

**METCO LANDSCAPE MAINTENANCE FACILITY
OPERATIONAL PLAN
17503 E. 23RD AVENUE**

1. Operation

A typical landscape maintenance branch would perform landscape maintenance, irrigation system management, remedial and enhancement projects, and snow removal for commercial properties, apartments, townhomes, condominiums, homeowner associations (HOA), shopping centers, retail properties, and metropolitan improvement districts, etc., on an annual basis. Typical tasks involved with this would include weekly mowing, trimming, edging, litter cleanup, weeding of beds, and irrigation system inspection. Pruning of shrubs and groundcover would occur once or twice a year depending upon client needs. Tasks that would be performed only once or twice per year would be spring/fall cleanup, aeration, irrigation system startup/winterization, turf fertilization, turf weed control, and large tree pruning. The turf fertilization and weed control is typically handled through a third party vendor in order to eliminate the equipment and requirements needed for application, cleaning, and storing of the chemicals.

2. Facility

The facility including yard space has offices and work stations for the Managers as well as a meeting/training room for Branch personnel. It will serve as a storage and maintenance facility for the Branch equipment and supplies. The actual shop area is required for on-site repairs of the various types of maintenance on equipment, trucks, trailers, etc. Waste oil is secured in an area to be disposed of by a local provider. It will include space for a roll off dumpsters needed for disposal of waste material from the daily maintenance operations. It may also include small sheds to provide for covered and secure storage for items such as ice melt, ice slicer, roundup, fertilizer, equipment parts, etc. All chemical storage will be in compliance with the Colorado Department of Agriculture.

Security is a primary concern due to the nature of supplies and equipment required to perform the contractual services. All yards shall be secured with a minimum of 8' high fencing, gated entry and/or exit points, as well as utilizing security cameras, 24/7.

Typical hours of operation are 6:00 am – 6:00 pm Monday - Friday. Time may vary slightly due to time of year and/or weather. During the snow season the hours may be at any time depending upon the storm.

Typical equipment that would be parked and/or stored on this site would include but not limited to the following:

Trucks ¾ & 1 ton (30-40)
Trailers 18-20" (15-20)
Skid Steers (1-3)
Mowers (40-50 of various sizes)
Aerators (6-8)
Backpack blowers, edgers, string trimmers, chain saws, etc. (50-60)

Employee parking would be located on the street.

3. Branch Staff Requirements

Branch Manager
Office Manager
Account Managers (4)
Field Manager
Enhancement Manager
Support Staff (2)
Mechanic
Field Personnel
 Mow Crews (8)
 Detail/Prune Crews (2)
 Enhancement Crews (2-3)
 Irrigation Techs (6-8)

Work performed is very seasonal in nature, with the heaviest work load falling between April & October. Work force is typically double at that time compared to November through March. Field personnel are generally in the office/yard space for about 30-45 minutes per day split between the start of the day and end of the day.

Field personnel park personal vehicles on the street. The 30-45 minute period is used to prep Metco landscape vehicles/equipment for the work day.

Office personnel/management staff will park in the onsite parking lot. Metco Landscape is not adding employees to its operation as a result of the new maintenance building. Employee parking will remain as currently programmed.

During the peak times of the year we provide san-o-let portable toilets in the yard to handle the needs of the additional employees.