



Landscape Services

Safety Standard Operating Procedure

(Revised 1/2023)

Landscape Services Plant Rentals

This SSOP provides guidance on landscape services plant rentals. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SSOP is not a substitute for the owner's manual produced by the manufacturer.

Landscape Services provides plant rentals for only Oklahoma State University associated events with campus funding or bursar account numbers. Event venues located on the Stillwater, Ok campus are preferred. Off campus venues within the Stillwater city limits will be considered with prior approval.

Safety Requirements PPE Required: Sturdy footwear

Scheduled: calendar year

Safety Hazards: bending, dust, noise, slipping, tripping, pedestrian traffic, vehicle traffic, and sharp objects.

Required: Greenhouse Coordinator and all supporting staff will conduct themselves in a safe and professional manner throughout all facets of the plant rental process.

General information:

- All plant rental records and documents are kept digitally in the G: drive folder Admin-Pat/plant rentals.
- Hard copy folders and files of same information are found Greenhouse Coordinator's and Administrative assistant's offices.
- Plant rental customer pricing/plant options/prop flyers can be found in G: Drive folder (digital or print)
- Use plant rental "material only" standing workorder for purchasing (number changes every new fiscal year)
- Use plant rental "labor only" standing workorder for tracking time (number changes every new fiscal year)
- All dedicated tools, flowerpots, flower picks, accessories/props stored in GH head house or plant rental shed.
- Rentals delivered using Van 959 with an option to use LS cargo box trailer if needed.

Step 1: Plant Rental requests

Plant Rental requests are made by the requester through but not limited to:

- Verbal or digital communication with Greenhouse Coordinator
- Verbal or digital communication with Landscape Services Office
- Workorder produced by Work Control sent to AIM

Step 2: Information collection and data entry (greenhouse coordinator)

The following information is needed for each rental:

- who, what, where, and when of the rental event
- rental contact name, phone number, and email
- campus funding account number or a bursar account number
- All plant material needed
- special instructions i.e., pickup and drop off times, stage layouts

1. Create a new folder for event in G: drive Admin-Pat/plant rentals/event name and save a plant rental “estimate sheet” to new folder. **< Inform Administrative assistant of the addition. >**
 - a. If needed, administrative assistant or greenhouse coordinator uses campus funding account number to create event workorder number with work control.
 - b. Use other collected information to fill out estimate sheet and save to the G: drive.
 - c. Print estimate sheet for Greenhouse and in-field use folder. **Note name and date of event on folder.**
 - d. Administrative assistant uses collected information of estimate sheet to record in the “Rentals Spreadsheet” and calendar entries.

Step 3. Day of the rental/event (s)

1. GHC prepares all requested plant material morning of rental. Note any special instructions.
 - a) GHC will deliver and place each rental at designated setup time (s). Take hard copy folder to each rental setup.
2. GHC is responsible for leaving a clean professional plant rental setup for the event.
 - a) No plant debris, potting soil, or leaking water around rental pots.
 - b) All pots should be clean and wiped free of dust.
3. GHC takes photos of each event setup.
 - a) Email photos to Administrative Assistant for recorded keeping.
 - b) Photos signal to Administrative Assistant rental is completed. Workorder and payment processed.

Step 4. Rental/event pickup (s)

1. GHC picks up all rentals at designated time.
 - a) GHC accounts for all Landscape Services property used for rental (s).
 - b) Plant material is immediately returned to assigned greenhouse for watering and care.
 - c) All pottery and props immediately returned to assigned storage areas.