



**SCHEDULE 4: TOWONG SHIRE COUNCIL TOWN MAINTENANCE SUGGESTED FREQUENCIES**

Stacey's Reserve

**ANNUAL SUM**

	Note	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	ANNUAL SUM
<b>SERVICE LEVELS</b>														
<b>MOWING</b>														
Mowing(low cut) / whipper snip	*A	1	1	1	1	1	1	1	1	1	1	1	1	22
Mowing (high cut)	*B													0
<b>TREE PRUNING</b>														
Dedicated inspection and prune	*C													0
Sucker prune/tidy	*D													
<b>GARDEN MAINTENANCE</b>														
Weeding and maintenance	*E													0
Foreshore														
<b>STREET CLEANING</b>														
Obstruction clearance & cleaning	*F													0
Public places	*F													0
Mechanical leaf collection	*G													0
<b>LITTER BINS</b>														
Empty	*H	1	1	1	1	1	1	1	1	1	1	1	1	52
Clean & disinfect	*I													4
<b>PUBLIC TOILETS</b>														
Clean & restock as necessary	*J	1	1	1	1	1	1	1	1	1	1	1	1	52
<b>PUBLIC BUILDINGS/STRUCTURES</b>														
Inspect, clean and maintain	*K													0
<b>PUBLIC BBQs</b>														
Clean BBQ and ensure operation	*L													0
<b>WEED CONTROL &amp; SPRAYING</b>														
Restricted areas	*M		1					1			1		1	6
Fertilise/weed/bindi control	*N													
<b>STREET SIGNS</b>														
Inspect and clean	*O				1					1				4
<b>PLAYGROUNDS</b>														
Inspect for hazards, clean as required	*P													0
Maintain equipment	*Q													0
Rake softfall	*R													0
<b>STREET AND PARK FURNITURE</b>														
Inspect for hazards, clean as required	*T	1	1	1	1	1	1	1	1	1	1	1	1	52
Clean	*U	1	1	1	1	1	1	1	1	1	1	1	1	15
Repaint annually	*V				1									1

**NOTES:** Notes are to be read in conjunction with the Specific Service Standards

\*\*\* Where frequency is twice weekly this is preferred on a Friday and Tuesday. Where it is once per week this is preferred on a Friday.

\*A - Refer to town maintenance maps which indicate the areas requiring mowing.

\*B - Hi-Cut Mow/Slashing

\*C - Pruning of trees relates to all streets identified on the town maintenance street map. Maintenance of 2.1m clearance in parks, footpaths, and roadways. A dedicated activity undertaken on an annual basis.

\*D - Sucker prune/tidy relates to new growth below 2.1 metres or from the ground

\*E - Maintenance of garden beds and traffic islands which includes spraying and weed/dead plant removal. Pest/Fungus spray plants if required

\*F - Cleaning of kerb and channel and public areas of all leaf litter and other materials

\*G - The successful tenderer shall arrange for a private contractor to undertake leaf suction or alternatively have their own equipment or system of completing this task.

\*H - empty litter bins, includes picking up any strewn rubbish within 5metre vacinity - Street/Park bins must have a bin liner

\*I - litter bins clean and disinfect

\*J - public toilets clean and restock

\*K - In most cases, this item will require no action. However, an inspection role is necessary once per week to check for cobweb build-up/removal, graffiti removal and other small cleaning issues.

\*L - Cleaning frequency is set at once per week unless stated otherwise. Twice weekly cleaning is suggested during school holiday periods.

\*M - Spraying with "Round Up" or equivalent of all kerbs, gutters and drains. NO spraying of drains is to be carried out where there is a risk of vegetation loss resulting in erosion. If uncertain, contact the Council's Town Maintenance Officer.

\*N - Application of ferterliser, weed/bindi control - generally an annual task on grassed areas in public places

\*O - Town signs are to be inspected and cleaned quarterly. Maintenance includes sign post paint touch up. Where signs require maintenance, Council's Town Maintenance Officer must be notified.

\*P - Playground equipment must be inspected on a weekly basis and Council immediately notified of any damaged equipment or dangerous situation. (Council will complete a full safety audit annually)

\*Q - Playground maintenance specification applies to equipment cleanliness.

\*R - Playground maintenance specification applies to "fluffing" & maintaining safe softfall levels, ensuring level under equipment. Council will provide softfall as necessary, generally on an annual basis.

\*S - Town maintenance contractor should undertake a designated inspection of all park furniture each month. Touch up of painting is necessary and any additional maintenance or replacement required should be reported to Council. Annually inspection by council.

\*T - Street/Park furniture maintenance specification applies to furniture cleanliness / safety.

\*U - Street/Park Furniture clean as per schedule or as required if soiled/dirty

\*V - Maintenance specification applies to repaint/varnish of furniture including seats/tables - products to be used must be confirmed with Council's Town Maintenance Officer

## ASSET LIST

### MOWING

Refer to map for streets/lanes

### TREE PRUNING

n/a VicRoads responsibility

### GARDEN/ISLAND MAINTENANCE

### STREET CLEANING

### LITTER BINS

Bins 4

### PUBLIC TOILETS

toilet 1

### PUBLIC BUILDINGS/STRUCTURES

n/a

### STREET AND PARK FURNITURE/STRUCTURES

picnic table and/or chairs 4

### PUBLIC BBQs

n/a

### WEED CONTROL & SPRAYING

grounds

### STREET SIGNS

"Pure" signage 5

### PLAYGROUNDS

n/a