



**Specification for Landscaping Activities**  
**To**  
**Open Spaces**  
**For**  
**Oak Tree Housing Association (Ownership & Factored)**  
  
**2020-2022**

## **LANDSCAPE MAINTENANCE - RESIDENTIAL OPEN SPACE MAINTENANCE - MODEL CODES 8001- 8169**

### GENERAL

#### Availability of sites

The sites will be available to the Contractor immediately. Properties and sites may be added to or removed from the contract property list as instructed by the CA

#### The use of chemicals

No chemicals shall be used on any of the sites without the prior approval of the Client. All chemicals must comply with The Food and Environment Protection Act 1985 and The Control of Pesticides Regulations 1986.

The Contractor shall be entirely responsible for the storage, mixing, application and use of chemicals, including the proper disposal of product containers. The Contractor shall be held responsible for any damage due to negligence or carelessness in carrying out the applications and shall make good such damage at his own expense.

The use of all chemicals shall be strictly in accordance with the Manufacturer's instructions. The Contractor will be required to submit for approval, evidence of his Certificate of Competence.

The Contractor will not be allowed to substitute chemicals for weed control of shrub beds or elsewhere unless with the prior approval of the Client.

#### Damage to existing grass, shrubs, trees and the like

Any plant which dies due to the effect of any damage caused by the Contractor or by other causes within his control shall be replaced at his expense with an approved plant.

Any tree or shrub damaged during grass cutting operations shall be replaced with a tree or shrub of similar size and species at the Contractor's expense if considered necessary by the Client.

#### Customer Care

The Contractor should note that all the work to be undertaken is to open landscaped areas located within established residential estates and, to a limited extent, within the domestic gardens of occupied properties. The Contractor will be responsible for making all arrangements to carry out the works specified and for everything necessary to protect all property affected by the works and for clearing, cleaning, tidying and the making good of all areas affected by his operations to the satisfaction of the Client.

#### Frequency of operations

All operations will be carried out on the instructions of the Client or in accordance with an agreed programme for the works.

While the timing of visits may be dependent on weather conditions, the Contractor will not be permitted to reduce the total number of agreed programmed visits over the season unless

this has been agreed by and confirmed in writing by the Client. The Contractor must allow in his rates generally for interruptions or delays to his programmed works arising from difficulties gaining access to work areas or because areas are temporarily inaccessible. The Contractor is expected to be familiar with the environment within which he will be working and must allow in his rates for any interruptions to his programme that may arise as a result of the day-to-day activities of residents.

Any claim made by the Contractor arising from a lack of such knowledge will not be entertained, irrespective of the frequency, cause or duration of any interruption that may occur.

The Contractor is advised that the CA may instruct a change to the frequency of any cyclical or periodic operation e.g. the number of grass cuts to be undertaken. No increase in the Contractor's rate will be permitted in these circumstances except where this results in additional operations to those described in the relevant Schedule of Activities being undertaken, and then only with the prior agreement of the CA. Where the Contractor fails to carry out maintenance activities adequately, or fails to complete activities within required cycles or programmed dates, the Contractor shall complete any necessary additional work arising out of this failure at no expense to the Client.

#### **MODEL CODES 8001 – 8004 – Litter Removal**

Frequency – Approximately fortnightly

##### Measurement:

This item is measured per visit and each visit shall include all the following;

- a) The Contractor shall uplift from the entire area of the site (excluding adopted roads and footpaths), all items of debris, litter, rubbish, fallen branches, rubble and the like with particular attention being paid to broken glass, dog excrement and other detritus hazardous to the public.

The Contractor shall clean and scrape all hard and paved surfaces by brushing or other mechanical means including drying areas (excluding adopted roads and footpaths) to remove loose or loosely adhering moss, dust, soil spillage from shrub beds, leaves, and the like and clear all gully gratings free from any obstructions.

- a) The Contractor shall clean all grass areas to remove soil spillage from shrub beds, leaves, and the like.
- b) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.
- c) The Contractor shall inform the Client's representative at the completion of each fortnightly collection to allow verification of each operation.

For the avoidance of doubt the removal of leaves as part of litter removal, gully cleaning and similar operations includes the leaf fall from trees located within and outwith the site.

This item will not include removing the following which will be the subject of specific additional items;

- i) Deliberately tipped piles of material each in excess of 0.25m<sup>3</sup>.
- ii) Domestic goods or appliances, furniture and similar items – refer to 8135 - 8140

### **MODELCODES 8005-8008 - Weed/Moss Control (hard surfaces generally)**

Frequency – Ongoing throughout the year

#### Measurement:

This item includes all the following;

- a) The Contractor shall remove all weed/moss growth from all hard and paved surfaces, including common unadopted parking areas, unadopted footpaths, associated gravel areas, bin storage areas, mowing strips, setted borders and margins, open gravel drains (but excluding adopted roads and footpaths).
- b) The Contractor shall treat hard and paved surfaces with suitable weedkiller/moss killer. Removing weeds/moss after successful application of weed/moss killer with a hard bristle brush or by mechanical means.
- c) The Contractor shall maintain hard and paved surfaces in a weed/moss free condition by subsequent additional weedkilling/moss killing and physical removal by hand as necessary.

### **MODELCODES 8009-8012 – Grass Maintenance**

#### Mowing

Frequency – Amenity grass typically 18 to 21 times per year

#### Measurement:

The items is measured per visit and each visit shall include all the following;

- a) The Contractor shall stonepick and litterpick as necessary and mow the entire area of grass to the required height of;
  - Amenity grass :25-30mm

Where bulbs have been planted in areas of grass, the area containing the bulbs shall not be cut until instructed by the Client. The Contractor will be paid for the full area of grass for every cut and this will be deemed to cover the additional costs incurred when the area containing the bulbs is eventually cut.

- b) The Contractor shall neatly trim, with shears if necessary, all borders and edges to the same length as required for the grass area.

- c) The Contractor shall neatly trim, with shears if necessary, around trees, shrubs, fence posts, signboard supports and all other obstructions, to the same length as required for the grass area.
- d) The Contractor shall sweep up all grass cuttings from adjacent hard and paved surfaces on completion of each mowing.
- e) The Contractor shall deal with grass cuttings by;
  - Amenity grass : all obvious cuttings shall be raked off and removed

The use of blowers to disperse grass cuttings in domestic or confined garden areas shall not be permitted.

- f) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

### Restrictions

The Contractor will not be allowed to `trim` borders, edges, or around obstructions by chemical means. The use of strimmers will be permitted as long as no damage is caused to trees, shrubs, forestry, or any other part of the works.

No specific type of mower must be used, but the type selected by the Contractor must be sharp, correctly set and suitable for the particular site being mown and the prevailing site and weather conditions.

### **MODEL CODES 8013 – 8017 – Initial Visit: Extra Grass Cutting/Bringing up to Standard**

Frequency – a specific operation to be carried out at that commencement of contract or addition of new site/property. Its purpose is to give the Contractor the opportunity to price for any additional costs over and above routine maintenance items. These may include but may not be limited to: measurement, mowing or strimming grass as required, litter collection, including in and around bin store areas, defining or redefining edges to grass areas and everything necessary to bring the site up to the standards described elsewhere in this Schedule.

The Contractor must bring each site to an acceptable standard within two weeks of instruction from the Client.

### Measurement

This item is measured per visit and shall include all the following:

- a) The Contractor shall stonepick and litterpick as necessary and mow or strim as may be necessary the entire area of grass to the required heights of:

- Rough grass - 50-75mm
- b) The Contractor shall neatly trim, with shears if necessary, all borders and edges to the same length as required for the grass area.
  - c) The Contractor shall neatly trim, around trees, shrubs, fence posts, signboard supports and all other obstructions to the same as required for the grass area. The Contractor shall edge all grass area borders and edges with an edging iron.
  - d) The Contractor shall sweep up all grass cuttings from adjacent and paved surfaces on completion of each strimming.
  - e) The Contractor shall deal with grass cuttings by:
    - Rough grass or amenity grass - all cuttings shall be removed
  - f) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

**MODEL CODES 8018-8019 – Initial Visit: Bringing up to Standard Grassed Areas which have become Significantly Overgrown**

Frequency – a specific operation to regain control of grassed areas which have become significantly overgrown where the height of grass and weeds will typically exceed 300mm in height. The contractor is to allow for strimming grass and weeds down to a height to allow normal mowing operations to be carried out as a separate operation.

Measurement

This item is measured per visit and shall include all the following:

- a) The Contractor shall stonepick and litterpick as necessary and strim as may be necessary the entire area of grass to the required heights of:
  - Rough grass - 50-75mm
- b) The Contractor shall neatly trim, with shears if necessary, all borders and edges to the same length as required for the grass area.
- c) The Contractor shall neatly trim, around trees, shrubs, fence posts, signboard supports and all other obstructions to the same as required for the grass area. The Contractor shall edge all grass area borders and edges with an edging iron.
- d) The Contractor shall sweep up all grass cuttings from adjacent and paved surfaces on completion of each strimming.
- e) The Contractor shall deal with grass cuttings by:
  - Rough grass or amenity grass - all cuttings shall be removed

- f) The Contract shall remove all material arising from these operations off site to a coup provided by the Contractor.

### **MODELCODE 8020 - Sweeping/brushing hard surfaces**

Sweep and clear pathway, hard areas and the like of all loose matter including glass fragments, litter, moss and general detritus. Ensure that all debris/arising to be removed from site. Allow for sweeping spilled or windblown bark mulch, where uncontaminated by litter/debris, into beds where adjacent to areas being swept. Allow for sweeping spilled or scattered stone chippings, where uncontaminated by litter/debris, into beds where adjacent to areas being swept.

### **MODELCODES 8021 – 8023 – Shrub Maintenance: Shrub bed preparation; un-mulched**

Frequency – Once, prior to mulching which will be carried out as instructed.

#### Measurement:

This item is measured per visit, where the shrub beds have not been mulched, and each visit shall include all the following;

- a) The Contractor shall fork over and hand weed all shrub beds to remove all weed growth including roots and prepare the beds for bark mulching.
- b) The Contractor shall treat the entire area of shrub beds with approved non-residual weedkiller.
- c) The Contractor shall inspect all plants and re-firm any loose plants as required.
- d) The Contractor shall remove all dead wood and broken, damaged or deformed branches by careful pruning.
- e) The Contractor shall remove any dead or badly damaged plants.
- f) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to shrubs when forking over beds.

This work must be programmed to ensure that the mulching is carried out immediately after the beds are prepared.

**MODELCODES 8024-8026 - Shrub maintenance; mulched**

Frequency – Approximately six times per annum

Measurement

This item is measured per visit where the shrub beds have been mulched, and each visit shall include all the following;

- a) The Contractor shall hand weed all shrub beds to remove all weed growth including roots.
- b) The Contractor shall inspect all plants and refirm any loose plants as required.
- c) The Contractor shall remove all dead wood and broken, damaged or deformed branches by careful pruning.
- d) The Contractor shall remove any dead or badly damaged plants.
- e) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to shrubs when forking over beds. This work must be programmed to ensure that the mulching is carried out immediately after the beds are prepared.

**MODELCODES 8027- 8030 - Spot weeding shrub or flower beds (as a separate operation)**

Frequency – Typically four to six times per annum

Measurement

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall treat the entire area of shrub beds with approved non-residual weedkiller.



- b) The Contractor shall remove by hand all visible weeds exceeding 150mm in height as part of the operation.

### **MODEL CODES 8031 - 8035 – Residual and Non-Residual selective herbicide application**

- a) Frequency – as instructed and in accordance with all relevant guidance and codes of practice.
- b) Personal protective equipment and clothing and all operatives must have all necessary certified competencies.
- c) The Contractor must comply fully with approved method statements and risk assessments contained with the Construction Phase Plan.
- d) The Contractor's vehicles must be equipped to deal with spillages.
- e) The public must be protected from any adverse effects of the substances being used and all health and safety regulations must be observed.
- f) Pesticides must be stored appropriately on site.
- g) The Contractor must record the type and locations of pesticides used and present these for inspection when requested to do so.
- h) The Contractor must refer to the specification relative to this Lot and in particular to requirements to protect the environment including water systems.

### Measurement

This item is measured per visit.

- a) The Contractor shall apply by spray or as otherwise recommended by the manufacturer of the herbicide being used.
- b) All exposed areas within shrub beds are to receive a 'blanket' application of selective herbicide.
- c) The Contractor shall inspect and remove any dead or badly damaged plants before beginning treatment operations.

### Restrictions

Care must be taken when using chemical herbicides to control or eliminate weeds or other unwanted vegetation. The Contractor must follow the guidance and recommendations provided in:

Department for Environment, Food and Rural Affairs (Defra) (2006).  
Pesticides: code of

practice for using plant protection products.  
Defra Publications, London.

Forestry Commission (2011).  
UKFS  
Guidelines  
: Water, in  
The UK Forestry  
Standard.

MAFF (1995).  
Guidelines for the use of  
herbicides on weeds in or near water courses  
and lakes.  
PB2289. DEFRA, London.

### **MODELCODES 8036 – 8038 - Pruning Shrubs**

Frequency – Typically once or twice per annum

#### Measurement:

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall prune all shrubs in accordance with the prevailing season and the pruning schedule issued by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.
- b) The Contractor shall remove all litter and general debris which he has previously been unable to remove because of the canopy and density of the shrubs.
- c) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to any mulching.

### **MODELCODES 8039 -8041 - Hard cutting back shrubs (winter prune)**

Frequency – Once or twice per annum

#### Measurement

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall prune all shrubs and/or herbaceous plants by **hard cutting back** in accordance with the prevailing season and the pruning schedule issued

by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.

- b) The Contractor shall uplift from the shrub beds all items of debris, litter, rubbish, fallen branches, rubble and the like with particular attention being paid to broken glass and other items hazardous to the public.
- c) The Contractor shall remove all litter and general debris within shrub beds which he has previously been unable to remove because of the canopy and density of the shrubs.
- d) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to any mulching.

## **MODEL CODES 8042 – 8045 – Tree, Hedge and Woodland Maintenance**

### Hedge Maintenance

Frequency – typically once or twice per annum

### Measurement:

This item is measured per visit and shall include all the following;

- a) The Contractor shall hand weed around the base of hedges.
- b) The Contractor shall neatly trim the top and both sides of hedging.
- c) The Contractor shall inspect all plants and re-firm any loose plants as required.
- d) The Contractor shall remove dead plants or badly damaged plants.
- e) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing.

## **MODEL CODES 8046-8049 - Leaf Collection**

This item is measured per visit and each visit shall include all the following:

- a) The Contractor shall rake, sweep and uplift from the entire area of the site, all leaves and fallen branches. The contractor shall allow in his rates for removing all leaves and branches from site.
- b) This operation is additional to the normal leaf collection included in litter collection and shall apply during the autumn period of leaf fall.

### **MODELCODES 8050 – 8053 - Leaf Blowing**

This item is measured per visit and each visit shall include all the following:

- a) The contractor shall blow, using suitable hand-held plant and equipment all leaves from amenity grassed areas, including car parks, footpaths and other hard areas, into adjacent shrub beds.
- b) The contractor shall undertake the work in a neat and tidy fashion and will avoid carrying out work of this nature when weather conditions are excessively wet or windy.

### **MODELCODE 8054 - Mulching**

Frequency – single operation where instructed by client

- a) The Contractor shall ensure that areas of ground to be mulched have been suitably prepared.
- b) Mulch shall comprise good quality sterile amenity grade bark mulch laid to a minimum thickness of 75mm sized to resist dislodgement by wind.
- c) Mulching to be feathered back from planting bed edges to prevent mulch from over spilling onto adjacent grass or paved areas. All spillages to be brushed back into beds or removed.

### **MODELCODE 8055 - Tree Maintenance**

Frequency – Once per year

#### Measurement

This item is measured per visit and shall include all the following;

- a) The Contractor shall inspect all trees and refirm any loose trees as required.
- b) The Contractor shall refirm tree stakes and tighten guy wires to ensure that trees remain adequately supported.
- c) The Contractor shall adjust tree ties and tree guards to allow for growth to ensure that trees remain adequately supported and to prevent chaffing.

- d) The Contractor shall remove tree guards, stakes and ties where instructed by the Client.
- e) The Contractor shall remove all dead wood, suckers and broken or deformed branches by careful pruning.
- f) The Contractor shall treat all damaged bark and pruned branches with an approved bituminous waterproof wound dressing.
- g) The Contractor shall hand weed and spray for a radius of 300mm around the base of all trees in grass and hard areas including tree grilles to remove all weed growth including roots.
- h) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to any mulching.

### **MODEL CODES 8056 – 8058 – Staking and Tying Trees**

The Contractor shall supply and drive 750mm into ground adjacent to existing trees turned larch stakes 2.75m overall length with a minimum diameter at the top of 75mm (excluding projections), where specifically instructed to do so by the Client's representative. Each stake shall be pressure treated to BS1282 with Tanalith or Celcure to 8.5kg per cubic metre minimum net dry salt retention. Stakes shall normally be positioned on the South west side of the tree.

The Contractor shall shorten existing stakes to 1/3 normal size in accordance with DOE arboricultural research note ARB/40/82 where specifically instructed to do so by the Client's representative. Existing tree ties will normally be removed to allow this shortening operation to take place.

The Contractor shall supply and secure existing trees to stakes with adjustable rubber ties and 40mm spacers where specifically instructed to do so by the Client's representative. Ties shall be secured to stakes with 2 No galvanised clout nails.

The Contractor shall refirm existing fallen or vandalised trees where specifically instructed to do so by the Client's representative. The refirming operation to include for all necessary re setting of tree in upright position infilling holes with topsoil lightly compacted and refixing existing stakes, ties and spacers. Where deemed necessary stakes, ties and spacers will be renewed.

### Measurement

This item is measured per visit and each shall include all the following;

- a) The Contractor shall inspect all trees and refirm any loose trees as required.
- b) The Contractor shall refirm tree stakes and tighten guy wires as appropriate to ensure that trees remain adequately supported.
- c) The Contractor shall adjust tree ties and tree guards as appropriate to allow for growth to ensure that trees remain adequately supported and to prevent chaffing.
- d) The Contractor shall remove tree guards, stakes, and ties where instructed by the Client.
- e) The Contractor shall remove all dead wood, suckers and broken or deformed branches by careful pruning.
- f) The Contractor shall hand weed around the base of all trees in grass and hard areas including tree grilles to remove all weed growth including roots.
- g) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Care must be taken to ensure as little disturbance as possible to any mulching.

#### **MODEL CODES 8059 – 8068 - Soiling, seeding or turfing**

##### Soil Cultivation

The Contractor shall cultivate the site to break up the full depth of topsoil by the use of suitable machinery and a tilth up to 25mm suitable for seeding shall be produced in the topsoil by rotovating and/or chain harrowing. The bed shall be fine, smooth, evenly firmed but not over consolidated.

Hand cultivations shall be carried out to achieve the same finish on areas where machine cultivations are impossible, i.e. adjacent to kerbs, manholes, small grass areas and footpaths junctions.

Bar levels or other machinery which may cause excessive or uneven compaction shall not be used. Any areas which in the opinion of the Client have been over compacted shall be forked over and worked until a suitable seed bed is produced.

Surplus vegetable matter, rubbish and surface stones having any dimensions greater than 25 mm shall be collected and removed from site by the Contractor.

##### Pre-seeding Fertiliser

The Contractor shall supply and spread pre-seeding fertilizer by hand or machine in two equal applications, and rake or harrow into the topsoil, at a total rate of 70g per square metre. The fertilizer shall be applied seven days before seeding or turfing.

### Grass Seeding

Operations shall be planned for sowing in the Spring or late Summer.

Seed should be obtained at least 21 days before sowing, and if required by the Client samples should be taken from sealed bags after delivery with a Cambridge type seed sampler and tested for composition and germination at an official seed testing station before sowing. Samples of seed should be taken from each bag of the consignment and mixed together to form a representative bulk sample of at least 110g.

No seed is to be sown until the cultivation and preparatory work have been approved by the Client.

The Contractor shall sow the seed mixture at the total rate required in two sowings in transverse directions, by an approved seed broadcasting machine. The seed shall be lightly raked in.

No payment for re-seeding shall be made to the Contractor if the seed fails, due to any cause whatsoever. He shall be required to make good the soiling and repeat the seeding until a good sward is obtained.

Any settlement below the specified levels during the defects liability period shall be rectified at the Contractor's expense.

### Grass Turfing

The turf shall be obtained from a source approved by the Client.

The soil of the turf shall be of a loamy nature and free from stones over 15mm gauge. The grass shall be of a close texture, of even density and green colour and excluding perennial weeds. The turf shall be sufficiently fibrous for turfs to hold together when being handled, but excess fibre of mat is undesirable. The grass shall have been closely mown and shall not exceed 25mm in height. It shall not be affected by pest or disease.

The turf shall be treated with selective weedkiller, not less than four weeks prior to lifting. Turf shall be rectangular shaped and of uniform thickness. Unless otherwise agreed, they shall have a minimum thickness of soil of 25mm and a width of 300mm.

The Contractor shall inform the Client of the location of the supply, so that turfs can be approved and inspected prior to lifting. Turfs shall not be lifted on frosty weather or when water-logged. They shall be packed to avoid drying out in transit and shall be rolled or laid flat but not folded.

Turf shall ordinarily be delivered to the site within 36 hours of lifting and shall be off-loaded by hand, unless arranged on pallets for mechanical handling. If stacked, turfs shall be laid out grass to grass. If kept for any period, the turfs shall be laid out and maintained as for turfed areas. The turfs shall be laid when weather and soil conditions are suitable.

The turf shall be laid on the prepared soil bed, closely butted and firmed. In large areas the turfs shall be firmed into position in consecutive rows with broken joints as in stretcher bond brickwork.

Any settlement below the specified level during the defects liability period shall be rectified at the Contractor's expense.

## **MODEL CODES 8069 - 8079 and 8102 - 8110 – Tree Work**

### Appearance

Each tree is to be considered individually and the general description of work to be done is to be interpreted in relation to the shape, size, character and condition of each individual tree. All operations, whether done for reasons of safety, health of the tree, space requirements of aesthetics, shall be carried out so as to leave a well-balanced tree of normal looking growth and pleasing appearance.

### Inspection

The estimate of work needed will normally have been based on judgement made from ground level. The Contractor shall not be expected to have fore-knowledge of hidden defects, but he shall make a careful inspection of each tree during the course of his work and shall report any additional defects or weaknesses which may be revealed.

### Dimensions

Trees are described according to their girth measured at 1000mm above ground level; multiples of 300mm from 600mm girth upward. All other measurements of height, spread, etc. are estimated.

### Existing Plants to be Retained

No existing trees, shrubs, or other plants shall be removed or cut without written instructions. The Contractor shall take all precautions to protect, in the course of his work, all existing



plant material from malicious or accidental damage and shall ensure that no branch shall be lopped and no roots over 50mm diameter shall be severed from growing trees, without express prior permission.

### Season

Tree work shall be carried out within the time stated in the specification and to BS 3998: 1989 Recommendations for Tree Work.

### Equipment

All plant and equipment shall be appropriate for the task. Cutting tools must be sharp. Tools must be surface sterilised (with methylated spirit) after use on trees which are known or suspected to be diseased.

### Workmanship

All operations shall be carefully carried out to avoid damage to the trees being treated or to neighbouring trees, either by equipment or falling branches. Heavy mechanical equipment within the spread of branches is prohibited. Trees to be retained are not to be used as an anchor for winching purposes.

All wounds and cuts shall be shaped to prevent the formation of moisture.

Whenever possible, permission to burn diseased wood, fungi, prunings and rubbish (but not trunks or butts) on site will be given, but this will be subject to the discretion of the Client's arboriculturalist and must not be assumed.

Trunks and butts from trees felled, shall be not be removed from the site unless specific instructions are given to the contrary. The tenderer shall include credit for the value of timber removed.

Fires shall not be lit in a position where damage could be caused to surrounding trees or shrubs. The site must be left clean and tidy on completion.

### Cuts and Line

All final cuts shall be made into living wood to make possible occlusion by the growth of callous tissue. All final cuts shall be made flush to either stem or branch. Large cuts must be carefully pared around the edges to give a clean smooth surface which allow rapid occlusion.

### Pruning

Heavy branches shall be removed in sections and under-cut to avoid tearing the bark and lowered by slings to avoid damage to the tree and its surroundings. Final cuts shall be made as close to the stem or main branch as possible; no branch stumps are to be left. Epicormic growths should be thinned, or removed, as instructed.

### Crown Lifting

Lifting of the crown consist of the removal of the lower branches of the main stem or branches of the main stem or branch system up to the specified height, or line indicated. All branches so removed shall be set flush to the main stem or parent branch.

### Crown Cleaning

Cleaning out consists of the removal of all dead, dying or diseased wood, fungi and rubbish accumulating in forks. It also includes the removal of objects such as wires, clamps or boards, where this can be done without inflicting further damage on the tree. Climbing plants shall be removed where specified, or as instructed the Client's arboriculturist.

### Crown Thinning

Crown thinning is carried out to reduce the density of foliage and includes the removal of weakly, thin, crossing and dangerous branches and sound branches, where specified.

### Crown Reduction

Where specified, the crown of a tree shall be reduced in height and/or spread by shortening the main branches at suitable points to promote the growth of new shoots and to redevelop, as far as possible, the natural form of the species. This operation is a matter of judicious pruning and should not be constructed as lopping or topping. All vertical, or near vertical branches shall be cut off neatly just above the nearest live growth and the branch cut off at an angle no greater than is necessary to ensure rapid run off of rain water.

### Tree Removal

- a) Felling - Trees to be felled be cut as near to the ground as practicable. Large trees in confined spaces, or near to other trees and shrubs which are to be retained, shall be carefully taken down in sections. After felling the stump shall be cleaned off horizontally to present a neat and workmanlike finish.
- b) Stump and Root Removal - Where specified, all stumps and roots shall be removed to a depth of 500mm. The work may be carried out by grubbing out by hand or by suitable mechanical means, or by destruction with stump chipper. The method to be used shall be selected according to the site conditions. The removal of tree stumps by blasting will not be allowed.
- c) Killing of Roots and Stumps - Providing there is no likelihood of root graft with adjacent trees, roots and stumps may be killed by chemical treatment. Extreme care shall be taken in applying chemicals to avoid actual contact with nearby plants, or spilling onto the ground where it can reach the root systems of other plants.

## **MODEL CODES 8080 – 8083 - Tree Planting**

Planting shall be normally carried out during the period from 1<sup>st</sup> October to 31 March in suitable open weather and trees shall be dormant from time of lifting from nursery to time of planting from time of planting, inclusively.

Planting shall not take place when the soil is very wet, waterlogged, during periods of frost, snow or drought. The Client reserves the right to halt the works should he consider the working conditions or the weather unsuitable.

All tree species shall be true to name specified and shall comply with BS 3936:1992 Part 1, bottom worked only if grafted, free from pest and disease, with a well branched and undamaged root system and shoot system.

The Client shall approve the nurserymen selected by the Contractor for the supply of all plant material. Plant material will be inspected at the supply nursery by the Client and the Contractor, to approve samples, before they are lifted.

The Contractor shall ensure that all plant material bought on site by him is maintained in good condition. All material shall be handled in accordance with approved Codes of Practice.

Trees must be supplied with protection to roots and stems and packed to avoid drying out in transit.

All trees are to carry nursery labels with full correct description of species and variety. No substitute of species or variety will be allowed except with the written consent of the Client.

The Contractor shall supply for each tree, turned larch stakes with minimum diameter at top of 75mm, without projections, pointed at base, pressure treated to 8.5kg per cubic metre minimum net dry salt retention. The stakes shall be cut off just below the first crotch after the trees have been planted and burrs removed.

Trees shall be secured to each stake with tom ties, adjustable rubber ties or other approved type with 40mm spacers to ensure a clean space between tree and stake and each tie shall be secured to the stake with 2 nr galvanized clout nails.

Planting throughout shall be in accordance with good horticultural practice, and particular attention must be paid to correct depth of planting and that the soil is firmed in and around the roots.

Trees shall be planted by excavating a pit of the minimum finished dimensions of 2000mm x 2000mm x 1500mm. At the time of actual planting, the pit shall be enlarged if necessary to allow 75mm clearance around the edges of the spread root system of the plants. The sides and base of the pit shall be loosened to leave an open-textured face. All stones, bricks, concrete, etc shall be removed from tree pits.

All tree pits shall be inspected and approved by the Client prior to planting works being carried out.

The Contractor shall fill pits with excavated topsoil to a depth to allow the top of the pit to run flush with surrounding ground levels after settlement. The Contractor shall supply for each tree 7.5kg of an approved planting compost and 1800g of an approved slow release fertilizer, well worked into the backfill.

On completion of planting the area is to be left clean and tidy. If planting is performed in grass areas, proper protection to grass should be provided, and any damage resulting from planting operations repaired promptly.

The Contractor shall allow for the watering of trees during the period of establishment.

### **MODEL CODES 8084 – 8087 - Shrub bed planting and woodland underplanting**

Planting shall be normally carried out during the period from 1<sup>st</sup> October to 31 March in suitable open weather and trees shall be dormant from time of lifting from nursery to time of planting from time of planting, inclusively.

Planting shall not take place when the soil is very wet, waterlogged, during periods of frost, snow or drought. The Client reserves the right to halt the works should he consider the working conditions or the weather unsuitable.

All plant species shall be true to name specified and shall comply with BS 3936 Part 1, free from pest and disease, with a well branched and undamaged root system and shoot system. The Client shall approve the nurserymen selected by the Contractor for the supply of all plant material. Plant material will be inspected at the supply nursery by the Client and the Contractor, to approve samples, before they are lifted.

The Contractor shall ensure that all plant material bought on site by him is maintained in good condition. All material shall be handled in accordance with appropriate Codes of Practice, and protected from theft, frost or damage of any sort.

Plants must be supplied with protection to roots and stems and packed to avoid drying out in transit. After delivery, if planting is not to be carried out immediately, plants are to be heeled in by placing the roots in a prepared trench and covering them with soil, which should be watered to avoid air pockets around the roots, in a location to be agreed with the Client.

All plants are to carry nursery labels with full correct description of species and variety. No substitute of species or variety will be allowed except with the written consent of the Client.

The plants shall be bare rooted, container grown or root balled as required.

The Contractor shall be responsible for setting out all areas of planting to the satisfaction of the Client and shall rectify any errors in setting out at his own expense. Plants shall be planted in the numbers indicated on the drawing and plant schedule or as directed on site by the Client. Whilst rigid accuracy in spacing and setting out is not essential, the Contractor will be expected to achieve the distribution of plants as shown on the drawing.

### **MODELCODE 8088 - Woodland Maintenance; not underplanted**

#### Measurement

This item is measured per visit and shall include all the following

- a) The Contractor shall fork over and hand weed entire area to remove all weed growth including roots.
- b) The Contractor shall inspect all plants and refirm any loose plants as required.
- c) The Contractor shall remove all dead and broke, damaged or deformed branches by careful pruning.
- d) The Contractor shall remove dead plants or badly damaged plants.
- e) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to plants when forking over beds.

### **MODELCODE 8089 - Selective thinning of Woodland**

#### Measurement

This item is measured per visit and shall include all the following;

- a) The Contractor shall selectively thin out the woodland blocks, by totally removing woodland plants including roots. This shall be done in conjunction with the Client's representative or in accordance with a schedule produced by him.
- b) The woodland blocks will be thinned on average by 10% i.e. 1 in 10 of the mature plants will be removed at each thinning. The actual thinning may be more or less dependent on the location, growth, size and density of the woodland blocks.
- c) The Contractor shall remove all material arising from these operations off site to a coup provided by him.

### Restrictions

The Contractor must ensure that thinning is carried out by knowledgeable operatives using the correct tools and in accordance with good horticultural practices.

### **MODEL CODES 8090 - 8091 - Pruning Woodland**

#### Measurement

This item is measured per visit and each visit shall include all the following;

- a) The Contractor shall prune all woodland plants by hard cutting back or pruning in accordance with the prevailing season and the pruning schedule issued by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.
- b) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Planting throughout shall be in accordance with good horticultural practice, and particular attention must be paid to correct depth of planting and that the soil is firmed in and around the roots. The plants shall be carefully planted by excavating a pit 75mm wider than the root spread in the cultivated areas ensuring that the total root system is covered and the plant firmed in.

The Contractor shall allow for the watering of plants to field capacity as and when necessary during the period of establishment.

### **MODEL CODES 8092 – 8097 – Felling of Mature Trees and Reinstatement Works**

#### Damage

All operations shall be carried out to ensure minimum damage or interference to adjacent buildings, neighbouring trees or property and all damage shall be reinstated at the Contractor's expense and to the conditions prevailing prior to work commencing.

#### Felling

Tree removal shall be executed in accordance with BS3998: 1966 and all subsequent amendments, and in accordance with the following:

- a) All trees to be felled at or very close to ground level. When removing heavy branches they must be sawn off in sections and carefully lowered to the ground using slings if necessary.

- b) Felling shall comprise the complete removal of a tree to ground level.
- c) Stumps shall be left in the ground if it is safe to do so. If a possible hazard exists then tree stumps shall be removed by grubbing out.
- d) Roots can be left in the ground.
- e) Trunks, limbs, and large branches shall be cut into manageable lengths of a size that can be safely handled by manual labour in a safe and proper manner.
- f) Timber shall be removed off site for disposal. The Contractor shall arrange for and pay all costs in connection with finding a suitable site for disposal of all wood.
- g) Burning of trees or branches on site will not be permitted.

### Safety, Health and Protective Measures

The Contractor shall carry out all work in a safe and proper manner taking all necessary precautions to ensure the safety of persons and property.

Temporary fencing, safety barriers, hoardings and the like shall be provided for this purpose and the costs included within the rates for felling work.

### Stump Treatment

Stumps left in the ground should have the bark stripped to ground level and removed off site. The stripped stump should then be treated with a blow torch or approved chemicals to kill the stump and prevent re-growth from the base.

### Reinstatement

Reinstatement of grass areas shall be made with good quality garden turf. Reinstatement of garden areas will be to the standard prevailing before felling works commence.

## **MODEL CODES 8098 - 8100 and 8111 - 8112 - Shrub and Hedge Removal**

### Removing Shrubs

The Contractor shall remove mature shrubs including grubbing up roots where specifically instructed to do so by the Client's representative. Any resulting holes shall be backfilled with topsoil lightly compacted.

Care shall be taken to cause as little disturbance or damage as is possible to adjacent shrubs, hedges, trees and hard and soft landscaped areas.

All materials arising from shrub removal operations shall be removed to a coup to be found by the Contractor.

### Removing Hedges

The Contractor shall remove mature shrubs including grubbing up roots where specifically instructed to do so by the Client's representative. Any resulting holes shall be backfilled with topsoil lightly compacted.

Care shall be taken to cause as little disturbance or damage as is possible to adjacent shrubs, hedges, trees and hard and soft landscaped areas.

All materials arising from shrub removal operations shall be removed to a coup to be found by the Contractor.

### Reducing Hedges

The Contractor shall reduce the height and width of existing mature established hedges where instructed to do so by the Client's representative.

The Contractor must ensure that hedge reducing operations are carried out by knowledgeable operatives using sharp implements, in accordance with good horticultural practice.

Suitable tractor mounted cutting equipment may be used in appropriate locations to reduce hedge heights if approved by the Client's representative. Any arisings from such operations must be removed on a daily basis.

All materials arising from hedge reducing operations shall be removed to a coup to be found by the Contractor.

### **MODEL CODE 8101 - Stump and Root Removal**

The Contractor shall remove stumps and roots to a depth of 500mm where specifically instructed to do so by the Client's representative.

The removal of stumps and roots may be carried out by grubbing out by hand or by suitable mechanical means or by destruction with a stump chipper. The particular method to be used shall be selected according to site Conditions. The Contractor should note that the removal of tree stumps and roots by blasting will not be allowed under any circumstances.

Any resulting holes, following stump and root removal shall be backfilled with topsoil lightly compacted.

All materials arising from tree stump and root removal shall be removed to a coup to be found by the Contractor.

### Killing of Roots and Stumps

The Contractor shall kill roots and stumps by chemical treatment where specifically instructed to do so by the Client's representative.

This method will only be used where there is no likelihood of root graft with adjacent trees roots or stumps.

Extreme care shall be taken in applying chemicals to avoid contact with nearby plants or spilling onto the ground where it can reach the root systems of other plants.



## **MODEL CODES 8113 - 8116 and 8121 - 8134 - FENCING**

### Metal Fencing

Fencing shall comply with the relevant part of BS 1722 except where dimensions, etc., are expressly stated. All material used shall be in accordance with BS 4360 and hollow sections shall comply with BS 4848 Part 2.

All fabrication work shall be carried out in the workshop as far as is practical. All cutting and welding must be carried out before any galvanising of mild steel is done.

Welding shall comply with BS 5135, with all joints ground smooth and flush.

All mild steel shall be blast cleaned to first quality BS 4232: 1967 or acid pickled. After cleaning it shall be hot dip galvanised to BS 1461 after fabrication. All bolts, nuts, screws and the like are to be galvanised. Any essential site welding or cutting must be carried out with the minimum damage to galvanising. All cuts and welds must be thoroughly cleaned and coated with two coats zinc rich, brush cold galvanising coating in strict accordance with the manufacturers instructions.

Metalwork shall be powder coat finished to BS 1722 Part 16, colour RAL 7024. A sample of fencing material is required by the Client for approval prior to finishing.

Post foundations shall be grade ST4 concrete.

Fencing shall be site measured before fabrication. No site alterations will be permitted. Work on raking surfaces shall be made with all posts etc. vertical.

### Timber Fencing

All timbers shall be sound, well-seasoned and entirely free from worm, shakes or all other forms of rot, dead wood and blemishes, all to the approval of the Client and shall be pressure treated with a CCA water-borne preservative complying with BS4072: Part 1 applied as specified in BS 4072: Part 2. On delivery to the site, all timbers shall be open stacked so as to assist in drying out any excess moisture. After cross cutting, any of the members with exposed surfaces are to be twice brushed liberally with preservative to reseal the cuts.

All posts shall be turned smooth and consistent in size, with all traces of bark removed.

All end, corner and intermediate straining posts are to be set into the ground by excavating holes, placing the posts and struts in position partly filling with concrete and firmly backfilling the remainder of the holes. Unless stated otherwise, intermediate straining posts shall be placed at not more than 40m centres, with corner posts at all changes in direction.

Each wire between straining posts shall be tensioned by galvanised mild steel ratchet winders of not less than fourteen standard weight gauge and 44mm wide.

All wire, nails, screws, staples and the like are to be galvanised.

## **MODEL CODES 8117 – 8118 – Temporary Fencing**

The Contractor shall provide and later remove temporary chestnut pale fencing where specifically instructed to do so by the Client's representative. The fencing shall be cleft chestnut pale fencing complying with BS1722 Part 4: 1986 Type CW105A supported by intermediate posts at 2.00m centres. No straining posts will be fitted to the temporary fencing.

When temporary fencing is removed it shall be separated from supporting posts neatly rolled up suitable for reuse. If unsuitable for reuse it shall be removed to a coup to be found by the Contractor.

Supporting posts shall be removed and all resulting holes shall be backfilled with topsoil, lightly compacted.

## **MODEL CODES 8119 – 8120 - Timber fencing with metal posts**

### 1.8m high vertical timber slatted fencing with galvanised steel posts

Fence posts 60x60x3mm RHS posts, capped at both ends with 4no. 250mm long x 15mm dia bars welded to base, all hot dipped galvanised. Posts to be set min 450mm deep in 300x300x600mm in-situ concrete bases. Posts to be set vertical, plumb and true at max 2.0m centres

Fence rails (3no in height of fence) to be 75x38mm clear treated OS timber, fixed to posts by 2 no 'self-drilling' screw fixings (fixing size to approval). Rail joints to be horizontal scarf jointed with two number fixings per post. Bottom rail to be flush with bottom of timber slats and min 75mm clear of finished ground level. Top rail to line through with top of fence posts and to be 100mm below top of slats. Mid rail to be equidistant between top and bottom rails. Fence slats to be 1.8m high 95 x 25mm clear treated OS timber fixed to fence rails with 2 no 50mm galv steel lost head nails at each slat.

### Extra-over specification

Slats to be fitted to both sides of rails

Slats to be "wired" together for extra security by 2.5mm galv steel wire fixed to each slat by 25mm galvanised steel staples. Wires to be set in line with each fence rail.

### Painting/Decorative Preservative Treatments

Painting or the application of decorative preservative treatments shall only be applied where specified in this document.

### Materials

All paint materials must be obtained from an approved manufacturer. The Contractor must submit for the approval of the Client, the name of the manufacturer from whom he proposes to purchase materials together with a list of brand names of the various types.

All paint shall be ready mixed, proprietary branded types and shall be delivered to the site in the manufacturer's sealed containers ready for use. No other paint or adulterative materials whatsoever shall be allowed on site.

### **MODEL CODES 8135 – 8140 – Removal of Domestic Goods and Fly-tipped Detritus**

The Contractor is to remove any and all items comprising any or all of the following: Bags of domestic waste and/or garden waste; domestic electrical appliances of any size including associated fittings and components; items of furniture including beds, divans, chairs, armchairs, settees, tables and the like. All material uplifted is to be removed from site to a suitable coup. The Contractor must include for all charges associated with disposal.

#### Measurement

Where more than one item is uplifted from the same general vicinity then this will be regarded as a single operation and the volume of waste and/or abandoned goods or appliances will be aggregated. The rate to be used will be appropriate to the aggregated volume of material lifted.

### **MODEL CODES 8141 – 8142 – Paths and Paved Area Maintenance; Drainage**

#### Concrete block paving

Footways and Paved Areas; precast concrete paving blocks shall be chamfered and shall conform to BS EN 1338

Precast paving blocks shall be laid in accordance with BS 7533-3.

Blocks shall have a coordinating size of 200 x 100 and shall have a minimum thickness of 65mm. No block shall have a tensile strength less than 3.6mPa for a failure load less than 250 N/mm

#### Preparation of subgrade for pavements

The area to be paved shall be excavated to formation level and any unsuitable material removed from the subgrade and replaced with properly compacted material, with similar properties to the adjacent sound subgrade material.

#### Base Materials

50mm sharp sand bed laid on SHW type 1 material minimum 100mm thick shall be in accordance with SHW Clause 803 and shall be laid and compacted in accordance with SHW Clause 802

## **MODELCODES 8143 – 8144 - Power Washing**

### Hard surfaces – bin stores/drying areas and the like

Frequency – Three times per year as directed

### Measurement

This item is measured per visit and each visit shall include the following:

- a) The Contractor shall power wash all walls, fences, gates and paved surfaces with an appropriate high power jet to clean and disinfect all surfaces. All operatives must be qualified to use the equipment and the Contractor shall be responsible for providing his operatives with the correct protective clothing and equipment.
- b) The Contractor shall allow for providing and applying all necessary cleaning and disinfection additives required for the operation.
- c) The Contractor will ensure all cleaning operations are carried out in accordance with the Environmental Protection Act 1990 and in accordance with the latest Health and Safety legislation.
- d) The Contractor shall remove all material arising from the operation off site to a coup provided by the Contractor.
- e) Where instructed the contractor shall brush the surface of paved areas with sharp sand following power washing to ensure that all joints are filled to 3mm below the finished surface of paving.

## **MODELCODES 8145 – 8146 - Drainage work**

Sub-soil drainage; excavate trench to required depths; grade as necessary to ensure proper fall; supply and lay 100mm dia flexible slotted/perforated plastic field drain on pea gravel bed and surround; backfill trench with selected excavated material compacted in layers; assume surface of ground to be grassed; make good affected grass by carefully cutting and setting aside turf and relaying on completion to leave neat finish; allow for connecting end of field drain to gully, outfall or the like; remove all surplus excavated material off site.

## **MODELCODES 8147 – 8148 - Drainage work**

Underground drainage; excavate trench to required depths; grade as necessary to ensure proper fall; supply and lay 100mm dia upvc rigid plastic drainage pipe on pea gravel bed; backfill trench with selected excavated material compacted in layers; assume surface of ground to be in-situ concrete paving; make good affected concrete by neatly cutting channel to required width and making good on completion to leave neat finish; ensure well compacted bottoming is laid prior to pouring concrete; allow for connecting both end of new drain to existing pipe, gully or chamber; provide all necessary fittings; remove all surplus excavated material off site.

### **MODELCODES 8149 – 8151 - Manholes covers**

Take up and remove manhole cover and frame; supply and fix new manhole cover and frame bedded and haunched in cement mortar; stabilise and loose brickwork to top courses of manhole or access shaft with cement mortar as necessary.

Light duty cover and frame: 5 tonne bearing weight: 600 x 450

Medium duty cover and frame: 10 tonne bearing weight: 600 x 450

### **MODELCODES 8152 – 8153 - Gulleys & gratings**

Take up and remove yard gully grating and frame; supply and fix new grating and frame bedded and haunched in cement mortar; stabilise and loose brickwork to top courses of brickwork supporting frame with cement mortar as necessary.

Light duty for pedestrian and occasional light vehicles < 2T in weight: circular or round

Medium duty for car parking areas used by vehicles < 10T in weight: circular or round

### **MODELCODE 8154 - Renewing gulleys to car park areas**

Excavate and remove existing yard gully from car park area; prepare pit and supply and install new gully pot complete with grating and frame suitable for vehicles <10T in weight; bed and surround gully in 150mm thick concrete; connect existing drain to new gully outlet; construct engineering brick collar min 3 courses thick built off concrete surround; bed and haunch frame in mortar; make good surfacing of car park; remove all surplus excavated material off site.

### **MODELCODES 8155 – 8156 - Cleaning out gulleys**

Cleaning out gully pot/bucket trap; disposing of contents off site; ensuring outlets are free of obstructions; testing gully on completion with ample water to ensure water drains away freely.

### **PAVINGS (MODELCODES 8157 – 8163)**

#### General

The Specification governing the construction of footpaths and carriageway on this Contract shall be the Specification for Highway Works 1999 supplemented with the additional clauses detailed hereafter. The said Specification and supplements shall be deemed to form, and shall be read and construed as part of the Contract.

All intrusions into paving for site furniture, tobies, fire hydrants and other access covers and the like shall be carried out by careful augering to the tolerances stated on the Contract Drawings. The Contractor shall include for all costs involved in achieving the required standard, either within his general paving rates, or in the cost of the item requiring the paving to be augered, as he sees fit.

## Base Materials

SHW type 1 materials shall be in accordance with SHW Clause 803 and shall be laid and compacted in accordance with SHW Clause 802.

The Contractor shall have thoroughly compacted the formation and any soft spots which he has encountered shall have been excavated out and filled with base material prior to placing of any base material. The formation shall be free from loose material, debris, etc. and standing water.

The Contractor shall take all necessary precautions to protect and ensure the stability of adjacent structures to which the base material is being placed against. The Contractor shall therefore place and compact material against or over structures, membranes or underground services in a sequence and manner which will ensure stability and avoid damage.

Prior to placing of the base material for the formation shall be treated with a residual herbicide, applied in accordance with the manufacturer's instructions, and this will be deemed to be included in the rates for base material.

The base material shall be laid as soon as possible after the formation has been approved to prevent deterioration of the formation by inclement weather or undue trafficking. Subsequent layers of base material shall be laid as soon as possible thereafter and protected to prevent deterioration from inclement weather or undue trafficking.

### **MODEL CODE 8157 - Breaking out existing hard pavings**

Break out existing hard paved areas any type including unreinforced concrete, precast concrete, pavements, bitmac, grasscrete; break out and remove associated bottoming; remove surfacing and bottoming to a depth of 150mm; level and compact surfaces in preparation for new bottoming/surfacing or rake and prepare for soiling and cultivation.

Remove all debris off site; rate to include for removing all associated kerbing, upstands and the like. Rate to include for all necessary plant and for carrying out work by hand where necessary.

### **MODEL CODES 8158 – 8160 - Precast Slabs**

Concrete slab paving shall be laid on a bed of 50mm 1:3 thick cement/sand dry mix. Where required to be cut, the units shall be accurately cut by use of a diamond saw and any chamfered edges reinstated.

The Contractor shall ensure that the pattern runs true, by continually checking with string lines. Any deviation in the line will not be accepted. The level of two adjacent units shall not differ by more than 2mm and the maximum deviation under a 3m straight edge shall not exceed 10mm.

At the completion of each day and if work is interrupted by inclement weather, slabs shall be protected from the weather by covering with 1000g polythene sheeting. If necessary, the Contractor shall protect work with frost mats.

All finished work must be protected. All chipped, stained or damaged units will be rejected.

### **MODEL CODES 8161 – 8163 - Bitumen Macadam**

Bitumen macadam material shall be laid in accordance with SHW Clause 901.

The Contractor shall furnish the Client two weeks prior to placing bituminous material the Supplier of material for these works for approval.

At the time of delivery of the Contractor shall supply a test certificate from the Supplier for each batch of bituminous material certifying compliance with the specification and relevant British Standard and giving complete information on the composition of each mix.

Bitumen macadam shall be transported from the mixing plant to the site in trucks with clean, well constructed, tipping bodies. Every precaution shall be taken to keep the materials from coming into contact with uncoated aggregate and foreign matter. Oiling or dusting of the interiors of vehicles to facilitate discharge of the macadam shall be kept to the minimum.

During transportation, the materials shall be protected against weather and every precaution shall be taken to minimise heat loss. Prior to laying bituminous material the Contractor shall ensure that the base material is sound, free of debris, mud, standing water, ice, etc., is not frozen and is suitably close textured.

The base material shall be checked to ensure that is laid within the tolerances and kerbs, channels, etc. are adequately bedded and haunched and laid to the required line and level. Kerbing shall be kept protected from damage by rollers, etc. and will be adequately protected to prevent staining from bituminous material.

During the whole of the operations, every precaution shall be taken to avoid segregation and to prevent the bitumen macadam from becoming contaminated with dust or other foreign matter.

The bitumen macadam shall be laid by an approved type of mechanical spreader or by hand and shall be rolled to the required thickness and to the required falls as indicated on the Contract Drawings.

The commencement of rolling shall be determined by the consistency of the material and shall be continued until the bitumen macadam is consolidated and finished to the satisfaction of the Client. The roller must not be allowed to stand on new work which is liable to damage. Care must be taken to ensure effective consolidation around manhole covers, gullies and the like. The materials shall be protected from trafficking until it has cooled at prevailing atmospheric temperatures.

At transverse joints the material shall be cut back to provide a dense vertical face the full depth of the course being laid, free from inequalities and with a surface which fits the required profile

correctly. The cut-back face shall be painted with bitumen emulsion before any new material is laid.

On completion of laying the surface of bituminous material shall have been laid to the lines and levels detailed to a smooth and even finish with regular falls and shall be free from ponding.

### **MODELCODE 8164 - Kerbs and Edgings**

Precast concrete kerbs and edgings shall be to BS 7263, laid true to line and levels along top, front and rear faces and to produce eye sweet curves where required. Units shall be selected for regular and consistent top edge width, colour and texture and shall be bedded on a Class 1 mortar bed.

All unavoidable site cutting, and all junctions and intersections where special units are not required shall be accurately formed by rotary diamond saw cutter and the cut face and arrises dressed to match the existing finish to give neat junctions.

At the completion of each day and if work is interrupted by inclement weather, paving shall be protected from the weather by covering with 1000g polythene sheeting. If necessary, the Contractor shall protect work with frost mats. All finished work must be protected and kept free from pedestrian and vehicular traffic for 7 days after laying. All chipped, stained or damaged units will be rejected.

### **CONCRETE WORK (MODELCODES 8165 – 8167)**

#### General

All concrete work shall be in accordance with BS 8110.

#### Concrete Mixes

Where appropriate, standard mixes to BS 8500 and BS EN 206-1 will be permitted in substitution for specified designated mixes. If standard mixes are made on site they should comply with BS 8000: Section 2.1, Subsection 2, 3 and 4.

#### Curing of Concrete

Immediately after compaction and for 7 days thereafter, concrete shall be protected against harmful effects of weather including rain, rapid temperature changes, frost and drying out. The methods of protection used shall be subject to the approval of the Client.

### **MODELCODE 8165 - Incidental work to sign posts and the like; erecting new signpost/signs**

Contractor to supply and erect 76mm dia mild steel post, plastic coated. Post to be mounted in 450 x 450 x 450 concrete foundation, 600 below ground, 2100 above ground; take in hand



and fix sign to pole – sign to be provided by employer; make good grass or hard surfacing as required; remove all surplus excavated material off site.

### **MODEL CODES 8166 – 8167 - Removing existing sign posts**

Take down existing sign post approximately 2100 above ground, 600 below ground; grub up existing foundation; infill void with suitable material compacted in layers; make good hard or grassed surfaces all match existing; remove all debris from site.

### **MODEL CODES 8168 – 8169 – Winter Gritting**

#### Gritting

Note: Gritting activities shall only be carried out with the prior agreement of the client. This item is measured per visit and each visit shall include the following:

- a) The Contractor shall treat footpaths and paved areas with sufficient approved road salt/grit mix to ensure the area is maintained in an ice free condition.

The Contractor shall arrange with the Met Office in Glasgow for faxed local weather forecasts during periods of high risk. A copy of each fax shall be sent together with a confirmation sheet for each gritting operation carried out. Grit shall be spread by hand or mechanical methods appropriate to the area to be treated. The Contractor shall ensure that grass areas and planting are not damaged by these operations.

#### Filling Grit Bins

This item is measured per tonne and each visit shall include the following:

- a) The Contractor shall fill grit bins with grit as and where instructed. Where grit is delivered in bags grit shall be emptied from the bags into the grit bins.

### **LANDSCAPE MAINTENANCE - RESIDENTIAL GARDENS, BACKCOURTS AND SMALL SCALE OPEN SPACE MAINTENANCE - MODEL CODES 8170- 8315**

#### Working in residential areas and gardens of occupied properties

The Contractor should note that all the work to be undertaken is within residential areas. This is primarily in tenement back courts where access is normally through the close. In addition there is work to the gardens of occupied properties, the maintenance of small areas of open space within developments, garage sites, and pockets of land awaiting redevelopment usually adjacent to occupied properties.

The Contractor will be responsible for making all arrangements to carry out the works specified and for everything necessary to protect all property affected by the works and for clearing, cleaning, tidying and the making good of all areas affected by his operations to the satisfaction of the client.

#### Working in play areas/play parks

The Contractor will be responsible for identifying and making all arrangements, where appropriate, to temporarily close play areas while work is being carried out, to erect the necessary signage, provide temporary barriers and so on.

### Customer Care

Specifically for the Contractor customer care means demonstrating an understanding of what a resident's perception of good service is, and the negative impact on the relationship between the Client and its customers of any shortfall demonstrated by the Contractor. There should be no arbitrary exclusions that would seem illogical or unreasonable to a resident receiving the landscape service. Examples include but are not restricted to; not moving a resident's refuse bin to cut the grass under it; selective litter picking; not dealing with weeds because they are coming through the fence from an adjacent garden. Contractors must be proactive in raising issues that are a barrier to good customer service.

In addition to the general requirements described in the Code of Conduct the Contractor is required to ensure that:

- (a) all reasonable precautions are taken to avoid damage to or defacement, staining, dirtying of close common areas including floor coverings, or other effects of the occupiers left in the common area/backcourt;

Claims for compensation against the Contractor for damage to or loss of personal property of a tenant/owner-occupier will not be dealt with through the Association's Complaints process but by the Contractor directly. However the Contractor must notify the Association of any claim and its outcome. The Contractor's administration of the claim would be covered by the Association's Complaints process.

### Liaison with Tenants and other Occupants

For work to residents' gardens or back courts it shall, unless otherwise stated, be the Contractor's responsibility to arrange access to each property, seek appropriate permissions and approvals of works and deal with any queries during the course of the contract.

For factored closes, the Client will provide one set of close door entry keys at no cost to the Contractor. The keys are to be returned to the Client at the end of the contract. Reimbursement for lost or replacement keys will be made to the Client by the Contractor.

Complaints and dissatisfaction from residents will be dealt with through Housing Associations' complaints procedures. Consequently all complaints made directly to the contractor must be notified to the client and copies of all correspondence scanned and e-mailed to the CA.

Compensation claims made direct to the Contractor must be notified to the CA no later than 5 working days from their receipt. The outcome of any compensation claim must be notified to the CA no later than 5 working days from its resolution.

### General Work Content

In the following model codes the Contractor must take account of the shared nature of common back courts and, for all types of stock, must complete all work he is instructed to do to a high standard that will ensure a neat and tidy appearance on completion of maintenance activities. Quality control is the responsibility of the Contractor and he must ensure, through ongoing supervision and inspection, that all maintenance works are completed to the satisfaction of the CA prior to signing off the work or making application for payment. On no account shall any operation or aspect of the work be left incomplete or carried out in a fashion that detracts from the visual amenity of a garden area or back court. The overarching service principle is that the finished job meets any householder/tenant's reasonable expectations.

### Availability of sites

The sites will be available to the Contractor immediately. Properties and sites may be added to or removed from the contract property list as instructed by the CA

### The use of chemicals

No chemicals shall be used on any of the sites without the prior approval of the Client. All chemicals must comply with The Food and Environment Protection Act 1985 and The Control of Pesticides Regulations 1986.

The Contractor shall be entirely responsible for the storage, mixing, application and use of chemicals, including the proper disposal of product containers. The Contractor shall be held responsible for any damage due to negligence or carelessness in carrying out the applications and shall make good such damage at his own expense.

The use of all chemicals shall be strictly in accordance with the Manufacturer's instructions. The Contractor will be required to submit for approval, evidence of his Certificate of Competence.

The Contractor will not be allowed to substitute chemicals for weed control of shrub beds or elsewhere unless with the prior approval of the Client.

### Damage to existing soft and hard landscaped areas

Any damage to soft or hard landscaped areas caused by the Contractor or by any other cause within his control shall be made good to the Client's satisfaction at the Contractor's expense.

Any plant which dies due to the effect of any damage caused by the contractor or by other causes within his control shall be replaced at his own expense with an approved plant. Any tree or shrub damaged during grass cutting shall be replaced with a tree or shrub of similar size and species at the Contractor's expense if considered necessary by the client.

### Frequency of operations

All operations will be carried out on the instructions of the Client or in accordance with an agreed programme for the works.

While the timing of visits may be dependent on weather conditions, the Contractor will not be permitted to reduce the total number of agreed programmed visits over the season unless this has been agreed by and confirmed in writing by the Client. The Contractor must allow in his rates generally for interruptions or delays to his programmed works arising from difficulties gaining access to work areas or because areas are temporarily inaccessible e.g. because of residents use of designated drying areas within back court areas, parked cars and similar domestic activities.. The Contractor is expected to be familiar with the environment within which he will be working and must allow in his rates for any interruptions to his programme that may arise as a result of the day-to-day activities of residents.

Any claim made by the Contractor arising from a lack of such knowledge will not be entertained, irrespective of the frequency, cause or duration of any interruption that may occur.

The Client will not make any payment for missed visits, nor for any additional work or return visits required. The Contractor is advised that the CA may instruct a change to the frequency of any cyclical or periodic operation e.g. the number of grass cuts to be undertaken. No increase in the Contractor's rate will be permitted in these circumstances except where this results in additional operations to those described in the relevant Schedule of Activities being undertaken, and then only with the prior agreement of the CA. Where the Contractor fails to carry out maintenance activities adequately, or fails to complete activities within required cycles or programmed dates, the Contractor shall complete any necessary additional work arising out of this failure at no expense to the client.

### Variations

Variations / Additional Works will generally form part of the planned maintenance activities and shall typically be carried out along with the schedule of work as above when required. It is intended that any variations are identified at the site inspection stage, and included within the agreed costs before start on site. Unforeseen variations will need further approval / instruction by the client.

### **MODEL CODES 8170 – 8174 – Litter Removal**

Frequency – Approximately fortnightly

#### Measurement:

This item is measured per visit and each visit shall include all the following;

- a) The Contractor shall uplift from the entire area of the site (excluding adopted roads and footpaths), all items of debris, litter, rubbish, fallen branches, fallen leaves (even if there is no tree on the site), rubble and the like with particular attention being paid to the removal of broken glass, hypodermic needles, animal faeces and other items hazardous to the public. Special attention is to be paid to areas of the sites where high volumes of litter are dropped or may collect i.e. bottoms of hedges, shops, bus stops, schools etc. All litter and other detritus as described above or similar in nature to that described above is to be removed from site irrespective of its type or origin or volume.

- b) The Contractor shall ensure that all litter collection operations are carried out in accordance with the requirements of the Environmental Protection Act 1990.
- c) All instances of animal fouling to be recorded and reported to the Client at each visit. Where it is extensive and requires a special clean up by the Contractor before work can be carried out, the Client will be notified that the appropriate model cost code will be applied. The programmed work should not be delayed beyond 3 days to allow the Contractor to carry up the clean-up.

The Contractor shall clean and scrape all hard and paved surfaces by brushing or other mechanical means including drying areas (excluding adopted roads and footpaths) to remove loose or loosely adhering moss, dust, soil spillage from shrub beds, leaves, and the like and clear all gully gratings free from any obstructions.

- a) The Contractor shall clean all grass areas to remove soil spillage from shrub beds, leaves, and the like.
- b) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.
- c) The Contractor will allow for temporarily moving and replacing incidental items such as garden furniture, children's toys and unfixed play equipment and similar items (but excluding large bulk household items) to ensure that litter collection is carried out in full across the sites.
- d) The Contractor shall inform the Client's representative at the completion of each fortnightly collection to allow verification of each operation.

The Contractor is not required to remove large bulk household items unless specifically instructed to do so. Where these are of a size or volume to inhibit or prevent any or all of the Contractor's operations, the Client must be notified immediately and in event within 1-2 working days. The Client will arrange for any such items to be removed within 3 working days or alternatively will instruct the Contractor to do so. The Contractor will allow in his rates for returning to complete any outstanding work within 3 days after the removal of bulk items.

For the avoidance of doubt the removal of leaves as part of litter removal, gully cleaning and similar operations includes the leaf fall from trees located within and outwith the site.

This item will not include removing the following which will be the subject of specific additional items;

- a) Deliberately tipped piles of material each in excess of 0.25m<sup>3</sup>.
- b) Domestic goods or appliances, furniture and similar items – refer to 8295 - 8298

Extra over for carrying out litter picking within play areas/play parks per visit. Frequency of visits to be advised by client.

## **MODELCODES 8175 - 8179 - Weed/Moss Control (hard surfaces generally)**

Frequency – Ongoing throughout the year

### Measurement:

This item includes all the following;

- a) The Contractor shall remove all weeds (including trimming back weeds from adjacent sites that may be encroaching) and moss growth from all hard and paved surfaces. For the avoidance of doubt, 'hard standing' is taken to include driveways or parking areas of hard paving or gravel, bin stores, paved patios, gravelled areas and soakaways and any hard borders, mowing strips and the like that exist within the site, excluding adopted roads and footways.
- b) The Contractor shall treat hard standing and paved surfaces as described above with suitable weed killer/moss killer.
- c) The Contractor shall maintain hard standing and paved or gravel surfaces as described above in a weed free condition by subsequent additional weed killing/moss killing or by other means, including removal by hand, should this be required.
- d) The Contractor will allow for temporarily moving and replacing incidental items such as garden furniture, children's toys and unfixed play equipment and similar items (but excluding large bulk household items) to ensure that weed/moss control activities are carried out in full across the sites.

Extra over for carrying out weed/moss control within play areas/play parks per visit.

Frequency of visits to be advised by client.

## **MODELCODES 8180 - 8184 – Grass Maintenance**

### Mowing

Frequency – Amenity grass typically 18 to 21 times per year but as specified by Client

### Measurement:

The items are measured per visit and each visit shall include all the following;

- a) The Contractor shall stonepick and litterpick as necessary and mow the entire area of grass to the required height of;
  - Amenity grass : 25-30mm

Where bulbs have been planted in areas of grass, the area containing the bulbs shall not be cut until instructed by the Client. The Contractor will be paid for the full area of grass for

every cut and this will be deemed to cover the additional costs incurred when the area containing the bulbs is eventually cut.

- a) The Contractor will take for temporarily moving and replacing incidental items such as garden furniture, children's toys and unfixed play equipment and similar items to ensure that grass cutting activities are carried out in full across the sites.
- b) Where grass abuts gullies, hard areas, shrub beds etc. that have a dropped edge, the grass edge should be trimmed back in a clean and even manner using shears or a suitable implement. A straight line or smooth curves should be maintained at all times.
- c) The Contractor shall neatly trim, with shears or other suitable means as necessary, all borders and edges to the same length as required for the grass area. Edging will be carried out at intervals to coincide with grass cutting. Grass edges shall be trimmed back in a clean and even manner and straight lines or smooth curves shall be maintained at all times.
- d) The Contractor shall edge all areas with an edging iron on the first cut of each year. The Contractor shall neatly trim, with shears or other suitable means as necessary, around trees, shrubs, fence posts, signboard supports and all other obstructions, to the same length as required for the grass area.
- e) The Contractor shall sweep up all grass cuttings from adjacent hard and paved surfaces (including all hard standings as previously described) on completion of each mowing. Gravel beds will have grass cuttings blown onto an area where they can be collected and removed.

The Contractor shall deal with grass cuttings by;

- a) Amenity grass: all obvious cuttings shall be raked off and removed. The use of blowers to disperse grass cuttings in back courts or domestic gardens shall not be permitted except in item above.
- b) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

#### Restrictions:

The Contractor will not be allowed to 'trim' borders, edges, or around obstructions by chemical means. The use of strimmers will be permitted as long as no damage is caused to trees, shrubs, forestry, or any other part of the works.

No specific type of mower must be used, but the type selected by the Contractor must be sharp, correctly set and suitable for the particular site being mown and the prevailing site and weather conditions.

Grass cutting shall be carried out using suitable mowers. The use of strimmers to cut general grass areas except at borders, around obstructions and similar locations, will not be permitted without the express approval of the Client.

Extra over for carrying out grass cutting within play areas/play parks per visit. Frequency of visits to be advised by Client.

## **MODELCODES 8185 – 8190 – Initial Visit: Extra Grass Cutting/Bringing up to Standard**

Frequency – a specific operation to be carried out at that commencement of contract or addition of new site/property. Its purpose is to give the Contractor the opportunity to price for any additional costs over and above routine maintenance items. These may include but may not be limited to: measurement, mowing or strimming grass as required, litter collection, including in and around bin store areas, cleaning out gullies, defining or redefining edges to grass areas and everything necessary to bring the site up to the standards described elsewhere in this Schedule.

The Contractor must bring each site to an acceptable standard within two weeks of instruction from the Client.

### Measurement

This item is measured per visit and shall include all the following:

- a) The Contractor shall stonepick and litterpick as necessary and mow or strim as may be necessary the entire area of grass to the required heights of:
  - Rough grass - 50-75mm
  - Amenity grass 25-30mm
- b) The Contractor shall neatly trim, with shears if necessary, all borders and edges to the same length as required for the grass area.
- c) The Contractor shall neatly trim, around trees, shrubs, fence posts, signboard supports and all other obstructions to the same as required for the grass area. The Contractor shall edge all grass area borders and edges with an edging iron.
- d) The Contractor shall sweep up all grass cuttings from adjacent and paved surfaces on completion of each strimming.
- e) The Contractor shall deal with grass cuttings by:
  - Rough grass or amenity grass - all cuttings shall be removed
- f) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

Extra over for carrying out grass cutting within play areas/play parks per visit. Frequency of visits to be advised by Client.

## **MODELCODES 8191 – 8193 – Shrub bed preparation; un-mulched. Shared and individual gardens, open spaces and play areas**

Frequency – Once, prior to mulching which will be carried out as instructed.

### Measurement:



This item is measured per visit, where the shrub beds have not been mulched, and each visit shall include all the following;

- a) The Contractor shall fork over and hand weed all shrub beds to remove all weed growth including roots.
- b) The Contractor shall treat the entire area of shrub beds with approved non-residual weedkiller.
- c) The Contractor shall inspect all plants and re-firm any loose plants as required.
- d) The Contractor shall remove all dead wood and broken, damaged or deformed branches by careful pruning.
- e) The Contractor shall remove any dead or badly damaged plants.
- f) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to shrubs when forking over beds.

#### **MODEL CODES 8194 - 8197 - Shrub maintenance; mulched; shared and individual gardens and open spaces**

Frequency – Approximately six times per annum

#### Measurement

This item is measured per visit where the shrub beds have been mulched, and each visit shall include all the following;

- a) The Contractor shall fork over and hand weed all shrub beds to remove all weed growth including roots, or in mulched beds where the canopy does not cover the area.
- b) The Contractor shall inspect all plants and re-firm any loose plants as required.
- c) The Contractor shall remove all dead wood and broken, damaged or deformed branches by careful pruning.
- d) The Contractor shall remove any dead or badly damaged plants.
- e) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.
- f) The Contractor shall treat the entire area of shrub beds with approved non-residual weed killer. All infestations from pests, fungi etc. shall be dealt with immediately through the application of an approved insecticide or chemical treatment.

Extra over for carrying out shrub maintenance per visit within play areas/play parks.  
Frequency of visit to be determined by client.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to shrubs when forking over beds. This work must be programmed to ensure that the mulching is carried out immediately after the beds are prepared.

### **MODELCODES 8198 - 8201 - Spot weeding shrub or flower beds (as a separate operation)**

Frequency – Typically four to six times per annum

### Measurement

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall treat the entire area of shrub beds with approved non-residual weedkiller.
- b) The Contractor shall remove by hand all visible weeds exceeding 150mm in height as part of the operation.

### **MODELCODES 8202 – 8205 - Trimming/Pruning Shrubs-Shared and common gardens, open spaces and play areas**

Frequency – ongoing throughout year as required with the prevailing season

### Measurement

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall prune all shrubs and herbaceous plants in accordance with the prevailing season and the pruning schedule issued by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.
- b) The Contractor shall maintain all edges of footpaths and will ensure that windows, door openings and the like are clear of plant growth.
- c) The Contractor will prune back any shrubs overhanging into the site from adjacent sites along the boundary line
- d) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

Extra over for carrying out shrub maintenance per visit within play areas/play parks.  
Frequency of visit to be determined by Client.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Care must be taken to cause as little disturbance as possible to any mulching.

#### **MODEL CODES 8206 - 8209 - Hard cutting back shrubs (spring/autumn prune) shared and common gardens and open spaces**

Frequency – Once or twice per annum

#### Measurement

This item is measured per visit, and each visit shall include all the following;

- a) The Contractor shall prune all shrubs and herbaceous plants by hard cutting back in accordance with the prevailing season and the pruning schedule issued by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.
- b) The Contractor will allow in his rates for each visit irrespective of the actual number of shrubs that may require pruning.
- c) The Contractor shall remove all litter and general debris within shrub beds which he has previously been unable to remove because of the canopy and density of the shrubs.
- d) The Contractor shall uplift from the shrub beds all items of debris, litter, rubbish, fallen branches, leaves, rubble and the like with particular attention being paid to broken glass and other items hazardous to the public.
- e) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

Extra over for carrying out hard cutting back shrubs per visit within play areas/play parks.  
Frequency of visit to be determined by Client.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to any mulching.

## **MODELCODES 8210 – 8214 – Tree, Hedge and Woodland Maintenance**

### Hedge Maintenance

Frequency – Three times per year. For the avoidance of doubt 'hedge' is taken to include screening shrubs that function as a 'hedge' for the resident.

### Measurement

This item is measured per visit and shall include all the following;

- a) The Contractor shall hand weed around the base of hedges.
- b) The Contractor shall neatly trim the top and both sides of hedging. The hedge height to be a maximum of 4ft unless otherwise agreed by the Client.
- c) The Contractor shall trim the width of hedges to ensure that litter picking can be effectively carried out.
- d) The Contractor shall inspect all plants and refirm any loose plants as required.
- e) The Contractor shall remove dead plants or badly damaged plants.
- f) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

Extra over for carrying out hedge maintenance within/surrounding play areas/play parks.  
Frequency of visit to be determined by Client.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing.

## **MODELCODE 8215 - Tree Maintenance**

Where there are access issues due to trees which prevent carrying out maintenance work, the Contractor will advise the Client immediately and in event within 1 working day, including providing advice and guidance in relation to removal, crown raising, limbing and the like. The client will arrange for any necessary maintenance or removal work to be carried out within 3 working days or alternatively will instruct the Contractor to carry out the work. The Contractor will allow in his rates for returning to complete any outstanding work within 3 days after completion of the work.

Frequency – Up to three times per year

## Measurement

This item is measured per visit and shall include all the following;

- a) For the avoidance of doubt tree work within a site includes cutting back the branches of any trees overhanging from neighbouring gardens into individual or common gardens or open spaces
- b) The Contractor shall inspect all trees and refirm any loose trees as required.
- c) The Contractor shall refirm tree stakes and tighten guy wires to ensure that trees remain adequately supported.
- d) The Contractor shall adjust tree ties and tree guards to allow for growth to ensure that trees remain adequately supported and to prevent chaffing.
- e) The Contractor shall remove tree guards, stakes and ties where instructed by the Client.
- f) The Contractor shall remove all dead wood, suckers and broken or deformed branches by careful pruning.
- g) The Contractor shall treat all damaged bark and pruned branches with an approved bituminous waterproof wound dressing.
- h) The Contractor shall hand weed and spray for a radius of 300mm around the base of all trees in grass and hard areas including tree grilles to remove all weed growth including roots.
- i) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

## Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to any mulching.

## **MODELCODES 8216 – 8218 – Staking and Tying Trees**

The Contractor shall supply and drive 750mm into ground adjacent to existing trees turned larch stakes 2.75m overall length with a minimum diameter at the top of 75mm (excluding projections), where specifically instructed to do so by the Client's representative. Each stake shall be pressure treated to BS1282 with Tanalith or Celcure to 8.5kg per cubic metre minimum net dry salt retention. Stakes shall normally be positioned on the South west side of the tree.

The Contractor shall shorten existing stakes to 1/3 normal size in accordance with DOE arboricultural research note ARB/40/82 where specifically instructed to do so by the Client's representative. Existing tree ties will normally be removed to allow this shortening operation to take place.

The Contractor shall supply and secure existing trees to stakes with adjustable rubber ties and 40mm spacers where specifically instructed to do so by the Client's representative. Ties shall be secured to stakes with 2 No galvanised clout nails.

The Contractor shall refirm existing fallen or vandalised trees where specifically instructed to do so by the Client's representative. The refirming operation to include for all necessary re setting of tree in upright position infilling holes with topsoil lightly compacted and refixing existing stakes, ties and spacers. Where deemed necessary stakes, ties and spacers will be renewed.

### Measurement

This item is measured per visit and each shall include all the following;

- a) The Contractor shall inspect all trees and refirm any loose trees as required.
- b) The Contractor shall refirm tree stakes and tighten guy wires as appropriate to ensure that trees remain adequately supported.
- c) The Contractor shall adjust tree ties and tree guards as appropriate to allow for growth to ensure that trees remain adequately supported and to prevent chaffing.
- d) The Contractor shall remove tree guards, stakes, and ties where instructed by the Client.
- e) The Contractor shall remove all dead wood, suckers and broken or deformed branches by careful pruning.
- f) The Contractor shall hand weed around the base of all trees in grass and hard areas including tree grilles to remove all weed growth including roots.
- g) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Care must be taken to ensure as little disturbance as possible to any mulching.

## **MODEL CODES 8219 – 8228 - Soiling, seeding or turfing**

### Soil Cultivation

The Contractor shall cultivate the site to break up the full depth of topsoil by the use of suitable machinery and a tilth up to 25mm suitable for seeding shall be produced in the topsoil by rotivating and/or chain harrowing. The bed shall be fine, smooth, evenly firmed but not over consolidated.

Hand cultivations shall be carried out to achieve the same finish on areas where machine cultivations are impossible, i.e. adjacent to kerbs, manholes, small grass areas and footpaths junctions.

Bar levels or other machinery which may cause excessive or uneven compaction shall not be used. Any areas which in the opinion of the Client have been over compacted shall be forked over and worked until a suitable seed bed is produced.

Surplus vegetable matter, rubbish and surface stones having any dimensions greater than 25 mm shall be collected and removed from site by the Contractor.

#### Pre-seeding Fertiliser

The Contractor shall supply and spread pre-seeding fertilizer by hand or machine in two equal applications, and rake or harrow into the topsoil, at a total rate of 70g per square metre. The fertilizer shall be applied seven days before seeding or turfing.

#### Grass Seeding

Operations shall be planned for sowing in the Spring or late Summer.

Seed should be obtained at least 21 days before sowing, and if required by the Client samples should be taken from sealed bags after delivery with a Cambridge type seed sampler and tested for composition and germination at an official seed testing station before sowing. Samples of seed should be taken from each bag of the consignment and mixed together to form a representative bulk sample of at least 110g.

No seed is to be sown until the cultivation and preparatory work have been approved by the Client.

The Contractor shall sow the seed mixture at the total rate required in two sowings in transverse directions, by an approved seed broadcasting machine. The seed shall be lightly raked in.

No payment for re-seeding shall be made to the Contractor if the seed fails, due to any cause whatsoever. He shall be required to make good the soiling and repeat the seeding until a good sward is obtained.

Any settlement below the specified levels during the defects liability period shall be rectified at the Contractor's expense.

#### Grass Turfing

The turf shall be obtained from a source approved by the Client.

The soil of the turf shall be of a loamy nature and free from stones over 15mm gauge. The grass shall be of a close texture, of even density and green colour and excluding perennial weeds. The turf shall be sufficiently fibrous for turfs to hold together when being handled, but excess fibre of mat is undesirable. The grass shall have been closely mown and shall not exceed 25mm in height. It shall not be affected by pest or disease.

The turf shall be treated with selective weedkiller, not less than four weeks prior to lifting. Turf shall be rectangular shaped and of uniform thickness. Unless otherwise agreed, they shall have a minimum thickness of soil of 25mm and a width of 300mm.

The Contractor shall inform the Client of the location of the supply, so that turfs can be approved and inspected prior to lifting. Turfs shall not be lifted on frosty weather or when water-logged. They shall be packed to avoid drying out in transit and shall be rolled or laid flat but not folded.

Turf shall ordinarily be delivered to the site within 36 hours of lifting and shall be off-loaded by hand, unless arranged on pallets for mechanical handling. If stacked, turfs shall be laid out grass to grass. If kept for any period, the turfs shall be laid out and maintained as for turfed areas. The turfs shall be laid when weather and soil conditions are suitable.

The turf shall be laid on the prepared soil bed, closely butted and firmed. In large areas the turfs shall be firmed into position in consecutive rows with broken joints as in stretcher bond brickwork.

Any settlement below the specified level during the defects liability period shall be rectified at the Contractor's expense.

## **MODEL CODES 8229 - 8239 and 8262 - 8270 – Tree Work**

### Appearance

Each tree is to be considered individually and the general description of work to be done is to be interpreted in relation to the shape, size, character and condition of each individual tree. All operations, whether done for reasons of safety, health of the tree, space requirements of aesthetics, shall be carried out so as to leave a well-balanced tree of normal looking growth and pleasing appearance.

### Inspection

The estimate of work needed will normally have been based on judgement made from ground level. The Contractor shall not be expected to have fore-knowledge of hidden defects, but he shall make a careful inspection of each tree during the course of his work and shall report any additional defects or weaknesses which may be revealed.

### Dimensions

Trees are described according to their girth measured at 1000mm above ground level; multiples of 300mm from 600mm girth upward. All other measurements of height, spread, etc. are estimated.

### Existing Plants to be Retained



No existing trees, shrubs, or other plants shall be removed or cut without written instructions. The Contractor shall take all precautions to protect, in the course of his work, all existing plant material from malicious or accidental damage and shall ensure that no branch shall be lopped and no roots over 50mm diameter shall be severed from growing trees, without express prior permission.

### Season

Tree work shall be carried out within the time stated in the specification and to BS 3998: 1989 Recommendations for Tree Work.

### Equipment

All plant and equipment shall be appropriate for the task. Cutting tools must be sharp. Tools must be surface sterilised (with methylated spirit) after use on trees which are known or suspected to be diseased.

### Workmanship

All operations shall be carefully carried out to avoid damage to the trees being treated or to neighbouring trees, either by equipment or falling branches. Heavy mechanical equipment within the spread of branches is prohibited. Trees to be retained are not to be used as an anchor for winching purposes.

All wounds and cuts shall be shaped to prevent the formation of moisture.

Whenever possible, permission to burn diseased wood, fungi, prunings and rubbish (but not trunks or butts) on site will be given, but this will be subject to the discretion of the Client's arboriculturalist and must not be assumed.

Trunks and butts from trees felled, shall be not be removed from the site unless specific instructions are given to the contrary. The tenderer shall include credit for the value of timber removed.

Fires shall not be lit in a position where damage could be caused to surrounding trees or shrubs. The site must be left clean and tidy on completion.

### Cuts and Line

All final cuts shall be made into living wood to make possible occlusion by the growth of callous tissue. All final cuts shall be made flush to either stem or branch. Large cuts must be carefully pared around the edges to give a clean smooth surface which allow rapid occlusion.

### Pruning

Heavy branches shall be removed in sections and under-cut to avoid tearing the bark and lowered by slings to avoid damage to the tree and its surroundings. Final cuts shall be made

as close to the stem or main branch as possible; no branch stumps are to be left. Epicormic growths should be thinned, or removed, as instructed.

### Crown Lifting

Lifting of the crown consist of the removal of the lower branches of the main stem or branches of the main stem or branch system up to the specified height, or line indicated. All branches so removed shall be set flush to the main stem or parent branch.

### Crown Cleaning

Cleaning out consists of the removal of all dead, dying or diseased wood, fungi and rubbish accumulating in forks. It also includes the removal of objects such as wires, clamps or boards, where this can be done without inflicting further damage on the tree. Climbing plants shall be removed where specified, or as instructed the Client's arboriculturist.

### Crown Thinning

Crown thinning is carried out to reduce the density of foliage and includes the removal of weakly, thin, crossing and dangerous branches and sound branches, where specified.

### Crown Reduction

Where specified, the crown of a tree shall be reduced in height and/or spread by shortening the main branches at suitable points to promote the growth of new shoots and to redevelop, as far as possible, the natural form of the species. This operation is a matter of judicious pruning and should not be constructed as lopping or topping. All vertical, or near vertical branches shall be cut off neatly just above the nearest live growth and the branch cut off at an angle no greater than is necessary to ensure rapid run off of rain water.

### Tree Removal

Felling - Trees to be felled be cut as near to the ground as practicable. Large trees in confined spaces, or near to other trees and shrubs which are to be retained, shall be carefully taken down in sections. After felling the stump shall be cleaned off horizontally to present a neat and workmanlike finish.

Stump and Root Removal - Where specified, all stumps and roots shall be removed to a depth of 500mm. The work may be carried out by grubbing out by hand or by suitable mechanical means, or by destruction with stump chipper. The method to be used shall be selected according to the site conditions. The removal of tree stumps by blasting will not be allowed.

Killing of Roots and Stumps - Providing there is no likelihood of root graft with adjacent trees, roots and stumps may be killed by chemical treatment. Extreme care shall be taken in applying chemicals to avoid actual contact with nearby plants, or spilling onto the ground where it can reach the root systems of other plants.

## **MODEL CODES 8240 – 8243 - Tree Planting**

Planting shall be normally carried out during the period from 1<sup>st</sup> October to 31 March in suitable open weather and trees shall be dormant from time of lifting from nursery to time of planting from time of planting, inclusively.

Planting shall not take place when the soil is very wet, waterlogged, during periods of frost, snow or drought. The Client reserves the right to halt the works should he consider the working conditions or the weather unsuitable.

All tree species shall be true to name specified and shall comply with BS 3936:1992 Part 1, bottom worked only if grafted, free from pest and disease, with a well branched and undamaged root system and shoot system.

The Client shall approve the nurserymen selected by the Contractor for the supply of all plant material. Plant material will be inspected at the supply nursery by the Client and the Contractor, to approve samples, before they are lifted.

The Contractor shall ensure that all plant material bought on site by him is maintained in good condition. All material shall be handled in accordance with approved Codes of Practice.

Trees must be supplied with protection to roots and stems and packed to avoid drying out in transit.

All trees are to carry nursery labels with full correct description of species and variety. No substitute of species or variety will be allowed except with the written consent of the Client.

The Contractor shall supply for each tree, turned larch stakes with minimum diameter at top of 75mm, without projections, pointed at base, pressure treated to 8.5kg per cubic metre minimum net dry salt retention. The stakes shall be cut off just below the first crotch after the trees have been planted and burrs removed.

Trees shall be secured to each stake with tom ties, adjustable rubber ties or other approved type with 40mm spacers to ensure a clean space between tree and stake and each tie shall be secured to the stake with 2 nr galvanized clout nails.

Planting throughout shall be in accordance with good horticultural practice, and particular attention must be paid to correct depth of planting and that the soil is firmed in and around the roots.

Trees shall be planted by excavating a pit of the minimum finished dimensions of 2000mm x 2000mm x 1500mm. At the time of actual planting, the pit shall be enlarged if necessary to allow 75mm clearance around the edges of the spread root system of the plants. The sides

and base of the pit shall be loosened to leave an open-textured face. All stones, bricks, concrete, etc shall be removed from tree pits.

All tree pits shall be inspected and approved by the Client prior to planting works being carried out.

The Contractor shall fill pits with excavated topsoil to a depth to allow the top of the pit to run flush with surrounding ground levels after settlement. The Contractor shall supply for each tree 7.5kg of an approved planting compost and 1800g of an approved slow release fertilizer, well worked into the backfill.

On completion of planting the area is to be left clean and tidy. If planting is performed in grass areas, proper protection to grass should be provided, and any damage resulting from planting operations repaired promptly.

The Contractor shall allow for the watering of trees during the period of establishment.

### **MODEL CODES 8244 – 8247 - Shrub bed planting and woodland underplanting**

Planting shall be normally carried out during the period from 1<sup>st</sup> October to 31 March in suitable open weather and trees shall be dormant from time of lifting from nursery to time of planting from time of planting, inclusively.

Planting shall not take place when the soil is very wet, waterlogged, during periods of frost, snow or drought. The Client reserves the right to halt the works should he consider the working conditions or the weather unsuitable.

All plant species shall be true to name specified and shall comply with BS 3936 Part 1, free from pest and disease, with a well branched and undamaged root system and shoot system. The Client shall approve the nurserymen selected by the Contractor for the supply of all plant material. Plant material will be inspected at the supply nursery by the Client and the Contractor, to approve samples, before they are lifted.

The Contractor shall ensure that all plant material bought on site by him is maintained in good condition. All material shall be handled in accordance with appropriate Codes of Practice, and protected from theft, frost or damage of any sort.

Plants must be supplied with protection to roots and stems and packed to avoid drying out in transit. After delivery, if planting is not to be carried out immediately, plants are to be heeled in by placing the roots in a prepared trench and covering them with soil, which should be watered to avoid air pockets around the roots, in a location to be agreed with the Client.

All plants are to carry nursery labels with full correct description of species and variety. No substitute of species or variety will be allowed except with the written consent of the Client.

The plants shall be bare rooted, container grown or root balled as required.

The Contractor shall be responsible for setting out all areas of planting to the satisfaction of the Client and shall rectify any errors in setting out at his own expense. Plants shall be planted in the numbers indicated on the drawing and plant schedule or as directed on site by the Client. Whilst rigid accuracy in spacing and setting out is not essential, the Contractor will be expected to achieve the distribution of plants as shown on the drawing.

### **MODELCODE 8248 - Woodland Maintenance; not underplanted**

#### Measurement

This item is measured per visit and shall include all the following

- a) The Contractor shall fork over and hand weed entire area to remove all weed growth including roots.
- b) The Contractor shall inspect all plants and refirm any loose plants as required.
- c) The Contractor shall remove all dead and broke, damaged or deformed branches by careful pruning.
- d) The Contractor shall remove dead plants or badly damaged plants.
- e) The Contractor shall remove all material arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Care must be taken to cause as little disturbance as possible to plants when forking over beds.

### **MODELCODE 8249 - Selective thinning of Woodland**

#### Measurement

This item is measured per visit and shall include all the following;

- a) The Contractor shall selectively thin out the woodland blocks, by totally removing woodland plants including roots. This shall be done in conjunction with the Client's representative or in accordance with a schedule produced by him.
- b) The woodland blocks will be thinned on average by 10% i.e. 1 in 10 of the mature plants will be removed at each thinning. The actual thinning may be more or less dependent on the location, growth, size and density of the woodland blocks.
- c) The Contractor shall remove all material arising from these operations off site to a coup provided by him.

#### Restrictions

The Contractor must ensure that thinning is carried out by knowledgeable operatives using the correct tools and in accordance with good horticultural practices.

### **MODELCODES 8250 - 8251 - Pruning Woodland**

#### Measurement

This item is measured per visit and each visit shall include all the following;

- a) The Contractor shall prune all woodland plants by hard cutting back or pruning in accordance with the prevailing season and the pruning schedule issued by the Client for individual sites, to promote and control growth, to improve their shape, and to remove all dead wood and broken, damaged or deformed branches.
- b) The Contractor shall remove all materials arising from these operations off site to a coup provided by the Contractor.

#### Restrictions

The Contractor must ensure that pruning is carried out by knowledgeable operatives using clean, sharp implements, in accordance with good horticultural practice. Where cuts exceed 25mm diameter, they shall be treated with an approved waterproof wound dressing. Planting throughout shall be in accordance with good horticultural practice, and particular attention must be paid to correct depth of planting and that the soil is firmed in and around the roots. The plants shall be carefully planted by excavating a pit 75mm wider than the root spread in the cultivated areas ensuring that the total root system is covered and the plant firmed in.

The Contractor shall allow for the watering of plants to field capacity as and when necessary during the period of establishment.

### **MODELCODES 8252 – 8257 – Felling of Mature Trees and Reinstatement Works**

#### Damage

All operations shall be carried out to ensure minimum damage or interference to adjacent buildings, neighbouring trees or property and all damage shall be reinstated at the Contractor's expense and to the conditions prevailing prior to work commencing.

#### Felling

Tree removal shall be executed in accordance with BS3998: 1966 and all subsequent amendments, and in accordance with the following:

- a) All trees to be felled at or very close to ground level. When removing heavy branches they must be sawn off in sections and carefully lowered to the ground using slings if necessary.
- b) Felling shall comprise the complete removal of a tree to ground level.

- c) Stumps shall be left in the ground if it is safe to do so. If a possible hazard exists then tree stumps shall be removed by grubbing out.
- d) Roots can be left in the ground.
- e) Trunks, limbs, and large branches shall be cut into manageable lengths of a size that can be safely handled by manual labour in a safe and proper manner.
- f) Timber shall be removed off site for disposal. The Contractor shall arrange for and pay all costs in connection with finding a suitable site for disposal of all wood.
- g) Burning of trees or branches on site will not be permitted.

### Safety, Health and Protective Measures

The Contractor shall carry out all work in a safe and proper manner taking all necessary precautions to ensure the safety of persons and property.

Temporary fencing, safety barriers, hoardings and the like shall be provided for this purpose and the costs included within the rates for felling work.

### Stump Treatment

Stumps left in the ground should have the bark stripped to ground level and removed off site. The stripped stump should then be treated with a blow torch or approved chemicals to kill the stump and prevent re-growth from the base.

### Reinstatement

Reinstatement of grass areas shall be made with good quality garden turf. Reinstatement of garden areas will be to the standard prevailing before felling works commence.

## **MODEL CODES 8258 - 8260 and 8271 - 8272 - Shrub and Hedge Removal**

### Removing Shrubs

The Contractor shall remove mature shrubs including grubbing up roots where specifically instructed to do so by the Client's representative. Any resulting holes shall be backfilled with topsoil lightly compacted.

Care shall be taken to cause as little disturbance or damage as is possible to adjacent shrubs, hedges, trees and hard and soft landscaped areas.

All materials arising from shrub removal operations shall be removed to a coup to be found by the Contractor.

### Removing Hedges

The Contractor shall remove mature shrubs including grubbing up roots where specifically instructed to do so by the Client's representative. Any resulting holes shall be backfilled with topsoil lightly compacted.

Care shall be taken to cause as little disturbance or damage as is possible to adjacent shrubs, hedges, trees and hard and soft landscaped areas.

All materials arising from shrub removal operations shall be removed to a coup to be found by the Contractor.

### Reducing Hedges

The Contractor shall reduce the height and width of existing mature established hedges where instructed to do so by the Client's representative.

The Contractor must ensure that hedge reducing operations are carried out by knowledgeable operatives using sharp implements, in accordance with good horticultural practice.

Suitable tractor mounted cutting equipment may be used in appropriate locations to reduce hedge heights if approved by the Client's representative. Any arisings from such operations must be removed on a daily basis.

All materials arising from hedge reducing operations shall be removed to a coup to be found by the Contractor.

### **MODELCODE 8261 - Stump and Root Removal**

The Contractor shall remove stumps and roots to a depth of 500mm where specifically instructed to do so by the Client's representative.

The removal of stumps and roots may be carried out by grubbing out by hand or by suitable mechanical means or by destruction with a stump chipper. The particular method to be used shall be selected according to site Conditions. The Contractor should note that the removal of tree stumps and roots by blasting will not be allowed under any circumstances.

Any resulting holes, following stump and root removal shall be backfilled with topsoil lightly compacted.

All materials arising from tree stump and root removal shall be removed to a coup to be found by the Contractor.

### Killing of Roots and Stumps

The Contractor shall kill roots and stumps by chemical treatment where specifically instructed to do so by the Client's representative.

This method will only be used where there is no likelihood of root graft with adjacent trees roots or stumps.

Extreme care shall be taken in applying chemicals to avoid contact with nearby plants or spilling onto the ground where it can reach the root systems of other plants.



## **MODEL CODES 8273 - 8276 and 8281 - 8294 - FENCING**

### Metal Fencing

Fencing shall comply with the relevant part of BS 1722 except where dimensions, etc., are expressly stated. All material used shall be in accordance with BS 4360 and hollow sections shall comply with BS 4848 Part 2.

All fabrication work shall be carried out in the workshop as far as is practical. All cutting and welding must be carried out before any galvanising of mild steel is done.

Welding shall comply with BS 5135, with all joints ground smooth and flush.

All mild steel shall be blast cleaned to first quality BS 4232: 1967 or acid pickled. After cleaning it shall be hot dip galvanised to BS 1461 after fabrication. All bolts, nuts, screws and the like are to be galvanised. Any essential site welding or cutting must be carried out with the minimum damage to galvanising. All cuts and welds must be thoroughly cleaned and coated with two coats zinc rich, brush cold galvanising coating in strict accordance with the manufacturers instructions.

Metalwork shall be powder coat finished to BS 1722 Part 16, colour RAL 7024. A sample of fencing material is required by the Client for approval prior to finishing.

Post foundations shall be grade ST4 concrete.

Fencing shall be site measured before fabrication. No site alterations will be permitted. Work on raking surfaces shall be made with all posts etc. vertical.

### Timber Fencing

All timbers shall be sound, well-seasoned and entirely free from worm, shakes or all other forms of rot, dead wood and blemishes, all to the approval of the Client and shall be pressure treated with a CCA water-borne preservative complying with BS4072: Part 1 applied as specified in BS 4072: Part 2. On delivery to the site, all timbers shall be open stacked so as to assist in drying out any excess moisture. After cross cutting, any of the members with exposed surfaces are to be twice brushed liberally with preservative to reseal the cuts.

All posts shall be turned smooth and consistent in size, with all traces of bark removed. All end, corner and intermediate straining posts are to be set into the ground by excavating holes, placing the posts and struts in position partly filling with concrete and firmly backfilling the remainder of the holes. Unless stated otherwise, intermediate straining posts shall be placed at not more than 40m centres, with corner posts at all changes in direction.

Each wire between straining posts shall be tensioned by galvanised mild steel ratchet winders of not less than fourteen standard weight gauge and 44mm wide.

All wire, nails, screws, staples and the like are to be galvanised.

## **MODELCODES 8277 – 8278 – Temporary Fencing**

The Contractor shall provide and later remove temporary chestpale fencing where specifically instructed to do so by the Client's representative. The fencing shall be cleft chestnut pale fencing complying with BS1722 Part 4: 1986 Type CW105A supported by intermediate posts at 2.00m centres. No straining posts will be fitted to the temporary fencing.

When temporary fencing is removed it shall be separated from supporting posts neatly rolled up suitable for reuse. If unsuitable for reuse it shall be removed to a coup to be found by the Contractor.

Supporting posts shall be removed and all resulting holes shall be backfilled with topsoil, lightly compacted.

## **MODELCODES 8279 – 8280 - Timber fencing with metal posts**

### 1.8m high vertical timber slatted fencing with galvanised steel posts

Fence posts 60x60x3mm RHS posts, capped at both ends with 4no. 250mm long x 15mm dia bars welded to base, all hot dipped galvanised. Posts to be set min 450mm deep in 300x300x600mm in-situ concrete bases. Posts to be set vertical, plumb and true at max 2.0m centres

Fence rails (3no in height of fence) to be 75x38mm clear treated OS timber, fixed to posts by 2 no 'self-drilling' screw fixings (fixing size to approval). Rail joints to be horizontal scarf jointed with two number fixings per post. Bottom rail to be flush with bottom of timber slats and min 75mm clear of finished ground level. Top rail to line through with top of fence posts and to be 100mm below top of slats. Mid rail to be equidistant between top and bottom rails. Fence slats to be 1.8m high 95 x 25mm clear treated OS timber fixed to fence rails with 2 no 50mm galv steel lost head nails at each slat.

### Extra-over specification

Slats to be fitted to both sides of rails

Slats to be "wired" together for extra security by 2.5mm galv steel wire fixed to each slat by 25mm galvanised steel staples. Wires to be set in line with each fence rail.

### Painting/Decorative Preservative Treatments

Painting or the application of decorative preservative treatments shall only be applied where specified in this document.

## Materials

All paint materials must be obtained from an approved manufacturer. The Contractor must submit for the approval of the Client, the name of the manufacturer from whom he proposes to purchase materials together with a list of brand names of the various types.

All paint shall be ready mixed, proprietary branded types and shall be delivered to the site in the manufacturer's sealed containers ready for use. No other paint or adulterative materials whatsoever shall be allowed on site.

## **MODEL CODES 8295 – 8298 – Removal of Domestic Goods and Fly-tipped Detritus**

### Removal – of Description of activity

To uplift and dispose of bulk household items placed in the backcourt or at the side/rear of individual residential properties. Uplifts from multi storey blocks will be from the ground floor storage area. Uplifts may include white goods.

Examples of bulk uplift items include but are not limited to sofas, armchairs, incidental furniture items, beds, carpets, boxes, filled black bags, t.v. and audio equipment, electrical goods and equipment. **Note:** *No children's toys or garden furniture are to be disposed of without the prior approval of the client.*

### **MODEL CODE 8295 – Bulk Uplift Not exceeding 1 tonne in Weight**

Per bulk uplift visit to single address i.e. tenement close/ or individual terraced or semi-detached house-properties to be advised by Client; costs to include landfill tax current at time of pricing; not exceeding 1 tonne in weight.

### **MODEL CODE 8296 – Bulk Uplift exceeding 1 tonne in Weight**

Per bulk uplift visit to single address i.e. tenement close/ or individual terraced or semi-detached house-properties to be advised by Client; costs to include landfill tax current at time of pricing; exceeding 1 tonne in weight.

### **MODEL CODE 8297 – Disposal of white goods in any bulk uplift**

Cost for disposal of white goods included in any bulk uplift.

### **MODEL CODE 8298 – One off clearing hazardous materials**

One off clearing hazardous material such as hypodermic needles, animal faeces and other items hazardous to the public from the sites carried out as a separate operate from regular maintenance activities

## **MODELCODES 8299 – 8300 – Paths and Paved Area Maintenance; Drainage**

### Concrete block paving

Footways and Paved Areas; precast concrete paving blocks shall be chamfered and shall conform to BS EN 1338

Precast paving blocks shall be laid in accordance with BS 7533-3.

Blocks shall have a coordinating size of 200 x 100 and shall a minimum thickness of 65mm. No block shall have a tensile strength less than 3.6mPa for a failure load less than 250 N/mm

### Preparation of subgrade for pavements

The area to be paved shall be excavated to formation level and any unsuitable material removed from the subgrade and replaced with properly compacted material, with similar properties to the adjacent sound subgrade material.

### Base Materials

50mm sharp sand bed laid on SHW type 1 material minimum 100mm thick shall be in accordance with SHW Clause 803 and shall be laid and compacted in accordance with SHW Clause 802

## **MODELCODES 8301 – 8302 - Power Washing**

### Hard surfaces – bin stores/drying areas and the like

Frequency – Three times per year as directed

### Measurement

This item is measured per visit and each visit shall include the following:

- a) The Contractor shall power wash all walls, fences, gates and paved surfaces with an appropriate high power jet to clean and disinfect all surfaces. All operatives must be qualified to use the equipment and the Contractor shall be responsible for providing his operatives with the correct protective clothing and equipment.
- b) The Contractor shall allow for providing and applying all necessary cleaning and disinfection additives required for the operation.
- c) The Contractor will ensure all cleaning operations are carried out in accordance with the Environmental Protection Act 1990 and in accordance with the latest Health and Safety legislation.
- d) The Contractor shall remove all material arising from the operation off site to a coup provided by the Contractor.

- e) Where instructed the contractor shall brush the surface of paved areas with sharp sand following power washing to ensure that all joints are filled to 3mm below the finished surface of paving.

### **MODEL CODES 8303 – 8304 - Drainage work**

Sub-soil drainage; excavate trench to required depths; grade as necessary to ensure proper fall; supply and lay 100mm dia flexible slotted/perforated plastic field drain on pea gravel bed and surround; backfill trench with selected excavated material compacted in layers; assume surface of ground to be grassed; make good affected grass by carefully cutting and setting aside turf and relaying on completion to leave neat finish; allow for connecting end of field drain to gully, outfall or the like; remove all surplus excavated material off site.

### **PAVINGS (MODEL CODES 8305 – 8310)**

#### General

The Specification governing the construction of footpaths and carriageway on this Contract shall be the Specification for Highway Works 1999 supplemented with the additional clauses detailed hereafter. The said Specification and supplements shall be deemed to form, and shall be read and construed as part of the Contract.

All intrusions into paving for site furniture, tobies, fire hydrants and other access covers and the like shall be carried out by careful augering to the tolerances stated on the Contract Drawings.

The Contractor shall include for all costs involved in achieving the required standard, either within his general paving rates, or in the cost of the item requiring the paving to be augered, as he sees fit.

#### Base Materials

SHW type 1 materials shall be in accordance with SHW Clause 803 and shall be laid and compacted in accordance with SHW Clause 802.

The Contractor shall have thoroughly compacted the formation and any soft spots which he has encountered shall have been excavated out and filled with base material prior to placing of any base material. The formation shall be free from loose material, debris, etc. and standing water.

The Contractor shall take all necessary precautions to protect and ensure the stability of adjacent structures to which the base material is being placed against. The Contractor shall therefore place and compact material against or over structures, membranes or underground services in a sequence and manner which will ensure stability and avoid damage.

Prior to placing of the base material for the formation shall be treated with a residual herbicide, applied in accordance with the manufacturer's instructions, and this will be deemed to be included in the rates for base material.

The base material shall be laid as soon as possible after the formation has been approved to prevent deterioration of the formation by inclement weather or undue trafficking. Subsequent layers of base material shall be laid as soon as possible thereafter and protected to prevent deterioration from inclement weather or undue trafficking.

### **MODEL CODES 8305 – 8307 - Precast Slabs**

Concrete slab paving shall be laid on a bed of 50mm 1:3 thick cement/sand dry mix. Where required to be cut, the units shall be accurately cut by use of a diamond saw and any chamfered edges reinstated.

The Contractor shall ensure that the pattern runs true, by continually checking with string lines. Any deviation in the line will not be accepted. The level of two adjacent units shall not differ by more than 2mm and the maximum deviation under a 3m straight edge shall not exceed 10mm.

At the completion of each day and if work is interrupted by inclement weather, slabs shall be protected from the weather by covering with 1000g polythene sheeting. If necessary, the Contractor shall protect work with frost mats.

All finished work must be protected. All chipped, stained or damaged units will be rejected.

### **MODEL CODES 8308 – 8310 - Bitumen Macadam**

Bitumen macadam material shall be laid in accordance with SHW Clause 901.

The Contractor shall furnish the Client two weeks prior to placing bituminous material the Supplier of material for these works for approval. At the time of delivery of the Contractor shall supply a test certificate from the Supplier for each batch of bituminous material certifying compliance with the specification and relevant British Standard and giving complete information on the composition of each mix.

Bitumen macadam shall be transported from the mixing plant to the site in trucks with clean, well constructed, tipping bodies. Every precaution shall be taken to keep the materials from coming into contact with uncoated aggregate and foreign matter. Oiling or dusting of the interiors of vehicles to facilitate discharge of the macadam shall be kept to the minimum.

During transportation, the materials shall be protected against weather and every precaution shall be taken to minimise heat loss. Prior to laying bituminous material the Contractor shall ensure that the base material is sound, free of debris, mud, standing water, ice, etc., is not frozen and is suitably close textured.

The base material shall be checked to ensure that is laid within the tolerances and kerbs, channels, etc. are adequately bedded and haunched and laid to the required line and level. Kerbing shall be kept protected from damage by rollers, etc. and will be adequately protected to prevent staining from bituminous material.

During the whole of the operations, every precaution shall be taken to avoid segregation and to prevent the bitumen macadam from becoming contaminated with dust or other foreign matter.

The bitumen macadam shall be laid by an approved type of mechanical spreader or by hand and shall be rolled to the required thickness and to the required falls as indicated on the Contract Drawings.

The commencement of rolling shall be determined by the consistency of the material and shall be continued until the bitumen macadam is consolidated and finished to the satisfaction of the Client. The roller must not be allowed to stand on new work which is liable to damage. Care must be taken to ensure effective consolidation around manhole covers, gullies and the like. The materials shall be protected from trafficking until it has cooled at prevailing atmospheric temperatures.

At transverse joints the material shall be cut back to provide a dense vertical face the full depth of the course being laid, free from inequalities and with a surface which fits the required profile correctly. The cut-back face shall be painted with bitumen emulsion before any new material is laid.

On completion of laying the surface of bituminous material shall have been laid to the lines and levels detailed to a smooth and even finish with regular falls and shall be free from ponding.

### **MODEL CODE 8311 - Kerbs and Edgings**

Precast concrete kerbs and edgings shall be to BS 7263, laid true to line and levels along top, front and rear faces and to produce eye sweet curves where required. Units shall be selected for regular and consistent top edge width, colour and texture and shall be bedded on a Class 1 mortar bed.

All unavoidable site cutting, and all junctions and intersections where special units are not required shall be accurately formed by rotary diamond saw cutter and the cut face and arrises dressed to match the existing finish to give neat junctions.

At the completion of each day and if work is interrupted by inclement weather, paving shall be protected from the weather by covering with 1000g polythene sheeting. If necessary, the Contractor shall protect work with frost mats. All finished work must be protected and kept free from pedestrian and vehicular traffic for 7 days after laying. All chipped, stained or damaged units will be rejected.

### **MODEL CODES 8312 – 8313 – Winter Gritting**

#### Gritting

Note: Gritting activities shall only be carried out with the prior agreement of the client. This item is measured per visit and each visit shall include the following:

- b) The Contractor shall treat footpaths and paved areas with sufficient approved road salt/grit mix to ensure the area is maintained in an ice free condition.

The Contractor shall arrange with the Met Office in Glasgow for faxed local weather forecasts during periods of high risk. A copy of each fax shall be sent with together with a confirmation sheet for each gritting operation carried out. Grit shall be spread by hand or mechanical methods appropriate to the area to be treated. The Contractor shall ensure that grass areas and planting are not damaged by these operations.

#### Filling Grit Bins

This item is measured per tonne and each visit shall include the following:

- a) The Contractor shall fill grit bins with grit as and where instructed. Where grit is delivered in bags grit shall be emptied from the bags into the grit bins.

#### **MODELCODE 8314 – Taking out and bringing in Domestic Bins**

Work will consist of the following 2 visits per site per week

To taking bins in and out of bin stores on collection day for specified close addresses; any type of bin

#### **MODELCODE 8315 – Graffiti Removal**

This item is measured by m2.

Work will consist of the following:

Remove graffiti from hard landscaped areas.

**End of Document**

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