***Landscape Maintenance***

# A TURF MAINTENANCE - Mowing, Edging andTrimming

## All trash and debris shall be policed prior tomowing.

1. Mexican/ Bermuda grass shall be mowed at no less than 1.0 inch to nomore than 2.5 inch height. No more than 1/2 of the green leaf areas shall be removed at any one mowing. The turf is mowed once every 15days.
2. All areas bordering the turf shall be edged at each cutting. This includes all curbs boardingallroadways.ABrushCutterwillbeusedtoedge.Wastefromedgingshallbe removed from thearea.
3. Mowingequipmentshallbewellmaintainedandcuttingbladesshallbesharpened quarterly.
4. MowersandotherLandscapeequipmentshallnotbeusedclosetothestemsortrunks of shrubs andtrees.
5. To ensure that turf clippings are not left in planting beds, tree rings, streets,sidewalks.
6. Allturfareasaroundstructuresortreesringsshallbestringtrimmed(BrushCutting)to mowing height each time the turf is mowed. Mowing shall precede stringtrimming.

### Weed Control

1. Turf areas shall be kept weed-free at alltimes.
2. Pre-emergent herbicides and insecticides– Preventive sprays used once in 45 daysfor example Bavistin, Bayer Advanced and Glyfos41
3. Post-emergentherbicides-Timedtotreatyoungactivelygrowingweeds,useofSunrice for effective control of nutgrass.
4. Manual De-weeding – Done once a week to keep the turfclean.

**Aeration**

All Turf areas shall be aerated one time per year before the onset of winter i.e. between mid-October and Late November.

**Leaf, Branches and other Litter**

## Turf areas shall be kept litter-free.

* 1. **PLANTMAINTENANCE**

### Top Dressing

Application of 1 inch of Vermicompost or Horse Manure to all beds, planters and tree rings twice a year. 2 inches of soil shall be loosened before Vermicompost is applied.

### Soil Loosening

1. Top soil is to be porous for sufficient breathing for the roots of Trees, shrubs, ground covers and vines. This activity will also ensure good waterpercolation.
2. The top 2 inches of soil shall be loosened once a month in all plant beds and the top 2 inches of soil shall be loosened for top dressing once in 6months.

### Weed Control

1. All beds, tree rings, and planting areas shall be kept weed-free at all times. Weeds shall be manually removed or treated with an approved herbicide and all dead vegetationremoved.
2. Post-emergent herbicides shall be applied asneeded.
3. Pre-emergent herbicide shall be used for ornamental trees shrubs and perennials monthly/ once in 45days.
4. Herbicides shall be applied according to the label directions. Applications shall not be made under windy conditions and shall not be applied to wet vegetation. The public shall not be exposed to the materials duringapplications.

### Pruning

1. Hedges shall be pruned depending upon plant growth to maintain a neat and trim appearance, Hedges shall be maintained at an exact and equal height for the entire length of the hedge. Hedge height may not be drastically altered at any time unless and until lower branching is reduced, in case of this condition a hard pruning will bedone
2. Hedges shall be pruned to maintain a neat appearance, improve sight distance, remove dead wood and/or improve plant condition. Woody plants that are massed in beds and not pruned into a hedge shall not be sheared unless directed otherwise.
3. Creepers and groundcovers shall be pruned by hand regularly, at least once per month, in an effort to maintain a neat and manicured appearance. They shall be pruned at the nodes, with the cut hidden. Groundcovers shall be maintained within the bed boundaries and not allowed to grow over paved areas or on structures, unless directed. Creepers and groundcovers shall be maintained 4-6 inches away from the trunks of all trees and shrubs. String trimmers and shearing equipment shall not be used to prune vines, ivy, orgroundcover.
4. Trees shall be pruned to remove co-dominant leaders, crossed branches, and/or sprouts to elevate the canopy as needed, improve sight distance, eliminate hazardous condition, and/or improve appearance and condition of the trees. Structural pruning (crossing branches, removing

Co-dominant branches, thinning) shall be performed periodically on each tree as directed. Deadwood, broken and damaged branches shall be removed immediately, and shall be performed as needed.

1. All ornamental grasses shall be cut back to the ground in June/July of each year. Flowering perennial plants shall be pruned as necessary during the growing season to maintain a neat appearance.

### Removal of Diseased or DyingPlants

* 1. All diseased, dying, or dead trees, shrubs, groundcover, and perennials shall be removed upon approval. Removal of trees shall include grinding the entire crown of the tree to ground level. The contractor shall properly dispose of all associateddebris.
  2. All hazardous conditions shall be corrected or removed in trees located within the contract area. Hazardous conditions are any parts of a tree (branches, trunk, roots), which may be structurally compromised due to disease or injury, and pose a risk to property or the public if these partsfailed.

### Application ofFertilizers

1. Fertilizersshallbeappliedonceamonth forshrubs,groundcoversand youngvines.For trees, tall shrubs and mature vines fertilizers will be applied once in 2months.

### Installation and Care of Annuals/Seasonals

1. Onsupplyofseedlings,carefulplantinginallocatedseasonalbedswilltakeplaceas directed by the team at Bowring Institute.
2. The flowers shall be fertilized with NPK 17:17:17 immediately afterinstallation.
3. Flowerbeds shall be irrigated as needed to keep the plantsflourishing.
4. The flowerbeds shall be kept free ofweeds.

### Litter

All beds, tree rings, and planting areas shall be kept litter-free.

# PESTCONTROL

An Integrated Pesticide Program is essential for proper Landscape Maintenance. We will be responsible for all pesticide applications. We shall recommend which pesticide is to be used, how and when to apply it. We shall have full responsibility for pesticide applications. The following listed process will be followed by us for effective landscapemaintenance

1. Inspect plants for insect egg masses and remove asnecessary.
2. Pesticides shall be applied according to the methods, rates and precautions described on the manufacturer’slabel.
3. Weshallsubmitrecordsofpesticideapplications,48-hoursaftercompletionof thepesticide application.
4. Pesticide applications shall be stopped immediately if it is determined that the application poses a safety hazard to the public orproperty.

# Irrigation SystemMaintenance

1. **Monitoring** – All underground irrigation zones shall be operated and visually checked for leaks, broken heads, heads out of adjustment and improperly functioningvalves.
2. **Broken Irrigation Lines** – Broken underground irrigation lines shall berepaired
3. **Broken Heads** – Broken heads shall be replaced with new identical heads or repaired with original manufacturer’s parts, to function according to thespecifications.
4. **Faulty Valves** – Faulty valves shall be replaced with new identical valves or repairedto originalspecifications.
5. **Clogged Heads** – Any head that is not properly functioning shall be examined for materials lodged in the head. The head shall be disassembled, cleaned, reassembled, andchecked.
6. Once an irrigation problem is repaired we shall restore the affected landscape toits originalcondition
7. **Trenching and Backfilling** - Minimum depths shall be measured from the soil surface to the top of the pipe. Piping shall be buried at the following depth – open areas: Main lines – 24”, Lateral lines – 18”, and under paving – 36” utilizing a 4”sleeve.
8. **Fittings** - All PVC pipes shall be cut evenly and wiped clean without any burs or rough edges before fitting. Primer and solvent shall be applied as per specifications. The pipe and fitting shall be assembled and allowed to cure according to specifications before lines are charged withwater.
9. **Threaded Connections** – All threaded connections shall be made watertight without leakage. Teflon tape or approved pipe joint compound shall be used whereappropriate.
10. **Cleaning of Pipes** – All main and lateral lines shall be thoroughly blown out withwater once in nine months to ensure there is free flow ofwater.

# RESPONSETIMES

1. Whennotifiedofalandscaperelatedissue,weshall respondtothesitewithin24hours.
2. Whennotifiedofanirrigationrelatedissue,weshall respondtothesitewithin12hoursduring contract dutyhours.
3. Whennotifiedofagroundslitterrelatedissue,weshallrespondtothesitewithin1 hour during contract dutyhours.

### WEEKLY CHECKLISTS TO BE MAINTAINED

* 1. Whether the irrigation is free fromdamages/clogs
  2. Turf is free ofweeds
  3. Landscape is free ofweeds
  4. Hedges are as per shape and requiredstandards
  5. Groundcovers are restricted to assigned areas and are notinvasive
  6. Trees, shrubs, groundcovers and vines are free of pests/diseases
  7. Turf is free of pests anddiseases
  8. Fertilizers are sprayed/drenched/applied as perschedule
  9. Top soil is loose and there is good waterpercolation
  10. Landscape is Litterfree
  11. The entire landscape is watered as perschedule