Landscape Maintenance Specification

A. Shrubs and Herbaceous plants :

1. Shrubs shall be kept in a healthy, vigorous condition, free from disease and large concentrations of pests. Shrubs throughout the site to be pruned dependent on the shrub species and the time of year.
2. Pruning to achieve a strong framework keeping the shrub healthy, maintaining the shrubs natural shape and to encourage aesthetic appearance such as leaf form, stems, flowers, fruits and decorative seed heads.
3. Shrubs shall be pruned as required only as needed to remove branches that are dead, diseased, damaged, extending beyond the face of curbs or footpaths, or are climbing building walls (unless they are intended to climb the wall, such as climbing vines). Except as noted previously, allow the shrubs to grow un-pruned to their natural sizes. The shrubs will be kept so that they do not create a nuisance or cause a danger.
4. The frequency will be no more than twice a year and pruned as required.
5. Shrubs uniformly planted and shall be pruned only as required for safety, visibility, and plant health, and allowed to develop into the natural shapes expected of the plant variety. Shrubs will not be pruned into topiary (shapes) unless specifically instructed to do so in writing by the Contract Administrator.
6. Shrubs will be allowed three months to rejuvenate following a hard frost prior to pruning or replacing. Any shrub found to be dead or missing shall be replaced with plant material of identical species. They will be planted at the appropriate time of the year in the dormant period (between November and February).
7. Replacement shrubs shall be at least 30cm in height when planted, unless otherwise approved by the Contract Administrator. Apply slow-release fertiliser in backfill material, 15cm deep on opposite sides of the rootball, but not touching the rootball.
8. The crowns of the herbaceous perennials (e.g. Bergenia) as they become old and weak are to be carefully lifted from the border. The crown will be divided and only the young growth from the edge of the old plant is be used and re-planted in late autumn or early spring.
9. The frequency will be in late autumn or early spring as required.

B. Groundcover:

1. Groundcover shall be maintained in a healthy, vigorous growing condition. Any groundcover found to be dead or missing shall be replaced with plant material of identical species. Replacement groundcover shall be planted at 20cm spacing from buildings to encourage quick coverage. Prior to planting replacement groundcover, the soil shall be tilled to a depth of 15cm to prepare it for the new plants. They will be planted at the appropriate time of the year in the dormant period (between November and February) Groundcover will be trimmed back from footpaths, curbs, and paved areas, and pruned at an angle for a more natural appearance.
2. The frequency - monitor monthly and prune as required.

C. Fertiliser:

1. To apply an application of an approved fertiliser of NPK 10:15:10, Bone meal, or other organic fertiliser to the shrub borders. The fertiliser is to be applied evenly according to the Manufacturer's instructions over the whole of the shrub border. The fertiliser shall be lightly forked or into the topsoil to a depth of no more than 50mm.
2. The frequency will be once a year usually in March.

D. Weed control to shrub borders and hard surfaces:

Weeds in planted up shrub borders shall be removed or killed monthly as the weeds emerge. If they are larger than 5 cm in height or diameter, such Ash or Elder saplings, Ivy, they will be cleared from the shrub borders and the area left tidy. This is to be done by hand, and hand tools such as hoes and forks ensuring the root system of the weeds are removed completely. All weeds to be completely uprooted and removed from the entire border and off site. Any deep-rooted perennial weed is to be forked out to completely remove the root system. Care to be taken not to damage the roots of any shrubs. Regular maintenance of the mulch will help minimise weeds in shrub and groundcover areas.

1. The frequency will be twice a month between the months of March and October and in the winter as required.

E. Weed control to hard surfaces with Permeable paving to unadopted areas i.e. private drives, paving areas that are not within dwelling curtilage :

1. For hard surfaces pre and post-emergent herbicides may be used strictly in accordance with Manufacturers written recommendations.

   The Contractor will be required to carry out weed control using pesticides. At all times, the Contractor is to comply with the relevant Health and Safety, including COSH and other Acts.

   Any person using or applying pesticides must hold all relevant certificates relating to such applications as stipulated by the above acts. The contractor must satisfy the Contract Administrator by making available to the Contract Administrator all such certificates before any applications are made. A chemical application record sheet must be completed by the contractor and returned to the Contract Administrator each time pesticides are used.

   During spraying members of the public must be kept away from the area.

Chemicals and spraying equipment must not be left unattended on sites and when not being used kept in a secure store.

The Contractor, when instructed, is to apply an approved pesticide. Written details of the type to be used must be supplied prior to the application. The Contractor will be instructed to treat all areas of the footpaths and car parks around the building.

If the pesticide has been either ineffective or has been missed, the Contractor shall retreat that area using an approved pesticide at his own expense. This will be required as soon as it is apparent that the treatment has been ineffective.

The frequency is four times per annum. (Subject to climatic conditions)

Permeable paving maintenance

Surface brushing for appearance and to reduce silt accumulation, as required.

Check inlet catch pits and clean as necessary- bi-annually or as required, will be reported to our property care team to repair and maintain.

Jetting and suction where wilt has accumulated in joints or voids. Replace grit and vibrate surface to lock permeable block paving. Inspect annually or as required, will be reported to our property care team to repair and maintain.

Where sinkage or surface damage occurs uplift block remove grit bedding layer, geotextile if present and reinstate to design profile, will be reported to our property care team to repair and maintain.

Should pot holes and standing water become an issue these matters will be reported to our property care team to repair and maintain.

F .Mulch:

1. Mulching to be re-applied if necessary and only when ground conditions are moist. Mulches to be applied evenly over the border to an even depth of 50mm.
2. Soil mulch shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planted area.
3. Mulch shall be uniform in colour and appearance, and free of leaves, sticks, or trash and disease.
4. The frequency will be as required or reported.

G. Estate grass cutting, wild flower meadows, or nature conservation areas:

1. Grass height shall not exceed 13cm at any time and though maintenance visits are scheduled monthly,
2. Grass will be mowed, monthly or as required to maintain an even, appearance. Grass throughout the site to be cut with a ride on triple blade mower (grass not collected) or by a pedestrian mower. All grass cuttings that fall onto surrounding paved areas, borders and other areas after cutting to be removed / blown off immediately . Where borders adjoin grassed areas, the grass to be cut back using long handled shears.
3. Weeds shall be controlled in lawn areas, but only if required.

4. Edge with a mechanical edging iron, all grass edges to borders and communal paths will be carried annually and only removing minimum amount of turf. Subject to climatic conditions.
5. The frequency of grass cutting will be up to three times per month (March to October) Subject to climatic conditions.
6. The frequency of edging off along borders and paths will be annually between November and February.
7. The frequency of edging off grass edges along shrub borders will be no more than twice a month between March and October.
8. New meadows: To encourage perennial flowers and grasses to make good root development, mow the meadow in the first year after sowing.
9. Established spring- meadow-flowering meadows: Cut in July and for the remainder of the summer to reduce the vigour of coarse grasses and to allow flowers such as cowslips, fritillary, lady's smock, self heal and bugle to prosper. Leave un-mown from February to July.
10. Established summer flowering meadows: Don't mow until late August or September, after wildflowers such as knapweed, devils bit scabious and lady's bedstraw have set seed. Use this summer summer-flowering meadow regime for meadows with plants flowering at various times, including spring and summer species.
11. Areas of wild flower meadow type grassland kept for nature conservation purposes should be managed to ensure weeds such as creeping thistle, spear thistle, common ragwort, broad leaved dock and hemlock do no dominate. The frequency of weed control in wild flower meadow type grassland will be as and when required.

H. Hedges:

1. Hedges area maintained by trimming back to the main body of the hedge to achieve a neat and tidy appearance, and avoiding the bird nesting season (between March and August). To ensure that the finished work is not uneven or ragged in appearance and shall be clipped in such a way as to achieve a straight level surface to the tops, sides and ends (make due allowance for any intended slopes and shape of the form of the hedge which may exist). The Contractor shall use with motorised hand-held hedge trimmers. Tractor mounted flail cutters shall only be used following written approval from the Contract Administrator.
2. The frequency will be once a year after the bird nesting season, usually in September/October. If it is causing a healthy and safety issue, the hedge will be trimmed earlier.

I. Mature hedges:

1. Hedges located in rural positions, the trimming of mature hedges will be alternated with the external side and the top to maintain the presence of the hedge for aesthetical and ecological reasons. However, where a particular side of a hedge is located in a garden this will be the tenant's or shared owner's responsibility. The height is to be no more than 2 metres.
2. The frequency will be once a year after the bird nesting Season, usually in September/October. If it is causing a healthy and safety issue, the hedge will be trimmed earlier.

J. Grass cutting to ditches and de-silting :

1. The grass on the sides and the tops of the banks shall be cut using a flail mower or strimmer or light weight mower *(subject to riparian ownership).* At the time of grass cutting, the area will be inspected for removal of litter/stones and inspected for any damage. Removing all cuttings to the approved waste site and leaving the site tidy.
2. The contractor will de-silt the ditch bed; this will be done by hand or by mechanical digger to remove any obstructions which may impede the flow of water in the watercourse. All rubbish, debris, weed vegetation will be removed to an approved waste site. The excavated silt will be compacted on top of the banks.
3. The frequency will be twice a year usually in May and October.

K. Swales usually shallow grassed channels to collect and/or move water/ or SUDS (Sustainable Drainage Systems), ditches attenuation ponds:

1. The grass on the sides and the tops of the swales Suds/attenuation ponds shall be cut using a flail mower or strimmer or light weight mower. At the time of grass cutting, the area will be inspected for removal of litter/stones and inspected for any damage. Removing all cuttings to the approved waste site and leaving the site tidy. The frequency of grass cuts will be twice a month usually from March to October.
2. An inspection will be made annually to whether or note the spread of aquatic plants is too much, if required surplus growth will be pruned back and removed from the water.
3. The contractor will de-silt to remove sediment from the base of the pond annually or as required; this will be done by hand or by mechanical digger to remove any obstructions which may impede the flow of water in the watercourse. All rubbish, debris, weed vegetation will be removed to an approved waste site.
4. An inspection will be required to check for erosion of banksides, or the other damage. As required
5. Aerate pond when signs of eutrophication are detected. As required
6. Repairs/restoration of inlets, pipework, outlets and overflows. As required

L. Young Trees:

1. All trees will be inspected to identify the condition of the tree, stakes, rabbit and strimmer guards.
2. In the event of young trees, failing due to death, disease or vandalism, they will be replaced at the appropriate time of the year in the dormant period (between November and February).
3. All stakes/ties which have become broken/rotten or are no longer necessary after 2 years shall be removed or replaced.
4. Straightening up of trees leaning because of wind, vandalism or any other reason, the roots will be carefully re-buried and the tree re-staked (small stake- specification 1 metre in length with a minimum diameter of 75mm with a pointed base).
5. Guards to be fitted around the bottom of the trees to avoid rabbit and strimmer damage.
6. The frequency of inspection will be once a year in November and work will be carried out as reported.

M. Mature Trees:

1. Mature trees will be inspected on an ad hoc basis or as reported. The contractor when instructed by the Contract Administrator will undertake arboricultural works as part of the management of trees on company owned land. Before carrying out the works it is the Social Landlord's responsibility to consult with the local authority to ascertain if the tree is covered by a Tree Preservation Order/Planning Condition or is in a Conservation area.
2. The frequency will be as required or reported.

N. Sweeping Hard surfaces, Litter Removal and Cleaning Benches:

1. All footpaths, paving, kerbs, and gutters will be blown or swept monthly as required. Blowers will not be used prior to 07:00 or after 20:00 or at any other hours restricted by Local Authority recommendations. Blowers are not to be used around parked vehicles to avoid scratching vehicle paint with blowing sand and debris. Blowers may not be used where prohibited by law. All litter shall be removed from footpaths, gutters, and all planted areas each visit. All litter, leaves, etc. shall be collected, taken away, and disposed of legally. Clean benches by washing down with water containing an appropriate cleaning product. Inspect for rot/disrepair. Rub down and stain with appropriate staining product. Removal of graffiti will be carried out by the use of a specialised chemical treatment as required.
2. The frequency of sweeping hard surfaces, litter and cleaning of benches will be as required.

O. Inspection of play equipment:

1. All play equipment will be inspected to identify any defects and repaired accordingly.
2. The frequency will be weekly-monthly.

P. COMMUNICATIONS AND REPORT

1. The contractor shall submit a copy of the Bill Maintenance claim to the Contract Administrator each month. The bill claim will be dated when each task has been completed during the month by the contractor. Any items completed that are not on the schedule shall be noted on the claim.