	<b>FACILITIES OPERATIONS STANDARD PRACTICE</b>	
	Memorial Trees Standard Operating Practice	<b>INSTRUCTION NUMBER: 34-0002</b>

**I. PURPOSE**

- a. The purpose of this Standard Operating Practice is to establish a standard for memorial trees for UNC Greensboro.


**II. SCOPE**

- a. This SOP describes the responsibilities of the various areas in Facilities associated with selection of location and installation of memorial trees.
- b. The decision of who and what event qualifies to be memorialized on university property rests with the Annual Giving Office, therefore all requests for installation of memorial trees shall be directed to Annual Giving Office.

**III. TREE SPECIES, SIZE AND COST**

- a. Cost to dedicate tree is based on the tree.
- b. Type and Size
  - i. Flowering Trees: size 8 feet tall (\$1,200)
    - 1. Cercis canadensis- Eastern redbud
    - 2. Cornus florida- Flowering dogwood
    - 3. Prunus x ‘yedoensis’- Yoshino cherry
    - 4. Aesculus x carnea ‘Ft. McNair’
    - 5. Halesia caroliniana- Carolina silverbell
  - ii. Medium Trees: size 2 inch caliper (\$1,500)
    - 1. Acer rubrum- Red maple
    - 2. Nyssa sylvatica- Black gum
    - 3. Fagus grandifolia- American beech
  - iii. Large Canopy Trees: size 3 inch caliper (\$2,500)
    - 1. Quercus alba- White oak
    - 2. Quercus rubra- Red oak
    - 3. Quercus phellos- Willow oak
    - 4. Quercus nuttalli- Nuttall oak
    - 5. Liriodendron tulipifera- Tulip poplar

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**IV. PROCEDURE**

- a. All requests for installation of a memorial trees must be directed to Annual Giving Office. Donations associated with installation of memorial trees shall be made through Annual Giving Office.
- b. The Assistant Director of Grounds is responsible for maintaining a campus map with potential locations for memorial trees, in keeping with the campus master plan.
- c. The Assistant Director of Facilities Design and Construction and Assistant Director for Grounds will consult the map of memorial trees for location and issue approval for all requests.
- d. Location to conform with University Master Plan.
- e. Species requested will be compatible with location.

**V. FINANCIAL RESPONSIBILITY**

- a. All donations for memorial trees will be provided through the Annual Giving Office who will maintain tree fund.
- b. Assistant Director for Grounds will provide the location of the memorial tree to Annual Giving Office, order the tree, oversee installation, and provide maintenance of the tree and surrounding area.
- c. Tree will be replaced one time within the first five years of initial installation, if required.
- d. Facilities is not responsible for replacing trees that are damaged through acts of nature.

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