

MILIEU

LANDSCAPE

DESIGN

Chartered Landscape Architects

Landscape
Institute
Registered
Practice

EDGE HILL UNIVERSITY

LIFE SCIENCES DEVELOPMENT

Maintenance Performance Standards

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MILIEU LANDSCAPE DESIGN *Chartered Landscape Architects*

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EDGE HILL UNIVERSITY – FACILITIES MANAGEMENT

LANDSCAPE MANAGEMENT PERFORMANCE STANDARDS

January 2024

CENTRAL CAMPUS DEVELOPMENT

1. INTRODUCTION

1.1. General

- 1.1.1. The University is justifiably proud of its campus environment which makes a great contribution to its reputation and ability to attract new students. Landscape management and maintenance is seen as a vital ingredient in maintaining this status and the purpose of this document and the contract that will ensue, is to ensure that this is maintained and improved.
- 1.1.2. The client’s objective is to provide an opportunity for nature to flourish on campus and landscape maintenance operations should be carried out to maximise biodiversity by careful attention to the needs of flora and fauna.
- 1.1.3. Within the document the any reference to “Maintenance Contractor” “Contractor” if referring to the Estates Grounds Team.
- 1.1.4. All work must be compliant with all appropriate university policy documents and relevant British and European Standards including:
 - 1.1.4.1. Edge Hill University Policy Documents:
 - 1.1.4.2. Fauna and Flora Policy Oct. 2016
 - 1.1.4.3. Health and Safety Environment Policy-Policy Statement Dec. 2015
 - 1.1.4.4. Carbon Management Plan 2015-2020
 - 1.1.4.5. Equality and Diversity Policy Mar. 2016
 - 1.1.4.6. Smoke Free Policy Jan.2014
 - 1.1.4.7. BS 7370-3 Grounds Maintenance Recommendations for Amenity Turf.
 - 1.1.4.8. BS 7370-4 Grounds Maintenance Recommendations for Soft Landscape
 - 1.1.4.9. BS 7370-5 Grounds Maintenance Recommendations for Water Areas
 - 1.1.4.10. BS 3998: 2010 Works to Trees
 - 1.1.4.11. BS 4428:1989 Code of Practice for General Landscape Works
 - 1.1.4.12. CDM Regulation 2015
 - 1.1.4.13. Edge Hill University Modern Slavery Statement
 - 1.1.4.14. Edge Hill University’s standard contractor’s T’s & C’s
 - 1.1.4.15. The Provision and Use of Work Equipment Regulations 1992
 - 1.1.4.16. Management of Health and Safety at Work Regulations 1999
 - 1.1.4.17. Manual Handling Operations Regulations 1992
 - 1.1.4.18. Personal Protective Equipment Regulations 1992
 - 1.1.4.19. COSHH Regulation 2002 (Amendment) 2003
 - 1.1.4.20. Control of Pollution Act 1989
 - 1.1.4.21. Waste Management Licencing Regulations 1994
 - 1.1.4.22. Environmental Protection Act 1981 (Parts 2A and 3)
 - 1.1.4.23. Wildlife and Countryside Act 1981
 - 1.1.4.24. Conservation of Habitats and Species SI 2010/1380
 - 1.1.4.25. Natural Environment and Rural Communities Act 2006
 - 1.1.4.26. Weeds Act 1959
 - 1.1.4.27. Plant Health (Forestry Order) SI2005/2517
 - 1.1.4.28. Control of Pesticides Regulations SI1986/1510
 - 1.1.4.29. Restriction of use of hazardous substances SI2012/2032

1.1.4.30. Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) EC 1907 /2006

1.2. **Arboriculture.**

- 1.2.1. All work to existing mature trees will be carried out by others under a separate contract arrangement. Contractors are required to manage and maintain recently planted trees (<10 Years Old) in accordance with the requirements below. It is the intention, over time, as trees establish, to move them into the mature category and out of this contract.
- 1.2.2. The contractor is expected to report on any arboriculture issues identified during routine working within the areas / zones under the management of the contractor. This should be included if required within the reporting system.

1.3. **Environmental Protection**

- 1.3.1. The Contractor shall ensure that all Signs, Fences, Hedges, Trees, Walls, Buildings etc. as well as roads, pathways, verges and other surfaces, are at all times protected during the works and left free from damage.
- 1.3.2. Any damage that might be caused by the Contractor shall be made good by the Contractor at his own expense.
- 1.3.3. This condition also applies to any damage that might be caused by the Contractor and his staff to any services, pipes, cables etc. that are in or above the ground.

2. **HORTICULTURAL REQUIREMENTS - GENERAL**

2.1. **Supply and use of Chemicals**

- 2.1.1. Application of Pesticides – The University is keen to reduce the use of pesticides by the Contractor and move to more cultural methods. therefore, as a matter of preference biological controls and naturally occurring pesticides and fungicides are to be used, unless their use proves ineffective; then inorganic chemical alternatives will be allowed subject to the prior approval of the Supervising Officer. The use of residual herbicides will not be permitted.
- 2.1.2. Where pesticide use is necessary, the Contractor shall apply and store them in accordance with all relevant legislation and shall inform the Supervising Officer in advance of when they are to be applied detailing types of pesticide, the method of application and where they are to be applied. The Contractor shall note that they will be required to make arrangements for his own supply of water for dilution of pesticides and shall not be permitted to discharge any residues into internal or external drainage systems on EHU property.
- 2.1.3. Pests and Diseases; All plants and young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods. In the case of an outbreak of canker of any disease, this shall be reported to the University within 48 hours. The University will then consult with the Contractor and / or any specialist consultant and advise of any action that is to be taken.
- 2.1.4. The Contractor shall supply a schedule of all Fertilizers, Herbicides and Pesticides, together with any other chemicals he considers necessary for the proper maintenance of the grounds, for the approval of EHU. All materials of this nature shall be sourced from approved stockists.
- 2.1.5. Fertilisers, Herbicides, Pesticides and any other hazardous chemical products shall be applied by trained and qualified operatives who shall have

attained and hold the Certificate of Competence required as specified in the Control of Pesticides Regulations 1986.

- 2.1.6. Application of any Chemical Formulation, Preparation or Fertilizer shall be by approved methods, whether they be mechanical or otherwise. The Manufacturer's Instructions in storage, preparation, mixture, and distribution shall be strictly adhered to, with particular emphasis on all aspects of operator protection, and the protection of others. No such materials shall at any time, be left on site unattended. Their storage and handling use, and disposal should comply with the current relevant regulations Control of Substances Hazardous to Health Regulations 2002 and also the Environmental Protection Act 1990.
- 2.1.7. None of the above materials particularly herbicides shall be applied during unsuitable weather conditions, such as rain which would minimise their effectiveness and cause damaging spread. They shall not be applied during windy conditions, whereby drift could carry harmful effects to third parties, or be to the detriment of other growing plants and animals.
- 2.1.8. Any claims for damage arising from the storage, misuse, or mishandling of chemicals either within or outside the EHU site boundaries will be the responsibility of the Contractor.
- 2.1.9. Use of any chemicals is not permitted adjacent, or where runoff may be a problem, to any of the university's water bodies.

2.2. Machinery and Equipment

- 2.2.1. The Contractor shall allow the Grounds Manager (Facilities) the opportunity to inspect all equipment that the Contractor intends to use in the execution of the contract. The Grounds Manager (Facilities) shall have the right to prohibit from use on EHU sites any machinery which he considers unsafe, excessively noisy, or unsuitable for achieving the desired standard of work.
- 2.2.2. All equipment and machinery must conform to, and be operated within the requirements of the Health and Safety at Work etc. Act 1974 and The Provision and Use of Work Equipment Regulations 1999 (PUWER) They should be suitable for the purposes intended, to attain the standard of work expected.
- 2.2.3. All machinery and equipment shall be regularly and properly maintained in accordance with manufacturer's instructions and PUWER 1999. Grounds Manager (Facilities) may request to see evidence of ongoing maintenance.
- 2.2.4. When not in use, machinery shall not be left anywhere on the site where it may constitute a danger or inconvenience to visitors (including children), students or staff. All keys for starting the equipment are to be removed from the ignition and stored away from the machinery.
- 2.2.5. It is most important that the fuelling of all motorised equipment be carried out properly without spillages and with extreme care. UNDER NO CIRCUMSTANCES shall fuel containers of any kind be left on site unattended. SMOKING IS STRICTLY CONFINED TO DESIGNATED SMOKING AREAS. It is the contractor's responsibility to familiarise himself with the location of these areas and to ensure that all persons under her / his employ observe this requirement.
- 2.2.6. Machinery and equipment being used on any site must be driven or handled safely when working, or travelling on site roads, paths, or grounds ensuring that they can give way easily to any pedestrians or other traffic. All speed limits on EHU sites must be observed at all times.

- 2.2.7. Failure of machinery through breakdown or other means is not a suitable reason for a lack of maintenance activities on the site. The contractor is to inform the Grounds Manager (Facilities) of any issues prohibiting the undertaking of the required maintenance works and the steps being taken to rectify this issue.

2.3. **Operator Protection**

- 2.3.1. The Contractor shall ensure that personal protective equipment in accordance with The Personal Protective Equipment Regulations 1992 is available to operatives using machinery. The contractor must ensure that his staff are appropriately trained in the use of PPE and that this equipment is worn when required. The Contractor shall comply with any works safety rules as may from time to time be introduced by EHU.
- 2.3.2. The Contractor shall ensure that, at all times, his staff are; adequately trained, supervised, equipped, dressed and protected for the operations being carried out.

3. **HORTICULTURAL REQUIREMENTS – SPECIFIC**

3.1. **Recently Planted Specimen Trees**

- 3.1.1. The intention is the continued establishment of newly planted trees (<10 Years), to help promote and maintain the campus tree canopy into the future.
- 3.1.2. Specimen and newly planted trees should be checked at regular intervals for signs of pests or diseases or signs of stress e.g. Drought/waterlogging. Any issues should be reported to the client representative immediately.
- 3.1.3. Trees can require formative pruning to maintain shape, health and vigour and to favour a single central leading shoot. Dead, diseased, crossing or broken branches should be removed, and selected side branches reduced by one third to preserve a well-balanced head and dominant leader. Timing should be suitable to species and should avoid late winter/ early spring sap flow period. Any pruning should be in accordance with recognised arboriculture practice; BS3998:2010.
- 3.1.4. Tree stakes (& underground guys) and ties should be checked and adjusted or removed as required to allow for unrestricted main stem growth and prevent rubbing of bark. Any broken or missing items should be replaced in accordance with original specification. Stakes can generally be removed by agreement, once trees are fully established.
- 3.1.5. Trees should be re-firmed, particularly after strong winds, frost heave or other disturbances. Tread around the base until firmly bedded. Collars created by tree movement, should be broken up gently by fork (avoiding damage to roots), backfilled with topsoil and re-firmed.
- 3.1.6. Maintain tree bases both in paving and in grass, weed free either by hand or by using an approved contact herbicide. Ensure trees within grass have a clean defined circular edge to tree bed. Mowers not to drive over tree bases and no strimming of grass or weeds within 50cm of tree bases.
- 3.1.7. Maintain any mulch layer around trees at 50-75mm depth using clean well-rotted bark mulch as approved by the Grounds Manager (Facilities)
- 3.1.8. An annual application of an approved fertiliser shall be applied to each tree as follows:
- 3.1.8.1. Slow release NPK (16+4+8) in accordance with the manufacturer's recommendation relative to tree age and size.

- 3.1.9. Any dead/dying trees should be firstly reported to the client representative. Dead trees should be removed and replaced with the same species unless otherwise agreed. Replacement tree size to be decided by the client representative. Approval to be obtained before making any substitution.
- 3.1.10. Any replacement planting of deciduous trees and conifers should take place between late October to late March. Container grown specimens can take place at any time providing ground and weather conditions are suitable. Ensure adequate irrigation on establishment. Replacement specimens should be planted in accordance with recognised horticultural and BS standards.

3.2. Structure Planting: Boundary Plantations

- 3.2.1. The management objective of structure planting consists of two phases; Establishment Phase (<5 years) and Maintenance Phase (>5 years).

3.2.1.1. Establishment Phase: <5 Years ONLY APPLIES TO NEW PLANTATIONS UNDERTAKEN DURING THE MAINTENANCE CONTRACT.

- 3.2.1.1.1. Keep all tree/shrub stations weed free by spraying off with an approved systemic herbicide to a diameter of 50cm (four treatments annually during the first five years and once annually thereafter). No strimming of grass or weeds within 50cm dia. of tree/shrub.
- 3.2.1.1.2. Apply ICL Landscaper Pro Flora Tablets (or similar approved) (15+9+9+3%MgO) annually to all tree/shrub stations in accordance with the manufacturer's recommendation relative to plant size.
- 3.2.1.1.3. Check regularly and adjust if required all stakes, ties, rabbit guards & tree shelters.
- 3.2.1.1.4. Refirm any trees or shrubs which have fallen due to weather.
- 3.2.1.1.5. Remove any losses, log and report quantities and failures to the Grounds Manager (Facilities) and provide a price and programme for replacement.

3.2.1.2. Maintenance Phase: 6th Year Onwards APPLIES TO ALL PLANTATIONS.

- 3.2.1.2.1. Remove tree stakes, ties, rabbit guards & tree shelters by agreement once trees/shrubs are established.
- 3.2.1.2.2. Reduce competition from noxious weeds with an annual spot treatment of an approved systemic herbicide until such time as no longer required in all areas between and around the tree stations.
- 3.2.1.2.3. Keep all tree/shrub stations weed free by spraying off with an approved systemic herbicide to a diameter of 30cm (once annually). No strimming of grass or weeds within 30cm dia. of tree/shrub.
- 3.2.1.2.4. Pruning: Specimen trees < 5m. Trees of this size can require formative pruning to maintain shape, health and vigour. Once the trees attain a height of 5m, the formative pruning can be discontinued, and crown pruning can commence. Pruning to be carried out as required during establishment and maintenance phases to BS 3998:2010
- 3.2.1.2.5. Pruning: Specimen trees >5m. Once trees are fully established these will be transferred to a tree management contract by agreement with the client representative.
- 3.2.1.2.6. Annual application of Slow release NPK (16+4+8) in accordance with the manufacturer's recommendation relative to tree age and

size should be applied directly to each tree within the clear maintained area around the plant.

- 3.2.1.2.7. Remove any losses, log and report quantities and failures to the Grounds Manager (Facilities) and provide a price and programme for replacement.

3.3. Shrub Planting

- 3.3.1. The maintenance objective is to achieve continuous shrub growth in accordance with the drawings. Larger growing shrubs (i.e.>500mm), generally form the backdrop to planted areas, whilst lower growing shrubs (i.e.<500mm), complement herbaceous material at the front of planting beds. Specimen shrubs are used throughout the planting schemes to provide focal and feature plants in key locations. All operations should be carried out in accordance with recognised horticultural and BS Standards.
- 3.3.1.1. Maintain an area of clear cultivation around all shrub's with treatments of an approved contact herbicide, at other times hand weed / howing. A spot treatment of an approved systemic herbicide may also be required. At all times weed cover should be less than 5% and no weed to exceed 100mm high.
- 3.3.1.2. Apply Sierrablen Flora 15g fertiliser tablets (or similar approved)(15+9+9+3MgO) annually to all shrubs. In accordance with the manufacturer's recommendation relative to plant size.
- 3.3.1.3. Some shrubs may require pruning to promote vigour and sustained growth, to restrict encroachment into other planted areas, for formality or to remove dead, dying or diseased wood and suckers. It is essential that the timing of any pruning work is appropriate to the species involved, after flowering. Prune to achieve a natural healthy and bushy appearance. Do not use mechanical hedge trimmers, except where formal shaping into boxes is required. Encourage desirable ornamental features e.g. flowers, fruit etc. as appropriate.
- 3.3.1.4. Pruning with hedge trimmers which destroys the natural shape of the plants will not be allowed.
- 3.3.1.5. Timing generally:
- 3.3.1.5.1. Winter flowering shrubs: Spring
- 3.3.1.5.2. Shrubs flowering between March and July: Immediately after the flowering period.
- 3.3.1.5.3. Shrubs flowering between July and October: back to old wood in winter.
- 3.3.1.5.4. Rose bushes: early spring to encourage basal growths and a balanced compact habit.
- 3.3.1.6. Some species will require thinning to restrict encroachment into other planted areas. Timing of thinning operations as appropriate to species, Refill holes with topsoil on removal and leave an evenly graded surface. Select plants for thinning, where appropriate that have least vigour and are of worst form.
- 3.3.1.7. Some planting will require heavier pruning to ensure specimen plants are not lost within the surrounding backdrop.
- 3.3.1.8. Some species require special protection during the winter period due to their frost hardiness, these are identified on the drawings and should be given additional care when temperatures fall to an overnight low of 4 degrees.

- 3.3.2. Maintain the mulch layer where applicable (thoroughly composted bark/ medium coarse grade as agreed with the Grounds Manager (Facilities)) to reduce competition from weeds, conserve water, reduce maintenance costs and improve visual appearance of the beds. Top up annually to form a minimum layer of 50mm. Remove weeds growing in mulch by either hand-weeding or approved herbicide. Sweep up and remove any mulch spill to adjacent areas.
- 3.3.3. At the end of the growing season, check all shrubs and remove all dead foliage, dead wood and broken or damaged branches or stems. Any shrub planting that has/will fail should be reported to the client representative. It is recommended any replacement planting should initially concentrate on areas where plant establishment to date has been or continues to be poor. Plant species are the result of planning approval and the design theme should be continued throughout future remedial works.
- 3.3.4. Any repeated large losses should consider alternative and substitute species in accordance with species characteristic of the site and suitable to its location within the scheme. Plant in accordance with BS 4428: 1989.
- 3.3.5. In the long term, attention should be given to replacing shrub planting. This is best achieved through a gradual programme of replacement rather than on a 'wholesale' basis. The amount of planting to be replaced will vary according to species, the typical life span being 20-25 years, i.e. 4-5% replacement per year. The contractor is to proposed areas for staged replacement works within their report system, including costs and programme.

3.4. Herbaceous Planting

- 3.4.1. Herbaceous plant material is generally to the front of shrub beds intermingled with blocks of low growing shrubs.
- 3.4.2. Read in conjunction with shrub planting, however additional maintenance is required, namely removal of dead flowering stems and season's growth (according to species). Some species may require dead heading to encourage further flowering (e.g. Geraniums). Plants may require thinning, dividing and transplanting after the third year in the summer after planting, to restrict encroachment into adjacent areas.
- 3.4.3. Stake as required and according to species. Check as stated on Management Table and adjust as necessary throughout the growing season.
- 3.4.4. Apply Sierrablen Flora 15g fertiliser tablets (or similar approved)(15+9+9+3MgO) annually to all herbaceous plants. In accordance with the manufacturer's recommendation relative to plant size

3.5. Hedgerows

- 3.5.1. The management objective is to maintain hedgerows in good condition to provide a tidy green boundary to the campus which reflects the important status of the university and contributes to the wider landscape of west Lancashire and provide strong formal physical barriers within the development that guide and control the movement of people.
- 3.5.2. Established Boundary Hedgerows
 - 3.5.2.1. Mechanical clipping: Hedges are to be clipped to their top and both sides to maintain a neat appearance.(min 2x per annum), to promote dense growth and a protective habitat for nesting birds.
 - 3.5.2.2. Litter and other rubbish shall be removed on a regular basis (monthly).

- 3.5.2.3. Pruning: Young hedge growths are to be selectively pruned to 100% of their length. Carry out trimming once per year in early summer to maintain shape and required height. All clippings to be removed.
- 3.5.2.4. Clipping must be done outside of the bird-breeding season (1st March to 31st August inclusive) unless a survey has been carried out to confirm absence of nesting activity.
- 3.5.2.5. Ground beneath hedgerows shall be kept clean of pernicious weeds but wildflowers and grass shall be allowed to grow to encourage wildlife and increased biodiversity. Spot treatment with an approved herbicide shall be carried out as necessary.
- 3.5.2.6. Replacement planting as for shrubs above.

3.5.3. Ornamental Hedges

- 3.5.3.1. Apply Sierrablen Flora 15g fertiliser tablets (or similar approved)(15+9+9+3MgO) annually to all hedge's plants. In accordance with the manufacturer's recommendation relative to plant size
- 3.5.3.2. Pruning: Young hedge growths are to be selectively pruned to 100% of their length. Carry out trimming once per year in early summer to maintain shape and required height. All clippings to be removed.
- 3.5.3.3. Litter and other rubbish shall be removed on a regular basis (monthly).
- 3.5.3.4. Control weeds and grasses at the base of new hedges in order that they do not detract from the overall appearance. An application of systemic herbicide as required should be applied annually and hand-weeding in higher profile areas.
- 3.5.3.5. Hedges are to be clipped to their top and both sides to maintain a neat appearance. (min 2x per annum but as required to ensure growth does not detract from the formal shape), to promote dense growth and a protective habitat for nesting birds.
- 3.5.3.6. Replacement planting as for shrubs above.

3.6. Grassed Areas

- 3.6.1. The management objective of grass maintenance is to develop a layered system with intensity of operations varied to provide different characters depending on their location and to reduce unnecessary mowing. Meadow areas are to be managed to provide a rich and diverse sward to add to the already rich biodiversity the university campus offers.
- 3.6.2. General
 - 3.6.2.1. Litter. Prior to any work all litter, debris and rubbish must be removed.
 - 3.6.2.2. Carry out in operations only in suitable weather conditions.
 - 3.6.2.3. Maintain a healthy, vigorous sward, free from disease, fungal growth, discolouration, scorch or wilt.
 - 3.6.2.4. Mowing machinery shall be well maintained, sharp and appropriate for the type of grass being cut. Contractors must avoid damage to adjacent trees, planting and other features.
 - 3.6.2.5. Repairs and reinstatement. The contractor shall report the location and extent of any areas that are considered to be failing or damaged and agree costs for repair work based on tendered rates. Grass seed mixtures shall be consistent with the original sward.
 - 3.6.2.6. Mowing strips.
 - 3.6.2.6.1. The Contractor will supply and spray mowing strips and gravel edges of amenity grass areas with a suitable selective weed killer as approved by the Grounds Manager (Facilities). The application

shall be twice per year in the spring and summer. This activity should be notified to the Grounds Manager (Facilities) Prior to its commencement.

3.6.2.6.2. Weed killer shall be applied to maintain mowing strips along edges which will not be cut as specified above e.g. where a plot is bounded by either buildings or hedges. In this case a mowing strip shall be maintained at a width not exceeding 150mm.

3.6.3. Amenity Grass.

3.6.3.1. Maintain in a manner appropriate to intended use, at a height between 25-35mm (Anticipated cuts 40/annum). All clippings to be collected.

3.6.3.2. Apply fertiliser Germinal(or similar approved) Mini Granular

3.6.3.2.1. G4 Spring application at 70g/m².

3.6.3.2.2. G8 Autumn application at 50g/m².

3.6.3.3. Maintain reasonably free from moss, excessive thatch, worm casts and fallen leaves.

3.6.3.4. Maintain grass edges, neat and well defined, in clean straight lines or smooth flowing curves as appropriate.

3.6.3.5. Spot treat all broadleaved weeds with a suitable selective herbicide; apply moss control in accordance with manufacturer's recommendations.

3.6.3.6. Top dress with an approved bowling green/ golf green top dressing, from an approved source to a depth of 6mm in autumn.

3.6.3.7. Vertidrain to aerate the soil and improve water penetration, to a depth of 150mm into the sward/ soil. Scarify to relieve thatch conditions and remove dead grass to 25mm depth into the soil.

3.6.3.8. All grass edges shall be re-instated once annually by edging off with an edging iron as directed by the Grounds Manager (Facilities.)

3.7. General Site Tidiness

3.7.1. General tidiness is imperative.

3.7.2. Extraneous rubbish arising in soft areas generally: Collect and remove from site on a regular basis.

3.7.3. Remove litter, leaves and other debris from all shrub/herbaceous planting areas including ornamental hedging. Collect and remove from site on a regular basis.

3.7.4. Remove leaves from all amenity grass areas prior to mowing.

3.7.5. In autumn carry out thorough leaf clearance from all amenity grass and shrub/herbaceous planting, ornamental hedge areas.

3.7.6. Snow removal: Remove snow from evergreen plants & trees within 24hrs of snowfall to prevent damage/breakage to branches.

3.8. Diseases & Pests

3.8.1. Check all areas on a regular basis for signs of disease and/or pest infestation.

3.8.2. Report to the client representative, make recommendations for treatment and seek further instructions.

3.9. Reinstatement of Grass Areas.

3.9.1. The Contractor shall as part of the contract works make good areas of grass damaged by fair wear and tear, and usage. Such damaged areas of turf shall be removed to a minimum depth of 300mm and refilled with good quality soil. Restoration shall be by re-turfing or re-seeding according to the Ground

Manager (Facilities) instructions. The area shall be protected by temporary fencing according to situation and watered as necessary to ensure rapid and successful re-establishment. Any such repair required in well-trodden areas, where seeding success might be dubious, shall be repaired with approximately matching turf.

4. BUILT FABRIC REQUIREMENTS

4.1. General

- 4.1.1. General tidiness is imperative. The purpose is to identify work needed to keep all elements in a safe and clean condition:
- 4.1.2. Extraneous rubbish arising in paved areas generally: Collect and remove from site on a regular basis.
- 4.1.3. Remove litter and other debris from all paved areas. Collect and remove from site on a regular basis.
- 4.1.4. The Contractor shall remove all fallen leaves from roadways, grass areas, footpaths and any other hard areas, to maintain a tidy appearance and ensure the safe passage of pedestrians and traffic. The Contractor shall ensure that there is no accumulation that would clog up gullies etc. Leaf collection is to be repeated however often it may be deemed necessary by agreement with the Grounds Manger (Facilities) this is expected on average, to be undertaken 6 times per annum.
- 4.1.5. The Contractor will not carry out leaf clearance operations under adverse weather conditions such as high winds, snow, ice or other weather conditions.
- 4.1.6. Inspect for damage to paving/ steps, unevenness etc. that may constitute a health and safety hazard on a monthly basis and report.
- 4.1.7. Check all paving/ step areas/ surfaces on a monthly basis for excessive moss/ algae build up and make recommendations for work to remove by approved methods.
- 4.1.8. Inspect on a monthly basis for chewing gum and other stains and make recommendations for work to remove by approved methods.
- 4.1.9. Sweep all areas immediately following horticultural works to remove any spillage of topsoil, mulch or other horticultural materials.
- 4.1.10. Report to client representative any aspects requiring attention or that may constitute a hazard to pedestrians and/or vehicles. Make recommendations for treatment and seek further instructions.

4.2. Surfacing

- 4.2.1. Check all surfaces for loose blocks, slabs and surface regularity monthly.
- 4.2.2. Use a combination of regular brush sweeping & selective herbicide treatment three times annually on all paving to maintain areas weed free. All weed growth should be raked off and removed once dead.
- 4.2.3. Maintenance Route Gravel Surface
 - 4.2.3.1. Control weed growth on the gravel surface and maintain a clear 3m width to the length of the route, as well as the entrance points to the pitches. An application of an approved contact herbicide as required should be applied and all weed growth should be raked off and removed once dead. Stone infill to be topped up as necessary, to finish level with the top of the plastic cells and brushed/raked to an even flat cover. Sunken or loose cells are to be cleaned out, lifted and re-laid to surface level.

4.2.4. Concrete Block Paving

- 4.2.4.1. Maintain as general paving / surfacing. Allow snow/ice to melt naturally and ensure no metal shovels / scrapers are used as these can damage the surface.
- 4.2.4.2. Check block paving for jointing sand and report any areas where washout has occurred.
- 4.2.4.3. Check block paving for loose blocks and areas where sunken paving is an identifiable trip hazard and report.

4.2.5. Granite and Concrete Slab Paving

- 4.2.5.1. Maintain as general paving / surfacing. Allow snow/ice to melt naturally and ensure no metal shovels / scrapers are used as these can damage the surface.
- 4.2.5.2. Check paving for jointing failures and report any areas where obvious exposed joints are visible.
- 4.2.5.3. Check paving for loose blocks and areas where sunken paving is an identifiable trip hazard and report.

4.2.6. Gravel Mowing Trims

- 4.2.6.1. Control weed growth along gravel trim including building margins. An application of an approved contact herbicide should be applied as required to keep permanently weed free. Gravel surface to be raked or topped up where low spots or wash out occurs.

4.3. Furniture/Signage

- 4.3.1. Check all furniture, & signage on a monthly basis for stability and health and safety.
- 4.3.2. Check fixtures and fittings regularly, lubricate all moving parts/ bolts etc annually or as required, using an approved lubricant to maintain in good working order.
- 4.3.3. Once annually carry out an approved cleaning programme.

4.4. Walls/ Gabions

- 4.4.1. Check all walls on a monthly basis for damage that may constitute a health and safety hazard or look visually poor and make recommendations for work to repair and/or replacement as necessary.
- 4.4.2. Gabion Walls; Ensure wire mesh is checked regularly for damage/ stability and replace/ repair as required.

4.5. Lighting

- 4.5.1. Check all fittings on a monthly basis for stability and health and safety.
- 4.5.2. Make recommendations for repair and/or replacement as necessary.
- 4.5.3. Once annually carry out an approved cleaning programme.