

## **GROUNDS MAINTENANCE WORKS SPECIFICATION**

### **Communal Site Areas**

#### **Grass Cutting**

- Grass should be cut finely and arisings returned evenly back into the grassed areas.
- Grassed areas are to be maintained at a height of approximately 2cms from 1<sup>st</sup> March to 30<sup>th</sup> September and 5cms at other times.
- **1<sup>st</sup> March — 30<sup>th</sup> September:                      Cut every fortnight**
- **1<sup>st</sup> October — 30<sup>th</sup> November:                      Minimum 1 cut per month**
- **1<sup>st</sup> December — 28<sup>th</sup> February:                      Possibly light topping cuts.**
- Remove litter from all grassed areas before cutting. Legally and properly dispose of all litter off site.
- All grassed areas specified including along wall and fenceline bases and around obstructions are to be cut cleanly and evenly, using other suitable equipment if necessary without additional payment, without damaging surfaces and surrounding areas.
- Any arisings scattered on adjoining paths, roads, drives or the like are to be removed and disposed of by the contractor, so that at the end of each working day or operation, the site is left in a clean and tidy condition.
- The contractor must take care not to damage cars, even accidental damage to paintwork from stone chippings, and must be adequately insured.

#### **Grass Edges**

- Overgrowth of grass at edges which abut paths, drives, borders, specimen trees etc, are to be kept neat and trim.
- During winter, edges must be cut once in a true line using an edging iron or spade.

## PLANTED AREAS

### Weeding

- All planted areas to be manually weeded between **1<sup>st</sup> March and 30<sup>th</sup> November once a month.**

### Forking

- All beds will be forked **once a month between 1<sup>st</sup> March and 30<sup>th</sup> November** to an approximate depth of 75mm to maintain a high standard of appearance. Care to be taken not to damage shrubs or disturb root systems.

### Mulching

- Mulched areas to be kept with a mulch depth of approximately 75mm depth. Mulch to be renewed every **December**, using approved mulching materials, to ensure suppression of weed growth and neat appearance of beds is maintained.

### Pruning

- Work must be carried out as necessary to ensure shrubs have a strong framework, are kept healthy and vigorous, that shape and balance is maintained and maximum flowering wood is produced. Shrubs should also be pruned to ensure they do not cause nuisance, obstruction or danger. Shrubs adjacent to roads, paths, drives, windows and other similar areas shall be pruned to allow free passage and visibility.

### Trees under 5 years

- Maintain tree guards etc. to ensure healthy growth including adjusting tree ties, renewing stakes etc. and remove guards when appropriate.
- Trees should be trimmed when necessary, and at least **once a year**, to obtain even height and width and to remove branches overhanging properties and public areas.

### Hedges

- Hedges should be trimmed **once a month during the months of April, June, August and October.** Trimmed hedges will be of even height and line, maintaining a width and height approved by the supervising officer.

## HARD LANDSCAPING

This includes the following:-

Un-adopted estate roads, parking areas, paths and steps, drying areas, patios.

### Cleaning

- All hard surfaces to be swept and litter and other debris removed **once a month**.
- The contractor shall record and notify the supervising officer immediately of defects, potentially abandoned cars, and other large items, identified during routine working.
- As well as monthly cleaning, each September kerb gullies, steps, and other hard surfaces as required will be scraped to dislodge and remove moss, dead vegetation, etc.
- All paths, patios and paved areas are to be power washed **once a year** on instruction by supervisor to remove all algae growth.

### Weedkilling

- The contractor will apply an approved weed killer to all hard landscaping **twice a year, during June and August** and remove dead weeds.
- Throughout the year weed growth is to be kept to a minimum, therefore weeds shall be removed as and when necessary.

### Road Sweeping

- All specified roads to be swept and litter and other debris removed **once a month**.
- Road gullies are to be cleaned out **once a year**

### Children's Play Areas

During each visit the contractor shall:

- Remove all weeds, litter, leaves, rubbish, etc. leaving the play area clean and tidy.
- Where bark or other loose material is used as a safety surface below play

equipment, this should be raked level, topped up as required, and glass or other rubbish removed.

- Grass, trees, shrub beds contained within play areas shall be maintained on the same basis as for other areas.