



# INFORMATIONAL BULLETIN

Bulletin No.: 111

Page 1 of 3

Effective: 01/01/85

Revised: 02/20/96

Revised: 10/22/99

*Eui M. Follen*

Chief Building Official

## LANDSCAPE ACCEPTANCE PROCEDURES FOR PROJECTS SUBJECT TO CITY LANDSCAPE INSPECTIONS

### INTRODUCTION

Landscaping of City owned and/or maintained properties is typically required in conjunction with private development. In such a case, the landscape design, construction, inspection and maintenance are all subject to specific requirements which are defined in the "City of Irvine Landscape Manual and Standard Plans." Before a landscape project is ultimately accepted by the City of Irvine it must go through three distinct phases: design, construction, and maintenance. During the design phase, the Engineering Services Division of Public Works enforces requirements through the plan check process. During the construction phase, progress is verified and monitored through called inspections provided by the Building and Safety Division of Community Development Department. Finally, Building and Safety and Landscape Maintenance Division of Public Works work together to enforce requirements during the maintenance period.

### PURPOSE

The purpose of this bulletin is to highlight some of the more important issues in regard to moving a project beyond the construction phase and into and through the maintenance period culminating in final acceptance. Refer to the manual for a comprehensive detailed coverage of these requirements.

### PROCESS OUTLINE

Prior to entering into the required 60-day maintenance period, a project must be verified to be in conformance with the approved plans and city standards. Such verification occurs throughout the construction via the required called inspections, the last of which is the Pre-maintenance Inspection and any necessary follow-up inspections.

A project is ready for the Pre-maintenance Inspection when:

- the project has successfully passed all progress inspections,
- all grading, flatwork and planting is complete, and all systems are installed and operational,
- all revisions have been properly documented and approved by the City Engineer, and
- the landscape architect has physically inspected the project, determined that it conforms to the approved plans and standards, and has issued a certificate of compliance, see appendix D of the manual for the required form.

When a project has reached the stage described above, the contractor must schedule a Pre-maintenance Inspection with the Building and Safety Inspector. During this inspection, representatives of the developer, the contractor, and the landscape architect must be present. This last requirement encourages open communications between all interested parties which in turn eliminates much potential for confusion over responsibilities, time limitations and final turn-over requirements.

### **PRE-MAINTENANCE INSPECTION**

The Pre-maintenance inspection is a comprehensive review of the total, completed project. Plants, staking, supports, irrigation and drainage systems and features are checked against the approved plans, including revisions, and the City standards.

The contractor must have on hand the approved plans including any plan revisions, and the proper tools and personnel to:

- demonstrate that all irrigation system pressures meet design pressures,
- make any necessary exposures, and open valve and control boxes etc., and
- operate irrigation controls, and perform “tune-up” type adjustments to valves and sprinkler heads.

Provided the landscape architect has properly reviewed and certified the project, this inspection should not result in any major corrections. Generally, however, a list of minor corrections will be generated. This list is valid for a period of 30 days. During this period all corrections must be made, and verified through follow-up inspections scheduled by the contractor. Should the contractor fail to make the necessary corrections within this period, a second Pre-maintenance Inspection must be scheduled and re-inspection fees paid.

Once all corrections have been made to the satisfaction of the inspector, the inspector requests that Landscape Maintenance personnel review the project and authorize the commencement of the maintenance period by completing a "COMMENCEMENT OF 60 DAY LANDSCAPE MAINTENANCE" form.

### **SIXTY DAY MAINTENANCE PERIOD**

As indicated above, the maintenance period is administered by both Building and Safety and Landscape Maintenance. The approved plans define certain contractor responsibilities to be performed during the maintenance period. Section IX Maintenance Specifications of the manual, also contain specific requirements to be met. To ensure that maintenance is being performed properly, the inspector performs a complete review of the project at weekly intervals and notifies the contractor of any items needing attention. If at any time during the maintenance period, project standards fall below those reached prior to commencement, the maintenance period may be suspended. Should this occur, the maintenance period shall recommence only after the contractor has corrected all deficiencies and a new authorization has been issued by the City.

During the maintenance period the contractor is required to arrange for two time critical called inspections through Building and Safety:

- 30 days prior to the completion of the period the contractor must request an inspection. The purpose of this inspection is to verify that turf irrigation systems are adjusted in accordance with the recommended schedules of the landscape irrigation water audit and to ensure that all supplemental daytime irrigation is terminated. Also, all outstanding turn-over items and submittals must be provided at this time.
- 10 days prior to completion of the period a final inspection must be requested. The following are verified at this inspection: all filters and sprinkler heads are clean; all valve boxes, sprinklers are adjusted to finish grade; all sensors are charged and calibrated; turf areas are freshly mowed, edged, weeded, and clipped around obstructions; all plant material is healthy and vigorous; all reduced pressure type backflow preventers shall be tested and approved.

### **FINAL ACCEPTANCE**

Following a successful final inspection, the City issues written acceptance indicating thereon assumption of maintenance responsibilities, typically commencing on the first or fifteenth of the month immediately following the acceptance date.