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| **Wokingham Town Council** | **Elms Field Grounds Maintenance Frequency of Works Schedule** | | | | | | | | | | | | |
|  | **Frequency Schedule** | | | | | | | | | | | | |
| **Description of works required:** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Total** |
| Prior to grass cutting, litter and debris to be removed and disposed of. | 2 | 2 | 2 | 2 |  |  |  |  | 1 | 2 | 2 | 2 | **15** |
| Cut all amenity grassed areas, and play area grass, to include all edges.  **Note:** Cuttings to be removed from site, footpaths & paved areas to be clear of cuttings after each cut. | 2 | 2 | 2 | 2 |  |  |  |  | 1 | 2 | 2 | 2 | **15** |
| Strim around all fixed obstacles, benches, dog bins, waste bins, re-cycling bins, streetlights, manhole/inspection covers, utility boxes and play area equipment. | 2 | 2 | 2 | 2 |  |  |  |  | 1 | 2 | 2 | 2 | **15** |
| Spring/Summer fertiliser application |  |  |  |  |  |  |  |  |  | 1 |  |  | **1** |
| Footpath/paved edges to be reinstated to avoid grass encroachment. |  |  |  | 1 |  |  |  |  |  |  | 1 |  | **2** |
| Wildflower beds to be cut after natural seeding.  **Note:** Leave cuttings for an agreed period before removing |  | 0.5 | 0.5 |  |  |  |  |  |  |  |  |  | **1** |
| Autumn / winter pick up / leaf collection from amenity areas.  **Note:** Leaves to be removed from site |  |  |  | 2 | 2 | 2 |  |  |  |  |  |  | **6** |
| Autumn / winter pick up / leaf collection from play area.  **Note:** Leaves to be removed from site. |  |  |  | 2 | 2 | 2 |  |  |  |  |  |  | **6** |
| **Comments:**  Amenity grass areas to be cut 25 mm height in spring/summer and 50 mm height in autumn/winter.  Wildflower beds to be cut 100 mm in height. | | | | | | | | | | | | | |
| Monthly Works Completed Returns Log:  Please highlight/circle works completed each month, ensure dates are included and return by the end of each calendar month to  [**mpentek@wokingham-tc.gov.uk**](mailto:mpentek@wokingham-tc.gov.uk)  Signed……………………………………………………………….....Date………………………………………………………… | | | | | | | | | | | | | |