

GROUNDS MAINTENANCE CONTRACT SPECIFICATION

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1.0 GENERAL REQUIREMENTS IN RESPECT OF SPECIFICATION

- 1.1 Spring and summer service between the months of mid March to mid October each site to be visited on a routine basis to undertake maintenance. The cyclical works to include grass cutting, shrub and flower bed maintenance, trimming and litter picking. All hard surfaces including paths, car parks gravelled areas, drying areas, perimeter fence lines, wall lines and other areas as specified by Shoreline shall be cleaned of debris and maintained weed free.

Grass cuttings are left uncollected unless grass is over specified height due to inclement weather or by prior notification by the project manager. Grass clippings to be spread evenly across surface as per specification.

- 1.2 Autumn, winter service between the months of mid October to mid March each site to be visited routinely to undertake pruning back of shrubs and hedges as per specification. Litter picking is also carried out on all sites during the autumn, winter service.

Leaves to be collected from gulleys and doorways and removed from site.

Unless Shoreline agrees to the contrary, access difficulties, adverse weather conditions and pet fouling will not be an acceptable reason for non-performance of service.

- 1.3. Hours of work. The contractor will not commence operations before 08.00 or continue after 18:00 each day unless the prior permission of Shoreline has been sought.
- 1.4 Tasks specified to be carried out on a 2 or 3 times per year basis must be suitably spaced out over the period and must meet with the Project Manager's approval. The scheduling of these tasks must be available for inspection and the Contractor shall make any adjustments as deemed necessary by the Project Manager.
- 1.5 Open days at Supported Housing Schemes and other events are important for Shoreline. The Contractor will be given details of each event at least one month in advance. The Contractor will organise their schedule of works for core work to ensure that the facilities at each establishment are prepared within a 78 hour period prior to the Day.
- 1.6 Machinery must not be used by the Contractor in close proximity to children and if in the Contractor's opinion a potentially dangerous situation exists, the Contractor will remove his machinery from the premises and contact the Project Manager.
- 1.7 The Contractor is to avoid soil; grass cuttings or moss from grassed or soil areas being carried onto buildings, paths and roads. Where this has occurred the area should be cleaned and materials removed immediately.
- 1.8 All pruning, hedge cuttings and arisings shall be removed from the site by the Contractor and disposed of in a proper manner at the Contractor's expense. No burning on any premises of any material is permitted.

- 1.9 Inspect the whole site including grass, hard paved and planted areas prior to any work and remove all litter, glass, bottles, cans, leaves and any other debris to contractor's own tip.
- 1.10 All tractors must be fitted with grass track tyres.
- 1.11 Machinery used on turf areas shall not spill or drip oil or fuel. All hand machinery should be shielded to prevent spillage of oil or fuel. The contractor should allow for spill kits to be available to address spillages as soon as possible.
- 1.12 All guards, safety flaps and safety devices must be used in their correct position at all times.
- 1.13 All chemicals must be kept safe under lock and key when not in use. Empty containers must be removed from site and disposed of in a manner approved in the relevant regulations.
- 1.14 All herbicides must be approved by the Project Manager prior to use and used strictly in accordance with the manufacturer's instructions and in accordance with the relevant regulations or subsequent amendments for the purposes of use, storage and disposal.
- 1.15 The Contractor will be responsible for reinstating any areas damaged by herbicide drift, including damage to any plants or turf. Such damage will be reinstated within five days of the Contractor receiving the Project Managers instruction and any labour or materials required will be provided by the Contractor at his own expense.
- 1.16 The Contractor will be responsible for replacing any plants, including trees and shrubs damaged by strimmers or mowers. Such damage will be reinstated within five days of the Contractor receiving the Project Managers instruction and any labour or materials required will be provided by the Contractor at his own expense. The Project Manager reserves the right to check on completion.
- 1.17 When irrigation is required for example to aid the establishment of new turf or plants the Contractor shall provide all necessary hosepipes and fittings, spray nozzles and sprinklers and fittings necessary for connecting to the water supply. The Contractor shall be required to dismantle all irrigation equipment on completion.
- 1.18 Where taps or standpipes are not available the Contractor shall allow for transporting water to and from the site as necessary.

2.0 MAINTENANCE OF GRASSED AREAS

General Information

- 2.1 The Contractor shall maintain all the different categories of grass areas. The site plans, are provided for illustrative purposes only. The Contractor shall notify the Project Manager of any substantial variation in the accuracy of these plans.

- 2.2 Grass cutting shall commence April through to October of each year with cuts taking place during the winter months if mild weather conditions dictate. Operatives to be utilized on other work within the contract during the summer months if drought conditions prevail.
- 2.3 The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of, where appropriate, items and obstructions which might cause damage or injury and litter or debris which may become shredded during grass cutting operations. Any physical obstructions for example, unsecured benches removed prior to mowing shall be returned to their original position prior to leaving the site.
- 2.4 The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current relevant Health and Safety legislation.
- 2.5 For clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.
- 2.6 The Contractor shall ensure that, when any area of grass categorised as boxed is cut, that all flowering stalks of grass and weeds are also removed, utilising additional machinery if necessary.
- 2.7 When cutting of any category of grass commences at any site all grass areas on the site of that category shall be cut within 24 hours of commencement. This includes the strimming of obstacles and is to ensure that areas of open space achieve uniformity. Variation from this item may be required during the months where the height of cut on the site is to be raised or where ground conditions are too wet.
- 2.8 During periods when ground conditions of any site or part of a site, are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels, the Contractor shall cease grass cutting operations at either the whole site, or the part of the site which is too wet to cut. The Project Manager shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow, undertaking whatever works are necessary and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard. When cutting resumes if the grass categorised as 'regular grass' exceeds 75mm, all grass arisings shall be collected and removed from site at the Contractor's expense.
- 2.9 Should the Contractor cause damage to the grass or ground levels during mowing operations, the area shall be reinstated within 48 hours unless ground or weather conditions are not suitable. The Contractor shall ensure that a representative at the premises where the damage has occurred and/or the Project Manager are kept informed as to the progress of the reinstatement.
- 2.10 Should the Contractor cause damage during grass cutting to other parts of the site such as hard areas, buildings, inspection covers, trees/plants or to personal property such as vehicles then a representative at the premises and/or the Project Manager should be informed immediately and the necessary action taken to rectify the damage.

- 2.11 On areas that are inaccessible to ride-on or tractor gang mowers, for example where grass abuts walls/buildings, and around obstacles such as trees, smaller or pedestrian mowers or strimmers shall be used to avoid damage.
- 2.12 Where sites have flowering bulbs naturalised within the grass these areas shall not be cut until 6-8 weeks after the completion of flowering. The arisings from this initial cut shall be removed and disposed of.
- 2.13 Where moles are present at a site the contractor shall ensure that all mole hills are brushed evenly into the grass sward before grass cutting commences. This also applies to rat burrows. Please inform Project Manager and fill in the hole so that activity can be monitored on site.
- 2.14 On occasions it will not be possible to mow certain grass areas due to temporary obstructions caused by building works etc. When this occurs the Contractor shall mow as close as possible to the obstruction. Where building work requires large areas of the site to be made inaccessible by barriers, hoarding etc, but the grass within the hoarding is unaffected by the construction works, the contractor shall liaise with a representative of the site to ascertain whether safe access can be arranged to ensure grass cutting can continue.
- 2.15 The Contractor shall note that, during recent years, inclement climatic conditions have caused excessive rates of grass growth. The Contractor shall have made due allowance in the mowing rates for maintaining the grass to the specified standard during these times.
- 2.16 During drought conditions the Project Manager may decide to raise the height of cut or suspend mowing entirely and confirmation of this decision will be given to the Contractor in writing. When normal mowing is to resume the Project Manager will issue a written instruction accordingly.

Works specification

Regular Grass Cutting

- 2.17 Mow areas defined as 'grass regular' as often as required to ensure grass does not exceed 50mm in the summer and 70mm in the winter. Cut down to between 20-25mm, ensuring cuttings are evenly distributed. Immediately following each cut clear cuttings from paths, paved areas, highways or play area surfaces onto surrounding grass.
- 2.18 The Contractor shall be required to provide a guidance chart depicting how the grass cutting will be programmed in order to achieve the specification required. If grass length exceeds maximum height as per agreed specification the grass is to be boxed off and arising disposed of at contractors own tip and own expense. The contractor must provide weigh bills for evidence of disposal of waste on request.
- 2.19 Where grass areas abut planted areas such as shrub, rose or annually planted beds, the grass edge shall be cut back to the original line of the bed using long handled shears or approved mechanical means every time the grass is cut.

- 2.20 Grass that abuts buildings, walls, fences, hard surfaces, trees, posts and other obstructions shall be cut level with the surrounding grass areas at each cut.

Maintain a litter free appearance of grass areas. Collect litter, stones and other debris immediately prior to cutting. Regularly collect blown litter from perimeters, under hedges and around trees within the grassed areas and dispose to the tip.

Semi Rural Grass Cutting Areas

- 2.21 Unused compounds require grass cutting twice per year unless further cuts specified by the Project Manager. Using appropriate machinery, Cut down to between 35mm & 50mm in the summer and 50mm to 100mm in the winter, allowing cuttings to be distributed evenly. Immediately following each cut, sweep arisings from paths and paved areas, highways or play area surfaces onto surrounding grass.
- 2.22 Maintain a litter free appearance of grass areas. Collect litter, stones and other debris immediately prior to cutting. Regularly collect blown litter from perimeters, under hedges and around trees within the grassed areas and dispose to the tip.
- 2.24 Using approved herbicide spray around edges and on any hard standing within the compounds to control weeds.
- 2.25 Please report fly tipping to Project Manager for removal.

3.0 Edging Up of Grassed Areas

- 3.1 During the winter period or as instructed by the Project Manager where grass abuts hard paving, cut back the grass edge to the original line and level using an edging iron or approved mechanical method.

All arisings to be disposed of to contractor's own tip.

4.0 MAINTENANCE OF SHRUB & FLOWER BEDS

General Information

- 4.1 The Contractor shall maintain the shrub & flower beds as indicated on the site plans in a weed free condition. Cultivate soil as necessary. Regularly top up with mulch where used minimum of 20mm in depth.
- 4.2 For clarification 'weeds' shall include annual weeds, perennial weeds, woody weeds, self sown saplings, unwanted climbers and suckers.
- 4.3 Pesticides or herbicides shall not be applied to shrub or rose borders without the approval of the Project Manager.
- 4.4 Hedge cutters may not be used for pruning purposes on any shrubs or roses.

Works Specification

4.5 Shrub & Flower Beds

- 4.6 Every 15 working days between 1st of March and 30th November and on one occasion in January remove all weeds from borders by hand ensuring all roots are eradicated. Remove all litter, debris, dead or diseased plant material and leaves from the borders and dispose of at Contractor's own tip. Lightly fork the soil surface where required to remove any footprints and relieve compaction, but avoiding damage to the roots of adjoining plants and leave the area in a neat, raked condition with the soil edge thrown up.
- 4.7 Borders which contain mulch should, at the end of each maintenance visit, have any mulch which has fallen onto the surrounding area swept back onto the bed and then the mulch evenly redistributed across the border.
- 4.8 Pruning shall be carried out at the appropriate time during the year in accordance with current best horticultural practice for each particular plant species using sharp, suitable tools, ensuring all cuts are clean. The exception is growth across windows, doors or paths which must be cut back as necessary. If any doubt arises regarding the pruning of a particular plant, the Project Manager should be consulted. Pruning shall be undertaken during the maintenance visit detailed in clause 5.2. All pruned material shall be removed from site and disposed of at the contractor's own tip.
- 4.9 Routine maintenance operations and frequencies for roses and flowers shall be pruned at the appropriate time during the year in accordance with current best horticultural practice appropriate to their type and group whether they are growing in feature rose borders or as part of a mixed planting scheme. In addition, dead heads, damaged flowers and suckers shall be removed at each maintenance visit and disposed of at the contractor's own tip. All tools used shall be sharp and suitable for the purpose to ensure all cuts are clean. If there is any doubt or uncertainty concerning pruning, the Project Manager should be consulted. All pruned material shall be removed from site and disposed of at the Contractor's own tip.
- 4.10 The majority of beds are shrub beds however there are areas that would benefit from 'annuals' planted out for the summer and winter spring effect. Shoreline may request planting on an annual basis. Maintenance of planted flower beds to be undertaken as per specification.
- 4.11 Where ivy is present in a border as ground cover it shall be pruned to control its infestation of other plants.
- 4.12 The Contractor must inspect and allow for cutting back and removing any growth from borders that causes a nuisance or danger to persons or traffic, or that obscures light to buildings. This includes plants or weeds overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.

- 4.13 The Contractor must inspect and allow for removal of all un-variegated growth on variegated plants. The un-variegated and epicormic shoots should be cut back to their point of origin and disposed of.

5.0 HEDGE MAINTENANCE

General Information

- 5.1 The Contractor shall ensure that all machines and equipment used in hedge cutting are appropriate for the task and are adequately sharp to ensure no damage occurs to the hedging plants.
- 5.2 When cutting commences on an individual hedge, it shall be completed in entirety before moving onto cutting another hedge. If for any reason this is not possible the Contractor shall advise the Project Manager immediately.
- 5.3 Immediately on completion of hedge cutting, or at the end of each working day, all arisings shall be removed from the site and disposed of at the Contractor's own tip.
- 5.4 Where hedges are of a height that necessitates working from a scaffold, the Contractor shall provide and erect the scaffolding as required, ensuring compliance with all the appropriate regulations. Hedges that require maintenance above low level scaffolding must be reported to the Project Manager. These will be classified as trees and dealt with by the appropriate Arboriculture specialist.
- 5.5 The Contractor shall not undertake hedge cutting works during the nesting season. The Contractor shall be responsible for ascertaining, on an annual basis, when the nesting season occurs.

Works Specification

- 5.6 Trim hedges approximately June and October each year unless excessive growth requires earlier attendance using shears, hand operated hedge trimmer or approved tractor mounted trimmer. Trim carefully and neatly with the width at the top less than the base. Cut back to previous year's growth.
- 5.7 On completion of cutting each hedge, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 5.8 Monthly between 1st February and 30th October each year, remove all weeds, brambles, litter and debris from the base of the hedge and dispose.
- 5.9 The Contractor must inspect and allow for cutting back and removing any growth from the hedge line that causes a nuisance or danger to persons or traffic. This includes vegetation overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers' sight lines.

- 5.10 Hedges planted after commencement of the Contract shall require an alternative maintenance schedule whilst they become established, which shall be provided by the Project Manager.

6.0 WEED CONTROL

- 6.1 The use of weed killer and pesticides is restricted in public open spaces. Shoreline approves the use of Systemic Biodegradable Herbicide which will only attack the green leaves and degrades on contact with soil and hard surfaces.
- 6.2 On three occasions per year, once during April/May, once during June/July and once during September/October, spray all weeds on all hard paved areas, along perimeter fence lines, wall lines and around obstacles in turfed areas with an approved non-residual herbicide. It will be the Contractors responsibility to assess the priority of spraying on all identified areas. Where an immediate spray is not required in a particular area during the above stated periods a revisit to these areas may be required this would be at the contractor's expense.
- 6.3 Kerb edging shall be swept clean prior to chemical application and all arisings to be removed from site and disposed of at the Contractors own tip.
- 6.4 The treated strip around obstacles and along fence lines shall be between 100-150mm wide.
- 6.5 Application of herbicides shall only take place during the appropriate weather conditions, i.e. not during wet or windy weather, or if the threat of rain appears imminent. The Contractor will take all measures necessary to prevent drift of chemical spray on to neighbouring properties or in to open watercourses. This includes not undertaking spraying work when wind speeds would facilitate drift and using 'large droplet' spraying nozzles in more sensitive areas.
- 6.6 The Contractor will cut down all excessive weed growth to ground level using appropriate equipment where necessary. Where possible the road verges must be cut 0.5 meters back from the road edge. Any litter or other arisings that may cause damage to the tyres of vehicles must be removed from site and disposed of. Care must be taken by the Contractor to avoid damage to planting grown by tenants on the boundaries of their properties. Within 14 days of completion of any mechanical weed clearance work at each site the Contractor will apply Systemic Biodegradable Herbicide based weed killer to the roadway surfaces and verges identified for each area. No chemical accelerants or other weed control agents may be used on the land.
- 6.7 At least 5 working days prior to the commencement of works the Contractor will provide the client with a schedule of attendance for each area to be treated.
- 6.8 The Contractor must dispose of all unused chemicals in an appropriate manner and must **not** dispose of them within the confines of the areas being treated.

7.0 FENCELINE MAINTENANCE

- 7.1 Fence lines around flats and dwellings should be maintained in conjunction with grass cutting schedule as required.
- 7.2 The Contractor shall inspect and allow for cutting back and removing any growth through the fence lines that causes a nuisance or danger such as brambles or nettles.

SPECIFICATION FOR LITTER COLLECTION AND SWEEPING

LIST OF HEADINGS

- 1. General information
- 2. Specification

1.0 GENERAL INFORMATION

- 1.1 To ensure all Shoreline areas are kept in a clear and litter, glass and other debris free condition we may require the contractor to undertake sweeping and litter collection on our behalf. The work will be quantified and agreed at the discretion of the Project Manager. All arisings to be disposed of by the contractor to an approved waste disposal site having due regard to the environment adhering to the Environmental Protection Act 1990 Code of practice on litter and refuse.
- 1.2 If the contractor undertaking the work suspects that asbestos is present they should cease all operations and inform the Project Manager or Shoreline's Asbestos Manager.

Shoreline Housing Partnership or the appointed Main Contractor: Shall only employ an Asbestos Contractor who holds an Asbestos Licence granted under regulation 4 of the Asbestos (Licensing) Regulations 1983 (as amended) and issued by Health and Safety Executive.

All work with asbestos-based materials must comply with Shoreline Housing Partnership's Asbestos Policy.

2.0 SPECIFICATION FOR LITTER COLLECTION AND SWEEPING

- 2.1 Litter, glass and other debris collection to be undertaken on specified sites and completed within the same day. The site shall be clear of all litter, debris and glass etc and should be in a safe and tidy condition ready for use. All litter, glass and debris to be removed from site and disposed of at a licensed waste disposal site.
- 2.2 Large amounts of fly tipping or hazard waste must be reported to the Service Manager so that clearance can be arranged.