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

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to describe the nature and outline the operation of the Interior Maintenance Planting Program.

**REVIEW:** This HSC OP will be reviewed on November 1 of every odd-numbered year (ONY) by the TTU Director of Grounds Maintenance and the Assistant Vice President for Physical Plant and Support Services (AVPPPSS), with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration by November 15.

**POLICY/PROCEDURE:**

1. The Interior Maintenance Planting Program (IMPP) is a service provided by the TTU Grounds Maintenance Department to various entities within TTUHSC Lubbock campuses. The program is designed to provide and maintain interiorscapes 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 TTUHSC 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 the Grounds Maintenance Department.
   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 AVPPPSS, 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 HSC OP's 61.08 and 75.06, as well as requirements in HSC OP 61.07, Use of TTUHSC 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. Legislative restraints effective September 1, 1991 preclude the use of state appropriated funds for purchase, rental or maintenance of decorative plant materials. The use of other funds is acceptable.
   b. A request for plants for special occasions should be made one week in advance of the event by telephoning the Grounds Maintenance Department. Upon receiving a request for a special occasion that occurs in a public space or in 2B152, the IMPP will notify the Office of the AVPPPSS. IMPP personnel will deliver and return plants as requested.
   c. 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.