

# SPECIFICATION WRITING GUIDELINE

A300 Part 1-2008 *Pruning Standards* are performance standards, and shall not be used as job specifications. Job specifications should be clearly detailed and contain measurable criteria.

The words “should” and “shall” are both used when writing standards. The word “shall” is used when writing specifications.

Writing specifications can be simple or complex and can be written in a format that suits your company/the job. The specifications consist of two sections.

## I. General:

This section contains all aspects of the work to be performed that needs to be documented, yet does not need to be detailed.

Saying under the General section that “all work shall be completed in compliance with A300 Standards” means the clauses covering safety, inspections, cuts, etc. will be adhered to yet there is no need to write each and every one into every job specification.

Other items that may be covered in the General section could be: work hours and dates, traffic issues, disposal criteria, etc.

The second section under Job Specifications would be:

## II. Details:

This section provides the clear and measurable criteria; the deliverables to the client.

This section, to be written in compliance with A300 standards, shall contain the following information:

### 1. Objective - Clause # \_\_\_\_\_

These objectives originate from/with the tree owner or manager. The arborist shall clearly state what is going to be done to achieve the objective(s).

Objectives can be written for the entire job or individual trees. Rarely can one or two words clearly convey an objective so that all parties involved (client, sales, crew, ???) can visualize the outcome.

2. Method – Clause # \_\_\_\_\_

Here the method(s) to be used to achieve the objective are stated. Again, depending on the type of job, this can be stated for the individual tree or a group of trees.

3. Location – Clause # \_\_\_\_\_

This is the location in the tree(s) that the work methods are to take place.

4. Density – Clause # \_\_\_\_\_

This is the amount or volume of parts that are to be removed and can be stated exactly or in ranges.

5. Size - Clause # \_\_\_\_\_

This is the size or range of sizes of cut(s) utilized to remove the volume specified.

NOTE: Items # 4 & 5 are directly related to resource allocation, man power and dollars.

## SAMPLE PRUNING SPECIFICATION

#1. Scope: Large Live Oak , on west side of pool

Objectives: Increase light penetration through east side of tree. Reduce risk potential of 1" diameter falling branches.

Specifications: All broken branches and 1"+ diameter dead branches shall be removed from the crown.

The three lowest 8"+ diameter branches on the east side shall be thinned 25% with 1" to 3" diameter cuts.

NOTE: All work shall be completed in compliance with ANSI A300 and Z133.1 Standards.

#2. Scope: 1 Arizona Ash

Objective: Enhance structure/structural development.

Specifications: General:

All pruning shall be completed in compliance with A300 Standards.

Detail:

Thin crown 20-25% with 1"-4" diameter cuts. Reduce west co-dominant leader by approximately 12'.

#3. Scope: 23 Evergreen Elm, newly installed

Objective: Maximize establishment – reduce Nuisance while enhancing natural growth habit.

All work shall be completed in compliance with A300 Standards and the following specifications.

Specifications:

- Retain as much size as possible and 80-90% density of foliage.
- Lowest permanent branch will be 6' above grade in 4-5 years.
- Retain all sprout growth originating 18" above grade on trunk and 4" out from branch attachments throughout crown.
- Remove weakest rubbing branches.
- Remove dead branches.
- Reduce broken branches or branches with dead ends back to live laterals or buds. Heading cuts can be used.
- Maintain all growth originating between 1.5'(18") and 6' (72") 6" behind adjacent edge of walks. Heading cuts are ok.