AREA VIII

PHYSICAL PLANT AND FACILITIES

S.3. THE CAMPUS IS IN A WELL-PLANNED, CLEAN AND PROPERLY LANDSCAPED ENVIRONMENT.

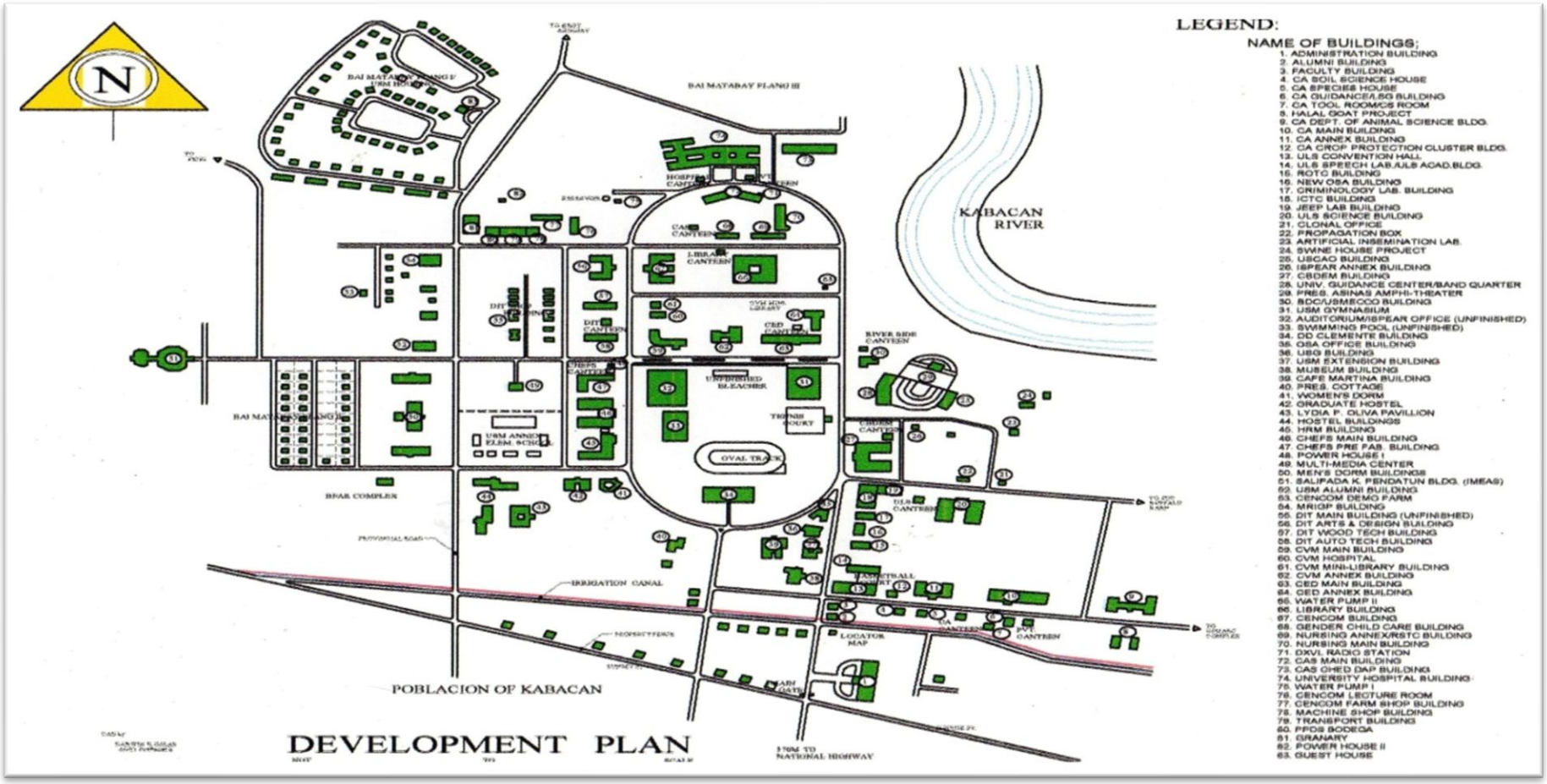
S.3. The campus is in a well-planned, clean and properly landscaped environment.

The campus is characterized by a well-planned layout, clean surroundings, and a properly landscaped environment that reflects the University's commitment to sustainability and aesthetic excellence. The Physical Plant Development Office takes the lead in ensuring the efficient and balanced use of land resources, while also preserving significant campus landmarks and green spaces. This strategic approach to physical development promotes not only functionality but also harmony with the natural environment.

To support ecological responsibility, the University strictly implements a no single-use plastic policy across all campuses. This policy applies to all students, faculty, staff, and visitors, reinforcing the institution’s advocacy for environmentally sound practices.

Maintaining cleanliness is a shared responsibility within the University. Each campus employs dedicated janitors and orderlies who regularly clean and maintain common areas, classrooms, pathways, and other facilities. Beyond this, the University fosters a culture of collective accountability through its customary practice of involving students, faculty, and staff in campus-wide clean-up activities and initiatives. This unified effort ensures that cleanliness, orderliness, and environmental consciousness remain integral parts of the University's daily operations and core values.

Development Plan



Entrance Gate Aerial View



Administration Building Aerial View



PHYSICAL PLANT AND FACILITIES





Machine and Campus Ground Maintenance

UNIVERSITY OF SOUTHERN MINDANAO

MACHINERY AND CAMPUS GROUND MAINTENANCE PROCEDURE

Document No.	USM-PPD-010-Rev.1.2021.01.21	Rev. No.	1	Page 1 of 4

EFFECTIVE DATE	REV. NO.	REVISION TYPE	CHANGE DESCRIPTION	PAGE AFFECTED	ORIGINATOR
January 21,2021	1	Partial	Revised: 6.2.5, 6.4.4,8.0	ALL	ENGR. BENJAMIN FORTINEZ JR.
September 21, 2020	Ø	New	Newly established in accordance to the Quality Management System Requirements	ALL	ENGR. BENJAMIN FORTINEZ JR.

Prepared by:	Reviewed by:	Approved by:	DOC USE ONLY DOCUMENT CONTROL INDICATOR
ENGR. BENJAMIN FORTINEZ JR. Name and Signature	ANITA C. SORNITO, EdD Name & Signature	LAWRENCE ANTHONY D. DOLLENTE Name & Signature	MASTER COPY

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UNIVERSITY OF SOUTHERN MINDANAO | Document No. | USM-PPD-010-Rev.1.2021.01.21
Campus Ground Maintenance Procedure | Rev. No. | 1 | Page 2 of 4

1.0 PURPOSE
The Campus Ground Maintenance Procedure ensures well-maintained campus environment.

2.0 SCOPE
This procedure covers all the operations pertaining to USM campus landscape.

3.0 DEFINITION OF TERMS
- 3.1 USM Campus grounds refers to the academic, non-academic and housing areas.
- 3.2 Mowing is trimming of grasses using a tractor-mower and grass-cutters.
- 3.3 Tractor is farm equipment used in various farm operations.
- 3.4 Tractor-mower is a tractor with tractor-driven mower.
- 3.5 Pruning is cutting of tree branches.
- 3.6 Garbage or waste refers to the undesirable by-products of all colleges, offices and canteens.
- 3.7 Garbage Segregation is the proper disposal according to categories set by the Government.
- 3.8 PPE means Personnel Protective Equipment.
- 3.9 Backhoe is a multipurpose vehicle used for loading and excavating.
- 3.10 Farm Equipment refers to various tractor-drawn implements used in various farm operations.
- 3.11 Garbage Compactor truck refers to vehicle used for collection and transportation of garbage.

4.0 REFERENCES
- 4.1 USM Quality Management System Manual (USM-QMS-002-Rev.3.2020.02.28)
- 4.2 R.A. 9003 Ecological Solid Waste Management Act of 2000
- 4.3 Article 5 of the Kabacan Municipal Ordinance No. 2009-001
- 4.4 Department of Environment and Natural Resources (DENR) Executive Order No. 23

5.0 RESPONSIBILITY AND AUTHORITY
- 5.1 The PPDSO Director guides and directs the Machinery and Ground Maintenance Section (MGMS) Head in order that the purpose of the section is carried out. (MGMS)
- 5.2 Machinery and Ground Maintenance Section Head gives work assignments to Ground Maintenance Section Personnel and Utility Workers.
- 5.3 Machinery and Ground Maintenance Section Personnel are responsible in accomplishing all assigned tasks.

6.0 PROCEDURE DETAILS
- 6.1 **Mowing Field Operation**
  - 6.1.1 The assigned Machinery and Ground Maintenance Section (MGMS) personnel checks and prepares the tractor, lawn mower or grass cutter for safety and functionality ready for mowing operations.
  - 6.1.2 The ground/work area for mowing is checked for loose stones and hard objects for the safety of passersby, nearby buildings and mowing equipment. If the situation does not guarantee safety of everyone, it is postponed to another time when safety is warranted.
  - 6.1.3 The GMS head dispatches the GMS personnel, equipped with PPE, to accomplish the routine mowing tasks; this is done every 10-15 days depending on the vegetative growth of grass.
  - 6.1.4 Upon complete implementation of the tasks, the Monthly Mowing Operation Report (USM-PPD-F34-Rev.1.2020.09.21) which details the work done is filled up and filed for future reference.
- 6.2 **Tree Pruning Operation by GMS Personnel**
  - 6.2.1 The GMS head evaluate trees and other vegetation for pruning.
  - 6.2.2 The assigned pruning task is checked for safety and workability by assigned GMS personnel
  - 6.2.3 The GMS head dispatches the GMS personnel to perform the assigned pruning tasks if the situation warrants safety to everyone involved.
  - 6.2.4 If the assigned task is unsafe, mitigation should be undertaken.
  - 6.2.5 Upon completion of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.09.21) which details the work done, is filled up and filed for future reference.
- 6.3 **Tree Pruning Operation by "pakyaw" basis**
  - 6.3.1 The GMS head evaluate trees and other vegetation for pruning.
  - 6.3.2 The GMS head shall determine the extent of the task and estimate the amount of work.
  - 6.3.3 The GMS head negotiates workers for "pak[image object]e and scope of work).

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6.3.4 The GMS head prepare and submits request for Job Order (pakyaw).
6.3.5 Upon approval of Job Order, "pakyaw" worker/s check equipment for pruning.
6.3.6 The GMS head checks safety of work area. If work area is found safe.
6.3.7 Clean pruning area.
6.3.8 Upon complete implementation of the tasks, the Quarterly Pruning Report (USM-PPD-F36-Rev.1.2020.03.23) which details the work done, is filled up and filed for future reference.
6.3.9 Prepare payment of "pakyaw" Job Order.

6.4 **Garbage Collection**
6.4.1 The GMS head briefs the assigned utility workers of the tasks to be accomplished.
6.4.2 The garbage compactor truck, personnel protective equipment, other necessary tools are prepared.
6.4.3 The garbage in academic buildings, office buildings and canteens are collected every Tuesday and Thursday; then the properly segregated collected garbage/waste is directly delivered to the municipal dump site.
6.4.4 After the garbage collection operation, the Weekly Garbage Collection Report (USM-PPD-F38-Rev.1.2020.03.16) is accomplished and filed for future reference.

6.5 **Drainage System Maintenance**
6.5.1 The MGMS head shall observe water logged areas during rainy days.
6.5.2 The MGMS head negotiates workers for "pakyaw" of cleaning of clogged drainage/s. (price and scope of work).
6.5.3 The MGMS head prepare and submit request for Job Order.
6.5.4 Upon approval of Job Order, "pakyaw" worker/s check equipment for cleaning of clogged drainage/s.
6.5.5 The MGMS head checks safety of work area. If work area is safe proceed with execution of work if not, do mitigation.
6.5.6 Prepare payment of "pakyaw" Job Order.

6.6 **Request for Tractor/Backhoe/Farm Equipment**
6.6.1 The Requesting Party presents the duly approved Letter of Request to the PPDSO Director.
6.6.2 Upon receipt of request letter or from requesting personnel/department, the Machinery and Ground Maintenance Section Head conducts validation of the request.
6.6.3 The Machinery and Ground Maintenance Section Head schedules the date and time for the request to be implemented and prepare Work Order.
6.6.4 During the scheduled date and time of the request, the tractor/backhoe operator performs safety and pre-departure inspection.
6.6.5 Upon completion of the request, the Field Operation Report (USM-PPD-F23-Rev.1.2020.03.16) and Job Order Form (USM-PPD-F11-Rev.1.2020.07.06) is filled up and filed for future reference.

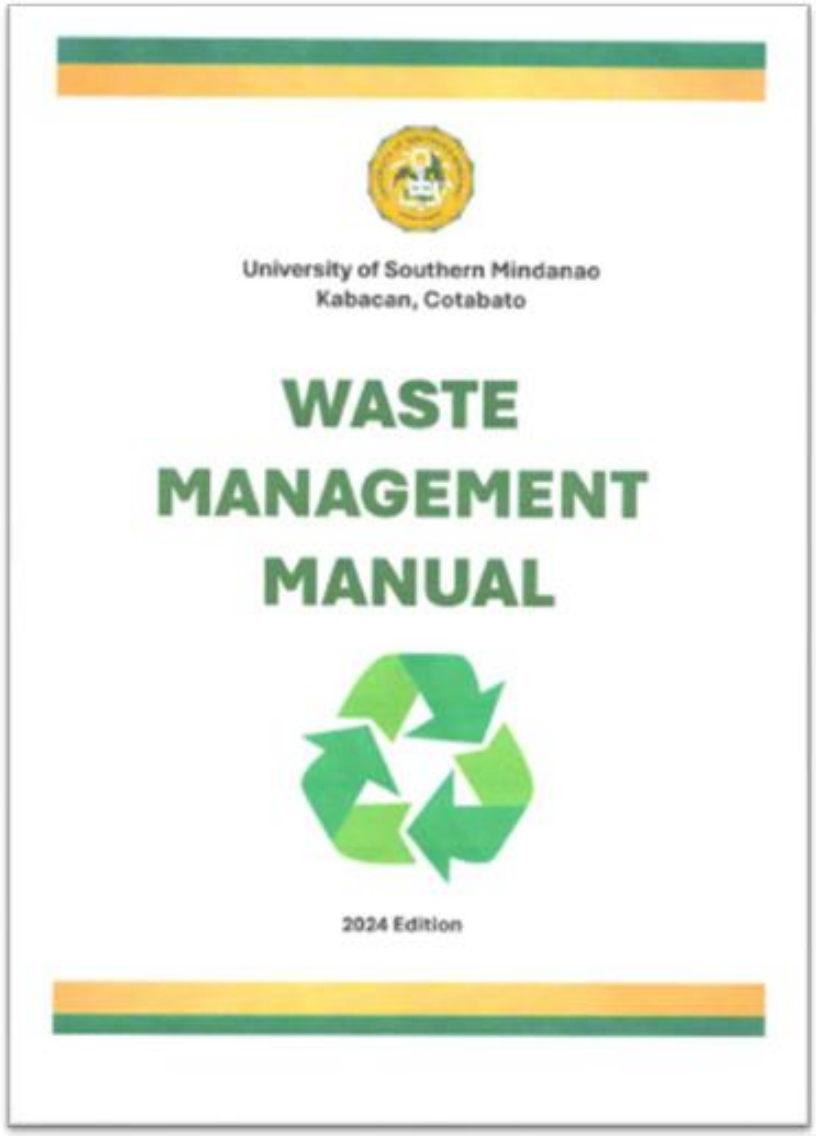
6.7 **Preventive Maintenance**
6.7.1 Assigned operator of the equipment together with the chief mechanic/MGMS Head or other specialized technical men perform inspection using Equipment Preventive Maintenance Checklist (USM-PPD-F44-Rev.1.2020.03.16) and preventive maintenance work based on the Preventive Maintenance Calendar (USM-PPD-F02-Rev.1.2020.03.16). If a defect is observed, conduct corrective maintenance.
6.7.2 All the preventive maintenance details are properly recorded in a Repair Log Book.

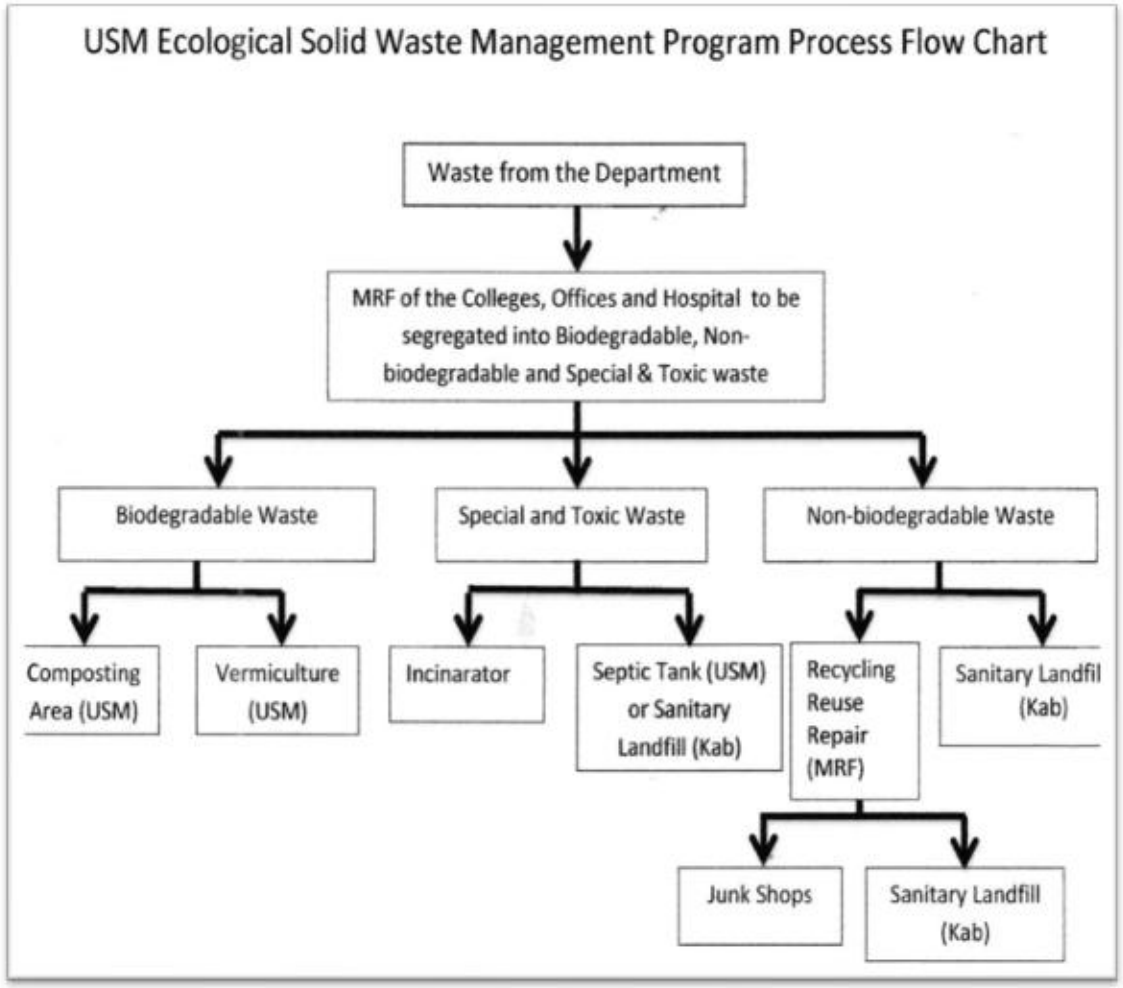
6.8 **Corrective Maintenance**
6.8.1 If the operator observes any abnormality of the equipment, he shall report to MGMS head or to the chief mechanic.
6.8.2 The MGMS head and/or chief mechanic with the operator investigates/checks the abnormality.
6.8.3 Dismantle damaged part.
6.8.4 Evaluate damage part if repairable or needs replacement. If repairable, repair damaged part and re install. If needs replacement prepare purchase request.
6.8.5 A Purchase Request is prepared and processed for the needed replacement parts by the PPDS clerk and messenger.
6.8.6 Upon arrival of the requested replacement parts, the assigned operator and chief mechanic install parts.
6.8.7 All the corrective maintenance details are properly recorded by the assigned operator in a Repair Log Book.

7.0 RECORDS RETENTION AND DISPOSAL
7.1 The Forms and Records used in this procedure will be retained for a period of three (3) years for possible review and recall.

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Waste Management Manual of the University





University Garbage Truck



University Garbage Truck



Clean-up Drive Initiatives



Clean-up Drive Initiatives



No Single-Use Plastics Policy



No Single-Use Plastics Policy



No SUPs Policy







Some of the Campus Landscapes





PHYSICAL PLANT AND FACILITIES







Waste Segregation Bins





Waste Segregation Bins

