

Appendix 2

Specification

Reference No:	LW/CAS/LCC/21/1212
Tender Title:	Routine Grounds Maintenance for Schools DPS

SCHEDULE A

LANCASHIRE COUNTY COUNCIL

**ROUTINE GROUNDS MAINTENANCE SERVICES
Dynamic Purchasing System (DPS)**

SPECIFICATION

INDEX

1. GENERAL INFORMATION
2. SCOPE OF WORK
3. USE OF CHEMICALS / PESTICIDES
4. SITE BASED GROUNDSPERSON
5. MAINTENANCE OF GRASS AREAS
6. MAINTENANCE OF PLANTED AREAS
7. MAINTENANCE OF TREES
8. MAINTENANCE OF HEDGES
9. PROVISION OF SPORTS AND GAMES FACILITIES
10. PLAYGROUND AND HARD SURFACE AREAS
11. DRAINAGE – DITCHES AND STREAMS
12. INFORMATION RE SITE DETAILS

1. GENERAL INFORMATION

- 1.1 Lancashire County Council (LCC) establishments require a high standard of grounds maintenance services. The Services described in this specification are to be followed by the contractor to maintain and enhance the appearance, cleanliness and tidiness of buildings and their grounds.
- 1.2 All contractors shall report to the establishment reception on arrival at the site and should have the necessary identification and Personal Protective Equipment (PPE) with them prior to commencing work.
- 1.3 The descriptions of work detailed in this specification shall be complied with by the Contractor when undertaking the tasks as detailed within the individual premise Bill of Quantities. The Contractor shall determine the methodology, organisation, materials and equipment required to deliver the services required, unless otherwise specified within the detailed service specification.
- 1.4 It is the responsibility of the Contractor to acquaint themselves with the sites included with the Batch(es) they have been successful in tendering for. Access may be restricted at certain times due to the routine of individual establishments (particularly schools.) Access may also be restricted by railings, fences, car parking at establishments and this should be taken into account when planning visits. Each establishment will be able to advise the Contractor of such potential issues with access. Access issues may restrict the vehicles and machinery to be used on the site.
- 1.5 The site based grounds person shall have a high level of competence and experience in all aspects of horticultural maintenance, The Contractor shall provide full details of the proposed site based grounds person's qualifications and experience to the Authorised Representative, for approval, prior to being placed at the establishment.
- 1.6 The Contractor shall dispose of all waste matter in a sustainable way, wherever possible. Where it is necessary, the Contractor shall comply with legal requirements for the disposal of waste at licensed disposal sites.
- 1.7 Hazardous waste should be disposed of in an environmentally considerate process, according to the Contractors Health and Safety policy.
- 1.8 The Contractor shall ensure that all individuals engaged in the provision of the Services are subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list as appropriate. When requested, the Contractor will provide a letter confirming DBS details to the school.
- 1.9 All accidents involving Contractor's employees must be reported by completion of an Accident Report Form, which must then be immediately forwarded to:-

Contracts Manager
Design and Construction
County Hall
Preston
PR1 8RE

Routine Grounds Maintenance

The Governors' reserves the right to investigate all accidents occurring on their premises and the Contractor and his employees will be required to co-operate with such investigations.

2. SCOPE OF WORK

- 2.1 The scope of work for the Grounds Maintenance specification should be read in conjunction with the Bill of Quantities for each establishment on the contract for which the Contractor has tendered the annual sum.
- 2.2 A site plan and profile for each establishment has been issued to the Contractor. This should be utilised by the Contractor for identifying works to be undertaken.
- 2.3 All workmanship should comply with the latest BS or EN Code of Practice.
- 2.4 All equipment and materials to be used in connection with the provision of Services shall be supplied by the Contractor and included in the rates.

3. USE OF CHEMICALS / PESTICIDES

- 3.1 All operatives using Chemicals and Pesticides must be qualified to minimum of PA1 and PA6A Certification in the use of pesticides.
- 3.2 When working at an establishment, the Contractor must ensure that all chemicals / pesticides are stored in accordance to the manufacturer's instructions, and cannot be freely accessed by the occupants of the site.
- 3.3 All chemicals must be used and stored in accordance with DEFRA rules and regulations.
- 3.4 The Establishment Manager should be informed when any pesticides are due to be applied at the site. Application of the pesticides should be undertaken during the correct weather conditions.
- 3.5 The Establishment Manager has the right to suspend site operations if the Contractor fails to comply with safety regulations or procedures for the application of pesticides.

4. SITE BASED GROUNDSPERSON

- 4.1 Where indicated on the Site Details, the Contractor shall provide a site based grounds person including the machinery, materials and support required to carry out the maintenance detailed within this specification and as indicated on the site profiles for each establishment.
 - (a) The site based grounds person will undertake specified routine maintenance tasks to the following areas/facilities:

Routine Grounds Maintenance

- (i) the immediate vicinity of the Customer buildings, ie maintenance of lawns, beds and borders, hedges, hard areas;
 - (ii) maintenance of cricket squares (where they exist);
 - (iii) maintenance of jumping facilities (where they exist);
 - (iv) Over marking of winter and summer grass sports pitches
- (b) The site based groundsperson shall not undertake routine specified maintenance tasks to the following area/facilities:
- (i) playing fields and their surrounds, eg gang mowing and back-up mowing, spiking, chain harrowing, fertilising, etc;
 - (ii) playing field hedge cutting;
 - (iii) Maintenance and marking of Synthetic Sports Pitches and HPP areas.

Final details of the routine specified tasks to be undertaken by the site based groundsperson on each individual establishment will be agreed between the Authorised Representative, Head of Establishment and the Contractor prior to the commencement of the contract.

- (c) In addition to the routine specified maintenance tasks indicated above, the site based groundsperson shall also be available within the times specified to carry out other grounds maintenance related activities, including litter collection at the request of the head of the establishment, along with the tools and equipment provided for routine specified maintenance works.
- (d) The site based grounds person shall have a high level of competence and experience in all aspects of horticultural maintenance. The Contractor shall provide full details of the proposed site based groundsperson's qualifications and experience to the Authorised Representative.
- (e) The Contractor shall as far as it is practicable retain the same individual site based groundsperson on site throughout the full term of the contract, and shall ensure that appropriately qualified and experienced personnel are substituted during periods of absence of the usual site based groundsperson due to sickness or holidays
- (f) Facilities may be provided on the sites indicated in paragraph (b) to accommodate the storage of small items of equipment, hand tools and non-toxic materials, at the discretion of the head of the establishment.
- (g) The site based groundsperson shall be provided during the hours and on the days and periods of the year detailed on the individual site details. Unless otherwise indicated on the site details the exact days will be agreed with the Contractor and the establishment concerned and remain constant throughout the period of requirement.
- (h) Any additional requirements by the establishment must not take priority over any specified activity, which may affect the timings or quality as detailed, unless otherwise agreed by the Authorised Representative.

Routine Grounds Maintenance

5. **MAINTENANCE OF GRASS AREAS**

5.0 General

- (a) Grassed areas are as indicated on the site details. Any litter and debris including heavy fall of leaves should be collected and removed prior to cutting.
- (b) Mowing shall commence on 1st of March and continue through to the end of October, inclusive.
- (c) Mowing must be carried out within every ten working days unless specified on the site details.
- (d) If the Contractor fails to maintain the grass within the specified timescales whether this is a result of the Contractor's failure to conform to the specified standard, or of adverse site conditions preventing the Contractor carrying out work, the Authorised Representative may, at his absolute discretion and without prejudice to any other remedy available to him require the Contractor at his own expense, to collect and remove from site all excess grass clippings.
- (e) If, at the end of October, any site exceeds the appropriate height, before which the grass should be cut, the site shall be deemed not to meet the specified standard. The Authorised Representative may, at his absolute discretion, and without prejudice to any other remedy available to him, require the Contractor to cut any such site during the 'out of season' period, as conditions permit, in order to return them to the required standard.
- (f) Mowing will take place to the full area of grass at the site, up to the paving, fencing and any other boundaries, including all corners and restricted areas between and around trees, planting and other obstacles. Close mowing or strimming will take place around any furniture, features and obstructions.
- (g) Mowing shall be carried out so that all grass cuttings are evenly distributed with no accumulations or heaps of grass left. All grass shall have an even finish, be cleanly cut, and not torn, all cuts shall overlap. The finish shall be free of ribbing, skids, ruts, excessive tyre marks and no tufting or divots, and there should be no damage to the surface levels and contours of the ground, and no excess grass cutting divots from the rollers or cutters.
- (h) If the Contractor suspends grass cutting on any site due to ground or weather conditions, the Authorised Representative must be informed within 24 hours of sites or parts of sites not cut as a result of such conditions, and also when these sites are re-scheduled to be cut. Clause 2.0(d) will apply.
- (i) Grass cuttings falling on to paths, drives, entrance-ways, car parks synthetic sports facilities, hard porous areas and run-ups shall be cleared immediately on completion of mowing operations.

Routine Grounds Maintenance

- (j) The Contractor shall include for strimming or shearing around obstacles necessary to maintain the same height and standard as surrounding grass.
- (k) All mowing operations on individual sites are to be completed within the same working day as the mowing operations, which they are supporting.
- (l) The timing of grass cutting operations shall be as far as is practicable such that cutting precedes the marking of any sports facilities where the markings would be affected by the passage of the cutting machinery used.
- (m) In certain areas, flowering bulbs have been planted or have become naturalised. As far as is possible, such areas have been identified on the "Site Details", but this information cannot be regarded as being complete. In such areas, the Contractor shall not cut the grass until a period of 6 weeks has elapsed after completion of flowering, and the Authorised Representative shall be consulted before cutting commences. In these areas the Contractor will be responsible for the removal of any cuttings so as to bring the area to the standard found in the surrounding area without additional cost
- (n) Prior to undertaking any grass cutting operations, the Contractor shall inspect all areas to be mown and remove all significantly large stones as well as any paper, tins, bottles and other debris. All such materials collected shall be removed from site and properly disposed of.

Lawn Embankments

- 5.1 (a) identified in the individual site details, and indicated on the site plans lawn embankments shall be maintained so that the grass is cut

5.2 Occasional Grass Cutting (as indicated on site details)

(a) Playing Field Embankments

Cut in accordance with the frequency specified on site details

(b) Rotary Mow Areas

Cut in accordance with specified frequency

5.3 Rough Grass Cutting on Plantation, Woodland, Environmental Areas and Undeveloped Areas (as indicated on site details)

- (a) Cut grass and other herbage to 75mm ensuring cuttings are distributed evenly. One or more cuts per year may be required as detailed in the individual site details. Cutting shall take place evenly spaced during the following periods.
 - (i) One cut per annum - September
 - (ii) Two cuts per annum - June and September
 - (iii) Three cuts per annum - May, July and September

Routine Grounds Maintenance

- (iv) Four cuts per annum - April, June August and October
 - (v) Seven cuts per annum - April-October inclusive
- (b) Where identified in the individual site details, some plantation, woodland, environmental or undeveloped areas may only require leaf and litter clearance. This shall be carried out once per year in January, and all debris, leaves and litter will be cleared from the area and properly disposed of off site.
- (c) Where identified in the individual site details, some plantation, woodland, environmental or undeveloped areas will require 'weed-control' only. Apply a herbicide approved by Authorised Representative during April to the areas indicated, and then again to spot treat any weed growth throughout the remaining growing period, ie May-October as required. Ensure herbicide is kept clear of grassed areas and does not drift onto any young trees or required plants. The provisions of paragraph 2.5 will apply.

5.4 Grass Edging

- (a) Trim edges of grass areas where these abut shrubberies, rose/herbaceous beds, soil channels, or tree circles regularly throughout the growing season, using shears or approved mechanical means, ensuring the area is neat and tidy in appearance
- (b) Edge back with a suitable edging tool (half moon) on 1 occasion per year (outside the mowing season, in late Autumn) to all grass areas where these abut shrubberies, paths, manholes, sports facilities, trees etc., ensuring clean straight lines or smooth flowing curves. Where appropriate draw back soil to permit use of edging shears and remove all arisings from the site.

5.5 Herbicide Treatment On and Around Grass Areas

General On a number of Education Sites (identified in the site details), no pesticide/herbicide applications are to be undertaken

At these sites grass cutting operations around obstructions and adjacent buildings, walls, trees and other obstacles shall be carried out right up to the obstructions and physical barriers, by approved mechanical means, in order to maintain the grass height within the specified lengths for the grassed areas of which they form an integral part.

- (a) All herbicides must be GOV.UK approved products and all chemicals must be approved by the Authorised Representative in writing prior to use. NO APPLICATIONS OF HERBICIDE MUST BE MADE PRIOR TO APPROVAL BEING GIVEN.
- (b) All herbicides must be stored and applied as specified by the manufacturers' instructions/recommendations, and in accordance with the provisions of the Food and Environmental Protection Act 1985 (Control of Pesticides Regulations, 1986), and the Control of Substances Hazardous to Health Regulations, 2002.

Routine Grounds Maintenance

- (c) All persons applying herbicide must be in possession of the appropriate NPTC Certificate of Competence for the method of application they are undertaking. The names and copies of the Certificates of Competence must be forwarded to the Authorised Representative for approval before any applications are made.
- (d) The head of each establishment (or other responsible person) **MUST** be informed, and agree to the timing, of all operations prior to application, and informed of the potential hazards.
- (e) On school sites, all herbicide applications must be undertaken only during school holidays or out of school hours, unless agreed with the head of the establishment.
- (f) Herbicide application shall not take place during adverse weather conditions or when rainfall is expected in a time period which is less than that specified by the manufacturer of the chemical being used.
- (g) The Contractor must at all times prevent spray drifting onto environmental study areas, ponds, streams, swimming pools and adjoining property.

Perimeter Weed Treatment/Fencelines

- (h) A strip at least 150mm wide should be mown adjacent to fencelines, railings, buildings, walls, trees and other obstacles immediately prior to application of herbicide. Apply herbicide (approved as in 2.5(a) above) to create a 'mowing strip' 100-150mm wide around the obstructions identified and to keep the base of all fencelines and railings free of vegetation. This may require more than one application during the growing season dependent on material approved.

5.6 Selective Weed Treatment of Playing Fields

To be undertaken as a separate operation when required and will priced for accordingly

5.7 Spiking of Grass Areas

To be undertaken as a separate operation when required and will priced for accordingly

5.8 Fertilising of Grass Areas

To be undertaken as a separate operation when required and will priced for accordingly

Routine Grounds Maintenance

5.9 Chain Harrowing of Grass Areas

To be undertaken as a separate operation when required and will be priced accordingly

5.10 Top dressing

To be undertaken as a separate operation when required and will be priced accordingly

6. **MAINTENANCE OF PLANTED AREAS**

NB Some sites include within their boundaries concrete planters, which are identified in the Site Details. These shall be maintained in accordance with the provisions of this paragraph.

6.1 Fork and Weed

- (a) Between November and January (one occasion only) clear all planted areas of weed and litter and fork to a depth of 100mm taking care to minimise damage and undue disturbance to existing plants, herbs and roots.
- (b) Remove all weeds and debris from site, and avoid removing excess soil when removing weed debris.
- (c) Avoid carrying soil from cultivated areas on to paths and roadways; where this occurs it shall be swept up and removed from site.
- (d) Keep finished soil level 50mm below adjacent hard or grass surfaces so as to ensure free movement of edging shears.
- (e) Where identified in the individual site details forking and weeding will be required an additional 7 times during the growing period, once per month evenly spread during the months of April-October inclusive. Those operations will be instead of hoeing and weeding.
- (f) Where identified in the individual site details, some planted areas shall not require forking and weeding. Clause 3.4 Pruning as detailed below shall still apply.

6.2 Hoe and Weed

- (a) During the growing season (April-October) remove litter, hoe surface and remove weeds taking care to minimise damage and undue disturbance to existing plants, bulbs and roots.
- (b) This operation should take place 7 times during the growing period, once per month evenly spread during the months of April - October inclusive.
- (c) Carefully hoe around bulbs, cut back and remove dead vegetation from bulbs six weeks after flowering.
- (d) Remove all weeds and debris from site, and leave area in a neat, clean and raked condition.
- (e) Hand weeding will be required to remove weed growth where hoeing is impractical, e.g. under ground cover shrubs or to remove growth directly adjacent shrub stems.
- (f) Where identified on the individual site details, additional hoeing and weeding shall be carried out to give a total of 14 equally spaced occasions from April - October inclusive.

Routine Grounds Maintenance

- (g) Where identified in the individual site details, some planted areas shall not require hoeing and weeding. Clause 3.4 Pruning as detailed below shall still apply

6.3 Mulched Beds and Borders

- (a) Where identified on the individual site details and indicated on the site plans, a number of beds and borders have a 'mulch' of bark, woodchip or similar. These beds and borders shall not receive Forking or Hoeing as indicated in paragraph 3.1 and 3.2, but shall be maintained in accordance with the following clause. Paragraphs regarding pruning shall still apply.
- (b) Between November and January clear beds and borders of litter and debris and return to the bed any mulch which has spilled onto paths, grass, or surrounding areas.
- (c) Supply and apply an additional 25mm depth of coarse graded composted bark mulch to a sample approved by the Authorised Representative, to all mulched beds and borders.
- (d) During the growing season (April - October) remove litter and debris, return any spilled mulch to the bed as in 3.3 (a) remove all weeds over 75mm in height by hand and spot treat any remaining weed growth with Glyphosate using a CDA applicator fitted with a hood. Paragraph 2.5 (a-h) will apply.

This operation shall take place 7 times during the growing season, evenly spread during the months of April-October inclusive.

- (e) Where identified on the individual site details, supply and apply a 25 mm depth of mulch to all mulched rose beds.

6.4 Pruning (Shrubs, Roses and Climbing Plants)

General

- (a) Pruning shall only be undertaken by competent and experienced workers using the correct tools for the works required.
- (b) Pruning and removal of branches should be carried out using sharp clean implements to give a clean sloping cut with one flat face.
- (c) Removal of branches is to be carried out by cutting flush with the adjoining stem and in such a way that no part of the stem is damaged or torn.
- (d) Cut back any growth that causes a nuisance or danger to persons or traffic, or that which obscures natural light to buildings.
- (e) Remove all suckers by cutting back level with the source stem or root.
- (f) Remove all dead branches by cutting back to an outward pointing bud, or as directed by the Authorised Representative.

6.5 Shrubs and Climbers

- (g) Remove any growth encroaching onto grassed areas, paths, roads, signs, sightlines and lights and any growth above sill level of windows or which is preventing passage of natural light through windows, cutting back to outward pointing bud.
- (h) Vary the amount and nature of thinning, trimming and shaping according to species, variety, season, stage of growth and required visual effect.
- (i) If there is any doubt or uncertainty about pruning, stop work and consult the Authorised Representative.
- (j) Where climbing plants are tied to walls or trellis, they shall be inspected on two occasions (early Spring and late Autumn) and, where necessary, tied back to screw eyes using tying wire approved by the Authorised Representative.
- (k) In addition to the pruning operations described in 3.4(g) above, pruning of individual shrubs will be carried out in accordance with one of the following instructions as detailed on the pruning schedule in paragraph (i) below.
 - i. No pruning required other than light shaping and removal of dead, diseased wood. Shaping will be carried out in late Spring, remaining pruning carried out when required.
 - ii. Remove all wood which has borne flowers, retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering.
 - iii. Remove completely one or two old stems, cut back younger flowering shoots to fresh growth of the main branches. Thin out crowded shoots and remove weak twigs. Pruning to be carried out between November and March.
 - iv. In February or March cut back previous season's wood to within two or three buds of the old wood.

The following represents general guidelines for pruning. The Contractor must note that methods of pruning will differ for Shrub Species & Cultivars within Genera. Where there is doubt about the appropriate method the Contractor will consult with the Authorised Representative who will advise accordingly. Where shrubs have been incorrectly pruned, the Contractor shall make good and carry out remedial pruning, or replace the plant as deemed necessary by the Authorised Representative. Replacement/Remedial work will be carried out at the Contractor's expense, other than that resulting from acts of vandalism or theft.

Routine Grounds Maintenance

Shrub Species	Pruning Instructions
Amelanchier	B
Arbutus	A
Artemisia	D
Aucuba	A
Azalea	A
Berberis	A
Budhlia	D
Ceanothus	A
Choisya	A
Cistus	A
Cornus	D
Cotinus	A
Cotoneaster	A
Cytisus	A
Deutzia	B
Elaeagnus	A
Escallonia	A
Euonymus	A
Fatsia	A
Forsythia	B
Fuchsia	D
Genista	A
Griselinia	A
Hamamelis	A
Hebe	A
Hippophae	A
Hydrangea	B
Hypericum	A
Ilex	A
Jasminum	B
Kalmia	A
Kerria	B
Kolkwitzia	C
Lavendula	D
Ligustrum	A
Lonicera	A
Mahonia	A
Olearia	A
Osmanthus	A
Pachysandra	A
Pernettya	A
Perovskia	C
Philadelphus	B
Pittosporum	A
Potentilla	A
Prunus	A
Pyracantha	A
Rhododendron	A
Rhus	A
Ribes (except R. sanguineum)	D (B)
Rosmarinus	B
Rubus	D
Ruta	D

Routine Grounds Maintenance

Salix	D
Salvia	D
Sambucu	D
Santonlina	D
Sarcococca	A
Senecio	A
Skimmia	A
Spiraea	B
Symphoricarpus	A
Syringa	A
Viburnum	A
Vinca	A
Weigela	B

Roses

- (l) Prune roses by approximately one third of previous season's growth, during the period November - December.
- (m) During March, prune all roses to remove dead and diseased wood, and prune all remaining growth to leave 3-5 buds per stem on hybrid tea roses and 7 buds on floribunda roses, all cuts to be made above an outward growing bud.
- (n) During the period July - September inclusive rose bushes shall be 'dead-headed' on each routine maintenance visit.
- (o) Climbing roses must be pruned to offer a permanent framework. During March, prune back shoots which have flowered to 4 buds. Prune out very old or weak shoots, and tie in new growths.

6.6 Litter Clearance only

- (a) Where indicated in the site details some planted areas require litter clearance only, as detailed below. The Clauses regarding Forking and Weeding and Hoeing and Weeding shall not apply. Clause 3.4 regarding Pruning shall still apply.
- (b) During the growing season (April-October) on seven equally spaced occasions, remove litter and debris and dispose off site. On one occasion during January remove all leaves, litter and debris and dispose off site.

6.7 Tree Circles/Squares

- (a) Tree circles/squares are identified on the site details. They are cultivated areas up to approximately 1 metre diameter at the base of the Trees.
- (b) The Contractor shall maintain these areas in accordance with paragraphs 3.1 and 3.2 above.

7. MAINTENANCE OF TREES

7.1 Stakes, Ties and Guy Wires

- (a) Throughout the year, inspect and make good as necessary all tree stakes. Check for looseness, breaks and decay and replace as necessary. Trees with a defective stake which have grown sufficiently to be self-supporting should be reported to the Authorised Representative.

If instructed, the stake and ties should be removed and the post hole filled with soil and lightly compacted.

- (b) Replacement stakes (of an appropriate size) should be peeled poles without projections, pointed at the base, extending to the base of the crown, and treated with approved preservative.

Drive into existing post hole and wedge as necessary to secure. Refix or replace tree ties as appropriate, allowing for growth since planting.

- (c) Adjust and/or replace ties as necessary to make secure allowing for stem growth and prevent chafing. Where chafing has occurred, reposition tie(s) or replace with an approved type to prevent further chafing.

- (d) Replace damaged or missing ties (there should not be less than 2 ties with pads or spacers per stake).

- (e) Replacement ties to be of rubber or plastic, approved by the Authorised Representative and to be of the following minimum widths:-

- Extra-Heavy and heavy trees: 40mm
- Standard and Feathered trees: 25mm

- (f) Remove redundant tapes, tags, ties, labels and other encumbrance.

- (g) Ensure that all trees remain firmly bedded in the ground. Re-firm as necessary. Any `collars' at the base of the trunks created by tree movement are to be broken up by fork, back-filled with top-soil as necessary, and refirmed.

7.2 Pruning

- (a) Any necessary pruning operations shall be undertaken in the correct horticultural manner.

- (b) Pruning will be necessary to remove any broken or damaged branches, basal or epicormic growth, or to remove any growth that causes a nuisance or danger to persons or traffic, up to a height of 3 metres from ground level.

Routine Grounds Maintenance

- (c) Light pruning will be carried out using sharp secateurs, approved mechanical cutters and handsaws. Trim off ragged edges of bark or wood with a sharp knife.
- (d) Remove branches without damage to, or tearing of, the stem.
- (e) The Contractor may be required to carry out extensive pruning of mature trees and surgery to large trees, and an appropriate rate for carrying out this work will be agreed with the Contractor.
- (f) Remove all arisings from site.
- (g) Notify the Authorised Representative of any disease, fungus or dead trees.

7.3 Leaf Clearance

- (a) Between October and January inclusive, any accumulated leaves will be cleared from all grass and planted areas and the arisings removed from the site.
- (b) Where indicated in the individual site details, leaves shall be cleared from all hard areas, footpaths, driveways etc, as well as grass and planted areas.
- (c) Where indicated in the individual site details, leaves shall be cleared once per week from October-January inclusive.

8. MAINTENANCE OF HEDGES

8.1 Hedge Trimming

- (a) Trimming of hedges will be carried out by using hand shears, mechanical hedge cutter with reciprocating blade or by tractor mounted flail. Hedges will be allowed to be cut using a tractor mounted flail and only with prior approval of the Authorised Representative and strictly following the dates set out in section below.
- (b) Cutting will be such as to encourage a stable hedge so that the width at the top of the hedge is no greater than that at its base.
- (c) Hedges must be trimmed carefully and neatly to a regular line and shape.
- (d) Cutting will be to remove current growth rather than old wood.
- (e) All hedges will be trimmed at least once per year during the period October to February.
- (f) No Tractor mounted flail hedge cutting will take place in the period March 31st to July 31st abiding by the RSPB Guidelines for flail hedge cutting to protect nesting Birds (see below)
- (g) If as indicated on the site details that an additional summer cut (s) is required to hedges at the front of establishments or road sides this will be carried out by hand shears or mechanical hedge cutters only, if this is a large hawthorn hedge and requires cutting for Health and Safety reasons, the side / top only will be cut by hand until the tractor flail is allowed to be used.
- (h) Hand cutting of hedges for the summer cut will take place as late as possible and not before the 15th June and all summer cutting will be completed by 31st August.
- (i) During Trimming and cutting operations, all litter and debris shall be cleared from the hedge and hedge bases, and together with all arisings, removed from site.

8.2 Base of Hedges

- (a) The base of all hedges must be kept free of weeds.
- (b) Where a herbicide is used for this purpose, paragraphs 2.5(a) - (h) inclusive will apply.

NB: On a number of Education Sites (identified in the site details) no pesticides/herbicides shall be used for this purpose.

- (c) All litter, rubbish, etc., must be removed before any herbicide is applied.

8.3 Young or Newly Planted Hedges

- (a) Young hedges do not require trimming.
- (b) The base of all young hedges must be kept free of weeds and litter. If the contractor wishes to use a herbicide to control weed growth then specific approval must be sought from the Authorised Representative before herbicides are applied.
- (c) If the use of herbicides is approved then paragraph 2.5 (a)-(h) inclusive will apply.

8.4 Soil Channels

- (a) Soil Channels are identified on the site details and are areas of neatly edged uncultivated ground from 100mm - 200mm wide set below grass and hard surface level which form a boundary adjacent to grass and hard surfaces, buildings or fencelines.
- (b) The Contractor shall maintain soil channels in accordance with paragraph 5.2 above.

9. PROVISION OF SPORTS AND GAMES FACILITIES

9.1 Grass Pitches

Football
Five-a-side Football
Rugby

Posts, Back Boards and Crossbars

- (a) Prior to the start of the playing season, or prior to the start of the Autumn Term in the case of Education establishments erect posts, back boards and crossbars. All posts are to be vertical to the ground, fixed securely and safely erected.

All crossbars shall be level and at the correct height from the ground for the sport involved. Goal posts and crossbars shall be inspected on a regular basis by the contractor, and where necessary, re-secured and straightened. The results of these inspections shall be recorded in a format to be agreed with the Authorised Representative and retained by the Contractor and available for inspection by the Authorised Representative.

- (b) Take down and store posts, back boards and crossbars (as appropriate) at the end of the playing season, and make safe post sockets with appropriate plugs.

NB: At a number of sites, there is no on-site storage facility. In these cases, the Contractor will be required to provide storage, under arrangements to be agreed with the Authorised Representative, at no additional cost. The Contractor will be responsible for any loss or damage occurring during any such period of storage off the site.

- (c) During out of season period, clean off all goal posts, back boards and crossbars, and repaint with one coat of white gloss paint. Any bare spots must be treated with primer. Sections of the posts that fit into sockets should be lightly greased to assist insertion and removal from the socket.

Where posts, back boards and crossbars are stored at individual establishments, the Contractor will be required to make arrangements with the head of establishment to gain access to allow painting and greasing to take place.

- (d) Inform the Authorised Representative of any damaged or unsafe goal posts, back boards, crossbars or boxes, at the time of erection, dismantling or as part of regular inspections in 6(a) above.

9.2 Markings

Routine Grounds Maintenance

- (e) Prior to the start of the playing season or prior to the start of the Autumn Term in the case of Education establishments set out pitches in accordance with the rules of the sport involved and as agreed with the staff of the establishment concerned.
- (f) All marking shall be accurate with true angles and curves, and well defined straight lines.
- (g) All lines shall be clearly visible from a distance of 30m and shall be a uniform width on both individual lines and individual or sets of pitches.

The following widths of line shall apply:-

- (h)

Football)	minimum 75mm
Five-a-Side Football)	minimum 75mm
Rugby)	maximum 100mm
- (i) Pitches shall be line marked by a method, and in a material to be approved by the Authorised Representative so that throughout the duration of the playing season all lines shall meet the requirements specified in paragraphs (f) - (i) inclusive. Approved herbicide may be used to assist in this operation in accordance with the Code of Practice for the use of Approved Pesticides in Amenity and Industrial Areas Appendix 4. Paragraphs 2.5(a)-(h) will apply.
- (j) Where indicated in the individual site details, white lines will be required, on all pitches (unless otherwise indicated in the site details) for the duration of the playing season, which meet the requirements of paragraphs (e) - (i) inclusive.
- (k) Where indicated in the individual site details, white lines will be required to specific pitches on a specific number of occasions as identified in the site details.

9.3 Training Grids

- (a) Prior to the start of the Autumn Term, set out grids in accordance with Site Details and in positions agreed
- (b) Marking out shall be carried out in accordance with the requirements of paragraphs 6.1 (f), (g), (h) and (j) above, and lines shall be 50mm wide.

9.4 Tennis Nets

- (a) Where indicated on the individual site details, erect nets and posts at the beginning of the summer term.

Routine Grounds Maintenance

- (b) Take down nets and posts at the end of the summer term and plug sockets with the plugs provided. Nets shall be rolled up and stored in clearly labelled plastic sacks. Posts shall be rubbed down, cleaned and re-painted with an appropriate coloured undercoat and one coat of gloss paint.

9.5 Winter Sports Pitch Renovation

- (a) Where indicated in the Site Details, Winter Sports Pitch Renovation is required immediately at the end of the playing season, and before the end of May as ground conditions permit. Reinstatement shall be carried out to goal-mouths, centre circles and other worn areas of winter sports pitches.
- (b) Cultivate worn areas by hand or by approved machinery to a depth of 25mm, producing a fine tilth. Rotavator type equipment shall not be used.
- (c) Infill any low areas using top soil to BS3882 and rake level to give a true playing surface.
- (d) Apply approved grass seed mix to the whole area at a rate of 50gms per square metre, lightly rolling the seed into the soil.
- (e) Allow in tender for an overall average of 500 sq m per pitch. Actual amount undertaken will be agreed with Authorised Representative and any additional or shortfall will be paid or deducted pro rata.

9.6 Cricket Facilities

- (a) **Cricket Squares (General Maintenance) To be priced separately. Spec provided separately if required.**

- (b) **Cricket Strips**

Strips will normally measure 25m x 3.04m, but the size of wickets should be agreed with the staff at each school. The siting of cricket strips shall be agreed with the staff at each school.

NB The Contractor shall allow for the preparation of the number of cricket strips indicated on the site details during the Summer Term, the timings to be agreed with the Head of establishment concerned.

Double cut the cricket strip to 6mm in height using an approved cylinder roller mower, boxing off all arisings.

Wickets shall be marked out in accordance with paragraph (s) above.

At the end of the summer term, fork any damaged batting ends, bowler's run-ups and low areas. Top dress these areas with screened heavy loam, lute in and overseed with an approved grass seed mixture at 15grms/sq m.

9.7 Artificial Wickets

- (a) On four occasions, once per month, evenly spaced from March-June, roll the matting using a 300kg roller, or similar, approved by the Authorised Representative.
- (b) Before the grass attains a height of 25mm during the playing season, mow a 3m wide band around the wicket to 12-15mm and box-off with a cylinder mower.
- (c) On four occasions, once per month, evenly spaced from March - June, brush the surface clean, and renew markings with white emulsion paint. Lines to be between 12.5mm and 18mm wide, clearly visible from a distance of 22m.
- (d) Immediately notify the Authorised Representative of any instances of vandalism or damage which occur to the wicket. The Contractor will at no time allow any machine or vehicle to be driven across the wicket other than for the purpose specified above.
- (e) Check the securing pins at regular intervals, and replace if necessary.
- (f) If the wicket is situated within a cricket square, then maintenance of the square will still apply, according to the provisions of paragraph 6.5.
- (g) Other work may be required, and an appropriate rate for carrying out any work will be agreed with the Contractor.

9.8 Athletic Facilities

General

- (a) Sports Day is an important peak in each School's calendar and the contractor will be responsible for obtaining the date of this day early in the Summer Term from each school. All grass should be cut, lines remarked and facilities renovated no later than 3 working days before each Sports Day.

Due to any inclement weather or due to cancellations should any re-marking found to be necessary, payment for any re-marking shall be made based on the Schedule of Rates.

Athletics Track

- (b) Current details of each establishment's track are given in the site details.
- (c) Prior to the start of the Summer Term, set out athletic tracks in accordance with Sportsmark 'Standard Sports Markings' or as agreed with staff of the establishment concerned.
- (d) Athletic tracks should be overmarked in approved white material immediately prior to Sports Day or Athletics Events.

Throwing Events

- (e) Where discus, hammer, javelin and shot-put facilities are required, details are shown in the site details.
- (f) Prior to Easter (start of the Summer Term in the case of schools), set out markings in accordance with Sportsmark 'Standard Sports Markings', or as agreed with staff of the establishment concerned.
- (g) Marking out shall be carried out in accordance with the requirements of paragraphs 6.1 (f), (g), (h) and (j) above, and lines shall be 50mm wide.
- (h) All lines should be overmarked in approved white material immediately prior to Sports Day.
- (i) Grass around all hard surfaced throwing circles should be cut and edged with half moon edging iron immediately prior to Sports Day.

Jumping Facilities

- (j) Where long jump, high jump and triple jump facilities require maintenance, details are shown in the site details.

NB Not all pits have timber edging or hard porous run-ups.

Sandpits

- (k) During March:
 - edge up grass with a half moon edging iron and remove arisings;
 - fork existing sand to full depth and remove weed and rubbish;
 - provide clean, non-staining wind blown sand to make up to ground level at the edges, crowning up to 150mm above ground level in the centre;
 - report any decaying or damaged timber edging to the Authorised Representative (any necessary renewal of timber edging may be required and an appropriate rate may be agreed with the Contractor).
- (l) Every week during the Summer Term:
 - return all spilled sand back into the pit;
 - fork to full depth to loosen sand and remove rubbish, weeds and debris.
- (m) Fork and edge up prior to Sports Day or Athletics Event.

Routine Grounds Maintenance

- (n) During the remainder of the year inspect the jumping pits monthly and remove any sand which has spilled onto the run-ups and over the sides of the pits. Remove any rubbish, weeds and debris. Edge up grass in Autumn using suitable edging tool.

Hard Porous Run Ups/High Jump Fans

- (o) During March:
- apply 2 coats of good quality white undercoat paint to all take off boards;
 - apply and spread an approved 3mm to dust hard porous material as necessary to bring the surface level with take-off boards and sides, and roll;
 - remove any weeds or moss;
 - edge up grass areas abutting run-ups with a half moon edging iron and remove arisings;
 - report any decaying or damaged timber edging to the Authorised Representative (any necessary renewal of timber edging may be required and an appropriate rate may be agreed with the Contractor).
- (p) During the Summer Term:
- scarify, lute and roll all run ups, evenly spaced each month from April-July inclusive;
 - keep run up free of weeds and moss;
 - scarify, lute, roll and edge up grass prior to Sports Day or Athletics event.
- (q) During the remainder of the year, keep the run up free of weeds and moss and edge up grass in Autumn using a suitable edging tool.

9.9 Rounders/Softball

- (a) Set out and initially mark each pitch in accordance with Sportsmark 'Standard Sports Markings', or as agreed by staff of the establishment concerned.
- (b) Marking out shall be carried out in accordance with the requirements of paragraphs 6.1 (f), (g), (h) and (j) above, and lines shall be 50mm wide.
- (c) Where indicated in the individual site details, white lines will be required to rounders pitches for the duration of the playing season, which meet the requirements of paragraphs 6.1(f), (g), (h) above, and lines shall be 50mm wide.

9.10 Hard Porous Areas

- (a) Hard porous areas are used for a number of sports (e.g. tennis, football, hockey and athletics facilities).
- (b) The specific use of these areas will be as required by the staff of the establishment concerned, and current details are noted on the site detail sheet. Precise locations and dimensions for marking will be determined by the staff of the establishment concerned.

Winter sports markings and training grids will be required during the Autumn and Spring Terms.

Athletics, rounders and other summer sports markings will be required during the Summer Term.

- (c) During Term time rake, brush and roll the whole surface of each hard porous area once per week, on a day to be determined by the establishment using equipment approved by the Authorised Representative. Following this, re-mark using a non-toxic white marking compound approved by the Authorised Representative.
- (d) All lines are to be to widths indicated in paragraph 6.1 (i) or 6.2 (b) or 6.7 (f) and (j) or 6.8 (b) as applicable and clearly visible from a distance of 30 m.
- (e) Ensure that all markings are accurate with true angles and curves.
- (f) On 3 occasions during the year (during the main 3 school holiday periods in respect of school and college sites) and using equipment approved by the Authorised Representative, scarify the surfaces to a depth of 25mm with 2 passes in opposite directions, being alert and very careful not to lift any base or drainage stone. Over-compacted areas (e.g. goal mouths) must be spiked twice in opposite directions. Lute the loosened material to a level, roll with a minimum 500 kg roller and brush to present a firm, well mixed playing surface.
- (g) Where indicated in the individual site details, top dressing with 'redgra' or 'Deansett' hard porous surface material is required annually. This material must be 'keyed' into the existing surfacing material by applying immediately after one of the scarifications under (f) above.
- (h) Annually clean out all silt and catchpits.
- (i) Edge all grass areas abutting the pitch on two occasions each year, March and June.
- (j) At peak times of play, further maintenance work may be required and payment shall be made based on the Bills of Quantities as appropriate.
- (k) Maintenance of hard porous areas must not be carried out in frosty or unduly dry conditions, but marking should continue.

Routine Grounds Maintenance

- (l) At the beginning/end of the season erect/dismantle all posts, back boards and crossbars associated with games taking place. Repaint all items each year with one coat of white gloss paint. Inform the Authorised Representative of any items requiring replacement and carry out regular inspections all in accordance with Clauses 6.1(a)-(d) inclusive above.
- (m) The hard porous areas shall be kept free of weeds. Where a herbicide is used for this purpose, the provisions of paragraph 2.5 will apply.

9.11 Artificial Grass Pitches

Where identified to be priced separately if required

10. PLAYGROUND AND HARD SURFACE AREAS

10.1 Markings

- (a) In respect of marking hard surface areas, the contract covers only the re-marking of existing features. Markings may appear on walls as well as floors, and the type and number are indicated in the individual Site Details.
- (b) Existing colours should be used for all re-marking, unless otherwise directed.
- (c) Re-mark all lines annually using an approved paint to manufacturers' instructions ensuring no spillage of paint occurs.
- (d) Before marking, sweep clean the lines, removing all dirt, loose material and litter.
- (e) All lines are to be 50mm wide, clearly visible from 20m, and shall be accurately marked with true angles and curves, and clean edged, well defined straight lines.
- (f) All specified playground markings will be implemented annually. Tennis, rounders, and athletics markings, will be implemented during the main Easter holiday period prior to the start of the Summer Term. All other markings will be implemented during the Summer holiday period prior to the start of the Autumn term. No marking will take place in damp, wet or frosty conditions.

10.2 Hard Surface Area Weed Control

General - On a number of Education Sites (identified in the site details), no pesticide/herbicide applications are to be undertaken

- (a) Where indicated on the site details, herbicide shall be applied to playground and hard surface areas to include, paved areas, building/wall bases, kerb and gulley edges, and edges to roadways, car parks, and tennis and netball courts.
- (b) Apply herbicides ensuring herbicide is kept clear of grassed and planted areas.
- (c) As required throughout the remaining growing period, i.e. May - October, spot treat any further weed growth on the areas indicated in paragraph 7.2 using a herbicide approved by the Authorised Representative. The provisions of paragraph 2.5 will apply.

10.3 Hard Surface Area Moss Control

General - On a number of Education Sites (identified in the site details), no pesticide/herbicide applications are to be undertaken

- (a) Where indicated on the site details, an approved moss and algae killer will be applied to hard surface areas.
- (b) Apply moss/algae killer to the hard surface area in accordance with manufacturer's instructions. When moss and algae killer has been effective then sweep clean the hard surface area.
- (c) Carry out further treatments and brushing required throughout the year to maintain a moss/algae free surface.
- (d) The provisions of paragraph 2.5 will apply.

10.4 Hard Surface Area Brushing

- (a) Where indicated on the site details the hard surface areas shall be cleared of litter and debris and the whole surface swept clean.
- (b) This operation shall be undertaken at the frequency indicated on the site details, evenly spaced throughout the year.

11. DRAINAGE - DITCHES AND STREAMS

- (a) On one occasion between October and December, cut down all weed growth in and around ditches (identified in the site details).

- (b) Starting at the lowest point and working to the highest point, remove silt up to 75mm below and 75mm clear on either side of culverts or pipes on the ditch course. Remove rubbish and silt that has collected in streams and ditches, and ensure that all culverts are free of rubbish and grills are in place and in good repair.

- (c) Silt shall be spread evenly over the top of the banks so as to avoid being washed back into the ditch.

12. SITE DETAILS

INFORMATION

12.1 The attached site details provide the following information for each Customer site:

- Site measurements and facilities

12.2 EXPLANATION OF SOME INDIVIDUAL SITE MEASUREMENTS AND FACILITIES

- C – Indicates smaller areas potentially not suitable for gang mowing CA mean High Frequency CB boxed off
- R – Rotary mowing
- G – Gang mowing
- B – Beds and Borders (shrubs)
- BR – Beds and Borders (roses)
- BM – Beds and Borders (mulched)
- H – Hedges (Winter cut only)
- H(S) – Hedges (Winter and Summer cut)
- HY – Young hedges
- PF – Playing Field Embankments
- L – Lawn Embankment

NB: Numbers relate to different areas of the same Function (eg C1, C2, C3, etc)

(i) **Activity**

Hedges (Winter) relates to total hedge measurement (area).

Hedges (Summer) relates to area of hedge (**included in hedges (Winter) total**) which require a second (Summer) trim

Sports facilities identified as 'Paint Marking' are on tarmacadam or similar surfaces requiring paint marking as specified in Paragraph 6 of the Detailed Service Specification.

(ii) **Number of Plots**

Indicates (as appropriate)

EITHER the number of different areas relating to that function (eg MOWING - 3 areas relates to C1, C2, C3 on site plan).

OR the number of each type of facility at that site (eg, SENIOR FOOTBALL PITCH - 3 areas indicates that the site has three pitches).

(iii) **Quantity**

Indicates the area (square metres), length (metres) or number of the particular activity (where applicable).

(iv) **Unit**

Indicates the unit of measure for the particular activity.

Routine Grounds Maintenance

(v) **Notes**

Details of explanatory notes for individual sites which may clarify particular items of routine maintenance or give additional information.