

**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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