



GROUNDS MAINTENANCE SERVICE SPECIFICATION

1. INTRODUCTION

1.1. This specification provides details of the grounds maintenance works to be carried out by the contractor. It also sets out Elim's expectations in terms of standards of work, monitoring and conduct for the contractor's operatives.

2. CORE WORKS

2.1. The table below provides detail about the core works that will be completed by the contractor. The Schedule of Works will specify which works will need to take place on specific sites and the frequency of these works on each site.

Grass cutting, including edging of lawns:

- When strimming, the contractor will ensure that the length of the grass is in keeping with grass cut.
- Grass cuts and lawn edging will be carried out a minimum of fortnightly from March to September annually.

Hedge trimming:

- Trimming and maintenance of all internal boundaries and external boundaries where the site borders public land.
- Hedges are to be trimmed back to the point of growth of the previous trim.
- Hedge trimming will only occur between September to February each year.

Pruning:

- Pruning of shrubberies, herbaceous borders, other plants that would otherwise cause a nuisance or obstacle to use of pathways etc.

Bed/border maintenance:

- Pruning of shrubberies, herbaceous borders.
- General upkeep of edges of beds/borders.

Grounds cleaning:

- Litter picking (not including large scale littering, e.g. fly-tipping).
- Clearance of leaves and other natural material.
- All debris and surplus materials will be cleaned away and removed from site on completion of work.
- The site will be left tidy.

Path & driveway maintenance:

- Controlling weed growth.
- Ensuring that paths and driveways are safe and accessible.

3. SAFETY

3.1. The contractor will operate in compliance with all Health & Safety and Environmental legislation throughout the contract.

3.2. Any spraying or other use of pesticides or other chemicals will be carried out by fully trained operatives, in appropriate weather conditions (not in times of drought or particularly windy conditions) and in line with industry standards. Only chemicals approved in The Control of Pesticides Regulations (1986) and subsequent amendments shall be used. The contractor will be able to provide COSHH information and risk assessments to Elim immediately on request.

4. CONDUCT AND PRESENTATION

- 4.1. Operatives are to wear the contractor's uniform at all times.
- 4.2. Operatives are to be identifiable at all times by means of a photo identity card.
- 4.3. Operatives are to be respectful of residents and other users of the property at all times.

5. REPORTING AND ASSURANCE

- 5.1. The contractor shall have in place a system that allows Elim and residents to check as to the completion or otherwise of any scheduled works and the next scheduled date for works to take place.
- 5.2. This system will allow Elim to check completion information digitally, whilst residents should be able to check a physical record of completion, e.g. on a noticeboard.