

OPEN SPACE MAINTENANCE STANDARDS

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
SHRUB MAINTENANCE	<p>Shrub beds should be forked over and free from all weed growth including roots</p> <p>All plants should be firmly attached</p> <p>All branches should be free from damage and deadwood</p> <p>No dead or badly damaged plants present</p> <p>All above materials to be removed from the site at end of each working day</p> <p>Free from infestations from pests, fungi etc</p>	<p>Shrub beds that have not been forked over and have weeds present</p> <p>Loose plants</p> <p>Deadwood and/or broken, damaged or deformed branches</p> <p>Dead or badly damaged plants</p> <p>Build up of materials left on site</p> <p>Presence of pests or fungi</p>	<p>Weed growth between maintenance visits</p> <p>Loose plants present between maintenance visits</p> <p>Breakages caused between maintenance visits</p> <p>Damage caused between maintenance visits</p> <p>ALL OBSERVATIONS OF PESTS OR FUNGI SHOULD BE REPORTED TO LANGSTANE HOUSING ASSOCIATION</p>
WEED CONTROL	<p>All weeds removed one month after application of weedkiller</p>	<p>Presence of weeds one month after application of weedkiller</p>	<p>Presence of weeds during the month after application</p>

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
GROUND COVER PLANTED AREAS	<p>Free of all weeds, litter and any other objects</p> <p>Soil cultivated below plants</p> <p>All dead wood pruned back to where the dead branch joins the stem, cuts sealed with fungicidal sealant</p> <p>Free from damaged wood</p> <p>Free from weak or overcrowded wood, all very thin or weak stems pruned</p> <p>All overgrowth cut leaving footpaths, roadways and fencing clear. Growth around windows, door entrances, entrance steps and flues cut back regularly.</p> <p>All plants thinned and trimmed to obtain an informal shaped planted area</p>	<p>Build up of all weeds, litter and any other objects</p> <p>Soil not cultivated</p> <p>Deadwood and unsealed cuts</p> <p>Damaged wood</p> <p>Presence of weak or overcrowded wood and thin or weak stems</p> <p>Growth over footpaths, roadways and fencing. Growth around windows, door entrances, entrance steps and flues cut back regularly.</p> <p>Plants not thinned and trimmed to obtain an informal shaped planted area</p>	<p>Weed growth, litter and other objects arising between maintenance visits</p> <p>Hardening of soil between maintenance visits</p> <p>Deadwood arising between maintenance visits</p> <p>Damage to wood caused between maintenance visits</p> <p>Damage or growth arising between maintenance visits</p> <p>Growth between maintenance visits</p> <p>Growth between maintenance visits</p>

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
LITTER Removal of litter – all areas	<p>Free from litter, debris, rubbish, fallen branches, rubble and the like, with particular attention being paid to broken glass, hypodermic needles and other items hazardous to the public</p> <p>1ST OCT – 31ST MAR all areas to be free from leaves and tree debris</p> <p>All above materials to be removed from the site at end of each working day</p>	<p>Build up of litter, debris, rubbish, fallen branches, rubble and the like, and particularly broken glass, hypodermic needles and other items hazardous to the public</p> <p>Build up of leaves and tree debris</p> <p>Build up of materials left on site</p>	<p>Debris arising between maintenance visits.</p> <p>ALL ITEMS THAT ARE HAZARDOUS SHOULD BE REPORTED TO LANGSTANE HOUSING ASSOCIATION IMMEDIATELY</p> <p>Debris arising between maintenance visits</p>
SWEEPING Hard and paved areas and bin compounds Gutters and gully gratings Moss growth	<p>Free from dust, dirt, soil spillage, leaves and the like</p> <p>All gutter and gully gratings should be free from obstructions</p> <p>All moss growth should be treated and removed from hard and paved surfaces</p>	<p>Build up of dust, dirt, soil spillage, leaves and the like</p> <p>Build up of obstructions</p> <p>Build up of moss growth.</p>	<p>Debris arising between maintenance visits</p> <p>Debris arising between maintenance visits</p> <p>Moss growth between maintenance visits.</p>

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
GRASS MAINTENANCE Cut amenity grass Cut rough grass Cut edges, borders and obstructions	<p>Cut to a height of 25-30mm</p> <p>Cut to a height of 50-75mm</p> <p>Trimmed neatly to the same length as required for grass areas</p> <p>All grass cuttings to be removed from adjacent hard surfaces and all obvious cuttings to be raked off and removed from site on completion of mowing</p>	<p>Missing a cut except when there has been extended rainfall (three days or more in a five day working period – Monday to Friday only)</p>	<p>Growth between maintenance visits</p> <p>Growth between maintenance visits</p> <p>Growth between maintenance visits.</p>

PERIODIC OPEN SPACE MAINTENANCE

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
SHRUB REPLACEMENT	Replacement plants to be agreed between Factoring Services Officer and Contractor	Derelict plant beds	Planting awaiting approval.
SHRUB PRUNING	Heavy shrub pruning to take place between October and December, light pruning in early March prior to growth commencement.	No pruning done	Growth between pruning occurrences.
ANNUAL CLIMBING PLANT MAINTENANCE	Deadheading and cutting timings depending on type of plant. Cut back once per year to previous years limits	No deadheading and cutting done	Growth between recommended deadheading and cutting timescales.

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
LOOSE SHRUBS/TREES	Loose shrubs and other plants should be re-firmed and any loose shoots and climbers should be tied in. Any damaged stakes replaced with suitable preservative treated timber stakes and supports. All tree and shrub cables, supports and ties checked at each visit. Trees over 2m high, 50mm girth and standing in firm ground should have stakes removed to improve growth.	No maintenance on loose shrubs and trees done	Damage between visits.
TREE MAINTENANCE	In October the Contractor will check tree stakes for suitability and stability providing larger stakes and ties as required, replacing or adjusting existing ties as required. Tree pruning timings will be done depending on the type of tree, cutting out all dead, damaged or diseased, weak or overgrown wood and all overgrowth leaving clean edges. All suckers around the tree will be removed. All growth overhanging footpaths and roadways or within 1m of any buildings will be removed. Any low or overhanging growth likely to cause nuisance or injury will be removed.	No maintenance on trees done	Growth between visits.

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE	ACCEPTABLE BETWEEN TASKS
GRASS			
Re-seeding	All bare patches should be prepared and re-seeded with a seed mixture to match the existing grass at the appropriate part of the growing season.	Bare patches unattended	Bare patches outwith the growing season.
Top dressing	All general grassed areas to be treated with a proprietary general grass fertiliser once during the growing season.	No fertilising done	
Weed control	All general grassed areas to be treated with a proprietary weedkiller once during the growing season.	No weedkilling done	Weed growth after spraying.