[](http://www.pirbright.ac.uk/)

**Grounds Maintenance Specification**

**Expected schedule of visits:**

* 2 visits per week April-November (two operatives for two full days)
* 4 visits per month (two operatives for four days per month) December, January, February & March.

**Areas to be serviced:** Communal Grounds

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| **Lawns & Grassed Areas: Frequency** | | |
| 1 | Cut & box grassed areas – every visit April – November, as required Dec - March | Every visit |
| 2 | Strim all borders at same time as cutting | Every visit |
| 3 | Edge up all paths & hard standings | Annually |
| 4 | Apply weed & feed | Annually |
| **Shrubberies, Beds and Planters:** | | |
| 5 | Hand weed beds | Monthly |
| 6 | Ensure all plants are cut back from paths, roads, signage, vents, covers, drains as required | Every visit |
| 7 | Fork over beds and planters | Quarterly |
| 8 | Prune & shape shrubs | Quarterly |
| **Hedges:** | | |
| 9 | Flail cut front hedges top and sides | Annually |
| 10 | Hand weed & clear out hedge bases | Annually |
| **Paths, Hard standings & Car Parks:** | | |
| 11 | Thoroughly sweep & machine blow all areas paying attention to edges & corners | Every visit |
| **Weed Killing:** | | |
| 12 | Apply professional weed killer to all paths, hard standings and car parks | Bi annually |
| **Leaves:** | | |
| 13 | Clear all leaves on each visit during autumn / winter months, from all areas including paths, hard standings and car parks (October –December) | Every visit |

**Terms & Conditions**

* Works to be carried out during normal working hours – between 8.00 a.m. and 5.00 p.m. Monday to Friday.
* All relevant health & safety and COSHH documentation to be provided.
* All works to be carried out in-line with The Pirbright Institute’s safe working procedures and permit to work system.
* Quotation to include the provision of all labour, materials and equipment required.

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