

GROUNDS MAINTENANCE PLAN

LLYS GWYNFRYN WREXHAM

SECTION ONE – GROUNDS MAINTENANCE SERVICES SPECIFICATIONS

1.1 Introduction

1.2 The services specifications in this section of the ITT are intended to provide clear guidance to Service Providers in respect of the minimum standards that are acceptable to the Client and to be indicative of the scope, scale and frequency of each service element. Service Providers are advised that the various rates and costs included in their tenders will be deemed to include full compliance with the specifications for each element, at the identified frequencies.

1.3 Within each service element the standard frequency of service will be identified. This then forms the basis of the pricing matrix which will cover the annual cost of the whole service element. For example, in grounds maintenance, grassed areas must be maintained litter free all year around, but will only be cut in the growing season. A single annual cost will be required for this by each size band based upon the overall area of grass sward within the band.

1.4 Specification for grass sward maintenance:

- 1/. Clear grassed areas of all plant debris, litter etc.
- 2/. Remove a minimum of 90% of fallen leaves from grassed areas.

Frequency for Item 1 – Once per fortnight

Frequency for Item 2 – All leaves to be removed from site by the 3rd week in December. Consider local composting of leaves on larger sites.

- 3/. Cut all areas of grass sward, collect and dispose of all arisings off site.
- 4/. All sloped areas of sites too steep to mow without damaging grass sward to be trimmed or cut in other ways. Arisings to be collected and disposed off site.
- 5/. Trim all grass edges/boundaries with each cut and collect and dispose of arisings.

Frequency for Items 3/, 4/. and 5/. – Every Two Weeks in growing season (March – Oct).

- 6/. Recut the edge around borders, fences, buildings etc.

Frequency for Item 6/. – Once per year.

- 7/. Report all significant areas of excessive wear or damage to Client for instruction in respect of any approved remedial action.

Frequency for Item 7/. – As and when required.

1.5 Specification for Shrub Bed Maintenance:

1/. Maintain planted areas in a tidy condition by removal of plant debris, litter and removal of a minimum of 90% of all fallen leaves.

Frequency for Item 1/. – Once every two weeks

2/. Tidy and keep in good order all planted garden areas, borders and beds and maintain at a minimum 90% weed free.

Frequency for Item 2/. – Every two weeks.

3/. Carry out pruning of shrubs, minor pruning of trees and cut all hedges in growing season and at end of growing season.

Trimming of trees to cover minor works only, such as removal of epicormic growth and branches overhanging paths etc.

Cuts to be timed to prevent vegetation becoming unruly and not to be undertaken during or prior to flowering.

Remove all arisings from site at time of cutting.

4/. Apply approved weedkiller to control weed growth in planted areas. Due regard must be paid to Health and Safety considerations and all chemicals used must be approved by the Client and applied by an appropriately trained operative. Weeds must be removed manually if treatment fails. All chemical must be appropriate for the circumstances of their use and the Service Provider will be liable for full reinstatement of any damage to other planting or grassed areas in contravention of this requirement.

Frequency for Items 3/. & 4/. – Twice per annum generally, but up to four times per annum for hedges.

5/. Dig over communal planting areas where ground conditions allow cultivation without damaging root systems. Use recycled green waste as mulch on areas where cultivation cannot be carried out.

Service Providers must advise Client Representative in advance of this in order that customers can be notified of intended works.

Frequency for Item 5/. – Once per annum.

6/. Report all dead and diseased plants and trees for Client instruction in respect of removal and replacement, including all appropriate horticultural advice. Remedial action is only to be initiated upon receipt of written instruction from Client Representative.

Frequency for Item 6/. – As and when required.

1.6 Specification for Hard Landscape Maintenance:

1/. Remove all litter and debris from hard landscaped areas, all paths and patios, parking areas and non adopted roads and accesses, and sweep or blow clean by most appropriate method. NB It is not acceptable to blow debris and litter from

hardstandings onto grass or shrub beds and all such items must be collected before blowing commences.

2/. Maintain external refuse areas in a clean and tidy state. Remove all debris and litter, place loose refuse bags into containers and sweep clean.

Frequency for Items 1/. & 2/. – Once per fortnight. Use brushing as opposed to blowing in enclosed areas

3/. Apply approved weedkiller to control weed growth in all hard landscaped areas. Due regard must be paid to Health and Safety considerations and all chemicals used must be approved by the Client and applied by an appropriately trained operative. Weeds must be removed manually if treatment fails. All chemical must be appropriate for the circumstances of their use and the Service Provider will be liable for full reinstatement of any damage to adjacent planting or grassed areas in contravention of this requirement.

Frequency for Item 3/. – Four times per annum.

4/. Clear all surface water channels, gullies and drain runs and flush with clean water. (August and Jan or as agreed to suit individual schemes).

Frequency for Item 4/. – Twice per annum.

5/. Carry out water jet cleaning of all external bin storage areas and spray with disinfectant on completion.

(NB water jet cleaning of other external hard landscaped areas is covered by a Schedule of Rates item on a Client's instruction basis).

Frequency for Item 5/. – Once per annum.

NB PHG does not expect to pay for unnecessary cuts (and potential damage) to grass sward in periods of significantly wet weather or extended hot and dry weather and will expect charges to be credited appropriately where cutting is omitted by agreement with the Client's Representative. Service Providers will be required to confirm the percentage of the service cost that relates to grass cutting in the Pricing Matrix.

