

## **UW Tacoma Facilities & The Microforest Program Administrative Directive**

### **Purpose**

This Administrative Directive (AD) defines the roles, responsibilities, and coordination protocols between UW Tacoma Facilities and the Microforest to ensure sustainable and safe use of the site and its physical infrastructure. The Microforest site exists within space under the authority of the Chancellor, and its use and stewardship are subject to campus space governance, policies, and approvals exercised under that authority.

### **Scope**

This AD applies to the physical structures and built systems at the site, including but not limited to irrigation, fencing, signage, and soil stabilization. It also encompasses grounds-related work such as landscape maintenance and vegetation management, as well as utilities serving the site, including water supply, drainage, and any future electrification, if applicable. In addition, this AD covers shared communication, coordination, and planning responsibilities between the involved parties to support safe, sustainable, and well-managed use of the space.

### **Definitions**

- **Microforest Site:** The designated Microforest area located on UW Tacoma’s grounds.
- **Facilities:** UW Tacoma’s Facilities Services team responsible for campus maintenance and operations.
- **Microforest Program:** The collective group of student, staff, and faculty stewards of the Microforest guided by faculty from the School of Interdisciplinary Arts & Sciences (SIAS) and the School of Engineering and Technology (SET), as part of the broader portfolio under the Chancellor’s Office.

### **Care, Custody, and Control Responsibilities**

#### **Irrigation System**

Facilities retains ownership and operational responsibility for the primary irrigation infrastructure serving the site, including backflow preventers, supply lines up to designated connection points, and timers or controllers when connected to a central campus system. The Microforest Program may install or use temporary or surface watering systems, such as hoses or hand watering, subject to review by Facilities. Any modifications to, or extensions of, the irrigation system must be reviewed and approved in writing by Facilities and coordinated in alignment with campus water-conservation principles.

#### **Grounds Maintenance**

Facilities is responsible for mowing, trimming, and general vegetation management outside of the defined perimeter, as well as weed abatement in non-cultivated areas. The Microforest Program is responsible for maintenance within the planting site and the immediate surrounding areas, including keeping paths and work areas clear of obstructions and overgrowth. Both parties will coordinate seasonal clean-up activities and major refresh efforts to ensure the site remains safe, functional, and visually aligned with campus standards.

### **Infrastructure Stewardship**

Microforest infrastructure installed by the Program, including planting beds, pavers, signage, fencing and weather and other monitoring equipment (including associated equipment installed on nearby facilities) remains custodial property of the Microforest Program. Facilities retains the authority to intervene where necessary to address safety concerns or violations of campus standards. All proposed infrastructure improvements require advance review by Facilities to ensure code compliance and appropriate risk assessment. Facilities will maintain a site map and/or record of approved structures to support ongoing stewardship and coordination.

### **Public Art**

The UW Tacoma Art Committee (UWTAC) is a standing body of students, faculty and staff that reviews and makes recommendations to the Chancellor on acquisition and permanent installation of artwork at UW Tacoma, consistent with the UW Public Art Policy, UW Tacoma Art Principles and, as appropriate, ArtsWA. The committee also reviews and makes recommendations to the chancellor on temporary art installations in coordination with sponsoring faculty and facilities, consistent with the UW Public Art Policy and UW Tacoma Art Principles.

The Chancellor makes final decisions regarding both permanent and temporary art acquisitions and installations.

The UWTAC is guided by Executive Order No. 37 and Campus Art Policies, and its responsibilities include overseeing the selection of artists, reviewing artists' proposals and site selection, tracking execution and installation, and directing conservation of works.

### **Signage and Graphic Guidelines**

Campus signage serves distinct functions, each with specific requirements. Monumental signage and gateway graphics should maintain the established character of existing campus monuments. Wayfinding signage should adhere to the standard campus signage program, ensuring consistency and clarity.

Any installation of signage should be coordinated with Facilities and approved by the Chancellor.

### **Access and Work Planning**

The Microforest Program shall submit project proposals for activities such as digging or building using established processes and engage Facilities and Environmental Health & Safety prior to any physical work occurring on site. Facilities will designate a liaison to support coordination and to provide appropriate scope and service through the proposal development process, in coordination with the Microforest Program Lead, to ensure alignment with UW standards, requirements, and expectations.

Any work or inspections associated with program equipment requiring access to nearby facilities roofs or mechanical spaces will be coordinated through Facilities. All individuals requiring access will comply with the University's safety and training requirements for fall protection, use of Personal Protective Equipment (PPE) and other safety equipment prior to gaining access.

### **Communication Protocols**

Coordination check-ins will be held during the growing season, defined as March through October, and on an as-needed basis outside of that period. The Microforest Program will notify Facilities in advance of any use of external contractors or the planning of major community events at the garden site. Emergency issues, including irrigation failures or unsafe conditions, will be routed through the Facilities 24/7 work order line.

**Funding and Resources**

Facilities is not financially responsible for soil amendments, plant materials, garden volunteer stipends or student wages. The Microforest Program is responsible for sourcing funds for site upgrades, repairs to infrastructure damaged through program use, and any additional irrigation or drainage components beyond the standard Facilities scope. Exceptions, such as safety-related repairs, may be negotiated on a case-by-case basis, with the understanding that all safety-related observations and issues will be communicated immediately.

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| <b>See also:</b>           | UW EO No. 37<br>UW EO No. 72<br>UW AO No. 1 | <b>Date Issued:</b>        | 6/05/2026 |
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