



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.04, **Interior Maintenance Planting Program**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to describe the nature and outline the operation of the Interior Maintenance Planting Program.

REVIEW: This HSCEP OP will be reviewed on November 1 of every odd-numbered year (ONY) by the TTUHSCEP Senior Director of Facilities Operations and Maintenance (FOM)-Facilities & Services, and the Managing Director for Facilities & Services (MDF&S) or designees, with recommendations for revisions submitted to the Chief Finance Officer (CFO) or designee by November 15.

POLICY/PROCEDURE:

1. The Interior Maintenance Planting Program (IMPP) is a service provided by the TTUHSCEP Facilities & Services to various entities within the TTUHSCEP campus. The program is designed to provide and maintain interior scopes for departments desiring to enhance public areas: foyers, reception areas, etc. Regional campuses may use a local vendor to provide a similar service, subject to applicable stipulations prescribed herein.
 - a. Current legislation precludes the use of state appropriated funds for purchase, rental or maintenance of decorative plant materials. The use of other funds is acceptable.
 - b. Maintenance of all interior plant material in public areas throughout TTUHSCEP will be implemented through the IMPP to ensure cost effective, quality care.
 - c. Maintenance will be executed by IMPP employees trained and/or supervised by professional staff of F&S.
 - d. Charges for maintenance services will be made by intra-institutional voucher and will be based on the scope of the planting desired and maintenance requirements unique to each area.
2. Approval for purchase of all large plant groupings to be used in public areas must be made through the IMPP to ensure quality and assess maintenance requirements.
3. In public areas, as approved by the MDF&S or designee, where environmental conditions are not suitable for live plant materials or when funding is not available for professional maintenance of live materials, the IMPP offers the option of silk plant installations that meet fire safety requirements outlined in HSCEP OP's 61.08 and 75.06, as well as requirements in HSCEP OP 61.07, Use of TTUHSCEP Premises and Amplification Equipment.
4. The IMPP provides a "Rent-a-Plant" service for departments desiring foliage or blooming plants for special occasions, receptions, luncheons, graduation festivities, etc.
 - a. A request for plants for special occasions should be made one week in advance of the event by telephoning the FOM Department. Upon receiving a request for a special occasion that occurs in a public space, the IMPP will notify the Office of the MDF&S or designee. IMPP personnel will deliver and return plants as requested.

- b. Charges for "Rent-a-Plant" services will be made only by intra-institutional voucher and will be based on the number of plants needed per day.