

31 00 00 Earthwork**31 05 00 Common Work Results for Earthwork:**

1. The method of disposal of spoil must be cleared with Facilities prior to calling for tenders.

31 11 00 Clearing and Grubbing:

1. No trees shall be removed from building sites without the explicit written approval of the University.

Tree Removal Guidelines:

1. Trees are an asset to the character of the campus. These guidelines form part of the maintenance and renewal program required to manage this living resource.
2. These guidelines apply to trees on Queen's University property. The City will be advised of trees requiring attention on City property adjacent to university property. Other plants are managed by ongoing grounds maintenance.
3. Tree removal shall not be considered if hazard and/or obstruction can be eliminated by:
 - a. Treatment for disease

Pruning:

1. Change in project design.
2. Transplanting at reasonable cost (comparable to cost of equivalent replacement)
3. Request for removal shall be considered when:
4. Trees are damaged by accident, Acts of God, disease, or death, and are deemed hazardous to people and/or property.
5. Trees unduly obstruct pathways, roadways, vision, and redevelopment of campus buildings, roads, paths, landscapes, and utilities.

Dead Trees:

1. Trees that are completely dead will be removed by Facilities. Campus Planning and Development (CPD) will be informed in advance and a pictorial record will be kept.

Emergency Removal:

1. If damage or obstruction has created an immediate hazard, Facilities will provide temporary clean-up for safe travel of pedestrians and vehicles and to ensure that no additional damage will occur to Queen's property. Security and Parking or Environmental Health and Safety (EHS) staff may be present to advise during clean-up. Within one working day of clean-up, Facilities Grounds Supervisor and CPD staff will meet on site to determine if a tree is to be saved or removed. Facilities will implement the decision. CPD will notify the Vice Principal, Operations and Finance (VPOF) of the decision in writing.
2. The "Dead Tree" procedure may also be used if a tree needs to be removed to facilitate emergency maintenance work or where extraordinary expense will be incurred without an immediate decision and consultation with CPD is not feasible within a reasonable time.

Non-emergency Removal:

1. Requests for removing trees which do not create an immediate hazard, but require corrective measures for safety, shall be sent in writing to the Director of CPD with a copy forwarded to the Grounds Supervisor at Facilities. CPD and Facilities will together decide on the corrective action required. Where there is opposition to the corrective measures, a report from an external arborist may be obtained by the Facilities Grounds Supervisor.
2. CPD coordinates the above review with Facilities and, where appropriate, consults with EHS and adjacent building users. CPD sends a recommendation to VPOF requesting a decision within five working days. A copy of the decision of the VPOF will be sent to Facilities for action.
3. Removal or relocation of trees on project site and immediate surroundings identified during the planning stages of major building and landscape projects will be reviewed at various levels as follows:
 - a. CPD and Facilities (Grounds) review the landscape component of the project together with the Building/User Committee. Facilities Project Manager will obtain municipal approvals for trees on City property.
 - b. CPD forwards the results of the review to the VPOF for approval or for further review and direction.

Records Update:

1. Photographic records of trees before removal will be maintained by CPD.
2. After removals, map files will be updated by Facilities from data supplied by the Grounds Supervisor.
3. Record of removals, e.g., species, location, date, and reason for removal, will be maintained by the Grounds Supervisor.