

GROUNDS MAINTENANCE FREQUENCY SCHEDULE

1. GENERAL INFORMATION

- 1.1 ateb seeks to maintain a high standard and quality of grounds maintenance services across its portfolio within communal areas. The Services described in this specification are to be followed by the contractor to maintain and enhance the appearance, cleanliness and tidiness of buildings, their grounds and surrounding areas.
- 1.2 The below scope of work may vary depending on what communal grounds maintenance is required.

2. SCOPE OF WORK

- 2.1. A site plan for each property location has been issued to the Contractor. Visits should be conducted to each of the property locations by the Contractor for identifying works to be undertaken.
- 2.2. All workmanship should comply with the latest BS 7370 Code of Practice.
- 2.3. Use the appropriate equipment for the job and use it safely and in accordance with manufacturer’s instructions.
- 2.4. The Contractor will be working in areas where the public have access. Due regard to the health and safety of the public, especially children, is required.
- 2.5. Take special care with sloping ground and use a safe method of working and appropriate equipment.
- 2.6. Clean up spilled fuel, oil, etc. immediately.

3. PERIODS OF OPERATION — GRASS CUTTING

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of cuts carried out within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Grass x 2										1	1	
1st October - 30th November												

Grass x 14			2	2	2	2	2	2	2			
1st March - 30th September												
Grass x 1	1											
1st January - 28th February												

3.1 Prior to undertaking any grass cutting operations, the Contractor shall inspect all areas to be mown and remove all significantly large stones as well as any paper, tins, bottles and other debris. All such materials collected shall be removed from site and properly disposed of.

3.2 The Contractor shall protect existing buildings, fences, gates, walls, other features and any customer possessions or belongings.

3.3 The Contractor shall include for strimming or shearing around obstacles necessary to maintain the same height and standard as surrounding grass.

3.4 Grass cuttings falling on to paths, drives, entranceways, car parks, hard porous areas and run-ups shall be cleared immediately on completion of mowing operations.

3.5 Mowing shall be carried out so that all grass cuttings are evenly distributed with no accumulations or heaps of grass left.

3.6 All grass shall have an even finish, be cleanly cut, and not torn, all cuts shall overlap. The finish shall be free of ribbing, skids, ruts, excessive tyre marks and no tufting or divots, and there should be no damage to the surface levels and contours of the ground, and no excess grass cutting divots from the rollers or cutters.

3.7 Mowing will take place to the full area of grass at the site, up to the paving, fencing and any other boundaries, including all corners and restricted areas between and around trees, planting and other obstacles. Close mowing or strimming will take place around any furniture, features and obstructions.

3.8 Grassed areas are as indicated on the site details. Any litter and debris including heavy fall of leaves should be collected and removed prior to cutting.

3.9 All grassed areas specified with walls, fences & around obstructions are to be cut cleanly and evenly using suitable equipment.

3.10 During Winter, edges must be cut once in a true line using an edging iron or spade.

4. PERIODS OF OPERATION — WEED SPRAYING

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of sprays that are to be

carried out within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Weed Spraying						1		1				

4.1 Weed Killing to all hard landscaping twice a year, during June & August and remove dead weeds. In general, the Contractor shall choose the method for weed control on hard surface areas.

Hard landscaping includes the following:

- Estate roads
- Parking areas
- Paths
- Seps
- Drying areas
- Patios

Where chemical weed control is employed, the Contractor shall visit the site to treat the areas to ensure effective weed control and the use of chemicals shall be in accordance with:

- 1) Health and Safety at Work Act 1974
- 2) The Control of Pollution Act 1974
- 3) Control of Substances Hazardous to Health (COSHH)
- 4) HSE Code of Practice for using Plant Protection Products 2013
- 5) The Control of Pesticides Regulations 1986 (COPR)
- 6) Biocidal Products (BPR) Regulations 2013
- 7) Official Controls (Plant Protection Products) Regulations 2020
- 8) Pesticides Code of Practice

4.2 The Contractor shall ensure that there is no potential for weed killer residue to come into contact with exposed skin of persons or animals. The Contractor shall be held liable for all damage to property and / or injury, illness, discomfort to persons or animals' arising as a result of their action or inaction in respect of the use of chemical weed control on hard surface areas.

4.3 Remove any unwanted or overly vigorous weeds and properly disposed of.

4.4 All hard surface areas to be sprayed.

5. PERIODS OF OPERATION — HEDGE TRIMMING & PRUNING SHRUBS AND CLIMBERS

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicates the number of times hedge trimming and pruning is to be carried out within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Hedge Trimming				1		1		1		1		

5.1 Trimming of hedges will be carried out by using hand shears, mechanical hedge cutter with reciprocating blade or by tractor mounted flail.

5.2 Cutting will be such as to encourage a stable hedge so that the width at the top of the hedge is no greater than that at its base.

5.3 Hedges must be trimmed carefully and neatly to a regular line and shape.

5.4 Cutting will be to remove current growth rather than old wood.

5.5 During Trimming and cutting operations, all litter and debris shall be cleared from the hedge and hedge bases, and together with all arisings, removed from site.

5.6 The base of all hedges must be kept free of weeds.

5.7 Young hedges do not require trimming.

5.8 The base of all young hedges must be kept free of weeds and litter.

5.9 Cut back any growth that causes a nuisance or danger to persons or traffic, or that which obscures natural light to buildings.

5.10 Shrubs and Climbers, remove any growth encroaching onto grassed areas, paths, roads, signs, sightlines and lights

6. PERIODS OF OPERATION — FORK AND WEEDING

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicates the number of times fork and weeding is to be carried out throughout some of the life extra care and sheltered schemes within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Fork and weeding			1	1	1	1	1	1	1	1		
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6.1 Specified within the frequency-based schedule for each location between March and November (**one occasion only**) clear all planted areas of weed and litter and fork to a depth of 75mm taking care to minimise damage and undue disturbance to existing plants, herbs and roots.

6.2 Remove all weeds and debris from site and avoid removing excess soil when removing weed debris.

6.3 Liaise with the independent living coordinator regularly to establish which flower beds are looked after by residents and which are to be undertaken by contract. (This will change for time to time). Some planted areas shall not require forking and weeding.

7. PERIODS OF OPERATION — CHILDREN’S PLAY AREAS

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of times children play areas are to be maintained within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Play Areas	1	1	1	1	1	1	1	1	1	1	1	1

7.1 Remove all weeds, litter, leaves, rubbish, dog fouling etc. leaving the play area clean and tidy.

7.2 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.

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

8. PERIODS OF OPERATION — CLEARANCE OF ROADWAYS AND PROPERTY GULLIES THROUGHOUT THE LIFE EXTRA CARE AND SHELTERED SCHEMES

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of times clearance of roadways and property gullies throughout the life extra care and sheltered schemes within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Roadways and property gullies										1	1	

8.1 Check for visible blockages like leaves, dirt, or debris.

8.2 Clear away leaves, mud, and other obstructions.

8.3 all litter and debris shall be cleared from the and removed from site.

8.4 If you encounter significant blockages or damage, report it to the Facilities Management Lead.

9. PERIODS OF OPERATION — CLEARANCE OF LEAVES AT WILLIAMS COURT

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of times clearance of leaves within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Roadways and property gullies										1	1	

9.1 The timing of leaf fall varies significantly and is influenced by several factors, including species, altitude, and the specific weather conditions of the year. Williams Court, Narberth, SA67 7DW requires weekly leaf clearance in the Autumn/Winter months due to a high volume of trees around the scheme.

9.2 Any other leaf clearance will be requested on an ad hoc basis based on the specific instruction of the Facilities Management Lead and in respect of which payment will be made in accordance with the Schedule of Rates or as may be agreed.

10. PERIODS OF OPERATION — ANNUAL WILDFLOWER PATCHES

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of times annual wildflower patches must be maintained. However, the periods of operation and frequency of the activities may vary depending upon weather conditions and the growing season.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Annual wildflower patches									1	1		

10.1 Where identified on the individual site location schedule and indicated on the site plans, remove any unwanted or overly vigorous weeds.

10.2 Monitor the balance of species and adjust weeding as necessary to maintain diversity.

10.3 Wildflowers can be cut back at the end of their season in September / October, after they have finished flowering. Cut back the plants to tidy the area and prepare for the next growing season.

11. PERIODS OF OPERATION — POWER WASHING WALKWAYS AND PATIOS

The shaded boxes contained in the following table indicate the period over which the work is to be carried out; the figures contained in table indicate the number of times power washing walkways and patios are required throughout the life extra care and sheltered schemes within each month. However, the periods of operation and frequency of the activities may vary depending upon weather conditions.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Power Washing			1							1		

11.1 Where identified on the individual site details and indicated on the individual location schedule power wash walkways and patios.

11.2 Removal of weeds, litter, leaves, rubbish, dog fouling and moss/algae leaving the area clean and tidy.

11.3 After washing, rinse the pathway with clean water to remove any remaining detergent.

11.4 Check for cracks or loose stones reporting any damage to the Facilities Management Lead.

11.5 It is anticipated that the ateb group will potentially identify new areas that will require a power washing schedule implemented. These will be added to the individual site details and indicated on the individual location schedule on the instruction of the Facilities Management

Lead. The value of the additional work will be calculated using the priced schedule of rates and measured quantities.

INCLEMENT WEATHER

23.1 The Contractor shall perform the Works in accordance with the Grounds Maintenance Specification and in accordance with the Programme of Works regardless of the weather or climatic conditions. In exceptionally adverse weather conditions the Contractor may seek the Facilities Management Leads approval to suspend all or any part of the Services for the period during which the adverse weather conditions continue. Excluding gritting.