

Sample –2016

Gardening Specification

SCHEDULE FOR THE MAINTENANCE AND UPKEEP OF GARDEN & NON-GARDEN AREAS

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Requirements & Expectations

Please note

The amount of time spent on site, the anticipated number of operatives attending the site and the day of the week will be detailed.

The below represents the general work expected to be carried out on site but should not be considered as comprehensive. An area or areas not specifically mentioned or obviously required should not be excluded from your work schedule or price. An area or areas of work obviously not needed to this site but included below do not form part of the contract. Should there be any doubt on what is or what is not included, full clarification should be sought and any amendment made prior to the contract commencing.

GRASS: Cut as and when needed on a year round basis.
Minor lawn repairs to be made as required.

EDGES: Cut and tidy during the same period as the grass.

LEAVES: Rake and remove leaves as required Autumn/Winter.

BORDERS: Weed and tidy as required.

BUSHES/
SHRUBS: Prune twice a year but otherwise tidy from time to time as may be necessary – with an emphasis on growth beneficial to wildlife and a schedule to reflect this.

Ensure green waste is cleared from site and work areas left tidy.

Paths, Forecourts & Parking Areas

Weeds

Weed kill all paths and cracks in paved/concreted areas in spring using a systemic or translocated weed killer (Path Clear or similar) and advise the Residents Committee of the exact date of treatment in advance, being particularly careful where 'creep' may occur where adjacent to plants.

Moss

Treatment once each year in the spring with Jeyes fluid or similar to treat unsightly moss on the areas mentioned above. It may be necessary every once in a while to power wash areas of moss that cannot be cleared as normal due to surface texture. This is an additional item and not part of the regular contract.

General

Inspect fortnightly. Sweep all areas of detritus/leaves at least once per fortnight in Autumn/Winter and as often as shall be necessary at other times. Where there is a build up of mulch, soil or other in the gutters, this should be lifted with a hoe or similar and cleared as and when required.

Snow

Clear snow and ice when the weather conditions make this necessary, providing 'salt' at an additional cost to lay on paths/roadway and particularly to slopes or steps when icy conditions dictate. Request for attendance at any other time than the regular attendance may incur additional costs.

Bin Area

To be checked regularly and tidied/disinfected as required.

Garden Areas

Lawns

Lawns to be cut to the appropriate length as required to keep them in a healthy condition throughout the year. Minor lawn repairs to be completed as required.

All-in-one Feed, Weed & Moss Kill treatment to be put down on all lawn areas. One treatment is to be applied in the spring. One applied in the autumn. The correct treatment is to be put down at the appropriate time. Treatment materials are included in the price given. Any additional treatments will incur further costs.

Bed/Plant Management

Planting, dividing or replacing of shrubs and other plants as and when required after discussion on type of plant/shrub required with the Residents Committee. Plants are an additional cost. They will be chosen for diversity and wildlife support where applicable.

Trees

Overhanging branches from trees near pathways or any other public access areas should be cut back at regular intervals to stop any public nuisance or health and safety risk.

All arboriculture work to be carried out by a specialist contractor.

Additional

Holiday/Sickness

Sickness leave must be covered as necessary. As part of the contract, LawN & Border operatives can take holiday each year to the equivalent of 2 visits – one of which will be during Christmas week.

Requests/Complaints

The contractor must respond to requests/complaints promptly and efficiently. These are to be relayed to you by an appointed representative of the Residents Committee.

Supply of Materials

The contractor shall supply materials as necessary to execute the above works. Any additional costs over and above those included in your contract will be covered by the Residents Committee/Managing Agents.

Water to be made available on site. Electricity is available from the blocks of flats. Access to keys must be organised before your visit if required.

Safety on Site

The contractor is to observe the conditions of any Health and Safety legislation applicable to this contract and additionally must satisfy the Residents Committee that suitable and adequate insurance is in force. All due care is to be taken in respect to the public.

Contractors must supply a valid Health & Safety Document.

Any Health & Safety issues arising on site should be reported to one of the managing agents/directors at your earliest convenience.

Administration

Where, in the contractor's opinion, weather conditions do not permit working outside on any given day (that has not been allowed for), then this will be regarded as a 'lost' day and no payment will be due for this day unless the contractor offers an alternative day within the next ten days after the lost day.

The contractor is to provide and complete the work sheet on the notice board/wall (where applicable) in the entrance hall of the flats for every visit, giving details of the date, time of arrival and a brief description of the work completed.

The contractor will submit an invoice to the Residents Committee on a monthly basis.

Schedule of Works

The appointed contractor is to adhere to the schedule of works as closely as possible to maintain the site in good order.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grass Cutting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lawn Treatment				✓					✓			
Path Treatment			✓					✓				
Communal Tidy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hedges				✓	✓					✓	✓	
Bed Renovation			✓	✓								
Snow/Grit	✓	✓									✓	✓

The ticks show the preferred periods when those items of work could and should be carried out, or when it might be required, not when it must be carried out. EG winters are much milder of recent, so it is possible that you could be cutting grass in every month of the year. In recent years, you would not have done this in any month from November to March when snow had fallen when gritting would be required instead.