



9.2.7 Grounds Maintenance

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.2 Facilities Management	Date Last Reviewed: July 2021
Responsible Entity: AVP for Facilities, Safety and Risk Management	Date Last Revised: July 2021

I. Purpose

To establish the responsibilities of the Grounds Maintenance division of Facilities Management and outline procedures for requesting services.

II. Scope

This policy applies to all UT Health San Antonio employees.

III. Policy

A. Responsibilities

1. The Grounds Maintenance Division is responsible for maintaining University grounds, including:
 - a. Landscape development,
 - b. Seasonal planting,
 - c. Irrigation systems, and
 - d. Parking lot cleaning.
2. Greenhouse personnel can furnish or assist in the selection of potted plants for public spaces in offices.
3. Arrangements and stage settings are available for special events.
 - a. Note: Article 5, Section 133 of House Bill 1 (HB1) prohibits the purchase or maintenance of decorative plants from State-appropriated funds.

B. Requesting Service

Submit a [Service Request](#) for service with an appropriate account number.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

[Service Request Systems](#)

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
6/2000	Policy Origination		
6/2017	Policy Revision		
07/2021	Policy Revision, discretionary edits		