

Preparing for Planting Day

Planting day checklist

Note: If the planting site requires soil preparation that involves heavy equipment (e.g., rototiller, skid loader, front-end loader, etc.), this work must be done by Board staff. Quotes can be obtained through your Grounds Team Leader.

Call Before You Dig:
Ontario One Call
1.800.400.2255
www.on1call.com

Note: It is your responsibility to contact any companies not covered by Ontario One Call, and have them come to your site to locate remaining services.

- ▶ For large trees planted by Board staff, make sure to...
 - Have all the locations for the new trees marked on a map of the school ground. Give a copy to the principal, caretaker, and others who will be there on planting day.
 - Order your trees by sending a notification through your caretaker to the Grounds Team Leader. Remember to ask for an estimate of the final installation costs!

- ▶ For small trees planted by students, make sure to...
 - Choose a preferred planting date with your principal.
 - Have all the locations for the new trees marked on a map of the school ground. Give a copy to the principal, caretaker, and others who will be there on planting day.
 - Check where the underground services are located on your school grounds before you dig. Ask your caretaker which utility companies provide service to your school. Four weeks prior to planting day, contact Ontario One Call (see sidebar on the left) to find out which companies have locating services in your area. They can tell you who to call to obtain clearance: e.g., Hydro One; natural gas provider; sewer and water; telephone; cable. If all is clear, you will get a clearance number or a sketch showing where services are located. When you call, be ready with:
 - ◆ the address of your school
 - ◆ what side of the street your school is on
 - ◆ the closest cross street
 - ◆ where you are planning to dig

Fall plantings are highly recommended, especially if you are unsure of the availability of summer maintenance and watering.

Note: Board staff plant large trees only in the fall. An exact planting date cannot be guaranteed.

Water source: Make sure that hose bibs are in working order long before planting day. Submit a notification through caretaker for any repairs.

► For all planting, make sure to...

- Order plants* as soon as funding has been confirmed even though planting day may be months away. That way you will be sure to have the plant materials for planting day!
- Organize publicity and mobilize volunteers (planting of small trees, watering, mulching)
- take pictures prior to planting

* Check out the tree and shrub species recommended for TDSB schools listed in the native plant database on the Evergreen website: http://nativeplants.evergreen.ca/lists/view-list.php?list_ID=00150 and http://nativeplants.evergreen.ca/lists/view-list.php?list_ID=00151

