

Whitchurch Town Council



# **Grounds Maintenance Tender Specification 2019**

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**Applicant/Company Name** .....

**Applicant's Address** .....

**Contractor's Email** .....

**Applicant's Telephone No.** .....

**Contract location cost per site summary specification**

Contractors total cost per site for each site is to include for all items within the specification.

<b>LOCATION</b> numbers refer to location map		Contractor's Overall price per site for 4 years	Contractors Total Cost per site per year	VAT per year
<b>WH1</b>	<b>Jubilee Park</b>			
<b>WH2</b>	<b>Whitchurch Cemetery</b>			
<b>WH3</b>	<b>Deermoss Meadow</b>			
<b>WH4</b>	<b>Blackmore Grove</b>			
<b>WH5</b>	<b>Chester Road Island</b>			
<b>WH6</b>	<b>St Alkmund's Church</b>			
<b>WH7</b>	<b>Diana Memorial Garden</b>			
<b>WH8</b>	<b>Cenotaph</b>			
<b>WH9</b>	<b>Gambrell Avenue</b>			
<b>WH10</b>	<b>Historic Drinking Fountain</b>			
<b>WH11</b>	<b>Edgeley Gardens</b>			
<b>WH12</b>	<b>Wheatsheaf Drive</b>			
<b>WH13</b>	<b>The Firs</b>			
<b>WH14</b>	<b>Whitchurch Canal Arm</b>			
<b>WH15</b>	<b>Whitchurch Country Park</b>			
<b>Specification numbers</b>	<b>Contractors Total Cost</b>			
	<b>POLE PLANTERS</b>			
<b>x90-100 average</b>	<b>HANGING BASKETS</b>			
	<b>Place / Number / Size "</b>			
	Town Centre /66 / 16" Civic Centre / 11 / 20" Heritage Centre / 5 / 16" Church / 8 / 16" HR Garden / 7 / 18" self- watering			
	<b>TOTAL PRICES</b>			

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## **SPECIFIC CONDITIONS OF TENDER**

### **1. WARRANTIES**

- 1.1 Without prejudice to any provisions of the contract document, the contractor warrants, represents and undertakes to the Council that so far as it is aware (after having made due and diligent enquiry) all information represented and other matters of fact communicated in writing to the Council by the contractor in connection with or arising out of the tender are true, complete and accurate in all material aspects.
- 1.2 That the contractor has made its own investigations and research, has satisfied itself in so far as it is able to do so in respect of all matters relating to the services to be provided under the contract, and will not have entered into the contract in reliance, upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council.
- 1.3 As at the date of its execution of the contract, it has full power and authority to enter into the and provide the services, and will if required, use its reasonable endeavours to produce evidence to this effect to the council.
- 1.4 During the contract period it will have sufficient working capital, skilled staff, equipment, machinery and other resources to provide the services in accordance with the contract document.

### **2 ENTIRE CONTRACT**

- 2.1 The contract documents shall, save as expressly provided otherwise comprise the entire agreement between the Council and the contractor and no other document shall be admissible in evidence for the purpose of interpreting or construing the contract document unless such document is signed by the duly authorised representative of each of the parties and intended to have contractual effect.
- 2.2 The contract document shall supersede all prior correspondence, communications negotiations or dealings between the Council and the contractor and their respective representatives whether in writing, oral or otherwise, when issued.

### **3 SUFFICIENCY OF TENDER**

- 3.1 The Contractor shall be deemed to have satisfied themselves before submitting their tender as to the correctness and sufficiency of the rates, prices and percentages stated by them which shall cover all his obligations under the Contract.

### **4 LENGTH OF CONTRACT**

- 4.1 The Contract shall be for a period of 5 years from the Commencement Date and shall not be terminated by either party within that period save in accordance with the provisions of the Contract.
- 4.2 At the end of the contract period, should the Council wish to do so, it can, following a resolution by full Council, vote to extend the contract for no longer than 1 (one) year.

### **5 MODIFICATION**

- 5.1 The Council shall be entitled to issue to the Contractor instructions in writing requiring the Contractor to do all or any of the following:
- 5.1.1 Request that additional work to be carried out that is not in the original contract.

5.1.2 To omit and to cease to perform any part of the service or services.

## **6 PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

- 6.1 The Contractor shall have regard to the Council's health & safety policy and safe working practises when preparing their own statements, copies of which shall be supplied prior to the commencement of the Contract.
- 6.2 The Contractor shall nominate a person to be responsible for health and safety matters required by the Health & Safety at Work Act 1974. Whilst on Council owned premises the Contractor shall require his employees to comply with the lawful requirements of Health & Safety at Work Act 1974 and provide the Council with activity risk assessments where applicable. The Council's staff will retain copies of all H&S paperwork received from the contractor.
- 6.3 All PPE is to comply and be maintained in line with HSE personal protective equipment requirements <https://www.hse.gov.uk/toolbox/ppe.htm>.

## **7 UNIFORMS AND IDENTIFICATION**

7.1 The Contractor shall ensure that all persons employed in the performance of the service or services including supervisors, shall at all times be properly attired and presentable. The clothing provided shall be adequate and sufficient to afford protection to the employee in the performance of his duties and clearly identify them as an employee of the contractor.

7.2 Representatives of the Contractor shall carry, at all times, identity cards in a form approved by the Council and make such cards available for inspection on request by any member of staff of the Council.

## **8 LEGAL FEES**

8.1 Each party shall bear its own legal and other fees in relation to the preparation and submission of the Tender document and the contract.

## **9 DOCUMENTATION**

9.1 The contractor shall report to the Council monthly. This information should be provided 1<sup>st</sup> Wednesday of the month.

## **STANDARDS**

### **10 STANDARD SPECIFICATION**

10.1 Where an appropriate British Standard Specification or Standard Code of Practice issued by the British Standards Institution is current, all goods used or supplied in providing the service or services and all workmanship shall be in accordance with that standard or equivalent standard recognised in the European Union Area.

### **11 GRASS CUTTING**

11.1 These areas of fine quality turf are normally situated in high profile areas adjacent to features such as flowerbeds, buildings, rose gardens etc to provide an aesthetically pleasing backdrop. It is expected that these areas would require a weekly mowing frequency regime.

11.2 These areas should provide:

11.2.1 Grass no longer than 35mm (1.5 inches), no shorter than 18mm. (3/4 inch)

11.2.2 Grass should be collected.

11.2.3 All areas uniformly cut including perimeter edges and obstacles. These areas

should be cut on the same day before moving on to the next work location.

11.2.4 Striped finish where appropriate.

11.2.5 Clean, clipping-free, litter and debris-free finish.

11.2.6 Green healthy-looking sward, free from unsightly weeds / moss / bare patches all year round.

11.2.7 Paths and surrounds, free of clippings.

11.2.8 Edges to beds should be maintained to provide neatly trimmed, tidy and aesthetically pleasing perimeters, sympathetic to the site's design.

**Whitchurch Town  
Council  
Grounds Maintenance  
Tender Specification  
2019  
Locations & Work  
Required**



## REGULAR MAINTENANCE SCHEDULE BY SPECIFIC WORK TYPE

AREA LOCATION		W O R K T Y P E														
MAP		2	3	4	5	7	8	9	10	14	19	20	21	22	28	30
WH1	Jubilee Park															
WH2	Whitchurch Cemetery															
WH3	Deermoss Meadow															
WH4	Blackmore Grove															
WH5	Chester Road Island															
WH6	St Alkmund's Church															
WH7	Diana Memorial Garden															
WH8	Cenotaph															
WH9	Gambrell Play Area															
WH10	Drinking Fountain															
WH11	Edgeley Gardens															
WH12	Wheatsheaf Drive															
WH13	The Firs															
WH14	Canalside															
WH15	Hanging baskets & Planters															
WH16	Country Park															

	WORK TYPE
2	bedding + maintenance
3	grass cutting
4	grass seeding and turfing
5	play areas maintenance
7	hedge cutting
8	shrubs and roses
9	snow and ice
10	litter clearance
14	park keeping
19	leaves removal
20	sweep hard surfaces
21	chemical application
22	edge hard surfaces
28	pond maintenance
30	football pitch maintenance

SEE FULL SCHEDULE FOR DETAILS

**Regular Maintenance Areas shown green on following maps with corresponding numbers in yellow circles.**

# GROUNDS MAINTENANCE LOCATIONS





Park Benches are sited along the middle pathway, picnic benches near the play area, 3 benches around bandstand, 3 benches on rose walk, one at the top by Linden Avenue perimeter, one on the diagonal pathway leading to Linden Avenue, one picnic bench in the middle of the park. The Town Council Handyman maintains all public benches annually.

## WH1. Jubilee Park

### Descriptive Responsibilities

This is currently the largest area of responsibility for Whitchurch Town Council. The perimeter is defined by 70% 1.5 metre metal fencing and 30% hedging.

### Exclusions

Fence line acting as a divide from Chimes Estate.

Area of ground between the former Herald Printers building, Newtown, and that deemed a Jubilee Park public footpath. This area is clearly defined at the edge of the park leading to Mill Street footpath.

Any hedges edging the park which are clearly beyond the fence line defining the park area.

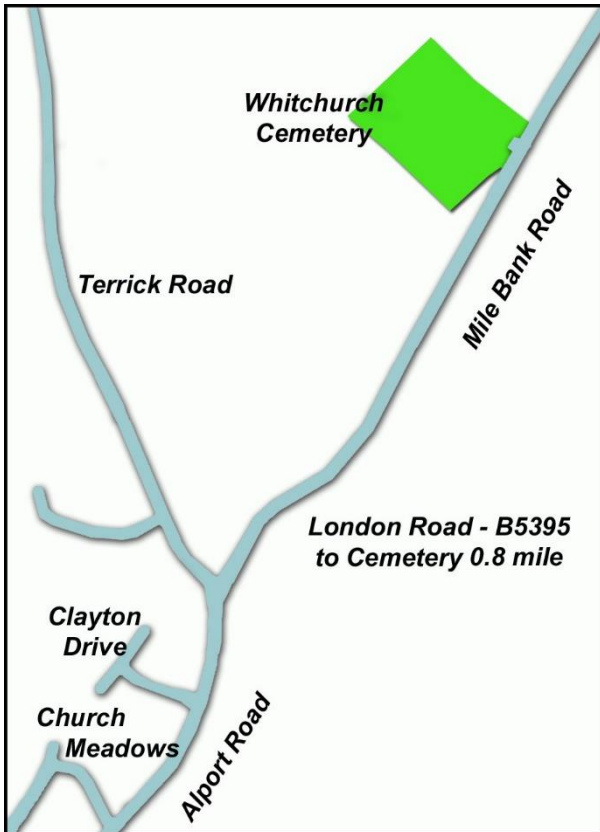
### Work Type

In accordance with contract specifications, to include:

- Mowing of all areas
- Litter picking, bins and park duties x 7 days per week
- Spraying/shrub maintenance/bedding maintenance/ edging, etc
- Collection and disposal of leaves off site
- Clearing of pond
- Daily play area inspections, including depth of bark and condition of equipment
- Summer bedding
- Winter bedding
- Planters
- Hanging baskets
- Regular watering of hanging baskets, planters and pole planters
- Erection of pole planters and hanging baskets, with brackets
- Provision of consumables, fertilizer/chemicals where appropriate, etc

### Work Programme

Daily – 7 days per week



## WH2. Whitchurch Cemetery

### Descriptive Responsibilities

Whitchurch Cemetery is under the management of Whitchurch Town Council. The Council has a dedicated Cemetery Officer who, working with the Joint Cemetery Board and the Town Clerk, manages the site, interments and liaises with funeral directors, grounds maintenance teams, grave diggers and site maintenance companies.

### Exclusions

Fence line **Cemetery Board to confirm ownership of fence line**  
 Felling of trees

### Work Type

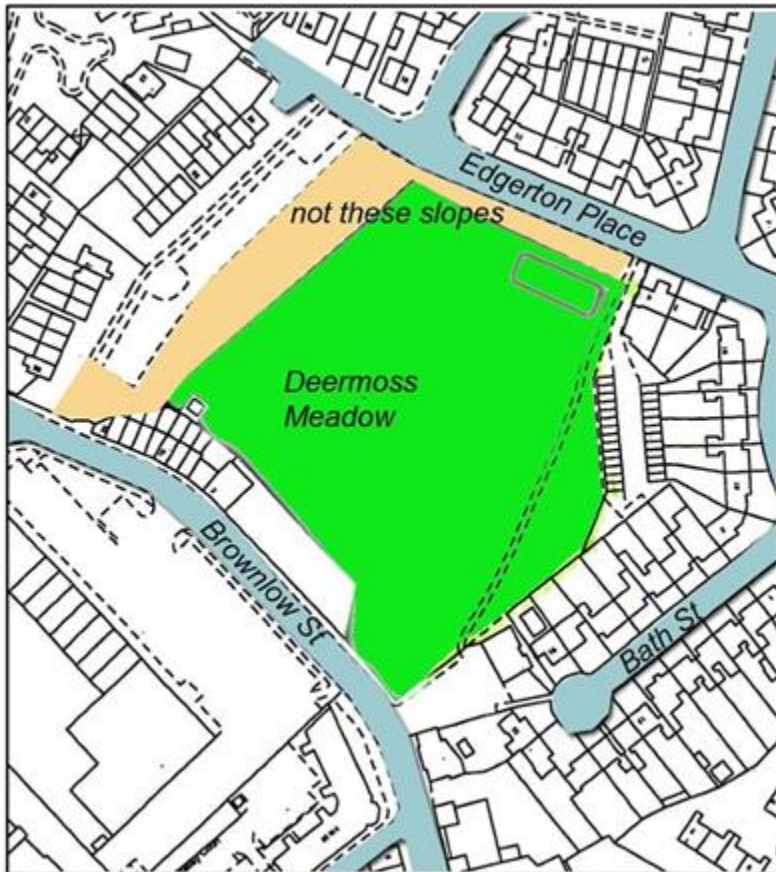
In accordance with contract specifications, including:

- Cutting of all grass, striped in high profile areas.
- General weed control.
- Litter picking
- Special attention to entrance areas.
- Pruning shrubs and trees, etc including in general maintenance visits.
- Cutting back of hedgerows and shredding on site.
- Litter and grass cuttings to be disposed of on site, within the skip provided by a third-party contractor.
- Spraying of all hard surfaces on a regular basis. Pathways are moss free. Special attention to older memorial site areas.

### Work Programme

Attend site on a regular basis to maintain the site in a suitable condition as agreed between Whitchurch Town Council and the contractor.

To attend the site no less than once per week to carry out general maintenance works.



### **WH3. Deermoss Park**

#### Descriptive Responsibilities

This area of responsibility is situated off Brownlow Street. Its perimeter is defined by Egerton Place, Brownlow Street.

#### Exclusions

Any maintenance to pathways serving as a rear entrance to properties on Brownlow Street.  
Any maintenance to fencing or walkways to the properties on Brownlow Street.  
Any maintenance to hedges along Deermoss Meadow perimeter which are beyond the fence line (hedge defining parking area to Frazer Homes and Shropshire Rewind).  
Any maintenance or removal of graffiti to garages just off Deermoss Meadow and at the rear of Bath Street.

#### Work Type

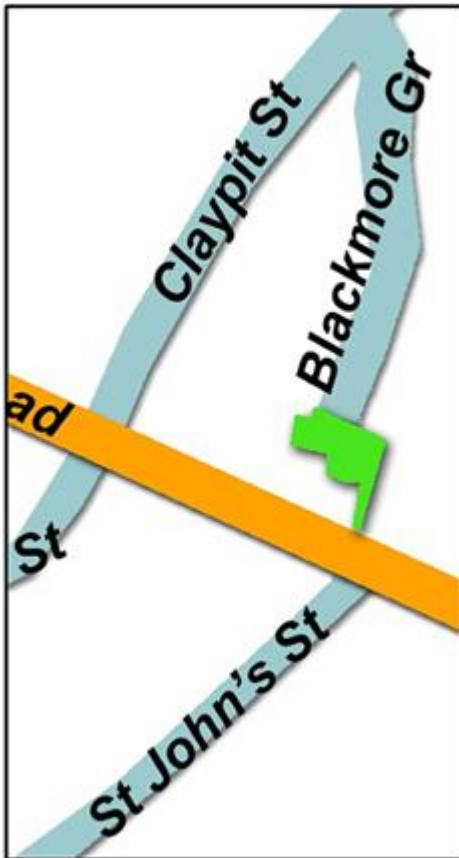
In accordance with contract specifications, to include:

- Mowing of all areas in green
- Litter picking, bins and park duties x 7 days per week
- Collection and disposal of leaves off site
- Daily play area inspections, including depth of bark and condition of equipment
- Provision of consumables, fertilizer/chemicals where appropriate, etc

#### Work Programme

Weekly programme to be provided to Town Council, to include daily play area inspections  
Grassed area to be mowed regularly to meet requested specifications





## WH4. Blackmore Grove

### Descriptive Responsibilities

Blackmore Grove is a small green space linking with two gates leading to London Road/Brownlow Street with Blackmore Grove. The boundary is conifer hedging, plane fencing and walling.

### Exclusions

Any areas outside perimeter fencing, such as car park or green areas outside boundaries noted above.  
 Maintenance of wall and fencing to properties neighbouring the park area.  
 Maintenance of conifer hedge side of park area.

### Work Type

In accordance with contract specifications, to include:

- Mowing of all areas in green
- Maintenance of fences
- Maintenance of pathways
- Maintenance of hedges and shrubs where applicable
- Litter picking, bins x 7 days per week
- Collection and disposal of leaves off site
- Provision of consumables, fertilizer/chemicals where appropriate, etc

### Work Programme

Weekly programme to be provided to Town Council.  
 Grassed area to be mowed regularly to meet requested specifications.



## WH5. Chester Road Island

### Descriptive Responsibilities

This area is a roundabout on the London Road, Chester Road, Bargates & Taporley Road junction.

### Exclusions

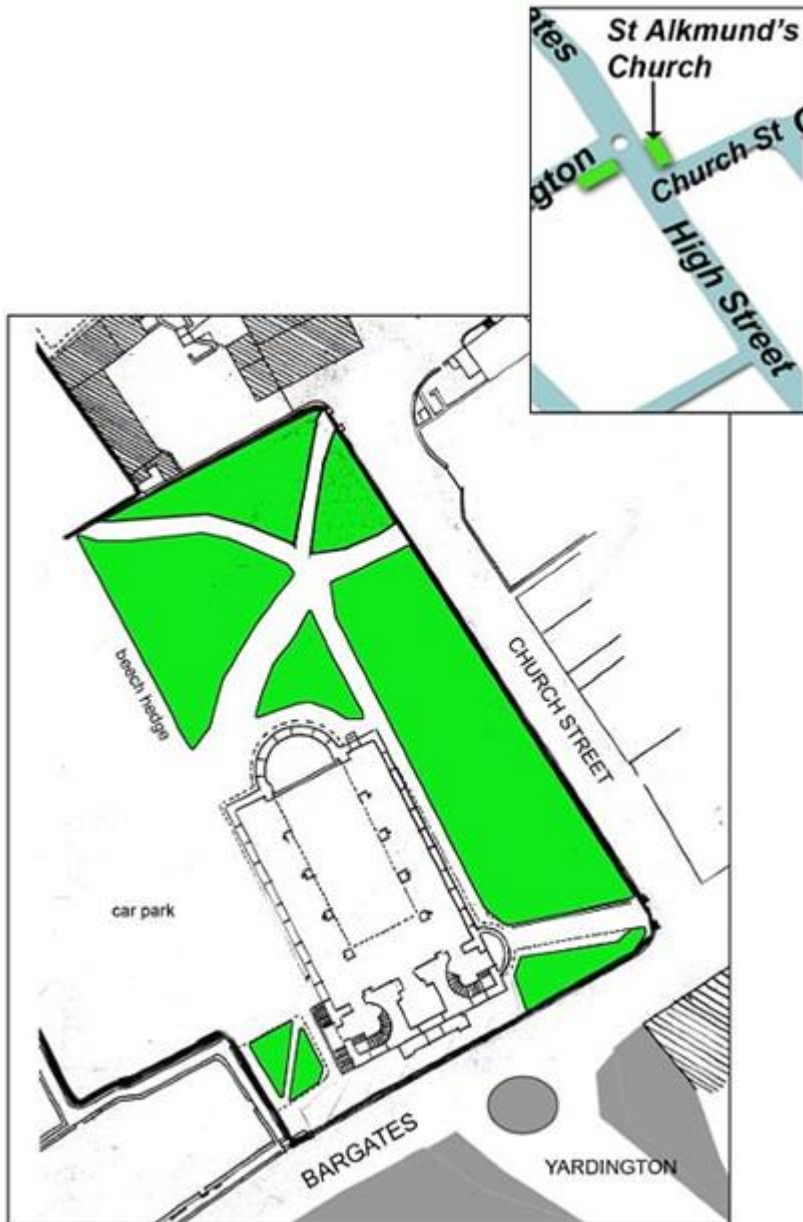
Excludes maintenance other than the central island.

### Work Type

Mowing  
 Strimming  
 Trim box hedge uniform by clipping  
 Maintenance of borders

### Work Programme

Weekly



## WH6. St Alkmund's Church

### Descriptive Responsibilities

Maintain grass area surrounding the church as shown on the map above in green.

### Exclusions

All boundary walls and hedges.

### Work Type

Maintenance of shrubs and beds  
Mowing of grassed areas

### Work Programme

Weekly



**WH7. Diana Garden**

Descriptive Responsibilities

This garden is situated off the junction of Yardington, Church Street and Bargates. The perimeter is defined by a wall backing onto High Street Garage and a low south westerly wall, also acting as a divide from that of High Street Garage. The area fronts onto Yardington. The Town Council are responsible for the total upkeep of this area.

Exclusions

Maintenance of building wall to High Street Garage.  
 Maintenance of shrub area beyond the low south westerly wall defined above.

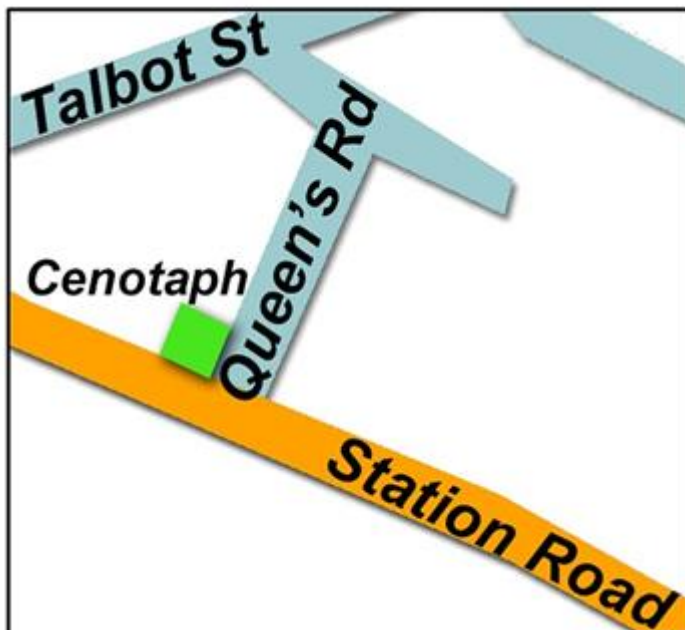
Work Type

Watering, weeding, planting, mowing and strimming.

Work Programme

Weekly

**WH8. Cenotaph**



Descriptive Responsibilities

The Cenotaph is situated on the corner of Station Road and Queens Road. The perimeter comprises sandstone walling, beech and laurel hedging with two sets of double gates.

Exclusions

Maintenance of walling.

Work Type

Mowing, spraying, hedge cutting, maintenance of borders and leaf clearance.  
 Summer & winter planting.

Work Programme

Weekly





## WH9. Gambrell Avenue Play Area

### Descriptive Responsibilities

The play area is situated off Gambrell Avenue.

### Exclusions

Any areas outside the boundary.

### Work Type

Safety check play equipment daily.  
Maintenance of grassed area  
Maintenance fence and gate

### Work Programme

Daily play equipment safety checks



## WH10. Public Drinking Fountain

### Descriptive Responsibilities

The former public drinking fountain is an historic feature situated on the corner of Sedgeford and Edgeley Road.

### Exclusions

Public seat  
Shrubbery overhanging from neighbours.

### Work Type

Litter picking  
Planting in consultation with Town Clerk

### Work Programme

Daily

## WH11. Edgeley Gardens Play Area

### Descriptive Responsibilities

Small play area built within a recent housing development, the play area is centralised on Edgeley Gardens..

### Exclusions

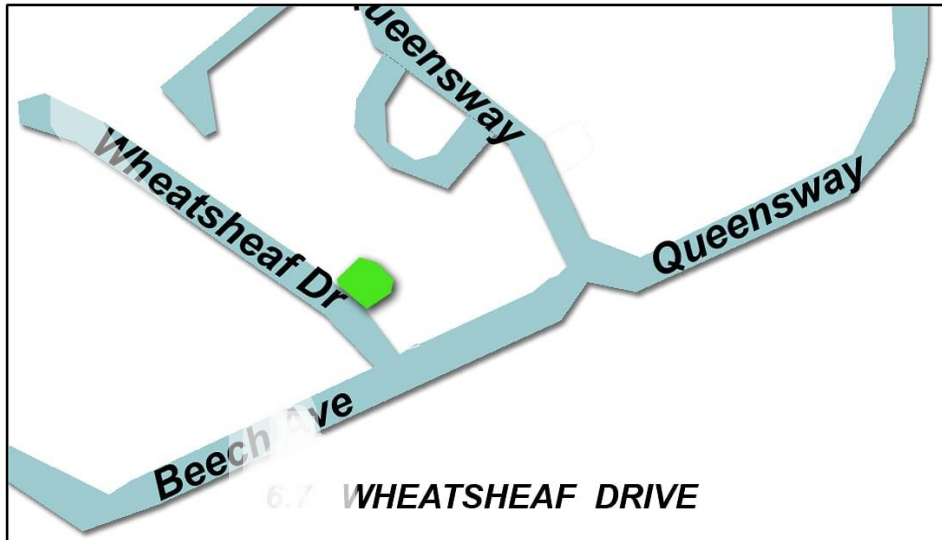
Any maintenance to areas outside that of the play area defined by 1.5m wooden fence.

### Work Type

Litter picking  
Maintenance and daily safety checks to play equipment  
Mowing, strimming, maintenance of borders and fencing

### Work Programme

Daily safety checks, weekly maintenance



## WH12. Wheatsheaf Drive Play Area

### Descriptive Responsibilities

A small play area between two residential houses on Wheatsheaf Drive. The Council has planning permission to install inclusive play equipment on this site, and this project will be completed within 2020-2021 financial year.

### Exclusions

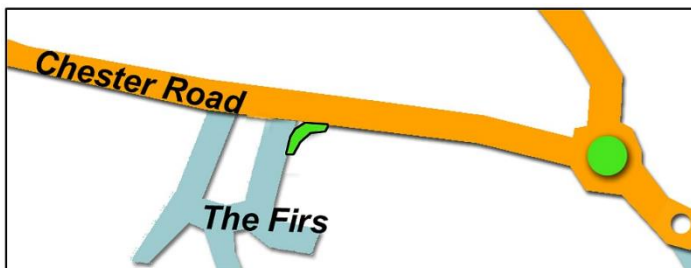
Maintenance to panel fencing of adjacent properties.

### Work Type

Maintenance and daily safety checks to play equipment once installed  
 Mowing of grassed areas  
 Maintenance of hedges and shrubs

### Work Programme

Daily safety checks and weekly maintenance



## WH13. The Firs

### Descriptive Responsibilities

A small piece of public space alongside a perimeter path leading from Chester Road into The Firs estate.

Responsibilities include mowing and upkeep of central border only.

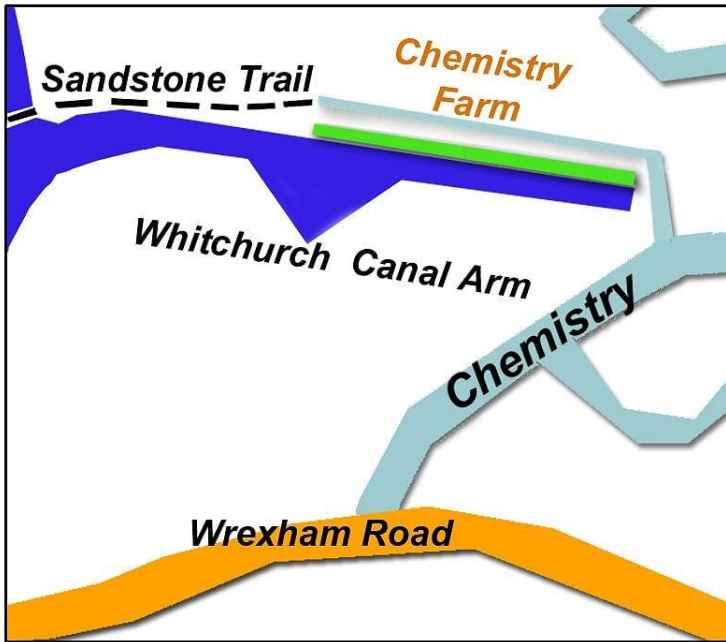
### Exclusions Nil

### Work Type

Watering, weeding, planting, mowing and strimming.

### Work Programme

Every two weeks



## WH14. Whitchurch Canal Arm

### Descriptive Responsibilities

The site is known as the Whitchurch Canal Arm, which leads off the main Llangollen Canal. The Council are responsible for maintenance of grassed areas running alongside the public footpath/towpath from where the boats are moored.

### Exclusions

Any grassed areas exceeding 510mm from the edge of the pathway.

### Work Type

Mowing and strimming

### Work Programme

Weekly

## WH15. Whitchurch Country Park



 Greenfields – leased to Shropshire Wildlife Trust

### Descriptive Responsibilities

Whitchurch Town Council is currently considering a community asset transfer from Shropshire Council for the Whitchurch Country Park, area in purple. The contractor will be responsible for the area without the yellow edging, from Sherry Mill Hill to canalside, which comprises of a public footpath, wooded and grassed areas.

The Contractor is requested to manage and maintain the Country Park in a reasonable condition as a nature reserve.

The Contractor must not store anything within the Country Park or bring anything onto it that is or might become untidy, unclean, unsightly or in any way detrimental to the area generally.

The Contractor must not deposit any waste, rubbish or refuse on the Country Park

The Contractor must not keep or store any vehicle, caravan or movable dwelling on the Country Park.

The Contractor must keep all ditches and drains clear of obstruction, keep all fences and hedges to a reasonable standard and keep all gates in good repair and working order.

Exclusions Tree cutting & Tree planting

Work Type Maintain all existing trees and shrubs on the site and encourage wildlife areas. Mow grassed picnic area and keep pathways clear of debris.

Work Programme – to be agreed once asset has been transferred.

**To be clear you are requested to submit a separate price for this site.**



## WH16. HANGING BASKETS AND PLANTERS

### Descriptive Responsibilities

Hanging baskets and planters are placed throughout the town. The Council subsidises hanging baskets for businesses but has an annual programme of selling baskets to businesses where baskets are hung. The Town Centre Manager is responsible for selling and recouping costs and will be the main point of contact with the contractor to say where the hanging baskets are to be hung. It is the responsibility of the contractor to carry out maintenance from the time the contractor takes receipt, including removal of dead materials, daily watering and during hot weather twice daily. In order to avoid scorching, watering must only commence before sunup and after sundown (June to September)

In the town centre there are approximately 100 hanging baskets. This is an estimated figure and it will be expected that the overall cost by the Contractor will enable the Council to vary the number of hanging baskets. It is expected that the Contractor will be flexible under the circumstances. There are also 50 planters and poles. They are all supplied by the Council but will require putting up, watering, feeding and maintaining by the contractor.

### Exclusions

Replacement due to vandalism.  
Replacement due to adverse weather conditions.

### Work Type

Test hanging basket brackets are secure and check weight load.  
Planting as required & instructed by the client.  
Weeding and watering.

### Work Programme

Daily

Locations as instructed by the client.



## DETAILED SPECIFICATIONS

12. Bedding Areas
13. Plants and Planting Times
14. Preparation of Ground
15. Maintenance Schedule – Bedding Plant Areas
16. Grass Cutting
17. Grass seeding and turfing
18. Play area
19. Hedges
20. Shrub Bed Maintenance
21. Rose & Shrub Maintenance
22. Snow Clearance & Gritting
23. Litter Collection
24. Hanging Baskets & Pole Planters
25. Contract Reports
26. Contract Meeting
27. Contract Site Supervision
28. Tree Work
29. Cenotaph
30. Pesticides
31. Edging hard surfaces
32. Seats, Benches and Bins – All Areas
33. Pond Maintenance
34. Football Pitches

### 12. SPECIFICATION FOR BEDDING AREAS

**12.1** All functions and rates quoted by the contractor are to be for removal of debris, arising, leaving the site clean, tidy and safe.

**12.2** All waste will be disposed of to an approved waste disposal site to include responsibility for waste transfer requirements.

**12.3** All bedding schemes are to be prepared by the contractor; all beds are to be prepared in accordance with item 2.9 of the bill of quantities. The bedding plants will be provided by the contractor following approval of the client of the variety and colour scheme to suit the theme of the year in all areas. The proposed bedding scheme will be drawn up by the contractor to include total quantities of plants proposed for each bed and may be increased by the client.

**12.4** All function is to be carried out in accordance with approved horticultural practice. All plants must be supplied by the contractor and conform to BS3936-1968 and / or as required by the client representative and provided by the contractor within the contract price.

**12.5** All routine maintenance must be included within the contractors overall tender price to include a scheduled maintenance programme of works for the summer and winter season.

### 13. PLANTS & PLANTING TIMES

**13.1** The contractor will provide a planting schedule 6 months prior to the bedding season along with a planting theme/scheme;

**13.2** Only plants, free of disease, pest and infection will be accepted and all plants must be hardened off in good time to avoid climate damage. Plants that appear to be scorched or root damaged will not be accepted.

**13.3** The plants are to be turgid in form, floriferous and healthy. The plants will have good foliage colour be of good vigour and habit appropriate to type and species.

### 14. PREPARATION OF GROUNDS

**14.1** All functions and rates quoted by the contractor are to include for removal of debris arising off site to an authorised tip, leaving the site clean and tidy.

**14.2** All bedding schemes are to be prepared by the contractor and beds marked out ready for planting, the client representative must be informed at this stage in order that an inspection can be made of progress.

**14.3** The beds must be cultivated by an approved method to satisfy ground conditions and a bulky organic material like well rotted farm yard manure must be incorporated every second year to provide substance, every year an approved N:P:K Fertilizer ratio 1:1:1 to an approved application rate.

**14.4** The beds must be cultivated and ready for planting by the end of April the beds must be dug to a full spade depth and the compost fully and thoroughly incorporated into the soil, once cultivated the soil must be well raked to a fine tilth and firmed and shouldered to a 45 degree angle from the surrounding edges.

**14.5** The contractor must ensure that all grass edges surrounding the beds must be half mooned to a 65 degree angle to the horizontal leaving a neat and uniform edge, all stones above 10mm must be removed off site to an approved tip.

**14.6** If the soil is dry all beds must be well watered before planting and planting left until the ground can be worked without causing damage to the soil structure. Care must be taken not to damage roots and vegetative growth ensuring the planting hole is large enough to accommodate the root ball, all plants must be watered immediately after planting or within eight hours after planting and care must be taken to avoid watering in direct sunlight, the contractor is responsible to ensure sufficient water is applied to plants in order to maintain healthy plants, all plants in pots and trays must be kept moist at all times and should be watered four hours before planting.

**14.7** The original shape and size of each bed will be maintained unless the client representative states otherwise. To avoid soil damage preparation work must be carried out during appropriate conditions; the beds should be left in a tidy and presentable condition.

**14.8** All plants will be located in the beds in accordance with the agreed design planting scheme plans. The contractor will avoid if possible, treading on areas already planted and should remove footprints with a dutch hoe or a light fork. Canes and ties to be provided as necessary to ensure support to standard or dot plants.

**14.9** All surrounding grass areas must be kept clean and free from damage, any damage caused during the bedding operations will be repaired at the contractor's expense.

**14.10** All materials and plants will be supplied by the contractor and should be allowed for within the overall contract price.

**14.11** The contractor will be required to ensure the bedding plants are kept in a healthy condition throughout the season and must allow for sufficient maintenance visits that will achieve the attractive appearance.

**14.12** The maintenance schedule is set out as follows and should take care on to damage the plants during each visit; all plants damaged must be replaced at the contractor's expense. All material and disposal costs should be included within the overall contract price.

## 15 Maintenance Schedule - bedding plant areas

Specification number	Operation/task	Frequency
15.1 General tasks	Litter pick beds	Daily
15.2	Water plants to maintain healthy plants from planting through to establishment. The plants must never be allowed to wilt.	Daily
15.3	Dead head flowers	Weekly
15.4	Weed beds by hand and remove footprints after weeding by Dutch hoe, the beds should be kept clean and weed free at all times.	Weekly
15.5	L/H Shear grass bed edges	Weekly
15.6	Maintain bed shoulders	Weekly
15.7	Treat plants for pest disease within two working days of discovery of the problem. All pesticides must be approved by the client representative	As required by the client
15.8	All broken stakes and ties must be replaced within 2 hours of discovering the problem.	As required
15.9	Bedding plants lost through poor maintenance will be replaced if available at the contractor's expense, Time of season dictate that bedding plants may not be available and the bed may be left empty through the remainder of the season, the bed must be kept weed free and maintenance cost reduced accordingly.	As required
15.10 Winter bedding	Winter bedding, all summer bedding plants must be removed and disposed off to an authorised tip at the contractor's expense.	M2
15.11	Upon completion of removing the summer bedding plants the beds must be dug and left for two weeks to encourage worm activity. The beds must be raked to a fine tilth and firmed; the bed should be shouldered to a 45 degree angle.	M2
15.12	The contractor will provide the plants and materials all costs should be allowed for in the overall contract price	M2
15.13 Winter bedding	The contractor will provide bulbs and store them for as long as necessary before commencing planting. All storage costs will be allowed for within the overall contract price.	No
15.14 Bulb planting	Time of planting of spring flowering species from September to November unless otherwise instructed.	No
15.15	Plant summer flowering subjects in April /May unless otherwise instructed by the client representative.	No
15.16 Supply of bulbs and corms	All bulbs and corms will be supplied by the Council unless otherwise advised. The contractor shall collect the bulbs and plant in accordance with a prior agreed planting schedule. The planting and collection shall be the responsibly of the contractor and shall be included in the overall contract price.	To plant and collect. No
15.17	Planting in naturalised turf. The bulbs must be planted with care and attention to detail and all reinstatement of the turf carried out to the complete satisfaction of the client representative. Care must be taken to ensure a level even surface following the planting task and any stones and excess soil removed off site to an approved waste disposal site.	No.
15.18	To prepare areas for planting in general, that a sharp grit should be incorporated into the soil to improve drainage, all areas shall be raked to produce a fine tilth and levelled, cultivation should not be carried out during wet weather unless otherwise instructed by the client representative, leaving the area to a standard acceptable to the client representative.	M2
15.19 Planting specification	Place the bulbs out on site in accordance with the agreed planting plans and schedules prepared by the contractor and agreed with the client representative at least 6 months before the time of planting.	No
15.20	Plant by trowel or planting dibber /small auger to the suppliers specified depths and conditions.	No
15.21 Vandalism	The contractor shall during the whole period of the contract term keep the Client representative informed of any acts of vandalism and provide a written statement of the damage incurred on site, and carry out remedial reinstatement work to the required standard particularly to ensure the site is made safe.	No

### 16. GRASS CUTTING operations specification general

Item No.	Specification	Frequency
16.1	All grass will be cut with well-maintained machinery and with machinery appropriate to the site conditions to remove the possibility of damage to the grass areas. Any damage will be repaired at the contractor's expense.	
16.2	<p>The cut will be even and clean to produce a smooth un interrupted cutting regime. The contractor will agree the type of mowing machine for the purpose of cut to site and the contractor will complete each area of cut before moving onto the next area.</p> <p>All grass cuttings will be collected at the same time of cutting the areas, when the ground conditions are wet it is deemed the contractors responsibility to catch up with the cutting regime at no extra cost to the client, the contractor will be expected to provide sufficient staff and resources to catch up. The contractor will make their own judgement of the ground conditions and will carry out mowing operations without causing damage, areas identified as grass areas will be deemed as inclusive within the grass cutting regime.</p>	
16.3	Any areas cut to a poor standard will be rejected by the client representative and the contractor will re cut the areas at the contractor's expense. Any rough areas will be cut with machinery appropriate to the conditions but will be deemed as part of the grass cutting regime, the whole site is expected to be cut and left in a clean and tidy condition.	
16.4	Prior to cutting any grass on site the areas will be inspected for debris, stones, tins bottles, paper, cardboard and any other material that will pose a threat to the cutting conditions, machinery and safety on site, that will also interfere with the final standard of cut. Any debris above left on site and debris spread by mowing operations will be cleaned up by the contractor and at the contractor expense.	
16.5	Drought conditions the contractor will ask the client representative to stipulate the required cutting height during dry conditions and provide instruction to the contractor. Grass cuttings will be left fly under dry conditions creating a mulch to retain moisture in the ground. Areas that are naturally planted with bulbs will be left until the bulbs have died off, the areas will be strummed and collected and returned to the general mowing regimes thereafter.	
16.6	All paths and hard surfaces will be cleaned immediately after each cutting operation, this will be done by way of brush or blower machine the arising should be collected and removed off site.	
16.7 Health and Safety	All persons operating machinery must be satisfactorily trained and the client representative is entitled and reserves the right to ask the contractor to provide adequate proof that the contractor's staffs are well trained. Conversant with Health and Safety legislation and competent in their operating methods.	
16.8 Edging of hard surfaces	The contractor will be required to maintain a clean edge, with no grass overhanging, beds, borders and channels. Use of long handled shears, strimmers or any other client approved equipment may be used. This will be done at the same frequency and standard as the grass areas to include height and quality of cut. All arising will be removed off site to an approved tip.	
16.9	All obstacles to include lamp posts, trees, posts, bollards and any other obstacle to leave grass around the obstacles to match the surrounding grass areas. This task will be done in conjunction to the general grass cutting frequency.	
16.10	Banks over 30 degrees must be cut by using appropriate methods of cutting and machinery also two operators should work together in case of injury. The contractor must ensure safe working methods and approve the methods with the client representative	



## **GRASS CUTTING SPECIFICATION**

- 16.11.** All grass will be cut cleanly and evenly, to the specified height and without damaging the existing surface. Any damage caused by the contractor shall be rectified by the contractor at the contractors' own expense. Areas to be repaired will match the existing grass sword, variety and texture
- 16.12.** The grass cutting specification identifies each site and the type of machine however the client may from time to time change the machine type pending ground conditions and required finish; this will be entirely at the discretion of the client.
- 16.13..** The contractor will finish each area of grass cutting before moving onto the next, however should the client receive an urgent call to have an area cut at short notice; the contractor will leave the area and return within 6 hours to complete.
- 16.14..** Vegetative growth such as clover, weed, moss and any other similar material is considered to be part of the grass cutting contract.
- 16.15.** If required, the contractor will be required to remove worm casts and molehills before mowing also the contractor may be asked as part of the contract to treat molehills under vermin control.
- 16.16.** The whole site to be mowed/cut shall mean all grass to include obstacles, boundaries, up to and including paving edges.
- 16.17.** The contractor will be required to recut any area to the client's full satisfaction, should any area be deemed to have been unsatisfactory mown, at his own expense.
- 16.18.** If due to inclement weather the contractor is prevented from accessing the site, the contractor must resume at the earliest opportunity grass cutting operations. The contractor must at his expense provide sufficient resources to include manpower and machinery to catch up the lost time and at the discretion of the client adjustment of the contract sum will be considered should the contractor be unable to catch up.
- 16.19.** Prior to cutting all debris, stones, tins, bottles and extraneous material must be removed to a suitable agreed tip off site. In conditions of drought or very dry weather conditions the client will decide the cutting height and conditions.
- 16.20.** In areas of natural bulb planting the contractor will be responsible for making sure all grass is cut without damaging flowers and bulb retention. These areas will not be cut until late June when the bulbs have died back naturally.
- 16.21.** The contractor will remove all grass cuttings to an approved tip off site and no rubbish will be stored on site or in the working yard.
- 16.22.** No refuse, waste of any kind or waste produced from associated work will be allowed to be stored on site or in the working yard either on the floor in any sort of container including a skip. This kind of storage would require a special waste transfer license and would be subject to licensed conditions.
- 16.23.** All footpaths and hard surfaces must be kept clear at all times of loose grass weed growth and debris and all hard surfaces must be swept weekly. All broken glass will be removed immediately to ensure a safe and sharps free environment.
- 16.24.** All persons using machinery must be trained and suitably qualified.
- 16.25.** The contractor will ensure that the edging of all grass areas is maintained to a very high clean standard and is cut to the same regime and frequency as the grass cutting operations. No areas of grass will be considered complete until the edges are cut. All arisings resulting from this task will be removed immediately following the cut.
- 16.26.** All areas that cannot be accessed by machines will still be cut.

## **17. GRASS SEEDING & TURFING SPECIFICATION**

- 17.1** The contractor will carry out grass seeding or turf laying as appropriate; the work will comply with BS 4428 general landscape operations.
- 17.2** All materials provided must be supplied by an approved contractor.
- 17.3** Ground preparation, the soil will be approved top soil if imported and existing soil must not be contaminated.
- 17.4** The soil will be cultivated to a depth of 125mm avoiding disturbance of the subsoil, the area must be clean of weed, root, all stones and all other materials of detriment to the process after cultivating the ground.
- 17.5** The soil must be cultivated to a friable tilth by using a rotavator or by hand, either method.
- 17.6** After cultivating all areas must be suitably firmed and at this stage inspected by the client representative, no work will be approved if at this stage of the process the client is not satisfied with the preparation.
- 17.7** The ground levels must be to the complete satisfaction of the client representative and if necessary the levels will be set out by a qualified surveyor at the contractors cost.
- 17.8** No grass work will be carried out during periods of wet inclement weather, including wet, frosty or waterlogged ground conditions.
- 17.9** The seed must be sown at a rate of 50g per sqm ensuring an even distribution.
- 17.10** The seed will remain the responsibility of the contractor until sown and must be kept in a dry store safe and free from vermin attack and moisture penetration.

**17.11** Maintenance of the seeded areas will be the responsibility of the contractor until the grass sward has established itself. Grass areas are to have a good sward and be free from pernicious weeds. Subject to ground conditions a selective weed control may be applied 5 days after cutting and not until twelve months after the grass sward has established.

**17.12** All ground depressions and subsidence are rectified before the client accepts responsibility for the new seed areas.

**17.13** Repair and maintenance of turfed areas. The contractor will if requested carry out repairs to turf areas. All costs allowed for within the overall contract price.

**17.14** All dips and hollows will be levelled with approved top soil, graded and levelled before turf is laid.

**17.15** The new turf on open areas will be laid stretcher bond pattern working off boards and in conditions that are not likely to cause smearing or damage to the soil conditions.

**17.16** A fine top dressing may be required to allow seeding in the joints.

## **18. PLAY AREAS**

**18.1** All play area grounds will be maintained by the contractor and the cost will have been included within the overall contract price.

**18.2** Every working day play surfaces will be cleaned, including the skate park, either by sweeping or raking the surface area to remove debris to include glass and litter. It is the responsibility of the contractor to ensure the play areas are safe, clean and tidy for use.

**18.3** Health and safety is paramount in these areas and attention to detail is required at all times. Daily play equipment inspections include a thorough inspection by the contractor of the play equipment.

**18.4** By 9am every day, including weekends and bank holidays, the contractor will ensure the play equipment is safe, clean and structurally sound to use: a play inspection sheet will be delivered every working day identifying any faults or damage that has rendered the play equipment dangerous or the area unusable. In these circumstances the contractor is responsible for communicating the problem to the client as soon as possible and closing the area to public access until all parties are satisfied the area is fit for safe use. A record of each inspection must be completed by the contractor and a copy is to be submitted to the client representative on a daily basis. The client will carry out periodic checks and inspections of all play areas without notice to the contractor.

**18.5** Any equipment that is deemed to be unsafe, immediate action will be taken by the contractor, to fence off or immobilize the relevant item without delay and immediately report the problem to the client.

**18.6** Bark surfaces will be inspected daily to ensure the area is free from debris glass, litter and fouling of any kind, and refilled with suitable play area bark material and make up the standard height specified by RoSPA. It is the responsibility of the contractor to remove broken glass including splinters and other debris at his cost. It is the responsibility of the contractor to monitor barked surface levels to ensure the correct safety depth is in place at the start of each day.

## **19. HEDGES**

**19.1** All hedges are to be pruned to a rectangular shape with the base width slightly wider than the top. The contractor will at all times provide a stable hedge and must contact the client representative as soon as possible if he is unable to do so. Hedges must be impenetrable.

**19.2** Arising All arising must be removed off site to a suitable tip, this will include all chippings should it be necessary to shred wood materials.

**19.3** Hedge bases. All hedge bases will be kept clean free from debris, leaves, weed and the soil below the hedge treated with a suitable herbicide. The contractor must avoid drift damage at all times and over run onto surrounding grass areas, any such damage will be the responsibility of the contractor and should be reinstated at his cost.

## **20. ROSE & SHRUB BED MAINTENANCE SPECIFICATION**

**20.1** The contractor shall maintain all shrub beds in accordance with the general specification. All maintenance operations are allowed for in the overall contract price. All pruning tasks must be carried out by a qualified and experienced operator who has general knowledge and understanding of shrub habitat and growth formation. All prunings will be removed off site to an approved tip.

**20.2** It is the contractor's responsibility to maintain a balanced healthy shape and to ensure the maximum amount of flowering wood is produced. Shrubs are maintained to avoid dangerous situations like sharp protruding wood that is likely to cause injury, maintain uniformity and the removal of dead flower heads or diseased wood.

**20.3** When shrubs have been incorrectly pruned the contractor at his expense will be expected to replace the shrubs like for like

**20.4** Planting must never commence during very dry conditions and watering must commence immediately after planting to ensure all air pockets are removed and adequate moisture retention is maintained.

**20.5** The contractor is responsible for ensuring safe and undamaged delivery and storage thereafter. Any trees, shrubs or plants found damaged as a result of these activities will be replaced by the contractor at his expense.

**20.6** Bed preparation Beds must be pre-treated with a suitable non residual herbicide to remove unwanted vegetation allowing two weeks for the ground to be clear of any traces of herbicide.

**20.7** Replacement planting After planting maintenance will be the responsibility of the contractor and will be included within the overall contract price. To include watering replacement of dead or diseased plants. Vandalised plants will be replaced by the contractor after authorisation by the client representative.

**20.8** Mulching will be applied after planting. A medium grade bark to a minimum depth of 75mm, the bark and will have been certified fit for purpose and free from contamination particularly fungus infections.

## **21. ROSE & SHRUB BED MAINTENANCE**

21.1 Roses must be pruned in March and October.

<b>21.1</b>	Prune roses in March leaving at least 5 buds per stem, prune back to good healthy wood cutting away from the bud ensuring water will not lodge around the bud. Prune in October half of the existing growth to reduce wind damage during the winter Months. Check for loose ground around the rose shrub and re firm as necessary. Remove all pruning's off site to an approved tip After pruning is complete tickle the bed soil area removing footprints and unsightly marks.	<b>March</b>  <b>October</b>
<b>21.2</b>	In March after pruning, apply a general fertiliser to encourage growth. All materials, labour and equipment to be provided by the contractor and allowed for in the overall contract price.	<b>March</b>
<b>21.3</b>	Apply an insecticide and fungicide. All materials, equipment and labour will be supplied by the Contractor and will be allowed for in the overall contract price. Applications of the above must not be applied in direct sun light any damage caused will be the responsibility of the contractor and at his expense.	
<b>21.4</b>	Shrub beds and rose beds must be lightly forked after the completion of litter collection and pruning tasks, all grass edges will be edged using long handled shears to correspond with the mowing frequency.	
<b>21.5</b>	All beds will be kept weed free and in a presentable order, weed emerging through shrubs will be hand weeded out and removed off site.	
<b>21.6</b>	The soil surface of shrub beds may be treated with herbicide. Care must be taken to avoid drift onto neighbouring lawns and leaves of roses and plants. The soil surface of rose beds must not be treated with herbicide unless prior approved by the client representative. All rose beds to be kept weed free. All bed edges will be half mooned once in March and once in October.	<b>March</b> <b>October</b>
<b>21.7</b>	All rose beds will be liberally applied with organic material every Autumn and it must be lightly forked into the soil surface. The material must be sterilised against disease and the contractor will be responsible for ensuring the material is safe and environmentally friendly to use in the locality.	<b>Autumn</b>
<b>21.8</b>	Roses and shrubs will be deadheaded weekly to ensure free and flourishing plants through out the flowering periods. All dead material will be removed off site to an approved tip.	
<b>21.9</b>	Dead or diseased plants will be replaced. All replacement roses or shrubs will be of the same species and varieties as the existing plants.	
<b>21.10</b>	Standard roses will be pruned the same as shrub roses but regular inspection and replacement of ties and stakes will be allowed for within the overall contract price.	

## **22 SNOW CLEARANCE AND GRITTING**

### **22.1. General Conditions**

- All pathways and steps to be kept clear of snow and ice.
- In applying the material, care will be taken to ensure that no damage is caused to grassed areas, trees or shrubs.
- Cleared snow will not be piled into any bed, shrubbery or area of box mown ornamental grass.
- Salt and grit will be supplied by the Contractor at a price to be agreed each year, during October and the contractor will collect and deliver sufficient salt to meet the needs of snow clearance on the site. Such material will be stored in places as agreed between the parties.
- In the event of snow clearance or gritting being required in an emergency, the Contractor will attend as instructed by the Client Representative.

## **23 LITTER COLLECTION**

### **23.1 General**

The Contractor will be required to keep all areas litter free and in a clean and tidy condition.

### **23.2 Litter Collection**

An initial litter collection to all areas will be completed every day before 9am. With regular checks completed throughout the day to maintain the site in 95% litter free condition. These litter checks are to be recorded detailing time and areas checked, with any comments referring to problem areas noted. A copy of these records is to be made available to the Client Representative.

### **23.3 Emptying Bins**

The Contractor will be responsible for the complete emptying of all litter bins in the parks and cemetery and for the disposal of the contents to a suitable tip or in the bins provided. The Contractor will be responsible for the provision of refuse sacks. The bins must be emptied at least three times each week and more frequently if full.

### **23.4 Leaves**

During October/ November the Contractor will remove brash and all leaves from the beds and fine turf areas. Leaf clearance is the main maintenance duty during the peak Autumn period, at least 90% of the flower beds and fine turf areas must remain free from leaf infestation at all times. Accumulations of leaves on amenity grass areas should also be cleared.

## **25 CONTRACT REPORTS**

**25.1** The contractor will provide a weekly work schedule to the client representative identifying the work scheduled for the week and returned identifying all works completed to the client representative. This will form the basis for payment to the contractor at the end of each month.

**25.2** Reports will be required on the condition of the play areas, including play equipment, and report any defects immediately to the client representative. The report will be comprehensive and detailed specific to parts and materials required carrying out the repair.

## **26 CONTRACTS MEETINGS**

**26.1** Regular contract meetings will be required to discuss the progress of the contract – regularity to be agreed with the contractor and client dependent upon time of year. The meetings will take place between the contract manager and the client representative and nominated members of the Parks & Public Realm Committee where appropriate. The meetings will be recorded and any matters raised as an issue will be remedied within 24 working hours, where possible. The remedy will be agreed with the client representative.

## **27 CONTRACT SITE SUPERVISION**

**27.1** Access and on site supervision. The contractor will be required to provide staff to open the site at Jubilee Park each day except Christmas day this will include all locked gates:

Summer Opening Times	8.00 am to sunset
Winter Opening Times	8.00 am to 4.30 pm

The contractor will be expected to be flexible and adhere to byelaws. Any breaches of the byelaws will be reported to the client representative or the Police should the matter be considered a Police matter.

**27.2** The contractor will be responsible for providing methods of communications (ie, walkie talkies) for the contractor's staff in order to accommodate and meet health and safety requirements.

## **28 TREE WORK**

**28.1** The Council will contract an expert arboriculture company to undertake an examination of all trees and complete the recommended work from the report. This will not be a requirement of contractor.

**28.2** All work will only be carried out by qualified tree surgeons and in line with legal requirements related to tree surgery and associated operations.

## **29 CENOTAPH - LEAF CLEARING FLOWER AND SHRUB BEDS**

**29.1** The **Cenotaph** area must be kept clean and clear of leaves and particular attention is necessary before and up to Armistice Day although it is expected that daily removal will render the area sufficiently clean.

## **30 PESTICIDES**

**30.1** A pesticide will mean any agent exerting biological control over any living organism and as such, will include herbicides, pesticides, lubricates fungicides, algaecides, moss killers and all other such products or materials. Only current approved pesticides are to be used.

**30.2** All methods of application materials and tank mixes, methods of working and storage, as employed by the contractor, will be in accordance with the Food and Environment Protection Act 1985 from now onwards will be referred to as 'the Act'.

**30.3** All staff to be suitably qualified when handling pesticides. Observe all the requirements with COSHH regulations.

**30.4** All material storage will be kept in a safety, secured storage box with its own bunding arrangements. Storage is at the full responsibility of the contractor following COSHH guidance.

**30.5** A method statement and risk assessment will be required for every task.

**30.6** It is the responsibility of the contractor to ensure safe working practice and avoidance of pollution during application. All material containers will be disposed of in a safe and proper manner. Signs must be erected to notify the public of pesticide work.

### **31. EDGING**

**31.1** All functions will be carried out at the times specified within this contract. All finished edges will be sharp, neat and vertical (except as specified for the edge of seasonal flower beds) with no grass overhanging the finished edge. All arisings will be removed and disposed of at a suitable, previously agreed tip, by the end of each working day. All rates quoted for edging will include keeping the adjacent channel, flower bed, shrub bed, tree base, etc, clean and tidy each time edging is carried out.

**31.2** The Contractor will be required to form and keep clean and weed free, a channel between all walls, fence lines, obstacles and grassed areas, to provide a mowing margin. The channel will be 200mm wide and 100mm deep. The Contractor will apply weed killer to all such areas within the Contract, at the times specified. If the Contractor notes that the weed killer has not taken effect, they will be required to hoe out any weeds on each occasion that the adjacent grass areas are cut. This work will be undertaken at no extra cost to the Client. Each time edging is carried out; litter will be removed from all channels, fence lines, tree bases, obstacles etc.

### **32 SEATS, BENCHES AND BINS – ALL AREAS**

**32.1** The contractor is responsible for checking that the seats and benches are safe, sound and fit for purpose, any defects are to be reported to the Council as soon as possible.

**32.2** Any damaged benches will be removed to the contractor's yard for repair by the Council's Handyman.

**32.3** Any new seats and benches provided by the Contractor must be treated with an approved preservative which will not in any way be harmful to the environment, wildlife, domestic pets or human life.

**32.4** The contractor will included in any quote request for new seats and benches supplied by the Council.

**32.5** All areas directly below and underneath the seats and benches will be treated with herbicide to prevent invasion by unwanted vegetation. Particular attention must be given to chewing gum and removal of the same leaving the seating area clean and fit for use.

### **33 POND MAINTENANCE**

**33.1** The pond is located next to the car park at the bottom of Sherry Mill Hill and is within the boundaries of Jubilee park; care must be taken when attempting to maintain this area.

**33.2** All litter and debris must be removed daily to an approved disposal site tip. All care must be taken to avoid damage or disturbance to wildlife habitats and plant life. The water must be remain free from contamination and debris.

**33.3** All fences and barriers will be kept safe and fit for purpose; wooden fences will be treated once per annum with an approved and environmentally safe preservative.

### **34 FOOTBALL PITCH MAINTENANCE**

**34.1** Football pitches located at Deermoss Meadow and Jubilee Park will be maintained to the following standard. The pitches will be chain harrowed once per year when conditions permit access. The goalmouth and centre circle areas to include any damaged parts of the pitch must be soiled and seeded immediately at the end of the playing season. The playing surface must be maintained to ensure a safe and fit for purpose playing surface.

**34.2** Every two years and at the end of the playing season the whole pitch must be cultivated to maintain a thick sward across the entire surface of the pitch. The seeded areas must be maintained to ensure maximum germination, which will include watering if necessary. All areas will be rolled at least once per annum.

### **35 GROUNDS MAINTENANCE SHED & CONTRACTOR'S AREA**

**35.1** There is a contractor's yard where large wheelie bins are kept for use by the grounds maintenance contractor. This area is also used for parking contractor vehicles when on site.

**35.2** The large wooden shed has an available space for contractors to keep their large grounds maintenance vehicles on site, at the contractors own risk. The space available is within the roller-shutter area and covered by CCTV.

**The contractor will be asked to quote for all other grounds maintenance jobs.**

## Certificate Requirements for Using Machinery

Table 1

Activity	AFAG leaflet	Training required but not Certificate of Competence	Certificate of Competence and training required	Available NPTC/SSTS unit	Notes
<b>Establishment</b>					
Pre-planting spraying of container-grown seedlings	102		✓	PA 1 and 6 or 2a	NPTC/SSTS Certificate of Competence required by COPR
Planting	103	✓			
Fencing	104	✓			
Hand-held power posthole borer	105	✓			
<b>Maintenance</b>					
Hand tool weeding, brashing and pruning	201	✓			
Application of pesticides by hand-held equipment	202		✓	PA 1 and 6	NPTC/SSTS Certificate of Competence required by COPR
Clearing saw	203	✓			Recognised training and NPTC Certificate of Competence available
<b>Chainsaws</b>					
Using petrol driven chainsaws	301		✓	CS30 or CS30.1	Recognised Certificate of Competence to meet PUWER requirements
Basic chainsaw felling and manual takedown	302		✓	CS31	Recognised Certificate of Competence to meet PUWER requirements
Chainsaw snedding	303		✓	CS31	Recognised Certificate of Competence to meet PUWER requirements
Chainsaw cross-cutting and manual stacking	304		✓	CS30 or CS30.2	Recognised Certificate of Competence to meet PUWER requirements
Chainsaw clearance of windblow	306		✓	CS34 CS35	Recognised Certificate of Competence to meet PUWER requirements
Chainsaw felling of large trees	307		✓	CS32 CS33	Recognised Certificate of Competence to meet PUWER requirements
Top-handled chainsaws	308		✓	CS39	Recognised Certificate of Competence to meet PUWER requirements
Use of winches in directional felling and takedown	310		✓	CS32 FMO4	Incorporated in recognised Certificates of Competence listed
<b>Work off ground</b>					
Tree-climbing operations	401		✓	CS38	Industry recognised NPTC Certificate of Competence
Aerial tree rescue	402		✓	CS38	Industry recognised NPTC Certificate of Competence
Mobile elevating work platforms (MEWPs) for tree work	403		✓	Certificate of Competence	Industry recognised NPTC Certificate of Competence (or equivalent)
<b>Extraction</b>					
Tractor units in tree work	501		✓	FMO 1	Industry recognised NPTC Certificate of Competence
Extraction by skidder	502		✓	FMO 4	Industry recognised NPTC Certificate of Competence
Extraction by forwarder	503		✓	FMO 3	Industry recognised NPTC Certificate of Competence
Extraction by cable crane	504		✓	FMO 5	Industry recognised NPTC Certificate of Competence
Extraction by horse	506	✓			
<b>Processing</b>					
Mobile circular saw bench	601	✓			
Mobile peeling machine	602	✓			
Mechanical harvesting	603		✓	FMO 2	Industry recognised NPTC Certificate of Competence
Wood chippers	604	✓			Recognised training and NPTC Certificate of Competence available
Mechanical roadside processing	605		✓	FMO 2	Industry recognised NPTC Certificate of Competence
Mobile stump grinders	606	✓			Recognised training and NPTC Certificate of Competence available
<b>Vehicles</b>					
ATV quad bikes	701	✓			Recognised training and NPTC Certificate of Competence available
All-terrain vehicles	702	✓			Recognised training and NPTC Certificate of Competence available