



Reading Borough Council

LANDSCAPE MAINTENANCE AND MANAGEMENT PLAN

Land Adjacent to No. 94 George Street





Reading Borough Council

LANDSCAPE MAINTENANCE AND MANAGEMENT PLAN

Land Adjacent to No. 94 George Street

TYPE OF DOCUMENT (VERSION) CONFIDENTIAL

PROJECT NO. 70044279

OUR REF. NO. 70044279-WSP-RP-L-001

DATE: JUNE 2019



Reading Borough Council

LANDSCAPE MAINTENANCE AND MANAGEMENT PLAN

Land Adjacent to No. 94 George Street

WSP

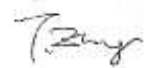
4th Floor
6 Devonshire Square
London
EC2M 4YE

Phone: +44 20 7337 1700

Fax: +44 20 7337 1701

WSP.com

QUALITY CONTROL

Issue/revision	P01			
Remarks	FOR TENDER			
Date	21/06/2019			
Prepared by	JM			
Signature				
Checked by	TZ			
Signature				
Authorised by	DE			
Signature				
Project number	70044279			
Report number	70044279-WSP-RP-001			
File reference				

CONTENTS

1.	INTRODUCTION	1
1.1.	LONG TERM DESIGN OBJECTIVES	1
1.2.	THE SITE	1
1.3.	MANAGEMENT RESPONSIBILITIES	1
1.4.	RESTRICTIONS	2
2.	LANDSCAPE SCHEME CHARACTER TYPES	3
2.1.	SHRUB, HERBACEOUS PERENNIALS, GROUNDCOVER, AND GRASSES	3
2.2.	CLIMBERS	3
2.3.	HEDGEROW PLANTING	3
2.4.	BULB PLANTING	3
2.5.	AMENITY TURF	3
2.6.	SPECIMEN TREE PLANTING	3
2.7.	MODULAR PAVING	3
2.8.	SPECIAL SURFACES	3
2.9.	COMMUNAL FURNITURE	3
3.	SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: GENERAL OPERATIONS	4
3.1.	ROUTINE MAINTENANCE OPERATIONS 1-5 YEARS	4
3.2.	RESPONSIVE MAINTENANCE OPERATION 1-5 YEARS	6
4.	SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: SHRUBS, HERBACEOUS PERENNIALS, GROUNDCOVER, GRASSES, AND CLIMBERS	7
4.1.	ROUTINE MAINTENANCE OPERATIONS 1-5 YEARS	7

4.2.	RESPONSIVE MAINTENANCE OPERATIONS 1-5 YEARS	8
5.	SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: HEDGEROWS	9
5.1.	ROUTINE AND RESPONSIVE MAINTENANCE OPERATIONS 1-5 YEARS	9
6.	SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: BULB PLANTING	11
6.1.	BULB PLANTING	11
7.	SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: AMENITY TURF	12
7.1.	ESTABLISHMENT MAINTENANCE OPERATIONS (YEAR ONE)	12
7.2.	ROUTINE MAINTENANCE OPERATIONS (2-5 YEARS); RESPONSIVE MAINTENANCE OPERATIONS (1-5 YEARS)	14
8.	SCHEDULE OF OPERATIONS FOR PLANTING: TREES	17
8.1.	ROUTINE MAINTENANCE OPERATIONS (1-5 YEARS)	17
8.2.	18	
8.3.	RESPONSIVE MAINTENANCE OPERATIONS (2-5 YEARS)	18
9.	SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: PAVING	19
9.1.	GENERAL	19
9.2.	INITIAL MAINTENANCE	19
9.3.	CLEANING	19
9.4.	DE-ICING	19
9.5.	MOSS, LICHENS AND ALGAE	20
9.6.	OIL STAINS	20
9.7.	FOULING	20
9.8.	FLY POSTING	20
9.9.	CHEWING GUM	20

9.10.	GRAFFITI AND STAINS	21
9.11.	OBSTRUCTION	21
9.12.	BEVERAGE STAINS	21
9.13.	CEMENT AND LIME STAINING	21
9.14.	DAMAGE	21
10.	SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: SPECIAL SURFACES	22
10.1.	RESIN BOUND SURFACE	22
11.	SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: COMMUNAL FURNITURE	23
11.1.	COMMUNAL FURNITURE	23
11.2.	CLEANING	23
11.3.	FLY TIPPING	23
11.4.	LEAF FALL	23
11.5.	WEEDS	23
11.6.	DISPOSAL OF CONTAINERS	23
11.7.	DISPOSAL OF CONTAINERS (WHICH CANNOT BE RINSED) AND CANISTERS	24
11.8.	PERFORMANCE REVIEW AND MONITORING	24
12.	HEALTH AND SAFETY	25
12.1.	HEALTH AND SAFETY	25
12.2.	SAFE ACCESS AND MAINTENANCE	25

1. INTRODUCTION

The purpose of the Landscape Maintenance and Management Plan is to guide the establishment and ongoing maintenance of the proposed landscape works for a period of five years post completion, as well as to provide the basic framework for and standard of maintenance beyond the initial five years. To achieve this, the document sets out specific proposals for maintenance tasks which will help to achieve the scheme's long-term design objectives.

1.1. LONG TERM DESIGN OBJECTIVES

These are as follows:

- To create an attractive residential environment, which is sympathetic to the character of the setting and architectural context;
- To provide a safe and secure external space for communal residential use;
- To provide an easily maintained and manageable landscape; and
- To help ensure the successful establishment and maturation of all soft landscape works.

1.2. THE SITE

This Landscape Maintenance and Management Plan should be read in conjunction with the following drawings:

- Hard Landscape General Arrangement Plan: 70044279-WSP-DR-L-001; and
- Soft Landscape General Arrangement Plan: 70044279-WSP-DR-L-002.

1.3. MANAGEMENT RESPONSIBILITIES

The delivery of management operations, as outlined in this plan, will be the responsibility of Reading Borough Council, although, it is understood that on completion of the works, the Contractor will be responsible for the maintenance of all soft and hard landscape for one year after Practical Completion, in line with the operations set out in this document.

The following schedule of maintenance operations are defined as either '**routine**', including regular (preferably weekly) site inspections and monitoring and '**responsive**' which need to be implemented on an 'as required' basis in response to specific site events.

When reference is made to seasons in the document it applies to the following months:

- **Winter:** December to February;
- **Spring:** March to May;
- **Summer:** June to September; and
- **Autumn:** September to November.

1.4. RESTRICTIONS

The use of mechanical equipment is not permitted outside the hours of 07:30 to 17:30 Monday to Friday, and 07:30 to 13:00 Saturday to avoid unnecessary disturbance to neighbouring residents.

2. LANDSCAPE SCHEME CHARACTER TYPES

The establishment of the landscape schemes character types identified below, is key to achieving the scheme's long-term design objectives.

2.1. SHRUB, HERBACEOUS PERENNIALS, GROUNDCOVER, AND GRASSES

Shrubs, herbaceous perennials, groundcover, and grasses are planted in both the street frontage and the rear garden to provide a pleasant, bio-diverse and attractive environment for residents. Provisions of amenity planting across the Site has aimed to provide a strong theme to the overall grounds by balancing unity and diversity, whilst reducing levels of hard surfacing to immediate contexts.

2.2. CLIMBERS

Climbers are planted on metal trellises against the retained brick wall to the garden of 94 George Street. It will provide a backdrop to the shared garden with colourful foliage interest to the north-facing wall.

2.3. HEDGEROW PLANTING

Hedgerows are planted to boundary lines to add visual interest around the development and provide green screening between private and shared spaces. The hedgerow is made up with two native species to provide shelter and food source for wildlife.

2.4. BULB PLANTING

Bulb species within groundcover planted areas are used to provide a pleasant, bio-diverse, visual amenity for residents, with a background of interest to communal spaces.

2.5. AMENITY TURF

Amenity turf provides a high-quality area for informal recreation and allow for views over the communal garden to be retained.

2.6. SPECIMEN TREE PLANTING

Four specimen trees have individually been as key points of visual interest, helping to frame the building and providing a seasonal visual backdrop for residents.

2.7. MODULAR PAVING

Concrete paving has been used to signify private accessways and provide a high-quality space for private recreational use.

2.8. SPECIAL SURFACES

The use of resin bounded gravel provides a domestic quality to the external paving, and establishes a clear communal pathway between the front and rear gardens.

2.9. COMMUNAL FURNITURE

Informal seating has been selected to provide residents the opportunity to socialise and relax in a comfortable and safe environment.

3. SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: GENERAL OPERATIONS

3.1. ROUTINE MAINTENANCE OPERATIONS 1-5 YEARS

3.1.1. Inspection

- Regularly check the plantings which have been loosened by wind or frost and re-firm loose plants.
- Check all planting beds on routine visits to access whether thinning is required.
- Monitor and replace failed or diseased planting in accordance with standard set out in 3.2.1.

3.1.2. Mulch Coverings

To top up all mulch coverings to 50-75mm in depth (as required).

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

3.1.3. Debris & Litter

Remove rubbish, debris and litter. Litter collection areas should be regularly inspected and litter removed, especially after periods of strong wind and rain. The Site should be maintained to a clean and tidy condition.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

3.1.4. Weed Control

Undertake hand weeding to planting beds free of weed growth.

Vegetation which suppresses, inhibits the development, and/or is incompatible with the planting scheme and/or the surrounding context shall be removed by hand.

Treat non-herbaceous planting areas with a winter herbicide to control weed growth (early Spring and early Autumn).

No herbicides to be used around, ferns, bulbs herbaceous and ornamental grass planted areas. (refer to drawing: 70044279-WSP-DR-L-002 Soft Landscape Planting Plan).

If any legally notifiable weeds are identified these shall be controlled in line with current legislation (Refer to <https://www.gov.uk/guidance/prevent-the-spread-of-harmful-invasive-and-non-native-plants>).

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

3.1.5. Watering



Water all areas of turf, herbaceous perennials, groundcover, grasses, shrub, hedgerow and tree planting to ensure healthy development and survival is sustained.

Regular watering should be maintained during the first 12 months to aid establishment.

Following this, watering maintenance should be completed on an 'as needed' basis.

3.2. RESPONSIVE MAINTENANCE OPERATION 1-5 YEARS

The following operations should be completed monthly on an 'as needed' basis, with a minimum thorough inspection of once per annum.

3.2.1. Planting Replacements and Pruning

Prune to remove dead, dying and diseased vegetation to promote healthy growth. All plant deaths should be replaced as soon as practical with originally specified species at a size to match maturity of established planting (this may be after the growing season if the species are not suitable for immediate planting).

3.2.2. Clearing of Services

All plant material is to be kept clear of the following structural elements where present: Ventilation ducts and openings, drainage channels and gullies, service access points, fencing, gates and light fittings.

3.2.3. Compaction of Planting Areas

All areas of planting suffering compaction by pedestrian or vehicular movements should be lightly forked over. Prick the surface to a depth of 75mm; reduce soil to crumbs and level off; do not damage plant roots. All planting beds should be lightly forked over before re-mulch to maintain healthy soil conditions to a depth of 75mm.

3.2.4. Soil Amelioration

Apply an annual single dose of evenly spread 11:22:9 NPK slow release fertiliser at a rate of 60g/sqm into top of soil to maintain soil quality after re-mulch.

3.2.5. Wind / Storm Repair

Safety inspections should be carried out as soon as possible after such events, and work should be carried out to remediate and clean up.

4. SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: SHRUBS, HERBACEOUS PERENNIALS, GROUNDCOVER, GRASSES, AND CLIMBERS

4.1. ROUTINE MAINTENANCE OPERATIONS 1-5 YEARS

4.1.1. Shrubs

Year One:

- Remove dead plant material at the end of growing season; and
- Check all shrubs and remove all dead foliage, wood and broken or damaged branches and stems.

To be done in accordance with good horticultural and arboricultural practice.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Years Two to Five:

- Remove dead plant material at the end of growing season;
- Check all shrubs and remove all dead foliage, wood and broken or damaged branches and stems.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

4.1.2. Ornamental Shrubs

Prune ornamental shrubs in accordance with good horticultural and arboricultural practice to suit species to encourage healthy and bushy growth and desirable ornamental features, such as flowers, fruit or autumn colour. Shrub to be kept at no more than approximately 1 metre in height.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

4.1.3. Herbaceous Perennials and Groundcover

Remove dead flower heads, fallen leaves and debris to encourage healthy growth.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

The following operations should be completed at the end of the growing season:

- At the end of the growing season, trim older flowering stems; remove redundant plant support; and fork over soil and top dress with sanitized and stabilised compost or similar. Protect tender crowns with 100mm covering of bark mulch.

4.1.4. Grasses

- Deciduous Species: Prune to remove dead and remaining foliage in late November to 150mm.
- Remove remaining last season's foliage by hand when first buds of new growth appear.
- Evergreen Species: Trim alternative grouping down foliage to 150mm above ground.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

The above operations should, in addition, be completed on an 'as needed' basis to suit individual species.

4.1.5. Climbers

- Keep climber areas clear of weed growth by hand weeding in March-November as necessary.
- Check that the plant material is firm.
- Prune plants to control growth direction. Pruning shall be in accordance with good horticultural practice and in the appropriate month after flowering.
- Guiding in or tying/untieing stems to the steel trellis will be required as necessary.
- Dead or diseased plants will, within the 5 years period, be replaced with stock as originally specified.

4.2. RESPONSIVE MAINTENANCE OPERATIONS 1-5 YEARS

4.2.1. Shrubs, Herbaceous Perennials, Groundcover, Grasses and Climbers Planting

Trim branches that overhang paths to maintain a neat appearance of the planting bed and maintain clear sight lines for passive observation. Support necessary herbaceous species as required. Shrub to be kept at no more than approximately 1 metre in height.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

The above operations should, in addition, be completed on an 'as needed' basis to suit individual species requirements.

The following operations should be completed monthly on an 'as needed' basis:

- Inspect short lived wood stemmed shrub species and carry replacement planting to maintain healthy stock and appearance; and
- Carry out thinning and division over mature clumps and replant to encourage new juvenile growth and maintain healthy stock.

5. SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: HEDGEROWS

5.1. ROUTINE AND RESPONSIVE MAINTENANCE OPERATIONS 1-5 YEARS

5.1.1. Year One

- Keep all hedgerow planting area free of weed growth by hand weeding as necessary, arisings to be removed from the site; Check that the plant material is firmly planted and firm in where required. Check for general health
- Shelters and stakes to be replaced where necessary; and
- Monitor species hedgerow quality and species composition.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		Nov	Dec

To be completed in accordance with good horticultural and arboricultural practice.

5.1.2. Year Two – Five

- Keep all hedgerow planting area free of weed growth by hand weeding as necessary, arisings to be removed from the site;
- Check that the plant material is firmly planted and firm in where required. Check for general health; and
- Monitor species hedgerow quality and species composition;

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Remove all shelters and stakes subject to inspections by suitably qualified maintenance staff at the end of year four. Monitor species composition once per year for the first five (5) years, then every three (3) years following.

5.1.3. Cutting

Allow hedgerow to attain a planned height of 1 meter by trimming lateral growth once annually in mid-late summer. Trim to keep the hedgerow no more than approximately 1 meter in height; remove diseased, damaged, congested and crossing shoots.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

5.1.4. Thinning

New hedges will first be thinned six (6) years after planting and then every three (3) years.

Removing pioneer and nurse species competing with or affecting growth of the hedgerow.

Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well-balanced natural appearance.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

To be completed in accordance with good horticultural and arboricultural practice.

6. SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: BULB PLANTING

6.1. BULB PLANTING

6.1.1. All Bulb Planting Areas Year One

- 6.1.2. Bulb foliage within ornamental planting areas shall be cut down when leaves have died back naturally: not earlier than six weeks after flowering and normally early June for Narcissus spp. Arisings shall be hand picked up and removed off site.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

The above to be completed end of August.

In the event of infestation of unwanted weeds i.e. docks, thistles, bristly ox tongue etc. spot spray with Roundup or similar in late April / early May.

6.1.3. All Sown Areas Years Two – Five

Bulb foliage within ornamental planting areas shall be cut down when leaves have died back naturally: not earlier than six weeks after flowering and normally early June for Narcissus spp. Arisings shall be hand picked up and removed off site.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

The above to be completed end of August.

In the event of infestation of unwanted weeds i.e. docks, thistles, bristly ox tongue etc. spot spray with Roundup or similar in late April / early May.

7. SCHEDULE OF MAINTENANCE OPERATIONS FOR PLANTING: AMENITY TURF

7.1. ESTABLISHMENT MAINTENANCE OPERATIONS (YEAR ONE)

7.1.1. All Turf Areas

Note: Maintenance cutting of lawn as per Reading Borough Council's Employer's Requirements as follows:

- Pre-Practical Completion: Between the first cut and Practical Completion the height of growth must not exceed 35mm;
- Post-Practical Completion: Refer to maintenance below:

Cutting the lawn: All lawn areas are to be maintained by the Contractor to a height of not exceeding 35mm, and / or not exceeding a cycle of ten (10) working days, whichever occurs first.

- All lawn areas should be maintained as a healthy, vigorous sward, free from disease, fungal growth, discolouration, weeds, scorch or wilt areas affected should be repaired and / or replaced; and
- Any gaps exceeding 50mm shall be re-turfed.

The above operations should be completed monthly on an as needs basis.

Note: To protect the Employer's interests against defects, failures or poor establishment, the date for Practical Completion of the landscaping will be generally after all planting is completed or, in the case of grass/turf, after the second cut is held to be satisfactory by the Employer.

The following maintenance guide outlines additional lawn care procedures to carry out each month, as per manufacturer's recommendations, including recommended Spring / Summer and Autumn / Winter fertiliser:

- Remove leaves and debris;
- Service mower and ensure blades are sharp; and
- Stay off lawn if frozen or waterlogged.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Apply Rowlawn Lawn Topdressing;
- Start mowing the lawn as warmer weather stimulates turf growth and increase the frequency of mowing as required;
- Scarify if your lawn is more than 12 months old;
- Remove by hand or spot treat coarse grasses and weeds;
- Patch damaged lawn areas and edges with Rolawn turf or lawn seed; and

- Overseed if your lawn is more than 12 months old Rolawn lawn seed.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Treat established lawns containing weeds and moss with a lawn feed, weed and moss killer;
- Increase mowing frequency, a little and often is the key;
- Aerate;
- Remove by hand or spot treat coarse grasses and weeds; and
- Water if rainfall is low.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Use water wisely, but to maintain colour in summer, more watering will probably be required;
- In times of drought, lawn will go brown and dormant. It will recover when rainfall returns; and
- Apply a Chafer Grub Killer and Leatherjackets Killer if required.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Scarify if lawn is more than 12 months old;
- Gradually decrease mowing frequency as grass growth slows, raise the height of cut as winter approaches;
- Aerate;
- Feed with an autumn lawn food or treat established lawns containing weeds and moss with a lawn feed, weed and moss killer;
- Repair damaged or worn areas with new turf or lawn seed;
- Apply Rolawn Lawn Topdressing; and
- Allow worm casts to dry before brushing with a stiff broom.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Remove leaves and debris;
- Mow if the lawn is still growing;
- Prune and thin foliage surrounding the lawn; and
- Clean and oil all equipment before putting into winter storage.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

7.2. ROUTINE MAINTENANCE OPERATIONS (2-5 YEARS); RESPONSIVE MAINTENANCE OPERATIONS (1-5 YEARS)

7.2.1. All Turf Areas

Initial cut to be completed monthly on an as needs basis. Mow and remove arisings.

Irrigate to ensure full soil profile is moist at all times, monthly on an as needs basis.

Note: All cuts are to be in accordance with the objectives set out in BS 7370-3, Table 6. All mowing methods are to be in accordance with the objectives set out in BS 7370-3, Table 3.

The following maintenance guide outlines additional lawn care procedures to carry out each month, as per manufacturer's recommendations, including recommended Spring / Summer and Autumn / Winter fertiliser:

- Remove leaves and debris;
- Service mower and ensure blades are sharp; and
- Stay off lawn if frozen or waterlogged.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Apply Rowlawn Lawn Topdressing;
- Start mowing the lawn as warmer weather stimulates turf growth and increase the frequency of mowing as required;
- Scarify if your lawn is more than 12 months old;
- Remove by hand or spot treat coarse grasses and weeds;
- Patch damaged lawn areas and edges with Rolawn turf or lawn seed; and
- Overseed if your lawn is more than 12 months old Rolawn lawn seed.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Treat established lawns containing weeds and moss with a lawn feed, weed and moss killer;
- Increase mowing frequency, a little and often is the key;
- Aerate;
- Remove by hand or spot treat coarse grasses and weeds; and
- Water if rainfall is low.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Use water wisely, but to maintain colour in summer, more watering will probably be required;
- In times of drought, lawn will go brown and dormant. It will recover when rainfall returns; and
- Apply a Chafer Grub Killer and Leatherjackets Killer if required.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Scarify if lawn is more than 12 months old;
- Gradually decrease mowing frequency as grass growth slows, raise the height of cut as winter approaches;
- Aerate;
- Feed with an autumn lawn food or treat established lawns containing weeds and moss with a lawn feed, weed and moss killer;
- Repair damaged or worn areas with new turf or lawn seed;
- Apply Rolawn Lawn Topdressing; and
- Allow worm casts to dry before brushing with a stiff broom.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- Remove leaves and debris;
- Mow if the lawn is still growing;
- Prune and thin foliage surrounding the lawn; and
- Clean and oil all equipment before putting into winter storage.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

8. SCHEDULE OF OPERATIONS FOR PLANTING: TREES

8.1. ROUTINE MAINTENANCE OPERATIONS (1-5 YEARS)

8.1.1. Year One

- Cut back broken / diseased branches;
- Check for general health;
- Monitor species quality and species composition; and
- Check all trees for firmness and stability in the ground. Check and adjust tree ties, replacing if necessary. Prevent rubbing of ties and adjust to accommodate growth and prevent chafing

The above is to be completed one (1) time in February and again in August, in accordance with good horticultural and Arboricultural practice:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

In addition, dead, dying, diseased trees should be replaced as necessary within the next available growing season. Checks should be completed monthly on an as needs basis.

8.1.2. Year Two – Five

- Cut back broken / diseased branches;
- Check for general health;
- Monitor species quality and species composition;
- Shelters and stakes to be replaced where necessary; and
- Ensure mulches are topped up in a 500mm radius circle from the base of each tree, and that these areas shall be kept free of grass and weed control.

The above is to be completed one (1) time in February and again in August.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

In addition, stakes and ties are to be removed from selected trees which have established, subject to inspections by suitably qualified maintenance staff at the end of year four (4). Monitor species composition once per year for the first five (5) years, then every three (3) years.

Undertake formative pruning of branches appropriately to species, location, season, and stage of growth to encourage good growth and a well-balanced natural shape bi-annually. Crown lifting may be required to ensure all single stem trees have 2 metres clear stem. Works to be carried out with the supervision of a qualified arboriculturist.

Dead, dying, diseased trees should be replaced as necessary within the next available growing season. Checks should be completed monthly on an as needs basis.

Check root balls of irrigated trees for moisture. Water regularly for the first twelve (12) months after planting on an as needs basis.

8.2.

8.3. RESPONSIVE MAINTENANCE OPERATIONS (2-5 YEARS)

Check stakes and ties and re-frim base following strong winds. Loosen / tighten as required. Check aeration systems are not blocked and are working. To be completed monthly on an as needs basis.

Formative pruning as required. To be completed monthly on an as needs basis.

9. SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: PAVING

9.1. GENERAL

All maintenance procedures are for guidance and recommendation purposes only.

9.2. INITIAL MAINTENANCE

9.2.1. Flexibly Laid Paving

'Top Up' sand joints. To be completed weekly all year round. Note: Top up until joints become semi-imperious and the build-up of surface detritus sets / seals (approximately 56 days).

Brush by hand. To be completed weekly all year round. Note: Until joints become semi-imperious (approximately 56 days). Mechanical sweepers, and sweepers with high suction forces, should not be used as there is a real risk of further loss of jointing sand.

9.3. CLEANING

9.3.1. Flexibly Laid Paving

Clean all paving by hand. Do not vacuum machine due to sand bedding of paving units. To be completed weekly all year round. Note: Run off cleansing solution to be prevented from entering planted areas.

9.3.2. All Paving

Attend to spillages and other arisings efficiently, adopting current H&S procedures regarding warning signs etc. Any surface contamination caused by spilt liquids (Coca-Cola, tea, coffee etc.) should be removed using a neutral biodegradable detergent and thoroughly rinsed afterwards. To be checked weekly, and completed on an as needs basis. Note: Run off cleansing solution to be prevented from entering planted areas.

9.4. DE-ICING

9.4.1. All Areas of Pedestrian and Vehicular Traffic

Application of rock salt and / or de-icing agents (e.g. Urea, brine etc.). To be checked two (2) times weekly from November – March (during times of necessary application). Note: Run off rock salt to be prevented from entering planted areas.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

9.5. MOSS, LICHENS AND ALGAE

9.5.1. All Areas of Pedestrian and Vehicular Traffic

Treat with proprietary weed or moss killer used in accordance with the manufacturer's instructions. To be checked quarterly from March – September. Note: Apply during a spell of dry weather. The washes work best if any thick growths are scraped off first and the wash is well brushed in. Ensure product is suitable for site specific conditions and will not result in staining. Run off cleansing solution to be prevented from entering planted areas.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

9.6. OIL STAINS

9.6.1. All Areas of Pedestrian and Vehicular Traffic

Remove immediately with an absorbent material e.g. paper towels, cloth or absorbing granules. Do not attempt to wipe the stain as this will drive the oil into the surface of the units and spread it over a wider area. If the stain persists then an emulsifying degreaser should be employed. Brush the cleaner onto the affected area, leave for a period of time according to the manufacturer's instructions and then wash the emulsified oil away with plenty of clean water. Alternatively, the surface can be scrubbed with a biodegradable detergent and hot water taking care to ensure that the strength of the detergent is not detrimental to the appearance of the paving. To be checked weekly all year round. Note: For persistent oil staining, steam cleaning may have to be considered. Run off cleansing solution to be prevented from entering planted areas.

9.7. FOULING

9.7.1. All Paving

Use appropriate gloves to collect any fouling and dispose of suitably.

9.8. FLY POSTING

9.8.1. All Surfaces

Check for and remove posting. To be checked weekly and completed on an as needs basis.

9.9. CHEWING GUM

9.9.1. All Paving

Remove chewing gum from all paved areas when noticed so that none is evident. Newly discarded gum can be scraped off by using a mechanical scraper but hardened gum is to be removed by both freezing the gum and chiselling it from the surface of the paving or utilising a hot water/steam cleaner. Note: For specific advice on chewing gum removal it is recommended that specialist contract cleaning companies be contacted directly for further details.

9.10. GRAFFITI AND STAINS

9.10.1. All Surfaces

Check for and remove graffiti from around the site. Fresh wet paint should be soaked up with an absorbent material without wiping the paint, as this will spread the stain. It should then be treated with a suitable solvent such as white spirit and then the area washed with a degreasing agent taking care in the disposal of the run-off material. Dried paint should be scraped off as far as possible and then an appropriate paint remover applied. To be checked weekly and completed on an as needs basis. Note: Paint manufacturer's may often be able to give more detailed advice on the removal of paint and graffiti. Therefore, they should be consulted directly for specific recommendations.

A clear anti-graffiti coating can be applied to the brickwork if deemed necessary by the Local Authority.

9.11. OBSTRUCTION

9.11.1. Drainage Channels and Paved Areas

Check for obstructions and remove. Clean drainage channels. Check weekly all year round, and clean every six (6) months minimum.

9.12. BEVERAGE STAINS

9.12.1. All Paved Areas

Remove by scrubbing the stain with detergent and hot water. To be checked weekly and completed on an as needs basis. Note: If the stain is persistent, hose with compressed air / water.

9.13. CEMENT AND LIME STAINING

9.13.1. All Paved Areas

Cement and lime deposits are generally insoluble and therefore require treatment by a suitable acid cleaner to fully remove them. To be checked monthly and completed on an as needs basis. Note: Refer to the H&S section of this document for guidance on the safe use of chemical treatments.

9.14. DAMAGE

9.14.1. All Paved Areas

Inspected for any movement or deterioration and defects reported to the Local Authority. To be completed monthly all year round.

10. SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: SPECIAL SURFACES

10.1. RESIN BOUND SURFACE

10.1.1. Pot Holes

Cut out a square around the pot hole and remove all material in that square down to the sub-base. Fill the area with new gravel product and compact using a Wacker plate or roller in accordance with the manufacturer's laying instructions. To be completed as soon as the pot hole is identified.

10.1.2. Re-Surfacing

Cut out the top surface down to an approximate depth of between 25-35mm. Avoid disturbing the sub-base layer beneath. Once loosened, discard the loose debris before applying a new layer of gravel. The new gravel layer should be laid in accordance with the manufacturer's instructions. To be checked monthly and completed on an as needs basis.

10.1.3. Weed Growth

Spray the area with a water based weed killer. Do not pull weeds up out of the gravel, as this will loosen the bonded surface. For areas susceptible to moss, use a water based weed killer or moss remover and apply this to the affected area when dry (and no rain expected for a few days after) using either a watering can with a rose, a sprayer, a roller or a soft brush. After a few days, use a light rake to loosen the moss and sweep away – take care not to put too much pressure on the surface and loosen up the bonded gravel. To be checked weekly and completed on an as needs basis.

10.1.4. Drainage

Always ensure that drains and gullies are kept free of debris to allow free draining of any surface water.

10.1.5. Winter Maintenance

Remove autumn leaves from the surface by using a blower or vacuum. Alternative, use a very soft broom to gently sweep off the surface leaves. To be completed weekly during autumn and winter.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

11. SCHEDULE OF MAINTENANCE OPERATIONS FOR HARD LANDSCAPE: COMMUNAL FURNITURE

11.1. COMMUNAL FURNITURE

11.1.1. Seating

Check condition of and report any damage to the Local Authority. To be checked weekly all year round.

11.2. CLEANING

11.2.1. Timber Items

Wash with soap or mild detergent and warm water followed by a clear water rinse. For stubborn stains, apply a non-bleach cream (e.g. Cif) with a paint brush and rub with a clean cloth or a soft plastic brush (car was type), then rinse thoroughly with clean, cold water. To be completed on an as required basis all year round.

11.3. FLY TIPPING

11.3.1. Whole Area

Check the site for fly tipping and depending on size of items, bag and arrange suitable removal. To be completed weekly all year round and remove as soon as appropriate.

11.4. LEAF FALL

11.4.1. Under Trees and Windblown in the Area

Sweep up leaf fall. To be completed weekly in autumn and winter. Clean tree debris as soon as appropriate after strong winds. Leaf fall collections to be disposed of to appropriate waste management scheme, or dedicated compost.

11.5. WEEDS

11.5.1. Between Paving and Around Base of Trees

Hand weed areas of weed growth. To be completed four (4) times per year from March – November.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

11.6. DISPOSAL OF CONTAINERS

11.6.1. All

Rinse and recycle. To be completed on an as needs basis all year round. Note: In accordance with Local Authority's Employer's Requirements; containers to be rinsed three (3) times and the rinse used on the relevant application. Containers should then have their labels removed and put in recycling bins.

11.7. DISPOSAL OF CONTAINERS (WHICH CANNOT BE RINSED) AND CANISTERS

11.7.1. All

Dispose of. To be completed on an as needs basis all year round. Note: In accordance with the Responsible Authority's relevant waste policy.

11.8. PERFORMANCE REVIEW AND MONITORING

11.8.1. All Areas

The Local Authority is to hold regular meetings with the landscape maintenance company Contract Manager to monitor the activities completed and address any issues arising and highlight up-coming activities in the next agreed period.

12. HEALTH AND SAFETY

12.1. HEALTH AND SAFETY

Certain cleaning methods described involve the use of chemicals. Therefore, it is important that any safety warnings issued by the chemical suppliers should be carefully read and strictly adhered to at all times. In general, the following precautions should be taken:

- Prior to maintenance / cleaning being undertaken, a site-specific risk assessment is to be carried out;
- Prior to any chemicals being used a COSHH assessment is to be undertaken;
- When using chemicals, protective clothing such as gloves, goggles, boots and overalls should be worn;
- Adequate ventilation is required when using chemicals in confined spaces;

When using flammable materials i.e. cigarettes, naked flames and other sources of ignition should be carefully controlled;

- When diluting acids, ALWAYS add acid to water and not water to acid;
- Any clothing that is contaminated with chemicals should be disposed of safely;
- When using any chemicals, care must be taken not to damage, contaminate or stain any adjoining materials, landscaping or finishes;
- Care must be taken to protect personnel operating in the area of the cleaning from any injury or hazard created by the cleaning. The appropriate First Aid must be available on-site; and
- Before undertaking any cleaning operation, a trial should be carried out on a small, preferably inconspicuous area, to determine the effect of the chemicals before treating a large area.

12.2. SAFE ACCESS AND MAINTENANCE

- Landscape Maintenance visits need to be pre-arranged with the Local Authority;
- Landscape Maintenance personnel will need to have suitable DBS certificates;
- Prior to any maintenance activities on site, all contractors must submit a detailed method statement to the Local Authority for approval; and
- All method statements must be written in line with the Local Authority's health and safety policy.



4th Floor
6 Devonshire Square
London
EC2M 4YE

wsp.com

CONFIDENTIAL