

## Queen's Park - Cyclical Works - (QP-CW)

Ref	Location	Details of Proposed Work: Jan 2019 - Mar 2020	Timing of work	Who is Responsible	Link to QP Mgmt. Plan
<b>QP-CW 1</b>	<b>Formal Garden</b>	Maintain sustainable plantings to include lifting and dividing, staking, pest, weed and disease control and irrigation - priority will be given to non-chemical control methods. Good even cover with correct spacing between plants. Maintain neat defined edges, bed free of weeds. Ensure no litter, debris or dog fouling.	Throughout the Year	Team Leader	1, 4
		Rose beds are balanced and well maintained, Mulched evenly and to correct depth across area, Bed free of weeds and no leaf fall, litter, debris or dead material or cuttings left in area.	Throughout the Year	Team Leader	1, 4
		Good variety of healthy plants which are inspiring, with a well-designed and balanced display. Maintain shrub beds to include mulching, routine formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods. Ensure no litter, debris or dog fouling.	Throughout the year	Team Leader	1, 4
		Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.	Throughout the Year	Team Leader	1, 4
		Areas where bulbs are present should remain uncut from time of bulb emergence, until 6 weeks after flowerings ceases but no more than 8 weeks, all clippings removed.	March to May	Team Leader	1, 4
		Cut hedges to an appropriate height to encourage vigour, density and maintain views. Cut back / shape Yew trees, cut back Privet hedge, level sides and top, cut back long grass area, Cut back Hawthorne hedge. Hedge should be weed free. Priority will always be given to the bird nesting season.	August to April	Team Leader	1, 4
<b>QP - CW 2</b>	<b>Ornamental Grass</b>	Formal grass is cut in parallel straight lines with the minimum of overlap leaving a striped finish of light and dark green where appropriate areas has been uniformly and evenly cut including edges and obstacles. Edges are trimmed and not encroaching hard surfaces, hedge lines or bedding areas. All clippings are 'boxed off' and removed from site. Daily collection of litter, debris and dog faeces. Apply spring/summer fertiliser, apply winter/spring fertiliser, apply herbicide (worms & Leather Jackets), scarify, solid fine, hollow fine and top dress lawns. Clear leaves, Daily clean Lychgate, hoe/weed pathways. Ensure no litter, debris or dog fouling.	March to November	Team Leader	1, 4
<b>QP-CW 3</b>	<b>Hanging Baskets</b>	Hanging baskets and other seasonal planting to be well-designed and balanced. Maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation. Priority will be given to non-chemical control methods.	May to November	Team Leader	1, 4

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QP-CW 4	Amenity Grass Areas	Grass cutting of recreational areas. Grass to be uniformly and evenly cut including perimeter edges and obstacles. Daily collection of litter, debris and dog faeces. Edge grass areas with edging machine, Edges are trimmed and not encroaching hard surfaces, hedge lines or bedding areas. There are no bare patches. Maintenance to include over seed, spike & feed, strimming around trees/bins/posts, circle young trees, apply farm yard manure, clear leaves. Adjacent paths and bedding areas are kept clear of clippings. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 4
		Areas where bulbs are present should remain uncut from time of bulb emergence, until 6 weeks after flowerings ceases but no more than 8 weeks, all clippings removed.	March to May	Team Leader	1, 4
		Mark out pitches / running track for booked sports activities in designated area.	April to August	Team Leader	1, 4
QP-CW 5	Pitch and Putt Greens	Maintain pitch and putt course to include: mowing. Length of grass 3-6mm all year round. Preparation and re-instatement of holes, divot repairs, fertilising and irrigation of greens. The greens are maintained to ensure that it is even with no noticeable bumps or irregularities. Priority will be given to non-chemical control methods. Inspect and maintain pitch and putt course daily. Renovation of pitch and putt greens to include aeration to overcome surface compaction and Plantain control. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 4, 5
		Meadow grass on pitch and putt course is cut at correct time of year for species type. There is a soft transition or wavy edge between meadow area and adjacent fairways. The meadow area is linked to other less intensively managed areas to create networks or corridors.	April to September	Team Leader	1, 4
		End of season renovation of pitch and putt course to include: scarification, aeration, topdressing, over seeding with bent & fescues mix. Disease, weed and moss control. Priority will be given to non-chemical control methods, for example, daily dew removal to discourage disease outbreaks and dispersal of worm casts.	September to October	Team Leader	1, 4, 5
QP-CW 6	Playground	Daily visual inspections will be carried out by staff and all findings recorded. Children's play area will be formally checked by qualified staff on a monthly basis and reported. Loose fill material is clean with no leaf fall, litter, debris or animal fouling. Equipment is complete with no damaged, missing or broken parts, loose or missing fixings. Pathways, safety and hard surface maintained. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 3, 5

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		Annual external playground inspections will be carried out by independent inspectors with any recommendations actioned in the time specified	Annually	Team Leader	1, 3, 5
<b>QP-CW 7</b>	<b>Paddling Pool</b>	Daily visual inspections will be carried out by staff and all findings recorded. Clean Pool, including the pool surround. Complete frequent tests for Chlorine levels. Pool to be staffed during opening times. Ensure no litter or debris.	May to September	Team Leader	1, 3, 5
<b>QP-CW 8</b>	<b>Farm</b>	Maintain all livestock and enclosures within the farm to the animal welfare and husbandry standards as required.	Daily	Team Leader	1, 4, 5
		Monitor and maintain all enclosures and housing infrastructure within the farm, to ensure safety and continued suitability. Liaise regularly with the appointed veterinarian to ensure the health of all the livestock within the farm. Pathways and hard surface maintained. Ensure no litter or debris.	Daily	Team Leader	1, 4, 5
		Ensure grass levels and general foliage within the animal enclosures are kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging	Throughout the year	Team Leader	1, 4
		Promote the farm to members of the public through media channels, talks, walks and animal adoption scheme. Maintain interpretation boards and other media.	Throughout the year	Team Leader	1, 2, 5
		The facility will be maintained in accordance with good husbandry practice. Maintain interpretation boards and other media	Throughout the year	Team Leader	1, 3
<b>QP-CW 9</b>	<b>Tennis Courts</b>	Maintain hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Net supports / posts are structurally sound, upright and square with no damage to paintwork. Nets have no holes or tears. Management of bookings using Club Spark online booking system. No leaf fall, litter or debris. Priority will be given to non-chemical control methods for control of moss and algae.	Daily	Team Leader	1, 3, 5
<b>QP-CW 10</b>	<b>Public Toilets</b>	Ensure regular cleaning regime of toilets and frequent checks. Replenish toilet rolls and soap, completing frequent check, e.g. on an hourly basis during peak times.	Daily	Team Leader	1, 3

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QP-CW 11	Woodland Walk and Natural Areas	Management of natural areas to encourage flora and fauna. Encourage biodiversity with hedge laying, creating habitats, Most parts of the woodland are structurally diverse and includes dominant / sub-dominant tree species, understory tree & shrub species, low level shrubs, natural regeneration and ground flora. Promote the use of Queen's Park for wildlife education. Control eradicate knotweed, convolvulus etc. Report sightings of tree related pests and diseases, Allow perimeter of park and designated areas of pitch & putt to grow naturally. Deadwood (fallen or standing trunks and branches) left wherever safe to do so. Measures are taken to protect mature and veteran trees. Pathways maintained.	Throughout the year	Team Leader	1, 4, 5
		Tree maintenance to include no basal or sucker growth. If present, base has been mulched. No hanging or dead branches, no damage to tree bases during maintenance, e.g. grass cutting.	Throughout the year	Team Leader	1, 4, 5
QP-CW 12	Body of the Park	Entrance gates are structurally sound, complete and working correctly. Defects are reported as soon as practicable. No leaf fall, litter, debris or dog fouling around immediate area.	Daily	Team Leader	1, 3, 5
		Grass cutting of informal recreational areas (minimum of every seven days) March - Nov. Daily collection of litter, debris and dog faeces.	March to November	Team Leader	1, 4
		All areas to be litter picked daily. Litter bins to be emptied daily. Dog bins to be emptied, and exterior of all bins cleaned frequently.	Daily	Team Leader	1, 4, 5
		Footpaths, pathways and hard surface maintained. Signage to display relevant information and organised neatly within or on the board. Fences and other hard facilities will be checked on a daily basis and repairs carried out as and when required. No graffiti to be visible.	Monthly	Team Leader	1, 2, 4, 5
		Tree growth is healthy and vigorous with no sign of disease. Branches have been correctly pruned for species, purpose and location. Hanging and dead branches removed. Regular inspections carried out for damage, pest and diseases. Tree maintenance to include no basal or sucker growth. If present, base has been mulched. No damage to tree bases during maintenance, e.g. grass cutting.	Throughout the year	Team Leader	1, 4
		Maintain gullies. Grid clearance to be carried out prior to inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy. Manhole and drain covers are intact, flush with surface, stable and secure.	Throughout the year	Team Leader	1, 3

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QP-CW 13	<b>Buildings</b>	Remove waste and recycling, regularly clean City of London properties. Complete monthly H & S checks and report defects. Maintain staff toilets and staff rest areas.	Throughout the year	Team Leader	1, 3,5
QP-CW 14	<b>Stock, equipment and machinery</b>	Maintain all vehicles, plant and machinery in line with manufacturers guidance and City of London policies and procedures.	Daily	Team Leader	3
		Maintain stock levels of materials, equipment and stock to ensure park is efficiently maintained.	Throughout the year	Team Leader	3
		PPE maintained and inspected (including LOLER testing - biannual)	Throughout the year	Team Leader	3
QP-CW 15	<b>Miscellaneous</b>	Routine patrolling and visual presence will be maintained by Keepers during opening hours. Staff will interface with the public, hand out information, answer queries and monitor bye-laws as necessary. Assist the emergency services with emergency situations, for example lost children, managing lost dogs, vulnerable people etc.	Daily	Team Leader	1, 3, 5
QP-CW 16	<b>Benches</b>	Maintain benches, including a database of allocation and assist with bench memorial requests.	Throughout the year	Team Leader	3, 5
QP-CW 17	<b>Weddings and Civil Ceremonies</b>	Assist with preparation of weddings and civil ceremonies.	Throughout the year	Team Leader	5
QP-CW 18	<b>Events</b>	Assist with preparation of events.	Throughout the year	Team Leader	5
QP-CW 19	<b>Filming and Photography</b>	Manage filming events to ensure that there is no long-term damage to the landscape and minimise disruption to local communities.	Throughout Year	Team Leader	5