

Specification for

Landscape Maintenance Works

Portsmouth, Havant

May 2014

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SECTION 1.0 PRELIMINARIES

1.1 General Information

1.1.1 Site Portsdown Havant

1.1.2 Client

Andrew McKeown-Mundy | Senior Technical Project Manager | Barratt David Wilson
Southampton (a trading name of BDW Trading Limited)

Tollbar House, Tollbar Way, Hedge End, Southampton, Hampshire SO30 2UH

1.1.3 Landscape Architect

Dan Hutchinson LHC

1.1.4 Scope of Work

The work required on this site will involve regular maintenance and monitoring visits to ensure the landscape on this site is maintained to a high standard. The landscape on this site will encompass the following categories of maintenance work :

- Grass maintenance to formal lawns, amenity grass areas, verges and wildflower grasslands
- Maintenance of structure planting, woodland, native screen planting and hedgerows.
- Maintenance of tree planting
- Maintenance of existing mature trees
- Maintenance of ornamental shrub planting
- Maintenance of herbaceous planting
- Maintenance of aquatic planting
- Maintenance of hard landscape areas

1.2 General Requirements

1.2.1 Contract Management

The contractor shall confirm a named contract supervisor to manage this contract and take instructions on his behalf. The supervisor will not be changed without advanced notice. All work on this contract will be undertaken by suitably skilled and trained staff, provided with appropriate well-maintained and safe equipment.

1.2.2 Inspections and Monitoring

The site will be subject to inspection by the client's representative. The contractor shall allow for attendance by the supervisor at regular intervals to monitor the work and to report on progress. The supervisor shall monitor the site for damage, defects, vandalism or thefts. The client's representative should be notified directly of any problems relating to the condition of the landscape outside the remit of the contract.

1.2.3 Health & Safety

The contractor will be responsible for ensuring the work is carried out in a safe manner avoiding risks to the health and safety of his employees, users of the site and the general public. A site specific risk assessment for this project should also be submitted prior to commencement of the work.

1.2.4 Record Sheets

The operations undertaken during all maintenance visits should be recorded. A monthly record sheet is included in Appendix C. The dates of each visit, and application of all fertiliser, pesticides and herbicides will be confirmed along with the details of the other general operations undertaken that month. The monthly record sheets will be forwarded to the contractor's agent at the end of each month.

1.2.5 Protection of the Public

The works shall be undertaken without risk or inconvenience to the public, site occupants or neighbours. Access to the site and the work shall be undertaken with due regard to the needs of those using the site and surroundings. Work shall be timed to avoid causing unnecessary nuisance or disturbance to site occupants or adjoining residents.

1.2.6 Protection of Property / Utilities

All existing features, including fencing, paving, drains, services, surrounding landscape and other property is to be protected from damage during the course of the works. The contractor shall allow for any protective measures required to facilitate the maintenance operations within the price for the work. Any damage caused to such the property, highways, services or other property will be made good by the contractor at his own expense.

1.2.7 Workmanship and Cleanliness

The landscape maintenance is to be carried out to a high standard.

- Planted areas must be kept neat and clean in appearance at all times, weed and litter free, with all planting in a healthy state
- The Landscape Maintenance Contractor shall ensure that the works themselves do not cause inconvenience or danger to users of the site
- At the end of each day of each visit, the Contractor shall remove from site all rubbish, trimmings and superfluous materials, leaving the works in a clean and tidy condition
- All hard areas to be left in a clean condition, free from any soil, mud, leaves, cuttings and plant prunings

1.2.8 Disposal of Waste Material

The contractor shall allow for the removal and safe disposal of all waste materials arising from the landscape maintenance works. Litter collection is to be undertaken on a monthly basis from all landscape areas. The contractor shall allow for the disposal of all litter off site and will be responsible for all waste disposal costs and approvals. Fly tipping and improperly disposed of track waste shall be reported to the client's representative and removed on instruction.

The use of mechanical shredders or chipping machinery on site is permitted.

1.2.9 Irrigation / Watering Arrangements

The soft landscape has become well established under an initial maintenance contract.

- The contractor should monitor the site during periods of hot dry weather and notify the clients' representative of any failures.
- Watering point(s) are provided on the site area allowing hose connection and watering to most site areas.
- The contractor will be required to monitor the weather conditions and water the soft landscape areas as appropriate.

1.2.10 Use of Pesticides and Herbicides

The Contractor must use a certified operator, take appropriate safety precautions and comply with the Control of Pesticides Regulations 1986, the conditions of approval for the chemical, and any relevant Code of Practice issued by DEFRA. The Contractor must keep full and accurate records of all herbicides used, the area in question, the amounts and the date of completion.

Unintentional spray overlap must be avoided. Spraying must stop whilst turning. The Contractor must mark the point where spraying has stopped for refilling or for breaks. Herbicide must never drift, fall or run-off onto open water or onto adjacent sites, gardens or ground not intended for treatment.

The Contractor must dispose of unused and unwanted containers, and chemicals, including unused dilute tank mixtures, in a safe way in accordance with the methods approved by the Control of Pesticides Regulations and relevant Codes of Practice. Disposal will be off site.

1.2.11 Noxious and Invasive or Harmful Weed and Pest Species

The following species are either 'Noxious Weeds' as defined by the Weeds Act, or invasive or harmful species.

Noxious Weeds covered by the Weeds Act (must be destroyed or controlled)	Species covered by the Wildlife and Countryside Act (illegal to spread)	Other Harmful Species
Spear Thistle (Cirsium vulgare) Creeping or Field Thistle (Cirsium arvense) Curled dock (Rumex obtusifolius) Ragwort (Senecio jacobaea)	Japanese knotweed (Reynoutria japonica) Giant Hogweed (Heracleum mantegazzianum)	Marestails Invasive plant difficult to control Brown Tail Moths Caterpillars occur in large numbers and can cause skin irritation

The contractor is to note the presence of any such species on site and bring to the attention of the supervising agent. Appropriate control measures should be agreed with the supervising agent and implemented at the earliest opportunity.

1.2.12 Control of Wildlife Pest Species

It is the contractor's responsibility to :

- maintain any protective fencing or guards provided with the landscape work and monitor the occurrence of pest species on the site
- employ an approved pest control specialist to control wildlife pest species
- notify the client's representative in advance of any control operation

1.2.13 Reinstatement Works

Where reinstatement works are required either due to contractor's damage or when instructed under the contract, these shall be undertaken in accordance with good horticultural practice. The contractor will be expected to undertake and maintain any reinstatement works so that new works establish well and tie in with existing planting as quickly as possible.

The contractor will be responsible for all defects on reinstatement works until the end of the maintenance contract.

SECTION 2.0

LANDSCAPE MAINTENANCE OPERATIONS

2.1 Grass Maintenance

2.1.1 Objectives

Grass areas to be maintained to establish a healthy vigorous sward, free of moss, thatch, weeds, casts, discoloration, scorch, litter or leaves. Areas are to be maintained in a tidy condition within specified height ranges. Where different mowing regimes are intended to provide varying character to the landscape these shall be closely followed to ensure the design effects as planned

Maintenance operations should aim to deliver high quality grasslands with optimum use of inorganic fertilizers and minimal use of pesticides and herbicides.

2.1.2 Operations

Formal Lawns, Amenity Grasslands, Verge Areas and Grass within Structure Planting

2.1.3 Mowing

- Mowing is to be under taken between March and October, to a regular programme, but avoiding periods of water logging or drought.
- All areas are to be cut within the specified height ranges, throughout the growing season.
- All litter or other debris shall to be removed prior to mowing.
- Areas are to be cut to a neat even finish, without rutting or compaction.
- All grass is to be neatly trimmed around edges, manholes and other obstacles.
- Avoid damage to trees; no strimming to be undertaken within 250mm of the base of any trees.

2.1.4 Mowing Regimes

Area	Minimum Height	Maximum Height	Minimum number of cuts	Removal of mowings
Amenity Grass Areas Formal Lawns	35mm	50mm	25	Mowings boxed off
Verges	35mm	50mm	20	Mowings boxed off

Grass within Structure Planting areas	75mm	150mm	3	Mowings to fly
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2.1.5 Formal lawns / Amenity Grass Edging

Edges to planting/mowing strips to be trimmed with edging shears at time of each mowing visits. Path edgings, hard surface edges to be cut with half moon once per month. Remove arisings.

Allow for reforming edges once per summer to all edges including paths, borders, and mowing edges; using a suitable edging tool, to clean straight lines or smooth flowing curves. Form a clean edge and remove soil.

2.1.6 Bulbs

Where flowering bulbs species occur within grass areas, delay cutting of bulb growth until six weeks after flowering.

2.1.7 Fertilizers

Allow for the application of Scott's 'Sierrablen' controlled release fertiliser, to all formal lawns, amenity grasslands or verge areas in spring and autumn:

- **Spring :** 25 : 5 : 10 Sierrablen @ rate of 25-40g /m²
- **Autumn:** 14 : 5 : 21 Sierrablen @ rate of 25-40g/m²

Apply in accordance with manufacturer's instructions. Do not fertilise wildflower areas.

Note : Sierrablen is a controlled release fertiliser. The coating controls the slow release of nutrients for a full growing season and minimises the potential for the fertiliser to wash away. The steady release of nutrients feeds for the full season even during rain and encourages a strong root system and fast, early establishment.

2.1.8 Herbicides

Monitor sward for growth of broadleaved weed species. Allow for selective and spot herbicide applications as necessary to remove weed species from lawns and amenity grasslands.

2.1.9 Mowing Edges

Allow for application of herbicides to prevent weed and grass growth in mowing edge strips around buildings.

2.1.10 Aeration

Allow for spiking over grass areas to aerate soil and improve drainage in late spring or autumn. Ensure spikes or hollow tines reach to a depth of 75 mm.

2.1.11 Scarifying

Allow for scarifying formal lawns once a month from April until September.
Allow for scarifying general grass areas once in spring and autumn

2.1.12 Rolling

Roll formal lawns and amenity grass areas in the spring. Roller not to exceed 0.25 tonne. Timing to suit weather conditions and soils. Undertake in two directions and ensure even coverage.

2.1.13 Leaf Removal

Allow for removal of leaves on regular basis from grass areas during October/ November.

2.1.14 Reinstatement

Make good worn or damaged areas by reseeding or turfing (depending on original specification). Allow for cultivations, levelling, topdressing and pre-seed turfing fertilizer. Ensure new seed / turf will match the existing in quality and appearance. Allow for protection to ensure germination / establishment.

2.2 Wild Flower Grasslands

2.2.1 Establish Maintenance Requirements

Identify areas of wildflower grasslands and where possible nature of grasslands intended by design. Agree extent of grasslands, mowing margins and basic maintenance programme with the Landscape Architect.
Once a maintenance regime has been properly established, mowing times or cutting heights should not be varied.

2.2.2 Mowing

- Cut the grasslands in mid August to a height of **5cm**, during a period of consistent warm dry weather.
- Allow cuttings to lie for a few days, turning the cuttings once.
- After this, cuttings should be gathered up and removed from site.
- Cut the grasslands again in late September or late March as an aftermath cut, and remove mowings at the time of cutting.
- Record the timing of each cut on the maintenance record sheet and submit to the supervising agent for subsequent years.

2.2.3 Margins

Maintain mown margins and grass path areas as per the specification for verge areas, (clause 2.1.2) throughout the maintenance period.

2.2.4 Fertilizers and Herbicides

Wildflower grasslands should not be fertilized. Herbicides should only be applied as selective spot treatment to noxious problem weed species such as thistles or dock.

2.3 Structure Planting

2.3.1 Objectives

This applies to areas of structure planting, new woodland areas, and native hedge planting. Maintenance operations for the early years are aimed at the successful establishment of planting, to ensure areas develop to provide screening / height as appropriate to site design. Trees within planting areas are to be encouraged / selected to develop with good shape and spacing. Stratified structure (varied heights and density) of understorey planting should be encouraged to improve the appearance of the planting, the screening potential and wildlife opportunities. Medium term all structure planting should require less intensive management.

All work within structure planting should avoid disturbance to nesting birds normally end of February to mid August, in line with the Wildlife and Countryside Act 1981.

Early Years (Years 2 – 10)

2.3.2 Weed Control

Maintain the total area of all young dense structure planting, or poorly established structure planting, completely weed and grass free for up to the first three years after planting (or replanting) until plants are well established.

Allow for spot herbicide applications to control noxious weeds and unsightly growth in more prominent locations.

For all planting in the second year of establishment allow for an application of a suitable residual herbicide during the period January – March prior to the spring growing season. Timing and application to be in accordance with manufactures recommendations.

2.3.3 Grass Control

Allow for strimming of grass / understorey between rows of plants and around the edge of planted areas. Do not strim to within 250mm of planted stock. Areas visible from buildings, car parks or road frontages shall be maintained to the level of adjacent grass areas or at a minimum to below 150mm. All less prominent locations to be strimmed once per annum.

2.3.4 Canes and Guards

Allow for the removal of all redundant canes, guards and shelters, and dispose of off site. All accessories should be removed by the end of the third year growing season (post planting / replanting).

2.3.5 Firming Up

Inspect stock regularly, especially after strong frosts or heavy frost. Firm up any stock suffering wind-rock / frost heave.

2.3.6 Thinning / Coppicing

In plantations that have achieved leaf-to-leaf cover for at least one year, the area should be reviewed annually to identify the need or benefit of thinning or coppicing.

- Thinning and coppicing shall be undertaken during January or early February.
- Trees need to be protected or selected to allow proper development of the tree canopies. Priority should be given to the control of competing species - over dominant nurse trees or shrub species (eg. elder, willow) around climax trees should be coppiced and, if appropriate, treated to prevent re-growth.
- Trees shall be retained in groups or individually in the early years (Years 2-7) to allow for the selection of the best specimens at later stage.
- Subsequent thinning will aim to allow individual trees to develop at a minimum of 3-4 metre centres.
- Traditional coppice species such as hazel, willows and dog wood should be cut back on a rotational basis to encourage dense screening growth.
- Remove cut material from site.

Thinning and coppicing shall be programmed on a rotational basis over a number of years to ensure continuity of cover and screening as appropriate to the location. For competitive quotations it will be assumed at least 10%, and no more than 25% of plantations, will be cut in any one year.

2.3.7 Established Planting (10 – 20 years)

Review established planting for thinning and coppicing. Encourage tree development by selection of the best specimens, and thinning to appropriate centres (normally a minimum of 3-4 metre centres). Coppice rotation to be based on table 1 below.

2.3.8 Thinning / Coppicing Prescription

Plantation not previously thinned or coppiced	Priority to be given to development of tree structure. Thin trees and competing coppice species as first priority in Year One. Aim for no more than 25% thin / coppice in first year of programme.
Previously thinned plantings	General selective thinning and 25% coppice programme

Follow on programme from 25% thin	Allow for programme of continued coppicing on three year rotation, taking out 25% at each occasion.
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2.3.9 New Native Hedge Planting

- Maintain newly established hedge-lines clear of weed and grass growth for the first three years after planting.
- Plants shall be trimmed to shape and topped at the required design height.
- On older sections of hedge, allow for annual trimming to keep to shape and required height.
- Control vegetation growth around the base of the hedge-line to maintain a tidy appearance.

2.3.10 Weed Control

Allow for spot weed control of invasive / noxious weed species. Ensure species such as thistle, ragwort, nettle or bramble do not become established or set seed.

2.3.11 Litter Control

Allow for regular monthly litter picking through all structure planting areas and weekly litter picking around the public frontages of structure plantings.

2.4 Amenity Tree Planting

2.4.1 Objectives

This applies to all advanced nursery stock trees, planted as individual specimens, avenues or groups outside of structure planting areas.

Maintenance operations should be geared towards the full establishment of healthy trees with good long-term shape and canopy structure. Groups of trees such as avenues need to be encouraged to develop with consistent shape. Trees also need to be managed to ensure long-term health and safe condition and avoidance of conflict with buildings and other site features.

Operations

2.4.2 Weed Control

- Maintain the area of the rootball in a weed free condition.
- Monitor the growth of shrub material and grass around the base of trees to ensure trees are not suffering from undue competition.
- Remove selected trees as may be necessary.

- For all trees in open grass areas, maintain a one metre diameter clear zone around the base of trunk for first three years after planting, and 500mm diameter clear zone for older trees.

2.4.3 Stakes Ties and Grills and Guards

- Adjust stakes and ties to allow for increases in stem growth during May – June and September – October in each year.
- Ties must be adjusted to allow for stem thickening in the autumn.
- Monitor the general condition of stakes, ties and guards throughout the maintenance period.
- Ensure accessories do not rub against trees.
- Replace broken or damaged accessories and remove redundant stakes and ties as appropriate.
- All stakes and ties ought to be removed from healthy trees by the end of the third winter after planting. Trees still requiring support after this time should have stakes reduced in height to one third of the stem height.
- Regularly check the condition of tree grill fixings and levels of soil / mulch under grilles. Allow for top-up of soil to within 50mm of the underside of grilles and 50mm of pea shingle mulch (to be undertaken at beginning of maintenance contract and checked / topped up again at the end).

2.4.4 Underground Guys

- Check the condition of underground support systems
- Re-tighten cables as and when required.
- Remove materials where it is clear they have become redundant.

2.4.5 Fertiliser

Apply a spring top dressing of 'Enmag' or similar approved fertiliser to the root zone of all trees. Timing and application in accordance with manufactures recommendations.

2.4.6 Watering

Allow for watering during dry periods in Year 2 and drought periods up to Year 5. Apply sufficient water to bring whole root ball to moist condition. Do not over water.

2.4.7 Formative Pruning

- During the winter months, inspect the shape of all trees and allow for formative pruning to appropriate species to ensure continued development of an even shape and single central leader.
- Check for damaged branches after storms or strong winds and remove any damaged growth. Cut back to clean sound wood with angled cuts.
- Epicormic buds to be rubbed off and basal growth to be pruned off.

2.4.8 Replacements

Monitor the establishment of trees. Where stock fails to establish, seek instruction for replacement planting. Any replacements for avenue or grouped trees must replace with matched stock from an appropriate supplier.

2.5 Ornamental Shrub Planting

2.5.1 Objectives

This applies to all ornamental shrub planting areas, including drift planting of native shrub species and formal planted shrubs, climbers and groundcover areas. To be maintained to ensure full establishment of all areas with complete leaf to leaf cover, healthy plant stock and maximum potential for colour and year round interest.

Operations

2.5.2 Weed Control

- Maintain all shrub areas completely weed free using chemical or hand weeding as appropriate to species and location.
- Translocated products should be used in preference to contact products, and re-visits allowed for.
- Remove dead growth from site.

2.5.3 Watering

Allow for watering in dry weather in the second year after planting, and in drought periods up to Year 5 after planting. Apply sufficient water to bring soils up to a moist condition but avoid over watering.

2.5.4 Dusting and Spraying

Allow for regular inspections and spraying as may be necessary to control pests or diseases within planting.

2.5.5 Fertilisers

Allow for one general application of Enmag or similar approved fertilizer to all shrub areas in April - May. Timing and application in accordance with manufactures recommendations.

2.5.6 Mulch

Allow for localised top-up of mulched areas at the beginning of the maintenance period. Reinstate mulch to 50mm depth, using a bark to a similar specification to

the original installation, over all shrub areas where plants have yet to establish leaf to leaf cover and will not do so in coming growing season.

2.5.7 Pruning/Training

- Allow for formative pruning and tidying to shrub, climbers and groundcover.
- Remove dead or broken stems, prune appropriate species to encourage compact bushy growth.
- Trim off vegetation overhanging paths, kerbs, or roadways or obscuring signs.
- Trim ornamental hedges to shape twice per season; ensure hedges are cut to smooth accurate lines.
- Tie in climbing plants to supports as appropriate.
- Fork over any areas of open soil around ground cover, and trail groundcover plants out towards open soil.
- Remove arisings from site.

2.5.8 Replacements

Monitor establishment of shrub areas. Where stock fails to establish seek instruction for replacement planting.

2.6 Hard Landscape Maintenance

2.6.1 Weed Control

- Allow for spot spray application of suitable herbicide to any vegetation emerging in hard paved areas or along kerb lines.
- All public areas to be maintained completely weed free.
- General areas to be treated on a bi-monthly basis.

2.6.2 Litter

Remove all litter and deleterious material from hard landscape areas at the time of each main visit.

2.6.3 Bark Mulch

Remove any wind blown bark mulch from hard landscape areas, parking or roadways. Return to planting beds unless contaminated with litter or other material.

2.6.4 Leaf Sweeping

Allow for the removal of autumn leaf fall from hard paved areas during October / November / December along with any other plant material at any other time of year.

SECTION 3.0

REMEDIAL LANDSCAPE WORKS

3.1 Generally

Remedial works may be required to bring site areas up to the overall standard and reduce longer term maintenance costs. Such work needs to be priced and agreed with the supervising agent before any works proceed. Where planting has previously failed to establish, works should be aimed at resolving any underlying deficit in the existing situation. All remedial works are to be undertaken to the highest standard, ensuring correct soil conditions are established, and only good quality plant stock is used in replacement works. 6

The contractor will allow for the plant procurement procedures as set out below in any pricing of remedial works.

3.2 Defects

All remedial works are to be guaranteed until the end of the maintenance contract. Any replacements or correction of defects to remedial works will be undertaken at the earliest opportunity at no additional cost to the contract.

The contractor will be responsible for ordering plant stock and payment of suppliers. Suppliers must be made aware of the nature of the work, of all specification and packing requirements, and programme and delivery arrangements.

No plant stock shall be delivered to site until adequate storage provision has been made and work is programmed to follow directly on from delivery to site. Plant stock may be delivered to off-site storage facilities, but the contractor must ensure proper storage and transport arrangements are in place to ensure plants arrive on site in a healthy and undamaged condition.

3.4 Water

The contractor shall note the availability of water supply for watering on the site as set out in the introduction of this specification. The contractor should ensure any watering considered necessary to establish plants is available, either drawn from on-site water points or brought to site at no additional cost to the contract.

3.5 Protection

The protection of the public, the site, services, and other property as set out in the general requirements section shall be ensured for all remedial works. The contractor will make good any damage arising from the execution of these works at no additional cost to the contract.

3.6 Workmanship and Cleanliness

All remedial works are to be undertaken to a high standard. All plants shall be stored and handled in accordance with best practice. The works shall be left in a neat and tidy condition with all surrounding surfaces and planting areas cleared at the end of each and every working day. On completion of remedial works, the site shall be presented for inspection and the areas maintained as part of the overall contract area.

APPENDIX A

LOCATION PLAN

APPENDIX B

MAINTENANCE PERIOD SCHEDULE

APPENDIX B

MAINTENANCE PERIOD SCHEDULE

This Schedule is a guide only and it is the Contractor's responsibility to programme sufficient visits to fulfil the requirements of this Specification. Operations are shown in the months required and this does not indicate the number of visits.

	J	F	M	A	M	J	J	A	S	O	N	D
GENERAL OPERATIONS												
Plant replacement inspection								X	X			
Plant replacement											X	X
Watering				X	X	X	X	X				
Re-firming	X	X	X	X	X	X	X	X	X	X	X	X
Pest and disease control (when required)	X	X	X	X	X	X	X	X	X	X	X	X
Plant support (check, adjust and replace)	X	X	X	X	X	X	X	X	X	X	X	X
General pruning	X	X	X	X	X	X	X	X	X	X	X	X
OPERATIONS TO TREES												
Slow release fertiliser			X							X		
Weed control			X	X	X	X	X	X	X	X		
Pruning	X	X									X	X
Tree inspection	X	X	X	X	X	X	X	X	X	X	X	X
Mulch - topping up			X							X		
OPERATIONS TO SHRUB AREAS												
Slow release fertiliser			X									
Weed control - cultivation				X	X	X	X	X	X			
Pruning (exact timing dependent on species)	X	X	X									
Mulching - topping up				X						X		

APPENDIX c

MAINTENANCE RECORD SHEET

PROJECT:

CONTRACTOR:

This sheet is to be presented by the Landscape Contractor to the Store Manager for signature each month as per the maintenance programme.

Month: 200.....

Summary of Specified Operation	Specified Frequency	Date(s) Carried Out
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Grass

- (i) Mowing grass areas
- (ii) Edge trimming
- (iii) Fertiliser/weed killer

Shrub/Groundcover Planting

- (i) Watering
- (ii) Weeding
- (iii) Top up mulch
- (iv) Pruning/pest/disease control
- (v) Check for damage/failures

Trees

- (i) Watering
- (ii) Adjustment of stakes and ties
- (iii) Firming up
- (iv) Weed control

Replacement Planting

- (i) Shrubs
- (ii) Trees

Operations instructed (written instructions required).

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Contractor's Rep. Initials/date

.....

Contractor's comments

..... Visit No 1 Visit No 2

..... Visit No 3 Visit No 4
Client's Rep. Initials/date
.....
Client's comments, if any
..... Visit No 1 Visit No 2
..... Visit No 3 Visit No 4

Appendix c : Site Maintenance Visit Report

DATE:

Address of Store:
.....
.....

Contractor:
.....

Time Arrived:

Time Departed:

Work Done:
.....
.....
.....
.....

Signed:
(Contractor)

.....
(Manager)

COMMENTS FOR ATTENTION OF LANDSCAPE ARCHITECT/SUPERVISING OFFICER

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