Aim
Maintain a clean, tidy & colourful environment for all academic & related premises within agreed parameters and costs.

General
All works shall be carried out in accordance with good horticultural practice and completed as per resources allow.

Grass cutting
All grass areas will be cut cleanly and evenly, to the same height for each grass type.

Grass edges will be trimmed back to the soil edge using long handled shears or by a mechanical means to give a true, even line which is sharp and neat.

It may be necessary to cut grass inaccessible to mowing e.g. steep bank, planted areas, hedge lines etc with a strimmer. This shall be done at the same height, frequency and standard as the surrounding grass areas.

Areas that contain bulbs or corms will not be cut after the emergence of leaves in the spring. After six weeks after flowering, the areas shall be cut in a manner to return them to the standard found in the adjacent area. All arising will be removed.

Meadow areas will be cut 4 times per year, March, twice in August and October.

Tree bases and other obstacles are to be kept tidy and weed free at least monthly.

Routine maintenance of planted areas
We will carry out routine maintenance visits in order to maintain planted areas in a neat, tidy and attractive appearance, ensuring maximum flowering capacity. Shrubs

Routine maintenance of pruning will be carried out as necessary to prevent shrubs creating a nuisance by blocking or obstructing paths, drives, windows etc. whilst maintaining an informally shaped and balanced plant.
Pruning of specimen shrubs will be kept to a minimum, to build a strong framework, keep that plants healthy and vigorous, maintain shape and balance, enhance the ornamental features of the shrub and prevent the plants from creating a nuisance or danger.

**Trees**
All trees will be inspected and maintained in a safe manner in line with the Tree Risk Management Procedure.

Mature trees – when necessary epicormic growth shall be removed from the base or main stem of the tree. This shall be undertaken between June and August.

Immature trees – During May to September, tree will be inspected and good practice applied to encourage good healthy development of the tree i.e. check ties, stakes & remove any dead or diseased, dying and crossing branches and competing leaders back to a branch collar.

**Roses**
Roses shall be pruned by half in the autumn and in February or March, all dead and diseased material will be removed and pruned to leave 3-5 buds per stem on a hybrid tea and 7 buds per stem on a floribunda.

All climbing and rambling roses will be pruned and trained in a manner acceptable.

**Hedges**
All hedges shall be cut using secateurs, hand shears or hand held mechanical cutters.

**Herbaceous**
Once a year, during October to November herbaceous plants will be cut back to within 75mm of the ground, including removing all dead foliage.

As necessary, plants will be lifted during November to March, divided and sufficient plants replanted.

As necessary, plants will be caned and tied to secure any plants that require support.

**Bedding**
Bedding schemes shall be prepared, marked out, planted and maintained in a neat and attractive appearance.

Spring bedding will be planted in October and summer bedding plants will usually be planted in June.

All planted will be evenly spaces and planted to the correct depth.
As necessary, all pest and diseases will be treated.

**Litter**
The hard and soft landscape will be delittered, blown or swept as necessary to keep the entire area in a clean and tidy condition.

**Leaf Removal**
Between September and December leaves & associated debris will be cleared from site, including from horticultural features e.g flower beds.

**What we need from the customer**
To ensure that their activities and use of the landscape does not have a detrimental effect on the character or usability of the University Estate and to assist Facilities in keeping the general amenity spaces clean tidy and to a high standard
This includes

- Place all litter, including cigarette butts and chewing gum in the receptacles provided;
- avoid driving or parking on planted areas;
- report all problems to the Estates Office through the help desk service.