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SPECIFICATION-GROUNDS MAINTENANCE AND BURIALS SERVICES

Contents at a glance

Section A - General	107
Section B - Grass Cutting	123
Section C - Reinstatement Of Grass Areas	133
Section D - Sports Provision	138
Section E - Permanent Plantings	169
Section F - Seasonal Bedding Displays	181
Section G - Bulbs	187
Section H - Hedges	192
Section I - Tree Maintenance	196
Section J - Pesticides and Fertilisers	199
Section K - Cleansing	200
Section L - Hard Surfaces	210
Section M - Synthetic Surfaces (Including MUGAs)	214
Section N - Site Furniture	218
Section O - Play Areas, BMX and Skate Parks	220
Section P - Burial Service	225
Section Q - Ponds and Watercourses	242
Section R - Special Events	246
Section S - Planting	250
Section T - Supply of Materials	258
Section U - Supply of Plant Material, Turf and Grass Seed	263
Section V - Irrigation	272
Section W - Weed Control	275
Section X - Fencing	276
Section Y - Daywork and Emergency Work	279
Section Z - Sports booking system	281
Section AA -Locking and Unlocking Gates	287

Table of contents

General	107
1.0 Statutory Obligations	107
2.0 Privately and Publicly Owned Services or Supplies	108
3.0 Traffic and pedestrian safety and management	109
4.0 Protection from nuisance due to the Service	110
5.0 Working hours	111
6.0 Water for the Service	112
7.0 Electricity for the Service	112
8.0 Storage - Special Provisions	113
9.0 Fires	113
10.0 Disposal of Water In Excavations	113
11.0 Site Boundaries	114
12.0 Restriction of the Use of Plant	114
13.0 Protection of Existing Structures. Surfaces and Vegetation	115
14.0 Damage Arising	115
15.0 Setting Out	116
16.0 Methods, Materials, Machinery, Vehicles and Mechanical Plant	117
17.0 Machinery, Vehicles and Mechanical Plant	117
18.0 Security	117
19.0 Vehicles	118
20.0 Notification	119
21.0 Points of Doubt or Difficulty	119
22.0 Emergency Call Outs	119
23.0 Arisings	120
24.0 Green Waste, Compost and Mulch	122
Grass Cutting	123
25.0 General Requirements	123
26.0 Fine Sports Turf	127
27.0 General Grass Areas	129
28.0 Low Frequency Grass Areas (Meadow Areas, Paths and Verges)	129
29.0 Strimming	131
30.0 Bulbs In Grass Areas	131
31.0 Grass Edge Trimming	132
32.0 Grass Edge Redefinition	132
Reinstatement Of Grass Areas	133

33.0	General Requirements	133
34.0	Seeding and Turfing	133
35.0	Reinstatement of sports and fine turf areas	135
	Sports Provision	138
36.0	General Requirements	138
37.0	Line Marking on Grass	138
38.0	Bowling Greens	142
39.0	Cricket	148
40.0	Athletic Tracks and Field Events on Grass	154
41.0	Football and Rugby (including Gaelic Football)	156
42.0	Miscellaneous sports	157
43.0	Tennis Courts (Grass)	158
44.0	Goal Posts and Sockets	163
	Permanent Plantings	169
45.0	General Requirements	169
46.0	Plant and Bed/Border Maintenance	170
47.0	Plant Supports	177
48.0	Ties	178
49.0	Verification of Plants, their Supports and Ties	178
50.0	Localized Soiling	178
51.0	Mulching	179
	Seasonal Bedding Displays	181
52.0	General Requirements	181
53.0	Planting and Maintenance	183
54.0	Seasonal Bedding within Planters and Urns	185
	Bulbs	187
55.0	General Requirements	187
56.0	Preparation and Planting	187
57.0	Maintenance	189
	Hedges	192
58.0	General Requirements	192
	Tree Maintenance	196
59.0	General Requirements	196
60.0	Damage to other trees, shrubs etc.	196
61.0	Maintenance	197

62.0 Tree removal	198
Pesticides and Fertilisers	199
63.0 General Requirements	199
Cleansing	200
64.0 General Requirements	200
Hard Surfaces	210
65.0 General Requirements	210
Synthetic Surfaces (Including MUGAs)	214
66.0 General Requirements	214
Site Furniture	218
67.0 General Requirements	218
Play Areas, BMX and Skate Parks	220
68.0 General Requirements	220
69.0 Repairs and maintenance of play equipment	222
70.0 Replacement of Play Bark Surfacing	223
71.0 Replacement of Play Sand Surfacing	223
Burial Service	225
72.0 General Requirements	225
73.0 Grave Reinstatement	238
74.0 Exhumations	238
75.0 Planting and Maintenance Graves	240
Ponds and Watercourses	242
76.0 General Requirements	242
77.0 Routine Maintenance	243
78.0 Ornamental Ponds	243
79.0 Natural and Semi-natural Ponds	244
Special Events	246
80.0 General requirements	246
Planting	250
81.0 General Requirements	250
82.0 Hedge and Whip Planting	254
Supply of Materials	258
83.0 General Requirements	258

84.0	Materials, Suppliers and Submission of Samples	258
85.0	Specific Requirements	259
	Supply of Plant Material, Turf and Grass Seed	263
86.0	General Requirements	263
87.0	Notification	264
88.0	Bedding Plants	264
89.0	Grass Seed Mixtures	266
90.0	Turf	266
91.0	Whips and Transplants	267
92.0	Shrubs	268
93.0	Roses	269
94.0	Alpine and Herbaceous Plants	271
	Irrigation	272
95.0	General Requirements	272
96.0	Irrigation of Reseeded, Turfed and Renovated Grass Areas	274
	Weed Control	275
97.0	General Requirements	275
	Fencing	276
98.0	General Requirements	276
99.0	Fencing	276
	Daywork and Emergency Work	279
100.0	Daywork	279
101.0	Emergency work	279
	Sports booking system	281
102.0	General Requirements	281
	Locking and Unlocking Gates	287

Section A - General

1.0 Statutory Obligations

- 1.1 Without prejudice to the Conditions of Contract:
 - 1.1.a The Contractor's attention is drawn to the need to adequately protect the General Public during the execution of the Service in accordance with the Health and Safety at Work etc. Act 1974. The Contractor is again reminded that the Service is to be implemented within Operational Sites and Operational Buildings to which the public shall generally have access at all times. The Contractor shall be deemed to have taken this factor fully into account both when pricing his Tender rates in respect of the Service and the implementation of the Service thereafter.
 - 1.1.b The Contractor shall ensure that all health and safety measures required under or by virtue of the provisions of the following or other relevant enactments or regulations are strictly complied with and shall be deemed to have allowed in his Tender rates for so doing.
 - 1.1.b.i Health and Safety at Work etc. Act 1974
 - 1.1.b.ii Factories Act 1961
 - 1.1.b.iii Offices, Shops and Railway Premises Act 1963
 - 1.1.b.iv Control of Pollution Act 1974
 - 1.1.b.v Food and Environment Protection Act 1974
 - 1.1.b.vi Environmental Protection Act 1990
 - 1.1.b.vii New Roads and Street Works Act 1991
 - 1.1.c Together with the appropriate Statutory Instruments. The Contractors attention is particularly drawn to the following.
 - 1.1.c.i The Construction (General Provisions) Regulations 1961
 - 1.1.c.ii The Construction (Lifting Operations) Regulations 1961
 - 1.1.c.iii The Construction (Working Places) Regulations 1966
 - 1.1.c.iv The Construction (Health and Welfare) Regulations 1966
 - 1.1.c.v The Control of Pesticides Regulations 1986
 - 1.1.c.vi The Poisonous Substances in Agriculture Regulations 1984
 - 1.1.c.vii The Health and Safety (First Aid) Regulations 1981
 - 1.1.c.viii Agriculture (Field Machinery) Regulations 1980
 - 1.1.c.ix Electricity at Work Regulations 1989
 - 1.1.c.x Wildlife and Countryside Act 1981, as amended
 - 1.1.d The Contractor is advised to refer to the guidance notes produced by the Health and Safety Executive and which refer to various aspects of the imple-

Section A - General

mentation of the Service and shall be expected to adopt recommendations in respect of safe working practices Operational therein. The Contractor shall be deemed to have included in his Tender rates for so doing.

- 1.1.e The Contractor shall be deemed to have made due allowance in his Tender rates in respect of the following:
 - 1.1.e.i Complying with the Contractor's own Safety Policy.
 - 1.1.e.ii The provision of safety equipment and clothing in accordance with the approved Methods, Materials, Machinery, Vehicles and Mechanical Plant see Clause16.0
- 1.1.f The Supervising Officer shall be empowered to instruct the Contractor to suspend operations on any Site within the Contract Area if in the opinion of the Supervising Officer, the Contractor is failing to comply with any of the safety requirements Operational above. The cost of any suspension of the Service in accordance with this Clause together with the cost of provisions to enable the Contractor to comply with the safety requirements shall be borne wholly by the Contractor.

2.0 Privately and Publicly Owned Services or Supplies

- 2.1 If any privately owned service or supply for water, electricity, gas, drainage, cabling, etc, is affected by the Service, then the Contractor shall locate it and provide a satisfactory alternative before cutting the existing service or supply.
- 2.2 The position of Statutory Undertakers, Publicly owned and Privately owned services shall be verified by the Contractor. The Contractor shall be deemed to have satisfied himself in respect of the exact position of all known services and supplies and of all associated apparatus and its likely effect on the Service and operations and to have priced his Tender accordingly.
- 2.3 The Contractor shall, during the implementation of the Service, take all measures required by any Statutory Undertaker, the Management of other Publicly owned service, or owners of privately owned services for the support and full protection of all known services and supplies during the progress of the Service and shall ensure that no such services or supplies are interrupted without the written consent of the appropriate authority or owner.
- 2.4 The Contractor is informed that the existing sewers may not be in good condition and he shall take all necessary steps to prevent damage thereto. Any damage caused to pipes, sewers and other apparatus shall be made good at the Contractor's expense and to the Undertaker's/Public Authorities' requirements.
- 2.5 The Contractor shall prevent any substance falling into and refrain from depositing materials into existing sewers, culverts and watercourses, streams etc, and if in consequence directly or indirectly of the execution of the Service any substance shall by accident or otherwise fall therein, the Contractor shall forthwith

remove same and make good at his own expense all damage caused to the satisfaction of the Supervising Officer.

- 2.6 The Contractor shall, during the period of the Contract, notify the Supervising Officer of the following: -
 - 2.6.a All damage to public utilities or supplies arising as a result of the implementation of the Service. The Supervising Officer shall be advised immediately of the damage becoming apparent.
 - 2.6.b All requirements for alternative provision or services or supplies. The Supervising Officer shall be notified not less than 7 days prior to cutting the existing supply.
- 2.7 Any damage caused to any apparatus shall be immediately reported verbally and confirmed in writing to the appropriate Statutory Undertakers. Repairs or alterations to Public Utilities Apparatus affected by the Service shall be carried out by the Undertakers concerned and repairs shall be made good at the Contractor's own expense.

3.0 Traffic and pedestrian safety and management

Introduction

- 3.1 All contractors working on the public highway and on behalf of the Council should ensure that they are fully compliant with the relevant legislation and associated codes of practices that may be amended from time to time.
 - 3.1.a Health and Safety at Work etc. Act 1974
 - 3.1.b Highways Act 1980
 - 3.1.c The Road Traffic Regulation Act 1984 as amended by Road Traffic (Temporary Restrictions) Act 1991
 - 3.1.d New Roads and Street Works Act 1991 (NRSWA 1991) Section 65 and associated Code of Practice "Safety at Street works" (red book)
 - 3.1.e The Traffic Signs Regulations and General Directions 2002
 - 3.1.f Traffic Management Act 2004 (TMA) Part 2 Network Management Duty, where relevant, Part 3 Permit Scheme for registering works with the Council and Part 5 Strategic Road Network for London
 - 3.1.g Disability Act 2006 and any other relevant legislation

Safety at Service Sites

- 3.2 The Contractor shall ensure that both the Contractor and/or his Sub-contractors understand that everyone on Site has a personal responsibility to behave safely and to their best of their ability. Under the Health and Safety at Work etc Act 1974 they have a duty to protect their employees from dangers to their health

Section A - General

and safety and to protect others who might be affected by the work activity (e.g. passing pedestrians and vehicles)

- 3.3 This is reinforced by Section 65 of the NRSWA 1991 and associated Code of Practice “Safety at Street works”. This code is applicable to the make-up of the Council’s road network as opposed to Chapter 8 of the Traffic Signs Manual which relates to motorways and dual carriageways with hard shoulders. The Safety and Street Works code lays down the management of Sites with regard to signing, lighting and guarding which allow work to be carried out in a safe manner.

Managing Sites to minimise congestion and disruption of the highway

- 3.4 The Traffic Management Act (TMA) was enacted in July 2004 its objective to provide improved conditions for all road users including pedestrians and cyclists through proactive management of the road network.
- 3.5 Section 18 of Part 2 sets out the Network Management Duty which is incumbent on all local authorities to secure the more efficient use of the road network to manage disruption caused by street works on their own network and the network of others.
- 3.6 The duty is not just limited to traffic related departments but applies to the Council as a whole. Furthermore under Section 20 Part 2 of the Act provides for powers of the Secretary to State to intervene in those local authorities who are found to be failing their duty.
- 3.7 Part 3 of the TMA the Permit Scheme and related code of practice makes it compulsory to register works on the highway. Appendix 12 sets out the criteria for registering works. If the Contractor is unsure as to whether the Services require registration the Contractor shall contact the Supervising Officer.
- 3.8 The contact telephone numbers are 020 8825 6393; 020 8825 8424; 020 8825 9859
- 3.9 Part 5 of TMA gave powers to designate a Strategic Road Network for London (SRN) in response to Mayor of London’s strategy of Keep London Moving. The Uxbridge Road and Mandeville Road form part of the SRN and any disruption of these roads by street works should be advised to Transport for London’s Network Assurance Team.
- 3.10 In addition certain roads in the Contract Area have been designated traffic sensitive. A list of these roads is shown in Appendix 13.

4.0 Protection from nuisance due to the Service

- 4.1 Without prejudice to the Conditions of Contract, existing roads, footpaths, accesses to adjacent houses, buildings, etc, and any parkland, roads, drains, ditches and grips whether part of the Operational Site or not and which are being used by any vehicles or items of plant of the Contractor or his Sub-Contractors

or Suppliers in connection with the Service, shall be kept clean and free from dirt, mud and material dropped from vehicles or tyres and tracks; this shall include sweeping roads to keep them in a clean and tidy state.

- 4.2 The Contractor shall take all reasonable precautions to prevent unauthorised and unnecessary trespass on adjoining property by staff (Clause 11.0 refers) or materials and to prevent nuisance from water, smoke, dust, fumes, rubbish, chemicals or other extraneous matter.
- 4.3 The Contractor shall be deemed to have made due allowance in his Tender rates in respect of avoiding disturbance to users of facilities, in particular sports pitches, by implementing grass cutting, marking or other work.
- 4.4 Noise Control:
- 4.5 Without prejudice to the Conditions of Contract the following requirements shall apply:
 - 4.5.a The Contractor shall during the implementation of the Contract comply with the recommendations set out in BS 5228: 2009 Noise Control on Construction and Open Sites.
 - 4.5.b The Supervising Officer shall be empowered to instruct the Contractor to remove from a Operational Site and/or Operational Building associated with the implementation of the Service any item of plant or equipment which in the opinion of the Supervising Officer cannot be normally operated without an excessive or unreasonable emission of noise. The cost of the removal and replacement of such equipment shall be borne wholly by the Contractor.
 - 4.5.c The Contractor shall take all necessary precautions to ensure that noise from any item of plant which it is necessary to operate outside normal working hours shall be reduced to an absolute minimum in order to prevent any nuisance to adjacent occupiers.
 - 4.5.d The Contractor is reminded that the Employer is responsible for noise control and may occasionally carry out checks on the levels of noise emission by machinery or plant. The Contractor shall comply with the recommendations of the Employer arising from such checks.

5.0 Working hours

- 5.1 The Normal working hours for the implementation of the grounds maintenance and associated Service herein after referred to as the Service shall be 07.30 to 17.30 Monday to Sunday inclusive, except for the activity of locking and unlocking of parks.
- 5.2 With the exception of the activity of locking and unlocking of parks, the Service shall only be implemented by the Contractor outside Normal working hours with the prior approval of the Supervising Officer.

Section A - General

- 5.3 The Contractors implementation of the Service on English Public Holidays shall only be implemented when prior approved by the Supervising Officer.
- 5.4 The use of machinery by the Contractor close to residential areas shall not permitted before 07.30 or after 17.30. The only exception to this shall be the Contractors implementation of the Service in order to deal with Service emergencies, and/or such other Service required and authorised by the Supervising Officer.
- 5.5 The hours of operation for the Contractors implementation of the Service at the Council's Residential Properties shall be 08:30 to 17:30 and the Contractor can only implement the Service between these hours Monday to Saturday inclusive.

6.0 Water for the Service

- 6.1 On all Operational Sites throughout the Contract Area, the Contractor shall, if he considers it necessary, and subject to prior written approval from the Supervising Officer, make his own application for licences to the relevant water authority for the supply, connection or provision of water as this is required for the satisfactory implementation of the Service, and the Contractor shall be responsible for the payment of water charges to the relevant water authority in accordance with the terms of the licence. The Contractor shall be deemed to have included in his Tender rates for any such requirement for the supply of water or connection during the period of the Contract and the water supply or connection shall, provided that it is installed to the satisfaction of the Supervising Officer, become and remain the property of the Council.
- 6.2 Unless instructed otherwise by the Supervising Officer, the Contractor shall be responsible for all charges and costs in connection with the supply and use of water that may be required for the purposes of implementing the Service and for the water consumed.

7.0 Electricity for the Service

- 7.1 Unless advised otherwise by the Supervising Officer the Contractor shall be responsible for all charges and costs in connection with the supply and use of electricity which may be required for the purpose of implementing the Service and for the electricity consumed.
- 7.2 Without relieving the Contractor of any general or specific obligation to comply with, or to ensure that the Service conforms with any statute, byelaw, regulation, rule or the like, the Contractor shall in all circumstances comply with the Electricity at Work Regulations 1989 and any guidance or code issued by the Health and Safety Executive in connection therewith. This obligation shall extend to any modification or amendment of any such Act, Regulation, Code or Guidance.

8.0 Storage - Special Provisions

Petroleum Spirit

- 8.0.a Petroleum Spirit within the meaning of the Petroleum (Consolidation) Act 1928, shall not be stored on any Operational Site throughout the Contract Area until the approval of the Supervising Officer and the necessary licences under the Act have been obtained. The approval shall be subject to such conditions as may be required by the Supervising Officer or imposed by the said licence.

Diesel

- 8.0.b Diesel shall not be stored on any Operational Site throughout the Contract Area until the approval of the Supervising Officer and the necessary licences under current legislation have been obtained.

Chemicals

- 8.0.c Chemicals shall be stored and disposed of in accordance with the manufacturer's instructions, or as agreed with the Supervising Officer.
- 8.0.d The Contractor shall take great care to avoid spillage of diesel, petrol and chemicals. However in the event of any ground becoming contaminated, that area shall be excavated and all contaminated material removed from Site. The Contractor shall be responsible for implementing all necessary reinstatement work in accordance with Clause 14.0.

9.0 Fires

- 9.1 The disposal of cuttings, prunings, wood (brushwood, cordwood or timber), Litter or other combustible debris by burning shall not generally be permitted.
- 9.2 In exceptional circumstances and subject to the prior written approval of the Supervising Officer, burning may be permitted. The Contractor shall be liable in respect of all risks arising from any fire and shall ensure that the public, neighbouring property and nearby vegetation including shrubs and trees are safeguarded and that no nuisance is caused. No materials shall be burnt which are likely to cause excessive smoke or toxic fumes.
- 9.3 The Contractor shall not leave any fire burning unattended and fires shall not be lit within 15 metres of a public highway. Under no circumstances shall smoke drift across a public highway in a manner likely to cause a hazard.

10.0 Disposal of Water In Excavations

- 10.1 The Contractor shall keep the whole of excavations free from water arising from rain, drains, springs or any other cause by pumping, bailing, draining or otherwise as instructed by the Supervising Officer.

Section A - General

- 10.2 The Contractor shall keep excavated graves free from water in accordance with Clause 72.70.

11.0 Site Boundaries

- 11.1 The Site boundaries are indicated on the Location Plans. The Contractor shall generally confine his operations within these boundaries.

12.0 Restriction of the Use of Plant

- 12.1 The Contractor may find it impossible to use machinery, vehicles or mechanical plant for particular operations due to limitations imposed by restricted areas, and/or the presence of services. The Contractor shall be deemed to have satisfied himself as to the particular requirements in this respect of any part of the Service and included for it when entering Tender rates against the particular items in the Pricing Schedules. No claim for extra payment based on inability to use plant in such circumstances shall be accepted.

Difficult Access

- 12.2 The Contractor shall not use unreasonable methods such as breaking padlocks off gates in order to gain access to a Site on which he is required to work. The Contractor shall contact the Supervising Officer in the event that he is unable or has difficulty gaining access to a Operational Site and no claim arising therefrom shall be accepted.

Access to Adjoining Land

- 12.3 If any of the work necessitates entry onto any adjoining land, the Contractor shall make all necessary arrangements for access. The Contractor shall ensure that he is appropriately and adequately insured in respect of working on adjoining land. The Contractor shall not leave any arisings including: wood, materials or equipment on adjoining land without permission from the landowner to do so. Any damage to adjoining property shall be properly repaired in agreement with the landowner.

Other Contractors and Works

- 12.4 The Contractor shall ensure that such other Contractors, where these have the authority of the Supervising Officer, Statutory Undertakers and Public Authorities have unrestricted access to the Operational Sites throughout the Contract Area at all times, and he shall be deemed to have made allowance in his Tender rates for possible disruption of his programme and no claim arising therefrom shall be accepted.
- 12.5 The Contractor is reminded that the Service is to be implemented within Operational Sites to which the public shall generally have access at all times. The Contractor shall maintain reasonable means of access to the public and for vehicles

during the execution of the Service and in a manner that shall cause the minimum of inconvenience. Where for reasons of safety the Contractor considers it advisable for members of the public to be excluded from the immediate area of the implementation of the Service then subject to the agreement of the Supervising Officer the Contractor shall at his own expense so arrange for the temporary exclusion of the public in accordance with the Specification.

13.0 Protection of Existing Structures. Surfaces and Vegetation

- 13.1 The Contractor shall take all reasonable precautions during the implementation of the Service to prevent:
 - 13.1.a damage to adjoining property;
 - 13.1.b damage to existing buildings, walls and structures (including memorials as defined in Clause 72.2.b where implementation of the Contract shall involve work close thereto;
 - 13.1.c damage to trees, tree boxes, and their stakes where applicable, shrubs, herbaceous and bedding plants and bulbs growing in the Operational Sites within the Contract Area;
 - 13.1.d damage to adjoining grassland;
 - 13.1.e damage to football, rugby posts; and
 - 13.1.f damage to landscape furniture.
- 13.2 The provisions of this Clause shall include damage or injury arising from spray drift or leakage or spillage or over application of chemicals.
- 13.3 The Contractor shall not remove any trees or shrubs without the prior written consent of the Supervising Officer.
- 13.4 The Contractor shall restrict encroachment by vehicles and mechanical plant onto grass and other areas to those occasions when it is absolutely necessary for the effective performance of the Contract. The Contractor shall be deemed to have included in his Tender rates for protecting existing kerbs, edges and grass verges at points of access throughout the Contract period.
- 13.5 The Contractor shall ensure that when machines are refuelled or are being repaired on Site such work is implemented whilst the machine is standing on an area that shall not be damaged or contaminated due to the spillage of fuel or lubricants.

14.0 Damage Arising

- 14.1 The Contractor shall be held liable for:
 - 14.1.a all damage to land, roads, property and structures, trees, shrubs or planted and grassed areas or injury to animals arising as a result of the implementation of the Service.

Section A - General

- 14.1.b all claims in respect of damage occurring during the implementation of the Service or for compensation arising from his actions or omissions.
- 14.1.c all repairs and reinstatement shall be implemented at the Contractor's expense and to the satisfaction of the Supervising Officer.
- 14.2 In respect of any claims for damage or injury, the Contractor shall make contact with the complainant within 24 hours (or as soon as possible thereafter if the complainant is unavailable) of receiving the complaint either from the complainant himself or via the Supervising Officer and either settle the claim or explain to the complainant the procedures for submitting a claim to his company or firm. The foregoing shall be without prejudice to the Conditions of Contract.
- 14.3 The Contractor shall be solely responsible for investigating the claim and shall inform the Supervising Officer of developments in respect of the claim irrespective of whether the claim is ultimately accepted or rejected by him. In particular the Contractor shall inform the Supervising Officer of the date of settlement or rejection of a claim.
- 14.4 Failure to comply with the requirements of this Clause may lead to the Supervising Officer serving a notice on the Contractor to the effect that remedial work in relation to any damage caused to a third party's property shall be carried out seven days after the serving of such a notice by other persons employed by the Employer at the expense of the Contractor and the Employer may deduct the same from any monies due to the Contractor. The Contractor shall be allowed to appeal in writing against this decision during the seven days notice and this appeal shall give full details and particulars as to why he has not complied with this Clause. If the Supervising Officer is satisfied with the reasons given and the Contractor gives the assurance that the claim shall subsequently be dealt with as expeditiously as possible then the notice of intention to carry out the work on his behalf shall be temporarily withdrawn. The notice shall be permanently withdrawn when the Contractor produces evidence that the claim has either been finally settled or rejected.

15.0 Setting Out

- 15.1 The Contractor shall be responsible for the correct setting out of sports pitches and other line markings, bedding, bulbs and new planting in accordance with details provided by the Supervising Officer. The Supervising Officer shall occasionally check the setting out and in the event that the setting out does not comply with the details provided the Contractor shall implement the necessary corrections at no additional expense to the Council.
- 15.2 The Contractor shall be responsible for the correct orientation, shape and dimensions of graves in accordance with Clause 72.36.

16.0 Methods, Materials, Machinery, Vehicles and Mechanical Plant

- 16.1 The Contractor shall for the purpose of the discharge of this Contract, use only those methods, materials, machinery, vehicles and mechanical plant, details of which shall have been approved by the Supervising Officer prior to the commencement of the Contract or such other alternative methods, materials, machinery or mechanical plant that may be approved in writing by the Supervising Officer.
- 16.2 Save as expressly stated elsewhere in this Contract the Contractor shall be entirely responsible for the provision of all materials, tools, machinery, mechanical plant and transport requisite to the efficient and safe execution to the Service. All such equipment shall be safe, reasonably quiet in operation, efficiently suppressed against radio and television interference, and shall be approved by the Supervising Officer. It shall also be a type appropriate for the work concerned, be in a well-maintained condition and in good working order and, where required, carry any necessary safety stamps or certification.
- 16.3 The Contractor shall, following commencement of any maintenance operation, proceed with that operation with due expedition and shall complete the work promptly and to the satisfaction of the Supervising Officer.

17.0 Machinery, Vehicles and Mechanical Plant

- 17.1 The Contractor shall submit to the Supervising Officer a list of all makes and models of machinery, vehicles and mechanical plant he proposes to utilise for the execution of the Service. The Contractor shall at the same time supply to the Supervising Officer two copies in English of the manufacturers' technical details in respect of all machinery and mechanical plant listed.
- 17.2 When required by the Supervising Officer the Contractor shall submit to the Supervising Officer such information furnished by the manufacturers as may be reasonably required by the Supervising Officer in order to ensure machinery complies with the requirements of the Specification.

Alternative Specified Machinery and Mechanical Plant

- 17.3 Where alternative specified machinery and mechanical plant are permitted, the Contractor shall inform the Supervising Officer of his choice and submit technical details to him at least 4 weeks before the machinery or mechanical plant is to be used. The machinery and mechanical plant shall not then be changed without the Supervising Officer's written approval.

18.0 Security

Keys

- 18.1 The Contractor shall be required to hold keys in respect of certain Operational Sites.

Section A - General

- 18.2 Where the Service is implemented within Sites at times when the Sites are normally secured (Appendix 7 refers), the Contractor shall ensure that the Sites remain secure in accordance with the normal provisions both during and on completion of the Service.
- 18.3 The Contractor shall be provided with a single set of keys which shall give him access to all Operational Sites throughout the Contract Area. Duplicates shall be provided at the Contractor's expense.
- 18.4 The Contractor shall be responsible for the safekeeping of any keys and padlocks provided by the Supervising Officer and shall only permit such keys and padlocks to be given to those members of the Contractor's staff whose names and addresses have been supplied to the Supervising Officer and then only to the extent strictly required for the purposes of implementing the Service. The Contractor shall ensure that the Supervising Officer is informed immediately of the loss of any such keys or padlocks and the Contractor shall, at his own cost, replace any such lost keys or padlocks if so required by the Supervising Officer. The Contractor shall also bear the cost of any changes of padlocks and issue of new keys that may be required as a result of the Contractor's loss of keys.
- 18.5 The issue of keys referred to herein shall be at the sole discretion of the Supervising Officer, and where so issued shall be returned to the said officer upon demand.

Fencing

- 18.6 Where it is necessary, subject to the written agreement of the Supervising Officer, for the Contractor to remove fencing in order to gain access to implement the Service, the Contractor shall make all necessary provisions in order to maintain the security of the Site and, on completion of the Service, shall replace the fence securely and in the manner in which it was secured prior to removal.

19.0 Vehicles**Speed Limits**

- 19.1 The Contractor shall ensure that his vehicles do not on any occasion whilst they are operating within an Operational Site exceed the speed limit specified by the Supervising Officer. Unless otherwise advised the speed limit shall be 5 mph.

Weight Limits

- 19.2 The Contractor is advised that weight limits are designated for specified bridges and crossing points on paths within the Operational Sites. The Contractor shall ensure that the weight limits are not exceeded.
- 19.3 The Contractor shall ensure that the weight limits on manhole covers within the Operational Sites are not exceeded.

Height Restrictions

- 19.4 The Contractor shall ensure that he takes full account of height restrictions arising either as a result of existing overhead services or structures or overhanging branches. The Contractor shall be deemed to have taken this factor fully into account both when pricing his Tender rates in respect of the Service and the implementation of the Service thereafter. The Contractor shall not be permitted to remove overhanging branches except in exceptional circumstances and subject to the prior written approval of the Supervising Officer.

General Requirements

- 19.5 The Contractor shall ensure that all vehicles used in the execution of this contract are fully insured, taxed and conform in all respects to current legislation. Further the Contractor shall ensure that all vehicles are fitted with audible reversing beepers of a type first approved by the Supervising Officer.

Private vehicles

- 19.6 No guarantee shall be given for parking space for Contractor's vehicles. The Contractor shall be responsible for additional costs that may arise through the need to find alternative parking space. The Contractor shall restrict access by his and his staff's private vehicles to those locations within the Operational Sites normally accessible by vehicles used by the general public or to enable access to premises within the Operational Sites utilised by the Contractor.

20.0 Notification

- 20.1 The Contractor shall make all necessary arrangements to ensure the immediate notification to the Supervising Officer of incidents involving health and safety, dangerous situations, Site security and potential hazards occurring within the Operational Sites during the Contract Period.
- 20.2 The Contractor shall make all necessary arrangements to ensure compliance with the specific requirements in respect of notification Operational within the Specification.

21.0 Points of Doubt or Difficulty

- 21.1 If the Contractor encounters any points of doubt or difficulty during the course of the Service especially with regard to damage or points not covered by the Contract, the Contractor shall clarify the matter with the Supervising Officer before proceeding with the Service.

22.0 Emergency Call Outs

- 22.1 In addition to Clause 64.12 the Contractor shall provide an emergency call out service. The Contractor shall be available for emergency call out throughout the contract area twenty four (24) hours per day for the duration of the Contract. If so

Section A - General

instructed by the Supervising Officer the Contractor shall carry out the minimum work necessary to ensure the safety of Operational Sites and adjoining land users. Any debris/arising remaining on Site shall be safely cordoned off with bunting. The clearance of the Operational Site, repairs and replacements shall take place during normal working hours unless prior approved by the Supervising Officer.

- 22.2 The Contractor shall respond on Site within either one (1) hour or three (3) hours of verbal notification as instructed by the Supervising Officer. Payment shall be made in accordance with the Daywork Rates.
- 22.3 A report of each emergency call out shall be made in writing by the Contractor and provided to the Supervising Officer as soon as possible after the emergency call out and no later than forty eight (48) hours after notification.

23.0 Arisings**General Requirements**

- 23.1 The Programme of work submitted in accordance with the Conditions of Contract shall include details of the Contractor's proposals for the collection and disposal of arisings, and these proposals shall take full account of the requirements of this section and ensure compliance with the Control of Pollution Act 1974, the Environmental Protection Act 1990, and all other appropriate Legislation. This obligation shall extend to any modification or amendment of any such Act, EC Directive, Regulation, Code, or Guidance.
- 23.2 The Contractor shall be a Registered Carrier of Waste as stipulated in the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 and shall at his own expense dispose of all arisings resulting from the execution of the Contract to appropriately specified off-Site tips and/or Transfer Stations.

Definition

- 23.3 Arisings shall include grass cuttings, leaves, plants, clippings, prunings, thinnings, weeds, roots, stones, paper, plastic, glass, tin cans, Litter, faeces, general rubbish and any extraneous or deleterious organic or inorganic material. The Contractor shall be required to make every effort to reuse wood chippings arising at the time of pruning on to shrub beds, hedge bases, and tree bases (e.g. the direct use of wood chippings produced in the parks either as a plant mulch or as surfacing for paths) or recycle green waste arisings from his operations on this Contract. The Contractor shall comply with the provisions of Section 34 of the Environmental Protection Act 1990 [Duty of Care] and shall have a working knowledge of the HMSO publication 'Waste Management: The duty of care - A code of practice'.

- 23.4 Unless instructed otherwise by the Supervising Officer arisings shall not include grass cuttings produced in accordance with Clauses 27.0, 28.0 and bark mulch produced in accordance with Clause 64.7.a and leaf litter produced in accordance with Clause 64.7.b. The Contractor shall be familiar with the provisions of the Control of Pollution [Special Waste] regulations and shall provide an Operational schedule for the safe disposal of Clinical Waste to the Supervising Office for his approval.
- 23.5 The Contractor shall remove all arisings which originate as a result of the implementation of the Service, together with Litter from the vicinity in accordance with Clause 64.4.a, and shall be deemed to have made due allowance in his Tender rates for so doing. The Council is committed to the recycling of Waste and waste minimization. The Contractor shall be required to become familiar with Section 55 of the Environmental Protection Act 1990 and the provisions of Schedule 6 of the Collection and Disposal of Waste Regulations 1988 in order to investigate where recycling initiatives may be implemented throughout the Grounds maintenance, Burials and Associated Services subject to the Supervising Officer's approval.
- 23.6 Unless instructed otherwise by the Supervising Officer or specifically directed otherwise by relevant Clauses elsewhere in the Specification the Contractor shall ensure that all arisings shall be collected and disposed of on the day that the arisings originate, leaving Sites clean and tidy. Disposal shall be in accordance with the approved Programme and shall be implemented in one of the following ways:
- 23.6.a Disposal directly to the Contractor's own off-Site tip; and
 - 23.6.b Disposal to an approved temporary tip on a Site within the Contract Area (temporary on-Site tip). Unless instructed otherwise by the Supervising Officer, then the Contractor shall at not more than seven day intervals collect and dispose of to his off-Site tip all arisings deposited at temporary on-Site tips.
- 23.7 The Contractor shall ensure that approved temporary on-Site tips do not constitute a hazard or detract from the visual amenity of the areas in which they are located and are utilised in accordance with Clauses 1.1, 4.0 and 9.0. The Contractor shall further ensure that arisings shall be contained by the use of suitable receptacles or other means, whichever method having been approved by the Supervising Officer.
- 23.8 The Contractor shall be deemed to have made due allowance in his Tender rates in respect of the removal of arisings from locations, within the Operational Sites, which are not accessible by vehicles.

Section A - General**24.0 Green Waste, Compost and Mulch**

- 24.1 The Council is committed to the provision of a Grounds Maintenance, Burials and Associated Service that adopts good practice in terms of environmental sustainability. The Contractor shall be required to make every effort to reuse (e.g. the direct use of wood chippings produced in the parks either as a plant mulch or as surfacing for paths) or recycle green waste arisings from his operations under this Contract.
- 24.2 The Contractor shall, wherever possible, segregate green waste that cannot be reused directly in the Operational Sites from non-green waste to facilitate the recycling of all remaining green compostable material.
- 24.3 The Contractor shall provide to the Supervising Officer prior to the Commencement Date details of his recycling and/or reclamation initiatives which shall comply with all the requirements of the foregoing Clauses on Waste disposal, green waste recycling and compost/mulch provision. Such details, or any amendments thereto, shall be approved by the Supervising Officer in his absolute discretion prior to the commencement of the provision of the Service under this Contract, or prior to any work undertaken pursuant to the Contractor's recycling and/or reclamation initiatives as appropriate.
- 24.4 The Contractor shall, upon receipt of instructions by the Supervising Officer, submit details of any changes or modifications to his recycling and/or reclamation initiatives that may be required by the Supervising Officer

Section B - Grass Cutting

25.0 General Requirements

- 25.1 The Contractor shall implement regular grass cutting of all Operational Site grassed areas throughout the Contract Area in accordance with the requirements of this specification and/or such other instructions as the Supervising Officer may issue to the Contractor. The total number of cuts and the height of cut shall be such that at no time shall the height of grass exceed the limits specified.
- 25.2 The Contractor shall inspect all grass areas prior to each cut, and shall remove Litter, stones, glass, and other debris which would prevent the satisfactory cutting of the grass or which are likely to cause injury or damage if thrown or fragmented by the cutting machine. The Contractor should note that the cutting of Litter and debris as part of any grass cutting operation is totally unacceptable, and any such failure shall be remedied by the Contractor immediately.
- 25.3 All the Contractor's employees operating grass cutting machinery shall be satisfactorily skilled, and the Supervising Officer shall require the Contractor to provide adequate proof that the Contractor's employees are skilled, conversant with Health and Safety legislation and competent in their operating methods. The Contractor shall provide his employees with all necessary safety equipment and shall ensure that all his employees use it when engaged on work on this Contract.
- 25.4 All machines shall be properly guarded according to the manufacturer's approved recommendations and maintained so as to present no danger to the operator or any person in the vicinity of operations. The Contractor shall have due regard for the health and safety of all facility users, i.e. members of the public and animals whilst carrying out grass cutting.
- 25.5 The Contractor shall ensure that his vehicles do not on any occasion cause damage to trees whilst they are operating within a Operational Site and in particular shall use only those methods and machinery that do not cause damage to tree bases or their canopy.
- 25.6 Grass cutting shall be undertaken in such a manner to ensure that the full extent of the detailed grass areas are cut cleanly and evenly, and without damaging the existing surface or adjacent features, to a standard which is to the entire satisfaction of the Supervising Officer. Cutting shall be implemented using approved machines appropriate in size, shape, and method of cutting for the type of work involved and the Contractor shall, at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, in order to produce a true and even cut without ribbing or scalping. The height of cut shall be adjusted so that at no time does scalping take place. Any damage from such lack of maintenance or adjustment shall be made good by the Contractor at his own expense.

Section B - Grass Cutting

- 25.7 Unless otherwise instructed, grass cutting shall take place over the whole Site including cutting and/or strimming around immovable obstacles, trees, whips, shrubs etc. growing in grass areas, and up to beds, hard or semi-loose surfaces, hedges, walls, fences and gullies where overhang shall be cut evenly and cleanly to the soil edge. Grass shall be cut on both sides of a fence and hedge line where grass is growing through them emanates from Operational Sites maintained under this Contract. Care shall be taken not to damage plants, properties or surfaces whilst carrying out this operation.
- 25.8 For the purpose of this Contract all soft vegetative growth (e.g. weeds within the grass area) shall be deemed to be part of the grass or sward covering the total square metreage of the detailed grass areas throughout the Contract Area.
- 25.9 Grass cutting shall be carried out as close as possible to fixed obstructions and shall overlap weed killed margins to cut any growth therein. Movable obstructions shall be removed to facilitate cutting, and replaced before the Contractor leaves the Site.
- 25.10 The Contractor shall be responsible for and have the right to ask members of the public lying or sitting on the grass to move to allow grass cutting to continue as specified. The Supervising Officer shall not accept claims arising in the event that members of the public fail to move in order to enable the Contractor to cut areas of grass. Where a member of the public refuses to move the Contractor shall return immediately the person has gone in order to cut the area of the grass missed and this shall be on the same day as the grass cutting of the main area.
- 25.11 The Contractor should note that some Sites have restricted access, and some require contact with a key holder to gain access. The Contractor is advised that grass cutting may also not be allowed during exam and play time in schools.
- 25.12 Where the Contractor arrives on a Operational Site to implement grass cutting but is unable to gain access, for whatever reason, the Contractor shall notify the Supervising Officer immediately.
- 25.13 The Contractor is responsible for the security of Sites where gates or barriers are present. The Contractor shall secure gates or barriers while cutting takes place. Where re-locking is impossible or gates or barriers are found unlocked, the Contractor shall notify the Supervising Officer as soon as possible.
- 25.14 The Contractor shall follow and keep to an approved system of grass cutting to ensure that all routine grass areas are cut on a rota basis and the Contractor's grass cutting rota shall require the prior approval of the Supervising Officer. The Contractor shall complete one area of grass cutting before moving to the next, and shall be required to recut any area deemed by the Supervising Officer to be unsatisfactorily cut at his own expense. On areas where more than one type of machine shall be used, the whole area shall be cut and/or strimmed at the same time.

Section B - Grass Cutting

- 25.15 On up to four occasions annually, if climatic conditions are inimical to grass growth, the Supervising Officer may instruct the Contractor to temporarily raise the minimum cut height on specified grass areas and the Contractor shall be deemed to have included in his Tender rates for making the required adjustments.
- 25.16 The term 'General Grass' refers to all grass areas that are not identified for specific maintenance requirements as detailed in the Specification, i.e. 'cut and collect grass' areas or as 'fine sports turf' areas or as 'low frequency grass' areas. Included in the classification of General Grass areas are sports fields, parks, recreation grounds, open spaces, and cemeteries.
- 25.17 'Cut and collect' areas are defined as grass areas that shall be cut with machinery designed to mechanically collect all grass cuttings and other arisings as part of the grass cutting operation. 'Fine sports turf' areas are defined as sports playing surfaces that shall be box mown using an approved hand machine. 'Low frequency grass' areas are the grass areas included within designated nature conservation Sites and/or nature conservation areas within a Site.
- 25.18 The term "summer cut height" shall refer to cuts implemented between March and October inclusive; "winter cut height" shall refer to cuts implemented between November and February inclusive.
- 25.19 The Contractor shall advise the Supervising Officer prior to implementing cutting operations during the winter.
- 25.20 The Contractor shall make due allowance in his Tender rates in respect of the following:
- 25.20.a All adjustments required to ensure the correct height of cut; and
- 25.20.b Reducing the heights of cut in stages in order to achieve the summer cut heights before March each year in accordance with Clause 25.18. The length of the grass shall not be reduced by more than 75% on any one cut. Consecutive cuts shall not be less than 5 days apart.
- 25.21 Any grass cuttings that fly onto paths or other hard surfaces, that in the opinion of the Supervising Officer constitute a hazard or a nuisance, shall be removed by the Contractor as they fall. The Contractor shall not place any grass cuttings, leaves, arisings or any other deleterious material onto surrounding paths, highways or surrounding property.
- 25.22 The Contractor shall notify the Supervising Officer immediately should the Contractor arrive on an Operational Site and be unable to proceed with grass cutting, for whatever reason.
- 25.23 In very wet conditions all grass cutting operations shall cease until conditions allow operations to continue without damaging the surface levels or contours of the ground or causing balling of the sward. Thereafter, the Contractor shall resume grass cutting operations as soon as ground conditions permit and shall

Section B - Grass Cutting

implement work as may be necessary in order to restore grass areas to the required standard. All such work shall be undertaken within ten (10) consecutive days of grass cutting operations recommencing and the Contractor shall be deemed to have made due allowance in his Tender rates for this contingency.

- 25.24 When ground conditions are such that damage is likely to be caused by the use of agricultural tractor tyres, the Contractor shall allow for using grassland tyres on tractors used for grass cutting operations. The Contractor is deemed to have included in his Tender rates for so doing.
- 25.25 Grass clippings falling in clumps shall be evenly dispersed over the cut area by the Contractor.
- 25.26 Where plants overlap grass edges the encroaching ground level growth shall be pruned using sharp and properly adjusted secateurs according to good horticultural practice. This operation shall be implemented to allow free passage to grass cutting machinery and to allow the maintenance of grass edges. The pruning of encroaching growth shall retain the natural habit of the plant and shall not be implemented by cutting indiscriminately along the abutting plant/grass edge. The Contractor shall be deemed to have included in his Tender rates for this operation.
- 25.27 The Contractor shall ensure that when applying selective herbicide to grass areas the specific grass cutting requirements as detailed in the manufacturer's instructions prior to and after herbicide application are implemented. The Contractor shall be deemed to have made due allowance in his Tender rates to comply with any adjustment to the Contractor's grass cutting programme.
- 25.28 All arisings shall be disposed of in accordance with Clause 23.0.
- 25.29 All pesticides shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 25.30 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 25.31 Whilst operating in cemeteries, the Contractor shall move and correctly replace wooden crosses, vases and/or floral tributes as necessary to allow grass cutting to proceed. The Contractor shall ensure that extra care is taken to replace all the items removed correctly on the grave space from whence they came and the Contractor is deemed to have made due allowance in his Tender rates for so doing.
- 25.32 Unless otherwise instructed by the Supervising Officer the Contractor shall leave the following detailed areas around tree bases uncut. Around young trees the Contractor shall leave a ring 300mm in diameter centred on the tree. Around larger trees the Contractor shall leave a margin of 500mm from the tree. Margins thus left shall be evenly circular to within plus or minus 100mm.

Section B - Grass Cutting

- 25.33 Should the Contractor cause damage to the grass surface, or to the surface, levels of the ground, create ruts or divots during grass cutting operations, then in such circumstances the Contractor shall reinstate such damage at his own expense to the satisfaction of the Supervising Officer (Clause 14.0 refers).
- 25.34 The Contractor shall report to the Supervising Officer, and replace at his own expense and/or make good any damage caused to fences, walls, furniture, bins or trees (Clause 14.0 refers) damaged during the Contractor's grass cutting operations.
- 25.35 No growth retardants shall be used by the Contractor without the prior approval of the Supervising Officer.
- 25.36 Grass Cutting Margins. The Contractor shall treat all highway fence lines and bases of established one year + trees in order to create a grass cutting margin using an approved herbicide such that all weeds and other vegetative growths are controlled throughout the Contract period. The application of herbicides shall be implemented using an approved applicator. The width of the treated grass cutting margin shall be 300mm and the width shall not be exceeded without the prior approval of the Supervising Officer.

26.0 Fine Sports Turf

- 26.1 Grass cutting machines shall be of the cylinder type propelled by a rear roller with a front roller to control the height of cut and equipped with a box to collect cuttings. Machines used on fine turf (e.g. bowling greens, cricket wickets and the like) shall be fitted with an approved comb attachment to lift coarse grasses during cutting operations, such combs shall be fitted at all times unless instructed otherwise by the Supervising Officer.
- 26.2 The whole area shall be cut evenly leaving no uncut area between rows, and, with the exception of cricket wickets and strips mown in accordance with Clause 39.5, shall produce regular and even striping of the area to be cut. The striping effect shall wherever possible be achieved by cutting in straight lines and each swathe shall be cut adjacent to and in the opposite direction to the previous swathe. Grass cuttings shall be collected at all times unless the Supervising Officer instructs the Contractor otherwise.
- 26.3 Machines shall have a minimum weight and produce a minimum number of cuts as indicated in Table 1.

Table 1 Specification for machines to be used to cut Fine Sports Grass Areas

Type of Area	Maximum cutting width	Minimum weight kg	Maximum weight kg	Minimum cuts per metre
1 Cricket Table	36"	80	500	65

Section B - Grass Cutting

Table 1 Specification for machines to be used to cut Fine Sports Grass Areas

Type of Area	Maximum cutting width	Minimum weight kg	Maximum weight kg	Minimum cuts per metre
2 Cricket Wicket	24"	80	150	140
3 Bowling Green	24"	80	150	140
4 Tennis Court	36"	80	400	65

26.4 The total number of cuts, and the height of cut shall be such that at no time shall the height of grass exceed the limits indicated in Table 2.

Table 2 Grass Areas with Collection

Type of Area		Summer		Winter	
		Min. no. of cuts p.a.	Max. height	Min height	Max. height
1 Cricket Table	50	10mm	8mm	20mm	15mm
2 Cricket Wicket		7mm	5mm		
3 Bowling Green	72	7mm	5mm	15mm	8mm
4 Tennis Court	72	7mm	5mm	15mm	8mm

- 26.5 The Contractor shall make provision within his Tender rates for additional grass cuts using a "hover type" rotary machine in order to cut seed heads which might be left by the cylinder mowers normally used on areas to be cut under this regime. Such grass cuts shall be made immediately following the cutting that was implemented using a cylinder machine.
- 26.6 At no time other than as specified in Clause 26.5 above shall "fly cutting" be permitted on any area where boxed grass cutting is specified.
- 26.7 Fallen leaves, petals and flowers shall be cleared from boxed grass cutting areas in accordance with Clause 64.32.
- 26.8 Machines used on fine sports turf shall be thoroughly Cleaned prior to transportation to another Site. Cleaning shall be undertaken on each occasion the machine is transported and the Contractor is deemed to have made due allowance in his Tender rates for so doing.

27.0 General Grass Areas

Grass Cutting with No Grass Collection

- 27.1 All general grass areas shall be cut on a regular basis at a cutting height of 30mm and at no time shall the grass exceed 70mm in height. The initial cut at the commencement of the 'summer cut height' in March shall be made at 45mm.

Table 3 General grass areas

Type of Area		Summer		Winter	
		Min. no. of cuts p.a.	Max. height	Min height	Max. height
General grass	15	70mm	30mm	90mm	50mm
Cut and collect	26	40mm	25mm	50mm	35mm
Low frequency	1	100mm	75mm	120mm	75mm

- 27.2 The Contractor shall ensure that grass cutting is implemented in a manner that shall avoid grass cuttings being deposited onto hard surfaced areas. Any cuttings which fly or are deposited onto hard surfaced areas and which, in the opinion of the Supervising Officer, constitute a hazard shall be removed off the surface and distributed thinly and evenly over the adjacent grassed area at the time of the cutting operation and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 27.3 The Contractor shall ensure that grass cutting is implemented in a manner which shall avoid the deposition of grass cuttings onto memorials and/or keep in order graves. Any such cuttings shall be collected and distributed evenly over the cut area at the time of the cutting operation, the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 27.4 The Contractor is advised that grass areas receiving low frequency cutting, e.g. nature conservation Sites and cemeteries, are likely to contain therein areas of bramble (*Rubus* spp) and other woody plants. For the purposes of this Clause such areas of bramble and woody plants are deemed to form part of the grass sward requiring to be cut. The Contractor is deemed to have made due allowance in his Tender rates for so doing.

28.0 Low Frequency Grass Areas (Meadow Areas, Paths and Verges)

- 28.1 Unless instructed otherwise by the Supervising Officer the Contractor shall cut identified low frequency grass areas at a height of 100mm. Unless otherwise approved by the Supervising Officer the Contractor shall not cut around obsta-

Section B - Grass Cutting

cles, or within 250mm of fence lines. The Supervising Officer shall mark out areas of grass not to be cut in certain identified nature conservation Sites where specific wildlife sensitivity exists.

- 28.2 Unless instructed otherwise by the Supervising Officer the time and height of grass cutting that shall be implemented by the Contractor on designated informal grass areas shall be as detailed in the Specification. The Contractor shall advise the Supervising Officer seven (7) days prior to implementing grass cutting operations. The Supervising Officer reserves the right to delay or bring forward the time of grass cutting and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 28.3 Grass cuttings shall lie where they fall except in the following cases:
 - 28.3.a Those falling onto a road or similar hard surfaced area;
 - 28.3.b Those falling onto memorials; and
 - 28.3.c Maintenance graves.
- 28.4 In the event of grass cuttings falling as detailed in Clause 28, then the grass cuttings shall be collected and distributed evenly over the cut area at the time of the cutting operation. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 28.5 If so instructed by the Supervising Officer the Contractor shall rake off grass cuttings and shall dispose of all arisings in accordance with Clause 23.0. Where grass cuttings are not to be collected, there should be an even dispersion of the cut grass and any larger clumps of cut grass shall be spread evenly across the cut area. The Contractor shall be deemed to have included in his Tender rates for any such requirement.
- 28.6 The Contractor shall if so instructed by the Supervising Officer spot treat informal grass areas and meadow areas within Operational Sites with herbicides to control pernicious weeds such as docks, thistles, nettles.
- 28.7 The Contractor shall provide appropriate tools for cutting paths and verges that may include strimmers, pedestrian flails and hand tools as appropriate. The use of tractor mounted machinery by the Contractor shall require the prior approval of the Supervising Officer.
- 28.8 The Contractor shall cut all specified hay meadows at a height of 100mm, unless otherwise instructed by the Supervising Officer, on one (1) occasion per annum (normally between July and September inclusive) and all arisings shall be collected and disposed of by the Contractor.
- 28.9 The Contractor shall have the right to sell or dispose of the hay meadow crop responsibly without further reference to the Supervising Officer. It is expected that the Contractor shall take the opportunity to realise the market value of the hay meadow crop and the Contractor may retain the income from the sale.

- 28.10 The Contractor shall not leave areas of nettle or thistle uncut or uncollected when hay making unless prior approved by the Supervising Officer. Hay making shall be carried out using standard agricultural practices such that the finished harvest is of good quality in terms of saleability, storage and transportability.
- 28.11 Should inclement weather prevent completion of hay making then on the instruction of the Supervising Officer the July/September cut may be delayed until the following March/April period and the Contractor shall be deemed to have made due allowance in his Tender rates for this eventuality.
- 28.12 In areas where grass collection is required but hay making is neither practicable nor desirable, alternative collection methods shall be provided by the Contractor. This may include cutting and raking off where machinery access and/or use may be difficult or impossible. In specified circumstances the Supervising Officer may require grass cuttings to remain on the ground for three days before collections and removal, in order that small animals may disperse.
- 28.13 If so instructed by the Supervising Officer the Contractor shall carry out tractor mounted chain harrowing, rolling and/or other similar operations connected with hay meadow management.

‘Cut and Collect’ Grass Areas

- 28.14 Cut and collect’ areas shall be cut by the Contractor using machinery that is fitted with approved attachments to mechanically collect all arisings. The Contractor may use ride on and/or pedestrian grass cutting machinery. The height of cut shall be implemented to the height in Table 3.

29.0 Strimming

- 29.1 The Contractor may use trimmers/brush cutters, hand shears or hand scythes to cut areas of grass that are inaccessible to other types of grass cutting equipment.
- 29.2 Unless instructed otherwise by the Supervising Officer, the Contractor shall only use trimmers that use flexible nylon line as a cutting mechanism. Trimmers that are fitted with a metal cutting blade shall only be used with the prior approval of the Supervising Officer and shall not be used to cut within 300mm of the base of any tree or any fixed obstruction.

30.0 Bulbs In Grass Areas

- 30.1 The Contractor shall not mow grass areas in which bulbs are growing until a minimum period of 6 weeks has elapsed after the flowering bulbs have died down or until an instruction to commence cutting is received by the Contractor from the Supervising Officer (generally in the last week of June for Daffodils). If so instructed by the Supervising Officer the Contractor shall ‘top’ areas of grass and vegetation in which bulbs are growing during this period, in accordance with

Section B - Grass Cutting

Clause 29.0, to ensure the neat and tidy appearance of the bulb areas. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing. The Supervising Officer shall advise the Contractor each year of the date cutting may be implemented to the immediate grass areas in which bulbs are growing. The Contractor shall implement the initial cut within 7 days of receipt of the Supervising Officer's authorisation to proceed. Cuttings from this operation shall be collected up and removed and the areas shall be recut within forty eight (48) hours in order to return the grass to its designated summer cut height. Subsequent grass cutting shall be implemented by the Contractor to maintain the area to the required standard in accordance with Clause 26.0, 27.0 and 28.0.

31.0 Grass Edge Trimming

- 31.1 The Contractor shall implement the maintenance of all detailed grass edges throughout the growing season where they abut seasonal bedding and planted areas beds, kerbs, hard or semi-loose surfaces, gullies, paved areas, buildings, walls, fences throughout the Contract Area using long handled shears or mechanical methods. The frequency of grass edge cutting shall be implemented by the Contractor at such frequencies that shall ensure that grass edge growth never exceeds 50mm in any dimension. All arisings from this operation shall be collected by the Contractor and disposed of.
- 31.2 The Contractor shall implement the maintenance of all detailed bowling green grass edges throughout the Contract Area using long handled shears or approved mechanical methods. The frequency of grass edge cutting shall be implemented by the Contractor at such frequencies that shall ensure that the bowling green grass edge growth never exceeds 25mm in any dimension. All arisings from this operation shall be collected by the Contractor and disposed of.

32.0 Grass Edge Redefinition

- 32.1 The Contractor shall redefine grass edges using a half moon edging iron or approved mechanical equivalent on one (1) occasion between November to February inclusive, where grass edges abut planted areas, kerbs, hard or semi-loose surfaces, gullies, paved areas, buildings, walls and fences. The Contractor shall redefine the grass edge to provide a clean, sharp and vertical edge, and where appropriate, curves shall be reformed along a smooth flowing line. The grass edge redefined by the Contractor shall provide the same general shape as that which existed at the commencement of the operation. Any vegetation and/or soil emanating from a hedge, wall or fence base shall be removed by the Contractor at the same time. Where kerbs are not present, the Contractor shall use string lines to produce an even and consistent edge finish. All arisings from this operation shall be collected and disposed of.

Section C - Reinstatement Of Grass Areas

33.0 General Requirements

- 33.1 The Contractor shall implement the reinstatement of all detailed grass areas throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 33.2 The Contractor shall be responsible for the successful establishment and subsequent maintenance of newly established grass areas for a period of three (3) months. The Supervising Officer shall only accept renovated grass areas that are established, i.e. the sward shall be healthy, free from bare patches, pests, disease and weeds, the surface shall be free from stones and other extraneous material and surface levels shall be to the reasonable satisfaction of the Supervising Officer. Any grass area not reinstated to the required standard shall be reseeded and/or returfed at the Contractor's expense.
- 33.3 The Contractor shall take all reasonable precautions to ensure that pedestrian and other forms of traffic do not cross the area of work during cultivation and reinstatement operations.
- 33.4 Reinstatement work shall be implemented when ground conditions are suitable. Work shall not be undertaken when the ground is frozen, snow covered, waterlogged, excessively wet or in a plastic condition, or in a state that would result in the destruction of the natural crumb structure of the soil.
- 33.5 All arisings shall be disposed of in accordance with Clause 23.0.
- 33.6 All pesticides shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 33.7 All fertilisers shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 33.8 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 33.9 All grass seed and turf shall be supplied by the Contractor in accordance with Clauses 89.0 and 90.0.

34.0 Seeding and Turfing

- 34.1 All operations shall be implemented by the Contractor using approved machinery and equipment and/or manual methods.

34.2 Ground Preparation

- 34.2.a The area shall be cultivated by ploughing, rotavating or hand digging to a depth of 150mm.
- 34.2.b Low areas shall be infilled using an approved topsoil which shall be consolidated and levelled.

Section C - Reinstatement Of Grass Areas

- 34.2.c Following cultivation and soiling the area shall be lightly consolidated, harrowed and/or raked in order to produce a fine surface tilth suitable for forming a seedbed and such that the soil particles are small and dry enough to run freely when graded or raked.
- 34.2.d An approved fertiliser shall be applied evenly over the prepared soil surface and lightly worked in.
- 34.2.e All stones exceeding 25mm in any dimension together with all weeds, roots and extraneous materials generated during soil preparation shall be removed.
- 34.2.f On completion of soil preparation work the area shall be firm but not compacted, free from surface panning and localised soft areas. The surface soil shall have a constant crumb structure of 10/15mm and shall, unless instructed otherwise by the Supervising Officer, form true running contours conforming with the existing surrounding ground and the soil surface shall be even and free from depressions and undulations.
- 34.2.g On areas to be seeded the edges of the prepared area shall marry into the existing grass areas. On areas to be turfed the soil level shall be completed at a distance below the proposed finished level sufficient to accommodate the depth of turf to be laid.
- 34.3 In the event that seeding and/or turfing work is delayed, the Contractor shall be deemed to have made due allowance in his Tender rates in respect of ensuring that the soil has a surface tilth in accordance with the requirements of this specification immediately prior to seeding and/or turfing.

Seeding

- 34.4 On completion of preparation work the area shall be seeded using an approved grass seed mix applied in accordance with the rates detailed in Clause 89.1. Seed shall be evenly distributed and shall be sown by mechanical methods in two directions in order that half the seed shall be sown in one pass and the remaining half shall be sown in a second pass made at right angles to the previous direction.
- 34.5 Immediately following seeding the Contractor shall incorporate the seed into the soil surface by chain harrow and/or raking to a maximum depth of 20mm. This operation shall not distort the desired soil surface profile. On completion of seed incorporation all arisings as detailed in Clause 34.2.e shall be removed.

Turfing

- 34.6 On completion of preparation work the area shall be turfed using an approved turf supplied in accordance with Clause 90.0. Turf shall be laid so that the new surface blends in perfectly with the surrounding levels. This shall be achieved by firm and accurate preparation of the base prior to turf being laid and shall not be achieved by heavy pounding or rolling.

Section C - Reinstatement Of Grass Areas

- 34.7 Turf shall not be laid during very dry, wet or frosty weather or when the turf itself is dry, frozen or excessively wet.
- 34.8 Turves used on sloping Sites shall be secured in position, using a method approved by the Supervising Officer.
- 34.9 As necessary in order to prevent damage to existing or newly laid turf and to ensure safe and efficient working the Contractor shall prior to the turf laying operation provide scaffold planks, plywood sheets, ladders or similar to support workmen, tools and equipment and to provide access throughout the area of operation.
- 34.10 Turf laying shall comply with BS 4428:1989. The turves shall be laid on the prepared soil bed and firmed into position in consecutive rows with broken joints (as in stretcher bond brickwork) closely butted and to the correct level. The edges and margins of the area being turfed shall be laid with whole turves which shall be trimmed to accommodate curves and corners.
- 34.11 On completion of the turf laying operation, all abutting turf edges shall be dressed using an approved dry sifted topsoil which shall be brushed, in order to fill all joints.
- 34.12 All stones exceeding 25mm in any dimension together with all extraneous material generated during the operations detailed in Clause 34 shall be removed.

35.0 Reinstatement of sports and fine turf areas

- 35.1 Once per annum and within fourteen (14) days of the completion of the respective playing season the Contractor shall implement and complete reinstatement work on all sports areas in accordance with this Specification and/or as instructed by the Supervising Officer.
- 35.2 The method of reinstatement shall be determined by the degree of wear and surface compaction, the position of such wear within the grass area and the time during which the seed or turf shall be able to establish before the area is subsequently to be available for use.

35.3 Fine Turf Areas: Bowling Green, Cricket Table, Amenity Areas**Reseeding**

- 35.4 The area to be seeded shall be scarified using an approved machine and/or by hand raking in order to remove all thatch, dead matter and other extraneous materials.
- 35.5 On completion of scarification the area shall be lightly forked to a depth of 15mm in order to loosen the surface soil without excessive disturbance of existing grass plants.
- 35.6 The forked surface shall then be lightly raked and an approved mix of grass seed and compost shall be sown over the prepared area in accordance with the rates

Section C - Reinstatement Of Grass Areas

detailed in Clause 89.1 and raked in. The seeded area shall then be rolled using an approved roller and subsequently irrigated in accordance with Section V - Irrigation.

Returfing

- 35.7 The old turf shall be cut out and removed using a half moon edging iron and turfing iron.
- 35.8 The underlying soil shall then be cultivated to a depth of 50mm, refirmed, ensuring that the prepared bed is evenly consolidated and level, due allowance being made to accommodate for the thickness of the new turf and the Contractor shall include for spreading additional approved fine sifted topsoil as necessary in order to achieve the required level. Following preparation the area shall be turfed in accordance with Clause 34.0.

Overseeding Sports Pitches.

- 35.9 Using an approved machine the Contractor shall implement overseeding by surface cultivation/seeding or by slit seed injection to a minimum of 50% of each pitch. The area of work shall include the goal mouths and centre circle together with those areas of the pitch showing the most wear and/or sparse grass growth. An approved grass seed mixture shall be sown during overseeding in accordance with the rates detailed in Clause 89.1. Overseeding shall be implemented in two passes, the second pass shall be implemented at right angles to the first pass.

Overseeding Amenity Areas.

- 35.10 Using an approved machine the Contractor shall implement overseeding by surface cultivation/seeding or by slit seed injection. An approved grass seed mixture shall be sown during overseeding in accordance with the rates detailed in Clause 89.1. Overseeding shall be implemented in 2 passes, second pass shall be implemented at right angles to the first pass.
- 35.11 On completion of overseeding the area of work shall be level, free from depressions and undulations and all debris, extraneous material and stones exceeding 20mm in any dimension shall be removed.

Reseeding and Returfing

- 35.12 Localised areas of excessive wear and compaction shall be reinstated by seeding or turfing in accordance with Clause 34.0.
- 35.13 On completion of work all levels within the area of reinstatement shall be consistent with the levels of the undisturbed surrounding grass areas.

Section C - Reinstatement Of Grass Areas**Localised Soiling and Grass Reinstatement**

- 35.14 If so instructed by the Supervising Officer the Contractor shall implement the following:
- 35.14.a The area shall be infilled using an approved topsoil which shall be graded and levelled, lightly consolidated and cultivated to produce a true and even surface free from depressions and undulations. On completion of soiling the area shall be dressed using an approved fertiliser which shall be applied evenly over the whole soil surface. The fertiliser shall then be lightly worked into the soil surface to a depth of 20mm by hand raking.
 - 35.14.b On completion of soil preparation work the area to be turfed/seeded shall be firm but not compacted, free from surface panning and localised soft areas. The surface soil shall have a constant crumb structure of 10/15mm and shall, unless instructed otherwise by the Supervising Officer, form true running contours with the existing surrounding ground and the soil surface shall be even and free from depressions and undulations.
 - 35.14.c On areas to be seeded the edges of the prepared area shall marry into the existing grass areas. On areas to be turfed the soil level shall be completed at a distance below the proposed finished level sufficient to accommodate the depth of turf to be laid.
 - 35.14.d On completion of preparation work the area shall be either seeded or turfed in accordance with Clause 34.0.

Sand Dressings on Sports Pitches

- 35.15 If so instructed by the Supervising Officer the Contractor shall implement the application of sand dressings in accordance with the requirements of this Specification. Dressing shall be implemented in order to improve surface aeration, the soil structure and durability.
- 35.16 Using an approved mechanical spreader or by manual methods, the Contractor shall evenly spread an approved sand at a rate of one (1) tonne/60 m², following which the sand shall be forked into the turf surface using an approved box harrow, or by hand raking and/or luting.
- 35.17 All stones over 15mm in any dimension together with all extraneous materials generated during the operations detailed in Clause (i) above shall be removed.

Section D - Sports Provision**Section D - Sports Provision****36.0 General Requirements**

- 36.1 The Contractor shall maintain sports pitches free from hazard, safe for the purpose for which they are intended and suitable for regular outdoor recreational use in accordance with requirements of this Specification.
- 36.2 The Supervising Officer shall from time to time issue instructions in respect of the provision of temporary markings for occasional matches or special events.

Definition

- 36.3 Pitch shall be deemed to include cricket wicket, cricket outfield, athletic track and field event landing zones, training grids, volleyball and softball court, rounders court and baseball court, netball court, kabadi court, bowling green and the like.
- 36.4 The Contractor shall regularly inspect sports pitches in order to ensure that they are free from hazard and safe for the purpose for which they are intended, and shall remove stones, glass, metal and other extraneous materials likely to cause injury. In the event that a pitch becomes unsafe for its purpose and the removal of the hazard involves work which the Contractor is not required to implement in accordance with his obligations under the Contract then he shall immediately notify the Supervising Officer of the hazard. Should the hazard be considered dangerous, the Contractor shall take the pitch out of play and await instruction from the Supervising Officer.
- 36.5 All arisings shall be disposed of in accordance with Clause 23.0.
- 36.6 All pesticides shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 36.7 All fertilisers shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 36.8 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 36.9 All grass seed and turf shall be supplied by the Contractor in accordance with Section U - Supply of Plant Material, Turf and Grass Seed, and Clauses 89.0 and 90.0.

37.0 Line Marking on Grass

- 37.1 The Contractor shall implement the accurate setting out, marking out and subsequent remarking of all detailed sports pitches throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor. The Contractor shall also be required to provide accurate line markings for Special Events in accordance with the Supervising Officer's instructions.

- 37.2 Line marking shall be implemented as indicated in Table 4 Schedule of Pitch Provision and in accordance with the details in Table 5 Sports Requiring Line Marking.

Table 4 Schedule of Pitch Provision

Site code	Site name	Number of pitches
Football		
A0101	King George's Playing Field	3
A0210	Mount Pleasant Fields	2
A0719	Warren Farm Sports Complex	8
A0901	Perivale Park	3
A1202	Marnham Field	2
B0310	Elthorne Waterside and Extension	3
E0301	North Acton Playing Fields	4
E0502	Southfields Recreation Ground	2
E0901	Pitshanger Park	4
T0101	Rectory Park	4
T0801	Ealing Central Sports Ground	5
A0719	Warren Farm Sports Complex	4
Cricket		
A0901	Perivale Park	2
E0301	North Acton Playing Fields	2
T0101	Rectory Park	2
T0301	Islip Manor Park	1
T0801	Ealing Central Sports Ground	4
Bowling greens		
A0501	Wolf Fields	1
B0201	Lammas Park	2
E0501	Acton Park	1

Section D - Sports Provision

Table 4 Schedule of Pitch Provision (continued)

Site code	Site name	Number of pitches
E0901	Pitshanger Park	1
T0301	Islip Manor Park	1
T0902	Horsenden Hill West	1

37.3

37.4 Line markings shall be provided in order that they are in perfect condition on the day of occasional matches or Special Events. In the case of regularly used pitches the line markings shall, as far as is reasonably possible, be in perfect condition on the day of regular use.

37.5 The line marking shall be uniform and true and, except during periods of exceptionally wet ground conditions, shall be implemented using an approved non-toxic whitening compound for wet line marking incorporating an approved fixing agent such as Indeline (lime and residual herbicides shall not be used for line marking).

37.6 The Contractor shall maintain an up to date knowledge of all the rules and regulations regarding sports markings, particularly where these may be subject to change.

Table 5 Sports Requiring Line Marking

Sport	Unit	Duration for which unit is required	Frequency of marking/remarking
Cricket	Wicket	N/A	For each Match
Cricket	Outfield	Season	Once per Week
Football	Pitch	Season	Once or Twice/Week
Gaelic Football	Pitch	Season	Once or Twice/Week
Seven-a-Side Football	Pitch	For each Match	For each Match
Rugby	Pitch	Season	Once or Twice/Week
Athletics (track events)	Track	5 Months	Once per Week

Table 5 Sports Requiring Line Marking (continued)

Sport	Unit	Duration for which unit is required	Frequency of marking/remarking
Athletics (field events)	Landing Zone	7 Months	Once per Week
Training Grids (on schools)	Grid	Throughout entire year	Once per Week
Volleyball	Court	For each Match	For each Match
Softball	Court	For each Match	For each Match
Rounders	Court	For each Match	For each Match
Baseball	Court	For each Match	For each Match
Netball	Court	For each Match	For each Match
Kabadi	Court	For each Match	For each Match
Tennis	Court	Season	Once or Twice/ Week

- 37.7 During periods of exceptionally wet ground conditions wet line markers shall not be used and the line marking shall be implemented using an approved dry whitening compound incorporating a binder.
- 37.8 Line markings for all sports other than cricket wickets shall be 75 mm wide. For cricket wickets line marking shall be 30 mm wide. Line marking shall be implemented using approved line markers.
- 37.9 Before the implementation of any line marking the proposed lines shall be free of grass cuttings and other debris to ensure accurate and persistent marking.

Sports Markings

- 37.10 Unless specified elsewhere in the Specification then not less than 3 days prior to the commencement of each playing season all the detailed sports pitches shall be accurately set out and marked. The pitch layout for each pitch shall conform with the recommendations of the respective sports governing body and shall be in accordance with the dimensions required by the Supervising Officer.
- 37.11 Following initial marking out the pitches shall be remarked or reset out in accordance with Clause 37.2 and with any specific requirements detailed in the Sports Marking Clauses in respect of each sport (Clause 38.0, 39.0, 40.0, 41.0, 42.0 and 43.0 refer).

Section D - Sports Provision

- 37.12 The line markings shall be maintained to ensure that they are clearly visible throughout the playing season. Pitch measurements shall remain accurate and all lines shall remain uniform and true.
- 37.13 Grass cutting shall precede line marking and lines on football and rugby pitches shall be cut immediately prior to initial marking out and on four subsequent occasions at regular intervals during the playing season. Lines on Miscellaneous Sports pitches shall be cut on each occasion that initial marking and over marking is implemented. Where running tracks cross cricket outfield the cut grass height shall be consistent over the whole running area not just the line area. Lines shall be cut by one pass using an approved rotary or cylinder mower set to 25mm height and the line shall be central within the cut swathe. cutting shall be implemented in accordance with Clause 25.2, 25.8, 25.10 and 25.20.a respectively.

Special Events

- 37.14 The Contractor shall ensure that all line markings required in respect of Special Events (Clause 80.10 refers) shall be accurately set out and marked prior to the Special Event and in accordance with the times and dates specified by the Supervising Officer.
- 37.15 If so instructed by the Supervising Officer the Contractor shall implement remarking in order to ensure that the line markings remain clearly visible for the duration of the Special Event.
- 37.16 If so instructed by the Supervising Officer the Contractor shall cut the grass lines at the time of initial marking out. Lines shall be cut by one pass using an approved rotary or cylinder mower set to 25mm height and the line shall be central within the cut swathe. Cutting shall be implemented in accordance with Clauses 25.2, 25.8, 25.10 and 25.20.a. respectively.

38.0 Bowling Greens

General

- 38.1 The Contractor shall implement the maintenance of all detailed bowling greens throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor. The Contractor shall maintain a true and level Bowling Green, free of pests, disease and weeds and having a healthy sward consisting primarily of fine turf grasses.
- 38.2 Unless specified otherwise than for the purpose of this Clause only, the green shall mean the full extent thereof.
- 38.3 Unless instructed otherwise by the Supervising Officer, the Contractor shall implement all maintenance operations to the green prior to 10.00 am. The resident club or clubs and Supervising Officer shall be notified of any in-season

operations likely to interfere with the use of the green. Only flat soled shoes shall be worn while working on the bowling green. Ramps or boards shall be used to take machinery onto the green and to remove it from the green. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

- 38.4 Unless instructed otherwise by the Supervising Officer the Bowls season shall commence from (and shall include) the weekend nearest May 1st until (and shall include) the weekend nearest September 30th.

Grass Cutting

- 38.5 The grass shall be cut in accordance with Section B - Grass Cutting and 25.1. The green shall be cut diagonally and on each occasion that the green is cut, the direction of cutting shall be at 90 degrees to the previous occasion.

Switching and Brushing

- 38.6 On the day of and prior to each cutting operation the green shall be switched or brushed, using either a cane, drag mat or drag brush in order to ensure that worm casts and early morning dew are dispersed.
- 38.7 In addition to the switching or brushing required in accordance with Clause 38.6 above, the Contractor shall implement regular switching or brushing as necessary in order to disperse morning dew, to promote a healthy sward and to maintain a playing surface free from worm casts and other debris all to the satisfaction of the Supervising Officer.

Edging

- 38.8 The edge of the green shall be cut in accordance with Clause 31.1.

Fertiliser Application

- 38.9 Unless instructed otherwise by the Supervising Officer the Contractor shall apply fertiliser to the green as Operational below.
- 38.9.a Three applications of an approved Spring/Summer Fine Turf Fertiliser. Applications shall be made during the third week of March, fourth week of May and fourth week of June.
- 38.9.b One application of lawn sand four weeks after the first application of spring fertiliser.
- 38.9.c One application of sulphate of potash at 15gms/m².
- 38.9.d One application of an approved seaweed soil conditioner according to the manufacturer's instructions.
- 38.9.e One application of sulphate of iron as directed by the Supervising Officer.
- 38.9.f Two applications of an approved liquid organic fertiliser. Applications shall be applied during the third week of April and fourth week of July.

Section D - Sports Provision

- 38.9.g One application of an approved Autumn/Winter Fine Turf Fertiliser. Application shall be made during the third week of October.

Herbicide Application

- 38.10 During the first two weeks of April the green shall receive one application of an approved broad spectrum selective turf herbicide. If so instructed by the Supervising Officer the Contractor shall implement further herbicide applications during the year.
- 38.11 If so instructed by the Supervising Officer the Contractor shall, as an alternative to the applications required in accordance with Clauses 38.9 and 38.10 above, apply an approved weed-and-feed product. Applications shall be made as Operational below:
- 38.11.a At the beginning of April in substitution for both the first herbicide and first spring/summer fertiliser application; and
- 38.11.b On subsequent occasions in substitution for later herbicide and spring/summer fertiliser application.

Fungicide Application

- 38.12 The Contractor shall maintain the green free from turf disease using approved turf fungicides. The Contractor shall notify the Supervising Officer immediately of the presence of any turf disease and shall advise the Supervising Officer should work be unable to proceed.

Insecticide Application

- 38.13 The Contractor shall maintain the green free from soil borne pests using an approved insecticide. The Contractor shall advise the Supervising Officer immediately of any soil borne pests and shall advise the Supervising Officer should work be unable to proceed.

Wormicide Application

- 38.14 The Contractor shall maintain the green free from worms using an approved wormicide.

Moss Killer

- 38.15 The Contractor shall maintain the green free from moss using an approved moss killer.

Irrigation

- 38.16 The green shall be irrigated in accordance with Section V - Irrigation. The Contractor shall apply an approved water attracting/wetting agent to the entire bowling green surface during March/April and on other such occasions as required to ensure a healthy sward. The proposed times and dates of application shall be

approved by the Supervising Officer and the Contractor shall be deemed to have made due allowance for all applications of water attracting/wetting applications in his Tender rates.

Scarification

- 38.17 During the months of March and October and additionally during June if so instructed by the Supervising Officer, the green shall be scarified as detailed in Table 6 in order to remove any build up of thatch, dead matter and other extraneous material. This operation shall be implemented using an approved machine. Immediately following the completion of each scarification operation, all arisings shall be removed by approved manual and/or mechanical methods. Immediately following the removal of arisings the green shall be mown to the minimum cut height in accordance with Clauses 25.2, 25.8, 25.10 and 25.20.a.

Table 6 Scarification

Time of Implementation	Work Required
March/June	The whole playing surface shall be scarified in 2 passes. On the day of implementation of the work the depth of tine penetration into the sward shall be approved by the Supervising Officer and shall be determined by the accumulation of thatch, dead matter and extraneous material.
October	The whole playing surface shall be scarified in 4 passes with the tines adjusted so that they touch but do not penetrate the soil.

Rolling

- 38.18 During March and prior to the start of the playing season and on such other occasions as shall be necessary, the Contractor shall roll the green using an approved hand or self propelled roller of between 300 and 500 kg in weight. On the day the operation is implemented, rolling shall not commence until all surface moisture has evaporated.

Spiking

- 38.19 The green shall be spiked on 6 occasions at regular intervals from mid-May to mid-September and prior to any fertiliser application. The spikes shall penetrate to a depth of 50mm at 50mm centres using an approved machine.

Section D - Sports Provision**Tining**

- 38.20 Unless instructed otherwise by the Supervising Officer the Contractor shall every year during the first two weeks of October implement one of the following tining operations as instructed by the Supervising Officer:

Hollow Tining

- 38.20.a The green shall be hollow tined unless instructed otherwise by the Supervising Officer, using an approved machine. The tines shall penetrate to a depth of not less than 100mm at 50mm centres achieved in a single pass and the extracted cores shall have diameters of between 8 to 12mm. Immediately following hollow tining all extracted cores shall be removed by approved manual and/or mechanical methods.

Solid Tining

- 38.20.b The green shall be solid tined unless instructed otherwise by the Supervising Officer, using an approved machine. The tines shall penetrate to a depth of not less than 100mm at 50mm centres achieved in a single pass and shall have diameters of between 6 to 10mm.

Vertidrainage

- 38.20.c The green shall be solid tined using a Vertidrain set with 18mm diameter solid tines, power take off driven by an approved compact tractor with turf tyres. The tines shall penetrate to a depth of not less than 200mm at 50mm centres achieved in a single pass.

Slitting

- 38.21 During the period from mid May to mid October the Contractor shall slit tine the green on up to 6 occasions at regular monthly intervals using an approved machine fitted with taper shaped slitting tines unless instructed otherwise by the Supervising Officer. The tines shall penetrate to a depth of 25-50mm at 150mm centres. The Contractor shall implement slit tining to promote and maintain a healthy sward by relieving surface compaction and assisting aeration and water penetration into the soil.

Reinstatement

- 38.21.a The grass shall be reinstated in accordance with Section C - Reinstatement Of Grass Areas.
- 38.21.b The Contractor shall maintain the green gully free from Leaves, debris, Litter and all other deleterious material and the filling material within the channel shall be maintained at an even level of 100mm below the level of the green.

- 38.21.c Two weeks prior to the playing season the green gully shall, if necessary, be topped up with an approved filling material, which shall be lightly consolidated all to an even level of 100mm below the level of the green.
- 38.21.d The material to be used by the Contractor shall be approved by the Supervising Officer and shall be a suitable inert durable material that conforms to the statutory criteria laid down by the English Bowling Association (EBA). The material provided by the Contractor shall be rounded and of a particle size between 5 mm to 30 mm.

Gully striking boards

- 38.22 On a date determined by the Supervising Officer the Contractor shall paint or treat the gully striking boards and shall report any defects to the Supervising Officer. Payment shall be made to the Contractor in accordance with the Day-work Rates.
- 38.23 If necessary the Contractor shall replace dilapidated gully striking boards. Payment shall be in accordance with the Schedule of Rates.

Top Dressing

- 38.24 Between the third week of October and the second week of November inclusive and on a date approved by the Supervising Officer the Contractor shall apply a top dressing to the green.
- 38.25 The top dressing shall be applied at a rate of either:-
 - 38.25.a not less than 3 kg per sq.m. on the occasion of top dressing following solid tining; or
 - 38.25.b not less than 4.5 kg per sq.m. on the occasion of top dressing following hollow tined core extraction; or
 - 38.25.c not less than 8 kg per sq.m. on the occasion of top dressing following vertid-raining.
- 38.26 Immediately prior to the application of top dressing the greens shall be cut to the minimum cut height in accordance with Clause 27.0 and Clauses 25.2, 25.8, 25.10 and 25.20.a.
- 38.27 Application shall be made by approved manual and/or mechanical methods. An even spread of the material shall be achieved and particular attention shall be paid to dressing applied following hollow tined core extraction. The top dressing shall be well worked into the surface and tine holes of the green using either a dragmat, Truelute, or drag brush or a combination of all these methods. Following commencement of the operation detailed in Clause 38.25.a and 38.25.b above all work shall be completed within twenty four (24) hours and on completion of each spreading operation, all debris and extraneous material shall be removed from the green, gullies and surrounds. Sand top dressing after vertid-

Section D - Sports Provision

rain tining, Clause 38.25.c refers, shall be implemented in two applications, each two weeks apart.

- 38.28 Before the start of the season the Contractor shall, following consultation with the Supervising Officer, set out line marks and jack marks etc. to approved current English Bowling Association (EBA) standards.
- 38.29 The Contractor shall supply and replace any striking boards as instructed by the Supervising Officer. The boards shall be to EBA standard or shall be replaced to match boards already on Site. Payment shall be in accordance with the Daywork Rates.
- 38.30 Croquet Courts. The croquet courts shall be marked out by the Contractor using an approved marking compound. Unless instructed otherwise the hoops and pegs shall be set out by the Contractor at the beginning of the season according to approved croquet guidelines. Hoops shall be set 300mm above the ground and be 100mm between side struts (wires). The centre peg is 38mm in diameter and 450mm high.

39.0 Cricket**General**

- 39.1 The Contractor shall implement the maintenance of all detailed cricket tables and outfield and shall provide cricket wickets throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 39.2 The Contractor shall provide an even cricket table surface free from weeds, pests, and disease and having a healthy sward consisting primarily of fine turf grasses.
- 39.3 The Contractor shall provide cricket wickets which are consolidated, smooth and flat with no holes or undulations and free from stones or other extraneous material.
- 39.4 Unless stated otherwise the cricket season shall commence from (and shall include) the weekend nearest May 1st and shall run for a period of 20 weeks.

Maintenance of Cricket Outfield**Cutting**

- 39.5 The grass shall be mown in accordance with section Section B - Grass Cutting and Clause 27.0.

Marking

- 39.6 The outfield boundary shall be marked out in accordance with Section C - Reinstatement Of Grass Areas and Clause 37.0.

Harrowing

- 39.7 Two weeks prior to the commencement of the playing season the Contractor shall chain harrow the complete outfield area using approved machinery and implements. Harrowing shall be implemented in one circular pass parallel to the outfield boundary marking.

Maintenance of Cricket Table

- 39.8 The Contractor shall ensure that the cricket table dimensions, location and orientation remain correct at all times and that the required maintenance operations are implemented to the whole table.

Cutting

- 39.9 The grass shall be cut in accordance with Section Section B - Grass Cutting and Clause 26.0. The table shall be mown only in the direction of play.

Switching and Brushing

- 39.10 On the day of and prior to each grass cutting operation the table shall be brushed using either a drag mat or drag brush in order to ensure that worm casts and early morning dew are dispersed.
- 39.11 In addition to the switching or brushing required in accordance with Clause 39.10 above, the Contractor shall implement regular switching or brushing as necessary in order to disperse morning dew, to promote a healthy sward and to maintain a playing surface free from worm casts and other debris all to the satisfaction of the Supervising Officer.
- 39.12 All brushing shall be completed prior to 10.00 with the exceptions of periods of heavy rainfall, frost and/or snow.

Fertiliser Application

- 39.13 Unless instructed otherwise by the Supervising Officer the Contractor shall apply fertiliser to the table as detailed below:
- 39.13.a One application of an approved Spring/Summer Fine Turf Fertiliser. Application shall be made during the third week of March.
- 39.13.b Two applications of an approved organic fertiliser. Application should be made during the first week in May and the third week of July.
- 39.13.c One application of an approved Autumn/Winter Fine Turf Fertiliser. Application shall be made during the first two weeks of October.

Herbicide Application

- 39.14 During the first two weeks of April the table shall receive one application of an approved broad spectrum selective turf herbicide. If so instructed by the Super-

Section D - Sports Provision

vising Officer the Contractor shall implement further herbicide applications during the year.

39.15 If so instructed by the Supervising Officer the Contractor shall, as an alternative to the applications required under Clauses 39.13 and 39.14 apply an approved weed-and-feed product. Applications shall be made as detailed below:

39.15.a At the beginning of April in substitution for both the first herbicide and Spring/Summer fertiliser application.

39.15.b On subsequent occasions in substitution for later herbicide and Autumn/Winter fertiliser applications.

Fungicide Application

39.16 The Contractor shall maintain the cricket table free from turf disease using an approved turf fungicide. The Contractor shall notify the Supervising Officer immediately in writing of the presence of any turf disease, and shall advise should work be unable to proceed.

Insecticide Application

39.17 The Contractor shall maintain the cricket table free from soil borne pests using an approved insecticide. The Contractor shall notify the Supervising officer immediately in writing of the presence of soil borne pests and shall advise should work be unable to proceed.

Wormicide Application

39.18 The Contractor shall maintain the cricket table free from worms using an approved wormicide.

Moss Killer

39.19 The Contractor shall maintain the cricket table free from moss using an approved Moss Killer.

Scarification

39.20 The table shall be scarified in March in order to remove any thatch, dead matter and other deleterious material from the sward. This operation shall be implemented using an approved machine. The full extent of the table shall be scarified in two (2) passes with the tines adjusted so that they touch but do not penetrate the soil. Immediately following the completion of each scarification operation, all arisings shall be removed by approved manual and/or mechanical methods. Immediately following the removal of arisings the table shall be mown to the minimum cut height in accordance with this Clause and Clauses 25.2, 25.8, 25.10 and 25.20.a

Irrigation

- 39.21 The Contractor shall irrigate the table in accordance with Section V - Irrigation.

Rolling

- 39.22 During March and prior to the start of the playing season the Contractor shall roll the table to produce a firm, true and level surface using an approved hand or self propelled roller of between 300 kg and 500 kg in weight. On the days the operation is implemented, rolling shall not commence until all surface moisture has evaporated.

Aeration

- 39.23 Unless instructed otherwise by the Supervising Officer, the table shall be aerated using a slitting machine approved by the Supervising Officer. This operation shall be implemented on 8 occasions at regular intervals between Mid-May and Mid-August. The slits shall penetrate to a depth of 25-50mm at 150mm centres. The Contractor shall implement slit tining to promote and maintain a healthy sward by relieving surface compaction and assisting aeration and water penetration into the soil.

Reinstatement

- 39.24 The Contractor shall implement inter-season reseeding and/or turfing of the table as necessary and in accordance with Section C - Reinstatement Of Grass Areas.

Preparation of Cricket Wicket

- 39.25 The Contractor shall ensure that wickets are located and prepared on the cricket table in a predetermined sequence approved by the Supervising Officer, and that adjacent wickets are not used for successive matches.
- 39.26 The Contractor shall implement the following operations and shall ensure that wickets are in optimum condition for all match fixtures.

Scarification

- 39.27 Approximately five (5) days prior to the first match on each new wicket, the area of the wicket between the popping creases shall be scarified using either hand implements or with two passes of an approved machine set to operate immediately above the soil profile in order to remove stolons, thatch and dead matter. All arisings shall be removed by approved manual and/or mechanical methods.

Cutting

- 39.28 The wicket shall be mown in accordance with Clauses Section B - Grass Cutting and 26.0 as follows:
- 39.28.a Immediately following scarification.

Section D - Sports Provision

- 39.28.b Prior to and on the morning of a match.
- 39.28.c When cutting is implemented in accordance with Clause 39.28.b the wicket shall be double cut in reverse directions and shall not be left with a striped appearance.

Irrigation

- 39.29 The Contractor shall implement irrigation in accordance with Section V - Irrigation.

Rolling

- 39.30 At the time the wicket is first prepared and following scarification, cutting and irrigation operations (Clauses 39.27, 39.28, 39.29) and on the day of every match, the wicket shall be rolled using an approved hand or self propelled roller weighing not more than 1500 kg in order to achieve a firm and true surface that shall hold together and not break up during play.

Marking

- 39.31 On the day of the first match the wicket shall be marked in accordance with Clause 37.0.
- 39.32 The wicket shall be remarked prior to each match/fixture. Remarking shall be implemented following completion of post match wicket renovation Clause 39.34 below refers).
- 39.33 In the event that following the initial game on a wicket a smooth, flat, safe wicket cannot be prepared then the Contractor shall immediately notify the Supervising Officer. Subject to the Supervising Officer's approval a new cricket wicket shall be prepared every one to seven days elsewhere on the cricket table in accordance with the approved predetermined sequence of wicket location.

Post Match Wicket Renovation

- 39.34 After each match the Contractor shall implement the renovation of the wicket and the bowlers' run up area within twenty four (24) hours thereafter or prior to the next game if that is less than twenty four (24) hours and in accordance with Section C - Reinstatement Of Grass Areas unless instructed otherwise by the Supervising Officer.
- 39.35 The wicket and bowlers' run up area shall be swept to remove debris.
- 39.36 The wicket and bowlers' run up area shall be aerated using a hand fork or approved pedestrian operated motorised spiking machine.
- 39.37 All hollows shall be forked over and reinstated using an approved screened sterilised loam. The loam shall be consolidated by treading and on completion of work the area of reinstatement shall be level with the surrounding table.

- 39.38 The surface shall be lightly raked by hand to form a seed bed and an approved grass seed mix shall be sown over the prepared areas in accordance with the rates detailed in Table 23 and lightly raked in.
- 39.39 The sown areas shall be rolled using an approved hand roller and irrigated in accordance with Section V - Irrigation.

End of Season Renovation of Cricket Table

- 39.40 Within 14 days of the completion of the playing season and in conjunction with the operations detailed in Clauses 35.3, and 35.4, the Contractor shall implement and complete the following renovation work to the cricket table in accordance with this Specification and/or as instructed by the Supervising Officer.

Scarification

- 39.41 The cricket table shall be scarified in order to remove all thatch, dead matter and other deleterious material. Scarification shall be implemented using an approved machine. The full extent of the table shall be scarified in 4 passes with the tines adjusted so that they touch but do not penetrate the soil. Immediately following the completion of scarification, all arisings shall be removed by approved manual and/or mechanical methods, following which the table shall be mown to the minimum cut height in accordance with Table 1 and Table 2.

Solid Tining

- 39.42 On completion of scarification the table shall be aerated using an approved solid tine spiker, the tines of which shall penetrate to a depth of 50mm at 50mm centres. The whole surface of the table shall be spiked and the machine shall travel longitudinally and each pass shall be adjacent to and in the opposite direction from the previous pass.

Top Dressing

- 39.43 On completion of solid tining the Contractor shall apply an approved top dressing to the table.
- 39.44 The top dressing shall be applied at a rate of not less than 3 kg per sq.m.
- 39.45 Immediately prior to the application of top dressing the table shall be mown to the minimum cut height in accordance with Table 1 and Section B - Grass Cutting and Clause 26.0.
- 39.46 Application shall be made by approved manual and/or mechanical methods and an even spread of the material shall be achieved. The top dressing shall be well worked into the surface of the table using either a drag mat, truelute, or drag brush or a combination of all these methods. Following commencement of the operation all work shall be completed within twenty four (24) hours and on completion of the spreading operation, all debris and extraneous material shall be removed from the table and surrounds.

Section D - Sports Provision**40.0 Athletic Tracks and Field Events on Grass****Field:**

- 40.1 The Contractor shall set and mark out the field event landing zones on one (1) occasion on a date to be determined by the Supervising Officer which shall be prior to the summer season track meetings. Line widths, positions, angles and dimensions shall be according to AAA guidelines and/or the Supervising Officer's instructions.
- 40.2 The Contractor shall be responsible for ensuring lines remain clearly visible remarking on a regular basis just prior to facility use.
- 40.3 The Contractor shall inspect the ground following use and shall where required reinstate in accordance with Clauses 34.0 and 35.0. Deep indentations shall be lifted with a fork, prior to incorporating a soil/seed mix, which shall be firmed to a level finish.

General

- 40.4 The Contractor shall implement the maintenance of all detailed athletics tracks, training grids and field event landing zones throughout the Contract Area in accordance with the requirements of this specification and/or such other instructions as the Supervising Officer may issue to the Contractor.

Marking Out

- 40.5 Marking out shall be implemented in accordance with Clause 37.0. Training Grids are standard 8 or 10m squares linked in combinations of 2 to 24 and possibly more. The Supervising Officer shall advise on the correct layouts. The Contractor should note that athletics track markings often include interim start lines and take over boxes. Occasionally colours other than white may be requested for take-over points e.g. sports days and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 40.6 The Contractor shall set and mark out track and field events in locations and positions as directed by the Supervising Officer. The Contractor shall ensure markings are in place prior to the start of the season and that line widths and dimensions are true and consistent with AAA guidelines and/or the Supervising Officer's instructions.
- 40.7 The Contractor shall re-mark track or field event ensuring all markings remain true, clear and consistent throughout the athletics season. Re-marking is to be carried out on a Monday, unless instructed otherwise by the Supervising Officer.

Pre/Post Match Pitch Renovation

- 40.8 Prior to any marking operation and following each occasion that the pitch is used, the grass shall be inspected and all divots shall be correctly replaced firmed into position and all hollows shall be reinstated using an approved

screened sterilised loam. The loam shall be consolidated by treading and on completion of work the renovation shall be level with the surrounding ground.

Reinstatement

- 40.9 The grass shall be reinstated in accordance with Clause 34.0 and 35.0.

Jump Pits

- 40.10 The Contractor shall, following general use, reinstate the sand to a smooth, evenly raked surface, level with the jump pit edge and take off board. Where hard surfacing surrounds the jump pit, stray sand, if clean, shall be swept back into the jump pit before raking. Contaminated sand, Litter, debris and other aris- ings shall be removed from the jump pit immediately and disposes of.
- 40.11 If the sand becomes compacted, forking over to a depth of 250-300mm prior to raking shall be carried out by the Contractor and the finished surface shall be firm, level and evenly raked.
- 40.12 If insufficient sand prevents a level surface being achieved by the Contractor, then topping up, using an approved grade non staining sand, shall be carried out by the Contractor upon receipt of an instruction from the Supervising Officer.
- 40.13 If the sand has become badly discoloured or polluted, then the Contractor shall remove and replace the sand as required.

Play sand

- 40.14 The play sand surface shall be forked to a depth of not less than 150mm and raked over in order to ensure the uncovering and subsequent removal of all glass and all other hazardous extraneous materials. During this operation the play sand shall be redistributed by the Contractor to an even level over the whole of the sanded area.
- 40.15 On three occasions which shall be immediately following a forking operation implemented during each of the months April, June and August, or as specified on individual Sites by the Supervising Officer, new play sand shall be spread over existing play sand surface in order to ensure minimum depth of 300mm, and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

Replacement of Play Sand Surfacing

- 40.16 If so instructed by the Supervising Officer the Contractor shall implement the following work:
- 40.16.a Excavate and remove all existing play sand from the specified area.
- 40.16.b Spread new play sand throughout the specified area to a minimum lightly consolidated depth of 300mm.

Section D - Sports Provision**41.0 Football and Rugby (including Gaelic Football)**

- 41.1 The Contractor shall implement the maintenance of all detailed football and rugby pitches throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.

Cutting

- 41.2 The grass shall be cut in accordance with Section B - Grass Cutting and 27.0.

Marking Out

- 41.3 Marking out shall be implemented in accordance with Clause 37.0. Prior to re-marking, the Contractor shall inspect the playing surface and fill any ruts or holes with an approved sandy loam to ensure safe playing conditions. Stones, Litter or other debris shall be removed. The Contractor shall at the same visit, inspect goal posts (including uprights and sockets), and make any necessary adjustments to ensure they are correctly set, safe and secure. The Contractor shall maintain for each Operational Site written records of all completed inspections, which shall include the date of inspection, findings and details of any remedial work carried out, and should be made available for inspection by the Supervising Officer as required.

Harrowing

- 41.4 Two weeks prior to the commencement of the playing season and at six-week intervals thereafter, the Contractor shall chain harrow the pitch using approved machinery and implements for the duration of the playing season. Harrowing shall be implemented by one pass of the harrows over the whole area and shall be implemented through the length of the pitch only.

Aeration

- 41.5 On six (6) occasions, the first being four (4) weeks after the commencement of and the remainder at regular intervals thereafter during the playing season, all football and rugby pitches shall be slit tined to a depth of not less than 100mm at 150mm spacings using approved machinery.
- 41.6 Any stones and extraneous materials brought to the surface as a result of the aeration shall be removed.

Herbicide Application

- 41.7 If so instructed by the Supervising Officer the Contractor shall apply an approved broad-spectrum selective turf herbicide during the period May to June inclusive.

Fertiliser Application

- 41.8 If so instructed by the Supervising Officer the Contractor shall apply an approved fertiliser during the period May to June inclusive.

Reinstatement

- 41.9 The grass shall be reinstated in accordance with Clauses 34.0 and 35.0.

Spiking

- 41.10 During the playing season the Contractor shall spike localised wet areas of the pitch to assist drainage. This operation shall be implemented using a digging fork, the tines of which shall be inserted vertically to a depth of 100mm at 150mm centres. Any turf lifted during the removal of the tines shall be correctly replaced and firmed into position.

Weed and Feed

- 41.11 If so instructed by the Supervising Officer, the Contractor shall apply an approved Weed-and-Feed product to the Football/Rugby pitches in the second week of June.

42.0 Miscellaneous sports**Definition**

- 42.1 Miscellaneous sports includes, but is not limited to, training grids, volley ball, rounders, softball, netball and kabadi.

General

- 42.2 The Contractor shall if so instructed by the Supervising Officer implement the maintenance of all detailed miscellaneous sports throughout the Contract Area in accordance with the requirements of this specification and/or such other instructions as the Supervising Officer may issue to the Contractor.

Marking Out

- 42.3 Marking out shall be implemented in accordance with Clause 37.0.
- 42.4 The Contractor shall note that training grids shall be marked out on grass areas within schools. The Supervising Officer shall advise the Contractor of the exact positioning of training grids.

Pitch Relocation

- 42.5 The Contractor shall relocate miscellaneous sports pitches regularly in order to avoid excessive wear and to provide a pitch that shall conform in all respects with the recommendations of the sport governing body and to the satisfaction of the Supervising Officer.

Section D - Sports Provision**Pre/Post Match Pitch Renovation**

- 42.6 Prior to initial marking out, following each match and prior to remarking the pitch shall be inspected and all hollows shall be reinstated using an approved, screened sterilised loam. The loam shall be consolidated by treading and on completion of the work the area of the renovation shall be level with the surrounding ground.

Reinstatement

- 42.7 The grass shall be reinstated in accordance with Clauses 34.0 and 35.0. Prior to any marking operation and following each occasion the pitch is used, the grass shall be inspected and all divots shall be correctly replaced and firmed into position and all hollows shall be reinstated using an approved screened sterilised loam. The loam shall be consolidated by treading and on completion of work the renovation shall be level with the surrounding ground.

43.0 Tennis Courts (Grass)**General**

- 43.1 The Contractor shall implement the maintenance of all detailed grass tennis courts throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 43.2 The Contractor shall provide an even tennis court surface free from weeds, pests, and disease and having a healthy sward consisting primarily of fine turf grasses.
- 43.3 Unless otherwise directed the grass tennis season shall commence from (and shall include) the weekend nearest May 1st until (and including) the weekend nearest September 30th.
- 43.4 Unless instructed otherwise by the Supervising Officer, the Contractor shall implement all maintenance operations to the court prior to 10.00.

Cutting

- 43.5 The grass shall be cut in accordance with Clauses Section B - Grass Cutting and 26.0. The courts shall be cut diagonally and on each occasion that the court is cut, the direction of cutting shall be at 90 degrees to the previous occasion.

Switching and Brushing

- 43.6 On the day of and prior to each cutting operation the court shall be switched or brushed, using either a cane, drag mat or drag brush in order to ensure that worm casts and early morning dew are dispersed.

- 43.7 In addition to the switching or brushing required in accordance with Clause 43.6 above, the Contractor shall implement regular switching or brushing as necessary in order to disperse morning dew, to promote a healthy sward and to maintain a playing surface free from worm casts and other debris all to the satisfaction of the Supervising Officer.

Edging

- 43.8 The grass edge of the court shall be cut in accordance with Clause 31.1.

Fertiliser Application

- 43.9 Unless instructed otherwise by the Supervising Officer the Contractor shall apply fertiliser to the court as detailed below.
- 43.9.a Three applications of an approved Spring/Summer Fine Turf Fertiliser. Applications shall be made during the third week of March, the fourth week of May and the fourth week of June.
- 43.9.b Two applications of an approved liquid organic fertiliser. Applications shall be applied during the third week of April and the fourth week of July.
- 43.9.c One application of an approved Autumn/Winter Fine Turf Fertiliser. Application shall be made during the third week of October.
- 43.9.d One application of sulphate of iron, as directed by the Supervising Officer.

Herbicide Application

- 43.10 During the first two weeks of April the court shall receive one application of an approved broad spectrum selective turf herbicide. If so instructed by the Supervising Officer the Contractor shall implement further herbicide applications during the year.
- 43.11 If so instructed by the Supervising Officer the Contractor shall, as an alternative to the applications required in accordance with Clauses 43.9 and 43.10 above, apply an approved weed-and-feed product. Applications shall be made as detailed below:
- 43.11.a At the beginning of April in substitution for both the first herbicide and first spring/summer fertiliser application.
- 43.11.b On subsequent occasions in substitution for later herbicide and spring/summer fertiliser application.

Fungicide Application

- 43.12 The Contractor shall maintain the tennis court free from turf disease using approved turf fungicides. The Contractor shall notify the Supervising Officer immediately of the presence of any turf disease and shall advise the Supervising Officer should work be unable to proceed.

Section D - Sports Provision**Wormicide Application**

- 43.13 The Contractor shall maintain the court free from worms using an approved wormicide.

Moss Killer

- 43.14 The Contractor shall maintain the court free from moss using an approved moss killer.

Irrigation

- 43.15 The court shall be irrigated in accordance with Section V - Irrigation. Irrigation should commence just prior to wilting point of the grass sward, and continue so that healthy and vigorous growing conditions are maintained but not to the extent of providing unseasonably soft playing conditions. If dry patch becomes imminent, hand watering, using a fine rose, shall be carried out following hand spiking of affected areas. The Supervising Officer may instruct the use of a wetting agent in these instances. The proposed times and dates of application shall be approved by the Supervising Officer and the Contractor shall be deemed to have made due allowance for all applications of water attracting/wetting applications in his Tender rates.

Scarification

- 43.16 During the months of March and October, and additionally during June if so instructed by the Supervising Officer, the courts shall be scarified as detailed in Table 7 in order to remove any build up of thatch, dead matter and other extraneous material. This operation shall be implemented using an approved machine. Immediately following the completion of each scarification operation, all arisings shall be removed by approved manual and/or mechanical methods. Immediately following the removal of arisings the courts shall be mown to the minimum cut height in accordance with Table 2 and Section B - Grass Cutting and Clause 26.0.

Table 7 Tennis scarification

Time of implementation	Work Required
March/June	The whole playing surface shall be scarified in 2 passes. On the day of implementation of the work the depth of tine penetration into the sward shall be approved by the Supervising Officer and shall be determined by the accumulation of thatch, dead matter and extraneous material.

Table 7 Tennis scarification (continued)

Time of implementation	Work Required
October	The whole playing surface shall be scarified in 4 passes. The tines shall be adjusted so that they touch but do not penetrate the soil.

Rolling

- 43.17 During March and prior to the start of the playing season and on such other occasions as shall be necessary, the Contractor shall roll the court using an approved hand or self propelled roller of between 300 and 500 kg in weight. On the day the operation is implemented, rolling shall not commence until all surface moisture has evaporated.

Spiking

- 43.18 The court shall be spiked on 6 occasions at regular intervals from mid-May to mid-September and prior to any fertiliser application. The spikes shall penetrate to a depth of 50mm at 50mm centres using an approved machine.

Tining

- 43.19 Unless instructed otherwise by the Supervising Officer the Contractor shall during the first two weeks of October implement one of the following tining operations as instructed by the Supervising Officer:

Hollow Tining

- 43.20 The court shall be hollow tined unless instructed otherwise by the Supervising Officer, using an approved machine. The tines shall penetrate to a depth of not less than 100mm at 50mm centres achieved in a single pass and the extracted cores shall have diameters of between 8 to 12mm. Immediately following hollow tining all extracted cores shall be removed by approved manual and/or mechanical methods.

Solid Tining

- 43.21 The court shall be solid tined unless instructed otherwise by the Supervising Officer, using an approved machine. The tines shall penetrate to a depth of not less than 100mm at 50mm centres achieved in a single pass and shall have diameters of between 6 to 10mm.

Vertidrainage

- 43.22 The court shall be solid tined using an approved Vertidrainer complete with 18mm diameter solid tines, power take off driven by an approved compact trac-

Section D - Sports Provision

tor with turf tyres. The tines shall penetrate to a depth of not less than 200mm at 50mm centres achieved in a single pass.

Slitting

- 43.23 During the period from mid May to mid October the Contractor shall slit the court on up to six (6) occasions at regular monthly intervals using an approved machine fitted with taper shaped slitting tines unless instructed otherwise by the Supervising Officer. The tines shall penetrate to a depth of 25-50mm at 150mm centres. The Contractor shall implement slit tining to promote and maintain a healthy sward by relieving surface compaction and assisting aeration and water penetration into the soil.

Reinstatement

- 43.24 The tennis court grass shall be reinstated in accordance with Clauses 34.0 and 35.0.

Top Dressing

- 43.25 Between the third week of October and the second week of November inclusive and on a date approved by the Supervising Officer the Contractor shall apply a top dressing to the court.
- 43.26 The top dressing shall be applied at a rate of either:-
- 43.26.a not less than 3 kg per sq.m. on the occasion of top dressing following solid tining; or
 - 43.26.b not less than 4.5 kg per sq.m. on the occasion of top dressing following hollow tined core extraction; or
 - 43.26.c not less than 8 kg per sq. m. on the occasion of top dressing following vertidrain tining.
- 43.27 Immediately prior to the application of top dressing the courts shall be mown to the minimum cut height in accordance with Table 2 and Section B - Grass Cutting and 26.0.
- 43.28 Application shall be made by approved manual and/or mechanical methods. The material shall be evenly spread and particular attention shall be paid to dressing applied following hollow tined core extraction. The top dressing shall be well worked into the surface and tine holes of the courts using either a drag mat, Truelute, or drag brush or a combination of all these methods. Following commencement of the operation detailed in Clause 43.19 to 43.27 all work shall be completed within twenty four (24) hours and on completion of each spreading operation, all debris and extraneous material shall be removed from the courts, gullies and surrounds. Sand top dressing after vertidrain tining, Clause 43.26.c refers, shall be implemented in two applications each application shall be two (2) weeks apart.

44.0 Goal Posts and Sockets

General

- 44.1 The Contractor shall ensure that all goal posts and sockets are always available for each match fixture on each detailed pitch throughout the Contract Area and shall make all necessary arrangements to ensure the immediate notification to the Supervising Officer of any shortages of goal posts and/or sockets in order that the Supervising Officer can arrange an instruction to the Contractor to supply replacement goal posts and/or sockets.
- 44.2 The Contractor shall supply all materials necessary in order to implement the requirements of this Specification and/or as may become necessary upon the instruction of the Supervising Officer, and the Contractor shall be paid for the supply of goal posts and or sockets in accordance with the Contractors submitted Tender rates less any discount for trade/quantity (Section T - Supply of Materials refers).
- 44.3 The Contractor shall supply approved goal posts, sockets, and socket caps, (and all materials associated therewith) including all transportation, erection, installation, inspection, dismantling, maintenance and replacement in order to ensure that all match fixtures take place on the day and at the time required by the Supervising Officer and that no delay occurs to the playing of any fixture for any reason whatsoever.
- 44.4 The Contractor shall provide an approved dry, safe and secure place of storage of sufficient size to accommodate all goal posts outside their respective playing seasons and all replacement goal posts and sockets (and all materials associated therewith).
- 44.5 The Contractor shall ensure that all goal posts purchased by the Contractor comply with the relevant standard BSEN 748 (2004) and BS 8462 (2005).

Ownership of Goal Posts

- 44.6 All goal posts and sockets made available by the Council to the Contractor at the commencement of the Contract together with all goal posts and sockets supplied by the Contractor (and all materials associated therewith) during the period of the Contract shall remain the property of the Council both for the duration of and at the end of the Contract.

Condition report

- 44.7 At the end of the playing season the Contractor shall submit a report detailing the condition of all goal posts and/or sockets. The format of the report shall be as agreed by the Supervising Officer.

Meaning of Goal Posts

- 44.8 Goal posts shall include uprights, crossbars and sockets as detailed below:

Section D - Sports Provision

44.8.a Football

44.8.a.i Metal Construction, 4 metal sockets per pitch, 4 uprights, 2 crossbars and 4 net supports (D-Rings) per pitch.

44.8.b Rugby

44.8.b.i Metal Construction, 4 metal sockets per pitch, 4 uprights (each upright shall comprise of 2 sections) and 2 crossbars per pitch including all nuts, bolts and washers required to connect the uprights, crossbars and sockets together.

44.9 Goal posts shall be managed in accordance with the following categories.

Table 8 Goal Post Category

Category	Goal Post Management
A	Goal posts shall be erected by the Contractor prior to the start of the playing season, shall remain in-situ for the duration of the season and shall be dismantled by the Contractor following completion of the last match of the playing season.
B	Goal posts that are stored on-Site and erected and dismantled by the user on the day of a match fixture and on each subsequent occasion for the duration of the playing season.
C	Goal posts that remain erected throughout the year but are dismantled by the Contractor in order to implement maintenance work to the posts and/or sockets and on completion of the maintenance work the goal posts shall be re-erected by the Contractor.

Sockets

44.10 Prior to the erection of the goal posts the Contractor shall locate and inspect all sockets in order to ensure that the sockets are free from damage, rot and extraneous material and to ensure that the sockets are secure within the ground and shall maintain the goal posts in the position recommended by the respective sports governing body.

44.11 The turf covering the socket shall be removed and disposed of following which the socket's cap shall be removed and retained for recapping of the socket at the completion of the playing season (Clause 44.15 refers).

44.12 Secure, structurally sound sockets shall be left in situ and cleared of any extraneous materials from within the full depth of the socket.

44.13 Sockets that are insecure within the ground shall be re-secured in accordance with the following:

- 44.13.a The area of excavation shall be the minimum area within which it is necessary to excavate in order to resecure the socket.
- 44.13.b The turf over the immediate area of excavation shall be carefully lifted and placed aside for relaying.
- 44.13.c The existing substrate around the socket shall be firmly consolidated. The Contractor shall remove the existing and/or add an additional approved substrate material as necessary in order to ensure the security of the socket in the ground.
- 44.13.d On completion of work the socket shall be secure, within the ground, at the correct depth, location and orientation and the turf shall be replaced ensuring that adjoining turf edges are closely butted and that the turfing is finished at the level of the surrounding grass area. All extraneous material shall be removed from within the socket.
- 44.13.e The Contractor is deemed to have made due allowance in his Tender rates for the operations detailed in Clauses 44.10 to 44.13.d inclusive
- 44.14 Sockets that are damaged or which have deteriorated such that they shall not support the goal post for the duration of the playing season shall be replaced by the Contractor in accordance with the following:
 - 44.14.a The area of excavation shall be the minimum area within which it is necessary to excavate in order to remove the existing and install the new socket.
 - 44.14.b The turf over the immediate area of excavation shall be carefully lifted and placed aside for relaying.
 - 44.14.c The substrate shall be excavated from around the old socket and the socket shall be removed and disposed of. As necessary the new socket pit shall be excavated or refilled to accommodate the replacement socket which shall be placed within the new socket pit at the correct depth and in the correct location and orientation. The new socket pit shall be backfilled with the excavated substrate and/or an additional approved substrate material which shall be well consolidated as the backfilling operation proceeds.
 - 44.14.d On completion of the backfilling operation the socket shall be secure within the ground, at the correct depth, location and orientation and the turf shall be replaced around the area of the socket ensuring that adjoining turf edges are closely butted and that the turfing is finished at the level of the surrounding grass area. All extraneous materials shall be removed from within the socket.
 - 44.14.e The Contractor shall be paid for the operations detailed in Clause 44.14 to 44.14.d in accordance with the Contractors submitted Schedule of Rates.

Erection and Removal of Goal Post, Capping of Sockets

- 44.15 Not more than ten (10) working days or less than two (2) working days prior to the commencement of the playing season all the required goal posts shall be

Section D - Sports Provision

removed from store, transported to the Operational Site and the following work shall be implemented:

Category A and C Goal Posts – erection

- 44.16 The goal posts shall be correctly, safely and securely erected with uprights in the sockets and crossbars fitted to uprights and all securing nuts, bolts and washers shall be correctly placed and tightened. The Contractor shall be deemed to have included within his Tender rates for all excavations that shall be necessary in order to lock and unlock uprights into the sockets.

Category B Goal Posts

- 44.17 The goal posts shall be placed safely and securely at the designated storage site and in a manner approved by the Supervising Officer. The Contractor shall provide the Supervising Officer with not less than four (4) days notice of his intention to deliver goal posts to a designated storage site.
- 44.18 Within five (5) days of the last match of the playing season on each pitch the following work shall be implemented by the Contractor.

Category A Goal Posts removal

- 44.19 The goal posts shall be carefully dismantled and transported to the Contractor's place of storage.

Category B goal posts

- 44.20 The goal posts shall be collected from the designated on-site store and transported to the Contractor's place of storage. The Contractor shall provide the Supervising Officer with not less than twenty four (24) hours notice of his intention to collect goal posts from a designated storage site.

Capping of sockets

- 44.21 Immediately following the removal of the goal posts from the sockets or the collection of goal posts from on-site stores, all sockets shall be securely capped and the area of the socket cap shall be turfed ensuring that adjoining turf edges are closely butted and that the turfing is finished at the level of the surrounding grass area.

In-Season Verification of Goal Posts and Sockets**Category A and C Goal Posts**

- 44.22 The Contractor shall be responsible for the safety of all Category A and C Goal Posts at all times throughout the period of the Contract and the Contractor shall be deemed to have made due allowance in his Tender rates for the following.

- 44.22.a The regular inspection of the goal post and implementation of all work necessary to ensure that they are safe, secure within the socket, and that the socket is secure and in good order, all of which shall ensure that the goal posts are in all respects correctly positioned in accordance with the recommendations of the respective sports governing body.
- 44.22.b If goal posts are damaged they shall be repaired as necessary and in a manner that shall ensure that they are safe at all times and to the satisfaction of the Supervising Officer.
- 44.22.c In the event that safe repair of goal posts is not possible then the Contractor shall notify the Supervising Officer immediately, and if so instructed by the Supervising Officer the Contractor shall dispose of the existing and shall supply and erect/install replacement goal posts and/or sockets in accordance with this Specification and the Contractor shall be paid for the operations detailed in Clause 44.22.c in accordance with the Contractors submitted Schedule of Rates.

Category B Goal Posts

- 44.23 The Contractor shall inspect all Category B Goal Posts between each match fixture in order to ensure that the goal posts may be safely and securely erected by the users, and in accordance with the recommendations of the respective sports governing body.
- 44.24 If goal posts are damaged they shall be repaired as necessary by the Contractor and in a manner that shall ensure that they are safe at all times and to the satisfaction of the Supervising Officer. In the event that safe repair is not possible the Contractor shall notify the Supervising Officer immediately, and if so instructed by the Supervising Officer the Contractor shall dispose of the existing and shall supply replacement goal posts which shall be delivered to the designated on-site store.
- 44.25 All sockets used in association with Category B Goal Posts shall be inspected regularly by the Contractor in order to ensure that the socket is secure within the ground and free from all extraneous materials that shall not prevent the insertion into the socket of goal posts erected by the users.
- 44.26 All sockets shall be inspected in order to ensure that they are secure within the ground and correctly positioned in all respects. If necessary, sockets shall be resecured or replaced in accordance with either Clause 44.10 to 44.13 or 44.14 respectively.

Maintenance of Category A and B Goal Posts

- 44.27 During the non-playing season the following work shall be implemented by the Contractor to all goal posts:
 - 44.27.a All tape, string and other extraneous material shall be removed.

Section D - Sports Provision

- 44.27.b All goal posts shall be washed using an approved cleaning agent to remove dirt, grease or other deposits.
- 44.27.c All painted metal goal posts shall be wire brushed and/or sanded to remove loose paint, any area showing rust shall be rubbed down to sound unaffected metal and treated with an approved rust-preventing product.
- 44.27.d When dry, painted metal goal posts shall receive an application of a metal primer followed by a coat of white gloss enamel.
- 44.27.e All paint shall be approved by the Supervising Officer and shall be applied in accordance with the manufacturer's instructions.

Maintenance of Category C Goal Posts

- 44.28 During the non-playing season and on dates approved by the Supervising Officer the goal posts shall be dismantled, transported to an approved Site and the following work shall be implemented:
 - 44.28.a All tape, string and other extraneous material shall be removed.
 - 44.28.b All goal posts shall be washed using an approved cleaning agent to remove dirt, grease or other deposits.
 - 44.28.c All painted metal goal posts shall be wire brushed and/or sanded to remove loose paint, any area showing rust shall be rubbed down to sound unaffected metal and treated with an approved rust-preventing product.
 - 44.28.d When dry, painted metal goal posts shall receive an application of a metal primer followed by a coat of white gloss enamel.
- 44.29 On completion of the maintenance work to the goal posts and sockets, Clause 44.13 and 44.14 refers, the posts shall be transported to the pitch and re-erected.
- 44.30 The duration of the period between dismantling and re-erecting Category C goal posts for the purpose of implementing maintenance work to the goal posts and sockets shall not exceed twelve (12) consecutive days.

Occasional Fixtures

- 44.31 If so instructed by the Supervising Officer the Contractor shall supply, transport, erect and subsequently dismantle and return to store goal posts and sockets that shall be required for occasional fixtures. Payment shall be made to the Contractor in accordance with the submitted Tender rates and/or the Daywork Rates as determined by the Supervising Officer.
- 44.32 Any goal posts and/or sockets damaged during maintenance, transportation, erection, installation and/or dismantling shall be replaced at the Contractor's expense.

Section E - Permanent Plantings

45.0 General Requirements

- 45.1 The Contractor shall implement the maintenance of all detailed permanent plantings throughout the Contract Area and all shrubs, roses, bulbs and herbaceous plants therein in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 45.2 The Contractor shall maintain bulbs within permanent plantings in accordance with Clauses 57.1 and 57.3.
- 45.3 The Contractor shall apply his expertise and skill to identify all plant genera, species and varieties/cultivars and consequently shall implement the appropriate maintenance operation where this shall be determined as a consequence of the plants affected.
- 45.4 The Contractor shall ensure that at all times plants and materials within permanent plantings are maintained so they do not create a nuisance or hazard to persons or traffic.
- 45.5 The ground around all plants and supports shall, when necessary, be firmed by treading in order to stabilise plants and protect their roots after frost-heave or wind-rock, particularly before herbicide or fertiliser applications and at the Contractor's expense if deemed necessary by the Supervising Officer following any maintenance operation that has given rise to the instability of any plant or support.
- 45.6 In the event that shrubs and roses are incorrectly pruned the Contractor shall implement remedial pruning or replace the plant to the satisfaction of the Supervising Officer and all such replacement and remedial work shall be implemented at the Contractor's expense.
- 45.7 All arisings shall be disposed of in accordance with Clause 23.0.
- 45.8 All fertilisers shall be applied in accordance with Clauses Section J - Pesticides and Fertilisers.
- 45.9 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 45.10 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 45.11 All plant material shall be supplied by the Contractor in accordance with Clauses Section U - Supply of Plant Material, Turf and Grass Seed.
- 45.12 All planting shall be implemented in accordance with Clauses Section S - Planting.

Section E - Permanent Plantings**46.0 Plant and Bed/Border Maintenance****Fertiliser Application and Cultivation**

- 46.1 During March the following operations shall be implemented:
- 46.1.a Immediately prior to cultivation all Standard 2 and 3 rose beds and herbaceous beds and borders as detailed in Table 7/2 shall receive one application of an approved granular fertiliser, (NPK 20-10-10, or equivalent as approved by the Supervising Officer) at the rate of 70 g/m², which shall be applied evenly over the soil surface between plants and lightly forked it in.
 - 46.1.b All Standard 2 and 3 rose beds and herbaceous beds and borders shall be cultivated with a fork to a depth of 50mm leaving the soil surface free from depressions and undulations and with a maximum crumb size of 25mm in any dimension. Where a bed or border abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed.
 - 46.1.c All stones exceeding 50mm in any dimension together with all weeds roots and other arisings shall be removed.
 - 46.1.d Cultivation and fertiliser application shall be implemented when ground conditions are suitable, i.e. when the soil is free from frost, snow and standing water.

Weed Control

- 46.2 For the purpose of this specification, 'Weeds' include all unwanted vegetation, (leaves unless instruction otherwise by the Supervising Officer) twigs, branches, seedlings, suckers, blossom and any other items considered by the Supervising Officer to be detrimental to the appearance of the permanent planting.
- 46.3 The Contractor shall implement weed control within permanent plantings in accordance with one of the standards detailed in Table 9.

Table 9 Weed Control Standards

Standard	Work Required
1. Mulched	Maintain in a weed free condition by the application of approved contact herbicide and/or approved translocated herbicide, and approved manual weed control; Clauses 46.5 to 46.8 below refer.

Table 9 Weed Control Standards (continued)

Standard	Work Required
2. No Mulch	Maintain in a weed free condition by the application of an approved contact herbicide, and/or approved translocated herbicide, and/or approved manual weed control, Clauses 46.9 to 46.11 below refer.
3. No Mulch	Maintain in a weed free condition using approved manual weed control only. Following the removal of weeds the soil shall be cultivated with a hoe to remove footprints, create an even tilled appearance free from depressions and undulations and to leave the bed/border neat and tidy.

Approved Manual Weed Control

- 46.4 During the removal of weeds by hand, hoeing and forking out the Contractor shall not damage or render any permanent plant unstable.

Mulched areas;

- 46.5 On mulched permanent plantings weeding shall include hand weeding and forking out only (i.e. no hoeing).
- 46.6 Hand weeding and forking out shall include the careful and thorough removal of the roots of deep-rooted perennial weeds.
- 46.7 The manual weeding of mulched surfaces shall not incorporate the mulch into the underlying soil or leave areas of soil exposed. In order to remove weeds from mulched plantings the mulch shall, where necessary, be raked clear of the area of work, the weeds removed and the mulch reapplied to the depth specified in Clause 46.12 below.
- 46.8 During the removal of weeds and arisings the Contractor shall ensure that the removal of soil and/or mulching material is minimal.

Un-mulched areas;

- 46.9 On un-mulched permanent plantings manual weeding shall include hand weeding, hoeing and forking out.
- 46.10 Hand weeding and forking out shall include the careful and thorough removal of the roots of deep-rooted perennial weeds.
- 46.11 During the removal of weeds and arisings the Contractor shall ensure that the removal of soil is minimal.

Section E - Permanent Plantings

Bark Mulch Maintenance

- 46.12 The Contractor shall regularly inspect all bark mulched permanent plantings in order to ensure that the bark mulch is maintained to a depth of not less than 50mm over the surface of the bed.
- 46.13 Where bark mulch abuts a grass or hard area, the edge profile shall be pushed back to a slope of 45 degrees and maintained neat and tidy at all times.
- 46.14 Where necessary existing bark mulch shall be redistributed to the specified depth and/or topped up with new bark mulch. The Contractor shall be responsible for maintaining a minimum 50mm depth of bark, and is deemed to have allowed in his Tender rates for so doing.
- 46.15 Re-mulching shall only be implemented to surfaces that have been cleared of weeds, Litter and all other extraneous materials.
- 46.16 In order to maintain the specified depth of bark mulch adjacent to grass or hard edges the Contractor shall where necessary rake back the existing bark mulch, remove the underlying soil and re-mulch to the depth specified in Clause 46.12.
- 46.17 All soil removed during the operation detailed in Clause 46.16 shall be disposed of unless instructed otherwise by the Supervising Officer.

Pest and Disease Control

- 46.18 The Contractor shall notify the Supervising Officer immediately should any rose or herbaceous plant be affected by Pest and/or Disease. Subject to the approval of the Supervising Officer the Contractor shall treat the affected plant using an approved pesticide. The Contractor shall be deemed to have included for this in his Tender rates.

Removal of Spent Vegetation (Herbaceous Plants)

- 46.19 During November and prior to the implementation of the operations detailed in Clause 46.1 above, the Contractor shall implement the cutting back and clearance of all spent flowers, foliage and flower stems from all herbaceous plants. Cutting back shall be implemented by hand, hand shears and/or by mechanical means approved by the Supervising Officer and on completion the bed/border shall be left in a neat and tidy condition.

Dead Flower Removal

- 46.20 On dates determined by the Supervising Officer the Contractor shall implement the removal of dead and dying flowers on five occasions during the period July to September inclusive using sharp and properly adjusted secateurs, ensuring cuts are clean, free from splits, crushing and torn bark. The stem shall be pruned back to the most vigorous live bud or lateral below the flower head removing no more than 35% of the stem.

Sucker Removal

- 46.21 When implementing the operations detailed in Clauses 46.20 and 46.40, all plants shall be inspected and suckers shall be pulled out at their point of origin. Suckers shall only be cut out in extreme circumstances, using sharp and properly adjusted secateurs. The Contractor shall, if necessary, excavate the soil directly around any sucker to expose the point of origin, prior to removal. Following the removal of suckers the excavated soil shall be returned to the excavation and lightly consolidated by treading.

Lift and Separate (Herbaceous Plants)

- 46.22 The Contractor shall implement the lifting and separation of herbaceous plant material as required. The Contractor shall replant existing stock to maximise the herbaceous border display and maintain the longevity of the plant varieties. All replanting shall be in accordance with Clauses 81.15 and 81.18 and the Contractor is deemed to have made due allowance in his Tender rates for so doing.
- 46.23 Pruning shall be implemented in accordance with the details set out below. However, in the event of doubt or difficulty the Contractor shall clarify the matter with the Supervising Officer before proceeding with the Service. Where pruning is required in situations that are not detailed within the Specification or by instructions issued by the Supervising Officer then the Work shall be implemented in accordance with good horticultural practices as prescribed by the Royal Horticultural Society.
- 46.24 Pruning shall be implemented using parrot billed secateurs, parrot billed pruners and/or pruning saws as appropriate for the type of work involved. In addition hand shears may be used to prune shrubs included in Group E. The tools used shall at all times be sharp and properly adjusted. All stems shall be clean-cut free from splits, crushing and torn bark.
- 46.25 The Contractor shall be required to make every effort to reuse wood chippings arising at the time of pruning on to shrub beds (e.g. the direct use of wood chippings produced in the parks either as a plant mulch or as surfacing for paths) or recycle green waste arisings from his operations on this Contract (Clause 23.0 refers).

Shrub Pruning

- 46.26 The Contractor shall implement pruning work in accordance with the following details and is deemed to have made due allowance in his Tender rates for so doing:
- 46.27 Pruning shall be implemented in order to build and maintain healthy, vigorous shrubs with a strong framework whilst retaining the natural habit and balance and ensuring that the maximum amount of flowering wood is produced.

Section E - Permanent Plantings

- 46.28 All growth inconsistent with the plant species and/or cultivar shall be pruned out at the point of origin and this shall include; fasciation, reversion, rootstock/stem union suckers and wood at variance with the normal habit of the plant. Pruning cuts shall be made above live outward facing buds or laterals. Stems removed completely shall be cut flush with the adjoining stem, or at ground level.
- 46.29 Pruning shall be implemented to ensure that gas vents, windows, fire exits, doorways and drainage gullies shall be kept clear at all times. The Contractor shall ensure that shrubs are maintained and/or pruned to prevent a nuisance or hazard to pedestrian traffic on any footpath or highway.
- 46.30 Pruning shall consist of the removal of damaged, dead and diseased wood, and occasional light shaping by the removal of wood inconsistent with the natural habit. Pruning may be implemented throughout the year.
- 46.31 Remove wood that has flowered, back to the most vigorous bud or lateral. Cut out at the base and/or throughout the plant sufficient ageing wood to promote new growth while retaining sufficient current year's wood to produce the following season's flower. All damaged, dead, diseased and weak shoots shall be removed completely. Pruning shall be carried out immediately after flowering.
- 46.32 Remove all damaged, dead and diseased growth. Cut out at the base and/or throughout the plant sufficient ageing wood to promote new growth while ensuring abundant flower and the lasting quality of the plant through the retention of a satisfactory balance of varying aged stems.
- 46.33 All damaged, dead, diseased and weak shoots shall be removed completely. Prune back all previous season's wood to retain 2 to 4 buds per stem. Pruning shall be carried out during March.
- 46.34 Pruning shall consist of the removal of damaged, dead and diseased portions of the plant and the removal of the previous season's flower heads together with a maximum of 25mm of the previous season's non-flowering wood. Pruning shall be carried out in April.
- 46.35 Pruning shall consist of the removal of damaged, dead and diseased portions of the plant and the removal of the previous season's flower heads. Plants shall be pruned to achieve an uneven finish and flower heads shall be removed at varying heights from below the lowest flower on the spike, to a maximum of 15mm into non-flowering wood. The aim shall be to produce a finished plant that shall have an attractive, natural shape.
- 46.36 Summer flowering plants shall be pruned between Mid-March to Mid-April.
- 46.37 Spring flowering plants shall be pruned immediately after flowering.

Wall Trained Shrubs

- 46.38 Pruning shall be implemented to ensure that gas vents, windows, fire exits, doorways, down pipes, vent pipes, gutters and the like are kept clear at all times.

Section E - Permanent Plantings

Plant supports and ties shall be maintained in accordance with Clauses 47.0 and 48.0 herein:

- 46.38.a Pruning shall consist of the cutting back of extension growth in order to retain the plant within the area of available support and stems in such a manner as to prevent any undermining of the stability of the plant and/or the impairment of the function or stability of all or part of the building, wall, or other structure on which the plant is trained. If growth is crowded, the Contractor shall select and retain a main framework and all superfluous stems shall be pruned out. All dead, diseased or damaged wood shall be pruned out completely. Without prejudice to the foregoing, pruning shall be implemented during November.
- 46.38.b Pruning shall consist of the removal of dead, diseased or damaged portions of the plant and the cutting back of extension growth to within 30/40mm of the main framework of the plant unless the species dictates otherwise. Without prejudice to the foregoing, pruning shall be implemented during April.
- 46.38.c Remove all damaged, dead and diseased growth; prune back the old flower heads to a strong pair of buds. Cut out at the base and/or throughout the plant sufficient ageing wood to promote new growth while ensuring abundant flower and the lasting quality of the plant through the retention of a satisfactory balance of varying aged stems.
- 46.39 Pruning shall be carried out between March - April inclusive in accordance with the foregoing.
- 46.39.a Every other year cut out all the old wood to 50-80mm of ground level to promote a crop of young stems and remain decorative throughout the winter. Pruning shall be carried out between March - April inclusive.
- 46.39.b Every other year cut out all the old wood to within 600-900mm of ground level, resulting in time in the building up of spurs to promote a crop of young stems and remain decorative throughout the winter. Pruning shall be carried out between March - April inclusive.

Rose Pruning

- 46.40 Pruning shall be implemented to all roses in order to secure and promote a well balanced floriferous plant, the framework of which shall be young, vigorous and free from weak and diseased growth. Pruning shall be implemented during the period February to March inclusive and prior to the work detailed in Clause 46.0. Cuts shall be to live outward facing buds or laterals. Stems that are to be pruned out completely shall be cut flush with the adjoining stem or flush with the root-stock.
- 46.41 Hybrid Tea (Established 1 year +)
- 46.42 The framework shall be selected and shall consist of from three to five of the most vigorous, healthy, closely budded stems. Of the selected stems the most vigorous shall be pruned back to about 75 - 100mm to retain three to five buds

Section E - Permanent Plantings

per stem. Less vigorous stems and strong laterals shall be pruned back to retain two to three buds per stem. All damaged, dead, diseased, weak shoots and old unproductive stems shall be pruned out completely. As these roses are usually grown for their large showy blooms it is important that excess flower buds are removed. These are usually found in clusters beneath the terminal bud and shall be pinched out while they are still small.

Floribunda (Established 1 year +)

- 46.43 The framework shall be selected and shall consist of from five to seven of the most vigorous, healthy, closely budded stems. Of the selected stems the most vigorous shall be pruned back to about 150mm to retain four to five buds per stem, less vigorous stems and strong laterals shall be pruned back to retain two to four buds per stem. All damaged, dead, diseased, weak shoots and old unproductive stems shall be pruned out completely. All wood that is removed in this process shall be of the previous season's growth. Only in exceptional circumstances shall older wood be removed.

Shrub and Specie Roses (Established 1 year +)

- 46.44 Shrub and Specie Roses shall be pruned in a manner appropriate to the particular species or variety. The aim shall be to retain the natural habit of the plant, to remove all dead and diseased growth, to cut out at the base and/or throughout the bush sufficient ageing wood to promote new growth while maintaining abundant flower through the retention of a satisfactory balance of varying aged stems which shall ensure the lasting quality of the plant.

Ground Cover Roses (Established 1 year +)

- 46.45 Prune back flowered laterals to retain 2 to 4 buds per stem. Cut back the tips of main framework stems to the nearest healthy bud or lateral, prune back any vigorous vertical stems in order to retain the ground cover habit. All damaged, dead, diseased, weak shoots and old unproductive stems shall be pruned out completely.

Trellis/Wall Trained Roses (Established 1 year +)

- 46.46 Prune back flowered laterals to retain two (2) to four (4) buds per stem. Prune back the main framework stems to a healthy bud or lateral in order to retain the plant within the area of available support. If growth is crowded then selected stems shall be pruned back to the main framework or cut out at the base. New basal and vigorous lateral growth shall be pruned back to a healthy bud as necessary in order to maintain the shape of the plant and to provide suitable replacements for old unproductive framework stems. All damaged, dead, diseased, weak shoots and old unproductive stems shall be pruned out completely.
- 46.47 The Contractor shall refer also to Clause 47.0 and 48.0.

Autumn Pruning

- 46.48 During November/December the Contractor shall implement Autumn pruning to Hybrid Tea and Floribunda Bush and Standard Roses. All stems which exceed 7mm in diameter shall be pruned back by approximately one third of their length using sharp and properly adjusted secateurs. The Contractor shall remove dead, diseased, crossing, weak or damaged shoots by pruning back to an outward facing bud. The Contractor shall re-tie and/or re-stake standard roses as necessary.

47.0 Plant Supports**Herbaceous Plants**

- 47.1 The Contractor shall determine the requirement for and shall install as necessary an approved method of support for herbaceous plants. The support shall be installed following the onset of growth and shall be of a size and durability to ensure that the plants are supported throughout the growing and flowering season. Supports shall not distort the natural habit of the plant and shall as growth proceeds be concealed within the natural framework of the plant.
- 47.2 All herbaceous plant supports shall be removed during the implementation of the work detailed in Clause 46.19.

Trellis/Wall Trained Plants and Roses

- 47.3 When pruning is implemented in accordance with Clauses 46.22 and 47.0 all supports shall be inspected to ensure they are stable, free from damage and/or deterioration.
- 47.4 Rustic trellis supports that require replacement in part or in total shall be replaced by the Contractor, to match existing in all respects. All sectional pieces shall be secured to the uprights by screws or nails. All existing or replacement uprights shall be made secure within the ground.
- 47.5 Insecure standard rose stakes shall be re-firmed as necessary to provide firm vertical support to the plant. Replacement stakes shall be driven into the ground adjacent to the stem of the rose and the top of the stake shall be 20mm below the lowest scion bud.
- 47.6 Unless instructed otherwise by the Supervising Officer support for wall trained shrubs and roses shall consist of galvanised horizontal wires fixed at 300mm centres starting at 400-600mm from ground level, fixed to 100mm zinc plated vine screw eyes. Screw eyes shall be fixed in pre-drilled holes fitted with masonry wall plugs. Horizontal wires shall be tensioned by galvanised straining bolts fixed to a holdfast.

Section E - Permanent Plantings**48.0 Ties****Wall Trained Plants**

- 48.1 All wall trained plants shall, during pruning work, be tied and/or retied to the supports in order to achieve a balanced distribution of stems over the area of the plant support. Ties shall be dark plastic covered wire with galvanised wire core, 4mm overall, 3mm core. Ties shall be of sufficient length to retain the stem in the desired position while allowing for seasonal expansion growth.

49.0 Verification of Plants, their Supports and Ties

- 49.1 All plants, supports and ties shall be inspected to ensure they are correct in all respects and if necessary additional or replacement supports and ties shall be provided to old or fresh growth, in accordance with the following details:
- 49.1.a Herbaceous plants shall be inspected on four (4) occasions spaced evenly between and mid September and additionally after strong winds and heavy rains during this period.
- 49.1.b Trellis/Wall Trained Roses and Wall Trained Plants shall be inspected on two (2) evenly spaced occasions during the twelve (12) month period following the implementation of work detailed in Clauses 47 and 48 and in addition after strong winds during the same period.

50.0 Localized Soiling

- 50.1 If so instructed by the Supervising Officer the Contractor shall implement the following work:

Un-mulched Beds and Borders

- 50.1.a The area shall be filled using an approved topsoil which shall be graded and levelled, lightly consolidated and cultivated to produce a true and even surface free from depressions and undulations with a maximum soil surface crumb size of 25mm in any dimension. Where the edge of the area abuts a grass or hard edge, the edge profile shall be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the area. On completion of soil preparation the area shall be firm but not compacted and the finished level shall conform with the surrounding soil surface.

Mulched Beds and Borders

- 50.2 The area shall be prepared in accordance with Clause 50.1.a following which the area shall be mulched using an approved bark mulch. The bark mulch shall be applied evenly over the soil surface to a consolidated depth of not less than 50mm. Where the bark mulch abuts a grass or hard edge, the edge profile shall

be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the area.

51.0 Mulching

- 51.1 The Contractor shall apply an approved bark mulch to all new permanent plantings in accordance with the requirement of this specification and/or such other instructions issued to the Contractor by the Supervising Officer.
- 51.2 The area to be mulched shall be cleared of all weeds, Litter, and other extraneous material.
- 51.3 The topsoil shall be cultivated with a fork to a depth of 50mm leaving the soil surface free from depressions and undulations with a maximum crumb size of 25mm in any dimension. Following cultivation, the soil surface shall be lightly consolidated by treading and raked to a fine tilth.
- 51.4 Where the bed/border abuts a grass or hard edge, the edge profile shall be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the area. On completion of soil preparation the area shall be firm but not compacted and the finished level shall conform with the surrounding soil surface.
- 51.5 The Contractor shall ensure that the planting area to be mulched and 300mm beyond is thoroughly watered to the satisfaction of the Supervising Officer prior to the spreading of bark mulch.

New Plantings

- 51.6 The Contractor shall apply an approved bark mulch to a consolidated depth of not less than 50mm within 7 days of planting thereof. The mulch shall be applied to the full extent of the planting area and shall extend 100mm beyond any natural spread of the individual or group of shrubs or ground cover plants or planting pit thereto, whichever is the greater except where abutting grass areas, or hard surface areas, whereupon the edge of the foregoing shall determine the extent of the mulching.

Existing Plantings

- 51.7 The mulch shall be applied evenly to a consolidated depth of not less than 50mm over the whole soil surface, ensuring that the bark mulch is spread under the perimeter of ground hugging plants and in direct contact with the stem base of upright growing plants.

Section E - Permanent Plantings

- 51.8 The Contractor shall, fourteen (14) days after the completion of the initial bark mulching operation, inspect the bark mulched area and implement any work necessary in order to ensure that the mulch is correctly distributed and to the specified depth and the Contractor shall be deemed to have included within his Tender rates for this operation.
- 51.9 If so instructed by the Supervising Officer, the Contractor shall apply an approved bark mulch to established bed/borders as directed, and in accordance with Clause 51.6.

Section F - Seasonal Bedding Displays

52.0 General Requirements

- 52.1 On a date agreed by the Supervising Officer the Contractor shall obtain a minimum of three (3) quotations for the annual supply of seasonal bedding plants (which shall include spring and summer bedding plants) from suppliers prior approved by the Supervising Officer. The Supervising Officer shall issue an instruction confirming which of the suppliers shall be used for the annual supply of seasonal bedding plants and the Contractor shall on receipt of the delivery of the plants and at the respective delivery time be paid for the supplier's invoiced amount less any discount for trade/quantity.
- 52.2 The Contractor shall implement the planting and maintenance of seasonal bedding in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 52.3 The Contractor shall be responsible for calculating the correct quantities of seasonal bedding plants that shall be required in order to produce the designs detailed in the Planting Plans and Schedules of Seasonal Bedding issued to the Contractor by the Supervising Officer. Bedding plants shall be supplied in accordance with Appendix 8.
- 52.4 In locations where seasonal bedding areas adjoin the highway the Contractor shall comply with all Road Traffic Regulations and other current legislation.
- 52.5 The Contractor shall apply his expertise and skill to identify all plant genera, species and varieties/cultivars and consequently shall implement the appropriate maintenance operation where this shall be determined as a consequence of the plants affected, and carried out in accordance with good horticultural practices.
- 52.6 The Contractor shall obtain adequate supplies of water required in the provision of the Service in this Specification, and shall be deemed to have allowed in his Tender rates for so doing.
- 52.7 The Contractor shall make arrangements to take possession of, temporarily store, water, maintain and transport all the plant material to Operational Sites throughout the Contract Area, and shall be deemed to have allowed in his Tender rates for so doing.
- 52.8 The Contractor shall be required to supply the Supervising Officer with details of the methods, materials and transport facilities which shall be provided to protect plant material during transit, temporary storage and delivery so that all seasonal bedding plants planted at each and every planting Site are in perfect condition.
- 52.9 All seasonal bedding plants shall be thoroughly watered immediately prior to planting.

Section F - Seasonal Bedding Displays

- 52.10 The Contractor shall ensure that at all times all plants and materials within planted areas are kept so they do not create a nuisance or danger to persons or traffic.
- 52.11 Seasonal bedding plants shall be lifted (recycled by the Contractor whenever possible) and replaced by the subsequent seasonal bedding plants during the periods indicated in Table 10.

Table 10 Seasonal Bedding

Task	During the Period
Remove Spring Bedding Plants	Generally last 2 weeks of May
Remove Summer Bedding Plants	Generally last 2 weeks of September
Plant Spring Bedding Plants	Generally first 2 weeks of October
Plant Summer Bedding Plants	Generally first 2 weeks of June

- 52.12 The Contractor shall, three weeks prior to the commencement of each of the periods indicated in Table 10, obtain the Supervising Officer's approval in respect of the Contractor's proposed dates for the implementation of the work. Following completion of the removal of seasonal bedding plants and ground preparation the planting of the subsequent seasonal bedding shall be completed within fourteen (14) days.
- 52.13 The Contractor shall be responsible for the successful establishment of all seasonal bedding plants. At the sole discretion of the Supervising Officer all replacement plants and replanting required during this establishment period shall be implemented within seven (7) days and at the Contractor's expense where in the reasonable opinion of the Supervising Officer the failures have been due to any deficiency, omission or defect in the performance of the Contractor.
- 52.14 The Contractor shall notify the Supervising Officer of any instances of vandalism or damage which occur to the structure beds or planters, e.g. missing granite setts, within twenty four (24) hours of detection.
- 52.15 All arisings shall be disposed of in accordance with Clause 23.0.
- 52.16 All fertilisers shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 52.17 All pesticides shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 52.18 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 52.19 All seasonal bedding plants shall be supplied by the Contractor in accordance with Clauses 86.1, 86.2, 86.2 and 86.3.

53.0 Planting and Maintenance

Removal of Plant Material

- 53.1 The bed shall be cleared of all seasonal plant material, weeds and other arisings. The plants including root balls shall be lifted by fork and soil adhering to roots shall be shaken off at the time of lifting. When lifting bulbs the whole of the plant shall be lifted in order to ensure that there shall be no volunteers growing in subsequent bedding displays. The Contractor shall be deemed to have made due allowance in his Tender rates for the removal of all volunteers that may arise in subsequent displays.

Cultivation and Fertiliser Application

- 53.2 Following the removal of plant material the soil shall be cultivated using an approved Rotavator or by hand digging to a depth of 200mm, following which an approved fertiliser shall be applied evenly over the soil surface and lightly worked in.
- 53.3 If so instructed the Contractor shall apply an approved ameliorant to the bedding areas.

Consolidation and Shaping

- 53.4 Following cultivation and fertiliser application the soil shall be lightly consolidated by treading, following which the soil shall be raked to a fine tilth and finally shaped to a slightly convex profile. Where a bed or border abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm - 100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed. The soil profile shall be an even plateau, between 25 and 100mm above the surrounding area, with the soil edges pushed back and sloped upward at an angle of approximately 45° away from the surrounding area. The Contractor shall remove or add approved soil to achieve this profile and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.
- 53.5 All stones exceeding 25mm in any dimension together with all weeds, roots and other extraneous material brought to the surface during the operations detailed in Clauses 53.2 and 53.4 above shall be removed.

Planting

- 53.6 Using a trowel, planting holes shall be excavated and shall be large enough to accommodate the root ball without restriction. Each plant shall be removed from its container and placed upright in the hole and the root ball shall be at the correct depth below the soil surface. The hole shall be backfilled with the excavated

Section F - Seasonal Bedding Displays

soil and the soil around each plant shall be firmed in place by hand, avoiding excessive soil compaction and damage to the root ball and stem of the plant.

- 53.7 If bulbs are not to be inter-planted the Contractor shall, following the completion of planting work, lightly cultivate the soil to remove footprints, create an even tilled appearance free from depressions and undulations and leave the bed neat and tidy.
- 53.8 If bulbs are to be inter-planted, the work detailed in Clause 53.7 above shall be implemented in accordance with Clause 56.13 and 56.14.

Bulbs

- 53.9 Refer to Section G - Bulbs.

Irrigation

- 53.10 Irrigation shall be implemented in accordance with Section V - Irrigation.

Weed Control

- 53.11 All seasonal bedding shall be maintained in a weed free condition from the time of planting until lifting (removal from beds during the periods as indicated in Table 10) by approved manual methods which shall include hand weeding, hoeing and forking out as shall be necessary.
- 53.12 Following the removal of weeds, the soil shall be lightly cultivated with a hoe in order to remove footprints, create an even tilled appearance free from depressions and undulations and leave the bed/border neat and tidy.
- 53.13 During the removal of weeds by hand, hoeing and forking out the Contractor shall not damage or render the seasonal bedding plants unstable and shall ensure that the removal of soil from the bed is minimal.

Dead Flower Removal

- 53.14 The Contractor shall ensure that at no time during the period of the bedding display is the visual quality of the bedding reduced by the presence of dead flowers. The Contractor shall keep the bedding displays substantially free from dead flower heads, with particular attention to Geranium, Marigold and Antirrhinum, throughout the period of display, by hand picking and/or with sharp, properly adjusted secateurs, to the satisfaction of the Supervising Officer. The Contractor is deemed to have made due allowance in his Tender rates for so doing.

Plant Support

- 53.15 The Contractor shall stake and tie all plants detailed in the planting plans and schedules at the time of planting. Supports shall consist of 25mm x 25mm Tanalised™ stakes, bamboo canes or alternatives approved by the Supervising Officer. Standard and half standard plants shall be staked. Stakes shall be driven

Section F - Seasonal Bedding Displays

into the soil adjacent to the stem of the plant and shall provide firm vertical support. Ties shall be fitted and shall be of sufficient length to retain the stem in a secure vertical position without chafing or constriction. The stake shall not detract from the visual amenity of the display.

- 53.16 The Contractor shall provide additional or replacement approved stakes and ties as necessary in order to support the plant in a secure vertical position throughout the period of the display.

Pest and Disease Control

- 53.17 The Contractor shall notify the Supervising Officer immediately in the event of a pest or disease affecting seasonal plantings detailing the variety of plant or plants affected and identifying the pest or disease present. Subject to the approval of the Supervising Officer the Contractor shall treat the affected plant using an approved pesticide.

54.0 Seasonal Bedding within Planters and Urns**Removal of Plant Material**

- 54.1 The removal of plant material shall be implemented in accordance with Clause 53.1.

Topping Up

- 54.2 Following the removal of plant material and prior to pre-planting preparation, the planting compost within the container shall be topped up to within 25mm of the top of the planter/urn using an approved planting compost.

54.3 Pre-Planting Preparation

- 54.4 Following cultivation an approved fertiliser shall be added to the planting compost. To produce a fine friable planting mixture the compost shall be cultivated to a depth of 200mm, or to the depth of the planter/urn should this be less than 200mm, lightly consolidated and levelled by rake, hand or hand fork.

Planting

- 54.5 Planting shall be implemented in accordance with Clause 53.4.
- 54.6 If bulbs are not to be inter-planted the Contractor shall, immediately following the completion of planting work, lightly cultivate the compost to create an even tilthed appearance free from depressions and undulations and to leave the container neat and tidy.
- 54.7 If bulbs are to be inter-planted, the work detailed in Clause 54.6 above shall be implemented in accordance with Clauses 56.1 and 56.2.

Section F - Seasonal Bedding Displays**Bulbs**

- 54.8 Refer to Clause Section G - Bulbs.

Dead Heading

- 54.9 Dead heading shall be implemented in accordance with Clause 53.14.

Plant Support

- 54.10 Plant support shall be implemented in accordance with Clause 53.15.

Pest and Disease Control

- 54.11 Pest and disease control shall be implemented in accordance with Clause 53.16.

Irrigation

- 54.12 Irrigation shall be implemented in accordance with Clause Section V - Irrigation.

Weed Control

- 54.13 All seasonal bedding shall be maintained in a weed free condition from the time of planting until lifting (removal from beds during the periods as indicated in Table 10) by approved manual methods which shall include hand weeding, hoeing and forking out as shall be necessary.
- 54.14 During the removal of weeds the Contractor shall take due care not to remove the planting medium or to render the plants within the planter/urn unstable.

Section G - Bulbs

55.0 General Requirements

- 55.1 The Contractor shall provide bulbs and shall implement the planting and maintenance of bulbs throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 55.2 The Contractor shall be responsible for calculating the correct quantities of bulbs that shall be required in order to produce the designs detailed in the Planting Plans and Schedules of Bulb Planting issued to the Contractor by the Supervising Officer.
- 55.3 Prior to planting all bulbs shall be treated in order to prevent fungal and bacterial diseases using approved pesticides.
- 55.4 The planting of bulbs for naturalising shall be implemented during October (Clauses 56.4, 56.5, 56.6 and 56.7 refer).
- 55.5 The Contractor shall provide storage and transport facilities that ensure all bulbs planted at each and every planting Site are in perfect condition.
- 55.6 All arisings shall be disposed of in accordance with Clause 23.0.
- 55.7 All fertilisers shall be applied in accordance with Clauses Section J - Pesticides and Fertilisers.
- 55.8 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 55.9 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 55.10 All bulbs shall be supplied by the Contractor in accordance with Clauses 86.1, 86.2 and 86.5.

Definition

- 55.11 The word bulb shall mean all species as detailed in Table 11 and any others as may be added to Table 11 by the Supervising Officer.
- 55.12 The depth of bulb planting shall be in accordance with Table 11.
- 55.13 Naturalising bulbs shall be planted in accordance with the planting density requirements indicated in Table 11.

56.0 Preparation and Planting

Seasonal Plantings

- 56.1 Using a hand trowel, planting holes shall be excavated and shall be large enough to accommodate the bulb ensuring that the base of the bulb shall be in firm contact with the base of the planting hole.

Section G - Bulbs

- 56.2 The bulb shall be placed within the hole, covered with the excavated soil and firmed with the hand. Following completion of the planting work the Contractor shall lightly cultivate the soil to remove footprints, create an even tilled appearance free from depressions and undulations and to leave the planting area neat and tidy.
- 56.3 The bulb shall be placed within the hole, covered with the excavated compost and firmed with the hand. Following completion of the planting work the Contractor shall lightly cultivate the compost to create an even tilled appearance free from depressions and undulations and to leave the container neat and tidy.

Beds and Borders

- 56.4 Prior to cultivation or planting any mulching materials present shall be raked to the perimeter of the planting area and shall be redistributed over the newly planted area on completion of the following work.
- 56.5 The area to be planted shall be cultivated with a fork, to a depth of 200mm incorporating an approved fertiliser, applied evenly over the whole surface of the planting area. The planting area shall then be lightly consolidated by treading and raked level, prior to planting. Where a bed/border abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed.
- 56.6 Using a hand trowel, planting holes shall be excavated and shall be large enough to accommodate the bulb ensuring that the base of the bulb shall be in firm contact with the base of the planting hole. The bulb shall be placed within the hole, covered with the excavated soil and firmed with the hand. Following completion of the planting work the Contractor shall lightly cultivate the planted area to remove footprints, create an even tilled appearance free from depressions and undulations and to leave the planted area neat and tidy.

(Naturalising) Grass Areas (Method A)

- 56.7 The planting of bulbs within grass areas shall be implemented in accordance with the following method unless the Supervising Officer considers that ground conditions necessitate the method detailed in Clauses 56.10 to 56.15.
- 56.8 The grass comprising the planting area shall be cut to a height of 30mm with an approved machine. All cuttings shall be raked off the planting area and disposed of.
- 56.9 Using an approved bulb planter, planting holes shall be excavated and shall be large enough to accommodate the bulb ensuring that the base of the bulb shall be in firm contact with the base of the planting hole. The bulb shall be placed within the planting hole, covered with the extracted turf/soil core, which shall be

correctly replaced and firmed with the foot. The Contractor shall make due allowance in his Tender rates for work to maintain existing ground levels.

(Naturalising) Grass Areas (Method B)

- 56.10 Grass cutting shall be implemented in accordance with Clause 56.8.
- 56.11 In accordance with the Supervising Officer's instructions the turf shall be cut to a depth of 30mm with a half moon edging iron and lifted with a turving iron or by mechanical means approved by the Supervising Officer. The dimensions of each turf lifted shall be of manageable proportions in order to ensure that the turf remains intact. Following lifting the turves shall be stacked grass to grass adjacent to the work for relaying on completion of planting.
- 56.12 The area to be planted shall be cultivated, with a fork, to a depth of 200mm, lightly consolidated and raked level prior to planting.
- 56.13 Using a hand trowel planting holes shall be excavated and shall be large enough to accommodate the bulb ensuring that the base of the bulb shall be in firm contact with the base of the planting hole. The bulb shall be placed within the planting hole, covered with the excavated soil and firmed with the hand.
- 56.14 Bulbs that require a maximum planting depth of 50mm shall, following soil preparation, be pressed into the soil surface by no more than half the height of the bulb.
- 56.15 On completion of bulb planting the soil shall be raked to a fine tilth and the turf shall be replaced over the planted area and the Contractor shall ensure that adjoining turf edges are closely butted and the turf is restored to the correct level. The Contractor shall make due allowance in his Tender rates to maintain existing ground levels.

57.0 Maintenance

Seasonal Bulbs In Permanent Planting

- 57.1 Where seasonal bulbs have been planted within permanent planting the Contractor shall, in respect of the area planted with bulbs, comply with the following requirements:
 - 57.1.a There shall be no unnecessary walking or standing.
 - 57.1.b Clause 46.1 shall not apply.
 - 57.1.c Weed control shall be implemented in accordance with Clauses 46.2 to 46.17.

Seasonal Bulbs In Seasonal Bedding

- 57.2 Refer to Clause Section F - Seasonal Bedding Displays.

Section G - Bulbs**Naturalised Bulbs In Permanent Plantings**

- 57.3 Where naturalised bulbs have been planted or have become established within permanent planting the Contractor shall, in respect of the area planted with bulbs, comply with the following requirements:
- 57.3.a There shall be no unnecessary walking or standing.
 - 57.3.b Clause 46.1 shall not apply.
 - 57.3.c Weed control shall be implemented in accordance with Clauses 46.2 to 46.17.
 - 57.3.d If so instructed by the Supervising Officer the Contractor shall cut down the above ground remains of bulbs using hand shears or secateurs.

Naturalised Bulbs In Grass

- 57.4 Refer to Clause 30.0

Table 11 Bulb Planting

Bulb species	Seasonal planting density per m ²
Hyacinths	125
Crocus	50
Daffodil/Narcissus. Large flowered	150
Daffodil/Narcissus. Spp	75
Daffodil/Narcissus. Dwarf	75
Tulip Garden	125
* Spp	75
Chionodoxa	75
Endymion	75
Ins reticulata	50
* Dutch	75
Scilla	75
Muscari	75
Anemone	75
Cyclamen Spp.	25
Fritillaria imperialis	150

Table 11 Bulb Planting (continued)

Bulb species	Seasonal planting density per m ²
* meleagris	75
Galanthus	50
Leucojum	75
Puschkinia	75
Gladiolus	100
Eranthis	75
Colchicum	100

Section H - Hedges

Section H - Hedges

58.0 General Requirements

- 58.1 The Contractor shall implement the maintenance of all detailed hedges throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 58.2 The Contractor shall implement work to hedges and boundaries in accordance with Clause 3.0 and at times which shall cause minimum disturbance to the public and to vehicular traffic.
- 58.3 The Contractor shall apply his expertise and skill to identify all plant genera, species, varieties/cultivars and consequently shall implement the appropriate maintenance operation where this shall be determined as a consequence of the plants affected.
- 58.4 For the purpose of this Specification, two categories of hedge are identified; Formal and Nature Conservation. The Contractor shall ensure appropriate methods of maintenance are employed for each category of hedge.
- 58.5 In locations where hedges adjoin the highway the Contractor shall comply with all Road Traffic Regulations and other current legislation. The Contractor shall only use a tractor or other mounted flail for hedge cutting where prior approved by the Supervising Officer.
- 58.6 Any hedge cutting carried out in the bird breeding season, usually between April to September shall be implemented after inspection by the Contractor and with due care and attention so as not to disturb any nesting birds. If a nesting bird is found the Contractor shall inform the Supervising Officer.
- 58.7 Where fences and/or hedges are found to be in a dangerous condition by the Contractors inspections, then the Contractor shall take all reasonable steps to make them safe and the Contractor shall report the details to the Supervising Officer.
- 58.8 All arisings shall be disposed of in accordance with Clause 23.0.
- 58.9 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers
- 58.10 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials
- 58.11 All plant material shall be supplied by the Contractor in accordance with Clauses 86.1, 86.2, 86.3 and 86.5.
- 58.12 All planting shall be implemented in accordance with Section S - Planting and Clause 82.0.

Routine Maintenance

- 58.13 All hedges, other than those that the Supervising Officer may consider for cutting with side arm flails, shall be cut using hand shears, secateurs, parrot bill pruners or reciprocating hand held cutters, suitable to the hedge plant type being pruned. During the implementation of cutting operations all tools shall be sharp and properly adjusted. All cuts shall be clean, and any ragged edges removed. No mechanical equipment shall be used on young (first five years) hedges of any type without prior instruction from the Supervising Officer. Formative pruning of young hedges shall be as advised by the Supervising Officer.
- 58.14 Unless instructed otherwise by the Supervising Officer the Contractor shall ensure that on completion of the hedge cutting operation the side of the hedge shall be perpendicular and the top shall be level and at right angles to the sides. In some instances re-pruning may be necessary to create consistency in height, width and shape. At no time, following pruning, should the top width exceed the base width of the hedge.
- 58.15 Unless instructed otherwise by the Supervising Officer hedges shall be cut such that all growth is removed to the point of the previous cut, and the hedge shall be pruned back to the same height, width and true general shape as that which existed at the completion of the last hedge cutting operation.
- 58.16 The Contractor shall be required to make every effort to reuse wood chippings arising at the time of implementing Contract operations and for use on permanent plantings, hedge bases, and tree bases (e.g. the direct use of wood chippings produced from Operational Sites either that could be used as a plant mulch) and/or to recycle green waste arising from his operations on this Contract.
- 58.17 During the hedge cutting operation the Contractor shall clear all invading plant species including bramble (*Rubus* spp.) and bindweed (*Convolvulus* spp.) from within the hedge.
- 58.18 During the hedge cutting operation all clippings lodging in the top and/or sides of the hedge shall be removed.
- 58.19 The Contractor shall use all the appropriate equipment as necessary in order to complete the cutting of the whole surface area of the hedge in a safe manner.
- 58.20 On completion of the hedge cutting operation, the hedge, the hedge base and the surrounds shall all be left in a neat and tidy condition such that it is clear of arisings, weeds, debris and Litter to the satisfaction of the Supervising Officer.
- 58.21 The Contractor shall maintain the base of all hedges in a weed free condition throughout the year by manual weed control and/or the use of an approved contact herbicide and/or approved translocated herbicide.
- 58.22 The Contractor shall ensure that all hedges are maintained so they do not create a nuisance or hazard to persons or traffic (both pedestrian and vehicular).

Section H - Hedges

Accordingly it may be necessary to bring forward the time of hedge cutting operations detailed in the Contractor's Work Schedule and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

Formal Hedge Maintenance

- 58.23 In some cases, where hedges have been left to grow beyond acceptable dimensions, it may be necessary to reduce hedges in height and/or width. Depending on the specific Site, chain saws or tractor mounted flails may be used. The Contractor shall remove all arisings to an approved Site for recycling or may be required to 'chip' arisings where they can be left on Site.
- 58.24 The Contractor shall remove all grass, weeds, debris and Litter from hedge bases. Arisings shall be taken to an approved tip. Leaves and debris blown up against hedges, and items lodged in the hedge are to be cleared at the same time.
- 58.25 Using approved materials, methods and equipment, the Contractor shall maintain hedge bases such that they remain free from Litter, leaves, weeds, grasses, suckers debris and other deleterious growth to an even distance of 200mm from the cut hedge base, or existing gully throughout the year.

Gapping up

- 58.26 As instructed by the Supervising Officer, the Contractor may be required to gap up hedges during the dormant season. Planting shall be as described in Clause 82.0, but compost shall not be included when gapping up hedges in conservation areas. The Contractor shall supply all plant material as instructed by the Supervising Officer.

Nature Conservation Hedge Maintenance

- 58.27 The Contractor shall prune nature conservation hedges as described in Clauses 58.14 to 58.25 but arisings from the hedge cutting operation, e.g. only the cuttings may be left in situ, provided they are cleared from footpaths, hard surfaces, furniture, ditches and watercourses. Tractors shall only be used when ground conditions provide a firm working surface. The Contractor's attention is drawn to Clause 3.0 regarding work where hedges adjoin highways. The Supervising Officer shall ensure that all saplings or trees within the hedge line which are desired to be allowed to grow on are suitably 'flagged' and the Contractor shall not cut the 'flagged trees'. The Contractor shall ensure that the hedge is cut by manual methods where obstructions, such as signs, lampposts are encountered that cannot be cut by mechanical methods. This operation shall be carried out at the same time as the main hedge cutting operation. The Contractor shall cease machine work at a suitable distance from the selected plants and finishing shall be done carefully by hand without damage to the selected plants.

- 58.28 The frequency of hedge cutting shall be as instructed by the Supervising Officer, and is likely to be on a one two (2) or three (3) year cycle, and shall be carried out by the Contractor between October 1st and January 31st.

Formative Shaping of Established 1 year + Hedges

- 58.29 Until young hedges reach the required size and profile, as determined by the Supervising Officer the Contractor shall only prune and shape young hedge plants using secateurs. Pruning shall remove dead and diseased wood, promote growth to produce a strong well balanced framework, leading shoots shall not be pruned until they have reached the height at which the hedge shall be maintained by hand shears and/or approved mechanical methods.

Section I - Tree Maintenance

Section I - Tree Maintenance

59.0 General Requirements

- 59.1 The Contractor shall implement the maintenance of all detailed trees and group plantings throughout the Contract Area in accordance with the British Standard 3998:1991 'British Standard Recommendations for Tree Work' and the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 59.2 The Contractor is required to carry out maintenance operations, on trees up to a height of 2.5m only (except highway street trees) and to tree bases. Tree maintenance over a height of 2.5m and maintenance of all street trees is managed under separate Contract.
- 59.3 The Contractor shall not undertake work on trees without the prior approval of the Supervising Officer if the work requires:
 - 59.3.a The use of a chainsaw
 - 59.3.b The cutting of large limbs over 100mm in diameter
 - 59.3.c Involves climbing
- 59.4 The Contractor shall apply his expertise and skill to identify all plant genera, species and varieties/cultivars and consequently shall implement the appropriate maintenance operation where this shall be determined as a consequence of the plants affected.
- 59.5 The Contractor shall ensure that all trees, group plantings and associated herbage are maintained so they do not create a nuisance or hazard to persons or traffic.
- 59.6 All arisings shall be disposed of in accordance with Clause 23.0.
- 59.7 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 59.8 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 59.9 Subject to the Supervising Officers prior approval the Contractor may remove lower branches from trees on Operational Sites to allow for grass cutting operations to be undertaken. All works shall be undertaken at the Contractor's expense and in accordance with (D) Specification Section I Tree Maintenance.

60.0 Damage to other trees, shrubs etc.

- 60.1 Any tree and/or shrub that is damaged or incorrectly pruned by the Contractor shall be made good by the Contractor in accordance with the Supervising Officers instructions. This may be done through further pruning to restore good shape and form or by the Contractor replacing the tree/shrub all at the Contractor's expense.

Section I - Tree Maintenance

- 60.2 The Contractor shall ensure that his vehicles do not on any occasion cause damage to trees whilst they are operating within a Operational Site and in particular shall use only those methods and machinery that do not cause damage to tree bases or their canopy.
- 60.3 If damage is done to a private resident's tree and/or shrub then the Contractor shall be responsible for contacting the resident and arranging to prune the trees to restore its standard.
- 60.4 Any damage caused by the Contractor to the surface of the Site and its surrounding area shall be made good by the Contractor before the Contractor leaves the Operational Site or immediately thereafter.
- 60.5 The Contractor shall be responsible for making good any other damage the Contractor causes to property as a result of the Contractor's activities under this Contract.

Sterilisation

- 60.5.a Prior to the implementation of pruning the Contractor shall sterilise saws and other pruning equipment in order to ensure that healthy trees are not infected with any transmittable disease.

61.0 Maintenance**Verification of Trees, Stakes and Ties**

- 61.1 The Contractor shall inspect all trees, stakes and ties to determine the following:
 - 61.1.a The tree's requirement for support;
 - 61.1.b The effectiveness and condition of stake and ties;

Base of the Tree

- 61.2 All weed and other arisings shall be removed from the mulched area around the base of the tree.
- 61.3 The bark mulch shall be topped up to a consolidated depth of 75mm.
- 61.4 In locations where the base of the tree is covered by a grid or grill, all weed and other arisings shall be removed and an approved residual herbicide shall be applied to the spaces in between the grid or grill.

Removal of Epicormic Shoots and Suckers

- 61.5 The Contractor shall implement the following work:
 - 61.5.a Remove all epicormic shoots from the main stem(s) up to the base of the crown, but no more than up to 2.5m.
 - 61.5.b Remove all sucker growth from the base of the tree.
 - 61.5.c Remove all sucker growth from visible above ground roots.

Section I - Tree Maintenance

- 61.5.d The final cut shall be made flush with the main stem, burr or root from which the epicormic shoot or sucker is removed without leaving any snags and without exposing excessive live tissue.

Formative Pruning

- 61.6 The Contractor shall implement formative pruning of trees in accordance with the following. Trees which are prone to bleeding, i.e. Betula, Acer, Carpinus, shall only be pruned when in full leaf and up to the end of December. Juglans shall only be pruned whilst in full leaf.
- 61.7 Pruning shall be implemented using Parrot Billed Secateurs, Parrot Billed Pruners and/or Pruning Saws as appropriate for the type of work involved. The tools used shall at all times be sharp and properly adjusted. All stems shall be clean-cut, free from splits, crushing and torn bark.
- 61.8 On standard trees all basal growth, suckers and all growth arising from the main stem shall be removed from ground level up to the first main branch. Trees grown as feathered trees, i.e. trees with all growth retained along the whole length of the main stem, shall not have any of these branches removed.
- 61.9 On trees that have a clear stem, low branches which interfere with pedestrian and/or vehicular passage shall be removed. This shall apply to the first whorl of branches with further branches removed over subsequent years as the crown develops, until the required headroom clearance is obtained. Feathered trees shall not require this treatment unless specified otherwise by the Supervising Officer.
- 61.10 The Contractor shall be required to make every effort to reuse wood chippings arising at the time of pruning on to shrub beds, hedge bases, and tree bases (e.g. the direct use of wood chippings produced in the parks either as a plant mulch or as surfacing for paths) or recycle green waste arisings from his operations on this Contract.

62.0 Tree removal

- 62.1 The Contractor shall notify the Supervising Officer of any tree that is in a poor condition or damaged.
- 62.2 If so instructed by the Supervising Officer the Contractor shall remove and dispose of any specified tree (except highway/street trees) that has a height of up to 2.5m.
- 62.3 Following the removal of the tree the Contractor shall infill the resulting hollow or depression using approved topsoil which shall be consolidated and level with the surrounding area.

Section J - Pesticides and Fertilisers

63.0 General Requirements

- 63.1 The Contractor shall ensure that only those pesticides and fertilisers approved by the Supervising Officer shall be used on Operational Sites throughout the Contract Area.
- 63.2 All pesticides used and all methods of application and tank mixes shall be in accordance with legislation arising from the Food and Environment Protection Act (1985). The Contractor shall ensure that the application of an approved herbicide is not implemented when the foliage of the plants to be sprayed is wet or when rainfall is expected in a time period that is less than that specified by the manufacturer to ensure the satisfactory action of the herbicide applied.
- 63.3 The Contractor shall ensure that when applying pesticide and/or fertiliser, the whole of the specified area is treated and that no area receives more or less than the application rate recommended by the manufacturer or alternative rate specified in the Supervising Officer's instructions.

Retreatment

- 63.4 On any part of a grass area or permanent planting that has been treated with herbicide and it is considered by the Supervising Officer that an area has been missed or the application has been ineffective, the Contractor shall at his own expense repeat the treatment of the area to the satisfaction of the Supervising Officer.
- 63.5 The application of a growth regulator shall only be implemented on the instruction of the Supervising Officer.
- 63.6 The Contractor shall ensure that he takes full account of the consequences of utilising a pesticide or fertiliser in respect of the timing and programming of all other associated maintenance operations required under the Contract and he shall be deemed to have made due allowance in his Tender rates in respect of this requirement.
- 63.7 The Contractor shall maintain for each Operational Site, written records of all applications of pesticides and/or fertilisers detailing the Operational Site, product used, date, time, method of application, the Contractor's employees and application rate, and shall make these details immediately available to the Supervising Officer upon request.

Section K - Cleansing

Section K - Cleansing

64.0 General Requirements

- 64.1 The Contractor shall maintain all Operational Sites and Operational buildings and features therein throughout the Contract Area in full accord with the standards defined in the DEFRA Code of Practice on Litter and Refuse issued under section 89(7) of the Environmental Protection Act 1990 (EPA 1990), ranging from Grade A (clean) to Grade D (heavily affected), including the removal of animal faeces, and the Contractor shall be deemed to have made due allowance for compliance with them within his Tender for all Cleansing operations being undertaken.
- 64.2 The Contractor shall be familiar with the DEFRA Code of Practice on Litter and Refuse (hereon referred to throughout this specification as 'the Code'), the standards of which are required, and any amendments to the Code thereof. Further information can be found at:
<http://www.defra.gov.uk/environment/quality/local/litter/code/index.htm>.
- 64.3 The Contractor shall implement Cleansing activities at times and intervals which may be reasonably expected to reduce to a minimum any nuisance, hazard and unsightly appearance arising as a consequence of there being Litter and detritus on a Operational Site (Clause 25.2 refers), taking full account of the nature and geographical location of the Operational Site.

Definitions:

- 64.4 For the purpose of this Grounds Maintenance Specification the following definitions shall apply:
- 64.4.a General Debris shall include builders rubble, household refuse in plastic 'bin-bags', items of furniture or fittings or similar.
 - 64.4.b Detritus comprises dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Detritus includes leaf and blossom falls when they have substantially lost their structure and have become mushy or fragmented. A significant and avoidable source of detritus is uncollected grass cuttings.
 - 64.4.c Playground surfacing includes sand, rubber safety surfacing and/or woodchip or bark.
 - 64.4.d Semi-loose surfacing includes hoggin/scalping surfaces.
- 64.5 Cleansing Operations shall be implemented by the Contractor in accordance with the summer and winter programme as detailed below: -
- 64.5.a the 'Summer Programme' shall be the period between March and October inclusive; and

- 64.5.b the 'Winter Programme' shall be the period of the year excluding the Summer Period
- 64.5.c 'Daily' means every day from Monday to Friday, inclusive of all English Bank Holidays unless specified otherwise.
- 64.6 The methods of collection, temporary storage and disposal of arisings shall be approved by the Supervising Officer in accordance with Clause 23.0.
- 64.7 With the exception of the Clauses 64.7.a and b. all arisings shall be disposed of in accordance with Clause 23.0:
- 64.7.a Bark Mulch, which can be separated from all other arisings, shall be replaced and distributed evenly on the adjacent border or play area from which it arose.
- 64.7.b Subject to the approval of the Supervising Officer collected leaves, which are free from all other arisings, may be spread on specified borders as leaf mulch.
- 64.8 The Contractor shall, at regular intervals, in accordance with the relevant Standard detailed in Table 12 (Site-specific standards for Litter collection), and/or such other instructions as the Supervising Officer may issue to the Contractor, visit the specified Operational Site and collect from the whole of each Site including all permanent Litter bins and dispose of all Litter and Detritus, whatsoever their composition and by whomsoever deposited but excluding arisings of a particularly hazardous nature and abandoned vehicles, as described in sub Clauses 64.9 and 64.10 below. Each Operational Site shall be left at Grade A standard as specified in the Code.
- 64.9 Where materials of a particularly hazardous nature, including asbestos, explosives, radioactive materials and toxic chemicals, have been deposited within a Operational Site, the Contractor shall immediately inform the Supervising Officer.
- 64.10 In the event that a vehicle has been abandoned or dumped within the boundaries of a Operational Site, the Contractor shall immediately inform the Supervising Officer.
- 64.11 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 64.12 The Contractor is advised that Fly Tipping occurs on the Operational Sites. The Contractor shall include for the removal of Fly Tips of up to 3m³'s as part of his routine Litter removal programme and shall be deemed to have included for this in his Tender rates.
- 64.13 The Contractor is advised that the Council operates a Christmas tree recycling programme every year. The Contractor shall be required to clear and recycle large quantities of Christmas trees from a number of Operational Sites. In 2010 approximately 9,000 Christmas trees were chipped and composted between January and April 2010. The Supervising Officer shall specify designated collection points. For guidance purposes only the Contractor is advised that the 2010 Christmas tree recycling points are listed in Appendix 10. Individual Christmas

Section K - Cleansing

trees in all Operational Sites throughout the Contract Area that are not left at designated collection points at whatever time of year shall be removed by the Contractor as part of the normal Litter removal programme and the Contractor shall be deemed to have included for this in his Tender rates.

Table 12 Site-specific standards for Litter collection

Standard	Summer Period	Winter Period
1	Twice Daily including Saturdays and Sundays (first between 08.00 and 11.00; and second after 14.00)	Daily including Saturdays and Sundays
2	Daily including Saturdays and Sundays (between 08.00 and 11.00)	Daily including Saturdays and Sundays
3	Daily including Saturdays and Sundays (between 08.00 and 12.00)	Daily, Monday to Friday (inclusive)
4	Daily including Saturdays and Sundays	3 Times a Week, never on consecutive Days
5	3 Times a Week, never on consecutive Days	2 Times a Week, never on consecutive Days
6	2 Times a Week, never on consecutive Days	2 Times a Week, never on consecutive Days
7	Once every 7 Days	Once every 14 Days
8	Once every 14 Days	Once every 14 Days

Regular Site Cleansing – Litter and General Debris

64.14 The Contractor shall during the implementation of Operational Site Cleansing, remove Litter and General Debris from the entire Operational Site and dispose of same together with all arisings. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing. Operational Site Cleansing shall include the emptying of all permanent Litter bins and the collection of all Litter and the removal of General Debris from within the boundary of the Operational Site as detailed on the Site Plan. All Operational Site Cleansing shall be implemented by the Contractor in accordance with the frequencies in the Programme of Work and shall be in full accord with the standards defined in the Code such

that the Operational Site is restored to Grade A for Litter as defined in 'the Code' on the completion of all Operational Site Cleansing.

- 64.15 The Contractor shall respond promptly during normal working hours to receive instructions from the Supervising Officer for the removal of any Litter or General Debris that shall be deemed as an emergency. The Contractor is advised that emergency Litter clearance instructions issued by the Supervising Officer shall include for the removal of dead animals, faeces or other dangerous material, and the Contractor is deemed to have made due allowance within his Tender rates for the implementation of any such emergency Litter instruction.
- 64.16 The Contractor shall place sharps in specialised containers and shall correctly disposed of same in accordance with the relevant health and safety regulations. All discoveries of sharps shall be reported by the Contractor to the Supervising Officer within twenty four (24) hours. A log shall be maintained by the Contractor detailing all sharps found, and shall include, the date, the number of sharps found and removed and the exact location. The log shall be supplied to the Supervising Officer by the Contractor as required.

Deep Site Cleansing – Litter, General Debris and Detritus

- 64.17 On one (1) occasion per calendar month, and/or in accordance with such other instructions as the Supervising Officer may issue to the Contractor, the Contractor shall visit all Operational Sites throughout the Contract Area and shall carry out deep Operational Site Cleansing. The Contractor shall remove all Litter, General Debris and/or Detritus and shall sweep all detailed hard surfaces using approved methods and equipment within the Operational Site as determined by the Site Plan to provide a safe, clean, Litter and weed free surface, such that the entire Operational Site is restored to Grade A for Litter and Detritus, as defined in 'the Code'. This shall include the removal of Litter, General Debris and/or Detritus from the whole of each Operational Site, and without prejudice to all other Operational Site areas shall include hard and soft surfaces, grass areas, permanent plantings, seasonal bedding, woodlands, ditches, ponds, fence lines, hedges, outdoor furniture and play equipment.
- 64.18 The Contractor shall as part of the deep Operational Site, clean wash down and thoroughly rinse with clean water all Litter bins, benches, seats and picnic tables, play equipment, wooden/metal structures and other outdoor furniture in order to maintain in the item in a clean and hygienic condition. Any damage and/or defect found by the Contractor shall be reported to the Supervising Officer within twenty four (24) hours. On completion of the Deep Cleansing operation the item of Operational Site furniture shall be left clean and free from spilt food and/or other unpleasant deposits.
- 64.19 The Contractor shall pay particular attention when implementing the deep Operational Site clean to the removal of items of Litter from play surfaces and the surrounding play area. Bark and sand surfacing shall be inspected carefully and all

Section K - Cleansing

deposits of Litter shall be removed before re levelling by raking the bark back to an even consistent level. Uncontaminated stray bark shall be collected by the Contractor and shall be redistributed evenly within the play area from which it came.

- 64.20 The Contractor shall as part of the deep Operational Site Clean, remove accumulations of soil, weed growth, leaves and debris from hoggin/scalping surfaces or similar paths to provide a safe, clean and dry surface. This shall include hoggin/scalping surfaces which form part of furniture surrounds, signposts, stepped areas, gates and/or fence lines in or adjacent to paths. The paths and surrounds shall be cleared of all Litter back to a firm base. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

Hard Surfaced Areas and Soft Surfaces in Playgrounds

- 64.21 The Contractor shall by regular sweeping and/or by other approved methods maintain all detailed hard and/or soft surfaced areas in playgrounds throughout the Contract Area so that they are free from Litter and any other hazardous and unsightly extraneous materials. The Contractor shall implement the Service in a manner that shall leave the areas undamaged, neat and tidy and to the satisfaction of the Supervising Officer. Areas of hoggin/scalping type materials shall be cleaned and the Contractor shall take all precautions to safeguard the longevity of the surface.
- 64.22 For the purpose of this specification the following definitions shall apply.
- 64.22.a Hard surfaces shall include areas of bituminous mixes, concrete, block paving (including paving slabs), hoggin/scalping (or other hoggin type materials) and stone dust, together with their edgings and drainage systems.
- 64.22.b Hard surfaced areas shall include roads, car parks, footpaths, steps, cutting strips, courtyards, gullies, footings by walls.
- 64.22.c Soft surfaces in playgrounds shall include areas of safety surfacing (safety tiles, continuous safety surfacing and safety grass).

Closed Buildings Cleaning

Closed Buildings

- 64.23 The Cleaning of Operational Buildings shall be implemented by the Contractor in accordance with the relevant standard detailed in Appendix 11 and in accordance with the following details.
- 64.24 For the purpose of this specification the following definitions shall apply.
- 64.24.a Closed Buildings are Operational Buildings (changing rooms and pavilions) which shall include showers and toilets, and external paths and gullies. On most Operational Sites the Cleaning of Operational Buildings shall be implemented by the Contractor following their use by the public.

- 64.24.b The Contractor shall check Operational Building facilities for damage or structural defects including water services (to prevent wastage), during every Cleaning visit. Any defect or damage at any building facility shall be reported weekly to the Supervising Officer, or the 'Out-of-hours' number as appropriate, and shall include:
- 64.24.c Defective or missing cubicle door locks; defective or missing toilet roll holders; light bulb replacement, fluorescent tube replacement and starter replacement; lubrication of WC cistern operating mechanisms; fittings of WC seats; replacement of WC chain pulls and WC seat pads.
- 64.24.d Blocked drains between the sanitary fitting or appliance and the nearest external inspection chamber.
- 64.24.e All other items requiring repair or replacement, including heating, electric hand dryers, extractor fans; weighing machines; cracked or broken glazing; WC bowls; hand basins; urinals; cisterns; door panels, handles and knobs; blocked roof drainage; and cracked or broken wall tiles.
- 64.24.f Cold water and hot water (taps and showers).
- 64.24.g Lights, heating and extractors.
- 64.24.h Should the Contractor consider that the defect or damage is urgent, then the Contractor shall contact the Supervising Officer immediately, or the 'Out of hours' number.
- 64.24.i The Contractor shall ensure that the Operational Building facilities are Cleaned and supplied with all the specified materials. The materials provided by the Contractor are as detailed below. It is for the Contractor to ascertain the material requirements for the Operational Buildings and the Contractor shall allow within his Tender rates for incidences of vandalism and/or theft that may cause the necessity for the frequent replacement of the materials detailed in Clause 64.30.j to 64.30.n.
- 64.24.j a) Toilet Paper - Soft toilet rolls
- 64.24.k b) Soaps - For sinks
- 64.24.l c) Cleaning Fluids - As approved by the Supervising Officer
- 64.24.m d) Disinfectant - Bleach
- 64.24.n e) 3oz antiseptic tablets - Urinals
- 64.24.o Sweep Floor – Thoroughly sweep all floors to remove all dirt, dust, debris and Litter, accessing as much of the floor area as possible, and replacing furniture and equipment in a tidy position. Place all arisings into refuse sacks and dispose of same. Empty waste bins, including sanitary/nappy dressing containers where provided, remove all refuse from the Site and dispose of at proper disposal Site in a clean and hygienic manner. Wash floors with clean water containing an approved cleansing agent and remove excess moisture.

Section K - Cleansing

- 64.24.p Clean Toilets and Urinals – Flush all toilets weekly even if toilet has not been used. All toilets and urinals shall be cleared of any blockages and Litter, grid covers being lifted and cleared of hair and similar material. Internal surfaces of water closets and all surfaces of urinals shall be dusted with scouring powder and brushed to remove all stains, the powder being left to act during the remainder of the Cleaning operation. On completion of other Cleaning work the toilets and urinals shall be rinsed or flushed to remove all traces of scouring powder. External surfaces of toilet seats to be sanitized using an approved solution and wiped dry; toilet paper and soaps to be replenished as necessary. All toilets are to be tested by the Contractor following Cleaning and any defects reported to the Supervising Officer immediately.
- 64.24.q Walls and Door Surfaces - Walls and doors (including all door fittings, window ledges and sills) shall be Cleaned using clean water containing an approved solution and wiped dry. Work shall proceed from base to a height of 2m, any obstinate dirt being worked vigorously to remove it, and removal of cobwebs at all levels.
- 64.24.r Furniture – Using a clean cloth and a neutral detergent the Contractor shall damp wipe furniture to leave all surfaces free from dust, smears and film. Surfaces are to be left relatively dry. Sinks, washbasins, taps, mirrors, sanitary fittings and tiles are to be Cleaned of any solid debris using an approved non-scratch cleanser and wiped dry. Damp wipe glass surfaces, including mirrors, leaving the surface free from smears, streaks and marks.
- 64.24.s Showers - Flush all showers and taps for at least 3-4 minutes at maximum hot water flow and maximum temperature setting once every week even if the shower has not been used (extreme care to be taken to avoid scalding). For safety reasons the temperature setting shall be returned to normal once the flow has ceased. Each shower and tap shall be run in a similar manner but with the cold water supply every alternate week. Therefore, week 1 – flush hot supply, week 2 – flush cold supply. The shower floor areas shall be Cleaned using mops, brushes or squeegees, with an approved solution in hot water to remove all dirt, build up, marks, film or streaks. Work shall proceed from the lowest to the highest point in the shower rooms. In Operational Buildings with separate showers, each shower base shall be treated individually and the floor Cleaned finally. All pipes and control taps shall be wiped clean. Having treated all surfaces and removed all debris, the whole area shall be rinsed with fresh water, excess water removed and the facility left to dry. All showers are to be tested by the Contractor following Cleaning and any defects reported to the Supervising Officer immediately.
- 64.24.t Control of Legionella - The following procedure applies to all Operational Buildings with sports facilities with water outlets (showers and taps) and the Contractor shall ensure that the following procedure is implemented:

- 64.24.u Showers and Taps (weekly) - Each shower and tap shall be run for at least 3-4 minutes at maximum hot water flow and maximum temperature setting once every week (extreme care to be taken to avoid scalding). For safety reasons the temperature setting shall be returned to normal once the flow has ceased.
- 64.24.v Showers and Taps (fortnightly) - Every two weeks each shower and tap shall be run in a similar manner but with the cold water supply. Therefore, week 1 - hot supply, week 2 - cold supply.
- 64.24.w Showers and Taps (monthly) - Check that the temperature of the hot water is at least 50c within one (1) minute of running the water at the first and last tap on the run. Check that the temperature of the cold water is below 20c at the first and lasts taps from the storage, after running the tap for up to two (2) minutes.
- 64.24.x On completion of each of the operations above control measures a record should be entered on a Site logbook by the Contractor which shall detail and include the date of the inspection, name of inspector, findings (including temperatures) and any details relevant to the controlling of the risk, and these records shall be made available for inspection by the Supervising Officer as required.

Building Damage and Defect Reports

- 64.25 The Contractor shall regularly inspect Operational Buildings with sports facilities for damage or structural defect including water services (to prevent wastage), during the implementation of every Cleaning operation. Any defect or damage at any Operational Building shall be reported to the Supervising Officer or the 'Out-of-hours' number as appropriate to the reporting time, and shall include:
 - 64.25.a Defective or missing cubicle door locks; defective or missing toilet roll holders; light bulb replacement, fluorescent tube replacement and starter replacement; lubrication of WC cistern operating mechanisms; fittings of WC seats; replacement of WC chain pulls and WC seat pads.
 - 64.25.b Blocked drains between the sanitary fitting or appliance and the nearest external inspection chamber.
 - 64.25.c All other items requiring repair or replacement, including heating, electric hand dryers, extractor fans; weighing machines; cracked or broken glazing; WC bowls; hand basins; urinals; cisterns; door panels, handles and knobs; blocked roof drainage; and cracked or broken wall tiles.
 - 64.25.d Cold water and hot water (taps and showers).
 - 64.25.e Lights, heating and extractors.

Section K - Cleansing

- 64.26 If the Contractor considers that the defect and/or damage is urgent, then the Contractor shall contact the Supervising Officer immediately, and/or the 'Out-of-hours' number as appropriate to the reporting time.

Table 13 Toilet Blocks and Buildings

Site number	Site name	Operational Building Facilities
T0801	Ealing Central Sports Ground	Changing rooms, toilets, showers
E0301	North Acton Playing Fields	Changing rooms, toilets, showers
A0901	Perivale Park	Changing rooms
E0502	Southfield Road Playing Fields	Changing rooms, toilets, showers
A0719	Warren Farm Sports Complex	Changing rooms, toilets, showers
T0904	Horsenden Farm & Visitor Centre	Toilets

Collection and Disposal of Leaves and Flowers

- 64.27 The Contractor shall implement the collection of all Leaves; and the Definition of Leaves shall include, leaves, debris, twigs, fruits, deleterious matter together with all other associated extraneous materials, which have fallen onto, been blown into or have been otherwise deposited onto all grasses, grass areas, seasonal and/or permanent plantings, woodlands, ditches, ponds, fence lines, hedges (including from the top of ornamental hedges), play area surfaces, semi-loose surfaces, hard surfaces from within the Operational Site in accordance with the frequencies indicated in the Work Schedule, such that the Operational Site is restored to Grade A for Litter and Detritus, as defined in 'the Code.
- 64.28 The Contractor's Leaf collection programme shall be implemented between November and February and the frequency of collection shall be implemented by the Contractor on one (1) occasion per month.
- 64.29 Having made due allowance for the minimum frequency of Leaf collection as detailed in Clause 64.28 the Contractor shall in addition to the minimum frequency detailed in Clause 64.28 determine the intervals at which the Contractor shall implement additional Leaf collection in order to ensure that the Contractor's collection of Leaves on Operational Sites reduces to an absolute minimum any accumulations of leaves and the nuisance, safety hazard, inconvenience to the

public, and damage to planted areas, grass areas and hard and soft surfaces that uncollected leaves shall give rise to and/or cause.

- 64.30 The Contractor shall collect and dispose of all Leaves, regardless of their origin, from the following specific areas detailed in Clauses 64.31 and 64.32 and shall be deemed to have included in his Tender rates for so doing:
- 64.31 On bowling greens and surrounding gullies, the requirement for Leaf collection shall apply throughout the year.
- 64.32 If deemed necessary by the Supervising Officer the Contractor shall implement further works in order to collect and dispose of all Leaves from the whole or part of the Operational Site as required and the Contractor is deemed to have included within his Tender rates for so doing.

Collection of Wreaths and Cut Flowers

- 64.33 Unless instructed otherwise by the Supervising Officer the Contractor shall collect and dispose of all holly wreaths from Operational Sites on a date to be agreed with the Supervising Officer which shall be no later than 30th January.

Section L - Hard Surfaces

Section L - Hard Surfaces

65.0 General Requirements

- 65.1 The Contractor shall implement the maintenance of all detailed hard surfaced areas throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 65.2 If so instructed by the supervising Officer the Contractor shall implement renovation and/or repairs to detailed hard surfaced areas throughout the Contract Area in accordance with Clause 65.12 and/or Clauses 65.13 to 65.19. Payment in respect of renovation and repair work shall be made in accordance with the Schedule of Rates.
- 65.3 For the purpose of this Contract the following definitions shall apply.
 - 65.3.a Hard surfaces shall include areas of bituminous mixes, concrete, block paving (including paving slabs), brendon gravel (or other hoggin type materials) and stone dust, together with their edgings and drainage systems.
 - 65.3.b Hard surfaced areas shall include roads, car parks, footpaths, steps, cutting strips, courtyards, gullies, footings by walls.
 - 65.3.c Material thickness: unless otherwise stated to the contrary any thickness of material described means finished or fully compacted thickness.
- 65.4 All arisings shall be disposed of in accordance with Clause 23.0.
- 65.5 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 65.6 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 65.7 No pesticides shall be applied to footpaths in Nature Conservation areas unless expressly instructed by the Supervising Officer.

Routine Maintenance

- 65.8 In order to ensure a weed free condition the Contractor shall regularly treat all hard surfaced areas using an approved contact and/or translocated herbicide and/or approved methods of manual weed control. The Contractor shall maintain all hard surfaced areas free from moss using an approved moss killer.
- 65.9 The Contractor shall rake the full extent of all detailed gravel footpaths once each calender month; such occasions being regularly spaced throughout the year. The gravel shall be evenly distributed over the path surface and left free from depressions and undulations, neat and tidy all to the satisfaction of the Supervising Officer.
- 65.10 If so instructed by the Supervising Officer, the Contractor shall implement the following work to specified hard surfaced areas.

Section L - Hard Surfaces

- 65.10.a Apply Rock Salt at 3.5kg/m². Rock Salt shall not be applied within 300mm of grass, shrubs or other plant material or within 500mm of the base of trees.
- 65.10.b Clear snow from the hard surfaced areas, using a hand or mechanical shovel or similar approved equipment as appropriate to the extent of the work required, in order to enable safe pedestrian or vehicular traffic. The cleared snow shall be deposited on adjacent grass areas or hard surfaced areas, where snow clearance is not required and in accordance with Clause 4.0, or on planted areas. In the latter event the Contractor shall take due care not to damage plants within a planted area (Clause 14.0 refers).
- 65.11 In order to prevent flooding and to ensure the satisfactory drainage of run off from hard surfaced areas the Contractor shall clear accumulated silt and other extraneous materials from within drainage gullies.

Renovations and Repairs

- 65.12 All renovation and repair work to Hard Surfaces shall be implemented in accordance with the relevant Clauses of Series 500, 700, 800, 9000, 1000, 1100, 1400, 1600, 2600, 2700 and 2800 of the 'Specification for Road and Bridge Works' published by HMSO in 1976 together with supplement No.1 1978 and/or such additional or substitute or amended Clauses that the supervising Officer may issue to the Contractor.

Repairs to Bituminous Surfaces

- 65.13 Patching work shall be completed so that the finished compacted bituminous material shall accord in all respects with the existing colours, surface texture, levels, gradients and/or cambers of the surrounding undamaged hard surfaces.

Emergency Patching

- 65.14 Sweep the whole of the area to be patched, using a hand broom, and remove all loose material.
- 65.15 Using appropriate hand tools, spray or brush an emulsion tack coat over the whole area to be patched.
- 65.16 Lay and spread an approved bituminous material allowing surcharge of material for compaction to the required finished level.
- 65.17 Using appropriate approved mechanical compaction plant, compact the bituminous material until no further movement of material is evident.
- 65.18 In the event that the cavity exceeds 75mm depth, below the required finished level then the bituminous material shall be laid in layers of equal depth and which when compacted do not exceed 75mm. Each layer shall be compacted before the next layer is applied.
- 65.19 Leave the Site neat and tidy.

Section L - Hard Surfaces**Laying granular surfaces**

- 65.20 Ensure surfacing materials do not block channels, gullies. Lines and levels of finished surfaces shall be to the specified falls and accuracy to prevent ponding. The finished surface shall have an even overall texture and shall be left in a clean state upon completion.
- 65.21 Do not use frozen materials or lay pavings on frozen or ice covered surfaces. Do not apply cold bituminous surface dressings when ambient temperature is below 10 degrees Celsius.
- 65.22 Unless specified otherwise drainage falls shall not be less than:
 - 65.22.a Sealed surfaces:
 - 65.22.a.i Falls and cross falls: 1:40
 - 65.22.a.ii Camber: 1:50
 - 65.22.b Unsealed surfaces:
 - 65.22.b.i 1:30
- 65.23 In vehicular areas the maximum permissible deviation from the required levels shall be:
 - 65.23.a Falls and cambers +/-20mm.
 - 65.23.a.i Spread and level in 150mm maximum layers and, as soon as possible thereafter, compact with a roller weighing not less than 5.4 tonnes load per metre width of roller or equivalent plant. In dry weather lightly water all layers during compaction.
 - 65.23.b In pedestrian areas the maximum permissible deviation from the required levels shall be:
 - 65.23.c Falls and cambers +/-12mm.
 - 65.23.c.i The Contractor shall spread and level in 100mm maximum layers and as soon as possible thereafter compact with a roller weighing not less than 2.5 tonnes or other equivalent plant. In dry weather lightly water all layers during compaction.

Laying Hoggin Surfaces

- 65.24 The Contractor shall ensure surfacing materials do not block channels, gullies. Lines and levels of finished surfaces shall be to the specified falls and accuracy to prevent ponding. Finished surface shall have an even overall texture. Leave in a clean state upon completion.
- 65.25 When the base layer is compacted and still moist the Contractor shall lay the hoggin in two layers each laid to form a camber then compacted. The material should ideally be very moist but not too wet when rolled. Re-wet hoggin if allowed to dry out. Compact all layers. If repairs are being made in existing sur-

Section L - Hard Surfaces

face scarify the surface of the path, moisten, and add a new layer of the same material and compact.

- 65.26 a)Wearing course shall be naturally occurring fine hoggin consisting of gravel, sand and clay, with a minimum of 85% by weight passing a 10mm BS sieve.
- 65.27 Wearing course shall be thickness 50-75mm.
- 65.28 Base course shall be minimum of 70mm thickness formed with 19mm to 6mm angular material.

Section M - Synthetic Surfaces (Including MUGAs)

Section M - Synthetic Surfaces (Including MUGAs)

66.0 General Requirements

- 66.1 The Contractor shall implement the maintenance of all detailed hard and synthetic sports surfaces throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 66.2 If so instructed by the Supervising Officer the Contractor shall implement renovation and/or repairs to detailed hard and synthetic sports surfaces throughout the Contract Area in accordance with the relevant Clause within Clause Section L - Hard Surfaces. Payment in respect of renovation and repair work shall be made in accordance with the Schedule of Rates.
- 66.3 For the purpose of this Contract the following definition shall apply:
 - 66.3.a Hard and Synthetic Sports Surface shall include
 - 66.3.a.i Tarmacadam/Bituminous Tennis Courts
 - 66.3.a.ii Tarmacadam/Bituminous Multi Use Games Areas (MUGAs)
 - 66.3.a.iii Artificial Bowling Greens
 - 66.3.a.iv Artificial Cricket Wickets
 - 66.3.a.v 2G, 3G and 4G Synthetic Surfaces
 - 66.3.b and shall include the surface material together with the substructure and associated edging and drainage systems.
- 66.4 All arisings shall be disposed of in accordance with Clause 23.0.
- 66.5 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 66.6 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.

Marking

- 66.7 If so instructed by the Supervising Officer the Contractor shall implement line marking of the tennis court and/or MUGA using an approved white lining material. The line marking shall be uniform and true. Before the implementation of any line marking the surface shall be brushed to remove all loose surface material and other arisings in order to ensure accurate and persistent marking. The overall tennis court layout shall conform to the Lawn Tennis Association recommendations. MUGA markings shall be implemented by the Contractor in accordance with the requirements of the particular sport or activity, unless instructed otherwise by the Supervising Officer, in which instance alternative dimensions and requirements shall be supplied to the Contractor.

Section M - Synthetic Surfaces (Including MUGAs)**Identification of marking requirement**

- 66.8 On a date determined by the Supervising Officer the Contractor shall in conjunction with the Supervising Officer inspect all sports facility markings on tarmac, concrete and/or artificial surfacing throughout the Contract Area with the purpose of identifying marking and/or remarking requirements.

Remarking

- 66.9 If so instructed by the Supervising Officer the Contractor shall implement line remarking as directed using approved materials, methods and equipment. Prior to undertaking the remarking operation, the following preparatory work shall be undertaken:
- 66.9.a The length of each line shall be vigorously brushed with a bass or poly bass brush to remove all loose material.
 - 66.9.b All flaking paint or tape shall be removed using wire brushes, or other approved implements, and arisings collected up and taken to an approved tip.
 - 66.9.c Lines should be in a clean condition receptive to the painting operation.

New Markings

- 66.10 If so instructed by the Supervising Officer, the Contractor shall mark new features in locations, colours, and to the dimensions as specified by the Supervising Officer. The marking of new facilities shall be implemented by the Contractor at times and dates determined by the Supervising Officer.

Damage

- 66.11 Rain/Damage: When implementing line marking operations, the Contractor shall ensure that all surfaces to be marked out are dry and the Contractor shall schedule the operation when rain is not imminent. In the event that rain spoils the line marking, then the Contractor shall make good at his own expense. Should a surface or marking be damaged as a result of the Contractor failing to do so, or should any spillage or other such damage occur, the Contractor shall carry out remedial work, at his own cost to the satisfaction of the Supervising Officer.
- 66.12 Damage to lines: The Contractor shall take such actions as are required to prevent lines being walked upon and/or driven over by any vehicle. Should any surface or marking be damaged as a result of the Contractor failing to do so, or should any spillage or other such damage occur, the Contractor shall carry out remedial work, at his own cost, to the satisfaction of the Supervising Officer.
- 66.13 Synthetic Surfaces: The Contractor shall be required to mark or remark lines on synthetic playing and/or safety surfaces. It shall be the Contractor's responsibility to ensure that the materials and his method or working cause no damage to the surface. The Contractor shall therefore liaise closely with the manufacturer of the surface and the Supervising Officer before undertaking any work. In the

Section M - Synthetic Surfaces (Including MUGAs)

event of any damage being caused to the surface as a result of the Contractor failing to do so, then the Contractor shall carry out repairs to the satisfaction of the Supervising Officer all at the Contractor's expense.

66.14 Lubrication

- 66.15 The Contractor shall implement the application of lubricating oil/grease to access gate hinges and the tennis net tensioning mechanism within the tennis court.

Tennis Court Net and Supporting Posts

- 66.16 The Contractor shall be responsible for ensuring that all tennis court nets, supporting posts and sockets are always available on each detailed court throughout the Contract Area and shall make all necessary arrangements to ensure the immediate notification to the Supervising Officer of any shortages so the Supervising Officer can instruct the Contractor to supply replacement parts. The Contractor shall inspect tennis nets, supporting posts and sockets daily and adjust the height of the net in accordance with the Lawn Tennis Association recommendations. In the event of damage, vandalism and/or theft of the net the Contractor shall notify the Supervising Officer immediately. If posts and/or nets and/or sockets are damaged, decayed or missing, the Contractor shall notify the Supervising Officer immediately. If so instructed by the Supervising Officer the Contractor shall supply and install any materials necessary in order to implement the requirements of this specification as may become necessary within 24 hours, and the Contractor shall be paid for the supplier's invoiced amount less any discount for trade/quantity Section T - Supply of Materials refers. The Contractor shall keep an approved log of all the items of equipment that the Contractor has replaced and this shall be made available to the Supervising Officer as required.

Routine Maintenance

- 66.17 Using approved methods and equipment the Contractor shall ensure all tarmac courts and MUGAs are free from weeds, Litter, leaves debris, surface deposits or any other deleterious material at all times. This shall include the sweeping up of loose deposits and/or the removal of stuck down or embedded deposits. The Contractor shall maintain all hard surfaced areas free from weeds and moss using an approved herbicide/moss killer.
- 66.18 The Contractor shall provide tennis court nets, supporting posts and sockets at all times. The Contractor shall inspect tennis nets, supporting posts and sockets daily and adjust the height of the net in accordance with the Lawn Tennis Association recommendations. In the event of damage, vandalism and/or theft of the net the Contractor shall notify the Supervising Officer immediately. If posts and/or nets and/or sockets are damaged, decayed or missing, the Contractor shall notify the Supervising Officer and the Contractor shall supply and install them within twenty four (24) hours and to the Lawn Tennis Association regulations and shall be deemed to have included in his Tender rates for so doing. The Contrac-

Section M- Synthetic Surfaces (Including MUGAs)

tor shall keep an approved log of all the items of equipment that the Contractor has replaced in an agreed location and this shall be made available to the Supervising Officer as required.

Section N - Site Furniture

Section N - Site Furniture

67.0 General Requirements

- 67.1 The Contractor shall be required to carry out the maintenance and repair of seats, benches, and picnic tables, in order to maintain them in a clean, safe, sound condition, suitable for use at all times.
- 67.2 Site furniture shall include all park seats and benches, Litter bins, picnic tables, stiles and bollards in Operational Sites within the Contract Area. Site furniture shall not include a memorial as defined in Clause 72.2.b.
- 67.3 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 67.4 All arisings shall be disposed of in accordance with Clause 23.0.
- 67.5 Cleaning and washing down all parts of Site furniture using an appropriate detergent shall be carried out in accordance with Clause 64.17.

Repairs to Site Furniture

- 67.6 If so instructed by the Supervising Officer the Contractor shall implement work to repair, remove, replace or re-secure items of Site furniture.
- 67.7 Where replacement parts are required these shall be supplied by the manufacturer of the item being repaired and shall be fitted in accordance with the manufacturers instructions. Substitute or alternative parts shall only be fitted subject to the Supervising Officer's prior approval.

Removal

- 67.8 Shall include the unfixing of the part or whole of the specified item. All removed parts shall be thoroughly examined; parts free from damage and/or deterioration shall be retained and refixed. All other parts shall be disposed of.

Replacement

- 67.9 Shall include the fixing of new or of sound used parts. All work shall be implemented in order to ensure that replaced parts are safely and correctly fitted.

Resecure and Restrain

- 67.10 Shall include the adjustment of fixings, nuts, bolts, screws, locking pins, etc., that shall be necessary to ensure that items comply with the manufacturers recommendations and British Standards in respect of tolerances and degree of play.
- 67.11 The Contractor shall maintain a stock of regularly required replacement parts for Site furniture in order to ensure that routine repairs are implemented and completed within seventy two (72) hours of the initial instruction to implement the work.

Maintenance of Site Furniture

- 67.12 The Contractor shall be expected to implement the minimum work necessary at any time during normal working hours to prevent the use of damaged or unsafe items of Site furniture. The Contractor shall notify and inform the Supervising Officer immediately following the implementation of such work. The Contractor shall be deemed to have included within his Tender rates for the implementation of this work.
- 67.13 The Contractor shall ensure the safety of Site furniture and shall include for the removal of unauthorised ropes, nails, screws, timbers and wires and attention to splits, snags, and sharp edges shall include filing, sanding and cutting as appropriate.
- 67.14 The Contractor shall be responsible for the provision, where necessary, the maintenance and subsequent replacements, where required, of all damaged and/or missing Litter bin inserts and the Contractor shall be deemed to have included for this in his Tender rates.
- 67.15 Where replacement Litter bin inserts are required the Contractor shall purchase them from the manufacturer of the Litter bin being maintained and shall fit them in accordance with that manufacturers instructions. Substitute or alternative Litter bin inserts shall only be fitted by the Contractor subject to the Supervising Officer's prior approval.
- 67.16 The Supervising Officer may instruct the Contractor to apply an approved preservative to timber Site furniture using approved methods and equipment. The item of timber shall be properly prepared prior to treatment including sanding down. To ensure the safety of timber play sculptures the Supervising Officer may instruct the Contractor to sand and/or file individual play sculptures to remove any snags and sharp edges as appropriate and the Contractor shall be deemed to have included for this in his Tender rates.
- 67.17 The Supervising Officer may instruct the Contractor to install a sign. The Contractor shall collect the sign from a Site within the Contract Area and shall install the sign in accordance with the manufacturers instructions. The area shall be left in a clean and tidy condition after the installation of the sign. Payment to the Contractor shall be made in accordance with the submitted Daywork Rates.

Section O - Play Areas, BMX and Skate Parks

Section O - Play Areas, BMX and Skate Parks

68.0 General Requirements

- 68.1 Qualifications – The Contractor shall ensure that the Contractor's employees implementing the weekly inspections of Operational Site play areas and play equipment are trained to a minimum of BTEC Level 2 Intermediate Award for Operational Playground Inspections. The Contractor shall ensure that the Contractors employees implementing the annual inspection are trained to BTEC Level 3 Advanced Award Playground Inspection, Operation and Maintenance. The Contractor shall ensure that the Contractors employees implementing play equipment repair and maintenance are qualified to BTEC Level and shall have no less than three (3) years experience of play equipment repair and maintenance.
- 68.2 The Contractor shall ensure that all Operational Site play areas and the play equipment therein are maintained in a safe, clean, use able condition and the Contractor shall implement regular inspections as detailed in accordance with the requirements of this Specification.
- 68.3 All arisings shall be disposed of in accordance with Clause 23.0.
- 68.4 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials. The Contractor shall invoice the Supervising Officer for all replacement play equipment items at cost, supported by a supplier's invoice, and shall be deemed to have allowed for this within his Tender rates.
- 68.5 All Operational Site play areas, play equipment, safety surfacing, fencing, furniture and the surrounding area shall be inspected by the Contractor on no less than one (1) occasion per week Monday to Friday inclusive to ensure that the play area and the play equipment contained therein is fit and safe for use. Where play equipment is found by the Contractor to be unsafe and/or a hazard to users then, the Contractor shall immediately immobilise it and/or render it inaccessible and/or make it safe. The Contractor shall photograph the item(s) of play equipment and shall complete a report which shall be provided with the photograph to the Supervising Officer within four (4) hours of dealing with the subject item(s) of play equipment. If the Contractor is in any doubt of what to do to make an item(s) of play equipment safe and/or effect a suitable repair, then the Contractor shall contact the Supervising Officers immediately and the Supervising Officer shall advise the Contractor how to proceed and the Contractor shall implement the Supervising Officers instructions, the Contractor shall be deemed to have included for so doing in his Tender rates.
- 68.6 During the play area and/or play equipment inspection the Contractor shall pay particular attention to the following general and specific matters: -
- 68.7 The Contractor's inspection of the Operational Site play areas, play equipment, safety surfacing, fencing, Site furniture and the surrounding area shall include all

the elements included in Appendix 1. A list of all current play equipment is attached as Appendix 2.

Play Areas Routine Maintenance

- 68.8 The Contractor shall ensure that when implementing maintenance operations within a Operational Site play area that the Contractor takes particular care to ensure that any glass and/or extraneous materials that have been deposited in the play area and/or on play equipment are removed in order to prevent injury to users of the play area and/or play equipment.

Play Equipment

- 68.9 The Contractor shall implement work to Clean items of play equipment in accordance with one of the following methods:
- 68.9.a Using a cloth and/or nylon or bristle scrubbing brush together with clean water and a domestic detergent;
 - 68.9.b When painting, the paint or other surface treatment finish shall match the existing surrounding unaffected surface.

Safety Surfaces

- 68.10 The Contractor shall implement the maintenance of play area safety surfaces to ensure that the safety surface is maintained in a safe and durable condition and at such times and at such intervals, which shall reduce to a minimum the inconvenience that the implementation of the work could give rise to for users of the play area and/or play equipment.
- 68.11 Play bark safety surfing shall be raked over in order to ensure the uncovering and subsequent removal of all glass and other hazardous extraneous material. During this operation the play bark shall be redistributed to an even level over the whole of the barked area. The Contractor shall take particular care to ensure that play bark is redistributed to the areas of maximum erosion including the areas beneath swings and at the run off to slides.
- 68.12 The Contractor shall fork over the existing play bark to a depth of not less than 300mm over the whole barked area in order to relieve compaction of the play bark surface. Glass and other hazardous extraneous materials shall be removed and the play bark redistributed evenly over the whole barked area.
- 68.13 On three (3) occasions, which shall be immediately following a forking operation implemented during each of the months April, June and August, new play bark shall be spread over the existing barked surface in order to ensure a minimum depth of 300mm (minimum depth 600mm under detailed play equipment). The play bark used by the Contractor shall be supplied by the Contractor and shall be play bark mulch which shall be of a screened play grade type bark and prior approved by the Supervising Officer and shall comply with BS 7188.

Section O - Play Areas, BMX and Skate Parks

- 68.14 The Contractor shall ensure that any surrounding surface within two (2) metres of the boundary of the play area is swept of all Litter, refuse, abandoned waste and other debris on one (1) occasion per week. All arisings shall be removed by the Contractor from the play area for proper disposal.
- 68.15 The play sand surface shall be forked to a depth of not less than 150mm and raked over in order to ensure the uncovering and subsequent removal of all glass and other hazardous extraneous material. During this operation the play sand shall be redistributed to an even level over the whole of the sanded area.
- 68.16 On three (3) occasions which shall be immediately following a forking operation implemented during each of the months April, June and August, or as specified on individual Sites by the Supervising Officer, new play sand shall be spread over existing play sand surface in order to ensure a minimum depth of 300mm (minimum depth 600mm under detailed play equipment). The play sand used by the Contractor shall be supplied by the Contractor and shall be play sand which shall be prior approved by the Supervising Officer.

69.0 Repairs and maintenance of play equipment

- 69.1 The Contractor shall implement the minimum work necessary at any time during normal working hours to prevent the use of damaged or unsafe items of play equipment. The Contractor shall notify and inform the Supervising Officer immediately following the implementation of such work and the Contractor shall be deemed to have included within his Tender rates for so doing.
- 69.2 The Contractor shall implement work to ensure the safety of play equipment and shall include for the removal of unauthorised ropes, nails, screws, timbers and wires and attention to splits, snags and sharp edges shall include filing, sanding and cutting as appropriate.
- 69.3 The Contractor shall ensure that all moving parts, bearings and pivots are lubricated with approved grease or oil. Items provided with grease nipples shall be greased using a high pressure grease gun and sufficient grease shall be used to ensure that clean, fresh grease exudes from the bearing. The Contractor shall allow for all dismantling and replacement necessary to ensure that all necessary parts are properly lubricated. All excess lubricants shall be removed and equipment left clean at completion of the work in order to ensure that the users of the play equipment do not become contaminated with lubricants. All surfaces of the play area and play equipment shall be kept clean and free from all oil and grease spillage.
- 69.4 If so instructed by the Supervising Officer the Contractor shall implement work to repair, remove, replace or resecure items of play equipment.
- 69.5 Where replacement parts are required the Contractor shall purchase them from the manufacturer of the item being repaired and shall fit them in accordance with

that manufacturers instructions. Substitute or alternative parts shall only be fitted subject to the Supervising Officers prior approval.

Removal

- 69.6 Shall include the unfixing of the part or whole of the specified item. All removed parts shall be thoroughly examined; parts free from damage and/or deterioration shall be retained and refixed. All other parts shall be disposed of and/or recycled by the Contractor.

Replace

- 69.7 Shall include the fixing of new or of sound used parts. All work shall be implemented in order to ensure that replaced parts are safely and correctly fitted.

Resecure and Restrain

- 69.8 Shall include the adjustment of fixings, nuts, bolts, screws, locking pins, etc., that shall be necessary to ensure that items comply with the manufacturers recommendations and British Standards.
- 69.9 The Contractor shall maintain a stock of regularly required replacement parts for play equipment in order to ensure that routine repairs are implemented and completed within seventy two (72) hours of the initial instruction to implement work.

70.0 Replacement of Play Bark Surfacing

- 70.1 If so instructed by the Supervising Officer the Contractor shall implement the following work:
- 70.1.a Excavate and remove all existing play bark from the specified area.
 - 70.1.b Excavated play bark shall, unless instructed otherwise by the Supervising Officer, be utilised to mulch areas of permanent planting. Payment in respect of mulching permanent plantings shall be made to the Contractor in accordance with the Schedule of Rates.
 - 70.1.c During excavation and removal care shall be taken to avoid removal of any of barked area substructure or damage to play equipment, Site furniture or the play bark area surrounds.
 - 70.1.d Ensure that the substrate is level and sound, and replace or repair damaged lining beneath barked areas as may be required.
 - 70.1.e Spread new play bark throughout the specified area to a minimum lightly consolidated depth of 300mm (minimum depth 600mm under play equipment.)

71.0 Replacement of Play Sand Surfacing

- 71.1 If so instructed by the Supervising Officer the Contractor shall implement the following work:

Section O - Play Areas, BMX and Skate Parks

- 71.1.a Excavate and remove all existing play sand from the specified area.
- 71.1.b Spread new play sand throughout the specified area to a minimum lightly consolidated depth of 300mm (minimum depth 600mm under detailed play equipment).

Section P - Burial Service

72.0 General Requirements

- 72.1 The Contractor shall implement the Burial Service throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor. The Contractor shall ensure that all grave excavations and/or exhumations are provided in their correct location at the time they are required, in order to ensure that they are in all respects satisfactory for a burial and/or exhumation to proceed.
- 72.2 For the purpose of this Contract, the following definitions shall apply:
- 72.2.a The grave space shall be the area of land within which the grave and/or exhumation is excavated, backfilled and maintained.
- 72.2.b Memorial shall mean any monument, headstone, flat stone, cremation plaque, vase or any other ornament of whatsoever description, place or erected over any grave or vault space.
- 72.3 The Contractor shall ensure that all measures required under or by virtue of the provisions of the Local Authorities Cemeteries Order 1977, are strictly complied with and shall be deemed to have allowed in his Tender rates for doing so.
- 72.4 All grave digging operations shall be carried out in accordance with the Institute of Cemetery and Crematorium Management (ICCM) Code of Safe Working Practice (CSWP) and relevant health and safety legislation, and all documentation contained in the Bereavement Service Cemeteries Procedures (BSCP) and any modification or amendment, of any such Act, EC Directive, Regulation, Code or Guidance thereof.
- 72.5 All the Contractor's employees engaged on burial and/or exhumation shall hold the Cemetery Operatives Training Scheme (COTS) Certificate or City and Guilds National Proficiency Test Council (NPTC) Standard. All other employees of the Contractor engaged on burial and/or exhumation shall hold the Basic (COTS) training certificate. The Contractor shall only engage full time qualified employees on burial and/or exhumations. All the Contractor's employees engaged on the removal and replacement of memorials shall be ICCM trained and certified for memorial moving. All the Contractor's employees engaged on funeral preparation shall have the ICCM certificate for sexton duties training. The Contractor shall seek the permission of the Supervising Officer prior to engaging any employees on burial and/or exhumations that do not possess the qualifications detailed in Clause 72.5. and the Supervising Officer's decision in this regard shall be final.
- 72.6 For guidance purposes only, the Contractor is advised that there are five (5) Operational cemeteries Sites (herein referred to as cemetery and/or cemeteries) throughout the Contract Area. Of these only two (2) have sufficient space for new burials. They are:

Section P - Burial Service

- 72.6.a Greenford Park Cemetery, Windmill Lane, Greenford UB6 9DU
- 72.6.b Hortus Cemetery, Merrick Rd, Southall UB2 4AG
- 72.7 Of these three (3) are for re opening of previously purchased graves:
- 72.7.a Acton Cemetery, Park Royal Rd, Acton W3 6XA
- 72.7.b South Ealing Cemetery, South Ealing Rd, W5 4RH
- 72.7.c Havelock Cemetery, Havelock Rd, Southall UB2 4NT

Conduct and Appearance during Implementation of the Service within Cemeteries

- 72.8 During the implementation of work within cemeteries the following requirements shall apply.
- 72.9 The Contractor shall take full account of the extremely sensitive nature of working within cemeteries and this awareness shall be reflected in the conduct of the Contractor's employees. The Supervising Officer shall bring to the attention of the Contractor any behaviour, which is deemed unacceptable to the Supervising Officer within a cemetery.
- 72.10 All work carried out within the cemetery shall be implemented in such a manner as to demonstrate due respect to the feelings of visitors and relatives of the deceased.
- 72.11 When conducting a funeral party to a grave side the Contractor shall be appropriately dressed as befits the occasion. No high visibility clothing shall be worn by the Contractor whilst accompanying a funeral.
- 72.12 The Contractor shall be suitably clothed at all times whilst working within cemeteries. Suitably clothed shall mean wearing a shirt and trousers, overalls or similar work wear. Any of the Contractor's employees who are informally dressed, bare-chested or wearing shorts shall not be deemed to be suitably dressed by the Supervising Officer.
- 72.13 The Contractor shall not use a radio within the cemeteries and mobile phones, MP3 players and the like shall not be used by the Contractor during a funeral and/or exhumation.
- 72.14 During funerals and/or exhumations all other operations being implemented by the Contractor within the cemetery shall cease until the funeral service is over.
- 72.15 The Contractor shall, as necessary, move and correctly replace vases in order to facilitate maintenance operations and shall be deemed to have made due allowance for so doing in his Tender rates. The Contractor shall ensure that extra care is taken to replace the vases correctly in all respects on the graves from which they were removed.
- 72.16 The Contractor shall ensure that the correct grave space has been identified on site prior to commencing any excavation work in respect to a grave.

- 72.17 The Contractor shall ensure that excavated or partly excavated graves are covered as necessary and in a manner approved by the Supervising Officer in order to ensure that the grave does not constitute a hazard.
- 72.18 The Contractor shall take full account of the nature of funerals and/or exhumations which may often be delayed resulting in lost time, and of cemeteries and in particular the numerous obstructions and settlements within cemeteries, and the consequent disruptive effect these shall have on the implementation of maintenance work. The Contractor shall be deemed to have taken these factors fully into account when pricing his Tender.
- 72.19 The Contractor shall be responsible for selecting and utilising access routes for mechanical excavators and other vehicles in the event that it is necessary to drive these on a grass section, and shall ensure that there is no rutting, compaction or other damage to the surrounding areas. Under no circumstances shall mechanical excavators or other vehicles be driven over a grave. The Contractor shall be responsible for and shall implement the reinstatement, to the Supervising Officer's satisfaction, of all ruts, compaction or other damage caused as a result of gaining access over sections and shall be deemed to have included in his Tender rates for doing so.
- 72.20 In recognition of the wet ground conditions that may exist within the cemetery, the Contractor shall consult the Supervising Officer in the process of allocating certain sections for providing new graves, and the Contractor shall provide and have constantly available for use whenever necessary, an appropriate quantity of metal track way so as to minimise damage to the turf of lawn sections during the course of machine digging and the movement of plant from the roadway to the location of a grave. In the case of the track way, the Contractor shall provide sufficient quantities so as to create a protected access way to each grave. If snow covers the ground, the Contractor shall clear the snow sufficiently to enable safe access for coffin bearers and mourners to and around a grave.
- 72.21 All arisings shall be disposed of in accordance with Clause 23.0 with the exception of floral tributes, which shall not be deposited on any temporary on-site tip throughout the Contract Area. Floral tributes shall be disposed of directly to the Contractor's off-site tip and shall not be re-used or resold in any way or under any circumstances and the Contractor shall be deemed to have made due allowance in his Tender rates for this contingency.

Health and Safety Requirements

- 72.22 The Contractor shall ensure that all his employees engaged on grave digging wear the appropriate personal protective equipment. The Contractor shall ensure that an employee of the Contractor is present in the capacity of a safety person when all grave digging operations are being implemented. The safety person shall remain at ground level and at the grave side to provide any assis-

Section P - Burial Service

tance necessary to the Contractor's employee engaged on the grave digging operation.

- 72.23 The Contractor shall ensure that when a grave and/or exhumation is being excavated shoring shall be installed from a depth of three (3) feet and no less than fifty percent (50%) of the completed grave shall be shored. Shoring shall have eighty (80%) percent of its length and width supporting the sides of the grave. Ladders shall always be used by the Contractor to enter or exit an excavation. If the desired depth is reached before shoring is installed, then only hydraulic shoring shall be used. At no point during the shoring process shall the Contractor's employee engaged on implementing the excavation enter the grave. Common graves if left open shall have the remaining depth close timber shored or hydraulic shoring shall remain in situ ready for the next interment. The excavation of graves by machinery approved by the Supervising Officer shall only be implemented by the Contractor's employees who possess the "Construction Industry Training Bureau" (CITB). Graves shall not be left open by the Contractor except whilst being excavated, boards, tarpaulin and/or a Teleshore box shall be used by the Contractor to cover a completed grave excavation.
- 72.24 The Contractor shall seek instructions from the Supervising Officer before removing a memorial that may be deemed a hazard when a grave is to be excavated by hand on a grave plot that is adjacent to a grave plot that contains a memorial. If following notification by the Supervising Officer a memorial cannot be removed then the memorial shall be safely secured by the Contractor before the grave digging operation begins and the same shall be removed by the Contractor on completion of the funeral service and or when so instructed by the Supervising Officer. The Contractor shall be responsible for any damage sustained to memorials during the grave digging an/or backfilling operation.
- 72.25 Platforms and boxes for soil excavated from a grave shall be constructed by the Contractor in a safe manner and shall be suitable for carrying and containing the weight of the excavated soil. The platform and soil shall be kept a minimum of eighteen (18) inches from the edge of a grave.

Supervised Operations

- 72.26 Graves that are backfilled by a bereaved family shall be supervised by the Contractor and the Contractor's implementation of the backfilling supervision shall be approved by the Supervising Officer. The Contractor shall implement family backfills in accordance with the Cemetery Service Code of Safe Working Practice (CSCSWP).

Working Hours

- 72.27 The Contractor shall implement the Burials service from Monday to Friday and from 07.30 until 17.00. The exceptions to the aforementioned days and times are exhumations and the Contractor's Saturday standby for Muslim funerals. The

Contractor is advised that all Muslim funerals shall be implemented on Saturday and shall be completed by the Contractor by 12.00 noon and the Contractor shall be deemed to have included for this in his Tender rates.

Allocation and Marking out for New Graves

- 72.28 The Contractor shall ensure that all new graves are correctly allocated in consultation with the Supervising Officer. The Contractor shall measure out new graves in accordance with the COTS in order to ensure that further cemeteries burial space is not wasted. Any burial space lost as a result of the Contractor's incorrect allocation of grave space shall be charged to the Contractor at the Council's burial rate for the grave space lost. The Contractor shall place an approved grave marker at the foot end of a new grave upon completion of the backfill.

Administration

- 72.29 The Supervising Officer shall provide the Contractor with the daily details of all the required burials by fax as soon as is practical. The Contractor shall collect the preliminary details of burial and/or all other written instructions daily from the Supervising Officer. The Contractor is advised that this may mean collection of instructions from the Supervising Officers office or from a location in a cemetery. In addition to the daily collection of the Supervising Officers burial details and/or other written instructions the Contractor shall maintain contact throughout the working day with the Supervising Officer. This ongoing daily contact shall enable the Supervising Officer to provide the Contractor with further ongoing instructions in respect of a burial.
- 72.30 Should a Muslim burial be required following the Contractor's collection of the Supervising Officer's daily burial instructions as detailed in Clause 72.29, then the Supervising Officer shall further advise the Contractor of the Supervising Officers additional daily burial requirements and the Contractor shall implement additional burials in order to ensure that the funeral can be implemented within twenty four (24) hours. This Clause 72.30 shall exclude the requirement for the Contractor to implement the burial on a Sunday, or on the English Bank Holidays of Christmas Day and Boxing Day.
- 72.31 The Contractor shall ensure that all graves and/or exhumations (and the subsequent funeral and/or attendance at an exhumation) are excavated and attended by the Contractor in the strict order, date and time as instructed by the Supervising Officer.
- 72.32 The Contractor is advised that all re-open graves shall have a copy of the sectional map attached to the preliminary booking form.
- 72.33 The Contractor shall be responsible for completing an Interment Record Form (IRF) (Appendix 3) for all burials other than for the burial of cremated remains. The Contractor shall provide the IRF to the Supervising Officer on completion of the funeral.

Section P - Burial Service

- 72.34 The Contractor shall collect the Disposal Certificate from the funeral director before a funeral service begins. The Contractor shall confirm that the name on the certificate is the same as the nameplate on the coffin. Should the Disposal Certificate not be provided or if the surname differs then the Contractor shall contact the Supervising Officer immediately for further instructions.
- 72.35 The Contractor shall provide the references for all new graves. The references shall include:
- 72.35.a Grave number
 - 72.35.b Section name
 - 72.35.c Row number
 - 72.35.d Compass Points for the adjacent grave and that of the grave in the previous row
- 72.36 The Contractor is advised that the Supervising Officer shall provide a sample of six graves drawn on the blue copy of the preliminary booking form. The following is an example for G10/17 and is on section S/21 in row 4. The references to locate G10/17 are: 4' South of G87/206 and 2' W of G10/23

Table 14 Example of grave positioning

No grave	G10/17*	G87/206
G87/126	G10/23	G06/155

North

- 72.37 The Contractor shall collect instructions daily from the Supervising Officer and shall deliver them to the appropriate cemetery for implementation. Under normal circumstances the Supervising Officer shall give the Contractor a maximum of 4 working days notice prior to a funeral, except for a Muslim funeral that may be required for implementation within no more than four (4) hours notice. The Contractor is advised that when a funeral is booked with the Supervising Officer the information is entered onto a preliminary booking form. The yellow copy is the property of the Council and retained by the Supervising Officer. The blue copy of the preliminary booking form is issued to the Contractor and is then returned to the Supervising Officer by the Contractor following the funeral. The blue copy of the preliminary booking form shall be considered as an instruction to the Contractor from the Supervising Officer and is to be acted upon immediately. If the coffin size is not available at the time of booking then this shall be faxed to the Contractor by the Supervising Officer as soon as it becomes available. The Contractor shall return the disposal form by hand to the Supervising Officer on the day following a funeral.

- 72.38 As there is a legal requirement for the disposal certificate to be returned to the Councils Registrar within ninety six (96) hours of a burial, the Contractor shall ensure that there is no delay in delivering the form to the Supervising Officer. Any receipts for deeds that accompany the disposal certificate shall be returned to the Supervising Officer duly completed by the Contractor at the same time as the disposal certificates, in addition to any other papers, e.g. the minister's forms, maintenance instructions, enquiries, receipts.

Points of Doubt or Difficulty

- 72.39 If the Contractor encounters any points of doubt or difficulty during the implementation of the Burial Service, then, with the exception of routine maintenance operations implemented in accordance with Clauses 72.47 and 72.28, the Contractor shall immediately contact the Supervising Officer in order to clarify the matter before proceeding with the Burial Service.
- 72.40 Points of doubt or difficulty in respect of Clauses 72.47 and 72.28 and other routine grounds maintenance matters such as work to grass, plantings or trees, shall also be referred to the Supervising Officer.

Commencement and Completion of Service

- 72.41 The Contractor shall identify the correct grave in accordance with Clause 72.16. prior to digging a grave.
- 72.42 The Contractor shall prepare a grave for the time and date specified by the Supervising Officer and in accordance with the procedures detailed in the BSCP. In the event that a grave is to be prepared within twenty four (24) hours then as an exception from the requirement that written instructions shall be to the Contractor by the Supervising Officer prior to work being implemented, then the Supervising Officer shall give verbal instructions to the Contractor which shall be confirmed in writing by the Supervising Officer within one (1) working day.
- 72.43 The Contractor shall complete all work relating to the backfilling of the grave on the day of interment.

Rectification and Remedial Work

- 72.44 The Contractor shall contact the Supervising Officer immediately at the time of a burial in the event of an emergency due to a collapsed grave, a trapped coffin, and/or in the absence of bearers. Should a burial be the subject of any of the aforementioned events then the Contractor shall be available to attend the grave Site within thirty (30) minutes, in order to safely deal with the event and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

Section P - Burial Service

Failure to Complete Grave On Time

- 72.45 Without prejudice to the Conditions of Contract, should the Contractor (having received full instructions from the Supervising Officer to prepare a grave) fail to carry out and/or allow the funeral to be carried out by the time and date fixed, then the Contractor shall be responsible for all costs incurred by the Supervising Officer and all compensation agreed between the Supervising Officer and the relatives of the deceased.

Re-Opening of Wrong Grave Prior to Burial

- 72.46 Without prejudice to the Conditions of Contract, should the Contractor (having received full instructions from the Supervising Officer to prepare a grave) fail to re-open the correct grave then the Contractor shall remedy the error at his own expense and in such time period as determined by the Supervising Officer. The Contractor shall locate and dig the correct grave and shall backfill, compact and make good the incorrect grave all to the complete satisfaction of the Supervising Officer. The Contractor shall not leave the cemetery until all the remedial work has been rectified to the complete satisfaction of the Supervising Officer.

Locating Graves for Burials

- 72.47 The Contractor shall not use the inscription on a headstone to locate a grave. Should the Contractor have any doubt as to the validation of a grave space then the Contractor shall immediately seek advice from the Supervising Officer.

Shallow Depth Grave Policy (SDGP)

- 72.48 The Contractor shall at all times adhere to the Shallow Depth Grave Policy (SDGP) and Local Authorities Cemeteries Order 1977 (LACO) in respect of depths of burials and the protection of previously buried remains. The Contractor shall notify the Supervising Officer of all Shallow Depth Grave that the Contractor encounters when implementing the Burial Service.

Muslim Graves

- 72.49 In order to ensure that Muslim burials can take place in the event of an emergency burial, the Contractor shall ensure that two spare excavated grave spaces are always available for interment at all times in all Muslim sections within the cemetery. The locations shall be as agreed between the Supervising Officer and the Contractor.

Memorial Removal for the Re-Opening of Graves

- 72.50 The Contractor shall be responsible for the removal and return of all memorials prior to and following a funeral, and the Contractor shall be deemed to have made due allowance in his Tender rates for so doing. Memorial stones that are removed to erect soil boxes and/or to access a grave shall be returned within

forty eight (48) hours of the completion of a funeral. Memorial defects and/or damage shall be reported to the Supervising Officer and a digital photograph of a memorial defect and/or damage shall be provided by the Contractor to the Supervising Officer when required by the Supervising Officer. The Contractor shall be responsible for any damage caused during the removal and/or return of a memorial.

Grave Digging and Grave Excavations

- 72.51 The Contractor shall provide all grave digging equipment, tools and grave management materials (i.e. boards, shoring, webbing, artificial grass matting, ladders, metal track-way) necessary for grave digging and related operations. All grave digging equipment shall be kept clean and in a serviceable condition, all to the satisfaction of the Supervising Officer. All tools, grave digging equipment and materials retained on a cemetery while in use by the Contractor shall be stored away at the end of each day in a safe and tidy manner and in a location approved by the Supervising Officer. All grave digging equipment not in use by the Contractor shall be stored securely in the Contractor's Depot.
- 72.52 The Contractor is advised that three (3) lengths of appropriate webbing are to be made available by the Contractor for each interment. Adult webbing is dark and three inches (3) wide. Infant webbing is White and two inches (2) wide. All webbing shall be Cleaned for every funeral and shall have no frayed and/or torn edges. The grass matting provided at each interment shall be clean, free from marks and/or contaminants and dry; it shall not be ripped or frayed. The Contractor shall ensure that matting is stored inside in dry conditions and folded to maintain a good appearance when used at a funeral. The Contractor shall be required to provide each interment with a wooden soil box made of good quality chipboard, and a writing pen for use by the clergy during the course of the funeral.
- 72.53 Mechanical excavators used by the Contractor for grave excavations shall not exceed 3000kg unladen weight and shall be suitable for implementing excavation in confined spaces. The Contractor shall take full account of the numerous obstructions that shall be found and the nature of the cemetery when using mechanical excavators. The Contractor shall have two working mechanical pumps available at all times to ensure that the Contractor maintains the grave space free from water prior to a funeral.
- 72.54 Graves shall be excavated by the methods detailed in Table 15.

Table 15 Grave Digging and Grave Excavations

Grave Type	Method
Exhumation	By hand digging ONLY

Section P - Burial Service

Table 15 Grave Digging and Grave Excavations (continued)

Grave Type	Method
Re-open Graves	By hand digging ONLY
Cremated Remains Graves	By hand digging ONLY
New Graves	By hand digging OR by mechanical excavation in accordance with the Supervising Officer's instructions

72.55 Grave interment depths shall be excavated in accordance with Table 16:

Table 16 Grave Interment Depths

Grave Type	Depth
New / Re-Open for 1	5 feet
New / Re-Open for 2	7 feet
New / Re-Open for 3	9 feet
Re-Open for 4	11 feet
Cremated Remains Burial in Grave	12 inches down and 24 inches under
Cremation Plot	2 feet
Infant Community	3 feet
Infant Private Grave	5 feet

72.56 Should ground conditions deteriorate, and to avoid damage to areas surrounding new graves, the Supervising Officer may require the Contractor to hand dig all new graves (apart from Muslim graves); and this requirement shall be implemented by the Contractor within two (2) working days of such an instruction from the Supervising Officer.

72.57 The Contractor shall remove any plantings or other materials upon the grave prior to commencing excavations and shall place them neatly and discreetly to the edge of the working area or in accordance with any other specific requirements of the Supervising Officer. If plantings or materials are deemed inappropriate to re-plant and/or replace then the Contractor shall refer to the Supervising Officer for clarification on how to proceed. If the Supervising Officer considers that the plantings and/or materials are unsuitable for replanting and/or replacing then the plantings shall be left to one side of the grave space and if not replaced and/or replanted upon the grave by the bereaved family within ten (10) working

Section P - Burial Service

days then the plants or materials shall be removed and disposed of by the Contractor.

- 72.58 The Contractor shall ensure that sufficient staging is always placed upon the ground prior to commencing the excavation of a grave and shall ensure that all the excavated spoil is placed on the staging. All spoil shall be placed in a single heap and shall be no closer to the grave being excavated than eighteen (18) inches.
- 72.59 The removal of memorials for re-opening and access shall be carried out by the Contractor as part of burial works, and such removal shall be carried out by the Contractor in accordance with the training provided by the Institute of Cemetery and Crematorium Management (ICCM) and is part of the Cemeteries Operative Training Scheme (COTS). The Supervising Officer shall not allow the work referred to in this Clause 72.59 to be undertaken by any of the Contractors operatives who have not been trained in COTS. For guidance purposes only the Contractor is advised that the standard memorial is 6 feet 6 inches by 26 inches with a reinforced 4 inch concrete base. The overall height is 48 inches or 56 inches with a cross. The Contractor shall not be expected to move Monoliths and/or columns nor anything oversized or with a granite landing. The Contractor shall notify the Supervising Officer immediately in the event that a memorial cannot be moved and/or if there is a danger that the memorial (as a result of the memorials visible wear and tear) may be damaged if the memorial is moved by the Contractor.

Protection of Adjoining Graves

- 72.60 The Contractor shall ensure that whenever possible the spoil from a grave is placed on an unused grave space in preference to those which have been buried in. The Contractor shall ensure that by using staging the memorial and/or plants are not stained or damaged in any way.
- 72.61 The Contractor shall ensure that sufficient staging is placed upon the ground and that all the excavated spoil is placed on the staging.

Shoring

- 72.62 As a grave is excavated the Contractor shall provide and install shoring of a type approved by the Supervising Officer. Shoring shall be in accordance with the requirements of the Construction (General Provisions) Regulations 1961 and shall be provided in order to ensure the safety of the Contractor's employees digging the grave and to ensure that the grave is suitable for its purpose.
- 72.63 The Contractor shall make due allowance during the excavation of the grave for installing shoring and shall ensure that the grave is sufficiently large to accommodate the coffin and its handles.
- 72.64 The Contractor shall ensure that the bottom of the grave is level.

Section P - Burial Service

- 72.65 The Contractor shall ensure that upon completion of digging the grave, the grave space is covered in order to ensure that it is safe in accordance with Clause 72.17.
- 72.66 The Contractor shall ensure that only sufficient spoil (which shall not include top-soil) shall be disposed of and the Contractor shall take account of the volume of the coffin to be buried as part of the spoil disposal.
- 72.67 The Contractor shall accept that the size of a grave might have to be altered during the initial digging operation and/or following completion of the grave. The Contractor shall however alter the excavation as necessary to accommodate a revised size regardless of when the request arises. For guidance purposes only the average grave excavation is approximately seven (7) feet six (6) inches in length and thirty (30) inches in width. On completion of the excavation, the grave shall be covered with walk boards, tarpaulin and a Teleshore box to ensure that it is secure from external intervention until the funeral.

Funeral Preparation

- 72.68 The Contractor shall prepare and present all completed graves to ICCM standards. Graves shall be completed at least one (1) hour before a funeral is expected.
- 72.69 All tools shall be removed and the area shall be made tidy prior to the start of the grave side service. Paths or roads in the area of the grave shall be swept before the funeral cortege arrives.
- 72.70 If water is coming in to a grave and a water pump is required to remove the water it shall be removed from the grave side prior to the service starting.
- 72.71 The Contractor shall identify the most convenient and safe access route to the grave for the funeral party and shall assist mourners to the grave space.
- 72.72 The Contractor shall ensure that the route and precincts of the grave are cleared of any obstructions.
- 72.73 If the access route is wet or muddy then track way or matting shall be laid.
- 72.74 The Contractor shall identify the head end of the grave to be buried.
- 72.75 The Contractor shall remain throughout the committal at a discreet distance but near enough to be of assistance if required.
- 72.76 When an interment takes place within an area of low frequency grass cutting, the Contractor shall cut an area of grass the day prior to the funeral in order to enable access for the coffin bearers and mourners to and around the grave. The grass shall be cut to a height not exceeding 70mm.
- 72.77 The Contractor shall place a platform around the excavation which shall consist of head and foot end boards and four (4) x walk boards two (2) on each side of the excavation.

Section P - Burial Service

- 72.78 Grass matting shall be provided by the Contractor to cover the spoil, box and platform, matting shall also be draped down all walls of the grave covering any shoring. Grass matting that covers the platform shall be secured and folded identifying any steps to prevent any trips or falls by mourners.
- 72.79 The bottom of the grave shall be dressed with bark mulch if wet. Two (2) clean put logs of suitable length shall be placed across the excavation.
- 72.80 Three (3) clean suitable length webs shall be placed across the excavation.
- 72.81 A small soil box containing fine grade topsoil shall be supplied by the Contractor to make a token sprinkling.
- 72.82 Three (3) clean shovels shall be supplied by the Contractor to be made immediately available if required by mourners.
- 72.83 The Contractor shall liaise with the funeral director before any backfilling of the grave commences.
- 72.84 The Contractor shall not proceed with a standard backfill until all the mourners have left the grave Site.

Backfilling and Associated Operations

- 72.85 Shoring shall be removed in accordance with health and safety guidelines, and the backfilling shall begin in a manner that shall not damage the coffin.
- 72.86 During backfilling the soil shall be thoroughly consolidated every eighteen (18) inches. The last eighteen (18) inches shall be backfilled using the topsoil set aside from digging the grave.
- 72.87 On completion of the backfilling operation, the spoil, minus that for disposal shall be mounded upon the grave to a height not exceeding eighteen (18) inches.
- 72.88 All graves shall be backfilled and shall not be left open overnight for any reason.
- 72.89 Wreaths and all other floral tributes shall be arranged neatly upon the mound and grave space.
- 72.90 If a temporary wooden cross has been supplied then the Contractor shall place this at securely at the head end of the grave.
- 72.91 The adjoining area shall be cleared of all spoil and, together with the grave, left in a neat and tidy condition. This shall include raking and sweeping where necessary.
- 72.92 Memorials on adjacent graves shall be thoroughly Cleaned in the event that they have become contaminated by spoil.
- 72.93 The Contractor shall check the grave and place the grave identification marker centrally at the foot of the grave, the Interment record can then be completed signed off and provided by the Contractor to the Supervising Officer who shall then inspect the grave for completion to the Specification.

Section P - Burial Service

73.0 Grave Reinstatement

- 73.1 For a period of twelve (12) months following the backfilling of any grave the Contractor shall include in his Tender rates for and shall implement the following work in respect of grave reinstatement.
- 73.2 If during a period of sixteen (16) weeks following the backfilling of the grave, any part of the mounded soil settles by more than four (4) inches then the soil shall be redistributed as necessary in order to remove hollows and to maintain the grave in a neat and hazard free condition.
- 73.3 The Contractor may use stock piled spoil from previously dug graves to top up new sunken graves, but only to ground level, approved topsoil shall be used above ground level.
- 73.4 After twelve (12) months following the backfilling of any grave and if so instructed by the Supervising Officer, the Contractor shall implement the following work in order to reinstate the grave to the general level of the surrounding areas.
- 73.5 The grave shall be filled using approved topsoil, which shall be graded and levelled, lightly consolidated and cultivated to produce a true and even surface free from depressions and undulations.
- 73.6 Where the grave is to be re-turfed the soil shall be finished at a level below the existing ground level sufficient to accommodate the turf and the existing turf shall be replaced.
- 73.7 Where the grave is not to be turfed then the edges of the soiled area shall marry into the surrounding existing grass area. All stones exceeding one (1) inch in any direction together with all weeds, roots and other extraneous materials shall be removed.
- 73.8 During the removal of weeds and other arising the Contractor shall ensure that the minimal removal of soil takes place.
- 73.9 Chemical weed control shall only be implemented by the Contractor with the prior approval of the Supervising Officer.

74.0 Exhumations

Exhumations

- 74.1 The removal of remains shall take place strictly in accordance with the conditions of the licence issued by the Home Office or Bishop's Faculty. The Contractor is advised that the actual exhumation shall, in accordance with Home Office instructions, take place outside normal cemetery working hours. The Service shall be implemented in a manner to ensure that the coffin or other container, and remains, are removed without causing unnecessary disturbance. During the exhumation the Contractor shall ensure that he provides adequate protective clothing.

Exhumation of Cremated Remains

- 74.2 The Contractor shall excavate and exhume cremated remains in the presence of the Supervising Officer. Excavations shall be in accordance with the CSCSWP and grave digging specification. The re-interment, where required, and the back-filling of the grave shall be implemented in accordance with Clause 73.0.

Exhumation of Full Earthen Burial

- 74.3 The Contractor shall produce a method statement and risk assessment report for the Supervising Officers approval seven (7) days prior to commencing the exhumation.
- 74.4 The Contractor shall provide and securely erect screens of a height and quality that shall prevent the exhumation and re-coffining being seen or watched by any casual observer.
- 74.5 Before starting the exhumation the Contractor shall provide at the Site of the work a suitable disinfectant solution for application during the exhumation.
- 74.6 Excavation shall be implemented by the Contractor in accordance with the CSCSWP.
- 74.7 Disinfectant shall be liberally applied in and around the area of the exhumation and any offensive soil excavated and repeated each time that offensive soil is exposed or disturbed.
- 74.8 The Contractor shall place sufficient approved webs beneath the coffin for it to be raised.
- 74.9 The raising of the coffin shall only proceed in the presence of an Environmental Health Officer and the Supervising Officer.
- 74.10 The Contractor shall remove the coffin from the grave without causing any unnecessary damage to the coffin.

Multiple Exhumations

- 74.11 In the event that the coffin to be exhumed lies beneath one or more coffins, the overlying coffins shall be removed in accordance with the above Clause.
- 74.12 Once removed, any coffin that shall be re-interred in the grave shall be placed on and covered with sheets and kept inside the screened area.
- 74.13 The Contractor shall carefully identify each coffin taken from the grave and the order in which it was exhumed to enable him to replace them in the correct order.
- 74.14 Excavation shall continue in order to expose lower coffins as necessary and all in accordance with the specifications.
- 74.15 Having exhumed the body named in the licence, other coffins shall be replaced in their correct order, with a minimum of six (6) inches of carefully consolidated soil between.

Section P - Burial Service

- 74.16 Immediately following exhumation the Contractor shall transport the coffin either to a new grave within the cemetery, using transport approved by the Supervising Officer or to alternative transport provided by others for removal from the cemetery.
- 74.17 Any re-interment and backfilling shall be implemented in accordance with the specifications for backfilling and associated operations.
- 74.18 All tools and equipment are to be removed to the Contractor's Depot and Cleaned with water and disinfectant.
- 74.19 Rubber boots and rubber gloves shall be thoroughly washed with water and disinfectant.
- 74.20 All other disposable protective clothing shall be placed in clinical waste bags, sealed and left for a special collection the same morning which shall be organised and implemented by the Contractor.
- 74.21 Anyone involved in lifting who is not wearing rubber boots shall clean and disinfect their footwear.
- 74.22 The Contractor's employees who actively participated in the exhumation shall shower and change clothing when the exhumation has been completed.

75.0 Planting and Maintenance Graves

- 75.1 There are approximately seventy (70) graves across the five cemeteries that are planted with seasonal bedding plants twice per year. The graves shall receive attention seventeen (17) times per year, during the months of May to September and once (1) per month from October to April. Prior to planting an additional grave, topsoil, provided by the Contractor shall be spread evenly over the grave to a depth of six (6) inches. Graves shall be cleared of previous plantings, weeds and debris. Grave space personal items or floral tributes shall be removed and replaced by the Contractor on completion of the works.
- 75.2 The soil edges of the grave shall be pushed back and sloped at forty five (45) degrees. All turf edges of the grave shall be cut at an angle of sixty five (65) degrees to the horizontal sloping away from the grave using a half moon edging iron and string lines if necessary. All arising are to be removed from the Site to an approved tip.
- 75.3 Once cleared the grave shall be forked over and stones larger than one (1) inch shall be removed, if necessary, topsoil shall be added.
- 75.4 Prior to planting spring bedding, compost or manure shall be incorporated into the soil. Industry approved water retention gel shall be incorporated into the soil at the manufacturer's recommended rate of application.
- 75.5 All weeds shall be removed from soil areas by hand, hoeing or forking out and the Contractor shall ensure that any permanent planting or seasonal bedding

Section P - Burial Service

within the grave is not damaged or rendered unstable during the implementation of weeding.

- 75.6 Hand weeding and forking out shall include the careful and thorough removal of the roots of perennial weeds. Following the removal of weeds the soil shall be lightly cultivated with a hoe in order to remove footprints and create an even tilted appearance free from depressions.
- 75.7 The grass immediately surrounding the grave shall be trimmed.
- 75.8 Watering shall be carried out as necessary by the Contractor in order to keep plants in a healthy condition.

Section Q - Ponds and Watercourses

Section Q - Ponds and Watercourses

76.0 General Requirements

- 76.1 The Contractor shall implement the maintenance of all detailed ponds throughout the Contract Area in accordance with the requirements of this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor. All operations shall be carried out in such a manner so as not to disturb wildlife, fish, nesting birds and wildfowl and so as not to damage any aquatic vegetation.
- 76.2 The Contractor shall carry out all maintenance operations giving due regard to Section 22 of the Water Act 1973 (as amended by Section 48 of the Wildlife and Countryside Act 1981). Under no circumstances shall pesticides, fuel, fertilisers, lubricating oil, hydraulic fluids or other materials used by the Contractor be allowed to leak or spill into ditches and/or water courses. The Contractor shall be held fully responsible for any such pollution incidents if incidents are shown to be caused by the Contractor's actions.
- 76.3 Where operations involve the removal of Waste, debris, refuse, Litter and any other deleterious matter from any water feature, the Contractor unless otherwise instructed leave that material on the edge of the feature for a minimum of twenty four (24) hours, but under no circumstances no more than two (2) days, so that wildlife within the material can migrate back into the water. Adequate barriers and warning signs shall be provided during work, including associated reinstatement, in order to protect members of the public and to ensure that no obstructions are left which may cause a hazard.

Definitions

- 76.3.a Pond shall include informal, natural, semi-natural and ornamental water features.
- 76.3.b Watercourse shall include ditches, streams, swales and marsh areas.
- 76.4 With the exception of the operations detailed in Clause 78.0, all work to ponds and watercourses shall be implemented without draining down the ponds or in any way altering the normal water level within the pond or watercourse unless specifically instructed otherwise by the Supervising Officer.
- 76.5 During work to ponds the Contractor shall ensure that clay linings or artificial linings are not damaged.
- 76.6 The Contractor shall be deemed to have included in his Tender rates sums to cover for the provision of a boat, waders and other devices that shall be necessary for the implementation of work in ponds and watercourses.
- 76.7 All arisings shall be disposed of in accordance with Clause 23.0.
- 76.8 The Contractor shall advise the Supervising Officer immediately of the following:

- 76.8.a any damage to silt or rubbish traps, pipes, sluice gates or weirs observed during the implementation of maintenance work;
- 76.8.b any mechanical or electrical failure to a fountain.
- 76.9 The Contractor shall implement work to ponds and watercourses which are not detailed within the Specification. The work shall include the removal of silt and mud by hand and/or approved mechanical methods, and the removal and disposal of general rubbish and other arisings. All such work shall be implemented when instructed by the Supervising Officer and shall be paid for in accordance with the Contractor's Daywork Rates.

77.0 Routine Maintenance

Clearance of Arisings

- 77.1 During the implementation of Litter collection from detailed Sites in accordance with Clause 64.2, the Contractor shall ensure that the following work is implemented.
- 77.2 All Litter and General Debris (Clause 64.2 refers) shall be removed from ponds and watercourses.
- 77.3 In order to prevent flooding all branches or other unsecured vegetation that may impede the flow of water shall be removed from ponds and watercourses.
- 77.4 In order to prevent the blockage or silting up of the water intake or nozzles of a fountain, all vegetation, silt and other extraneous materials shall be removed.

78.0 Ornamental Ponds

- 78.1 On one (1) occasion during the period October to November each year the Contractor shall implement the following work.
 - 78.1.a Clear the current year's growth of plants and/or any other deleterious material or growth located within the pond.
 - 78.1.b Remove all accumulated silt, general rubbish, debris and any other extraneous material from the whole of the bottom of the pond and from any pipes, silt traps or other inlets or outlets to the pond.
 - 78.1.c Allow for draining down by existing available outlet pipe or by pumping if necessary prior to implementing the work Operational in Clause 78.1.b, and subsequently refilling the pond with clean water on completion of the removal of silt and similar.
- 78.2 On two (2) occasions per week throughout the year the Contractor shall implement the following work.
- 78.3 Remove all Litter, general rubbish, General Debris and any other extraneous material on or in the pond.
 - 78.3.a All work shall be completed by the Contractor before 10.00.

Section Q - Ponds and Watercourses**79.0 Natural and Semi-natural Ponds**

- 79.1 During the period September to February the Contractor shall implement the following work.
- 79.2 Using shears, scythes or other methods approved by the Supervising Officer the Contractor shall clear the current year's growth of herbaceous plants growing around and within the margins of the pond. Plants growing within the water (e.g. Reed and Reed Mace) shall be cut down to surface water level, herbaceous plants growing within the bank shall be cut down to ground level or above the rhizome or stool as is applicable to the species.
- 79.3 If so instructed by the Supervising Officer the Contractor shall cut unwanted rhizomes with a spade. Arisings are to be left for twenty four (24) hours, but no more than two (2) days to allow invertebrates to get back into the water.
- 79.4 The Contractor shall ensure that the cut plant material is removed from the water as work proceeds and not allowed to float off to collect at other areas of the pond.
- 79.5 The Contractor shall remove all accumulated silt, general rubbish and other extraneous material from any silt or rubbish trap or other inlet or outlet pipes around the margins of the pond.
- 79.6 The Contractor shall only undertake this work using a pair or pairs of the Contractor's employees and a Banksman is required at all times. The Banksman shall have immediate access to a lifeline and shall be able to use it proficiently. All the Contractor's employees shall be made aware of Weil's disease by the Contractor and shall take all necessary precautions including the wearing of gloves and waist high waders at all times. No work is to be started unless previously agreed with the Supervising Officer who may wish to supervise the work.

Watercourses

- 79.7 During the period October to February the Contractor shall implement the following work.
 - 79.7.a Using shears, scythes or other methods approved by the Supervising Officer the Contractor shall clear the current year's growth of herbaceous plants growing around and within the watercourse. Plants growing within the water shall be cut down to surface water level, herbaceous plants growing within the bank shall be cut down to ground level or above the rhizome or stool as is applicable to the species.
 - 79.7.b The Contractor shall ensure that the cut plant material is removed from the water as work proceeds and not allowed to float off to collect at other areas of the watercourse.
 - 79.7.c Remove all accumulated silt, general rubbish, Litter, leaves and any other extraneous material and/or vegetation from any silt or rubbish trap or other inlet or outlet pipes around the margins of the watercourse.

Section Q - Ponds and Watercourses

- 79.8 On two (2) occasions per week throughout the year the Contractor shall implement the following work such that the watercourse is aesthetically pleasing and wholly functional.
- 79.9 Remove all Litter, general rubbish, General Debris and any other extraneous material on or in the watercourse.
- 79.9.a All pipe entries and exits to and from ditches shall be cleared to allow uninhibited passage of water at all times and blockages within pipe runs shall be relieved immediately using approved methods and equipment.
- 79.10 If so instructed by the Supervising Officer the Contractor shall implement the following work.
 - 79.10.a Remove silt by approved hand and/or mechanical excavation and spread the excavated material evenly on the specified area adjacent to and within 2m of the ditch; or
 - 79.10.b Implement excavation by hand or mechanical equipment in order to make good damaged or obstructed sections of the ditch or stream. Unless instructed otherwise by the Supervising Officer the arisings shall be disposed of. On completion of excavations the ditch or stream shall be left with a uniform cross-section generally matching in all respects the adjacent unexcavated sections and shall have an even gradient to the inverts, the finished levels of which shall not cause impediment of the water flow along the ditch.
 - 79.10.c Remove accumulated vegetation and dispose of.
 - 79.10.d Drainage pipes shall be cleared of silt or other debris by rodding or pressure jetting.
 - 79.10.e Unless instructed otherwise by the Supervising Officer during the implementation of work to ditches and streams, natural features such as weirs and stepping-stones shall be retained.

Section R - Special Events**Section R - Special Events****80.0 General requirements**

- 80.1 The Contractor is advised that during the year Operational Sites throughout the Contract Area are periodically used by the Council and other bodies authorised and licensed by the Council to stage Special Events, shows and entertainments. Special Events include:- regularly (usually annually) held events which take place at specific venues and on specific dates or occasions each year, occasional events which may be held, infrequently, irregularly, at several venues at one time, at no regular venue.
- 80.2 Special events shall include those listed in Table 17

Table 17 List of Special Events

London in Bloom
Ealing in Bloom
Green Flag
Funfairs and circus
Fayres and fetes
Music in the Park
Firework nights
Play schemes
Sports tournaments – e.g. football, baseball, rugby
Visit by Dignitary
Park landscape development openings

- 80.3 Special Events shall require the Contractor to: -
- 80.3.a adjust scheduled maintenance to meet event dates;
 - 80.3.b implement additional work to prepare for events;
 - 80.3.c work and attend during the event; and
 - 80.3.d reinstate after the event.
- 80.4 Where a Special Event is fixed a year in advance, then the Supervising Officer shall provide a programme of events for the following year. This programme shall not be definitive as there may be a requirement for other special events throughout the year. The Council shall give as much notice as possible to the

Section R - Special Events

Contractor, and not less than three weeks notice, regarding the actual dates and requirements of the Supervising Officer.

- 80.5 The Contractor shall implement work specifically required in respect of Special Events in accordance with the instructions issued to the Contractor by the Supervising Officer.
- 80.6 The Contractor shall adapt his routine scheduled maintenance work to ensure areas used for events are fully prepared in accordance with the maintenance schedule for that area.
- 80.7 The Contractor shall provide labour and equipment to prepare and renovate event Sites ensuring that resources are not diverted from the routine work of this Contract in such a way that would cause a lowering of Specification standards. The Supervising Officer shall approve any diversion of resources from the main maintenance programme to Special Event work.
- 80.8 The Contractor shall attend briefing meetings with the Supervising Officer and private event organisers as required to determine and agree the work schedule for event preparation.
- 80.9 When required, the Contractor shall undertake the clearance of Litter and other arisings after the event and shall reinstate areas as soon as possible and/or to the dates required by the Supervising Officer.
- 80.10 The Contractor shall be required to adapt to unexpected changes in the specification supplied by the Supervising Officer/Event organisers. The Supervising Officer shall attempt to minimise any such change to the Contractor's programme but provides no guarantee to the Contractor that the size and scale of change that may be required shall not disrupt the Contractor's programme.
- 80.11 The Supervising Officer and the Contractor shall negotiate the sum payable depending upon the amount of work involved and the sum shall be based upon Daywork Rates and other submitted Tender rates as the Supervising Officer considers applicable.

Preparatory Work Required for Special Events

- 80.12 If so instructed by the Supervising Officer the Contractor shall implement the appropriate work in accordance with the following details.

Arisings

- 80.13 All arisings shall be disposed of in accordance with 23.0.

Grass cutting

- 80.14 Grass cutting shall be implemented with Section B - Grass Cutting.

Section R - Special Events**Line Marking**

- 80.15 Line Marking, whether of sports pitch layouts or of other specific line marking requirements, shall be implemented in accordance with 37.0.

Goal Posts and Sockets

- 80.16 Sockets shall be installed in accordance with Clause 44.0
- 80.17 Goal Posts shall be transported and erected in accordance with 44.0.

Work to Plantings

- 80.18 If so instructed by the Supervising Officer the Contractor shall implement specified work to plantings in accordance with Series Section E - Permanent Plantings, Section F - Seasonal Bedding Displays and Section H - Hedges.

Fencing

- 80.19 If required by the Supervising Officer the Contractor shall supply and erect fencing in accordance with Section X - Fencing.

Sweeping and Litter

- 80.20 Cleansing operations shall be implemented in accordance with Series Section K - Cleansing.

Materials

- 80.21 All materials shall be supplied in accordance with Section T - Supply of Materials.

Work Arising Following Special Events

- 80.22 If so instructed by the Supervising Officer the Contractor shall implement the appropriate work in accordance with the following details.

Arisings

- 80.23 All arisings shall be disposed of in accordance with Clause 23.0.

Goal posts and Sockets

- 80.24 Goal posts shall be dismantled and transported to the Contractor's store in accordance with Clause 44.0.
- 80.25 Sockets shall be removed and the area of the socket installation shall be reinstated in accordance with Clause 44.0.

Fencing

- 80.26 Fencing shall be dismantled and transported to the Contractor's store and the post holes backfilled in accordance with Clause 99.15

Repair/Renovation/Reinstatement

- 80.27 Repair, renovation and reinstatement shall be implemented in accordance with Section C - Reinstatement Of Grass Areas and Section L - Hard Surfaces.

Sweeping and Litter

- 80.28 Cleansing operations shall be implemented in accordance with Section K - Cleansing.

Site Condition

- 80.29 All work shall be implemented by the Contractor in a manner and to an extent that ensures that Operational Sites on which Special events have been held are left in a neat and tidy condition and to the satisfaction of the Supervising Officer.

Section S - Planting

Section S - Planting

81.0 General Requirements

- 81.1 The Contractor shall implement planting in accordance with the relevant specification within this section.
- 81.2 All planting shall be implemented during the period October to March (inclusive), unless expressly instructed otherwise by the Supervising Officer. If so instructed by the Supervising Officer the Contractor shall incorporate a water retention gel into the soil at the manufacturer's recommended rate of application.
- 81.3 Planting shall be in accordance with the Planting Plans and Schedules issued by the Supervising Officer.
- 81.4 Work shall be implemented when ground conditions are suitable. Work shall not be undertaken when the ground is frozen, snow covered, water-logged, excessively wet or in a plastic condition, or in a state which would result in the destruction of the natural (crumb) structure of the soil.
- 81.5 The Contractor shall:
 - 81.5.a Remove all pots and polythene bags from containerised plants and all hessian or wrappings from root balled or root wrapped plants prior to planting.
 - 81.5.b Remove all string, labels, canes, and ties that have been supplied with the plant unless the Supervising Officer instructs that any item shall be retained.
 - 81.5.c Thoroughly water container and rootballed plants immediately prior to planting.
- 81.6 On completion of planting the Contractor shall leave planted areas neat and tidy.
- 81.7 All arisings shall be disposed of in accordance with Clause 23.0.
- 81.8 All pesticides shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.
- 81.9 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.
- 81.10 All plant material shall be supplied by the Contractor in accordance with Section U - Supply of Plant Material, Turf and Grass Seed.
- 81.11 All fertilisers shall be applied in accordance with Clause Section J - Pesticides and Fertilisers.

Maintenance

- 81.12 The Supervising Officer shall certify the date when, in his opinion, planting work in respect of the whole of any one scheme, Site or location have been practically completed.

- 81.13 The Contractor shall be responsible for the successful establishment of plants and for their maintenance for the relevant period as set out in Table 18. The period shall commence on the date of practical completion.
- 81.14 The Contractor shall, for the period of his responsibility for maintenance, implement all work including irrigation, fertiliser application, the removal of spent vegetation, pest, disease and weed control and pruning as necessary to ensure the successful establishment, the good quality and good health of the plants, and in addition shall maintain the whole area of planting weed free, and shall be deemed to have included in his Tender rates for so doing.

Table 18 Periods of Post Practical Completion Plant Maintenance

Type of Plants	Period of Contractor's Responsibility
Herbaceous	18 months
Groundcover	18 months
Shrubs	18 months
Roses	18 months
Hedge	24 months
Whips	24 months

- 81.15 Any plants, other than those found to be missing or defective as a result of theft or malicious damage, which are found to be defective due to materials or workmanship not in accordance with this Specification, shall be replaced by the Contractor entirely at his own cost at the commencement of each successive planting season within the period of maintenance Operational in Table 18.
- 81.16 At the end of the relevant period Operational in Table 18 above, or at a later date in the event that Clause 81.15 above applies, the Supervising Officer shall only accept plants that are established, free from pest, disease and weeds and growing satisfactorily.
- 81.17 The Supervising Officer shall certify the dates when, in his opinion, the Contractor's obligations under this Clause have been discharged.

Planting of Herbaceous Perennials - Replanting of Existing Stock

- 81.18 Prior to lifting the plant all growth shall be cut back to 50mm above the plant stool.
- 81.19 All plant material shall be lifted using a fork ensuring that the plant stool and roots remain intact.

Section S - Planting

- 81.20 The soil shall then be cultivated using an approved rotavator or by hand digging to a depth of 200mm incorporating well rotted manure at the rate of 20 ltrs per sq m, following which an approved fertiliser shall be applied evenly over the surface of the soil and lightly worked in.
- 81.21 Following cultivation and fertiliser application the soil shall be lightly consolidated by treading, and raked level to leave a maximum crumb size of 25mm in any dimension.
- 81.22 The planting area shall then be replanted with the specified plant material. The plant material shall be divided into 100mm x 100mm portions within which the roots shall remain intact and undamaged.
- 81.23 Using a hand trowel, planting holes shall be excavated and shall be large enough to accommodate the rootball without restriction. Each plant shall be placed upright in the hole and the rootball at the correct depth below the soil surface. The soil around each plant shall be firmed in place by hand, avoiding excessive soil compaction and damage to the plant.
- 81.24 On completion of planting the planted area shall be cultivated to leave the soil surface free from depressions and undulations with a maximum crumb size of 25mm in any dimension. Where a bed or border abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed.
- 81.25 All weeds, roots and other extraneous materials generated during the work shall be removed.
- 81.26 The plants shall be maintained in accordance with Clause 81.14.
- 81.27 Any surplus plant material shall remain the property of Ealing Council and shall be disposed of in accordance with the Supervising Officer's instructions.
- 81.28 Preparation of a new bed/border shall be implemented in accordance with Clause 82.4.

Planting with New Stock

- 81.29 The Contractor shall lift all specified existing plants including their roots and dispose of same in accordance with the Supervising Officer's instructions.
- 81.30 The Contractor shall implement preparatory cultivation work in accordance with Clauses 81.20 and 81.21.
- 81.31 The border shall then be planted in accordance with Clauses 81.23 and 81.24 using new plant material.
- 81.32 All weeds, roots and other extraneous materials generated during the work shall be removed.
- 81.33 The plants shall be maintained in accordance with Clause 81.14.

- 81.34 Preparation of a new bed/border shall be implemented in accordance with Clauses 81.35 to 81.38.

Planting of Shrubs and Roses

Preparation of Existing Bed/Border

- 81.35 Prior to cultivation and planting, any mulching materials on the surface of the area to be planted shall be raked to the perimeter of the planting area and shall be redistributed evenly over the whole of the newly planted area on completion of planting.
- 81.36 Remove all specified existing plants, including their roots, together with all arisings. Plant removal shall be implemented in a manner to ensure that there is no unnecessary disturbance of plants which are to be retained.
- 81.37 Rose Beds that are to be completely replanted shall require soil sterilisation using an approved pesticide. This work shall be implemented following the removal of all plants including their roots, together with all arisings.
- 81.38 The soil shall then be cultivated using an approved rotavator or by hand digging to a depth of 200mm. Following cultivation the soil shall be lightly consolidated by treading and raked level to leave a maximum crumb size of 25mm in any dimension.

Planting

- 81.39 Using a spade, the planting pit shall be excavated and shall be 75mm wider in all directions than the rootball or the full natural spread of the root system of the plant being planted, making due allowance to ensure the stem of the plant is correctly located. When the soil has been completely excavated the bottom of the pit shall be broken up to a depth of 100mm. If bare rooted plants are being planted the floor of the pit shall be shaped to a slightly raised centre in order to aid an even distribution of the roots within the planting pit.
- 81.40 Prior to backfilling an approved planting compost shall be incorporated into the excavated soil at the rate of 5 litres per plant pit which shall then be cultivated to produce a fine friable mixture.
- 81.41 The plant shall be placed upright in the planting pit with the roots fully spread in their natural position.
- 81.42 The planting pit shall be backfilled with the excavated soil to half its depth and firmed by treading. The remainder of the excavated soil shall then be placed in the hole and again firmed by treading. During the backfilling, soil shall be worked or shaken between the roots in order to ensure that there are no air pockets within the pit. Any excess soil shall be spread evenly over the surface of the planted area.
- 81.43 On completion of planting the plant shall be upright and:

Section S - Planting

- 81.43.a The root system of containerised plants shall be at the correct depth below the soil surface.
- 81.43.b The root system of barerooted and rootballed plants shall be such that the surface soil level, after settlement, shall be at the original soil mark on the stem of the plant.
- 81.44 All plants requiring support shall be supported at the time of planting. The method of support shall be as Operational in the planting plans and schedules issued by the Supervising Officer.
- 81.45 Following the completion of planting an approved fertiliser shall be spread evenly over the area of each planting pit.
- 81.46 Following the completion of planting and fertiliser application, the planted area shall be lightly cultivated to leave the soil surface free from depressions and undulations with a maximum crumb size of 25mm any dimension. Where a planted area abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm -100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed.
- 81.47 All weeds, roots and other extraneous materials generated during the work shall be removed.

Mulching

- 81.48 Bark mulch shall be applied to all new permanent plantings in accordance with Clause 51.0.

Maintenance

- 81.49 The plants shall be maintained in accordance with Clause 81.33.

82.0 Hedge and Whip Planting

Preparation In Existing Cultivated Ground

- 82.1 Prior to cultivation and planting, any mulching materials on the surface of the area to be planted shall be raked off the planting area and distributed evenly over the adjacent mulched surface.
- 82.2 The soil shall then be cultivated using an approved rotavator or by hand digging to a depth of 200mm, incorporating an approved well rotted manure at the rate of 20 ltrs per sq m.
- 82.3 Following cultivation the soil shall be lightly consolidated by treading and raked level to leave a maximum crumb size of 25mm in any dimension.

Preparation In Existing Grass - Trench Planting

- 82.4 The area to be planted shall be accurately set out within the grass area, following which the turf shall be lifted using hand and/or mechanical methods approved by the Supervising Officer. The lifted turf shall be not more than 30mm thick. The turf shall be disposed of unless instructed otherwise by the Supervising Officer.
- 82.5 Following the removal of the turf, the soil shall be cultivated using an approved rotavator or by hand digging to a depth of 200mm, incorporating an approved well rotted manure at the rate of 20 ltrs per sq m.
- 82.6 Following cultivation the soil shall be lightly consolidated by treading and raked level to leave a maximum crumb size of 25mm in any dimension.

Preparation In Existing Grass - Pit Planting

- 82.7 The area to be planted shall be accurately set out within the grass area, following which the turf within the planting area shall be sprayed with an approved contact and/or translocated herbicide.

Existing Plants

- 82.8 Remove all specified existing plants, including their roots, together with all arisings. Plant removal shall be implemented in a manner to ensure that there is no unnecessary disturbance of plants which are to be retained.
- 82.9 Existing hedge plants adjoining any gap within which new planting is to be implemented shall be pruned to remove all exposed dead wood and to promote regrowth of the plants. Cuts shall be to live outward facing buds or laterals. Stems to be removed completely shall be cut flush with the adjoining stem or cut out at ground level.
- 82.10 On completion of pruning the soil shall be cultivated using an approved rotavator or by hand digging to a depth of 200mm, incorporating an approved well rotted manure at the rate of 20 ltrs per sq m.
- 82.11 Following cultivation the soil shall be lightly consolidated by treading and raked level to leave a maximum crumb size of 25mm in any dimension.

Planting

- 82.12 Using a spade, the planting pit shall be excavated within the prepared area and shall be 25mm wider in all directions than the rootball or the full natural spread of the root system of the plant being planted, making due allowance to ensure the stem of the plant is correctly located. When the soil has been completely excavated the bottom of the pit shall be broken up to a depth of 100mm. If bare rooted plants are being planted the floor of the pit shall be shaped to a slightly raised centre in order to aid an even distribution of the roots within the planting pit.

Section S - Planting

- 82.13 Unless manure has been incorporated into the planting area during soil preparation work then prior to backfilling an approved planting compost shall be incorporated into the excavated soil at the rate of 5 litres per plant pit which shall then be cultivated to produce a fine friable mixture.
- 82.14 The plant shall be placed upright in the planting pit with the roots fully spread in their natural position.
- 82.15 The planting pit shall be backfilled with the excavated soil to half its depth and firmed by treading. The remainder of the excavated soil shall then be placed in the hole and again firmed by treading. During the backfilling, soil shall be worked or shaken between the roots in order to ensure that there are no air pockets within the pit. Any excess soil shall be spread evenly over the surface of the planted area.
- 82.16 On completion of planting the plant shall be upright and:
 - 82.16.a The root system of containerised plants shall be at the correct depth below the soil surface;
 - 82.16.b The root system of barerooted and rootballed plants shall be such that the surface soil level, after settlement, shall be at the original soil mark on the stem of the plant.
- 82.17 All plants requiring support shall be supported at the time of planting. The method of support shall be as Operational in the planting plans and schedules issued by the Supervising Officer.
- 82.18 Following the completion of planting an approved fertiliser shall be spread evenly over the area of each planting pit.
- 82.19 Following the completion of planting and fertiliser application, the planted area shall be lightly cultivated to leave the soil surface free from depressions and undulations with a maximum crumb size of 25mm in any dimension. Where the edge of the planted area abuts a grass area, the edge profile shall on completion of cultivation be formed and maintained, where appropriate, to have a clean, vertical edge between 75mm-100mm high at an angle of 15° sloping inwards. During preparation of the edge profile any surplus soil generated shall be distributed evenly over the surface of the bed.
- 82.20 The Contractor shall supply and install in accordance with the manufacturer's instructions an approved mulching mat to the whole length of the newly planted hedge.
- 82.21 If so instructed by the Supervising Officer the Contractor shall erect temporary fencing in accordance with Section X - Fencing.
- 82.22 All weeds, roots and other extraneous materials generated during the work shall be removed.

Maintenance

82.23 The plants shall be maintained in accordance with Clause 81.33.

Section T - Supply of Materials

Section T - Supply of Materials

83.0 General Requirements

- 83.1 The Contractor shall supply all materials necessary in order to implement the requirements of this Contract in accordance with this Specification and as may become necessary upon instruction of the Supervising Officer.
- 83.2 The Contractor shall ensure that stored materials are kept in good order and shall be required to supply the Supervising Officer with a list of his intended storage Sites and facilities prior to the commencement of the Contract.
- 83.3 The Supervising Officer may at his discretion inspect materials at the Contractor's place of storage and the Contractor shall attend such visits if deemed necessary by the Supervising Officer.
- 83.4 Any materials supplied by the Contractor that are, upon inspection by the Supervising Officer, defective and/or become defective within 12 months of supply shall be replaced by the Contractor and all work so required therewith shall be implemented all at the Contractor's expense. The Contractor shall not be liable for the replacement of defective material(s) within the 12 month period referred to in this Clause 83.4 where in the reasonable opinion of the Supervising Officer the defect to the material(s) is as a result of vandalism.
- 83.5 The source of bulk materials including farmyard manure, mulching materials, tree bark, sand, top dressing and topsoil, shall be approved by the Supervising Officer. Any bulk materials brought on to a Operational Site within the Contract Area from a non-approved source shall be deemed to have been brought in at the Contractor's own risk and he shall be instructed to cart such bulk material off the Site at his own expense unless instructed otherwise in writing by the Supervising Officer.

84.0 Materials, Suppliers and Submission of Samples

- 84.1 The Contractor shall submit to the Supervising Officer a list of the suppliers from whom he proposes to purchase the materials necessary for the execution of the Service. The Contractor shall ensure that each supplier shall admit the Supervising Officer, or his representative, to his premises during ordinary working hours for the purpose of inspecting, witnessing the testing and sampling or obtaining samples of the materials.
- 84.2 The Contractor shall ensure that samples are supplied to the Supervising Officer in sufficient time and quantity for them to be satisfactorily tested.
- 84.3 The information regarding the names of the suppliers may be submitted at different times, as may be convenient, but no sources of supply shall be changed without the Supervising Officer's prior approval.
- 84.4 When required by the Supervising Officer the Contractor shall submit to the Supervising Officer test certificates furnished by the supplier or manufacturer of

the material indicating compliance with the relevant British Standard or other requirements of the Specification for materials for which there is no Kite or Safety Mark, Accepted Quality Assurance Scheme or other accepted independent certification scheme.

Alternative Specified Materials

- 84.5 Where alternative specified materials are permitted, the Contractor shall inform the Supervising Officer of his choice and submit samples to him at least four weeks before the material is to be used, or longer if such period is required for testing of the material by the Supervising Officer. The materials shall not then be changed without the Supervising Officer's written approval.

85.0 Specific Requirements

Cleaning Materials

- 85.1 The Contractor shall ensure that all cleaning materials are used in accordance with the manufacturer's recommendations, or the instructions of the Supervising Officer, and that there shall be no contamination arising from leakage or spillage of materials.

Fertilisers

- 85.2 Fertilisers shall be in accordance with the COSHH regulations.

Footpath Surfacing

- 85.3 All footpath surfacings shall be supplied and laid in accordance with the Operational Specification for Highway Works and/or the Specification for Road and Bridge Works in accordance with the Supervising Officer's instructions.

Goal Posts and Sockets

- 85.4 The goal posts and sockets supplied shall be of a type and construction approved by the Supervising Officer and of dimensions, which shall conform with the recommendations of the respective sports governing body. The Contractor shall supply posts and sockets which match in all respects the existing posts and sockets in use on the Operational Sites, unless the Supervising Officer specifically approves in writing the purchase of an alternative type of goal post or socket.

Line Whitening

- 85.5 Line marking material shall be non-hazardous and shall be in accordance with the COSHH regulations (lime and residual herbicides shall not be used for line marking).

Section T - Supply of Materials

Bark Mulch

- 85.6 All mulching materials shall be screened to remove fine particles, twigs, branches, foreign matter and the like and be free from all horticultural additives. Particle size shall substantially be between 25 and 50mm. The Contractor is advised that composting of the mulching material for a minimum of 6 weeks may be necessary, and due allowance shall be deemed to have been included in his Tender rates and work programmes.
- 85.7 Subject to the requirements of Clause 85.6 and the Supervising Officers prior approval of the quality of the material to be used the Contractor may use recycled bark mulch from other Contract works as bark mulch for mulched permanent plantings.

Playground Safety Surfacing

Tree Bark

- 85.7.a Samples shall be provided for the Supervising Officer's approval prior to delivery to a Operational Site within the Contract Area. Tree bark material for use in children's play areas shall comply with the following requirements.
- 85.7.a.i Derived from coniferous trees.
- 85.7.a.ii 90% of particle size shall be 25-50mm.
- 85.7.a.iii Free from twigs, branches and the like, i.e. shall contain only graded bark and no wood.
- 85.7.a.iv Be free from all horticultural additives, i.e. chemicals.
- 85.7.a.v Shall have been heat treated through composting in large heaps for a minimum of 6 weeks in order to reduce/remove the mono-turpine content.

Sand

- 85.7.b Samples shall be provided accompanied by a 'grading certificate' for the Supervising Officer's approval prior to delivery to a Operational Site with the Contract Area. All sand safety surfacing shall be clean and free of all foreign matter.
- 85.8 Sand
- 85.8.a Sand that shall be used as dressings on sports pitches shall comply with the requirements Operational in Table 19.

Table 19 Sand Specification

Area of Use	Particle Size Range	Nutrient Content	pH
General Grass Area	0.125- 0.50mm	Lime free double washed	5.5 - 7.15

Section T - Supply of Materials**85.9 Top Dressing Materials**

- 85.9.a All top dressing materials used on bowling greens and cricket tables shall comply with the requirements Operational in Table 20 and Table 21 unless instructed otherwise by the Supervising Officer.
- 85.9.b Top Dressing Materials used on Bowling Greens shall have a 7:4 ratio of the following materials and shall be used following hollow tining and solid tining operations..

Table 20 Top Dressing Materials to be used on Bowling Greens

Materials	Particle Distribution	pH	Additional Information
7 parts Sand	0.125mm - 05mm	5.5 - 6.5	Lime free, double washed
4 parts Sterilised Loam	Screened sandy loam <2mm	6.0 - 7.0	

Table 21 Top Dressing Materials to be used on Bowling Greens following vertidrainning

Materials	pH	Additional information
Leighton Buzzard 21 sand	5.5 - 6.5	Lime free, double washed, kiln dried

Table 22 Specification for Top Dressing Material for use on Cricket Tables

Constituent material	Particle distribution	pH	Additional information
Screened/sterilised Surrey Loam with 28-30% clay content	<3mm	6.3-6.8	low organic matter

- 85.9.c All top dressing materials shall be bagged to avoid contamination and shall have a moisture content such that the top dressing material can be distributed evenly and effectively throughout the grass sward when applied.

Timber Bollards

- 85.10 Timber bollards either 75mm or 100mm square by 1m long are used around the Borough to restrict traffic to defined routes or prevent access onto adjacent property. Where bollards are missing or damaged, the Supervising Officer may

Section T - Supply of Materials

instruct the Contractor to replace them with the same type and style as those in current use. Bollards shall be supplied by the Contractor and approved by the Supervising Officer. Unless otherwise specified, bollards shall be installed centrally in a 450mm deep x 300mm wide hole backfilled with 1 to 6 cement/ballast mix flush to the soil surface. After installation the bollard shall be vertical and shall match the line and height of existing adjacent bollards. Where new installations are required, the Supervising Officer shall instruct the Contractor of the finished height and spacing required.

Seats

- 85.11 The Contractor shall supply and install seats as per drawing specification supplied by Streetmaster Products (http://www.streetmaster.co.uk/content/products/seats_steel/steel_install.htm). All seats shall have extended legs to be concreted into the ground.

Section U - Supply of Plant Material, Turf and Grass Seed

Section U - Supply of Plant Material, Turf and Grass Seed**86.0 General Requirements**

- 86.1 The Contractor shall supply all plant material in accordance with this section and the current edition of 'BS 3936 Nursery Stock'
- 86.1.a Part 1 - Trees and Shrubs
 - 86.1.b Part 2 - Roses
 - 86.1.c Part 9 - Bulbs, Corms and Tubers
 - 86.1.d Part 10 - Ground Cover Plants
- 86.2 The Supervising Officer is to approve the suppliers selected by the Contractor for the supply of plant material, and a list of suppliers shall be submitted in accordance with and as part of Clause 86.1.
- 86.3 The Supervising Officer may at his discretion inspect plant material at the supplier's nursery or the Contractor's place of storage, and the Contractor shall attend such visits if deemed necessary by the Supervising Officer.
- 86.4 Following the inspection the Supervising Officer may reject some or all of the plants. Plants so rejected shall be replaced by the Contractor at no cost to the Council.
- 86.5 The inspection of any plant material prior to approval on Site shall not be regarded by the Contractor as approval of that or any other plant material.
- 86.6 The Contractor shall be required to supply the Supervising Officer with a list of his intended storage Sites and the methods and materials which shall be provided to protect plant material during transit, temporary storage and delivery to Site.
- 86.7 The Contractor shall give the Supervising Officer not less than forty eight (48) hours notice of delivery of plants to Site. The Supervising Officer shall inspect all plants immediately prior to planting and shall reject any that fall below the required standard.
- 86.8 Any plant material shall have been grown at, or grown on, the approved supplier's nursery and shall be:
- 86.8.a healthy.
 - 86.8.b free from pest, virus and disease.
 - 86.8.c if grafted, bottom worked only (trees).
 - 86.8.d on sound, well developed, undamaged roots which shall be adequate in relation to the size of the plant and conducive to successful transplantation and establishment.
 - 86.8.e true to type.
 - 86.8.f totally free from damage.

Section U - Supply of Plant Material, Turf and Grass Seed

- 86.8.g free from weeds if rootballed, containerised or grown in packs and trays.
- 86.9 No plant shall be substituted in size or by another genus, species, variety or cultivar without the written consent of the Supervising Officer.
- 86.10 No grass seed mixture shall be substituted by another grass seed mixture without the written approval of the Supervising Officer.
- 86.11 Any plant supplied by the Contractor that is not true to type shall be replaced by the Contractor and all lifting, replanting and other work so required shall be implemented at the Contractor's expense.

87.0 Notification

Seasonal Bedding

- 87.1 In the event that the Supervising Officer supplies the Contractor with written details during the first week of January in respect of the supply of alternative plants, then:
 - 87.1.a The Contractor shall, within twenty one (21) days following receipt of the aforementioned details, supply to the Supervising Officer a complete price list of all alternative plant material specified.
 - 87.1.b The Supervising Officer shall, within ten (10) days following receipt of the completed price list, supply to the Contractor details of all plants that are to be purchased and planted during the subsequent planting season.

88.0 Bedding Plants

- 88.1 All bedding plants shall be supplied in accordance with this specification and in accordance with Appendix 8.
- 88.2 All plants shall:
 - 88.2.a Have been grown under first class systems of production and management.
 - 88.2.b Be floriferous.
 - 88.2.c Exhibit foliage, which shall be of good colour, displaying no signs of nutrient deficiency, chlorosis or necrosis. Foliage size and quantity shall be conducive to that of a healthy professionally produced plant.
 - 88.2.d Possess a well developed fibrous root system without being rootbound.
 - 88.2.e Be thoroughly hardened off, i.e. acclimatised to outdoor weather conditions.
 - 88.2.f Be compact and well branched, i.e. the internode length shall be that typical of the species, variety or cultivar.
- 88.3 Each pack, tray or pot shall be labelled and the label shall be securely attached, legibly written or printed. The lettering shall be waterproof and the label shall provide the following particulars:
 - 88.3.a The variety or cultivar.

Section U - Supply of Plant Material, Turf and Grass Seed

88.3.b The name of the supplier.

Bulbs, Corms and Tubers**General**

- 88.4 All bulbs, corms and tubers shall be physically sound, materially undamaged, showing no signs of dehydration.
- 88.5 All bulbs, corms and tubers shall be within the size range as specified in the schedules supplied to the Contractor by the Supervising Officer.
- 88.6 The Contractor shall provide the Supervising Officer with the supplier's guarantee that all bulbs, corms and tubers supplied for planting throughout the Contract Area conform to BS 3936 part 9.
- 88.7 The Contractor shall be expected to provide adequate labelling in order to ensure that the correct bulb, corm or tuber is planted at each planting Site.

Section U - Supply of Plant Material, Turf and Grass Seed**89.0 Grass Seed Mixtures**

Table 23 Grass Seed Mixtures

Mixture	Use
i) Mixture 1 or similar approved	Bowling Greens
80% Chewings Fescue 'Frida'	
20% Browntop Bent 'Highland'	
ii) Mixture 2 or similar approved	Ornamental Lawn, Cricket Table
50% Chewings Fescue 'Frida'	
40% Perennial Rye Grass 'Loretta'	
10% Browntop Bent 'Highland'	
iii) Mixture 3 or similar approved	General Amenity Areas,
60% Perennial Rye Grass 'Lorina'	
35% Slender Creeping Red Fescue 'Logro'	
5% Browntop Bent 'Highland'	
iv) Mixture 4 or similar approved	Rugby Pitches, Football Pitches, Cricket Outfields
40% Perennial Rye Grass 'Loretta'	
30% Perennial Rye Grass 'Hermes'	
30% Perennial Rye Grass 'Gator'	

89.1 Grass seed shall be sown at the rate of 35g per square metre unless instructed otherwise by the Supervising Officer.

90.0 Turf

- 90.1 Turf shall be supplied in accordance with BS 3969 Recommendations for Turf for General Landscape Purposes.
- 90.2 Turf shall not contain weed grasses or annual/perennial weeds.
- 90.3 The soil of the turf shall be of a loamy nature and free from stones over 15mm in each dimension. Soil may vary from heavy to light loam but shall be consistent in character for the whole of each requirement.
- 90.4 Turf shall be of a rectangular shape and of uniform thickness. Each turf shall be 25mm thick and 300mm wide.

Section U - Supply of Plant Material, Turf and Grass Seed

- 90.5 Turf shall not be lifted in frosty weather or when water-logged. Turf shall be packed to avoid drying out in transit and shall be rolled or laid flat, not folded.
- 90.6 The grass shall be of close texture, of even density, and green in colour. The turf shall be sufficiently fibrous for turves to hold together when handled and shall be free from mat or fibre. The grass shall have been mown to a height of 25mm. The turf shall be free from pest and disease.
- 90.7 For large areas, supplies of turf shall be delivered at appropriate intervals throughout the work so as to avoid stacking turves for long periods. Where it is not possible, they should be unloaded and conveniently stacked on clear ground to a maximum height of 1.0m unless arranged on pallets for mechanical handling. Turves shall be placed grass to grass. After four days, stacked turves shall be inspected at frequent intervals; turves showing signs of deterioration shall be used without delay, or laid out. Turf showing excessive deterioration as decided by the Supervising Officer shall be rejected.
- 90.8 The Contractor shall ensure that turf is cultivated from grass seed mixtures appropriate to the Site where the turf is to be laid (See Grass Seed Specification).

91.0 Whips and Transplants

General

- 91.1 All Whips and Transplants shall have reasonably straight stems with a live, healthy leading bud.

Definitions

- 91.2 A Transplant is defined as a young tree that has been transplanted at least once.
- 91.3 A Whip is defined as a younger tree that has been transplanted at least once without significant lateral growth.

Labelling

- 91.4 Each Whip or Transplant shall be labelled and the label shall be securely attached, legibly written or printed. The lettering shall be waterproof and the label shall provide the following particulars:
 - 91.4.a The genus, species, and variety or cultivar.
- 91.5 The crowns of the trees shall be tied in to prevent damage to the branches. Any tree damage during lifting and handling operations shall be rejected. All roots over 25mm in diameter severed during lifting should be cut cleanly and painted with a fungicidal sealant.

Section U - Supply of Plant Material, Turf and Grass Seed

Root Wrappings

- 91.6 All Whips and Transplants that are specified as root wrapped shall be supplied with the root system packed and in close contact with moist straw or moist peat which shall be held in place around the root system by a polythene or hessian wrapping suitably tied to ensure the packing remains intact around the root system.

92.0 Shrubs

General

- 92.1 All shrubs shall be well branched and shall have received formative pruning applicable to the type in order to establish a sound, balanced framework. They shall be free from dead wood and if grown under protection shall be thoroughly hardened off prior to delivery.

Bare Rooted Shrubs

- 92.2 Shrubs grown in the open ground shall have been transplanted, slacked or undercut (according to species) as necessary to promote a well balanced fibrous root system.

Container Grown Shrubs

- 92.3 Containerised shrubs shall be grown one per container. The plant shall possess a fibrous root system which shall adequately fill the container in order to ensure that the root ball remains intact when removed from the container.
- 92.4 Any shrub that has an excessively protruding, root bound or girdled root system shall be rejected.

Root Balled Shrubs

- 92.5 All shrubs that are specified as root balled shall be supplied with the root ball enclosed within a polythene or hessian wrapping suitably tied and supported in order to ensure that the root ball remains intact around the root system.

Root Wrapped Shrubs

- 92.6 All shrubs that are specified as root wrapped shall be supplied with the root system packed and in close contact with moist straw or moist peat which shall be held in place around the root system by a polythene or hessian wrapping suitably tied to ensure that the packing remains in close contact with the root system.

Labelling

- 92.7 Each shrub shall be labelled and the label shall be securely attached, legibly written or printed. The lettering shall be waterproof and the label shall provide the following particulars:

Section U - Supply of Plant Material, Turf and Grass Seed

- 92.7.a The genus, species, and variety or cultivar.
- 92.7.b The name of the supplier.

Lifting and Packing

- 92.8 Shrubs shall be properly lifted and packed for dispatch. Shrubs loaded in lorries or wagons for transport shall be properly sheeted down with tarpaulins or other suitable material for protection from drying winds or adverse weather conditions. Evergreens, including conifers should be properly prepared, packed and dispatched in a moist condition.

93.0 Roses**General**

- 93.1 All roses, unless instructed otherwise by the Supervising Officer, shall be maid-ens which have been grown in the open ground, are budded on to root stocks and are suitable for transplanting. The root system shall include at least 3 major roots with a minimum length of 250mm, each major root having lateral and sub- lateral root growth.

Definitions

- 93.2 For the purposes of this specification, the following definitions shall apply:
 - 93.2.a Standard Rose - A rose plant that is budded on to a stem or lateral at a height of 600mm or more above the ground.
 - 93.2.b The current trade practice is to bud standards at an average of 1.1 m, half standards at an average of 0.8 m and weeping standards at not less than 1.45 m.
 - 93.2.c Maiden - A plant with one season's growth from the time of budding.
 - 93.2.d Union - The junction of scion and rootstock.
- 93.3 Otherwise the definitions in BS 3975, 'Glossary of Terms for Landscape Work' shall apply. Note especially Part 4, 'Plant Description'.

Trimming

- 93.3.a Damaged or broken roots shall be pruned back to sound undamaged tissue. Snags shall be removed immediately above the union. Immature, dead or diseased growth shall be removed. Suckers shall be removed flush with the root or rootstock.

Labelling

- 93.4 Each rose shall be labelled and the label shall be securely attached, legibly written or printed. The lettering shall be waterproof and the label shall provide the following particulars.

Section U - Supply of Plant Material, Turf and Grass Seed

93.4.a The genus, species, and variety or cultivar.

93.4.b The name of the supplier.

Dimensions of Rose Plants - Bush and Shrub Roses**Rootstock**

93.5 The rootstock, when measured immediately below the union, shall have a minimum diameter of 20mm.

Shoots

93.6 Plants shall have no less than three (3) shoots arising directly from the union. These shoots shall be hard and ripe, and shall be not less than 200mm, long, measured from the union.

93.7 The sum of the diameters of shoots arising directly from the union shall be not less than 20mm, the diameters being measured directly above the union.

Dimensions of Climbing, Rambler and Pillar Roses

93.8 Plants that shall be treated as climbing, rambling or pillar roses throughout the Contract Area shall have no less than three (3) shoots arising directly from the union. These shoots shall be hard and ripe, and shall be not less than 350mm long, measured from the union, except in the case of climbing sports for which these shoots shall be not less than 450mm long, measured from the union.

Dimensions of Standard, Half Standards and Weeping Standards

93.9 The rootstock stem when measured 25mm below the lower union, shall have a minimum diameter of 15mm, and shall be vigorous and straight.

93.10 The plant shall be at least treble budded and shall have a well balanced head including no less than three (3) strong shoots. The unions shall be budded within the top 125mm length of stem.

93.11 The stem length from rootstock to lowest scion bud shall be as follows:

Table 24 Rose types

Standards	- Between 1.00 m -1.10 m
Half Standards	- Between 0.75 m -0.85 m
Weeping Standard	- Between 1.25 m -1.80 m

Lifting and Packing

93.12 Roses shall be properly lifted and packed for dispatch. Roses loaded in lorries or wagons for transport, particularly where long distances are involved, shall be

Section U - Supply of Plant Material, Turf and Grass Seed

properly sheeted down with tarpaulins or other suitable material for protection from drying winds or adverse weather conditions.

94.0 Alpine and Herbaceous Plants**Definition**

- 94.1 For the purpose of this specification an Alpine and a Herbaceous plant are non-woody Hardy Perennials.

Plants in Containers

- 94.2 All plants shall be container grown.
- 94.3 The plant shall possess a fibrous root system which shall adequately fill the container in order to ensure that the root ball remains intact when removed from the container.
- 94.4 Plants grown under protection shall be thoroughly hardened off prior to delivery.
- 94.5 Any alpine or herbaceous plant that has an excessively protruding, root bound or girdled root system shall be rejected.

Labelling

- 94.6 Each alpine and herbaceous plant shall be labelled and the label shall be securely attached, legibly written or printed. The lettering shall be waterproof and the label shall provide the following particulars:
- 94.6.a The genus, species, and variety or cultivar.
- 94.6.b The name of the supplier.

Section V - Irrigation

Section V - Irrigation

95.0 General Requirements

- 95.1 Irrigation shall be the application of water by the Contractor as necessary in order to:
 - 95.1.a Maintain fine turf areas in a healthy condition suitable for the playing of the sports for which they are intended.
 - 95.1.b Maintain seasonal bedding, carpet bedding and plants growing in hanging baskets, containers and raised planters in good condition.
 - 95.1.c Aid the establishment and ensure the good condition and continuation of new planting and re-turfed and reseeded areas.
- 95.2 The Contractor shall avoid over-watering and shall endeavour to ensure that soil is kept moist at a depth of 150mm under turf and 200mm under plantings.
- 95.3 All water required for irrigation shall be supplied in accordance with Clause 6.0.
- 95.4 The Contractor shall determine the requirement for and shall be responsible for the implementation of irrigation at frequencies and application rates as necessary to achieve the objectives detailed in Clause 95.1 and the Contractor shall be deemed to have made due allowance in his Tender rates to take account of variations in the prevailing weather conditions and the local condition and characteristic of each individual Site.
- 95.5 The Contractor shall, when implementing irrigation, use only the methods, machinery and mechanical plant approved by the Supervising Officer. Where instructed by the Supervising Officer, equipment shall be fitted with metering devices suitable to enable the measurement of the volumes of water being applied. The Contractor shall ensure that metering devices are functioning correctly at all times and shall permit the Supervising Officer to check the calibration of same as the Supervising Officer may require. The Contractor shall ensure that where meters are fitted the meter readings are recorded at the commencement and completion of each irrigation operation and the readings shall be made available by the Contractor to the Supervising Officer as required.
- 95.6 The Contractor shall supervise each irrigation operation in order to ensure that the operation proceeds in an orderly manner and to the satisfaction of the Supervising Officer.
- 95.7 Irrigation operations shall not prevent public access to Operational Sites unless prior approval has been obtained from the Supervising Officer for temporary closure of an area. The Contractor shall obtain the approval of the Supervising Officer as necessary, and comply with any restrictions placed thereon and is deemed to have made due allowance in his Tender rates for so doing.

- 95.8 The Contractor shall ensure that the rate of water application is adjusted to balance the infiltration rate into the ground in order to prevent puddling, excessive run-off, scouring or erosion.
- 95.9 The Contractor shall provide sufficient irrigation equipment to enable the satisfactory irrigation of cricket squares, football pitches, bowling greens, seasonal and permanent plantings and shall make use of such equipment as and when necessary. Such equipment shall be readily available at all times. The Contractor shall be deemed to have made due allowance in his Tender rates for so doing.

Periods of Irrigation

- 95.10 Irrigation shall generally be implemented by the Contractor between April and October and particularly during the months of May, June, and July.
- 95.11 Additional care shall be taken during irrigation operations implemented in late summer and autumn in order to avoid over watering.

Irrigation on Sports Facilities

- 95.12 Irrigation operations shall be implemented by the Contractor in a manner and at times to ensure that irrigation does not interfere in any way with any sports fixtures or with the facilities normal opening or closing times (Appendix 4 refers) unless prior written approval has been obtained from the Supervising Officer. The irrigation of bowling greens shall be completed a minimum of one (1) hour prior to the commencement of play.
- 95.13 The Contractor shall take full account of the manufacturers' recommendations in respect of the requirements for irrigation when applying fertiliser and weed-and-feed products and shall implement irrigation as necessary and the Contractor shall be deemed to have included in his Tender rates for so doing.

Cricket Wicket/Table

- 95.14 The Contractor shall irrigate in order to maintain a live sward with a healthy root system that shall improve the resilience of the sward and also to enable the preparation of a firm and true wicket surface.
- 95.15 Sufficient water shall be applied to ensure water penetration to a depth of 100mm.
- 95.16 The wicket shall not be rolled by the Contractor following irrigation until the surface moisture has evaporated.

Irrigation of Plantings

- 95.17 All irrigation operations shall be implemented by the Contractor at times chosen to avoid scorching by direct sunlight and in a manner that shall not cause rotting of flowers, damage to plants, instability of plants or scouring or erosion of the soil within planted areas.

Section V - Irrigation**Trees**

- 95.18 When irrigating trees the whole surface of the ground within a one (1) metre radius of the tree shall be lightly spiked prior to the application of water in order to facilitate the penetration of water into the soil and the Contractor shall be deemed to have included in his Tender rates for so doing.

Containers

- 95.19 The Contractor shall ensure that the water reservoir to each container is adequately supplied with water, and that the container shall be kept adequately moist at all times to sustain all plant material planted therein in good condition.

96.0 Irrigation of Reseeded, Turfed and Renovated Grass Areas

- 96.1 Irrigation of reseeded or newly turfed areas should be implemented by the Contractor using sprinklers or oscillating sprays adjusted to apply a fine spray in order not to cause scouring or erosion of seeded areas or to wash soil out of the joints of turfed areas.

Section W - Weed Control

97.0 General Requirements

- 97.1 The Contractor shall inspect permanent plantings on a regular basis to identify any invasive and pernicious weeds such as Japanese Knotweed. Any infestations shall be reported to the Supervising Officer within one (1) week of being found by the Contractor.
- 97.2 All pesticides shall be applied in accordance with Section J - Pesticides and Fertilisers.
- 97.3 All arisings shall be disposed of in accordance with Clause 23.0.
- 97.4 All materials shall be supplied by the Contractor in accordance with Section T - Supply of Materials.

Section X - Fencing**Section X - Fencing****98.0 General Requirements**

- 98.1 The Contractor shall erect fencing in accordance with this Specification and/or such other instructions as the Supervising Officer may issue to the Contractor.
- 98.2 All materials shall be supplied by the Contractor.
- 98.3 All arisings shall be disposed of in accordance with Clause 23.0.

99.0 Fencing

- 99.1 Fencing shall be provided in accordance with the following requirements:
 - 99.1.a Cleft chestnut pale fences 900mm high
 - 99.1.b Shall be erected in accordance with BS 1722: part 2. Unless instructed otherwise by the Supervising Officer the fencing shall conform with Type CW 105A.
 - 99.1.c Cleft chestnut pale fences 1200mm high
 - 99.1.c.i Shall be erected in accordance with BS 1722: part 2. Unless instructed otherwise by the Supervising Officer the fencing shall conform with Type CW 105A.

Posts

- 99.2 Unless instructed otherwise by the Supervising Officer posts shall consist of the following:
 - 99.2.a Timber which shall be sweet chestnut or a suitable softwood.
 - 99.2.b Straight and free of projections.
- 99.3 Straining posts shall be:
 - 99.3.0.i 2.1 m long
 - 99.3.0.ii 125mm minimum diameter
- 99.4 Struts shall be:
 - 99.4.0.i 1.8 m long
 - 99.4.0.ii 65mm minimum diameter
- 99.5 Intermediate posts shall be:
 - 99.5.a 1.8 m long
 - 99.5.b 65mm minimum diameter
 - 99.5.c Round and pointed at one end to facilitate driving in.

Installation

Line and level

- 99.6 The fencing shall be so erected that on completion it is truly set out on the line as Operational in the plans and diagrams provided by the Supervising Officer. The top of the fence shall follow approximately the profile of the ground along the line of the fence, posts set rigid, plumb and to specified depth, or greater where necessary to ensure adequate support. With correct fastenings and all components securely fixed.

Straining Posts

- 99.7 Shall be provided at all ends and corners, at changes of direction or acute variations in level, and at intervals in strait lengths of fence not exceeding the distance indicated in Table 25

Table 25 Distances between straining posts straight lengths of fencing

Fence Type	Distance between Straining Post (metres)
Strained Wire	100
Cleft Chestnut Pale	50
Woven wire	100

- 99.8 Shall be set or driven into the ground to a depth not less than 0.75m.
- 99.9 The holes shall be excavated for wooden straining posts using an approved mechanical auger or by hand excavation. The post shall be placed within the excavated hole and any gaps around the stake shall be filled with the excavated soil, which shall be consolidated as the filling proceeds. On completion of insertion and/or filling the stake shall be vertical and secure within the ground. If the posts are pointed, they may be driven into the ground.

Struts

- 99.10 Two struts shall be fitted to all straining posts in the direction of each line of fencing secured to them. The bottom end of all struts, measured to the centre of the strut or base plate, shall be not less than 0.45 m below ground level.
- 99.11 The top end of each wooden strut shall be trimmed and securely fixed into a notch which shall be cut out of the straining post. Each strut shall be fixed to the straining post by two 100mm x 5mm galvanised steel wire nails. The holes shall be excavated for wooden struts using an approved mechanical auger or by hand excavation. The strut shall be placed within the excavated hole, married up to and fixed to the straining post and any gaps around the strut shall be filled with the excavated soil, which shall be consolidated as the filling proceeds. On com-

Section X - Fencing

pletion of insertion, attachment and filling the strut shall be secure within the ground and shall be firmly attached and providing firm support to the straining post.

Intermediate Posts

- 99.12 Intermediate posts shall be provided at intervals, measured centre to centre of post, not exceeding 3 m.
- 99.13 Intermediate posts shall be driven into the ground to a depth of not less than 0.6 m and shall, following insertion, be vertical and firm within the ground.

Fixing Fencing to Wooden Posts

- 99.14 The fencing shall be strained tight, by hand, and each line of wiring shall be secured to each straining post at the required height by two 30mm x 3.5mm diameter galvanised staples and to each intermediate post by one such staple. On strained wire fences each line shall be strained tightly around each straining post. Staples shall not be driven home along the strained lengths of line wires in order to facilitate future repair and/or re-tensioning work.

Reinstatement

- 99.15 Immediately following the removal of fencing all post and strut holes shall be infilled using an approved topsoil which shall be lightly consolidated and finished at the level of the surrounding ground. Holes that are located within a grass area shall, following soiling, be raked to a fine tilth and an approved grass seed mix shall be sown, lightly worked into the soil surface and irrigated in accordance with Clause 96.0. Grass seed shall be sown in accordance with the rate Operational in Table 23.

Section Y - Daywork and Emergency Work

100.0 Daywork

- 100.1 The Contractor shall be paid for Daywork and emergency/urgent work by the Supervising Officer in accordance with Daywork Rates.
- 100.2 Daywork shall not be worked by the Contractor nor paid for by the Supervising Officer without the prior written approval of the Supervising Officer.
- 100.3 The Contractor shall only carry out the work specified on an official order issued by the Supervising Officer and no additional work shall be charged until written approval has been requested from and obtained from the Supervising Officer.
- 100.4 The Contractor shall be required to submit to the Supervising Officer estimates for all materials, vehicles, equipment and tools that may be involved in Daywork for the Supervising Officers approval.
- 100.5 During periods that Dayworks are being carried out the Contractor shall submit to the Supervising Officer each day an exact list of the names, occupation and time spent by all working operatives productively engaged in Dayworks and a statement showing the description, and quantity of all materials actually used and the time spent by the various types of all vehicles, equipment, used in connection with any such work.
- 100.6 Daywork shall only be paid for on the basis of the time involved in the actual operations from the time the working operatives, vehicles, equipment, are assembled at the Operational Site to the time the Daywork operations are completed. The Contractor shall note that no costs shall be allowed by the Supervising Officer against any time spent on the Daywork operations by none working supervisors, managers or other none productive operational staff.
- 100.7 All costs calculated under this Clause shall relate to the Tender rates inserted by the Contractor as Daywork Rates. The Supervising Officer's decision as to the correctness of any Tender rates to be used shall be final.

101.0 Emergency work

- 101.1 In the event of major incidents, hazardous incidents or emergencies, either natural or caused by vandalism, the Supervising Officer shall require the Contractor to be on an Operational Site within the time periods set out below depending on the urgency of the work to be completed or made safe. The instruction from the Supervising Officer to the Contractor may be verbal, with written confirmation to be forwarded to the Contractor within forty eight (48) hours.
- 101.1.a Emergency Work - shall be commenced within two (2) hours of receipt of an instruction and completed by the end of the working day, unless otherwise directed by the Supervising Officer.

Section Y - Daywork and Emergency Work

- 101.1.b Urgent Work - shall be commenced within forty eight (48) hours of receipt of instruction and completed within sixty (60) hours of instruction, unless otherwise directed by the Supervising Officer.
- 101.1.c Normal Work - shall be commenced on instruction from the Supervising Officer and completed within five (5) working days of receipt of instruction, and the Supervising Officer shall be informed of the expected date of completion.
- 101.2 Should the Contractor, for any reason, fail to respond to an instruction from the Supervising Officer within the stipulated time period, the Supervising Officer shall be entitled to arrange for other persons to undertake any necessary work. In the event of such an occurrence, any costs incurred by the Supervising Officer shall be deducted from monies due to the Contractor.

Section Z - Sports booking system

102.0 General Requirements

102.1 The Contractor shall:-

- 102.1.a Establish a centrally operated booking system, effectively utilising all outdoor sports pitches, with regard to satisfying demand, and avoiding overplay.
- 102.1.b Provide to the public an effective communication system to allow the easy booking of outdoor facilities, both by personal visit and telephone contact.
- 102.1.c Provide the Supervising Officer via the centralised system, annual figures on outdoor pitch utilisation and income to establish user patterns, trends and demand.
- 102.1.d Provide to the Supervising Officer information to enable further assessment for new facilities, or rationalisation of the existing facilities.
- 102.1.e Arrange and be totally responsible for the collection, recording and banking of all fees and charges for all outdoor sports pitches.
- 102.1.f Provide a booking receipt in order to provide users of the outdoor sports pitched with a valid receipt as proof of payment where required by the customer.

Central Booking General Administration/Finance

- 102.1.g The Contractor shall provide a staffed Central Booking Office which shall be open from 08.30 to 17.00 Monday to Friday and shall be located within the Contract Area. The Central Booking Office shall be situated where the public can gain easy access, close to a main bus route and shall provide adjacent car parking. The public must be able to book personally, online or by telephone. The Central Booking Office shall provide a seated reception area, toilet facilities and shall cater for disabled people in all respects. The Contractor shall provide a minimum of two (2) telephone lines to cater for users of the Central Booking Office and an answer phone service for telephone enquiries outside the required opening hours. The Contractor shall deal with all Central Booking Office matters professionally, sympathetically and politely.
- 102.1.h The Contractor shall satisfy the Supervising Officer that his administrative and financial arrangements in respect of a Central Booking System shall operate successfully. The Contractor shall provide the Supervising Officer with details of his proposed administrative and financial arrangements in respect of the Central Booking System for his approval prior to the commencement of the Contract.
- 102.1.i The Contractor shall ensure that established club requirements, casual and occasional users are provided for in all respects.

Section Z - Sports booking system

- 102.1.j The Contractor shall ensure that summary details of all bookings in relation to each Operational Site and the sports pitches contained therein are collated on a weekly basis in order to monitor the provision of facilities and to provide user/facility information in a form approved by the Supervising Officer.
- 102.1.k The Contractor shall provide to the Supervising Officer an end of season outdoor pitch report (in such form as may be prescribed by the Supervising Officer) in respect of each Operational Site, which shall include information on areas of surplus and/or deficiency, existing and possible future provision, user trends and participation data and any other information the Contractor and/or the Supervising Officer consider relevant to the provision and use of the facilities.
- 102.1.l The Contractor shall be advised on or before the 30th April of the total availability of pitches for the forthcoming season. The Contractor is advised that the Supervising Officer reserves the right to rest a small percentage of football, rugby pitches for horticultural renovation work each season.
- 102.1.m The Contractor shall not accept any bookings, or allow the hire of any outdoor pitch, where such booking and/or the hire is of an objectionable nature and/or is liable to cause danger and/or disorder. Should the Contractor be in any doubt he shall refer the matter to the Supervising Officer whose decision shall be final and binding.
- 102.1.n The Contractor shall obtain the Supervising Officer's approval prior to the acceptance of any booking, where such booking shall take place outside the Contract period. All income received by the Contractor in respect of any booking that is scheduled to take place outside the Contract period shall be delivered to the Supervising Officer not less than fourteen (14) days before the end of the Contract.
- 102.1.o The Contractor shall provide the Supervising Officer with full details of all bookings referred to in Clause 102.1.n inclusive of facility, date(s), time(s), hiring individual and/or group, income generated and any other information considered relevant by the Supervising Officer.
- 102.1.p In the event that the Contractor does not provide the Supervising Officer with the income referred to in Clause 102.1.n the Supervising Officer shall be at liberty to deduct such monies from the Contractor's final invoice, or hold such monies over a debt.
- 102.1.q Bookings can be made for all outdoor pitches and the Contractor shall make provision to take bookings en bloc for a full season's use, casual and occasional use, days and times to be specified by the users on each occasion.
- 102.1.r The Contractor shall ensure that all correspondence and telephone calls relating to bookings, use and/or provision of facilities, are answered in a courteous manner. All correspondence shall be answered within ten (10) working days from the date of receipt.

Section Z - Sports booking system

- 102.1.s The Contractor shall make provision for the issue of a booking receipt in accordance with the prices detailed in Appendix 5 at the Central Booking Office.
- 102.1.t The Contractor shall advise all clubs, schools, organisations or others affected by a proposed Special Event in writing giving a minimum of twenty one (21) days notice thereof.
- 102.1.u The Contractor shall ensure that the Contractor coordinates the bookings for cricket, football and rugby in order to ensure that the cricket season and cricket customers are not delayed as a result of overlapping bookings
- 102.1.v The Contractor shall allocate all outdoor pitches to ensure an even degree of wear and shall further ensure that the users of the outdoor pitches adhere to such allocations.
- 102.1.w The Contractor's booking system shall not allow double booking to take place or to cause inconvenience to users and/or potential users of the outdoor pitches.
- 102.1.x The Contractor shall not normally accept more than four (4) bookings for football and rugby, per week per pitch.
- 102.1.y The Contractor shall ensure that the hirers of outdoor pitches are notified at the time of booking of the cancellation period relating thereto.
- 102.1.z The cancellation period for all outdoor pitch bookings is detailed at Appendix 6.
- 102.1.aa The Contractor is advised that the Council reviews outdoor pitch fees annually and the Supervising Officer shall advise the Contractor of the revised prices three (3) months prior to the start of the season.
- 102.1.ab **Existing and Proposed Policy regarding the use of Outdoor Leisure Facilities**
- 102.1.ac **Sole Use**
- 102.1.ad The Contractor shall not allow the sole use of the outdoor pitches by any Club or organisation. Clubs residing within the boundary of the Council shall be given preferential use of pitches within the Contract Area.
- 102.1.ae **Suspension of Use**
- 102.1.af The Supervising Officer reserves the right to suspend matches on pitches where excessive wear has occurred and/or where use is minimal. The Contractor shall be notified, and shall inform the Club Official accordingly. The Contractor shall re-allocate pitches to those teams displaced, without cancellation of bookings and shall utilise the remaining pitch resources in the most effective way possible and shall be deemed to have made due allowance for this eventuality in his Tender rates.

Section Z - Sports booking system

Block and Selective Cancellation of Outdoor Pitches (Winter Season)

- 102.1.ag The Council currently operates a block cancellation policy when inclement weather prevents play on outdoor pitches, during the winter games season. In such circumstances the Supervising Officer shall normally take the decision to suspend play for the weekend, and advise the Contractor by 12.00 noon on the preceding Friday. It shall be the Contractor's responsibility to advise users that pitches are unfit for play, by a deadline of 14.00 on the same preceding Friday. The Contractor shall provide a pre-recorded telephone message in such circumstances for use as a Pitch Cancellations Advice line. The Contractor shall be responsible for advising all users of the existence of such facilities.
- 102.1.ah When weather conditions are such that a decision to cancel cannot be made, then the decision to play shall be left to Referees, defined as 'Referee's decision'. In such circumstances the Contractor shall be advised as in Clause and the same process of advising the users shall be followed.
- 102.1.ai The Contractor shall be advised of the Supervising Officer's decision by 12.00 noon the previous day in respect of weekday cancellation. It shall then be the Contractor's responsibility to advise users and other organisations by whatever means necessary of the decision to cancel, or Referee's decision as the case may be.
- 102.1.aj The procedures set out in Clauses 102.1.af to 102.1.ai do not, however, abrogate the Contractor's general responsibilities for cancellation. If weather conditions deteriorate during the twenty four (24) hours immediately preceding arranged matches and pitches become unplayable, the Supervising Officer reserves the right to cancel fixtures in whole or in part and the Contractor shall advise clubs and other organisations of the decision to cancel.
- 102.1.ak For guidance purposes only and based on previous experience, the Contractor is advised that:-
- 102.1.al Block cancellation has not generally exceeded five (5) occasions in any one season and the Contractor shall be deemed to have made due allowance for this contingency within his Tender rates.
- 102.1.am When block cancellation has been effected, the Contractor shall implement spot checks in order to ensure that pitches are not being used by users and/or other organisations.
- 102.1.an The Contractor shall notify the Supervising Officer of any team, club and/or organisation that disregards block and/or selective cancellation instructions.
- 102.1.ao When Referee's decision has been effected, the Contractor shall ensure that he is in attendance where outdoor pitches have been booked by users and shall make such facilities available accordingly.
- 102.1.ap **Pre-Season Allocation of Outdoor Pitches**

Section Z - Sports booking system

- 102.1.aq The Contractor shall continue to allow the existing users to use the outdoor pitches at their specified or alternative venues and the Contractor shall contact the users to determine their requirements in accordance with the following.
- 102.1.ar The Contractor shall be notified of the total availability of pitches by the Supervising Officer three (3) months prior to the respective season.
- 102.1.as The Contractor shall contact the users detailed at Appendix 5 two months prior to the commencement of the respective season to request details of the season pitch requirements, inclusive of dates, locations, quantities of pitches required and alternative locations should their preferred Site be unavailable.
- 102.1.at It shall be the Contractor's responsibility to accommodate all established users' requirements. The Contractor is advised that frequent contact may be required with the users in order to receive the information required to compile the booking arrangements.
- 102.1.au In the event that the requirement for pitches exceeds the quantity allocated to the Contractor by the Supervising Officer, the Contractor shall notify the Supervising Officer immediately and shall provide such supporting information as the Supervising Officer considers necessary to justify any increase in the Contractor's allocation of pitches.
- 102.1.av In the event that the quantity of pitches allocated to the Contractor exceeds demand, the Contractor shall notify the Supervising Officer immediately and having made due allowance for the flexibility of use, the quantity of pitches shall be reduced by the Supervising Officer accordingly.
- 102.1.aw On receipt of the information detailed in Clause 102.1.ar the Contractor shall establish a booking programme for each user based on home pitch requirements.
- 102.1.ax On completion of the booking programme the Contractor shall inform the relevant users of the pitches and locations that have been allocated to them. The Contractor shall accommodate the users preferred location whenever possible.
- 102.1.ay The Contractor is advised that changes shall occur to the booking programme and fixture lists due to cancellation and the Contractor shall make due allowance to accommodate the variable nature in the provision of the Service.
- 102.1.az The Contractor shall provide the Supervising Officer with details of the booking programme and fixture lists in such form as may be prescribed by the Supervising Officer.
- 102.1.ba The Contractor shall be responsible for regularly briefing all the Contractor's employees to ensure that the booking arrangements in respect of pitch allocation, changing facilities and the use of showers are clearly identified in

Section Z - Sports booking system

advance and that such Operational Sites and Operational Buildings are always available for use at the time of hire.

102.1.bb **Pre-Contract Bookings**

102.1.bc The Supervising Officer shall supply the Contractor with full details of any bookings already taken for the Contract period prior to the commencement of the Contract.

102.1.bd The Supervising Officer shall credit any income received in relation to the bookings referred to in Clause 102.1.b and 102.1.b to the Contractor within twenty eight (28) days of the commencement of the Contract.

102.1.be The Contractor shall honour all bookings already taken for the Contract period and shall make such pre-booked facilities available as required by the hirers concerned.

Section AA - Locking and Unlocking Gates

- 102.2 The Contractor shall lock and unlock Operational Site gates in accordance with this Specification and/or such other instructions issued to the Contractor by the Supervising Officer.
- 102.3 The Contractor shall implement Operational Site gate locking and unlocking in accordance with the Programme detailed in Appendix 7.

Section AA - Locking and Unlocking Gates

Index

A

Agriculture (Field Machinery) Regulations 1980 107
 ameliorant 183
 ancient woodland 130
 arisings 218
 definition 120
 arisings definition 120
 audible reversing beepers 119

B

Bills of Quantity 114
 bins
 damage to 127
 bowling green 128
 irrigation 273
 bowling green mower 127
 bramble 129
 brush cutters 131
 BS 3936 Nursery Stock 263
 BS 5228
 2009 Noise Control on Construction and Open Sites 111
 bunting 120

C

chain harrowing 131
 chemicals 115
 chestnut pale 276
 Christmas trees 201
 clinical waste 121
 clumps 126
 Collection and Disposal of Waste Regulations 1988 121
 comb attachment 127
 Control of Pollution Act 1974 107, 120
 Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 120
 Cricket table
 irrigation 273
 cricket table 127
 Cricket wicket
 irrigation 273

cricket wicket 128
 culverts 108
 cut and collect 125
 cutting time delay 130

D

dock 130
 drag mat 162
 drought conditions 125

E

electricity 112
 Electricity at Work Regulations 1989 107, 112
 emergency call out service 119
 emergency work 279
 encroaching growth 126
 Environmental Protection Act 1990 107, 120, 121
 Environmental Strategy 122

F

Factories Act 1961 107
 fence 124
 fencelines 130
 fences 127, 132
 damage to 127
 fencing 118
 fertiliser 134, 144, 149, 150, 157
 fine sports turf 125
 floral tributes 126
 flowers
 rotting of 273
 fly cutting 128
 Food and Environment Protection Act 1974 107
 football posts 115
 furniture
 damage to 127

G

grass cutting rota 124
 grass edges 132
 grass seed 133
 grass seed heads 128
 graves 126

growth retardants 127

H

hand digging 133

hand shears 131

hay making 131

hay meadows 130

hazard 129

hazards 119

Health and Safety at Work etc. Act 1974 107

Health and Safety Executive 107, 112

hedges 124 height

of cut 128 height of

grass 123

I

informal grass areas 130

initial cut 129

irrigation

fine turf 272

seasonal bedding 272

J

Japanese Knotweed 275

K

keys 117

L

landscape furniture 115

line marking

setting out 116

Litter 113, 120, 121, 123, 146, 155, 156, 172, 179, 193, 194, 200, 203, 204, 205, 206, 208, 216, 222, 242, 243, 244, 245, 247, 248, 249

Location Plans 114

long handled shears 132

low frequency grass 125

M

maintenance graves 130

manhole covers 118

meadow management 131

memorials 115, 129, 130

mowing margin 127

mowing of litter 123

N

nature conservation 131

nettle 130, 131

New Roads and Street Works Act 1991 107

normal work 280

Noxious Weeds Act 1959 130

O

obstacles 124

Offices, Shops and Railway Premises Act 1963 107

overhanging branches 119

P

padlocks 114, 118

parking space 119

pedestrian flail 130

pernicious weeds 275

pesticides 107, 126, 138, 169, 182, 187, 192, 196, 199, 210, 214, 242, 250, 275

Petroleum (Consolidation) Act 1928 113

ploughing 133

points of doubt or difficulty 119

private vehicles 119

R

radio interference 117

reclamation initiatives 122

recycling initiatives 122

regulations 121

reinstatement 116, 162

rolling 131

rotary mower 128

rotavating 133

S

safety stamps 117

scalping 123

seedbed 134

selective herbicide 126

sewers 108

slit tine 162

small animals 131

Control of Pollution 121

speed limits 118

straining post 278

striking boards 148

strimmers 131

striping 127

summer cut height 125, 129

sward

balling of the 125

T

television interference 117

tennis court 128

The Construction (General Provisions) Regulations 1961 107

The Construction (Health and Welfare) Regulations 1966 107

The Construction (Lifting Operations) Regulations 1961 107

The Construction (Working Places) Regulations 1966 107

The Control of Pesticides Regulations 1986 107

The Health and Safety (First Aid) Regulations 1981 107

The Poisonous Substances in Agriculture Regulations 1984 107

The Water Act 1973

Section 22 242

thistle 130, 131

top dressing 162

toxic fumes 113

tractor tyres

agricultural 126

grassland 126

transmittable disease 197

tree bases 123

trees

damage to 127

Truelute 162

turf 133

U

urgent work 280

V

vases 126

vertidrain tining 162

W

walls 132

damage to 115, 127

watercourses 108

weeds 124

weight limits 118

whips 124

wild flower areas 130

wildflower meadows 130

Wildlife and Countryside Act 1981 107

Section 48 242

winter cut height 125

wooden crosses 126

APPENDIX 1

Play area and Play Equipment Inspection Requirements

- 1.0 The Contractor shall ensure that the items detailed in sub Clauses 1.0 to 15.0 of this Appendix 1 are inspected, recorded and reported by the Contractor when implementing Play area and Play Equipment inspections in accordance with this Appendix 1 and Specification (D) Clause 69 refers.

2.0 General

- (a) Ensure there are no sharp edges.
- (b) Check for exposed mechanisms and worn bearings and make safe as necessary.
- (c) Check for missing parts or loose nuts and bolts and make safe as necessary.
- (d) Check for missing or damaged Guard Rails and make safe as necessary.
- (e) Check for ground movement of rigid systems and make safe as necessary.
- (f) Check the condition of all safety surfaces, gates, fences, seats, benches and tables and make safe as necessary.
- (g) Inspect all play area ancillary items
- (h) Are signs present and legible?
- (i) Are road barriers present and in good condition?
- (j) Are fences complete and secure?
- (k) Are the self closing gates in good safe working order?
- (l) Are pathways undamaged and unobstructed?
- (m) Is the site free of litter and/or any dangerous objects?
- (n) Are seats/benches secure and undamaged?
- (o) Are Litter bins secure and undamaged?
- (p) Have Litter bins they been emptied?
- (q) Has any permanent and/or seasonal planting been subject to damage?

3.0 Surfacing

- (a) Is the safety surfacing undamaged?
- (b) Are loose-fill surfaces at the right level?

4.0 Play Equipment all items

- (a) Are all supports present?
- (b) Is all timber work undamaged?
- (c) Are all safety barriers present?

5.0 Swings

- (a) Are the swing chains unbroken?
- (b) Are the seats fixed on securely and undamaged?
- (c) Are all chains, shackles, bushes free from wear secure and safe?

APPENDIX 1

6.0 Slides

- (a) Are the steps undamaged?
- (b) Is the chute undamaged?
- (c) Is the slide clear of foreign objects?

7.0 Roundabouts

- (a) Does it revolve smoothly and noiselessly?
- (b) Is it undamaged?
- (c) Does the speed governor work and it is functioning as required?

8.0 Rocking items

- (a) Does the item move smoothly and noiselessly?
- (b) Are all safety guards present?
- (c) Does it strike the ground?

9.0 Spring items

- (a) Does the item move freely and noiselessly?
- (b) Is the spring undamaged?

10.0 Climbing frames

- (a) Are all the bars in place?
- (b) Are they securely fixed?

11.0 Cable runways

- (a) Does the runner move smoothly and noiselessly?
- (b) Is the seat undamaged?

12.0 Sand play

- (a) Is the sand free of all arisings?

13.0 Ropes

- (a) Are the ropes secure and undamaged?
- (b) Are the connectors present?

14.0 Multi-play items

- (a) Are the guard rails present?
- (b) Are there signs of newly exposed timber where a piece has been removed?
- (c) Are there holes in the metal indicating where a piece has been removed?

APPENDIX 1**15.0 Skate parks, bowls including BMX**

- (a) Are there any missing bolts, screw and rivets
- (b) Are there any missing guard rails
- (c) Are there any damaged guard rails
- (d) Is the are free from arisings
- (e) Are there any damaged signs, gates and/or fencing.
- (f) Is there any wear and tear of ramps and jumps
- (g) Are there any cracks to steel ramps chips and cracks to concrete ramps and jumps.
- (h) Are there any blockages to drains and soak ways
- (i) Are there any areas of rust and/or structural deterioration
- (j) Is there any damage coping pipes, any burrs, knuckling and looseness of equipment

16.0 At Every Inspection

- (a) The Contractor shall accurately record all the above inspection requirements
- (b) The Contractor shall accurately record all faults/damage found
- (c) The Contractor shall accurately record by photograph all faults/damage found using a digital camera
- (d) The Contractor shall date, time, and sign an Inspection Log Book which shall have been prior approved by the Supervising Officer on completion of the inspection
- (e) The Contractor shall make any minor repairs necessary at the time of inspection and shall use only Manufacturer Approved parts on all Playground Equipment. The Contractor shall detail all minor repairs implemented at the time of inspection in the Contractors approved Inspection Log Book
- (f) The Contractor shall be deemed to have include for all minor repairs to play equipment in his Tender rates.
- (g) The Contractor shall submit the approved and completed Inspection Log Book and to the Supervising Officer at 10.00 hours on the Friday of each week with electronic copies of all photographs. The photographs shall be provided to the Supervening Officer electronically via email at the same time as the Inspection Log Book.
- (h) The Contractor shall provide information when requested to the Supervising Officer and/or the Council's Insurance Section in relation to any insurance claim in respect of this Appendix 1 Play area and Play Equipment Inspection Requirements and shall be deemed to have included in his Tender for so doing.

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Acton Green Common Refurbished October 2004	1x Toddlerzone Play Unit Sutcliffe 1x 4 3m Style Swings Sutcliffe 1x Wok Roundabout SWD100 Sutcliffe 1 x Burma Bridge Setter 1 x Climbing Net/Twister Net Setter	1x Special Playzone Unit Sutcliffe 1x Inclusive Basic Springer Sutcliffe 10 x Rubber Step Logs 200mm Setter 2 x Balance Beams Setter 1 x Suspension Bridge Setter	1x 2 2.4m Style Swings Sutcliffe 1x Inclusive Ladybird Springer Sutcliffe 1 x Galaxy Supernova Kompan 1 x Swinging Steps Setter 1 x Crossed Rope Walk Setter
Additions 2009-10	1 x Wicksteed: twisteed ropes	1 x Playdale: 2 bay : 2x toddler + basket swing	
Acton Park Refurbished February 2004	1x IXO Multiplay Unit Proludic 1x 2 1.8m Cradle Swing SSW062 Sutcliffe 1x Yellow House M7001 Kompan 1x Galaxy Argo GXY8019 Kompan	1x Playzone Unit PZW525 Sutcliffe 1x Wok Roundabout SWD100 Sutcliffe 1x Galaxy Spica 1 GXY8014 Kompan	1x 4 3m Flat Seat Swing SSW104 Sutcliffe 1x Roundabout SWD180 Sutcliffe 1x Elements Blazer 400021 Kompan
Acton Park MUGA	1x Teenzone Hangout Shelter, Sutcliffe	1x MUGA enclosed court	
Blondin Park	1x Rodeoboard Proludic 1x 2 Cradle Swings Wicksteed Small Multi Unit (DZW008) Sutcliffe 1x Hopper Kompan	1x (Altima) climbing pole Proludic 1x Large multiplay unit 8x Fitness trail items Sutcliffe	1x 2 Flat Seat Swings Wicksteed 1x Wok Sutcliffe 1x Dorado Kompan
Avenue Road Park	1 x Junior Slide SMP 1 x Multiplay Unit Hags	1 x Rocking Rockette Wicksteed 1 x Merry-go-round Wicksteed	1 x 10' 4 Seat Swing Wicksteed
Brent Lodge Refurbished July 2003	1 x Kanope Multiplay Proludic 1 x 2 Traditional Swings Proludic 1 x Squirrel Springer Proludic	2 x Crocodile Benches Kompan 1 x Horse Springer Proludic 1 x Snake Springer Proludic	1 x 2 Cradle Swings Proludic 1 x Duckings Spring See Saw Proludic 1 x Tema Castello Proludic
Carr Rd	1 x Kompan Springy seesaw 1x nest swing Playdale 1 x bicycle roundabout Sutcliffe 1 x concrete frog Timberplay	1x 2 Bay Cradle Swings Playdale 1x toddler multiplay Unit and slide Playdale 3 x mini trampoline Sutcliffe	1x Multiplay Unit and slide Hags 1x 2 Flat Seat Swings Playdale 1 x balance trail HMP
Cayton Green	1x 2 Junior Swings 1 Springer chicken, childrens playground company 1 x 2 toddler, childrens playground company	See-saw 4 seats Multi unit spider climbing net trapezoid as attachment to multi unit spider. Attachment platform for slide ht 1.8m width 0.5m. Climbing tractor with slide.	
Churchfields Rec. Park	1x 2 2.4m Flat Swing 6040-005 Wicksteed 2x Multiplay Units SMP 1x 2 1.8m Cradle Swing 6040-002 Wicksteed	1x See-saw Wicksteed 1x Round-a-bout Wicksteed 1x Multiplay Unit Hags	1x Rocking Horse Wicksteed 1x Junior Slide SMP

APPENDIX 2

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Coronation Gardens Park	1x Jazzy Multiplay Wicksteed	2x Springers TUV	1x Slide
	1x Square multplay unit SMP	1x 2 Cradle Swing	1x Revolving cyclinder
	1x Springer Sutcliffe	1x Wicksteed swing set (April 2007)	1x Hanging loops
Cranleigh Gardens Park Refurbished October 2003	1x Basketball Hoop/post Husson UK	1x Football 5aside TZU074 Sutcliffe	1x Cricket Wickets Drayton Fencing
	1x Elements Hopper 400022-01 Kompan	1x Elements Bowl 400024-3717 Kompan	1x Elements Setting Modular 40033-371RE Kompan
	1x Elements Fire Station 40041-371 Kompan	1x Ziggy Springer M13300-01 Kompan	1x Zaggy Springer M13400-01 Kompan
	1x 2 1.8m Play Swing SSW062 Sutcliffe	1x Wok Roundabout SWD100 Sutcliffe	
Cuckoo Park Upper Play	1x 2 Flat swings	1x Large Multiplay item	2x Jupiter flat faced goalmouths Proludic
	1x Cableway	Various timber trail items	
Cuckoo Park Lower Play Refurbished April 2003	1x Labyrinthe Puzzleboard G2223 Proludic	1x Falling Star Springer J809A Proludic	1x Little Apple Multplay J1429 Proludic
	1x Slide	1x 2 Timber Cradle swings	
Deans Gardens Hangout	Teenzone Shelter, Sutcliffe	Teenzone MUGA, Sutcliffe	
Deans Gardens Refurbished February 2004	1x 4 Cradle Swings, Sutcliffe	1x Toddler Multiplay, Sutcliffe	1 x souble See-saw Kaiser and Kunne
	2x Spring Rockers, Sutcliffe	1x Large Inclusive multiplay, Sutcliffe	1 x Low Rotator TZA036 Sutcliffe
	1x 4 3m Flat Swings, Sutcliffe		
Additions 2010	Balancing course 12 - Rope/balancing/stepping logs item - Children's Playground Company.	Springy bus - Children's Playground Company.	
Down Way Park Refurbished March 2003	2 x Toddler Swings	1x Elements Bowl 400024-3717 Kompan	1x Multi play unit Kompan
	1x Toddler Hammock Swing/Seat Eibe	1x Springer See-saw	1x Elements Navigator 4000007 Kompan
	1x Galaxy Spica 1 GXY 8014 Kompan	1x Teenzone MUGA TZU009 Sutcliffe	
	1 x Galaxy Supernova 916000-3417 Kompan	1x Teenzone shelter TZU046 Sutcliffe	
Drayton Green Park Refusbished August 2004	1x Puppet see-saw SPV24300 Kompan	1x Elements Hopper 400022-01 Kompan	1x Play Disc Roundabout SWD180 Sutcliffe
	3x Play Swing Barriers Sutcliffe	1x Play Dizzy Disc SDD100 Sutcliffe	1x Play Duo Disc SDD900 Sutcliffe
	1x Play Rotating Beam TZU117 Sutcliffe	1x Playzone Modified Unit 5602652 Sutcliffe	2x Inclusive Play Springie SSB300 Sutcliffe
	1x 2 3m Style Swings Sutcliffe	1x Low rotator TZA036 Sutcliffe	1x Toddlerzone Play Unit DZW059 Sutcliffe
	1x 2 1.8m Cradle Style Swings Sutcliffe	1x Wok Roundabout SWD100 Sutcliffe	
Ealing Central Sports Ground	1x 4 2.4m Flat Swing 6040-006 Wicksteed	1x See-saw Wicksteed	1x Rocking Rockette Wicksteed
	1x Multiplay Unit SMP	1x Slide	1x 8' 4 Seat Cradle Swing Wicksteed
	2x Spring Units Kompan		
Additions 2010	Wicksteed tangle net	Compact climber - XZU500 - Sutcliffe.	
	Sling shot - SWD400 - Sutcliffe.	2.4m swing with cradle Seats - SWB084 - Sutcliffe	
	Wipe out - SWD450 - Sutcliffe.		

APPENDIX 2

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Elthorne Park Refurbished April 2006	1x 12' 4 4 flat Seat Swing SMP 15 x Imag rounded glacial boulders 1 x Sutcliffe 2.4m Toddler Swing SSW082 1x Suspension Bridge 1x Balance Beam 1 x Suspended Plank	2 x Kompan Crocodile benches M243-01 1 x SMP New World Caracus 1 x SMP Nexus Velocity - 4 (Std) 1x Twister net 1x Swinging Steps 1 x Spiral Ropes	1 x Hags Mayflower boat 1 x Kompan Hopper ELE400022 1x Kaiser-Kuhne Chin Up bar 10x Rubber Steps
Fairview Gardens Refurbished August 2003	1 x Burma Bridge Setter 1 x Twister Net Setter 1 x Inclusive Basic Springie SSB300 Sutcliffe 1 x Teenzone TZU106 MUGA Sutcliffe	2 x Balance Beams Setter 1 x Suspension Bridge Setter 1 x Toddlerzone DZW005 Unit Sutcliffe 10x Stepping Stones Setter	1 x Swinging Steps Setter 1 x Inclusive Wok Dish SWD100 Sutcliffe 1 x 2 Cradle Seat Swings Sutcliffe
Glade Lane Canalside Park	1x Multiplay Unit Lapsett 1x Multiplay Unit Wicksteed	1x Single Bay 2 Seat Swing 1x Assault Course (4 elements) Wicksteed	1x See-saw Lapsett
The Green, East Acton Refurbished April 2005	2 x Sutcliffe football goals		
Greenford Rec Park	1x 12' 4 Flat Seat Swing SMP 1x 10' 4 Cradle Seat Swing SMP 1x Racing Car Wicksteed	1x roundabout RecordRSS 3x Rocking Animals Lapsett	1x Storm multiplay Unit Wicksteed 1x Mystical world toddler multiplay Wicksteed
Gurnell Grove Park	1x Single Arch Swing SMP 1x Moonprobe Wicksteed 1x Horizontal bars Wicksteed	2x 8' 3 Seat Swings Wicksteed 2x Spring Toys ABC Team	1x Rocking rockette Wicksteed 1x Multiplay unit SMP
Hanger Hill Park Refurbished April 2008	1x 3 Cradle Swing Wicksteed 1 x Agito Multiplay Hags 1x Rotating Wok Dish Sutcliffe SWD100	2x Rocking Animals Lapsett 1x 10' 4 Flat Seat Swing SMP 1 x Elements Hopper 400022-01 Kompan	1x Junior Slide SMP 1x Multiplay Unit SMP 1x Rocking Horse 6060-011 Wicksteed
Havelock Road Open Space	1x Climbing Net Wicksteed 1x Round-a-bout Wicksteed	1x Spring Rocker Wicksteed 1x 2 Cradle Seat swing Wicksteed	1x Junior Multiplay with Slide SMP 1x 2 Flat Seat Swing Wicksteed
Heathfield Gardens	1x Metal Hangout Shelter	2x Tubular Seats	1x Single Basketball Point Street Design
High Lane Mayfield Park	1 x Kompan Supernova 1x Spring Rocker	1 x Kompan Blazer 1x 4 3m Flat/Cradle Seat Swing Wicksteed	1x Multiplay Unit Wicksteed
Horsenden Hill West Refurbished October 2006	1x JMA-0502-40 Magic Color tractor - Husson 1x JCA-0103 Classic A3 - Husson 1x Speedway Roundabout Wicksteed 1x Dizzy Disc Roundabout Wicksteed 2x Horse Springers Wicksteed	1x Non bump see-saw - Wicksteed 1x Rocket - Wicksteed 1x Low Pedestal Slide - Wicksteed 1x High Pedestal Slide - Wicksteed 1x Gyrospiral - Proludic	1x 4 Traditional 2.4m Swings - Wicksteed 1x 4 Traditional 3m Swings - Wicksteed

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Horsenden Hill Farm	1x Owl Sculpture Chn Play Co 1x Crow's Nest with skull	1x Dove Sculpture Chn Play Co 1x 3 Combination Swing	1x Squirrel Sculpture Chn Play Co 1x Balancing Boat
	1x Playship 'Warthe' cutter Blue Cushionfall Woodchips for surfacing	2x Frog Springers	135m Willow Maze
Islip Manor Park	1x nest swing Wicksteed 1x 2 Seat Cradle Swings 2 x flat seat Wicksteed 1 x spinner post Kompan	1x multiplay unit with slide Wicksteed 1 supernova roundabout Kompan 2 x springers Kompan	1x climb and spin unit Kompan 1 x toddler multiplay tower slide Wicksteed
Jubilee Park Refurbished August 2004	2 x Galaxy Spicas GXY8014(8015) Kompan 1x Rotating Wok Dish Sutcliffe SWD100 1 x Toddlerzone Multiplay DZW005 Sutcliffe	1 x Galazy Supernova 916000-3417 Kompan 1 x Inclusive Basic Springer Sutcliffe 1 x Missouri Multiplay APSMISSO SMP	1 x Elements Hopper Seesaw 400022-01 Kompan 1 x 2 2.4m Cradle Swings Sutcliffe 1 x 4 3m Traditional Swings Sutcliffe
King George V Poors Piece	1 x wide embankment slide Timberplay 1 x nest swing ? 1 x water pump	1 x post and net climber Timberplay 3 x climbing logs	1 x sand digger ? 4 x play sheep Timberplay
Lammas Park Refurbished October 2005	1x SMP Action Pack 'Bromo' 1x 4 Cradle Seat Swings Wicksteed 1x Wide Double Slide Wicksteed 1x Proludic Roundabout (Speed Gyro) 2x Setter Balance Beams	1x Wicksteed See Saw (Jolly Gerald) 1x Hags Willy the Jeep springer 1x 4 Flat Seater Swing SMP 1x Inclusive Crocodile Springie (SSB400) Sutcliffe 1x Inclusive Basic Springie (SSB300) Sutcliffe	10x Setter rubber stepping stones 1x Setter Suspension bridge 1x Setter Suspended plank 1x Setter Spiral ropes 1x Setter Twister
Laughton Road	1x Mixed Swing - Toddler/Flat Seat	1x Slide	
Lower Thrifts	1x 8' 2 Seat Cradle Swing Wicksteed 2x Rocking Animals Lappset 1x See-saw Wicksteed	1x 10' 4 Seat Flat Swing SMP 1x Rocking Horse Wicksteed	
Additions 2009	Multi unit Otford - modular slide tower unit - Children's Playground Company. Balancing course 12 - Rope/balancing/stepping logs item - Children's Playground Company.	Jungle swing - tyre swing - Children's Playground Company. Fairy tale house - Play house - Children's Playground Company.	
Midland Terrace	1x 2 Flat Swing Wicksteed 2x Spring Animals 1 X BALANCE BEAM, Playground Services 1 X SPIRAL ROPES, Playground Services 1 X SUSPENSION BRIDGE, Playground Services 1 X SLALOM BEAM, Playground Services	1x Mini Climbing Frame 1x 2 Cradle Swings Mystical world multi-play system - Dragons canyon, Wicksteed.	1x Rocking Rockette Wicksteed

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Mill Hill Park Fenced and unfenced areas	2x Spring rockets 1x Multplay unit RSS 1x Single rope balancer RSS 1x 4 Flat seat swings	1x 2 Cradle seat swings RSS 2x Balance Beams RSS 1x Twin rope balancer RSS 1x 4 Cradle seat swings	1x 2 Flat Seat Swings RSS 13x Balancing Stepping Stones RSS 1x Large slide on slope 1x Toddler slide
Mill Hill Gardens	1x Roundabout 1x Wicksteed 4 Traditional seat swings (2005)	1x Wicksteed Slide (2005) 1x Large Multiplay Unit Hags	1x Rocking Rockette Wicksteed
Montpelier Park	3 x Timberplay springy discs	1 x setter timber balance trail	
NAPF Refurbished March/April 2003	1x Playzone Multiplay PZW511 Sutcliffe 5 x Swing Barriers Sutcliffe 1x Basic Inclusive Springer Sutcliffe SSB300	1x Cantilever Swing Kaiser & Kuhne 1x SMB Frame Net & Hammock SMB.33.2 1x Crocodile Inclusive Springer SSB400	1x 2 Cradle Style Swing Sutcliffe 1x Rotating Wok Dish Sutcliffe SWD100
2009-2010	1 x Chn Play Co: 4 m Jungle bidge + 1 tower + Balance course 12		1 x playdale junior swing
Northala Fields	1x Kompan Galaxy Supernova GXY916 1x Kompan Nature Lookout SPFE28520 2x Sutcliffe Inclusive Springie SSB300 60x stepping posts	1x Sutcliffe Firemans Tower PZW683 1x Sutcliffe Toddlerzone 'The Castle' DZW274 1x Setter Twister 1x setter suspension bridge	1x Sutcliffe 2.4m 4xswings (3x bumper 1x inclusive SRF124) 1x Setter suspension plank 2x Setter Balance Beams 1x Setter Spiral Ropes
Northala Fields Focal core	1 x embankment slide,Children's Playground Company. Climbing pyramid,Children's Playground Company. 1 x balance beans,Children's Playground Company. 1 x timber teepee,Children's Playground Company.		
Norwood Green	1x Multiplay Unit SMP 1x Nexus (The Core with bannister) SMP 1x Proludic Rodeo 1x Suspension Bridge 1x Duo Balance Beam	1x 2 6' mixed Wooden Swings Wicksteed 1x Hippo Springer SMP 1x Caracas (Toddler multi unit) SMP 1x Burma Bridge 1x Swinging Steps	1x 8' 4 Seat Flat Swing Wicksteed 1x Ark Springer SMP 1x Glow Worm (6060 048) Wicksteed 1x Horizontal Climbing/Twister Net 1x Crossed Rope
Oldfield Rec Ground Refurbished September/October 2004	1x Galaxy Supernova GXY916 Kompan 1x 2 2.4m Cradle Style Swings Sutcliffe 1x APO11 Mini MUGA Steelway Fensecure	1x Elements Blazer Kompan ELE4021 1x 2 3m Traditional Style Swings Sutcliffe	1x Playzone Play Unit PZW359 Sutcliffe 1x Inclusive Basic Springer Sutcliffe
Osborne Road Park Acton	1x Horizontal Bars Wicksteed 1x Globe Climbing Frame SMP	1x Large Jungle Gym Wicksteed 1x Whirling Platform Wicksteed	1x 8' 4 Seat Flat Swing Wicksteed 1x Rocking Rockette Wicksteed

APPENDIX 2

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Perivale Park	1x Large springer	1x Toddler multiplay item Playdale	1x Springer
Refurbished November /December 2004	1 x Galaxy Supernova (Ref:GXY 916) Kompan	1 x Galaxy Spica (Ref: GXY 8014) Kompan	1 x Galaxy Acella (Ref: GXY909)
	1 x Galaxy Dorado (Ref: GXY 924)	1x Trad Slide Ref: TSDL 151 15'long Sutcliffe	4x Trad Swing Ref: SSW104 Sutcliffe
	2x 2.4m Cradle Swing SSW062 Sutcliffe	1x Inclusive Springer Ref:SSB300 Sutcliffe	1x Inclusive Springer Ref:SSA800 Sutcliffe
Additions 2009-2010	Playdale: webnet, clustered stilts(7) x 2, interwine, net bridge		
Pitshanger Park	1x High Pedestal Slide Wicksteed 6050-062	1x SMB Frame Net & Hammock SMB33.20	1x 4 3m Flat Seat Style Swing Sutcliffe
Refurbished February 2005	1x Large Multiplay Wicksteed	1x Roundabout Wicksteed	1x Crane Climbing Frame Wicksteed
	1x 4 Cradle Seat Swing Wicksteed		1 x Base Leisure square backed combo goal
Additions 2009-2010	1 x Wicksteed: G Force roundabout without speed restricto	1 x Wicksteed: Cockerel Rock 'n' roll 6060-066	Playdale : junior swing(birdnest seat)
	Setter fitness trial consisting of: Balance Beam x 3 Suspension Bridge x1 Stilts x1 Spiral Ropes x1 Slalom Beam x 1		
		Playdale : webnet	Playdale : areal runway (25m)
Ravenor Park	1x supernova Kompan	1x Multi Unit (PZW345) Sutcliffe	1x Hopper see saw (ELE400022) Kompan
Refurbished October 2005	1x 12' 4 Flat Seat Swing SMP	1x 4 1.8m Cradle Swing 6040-003 Wicksteed	1x toddler Multi Unit (caracus) SMP
Rectory Park Stage 1	2x BL/GE/151 12m wide Base Leisure goals	2x BL/GO/111 Combo goal Base Leisure	1x Quarter Pipe 15035 Playdale
	1x Midi Ramp 15004 Playdale	1x Quarter Pipe 15031 Playdale	1x Funbox 15031+15015 Playdale
	1x Half Pyramid 15081 Playdale	1x Teenzone Seat TZU120 Sutcliffe	1x Teenzone Seat TZU121 Sutcliffe
	1x Teenzone Seat TZU122 Sutcliffe	1x Teenzone Seat TZU021 Sutcliffe	
Rectory Park Stage 2	1x Galaxy Propus Kompan	1x Galaxy Supernova GXY916 Kompan	1x Hellersdorf Rope Play Russell Leisure
	1x Galaxy Spica 1 GXY 8014 Kompan	1x Galaxy Spica 2 GXY 8015 Kompan	1x Cableride Russell Leisure
	1x Teenzone Seat TZU121 Sutcliffe		
Rectory Park Stage 3	1x 4 3m Flat Swing 6040-009 Wicksteed	1x 4 2.4m Flat Swings 6040-006 Wicksteed	1x Mobilus 150080 Hags
	1x High Pedestal Slide 6050-062 Wicksteed	1x Spiro Whirl Roundabout Wicksteed	2x Non bump seesaw 6060-002 Wicksteed
	1x Low Pedestal Slide 6050-060 Wicksteed	1x Rocking Horse 6060-011 Wicksteed	1x Willy the Jeep 150155 Hags
Rectory Park Stage 4	1x Medieval Castle M481 Kompan	1x Drawbridge J2605 Proludic	2x Crocodile Benches M243 Kompan
	1x Toddler Tema Castello J2656 Proludic	2x Crazy Dragon Springers M113 Kompan	1x Dragon J817 Proludic
	2x Horse J819 Proludic	1x Pony J800 Proludic	
Ridding Lane	1 x multiplay with slide Hags	1 x roundabout Record RSS	1 x swings 2 cradle seat + 2 flat seat Playdale
	1 x springy seesaw Kompan	1 x springer Wicksteed	1 x balance trail Setter

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
Rothesay Rec	1x 3m 4 Seat Swing Wicksteed	1x 2.4m 4 Seat Swing Wicksteed	1x Junior slide SMP
Refurbished September 2004	1x New World Toddler Caracas SMP	1x Cat Springer SPCAT SMP	1x Fish Springer SPFIS SMP
	1x APO11 Mini MUGA Steelway Fensecure	1x Spiro Roundabout 6020.054 Wicksteed	
South Acton Rec	1x 2seat swings Proludic	1x ixo multi unit Proludic	1x Pod swing Proludic
	1x rollup Proludic	1x aeroskate Proludic	
South Park	2x Curved Ramps	Rail Slide	BMX Track
	Flat Ramp	Mini Football Goals	2x Separate Football/Basketball Goals
Southall Manor House Grounds	1 x post and net climber CPC	1 x tower, net and slide unit Timberplay	1 x toddler swings Playdale
	1 x tyre swing Timberplay	1 x playhouse CPC	1 x roundabout Timberplay
	9 x wooden play animals		
Southall Park	1x Missouri Multiplay APSMISSO SMP	1x Tornado Carousel Car-Tor SMP	1x 20m Cablerider RSSTBC20 RSS
Refurbished February 2004	1x 4 3m Delta Swing DS104 SMP	1x Galaxy Supernova GXY 916 Kompan	1x Husson UK 98003 Shelter
Southall Rec Ground	1x Galaxy Special GXY 12384 Kompan	1x Galaxy Argo GXY 8019 Kompan	1x Galaxy Supernova GXY916 Kompan
Refurbished June 2003	1x Galaxy Spica 1 GXY 8014 Kompan	1x Galaxy Spica 2 GXY 8015 Kompan	1x Galaxy Spica 3 GXY 8016 Kompan
	1x Elements Racer Springer 4000002 Kompan	1x Elements Stinger Springer 4000020 Kompan	1x Elements Blazer See-saw 400021 Kompan
	1x Elements Fire Station 400041 Kompan	1x Elements Navigator 4000007 Kompan	1x Elements Explorer 400008 Kompan
	1x 20m Cablerider RSSTBC20 RSS	1x Willy the Jeep 150155 Hags	1x SMB Frame Net with Hammock SMB.33.20
	1x 4 2.4m Flat Seat Style Swings Sutcliffe	1x 2 1.8m Cradle Style Swings Sutcliffe	4x Swing Barriers Sutcliffe
	2x MUGA goal courts Husson UK		
Additions 2009-10	Chn Play Co: Jungle bidge 3m+ 1 towers + Balance course 12		
Southfields Rec Ground	1x Galaxy Supernova Kompan	1x Blazer Kompan	2x cradle seat swings Sutcliffe
	1x Hopper see saw Kompan	2x Nexus & Velocity Multi Units SMP	2x flat seat swings Sutcliffe
Spikesbridge Park	1x Aerial Runway Playdale	1x Cantilever Tyre Swing Playdale	1x 2 Junior flat swing seats
	1x 2 Cradle seat swings Playdale	1x 'Little Seoul' Toddler Unit Playdale	1x Large 'Big City' Junior Unit Playdale
	2x Loudspeakers Playdale	4x Activity Play Panels Playdale	1x Twin Balance Beam Playdale
	1x Log Walk Playdale	1x Wobbleboard Playdale	1x Burma Bridge Playdale
	1x Swinging Steps Playdale	1x Ladder Walk Playdale	1x Revolving Globe Playdale
	1x Cross Springer Playdale	1x Dog Springer Playdale	1x Scooter Springer Playdale
	2x Spica (1 and 2) Kompan	1 x springy seesaw Kompan	1 x accessible roundabout Playdale
Additions 2010	1 x slingshot Sutcliffe	1 x rope and nest climbing tower Hucknets	1 x climbing boulder PlayWorld
	1 x post and net climber CPC	1 x sandstone spiral	
Springfield Gardens	1x Inclusive Playzone Unit PZW525 Sutcliffe	1x Playzone Unit PZW373 Sutcliffe	1x Playzone Edge Unit 560 Sutcliffe
	1x Toddlerzone Play Panel DZW033 Sutcliffe	1x 2 1.8m Cradle Style Swings Sutcliffe	1x 2 2.4 Flat Style Swings Sutcliffe

PARKS PLAYGROUND EQUIPMENT INVENTORY LIST			
Playground	Play Equipment		
	1x Basic Inclusive Springer SSB300 Sutcliffe	1x Horse Inclusive Springer SSB700 Sutcliffe	5x Stepping Pods DZA175 Sutcliffe
	1x Teenzone Play Shelter TZU020 Sutcliffe	1x Galaxy Supernova GXY916 Kompan	1x Galaxy Spica 1 GXY 8014 Kompan
	1x Galaxy Spica 2 GXY 8015 Kompan	2x Football goal ends RSS	
Additions 2010	Springer bus, Childrens's Playground company	Climbing course 12, Childrens's Playground company	
Trinity Way Park	1 x- Skate trainer - JVE - 0102 Husson.	Rodeo Board J3501 - Balancing board nr MUGA - Proludic	Teen shelter modified TZU183 - Sutcliffe
Refurbished October 2008	1 x Bloqx 3 - BLX410200 - Climbing unit Kompan .	Twinfly J3504 - Rotating/swinging item nr MUGA - Proludic	Nest swing - SNS080 - Sutcliffe
	1 x Puppet - SPV24300 - Small rocking unit Kompan .	Table tennis table R1000 nr MUGA - Proludic	Roundabout 1.8m - SWD180 - Sutcliffe
	1 x Supernova - GXY916 - Roundabout Kompan .	Play House - DZW268 - Sutcliffe	Swing 3m - SWB104m - Sutcliffe
	1x Boulder - ELE500013 - Modular unit Kompan .	Secret House - DZW269 - Modula unit - Sutcliffe	Springy crocodile - SSB400 - Sutcliffe
	MUGA fencing - Playworld systems	Swing 2.4m - SWB082 - Sutcliffe	Back to back roundabout - SWD170 - Sutcliffe
Walpole Park	2x Flat Swings Russell Leisure	1x Rope & Chain Walker Russell Leisure	2x Speaking Tube Poles Russell Leisure
	1x 2 Cradle Swings Russell Leisure	1x Balance beam Russell Leisure	1x Multiplay Unit, Russell Leisure
	1x Revolving Cylinder Russell Leisure	1x Chain Bridge Russell Leisure	1x Monkey Bars Russell Leisure
	1x Slide Russell Leisure	1x Small Metal Cabin Russell Leisure	1x Revolving Sputnik Wicksteed
	1x 4 seater See-saw Springer Husson UK		
Wesley Playing Field	1x 2 strap swings	1x Large Multiplay SMP	1x Toddlers multiplay SMP
Refurbished 2008	1x 2 cradle seat swings SMP	2x Spring Rockers SMP & Wicksteed	1x Log Balancer
	2x 5-aside football/basketball goals	2x Childrens playground company timber units	1 x Sutcliffe teenzone
	1 x setter balance trail items		
Windmill Rec Park	1x Goal QUK0460-01 Husson UK	1 x 2 1.8m Cradle Seat Swings Sutcliffe	1 x Inclusive Wok Dish SWD100 Sutcliffe
Refurbished March 2004	1 x Inclusive Basic Springie SSB300 Sutcliffe	1 x Toddlerzone DZW005 Unit Sutcliffe	2x 4 Flat Seat Swings Wicksteed
Wood End Rec East	1x springy seesaw Kompan	1 x mini spinner dish Kompan	1 x toddler multiplay unit PlayDale
Refurbished 2009	1x Mini Merry-go-round	1x 2 Cradle Seat Swings + 1 flat seat	1 x springy jeep Hags
	2 x springies Hags and Kompan	1 x balance trail Playdale	
Wood End Rec West	1x 2 2.4m Swing SSW082 Sutcliffe	1x Playzone Unit PZW359 Sutcliffe	1x Wok Roundabout SWD100 Sutcliffe
Refurbished July 2004	1x Galaxy Supernova GXY916 Kompan	1x Galaxy Argo GXY8019 Kompan	1x Elements Blazer ELE400021 Kompan
	1x set of Multi Use goal ends		

Appendix 3

Interment Record Form

Ot'liiD
www.ealing.gov.uk

PRELIMINARY DETAILS OF BURIAL

CEMETERY	Lib.&I.E					
Acton		No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	New	R	Trad
Greenford		Ref				Muslim
Illovelock		G.B. No.		noty	Lj	Child
Hortus		RPG No				Chamber
S. Ealing						
				Date of Interment	_____	

MEMORIAL	NETT SIZE OF COFFIN				
Yes	EJ	ft.	ins.	ft.	ins.
No		' _____ .11' _____ r''-			
				Time>	am/pm
				Dog for	
				at Cem.Chapel	C=J CJ
				<0t Gr.Iveside	interments

Name of Deceased.....

Owner

Undertaker

To:lle No.

further onstructoons.....

AUTHORITY FOR INTERMENT:

Owner to duthoo iSt!

Owner W.labove deceased

Owner previously deceased - indemnity

TS.S91 (6/03)

Notifildlion rtlllloved.....

Faxed to Cemetery.....

Diary entered.....

APPENDIX 4**PLAYING SEASONS****1.0 Playing Seasons**

For Guidance purposes only the Contractor is advised that the following playing seasons and times shall apply throughout the borough and the Contractor shall be deemed to have made due allowance in his Tender rates for implementing works at times, which do not conflict with the normal use of Operational Sites and the facilities contained therein by the general public.

Facility	Playing Season	Playing Times
Athletics	For duration of School Summer Team (as determined by Ealing Council)*	From park opening to 1 hour before park closing
Baseball	1 st Monday in May to last Sunday in August	From park opening to 1 hour before park closing
Bowling Green	Weekend nearest May 1 st to weekend nearest September 30 th – unless otherwise stated	From park opening to 1 hour before park closing
Cricket	Weekend nearest May 1 st and run for 20 weeks – unless otherwise stated	From park opening to 1 hour before park closing
Football/Rugby	Unless otherwise stated the season will commence 12 days after last weekend of the cricket season and run for 30 weeks**	From park opening to 1 hour before park closing
Gaelic Football	March to October inclusive	From park opening to 1 hour before park closing
Softball	1 st Monday in May to last Sunday in August	From park opening to 1 hour before park closing
Volleyball	1 st Saturday in May to last Saturday in September	From park opening to 1 hour before park closing

* Athletics marking may be required outside school summer term on specific dates or occasions each year, the Supervising Officer shall provide adequate notice to the Contractor with the details of any such requests.

** Summer football pitches shall be required each year beyond the end of the football season and until the end of August. The Supervising Officer shall specify the aforementioned designated summer football sites to the Contractor during the football season.

APPENDIX 5**OUTDOOR PLAYING PITCH BOOKING INFORMATION****1.0 Charges**

2010 cricket season

Casual grade 'A'	£72.70 + VAT
Seasonal grade 'A'	£69.07
Casual grade 'B'	£57.39 + VAT
Seasonal grade 'B'	£54.52

Proposed for 2011 cricket season

Casual grade 'A'	£76.34 + VAT
Seasonal grade 'A'	£72.52
Casual grade 'B'	£60.26 + VAT
Seasonal grade 'B'	£57.25

2010/11 football season

Casual grade 'A'	£63.36 + VAT
Seasonal grade 'A'	£47.52
Casual grade 'B'	£40.92
Seasonal grade 'B'	£30.69

Note: VAT is not charged on seasonal bookings

2.0 Number of Bookings

2008/09 financial year	2685
2009/10 financial year	2468

3.0 Income

2008/09 financial year	£96,654.67 (exclusive of VAT)
2009/10 financial year	£85,425.82 (exclusive of VAT)

4.0 Number of Users/Teams Booking Pitches

Cricket 2010	61
Football 2009/10	60

APPENDIX 6

EALING COUNCIL

Terms and conditions for the hire of outdoor sports pitches

1. The season for cricket shall be for a period of 20 weeks commencing in May each year. The season for football shall be for a period of 30 weeks commencing in September each year. Occasional bookings are subject to availability throughout the year as are pitches for hockey, rugby, American football and other non-specified sports.
2. Cricket matches shall not commence before 2pm without special permission and the payment of any additional fees required. All play must terminate not later than half an hour before the closing time of the ground (http://www.ealing.gov.uk/services/leisure/parks_and_open_spaces/grounds_maintenance/gate_locking.html). In the case of morning matches (excluding cricket) these must end by 12.30pm. The Service Director (SD) responsible for parks and open spaces or their delegated representative on duty may terminate any match, which is likely to interfere with the closing of the ground at the proper time. Changing accommodation must be vacated before the closing time of the ground and in the case of morning matches by 1pm. Changing accommodation will be opened no later than 30 minutes before the commencement of games. Teams not arriving within 1 hour of the arranged start time will be deemed not be playing and forfeit their fixture – no refund will be made.
3. The Council shall arrange for the preparation and markings of pitches and the supply of goal posts. The Council do not supply goal nets, corner flags or any equipment for cricket. The positions of the wicket or goalmouth, as marked out by the Council, must not be altered without the written consent of the SD or their delegated representative.
4. Mutual exchange of dates between clubs or subletting is not permitted without the written permission of the SD or their delegated representative.
5. The SD or their delegated representative shall be the sole judges as to the fitness of the pitch for play, and the Council reserve the right to close, without notice any pitch or ground which is unfit for play/use owing to weather or other conditions, without obligation to allow another day in lieu thereof, and without funds being refunded. Seasonal booking fees are calculated to take into account the likelihood of pitch closures during the season due to adverse weather conditions.
6. Play is not allowed unless the club is in possession of the Council's official permit, and all matches must be played on the pitch indicated on the permit or as advised by the delegated representative of the SD. The Council reserve the right to undertake random inspections of permits and terminate the game immediately if this cannot be produced.

The Council will not grant an official permit for an occasional booking of a pitch unless an application is received and the appropriate fee paid at least 7 days before the match.

7. If any club breaks any of the Council byelaws or regulations, or these terms and conditions or behaves in a manner prejudicial to the pitch, facilities or users of the ground, or causes a nuisance to local residents, the club shall forfeit the right to play on the pitch it has been allocated, and the Council may retract its permission for the use of any pitch for the remainder of the season, without any fees paid to the Council being refunded.
8. Persons using any pitch do so at their own risk. The Council (or their contractor) accepts no responsibility or liability in respect of loss or damage to property, or injuries sustained by any person, and give no warranty of any kind as to the safety of the pitch, equipment or facilities. Delegated representatives of the SD are forbidden to take charge of any money, jewellery or any article in any circumstances.
9. The club must ensure that no nuisance is caused to local residents or other users of the ground, if any, during the period of hire. The club is responsible for any loss or damage to the pitch, equipment or facilities, or any other property belonging to the Council (or their contractor), and shall ensure the same is left in a clean, tidy and orderly conditions and shall not allow or cause damage. In the event of any loss or damage arising from the hire:
 - a. The club will keep the Council indemnified from and against all actions, claims, demands, costs, losses and expenses which may be brought or made against it or incurred by it however arising directly or indirectly out of or in connection with the hiring.
 - b. The club will not make any claim against the Council in respect of loss, damage or injury arising as aforesaid.
 - c. The club will comply with any condition laid down by the Council's insurers and any costs involved in complying with such conditions shall be borne by the club.
 - d. Notice in writing must be given to the SD, c/o Sports Pitch Bookings, Ealing Council, Perceval House, 14-16 Uxbridge Road, London W5 2HL of any accident, damage or proceedings as soon as possible and not later than 48 hours of the incident arising and no repudiation of liability negation or admission shall be made to a third party.
10. All complaints must be made in writing to the SD, c/o Sports Pitch Bookings, Ealing Council, Perceval House, 14-16 Uxbridge Road, London W5 2HL within 5 working days of the issue you wish to complain about.
11. Clubs are required to pay the total fee at the time of acceptance of a seasonal allocation (10+ games). The charges will be set out in the Council's current scale of fees, which are available on request. The hire charge shall be levied in accordance with the Council's scale of fees. Fees shall be paid as follows:
 - a. Payment is due must be paid in full not later than 5 working days before the booking date.
 - b. Cheques should be made payable to the 'London Borough of Ealing' and crossed. Post dated cheques will not be accepted. Any costs incurred by the Council due to cheques being presented and insufficient funds being available to cover this will be passed to the club.
 - c. All postal remittance should be sent to the above address for the attention of Sports Pitch Bookings. Payments by cash can be made in person by attending the Customer Service centre at the above address. Credit/debit cards may be used to pay in person or via the telephone – (020) 8825 6262.
 - d. Charges shall be renewed annually and the new charges are operational from the start of respective seasons.
12. Any cancellation of bookings shall be in writing addressed to the SD, c/o Sports Pitch Bookings, Ealing Council, Perceval House, 14-16 Uxbridge Road, London W5 2HL and must be received by the Council no later than 5 working days before the hire date. No refund or credit will be available for the cancellations of bookings where:
 - a. The cancellation is made less than 5 working days before the booking

APPENDIX 6

- b. The booking is an occasional booking and the Council is unable to secure alternative bookings even when the club has given proper notice.
 - c. The booking is a seasonal allocation.
 - d. The Council declares any pitch unfit for use owing to weather conditions. The only exception to this clause will be when the Council has cancelled 4 or more games in one season per team (not necessarily club) at which point credits will be available for use in the same season. Credits may not be carried over.
13. All pitches are categorised by the facilities that are available at individual locations:
- Grade A** = pitches that have basic changing facilities, this does not necessarily include toilets and/or showers.
- Grade B** = pitches that have no facilities
14. Details of facilities available may be obtained on application to the Council.
15. Clubs must ensure that all litter is disposed of appropriately. Failure to do so will entitle the Council to withdraw permission for the club to use the pitch for the remainder of the season, and may refuse future bookings by the club. Clubs will be charged for the removal of rubbish, an administration fee and for any damage they cause.
16. The club shall not:
- a. Bring or allow to be brought onto the pitch or into the changing accommodation or other property owned by the Council any alcohol or dangerous hazardous substance.
 - b. Sell or supply to other persons any goods of any description on the pitch or into the changing accommodation or other property owned by the Council.
 - c. Bring any vehicle onto the pitch, or ground other than a public car park, or highway, without prior permission of the SD or their delegated representative.
 - d. Allow smoking in any facility. Smoking in all Council buildings is strictly forbidden.
17. The Council may refuse any application for hiring without giving reasons. In such cases fees paid will be refunded.
18. The club must not store any equipment in or at the facilities between games.
19. The return of a signed copy of the terms and conditions, together with payment, to the SD, c/o Sports Pitch Bookings, Ealing Council, Perceval House, 14-16 Uxbridge Road, London W5 2HL, shall be taken as confirmation that the club agrees to be bound by the Council's terms and conditions for the hire of outdoor sports pitches as set out herein.
20. The person signing the application on behalf of the club must be 18 years of age or over and will be responsible for complying with and ensuring compliance with the Council's terms and conditions for the hire of outdoor sports pitches and any instructions given by the SD or their delegated representative.
21. Any tournaments and/or events held in conjunction with sports pitch hire will not be confirmed until a separate park hire application has been made. Forms for park hire applications can be obtained from the Community and Streets Events Co-ordinator on (020) 8825 6064 or events@ealing.gov.uk. An additional fee will be levied for tournaments and/or events along with additional terms and conditions. Special requests may also be made.
22. The hiring does not entitle the club to use or enter the pitch or facilities, if any, at anytime other than the specified hours for which the hire is made.
23. If the hirer representing the club changes address prior to the date of the hire he/she must notify SD, c/o Sports Pitch Bookings, Ealing Council, Perceval House, 14-16 Uxbridge Road, London W5 2HL in writing.



THE DETAILS BELOW MUST BE COMPLETED FULLY AND RETURNED TO PITCH BOOKINGS PRIOR TO ANY GAMES TAKING PLACE:

Club name:	
Name:	
Position in club:	
Contact address:	
Contact telephone:	
Contact email:	
Signed:	

APPENDIX 6

Date:

APPENDIX 7

Operational Site (Parks & Cemeteries) Locking and Unlocking

1.0 Locking

- 1.1 The Contractor shall be required to lock all gates, barriers and doors including internal gates on designated Operational Sites from closing time up to one hour afterwards. The Contractor shall be required to make every effort to clear users from within the Operational Site by the use of an audible warning prior to gate locking. No gate shall be locked by the Contractor before the allotted time in Table 1. Should the Contractor be unable to lock an Operational Site for any reason, then the Contractor shall contact the Council's nominated Out of Hours telephone number and shall advise the Out of Hours operator of the reason that the Operational Site cannot be locked. Vehicles unavoidably locked in an Operational Site by the Contractor shall be recorded by the Contractor, date time vehicle type and registration number and a notice, which shall be supplied by the Supervising Officer shall be attached to the vehicle by the Contractor in an appropriate manner and at a location that shall not damage the vehicle.. The Contractor shall provide the Supervising Officer with the details of any vehicle that was locked into an Operational Site on the next working day following the incident. Incidents of vandalism, unruly/threatening behaviour, missing locks, damage to gates, fences or other structures or park features shall be recorded by the Contractor and provided to the Supervising Officer in accordance with Schedule 10 of the Conditions of Contract.

2.0 Unlocking

- 2.1 The Contractor shall unlock all gates, barriers and doors including internal gates on Operational Sites in accordance with Table 1.
- 2.2 Incidents of vandalism, unruly and/or threatening behaviour, missing locks, damage to gates, fences, structures, features shall be recorded by the Contractor and provided to the Supervising Officer in accordance with Schedule 10 of the Conditions of Contract.

3.0 Keys

- 3.1 The Supervising Officer shall issue keys to the Contractor for all Operational Sites at the commencement of the Contract in accordance with Clause 18 of Specification (D) and this Appendix 7. The Contractor shall be responsible for the replacement of any lost, stolen or damaged keys at his own expense.
- 3.2 The Contractor shall provide and fit approved replacement locks and chains to Operational Site gates, barriers and doors including internal gates as necessary if locks are missing in order to ensure that no Operational Site gates, barriers and/or door including internal gate is left

APPENDIX 7

open and the Contractor shall carry a stock of sufficient approved locks, chains and other materials necessary to ensure that the requirements of this Clause 3.2 are implemented by the Contractor. The Contractor shall be deemed to have include in his Tender rates for so doing.

- 3.3 The Contractor shall notify the Supervising Officer immediately of any change of locking mechanism and/or key and shall immediately supply a spare set of keys (2) number to thee Supervising Officer and the keys shall be clearly marked in relation to the Operational Site to which they relate. The Contractor shall be deemed to have include in his Tender rates for so doing.

Table 1 Operational Site Opening and Closing Times for 2012				
Month	Park Open	Park Close	Cemetery Open	Cemetery Close
January	0730hrs	1730hrs	0800hrs	1630hrs
February	0730hrs	1730hrs	0800hrs	1630hrs
March	0730hrs	1900hrs	0800hrs	1730hrs
April	0730hrs	2000hrs	0800hrs	1900hrs
May	0730hrs	2100hrs	0800hrs	2000hrs
June	0730hrs	2200hrs	0800hrs	2000hrs
July	0730hrs	2200hrs	0800hrs	2000hrs
August	0730hrs	2100hrs	0800hrs	2000hrs
September	0730hrs	2000hrs	0800hrs	1900hrs
October	0730hrs	1900hrs	0800hrs	1730hrs
November	0730hrs	1730hrs	0800hrs	1630hrs
December	0730hrs	1730hrs	0800hrs	1630hrs

NB: The Contractor shall note that the Operational Site detailed as Horsenden Farm and its Visitor Centre are locked at the same time as Operational Site cemeteries. This requirement applies throughout the year.

- 3.4 The times detailed in Table 1 Operational Site Park Opening and Closing Times for 2012 are indicative and are subject to confirmation of commencement/termination of British Summer Time. The Supervising Officer shall confirm any variance of the times detailed in Table 1 to the Contractor at the commencement of the Contract.
- 3.5 Should the Operational Site (Parks and Cemeteries) Locking and Unlocking times vary for subsequent years of the Contract they shall be issued to the Contractor by the Supervising Officer in November of each year.

APPENDIX 8**Specification for the Supply of Spring and Summer Bedding Plants****1.0 General Requirements**

- 1.1 All plants shall be true to name, pricked out or potted to the required size in accordance with the list below. The medium in which the plants are grown must be weed, pest and disease free, and should be from a sustainable source where possible.
- 1.2 Plants shall be supplied in containers in accordance with the list below. Alternative containers may be acceptable with the agreement of the Supervising Officer. Where possible, all containers should be of recycled material.
- 1.3 Plants and bulbs shall be visibly free of pests and disease and must be materially undamaged. Plants shall be well grown, hardened off and with a good healthy root ball to ensure minimum stress after planting out. Plants must be delivered well watered and stress free. Any plants that do not conform to the above will not be accepted. Plants shall be available for inspection on request from the Supervising Officer. Plants substitutions shall only be accepted with the agreement of the Supervising Officer.
- 1.4 Each tray of plants must be clearly labelled.
- 1.5 All standards and dot plants shall be properly staked, where necessary, and stopped and shaped as specified below.
- 1.6 Carpet bedding plants should be trimmed in accordance with the catalogue requirements.
- 1.7 The use of growth retardants shall be permitted only with prior agreement of the Supervising Officer.
- 1.8 Bulbs must be of the size specified below and they must be delivered in good condition. Each pack must be numbered and well labelled with quantity and cultivar.
- 1.9 Substitutions to bulb size or variety must be agreed with the Supervising Officer.
- 1.10 All plants must be ready for delivery at the agreed date - approximately the second week in May for summer bedding and the second week in September for Spring bedding. Deliveries must arrive no later than 0800hrs on the instructed delivery dates and at the specified sites.
- 1.11 Delivery charges and the cost of collection of any containers must be included in the price quoted.

APPENDIX 8

- 1.12 The Supplier shall state clearly before delivery, which containers it wishes to retain and collect.
- 1.13. Plants may be required to be delivered to a maximum of 6 different sites throughout the Contract Area. Delivery of plants for each season shall take place over a period no longer than one week. Plants or bulbs delivered that are not to specification shall not be accepted and shall be returned at the expense of the Contractor. Any such plants that are returned shall be replaced immediately at the expense of the Contractor.
- 1.14 It will be the Contractor's responsibility to supply all plants according to the list supplied by the Supervising Officer all in accordance with the Contract.

Container	Plant	Requirement	Size
Summer Bedding Plants			
6 Pack 7cm	Ageratum Blue Horizon	Well rooted, clean short jointed, well supported plant.	125 - 175mm
6 Pack 7cm	African Marigold	Well rooted, clean short jointed, well supported plant.	125 - 175mm
6 Pack 7cm	Salvia Vanguard	Well rooted, clean short jointed, well supported plant.	125 - 175mm
11 cm pots	Coleus	Well rooted, clean short jointed, well supported plant.	125 - 175mm
11 cm pots	Felicia Spring Merchen	Well rooted, clean short jointed.	125 - 175mm
6 Pack 7cm	Begonias -all vars.	As above and compact plant.	100 - 125mm
6 Pack 7 cm	Aster Roundabout	As above and compact plant.	75 - 100 mm
6 Pack 7cm	Dahlia	As above and compact plant.	100 - 125 mm
6 Pack 7cm	Marigold (triploid)	As above and compact plant.	100 - 125mm
6 Pack 7cm	Nicotiana - all vars.	As above and compact plant.	75 - 100mm
6 Pack 7cm	Petunia	As above and compact plant.	75 - 100mm
6 Pack 7cm	Impatiens	As above and compact plant.	75 - 100mm

APPENDIX 8

Container	Plant	Requirement	Size
12 Pack 5 cm	Ageratum Blue Danube	As above and compact plant.	75 - 100mm
12 Pack 5 cm	French Marigold - all vars.	As above and compact plant.	75 - 100mm
12 Pack 5 cm	Tagetes -all vars.	As above and compact plant.	75 - 100mm
12 Pack 5 cm	Alyssum - all vars.	As above and compact plant.	50 - 75mm
12 Pack 5 cm	Lobelia	As above and compact plant.	50 - 75mm
12 Pack 5 cm	Pyrethrum Golden Moss	As above	50 - 75mm
12 Pack 5 cm	Antirrhinum - all vars.	As above (plus side shoots)	125 - 150mm
25cm Pot	Canna	Well rooted, clean strong growth. 3 - 4 shoots.	850 - 1000mm
25cm Pot	Fuchsia STD	Well rooted, clean staked, stopped with well formed head.	1 - 1.3m
25cm Pot	Helichrysum STD	As above	1 - 1.3m
25cm Pot	Geranium STD	As above	1 - 1.3m
25cm Pot	Cordyline	Clean, short jointed well leafed and well rooted.	450 - 600mm
20cm Pot	Grevillea	As above plus staked	600 - 900mm
20cm Pot	Plumbago	As above plus staked	600 - 900mm
20cm Pot	Abutilon	As above plus staked	1 - 1.3m
13cm Pot	Eucalyptus	As above plus staked	600mm
13cm Pot	Abutilon bush	As above plus staked	450 - 600mm
13cm Pot	Centaurea gymnocarpa	As above but capable supporting itself	300 - 375mm
13cm Pot	Hibiscus	As above but capable supporting itself	300 - 375mm
13cm Pot	Ricinus	As above but capable of	300 - 375mm

APPENDIX 8

Container	Plant	Requirement	Size
		supporting itself	
13cm Pot	Coleus	As above but capable supporting itself	200 - 300mm
11cm Pot	Perilla	As above but capable supporting itself	300 - 375mm
11cm Pot	Salvia p. Victoria	As above but capable supporting itself	300 - 375mm
11cm Pot	Amaranthus	As above but capable supporting itself	300 - 375mm
11cm Pot	Kochia	As above but capable supporting itself	200 - 300mm
11cm Pot	Iresine	As above but capable supporting itself	200 - 300mm
11cm Pot	Cineraria Silver Dust & Cirrus	As above but capable supporting itself	100 - 150mm
11cm Pot	Geranium	Well rooted, clean short jointed, well breaking plants budding	100 - 150mm
11cm Pot	Helichrysum	Well rooted, clean short jointed, well breaking plants, budding	100 - 150mm
11cm Pot	Chlorophytum c.Var.	Well rooted, clean short jointed, well breaking plants, budding	100 - 150mm
11cm Pot	Echeveria s. Glauca	Well rooted, clean short jointed, well breaking plants budding	100 - 150mm
7cm Pot	Verbena venosa	Well rooted, clean short jointed, well breaking plants, budding	100 - 150mm
7cm Pot	Lobelia (trailing)	Well rooted, clean, well trailing plant	150 - 250mm long

APPENDIX 8

Container	Plant	Requirement	Size
Spring Bedding Plants			
11cm Pot	Ornamental Cabbage	Well rooted, short jointed & clean Good leaf colour	150 - 200mm
11cm Pot	Dianthus barbatus	Well rooted, short jointed & clean Good breaks.	100 - 150mm
11cm Pot	Polyanthus	Well rooted & clean plant. Strong crown.	100 - 150mm
6 Pack 7 cm	Wallflowers	Well rooted, short jointed, clean plant Good breaks	150 - 200mm
6 Pack 7 cm	Pansies	As above, plus compact plants	75 - 100mm
6 Pack 7 cm	Alyssum saxatile	As above	100 - 150mm
6 Pack 7 cm	Arabis alpina	As above	75 - 100mm
6 Pack 7 cm	Aubrieta	As above	50 - 75mm
12 Pack 5 cm.	Bellis perennis	As above	75 - 100mm
12 Pack 5 cm.	Myosotis alpestris	As above	75 - 100mm

APPENDIX 8

Container	Plant	Requirement	Size
Bulbs			
	Anemone blanda		Tops
	Crocus chrysanthus		Tops
	Galanthus nivalis		5/6
	Hyacinths - all varieties		18cm up
	Iris reticulata - all varieties		Tops
	Muscari armeniacum		8/9
	Narcissus cyclamineum		Tops
	Narcissus-naturalising		14/16
	Narcissus - all other varieties		17 up
	Scilla sibirica		Tops
	Tulips (all varieties)		12/14

APPENDIX 9**Christmas Tree Collection****1.0 General Requirements**

For guidance purposes only the Contractor is advised that following Operational Sites are used as collection points for the depositing of Christmas trees. The Contractor is also advised that the list of Operational Sites may be subject to change by the Supervising Officer. The Supervising Officer shall confirm the actual Operational Sites to be used for the depositing and subsequent collection of Christmas Trees by the Contractor in November of each year.

2.0 Operational Sites

- (a) Elthorne Park
- (b) Churchfields
- (c) Southall Park
- (d) Spikes Bridge Park (Southall Municipal Sports Ground)
- (e) Ravenor Park
- (f) Rectory Park
- (g) Islip Manor Park
- (h) Berkeley Fields
- (i) Ealing Central
- (j) Perivale Park
- (k) Pitshanger Park
- (l) Ealing Common
- (m) North Acton Playing Fields
- (n) Acton Park
- (o) Acton Green Common
- (p) Southfields Park
- (q) Walpole Park
- (r) Cleveland Park

APPENDIX 10

Building Cleaning

Bandstands, Changing Rooms, Shelters, Showers & Toilets

FACILITY	SITE CODE	SITE NAME	QUANTITY	UNIT OF MEASURE
Shelters	B0901	Brent Lodge Park	1	SHELTER
	B0902	Churchfields Recreation Ground	1	SHELTER
	B0101	Walpole Park	1	SHELTER
	B0601	Warwick Dene	1	SHELTER
Bandstands	B0301	Elthorne Park	1	BANDSTAND
Changing Rooms	T0801	Ealing Central Sports Ground	12	BUILDING
	E0301	North Acton Playing Fields	4	BUILDING
	A0901	Perivale Park	10	BUILDING
	E0502	Southfield Road Playing Fields	1	BUILDING
	A0719	Warren Farm Sports Complex	16	BUILDING
Toilets	T0801	Ealing Central Sports Ground	6	BUILDING
	E0301	North Acton Playing Fields	4	BUILDING
	T0904	Horsenden Farm & Visitor Centre	2	BUILDING
	E0502	Southfield Road Playing Fields	1	BUILDING
	A0719	Warren Farm Sports Complex	12	BUILDING
	X1218	Greenford Park Cemetery	2	BUILDING
Showers	T0801	Ealing Central Sports Ground	3	BUILDING
	E0301	North Acton Playing Fields	4	BUILDING
	E0502	Southfield Road Playing Fields	1	BUILDING
	A0719	Warren Farm Sports Complex	15	BUILDING
Chapel	X0127	Acton Cemetery	1	BUILDING
	X1218	Greenford Park Cemetery	1	BUILDING

APPENDIX 11**Registerable Works on the London Borough of Ealing's
Highway Network**

The Contractor is advised of the following and shall be deemed to have included in his Tender rates for compliance with all the following and all notifications to the Highway Authority of the London Borough of Ealing where the same impacts on the Contractors delivery of and/or the provision of the Service throughout the Contract Area.

- (a) All activities that involve the breaking up or resurfacing of any street
- (b) All activities that involve the opening of a carriageway or cycleway of traffic sensitive streets at traffic sensitive times
- (c) All activities that require the use of any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works
- (d) All activities that reduce the number of lanes available on a carriageway of three or more lanes.
- (e) All activities that requires the use of a temporary traffic regulations order or notice or the suspension of pedestrian crossing facilities
- (f) All activities that require a reduction in the width of the existing carriageway of a traffic sensitive street at a traffic sensitive times,
- (g) Pope testing which involves excavation and any reinstatement following pole testing whether it involves any of the above criteria or not.

APPENDIX 12

Traffic Sensitive Roads

ROAD	POST CODE	USRN	SECTION OF STREET	TRAFFIC SENSITIVE PEAK HOURS 07:30-09:30 & 15:30-19:00
ACTON LANE	CHISWICK	20600011	ALL	PEAK HOURS MON - FRI
ACTON LANE	PARK ROYAL	20600014	ALL	PEAK HOURS MON - FRI
ACTON LANE	ACTON	20602068	ALL	PEAK HOURS MON - FRI
ARGYLE ROAD	WEST EALING	20602281	ALL	PEAK HOURS MON - FRI
ARGYLE ROAD	PERIVALE	20602325	ALL	PEAK HOURS MON - FRI
BEACONSFIELD ROAD	CHISWICK	20600132	SOUTH PARADE - ACTON LANE	PEAK HOURS MON - FRI
BILTON ROAD	PERIVALE	20600173	HORSENDEN LANE SOUTH - MANOR FARM	PEAK HOURS MON - FRI
BOLLO LANE	CHISWICK	20602187	ALL	PEAK HOURS MON - FRI
BOLLO LANE	ACTON	20602188	ALL	PEAK HOURS MON - FRI
BOND STREET	EALING	20600206	ALL	PEAK HOURS MON - FRI
BOSTON ROAD	HANWELL	20602241	ALL	PEAK HOURS MON - FRI
BROADWAY	WEST EALING	20600261	ALL	PEAK HOURS MON - FRI
BROADWAY	HANWELL	20600262	ALL	PEAK HOURS MON - FRI
CASTLEBAR HILL	EALING	20600332	ALL	PEAK HOURS MON - FRI
CASTLEBAR ROAD	EALING	20600335	ALL	PEAK HOURS MON - FRI
CHURCH ROAD	NORTHOLT	20600386	MANDEVILLE ROAD	PEAK HOURS MON - FRI
CHURCHFIELD ROAD	ACTON	20600392	ALL	PEAK HOURS MON - FRI
DRAYTON GREEN ROAD	WEST EALING	20602212	ALL	PEAK HOURS MON - FRI
EALING GREEN	EALING	20602439	HIGH STREET WEBSTER GARDENS	PEAK HOURS MON - FRI
EAST ACTON LANE	ACTON	20602069	THE VALE - OLD OAK ROAD	PEAK HOURS MON - FRI
GORDON ROAD	EALING	20602039	ALL	PEAK HOURS MON - FRI
GORDON ROAD	WEST EALING	20602040	ALL	PEAK HOURS MON - FRI

APPENDIX 12

ROAD	POST CODE	USRN	SECTION OF STREET	TRAFFIC SENSITIVE
				PEAK HOURS 07:30-09:30 & 15:30-19:00
GREENFORD ROAD	SOUTHALL	20602352	ALL	PEAK HOURS MON - FRI
GREENFORD ROAD	GREENFORD	20602353	WHITTON AVENUE EAST TO SUDBURY HILL	PEAK HOURS MON - FRI
GUNNERSBURY LANE	ACTON	20600795	GUNNERSBURY AVENUE - HIGH STREET	PEAK HOURS MON - FRI
HANGER LANE	EALING	20602048	BOROUGH BOUNDARY - GYRATORY	PEAK HOURS MON - FRI
HAVEN GREEN	EALING	20600845	ALL	PEAK HOURS MON - FRI
HIGH STREET	EALING	20600880	NEW BROADWAY - EALING GREEN	PEAK HOURS MON - FRI 9.00AM - 7.00 PM - SAT
HIGH STREET	SOUTHALL	20602250	LADY MARGARET ROAD - PARK VIEW ROAD	PEAK HOURS MON - FRI
HIGH STREET	ACTON	20602317	GUNNERSBURY LANE - RAIL BRIDGE	PEAK HOURS MON - FRI
HORN LANE	ACTON	20602383	STEYNE ROAD - WESTERN AVENUE	PEAK HOURS MON - FRI
HORSENDEN LANE SOUTH	PERIVALE	20600917	TEIGNMOUTH GARDENS - BILTON ROAD	PEAK HOURS MON - FRI
KENT GARDENS	WEST EALING	20600974	SCOTCH COMMON - CASTLEBAR HILL	PEAK HOURS MON - FRI
LADY MARGARET ROAD	SOUTHALL	20601009	ALL	PEAK HOURS MON - FRI
LARDEN ROAD	ACTON	20601024	THE VALE - VALETTA ROAD	PEAK HOURS MON - FRI
LEAMINGTON PARK	ACTON	20601039	WESTERN AVENUE - HORN LANE	PEAK HOURS MON - FRI
LITTLE EALING LANE	EALING	20601069	WINDMILL ROAD - SOUTH EALING ROAD	PEAK HOURS MON - FRI
LOWER BOSTON ROAD	HANWELL	20601090	UXBRIDGE ROAD - BOSTON ROAD	PEAK HOURS MON - FRI

APPENDIX 12

ROAD	POST CODE	USRN	SECTION OF STREET	TRAFFIC SENSITIVE
				PEAK HOURS 07:30-09:30 & 15:30-19:00
MADELEY ROAD	EALING	20601107	HAVEN GREEN - HANGER LANE	PEAK HOURS MON - FRI
MANDEVILLE ROAD	NORTHOLT	20601113	CHURCH ROAD - WOOD END LANE	PEAK HOURS MON - FRI
MERRICK ROAD	SOUTHALL	20601169	NORWOOD ROAD - SOUTH ROAD	PEAK HOURS MON - FRI
NEW BROADWAY	EALING	20601231	LONGFIELD AVENUE - SPRINGBRIDGE ROAD	PEAK HOURS MON - FRI 9.00 - 9.00PM SAT
NORTHFIELD AVENUE	EALING	20602213	RAIL BRIDGE - WINDMILL ROAD	PEAK HOURS MON - FRI
NORTHFIELD AVENUE	WEST EALING	20602214	UXBRIDGE ROAD - RAIL BRIDGE	PEAK HOURS MON - FRI
NORWOOD ROAD	SOUTHALL	20602330	BOROUGH BOUNDARY - MERRICK ROAD	PEAK HOURS MON - FRI
OLD OAK COMMON LANE	PARK ROYAL	20602201	ALL	PEAK HOURS MON - FRI
OLD OAK LANE	PARK ROYAL	20601301	ATLAS ROAD - STATION APPROACH	PEAK HOURS MON - FRI
PETT'S HILL	NOR	20601373	ALL	PEAK HOURS MON - FRI
PITSHANGER LANE	EALING	20601378	ALL	PEAK HOURS MON - FRI
POPES LANE	EALING	20602411	ALL	PEAK HOURS MON - FRI
RUISLIP ROAD	NORTHOLT	20602098	ALL	PEAK HOURS MON - FRI
RUISLIP ROAD	GREENFORD	20602431	ALL	PEAK HOURS MON - FRI
RUISLIP ROAD EAST	HANWELL	20602093	ALL	PEAK HOURS MON - FRI
RUISLIP ROAD EAST	WEST EALING	20602094	ALL	PEAK HOURS MON - FRI
RUISLIP ROAD EAST	GREENFORD	20602095	ALL	PEAK HOURS MON - FRI
SCOTCH COMMON	WEST EALING	20601518	ALL	PEAK HOURS MON - FRI
SOUTH EALING ROAD	EALING	20601564	ALL	PEAK HOURS MON - FRI
SOUTH PARADE	CHISWICK	20601565	ALL	PEAK HOURS MON - FRI

APPENDIX 12

ROAD	POST CODE	USRN	SECTION OF STREET	TRAFFIC SENSITIVE
				PEAK HOURS 07:30-09:30 & 15:30-19:00
SOUTH ROAD	SOUTHALL	20601567	ALL	PEAK HOURS MON - FRI
SPRINGBRIDGE ROAD	EALING	20601579	ALL	PEAK HOURS MON - FRI
ST MARYS ROAD	EALING	20601608	ALL	PEAK HOURS MON - FRI
STATION ROAD	PARK ROYAL	20601636	ALL	PEAK HOURS MON - FRI
STEYNE ROAD	ACTON	20601642	ALL	PEAK HOURS MON - FRI
TEIGNMOUTH GARDENS	PERIVALE	20602185	ALL	PEAK HOURS MON - FRI
TENTELow LANE	SOUTHALL	20601705	ALL	PEAK HOURS MON - FRI
THE BROADWAY	EALING	20601712	ALL	PEAK HOURS MON - SAT
THE BROADWAY	SOUTHALL	20602249	ALL	PEAK HOURS MON - SAT 9.00AM - 9.00PM - SUN
THE BROADWAY	GREENFORD	20602432	ALL	PEAK HOURS MON - FRI
THE MALL	EALING	20601737	ALL	PEAK HOURS MON - FRI 9.00AM - 7.00PM - SAT
THE VALE	ACTON	20602316	ALL	PEAK HOURS MON - FRI 9.00AM - 7.00PM SAT
UXBRIDGE ROAD	WEST EALING	20602315	ALL	PEAKS HOURS MON - FRI
UXBRIDGE ROAD	ACTON	20602318	ALL	PEAKS HOURS MON - FRI
UXBRIDGE ROAD	HANWELL	20602323	ALL	PEAKS HOURS MON - FRI
UXBRIDGE ROAD	EALING	20602194	ALL	PEAKS HOURS MON - FRI
UXBRIDGE THE	SOUTHALL	20602324	ALL	PEAKS HOURS MON - FRI
VICTORIA ROAD	ACTON	20602199	ALL	PEAK HOURS MON - FRI
VICTORIA ROAD	PARK ROYAL	20602200	ALL	PEAK HOURS MON - FRI
WALES FARM ROAD	ACTON	20601823	ALL	PEAK HOURS MON - FRI
WESTERN ROAD	SOUTHALL	20601875	ALL	PEAK HOURS MON - FRI
WHITTON AVENUE EAST	GREENFORD	20601898	ALL	PEAK HOURS MON - FRI
WHITTON AVENUE WEST	GREENFORD	20601899	ALL	PEAK HOURS MON - FRI

APPENDIX 12

ROAD	POST CODE	USRN	SECTION OF STREET	TRAFFIC SENSITIVE
				PEAK HOURS 07:30-09:30 & 15:30-19:00
WHITTON AVENUE WEST	NORTHOLT	20602462	ALL	PEAK HOURS MON - FRI
WINCHESTER STREET	ACTON	20601918	ALL	PEAK HOURS MON - FRI
WINDMILL LANE	SOUTHALL	20601925	ALL	PEAK HOURS MON - FRI
YEADING LANE	NORTHOLT	20601974	ALL	PEAK HOURS MON - FRI