

Standards Management

Guide for

Grounds Maintenance & Horticulture Contract

Grounds Maintenance (Grass Cutting)

A Grass short, cut approx. every 14 days between March and October, with additional cuts instructed and carried out in high growth period and maintenance cuts over the winter (approx. monthly). Grass does not need to be picked up, strim as required but at least once a month to keep edges tidy, no arisings, back up work done to spec. No litter present, area looks to be a high standard.



B Grass at end of 14-day period, arisings visible, minimal litter present



C Grass tidy but back up work not to spec. Litter present.



D Grass overgrown, no back up works done. Whole area out of spec. A large amount of litter present



Specification: Grass cutting and strimming should ensure no damage is caused to any play equipment, trees or fencing.

Grounds Maintenance (Hedges & Shrubs)

A

Hedge sides and top cut. Manicured appearance due to more cuts



B

Hedge still in spec, shows one year growth.



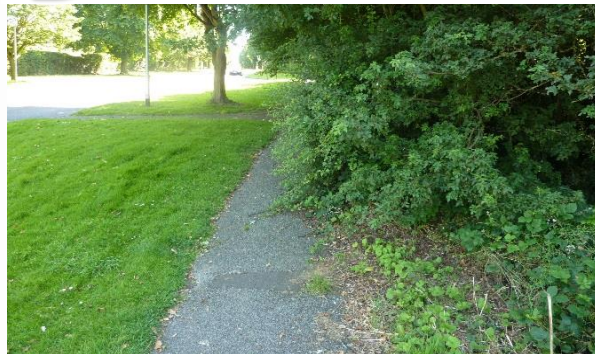
C

Hedge requiring work as overgrowing access/ pavement



D

Hedge out of spec, overgrowing footpath and more than a years growth



Specification:

- Hedges close to a footpath or road clipped back.
- Clip lodgings in the top and side removed.
- Litter and debris removed from hedge base.
- Cut back to previous year's growth.
- Grade B picture shows growth hedge after and prior to being cut – both are of contract standard.

Grounds Maintenance (Amenity Planting)

A

Weed free, no litter and shrubs pruned. Area very tidy



B

Weed + litter minimal. One year growth. Not obstructing footpath



C

Weed growth, litter present. Shrubs obstructing footpath



D

Area totally overgrown with weeds/litter present



Specification:

- Shrubs and flower beds free of litter, weeds, leaves and other extraneous material.
- Planned pruning to ensure shape is being maintained.
- Plants cut back from footpaths, roads and windows.

Sports and Play Areas

A

Area in good order, surface clean
AND FREE FROM DEFECTS, free of
moss, no litter or graffiti



B

Minor littering. No damage. Minor areas of
moss present. Clean, some graffiti present.



C

Heavy moss on surface. Dirt and damage
on play equipment visible.



D

Equipment unsafe. Surface damaged with
littering and moss present.
General damage in play area



Specification:

- Clear of litter, debris, cigarette ends, chewing gum, fly-posting , dirt and moss.
- Clear of graffiti (within one working day).
- Play equipment kept in a clean and hygienic condition.
- Damaged play items made safe and secure.

[OFFICIAL] Asset Maintenance (Benches & Street Furniture)

A Good overall condition. Clean with no damage, paint in good order



B No damage, paint starting to look poor. Clean and tidy



C Damage present. Poor condition overall. Made safe



D Unsafe, vandalised. Very poor condition overall



Specification:

- Furniture clear from litter and debris.
- Furniture kept in a clean and hygienic condition.
- Defective furniture made safe and secure.
- Damaged and unsafe furniture reported.

Street Cleansing

A No litter or refuse present. No detritus in channels. Substantially weed free



B Small amount of litter in localised accumulations. Minimal detritus present. Predominantly weed free



C Widespread litter and detritus present. Significant weed growth present



D Heavy littering, widespread detritus. Heavy significant accumulations of litter. Heavy, widespread weed growth.



Specification:

- Grade A standard. shall mean the absence of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling street surfaces.
Achievable in town centres/high intensity areas.
- Grade B standard shall mean the area is predominately free of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces apart from small items.
(Minimum contract standard.)
- Grade C standard means widespread distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling streets surfaces with minor accumulations.
- Grade D standard means heavy distribution of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal remains or any other material fouling street surfaces with large accumulations.

Litter Bins

A

Bins are unlikely to achieve above contract standard.



B

Bin has 25% capacity or more.
No damage, clean, no graffiti and area around litter free



C

Bin overflowing, minimal litter on floor. Bin dirty/ damaged. Graffiti on bin



D

Bin overflowing on floor. Bin very dirty / damaged and covered in graffiti



Specification

- All bins and liners shall be kept clean inside and out at all times and emptied regularly.
- Any spillage or waste found adjacent to or close to the litter bin shall be cleaned up or cleared at the same time.
- All standard bins shall have 25% available capacity at all times.
- Any graffiti and fly posting present should also be removed.
- Any defect or damage observed by the Service Provider whilst emptying bins shall be reported to the Council within two working days of damage or defect being first observed.
- The Service Provider shall ensure that each litter and dog bin is thoroughly washed and disinfected internally and externally on a frequency not less than twice a year.