

## Project Site Appearance - SOP

Last updated: June 18, 2015

The purpose of this SOP is to create a common understanding of the expectation that project sites be maintained in ways that convey high standards of professionalism. The expectation is that FS develop, achieve and maintain project site appearance at levels that reflect our mission of maintaining facilities and landscape.

The SOP is not intended to restrict a project schedule, but to focus on promoting and maintaining a professional standard of appearance that further enhances our reputation and credibility.

### Specific Areas of Appearance

- Parking and alternate street access
- Landscape (transition for adjoining properties)
- Signage (uniformity): U of C logo and FS logo
- Fencing (uniformity and specifications; maroon fencing on the main quad, green fencing at other sites, and no use of yellow caution tape)
- Adjacent buildings, including vacant sites
- Refuse and recycling
- Lighting
- Security services
- Delivery services

#### Parking:

Maintain clean and properly marked parking areas and keep parking areas clear of litter, obstructions and debris.

#### Landscape:

Landscape (turf, paved areas, plant materials, trees, etc.) should be adequately protected to minimize damage. Landscape that has deteriorated or died, is damaged or defaced, should be replaced to provide an attractive appearance. Where possible, turf should be watered and mowed for a well groomed appearance. Restore landscape areas to previous, or better, condition.

#### Signage:

Way-finding plans should be informative and well positioned to provide safe pedestrian access to and around a project site.

#### Fencing and barricades:

Screening, or barricades, should be effectively secured and neat during construction, and within the University standards applicable to barricades and other professional appearing devices, to provide protection from worksite hazards. Those standards include: 6' chain link fencing with green fabric stretched tight and maintained in "like new" condition; for projects on the main quad, maroon fencing is required; and spare fabric is required to be kept on site when replacement is needed. At times, exceptions will be considered, please discuss with the AVP-CPD. To the extent needed, fencing should be replaced and re-secured. Yellow caution tape is not acceptable to be used on project sites for any purpose.

#### Adjacent buildings:

Project sites should be a "good neighbor" to adjacent buildings; communications to occupants, cleaning sites and windows of construction dust, as needed and coordinating project schedules to include minimal interruptions to occupants.

#### Refuse and recycling:

Routine and scheduled collection of waste should be in place throughout a project, and it is the responsibility of the project manager or site supervisor to enforce proper disposal of all waste.

#### Lighting:

Maintain adequate and functioning light fixtures on project sites; checking and repairing lights and fixtures to ensure a well-lighted and safe project site.

#### Security services:

Collaboration with DS&S to schedule patrols and surveillance to the extent needed for safe conditions, and appearance.

#### Delivery services:

Vendor notifications and delivery schedules should be coordinated with the project manager or site supervisor. Proper storage and use of materials is the responsibility of the project manager.