**SUPPLEMENTARY INFORMATION FOR FACILITIES MANAGEMENT CONTRACT**

Caretaking and duties at Tewkesbury Town Hall and George Watson Memorial Hall, to include opening and closing as required. Caretaking duties at public conveniences situated at Spring Gardens and Gloucester Road. (sample activity list appended)

In addition to the core duties listed above, the contractor will also be required to undertake the following:

**Sourcing of materials**

Order stock for Town Hall, Watson Hall and public conveniences ie cleaning materials, toilet roll, soap etc. Sourcing materials for routine repair/maintenance from local stores as required.

**Playparks**

Three playparks Dereck Graham / Warwick Place / Mitton. All three parks are about 3/4 mile from base check all equipment for damage and report and undertake minor repairs and clearance work.

Derek Graham has four bins that need emptying twice a week in in winter and litter pick. In the summer this is increased to three times a week plus two power wash rubber matting around play equipment per year, seven times a year strim and cut back weeds to 60m stretch in walkway (remainder of grass is cut by third party contractor).

Warwick Place has two litter bins that need emptying twice a week in the winter and three times a week in the summer. The grass is cut by third party contractor). In winter rake up leaves as required.

Mitton has one litter bin that needs emptying once a week in the winter and twice a week in the summer. No grass cutting required has fibre base. Cut 10-foot-high hedgerow five times a yearly. Length approximately 40 metres.

**Severn ham**

Strim walkway seven times a year, 1 metre on both sides about 3/4 mile. Empty, clean and replenish livestock water trough three times a year. Erection of six bird nesting signs in May and take down in September, 3-mile radius. Maintain and check two noticeboards. Annual strim of large area for planting of wild seeds.

**Back of Avon**

Weed Back of Avon walkway weekly, normally on a Thursday morning. This task normally takes around four hours. To include weed control at Back of Avon, Priors Court, St Mary’s Lane and St. Mary’s Road moorings.

**Ad hoc repairs / maintenance**

e.g. repairing broken bench, removing over-hanging branches, erection of signs etc.