



LANDSCAPE SPECIFICATION  
Q35 Landscape Maintenance

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To be read with Preliminaries/General conditions.

10 GRASS WORKS

30 TREES

40 SHRUBS

50 HEDGES

**GENERALLY**

105 MAINTENANCE OBJECTIVES

- Location: All external works.
- Duration: 24 months.

110 NOTICE

- Give notice before:
  - Application of herbicide.
  - Application of fertilizer.
  - Watering.
  - Each site maintenance visit.
- Period of notice: 7 working days

111 CLIMATIC CONDITIONS

- Carry out the work during appropriate seasons and while soil and weather conditions are suitable for the relevant operations.

112 MACHINES AND TOOLS

- Use only machinery and tools suitable for the site conditions and the work to be carried out. Use hand tools around trees, plants and in confined spaces where it is impracticable to use machinery.

130 REINSTATEMENT

- Damage or disturbance to soil structure, planting, grass, fencing, hard landscaping, structures or buildings: Reinstate to original condition.

150 WATERING GENERALLY

- Obtain CA's approval before using a supply other than potable mains water.
- Ensure the full depth of topsoil is thoroughly wetted.
- Use a fine rose or low pressure hose where appropriate to avoid damaging or loosening plants.
- Where necessary, loosen soil or form depressions around the stem base of plants to ensure that water reaches the root zone instead of dispersing on the surface.

151 WATERING POINTS

- Ensure that the positions of all watering points on the site are known. Provide materials to enable the proper watering of all contract areas from any or all of these points.

152 WATER AVAILABILITY

- Ensure that sufficient water will be available to carry out all specified watering duties. If insufficient is available for site then provide alternative, ie. Bowser. Ensure full watering of Broadleaf P4 in accordance with manufacturer's recommendations.

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- 155 WATERING
- Supply: Portable mains water.
  - Quantity: Wet full depth of topsoil.
  - Application: Do not damage or loosen plants.
  - Compacted soil: Loosen or scoop out, to direct water to rootzone.
  - Frequency: As necessary for the continued thriving of all planting.
- 160 WATER RESTRICTIONS
- General: If water supply is, or is likely to be, restricted by emergency legislation, submit proposals for an alternative suitable source of water. Obtain instructions before proceeding.
- 170 DISPOSAL OF ARISING
- General: Unless specified otherwise, dispose of arisings as follows:
  - Biodegradable arisings: Compost. (Remove excess from site where space is not available to recycling centre).
  - Grass cuttings: Compost. (Remove excess from site where space is not available).
  - Tree roots and stumps: Remove from site.
  - Shrub and tree prunings: Compost. (Remove excess from site where space is not available).
  - Litter and nonbiodegradable arisings: Remove from site.
- 180 CHIPPING OR SHREDDING ON SITE
- General: Not permitted on site.
- 181 MECHANICAL EQUIPMENT
- General: Minimize.
  - Prohibited equipment: Subject to client's prior agreement, the use of mechanical equipment may be allowed between 10am and 4pm on weekdays only.
- 190 LITTER
- Extraneous rubbish not arising from the contract work: Collect and remove from site.
- 197 CLEANLINESS
- Soil and arisings: Remove from hard surfaces.
  - General: Leave the works in a clean, tidy condition at completion and after any maintenance operations.
- 198 CHEMICALS GENERALLY
- Use only where specified or approved, and then only products on the current list of the Agricultural Chemicals Approval Scheme.
  - Where work is near water, drainage ditches or land drains, comply with the Ministry of Agriculture, Fisheries and Food "Code of Practice for the use of herbicides on weeds in water courses and lakes".
  - Observe all precautions recommended by the manufacturer and remove containers from site immediately they have been emptied or are no longer required.
- FLOWER BEDS/SEASONAL BEDDINGS**
- 460 BEDS OF PERENNIALS OR PERENNIALS AND ANNUALS
- Plant supports: Stake and tie plants using bamboo canes and pea sticks with appropriate stopper ends to protect eyes.
    - Length: 600mm.
    - Maintain throughout the growing season.
  - Gaps in planting: Re-fill by replanting.

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- Watering new plants: Before and after planting out.
- Operations at end of growing season:
  - Trim: Older flowering stems of herbaceous perennials.
  - Remove: Redundant plant supports, litter, debris and arisings.
  - Cultivate: Fork over the soil, taking care not to cause undue disturbance to plants.
  - Top dress: Apply composted bark mulch as Q28/333.

470 FLOWER BEDS GENERALLY

- Operations:
  - Remove dead flower heads.
  - Remove litter and debris.
  - Remove fallen leaves.
  - Thoroughly hand weed.
  - Lightly hoe.
  - Clip grass edges.
- Fungicide: Only if necessary and only in school holidays. Obtain prior client approval and notify and co-ordinate with school.
- Insecticide: Only if necessary and only in school holidays. Obtain prior client approval and notify and co-ordinate with school.

**SHRUBS/TREES/HEDGES**

500 ESTABLISHMENT OF NEW PLANTING

- Duration: 24 months.
- Weed control:
  - Keep planting beds clear of weeds by maintaining the full depth of mulch and hand weeding.
  - Maintain a weed free area around each tree and shrub, minimum diameter the larger of 1m or the surface of the original planting pit.
- Soil condition: Fork over beds to keep soil loose, with gentle cambers and no hollows. Do not reduce depth or effect of mulch.
- Trees: When in leaf, spray crowns in the evening during warm weather.

502 ESTABLISHMENT OF NEW PLANTING - FERTILIZER

- Time of year: March or April.
- Type: Slow release.
- Spreading: Spread evenly. Carefully lift and replace any mulch materials.
  - Coverage: To manufacturer's recommendations.

510 TREE STAKES AND TIES

- Inspection/maintenance times: As scheduled and after storm events.
- Stakes:
  - Replace loose, broken or decayed stakes to original specification.
  - If longer than half of clear tree stem height, cut to this height in spring. Retie to tree firmly but not tightly with a single tie.
- Ties: Adjust, re-fix or replace loose or defective ties, allowing for growth and to prevent chafing.
  - Where chafing has occurred, reposition or replace ties to prevent further chafing.
- Removal of stakes and ties: After 24 months.
  - Fill stake holes with lightly compacted soil.

520 REFIRMING OF TREES AND SHRUBS

- Timing: After strong winds, frost heave and other disturbances.
- Re-firming: Tread around the base until firmly bedded.
- Collars in soil at base of tree stems, created by tree movement: Break up by fork, avoiding damage

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to roots. Backfill with topsoil and re-firm.

537 WATERING TREES

- Apply water to prevent drying out and to promote establishment.

538 WATERING SEMI-MATURE TREES

- Apply water to prevent drying out and to promote establishment. Spray crown of trees when in leaf during warm weather in the evenings. Semi matures allow for 200 litres of water/week per tree during the growing season.

540 PRUNING GENERALLY

- Pruning: In accordance with good horticultural and arboricultural practice.
  - Removing branches: Do not damage or tear the stem.
  - Wounds: Keep as small as possible and cut cleanly back to sound wood.
  - Cutting: Make cuts above and sloping away from an outward facing healthy bud, angled so that water will not collect on cut area.
  - Larger branches: Prune neither flush nor leaving a stub, but using the branch bark ridge or branch collar as a pruning guide.
- Appearance: Thin, trim and shape each specimen appropriately to species, location, season, and stage of growth, leaving a well-balanced natural appearance.
- Tools: Use clean sharp secateurs, hand saws or other approved tools. Trim off ragged edges of bark or wood with a sharp knife.
- Disease or fungus: Give notice if detected.
- Growth retardants, fungicide or sealant: Do not use unless instructed.

545 PRUNING OF EXCESSIVE OVERHANG

- Timing:
- Operations: Remove growth encroaching onto grassed areas, paths, roads, signs, sightlines and road lighting luminaires.
- Special Requirements: allow ground cover plants to informally spill over path edges.

550 PRUNING OF EXCESSIVE HEIGHT

- Timing: As necessary with annual review.
- Operations: Remove excessive height as instructed.

555 PRUNING TREES AND SHRUBS

- Standard: To BS 7370-4.
- Special Requirements: None.

570 FORMATIVE PRUNING OF YOUNG TREES

- Standard: Type and timing of pruning operations to suit the plant species.
- Time of year: Do not prune during the late winter/ early spring sap flow period.
- Young trees up to 4-metres high:
  - Crown prune by removing dead branches and reducing selected side branches by one third to preserve a well-balanced head and ensure the development of a single strong leader.
  - Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.
- Whips or feathered trees: Do not prune.
- Operatives: Extensive pruning of young trees and any surgery to larger trees must be carried out by an approved member of the Arboricultural Association or other approved specialist.

575 PRUNING ORNAMENTAL SHRUBS

- General: Prune to encourage healthy and bushy growth and desirable ornamental features, e.g.

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- flowers, fruit, autumn colour, stem colour.
  - Suckers: Remove by cutting back level with the source stem or root.
- 580 PRUNING FLOWERING SPECIES OF SHRUBS AND ROSES
- Time of year:
    - Winter flowering shrubs: Spring.
    - Shrubs flowering between March and July: Immediately after the flowering period.
    - Shrubs flowering between July and October: Back to old wood in winter.
    - Rose bushes: Early spring to encourage basal growths and a balanced, compact habit.
- 600 TRIMMING RAPIDLY ESTABLISHING HEDGES
- General: Allow to reach planned height as rapidly as possible. Trim back lateral branches moderately to establish required shape.
- 620 REMOVAL OF DEAD PLANT MATERIAL
- Operations: At the end of the growing season, check all shrubs and remove all dead foliage, dead wood, and broken or damaged branches and stems.
- 625 CLIMBING PLANTS
- Pruning: Remove excess growth, to ensure that signs, light fittings, doors and windows are kept clear at all times.
  - Insecure growth: Attach to supporting wires or structures using horticultural string.
  - Supporting structures: Check and repair as necessary.
- 630 DEAD AND DISEASED PLANTS
- Removal: As soon as possible.
  - Replacement: In next suitable planting season.
- 635 REINSTATEMENT OF SHRUB/HERBACEOUS AREAS
- Dead and damaged plants: Remove.
  - Mulch/matting materials:
    - Carefully move to one side and dig over the soil, leaving it fit for replanting.
    - Do not disturb roots of adjacent plants.
  - Replacement plants:
    - Use pits and plants to original specification or to match the size of adjacent or nearby plants of the same species, whichever is the greater.
  - Dressing: Slow release fertilizer:
    - Type: See Q28 / 400.
    - Coverage: 70g/m<sup>2</sup>.
- 645 WEED CONTROL GENERALLY
- Weed tolerance: Weed to clear every two weeks.
  - Adjacent plants, trees and grass: Do not damage.
- 650 HAND WEEDING
- General: Remove weeds entirely, including roots.
  - Disturbance: Remove the minimum quantity of soil, and disturb plants, bulbs and mulched surfaces as little as possible.
  - Completion: Rake area to a neat, clean condition.
  - Mulch: Reinstate to original depth.
- 655 WEED CUTTING BY HAND OR MACHINE ADJACENT TO TREE STEMS
- Undesirable grass, brambles and herbaceous growth: Cut down cleanly to a maximum height of 50

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- mm.
  - Herbicides: Do not use.
- 657 HERBICIDE TO KILL REGROWTH
- Type: Suitable foliar acting herbicide to kill regrowth.
  - Timing: Allow recommended period for herbicide to take effect before clearing arisings.
- 665 WEED CONTROL WITH WINTER HERBICIDE
- Type: Suitable residual soil acting herbicide.
  - Time of year: Unless otherwise agreed, complete before end of March.
  - Timing: Allow recommended period for herbicide to take effect before clearing arisings.
- 670 WEED CONTROL WITH SUMMER HERBICIDE
- Type: Suitable foliar acting herbicide.
  - Timing: Allow recommended period for herbicide to take effect before clearing arisings.
- 675 DIGGING OVER
- General: Dig over beds. Do not damage existing plants, bulbs and roots.
    - Depth of dig (minimum): 100mm.
- 680 SOIL AERATION
- Compacted soil surfaces:
    - Prick up: To aerate the soil of root areas.
    - Break surface crust reduce size of lumps to crumb and level off.
  - Do not damage plants and their roots.
- 685 SOIL LEVEL ADJUSTMENT
- Level of soil/mulch at edges of beds: Reduce to 50 mm below adjacent grass or hard surface.
    - Arisings (if any): Spread evenly over the bed.
- 687 WATER SHRUB BEDS
- Ensure that sufficient water is applied to maintain healthy growth of all shrubs and plants during dry weather conditions using a fine hose or sprinkler until the full depth of the top soil is saturated. 30 litres/m<sup>2</sup>.
- 690 MAINTENANCE OF LOOSE MULCH
- Thickness (minimum): **50mm**.
    - Top up: Annually.
  - Mulch spill on adjacent areas: Remove weeds and rubbish and return to planted area.
  - Weeding: Remove weeds growing on or in mulch by hand weeding.
- 695 FERTILIZING ESTABLISHED TREES AND SHRUBS
- Time of year: Late April to early May.
  - Type of fertilizer: Slow Release.
  - Coverage: Spread evenly.
    - Rate: To manufacturer's recommendations.
- 700 SNOW REMOVAL FROM SHRUBS/TREES
- General: Remove snow as recommended by BS 7370-4.
  - Timing: Within 24 hours after snow event.
- 705 WINTER LEAF REMOVAL
- Operations: Take down temporary leaf fences. Collect accumulations of drifted leaves from the

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- vicinity and from planting beds.
- Arisings: Remove and recycle.

710 WOODLAND PLANTING MAINTENANCE

- Water only in exceptional circumstances to prevent plants dying.
- Re-firm soil around any loose plants, without compacting.
- Vegetation: Treat underplanting to woodland as herbaceous planting beds.

**TREE WORK**

810 TREE WORK GENERALLY

- Identification: Before starting work agree which trees, shrubs and hedges are to be removed or pruned.
- Protection: Avoid damage to neighbouring trees, plants and property.
- Standards: To BS 3998 and Health & Safety Executive (HSE) 'Forestry and arboriculture safety leaflets'.
- Removing branches: Cut as shown in Arboricultural Association Leaflet 'Mature tree maintenance'. Cut vertical branches similarly, with no more slope on the cut surface than is necessary to shed rainwater.
- Appearance: Leave trees with a well-balanced natural appearance.
- Chain saw work: Operatives must hold a Certificate of Competence.
- Tree work: To be carried out by an approved member of the Arboricultural Association.

815 ADDITIONAL WORK

- Defective, diseased, unsafe or weak parts of trees additional to those scheduled for attention: Give notice if detected.

820 PREVENTION OF WOUND BLEEDING

- Standard: To BS 3998, clause 8.

825 PREVENTION OF DISEASE TRANSMISSION

- Standard: To BS 3998, clause 9 and Appendix B.

830 CLEANING OUT AND DEADWOODING

- Remove:
  - Dead, dying, or diseased wood, broken branches and stubs.
  - Fungal growths and fruiting bodies.
  - Rubbish, wind-blown or accumulated in branch forks.
  - Wires, clamps, boards and metal objects, if removable without causing further damage and not part of a support structure that is to be retained.
  - Other unwanted objects, e.g. tree houses, swings.

835 CUTTING AND PRUNING GENERALLY

- Tools: Appropriate, well maintained and sharp.
- Final pruning cuts:
  - Do not use chainsaws on branches of less than 50 mm diameter.
  - When using handsaws, cut in one continuous operation to form a smooth cut surface.
  - Do not use anvil type secateurs.
- Removing branches: Do not damage or tear the stem.
- Wounds: Keep as small as possible, cut cleanly back to sound wood leaving a smooth surface, and angled so that water will not collect on the cut area.
- Cutting: Cut at a fork or at the main stem to avoid stumps wherever possible.
- Large branches: Seek advice from specialist contractor.



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- Remove in small sections and lower to ground with ropes and slings.
- Dead branches and stubs: When removing, do not cut into live wood.
- Unsafe branches: Remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.
- Disease or fungus: Give notice if detected. Do not apply fungicide or sealant unless instructed.

855 CUTTING TREE ROOTS

- Excavating: Use hand tools only within one-metre of the root protection zone.
- Protected area: Do not cut roots within an area which is the larger of:
  - the branch spread of the tree.
  - an area with a radius of half the tree's height, measured from the trunk.
- Outside protected area: Give notice of roots exceeding 50 mm in diameter. Do not cut without approval.
- Cutting:
  - Make clean smooth cuts with a hand saw.
  - Minimize the wound area and avoid ragged edges.
  - Pare cut surfaces smooth with a sharp knife.
- Backfilling:
  - Cover cut roots with clean sharp sand.
  - Backfill with original topsoil.

860 REMOVING TREES, SHRUBS AND HEDGES

- Standards: To BS 3998, Appendix A and Health & Safety Executive (HSE)/ Arboricultural and Forestry Advisory Group Safety Leaflets.
- Existing services: Check for below and above ground services. Give notice if they may be affected.
- Shrubs and smaller trees: Cut down and grub up roots.
- Tree stumps:
  - Removal: Remove mechanically to a depth of 300mm below ground level.
  - Removal by winching: Give notice. Do not use other trees as supports or anchors.
- Protection: Avoid damage to neighbouring trees, plants and property.
- Work near retained trees: Where tree canopies overlap and in confined spaces generally, take down trees carefully in small sections to avoid damage to adjacent trees that are to be retained.
- Filling holes:
  - Material: Use as-dug material and/ or imported soil as required.
  - Finishing: Grade to marry in with surrounding ground level.

865 BARK DAMAGE

- Wounds:
  - Do not attempt to stop sap bleeding.
  - Bark: Gently remove ragged edges using a sharp knife.
  - Wood: Remove splintered wood from deep wounds.
  - Size: Keep wounds as small as possible.
- Liquid or flux oozing from apparently healthy bark: Give notice.

870 CAVITIES IN TREES

- Investigation: Remove rubbish and rotten wood. Probe the cavity to find the extent of any decay, and give notice.
- Water filled cavities: Do not drain.
- Sound wood inside cavities: Do not remove.
- Cavity openings: Do not cover.

**HARD LANDSCAPE AREAS/FENCING**

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900 SNOW CLEARANCE

- Clearance: Routes to school entrances.
- De-icing:
  - Material: Contractors choice.
  - Timing: Within 12 hours after snowfall.

910 HARD SURFACES AND GRAVEL AREAS

- Herbicide: Apply a suitable foliar acting or residual herbicide. Allow recommended period for herbicide to take effect before clearing arisings.
- Hard surfaces: Remove litter, leaves and other debris.
- Surface gutters and channels: Remove mud, silt and debris.
- Drainage gullies: Empty traps and flush clean.
- Gravel areas: Rake over. Remove weeds, litter, leaves and debris, and level off.
- Flexible bituminous pavings: In accordance with the original paving specification or BS 7370-2, clause 4.12.
- Stain removal: In accordance with BS 7370-2, table 4.

920 FENCING

- Fences: Inspect and repair to maintain protection against intruders.