FACILITY TREE CARE PLAN TEMPLATE

Tree Campus Healthcare

A Facility Tree Care Plan should be flexible enough to fit the needs and circumstances of your campus/facility grounds. The Tree Care Plan should be goal oriented and provide the opportunity to set good policy and clear guidance for planting, maintaining, and removing trees. It also provides education to the community, citizens, contractors, and consultants about the importance of urban forests and the protection and maintenance of trees as part of the growth and land development process.

Creating a Facility Tree Care Plan from scratch can be a big task! We have created this template to get you started. Use this document to help you consider all aspects of your tree care plan, and what should be included.

Qualifying plans will govern management practices, both for staff and contractors. It will describe standards for managing trees, with planned schedules for treatments, such as pruning, fertilizing, integrated pest management (IPM) practices, planting and removals. The Plan is a permanent feature of the program, but is a living document, so we suggest that the Plan be updated at least every five years.

For facilities with little or no landscape space for trees on their own property (due to building footprints and mandated parking requirements), facilities may craft a plan for the street, boulevard, or park trees near or adjacent to the campus. In such cases, the facility must take on some level of active engagement for tree management activities, through written agreement with the local municipal authority.

You are welcome to change the format, order, sections and headers, etc. when creating your tree care plan, and may include pieces of your campus's tree management that are not represented below, but all sections must be included in some way. A tree care plan that meets the Tree Campus Healthcare Standard will include all of the following:

**The Facility Tree Care Plan will, at minimum:**

1. **Identify the site manager with responsibility for executing the plan.**
2. **Include a site map of the property, showing existing trees, forests, and other landscaping, and potential planting areas.**
3. **Include a statement that the facility will adhere to tree care industry standards and best practices for planting, landscaping, maintenance, and removal.**
4. **Include tree protection standards for construction projects, including procedures for contractors, penalties, and an enforcement policy.**
5. **Include at least one goal for tree planting or management that will guide activities for the next five years.**

If you have any questions while developing your Tree Care Plan, please contact healthcare@arborday.org

[FACILITY NAME] Tree Care Plan

Purpose/Summary

The purpose of the [FACILITY NAME] Tree Care Plan is to....

*In this section, you should state and describe the purpose of your tree care plan. When developing your purpose, consider the following.*

* *What do you hope to accomplish with this Tree Care Plan?*
* *What is your arboriculture or sustainability goals? What specific objectives are you hoping to fulfill?*
* *Who will use this plan and when will they use it?*
* *How will the plan be implemented?*
* *What is your facility’s motivation for developing a Tree Care Plan?*
* *What are the benefits of having and using this Tree Campus Care Plan?*
* *What are the scope and limitations of your plan, such as the geographic area covered, the types of trees included, and the sources of funding and support?*

Responsible (Authority, Department)

*In this section, state the department(s) responsible for enforcing the Tree Care Plan. Consider who is responsible for implementation. Consider the following.*

* *Which staff members or positions are directly involved in tree care activities, such as arborists, landscapers, groundskeepers, sustainability staff, etc. You could also indicate their qualifications, training, and certification requirements.*

Property Site Map

*In this section, include a map of your property, showing existing trees, landscaping, and future planting areas. Consider the following:*

* *Who is responsible for your facilities landscaping, tree inventorying, and site management?*
* *Are there multiple campuses or sites at your facility that are managed together? If so, one map can be included in the Tree Care Plan for multiple facilities.*

Facility Tree Care Practices

*In this section, include a statement that your facility will adhere to* tree care industry standards and best practices for planting, landscaping, maintenance, and removal. We encourage you to *detail the practices that are important to planting, maintaining, and removing trees on your campus. Consider the following.*

PLANTING

* *How often will new trees be planted?*
* *Where are opportunities for new trees on your facility’s grounds?*
* *How will tree species diversity be maintained?*
* *Establish and update a list of recommended and prohibited species Is there a specific “planting season” in your climate?*
* *What site conditions qualify as planting locations (soil type, drainage, exposure, space availability, utility lines, etc.)*
* *What is the maintenance plan for newly planted trees that includes watering, mulching, staking, pruning, fertilizing, pest management, etc. How will the growth and survival of newly planted trees be monitored?*

MAINTAINING

* *What is needed to maintain existing trees on campus?*
* *How are trees on campus currently being maintained*
* *How often will trees be pruned?*
* *What watering practices are in place to maintain your campus forest?*

REMOVING

* *Why would a tree need to be removed?*
* *How many trees are allowed to be removed each year?*
* *What should be considered before making the decision to remove a tree?*
* *Who must be consulted before a tree is removed?*
* *What safety practices will be followed when removing trees? How will dead trees be disposed of?*
* *Consider replacing any removed trees with suitable species that meet the planting guidelines.*
* *Is there a process for reporting tree removals to the responsible department(s) or Tree Advisory Committee.*

CULTURAL PRACTICES

* *What types of fertilization or pest control methods will be used?*
* *What are your campuses guidelines for mulching?*
* *How will you determine the optimal amount and frequency of mulching for different tree species?*
* *How will you monitor and evaluate the effectiveness of your cultural practices on your campus tree health and performance?*

OTHER CONSIDERATIONS

* *What, if any, tree mapping or inventory processes will take place? How often will this happen?*
* *What is your campuses response to trees destroyed during storms or other catastrophic events?*

Protection and Preservation policies

*In this section, describe your campus's process for implementing a tree protection plan. Include the step-by-step process that every project must follow, including construction and trenching. Consider the following.*

* *When will protection and preservation policies be utilized?*
* *What type of fencing is needed to protect trees during construction?*
* *During the design phase, how will preservation be prioritized?*
* *What are your campus’s high and low priorities for preservation?*
* *How will you communicate and enforce your protection and preservation policies to contractors, developers, or other parties involved in a project that may affect campus trees?*
* *How does your campus balance the needs and interests of different stakeholders when deciding which trees to preserve or remove on your campus? What criteria or tools do you use to prioritize or rank the trees?*
* *How do you mitigate or compensate for any unavoidable impacts on trees during construction or trenching activities on your campus? What measures or actions do you take to restore or enhance the affected areas?*

Goals and Targets

*In this section, develop at least one goal and target for your Campus Tree Plan. These could include (but are not limited to) tree canopy target, development of a link between the Campus Tree Plan and other green initiatives on campus or in the community; completion of a campus-wide tree inventory, etc. Include the following:*

* *How will the goal be measured? How will you know you’ve succeeded?*
* *What timeline will the goal follow?*
* *How do you link your Campus Tree Plan with other green initiatives on your campus or in your community? What are the opportunities or barriers for collaboration or coordination?*

Other considerations for your tree campus plan:

*Your Campus Tree Care Plan is not limited to the sections and considerations above. Please include all relevant practices and policies – not every question listed must be answered, but each section should contain information relevant to how your campus plans to manage trees.*

Tree Damage Assessment, Enforcement, and Penalties

Assessment is performed by....

*In this section, describe who is responsible for assessment and enforcement of trees on your campus.*

* *How do you assess the extent and severity of tree damage on your campus? What methods or tools do you use to measure and document the tree's condition and value?*
* *Who performs assessments on your campus? How often are they performed?*
* *Are there penalties for individuals who destroy trees or fail to follow the campus Tree Care Plan?*
* *Is there a method for reporting violations?*

Prohibited Practices

*In this section, describe any arboriculture practices that are prohibited on your campus. Consider the following.*

* *What are the negative impacts of these practices on tree health, safety, and aesthetics?*
* *How do you educate and inform the campus community and contractors about the prohibited practices and their alternatives? What materials or resources do you use or provide?*
* *How do you detect and prevent the occurrence of prohibited practices on your campus? What procedures or protocols do you follow if you find any evidence of prohibited practices?*

Communication strategy

*In this section, describe how the campus tree care plan will be communicated to the facility’s community and contractors to heighten awareness about policies and procedures and the institution's goals. Consider the following.*

* *Who are stakeholders in communicating the Facility Tree Care Plan? Is there already a department or individual responsible for this type of communication?*
* *What are the key messages or themes you want to convey about the Facility Tree Care Plan? What are the goals or objectives of the communication strategy?*
* *What are your best channels or methods for delivering your messages to different audiences?*
* *Who needs access to the tree care plan? How will you make it accessible?*

Tree Terms Glossary

*In this section, define all terms related to arboriculture at your facility. We have listed a few to get you started!*

Arboriculture

Arborist

Pruning

Soil

Species

Urban Forestry

Tree Canopy

*Some other considerations you may want to include are below.*

* *What is the process of updating and revising the plan, such as who is authorized to make changes, how often the plan will be reviewed, and what criteria will be used to assess the plan’s effectiveness.*
* *How will you integrate your campus tree management with other environmental or sustainability initiatives on your campus or in your community?*