



Turing House School

Management and Maintenance Plan

This document has been prepared by Ares Landscape Architects to define the long term management and maintenance requirements for the planting and hard landscape to be built on the site of the new Turing House School

This document should be read in conjunction with the following documents:

- *Biodiversity Enhancement and Landscape Management Plan (Delta Simons - Nov 2018)*
- *Arboricultural Method Statement and Tree Protection Plan (Haydens - 30th April 2020)*
- *TGMS Specification for the Construction of New Winter Sports Pitches. (14th April 2020)*
- *Ares Planting plans (FS0316-ALA-00-XX-DR-L-0025 , 0026, 0027 and 0028)*

Document No: FS0316-ALA-ZZ-ZZ-RP-L-0005

Rev: P04

Issued: 29.06.2020

Prepared by: AS

Checked by: -

Contents

- 1.0 Introduction
- 2.0 Planting operations Types
- 3.0 Schedules of Maintenance Operations - Planting
- 4.0 Schedule of Maintenance Operations - Hard Landscape
- 5.0 Health and Safety



Fig 1. Illustrative masterplan showing extent of works.

1.1 Introduction

The purpose of the Management Plan is to guide the establishment and maintenance of the landscape works for a period of 5 years following completion of works on site, as well as to provide a basic framework and standard for maintenance beyond the 5 years. To achieve this, the document sets out specific proposals for maintenance tasks which will help achieve the Long term design objectives listed below.

1.2 Long term design objectives

- Creation of rich and fun school environment.
- Creation of buffer planting zones to North, East and South boundaries.
- Provision of a safe and secure external space for children.
- Provision of an easily maintained and managed landscape
- Successful establishment of all planting

1.3 The Site

The area to be managed is shown on drawing FS0316-ALA-00-XX-DR-L-0002

In addition this management plan should be read in conjunction with the following drawings and documents;

- Biodiversity Enhancement and Landscape Management Plan, (Delta Simons Environmental Consultants Limited, Nov 2018)
- Arboricultural Method Statement and Tree Protection Plan (Haydens - 30th April 2020)
- TGMS Specification for the Construction of New Winter Sports Pitches. (14th April 2020)
- Planting plans (FS0316-ALA-00-XX-DR-L-0025 , 0026, 0027 and 0028)

1.4 Management Responsibilities

It is intended that delivery of the management operations will be by the school as per Fig 1. opposite. It is understood that on completion of the works the contractor will be responsible for the maintenance of the school grounds during the defects / liability period in line with the operations set out in this document

1.5 Restrictions

Use of mechanical equipment is not permitted outside the hours of 7am to 6pm Monday



KEY

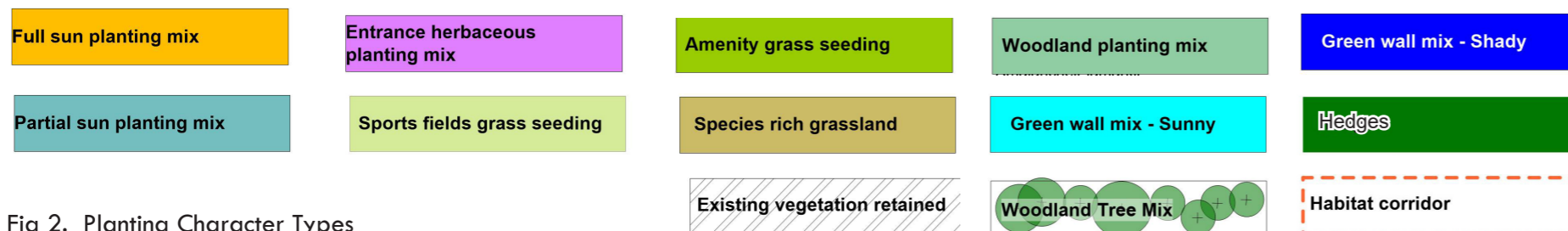


Fig 2. Planting Character Types

2.0 Planting Character Types

In general terms, the planting scheme for Turing House School comprises of the following planting character types:

Amenity Grass

This will be mown regularly to allow informal use by students

Sports grass:

This will comprise a mix of perennial ryegrasses to give a useable playing surface year round. Refer to TGMS Specification for the Construction of New Winter Sports Pitches. (14th April 2020).

Species Rich Grass:

This encloses the playing field on two sides forming an ecologically rich grass border.

Woodland Planting mix:

This mix of native shrubs will be used to create buffer planting to the north and south of the playing fields as well as planting in gaps to existing scrub.

Full sun and Partial sun and Entrance herbaceous planting mixes:

Ornamental planting to give texture and colour to the main external spaces as well as some structure with shrub planting.

Proposed Trees

Trees will be planted around the proposed building and external spaces.

'Green walls'

A green wall effect will be created using climbing plants fixed to steel wires at various points around the proposed building.

Woodland Trees mix

A selection of native trees and shrubs will be used to create a buffer to the south and provide valuable wildlife interest.

Habitat corridor

To the North of the site a habitat corridor will be created by offsetting the proposed school boundary to that the existing one. Planting in this zone will be largely retained as existing with the exception of some areas of Japanese Knotweed and soils that will be replaced with species rich meadow seed. There is also a mixed native hedge proposed in the corridor to the East.

3.1 ALL PLANTING CHARACTER TYPES

Item	Relevant area/type	Operation	Timing	Frequency	Notes	
Maintenance [0-year 5years] For first 24 months following practical completion these activities are undertaken by installing contractor	Fertilising	All soft landscape	Apply general purpose NPK fertiliser such as Growmore or similar to manufacturers recommendations	Spring + Autumn	Twice a year	
	Watering	All soft landscape	Water regularly particularly during first year of establishment	As necessary	As necessary	The requirement is to water to ensure establishment and continued thriving for the duration of defects liability period. Once established the plants should not need any water beyond natural precipitation apart from in unusually prolonged hot, dry conditions.
	Mulch coverings	All soft landscape areas, hedges, trees	Top up mulches [as required] to the depth specified in the NBS	As necessary	As necessary	
	Replacement planting / pruning		All plant death should be replaced as soon as practically possible. Ensure planting is clear from path edges, lighting, cctv, fencing, gates, drainage channels etc	As necessary	As necessary	
	Litter removal	All soft landscape	Removing all litter and debris from all planting beds, turf area, tree pits and tree branches. Areas should be regularly inspected. Ensure the site is in a clean and tidy condition	As necessary	Weekly	
	Compacted planting areas	All soft landscape area	Any areas of compaction should be cultivated as per the NBS specification, lift and replant plants as required.	As necessary	As necessary	
	Monitoring	All soft landscape	Monitoring planting for death, damage and disease	As necessary	Monthly	Planting is to be monitored and replaced or treated as necessary

MAINTENANCE SCHEDULE ** N = As Necessary

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Fertilisation				1					1			
Watering				N	N	N	N	N	N			
Mulch				1								
Replacement	N	N	N	N	N	N	N	N	N	N	N	N
Litter removal	4	4	4	4	4	4	4	4	4	4	4	4
Compaction				N								
Monitoring	1	1	1	1	1	1	1	1	1	1	1	1

3.2 AMENITY GRASS

ITEM	SUB CATEGORY	DESCRIPTION	TIMINGS												NOTES
			J	F	M	A	M	J	J	A	S	O	N		
Establishment Maintenance Operations (Year 1)	Sown grassland areas	As per manufacturers recommendations, including recommended spring / summer & autumn/ winter fertiliser	as needed												
		To deter birds dust-bathing in your new seed bed, place red plastic fencing around the areas and stretch light string tied with lengths of silver foil across the area. Standing on a plank will prevent you disturbing the newly sown seeds.	as needed												
		The new grass seedlings will appear 14-28 days after sowing depending on the weather. If the weather is dry, water the area daily with a fine rose watering can or sprinkler to keep the seed bed moist	as needed												
		Encourage new shoots: Firm the soil when the grass has reached a height of 2.5cm using the back roller of your mower with the cutter head held high, or alternatively firm with feet.	as needed												
		Cutting the lawn: On the first cut, when the lawn is 50-60mm, set the mower blades height to take off only 15m. On subsequent cuts, gradually lower the blades until the required height is achieved.	as needed												
	Turf grassland areas	- All turf areas should be maintained as a healthy, vigorous sward free from disease, fungal growth, discolouration, weeds, scorch or wilt areas affected should be repaired and/or replaced. - Any gaps exceeding 50mm shall be re-turfed - When the grass is 50-60mm high cut back to 35mm – repeat as required to maintain at 30-40mm high.	as needed												
Routine Maintenance Operations (Year 2 -5) Responsive Maintenance Operation (Year 1 -5)	All grassland sown areas.	Mow and remove arising's. Note: where bulbs in grass, cutting to be deferred until the foliage has died back, 6 weeks (min) after flowering)	Note												
		Initial cut	as needed												Objectives: To BS 7370-3, table 6. Mowing methods: To BS 7370-3, table 3.
		Spring cut:			as needed										
		Summer cut:						as needed							
		Later summer cut:									4				
		Autumn cut:										2			
		Trim edges to adjacent planting beds and paths			1										
		Rolling, consolidate turf and reduce frost heave.			1										
		Reseed the site in early year two only.			1						1				
		Aeration									1				
		Scarification									1				
		Top dressing									1				
		Fertiliser Application			1		1		1		1				
		Autumn leaf collection			as needed							as needed			
		Irrigate to ensure full soil profile is moist at all times.			as needed										
			as needed												

3.3 SPECIES RICH GRASS

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Cutting (first growing season.)	All species rich grass	Meadows sown in autumn are to be cut in March / Early April when the sward has reached 100-150mm, and reduced to 50-70mm. Meadows sown in spring are to be cut to 50-70mm, six weeks after sowing, with further cuts if the sward reaches 100-150mm. A final cut is to be made in September with all arisings removed.	Spring / Autumn	2 x per year	As per Delta Simons BELMP
Cutting (years 2-5)	All species rich grass	After the first year wildflower grassland is to be cut to 50-70mm in March/April and again in September with a scythe or petrol trimmer. Cuttings are to be left in situ to dry and shed seed for 3-7 days then raked.	Spring / Autumn	2 x per year	As per Delta Simons BELMP

Maintenance schedule (N= as needed)

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mowing 1st year			1						1			
Mowing (years 2-5)			1						1			

3.4 Grass to sports pitch

General maintenance requirements will follow TGMS information in the following document.

TGMS0865.37 (June 2020) TGMS Specification for the Construction of New Winter Sports Pitches.

Note on application of Fertilisation and herbicide of sports pitch:

Care should be taken to ensure that the surrounding species rich grassland is not also fertilised / sprayed with herbicide during maintenance operations to the playing fields.

Maintenance contractors should ensure that weather conditions are suitable for spraying, especially with regards wind, and that the area of maintenance is clearly understood by all personnel before carrying out works. Refer to the plan on Page 4 for planting area types.

The change to species rich grassland is proposed as a distinct, straight line which will make it more obvious to contractors where the edge of the playing field is to be.

3.0 SCHEDULE OF MAINTENANCE OPERATIONS - PLANTING

3.5 WOODLAND PLANTING

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Pruning	All areas of woodland planting	General pruning completed as necessary to remove damaged vegetation. Limite to maintain the natural shape of the plant. Selection thinning of vegetation will be completed to allow best establishment and to maintain species distribution.	Autumn and spring	2 x per year	In accordance with good horticultural and arboricultural practice.
Weeding	All areas of woodland planting	Planting areas shall be kept free of grass and weed growth, and kept tidy by hand weeding	Once per season	4 x per year	
Watering	All areas of woodland planting	Water new shrubs if they show signs of stress	As needed, especially during establishment.	As needed, especially during establishment.	The requirement to water is to ensure establishment and contiued thriving for the duration of rectification period. Once established, watering needs should not exceed that gained naturally from precipitation, except during unusually prolonged hot or dry periods. (Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Check stakes, ties and gaurds	All areas of woodland planting	Monitor efficienct of stakes, ties and guards during each visit for the first 4 years. Adjustments and replacements made as necessary to prevent damage. To be removed after 4 years	Annually	Once per year	

Maintenance schedule (N= as needed)

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Pruning			1						1			
Weeding			1			1			1			1
Watering	N	N	N	N	N	N	N	N	N	N	N	N
Check stakes, guards and ties									1			

3.6 HERBACEOUS AND SHRUB PLANTING

(To cover 'Full sun', 'Partial sun' and 'Entrance herbaceous planting mix').

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Monitoring	All Shrubs	Year one inspection: -Cut back broken/diseased branches -Check for general health Years three to five inspection: -Cut back broken/diseased branches -Check for general health -Stakes to be replaced where necessary	March and August August	2 x per year 1 x per year As necessary	(Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Pruning	Shrubs	Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well balanced natural appearance.	Autumn and spring	2 x per year	In accordance with good horticultural and arboricultural practice. (Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Herbaceous In general	Planting beds	Year three Lift, divide and replant	March/ April	1 x per 3 years	
Herbaceous		Various subject to species type: trim seed heads and tidy, trim tattered leaves before flowers appear, Trim tattered leaves, cut to 75mm above the ground.	February/ March	1 x per year	Do not cut down in Autumn as it removes overwintering habitat and removes the potential for frost bleached stems and structural seed heads. (Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Watering	Planting beds	Water regularly for first 12 months after planting.	As necessary	As necessary	The requirement to water is to ensure establishment and continued thriving for the duration of rectification period. Once established, watering needs should not exceed that gained naturally from precipitation, except during unusually prolonged hot or dry periods. (Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Mulching	Planting beds	Top up or renew mulch to a depth of at least 50mm immediately after herbaceous material is cut back	February/ March	1 x per year	(Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Weeding	Planting beds	Planting areas shall be kept free of grass and weed growth, and kept tidy by hand weeding		1 x per 3months	(Note: For first 12 months following practical completion this is activity undertaken by installing contractor)
Litter	Planting beds	The branches should be checked regularly for plastic bags, especially after strong winds, and removed.	As necessary	Weekly	

3.0 SCHEDULE OF MAINTENANCE OPERATIONS - PLANTING

3.7 TREE PLANTING (This covers Proposed trees and Woodland Tree mix)

	Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Establishment Maintenance [0-year1] For first 12 months following practical completion these activities are undertaken by installing contractor	Inspection	All trees	Year one inspection: -Cut back broken/diseased branches -Check for general health	March, August	2 x per year	
	Watering	Newly planted trees	Water regularly for first 12 months after planting, ensure the whole rootball is irrigated fully Note: Trees in containers will require additional watering and cheching		As necessary to ensure trees thrive	
Routine Operations [0-5years]	Inspection	All trees	Years two to five inspection: -Cut back broken/diseased branches -Check for general health -Stakes / guards to be replaced / removed where necessary -Check underground guying systems. Loosed / tighten as required. -Check aeration systems are not blocked and are fully working -Any trees in hard paving, check for signs of 'collering', adjust paving opening as required	August	1 x per year	Removal of remaining stakes and shelters subject to monitoring at end of year 4
	Watering	All Container Trees	Water regularly asrequired ensuring the whole rootball is irrigated fully	As necessary	As necessary	
	Tree Replacement	All trees in public areas	Replace as necessary.	November - March	As necessary	
	Litter	All trees	The branches should be checked regularly for plastic bags, especially after strong winds, and removed.	As necessary	Weekly	
	Weeding	Newly planted trees	A circle 500mm radius from the base of each tree shall be kept free of weed growth.	As necessary	As necessary	
	Arboricultural report	All trees	It is recommended that all site trees are inspected by a qualified Arboriculturalist, and a recommendation report obtained every 5 years, to identify any health problems and arboricultural work requirements.	August	Year 5 +	

MAINTENANCE SCHEDULE ** N = As Necessary

	Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
0-1 year	Inspection			1					1				
	Watering			N	N	N	N	N	N	N	N		
0-5 year	Inspection								1				
	Watering			N	N	N	N	N	N	N	N		
	Tree Replacement	N	N	N								N	N
	Litter	N	N	N	N	N	N	N	N	N	N	N	N
	Weeding	N	N	N	N	N	N	N	N	N	N	N	N
	Arboricultural Reporting									1			

3.8 CLIMBING PLANTS TO 'GREEN WALLS'

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Pruning	Climbers	Trim appropriately to species, season, and stage of growth. Do not allow extensive areas of foliage to become tangled. Monitor shoots and trim excessive shoots.	Autumn and spring	2 x per year	In accordance with good horticultural and arboricultural practice.
Mulching	Planting beds	Top up or renew mulch to a depth of at least 50mm	Spring or Autumn	1 x per year	
Weeding	Planting beds	Planting areas shall be kept free of grass and weed growth, and kept tidy by hand weeding		1 x per 3months	
Litter	Planting beds	The branches should be checked regularly for plastic bags, especially after strong winds, and removed.	As necessary	Weekly	

MAINTENANCE SCHEDULE

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Pruning			1						1			
Weeding			1			1			1			1
Mulching			1									
Removal of dead foliage			1									

3.0 SCHEDULE OF MAINTENANCE OPERATIONS - PLANTING

3.9 HEDGES

	Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Establishment Maintenance [0-year1] For first 24 months following practical completion these activities are undertaken by installing contractor	Inspection	All hedges	Year one inspection: -Cut back broken/diseased branches -Check guards / protective fencing [as required] -Check for general health -Remove litter and debris	March, August	2 x per year	
	Formative Hedge cutting	All hedges	Formative hedge cutting to ensure plants are encouraged to thicken/ become bushier.	As necessary	As necessary	
	Watering	All hedges	Water regularly for first 12 months after planting, ensure the whole rootball is irrigated fully	As necessary	As necessary to ensure plants thrive	
Routine Operations [0-5years]	Inspection	All hedges	Year 1-5 inspection: -Cut back broken/diseased branches -Check guards / protective fencing [as required] -Check for general health -Remove litter and debris	March	1 x per year	
	Hedge Cutting	All hedges	Cut hedges to retain uniform shape and height as a min. height of 1.2m. Cutting is assume fortnightly.	As necessary	As necessary	

MAINTENANCE SCHEDULE ** N = As Necessary

	Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
0-1 year	Inspection			1					1				
	Formative hedge cutting			N	N	N	N	N	N	N	N		
	Watering			N	N	N	N	N	N	N	N		
0-5years	Hedge Cutting [ALL]			2	2	2	2	2	2	2	2		

4.1 General items

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Litter collection	Bins and all surfaces	Empty the public area bins and remove litter from paved and planted areas.	AYR	Weekly	Ensuring all recyclable waste is put into recycling bins
Bin cleaning		Wash and clean bins.	AYR	Once per month	
Fly tipping	Whole area	Check the site for fly tipping and depending on size of items bag and remove or arrange for removal to skip	AYR	Weekly	Target must be removed within 36 hours
Leaf collection	Under trees and windblown in the area	Sweep up leaf fall	AYR	Weekly	Adjust frequency during to reflect leaf fall at different times of year or in spells of windy or frosty weather.
Detritus removal	Paving	Sweep to remove all dust and debris	AYR	As required	
Weed removal	Between paving and around base of trees	Hand weed areas of weed growth	March - November	As required	

Maintenance schedule

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter collection	4	4	4	4	4	4	4	4	4	4	4	4
Bin cleaning	1	1	1	1	1	1	1	1	1	1	1	1
Fly tipping	4	4	4	4	4	4	4	4	4	4	4	4
Leaf collection	1	1	1	1	1	1	1	1	1	1	1	1
Detritus removal	N	N	N	N	N	N	N	N	N	N	N	N
Weed removal			N	N	N	N	N	N	N	N	N	

4.2 Hard surfaces

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Cleaning	Flexibly laid paving (corduroy tactile paving)	Clean all paving by hand. Do not vacuum machine due to sand bedding of paving units	As necessary	Check weekly	If detritus reduces the intensity of the colour of the material then this can be re-established by scrubbing with a biodegradable mild detergent e.g. washing up liquid, and hot water. Run off cleansing solution to be prevented from entering planted areas.
	All surfaces	Attend to spillages and other arisings efficiently, adopting current H&S procedures regarding warning signs etc. Any surface contamination caused by split liquids (Coca-Cola, tea, coffee) should be removed using a neutral biodegradable detergent and thoroughly rinsed afterwards.	As necessary	Check weekly	Run off cleansing solution to be prevented from entering planted areas.
De-icing	All surfaces	Application of rock salt and/or de-icing agents (e.g. Urea, brine)	November - March	Check twice weekly	Run off rock salt to be prevented from entering planted areas.
Moss, lichens and algae	All surfaces	Treat with a proprietary weed or moss killer used in accordance with the manufacturers' instructions.	March - September	Check quarterly	Apply during a spell of dry weather. The washes work best if any thick growths are scraped off first and the wash is well brushed in. Ensure product suitable for site specific conditions and will not result in staining. Run off cleansing solution to be prevented from entering planted areas.
Rust Stains	All surfaces		As necessary	Check weekly	Run off cleansing solution to be prevented from entering planted areas.
Oil Stains	All surfaces	Remove immediately with an absorbent material e.g. paper towels, cloth or absorbing granules. Do not attempt to wipe the stain as this will drive the oil into the surface of the units and spread it over a wider area. If the stain persists then an emulsifying degreaser should be employed. Brush the cleaner onto the affected area, leave for a period of time according to the manufacturer's instructions and then wash the emulsified oil away with plenty of clean water. Alternatively the surface can be scrubbed with a biodegradable detergent and hot water taking care to ensure that the strength of the detergent is not detrimental to the appearance of the paving.	As necessary	Check weekly	For persistent oil staining, steam cleaning may have to be considered. Run off cleansing solution to be prevented from entering planted areas.
Bitumen Stains	All surfaces	Allow fresh bitumen to cool down before removing it with a paint scraper or similar. If it is particularly resistant, the use of ice to make the bitumen brittle may be required prior to scraping it from the paving. Any residue should be removed with an abrasive powder and finally the whole area rinsed with clean water.	As necessary	Check weekly	
Fouling	All surfaces	Use deodorisers and digesters to deal with fouling.	As necessary	Check weekly	
Fly posting	All surfaces	Check for and remove posting.	As necessary	Check weekly	
Chewing gum	All surfaces	Remove chewing gum from all public areas so that none is evident. Newly discarded gum can be scraped off by using a mechanical scraper but hardened to be removed by both freezing the gum and chiselling it from the surface of the paving or utilising a hot water/steam cleaner.	March - September	Six monthly	For specific advice on chewing gum removal it is recommended that specialist contract cleaning companies be contacted directly for further details

4.2 Hard surfaces cont.

Item	Relevant areas/type	Operation	Timing	Frequency	Notes
Graffiti & paint stains	All surfaces	Check for and remove graffiti from around the site. Fresh wet paint should be soaked up with an absorbent material without wiping the paint, as this will spread the stain. It should then be treated with a suitable solvent such as white spirit and then the area washed with a degreasing agent taking care in the disposal of the run-off material. Dried paint should be scraped off as far as possible and then an appropriate paint remover applied.	As necessary	Check weekly	Paint manufacturers may often be able to give more detailed advice on the removal of paint and graffiti. Therefore they should be consulted directly for specific recommendations.
Epoxy & Polyester Stains	All surfaces	Areas of solidified epoxy or polyester resin can be removed by carefully burning off the area with a blowtorch. Care must be taken not to inhale any fumes given off. If, after burning, a black stain remains, this can be removed by scrubbing with detergent and hot water. For larger areas grit blasting may have to be considered, however the effect of such treatment on the micro texture of the surface should be carefully considered. Again it is advised that a small area be tested before any large-scale operations are undertaken.	As necessary	Check weekly	
Smoke, Fire and Tobacco Stains	All surfaces	Scrub with a biodegradable detergent and hot water.	As necessary	Check weekly	If the stain is persistent, hose with compressed air/water.
Beverage Stains	All surfaces	Removed by scrubbing the stain with detergent and hot water.	As necessary	Check weekly	If the stain is persistent, hose with compressed air/water.
Scuff Marks from Vehicle Tyres	All surfaces	Scrub area with detergent and hot water or steam clean.	As necessary	Check weekly	
Cement and Lime staining	All surfaces	Cement and lime deposits are generally insoluble and therefore require treatment by a suitable acid cleaner to fully remove them.	As necessary	Check monthly	Refer to H&S section of this document for guidance on the safe use of chemical treatments.
Damage	All surfaces	Inspected for any movement or deterioration and defects reported to the management	AYR	Monthly	

Maintenance schedule

Item	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning	4	4	4	4	4	4	4	4	4	4	4	4
De-icing	8	8	8								8	8
Moss, lichen + algae			1			1			1			
Checking for Stains	4	4	4	4	4	4	4	4	4	4	4	4
Fouling	4	4	4	4	4	4	4	4	4	4	4	4
Fly posting	4	4	4	4	4	4	4	4	4	4	4	4
Chewing gum			1						1			
Damage	1	1	1	1	1	1	1	1	1	1	1	1

9.0 Health and Safety

Certain cleaning methods described involve the use of chemicals. Therefore it is important that any safety warnings issued by the chemical suppliers should be carefully read and strictly adhered to at all time. In general the following precautions should be taken:

- Prior to maintenance/cleaning being undertaken a site specific risk assessment is to be carried out.
- Prior to any chemicals being used a COSHH assessment is to be undertaken.
- When using chemicals, protective clothing such as gloves, goggles, boots and overalls should be worn.
- Adequate ventilation is required when using chemicals in confined spaces.
- When using flammable materials i.e. cigarettes, naked flames and other sources of ignition should be carefully controlled.
- When diluting acids, ALWAYS add acid to water and not water to acid.
- Any clothing that is contaminated with chemicals should be disposed of safely.
- When using any chemicals, care must be taken not to damage, contaminate or stain any adjoining materials, landscaping or finishes.
- Care must be taken to protect personnel operating in the area of the cleaning from any injury or hazard created by the cleaning. The appropriate First Aid must be available on-site.

Before undertaking any cleaning operation a trial should be carried out on a small, preferably inconspicuous area, to determine the effect of the chemicals before treating a large area.