**Grounds Maintenance**

The Company shall ensure the grounds are maintained to a high standard of horticultural practice and cleanliness. Grounds maintenance should produce an aesthetically pleasing, safe environment. Grounds maintenance and cleaning shall occur as often as necessary to maintain a tidy appearance and promote the healthy growth of vegetation.

All exterior areas of the property are to be covered in this contract including exterior stairwells, underground garages/ surface parking areas, lawns, ground areas, pavement, interlock, flower and shrub beds, hedges, planters, special sites, i.e. courtyards or play areas.

Coverage will be 7 days per week.

**SCOPE OF WORK:**

The work shall include but not be limited to the following activities:

mowing, raking, weeding, cultivating, aerating, de-thatching, fertilizing, pruning and mulching, disposal, planting, cutting, snow removal and de-icing operations.

* The Company shall supply as part of the contract price all landscaping material, equipment, tools, and all other items required to complete the work in this section.
* The Company shall use only fertilizer and herbicides approved for application by all authorities having jurisdiction.
* Post notices of all spraying on site as required by law. The work shall include, but not be limited to, the following activities:

**Spring:**

* Collect and dispose of debris accumulated during the winter months.
* Inspect property for snow mould and remove immediately.
* Rake all grassed and irrigated areas and remove all dead vegetation, sand and other debris and prepare the area for new growth.
* Aerate areas where soil has been severely compacted through pedestrian traffic or other causes. Use aerating equipment that extracts earth plugs from the soil.
* Clean roadways and sidewalks by sweeping.
* Remove and dispose of all sand, gravel, and de-icer resulting from winter operations.
* Complete this work in early spring (April to May) as soon as weather conditions are favorable.
* Check dead wood of fallen branches for diseases or fungus infection.
* Remove all affected wood from site.
* Collect and remove all leaves and /or tree debris as they accumulate.
* Paved areas – Remove weed growth, power sweep clean all exterior hard surfaces including curbed edges, pedestrian walkways, vehicular routes, parking areas, court yards & terraces.
* Playgrounds- ensure play space area is swept/blown clean of all debris and any weed growth is removed on each day of attendance.
* Pool decks- ensure pool deck area is swept/blown clean of all debris and any weed growth is removed.

**Flower Beds:**

* + Soil preparation for new planting beds: incorporate into topsoil sufficient peat moss and sand to obtain planting soil mixture consisting of: 6 parts loam soil: 3 parts peat moss: 1 part sand.
	+ The Company shall be responsible for supplying and planting flowers.
	+ The Company will install and maintain the flowers, bulbs, and annuals in all existing areas.  Supply and plant annuals in the spring when the danger of frost has past.
	+ The Company shall maintain the flowerbeds throughout the growing season, including watering as required.
	+ Replace annuals which fail to grow.

**Shrub and Tree Maintenance:**

* + The Company will thin out crowns of trees without changing their natural shape or habitat. Undercut larger branches to prevent tearing of bark. Do not damage lead branches. Give large cuts and damaged parts a coating of wound dressing with a horticultural accepted non-toxic non-hardening emulsion.
	+ Remove dead wood and broken branches from existing trees. For evergreens the area should extend out to the drip line. For deciduous trees maintain size of existing area. Cultivate whenever required to keep top layer of soil loose, pliable and free of weeds.
* For areas under evergreens, hand cultivate only, to ensure damage to surface roots does not occur.
* Prune shrubs during the early part of the growing season.
* Prune shrubs that flower on the previous year’s growth only after flowering has occurred.
* Work to be completed during the months of April, May, June (once), and September (once) and as required.

 **Lawn Maintenance:**

* Repair and re-seed all lawn areas damaged during the winter months. Remove existing and dead sod, weeds and debris from area damaged during winter months.
* Fill and reseed sunken or bare areas as they occur during the contract period.
* Mow areas to receive top dressing to a height of 2 inches.
* Rake thoroughly, removing loose and dead grass, stones and debris.
* Use dry friable and clean topsoil and spread to a thickness of 3/4inch to 11/4 inches.
* Fill and level low areas.
* Aerate lawn using aerating equipment which extracts and deposits earth plugs a minimum of 6mm deep and spaced a maximum of 120 mm of centers.
* Apply broadleaf weed preventer once in May and once in September.
* Fertilize all lawn areas once yearly in early spring before May 15th.
* Grass shall be cut once per week per site.
* Watering as required.

 **Playgrounds:**

* Rake and level sand weekly or as required.
* Sweep back all sand from paved Surfaces into sand areas.
* Keep the sand in the play areas clean through out the season
* Remove any glass and litter or hazardous items to the entire depth of the sand on a daily basis to ensure the safety of the residents.
* Repair damaged rubber surface.

**Fall Clean Up & Winter Preparation (October – November)**

* Rake and remove leaves, pine needles littler and general debris from property after the trees and shrubs have shed them. Clean out shrub beds and planters and remove debris from site. This activity shall continue until all debris is removed and all trees/shrubs have shed all leaves. Debris must be removed from the site at the end of each work day.
* Fall cleaning activities will include maintaining clear site drainage to all area drains, catch basins, strip drain’s, culverts or graded areas such as swales, at all times. The company will be responsible to report any drainage concerns to Toronto Community Housing.

**Daily Litter Pick-Up:**

* On a daily basis, remove all debris from the site including the entrances/exits from the building, stairwells, etc. as noted in COVERAGE.

**Coverings over openings:**

* Inspect and repair any potentially hazardous openings, manholes, catch basins, valve boxes, etc. to ensure they are protected by adequate covers that are securely fixed in place and are not removable except through the use of special tools or as required by by-laws and codes. Care shall be taken that these opening or covers do not pose a trip hazard.

**Hard surfaces and interlocking pavers:**

* All driveways, walkways and all areas finished with concrete pavers or interlocking paving stones will be inspected regularly to ensure that no trip hazards exist.
* Where the interlocking stones are depressed or uneven, immediate action will be taken to remove the trip hazard and/or re-level the stones.
* Replace all broken or missing interlocking paving stones to match existing.

**Irrigation Systems:**

* Where an automatic irrigation system is installed the Company will be responsible to ensure that the system is operating correctly, and to set and maintain the timers, piping, heads and all related equipment to maximize water conservation and to properly winterize the system annually.

**Snow removal services:**

* The Company shall provide snow clearing and ice control services so as to provide a safe environment for pedestrians and vehicular movement and ensure unobstructed access to the site and the buildings.
* The Company shall provide 24 hours per day, seven days per week service during the winter season. (including all holidays)
* The Company will ensure that plough trucks used in the operation of snow clearing activities are equipped with reverse warning beeper and either a blue or yellow hazard light mounted on the roof of the vehicle during operation.
* The Company, shall maintain and submit daily snow clearing logs for each location that receives service. A Sample of the required log form is included in, appendix “B”.
* All areas noted under coverage shall be included under this section.
* Sidewalks leading to individual dwelling units are excluded from this service.
* The Company shall provide all material and supplies to carry out the work.
* The Company shall commence snow clearing when a snowfall greater than 5 cm has accumulated.
* The Company shall have snow cleared within 24 hours after the end of a storm, and de-icing operations shall continue until such time as the conditions at the site are safe for pedestrian and vehicular traffic.
* The Company shall provide Ice Control operations as required to eliminate any hazardous ice conditions.
* Snow shall not be stock piled so as to cause damage to the site or the building. At no time shall snow be loaded onto suspended garage slabs.
* The Company shall record activities and weather conditions (snow and ice log) on a daily basis (October- April) and will retain such records at the site for reference as required.
* The work is to be performed with minimum disturbance to community/building occupants, the public, and the normal use of the premises.
* Any damage caused to the property by the company will be repaired as soon as weather permits.
* Any damage that adversely affects operations or safety as a result of The company’s work must be repaired immediately
* Areas to be covered shall include, but shall not be limited to, the following descriptions:
1. Vehicular parking areas, entrances, exits and drop off areas
2. Driveways and service lanes
3. Truck access and loading/unloading and parking areas.
4. All fire fighting access routes.