals, and fertilizers will be properly stored and maintained in Physical Plant secured areas. Any storage areas containing chemicals and equipment will be ventilated.

Performance measurement and schedule for reassessment

- All maintenance activity will be recorded in the maintenance activity log by the responsible party. The maintenance equipment used, cleaning products applied, snow and ice removal products applied, and fertilizers used will be recorded according to the performance measurement units listed above for each type of activity. The sustainability criteria met by the products or equipment used will also be recorded.

Quality Assurance/Quality Control Processes

- The responsible party will evaluate the maintenance activity log on a quarterly basis to evaluate progress towards the implementation goals. If any maintenance activity is not being properly recorded, the responsible party will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, the responsible party will investigate the situation and will work with the individuals performing the maintenance activities to resolve the issue. The responsible party will evaluate whether updates are necessary to the plan or the maintenance process in order to achieve the implementation goals.

ASSOCIATED POLICY & PROCEDURE

- Asset Management Policy
- Sustainability Policy