

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW1	Flower beds	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4, 5.33, 3.6
QP - CW2		Apply Farm Yard Manure	October	Grounds Person	6.3, 5.33, 2.10
QP - CW3		Dig over/rake beds	May - Oct	All Staff	6.3, 5.33, 2.10
QP - CW4		Plant spring bulbs	October	Grounds Person	5.33 6.3
QP - CW5		Plant Summer Bedding	October	Grounds Person	5.33 6.3
QP - CW6		Hoe/hand weed beds	May - October	All Staff	5.33
QP - CW7		Remove Spring Bulbs	May	Grounds Person	5.33
QP - CW8		Remove Summer Bedding	May	Grounds Person	5.33
QP - CW9		Leaf Clearance	October - January	All Staff	5.33
QP - CW10		Water using sprinkler system	May - October	Grounds Person	5.33
QP - CW11		Edge Beds with long handle sheers	May - October	All Staff	5.33
QP - CW12		Clip box hedging	June - September	Grounds Person	5.33
QP - CW13		Dead Head Summer Bedding	July	Grounds Person	2.4 5.33
QP - CW14		Grass has been uniformly and evenly cut including edges and obstacles.	April - October	Grounds Person	
QP - CW15		including edges and obstacles.	October	Grounds Person	2.4 2.10
QP - CW16	Herbaceous Bedding	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4 5.33 3.6
QP - CW17		Leaf Clearance	October - January	All Staff	5.33

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QP - CW18		Apply Farm Yard Manure	March	All Staff	6.3 5.33
QP - CW19		Dig over/rake beds	March	All Staff	6.3 5.33
QP - CW20		Prune/cut back bedding	October - February	Grounds Person	6.3 5.33
QP - CW21		Hoe/hand weed beds	May - September	All Staff	5.33
QP - CW22		Stake/tie bedding	May - April	Grounds Person	5.33
QP - CW23	Rose beds	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4 5.33 3.6
QP - CW24		Leaf Clearance, evidence of fouling	October to January	All Staff	5.33
QP - CW25		Apply Farm Yard Manure	March	All Staff	6.3 5.33
QP - CW26		Dig over/rake beds	March	All Staff	6.3 5.33
QP - CW27		Prune / Dead Head	October to February	Grounds Person	6.3 5.33
QP - CW28		Hoe/hand weed beds	May to September	All Staff	5.33
QP - CW29		Stake/tie bedding	May and March	Grounds Person	5.33
QP - CW30	Amenity Grass Areas	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW31		Mow Grass	May to October	Grounds Person	2.4 5.33
QP - CW32		Edge grass areas with edging machine	October and March	All Staff	2.4 5.33 6.3
QP - CW33		Over Seed, Spike & feed	October and March	Grounds Person	6.3 5.33
QP - CW34		Strim Around Trees/Bins/posts	October and March	All Staff	6.3 5.33

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW35		Circle Young Trees, apply FYM	October and March	All Staff	6.3 2.4
QP - CW36		Clear Leaves	October to January	All Staff	5.33
QP - CW37		Mark out Tag Rugby Pitches (x2)	April to August	Grounds Person	6.7
QP - CW38	Pitch and putt greens	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW39		Brush Greens	Throughout Year	Grounds Person	2.4 5.33
QP - CW40		Mow Greens	March to October	Grounds Person	2.4 5.33
QP - CW41		Apply Spring/Summer Fertiliser	March	Grounds Person	6.3 5.33
QP - CW42		Apply Winter/Spring Fertiliser	October	Grounds Person	6.3 5.33
QP - CW43		Apply Herbicide (worms & Leather Jackets)	September and March	Grounds Person	6.3 5.33
QP - CW44		Scarify Greens	Mar to October	Grounds Person	6.3 5.33
QP - CW45		Solid Tine Greens	March	Grounds Person	6.3 5.33
QP - CW46		Hollow Tine Greens	October	Grounds Person	6.3 5.33
QP - CW47		Top Dress Greens	October	Grounds Person	6.3 5.33 6.4
QP - CW48		Clear Leaves	October to January	All Staff	5.33
QP - CW49		Change Holes	Throughout Year	All Staff	5.33
QP - CW50		Clean Tee Off Mats	Throughout Year	All Staff	2.4 5.33
QP - CW51		Mow Bunkers	Mar to October	All Staff	5.33

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW52		Mow Fairways	Mar to October	All Staff	5.33
QP - CW53		Cut long grass areas	September	Grounds Person	6.3 5.33
QP - CW54		Serve Customers	Throughout Year	All Staff	2.4
QP - CW55	Playground	Playground opened at 7.00am and closed 30 mins before main park	Throughout Year	All Staff	6.3
QP - CW56		All playground items inspected daily for defects	Throughout Year	All Staff	6.3 6.25
QP - CW57		Playground toilets cleaned daily & regularly inspected	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW58		Monthly equipment inspection with a checklist filled out	Throughout Year	Team Leader	6.3 6.25
QP - CW59		Maintenance or repairs to and replacement of equipment when required	Throughout Year	Team Leader	3.6 6.3 6.25
QP - CW60		Sweeping of surfaces, raking of bark daily	Throughout Year	All Staff	3.6 6.3
QP - CW61		Sandpits Raked weekly	Throughout Year	All Staff	3.6 6.3
QP - CW62		New play-bark installed	Throughout Year	All Staff	3.6 6.3
QP - CW63		Litter bins emptied daily/ daily litter pick	Throughout Year	All Staff	5.33
QP - CW64		Mowing and strimming of grass areas	April to October	All Staff	5.33
QP - CW65		Any major refurbishment to playground required	January	Manager and Team Leader	6.6
QP - CW66		Tree inspections in the playground	Throughout Year	Team Leader and Tree Officer	6.3
QP - CW67		Clean Benches/tables/Bins	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW68		Annual ROSPA inspection and report	July	Team Leader	6.25

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW69	Paddling Pool	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW70		Drain/Fill Pool	May to September	All Staff	6.3
QP - CW71		Clean Hoover Pool	May to September	All Staff	6.3
QP - CW72		Clean/Sweep pool Surround	May to September	All Staff	6.3
QP - CW73		Test Chlorine Levels/ Back wash pool	May to September	All Staff	6.3
QP - CW74		Man Pool During opening Times	May to September	All Staff	6.2
QP - CW75		Hose Down Pool Area	May to September	All Staff	2.4 5.33 3.6
QP - CW76		Purchase Chemicals	April	Team Leader	6.3
QP - CW77		Commission Pool	April	Team Leader	6.3
QP - CW78		Jet Wash Pool Area	April	Team Leader	2.4 5.33 3.6
QP - CW79		De-Commission Pool	October	Team Leader	6.3
QP - CW80		Cover Pool Over	October	All Staff	2.4 5.33 3.6
QP - CW81		Remove Pool Cover	April	All Staff	6.3
QP - CW82	Woodland	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW83		Cut/ Lay Hedgerow	February	Grounds Person	2.1
QP - CW84		Maintain/Sweep Pathway	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW85		Cut Back foliage from pathways	May-Sept	All Staff	2.4 5.33 3.6

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW86		Close off to public during high winds	Ad hoc	All Staff	6.2
QP - CW87		Hoe/Strim Fence line	May-Sept	All Staff	5.33
QP - CW88		Plant bulbs	October	Grounds Person	5.33 6.3
QP - CW89		Maintain/ Repair Gates & Fence	January	Team Leader	6.25
QP - CW90		Cut Back Hedge on Chevening Road	September	All Staff	5.33
QP - CW91	Formal Gardens	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW92		Mow Lawns	Mar – Oct	Grounds Person	5.33
QP - CW93		Apply Spring/Summer Fertiliser	March	Grounds Person	6.3 5.33
QP - CW94		Apply Winter/Spring Fertiliser	October	Grounds Person	6.3 5.33
QP - CW95		Apply Herbicide (worms & Leather Jackets)	March & Sept	Grounds Person	6.3 5.33
QP - CW96		Scarify Lawns	Mar – Oct	Grounds Person	5.33
QP - CW97		Solid Tine Lawns	March	Grounds Person	5.33
QP - CW98		Hollow Tine Lawns	October	Grounds Person	5.33
QP - CW99		Top Dress Lawns	October	Grounds Person	6.3 5.33 6.4
QP - CW100		Clear Leaves	Oct-Jan	All Staff	5.33
QP - CW101		Clean Lytch Gate	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW102		Hoe/Weed Pathways	Mar – Oct	All Staff	5.33

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW103		Cut Back/Shape Yew Trees	Mar, May & Sep	Grounds Person	6.3 5.33
QP - CW104		Cut Back Privet Hedge	Mar, May, Aug	Grounds Person	6.3 5.33
QP - CW105		Cut Back Long Grass Area	October	All Staff	6.3 5.33
QP - CW106		Cut Back Hawthorne Hedge	Mar, May & Sep	Grounds Person	6.3 5.33
QP - CW107	Farm	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW108		Litter bins emptied twice weekly	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW109		Blow/Sweep Paths	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW110		Let Animals Out	Throughout the year	All Staff	6.3
QP - CW111		Put Animals Away	Throughout the year	All Staff	6.3
QP - CW112		Clean Animal Enclosures	Throughout the year	All Staff	6.3
QP - CW113		Cut Grass	Mar - Oct	All Staff	5.33
QP - CW114		Cut Hedges	September	All Staff	6.3 5.33
QP - CW115		Replenish Food & Water	Throughout the year	All Staff	6.3
QP - CW116		Clean Food/Bedding Stores	Throughout the year	All Staff	5.33 3.6
QP - CW117		Order food & Bedding	Throughout the year	Team Leader and Grounds Person	6.3
QP - CW118		Ethics Vet Visits	March & October	Team Leader and Grounds Person	6.3 6.2

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW119		Clean Pond Filters	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW120		Re-lay Grass Areas	March	Team Leader	5.33
QP - CW121	Tennis Courts	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW122		Litter bins emptied twice weekly	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW123		Clear Leaves	Oct - Jan	All Staff	5.33
QP - CW124		Sweep/Blow Courts	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW125		Check Nets, height & wear & tear	Throughout the year	All Staff	6.3 6.25
QP - CW126		Serve Customers	Throughout the year	All Staff	2.4
QP - CW127		Cut Hedges	September	All Staff	6.3 6.25
QP - CW128		Hoe & Weed Under Hedges	Mar - Oct	All Staff	5.33
QP - CW129		Check Fencing & Gates	Throughout the year	All Staff	6.3 6.25
QP - CW130		Jet Wash Treat Courts	March	All Staff	2.4 5.33 3.6
QP - CW131		Clean Public Huts	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW132		Clean Tennis Hut	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW133	Public Toilets	Repairs/maintenance	Throughout the year	All Staff	6.3 6.25
QP - CW134		Clean Sinks, toilets, floors	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW135		Check toilet paper & refill	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW136		Check Soap & refill	Throughout the year	All Staff	2.4 5.33 3.6

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW137		Clean middle block	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW138		Clean storage cupboard (café)	Throughout the year	All Staff	5.33 3.6
QP - CW139		Open/Close	Throughout the year	All Staff	6.3
QP - CW140		Deep Clean	March	All Staff	2.4 5.33 3.6
QP - CW141		Check lights/hand driers	Throughout the year	All Staff	6.3 6.25
QP - CW142	Wildlife	Encourage biodiversity with hedge laying creating habitats	February	Grounds Person	2.4 2.10
QP - CW143		Promote the use of Queen's Park for wildlife education with RSPB	May-Aug	Team Leader	2.4 2.10 5.33
QP - CW144		Control eradicate knotweed, convolvulus etc.	Throughout year	Team Leader and Grounds Person	5.33
QP - CW145		Report sightings of OPM	Throughout year	All Staff	5.33
QP - CW146		Allow perimeter of park and Pitch & Putt Fairways to grow naturally	Throughout year	Team Leader	6.3
QP - CW147		Cut hedges after bird nesting season	September	All Staff	2.10
QP - CW148		Allow tree logs to decay naturally on woodland walk	Throughout year	All Staff	2.10
QP - CW149		Maintain sustainable planting to encourage wild life	Throughout year	Team Leader and Grounds Person	2.10
QP - CW150		Maintain log piles on woodland	Throughout year	All Staff	2.10
QP - CW151	Body of the Park	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW152		Empty Litter Bins	Throughout the year	All Staff	2.4 5.33 3.6

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW153		Litter Pick	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW154		Wash Down Litter & Doggy Bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW155		Empty Doggy Bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW156		Empty recycling bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW157		Inspect/repair fences/gates/walls	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW158		Inspect/repair signage	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW159		Clean/Repair benches	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW160		Clean/weed Gullies	Nov -Jan	All Staff	2.4 5.33 3.6
QP - CW161		Inspect/ Clean/Repair trim trail	Mar – Sept	All Staff	3.6 6.3 6.25
QP - CW162		Erect Hanging Baskets	May	All Staff	5.33 6.3
QP - CW163		Water Hanging Baskets & tubs	May - Oct	All Staff	5.33 6.3
QP - CW164	Staff Yard and Park Buildings	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW165		Clean Bothy including toilets, changing room and farm office	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW166		Remove weeds/leaves/straw	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW167		Monthly H&S Checks	Throughout the year	Team Leader	6.3 6.25
QP - CW168		First Aid Boxes Checked	Throughout the year	Team Leader	6.3 6.25
QP - CW169		Barn swept & tidied	Throughout the year	All Staff	2.4 5.33 3.6

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW170		Staff Yard swept/blown	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW171		Work Shop Swept/Tidied	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW172		Sweep around Compactor	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW173		Open metal Gates	Throughout the year	All Staff	6.3
QP - CW174		Close metal gates 15 minutes before park	Throughout the year	All Staff	6.3
QP - CW175	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout the year	Team Leader	6.3 6.25
QP - CW176		Service and repairs when necessary	Throughout the year	Team Leader	6.3 6.25
QP - CW177		PPE maintained and inspected (including LOLER testing - biannual)	Throughout the year	Team Leader	6.3 6.25
QP - CW178	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout the year	Team Leader	
QP - CW179		Control of contractors as per corporate policies	Throughout the year	Team Leader	
QP - CW180		Answer email / telephone enquiries	Throughout the year	Team Leader	
QP - CW181		Prepare paperwork for green flag/Heritage judging	June	Manager and Team Leader	
QP - CW182		Prepare paperwork for London in Bloom Judging	July	Manager and Team Leader	
QP - CW183		Report Faults to PSD	Throughout the year	Team Leader	
QP - CW184		Raise Orders	Throughout the year	Team Leader	
QP - CW185		Report Faults to PSD	Throughout the year	Team Leader	
QP - CW186		Collate Money	Throughout the year	Team Leader	

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Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW187		Weekly Timesheets	Throughout the year	Team Leader	
QP - CW188		Absence Management	Throughout the year	Team Leader	
QP - CW189		Book Bandstand Parties	Throughout the year	Team Leader	
QP - CW190		Stock Checks – petrol/diesel/consumables	Throughout the year	Team Leader	
QP - CW191	Miscellaneous	Set up/take down children's shows	Aug-Sept	All Staff	6.7 2.4
QP - CW192		Set up Bands	June - Aug	All Staff	6.7 2.4
QP - CW193		Set up children's parties	Mar - Oct	All Staff	6.7 2.4
QP - CW194		Queen's Park Day	September	All Staff	6.7 2.4
QP - CW195		Queen's Park Day Preparation	August	Manager and Team Leader	6.7 2.4
QP - CW196		Winter 'Christmas' Gathering	December	Manager and Team Leader	6.7 2.4
QP - CW197		Collect Christmas Trees for recycling	January	All Staff	6.43
QP - CW198		Remove Café Rubbish	Throughout Year	All Staff	2.4 5.33 3.6