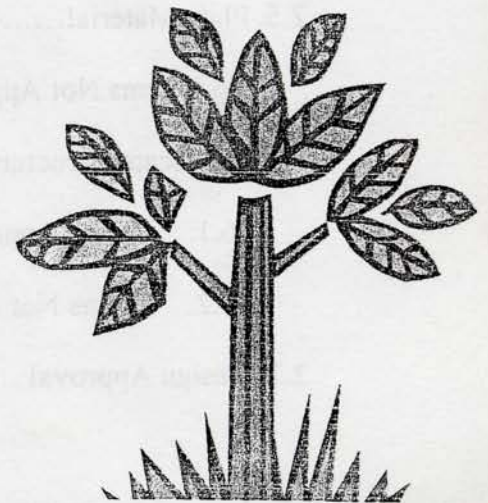




Calgary Board of Education

Guidelines and Procedures for Construction of School Landscape Projects



2005

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- APPENDIX 1 - Landscape Project Approvals
- APPENDIX 2 - Landscape Committee Coordinator & Maintenance Schedule
- School Landscape Project Letter of Understanding and Agreement



1. FOREWORD

The purpose of this document is to provide procedures and specifications for a landscape project in the vicinity of a school site. In the interests of ensuring that safe, low-maintenance, vandalism resistant landscapes are established at the schools, the Calgary Board of Education Grounds Services has compiled the following requirements. For further information or planning assistance, contact:

Robert Illick, Grounds Services, Supervisor – phone 214-1147 or fax. 777-6003

NOTE: If conditions specified in this document are not adhered to, the Calgary Board of Education will require that adequate corrective measures be taken at the expense of the Landscape Committee or School.

2. PLANNING PROCESS

2.1 Site Location Guidelines

- Surface drainage channels must not be obstructed.
- Low-lying area must be avoided, as they tend to collect water.
- Ensure adequate drainage exists.
- A minimum of 8 meters must separate the landscape from any sports field and creative playgrounds.
- Close to water source for plant material establishment.
- Vehicular access to the fields must not be obstructed.
- Areas to be accessible for maintenance or repair purposes.
- Area must not pose a security problem (dense plantings or secluded areas).
- If a joint use site is used, City of Calgary Parks must approve the location.
- Away from utility lines and their rights of way.

2.2 Site Approval:

- Meet with CBE Grounds Services Representative to determine the best possible site location.
- Have site approval signed. Refer to Appendix 1

2.3 Needs Assessment

Gather information from all stakeholders (Students, Teaching Staff, Parents, Administration and Area Residence). Determine what activities the area is to be used for. What features are to be incorporated into the landscape project.

- 2.3.1 Priorities:
1. Health, Safety, Security.
 2. Long term sustainability.
 3. Educational value and function.
 4. Flexibility.
 5. Aesthetics.

2.4 Landscape Design

2.4.1 Assemble Design Team: A landscape architect or landscape designer is required in developing final Master Plan.

2.4.2 Develop Concept Plan. Incorporate the ideas from the needs assessment.

2.4.3 Preliminary Design. Show landscape features and plant groupings.*

* (At this stage have it review by all stakeholders and CBE Grounds)

2.4.4 Master Plan. Submit to CBE - Grounds Services showing:

- Location of underground services (AGT, natural gas, electric, cable TV, data, water lines, sanitary sewer, storm sewer, catch basins). Have these located on-site by Alberta one-call 1 (800) 242-3447.
- Boundaries of adjacent sport facilities, buildings, hard surfaces, streets, and fences.
- Hard landscape features and structures. (Benches, Pathways, Rocks, Logs, etc.)
- Soft Landscaping. List existing and proposed plant material by common and botanical names.

2.5 Plant Material

Plant material must be selected to suit the various environmental locations and must be hardy for the Calgary area. Preference given to plants native to the area.

2.5.1 *Items Not Approved:*

Wildflower mixes not native to Calgary area.

Grasses over 40 cm in height (fire hazard).

2.6 Landscape Structures and Materials

All structures and materials must meet with CBE Grounds Services approval.

2.6.1 *Items Accepted:*

Benches, garbage receptacles and fences that are of institutional/commercial grade.

Large boulders – minimum weight of 300 lbs. (136 kg.).

Small stones – not larger than ½" (13 mm.).

Wood bark mulches and logs.

2.6.2 *Items Not Approved*

Water features (ponds, waterfalls, and fountains).

Retaining walls made from railroad ties.

Wood staircases.

Wood fences or railings.

Wood structures (Gazebos, arbors, or similar features).

2.7 Design Approval :

- Submit Master Plan to Grounds Services for approval. Refer to Appendix 1.

3. LANDSCAPE COMMITTEE

- The Landscape Committee must have a Landscape Committee Coordinator permanently put in place on the School / Parent Council for construction and maintenance related issues as well as to ensure the long term sustainability of the project.
- The name and phone number of the Landscape Committee Coordinator must be kept current and on file at the school as well as a copy sent to CBE Grounds Services.

4. CONSTRUCTION

The objective is to have a functional landscape project that is properly installed, safe to use and low maintenance. It is the responsibility of the Landscape Committee to ensure this is met and make good any deficiencies.

4.1 Pre construction

- Notify Grounds Services of construction start date, four weeks in advance.
- Contact Alberta 1 call @ 1- 800- 242- 3447 “ Call before you dig.”
- Volunteers must adhere to the CBE Volunteers Projects Document.
- All contractors must have Workers Compensation and General Liability Insurance.

4.2 Construction Phase

- A landscape horticulturist or master gardener is required to oversee landscape construction.
- All legislated safety requirements must be strictly enforced to comply with Alberta Occupational Health and Safety (OHS). Web site: www.whs.gov.ab.ca/law/ohs.asp
- Security fencing around work site must be installed and maintained until the Final Construction Approval.

4.3 Final Construction Approval

At the end of the construction phase an inspection involving the Landscape Committee Coordinator, School Principal, and Grounds Services will be conducted. If there are no deficiencies, the Final Construction Approval form will be signed.

Once the Final Construction Approval has been signed the security fencing can be removed and the area is open for use.

5. Maintenance

- The Landscape Committee Coordinator will over see all maintenance related issues.
- All maintenance watering, weeding, reseeding, pruning, cleanups, garbage removal, renovations or repairs due to vandalism and accidental damage and the associated costs are the responsibility of the Landscape Committee or School.

6. Approvals

In order to ensure that the procedures outlined in this guide has been adhered to, signatures must be obtained for the following items at the appropriate time during the planning, design and construction phases. (Refer to Appendix 1)

- Site Approval .
- Design Approval.
- School Landscape Project Letter of Understanding and Agreement.
- Final Construction Approval
- Letter of Approval from City of Calgary Site Planning *

* Note: City of Calgary Site Planning requires.

- Landscape Design with specifications.
- Photos of proposed site.
- Letters of endorsement from School Principal, CBE Grounds Maintenance, Community Association, and City Parks Operations.



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LANDSCAPE PROJECT APPROVALS

SCHOOL: _____

Project Description:

1. SITE APPROVAL			
Landscape Coordinator	Principal	CBE Grounds	Date
2. DESIGN APPROVAL			
Landscape Coordinator	Principal	CBE Grounds	Date
3. FINAL CONSTRUCTION APPROVAL			
Landscape Coordinator	Principal	CBE Grounds	Date

Copies to: *Landscape Committee Coordinator* *School Principal* *CBE Grounds*

SCHOOL LANDSCAPE PROJECT

LETTER of UNDERSTANDING and AGREEMENT

The undersigned agrees to the obligations and requirements outlined in the Calgary Board of Education Guidelines and Procedures for Construction of School Landscape Projects

SCHOOL: _____ DATED: _____

Project description:

School Principal: _____

Landscape Committee Coordinator: _____

CBE Grounds Representative: _____

LANDSCAPE COMMITTEE COORDINATOR

SCHOOL: _____ DATE: _____

Landscape Committee Coordinator _____
PRINT NAME PHONE NUMBER

Maintenance Schedule							
<i>(Provide Name and Phone of Person Responsible in Appropriate Space Below)</i>							
	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Inspection							
Weeding							
Watering							
Pruning							
Mulching							
Cleanups							

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