



# **Ethical Maintenance's Generic Landscape Maintenance Specification**

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***"Proudly working with communities"***

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## 2. General Terms

### General Service Provision

- 2.1. Ethical Maintenance operates with a transparent open book approach to providing property management services for homeowners in buildings and developments with common areas. In providing this service, the contractor has an integral role in quoting for the work, delivering the work, and accounting for what has been done. Ethical Maintenance is different from most property factors in that reports on the progress of works are made available to the homeowners. This enables owners to monitor what they are paying for. Once homeowners have selected a contractor to do the work, then this specification is a guide to the contractor to deliver the required quality of the work and to report on its progress.

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### Good Practice

- 2.2. Where and to the extent that materials and workmanship are not fully specified they are to be:
  - 2.2.1. Suitable for the purposes of the Service stated in or reasonably to be inferred from the Contract Documents, and
  - 2.2.2. In accordance with good horticultural practice.
- 2.3. Manufacturer's Recommendations. In general:
  - 2.3.1. Handle, store, prepare and apply each product in accordance with manufacturers printed or written recommendations/instruction. Inform Ethical Maintenance if these conflict with any other specified requirement;
  - 2.3.2. Submit copies to Ethical Maintenance when requested.
- 2.4. Machines and Tools. Use only machinery and tools suitable for the site conditions and the work to be carried out. Use hand tools around trees, plants and in confined spaces where it is impracticable to use machinery.
- 2.5. Climatic Conditions. Carry out the work when ground and weather conditions are suitable for the relevant operations.

### Safety

- 2.6. Full compliance with HASAWA and other regulations as appropriate is required. A Risk Assessment and Method Statement (RAMS) for all work carried out is to be submitted by the contractor before work commences.
- 2.7. The contractor agrees that they assume sole and complete responsibility for their work, including safety of persons and property; and that the contractor shall indemnify Ethical Maintenance against all liability, real or alleged, regarding the contractor's performance.
- 2.8. Insurance: The contractor shall provide Ethical Maintenance with current Certificates of Insurance showing that General Liability Insurance with an aggregate limit of not less than two million pounds. The insurance policies meeting these requirements shall remain in effect for the duration of the work.

## 3. Grass Areas

### Grass Cutting Operations

- 3.1. General Cutting Operations. During each cut undertake the following operations that are to be included for in the grass-cutting rate:
  - 3.1.1. Collect and remove litter from grassed areas prior to each cut.
  - 3.1.2. Trim round all obstacles and edges, including trees in grass, signs, lampposts, inspection covers, kerb edges and fence-lines, ensuring that no damage occurs to trees and shrubs or spray around obstacles using an approved herbicide to a maximum diameter of 300 mm, ensure that no damage occurs from spray drift.
  - 3.1.3. Where edging is not specified, trim edges of grassed areas abutting footpaths and paved areas to prevent encroachment of grass onto hard surfaces.
  - 3.1.4. Remove grass cuttings from adjacent hard surfaced areas immediately after cutting.
  - 3.1.5. Trim areas inaccessible to mowers to the specified height using trimmers or shears.
- 3.2. Short-Grass Cutting. On a regular basis throughout the growing season cut to a height of 25 mm. The height of the grass shall not exceed 75 mm. Allow for the number of cuts specified in the attached Schedule of Works. Cuttings are to be dealt with as specified; either:

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- 3.2.1. dispersed evenly over the sward; or
  - 3.2.2. lifted and composted on site; or
  - 3.2.3. lifted and taken to a registered tip.
- 3.3. Long-Grass Cutting. Cut to a height of 75 mm and disperse cuttings evenly over the sward in mid-May, early July, late August and late October. Agree with Ethical Maintenance the precise timing of the cuts, which will depend upon the growth of grass during the season. Allow for 4 no. cuts per season.
- 3.4. Wild Flower Meadow-Grass Cutting. Cut to a height of 75 mm twice during the growing precise timing will depend upon the time of flowering and seeding of desirable herbaceous species. Allow for 2 no. cuts per season.
- 3.5. Bulb-Area Grass Cutting. Where bulbs are planted in grassed areas, do not cut bulb areas until six weeks after the bulbs have finished flowering.
- 3.6. At the first cut following flowering, cut the grass to the height specified for the surrounding grassed areas. Remove arisings to tip or compost. Cut the grass to the same specification as for the surrounding grassed areas in subsequent cut.

### **General Grass Maintenance**

- 3.7. Grass Edging. Re-form edges to shrub beds, tree bases, paths and hard standings with a suitable edging tool to clean straight lines or smooth curves as indicated on the drawings once during each growing season. All footpaths through or adjacent to structural woodland areas shall have a 2-meter-wide strip either side trimmed two times per annum to prevent encroachment of vegetation onto the path.
- 3.8. Spot Weed Control. Where instructed, and while actively growing, spot spray pernicious and undesirable broad-leaved weeds including Dock (*Rumex* spp.), Thistle (*Cirsium* spp.), Ragwort (*Senecio* spp), Nettle (*Urtica* spp), and Willowherb (*Epilobium* spp.), with a suitable approved selective herbicide. Do not spray within seven days after a cut, when rain is imminent or during drought conditions. Allow at least seven days to elapse before cutting grass.
- 3.9. Grass Fertilizers. When instructed apply the following fertilizers evenly over the grass area during suitable weather conditions
- Spring application 15:15:15 (N:P:K) at 35 g/sqm in April
  - Autumn application 3:12:12 (N:P:K) at 70 g/sqm in September

### **Grass Cutting Machines**

- 3.10. Grass cutting machines shall be of an approved type and correctly adjusted to give a clean even cut and to collect up or disperse cutting evenly as specified.
- 3.11. Complete all operations relating to grass cutting within one area within the same day.

## **4. Planted Areas**

### **Soil**

- 4.1. Topsoil. Topsoil is an important component of most landscape projects, where it provides the function of supporting the growth of vegetation. It does this by providing an anchorage for plant roots, by slowly releasing nutrients, by providing oxygen, by draining excess water whilst retaining moisture and by retaining moisture to sustain plant growth during dry periods. The underlying subsoil or other substrate can provide additional rooting depth, moisture storage and drainage.

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- 4.2. Where topsoil is brought in for establishing plants (grass, shrubs or trees), the topsoil is to comply with BS3882.
- 4.2.1. There is to be at least 100 mm of topsoil to support new lawns.
- 4.2.2. There is to be at least 100 mm of topsoil around, but not necessarily beneath, the root ball of a newly planted tree or shrub. The sub soil should have reasonable drainage.
- 4.2.3. Where site conditions do not permit these depths of soil, you are to seek permission from Ethical Maintenance to reduce these minimum parameters.
- 4.3. Sub Soil. works with the sub soil is to satisfy BS 8601.

### **Weed Control**

- 4.4. General Weed Control. On a regular basis throughout the contract period keep all planted areas including bases of hedges and trees in grass free from weed growth by mechanical or chemical means.
- 4.5. Weeds in planted areas, pavements, curbs, gutters, or pavement are to be removed or killed fortnightly as the weeds emerge. Weeds shall be removed (not just killed) if they are larger than 50 mm in height or diameter. Dispose of weeds off-site. Pre- and post-emergent herbicides may be used at the contractor's option. No additional payments will be made for herbicide applications. The cost of all weed control work shall be included in the contract price for landscape maintenance.
- 4.6. Mechanical Weed Control. Shall be undertaken by hand, hoeing or forking. Ensure weeds do not exceed minimum size to be effectively controlled. Do not allow disturbance of surface roots and adventitious growths of desirable plants. Any weed growth taller than 100 mm shall be removed from site with roots intact. Reinstatement mulched surfaces fully after weeding operations.
- 4.7. Chemical Weed Control. Apply approved herbicides as Section 9 as soon as conditions or growth are suitable. Ensure weeds do not exceed minimum size required to be effectively treated
- 4.8. Spot Weed Control. Treat tree stumps and pernicious broad-leaved weeds including Dock (*Rumex* spp.), Thistle (*Cirsium* spp.), Ragwort (*Senecio* spp.), Nettle (*Urtica* spp.) and Willowherb (*Epilobium* spp.) with a suitable approved selective herbicide.
- 4.9. Residual Herbicide. Where indicated apply approved residual herbicide during the dormant season in accordance with the manufacturer's instructions for the method, rate and timing of application.
- 4.10. Pesticides and Fungicides. Report incidences of pests and diseases to Ethical Maintenance. Apply approved pesticide or fungicide as section 9 when instructed.

### **Fertiliser**

- 4.11. Fertilizer. Firm collars of all plants before applying fertilizer. When instructed apply 15:15:15 (N:P:K) straight agricultural fertilizer in April during suitable weather conditions at the following rates:
- Planted beds and hedges at 70 g/sqm  
Planting in grass and climbers at 40 g/plant  
Staked trees at 100 g/tree

### **Dead or Missing Plants**

- 4.12. Plants, whether shrubs, hedge plants or trees that are found to be dead or missing are to be replaced with plant material of identical species and are to be of equal in size and at the same spacing to those originally planted. This shall be at the landscape maintenance contractor's

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expense, unless the loss was due to excluded damage. If the loss resulted from excluded damage, replacement will be paid for as additional work.

### **Mulch and Stone Layers**

- 4.13. Soil, mulch and stone layers shall be cared for as needed to create and maintain an even and uniform appearance over the visible soil surface of each planter area.
- 4.14. The contractor shall add additional mulch or decorative stone regularly to maintain a layer no less than 50 mm deep at all times in shrub planters. Decomposition of organic mulch is considered normal wear and tear and replacement of decomposed mulch shall be made by the contractor as part of this contract. Mulch or decorative stone are not required in areas where plant foliage completely covers the soil surface, such that the soil is not visible through the foliage.
- 4.15. Replacement of large amounts of mulch or decorative stone (over one cubic meter) which has been stolen, vandalized, or washed away by a single storm will be paid as additional work. Submit a quote for the work as noted in the General Requirements section of these specifications.
- 4.16. Any mulch or decorative stone found outside their designated areas shall be returned on a fortnightly basis.
- 4.17. Mulch or decorative stone shall be uniform in colour and appearance, and free of leaves, sticks, or trash. Mulch may be chipped or shredded wood, bark, or decorative stone. When replacing existing mulch, use a mulch product that is similar in appearance to that already on the site.
- 4.18. In areas of the site where wood-based mulch frequently washes away, submit a quote for replacement of the organic mulch with decorative stone having a similar colour.
- 4.19. Replacement stone shall be same size and colour as existing decorative stone on site.

### **Watering**

- 4.20. If instructed by the site Supervisor, the planting and any turf shall be watered as necessary during extra dry periods. To comply with this the contractor is to allow for the provision of water, water carts or hoses with fine rose attachment or sprinklers at normal mains pressure, allowed to run until the full absorption is achieved over the areas of all trees and shrubs on each occasion. The contractor is to include and state in his tender the cost of compliance with this clause so that the cost of visits can be deducted in whole or part if not required to be used.

## **5. Shrubs**

- 5.1. Shrubs and herbaceous plants are to be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests.

### **Groundcover**

- 5.2. Groundcover is to be kept back from pavements, curbs, and paved areas on a regular basis; cutting back vegetation at least every two months through the growing season. Do not create vertical edges when pruning groundcover. Cut the edges at an angle /-\\ for a more natural appearance and healthier plants.
- 5.3. If regular foot traffic through an area is preventing the groundcover from reaching full coverage of the soil, contact Ethical Maintenance to discuss options for redirecting the foot traffic. Consider installing pavers, stepping stones, a concrete walk, a gravel path, and/or barriers to redirect pedestrians. Provide costs for these options.

### **Herbaceous Plants**

- 5.4. Herbaceous Plants and Bulbs. Remove leaves from bulbs not less than six weeks after flowering to allow bulbs to feed. Remove deadheads from herbaceous plants in spring when new growths have emerged.

### **Climbers and Wall shrubs**

- 5.5. Climbers and Wall Shrubs. Inspect climbers and wall shrubs for insecure growth and re-tie as necessary. Prune to maintain shape and to prevent encroachment into gutters, windows, ventilators, under tiles, etc. Report damage to climber supports to Ethical Maintenance.

### **Pruning and Cutting**

- 5.6. Pruning Generally. Prune to the highest horticultural standard using appropriate sharpened hand tools by cutting back to an outward pointing bud on clean wood. Remove suckers and epicormic growth by cutting back level on the source of the stem or root. Prune shrubs to remove dead, diseased and damaged growth. Report diseases and infections of plant material to Ethical Maintenance. Remove arisings to tip immediately after pruning ensuring that all precautions recommended by DEFRA are taken to prevent the spread of disease where necessary.
- 5.7. Routine Pruning. Prune shrubs to remove growth encroaching onto footpaths and roads and obscuring signs, sightlines, gates, windows, heating vents and service inspect covers. Prune to encourage flowering, fruiting and coloured stems according to species, habit and the required visual effect.

## **6. Hedges**

- 6.1. Hedge plants are to be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests.
- 6.2. Hedge Cutting. Cut hedges to maintain the required line and level and cross section as agreed with Ethical Maintenance using cutting tools appropriate to the species. Cut to remove growth encroaching onto footpaths and roads and obscuring sightlines, lights, signs, etc. Remove arisings to tip.

## **7. Trees and Woodland**

- 7.1. Trees are to be maintained in a healthy, vigorous growing condition, free from disease and large concentrations of pests. All works with newly established trees are to comply with the latest version of BS 8545 Trees: from nursery to independence in the landscape.

### **Young Trees**

- 7.2. Woodland Planting In Grass. Cut grass and herbaceous plants to a height of 75 mm and disperse cuttings evenly over the sward, when instructed by Ethical Maintenance. Allow for 2 no. cuts per season. Where indicated apply approved herbicide around bases of trees and shrubs in grass to maintain a circle 600 mm diameter free from all vegetative growths.
- 7.3. Firming Trees and Shrubs. Re-firm all trees and shrubs as necessary throughout the contract period by treading around the plant collar. Carryout following strong winds, frost-heave and prior to the application of fertilizers and herbicides.
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- 7.4. Tree Supports Adjustment. On a regular basis throughout the contract period check condition of trees, stakes, ties and other securing items. Remove any broken ties, replace with specified ties and report to Ethical Maintenance. Re-firm loose stakes, replace broken stakes with specified stakes and report to Ethical Maintenance. At the end of the growing season adjust all tree ties to allow for tree growth Shorten tree stakes indicated by Ethical Maintenance by cutting-off neatly at specified height and fit new ties.

At the end of the growing season remove tree stakes indicated by Ethical Maintenance by cutting-off at ground level. Pull-out loose stakes and fill post hole with compact topsoil.

Adjust guy wires as necessary to conform to stem growth and correct tension.

- 7.5. Tree Shelters Adjustment. On a regular basis throughout the contract period check the condition of tree shelters and adjust as necessary to retain in a secure, upright and effective condition.
- 7.6. Tree Grilles. Lift and make up with horticultural grit or other approved material. Lightly compact and relay grilles to level. Fill interstices of the grilles with lightly compacted grit.
- 7.7. Grass in woodlands. Cut grass to 100 mm at dates to be agreed.
- 7.8. Thinning and Coppicing. Unless indicated otherwise the trees and shrubs to be coppiced will be marked and those to be thinned out will be marked by a coloured spray or tape. Coppice trees and shrubs marked by Ethical Maintenance to 50 mm from ground level. Remove arisings. Cut 200 mm above ground level the trees and shrubs marked by Ethical Maintenance for thinning out. Score back (where specified) over 50% of surface and treat stump with specified brushwood killer, applied according to manufacturer's instructions. Do not stump-treat coniferous species, cut to 50 mm from ground level and leave. Remove treated stumps indicated by Ethical Maintenance not less than one season following stump-treatment. Grub-out selected stumps with main diameter less than 250 mm diameter together with any roots within 500 mm radius of main stem. Make good ground by backfilling with topsoil and levelling.

### **Arboriculture Operations**

- 7.9. All work shall comply with BS 3998:1989, BS 4043:1989, BS 4428:1989 and BS 5837:1991 as a minimum requirement.
- 7.10. Work techniques and practices shall be in accordance with current Arboriculture & Forestry Advisory Group Guides (AFAG).
- 7.11. All tools used shall be clean, sharp, and appropriate for the task. Tools shall be sterilized after use on known diseased trees.
- 7.12. The contractor shall not convert or affect any trees other than those identified on the Schedule of Work. Trees which are to be retained shall not be used as an anchorage for winching unless protected in accordance with BS 3998:1989 Appendix G, or similar approved method.
- 7.13. All arisings including chippings shall be removed immediately off site unless otherwise specified in the Schedule of Work. Where timber is to be retained it shall be converted in accordance with the details contained in the Schedule of Work or as specified by the Lands Team. Burning on site shall not be permitted, except where approved in writing by the Lands Team.
- 7.14. The contractor shall reinstate all surfaces to an approved standard on completion of the works. All ruts, holes or other damage to the working area shall be levelled, and all footpaths shall be left even and clear of obstructions.

### **Felling**

- 7.15. All trees to be felled shall be clearly marked on the stem and enumerated on the Schedule of Work.
- 7.16. The contractor shall be fully responsible for any claims, which may arise as a result of the wrong tree being felled.

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- 7.17. Felling shall be by clear fell or section fell in accordance with safe working practice. Final stump height shall be no more than 50 mm above ground level.
  - 7.18. Where specified in the Schedule of Work, stumps, major roots and buttresses shall be removed by grinding or chipping to a depth of 300 mm below ground level. Resultant debris shall be removed from site and the ground shall be reinstated to match the surrounding.
  - 7.19. The use of explosives shall not be permitted.
  - 7.20. Where specified in the Schedule of Work, stumps shall be treated with a proprietary herbicide to prevent re-growth.

### **Pruning**

- 7.21. Pruning Works. Pruning shall be carried out in a manner which will maintain or restore a natural shape and balanced crown typical for the age and species of the tree, considering its character, condition and situation. In some cases this may require careful control and direction from the ground whilst the operation is in progress.
- 7.22. Generally, pruning shall be carried out to provide 1 meter clearance from streetlamps, traffic signals and signs, street nameplates, etc. Height clearance of 2.5 meters over footpaths and 5.5 meters over carriageways shall be provided. Cables passing through the crown of any tree shall have free and unobstructed passage as far as is practicable. Climbing irons (spikes) shall not be used when climbing live trees during pruning operations.
- 7.23. Removal of Dead Wood. Where specified, this involves the removal from the crown of the tree of all dead, dying, diseased or damaged wood, by cutting back to live tissue.

### **Crown Operations**

- 7.24. Crown Lifting. Where specified, this involves the removal of epicormic shoots, feathers, and lower branches from the main stem or branch system to achieve a minimum specified height clearance from ground level.
- 7.25. Crown Thinning. Where specified, this involves the removal of secondary branch growth throughout the crown to produce, as far as is practicable, an even density of foliage around a well-shaped and balanced branch structure, without reducing crown height or spread. Crossing, weak, duplicated, damaged, dead or dying branches shall be removed as part of this operation. The proportion of crown thinning shall be specified.
- 7.26. Crown Restoration. Where specified, the crown of previously pollarded trees shall be restored through the removal of all dead, dying, weak, crossing, and damaged branches. The remainder of the crown shall be pruned to encourage the formation of a new leading shoot with a view to restoring a shape appropriate to the species. The contractor shall carry out an inspection for the presence of cavities, rot or fungal decay.
- 7.27. Crown Reduction. Where specified, this involves the removal or shortening of the main branches to a suitable side bud or lateral branch, to preserve or restore as far as practicable a natural tree shape. The proportion of crown reduction shall be specified.
- 7.28. Branch Removal and Reduction. Where specified, this refers to the removal or reduction in length of a branch back to a suitable fork, limb, or the main stem.

### **Inspections and Defects**

- 7.29. Climbed Inspections. Where specified, a thorough climbed inspection shall be carried out by a suitably qualified and experienced person, and a full written report shall be submitted to Ethical Maintenance.
- 7.30. Cavities and Bark Wounds. All cavities shall be cleared of all loose debris. On no account shall decayed timber be brushed or scraped off. The cavity shall be probed to determine the extent of decay or damage, and any significant defect shall be brought to the attention of the Lands Team. Bark wounds shall have all loose material and splintered wood removed as far as is practicable. Bark shall be pared back to live cambium, keeping enlargement of the wound to a minimum.

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- 7.31. Other Defects. During the execution of the works, any substantial pocket of decay or suspected structural weakness observed shall be brought to the attention of the Lands Team. Any necessary variation to the Schedule of Work arising from unforeseen defects shall be agreed in writing by the Lands Team.

### **Woodland Operations**

- 7.32. Site Protection. In executing works the Contractor shall ensure that no material is allowed to enter rivers, streams, drains and the like, and shall ensure the protection of the same against any risk of pollution. The Contractor shall also ensure that no damage is caused to the banks and associated structures of rivers etc., and that no interruption is caused to the flow.
- 7.33. Timber, Cordwood and Arisings. All timber, cordwood and arisings, unless specified in the Schedule of Work, shall become the responsibility of the Contractor and shall, as the work progresses, be removed from site, chipped, or left in a safe and tidy condition on site. Burning shall not be permitted except with the written permission of the Lands Team, and then only in strict accordance with the requirements of the local Environmental Health Officer.
- 7.34. Where specified in the Schedule of Work, chipped material may be spread on site to a depth of not greater than 100 mm.
- 7.35. Where diseased timber is to be felled or removed from site the Contractor shall comply with the requirements of the Plant Health (Forestry)(Great Britain) Order, 1993.
- 7.36. Site Access and Egress. Access to and egress from site shall be by the routes identified on the relevant plan. No other points of access shall be used without the consent of the Lands Team.
- 7.37. Where members of the public have access to the site the Contractor shall take all necessary precautions to prevent them from entering the working area.
- 7.38. All footpaths shall be left clear and all working areas left safe at the end of each working day.
- 7.39. Extraction of Timber. The method of extraction and the extraction route(s) shall be agreed with the Lands Team prior to work commencing on site.
- 7.40. Lop and top shall be left on site, chipped, or removed off site, as detailed in the Schedule of Work.

## **8. Litter Collection**

- 8.1. Litter Collection. At each maintenance visit and at intervals not exceeding those stated in the measured section, collect up and remove to Contractors tip all extraneous material, including stones, bricks, debris, paper, confectionery, bottles, cans, soil washing onto paths and paved areas and any other materials whatever their composition and by whomsoever deposited, that Ethical Maintenance considers detrimental to the appearance of the site, but excluding any arisings from fly tipping. Disposal of the waste material is to comply with the Waste (Scotland) Regulations 2012.
- 8.2. Report to Ethical Maintenance any materials tipped by others which are of such size or quantity that they cannot be moved by one operative or will require the use of an additional vehicle to remove them, e.g. large amounts of garden refuse, household furniture. The cost and arrangements for the removal of such material will be agreed separately from the removal of litter. The Contractor may be required to remove at short notice any materials which Ethical Maintenance considers to be a danger to public safety, such as fallen trees.
- 8.3. Litter Bins. Empty litter bins and remove contents to tip at the intervals not exceeding those stated in the measured section.

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## 9. Application of Pesticides

- 9.1. The term pesticide includes all herbicides, insecticides and fungicides. Pesticides may only be applied by persons holding a Certificate of Competence for the Application of Pesticides, appropriate to the method of application. Make available a copy of the Certificate of Competence of all spraying operatives at the commencement of the contract. Ethical Maintenance may also require to inspect the Certificates of spraying operatives during the term of the contract. In accordance with the Control of Pesticides Regulations 1986, (as amended) (COPR) pesticides may be used only for approved use(s) as stated on the product label, and as listed in the latest revision of the "UK Pesticides Guide" .
- 9.2. Apply all pesticides strictly in accordance with the manufacturer's instructions, as stated in the product label.
- 9.3. Equipment used to apply herbicide shall be of the type recommended by the manufacturer. The correct protective clothing must be worn. Fit knapsack sprayers with a pressure regulating device and the correct spray nozzle. Fit guards to prevent drift onto neighbouring plants where appropriate and as recommended by the manufacturer. Ensure that all equipment used for the calibration and application of Herbicides is free from leaks and cleaned before and after use.
- 9.4. Carry out spraying operations during suitable weather conditions. Apply contact and translocated herbicides when weeds are actively growing and are at the appropriate stage of growth for herbicide application. Remove from site all containers and contaminated equipment at the end of each working day, together with any unused chemicals and tank washings, which must be disposed of in accordance with the Control of Pesticides Regulations 1986 (as amended) (COPR). Apply granular herbicides using proprietary "spreaders" or "shakers" to ensure an even distribution of the herbicide at the recommended rate. Care shall be taken along the perimeter of the treated area to avoid the granules spreading onto adjoining surfaces. Granular Herbicides must not be applied when leaves of desired plants are moist and there after likely to hold the granules. All plants shall be gently shaken following the application to dislodge any granules. Follow the manufacturer instructions concerning the handling, storage and application of the chemicals at all times. Failure to comply with the following legislation will result in site Service being suspended:
- Health and Safety at Work Act 1974
  - Poisonous Substances in Agriculture Regulation 1984
  - Food and Environment Protection Act 1985
  - Control of Pesticides Regulations 1986 (as amended) (COPR)
  - Control of Substances Harmful to Health Regulations 1988
- 9.5. Ethical Maintenance may require to inspect the applicators and dispensers used to apply pesticides, fertilizers and additives. If requested by Ethical Maintenance, make available for inspection the label (and container) of the pesticide.

## 10. Fencing

### Fence Maintenance

- 10.1. During each maintenance visit the Contractor shall carry out a brief inspection of fencing. The Contractor shall be responsible for reporting minor repairs, such as the replacement of staples and nails, tensioning of line wires, or the firming of posts. Any defects shall be reported to the Lands Team, and the Contractor shall, if instructed to do so, at an agreed rate, carry out any repairs so instructed.
- 10.2. Fence lines are to be kept weed free so that vegetation cannot creep across the line of the fence. There is to be a weed free area adjacent to the fence of
- 10.2.1. 50-100 mm for short grass areas or shrub beds; and

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- 10.2.2. 200-500 mm for long grass or woodland areas.

### **Fence Construction**

- 10.3. All fencing shall be erected in accordance with BS 1722, and the following general requirements.
- 10.4. Straining posts and turning posts shall be a minimum of 130 mm top diameter round timber, pressure impregnated with an approved preservative, 2.3 m long and positioned at changes of direction or gradient, or at centres not exceeding 200 m. Holes for posts shall be excavated with vertical sides, and the soil shall be thoroughly rammed back around the post in 150 mm layers. Where possible, posts shall be driven in using appropriate machinery for greater stability. Posts shall be set at a minimum depth of 1050 mm.
- 10.5. Struts shall be 80 mm diameter round timber or 100 mm x 100 mm sawn timber, 2.0 m long, pressure impregnated with an approved preservative.
- 10.6. Intermediate posts shall be 80 mm top diameter round timber or 100 mm x 100 mm sawn timber, pressure impregnated with an approved preservative. They shall be a minimum of 1.8 m long, pointed, and driven in to a depth of not less than 600 mm.
- 10.7. Line wires shall be properly strained and fastened to posts with galvanized staples driven in obliquely for future adjustment.
- 10.8. The number of line wires, the use of barbed wire, and the use of mesh shall be as specified in the Schedule of Work.

## **11. Swales and Attenuation or Treatment Ponds**

- 11.1. Prior to the commencement of water containment within any Swale/pond all fences shall be completed to the satisfaction of the local planning authority. Where necessary, all safety equipment and signage shall also be in place.
- 11.2. Swales, attenuation and treatment ponds shall be subject to a routine monitoring and maintenance schedule. This shall be carried out at 2-weekly intervals between 1 April and 31 October, and 4 weekly intervals between 1 November and 31 March, unless otherwise detailed below, and shall be a combination of the following:
- 11.2.1. Collection and removal of litter from the pond surface, inlet, outflow, and water margins.
- 11.2.2. inspection of the pond to check the following, and repair as necessary:
- 11.2.2.1. Any failure in the operation of the inlet and outflow.
- 11.2.2.2. Any damage or erosion to the perimeter edges and slopes of the pond.
- 11.2.2.3. Damage to, or weed build-up within, the perimeter aquatic vegetation.
- 11.2.2.4. The integrity of all fences and the condition of all safety equipment, as appropriate.
- 11.2.3. all necessary steps to ensure that oil film, algae or blanket weed growth is not allowed to build up on the water surface or margins of the pond;
- 11.2.4. Adjustment of the inlet and outflow structures as required controlling the normal water level throughout the year and maintaining the effectiveness of the pond.
- 11.2.5. If instructed, annual checks shall be carried out by a suitably qualified person, to assess the operation of the inlet and outflow, and the accumulation of silt/sediment. Where sediment build-up exceeds 200 mm average across the pond structure it shall be carefully removed, tested for levels of contamination, and disposed of in an

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appropriate manner. All damage to the banks and associated structures shall be repaired as necessary following disturbance caused by the removal of sediment.

- 11.3. A record of maintenance visits and remedial operations shall be maintained.
- 11.4. In addition to the above, warning signs shall be erected as appropriate where the presence of ice cover presents a potential risk.

## 12. Hard Surfaced Areas

- 12.1. General Cleaning of Hard Surfaced Areas. Sweep the surface of areas free of soil washings, leaves litter etc and remove arisings to contractor's tip at intervals not exceeding those stated in the measured section.
- 12.2. Return mulching materials to planted areas and spread evenly. Surfaces of loose materials are to be raked to a level surface. Inspect drainage channels and gullies and clear as necessary to ensure free drainage.
- 12.3. Weed Control to Hard Surfaced Areas. Remove weeds from all areas, including kerb edges, bases of walls and fences by mechanical or chemical means.
- 12.4. Eco-paving Areas. The friction delivered by the sand between the paving blocks gives the pavement its strength and so must be maintained. Detritus, weeds and oil stains are to be removed and replacement Kiln Dried sand brushed in. The joints should be visibly full and there should be no significant quantity of sand on the block surface.

## 13. Play Areas

- 13.1. All equipped areas for play shall be inspected and maintained in accordance with the requirements of BSEN1176 and/or BSEN1177 and amendments (The requirements of BS5696 apply to equipment installed before 1998 only).
- 13.2. Inspections. Every two weeks, visually inspect all play equipment, fencing, gates and bins and report any repairs and/or damage to Ethical Maintenance. If any equipment is damaged the Contractor must be render the equipment inoperable at the time of visit and report steps taken to render inoperable the equipment to Ethical Maintenance. Each play area must receive a post installation inspection with a corresponding report, and must receive three quarterly and one annual inspection from an independent inspection company.
- 13.3. Litter Collection. At each maintenance visit and at intervals not exceeding those stated in the measured section, collect and remove to Contractors tip all extraneous material including: stones, bricks, debris, paper, confectionery, bottles, cans, glass, dog fouling, soil washing onto paths and paved areas and any other materials whatever their composition and by whomsoever deposited, that the Ethical Maintenance considers detrimental to the appearance of the site, but excluding any arisings from fly tipping. Report to Ethical Maintenance any materials tipped by others which are of such size or quantity that they cannot be moved by one operative or will require the use of an additional vehicle to remove them, e.g. large amounts of garden refuse, household furniture. The cost and arrangements for the removal of such material will be agreed separately from the removal of litter. The Contractor may be required to remove at short notice any materials which Ethical Maintenance considers to be a danger to public safety, e.g. fallen trees.
- 13.4. Litter Bins. Empty litter bins and remove contents to tip at the intervals not exceeding those stated in the measured section.
- 13.5. Hard Surfaced Areas. Sweep the surface of areas free of soil washings, leaves litter etc and remove arisings to Contractors tip at intervals not exceeding those stated in the measured section. Return mulching materials to planted areas and spread evenly. Surfaces of loose

materials are to be raked to a level surface. Inspect drainage channels and gullies and clear as necessary to ensure free drainage.

- 13.6. Weed Control to Hard Surfaced Areas. Remove weeds from all areas, including kerb hedges, bases of walls and fences by mechanical or chemical means.
- 13.7. Loose Play Surfacing. During each visit, the contractor shall ensure that loose surfacing such as Bark chips shall be re-spread to maintain an even depth over the whole of the covered area. Particular attention shall be paid to fall areas around play equipment.

## **14. Conclusion**

- 14.1. Adherence to this Landscape Maintenance Specification is essential in providing a quality service that the homeowners appreciate. As such it sets out the minimum standards required in delivering the maintenance on a site managed by Ethical Maintenance.
- 14.2. Where a contractor feels that either the service could be improved or there is no requirement for a standard, the contractor should discuss this as soon as possible with Ethical Maintenance.

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