

INTERIOR PLANTS

Plants and flowers in the public areas of the Clinical Center (CC) are coordinated and purchased by the Office of Facility Management (OFM). The Grounds Maintenance, Landscaping Branch, has a contract to water and take care of all public-area plants on the reservation, including the CC. Departments may purchase plants for their areas through their department Administrative Officer (AO).

NEW PLANTS:

When new plants are needed, the following steps are taken by either the OFM AO (for the lobby of the CC) or the department AO for individual departments:

- Notify Grounds Maintenance of additional plants to be covered on the maintenance contract.
- Contact a vendor for a price quote.
- Forward price quote to the Office of Purchasing and Contracts (OPC) for purchase order.
- Arrange with contractor the date and time of installation.

Maintenance

Questions regarding maintenance of plants should be directed to Grounds Maintenance at 301-496-4817.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director