

ROCHFORD DISTRICT COUNCIL

GENERAL SPECIFICATION

FOR

GROUNDS MAINTENANCE

Rochford District Council
Leisure & Client Services
South Street
Rochford
Essex
SS4 1BW

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General Specification for Grounds Maintenance

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ROCHFORD DISTRICT COUNCIL

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General Specification for Grounds Maintenance

Doc No:

1 of

Issue No:

Date:

Issued By:

Approved By:

INTRODUCTION

1.1 Contents

This manual defines all aspects of grounds maintenance services which may be required by Rochford District Council from time to time.

The specific requirements at each location are detailed in each Contract and are listed in Bills of Quantities and/or Description of Services. The individual tasks/requirements are indicated by the appropriate paragraph numbers within this manual.

2. PESTICIDES

- 2.1 Usage
- 2.2 Materials
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2.1 Usage:

Pesticides shall only be used with the strict approval of the Supervising Officer and in accordance with the procedures detailed hereunder.

2.2 Materials:

The make and/or type of chemical may be changed as required to alleviate the possibility of chemical build-up, or when necessary to meet changes in legislation.

All pesticides used shall be as listed in the Ministry of Agriculture, Fisheries and Food (MAFF) current approved list of chemicals for farmers and growers.

The Contractor shall notify the Supervising Officer of the amount of pesticide used at each location and the application rates and shall complete on every spraying occasion a chemical usage record sheet, which will be retained by the Contractor for the duration of the Contract period.

2.3 Control of Substances Hazardous to Health (COSHH):

All methods of application, materials, tank mixes, methods of working and storage shall be in accordance with COSHH Regulation 1988 and Safe Use of Pesticides Act 1988.

2.4 Training of Staff:

All operatives engaged in undertaking the application of any pesticides as defined within the terms of the Acts will be in excess of 18 years of age and will hold a certificate of competence from a body recognised by the MAFF under the terms of the Acts. Prior to commencement of the contract the Contractor will present to the Supervising Officer proof that employees to be engaged on such work are suitably qualified and assessed and shall ensure that only those operatives are engaged in the application of such materials.

The Contractor will notify the Supervising Officer of any change of staff, and shall supply evidence of training prior to any new personnel undertaking pesticide application.

2.5 Protective Clothing:

The Contractor will provide his staff with all protective clothing applicable to the materials being applied at any one time, and will give his staff access to such washing and cleaning facilities as required. The Contractor will ensure that his staff whilst engaged in the application of pesticides, wear such protective clothing as is required and that they observe all safety precautions as laid down by the Health and Safety Executive. (COSHH 1988).

2.6 Storage of Materials:

The Contractor will ensure that all materials are properly stored and transported, providing a secure store as required under the Act. Should such a store hold at any time in excess of 200 litres of liquid material, 200 Kg. of dry material, or any combination of liquid and dry material in excess of 200 units, for use in execution of the contract or any works the store will comply with the requirements of the Act, and the store keeper will hold a BASIS certificate approved by MAFF. Details of the registration of the store and the storekeeper shall be provided to the Supervising Officer prior to the commencement of the contract.

2.7 Provision and Use at Work Equipment Regulations 1992:

The Contractor will be advised that under the Provision and Use at Work Regulations 1992, all plant used in the application of Pesticides will have to have been considered for its safety by the manufacturer. The purchaser/user of the equipment must then ensure that it is used, maintained and operated to the standards expected by the manufacturers.

In the Operational Questionnaire (Contract Document) the Contractor will have provided a list of equipment to be used in the application of pesticides, in addition to a list of safe working practices for the use of that equipment.

The Contractor shall note that all equipment to be used will have to comply to a European Standard which will be called a CE Mark, which in most cases will be equivalent to the British Standard.

The legislation took effect on 1st January 1993, and all equipment purchased after the date must conform to the new requirements. For equipment supplied up until 31st December 1994, registration of the CE Mark is optional. All new equipment supplied after 1st January 1995 must carry a CE Mark. At 1st January 1997 all equipment must conform to the CE Standards. If the Contractor's equipment does not have a CE Mark the Contractor shall upgrade accordingly. This can be achieved by an upgrade provided by the manufacturer, or by upgrading at the Contractor's own workshop.

The legislation requires equipment to be checked regularly, therefore, the Contractor shall have the equipment checked on minimal frequency of every three months during the season by an independent qualified person e.g. an Inspector from the National Association of Agricultural Contractors (NACC) or equivalent organisation, and shall pass copies of all documentation to the Supervising Officer.

2.8 Method of Working:

The Contractor will ensure that the method of application and the undertaking of such works proceed in such a manner as to cause no damage or injury to any desirable plant, animal, machine or item of equipment. Any such damage will be held to be the responsibility of the Contractor and he will be required to make good any damage and will be responsible for any claims for compensation arising from actions or omissions.

In carrying out the mixing of chemicals, the contractor will ensure that no spillage of chemical takes place, so that no damage results to vegetation surfaces, plants or equipment. Any such damage will similarly be held the responsibility of the contractor.

2.9 Inclement Weather:

The timing of works will be such that no spraying takes place during inclement weather, or when rainfall is expected within a time period which is less than that specified by the manufacturer of the chemical being used.

2.10 Pollution:

The Contractor will ensure that the application and the undertaking of works does not lead to pollution of any water supply. Any such pollution will be held to be the responsibility of the contractor and will be required to make good any damage and will be held to be responsible for any claims for compensation arising from his actions or omissions.

2.11 Disposal of Materials and Containers:

The Contractor will according to the Control of Pesticides Regulations 1986, The Environmental Protection Act 1990 and any other relevant legislation, ensure that all waste containers and chemicals are correctly disposed of making use of licensed landfill sites or incinerators as appropriate. Prior to the commencement of the contract the Contractor will supply the Supervising Officer details of the arrangements that have been made for such disposal and the contractor will inform the Supervising Officer of any changes in these arrangements immediately they occur. The Contractor shall provide documented proof of the means of disposal of used chemical containers to the satisfaction of the Supervising Officer and in accordance with relevant legislation.

2.12 Dosage Rates:

In carrying out the application of pesticides the Contractor will ensure that no area is over dosed and the dosage of each particular treatment is in accordance with the manufacturer's recommendations or the instructions of the Supervising Officer and the total area specified is treated.

2.13 Notification of Work:

Prior to carrying out any application of pesticides the Contractor will notify the Supervising Officer of his working plans, giving two working days notice and updating the Supervising Officer at regular intervals. The progress of such work will be reported by direct communication daily.

2.14 Operational Spraying:

When spraying in public areas i.e. Parks, Open Spaces, Housing Areas, Play Areas, Highways, Aged Persons Housing Schemes or any such areas frequented by the public, the Contractor shall place signs stating spraying operations are being undertaken. The signs shall be placed in entrances and in close proximity to the actual operation. This signage shall remain in place until all risk of contamination to any person has passed.

Any advice given by the manufacturers on the product label relating to Health and Safety and/or protective clothing shall be treated as an instruction and must be complied with.

2.15 Weedkilling:

The Contractor will ensure that the areas listed below are kept in a weed and moss free state at all times.

- a) Lamp Columns - 300mm diameter.
- b) Crash Barriers - 1 metre wide strip with barrier at centre.
- c) Fence Lines - underneath plus 150mm on public side.
- d) Road Signs - 300mm diameter round all legs.
- e) Trees - 300mm diameter.
- f) Telegraph/Electrical Poles and Stays - 300mm strip round pole and stay.
- g) Seats - 150mm all round from edge of base.
- h) Litter Bins - 150mm all round from edge of base.
- i) Wall Lines - 150mm on public side.
- j) Manhole Covers - 300mm diameter from edge.
- k) Any obstructions installed by Utility Companies - 150mm diameter from edge.
- l) All Hard Surfaces (seating areas, games areas, paths, hardstanding areas, community drying areas, road areas and car parks).
- m) Dog Bins - 150mm all round from edge of base.
- n) Housing Revenue Account areas (Appendix XIII)

In the event of any areas not being maintained weed free, the weeds should be strimmed whenever the adjacent grass areas are mowed, keeping the area in a tidy condition.

The Contractor is fully responsible for any damage which he causes by the use of pesticides whether to Council or privately owned property. Any such damage must be rectified as soon as possible and the supervising Officer notified immediately.

3. HEALTH AND SAFETY

- 3.1 Health and Safety at Work Act 1974
- 3.2 Employers Obligations
- 3.3 Employees Obligations
- 3.4 Obligations to the General Public
- 3.5 Power of Inspectors
- 3.6 Sanctions
- 3.7 Health and Safety at Work Act 1974 - Procedures

3.1 Health and Safety at Work Act 1974:

The main aim of the Act, in addition to placing duties of general care employers, employees and the self employed are:-

- To secure the Health, Safety and Welfare of persons at work.
- To protect other people, including members of the public against risk to Health or Safety arising out of activities or persons at work.
- To control the keeping and use of dangerous substances and prevent unlawful acquisition.
- To control the emission into the atmosphere of noxious or offensive substances from prescribed premises.

3.2 Employers Obligations:

- (1) A safe working environment and work methods, supplying protective clothing guards etc., where necessary.
- (2) Safe equipment and machinery, maintained in good order.
- (3) Safe methods for handling, storing and transporting materials.
- (4) Adequate instruction and training for employees.
- (5) Adequate supervision by competent personnel.
- (6) Information to employees to ensure their health and safety at work.

3.3 Employees Obligations:

- (1) Taking reasonable care for the health and safety at work.
- (2) Co-operating with the employer in meeting statutory requirements for Health and Safety.
- (3) Not mis-using or interfering with anything provided to protect Health, Safety or Welfare in compliance with the law.

3.4 Obligations to the General Public:

All people at work have a duty to inform members of the general public of any danger or risk to Health and Safety, which may arise out of their work.

3.5 Power of Inspectors:

If any inspector of the enforcing authority discovers at a place of work a contravention of one of the existing Acts or Regulations or a Contravention of a provision of the 1974 Act he can:-

- (1) Issue an **IMPROVEMENT NOTICE**. In this case the activity referred to may continue, but the specified remedial action must be taken within a stated time limit.
- (2) Issue a **PROHIBITION NOTICE**, if there is a risk of serious injury, to prohibit the carrying on of the activity giving rise to this risk, until the remedial action specified in the notice has been taken.

This notice can be issued whether or not there is contravention of legal provisions and be served on the person undertaking the activity or on the person in control of it at the time the notice is served.

- (3) **PROSECUTE** any person contravening a relevant statutory provision instead of or in addition to serving a notice.
- (4) **SEIZE, RENDER HARMLESS or DESTROY** any substance or article that he/she considers to be the cause of imminent danger of serious personal injury.

3.6 Sanctions:

Contravention of a relevant statutory provision can lead to a prosecution summarily in a Magistrates Court, with a maximum fine on conviction of £2,000. Contravention leading to a prosecution on indictment in a Crown Court, carries a conviction in limited fines, or imprisonment for up to two years or both. These sanctions can attach to the employee as well as the employer or both.

3.7 Health and Safety at Work etc. Act 1974 - Procedures:

Approved by Officer Committee - 11 April 1978 for attachment to Safety Policy)

This procedure regulates the action to be taken by, or on behalf of the Council in the event of a prohibition or improvement notice is served on any Council employee or contractor under the Health and Safety at Work etc., Act 1974.

PROCEDURE

1. Serving of a Prohibition Notice

THE PROVISION OF ANY SUCH NOTICE MUST BE COMPLIED WITH IMMEDIATELY.

- a) Comply immediately with the requirement of the notice.
- b) Instruct other staff involved (if any) to comply immediately with requirements.
- c) If activities have to be stopped and he/she does not normally have authority to stop them, inform immediately the senior officer present with that authority.
- d) Send copies of the notice to the Director and the Chief Executive.

2. Serving of an improvement Notice

The person named in the Notice shall immediately:-

- a) Set in motion the required improvement if it is within his/her authority to do so.
- b) Inform his/her Supervising Officer.
- c) Send copies of the Notice to the Director and Chief Executive indicating what steps (if any) have been taken to comply with the Notice.

In accordance with the Council's Safety Policy the Director will then take the responsibility for: -

- i) Investigating the activities mentioned in the Notice
- ii) Authorising whatever measures are necessary and initiating their execution in consultation with the person named in the Notice and Manager of Personnel Services as appropriate.
- iii) Consulting the Divisional Safety Representative on the result of his investigations, and the measures he proposes to initiate.

3. Responsibility of Person Named in the Notice

- a) Act in accordance with the conditions stated in the Notice so far as he/she is able.
- b) To carry out the above procedures.
- c) To apply in full information as required by his Director and/or Chief Executive.
- d) In the case of an appeal against the Notice to give evidence at the Tribunal Hearing if requested by his/her Director and/or Manager of Personnel Services.

4. Further Requirement of Inspector Issuing Prohibition or Improvement Notice

Under the Health and Safety at Work etc. Act 1974 enforcing officers

have statutory powers to:-

- i) Direct that premises or equipment should be left undisturbed for as long as is reasonably necessary e.g. To investigate the accidents.
- ii) Take photographs and measurements.
- iii) Ask for articles and/or substances to be dismantled or tested.
- iv) Take samples, articles or substances into their possession.
- v) Enter premises at any reasonable time, or if likely to be dangerous at any time.
- vi) Examine and take statements from persons and to require a signed declaration of the truth of the answers given.
- vii) Inspect relevant books, documents and records and to take copies.

Therefore the person named in the Notice or any other employee on receipt of a request from a Health and Safety Execution Inspector shall:-

- a) Co-operate and comply with such request.
- b) Record details of any such request, including records of any samples, articles or substances removed and in the event of statements being taken, request copies.
- c) Immediately afterwards supply full details to his/her Divisional Manager and Manager of Personnel Services.

5. Appeal

The Director in consultation with the Chief Executive and the person named in the Notice, will decide whether or not an appeal should be registered against any Notice received.

4. CLEANSING AND ASSOCIATED TASKS

- 4.1 General Requirements
- 4.2 Litter Collection – Category 1 Sites
- 4.3 Litter Collection – Category 2 Sites
- 4.4 Litter Collection – Flower Beds
- 4.5 Litter Bins
- 4.6 Dog Fouling Bins
- 4.7 Sweeping Hard Paving & Sports Areas – 3 Times per Week
- 4.8 Leaf Clearance
- 4.9 Snow Clearance
- 4.10 Ditching
- 4.11 Fly Tipping
- 4.12 Recycling
- 4.13 Sports Pavilions/Changing Rooms

4.1 General Requirements:

4.1.1 The term Cleansing shall include, but not be limited to, the thorough sweeping and litter picking of hard and soft areas, emptying of litter and dog fouling bins, and subsequent removal and disposal to an authorised disposal site of the accumulated sweepings, the removal of all litter, debris, road dirt, detritus, dust, leaf and blossom fall, isolated growths of grass and weeds, excrement, cans, cartons, paper, boxes, timber, metal, stones or other matter whatsoever, and shall include for the total clearance of build up of all the aforementioned subjects.

Special attention shall be paid to broken glass on grassed areas and hard surfaces, and shall be swept up and removed immediately. Fly tipping shall be considered as litter and removed from site immediately. The method of dealing with fly tipping shall be as detailed in Section 4.11

4.1.2 The services will be carried out to the standards specified in the Environmental Protection Act 1990 (EPA), and the associated Code of Practice on Litter and Refuse, in accordance with the zones defined at Appendix XIV. The standards and response times contained in the Code of Practice shall be the minimum acceptable to the Council. Notwithstanding any other cleansing frequencies specified for any site, the standards laid down in the EPA and the associated Code of Practice shall take precedence, and all standards shall comply with the standards and response times stated therein.

4.1.3 The Services shall include the complete removal of all litter, debris and detritus lodged in shrub beds, hedges, fences and walls forming the boundaries of the cleansing areas. All litter, debris and detritus laying in and amongst the various planted areas situated within the cleansing areas shall also be removed and disposed of. Care shall be taken to ensure that no damage is caused to the planted areas or surrounding areas. All areas covered by this contract shall be classed as category 3 zone within the EPA.

4.1.4 The Services shall be carried out regardless of the distance from the location of the services to the nearest access point to the vehicles, or other handling problems, or access problems, or other constraints caused by the services.

4.1.5 Animal faeces shall constitute litter and shall be removed and disposed of accordingly.

4.2 Category 1 Zones:

Cleansing shall be carried out to the requirements specified in the Code of Practice on Litter and Refuse, and to the minimum frequencies stated below.

4.3 Category 2 Zones:

Cleansing shall be carried out to the requirements specified in the Code of Practice on Litter and Refuse, and to the minimum frequencies stated below.

All remaining areas within the Contract shall be kept litter free in accordance with Category 2 of the Environmental Protection Act 1990 "Recreation Areas where Large Numbers of People Congregate".

At the completion of cleaning these areas must always be to Grade A standard.

If the standard falls to Grade B, the area must be returned to Grade A within twelve hours.

If the standard falls to Grade C, the area must be returned to Grade A within six hours.

If the standard falls to Grade D, the area must be returned to Grade A within three hours.

All materials collected shall be removed to the Contractor's approved tip. All work shall be completed to the satisfaction of the Supervising Officer.

4.4 Flower and Shrub Beds:

Flower and Shrub Beds shall be classified in accordance with the Zone specified for the surrounding areas, and shall be cleansed in accordance with the requirement for those areas.

4.5 Litter Bins:

- 4.5.1 Litter bins shall be emptied and the contents removed from the site three times per week during summer months and twice each week during winter months. For the purpose of this specification summer commences on Good Friday and lasts until the weekend after the autumn half term school holiday. Winter should be considered as being the remaining months.

Where the Contractor becomes aware that litter bins are full and/or require emptying sooner than the minimum cleansing frequencies specified herein, the Contractor shall undertake their emptying immediately. Litterbins shall not be allowed to overflow. Where the Supervising Officer informs the Contractor of a full bin, the Contractor shall undertake the emptying within 1 (one) working day (inclusive of weekends).

- 4.5.2 Extreme caution shall be exercised when emptying bins. Gloves shall be worn at all times, and the contents tipped from the bins into a suitable container, residual matter shall be scraped from the inner surface of the outer casing, and the inner surface of the inner lining using a suitable implement before replacing the liner. A clean plastic bin liner shall be fitted in the inner lining after emptying. Ensure that liners and lids are replaced properly, and where bins are provided with locks they are securely locked on completion of cleaning, where the liner is fixed to the outer frame the contents will be removed by the use of a litter collecting tool to avoid any danger to the operators.

Careful observation shall be made of the contents before disposal to an authorised disposal point. Should any dangerous objects be in evidence they shall be carefully placed separately for suitable disposal in a safe and healthy manner.

- 4.5.3 The Contractor shall supply the Supervising Officer with a list of any damaged bins with metal liners missing, or any other defect at the end of each week. The Contractor shall be responsible for the repair of bins.

The Contractor shall also be responsible for the installation/replacement of litterbins. These new bins will be supplied by the Supervising Officer. The Contractor will empty these new bins at no additional cost.

- 4.5.4 Any litter surrounding a bin shall be swept up and removed after the contents have been emptied.

4.6 Dog Fouling Bins:

- 4.6.1 Dog fouling bins shall be emptied and the contents removed from site two times per week. Any litter other than dog faeces shall also be removed and disposed of at the same time.

Where the Contractor becomes aware that dog fouling bins are full and/or require emptying sooner than the minimum cleansing frequencies specified herein the Contractor shall undertake their emptying immediately. Bins shall not be allowed to overflow. Where the Supervising Officer informs the Contractor of a full bin the Contractor shall undertake the emptying within 1 (one) working day (inclusive of weekends).

- 4.6.2 Extreme caution shall be exercised when emptying bins. Gloves shall be worn at all times. The plastic liner and contents shall be removed from the bins and placed into a suitable container. Residual matter shall be scraped from the inner surface of the outer casing using a suitable implement. A clean plastic bin liner shall be fitted after emptying. Ensure that liners and lids are replaced properly, and where bins are provided with locks they are securely locked on completion of cleaning.

Careful observation shall be made of the contents before disposal to an authorised disposal point. Should any dangerous objects be in evidence they shall be carefully placed separately for suitable disposal in a safe and healthy manner.

- 4.6.3 The Contractor shall supply the Supervising Officer with a list of any damaged bins with metal liners missing or any other defect at the end of each week. The Contractor shall be responsible for the repair of bins.

The Contractor shall also be responsible for the installation/replacement of dog fouling bins. These new bins will be supplied by the Supervising Officer. The Contractor will empty these new bins, as in para. 4.6.1. at no additional cost.

- 4.6.4 Any litter surrounding a bin shall be swept up and removed after the contents have been emptied.

- 4.6.5 Bins will be dismantled and all parts washed on all surfaces both the outside and inside every three months and any drainage holes cleared and disinfected prior to assembling.

- 4.6.6 The Supervising Officer may supply the Contractor with deodorising chemical which is to be applied to the bins at the time of emptying.
- 4.6.7 On a maximum of 12 occasions per annum, the Contractor will mow and mark “dog walking lines” on all Recreation Grounds, using a coloured marking compound as for football pitch specifications 12.2.3(ii). The marking compound is to be supplied by the Contractor at his expense as it is for all other marking tasks within this contract.

4.7 Sweeping Hard Paving and Sports Areas:

Sweeping shall be carried out on a regular basis, but not less than one time per week if any debris of any type is visible on the surface. No smashed glass or dangerous objects shall be found during daylight hours on any surface. Broken glass shall be removed immediately notwithstanding the frequencies above. Sweep all roads, entrances, car parks, play areas including all safety surfaced areas, sports areas, paths, service yards and other paved areas and keep free from glass, mud and debris. Clear all pavement gullies as required, to ensure free flow of drainage water at all times especially during the autumn leaf fall season. Mechanical sweeping will not be permitted at any time without the permission of the Supervising Officer.

Hard surface areas are listed in Appendix I.

4.8 Leaf Clearance:

Leaf clearance shall consist of the removal of leaves from all areas covered by this contract. Access paths and sports areas are to remain clear at all times. Clearance of other areas shall be carried out and completed to the satisfaction of the Supervising Officer by the year end. All arisings shall be removed from site.

4.9 Snow Clearance:

The Contractor shall include in his price for the following work, which shall consist of labour, plant and machinery. The Contractor shall use his expertise to quantify this work and price accordingly, since it is dependent on weather conditions.

After snow falls, all paths, access roads, car parks and sports facilities within the park boundary shall be cleared. Snow shall be stacked to the side of the path, applying rock salt to the cleared surface to prevent icing. Avoid salt damage to adjacent landscape areas. Any turf or plant loss shall be made good by the Contractor at his own expense. Rock salt shall be supplied by the Contractor at his expense.

Cleared snow shall not, without permission of the Supervising Officer, be piled on any bed or shrubbery, where snow falls have been so heavy as to present danger to trees, hedges, bushes and other features by causing possible collapse. On instruction from the Supervising Officer, remove snow by beating, stacking, sweeping or other appropriate method

During severe winter conditions the normal services in certain or all locations in the District may be suspended at the direction of the Supervising Officer, to enable the Contractors personnel and plant to assist in salting or snow clearance operations. The Contractor shall comply with such requests immediately.

No deduction in payment from the annual rate will be made if the Contractors personnel and plant that is normally employed on the service is assisting with salting, snow clearance or any other emergency work. No additional payments will be made unless overtime working is involved in which case additional payments will be made in accordance with the Schedule of Rates.

At the end of the period of suspension the Supervising Officer shall advise the Contractor the time period within which the standard of the services has to be returned to the specified level. No deductions of payment from the annual rate will be made provided that the standards are achieved by the specified date.

4.10 Ditching:

Cut back, clear rubbish, re-grade sides of ditches within the boundary of the park to existing profiles. Clear drainage outlets. Remove all arising from site.

All falls and running levels shall be maintained or recreated as needed to ensure satisfactory water flow.

Ditching shall be carried out between November and March annually. Check and clear all ditch outlets at least twice a month from November-March annually. Remove all arisings from site.

During the remainder of the year, all ditches must be kept clear of debris to allow the flow of water in the event of heavy rain.

At the same time as cleaning ditches, the contractor is required to ensure that any land drainage type pipes entering the ditch are cleaned to a distance of at least 1 metre from the ditch so as to ensure efficient water flow.

4.11 Fly Tipping:

Fly tipping shall be considered as litter and removed from site immediately. The Contractor shall immediately pick up and dispose of any accumulation of fly tipping or domestic refuse as part of the Service.

The Contractor shall ensure that all fly tipped material is removed immediately and does not accumulate over a period of time.

Recycling

4.12.1 Recycling and Use of Peat

All green waste produced as part of this contract will be expected to be recycled and returned to areas within the contract for spreading as a mulch, or as instructed by the Supervising Officer, storage of such products will only be allowed at sites approved by the Supervising Officer. An approved local Recycling contractor may be used for this purpose.

The contractor will not be permitted to use peat unless authorised by the Supervising Officer where a reasonable priced alternative cannot be obtained.

4.12.2 Recycling Centres Requiring Cleansing

The cleansing of the Council's recycling centres including the removal of all waste (as opposed to recyclables) the contractor is required to maintain/restore the area of works to the required level of cleanliness as specified i.e. Grade A (EPA).

Ashington Playing Field, Rawreth Playing Field
Great Wakering Sports Centre, Fairview Playing Field
Clements Hall Leisure Centre, St John Fisher Playing Field
Freight House Car Park.

4.13 Sports Pavilions/Changing Rooms

A schedule of sports pavilions can be found at Appendix XI.

The contractor is to ensure that the changing facilities and buildings are fully swept after each use or once a day and mopped with an approved cleansing agent.

The contractor must report in writing to the Supervising Officer any damage to buildings and fixtures and fittings within 24 hours.

Cleaning materials, i.e. rags, cloths, brushes, mops etc. used for cleaning appliances in lavatories must not be used for cleaning wash basins, sinks or drinking fountains.

The contractor must leave public conveniences, changing rooms/buildings in a neat, tidy, clean condition on completion of daily cleaning duties.

Daily Service Requirements: (Public Toilets, Pavilions)

Note: All other buildings must be cleaned as below after every use and on a monthly service requirement when not being used.

4.13.1. Waste Receptacles, Paper Dispensers and Hand Dryers

Receptacles are to be emptied and contents disposed of in accordance with instructions.

The equipment shall be thoroughly washed with germicidal detergent solution and dry polished.

Paper towels shall be provided and replaced by the contractor at his cost.

4.13.2. Mirrors

Mirrors are to be wiped with a damp leather and dry polished.

4.13.3 Soap Dispensers

Soap dispensers are to be refilled as required and wiped clean with hot water.

All dispenser outlets must be cleaned and cleared of blockages.

Liquid hand cleaner approved by the Supervising Officer will be supplied by the contractor.

4.13.4. Doors, Partitions, Benches, Clothes Hooks, Frames and Walls, Dressing Room Bowls

Remove soil, finger marks and graffiti with required solution and dry polish up to a height of 2 metres.

4.13.5. Urinals

All surfaces of urinals are to be washed down using a germicidal detergent. Particular attention is to be paid to channels and outlets. If necessary the germicidal detergent may be supplemented with a mildly abrasive cleaning cream or paste. Cisterns, flush pipes and fittings are to be wiped down with hot water and neutral detergent.

4.13.6 Lavatory Bowls

The inside of the pan are to be scrubbed down with a WC brush using a germicidal detergent. Particular attention is to be paid to the WC traps and flushing rims. If necessary the germicidal detergent may be supplemented with mildly abrasive cleaning cream or paste. Toilet seats are to be washed down both sides and dry polished.

4.13.7. Toilet Rolls

Toilet rolls will be supplied and replaced by the contractor as required and of a type as approved by the Supervising Officer.

4.13.8. Disabled Persons Grab Rails

Damp wipe with a germicidal detergent solution and dry polish.

4.13.9. Drinking Fountain Units

All surfaces are to be cleaned with a germicidal detergent and dry polished.

4.13.10 Floors

Remove litter and dispose, removed impacted soil, wash with a germicidal detergent solution. Pay particular attention to corners and edges, remove all standing liquid.

4.13.11 Work Surfaces and Kitchen Areas

All surfaces are to be washed with a germicidal detergent solution and dry polished.

4.13.12. Light Tubes/Bulbs etc.

The contractor is required to replace all expired light bulbs, fluorescent tubes and starter chokes at all buildings covered by this contract both interior and exterior units.

All the replacement bulbs must be of a low energy consumption type, as approved by the Supervising Officer, to follow the Council's policy of efficient use of energy

4.13.13 Cleaning

Once per week

1. Partitions and Doors
Remove dust from top surfaces.
2. Floors
Scrub and remove all standing liquid.
3. Windows
Cleaned and dry polished.
4. Window Ledges
Damp wipe and dry polish up to 2 metres from floor level.

Once per month

1. Ceilings
Remove dust and cobwebs
2. Window Frames
Wash with neutral detergent and dry polish.

5. GRASS CUTTING

- 5.1 Machinery
- 5.2 General
- 5.3 Bulbs and Corms
- 5.4 Litter Collection
- 5.5 General Amenity Areas
- 5.6 High Amenity Areas
- 5.7 Highways and Housing Areas
- 5.8 Conservation Areas
- 5.9 Rural Verges
- 5.10 Mono Blocks

5.1 Machinery

The cutting of grass shall be by hand or appropriate mechanical means, Cylinder or rotary machines may be used with the prior approval of the Supervising Officer. All mechanical plant shall be fitted with approved safety guards and adequately protected against causing damage to the public and all property.

Cutters to all mowers shall be sharp and properly set and shall cut the sward evenly and cleanly. Mowers shall have their height of cut so adjusted that at no time does "scalping" take place.

Any damage caused to trees or shrubs by machinery shall be repaired or replaced by the Contractor at his own cost and maintained until established including watering if instructed by the Supervising Officer.

5.2 General

The Contractor shall be deemed to have inspected all sites and satisfied himself to the nature and extent of the work that is required to be done and where necessary brought to the required standard. Due consideration shall be taken during the time when excessive growth occurs and the Contractor shall ensure that adequate resources are provided for this work.

The Supervising Officer may instruct the Contractor to vary his programme of grass cutting to take into account any special events which could occur at various sites. This instruction will not entitle the Contractor to claim for additional payment.

During the period June/September the Supervising Officer may instruct the Contractor to carry out one mowing cycle using a rotary mower to remove all grass and weed seed heads. This instruction will not entitle the Contractor to claim for additional payment.

The Contractor shall ensure that all footpaths and other hard surfaces are clear of grass cuttings at the end of each day or at the end of each grass cutting operation, whichever is sooner. Grass cuttings may either be swept up and removed from Site or scattered evenly over adjoining grass areas.

All grass cutting at the edges of soft landscaping shall be trimmed or cut using other suitable implements.

5.3 Bulbs and Corms:

Where bulbs and corms occur in the grass area, the grass shall not be cut after the leaves have emerged in the Spring. Cutting of the bulb planted areas shall not commence until instructed by the Supervising Officer. These areas are to be flailed down and all arisings removed from site and the area returned to the standard indicated for the adjoining site.

5.4 Litter Collection

Prior to the commencement of grass cutting at each site, the Contractor shall carry out a cleansing operation to the whole site, removing all litter and disposing of the arisings at an authorised disposal site. Litter shall have the same definition here as in Section 4.1.1 under Cleansing and Associated Tasks.

The purpose of collecting litter prior to grass cutting is to avoid soft litter being shredded and becoming wind-borne. Similarly, the cutting of grass around hard litter leaving long grass around the item of litter will not be acceptable. In such cases, the Contractor will be issued with immediate default notices.

Where litter is shredded or cut around, the Contractor shall be responsible for returning to the site immediately and collecting such litter, disposing and completing any grass cutting operations.

5.5 General Amenity Areas:

5.5.1 General Amenity Grass Cutting

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site.

A cylinder machine is to be used for grass cutting. A rotary machine may be used to remove seedheads or where access is restricted, with the prior approval of the Supervising Officer. All playing fields and open spaces are to be maintained to this specification unless stated otherwise by the Supervising Officer.

During the main growing season the general amenity areas listed in Appendix II require mowing 15 times per annum. In the winter months occasional topping in mild weather may also be necessary, as instructed by the Supervising Officer. The general sports areas should be no shorter than 25mm increasing to 75mm for rugby pitches.

All grass shall be cut evenly and cleanly to the same height and without damaging the existing surface. Cutting shall take place on the full areas of the grass at each site, up to any hard surfacing, fencing, flower beds, soft areas, trees and any other obstructions.

The contractor will complete the whole area including all banks and mounds before moving onto the next site.

Soft vegetation growth, such as clover, shall be deemed to be grass and shall form part of the Contract site where it falls within the grass areas.

5.6 High Amenity Areas:

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site. These areas will be cut every 7 days (30 cuts per annum).

Grass areas are indicated in Appendix III. Work shall be carried out to the following specification:

- (a) All grass shall be cut evenly and cleanly to the same height and without damaging the existing surface.
- (b) Grass shall be cut with a standard cylinder mower. A minimum cut rate of 100 cuts per metre shall be achieved. A suitable rotary machine can only be used under the instructions of the Supervising Officer.
- (c) Cut and stripe areas as and when necessary to a height of 20mm and remove all arisings from site (i.e. box collection mowing).
- (d) Cutting shall be completed to the whole area before moving onto the next site.
- (e) Soft vegetative growth, such as clover, will be deemed to be part of the sward and cut by the Contractor.
- (f) The height of the grass must not exceed 40mm at any time.

5.7 Highway and Housing Areas

Urban verges and grassed areas incorporated in housing estates are listed in Appendices IV and V.

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site.

All grass shall be cut to a finished height of 25mm and not exceed 75mm at any time. Leave arisings on site scattered evenly over the grassed area. Ensure that arisings do not hinder regrowth. These areas will be cut every two weeks (15 cuts per annum).

Cutting will take place on the full areas of grass at each site, including banks and mounds, up to any hard surfacing, fencing, flower beds, soft areas, trees and any other obstructions.

All grass is to be cut evenly and cleanly to the specified height and without damaging the existing surface using cylinder type machines, rotary cutters will only be used under instruction of the Supervising Officer.

Cutting shall be completed to the whole area, before moving on to the next site.

Soft vegetative growth, such as clover, will be deemed to be part of the Contract, where it falls within grass areas.

The Contractor will be required to re-cut immediately any area deemed by the Supervising Officer to be unsatisfactorily cut, at his own expense.

5.8 Conservation Areas:

Conservation areas within the District are Sweyne Park, Millview Meadows Turret House Farm, Brooklands Gardens and Plumberow Mount. *(It should be noted that the whole open space at Plumberow Mount may be removed from the contract as it is in the process of being transferred to the local Parish Council)*

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site.

The Contractor shall cut the grass in Spring using a rotary mower. All arisings shall be left on site scattered evenly over the grassed area. Ensure that arisings do not hinder regrowth.

The Contractor shall cut and clear the grass in the Autumn, removing all arisings and other deleterious materials from the site.

The Supervising Officer who may arrange for a hay collection to be carried out by a separate specialist company. This will be at no cost to the company..

The grass and weed shall be cut by flail or rotary mowing at the Supervising Officer's discretion and will be left to a finished height of 50mm-75mm. The finished height shall be determined by the Supervising Officer.

5.9 Rural Verges:

Rural verges are listed in Appendix VI

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site.

Grass shall be cut twice a year, including sight lines, in accordance with the requirements below.

- a) Carry out grass cutting to rural verges, including all sight line obstructions and rear of footway, where applicable. Grass and weeds to be cut leaving the overall height of 30mm-40mm.
- b) The work shall be carried out twice per year, late Spring and late Summer/Autumn, on instruction from the Supervising Officer.
- c) The method will be by side arm flail and/or rear mounted flails.
- d) Spring Cut - the first cut will be one width of the side arm flail or rear mounted flail, which should be a minimum width of 1 metre wide, from the road surface edges, including all sight lines and rear of footway where applicable..
- e) Summer/Autumn Cut - the second cut will be the complete width of grass verge including all sight lines and rear of footway where applicable.

- f) All grass and weeds shall be cut evenly and cleanly to the same height and without damaging the existing surface. Cutting shall take place on the full areas of the grass at each site up to any hard surfacing, fencing, flower beds, soft areas, trees and any other obstructions.
- g) The Supervising Officer may instruct the Contractor to cut any safety sight lines at any time it is considered necessary. The cost of this must be included within the contract costs.

The Contractor shall provide advance warning signs, lights etc. to comply with Chapter 8, Traffic Signs Manual issued by the Department of Transport.

5.10 Mono Blocks:

Cleansing of the whole area shall be carried out in accordance with Section 5.4 prior to commencing grass cutting operations. All litter collected shall be removed from site.

Throughout the year the height of grass must not exceed 50mm at time. After grass cutting the finished height should not exceed 30mm, 15 cuts per year are required.

All grass shall be cut evenly to the same height and without damaging the existing surface. Leave arisings on site scattered evenly over the whole area. Ensure that arisings do not hinder growth.

Cutting shall be completed to the whole area before moving onto the next site.

6. GRASS EDGES

- 6.1 Abutting Shrub/Rose Beds
- 6.2 Abutting Hard Surfaces
- 6.3 General

6.1 Abutting Shrub/Rose Beds

Grass shall be trimmed with a suitable edging tool, to produce neat/clean straight lines or smooth curves. This operation shall be carried out 1 time per year between October and April.

6.2 Abutting Hard Surfaces:

Edge all grass edges abutting hard surface with a suitable edging tool to produce neat/clean straight lines or smooth curves once a year as instructed by the Supervising Officer, and remove all arisings from the site. The grass should be returned to the edge of the existing hard surface. This task is to be carried out every 2 years on all grass areas covered by this contract except highways.

6.3 General

Normal grass edging with a trimmer or edging shears shall be carried out at the same time and frequency as the cutting of the adjoining grass areas.

7. SHRUBS/ROSE

- 7.1 General Requirements
- 7.2 Shrub Bed Maintenance Housing/Highway Areas
- 7.3 Shrub Bed Maintenance Parks & Open Spaces
- 7.4 Naturalised Shrub Planting and Conservation Areas
- 7.5 Single Digging
- 7.6 Apply Bark Mulch
- 7.7 Fork Bed
- 7.8 Hoe and Remove Weeds
- 7.9 Shrub Planting
- 7.10 Damage to Trees, Shrubs etc.
- 7.11 Rose Bed Maintenance
- 7.12 A P Schemes
- 7.13 Herbaceous Border - Seasonal Maintenance, Spring
- 7.14 Herbaceous Border - Seasonal Maintenance, Summer
- 7.15 Herbaceous Border - Seasonal Maintenance, Winter
- 7.16 Miscellaneous
- 7.17 Acid Beds

7.1 General Requirements:

A list of shrub beds is shown at Appendix VII.

The purpose of shrub bed and shrub belt maintenance is to keep the beds/belts in a weed and litter free state. This will be achieved by any or all the following methods.

(i) Litter:

Hand pick, rake, mechanical litter pickers.

(ii) Weeds

Hand weed, hoeing, digging, forking or the use of a herbicide if approved by the Supervising Officer. Being careful to ensure that no damage to mulched surfaces, bulbs, shrubs or trees take place. In the event of any damage, due to the operations being carried out to shrub beds/belts, the Contractor on notification from the Supervising Officer will rectify all damage at no cost to the Council. It is hoped that the majority of areas will be mulched with woodchip. This may be supplied by the Supervising Officer if supplies permit, being collected by the Contractor from within the District and spread at no additional cost.

(iii) Litter collection shall conform to the standards specified in the Code of Practice for Litter and Refuse. Litter shall be collected on each and every occasion that the Contractor visits the shrub beds/belts to undertake weeding and/or pruning operations.

(iv) The Contractor shall remove from the site all arisings, deleterious materials, litter or fly tipping from the shrub beds.

7.2 Shrub Bed Maintenance Housing/Highway Areas

All shrub beds will be kept weed free at all times.

All shrubs will be pruned a minimum of once per year back to previous seasons growth and pruned in line with good horticultural practice. The Contractor will supply, prior to all pruning operations, a detailed programme of works to be agreed with the Supervising Officer. Pruning times of certain shrub species will be dictated by the Supervising Officer i.e. Forsythia, Cornus etc. If such works are required at a different time to normal good horticultural practice.

The pruning of all shrubs will be carried out with suitable sharp tools only.

The contractor at all times will ensure shrubs do not create a nuisance or danger to the public, the contractor will allow in his price for keeping roads, foot/cycle paths, traffic or street signs, doors, windows and flues clear of growth. The contractor is required to inspect all areas monthly from June to September and to take immediate pruning and trimming actions as necessary.

All prunings, rubbish, litter, fly tipping and dead herbage will be removed from the shrub borders immediately after pruning operations or at the conclusion of each days work and disposed of to an approved tip.

Timing of pruning operations must take into account the requirements of the Wildlife and Countryside Act 1981, Section 1.

7.3 Shrub Bed Maintenance Parks & Open Spaces:

All shrub beds shall be kept weed free at all times. Cleansing of shrub beds will be in accordance with Category 2 of the Environmental Protection Act 1990. Chemical weed control will only be undertaken with the permission of the Supervising Officer who will also direct the actual chemical to be used.

All shrubs will be pruned a minimum of once per year and pruned in line with good horticultural practice. The Contractor will supply, prior to all pruning operations, a detailed programme of works to be agreed with the Supervising Officer.

The pruning of all shrubs will be carried out with suitable sharp tools only.

The contractor at all times will ensure shrubs do not create a nuisance or danger to the public, the contractor will allow in his price for keeping roads, footpaths, doors, windows and flues clear of growth.

All rubbish, litter, fly tipping will be removed immediately after pruning operations and transported to an approved tip.

Timing of pruning operations must take into account the requirements of the Wildlife and Countryside Act 1981, Section 1.

7.4 Naturalised Shrub Planting and Conservation Areas:

The Supervising Officer may instruct the Contractor to cut back and prune such areas when they become access problems to the public or become overgrown, at no cost to the Council.

7.5 Single Digging:

Dig out trench 300mm wide by 300mm deep. The top soil is to be taken to the opposite end of the plot by wheelbarrows and piled neatly.

Incorporate organic matter or similar, approved by the Supervising Officer, into the bottom of the trench. With a spade cut and turn the soil into the empty trench, thus creating a subsequent trench 300mm x 300mm as outlined above. On conclusion of this exercise the remaining soil in the pile should be evenly distributed along the length of the trench. On completion the soil levels are to be even, of good structure, and the site to be clean and tidy, all in line with good horticultural practice.

Cultivate top soil to a depth of 200mm using cultivators, rotovator or similar approved equipment (taking care not to bring up the subsoil), to provide a medium to fine tilth. Cultivation by hand shall be to the same standard and shall be carried out where machinery cannot be used.

Soil will only be worked in reasonable weather conditions and not in conditions that result in serious damage to the soil structure. All stones, builders rubbish, weeds, roots or other deleterious material over 50mm diameter which are brought to the surface will be removed from site.

7.6 Apply Bark Mulch/Woodchip

Spread amenity grade bark/woodchip, supplied by the Supervising Officer to a depth of 75mm around shrubs, leaving no bare soil, and then ensuring the site and its surrounds is left in a clean and tidy condition.

7.7 Fork Bed:

Fork bed up to 150mm deep, keep site clean and tidy, in line with good horticultural practice.

7.8 Hoe and Remove Weed:

Remove all weeds with a hoe and break all surface soil, taking care to remove no more than a minimum quantity of soil.

7.9 Shrub Planting:

Position of containerised shrubs and whips to be planted will be marked out in accordance with the planting plan or as outlined by the Supervising Officer.

Planting holes will be excavated 50mm wider than the root ball. Polythene and non-perishable containers will be removed from site. Shrubs are to be planted in an upright position in the centre of the hole. Shrubs will be set at nursery level with due allowance for settlement. The hole will be backfilled to half its depth and firmed by treading. The remainder of the soil will be returned and firmed by treading. Level the soil surface and hand fork and leave free from footmarks.

The Contractor will allow within his tender price, planting of up to 2,000 shrubs or roses and 10,000 tree and shrubs whips per annum. These will be supplied by the Supervising Officer and planting will be carried out during the dormant season unless otherwise instructed. The Contractor will be required to collect these whips and shrubs from a nursery or site within the District prior to planting.

7.10 Damage to Trees, Shrubs etc.:

The Contractor shall be liable for any damage caused to any trees or shrubs or any surrounding grassed areas as a result of his work. Any damage will be repaired or replacement provided at the Contractors expense as soon as it is practicably possible within the bounds of good horticultural practice. These replacements will be maintained until established which will include watering as required.

7.11 Rose Bed Maintenance:

All rose beds within the Park locations will be mulched once per year, using a bulky organic material such as well rotted farmyard manure or as agreed with the Supervising Officer, during the month of May, unless already mulched with bark or woodchip.

All rose beds are to be kept clear of weeds, litter and rubbish at all times. The beds are to be pricked over by hand fork during the Autumn period. Care shall be taken not to damage any roots. At least every three weeks cut off all dead flower heads and remove suckers back to source between April and October.

Roses are to be topped back in the Autumn to prevent wind rock. Prune in early Spring whilst plants are dormant, remove dead and diseased wood, cut back to an outward facing bud to effect a "wine glass form". Pruning shall be carried out using sharp secateurs, cuts will be clean and 5mm above a bud.

Prune all remaining growth to leave 3-5 buds per stem on large flowered roses, and 7 buds per stem on Cluster flowered roses. The Contractor will notify the Supervising Officer within 48 hours on the presence of any pest or disease attacking or affecting roses.

The Contractor shall treat all pest and disease within three days of reporting in accordance with a method approved by the Supervising Officer at no additional cost to the Council.

The Contractor is to inspect rose beds every August and will notify the Supervising Officer of the presence of dead plants. Dead roses will be removed from site and replaced by the contractor with stock supplied by the Supervising Officer during Autumn and Winter.

Prior to planting, all litter, rubbish and debris must be cleared from the planting area. The planting area shall be single dug and all arisings removed from site. Planting positions shall be agreed with the Supervising Officer. When roses are set out, precautions will be taken to prevent roots drying out. All holes will be excavated to allow roots to be fully spread and ENMAG fertiliser or similar agreed product shall be added to the excavated soil to manufacturers recommended rate plus use of TPMC or similar product. Spread fertilisers at the rate of 25 grammes per square metre of 14N, 10K, 10P, or as specified by the Supervising Officer. Backfill around rose bushes, firm by treading. On completion the rose will be in an upright position and the root collar at soil level.

All bags, pots, litter and other arisings shall be removed from site.

All rose and shrub areas will be treated each year with an inorganic fertiliser as specified by the Supervising Officer.

7.12 AP Schemes

Some tenants will use very small beds to grow a few flowers and vegetables. The Contractor is required to have due consideration where elderly tenants have an interest in a small plot adjoining their home. The remaining parts of the AP Scheme gardens is to be maintained in accordance with the specifications for park areas.

7.13 Herbaceous Border Seasonal Maintenance - Spring:

Herbaceous areas can be found in Rochford Council Office gardens.

- i) On one occasion during the period November - April, the Contractor will cut back all plants to the previous years growth or to just above ground level to the crown of the plants, or as appropriate. The Contractor must be conversant with the nature of individual plants and carry out maintenance according to the cultural requirements of the plant species. All arisings must be removed from the site.
- ii) At each maintenance visit, the Contractor will inspect plants for pests and diseases. Seriously affected plants must be dug up and removed from site. The Contractor will replace such plants with new stock, supplied by the Supervising Officer. Plants affected by virus disease must be reported to the Supervising Officer immediately.
- iii) The centre of three to four year old plants may become woody and cease to produce vigorous growth. Such plants should be dug up during the winter period, and the vigorous shoots removed and replanted. Planting technique should be considered in relation to the type of root system. The Contractor must be conversant with specific plant requirements. In all cases the plants must be planted with root spread out in the hole and the soil well firmed around the roots. Plants must be thoroughly watered after planting.
- iv) During the Spring the Contractor will lightly fork over the beds to a depth of 30-50mm, using a border fork, taking care not to damage plant roots. The beds will be forked to a level soil profile. Immediately after forking the Contractor will mulch each bed, but applying well rotted compost or other approved organic material evenly to a depth of 75mm.
- v) On one occasion during the period March to May, the Contractor will apply to each bed a general fertiliser as approved by the Supervising Officer around the plants to the manufacturers application instructions. Application should be by hand or hand held applicator and should be evenly spread over the surface of the soil.

- vi) Where maintenance operations require an operative to walk on the soil surface, all footprints and other depressions will be carefully forked over to reinstate a level soil profile.

7.14 Herbaceous Border Seasonal Maintenance - Summer

- i) Plants must be staked when instructed by the Supervising Officer. Every two weeks during the period April to September the Contractor will inspect all plants and thin out, removing all weak and spindly growth, depending on the species, (the Contractor must be familiar with the appropriate cultural requirement of plants).
- ii) Plants must be supported by using one of the following types of staking material selected according to growth habit of plant.
 - a) Twigging - shoots of twiggy growth of Birch, Beech, Alder or similar suitable for plants of bushy habit.
 - b) Bamboo - suitable for taller plants such as Delphiniums, Verbascum and Eremurus. The flower spike must be well supported.
 - c) Chestnut - a stout stake for heavier plants, such as Dahlias or Hollyhocks.
 - d) Wire hoops and grids - suitable for most herbaceous perennials.
 - e) Netting - using 100mm x 100mm polythene netting stretched across the border and fixed to a suitable stake, at a height suited to the range and height of the plants and in such a manner that the net will be concealed once the flower buds appear.

The Contractor will ensure that stakes are well concealed by the plants vegetation and that plants are firmly and adequately staked and tied and able to withstand a range of seasonal weather conditions.

On each maintenance visit the Contractor will check and adjust all ties and refirm all stakes and restake plants as necessary.

- iii) As blooms fade and die the Contractor will remove dead blooms before seeds set. The Contractor will also remove damaged stems and plants as necessary, and remove arisings from site to his own tip.

On a fortnightly basis during the period April to September the Contractor will hoe the beds using a dutch hoe, taking care not to damage the plant roots, before removing all weeds, litter and other debris. All arisings shall be removed from site.

- iv) The Contractor will irrigate beds during dry periods, using a fine spray taking care not to damage plants. The Contractor must seek approval from the Supervising Officer before carrying out this operation. Plants which expire as a result of inadequate irrigation will be replaced by the Contractor at his own expense.
- v) The Contractor will advise the Supervising Officer of incidents of pest and disease, taking remedial action as instructed using an approved pesticide which must be applied in accordance with the regulations implicit in the Food and Environment Protection Act 1985, and the Councils own Health and Safety Procedure and manufacturers instructions.

7.15 Herbaceous Border Seasonal Maintenance - Winter:

- i) As the flowering season ends for each species of plant, the Contractor will then remove stakes.
- ii) In order to present a tidy appearance, the Contractor will remove straggly damaged vegetation, taking care to leave sufficient vegetation to afford the crowns of plants from the worst of the winter weather.
- iii) On one occasion during the period October to February, the Contractor will remove all plants from one third of the bed and apply well rotted manure at a depth of 75mm, prior to incorporation (this will be carried out over a three year cycle, so that the oldest plants are removed and replaced each year).
- iv) The area will be double dug in accordance with accepted horticultural practice, ensuring that the manure is well incorporated into the soil maintaining a level soil profile by treading, firming and raking prior to planting.
- v) The Contractor will allow five days after cultivation of soil before planting new stock. Plants will be planted in accordance with the planting plan supplied by the Supervising Officer and must be healthy, floriferous, vigorous and true to type. Plants not conforming to the requirements of the Supervising Officer must be replaced within 48 hours of receipt of an instruction to replace.
- vi) Planting must be carried out using a trowel or spade at a distance of 30-45cm apart (depending on species), making a hole large enough to freely accommodate plant roots, without damage or distortion. Deep holes will be required for long tap rooted plants, such as Lupins, Hollyhocks, Anchusa and Verbascum. Plants must be planted so that the crown is just below the soil surface and the soil firming around the root using hand or foot. Plants to be well watered in.
- vii) After planting, the whole bed must be lightly forked to a depth of 30mm maintaining a level soil profile, taking care not to damage plant roots. All debris must be removed from the site, leaving a clean and tidy appearance at the end of all maintenance operations.

- viii) The Contractor will ensure that bare root plants are adequately protected and not allowed to dry out during any stage of the planting operation.

7.16 Miscellaneous:

- i) Where replacement plants are to be planted during the summer season (May to September), the Contractor will use containerised stock supplied by the Supervising Officer.
- ii) Vegetation must be cut back, using sharp secateurs or shears and maintenance should be carried out by adequately trained personnel.
- iii) The Supervising Officer at his discretion may supply up to 5,000 bulbs each year to be planted by the Contractor at no additional cost. These may be required to be collected as in 7.9 before planting.

7.17 Acid Beds:

- i) The Contractor will ensure that the acid beds remain weed and litter free at all times. The Contractor will supply materials to maintain the beds as required.
- ii) The Contractor will ensure that the bark mulch remains to a minimum of 100mm at all times. Any topping up will be fine bark mulch of Oak or Beech to redress the acidity balance.

The Contractor will soil test the acid bed once per year and report on his findings to the Supervising Officer. Any imbalance will be attended to by either applying Flowers of Sulphur or as described in the mulching section above. The bark will be carefully raked away before applying the Flowers of Sulphur.

The Contractor will ensure that the bark is replaced to the correct depth on completion.

- iii) The Contractor will cut back/prune as required by the Supervising Officer as per the specific variety requirement, i.e. summer or winter flowering variety. The Contractor will remove all prunings and all deleterious materials from the site.

8. WILD FLOWERS

8.1 Open Spaces

8.2 Highway Areas

8.1 Open Spaces:

A number of areas within open spaces are designated wild flower or conservation areas. These are Turret House Farm, Sweyne Park, Rochford Reservoir and Brooklands Gardens, Millview Meadows.

In addition to keeping areas free of litter (see paragraph 4.1.1 of the General Specification), the contractor will be required to maintain wild flower areas by cutting twice a year, once in late Summer/Autumn with a cut also early Spring, using a rotary mower or similar suitable machine.

The taking of a haycrop may be acceptable for this task. Cutting is to take place on instruction from the Supervising Officer.

All arisings are to be collected and removed from site.

Other areas of these sites are required to be maintained in accordance with the specification for park areas.

8.2 Highway Areas:

Grass areas as indicated on the highway or main route map will require cutting annually by rotary mower or machinery approved by the Supervising Officer.

Grass cuttings are to be raked off and removed from site.

After the grass cuttings have been removed, a final cut of the entire area will take place. Machinery will be approved by the Supervising Officer.

9. TREE MAINTENANCE

9.1 Tree Maintenance

9.1 Tree Maintenance:

Tree stakes and ties are to be inspected in Spring, Autumn and Winter and additionally immediately after strong winds. Inspect and make good as necessary. Replacement stakes for the trees, shall be softwood, full rounded and peeled and pointed, pressure treated with celcure or similar, minimum 125-150mm butts and 100mm tops and 3m length. Adjust and re-fix ties as necessary to make secure, allow for stem growth and prevent chaffing which may have occurred. Reposition ties and guards or replace with any approved type to prevent further chaffing. Replace damaged or missing ties. Replacement ties shall be of a type approved by the Supervising Officer.

The Supervising Officer shall be advised of any trees with defective stakes which have grown sufficiently to be self supporting and if instructed shall remove the defective stake and ties, fill the post hole with soil, lightly compacted.

Remove redundant tapes, tags, ties, labels and other encumbrances. Ensure all trees remain firmly bedded in the ground after strong winds, frost and other disturbances. All basal suckers must be removed from source by cutting using secateurs or pruning knife to the source stem or root. Any low or overhanging branches which could be a danger to the public or the Contractor's staff must be removed as instructed by the Supervising Officer who may also require the thinning of tree branches if it is considered desirable. The base of the trees shall be kept weed free and the area not to exceed 300mm all around.

10. HEDGE MAINTENANCE

- 10.1 Formal Hedges
- 10.2 Informal Hedges
- 10.3 Pruning and Wildlife

10.1 Formal Hedges:

As directed by the Supervising Officer, the contractor will twice a year trim both sides and top of the hedge carefully and neatly to a regular line and shape, with the width at the top of the hedge less than at the base. Use only suitable approved mechanical/hand held equipment in line with good horticultural practice. Remove current growth rather than old wood, unless instructed by the Supervising Officer. Remove all arisings from site. Base of hedges are to be kept weed and litter free at all times.

10.2 Informal Hedges:

Once a year face back both sides and top of the hedge to the previous seasons growth, or as directed by the Supervising Officer. Use suitable mechanical/hand held equipment. Remove all arisings from site. Base of hedges are to be kept weed and litter free at all times.

10.3. Pruning and Wildlife:

Due care and attention must be given to the Wildlife and Countryside Act 1981, Section 1, when trimming and pruning hedges. The timing of such work will be organised with the Supervising Officer's approval before work commences.

11. SPORT AREAS

11.1 Tennis Courts/Basketball

11.1 Tennis Courts/Basketball:

A list of these areas is shown at Appendix VIII.

The area shall be maintained litter free in accordance with Section 4.1.1, Cleansing, and swept three times per week as described under Sweeping Hard Paving and Sports Areas (Section 4.7 herein). Keep clear of moss and weeds by use of an approved herbicide and moss killer.

Overpaint lines once per year to maintain clear markings at all times. The paint must be non-toxic and approved. Markings must comply with required Association rules. Marking out is to include the over-marking of the other facilities e.g. Basketball. The old lines are to be cleaned with a wire brush prior to repainting. Signs must be provided to inform the public of 'wet paint'. The Contractor shall carry out maintenance and erection of posts and nets. These posts will be erected and dismantled on instruction from the Supervising Officer. The Contractor will inspect for wear and tear as necessary, and report any defects to the Supervising Officer.

The Contractor is to apply an approved moss killer twice a year, once in the Spring and once in the Autumn. The timing shall be agreed with the Supervising Officer.

12. SPORTS PITCHES

- 12.1 Management of Sports Pitches
- 12.2 Maintenance of Football Pitches
- 12.3 Maintenance of Rugby Pitches
- 12.4 Maintenance of Hockey Pitches

12.1 Management of Sports Pitches

- i) The Contractor will be responsible for the hiring of all the Council's sports pitches and pavilions.
- ii) All booking arrangements will be made directly through the Contractor who will retain all income from such bookings.
- iii) The scale of charges will be determined by the Council and reviewed annually, all charges being the maximum which may be applied.
- iv) The Contractor is required to market the available pitches in order to increase use by the public, though this must be commensurate with the amount of maintenance required to each pitch.
- v) The Contractor shall be responsible for any debts arising from non-payment by hirers.
- vi) The Contractor shall be responsible for security of monies paid.
- vii) The Contractor will be encouraged to submit his own views on the level of charges though the Council will make the final decision on such increases.
- viii) This item is to be priced on the basis that the Council will not be seeking any return of income from the Contractor and this should therefore be reflected in the tender price.
- ix) The sports pitches and their locations are listed in Appendix IX.
- x) It should be noted that at present there are "pre-school groups using the park pavilions at two sites and such bookings must be commensurate with the amount of maintenance required within these buildings.

12.2 Maintenance of Football Pitches

12.2.1 General

- (i) The maintenance operations for soccer pitches are divided into three separate periods throughout the year to facilitate the timings of the operations i.e. end of season, pre-season, and playing season.
- (ii) Maintenance operations shall not be undertaken while the ground is unfit due to frost, water-logging or other inclement weather conditions that affect the playing surface.
- (iii) The Contractor shall rectify any damage to the ground caused through the negligence of its employees without delay and at no additional expense to the Council.
- (iv) The Contractor shall ensure that these pitches are in the best possible condition for

play when required and that any necessary re-adjustments to the maintenance programme will not interrupt the programme of fixtures.

- (v) It shall be the decision and responsibility of the contractor to notify clubs of cancellations

12.2.2 End of Season Maintenance (April/May)

- (i) The entire pitch shall be harrowed using spiked chain harrows in two directions at right angles to each other. This operation will be repeated until minor soil depressions are levelled with tilth.
- (ii) The entire pitch shall be spiked to a depth of 150mm using an approved chisel tine spiker adjusted to give tine holes at 200mm centres. Each pass of the machine shall be immediately adjacent to the previous one and in two directions at right angles to each other. The Supervising Officer may cancel this operation if the ground conditions are considered unsuitable.
- (iii) Following consultation with the Supervising Officer the Contractor shall carry out renovation and operations with special attention to goal-mouths and centre circles in addition to any other worn areas. The following maintenance procedures shall be adhered to:-

All worn areas and depressions shall be spiked thoroughly to obtain a key and to break up any surface panning.

An approved loam/sand top dressing shall be supplied by the Contractor and applied in sufficient quantities to produce a surface level with the surrounding area.

An approved grass seed mixture comprising a Turf Type Ryegrass, supplied by the Contractor and applied at a rate of 20g/m² of each pitch, and will include goalmouths, centre circles and other worn areas. This operation may be carried out by a “contravator” type machine if instructed by the Supervising Officer.

- (iv) The Contractor shall supply and apply an approved Spring/Summer or pre-seeding type of fertiliser at the manufacturer's recommended rate over the entire pitch with an approved fertiliser spreader. Timing of the operation to be advised by the Supervising Officer.
- (v) If required the Contractor shall supply and apply a broad-spectrum selective herbicide as approved by the Supervising Officer to the entire area used for pitches to manufacturer's instructions. Timing of the operation to be advised by the Supervising Officer. Care must be taken so as not to damage new grass seed which may be germinating at the time of the application of this weed treatment. If through whatever reason any such damage occurs then the area affected must be re-seeded at the Contractor's expense.
- (vi) The Contractor shall inspect and inform the Supervising Officer of any damaged sockets and replace them. Sockets will be supplied by the Supervising Officer. The

Contractor will cap off sockets in the close season and maintain these caps in place by regular once weekly inspections. The caps will be supplied by the Contractor.

12.2.3 Grass Cutting (March-October)

- (i) Prior to the grass-cutting operation the Contractor shall remove all extraneous litter e.g. paper, stones, tins etc. and remove to the Contractor's own tip.
- (ii) The grass shall not be less than 50mm immediately after cutting. The frequency of cutting shall not be less than 15 times per year.
- (iii) The period of grass cutting will range from the beginning of March to the end of October or as required by growth rates of the grass. Occasional winter "topping" may be required.
- (iv) All soccer pitches will be cut by tractor mounted/drawn cylinder or approved rotary grass cutting units. The tractor is to be fitted with tyres specifically designed for use on turf.

12.2.4 Pre-Season Operation (August/September)

- (i) Prior to the commencement of the playing season, all soccer pitches shall be measured and marked as for rules laid down by the Football Association which includes senior, junior and mini type pitches. All pitches will be resited each year in the best possible area to prevent excessive ground wear occurring. It is the Contractors responsibility to install all sports pitch "goal" sockets. These will be supplied by the Supervising Officer.
- (ii) The Contractor shall ensure that only approved non-toxic water based materials are used and that the "marked line" shall not exceed 100mm nor be less than 50mm in width. At no time shall herbicides or other non-approved chemicals can be used for the marking operation.
- (iii) The Contractor shall note that marking operations shall commence no earlier than 15 working days prior to the start of the playing season.

12.2.5 Playing Season Maintenance (September -April)

- (i) The Contractor shall ensure that the sward is no less than 25mm immediately after cutting. Within this period any cuts will be undertaken subject to consent from the Supervising Officer.
- (ii) The Contractor shall ensure that the entire pitch will be chain harrowed in two directions and at right angles to each other as and when directed by the Supervising Officer. The Contractor shall allow for six operations during the period.

- (iii) The entire pitch shall be spiked to a minimum depth of 150mm, using an approved chisel tine spiker adjusted to give tine holes at 200mm centres. Each pass of the machine shall be immediately adjacent to the previous one and in two directions at right angles to each other. The Contractor shall allow for a maximum of six operations within this period.

Handfork compacted pitch areas once per week to relieve surface compaction on as many occasions as required. The Contractor will supply and apply sand to pitches and extra sanding will be at the discretion of the Supervising Officer.

On one occasion per season, the entire pitch areas must be 'verti drained' with a machine suitable for the purpose and approved by the Supervising Officer. This applies to all football, hockey and rugby pitches. The contractor is required to supply and apply an approved autumn/winter type grass fertiliser at the recommended rate over all the sports pitch area during each autumn of the contract unless instructed otherwise by the Supervising Officer

- (iv) The Contractor shall ensure that the pitch is remarked weekly during the playing season. Marking will be carried out on either Thursday and/or Friday for weekend fixtures and before all mid-week games. Any additional remarking will be carried out as instructed by the Supervising Officer. Marking will be undertaken using an approved white lining material, unless otherwise specified by the Supervising Officer.
- (v) The Contractor will ensure that the pitch measurements remain accurate during the marking process and that throughout the season, all lines remain clear, true and consistent..
- (vi) It may be necessary to pre-cut the existing lines prior to the marking out operation. This will be carried out using an approved pedestrian cylinder mower leaving the grass at a height of no less than 25mm immediately after cutting.
- (vii) Where applicable, at the beginning of the soccer season the Contractor will collect the posts and nets from his or the Client's store, transport to the pitch(s), erect the posts and, where applicable, attach the nets.

At a maximum of three sites, Canewdon, Rochford and King George's Playing field, Rayleigh the Contractor may be required to remove the football posts after games and store them on site, re-erecting before any subsequent games. If any goals are removed/damaged by vandals, they must be repaired and refitted by the Contractor.

- (viii) Immediately before erecting the posts, in all locations the Contractor shall paint the posts and crossbars. The Contractor shall:-

- (i) wash down and wire brush all surfaces to remove rust, debris, flaking paint
etc;
- (ii) apply an undercoat;
- (iii) apply a top coat of white gloss.

Both of these paints must be suitable for application to a metal surface and approved by the Supervising Officer.

- (x) At the end of the Football season, unless otherwise advised by the Supervising Officer, the Contractor will dismantle the posts and nets and return them to his own or the Client's store. The Supervising Officer may instruct the Contractor to erect and maintain football goals at various sites for the duration of the summer months, this being to allow local children areas for informal play at no cost to the Council.
- (xi) The Contractor shall note that the number of pitches required may vary from the number stated .
- (xii) In all establishments, on a weekly basis, the Contractor shall ensure that all posts, crossbar, nets etc. are at all times secure and safe. It will be the Contractors responsibility to notify the Supervising Officer and to rectify any faults as required, at his own expense.
- (xiii) It will be the responsibility of the Contractor to erect the nets, corner flags etc for all football/hockey/rugby games and to remove to a safe store after each game and also be responsible for the security of the pavilion buildings during their use.
- (xiv) The Contractor shall have a member of his staff on duty at all sites to supervise all pre-arranged games and carry out all necessary tasks associated with the sport of football, rugby and hockey.

12.3 Maintenance of Rugby Pitches

12.3.1.General

- (i) The Maintenance operations for the rugby pitches are divided into three separate periods throughout the year to facilitate the timings of the operations i.e. end of season, pre-season and playing season.
- (ii) Maintenance operations shall not be undertaken while the ground is unfit due to frost, water-logging or other inclement weather conditions that affect the playing surface.
- (iii) The Contractor shall rectify any damage to the ground caused through the negligence of its employees without delay and at no additional expense to the Council.

- (iv) The Contractor shall ensure that these pitches are in the best possible condition for play when required and that any necessary re-adjustments to the maintenance programme will not interrupt the programme of fixtures.

12.3.2. End of Season Maintenance (April)

- (i) The entire pitch shall be harrowed using spiked chain harrows in two directions at right angles to each other. This is to be repeated until sufficient tilth has been created to enable all minor depressions to be filled level.
- (ii) The entire pitch shall be spiked to a depth of 150mm using an approved chisel tine spiker adjusted to give tine holes at 200mm centres. Each pass of the machine shall be immediately adjacent to the previous one and in two directions at right angles to each other.
- (iii) Following consultation with the Supervising Officer the Contractor shall carry out renovation operations with special attention to any worn areas. The following maintenance procedures shall be adhered to:-

All worn areas and depressions shall be spiked thoroughly to obtain a key and to break up any surface panning.
- (iv) An approved loam top-dressing shall be supplied by the Contractor and applied in sufficient quantities to produce a surface level with the surrounding area.
- (v) An approved grass seed mixture comprising of a Turf Type Ryegrass, supplied by the Contractor and applied at a rate of 20g/m² shall be raked in and lightly rolled to consolidate the top-soil. A 'Contravator' type machine may be used for this purpose.
- (vi) The Contractor shall supply and apply an approved Spring/Summer or pre-seeding type of fertiliser at the manufacturer's recommended rate over the entire pitch with an approved fertiliser spreader or distributor. Timing of the operation to be advised by the Supervising Officer . The Contractor shall allow for one application.
- (vii) If required the Contractor shall supply and apply an approved broad-spectrum selective herbicide to the entire pitch to the manufacturer's instructions. Timing of the operation to be advised by the Supervising Officer . The Contractor shall allow for one application with an approved sprayer.
- (viii) The Contractor shall inspect and replace any damaged sockets. Sockets will be supplied by the Contractor. The Contractor will cap off sockets in the close season and maintain in position by once weekly checks. These caps will be supplied by the contractor at his expense.

12.3.3. Grass Cutting

- (i) Prior to the grass-cutting operation the Contractor shall remove all extraneous debris and litter and remove to own tip.
- (ii) The grass shall not be less than 50mm immediately after cutting. The frequency of cutting shall not be less than that which will maintain the standard.
- (iii) The period of grass cutting will range from the beginning of March to the end of October.
- (iv) All rugby pitches will be cut by tractor mounted/drawn cylinder or approved rotary grass cutting units. The tractor shall be fitted with tyres specifically designed for use on turf.

12.3.4. Pre -Season Operation (August-September)

- (i) Prior to the commencement of the playing season all rugby pitches shall be located in accordance with the plans and measured and marked as per rules laid down by the Rugby Football Union.
- (ii) The Contractor shall ensure that only approved non-toxic water based materials are used and that the "marked line" shall not exceed 100mm nor be less than 50mm in width. At no time shall herbicides or other non-approved chemicals be used for the marking operation.
- (iii) The Contractor shall note that marking operations shall commence no earlier than 3 weeks prior to the start of the playing season.

12.3.5. Playing Season Maintenance (September-March)

- (i) Because the optimum length of grass for playing rugby is 100mm, the Contractor shall not cut the grass on the pitch during the period, unless otherwise instructed by the Supervising Officer.
- (ii) The Contractor shall ensure that the entire pitch will be harrowed in two directions and at right angles to each other as and when directed by the Supervising Officer. The Contractor shall allow for six operations during the period.
- (iii) The entire pitch shall be spiked to a depth of 150mm. using an approved chisel tine spiker adjusted to give tine holes at 200mm centres. Each pass of the machine shall be immediately adjacent to the previous one and in two directions at right angles to each other. The Contractor shall allow for a maximum of six operations within the period.
- (iv) The Contractor shall ensure that the pitch is re-marked weekly during the playing

season. Marking will be carried out on either Thursday and/or Friday for weekend fixtures. Any additional remarking will be carried out as instructed by the Supervising Officer. Marking will be undertaken using an approved white lining material, unless otherwise specified by the Supervising Officer.

- (v) The Contractor will ensure that the pitch measurements remain accurate during the marking process and that throughout the season, all lines remain clear, true and consistent.
- (vi) In view of the length of grass during the period, it may be necessary to pre-cut the existing lines prior to the marking out operation, the Contractor shall have therefore made due allowance for the operation within the overall price.
- (vii) Pre-cutting the lines will be carried out using an approved pedestrian cylinder mower leaving the grass at a height no less than 40mm after cutting. All arisings will be 'boxed' and removed to the Contractors own tip.
- (viii) Prior to erecting the posts, Contractor shall paint the posts and crossbars. The Contractor shall:-
 - (i) wash down and wire brush all surfaces to remove rust, debris, flaking paint etc;
 - (ii) apply an undercoat;
 - (iii) apply a top coat of white gloss.

Both paints must be suitable for application to metal surfaces and approved by the Supervising Officer.

- (ix) At the beginning of the season the Contractor will collect the posts from his own or the Client's store, transport to the pitch(s) and erect.
- (x) At the end of the Rugby season, unless otherwise advised by the Supervising Officer, the Contractor will dismantle the posts and return them to his own or the Clients store.
- (xi) In all establishments, on a weekly basis the Contractor will ensure that all posts, crossbars etc. are at all times secure and safe. It will be the Contractors responsibility to notify the Supervising Officer and to rectify any faults as required.

12.4 Maintenance of Hockey Pitches

12.4.1 The contractor should follow the maintenance operations for rugby pitches.

12.4.2 In addition, cut grass and roll hockey pitches up to 10 times each in the playing season or as directed by the Supervising Officer. The grass height must be maintained suitable for this particular sport (approx 25mm). All arisings must be removed (box mowed) and disposed of in accordance with the instructions for green waste disposal.

13. PLAYGROUND EQUIPMENT

- 13.1 Playground Inspections
- 13.2 Lubrication
- 13.3 Replacement of Components

13.1 Playground Inspections:

Locations of playspaces and details of equipment can be found at Appendix X.

Play areas situated within the District are to be visually inspected on a twice weekly basis (Monday to Tuesday, and Thursday to Friday) and written records of inspections provided to the Supervising Officer on a weekly basis.

Inspections must be carried out by persons qualified and experienced in this profession, a recognised certificate in play equipment inspections i.e. ROSPA, ILAM, WICKSTEED LEISURE must have been attained. Experience in play equipment repair and maintenance will be essential in respect of additional repair works requested.

The play areas will be cleaned of broken glass, litter and debris. Litter bins are to be emptied. The Contractor will clear all areas of litter and broken glass or any other deleterious material on request from the Supervising Officer at any time after or between the inspections.

All moveable parts shall be inspected as appropriate for the equipment involved in accordance with Section 13.1 A-E.

Inspect concrete and wooden edging to safety surfaces in accordance with BS 5696.

Should the Contractor as a result of his inspections, information, or other work on site, become aware of the presence of any damaged or dangerous equipment, the Contractor will, within two hours, take steps to fence and immobilize the items of equipment affected using fencing approved the Supervising Officer.

The Contractor will provide an emergency call out service whereby he responds to reports of damage within two hours of the report of any damage. This service should be within hours of daylight, seven days per week and a telephone number must be provided to the Supervising Officer for this purpose.

13.1.1 Safety Surfaces

- (a) check and ensure that impact absorbing safety surfaces are securely attached and reglued if required, including re-fixing any edging the contractor is responsible for all repairs to safety surfaces at his expense;
- (b) rake over, level, and remove any weed growth from loose aggregate surfaces such as bark or sand, letting the Supervising Officer know, when surfaces require topping up; which the Contractor will carry out at his expense including using materials approved by the Supervising Officer;
- (c) chemical weed control will only be allowed with permission of the Supervising Officer

- (d) to remove the decomposed woodchip from five main play areas each year (which will be nominated by the Supervising Officer) and replace with approved new product supplied by the contractor at his expense. This is also to include the removal of excess subsoil at the contractors expense, to his own tip, and the installation of a geo-textile fabric, which will be approved by the Supervising Officer. The decomposed woodchip will be used as shrub/rose bed mulch or as instructed by the Supervising Officer.

13.1.2 Graffiti

All graffiti is to be removed/over-painted within two working days, using the manufacturers recommended paint. If chemical graffiti remover is used care should be taken to remove all residues and not to leave the site unattended until this is completed.

13.1.3 Fencing

- (a) Check and ensure that all fencing is secure and that any damage is repaired. All materials to be supplied at Contractor's expense;
- (b) check and ensure gates and self closing mechanisms operate safely and efficiently. Maintenance to gates are included in this contract;
- (c) ensure that all play areas are inaccessible for dogs and rectify where this is not the case;
- (d) ensure fences cannot cause danger to children;
- (e) any damage to be repaired within five working days;
- (f) temporary fencing to be erected as appropriate to the satisfaction of the Supervising Officer at the Contractor's expense

Any damage or repairs effected shall be reported to the Supervising Officer within 24 hour

No additional work shall be carried out without permission in writing from the Supervising Officer.

The Contractor will respond immediately to all matters of safety as it relates to Play Areas equipment.

Where additional work is requested, either resulting from the inspection or otherwise, it shall be commenced within 48 hours and completed as a single operation.

Damage to tarmac bases and paths shall be made good within five working days. The Contractor will supply emulsions and tarmac and undertake any repairs required on request by the Supervising Officer.

13.1.4. On each twice Weekly inspection the following must be observed and recorded on the

forms provided.

a) Climbing Equipment:

Inspect paint work and ensure it is in good condition
Check all parts are present and secure
Check supports are firmly fixed
Check corrosion at ground level
Check corrosion/rot elsewhere
Check play surface is in good condition
Check tube plugs are secure

b: Swings:

Check wear between links
Check all parts are present and secure
Check paint work
Check supports are firmly fixed
Check for ground level corrosion
Check for corrosion elsewhere
Check play surface is in good condition
Check timber parts are in good condition
Check front bar of cradle swing for correct operation

c: Sliding Equipment:

Inspect paint work
Check all parts are firmly fixed
Check supports are firmly fixed
Check for corrosion at ground level
Check for gaps in shute surface
Check sliding surface is in good condition
Check steps are in good condition

d: Rotating Equipment:

Inspect paint work
Check supports are firmly fixed
Check for corrosion at ground level
Check all parts are present and secure
Check surrounding surface is in good condition
Check for sharp corners, edges or projections
Check timber parts are in good condition
Check moving parts are in good condition and inaccessible

e: Rocking Equipment:

Check paint work

Check supports are firmly fixed
Check for corrosion at ground level
Check all parts are present and secure
Check surrounding surface is in good condition
Check for sharp corners, edges or projections
Check timber parts are in good condition
Check moving parts are in good condition and inaccessible

13.2 Lubrication:

All types of moving equipment must be lubricated every third month with suitable lubricants in accordance with the manufacturers instructions. A manufacturers approved lubricant, grease or oil is to be used by the Contractor as required in all circumstances.

During the lubrication of equipment, all bearing surfaces and pivots are to be treated, grease nipples are to be greased with a high pressure grease gun until clean, fresh grease escapes from the bearings.

Clean excess lubricant from equipment.

The Contractor must indemnify the Council for any damages to users or their clothing from any play equipment or his employees actions.

13.3 Replacement of Components

Components shall be replaced whenever necessary with the correct replacement part. Substitute items should not be used unless the approval of the manufacturer or the authority of the Supervising Officer has first been obtained. If screw fastenings that had been riveted over are removed they should be replaced with new components and similarly riveted.

Contractors will be required to replace all equipment except the main support frames of swings, runways and multi-play structures found to be faulty or damaged from whatever cause. This includes all swing seats, chains, cables, steps, panels, flooring, safety surfaces and fences.

Any questions as to what parts are classed as main support systems will be clarified by the Chief Assistant (Engineering) whose decision is final.

All components supplied by Rochford District Council for the Contractors use remain the property of the Authority and should only be used on the designated sites.

- A unit cost is required for additional play areas to this contract at a later date.
- A unit cost is required for adding additional play equipment to this contract at a later date.

13.4 Repainting of Equipment

The Contractor shall repaint all the play equipment at four sites each year using paint approved for the purpose. The Contractor is responsible for all safety aspects whilst

carrying out this task

14. MISCELLANEOUS DUTIES

- 14.1 Bridges, Fishing Platforms and Stations
- 14.2 Landscape Furniture (Seats, Bins, Signs)
- 14.3 Lake Overflows
- 14.4 Lost Property
- 14.5 Payment of Utility Costs
- 14.6 Fires
- 14.7 Public Footpaths across Council owned land
- 14.8 Security Duties
- 14.9 Storage Buildings
- 14.10 Staffing Matters

14.1 Bridges, Fishing Platforms and Stations:

The Contractor shall maintain footbridges in a safe condition. The Contractor shall notify the Supervising Officer within 24 hours if urgent repairs are necessary. The Contractor shall put facilities out of action if dangerous, by erecting barriers or other methods approved by the Supervising Officer.

14.2 Landscape Furniture (Seats, Bins, Signs/Noticeboards)

The Contractor shall repair any furniture that he finds to be in a dangerous condition and report to the Supervising Officer.

The Contractor will keep furniture clean, free from dirt, grease and other undesirable materials. All furniture must be painted, or treated with an approved preservative at least once a year between April and November. Treatment for particular items will be agreed with the Supervising Officer.

The Contractor will maintain seats, signs, bins and noticeboards in good condition and at their original station throughout the duration of the Contract.

14.3 Lakes and Ponds

Within the District there are lakes and ponds situated in Little Wheatleys, Brooklands, Sweyne Park and Rochford Reservoir.

The Contractor will remove all debris from the lake overflows and grills monthly, or as otherwise instructed by the Supervising Officer. All debris to be removed to the Contractors tip.

The Contractor will remove any rubbish from the edges of all lakes as and when required including all discarded fishing equipment i.e. lines and hooks.

The Contractor will remove any excess weed growth from any water feature if instructed by the Supervising Officer.

14.4 Lost Property:

The Contractor will be required to keep records in an A4 size book, of all property found within each facility, under the following headings.

Date, Name and Address of Loser(s)/Finder(s), signature of Loser(s)/Finder(s) date sent to the Council's Leisure & Client Services offices at South Street Depot..

All lost property items shall be properly labelled, and items kept in a safe and secure place. If lost property is not claimed within three months, then, the lost property shall be handed over to the Supervising Officer for appropriate disposal.

Any money found shall be handed over to the Council, who will be responsible for dealing

with any claim.

14.5 Payment of Utility Costs

The Contractor will be responsible for the payment of all charges in connection with the consumption of electricity, gas, water (including sewage costs) and telephones in connection with this contract.

14.6 Fires

Under no circumstances may any fires be started on Council land to dispose of any waste materials. All rubbish collected and made during the course of the Contract must be removed from the respective sites. The only exception is if a specific agreement is made for November 5 celebrations at sites previously agreed with the Supervising Officer.

14.7 Public footpaths across Council owned land

Details of Council owned footpaths are included in Appendix XI. Work is limited to the cutting back of vegetation twice each year to give a clear access and to the laying of ash in low lying spots where water/mud is inclined to be prevalent.

14.8 Security Duties

The Contractor will be required to open and close specified gates to parks and cemeteries every morning and evening throughout the year, in accordance with instructions from the Supervising Officer. This is to be carried out at the following sites

- a) King Georges Recreation Ground, Rayleigh;
- b) Ashingdon Recreation Ground;
- c) Rayleigh and Hall Road Cemeteries;
- d) Brooklands Gardens
- e) Fairview Recreation Ground, Rayleigh
- f) Great Wakering Recreation Ground, Great Wakering
- g) Clements Hall Recreation Ground, Hawkwell

It is the responsibility of the Contractor to ensure all members of the public and / or their vehicles have left the area before securing the gates.

14.9 Storage Buildings

There are shed type buildings at the following sites which are available for use by the Contractor for storage etc. and it is his responsibility to maintain these in a good state of repair as required by the Supervising Officer.

- a) Rochford Recreation Ground – three buildings;
- b) Clements Hall Recreation Ground – one building;

- c) King Georges Recreation Ground – two buildings.

14.10 Staffing Matters

- a) It is a requirement of this contract that all staff wear clearly recognisable uniforms and carry identity cards at all times as agreed with the Supervising Officer.
- b) All supervisory staff must be fully experienced and suitably qualified in all aspects of grounds maintenance.

15. WATER SAFETY

- 15.1 Lifebuoys
- 15.2 Water Safety Awareness Boards
- 15.3 Thin Ice Signs
- 15.4 Reporting of Accidents

Due to the potential dangers of water features within the District, Rochford District Council emphasise Water Safety as a major health and safety issue.

The contractor will be expected to carry out the following duties which adhere with good water safety procedure.

15.1 Lifebuoys:

The contractor must inspect lifebuoys a minimum of twice per week. This inspection includes:

- a) Checking lifebuoys are in good useable condition
- b) Ensuring all lifebuoys are placed on their hangers.
If the lifebuoys are missing from their holders they must be replaced immediately with a spare lifebuoy if the original lifebuoy is irretrievable. The spare lifebuoys will be supplied by the Contractor at his expense.

An inspection form must be completed following every daily inspection, noting condition of lifebuoy and whether lifebuoy had to be replaced.

The inspection form must be supplied to the Supervising Officer on a weekly basis.

15.2 Water Safety Awareness Signboards:

Around all major water features water safety awareness signs and signboards are situated. As part of the twice weekly check the contractor must inspect all signs and signboards for damage, vandalism, graffiti etc. and inform the Supervising Officer immediately so that repairs can be immediately actioned by the Contractor as his expense.

The contractor must make a note of any damage or defect on the daily inspection sheet.

15.3 Thin Ice Signs:

As and when directed by the Supervising Officer the contractor must erect and dismantle all Danger Thin Ice signs allocated for the particular water feature. Positions of signs are generally situated on lifebuoy holder stands and signs are bolted to the stand.

When instructed to remove signs they must be stored correctly and ready for use.

The contractor will inspect signs on a daily basis and carry out reporting procedures as per Water Safety Awareness signboards stated in 16.2. and may be instructed by the Supervising Officer to break any ice alongside the bankways to help prevent children walking on the main water area.

As part of good water safety practice the contractor will instruct any member of the public, especially children found walking or playing on thin ice to remove themselves immediately. If the public refuse to move from the ice, the contractor must inform the Supervising Officer immediately who will then take further action, i.e. requesting assistance from the Police.

15.4 Reporting of Accidents:

The contractor shall advise the Supervising Officer immediately of any occurrences, accidents, injuries or near misses to any person relating to all water features.

Confirmation must be given in writing immediately following the incident.