

PLANT MAINTENANCE

TREE TRIMMING

LOS ANGELES CITY

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1. GENERAL

1.01 The purpose and scope of this Section of the tree trimming practices is to outline the procedure to be followed in securing permission and in trimming trees on streets and alleys in the City of Los Angeles.

1.02 Tree trimming on Los Angeles City streets is to be performed by the Department of Public Works, Bureau of Street Maintenance, Street Tree Division, City of Los Angeles.

1.03 If there is any question regarding the type of facility or permanency of the plant the proposed trimming should be reviewed with the District Plant Engineer.

1.04 In general the plant service forces or the construction and plant engineering forces shall be responsible for the handling of the requests, the maintenance costs, and the final inspections for all tree trimming work initiated in their respective departments as outlined in succeeding paragraphs.

2. REQUESTS FOR TREE TRIMMING WORK

2.01 All applications for trimming trees on Los Angeles City streets shall be made on the Street Tree Division Standard Form (1280B) which they will furnish upon request by calling Department of Public Works, Bureau of Street Maintenance, Street Tree Division, Room 552, City Hall. These forms, 1280B, which are

bound in books are numbered and come in quadruplicate; original ←  
copy (yellow), duplicate copy (yellow), triplicate copy (white) and  
quadruplicate copy (pink).

2.02 When the tree trimming is associated with plant extensions on  
work orders or with cable maintenance work, the application  
form 1280B may be prepared by the Construction Foreman in quad-  
ruplicate and sent to the Control Desk Supervisor in the correspond-  
ing construction division.

Note: In most cases, the Construction Foremen send in  
Form P-3028 to the Control Desk Supervisor showing the  
trimming required; they, in turn, make up the application  
form 1280B; and where so authorized, this practice may be  
continued. ←

2.03 When the tree trimming is initiated by the plant service group  
to avoid service interruptions the application form 1280B shall  
be prepared in triplicate under the Supervising Foreman's direction  
and the original and duplicate sent to the District Plant Manager.

2.04 The information shown on Form 1280B shall include the ←  
following:

- (a) Date form is prepared.
- (b) Number and kind of trees to be trimmed.
- (c) Location of trees.
- (d) Amount and type of trimming to clear telephone plant; i. e. ,  
tunnel through 2 eucalyptus trees to clear telephone aerial  
cable and strand 2 feet.
- (e) Original and duplicate copy of Forms 1280B shall be approved  
"By" District Construction Superintendent or District Plant  
Manager in whose district the request for tree trimming is  
originated.

Note: Where the form does not provide sufficient space, a  
supplemental list may be attached.

- (f) Include notation to send bill to address of office from which  
form is submitted to the Street Tree Division, i. e. , 1932 South  
Grand, 14709 Van Owen, etc.
- (g) Estimated costs, work order number, accounting geographical  
code and reporting code (show on triplicate and quadruplicate  
copies only).

Form 1280-B-1500 Sets-8-55  
COPY DISTRIBUTION:

2 (Yellow) TO STREET TREE DIVISION  
1 (White) TO UTILITY OFFICE  
1 (Pink) RETAIN IN BOOK

(g) K5-21R-

Est. Cost \$90.00 (show on triplicate & quadruplicate copies only)

SAMPLE COPY

### TREE TRIMMING REQUEST

P 50

TO: **DEPARTMENT OF PUBLIC WORKS**  
Bureau of Street Maintenance  
Street Tree Division  
Room 552, City Hall

(a)	MONTH July	DAY 2	YEAR 1957	MAP
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This is your authorization to trim (b) 7 Palm trees  
 F/6110 Corbin Ave. (2 Trees)  
 F/5708 Corbin Ave. (4 Trees)  
 Location (c) F/5642 Corbin Ave. (1 Tree)

#### CUT TO CLEAR

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> AERIAL CABLE  | <input type="checkbox"/> 34.5 KV       | <input type="checkbox"/> PRIMARY   |
| <input type="checkbox"/> OPEN LEAD     | <input type="checkbox"/> BUS CLEARANCE | <input type="checkbox"/> SECONDARY |
| <input type="checkbox"/> STREET LIGHTS | <input type="checkbox"/> TRANS-MISSION | <input type="checkbox"/> SERVICE   |

Remarks (d) Trim 7 Palm trees to clear telephone plant two feet if permitted & practicable

(f) Please mail bill to Pac. Tel. & Tel. Co.  
1932 So. Grand Ave. Los Angeles 7, Calif.  
By (e)

#### For Street Tree Division Use

KIND OF TREES	DATE COMPLETED			NUMBER TREES	TRUCK HOURS	CHIPPER HOURS	CHAIN SAW HRS.	LABOR HOURS
	MONTH	DAY	YEAR					

FEET HIGH \_\_\_\_\_ INCHES DIAMETER \_\_\_\_\_

Signed \_\_\_\_\_ Foreman

PLANT MAINTENANCE  
TREE TRIMMING  
LOS ANGELES CITY

2.05 Upon approval of the tree trimming application forms 1280B by the District Construction Superintendent or the District Plant Manager, the original and duplicate copy shall be sent to: Department of Public Works, Bureau of Street Maintenance, Street Tree Division, Room 552, City Hall.

2.06 Upon completion of the tree trimming work, the Street Tree Division will render a bill (Form 207) in duplicate, sending it to the location shown on the application form 1280B.

### 3. INSPECTION OF COMPLETED TREE TRIMMING WORK

3.01 Upon receipt of bill from the Street Tree Division in the Construction Engineering Department, the duplicate copy of the bill (Form 207), the triplicate copy of application (Form 1280B) and the original Form P-3028, shall be sent by the District Construction Superintendent to his Inspector. In the case of Plant Service requests for tree trimming these copies shall be sent to the Supervising Foreman.

3.02 The District Construction Superintendent and the Supervising Foreman (Plant Service) as appropriate shall each be responsible for inspecting the completed tree trimming work originated in their respective departments to determine if work has been done as requested. He shall also make a comparison of the actual amount billed with the estimated costs and the work completed. If both the work and the costs are satisfactory, he shall return triplicate copy of Form 1280B along with Form P-3028 and the bill (Form 207) signed by the Inspector or the Supervising Plant Service Foreman to the Control Desk Supervisor or district office (Plant Service).

3.03 The original copy of the bill shall then be set up by the District Construction Superintendent or District Office (Plant Service) for payment as is done for "Unpaid Bills." The notation "Recorded on Form 1280B" shall be placed on the face of the bill.

3.04 A notation shall be made on triplicate and quadruplicate copy of Form 1280B to the effect that the bill covering the work has been submitted for approval, and the date shall be recorded on each Form 1280B covered by the bill.

3.05 In event the work as completed does not appear to be satisfactory or the actual costs appear to be excessive, the copies of Forms P-3028, 1280B and the bill shall be returned without approval to the District Construction Superintendent or District Plant Manager with an explanation of the reason for not approving the work or the bill. The District Construction Superintendent or District Plant Manager shall arrange difference with the Street Tree Division. ←