

4.1.1 Reporting

A weekly report shall be reviewed, and tasks completed should be noted and ticked. These reports are to be compiled for a monthly report – to be submitted to the main contractor and or client at the end of each month – Template is included as an Appendix to this document

4.2.0. Grass Areas - Cutting.

There shall be approximately 2 cuts to the reinstated areas, grass shall be cut in an even and uniform manner, with clippings taken away to prevent thatch build up or finely mulched and spread evenly.

The blades shall be sharp to prevent rough cut and tearing of the grass sward. Blades shall be cleaned of foreign material, debris before arrival on site, to prevent promotion of pest and diseases infecting the ground, planting and grass sward.

Contamination of such kind shall be eradicated and made good at the contractor's expense. Grass shall be cut by machinery that is in good mechanical order, to prevent damage to the ground, operator or third party on site. Regular maintenance checks on machinery shall be recorded on a log that must be presented to management before, during and after or on request to satisfy the mechanical worthiness of grass cutting machinery.

No refuelling of machinery shall take place on grassed or planted areas to prevent contamination of the ground, grass and water courses from fuel spillage, overfilling etc.

Any damage, contamination of the ground, grass or plant material from fuel or oil of the machinery, shall be made good at the contractor's cost.

No strimming shall take place in areas of human activity, especially that of young children, car parks and communal areas.

The operators of all machinery shall wear all manner of protective clothing, boots, hard hat, eye goggles, ear muffers and a High - visibility vest.

4.2.1. Fine cutting

Fine cutting shall mean mowing to 25mm high. This operation is to be carried out in location in the area shown on the contract drawings, at 2 x ten-day intervals during the seasons of March to November. The grass is to cut evenly over the whole area, with cutting left evenly spread over surfaces. Removal and disposal of stones and other obstructions, from the area of grass to be cut. A minimum of 2 cuts is involved per month. (February – November)

February – 2 cuts, March -3 cuts, April - 4 cuts, May - 4 cuts, June - 4 cuts, July- 4 cuts, August - 5 cuts, September - 5 cuts, October - 3 cuts, November - 2 cuts,
= (total cuts = 36).

4.2.2. **Rough cutting**

Rough cutting shall consist of the cutting back all the existing grass with a strimmer or similar on all overgrown areas. All material to be collected and disposed of site. Care to be taken around existing trees and shrubs, it shall be prohibited to strim close to plants/trees and damage the plants.

4.2.2.1 **Rough Cutting**

Damage All damage to be made good by the contractor at their own expense. Making good shall mean replacement of plant material, to the existing size of the material at the time of the damage.

4.2.3. **Second Grass Cut**

At every second grass cut, grass shall be trimmed from around the base of wall and fences, back of footpaths and kerbs, litter bins, manholes and hydrant markers. Once a year in mid-April a broadleaf herbicide at the recommended rate, to control weeds in the grassed areas during the growing season.

4.2.4 **Grass to be reinstated where necessary: -**

PROPOSED GRASS AREAS
FINE GRASS MIX:
20% Perennial Ryegrass 'Jessica'
35% Perennial Ryegrass 'Evita'
20% Strong Creeping Red Fescue
10% Chewings Fescue
10% Slender Creeping Red Fescue
5% Browntop Bent
at 35-50g/square metre.

4.3.0 **Tree and Shrub Care**

4.3.1. **Maintenance**

All planted areas and shrubberies throughout the various shrubberies shall be maintained weed, grass, litter, and briar free, all year round, and maintained in a neat and tidy condition for a period of 18 months from the date of practical completion.

4.3.2. **Weeding**

Currently the amounts of weeds in the shrub areas requires: the contractor shall apply **Round-up** during the growing season in a regular and unspecified number of occasions in order to maintain beds weed free. The contractor may also hand weed planting beds June / July where necessary. Remove weeds by surface hoeing and pulling. Dig out all roots of

deeply rooted or noxious species. Remove all weeds from site each day and dispose.

4.3.2.1. Weeding type.

Weed should be controlled by a combination of hand weeding and herbicide application at the Landscape contractor's discretion, or as directed by the Landscape Architect.

4.3.3. Tree Care

Tree care shall mean pruning deciduous trees including those of hedgerow form when dormant to promote open frame works in the crown. Remove all suckers and dead branches that are encroaching on to footpaths should be cut back to point of branching. Firm any plants loosened as necessary.

4.3.4. Tree Stakes

Tree ties and stakes are to be checked, adjusted, removed or replaced where necessary. Tree stakes should be removed where the diameter of the tree trunk is greater than the stake. Stakes should be peeled larch, pine or Douglas fir, preserved with a water borne copper / chrome / arsenic composition. Stakes for half standard and half-standard trees should be 75mm minimum diameter, 2.7 meters length, pointed one end and driven approximately 900mm into the ground.

3.3.4.1 Tree stakes

Tree stakes to be removed on all existing trees, pulled out of the ground and the earth made good, around the area. The remaining shall be filled back in with soil and graded to surrounding levels.

4.3.5 Tree Ties

The tree ties shall be of rubber, PVC or proprietary fabric laminate composition and shall be strong and durable enough to hold the tree securely in all weather conditions for a period of three years. They shall be flexible enough to allow proper tightening of the tie. Ties shall be min.25mm wide for standard trees. They shall be fitted with a simple collar spacer to prevent chaffing, and with a buckle for adjustment. Non adjustment, buckle less types will not be permitted.

4.3.5.1 Tree Ties

All tree ties on existing trees that are flaccid or too tight are to be removed along with the posts. The tree ties are to be removed from site and disposed of responsibly, or where the rubber spacers may be reused.

4.3.6. Shrub Care

Shrub care shall mean maintaining a neat and tidy habit, allowing shrubs to be developed into their natural form.

4.3.6.1 Existing Shrubs

Existing shrubs to be pruned back, removing heavy / diseased and or unwanted growth,



with secateurs, hedge trimmer, chainsaw or similar. All tools to appropriate levels of work required.

4.3.7. Application of Fertilizers

The contractor shall apply *Osmocote* 16–18-month slow-release fertilizer at a rate of 100gm/sq.m in March of Year No.1 (1st Jan - 31st Dec) to all shrub areas. The contractor must satisfy his Authorised Representative with appropriate proof of this application.

The contractor shall apply *Sierra Flora* 12–14-month slow-release fertilizer tablets according to label instructions in March of year No. 1 (1st Jan - 31st Dec) to all avenue trees and specimen trees. The contractor must satisfy his Authorised Representative with appropriate proof of this application.

4.3.8 Hedge Cutting

Existing hedges to be trimmed back to last year's growth or to a height of 1200mm. The sides may be breasted back to last year's growth. All material from these works is to be removed from site. Machinery – tools to be clean coming onto site, free of plant material and dirt. Blade to be sharp to provide clean cut.

4.4.0. Hard Surfaces

All paved and gravelled areas such as car parking areas and footpaths throughout the respective locations are to be maintained always weed free. The contractor shall apply 'Round-up' at recommended rates, twice yearly in April and August - September, in addition to a residual herbicide.

4.5.0 Sweeping and Cleaning

4.5.1. Car Parks

Sweeping shall mean sweeping of car parks and footpaths, and removal of all grit rubbish moss and leaves, keeping the paved areas of the respective centres in a neat and tidy manner. Number of sweepings per annum- 12 no.

4.5.2. Cleaning

Cleaning shall mean the removal of paper, plastic bags and other rubbish from grassed areas, roads, car parks and other paved areas, shrubberies, water feature, etc., in respective areas. This operation shall be carried out twice a month.

4.5.3. Tip

All dirt and rubbish to be removed off site to a tip to be provide by the Landscape Contractor.

4.5.4. Sweeping



All areas shall be cleaned and swept once a month during the contract period, except in the case of Autumn leaves which shall be swept away on a weekly basis from end of October to mid-November (three weeks). Any additional cleaning and sweeping deemed necessary, during the year, and requested by the company for any of the various locations will be paid for at a pro rata basis to the rates programmed maintenance schedule.

4.6.0 Fixtures.

The surfaces of seating or other fixtures are to be maintained free from moss and general debris.

5.0. Conclusion

It is hoped that this guide will be seen as a strategy document with the sole aim of ensuring that this development reaches its potential as a top-quality environment providing a comfortable, amenable landscape setting for all users of this housing development.



Appendix (i)

WEEKLY LANDSCAPE MAINTENANCE CHECKLIST

(See Landscape Maintenance Specifications for details.)

Place a check mark by each item completed during the past week.

1. Mow and edge lawns if needed.
2. Prune back any shrubs overhanging curbs or Paths
3. Prune back any groundcover overhanging curbs or paths.
4. Remove litter and leaves from plants, planters, and parking lots.
5. Remove any broken or fallen branches from trees. Remove sucker growth from tree trunks.
6. Remove any weeds larger than 2 inches (5 cm) high or wide from planters. Weeds 2 inches (5 cm) and larger must be removed, not just killed.
7. Replace bark mulch which has been knocked or washed out of planted areas. Smooth mulch layer if it has been disturbed.
8. Check plants for signs of stress or disease. Replace any plants that meet conditions for replacement at the contractor's expense. Request authorization to replace other dead or missing plants. Note: You must request authorization to make replacements within one week of the damage becoming evident!
9. Sweep or blow clean all walkways, curbs, and gutters.
10. Treat for any signs of disease or pest infestation.
11. Complete any items required on the Monthly Checklist.
12. Hand water any plants that are dry and stressed.
13. Check the irrigation system. Make emergency repairs as needed or request authorization to make major repairs. Note: you must request authorization for repairs within one week of the damage becoming evident!



14. Adjust the irrigation controllers for current water needs of plants.

15. Weekly check list to be collated for Monthly Report.

Checked by: _____ (Print Name)

Signature: _____ Date: _____



Appendix (ii)

MONTHLY MAINTENANCE CHECKLIST

(See Landscape Maintenance Specifications for details.)

January:

1. Prune any tree branches that interfere with public safety. Prune all parking areas and street trees yearly to encourage strong upward growth.
2. Grass Cutting - if required – No. of Cuts

February:

1. Apply granular fertilizer in late February. Be sure to make application prior to a moderate rainfall so the rain will wash the fertilizer in
2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
4. Grass Cutting - if required – No. of Cuts

March:

1. Plant annual colour for spring/summer bloom – if directed by Landscape Architect and
2. 2. Grass Cutting – No. of Cuts

April:

1. Grass Cutting – No. of Cuts

May:

1. Apply fertilizer to all landscape areas. The May fertilization of shrubs/groundcover areas may be deleted when the plants reach maturity or completely fill the planters, without space between them. Written authorization from the owner's representative is required before the foliar fertilization may be deleted from the required work.



2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
3. Grass Cutting – No. of Cuts

June:

1. Prune spring & winter-flowering shrubs as needed to maintain proper shape.
2. Grass Cutting – No. of Cuts

July:

1. Grass Cutting – No. of Cuts

No additional items.

August:

1. Apply fertilizer to all landscape areas. The August fertilization of shrubs/groundcover areas may be deleted when the plants reach maturity or completely fill the planters, without space between them. Written authorization from the owner's representative is required before the foliar fertilization may be deleted from the required work.
2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
3. Grass Cutting – No. of Cuts

September:

1. Inventory all plant materials. Inventory shall include an exact count of all shrubs and trees, itemized by planter. Replace any dead or missing plants subject to the terms of these specifications.
2. Prune perennial bulbs back to ground level as soon as leaf blades yellow and wilt due to cold weather. Grass Cutting – No. of Cuts



October:

1. Apply fertilizer to all landscape areas. The fertilization of shrubs/groundcover areas may be deleted during October, when the plants reach maturity or completely fill the planters, without space between them. Written authorization from the owner's representative is required before the foliar fertilization may be deleted from the required work.
2. Submit receipts to owner's authorized representative as proof of fertilizer purchase.
3. Grass Cutting – No. of Cuts

November:

1. Grass Cutting – No. of Cuts – if required

No additional items.

December:

1. Prune any tree branches that interfere with public safety. Prune all parking lot and street trees yearly to encourage strong, upward growth.
2. Prune summer and autumn -blooming shrubs as needed to maintain proper shape.
3. Grass Cutting – No. of Cuts – if required.

Checked by: _____ (Print Name)

Signature: _____ Date: _____