Suggested References and Resources for Landscape Professionals
Websites:
There are many good websites, but here are some that may benefit you most:

Trade Associations:
- Professional Grounds Management Society: http://www.pgms.org/
- Professional Landcare Network (combined organization of Professional Lawn Care Association and Associated Landscape Contractors of America): http://www.landcarenetwork.org/cms/home.html
- American Nursery and Landscape Association: http://www.anla.org/index.htm
- Georgia Green Industry Association: http://www.ggia.org/
- Georgia Turfgrass Association: http://www.turfgrass.org/
- Metro Atlanta Landscape and Turf Association: http://www.maltalandscape.com
- Georgia Arborist Association (GAA): http://www.georgiaarborist.camp8.org
- International Society of Arboriculture (ISA): http://www.isa-arbor.com

University of Georgia Websites:
- DeKalb County Cooperative Extension: http://ugaextension.com/dekalb
- Cooperative Extension Department of Horticulture: http://www.caes.uga.edu/publications/subject_list.html#Horticulture
- Cooperative Extension - Plant Pathology - Fungal Library: http://www.plant.uga.edu/Extension/fungilib.htm
- Cooperative Extension - Entomology - Bugwood Insect Library: http://www.bugwood.org/
- Georgia Center for Urban Agriculture: http://apps.caes.uga.edu/urbanag/

Other Universities:
- University of Florida Plant Information Databases: http://hort.ifas.ufl.edu/database/databases.htm
- Clemson University - Landscape Management: http://virtual.clemson.edu/groups/hort/sectop/land.htm
- Ohio State University Plant Facts: http://plantfacts.osu.edu/
Cost Estimating, Job Bidding and Business Management Resources:

Cost Estimating and Job Bidding Software for Landscape Professionals: **Hort Scape**: Cost Estimator for Landscape Installation, **Hort Management**: Cost Estimator for Landscape Management. Additional information and order form are on the following website: [http://www.hort.uga.edu/extension/programs/hortmanage.html](http://www.hort.uga.edu/extension/programs/hortmanage.html)


**Labor Time Data Handbook**

Information on how to bid contracts and labor times for various services, both installation and maintenance.

Available from Nilsson Associates, 374 Hart St., Southington, CT 06489

**References from Vander Kooi and Associates:**

- Labor and Equipment Production Times for Landscape Contractors
- The Complete Business Manual for Landscape, Irrigation and Maintenance Contractors
- Landscape and Sprinkler Care Guide
- Growing and Staffing a Business
- Sell Yourself! 501 Ways to Get Them to Buy from YOU!
- Self Promotion News and Views
- Developing a Business Plan and Strategy for Landscape and Irrigation Contractors
- The Complete Book of Lawn and Garden Forms
- Estimating and Management Principles for Landscape Contractors
- Job Costing (audio tape)
- Building and Motivating a Management Team
- How to Get the Job at Your Price
- People Management (video)
- An Overview of Estimating Systems (videos)

All of the above are available from: Vander Kooi & Associates, P.O. Box 621759, Littleton, CO 80162 Ph: 303/697-6467, FAX: 303/697-6815, Website: [http://www.vanderkooi.com/](http://www.vanderkooi.com/)
Means Site Work and Landscape Cost Data

Includes 2004 unit and assemblies cost tables for earthwork sewerage piped utilities site improvements handicapped access ramps drainage paving street openings/repairs trees and shrubs underground tanks railroad and marine work walls... site work and landscape construction of all types.. 580+ pp., with illustrations. Available from R. S. Means Company, Inc., 100 Construction Plaza, P.O. Box 800, Kingston, MA 02364-0800.

Website: http://www.constructionbook.com/xg/ASP/ProductID.2882/id.460/subid.521/qx/default2.htm

Also available from Means: “Brick in the Landscape: A Practical Guide”

The following publications are available from the American Nursery and Landscape Association 1000 Vermont Ave., NW, Suite 300, Washington, DC 20005-4924, Ph: 202/789-2900

Website: https://secure.rd.net/anla/publications/

Effective Crew Foreman Series

The crew foreman has long been recognized as a key member of the management team. Management Concept Inc.’s Effective Crew Foreman Series provides your crew foreman with practical information needed to develop as an effective on-the-job leader.

Effective Landscape Selling

Management Concepts Inc.’s Effective Landscape Selling Manual is a quick and affordable way to train your sales team. This participant manual has been designed to rekindle enthusiasm in your sales team, help participants review the selling skills they are currently using and make changes that will improve your bottom line.

Guide to Operating a Successful Landscape Business

A must for anyone who wants to become more profitable in the landscape profession. A general business book that doesn’t answer landscape questions. That’s why you need this specialized guide! It’s our complete reference manual for everything from making estimates and organizing specifications to improving performance.


The brand new edition of this bestseller is an indispensable reference you'll turn to again and again if you're in the business of landscape designing and/or, estimating. Get quick reference information on: computing and converting volumes, weights and measures, calculating time, labor, and equipment needs, estimating capital recovery, estimating planting and maintenance requirements for trees, shrubs, flowers, and turf, applying insecticides and herbicides, design templates, lighting techniques, designing and installing garden ponds, measuring your income, expenses, and profit margin against other companies, and much more!
Financing Your Business

Does your firm ever need to borrow money? Frank Ross has written the definitive book on obtaining financing for your business. This ninety (90) page manual gives you step-by-step guidelines to establish a financing plan for your firm.

Human Resource Management for the Green Industry

A productive and motivated staff is critical to success in the green industry. The concise discussions of human resource management will help you evaluate your own company's policies and procedures, develop recruitment techniques to attract the very best green industry professionals, motivate your staff, measure performance and handle difficult situations, understand legal considerations that could help you avoid costly litigation and support your firm's long-term objectives.

Company Staff Handbook

ANLA’s Company Staff Handbook was developed with consultation from legal and wage-hour experts. Use it to customize your company policy manual, it is ready-to-use and can be customized for your firms needs. Available as a book/diskette package (with disks included in both English and Spanish), you need only personalize the IBM Microsoft word disks to have a comprehensive manual for distribution to your employees.

The following publication is available from J. R. Huston Enterprises, Inc., P.O. Box 1244, Englewood, CO 80150-1244, Ph:1-800-451-5588, Website: www.jrhuston.biz

How to Price Landscape and Irrigation Work (also available on Audio CD)

56 chapters on:

- Buying, selling and evaluating a business
- Green Industry benchmarks
- The Six Sigma Quality Management Revolution
- Bonuses & incentive plans
- Company structure & growth patterns
- Maximizing the value of your business

Numerous Green Industry specific scenarios for outdoor lighting, outdoor ponds, T&M pricing, tree work, fertilization, maintenance packages......
Other Resources:

The following publications are available from the American Nursery and Landscape Association
1000 Vermont Ave., NW, Suite 300, Washington, DC 20005-4924, Ph: 202/789-2900
Website:  https://secure.rd.net/anla/publications

Latino Landscape Workforce Toolkit:

This is a must have for all landscape firms who employ Hispanic/Latino personnel! It includes the articles
"Understanding Your Hispanic Workforce," "Steps to Better Relationships With Your Latino/Hispanic
Workforce," and "How to Improve Relations with Hispanic Workers," plus job descriptions for 10 positions in
English and Spanish, along with training checklists, a reference book called Spanish Phrases for Landscaping
Professionals and the ANLA Company Staff Handbook for the Green Industry.

Spanish Phrases for Landscaping Professionals:

You will find this book easy to use and extremely helpful in all facets of landscaping from hiring and training
to maintaining quality and consistency. All the words and phrases have been translated from both an
academic and a "street" perspective. Includes over 1800 words and phrases to assist in teaching basic
landscaping techniques to Spanish speaking employees.

Employee Training Videos:

The following employee training videos are available in both English and Spanish and come with an
instructors manual that includes discussion questions and multiple choice exam. For information and to
order, see:  http://www.supercrew.caes.uga.edu/

Lessons include:

- Annual Bed Preparation and Installation
- Planting Procedures for Woody Ornamentals
- Being Safe with Grounds Equipment
- Introduction to Pesticide Safety
- Installation and Establishment of Turfgrasses
- Quality Landscape Management: The Employee’s Role
- Job Safety for the Professional Landscape Employee
- Making Every Drop Count: The Employee’s Role in Water Conservation
- The Employee's Role in Landscape Problem Solving

BOOKS:

A Field Guide to Woody Landscape Plants in the Southeast:

Rex Bishop is an instructor of Horticulture at North Metro Tech in Acworth. This book is a pictorial guide to
identifying woody landscape plants in the southeast. Also available on CD-ROM. Available from Tea Olive
Armitage’s Garden Perennials: A Color Encyclopedia

Armitage's Manual of Annuals, Biennials, and Half-hardy Perennials:
Written by Dr. Allan Armitage of the UGA Dept. of Horticulture, this book contains over 500 pages on identifying characteristics and cultivars of most herbaceous plants found in southeastern landscapes. Timber Press, Inc., ISBN: 0-88192-505-5

Dirr's Hardy Trees and Shrubs: An Illustrated Encyclopedia
Written by Dr. Michael Dirr of the UGA Dept. of Horticulture, this book is a companion pictorial book to Dr. Dirr’s Manual of Woody Landscape Plants. Over 400 pages of photos and descriptions of common landscape plants. Also includes reference tables on plants for different landscape situations (i.e. full sun, shade, fragrant flowers, fall color etc.), Timber Press, ISBN 0-88192-404-0

Pruning and Training: A Fully Illustrated Plant by Plant Manual
By Christopher Brickell and David Joyce, the nice thing about this how-to book is that it is loaded with illustrations on how to prune trees, shrubs, vines, roses and fruiting plants in the landscape. DK Publishing, ISBN: 1-56458-331-7

The Ortho problem Solver
This book is a picture encyclopedia of many of the problems that occur on plants in the landscape including insects, disease and cultural problems. Available from the Scotts company. ISBN 0-89721-453-6

Month-By-Month Gardening in the South By Don Hastings
This is a what to do when in the landscape book for the calendar year. A good basic reference. Published by Longstreet Press. ISBN 1-56352-329-9

Georgia Gardener’s Guide by Walter Reeves and Erica Glasener
An easy to understand basic book on landscape plants and how to’s. Published by Cool Springs Press. ISBN 1-59186-044-X

Allan Armitage's Photo-Library of Herbaceous Plants on CD-ROM.
Available from Plant America, P.O. Box 589, Locust Valley, NY 11560, Ph:1-888-Plant CD Website: www.plantamerica.com

Michael Dirr’s Photo-Library of Woody Landscape Plants on CD-ROM.
Available from Plant America, P.O. Box 589, Locust Valley, NY 11560, Ph:1-888-Plant CD Website: www.plantamerica.com
**Trade Magazines:**

**Lawn and Landscape**  
P.O. Box 5817, Cleveland, OH 44010-9765. Free subscription to landscape professionals.  
Website: [www.lawnandlandscape.com](http://www.lawnandlandscape.com)

**Landscape Superintendent and Maintenance Professional**  
P.O. Box 1126, Tustin, CA 92781-1126. Free subscription to landscape professionals.  
Website: [www.lawnandlandscape.com](http://www.lawnandlandscape.com)

**Total Landscape Care**  
3200 Rice Mine Rd. N.E. Tuscaloosa, AL 35406. Free subscription to landscape professionals.  
Website: [http://www.totallandscapecare.net/](http://www.totallandscapecare.net/)

**American Nurseryman**  
Available from American Nurseryman, 223 W. Jackson Blvd., STE 500, Chicago, IL 60606-9832. Two issues each month. Contain lots of good articles on landscape plants, landscape design and landscape practices.  
Website: [http://www.amerinursery.com](http://www.amerinursery.com)

**Water Shapes**  
A trade journal for those who build water features, including ponds, waterfalls and pools. Lots of interesting stories on construction and filled with suppliers. Free subscription to landscape professionals.  
Website: [http://www.watershapes.com/](http://www.watershapes.com/)

**Georgia Gardening Magazine**  
Available from State-by-State Gardening, P.O. Box 1162, Ruston, LA 71273-9977. Written for consumers but lot’s of good information.  
Website: [http://www.georgiagardening.com/](http://www.georgiagardening.com/)

**Arboriculture/Urban Forestry Monthly Publication**  
Comes with your ISA membership. Visit their website for details.  
TRAINING OPPORTUNITIES:

- **ISA Southern Chapter** has annual conference every year. Address: 213 Apollo Drive, Mount Airy, North Carolina 27030 Phone: 336-789-4747  Fax: 336-789-0202
- **Georgia Arborist Association, GAA**, bi-monthly trainings in Feb., April, May, July, September and November. Visit the website or contact the director, Donna Rayfield, at 770-554-3735. Website: [www.georgiaarborist.camp8.org](http://www.georgiaarborist.camp8.org)
- **Metro Atlanta Landscape & Turf Assoc., MALTA** Visit their website: [www.maltalandscape.com](http://www.maltalandscape.com) or contact the director, Mary Kay Woodworth, for information at 770-732-9832.
- **Georgia Urban Forest Council, GUFC** Has informative meetings, a great newsletter and an annual state conference. Visit their website at [www.gufc.org](http://www.gufc.org) or contact their executive director, Mary Lynn Bleckley at 404-377-0404.

TRADE SHOWS & EDUCATIONAL OPPORTUNITIES:

- **Turf Conference**—Griffin, GA at the Research Station, Aug. 4, 2010
- **SE Flower Show**— held each year in Atlanta, GA, usually January to February
- **Gold Medal Plant Educational Conference**— held each fall in Athens, GA Go to [www.ggmp.uga.edu](http://www.ggmp.uga.edu) for more information. They meet quarterly to make new plant selections.
- **Horticulture Open Houses at UGA Trial Gardens, Athens**—one was just held on Saturday, July 10, 2010. Go to [www.ugatrial.hort.uga.edu](http://www.ugatrial.hort.uga.edu) for more information.
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E-mail: uge1089@uga.edu
Website: www.ugaextension.com/dekalb

Updated: July, 2010
By: Dr. Gary Wade, UGA Extension Horticulture Dept., Athens
Additional input by: Gary Peiffer, DeKalb Extension

As time or interest allows, contact Gary Peiffer at uge1089@uga.edu
with other information you would like to see added to this green industry brochure.

Thanks for your input and we hope you find this information useful.