**GARDEN MAINTENANCE Sample Document**

The School and the Contractor are entering into an agreement for the following work to be carried out.

1. **Introduction**

The School operates a facility in the suburb of XXXX. In order to minimise its environmental impact and to improve the general appearance of the site, the school has established extensive areas of garden including lawns and green belts of trees and shrubs. These garden areas lie in “*define the area*”.

Traditionally the school has employed a gardener to maintain the gardens and has contracted out tasks such as mowing, edging and slashing. The school is now contracting out the maintenance and development of all gardens, parks and borders to a sole supplier as a total package.

1. **Area Covered**

Attached is an aerial photograph of the site.

In general, the site is contained within “*definition of area*”.

Within these boundaries are list of detailed areas and content to be maintained

1. **Scope of Work**
   1. **Maintenance of Lawns**

The Contractor will be responsible for a professional and satisfactory upkeep of lawn areas. The lawns will be maintained to park like standards including grass length and green colour. Edges will be trimmed neatly back from roads and kerbs.

Major tasks will include:

* + Mowing of lawns, trimming edges and general cleaning of the areas.
  + Watering, fertilising and weed control of lawns.
  + Maintenance of all sprinkler and watering systems.
  + Removal from site of all clippings and trimmings.
  + Recommending improvements to specified items.
  1. **Maintenance of Trees and Shrubs**

The Company has grown “green belts” of trees and shrubs around the site boundary and has established various garden areas within the site. These areas are to be maintained to a professional standard including the pruning and general appearance of the trees. The Contractor will be responsible for the upkeep of these areas. Some of the major tasks required are;

* + Pruning and trimming of trees and shrubs. In particular, dead or damaged limbs and foliage to be removed, and plants to be trimmed back a safe distance from roadways.
  + Cleanup within garden areas of plant debris and other rubbish.
  + Mulching of tree and shrub trimmings and debris.
  + Removal of other rubbish from the site.
  + Control of termites or insects that may damage or kill trees and shrubs.
  + Fertilising and watering of trees when necessary and weed control of garden areas.
  + Removal and replacement of damaged or dead plants.
  1. **Maintenance of Natural Grass Areas**

Many areas, both open and tree areas, have natural grass growing. These grasses are to be maintained so they will not cause a fire hazard, collect rubbish, become an area for snakes or look unsightly. The contractor will be responsible for the upkeep of these areas. Some of the major tasks required are:

* + Slashing of long grass as required
  + Control of weeds considered to be pests or requiring control as indicated by a statutory or council body.
  + Cleanup of plant debris or other rubbish
  + Mulching of plant debris and removal of other rubbish from the site.
  + Ensuring all council requirements relating to grass control on these sites are adhered to.

* 1. **General Site Maintenance**

The site features a significant area of plant and various buildings. The Contractor will assist with the upkeep of the site by ensuring weeds are poisoned and removed around all buildings and structures, and on all paved areas and access ways.

* 1. **Supply of Equipment and Consumables**

The Contractor will be responsible for supplying and maintaining:

* All lawn mowers
* All slashers, lawn edgers and similar equipment
* Equipment and vehicles for removal of trimmings, plants, rubbish etc., as listed in Scope of Work
* Personal safety equipment and protection
* All appropriate equipment required to complete the Scope of Work

In addition, the Contractor will bear various costs as follows:

* Fuel and Lubricant
* Herbicide
* Personal Safety Equipment
* Dumping Fees
* Any fees, charges or costs not agreed to by the school

The School will provide areas on site for the storage of mulch and loam. The existing gardener’s lock-up facilities situated by the wet kilns will also be made available.

The School will reimburse the contractor for various costs but may require documented evidence to verify the contractor’s claimed costs. All costs should be made known to the company and interim approval given before expenditure occurs. Some of these expenditures would be:

* Replacement Trees and Shrubs
* Lawn Fertiliser
* Water
* Replacement Irrigation Equipment
* Mulch and mulcher hire
* One off project costs.
  1. **Ad Hoc Work**

At various times the School may wish to extend or modify existing garden areas, or to develop new areas. In these circumstances the School will request the Contractor to provide a written quote for this work. If the modifications increase or decrease the Scope of Work of the Contractor, a modification to the monthly fee charged will be negotiated by the two parties.

1. **Safety**

The School is a Five Star Safety site. The successful contractor will attend a safety induction program and will be expected to adhere to all school safety procedures whilst on-site. Should the safety requirements of the school be breached then the contract may be terminated.

1. **Contractor Agreement**

All contractors working on school sites are required to sign a Contractor’s Agreement and fulfil the Insurance requirements. A copy is attached for your perusal.