



Chilton Town Council

Grounds Maintenance Service Contract 2025 - 2028

Contract Specification

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1.1 Preamble to Specification

Introduction

When carrying out any works the Contractor shall bear in mind good horticultural practices and shall adhere to relevant British Standards unless otherwise indicated. All goods or materials used or supplied and all workmanship shall, as a minimum requirement, be in accordance with that Standard

Supervision

The Town Councils Authorised Officer or their Appointed Agent will supervise the Contract. For the purpose of this document, the Contractor should note that throughout this document the term Authorised Officer also includes the position of Appointed Agent.

Contract Year

Throughout the course of the specification, the term year shall be taken to mean contract year irrespective of the contract start date. A contract year being 52, seven-day periods weeks (or 12 months) commencing on the first Monday in April of each normal calendar year

Adverse Weather

Where the levels of quality are affected by weather, the contractor will notify the authorising officer and shall make records on forms provided by the contractor for the Authorised Officers approval. It should be noted that failure to deliver the service during periods of inclement weather will not be taken into account without the approval of the Authorised Officer.

Working Hours

In order not to inconvenience members of the public in terms of disturbance, nuisance and intrusion into privacy the times which the contractor may carry out any works shall be strictly controlled. Unless specified elsewhere in this schedule all works shall be carried out between the hours of 0800 and 1800.

1.2 Areas of Operation

The Contractor shall be deemed to have included for all operations and services detailed in the Contract to be provided within the area or areas defined in the Schedule of Prices and located on the drawing on Appendix A.

Accuracy of Measure

The Drawing indicates the areas concerned, and the quantities within the Schedule of Prices provide an estimated guide to the quantities, these quantities include for all other operations as detailed within the Specification. The Contractor shall assess all of the areas included prior to submission and ascertain for themselves the full extent of the Service required, as no claims shall be accepted for any quantities over or below those estimated within the Schedule of Prices.

1.3 Location Inspection

The contractor shall be deemed to have fully acquainted themselves with all conditions likely to affect the execution of the works and will have visited each site to satisfy themselves with the nature and extent of the works to be undertaken as detailed in this schedule.

The Contractor shall jointly with the Authorised Officer carry out a status inspection of all locations prior to the commencement of the Contract. There will also be an Annual Inspection undertaken by Contractor, Authorised Officer and Members of the Council in October each year, prior to commencement of Budget setting process. The Contractor shall be required to record and distribute copies of the inspections to the Authorised Officer within seven days of such inspections taking place and such inspections shall be agreed and signed as a correct record by both parties.

A joint inspection of all flowerbeds will be undertaken in April, one month prior to replanting summer bedding, to assess soil levels of each bed. Where necessary the Authorising Officer will instruct the contractor to top up the beds to achieve the desired levels at an extra cost to the Council.

In respect to play area inspections, these must be undertaken as per. Timescale in contract and recorded in the relevant book provide by the Council.

1.4 Performance Instruction

Within 14 days of the acceptance of the contract or within such period as the Authorised Officer shall specify the Contractor shall submit to the Authorised Officer for his approval a revised Programme of Works containing the order of procedure in which the Contractor proposes to perform the whole of the Service.

If at any stage during the Contract Period it appears to the Authorised Officer either that the Contractor's proposals do not meet the requirements of the Contract or that the performance of the Service does not conform to the Programme of Work as currently approved the Authorised Officer shall be entitled to require the Contractor to produce a revised Programme of Work to ensure compliance with the Contract and the Contractor shall submit without delay a revised Programme of Work to the Authorised Officer for his approval.

If the Authorised Officer shall require the Contractor to modify the Service in any way whatsoever the Contractor shall without delay produce a revised Programme of Work incorporating the said modification for the approval of the Authorised Officer.

Any approval given by the Authorised Officer shall not relieve the Contractor of his duties and responsibilities under the Contract.

Notwithstanding any information in regard to amount of work set out in the Contract Documents the Town Council gives no guarantees and accepts no liability as to the actual amount of work which shall be carried out under this Contract.

The Contractor's Programme of Work shall not be affected by the implementation of any additional work. Additional labour shall be employed to carry out such works.

1.5 Performance Monitoring

The contractor shall complete a monthly reporting form supplied by the Council and shall be forwarded to the Authorising Officer at the end of each month. The Contractor will be required to attend the Town Council meeting each quarter to report on progress of the contract and highlight any other maintenance or repair issues.

1.6 Performance Standards

Where the Council considers that any location has failed to reach the Contract Standard a Performance Instruction shall be issued detailing the operations to be carried out to achieve the Contract Standard. The Contractor shall implement any actions detailed within the Performance Instruction. Failure to implement such works shall be deemed to constitute a failure to conform to the performance requirements of the Contract and shall be liable to a deduction from the valuation for the period involved.

Deductions stated above shall be calculated at the Authorised Officers discretion. For each and every month that the details indicated in a Performance Instruction are not discharged, the Authorised Officer shall reserve the right to deduct up to a maximum of the respective month's fee for the priced item in the area where the Performance Instruction applies. The Contractor has the right to refer the matter to the Council for members to determine

1.7 Preparation of Interim Account

Payments shall be in accordance with the General Conditions of Contract.

The Contractor shall, if requested, provide to the Authorised Officer an invoice for every delivery of materials supplied for the execution of the Service and shall provide assistance with any appliance necessary to enable the Authorised Officer to count, weigh or measure any such materials.

1.8 Use of Locations

The Contractor shall be confined to the area(s) on the locations as detailed on the Drawings.

The Contractor shall not use any location for any purpose other than that of carrying out any works required by the Contract.

The Contractor shall prevent any trespass by its employees on any property adjoining the locations.

The Contractor shall take all reasonable precautions during the progress of any work to prevent any damage to adjoining property or to public or private roadways and shall prevent material, plant, rubbish, debris etc collecting therein.

The Contractor shall be liable for any damage resulting from any work carried out upon the Contract and shall make good any such damage at its own expense.

The Contractor shall obtain the approval of the Agent or Authorised Officer for the sitting of any spoil heaps etc, and for the routes by which plant is brought to any location. At no time should Council property be used to store items for a third party, without the agreement of the Council and/or Authorised Officer.

The Contractor shall regulate the character of its transport and plant and so operate it as to ensure that no damage to any location beyond fair wear and tear is occasioned and shall comply with the requirements of the Agent or Authorised Officer.

The Contractor shall not allow any advertising, or bill posting or temporary signs upon any part of the location.

1.9 Interference

All operations necessary or reasonably incidental to the provision of the Service shall be undertaken by the Contractor so as not to interfere unnecessarily, improperly or unreasonably with the access to, use or occupation of street or roads or private roads or footpaths or any property whether in the ownership of or control of the Council or others. The Contractor shall at all times undertake the provision of the Service without unreasonable noise or disturbance to any person.

1.10 Abstraction of Water

The Contractor shall take precautions necessary to avoid pollution of any river, stream, waterway, drain, lake or any other watercourse or body of water whatsoever or any other adverse effect thereto including any effect on the quality of appearance thereof or the injury or death of any flora or fauna therein or adjacent thereto.

The Contractor shall take all steps necessary to avoid any adverse effect on or pollution of any underground water resources (including percolating water) and shall not prevent the supply of water from any such resources to any person nor the abstraction thereof by any such person.

The Contractor shall not abstract any water from any watercourse or body of water nor discharge water into any such watercourse or body of water without the prior written consent of the Authorised Officer and the water utilities supplier.

The Contractor shall be responsible for all expenses for obtaining mains water from the water utilities supplier for the provision of the Service and the Contractor shall comply with all local conditions regarding the use of the water. The Contractor shall obtain the consent of the water utilities supplier to the location of all hydrants from which mains water may be abstracted for the Service together with abstraction methods, receiving apparatus, draw off rates and times and the Contractor shall arrange for constant attendance when water is being drawn off from any hydrant.

The Contractor shall include for all necessary hosepipe water costs, sprinklers and other means of satisfactory irrigation of the works.

1.11 Damage to Adjacent Areas

The Contractor shall not cause damage to any street, road or any other property at any time during the provision of the Service but if any such damage is caused the cost incurred by the Council in repairing, reinstating or making good such damage as certified by the Authorised Officer shall be either paid to the Council by the Contractor or deducted from any payment due to the Contractor.

The Contractor shall ensure that before any plant/equipment is used upon street or road, all mud, clay, soil, grass clipping or similar substance is removed from such plant/equipment so far as is reasonably practicable.

If any such mud, clay, soil, grass clipping or similar substance is deposited on street or road, the Contractor shall as soon as practicable after deposit removes the same and in any event shall do so by the end of the day.

No fires shall be permissible on any Location during the execution of the Service.

1.12 Additional Works

The Contractor may be requested to undertake additional ad-hoc works as listed in the Additional Works Section in Part 2 of the Schedule of Prices. This must be completed by the Contractor to allow for a full and proper evaluation of the Contract.

Payment for work on a day work basis shall only be made when no item in the Schedule of Prices is the same or similar to the work to be carried out. The decision to carry out the work on a day work basis shall be at the sole discretion of the Authorised Officer.

The Contractor shall not carry out any work on a day work basis without the prior notice from the Authorised Officers.

All day work sheets shall be submitted to the Authorised Officer by Monday 12 noon, following the week within work was carried out for approval and signing.

The Contractor shall furnish the Authorised Officer with such receipts or other vouchers as may be necessary to prove the amounts paid or if requested by the Authorised Officer, before ordering materials, obtain a written quotation for the same for their approval.

Payment for day work performed by the Contractor and agreed by the Authorised Officer shall be made in accordance with the rates detailed in the Schedule of Prices.

The Contractor shall allow for providing everything necessary for the provision of the Service instructed as a day work, including all labour, materials, tools, mechanical plant, transport and vehicles etc. Payment shall only be made for labour, materials and plant used.

1.13 Working in Exceptional Adverse Weather conditions

The Contractor's attention is drawn to the following directions with regard to working in exceptionally adverse weather conditions.

The Contractor shall maintain, whenever practicable, continuity of working and productivity during exceptionally adverse weather conditions.

The Contractor shall avail themselves of all reasonable means and aids for working in exceptionally adverse weather conditions that are currently available to ensure completion of their works within the agreed programme times.

However, the Council are aware of all Health and Safety issues incumbent on both the Contractor and their individual responsibilities to both the Contractor's staff and the members of the general public. These responsibilities must at all times take priority.

1.14 Public Utilities and Services

The Contractor shall, at all times, satisfy themselves as to the exact location of all utility services.

Prior to all excavation works, the Contractor shall carry out drain trenches, pits and holes to confirm the existence, or otherwise of services and their accurate locations. The Contractor shall make use, wherever possible, of the relevant utility undertaker's detection equipment for locating services.

1.15 Access

The Contractor shall be responsible for gaining access to all areas to be maintained and for any costs involved.

The Contractor shall allow for appropriate vehicles in order not to cause any damage within the sites or adjacent to them.

1.16 Proactive Management

The Contractor is requested to manage the site proactively, and suggest to the Authorised Officer any areas where maintenance costs could be reduced.

1.17 Waste Disposal

All removal or disposal of items from any of the locations shall be at the Contractor's cost, waste is not to be stored at any location within the contract area. The disposal of waste must also be in line with Health and Safety Standards and wherever possible Carbon Neutral/Climate Change issues taken into consideration.

2.0 GENERAL MANAGEMENT OF PLANTING

2.1 General Planting

2.2 Application of Herbicide

2.3 Herbicides within Herbaceous Planting

2.4 Application of Water

2.5 Application of Mulches

2.6 Fence line Maintenance

2.7 Soil Levels

2.8 Hedging

2.1 General Planting

The Contractor's annual price as detailed within the Schedule of Prices shall include all operations and services specified within this section unless otherwise specified.

The Contractor shall make adequate provision within the Schedule of Prices for the control of any weed growth including pernicious species throughout the entire Contract Period regardless of visibility at time of initial location inspection.

The aim of the works is to maintain a weed free location. If herbicide is used it shall be applied so that by the time of the inspection the location shall be weed free, including the clearance of dead weeds.

If weather conditions are not favourable for herbicide treatment, the Contractor shall carry out hand weeding to achieve a weed free location by the inspection at the end of the month. Hand weeding shall include the removal of the entire root system of the weeds not effectively treated by herbicide.

It is hoped that that during the length of the contract at least one wildflower area per year will be considered, and the provision of plants to attract bees and butterflies would be welcomed. These extra areas will be seen as additional work and appropriate funding applied. In the Autumn spring bulb planting will also be encouraged, and the involvement of school children on a particular day will be welcome.

All the following activities shall be included within the Contractor's rates within the Schedule of Prices, unless otherwise stated.

2.2 Application of Herbicide

The names and details of all herbicides, pesticides and fungicides the Contractor wishes to use shall be issued to the Authorised Officer for approval prior to application. The Authorised Officer shall be informed in writing of any changes to the original list.

The Authorised Officer shall, unless they inform the Contractor otherwise, require a demonstration of the equipment to be used for the herbicide application to show that the equipment has been properly calibrated, is in good working order and conforms to the herbicide manufacturer's recommendations for application of the particular herbicide concerned.

The Contractor shall take all necessary measures to ensure that no overlap whatsoever occurs in the application of any herbicide, particular care being taken where margins for error in application rate are small (e.g. certain granular herbicides). Such measures may include the use of markers and tapes or the use of dyes and the Contractor shall include within their rates for such equipment or materials.

If on any part of the site a complete kill is not achieved by the first herbicide application, the Contractor shall carry out at their own expense whatever additional herbicide applications, hand weeding or weed cutting operations the Authorised Officer considers necessary to achieve a complete kill throughout together with the control of any secondary growth of persistent perennial weeds and annual weeds.

Every herbicide application shall include the complete clearance of all dead material, litter and rubbish from the area to ensure that following application the area is left in a tidy condition. The Contractor shall include adequate allowance within their rates for carrying out such clearance work.

Should the use of herbicides result in any damage whatsoever to turf, plant or soil other than those plants specifically to be controlled by the herbicide, within or outside the area to be treated, then the Contractor shall be held to be fully liable and shall fully reinstate the damaged turf, plants or soil entirely at their own expense and to the entire satisfaction of the Authorised Officer.

The Contractor shall ensure that they are aware of their obligations and understands the safe use of herbicides under all relevant legislation.

Winter herbicide application shall consist of the application of an approved granular or liquid pre-emergent and/or translocating herbicide throughout bare soil of all planted areas to achieve a complete kill of all weeds and grasses to the satisfaction of the Authorised Officer, followed by the clearance of dead material. Unless otherwise specified, all winter herbicide applications **shall have been completed by 31 March**.

Summer herbicide applications shall consist of the application of the approved chemical throughout the planted areas to achieve a complete kill of all weeds and grass to the satisfaction of the Authorised Officer, followed by clearance of all dead material unless otherwise specified.

2.3 Herbicides within Herbaceous Planting

Generally, there shall not be a need for herbicidal applications due to regular and thorough cultivation; in addition, there is the obvious risk of damaging or destroying herbaceous plants.

The Contractor shall apply contact systemic herbicide to isolate cases of deep-rooted perennial weeds and grass which have established themselves inextricably among the root system of herbaceous plants, if instructed by the Authorised Officer.

The Contractor shall apply the systemic herbicide by means of an impregnate wick, touch stick or paint brush to the leaves of the weeds concerned, as agreed with the Authorised Officer. Great care shall be taken to avoid contaminating any herbaceous plants, bulbs, adjacent lawns etc. Any damage to be made good by the Contractor at their expense.

The Contractor shall be required to apply pesticides to control pests and diseases selectively or totally. The material and method of use shall be agreed with the Authorised Officer within 5 working days from notification, unless agreed otherwise.

The Contractor shall give the Authorised Officer at least 24 hours notice of their intention to apply the approved pesticide prior to commencing on the location. The Contractor shall only proceed on the day if weather and location conditions are suitable for the materials and method of application.

The manufacturer's instructions shall be fully complied with in all respects including the wearing of protective clothing.

The Contractor shall ensure that its operators have received formal training in the use of pesticides and that they are in possession of the appropriate certificate of competence. Such certificates shall be supplied to the Authorised Officer if so requested.

The Contractor shall ensure that application of the pesticide is carried out at the approved rates using equipment properly designed and manufactured for the purpose, and that all such equipment is in good working order.

Water used for dilution shall wherever possible be from the mains supply. Any other source shall have the prior approval of the Authorised Officer.

Pesticides shall not be stored on the location, but shall be brought onto the location as and when required. Used or partly used containers shall be removed from the location immediately after use. Spray tanks and containers shall not be rinsed out on the location.

The Contractor shall ensure that they are aware of their obligations and understands the safe use of pesticides under current regulations.

2.4 Application of Water

The Contractor shall include within their rates for the cost of watering any new or replacement planting including transplant, whips, shrubs trees, grass seeding and turf etc. Plant failure due to lack of water shall be the sole responsibility of the Contractor. The Contractor shall apply sufficient water regularly to thoroughly wet the top 150mm of soil around the roots of plants. A minimum of 10 litres for transplants, whips and shrubs, 40 litres for a feathered tree, and 100 litres for an extra heavy standard and semi-mature tree shall be required at each application of water.

The Contractor shall obtain water in accordance with this Specification. Water to planted beds shall be applied by low-pressure hose, sprinkler or as a spray applied evenly over the entire area. Water to individual trees and shrubs shall be applied by low-pressure hose.

If shrinkage of turf occurs and the joints open up, finely sifted soil shall be brushed in to fill the gaps prior to watering at the Contractor's expense.

Any damage to grass, bed or pit planted areas caused as a result of watering operations shall be reinstated to the full satisfaction of the Authorised Officer including the replacement of any soil lost from pits or beds due to washing off. Following watering, the Contractor shall ensure the bed and pit surfaces are left even and that all plants are firm and root systems are not exposed. Particular care shall be taken not to damage plants when handling hoses in planted areas.

2.5 Application of Mulches

Mulches generally shall be Ornamental Bark Nuggets, 16-65mm, or similar approved bark mulch.

The Contractor shall be required to top up existing mulch as required in certain ornamental shrub areas immediately at no additional cost to the Contract.

The mulch shall be maintained at an average depth of 50mm, topping up as necessary, in all shrub beds where soil conditions exist, i.e. where there is no carpet ground cover. The Contractor shall ensure that the mulch is kept clear of all stems and basal growth. Mulch levels shall be below existing hard landscaping. Mulching exists in some structure mix planting areas, but the top up of mulch is not mandatory in these areas.

The Contractor shall have removed all weeds, rubbish and litter prior to application.

If so directed by the Authorised Officer, the Contractor shall have applied an appropriate herbicide in accordance with these Conditions.

Prior to the application of the mulch, the Contractor shall ensure the ground has been adequately irrigated to the satisfaction of the Authorised Officer.

Mulching shall normally be carried out in March when the soil conditions are suitable and before weed growth commences, but at other times as required to maintain 50mm depth.

At completion, the path, grass and surrounding area shall be swept and/or raked to remove all mulching materials to leave the site in a clean and tidy condition to the satisfaction of the Authorised Officer.

The Contractor shall allow for the application of mulches and herbicides as described within the general rate for each area.

2.6 Fence line Maintenance

The Contractor shall keep the base of fences weed free by hand weeding or the application of a translocated non-residential herbicide approved by the Authorised Officer.

2.7 Soil Levels

The Contractor shall maintain and allow for adjusting soil levels as necessary adjacent to paving to give a 0.5m wide strip 50mm below paving, allowing for 50mm mulch cover.

The Contractor shall allow for grading out soil levels in grass and shrub areas as directed.

2.8 Hedging

Hedging shall be clipped between **September/February**, or as directed, to maintain a height of 1.0m and width of 0.6m, or as otherwise instructed. All arisings shall be removed from site.

3.0 SHRUB PLANTING AND SPECIMEN TREES

3.1 General

3.2 Pruning Generally

3.3 Pruning Method

3.4 Standard Trees

3.5 Weed Control

3.1 General

The Contractor shall carry out maintenance of the planted areas at the frequency as specified within the Schedule of Prices, unless specified elsewhere, or as instructed by the Authorised Officer.

Maintenance operations shall be organised by the Contractor in a systematic and efficient manner, with a detailed log kept of all the operations, dates and sites concerned throughout the maintenance period. This log shall be kept up to date and a copy sent to the Authorised Officer as requested during the Contract Period.

3.2 Pruning General

The Contractor shall include for a one of winter pruning of trees and shrubs, in accordance with the specification. From weeks 39 to 12, or as directed by the Authorised Officer. Pruning shall consist of the selective removal or cutting back of the branches and main stems to remove dead and diseased wood and /or to formative prune particular plants. In addition, the Contractor shall remove cut material, litter and other debris off site to the Contractors disposal point.

Before any pruning works are allowed to be undertaken, the Contractor shall be required to demonstrate that they have a clear understanding of the specific pruning needs of the genera involved, and of their ability to carry out the pruning in a professional manner to the full satisfaction of the Authorised Officer.

The Contractor shall be considered negligent and shall re-instate if, as a result of poor workmanship or lack of technical ability, plant stock is damaged in any way or is spoilt with loss of amenity value. The Authorised Officer's opinion on this matter shall be considered final and the Contractor shall be required, at entirely their own expense and as soon as the season allows to replace the damaged stock with identical species and specification together with any reinstatement works necessary to bring the location up to the standards required by the Authorised Officer.

The Contractor shall remove from trees all epicormics, basal growth and suckers. Epicormic growth shall be removed flush to the main stem to a height indicated by the Authorise Officer. Suckers shall be cut back to the point of origin and if necessary, soil shall be removed to expose such origin and the soil returned to the original level.

The Contractor shall not use growth inhibitors/regulators without the written permission of the Authorised Officer.

The Contractor's attention is drawn to the differences between epicormics growth and desirable feathered growth intended for retention.

Prior to commencing work on the location, the Contractor shall establish that the location conditions are such that there is no risk of any damage occurring to the soil structure or plants as a result of the pruning operation if they consider the location

conditions to be unsuitable or the operation is not being carried out in a proper manner.

When carrying out pruning works on bare soil areas the Contractor shall ensure that the area is lightly cultivated upon completion of pruning operations to remove all footprints and to alleviate compaction of the soil surface.

3.3 Pruning Method

The Contractor shall provide pruning tools that are fully suitable for the work to be undertaken. Only those pruning tools approved by the Authorised Officer shall be used and shall normally comprise of the following; secateurs, pruning knife, short handled pruners and pruning saw. All pruning tools used shall be duly maintained and sharpened so that they produce a completely clean cut with no bruising, crushing or splitting of pruned stems and with no snagging or tearing of bark.

The Contractor shall prune back all broken branches, dieback and diseased growth of trees to sound wood having due regard for bad position and apical dominance. The Authorised Officer may require pruning wounds to be sealed with an approved sealant or biological formulation.

All damage to main stems of trees shall be cleaned by paring back to live bark and/or cambium and sealed with an approved fungicidal sealant or biological formulation.

The Contractor shall prune tree branches that obstruct or overhang the highway, public footpath or that which blocks the penetration of daylight to windows. The work shall be undertaken at the request of the Authorised Officer, observing all relevant safety precautions

All cut material shall be disposed off site to the Contractor's tip at the end of each working day.

The Contractor shall clean pruning equipment in disinfectant after each cut if directed by the Authorised Officer.

3.4 Standard Trees

The Contractor shall carry out formative pruning of standard trees if such pruning is deemed necessary by the Authorised Officer. The Contractor shall be required to demonstrate their ability to differentiate between species requiring a central leader or branching head.

In conjunction with the Authorised Officer, additional funding will be provided for a Tree Management Plan to be produced and implemented. The Council wish to participate in the DCC Tree Planting Week initiative and annually plant additional trees across the Council estate.

3.5 Weed Control

The Contractor shall maintain an area of clean ground 300mm in diameter around trees within grassed areas using a translocated non-residual herbicide approved by the Authorised Officer.

Any natural regeneration of trees or shrubs that occurs in planted areas shall only be removed on specific instructions from the Authorised Officer.

4.0 ANNUAL BEDDING OPERATIONS

4.1 Supply of Bedding Plants

4.2 Design of Seasonal Beds

4.3 Summer Bedding Time of Planting

4.4 Summer Bed Preparation

4.5 Spring Bedding Time of Planting

4.6 Spring Bed Preparation

4.7 Planting General

4.8 Bed Maintenance

4.9 Watering

4.10 Vandalism

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4.1 Supply of Bedding Plants

All bedding plants will be supplied by the Contractor. All plants supplied shall be in accordance with the specification for the supply of plant material. Wherever possible the colour scheme for the summer planting should be agreed with the Council/Authorised officer. In special National event years e.g., 2022 Queens Platinum Centenary year, colour scheme should be red/white/blue, to reflect the National colours. The Council is also keen to enter Northumbria in Bloom, and discussions with the Contractor will take place in this regard.

The seasonal beds for which the Contractor shall have responsibility are shown in Schedule of Prices.

The Contractor will liaise with the Authorised Officer in order to determine the quality and suitability of plant material for use in the beds.

4.2 Design of Seasonal Beds

The Contractor will be responsible for the provision, design and maintenance of the both spring and summer bedding. The quality of design and the variety of plants proposed by the contractor will be part of the assessment process.

Planting will be positioned in accordance with the planting designs provided to the Authorised Officer. These will be supplied by the contractor by week 32 for the following summer bedding.

Plants must be evenly spaced 150mm to 225mm apart depending on species, to a random pattern, not in straight lines.

By the use of a trowel holes shall be prepared large enough to accommodate the root ball without restriction. Each plant must be placed upright in the hole to the same depth as propagated and firmed in place by use of the hand, but avoiding excessive soil compaction.

The contractor will provide canes and tie in standard dot plants.

Footprints etc. should be removed by lightly forking over the bed to a depth of 25mm in order to create a high standard of appearance.

Plants must be watered thoroughly to root depth; care being taken not to scorch plant foliage and flowers by watering in condition of direct sunlight.

On completion of planting the surroundings areas shall be raked, swept and left in a tidy condition all debris removed from site.

4.3 Summer Bedding Time of Planting

Summer bedding will be planted out in the period weeks 24 and 26 inclusive unless instructed otherwise by the Authorised Officer

4.4 Summer Bed Preparation

On completion of the spring bedding display, in the period weeks 22 to 24 inclusive unless otherwise directed by the Authorised Officer the beds are to be cleared and cultivated in preparation for the summer bedding display.

The beds are to be stripped of all existing plant material. The spring bedding plants to be discarded shall be lifted by fork so as to include the root ball and removed from site for disposal.

The bed will be single dug to a full spit depth having applied granular fertilizer such as Growmore at a rate of 5kg/100sq m or other as approved by the authorised officer in accordance with manufacturers recommended rate of application.

After addition of fertiliser, the beds should be trodden in a crab-wise fashion in order to firm the soil and raked to a fine tilth.

Soil at the edges of the bed will be pushed back using a hoe or spade and sloped upward at an angle of approximately 45 degrees to the horizontal, but slightly below surrounding edges

Turf edges of beds will be cut at an angle of 65 degrees to the horizontal by use of a half-moon edging iron, avoiding vertical or undercut edges

The intended shape and size of the bed shall be maintained throughout the contract period unless otherwise notified by the Authorised Officer.

All stones, weeds, roots and other deleterious material brought to the surface during cultivations will be removed from site for proper disposal

Cultivation work should not be carried out during excessively wet conditions.

4.5 Spring Bedding Time of Planting

Spring bedding will be planted out during the period weeks 42 to 44 inclusive unless instructed otherwise by the Authorised Officer.

4.6 Spring Bed Preparation

On completion of the summer bedding display in the period weeks 40 to 41 inclusive, unless otherwise directed by the Authorised Officer the beds are to be cleared and cultivated in preparation for the spring bedding display. All debris is to be removed from site to the Contractors disposal point.

The beds are to be stripped of all existing plant material. Plants to be lifted by fork so as to include the root ball and removed from site.

The surface of the bed shall be covered with approved; quality well-rotted manure at a rate to be agreed with the Authorised Officer the bed shall then be double dug to two full spit depths. Soil removed from the first trench or spit being carted and replaced in appropriate positions.

After addition of fertiliser, the beds should be trodden in a crab-wise fashion in order to firm the soil and raked to a fine tilt.

Soil at the edges of the bed will be pushed back using a hoe or spade and sloped upward at an angle of approximately 45 degrees from the horizontal, but slightly below surrounding edges.

Turf edges of beds, will be cut at an angle of 65 degrees to the horizontal by use of a half-moon edging iron, avoiding vertical or undercut edges.

The intended shape and size of the beds shall be maintained throughout the contract period unless otherwise notified by the Authorised Officer.

All stones, weeds, roots and other deleterious material brought to the surface during cultivations will be removed from site and disposed of.

Cultivation work should not be carried out during excessively wet conditions.

4.7 Planting General

Planting beds shall only take place during periods when the soil is moist. No bed shall be stripped in excess of 5 working days in advance of planting, unless agreed with the Authorised Officer, and no bed shall be stripped unless bed preparation is to be completed immediately.

Plants will be positioned in accordance with the planting designs provided by the Contractor to the Authorised Officer.

Plants must be evenly spaced 100mm to 225mm apart depending on the species, to a random pattern, not in straight lines.

By the use of a trowel holes shall be prepared large enough to accommodate the root ball without restriction. Each plant must be placed upright in the hole to the same depth as propagated and firmed in place by use of the hand, but avoiding excessive soil compaction.

The contractor will provide canes and tie in standard dot plants.

Where bulbs form part of the spring bedding display, these must be disease free and in optimum condition and planted to a random pattern, not in straight lines, between the main groundwork displays.

Unless otherwise instructed by the Authorised Officer, bulbs should be planted with a trowel or dibber, making a hole twice as deep as the bulb. Insert each bulb, point or bud uppermost and give it a gentle twist so the base is in firm contact with the soil. Cover the bulb the excavated soil and firm with the hand.

On completion of planting the surrounding areas shall be rake, swept and left in a tidy condition all debris being removed from site.

After planting all beds shall receive routine maintenance, the Contractor shall visit all flowerbeds every two weeks and "spot" weed by hand between all plants, all weeds, litter debris etc shall be removed carefully so as to avoid damage to any plants, and shall be removed from site.

Footprints should be removed and the desired soil profile maintained by lightly hoeing or forking to a depth of 25mm taking care not to damage the plants' root system. On completion of a complete maintenance cycle, the Authorised Officer will be informed of the completion of the works. Payments for maintenance works will not be paid unless the Authorised Officer has been informed.

4.8 Bed Maintenance

After planting, beds shall be cleared of weeds and other debris by hand, hoe or fork as required, avoiding excessive treading on the bed surface. All debris produced during these operations shall be removed from site for proper disposal.

At each visit the edges of the grass areas, which abut planted bed, must be trimmed with long handled shears or other approved mechanical means. Growth must not exceed 75mm from the edge of the grassed area.

Footprints should be removed and the desired soil profile maintained by lightly hoeing or forking to a depth of 25mm taking care not to damage the plants' root system.

4.9 Watering

Immediately following the completion of the planting out of each seasonal bed the Contractor shall be required to water the said bed. Watering shall be carried out at the rate of 2 litres/sq.m evenly distributed over the whole of the bed. Should weather conditions be such as to negate the need for such watering the Authorised Officer shall reserve the right to withhold the watering until such time as it may be required later in the season.

The Contractor may be required to undertake additional watering of the seasonal beds, this being undertaken on receipt of instruction from the Authorised Officer. Watering shall be carried out at the rate of 2 litres/sq.m distributed over the whole area to be watered- Schedule of rates working.

4.10 Vandalism

When vandalism occurs to annual bedding, details must be reported to Authorised Officer by the Contractor who must also take remedial action immediately. Replacement plants and replacement planting will be carried out by the contractor after agreement with the Authorised officer and paid for by the client in accordance with the tendered day work rate.

5 SUPPLY OF PLANTS, TREES AND MATERIALS

5.1 Plant Supply

5.2 Sources of Plants

5.3 Plant Procurement (Misc. Conditions)

5.4 Bedding Plants

5.5 Trees and Shrubs (Including Roses)

5.6 Other Plant Material

5.7 Hanging Baskets

5.1 Plant Supply

The Contractor will supply all plant materials as deemed his responsibility in the contract in accordance with the British Standard recommendations (BS 3936 Nursery Stock) Part 1- Trees and Shrubs; Part 2- Roses; Part 4- Forest Trees; Part 7- Bedding Plants Grown in Boxes of trays; Part 9- Bulbs, Corms and Tubers

5.2 Sources of Plants

Plants must be obtained from a source where they have been grown under soil and climatic conditions and substantially different from that of this area.

The contractor must seek the approval of the Authorised Officer if he wishes to bring in plant material grown under different soil and climatic conditions.

The Authorised Officer will be given the opportunity to inspect the plants prior to planting to ensure they meet the standards as set in the relevant British Standards.

5.3 Plant Procurement (Misc. Conditions))

Plants should comply with the requirements of the BS 1936- Nursery stock: General.

The Contractor must state the source of plant material (i.e., propagated or from seed, grafted or budded).

Unless instructed otherwise by the Authorised Officer, plants must be true to type.

The Contractor must ensure that all plant material is free from pests and diseases.

In the case of materials supplied by the contractor the Contractor will be liable for the replacement of lost/unsatisfactory plants. The liability period for this condition shall be in accordance with the defect's liability period included in the conditions of this contract.

All plants are to be supplied from the approved Nurseries and suppliers selected by the contractor must be approved by the Authorised officer. The Contractor will submit a list of suppliers to the Authorised Officer for approval.

Prior to planting of material, the Authorised Officer may at his discretion inspect plant material at the supplier's nursery or the contractor's place of storage. These inspections shall not be taken as approval of that plant material but is setting the standard required. Plant material which subsequently falls below that standard will be rejected

The Contractor will give the Authorised Officer not less than 48 hours' notice of delivery of plants to site.

5.4 Bedding Plants

All bedding plants supplied by the contractor will be: -

- (a) Pest and disease free
- (b) True to type
- (c) Floriferous (where appropriate)
- (d) Good foliage colour
- (e) On a well-developed and undamaged root system
- (f) Not root-bound
- (g) Vigorous and of a habit appropriate to type

5.5 Trees and Shrubs (Including Roses)

All trees and shrubs supplied by the contractor will be: -

- (a) Pest and Disease free
- (b) True to type
- (c) Transplanted nursery stock on healthy, vigorous and sound roots with well-formed heads and to have been grown at or grown on at the supply nurseries.
- (d) Torn and lacerated roots shall be pruned before despatch and the plants to be material and undamaged
- (e) Containerised subjects must not be root bound.
- (f) Vigorous and of a habit appropriate to type.
- (g) The roots of containerised stock must not show evidence of 'circling'
- (h) Subjects will have a well-defined leader (as appropriate)

5.6 Other Plant Material

When the Contractor is required to provide plant material not covered by the preceding categories the Authorised Officer will supply the Contractor with a specification as required.

In addition to that specification the Contractor must note that unless instructed otherwise, all plant material will conform to the requirements of the BS 3936.

5.7 Hanging Baskets

The Council will supply hanging baskets via Thinford Nursery, the Contractor will supply erect and maintain hanging baskets and price for this within the contract.

The hangers and chains will be inspected by the Contractor before the hanging baskets are put in place in week 24 of the contract period any corrosion or wear will be reported to the Authorising Officer. On no account must hanging baskets be put up in place were the condition of the hangers or chains are unsafe. The locations will be relayed to the Contractor by the Authorising Officer in week 20 allow for the timely inspection of hangers and chains.

The contractor will be responsible for the feeding of hanging basket and ensuring that are maintained in a way that promotes plant vigour and avoids the plants becoming stressed at any time during the summer period.

The contractor will be responsible for taking the baskets down in week 40.

- 6.0 GRASS MANAGEMENT
 - 6.1 General Grass Cutting
 - 6.2 Site Preparation
 - 6.3 Inspections
 - 6.4 Access
 - 6.5 Mowing: General
 - 6.6 Grass Cutting Operations
 - 6.7 Machinery
 - 6.8 Performance Standards for Grass Cutting
 - 6.9 Damage
 - 6.10 Clipping Edges with Shears
 - 6.11 Total Herbicide
 - 6.12 Bulbs in Grass
 - 6.13 Reseeding Bare Patches

6.1 General Grass Cutting

In the pricing of the Contract, the Contractor shall be deemed to have allowed for adhering to the following general conditions.

Programme of Works

The Contractor prior to the commencement of the contract shall prepare and submit to the Authorising Officer a programme of works detailing grass cutting cycles in order to maintain or achieve the performance quality standards required. This schedule may be used by the client to assess the viability of the tender and monitor performance.

The Contractor should prior to submitting their quotation, make themselves aware of all works to be undertaken. The machinery employed shall be suitable to carry out the tasks as specified.

6.2 Site Preparation

Prior to each grass cut, the Contractor shall on every occasion remove litter and any extraneous material from site, all debris shall be removed to the Contractors tip for proper disposal.

The Contractor's annual contract price as detailed within the Schedule of Prices shall include all operations and services specified in this section.

Where indicated, any removal or disposal of items shall be at the Contractor's cost.

6.3 Inspections

The Contractor shall inspect all areas on which any work is to be carried out and shall remove all items and obstructions which might cause damage or injury, all such items being collected and removed from site

6.4 Access

The width of the access to certain grass areas may restrict the Contractor to the use of smaller mowers or other items of machinery than they would normally expect to use. The Contractor shall inspect all areas prior to submitting their tender in order to ascertain any such restrictions, as no additional payments shall be made.

6.5 Mowing General

In the case of all cutting regimes detailed within this Contract, grass cutting shall commence in week 14 and terminate in week 40. At no time shall the grass be cut to a lesser height than specified at without the Authorised Officers approval.

6.6 Grass Cutting Operations

Mowing shall be undertaken in such a manner as to cut the full extent of the grass areas detailed to a uniform height. Grass cutting shall be cut as close as possible to fixed obstruction.

All grass must conform to the quality standards listed below;

- No Ribbing
- No tearing
- No scalping
- No Jagged edges
- No uncut strips

If the Contractor fails to achieve the standards specified at all times, appropriate reductions in final payments for the areas concerned shall be made. The Authorised Officer shall retain the right to judge the entire location as having failed to be maintained in accordance with the specification.

The Authorised Officer reserves the right to direct the Contractor to cease cutting of grass on any location, or in total, should weather conditions result in a cessation of grass growth. In the event of such an instruction being given no payment shall be made to the Contractor for work undertaken from the time of notification. Subsequent to any notice being given, grass cutting operations shall recommence upon receipt of a further notice from the Authorised Officer

Cutting around obstructions and in the proximity of margins shall be undertaken at the same standard and frequency as that applied to the main surrounding area, and shall be carried out on the same day as the cutting of the main surrounding areas. Trimming of grass around obstructions, within clumps of trees planted on grassed areas, and in proximity of margins, by means of strimming machines or shears, shall be necessary for all such grass which has not been dealt with by the normal mowing machines.

Grass should be cut and all grass collected and removed off site. No areas shall have grass not collected.

The Contractor shall carry out the specified mowing operations on all areas in a manner which at all times causes no damage to the turf or the plants, trees, fixtures etc, which may exist on or adjacent to such areas. In particular, the Contractor's attention is drawn to not mowing certain areas which may be very soft after periods of wet weather, with heavy machinery which could cause rutting or deformation of the turf. In such instances, smaller and lighter mowing equipment shall be used instead of the normal machinery, or the use of the latter may be re-scheduled provided that specified standards can be attained at all times.

Grass collection shall be required in the wildflower areas and in other areas as required by the Authorised Officer. Although it is expected that grass cuttings in grass areas will not normally require picking up.

When using cylinder mowers, a regular and even "striping" of the area shall be achieved, and the direction of cutting shall alternate on each occasion of mowing at right angles to the previous mowing direction, except where this is impractical (around obstacles etc).

On areas which are not designated to be cut by either cylinder or rotary mowers the Contractor shall make its own assessment on whether to use flail or strimming operations in agreement with the Authorised Officer

6.7 Machinery

The Contractor shall at all times during the Contract Period, ensure that all machines engaged in grass cutting operations are equipped with cutting blades which are sharp and properly set, so as to produce a true and even cut. Any damage from such lack of maintenance shall be made good by the Contractor.

The Contractor shall at all times during the Contract Period ensure that machines are properly guarded and maintained so as to present no danger to the operator or any other person within the vicinity of the operations.

A range of mowing equipment shall be required to carry out the necessary grass cutting operations. In every instance the whole area mown by the appropriate equipment shall be cut leaving no areas uncut between rows. An even height shall be required across the whole area.

Gang mowing equipment shall have a minimum of four cutting blades per cylinder.

Cylinder machines shall have a minimum of five cutting blades per cylinder.

6.8 Performance Standards for Grass Cutting

<i>Type of Grass</i>	Minimum number of cuts per year	Height of Cut	Maximum Height
i) Amenity Turf (Category D)	18	25mm	50mm
ii) Sports Turf (Category F)	18	50mm	75mm
iv) Bank Sides (Category H)	6	50mm	150mm
v) Strimming to Structures and at Base of Obstacles, and within a 3m width around all development areas.	18	25mm	50mm

6.9 Damage

Care shall be taken to prevent physical damage and spillages of fuel or oil at all times. Any damage sustained to turf, plants, trees or fixtures by the Contractor, shall be made good by the Contractor by means of repair or replacement.

6.10 Clipping Edges with Shears

The edges of all features set in or adjacent to grassed areas shall be cut neatly using shears and all clippings disposed off site to the Contractor's tip. This operation shall be carried out 8 times per year as instructed by the Authorised Officer. This includes between headstones in the Cemetery.

6.11 Total Herbicides

The Contractor shall not use any chemical weed control method to reduce or eliminate the need for trimming operations except with the explicit permission of the Authorised Officer, in writing, confirming the exact details of any such proposals.

6.12 Bulbs in Grass

In certain areas Spring flowering bulbs have been planted or have become naturalised in grassed areas. In such locations the immediate areas which contain the flowering bulbs shall not be cut by the Contractor until a minimum period of 6 weeks has elapsed after completion of flowering. This is to be agreed prior to cutting with the Authorised Officer.

If any foliage is cut down before approval with the Authorised Officer, the bulbs shall be replaced by the Contractor at their own cost.

The Contractor shall cut to the standard as agreed with the Authorised Officer. All cuttings shall be removed off site to the Contractor's tip.

6.13 Reseeding Bare Patched

The Contractor shall allow for the reseedling of any bare patches no matter how caused, such as road edges, wheel over runs, mole damage etc. Prior to work commencing the Contractor shall provide the Authorised Officer, for approval, with details of the method to be used for cultivation, pre seeding, fertilizer, seed mix, raking rolling etc.

7.0 Play Areas

7.1 Permanent Play Equipment

7.2 Recorded Inspections

7.3 Dangerous Equipment

7.4 Litter Collection

7.1 Permanent Play Equipment

The Contactor shall undertake weekly visual inspections of all play equipment as detailed in the scope of works. This must cover all aspects of the play site to include safety surfaces, pathways, fences, seats etc.

7.2 Recorded Inspections

In addition to the weekly visual inspection a monthly recorded inspections must be undertaken and must include all the equipment's basic condition, especially faults due to recent vandalism. Such inspections must be carried out by a suitably experienced member of staff following ROSPA recommendations and should be recorded on a simple sheet or book to form a permanent record. The monthly inspections will be undertaken by Durham County Council on behalf of and paid by the Council. The weekly inspections will as stated above be done by the Contractor and recorded in the book provided by the Council. Any defects must be referred to the Authorised officer as soon as possible after inspection.

7.3 Dangerous Equipment

When the inspection has been completed all inspection forms should be forwarded to the Authorised Officer. Any equipment found to be in a dangerous condition should be isolated using signs temporary fencing of locks and chains where appropriate to prevent the movement of dynamic equipment. The Contractor must then report the nature of the defect to the Authorised Officer immediately.

7.4 Litter Collection

The Contractor shall litter pick the area on a twice weekly basis and empty all litter bins as and when required. Prior to each grass cut, the Contractor shall on every occasion remove litter and any extraneous material from site, all debris shall be removed to the Contractors disposal point.

8.0 GRAVE DIGGING - General Requirements

Training. All grave digging staff should receive training in this operation. Any untrained staff involved in grave digging operations should be closely supervised at all times by a fully trained person.

It is recommended that gravediggers receive training under the Cemetery Operatives Training Scheme administered by the ICCM

- ❖ Steel Toe Capped boots must be worn at all times.
- ❖ A hard hat must be worn when working in an excavation.
- ❖ Any grave that is left unattended for whatever reason must be completely boarded over in such a manner as to prevent any person falling into the grave. Some manufacturers of mechanical shoring equipment provide a lockable cover to ensure complete security.
- ❖ Entry and egress from a grave must be by ladder. On **NO - account** must a gravedigger climb out of a grave by treading on any part of the shoring.
- ❖ A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit. (**Confined Spaces Regulations 1997**)
- ❖ All finished graves should be prepared using imitation grass matting. The matting will be laid out neatly on staging leaving no folds or gaps which may cause Funeral Director, members of the Clergy, mourners or member of staff to trip. Walkboards / staging must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the Pall Bearers and Coffin.
- ❖ All graves must be dug centrally within the respective grave space to the exact dimensions indicated (Appendix 1). Graves that are not dug centrally within the grave space will increase the risk of collapse, as the intervening wall of undug soil on one side will be of reduced thickness.
- ❖ Any nearby / adjacent memorials which pose a hazard to the grave digger must be temporarily moved to a safe distance from the grave to be excavated and replaced immediately following the interment. It would be courteous to contact owners of such memorials informing them that your actions are intended to reduce risk to the grave digger and also protect their particular memorial from damage should the grave being prepared collapse and their memorial fall.
- ❖ Protective goggles must be worn when using a pick.

- ❖ Care must be taken when using a pick when shoring is in position so as to prevent striking and dislodging timber struts, screw jacks or Acro struts. A damaged hydraulic ram may fail posing a hazard to the operative.
- ❖ Any foul odours encountered should be reported immediately to the Town Council's Authorised officer.
- ❖ The ICCM recommends that a second person is in attendance whenever work is being carried out in an excavation of a depth greater than 3' (0.91m) in order to comply with the requirements of the Confined Spaces Regulations 1997 and the Manual Handling Regulations 1992. All excavations greater than 3 ft (0.91) must be shored. All tools and equipment required to complete each grave must be available nearby before digging commences.

When hand digging, shoring must be incorporated as digging proceeds. It is advised that shoring should be incorporated as soon as a depth equal to the depth of shoring equipment panel / timber is reached.

Hydraulic equipment should be inspected and serviced by a qualified person in order to comply with the Provision and use of Work Equipment Regulations 1998. Shoring timbers and struts should be inspected prior to use for any sign of deterioration.

Defective timbers and struts should not be used and should be cut down to prevent use by any other person. Acro struts should be regularly lubricated. The proper pin only must be used. Lowering webbings and putlogs must be inspected prior to each burial to ensure that no deterioration has occurred and that they are capable of taking the weight of the coffin. Frayed webbings should not be used.

PRE-EXCAVATION PREPARATION

Safe Working Area and Memorial Safety

General

It is extremely important that grave diggers follow the advice contained within this Code to ensure a safe working environment for all Cemetery operatives/visitors when excavating a grave, including themselves. It is important that grave diggers are trained to be able to safely assess the working site, including memorials, assess the risk, record the assessment accurately, follow an approved reporting process and understand the range of options available for making the area safe for all who will use it.

Using Risk Assessment Techniques

Risk assessment is central to ensuring a safe working environment. Grave digging within the burial ground should be covered by a suitable risk assessment and safe system of work as identified in 1.4 of this Code. When assessing the hazards on a potential excavation site a number of decisions need to be made based on sound risk assessment principles:

- ❖ Consideration should be given to the range of hazards that may exist around the excavation area.
- ❖ Consideration should be given to activities that will subsequently take place
- ❖ Safe and easy access for operatives and equipment
- ❖ Safe access for persons attending and officiating at the burial service
- ❖ The health and safety of operatives during the excavation process
- ❖ The health and safety of Cemetery visitors

Digging machines must be operated in accordance with manufacturer's instructions.

Machines should be regularly serviced by a qualified person.

Machine operators should be trained to carry out pre-start checks and routine maintenance. This action will increase familiarity with the machine and assist in identifying faults before they worsen and become hazards.

BACKFILLING - General Requirements and Considerations

Backfilling should commence immediately after all mourners have left the cemetery and be completed fully on the same working day. Webbing and grass mats, if used, must be removed before backfilling commences. Walkboards should be left in place during the whole of the backfilling procedure so as to prevent persons walking on any unprotected grave edge.

Backfill must be consolidated at intervals during the backfilling process in order to reduce later subsidence and settlement of the grave. The grave is to be finished with a tidy mound of soil, covered with saved (and if necessary, imported) turfs to leave an immaculate finish. The importance of this action cannot be stressed highly enough as the reduction of instances where the bereaved may be confronted with sunken graves is imperative. It will also subsequently reduce the risk of the memorial tilting and thereby becoming unstable.

Monitoring of the condition of the backfilled grave is to be carried out weekly within the first month and thereafter at regular intervals (at least monthly). Remedial work must be undertaken immediately if there is soil settlement leading to an untidy, uneven or sunken surface and/or if the turves show signs of drought or die-back. The responsibility for monitoring and maintenance rests with the grave digger.

Backfilling of all graves must be done on a regular basis and an assessment process set up for the whole cemetery by the Contractor to ensure this occurs.

9. MAP

