

GROUNDS MAINTENANCE SCHEDULE 2018 – 2021 MONTH.....WEEK/COM.....

This form must be returned to the Buildings & Grounds Officer the day after any work is carried out: bgo@wokingham-tc.gov.uk

The actions carried out as stated are correct. Signed..... Date.....Page 1

PARK	WORK	FORTNIGHTLY	MONTHLY	ANNUALLY	<u>ACTION/DATE CARRIED OUT</u>
HOWARD PALMER GARDENS	Cut grass to garden standard (horizontal stripes), cut edges, remove all clippings after each cut	X			
	Strim around park seats/litter bins and silver birch trees	X			
	Autumn pick-up of leaves			X	
JOEL PARK/HOLT COPSE	Cut grass to playing field standard Note: area of lady smock flowers Jubilee Avenue end of red oaks not to be cut April – July. Normal schedule after July.	X			
	Cut back/strim grass around and under wooden adventure trail adjacent to playground	X			
	Cut back/strim grass strip Martins Close side of Jubilee Avenue, including edges of footpath from Jubilee Avenue to Martins Close and grass triangle area near to Milton Road bus stop		X		
	Cut back/strim 10' strip grass between Holt Copse hedging & pavement of Jubilee Avenue. From Holt Copse entrance to Park		X		
	Autumn pick-up of leaves			X	
	Ditches cleared of silt/debris Nov/Dec			X	
	Cut back brambles/nettles abutting and within playground			X	
	Keep main footpaths clear of intruding brambles/nettles and debris/leaves.			X	
	Strim around park seats, dog bins and play area.	X			
	KGV PLAYING FIELD	Cut playing field	X		
	White-line football pitches beginning of August and then as instructed				Football pitches to be white lined only on request after August.
	White-line running track and 100 metre track as required for St Teresa's school sports day in June			X	
	Cut back brambles/nettles abutting and within playground		X		
	Cut/strim grass in play area	X			
	Strim around park seats, fencing, dog bins and play area	X			
	Cut grass verge alongside entrance path	X			
	Autumn pick-up of leaves			X	

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LANGBOROUGH RECREATION GROUND	Cut recreation ground. NOTE: the area from the footpath to boundary fencing to remain untouched.	X			
	White-line football pitch from mid-July throughout the football season	X			
	Main footpath edges re-defined; clear leaves			X	
	Cut grassed area as defined on corner plot by changing room and Gipsy Lane	X			
	Winter pick-up of leaves			X	
	Strim around park seats, dog bins and play area	X			
LESLIE SEARS	Cut back brambles/nettles abutting changing rooms and within play area		X		
	Cut field	X			
	Cut grass in play area strim around seats, fencing and bins	X			
	Cut back brambles/nettles abutting and within play area		X		
	Strim around seats, dog bins	X			
	Strim/cutback 1 metre either side of footpath from field to Roberts Grove	X			
VIKING FIELD	Strim/cut back brambles nettles on footpaths leading to Viking Field	X			
	Cut existing perimeter path around field; strim around seats	X			
	One full grass cut of meadow area late July early August. Cuttings to be removed from site			X	
REDLANDS FARM PARK	Sow six varieties of wildflower seeds along central footpath/perimeter footpaths			X	
	Cut field, strim around dog bins/seats. NOTE: leave grass/shrub belt in front of leylandii hedge uncut and area under veteran oak tree (top end)	X			
	Cut grass and strim around Scouts hut area	X			

NOTE: for grass cutting the Contractor must refer to items 1 to 3 on the grounds maintenance specification