

**ADMINISTRATIVE DIVISION – FACILITIES MANAGEMENT**  
**POLICY TITLE – LANDSCAPING AND WASTE MANAGEMENT SERVICES**  
**POLICY NUMBER – FCMN 2.09**  
**SCOPE OF POLICY – USC UPSTATE**  
**DATE OF POLICY – APRIL 22, 2024**  
**RESPONSIBLE OFFICER – DIRECTOR OF FACILITIES MANAGEMENT**  
**ADMINISTRATIVE OFFICE – FACILITIES MANAGEMENT**

**I. PURPOSE**

The policy is intended to outline campus services provided by the service unit for the USC Upstate campus. All service requests to be made through the Facilities Customer Service Center, 864-503-5500.

**II. DEFINITIONS**

- Waste management refers to materials collected as part of the university waste stream. The stream also includes materials that are recycled or diverted from the landfill.
- Pest Control refers to in house university service for unwanted insects, rodents, and birds.
- Recycling is a service provide by the unit on a routine basis to empty blue containers and divert materials from the landfill.

**III. POLICY STATEMENT**

Landscaping & Waste Management Services is responsible for maintaining an attractive university landscape by maintaining turf, plant beds, irrigation systems, emptying and cleaning waste receptacles, maintaining storm water systems, and providing pest control services.

**IV. PROCEDURES**

**A. Services**

- a. Landscape Maintenance
  - i. Turf Grass Management
  - ii. Trees & Arboricultural Services
  - iii. Ornamental Horticulture
  - iv. Reflection Pools and Fountains
  - v. Emergency Response - Severe or Winter Weather
- b. Landscape Construction
  - i. Planting and Transplanting
  - ii. Equipment Operation
  - iii. Irrigation System Installation and Repair

- c. Drives, Walks, Parking Lots, Parking Garages, Storm Sewers
  - i. Cleaning
  - ii. General Repair
  - iii. Snow and Ice Control
  - iv. Waste Management and Recycling
  - v. Collection and Disposal of Solid Waste
  - vi. Recycling
  - vii. Pest Control (E & G Facilities)
  - viii. Indoor Control of Pests and Prevention
  - ix. Outdoor Control of Pests and Prevention

## **V. History of Revisions**

April 22, 2024 – New policy approved by B. Harris