

Main requirements

For communal areas to be clean, tidy and well maintained throughout the year. We will achieve this by:

- Having even and well cut grassed areas
- Clean and usable hard surfaces for public access
- All hard surfaces (including external bin stores and drying areas), flower and shrub beds are weed, litter, leaf and moss free
- Well maintained hedgerows and shrub beds that retain shape and good health.
- Be sure that hedgerows, shrubs and trees do not restrict access, block light to windows or encroach onto footpaths and highways.

General Specification

The Contractor will:

- Ensure an attendance poster is visible in all communal areas, and they will sign this on every visit.
- Report to us all matters which may prevent the grounds being well maintained, such as; damaged fencing and paving, heavy wheel marks on grassed areas, broken external fittings, pest control problems, excessive amount of animal faeces, over flowing bins, fly tipping, key/fob issues, and any other matters that arise.
- Report any encroachment on the grounds by any tenant(s), which may prevent maintenance.
- Tell us about any fly tipping, anti-social behaviour, safeguarding issues, accidents, repairs, all health and safety hazards.

Routine visits

March to October, visits will take place 18 times no more than 14 calendar days apart, weather permitting and the contractor will cut grass at each visit. If they feel the weather is too bad so that they are unable to cut the grass, they will do other routine works listed below.

November to February visits will take place 4 times no more than 1 month apart. The grass will only be cut if required.

At each visit the following tasks will be carried out, as required, along with grass cutting if weather permits.

Ground Maintenance Specification

Routine works

- Clear and remove litter, debris, faeces and leaves from the hard surfaces (including roadways and parking areas) and grassed areas, beds and hedges.
- All grassed areas are to be left neat and tidy. Grass should be cut no lower than **25mm** and grow no longer than **125mm**.
- Trim/edge all grassed areas to paths, borders, beds, and at the building line to the same height as the grassed areas. Remove all debris from site.
- Remove all large weeds and weed seedlings from all areas of the property.
- Cut back overhanging trees to 2.5 metres from ground level, where they are causing an obstruction.
- Apply weed and moss killer in accordance with manufacturer's instructions to any appropriate area, e.g. hard surfaces, footpaths, car parks, steps, ramps as required, displaying notice as directed by the manufacturer. Remove all dead and decaying weed material following treatment. Scrape and remove any excess moss.
- Remove and/or maintain wall/fence climbing plants (including ivy) as required. If it is apparent that had grown excessively before the start of the contract (1 December 2017) the Contractor will report this to us immediately. The Contractor will also report any potential damage to fences and buildings caused by climbing plants.
- Tidy, prune or cut shrubs and hedges to maintain a neat line and definition, as required.
- Litter pick all shrub and flower beds, borders and hard surfaces each visit.
- Clear and remove all leaf fall throughout the year.
- Maintain the definition of beds by trenching the earth, as required but at least twice a year. The Contractor will tell us when this has been completed.
- Lop and trim fast-growing hedges/shrubs to maintain a wedge in line with the property, as required.
- Where beds have no bark, mulch or similar covering, hoe or dig the soil, as required, but at least every quarter.
- External bin stores and drying areas are to be swept and left weed free.
- Drains and gully's to be kept clear from debris.

Weed and Feed

Mutuals, Home Options and Operations – Retirement Living – Extra Care ONLY).

- Weed and feed, including moss killer to grassed areas as required, at least once a year.