

# Works List March

Location	Works
<b>Daily:</b>	
CGPC Office/Carpark	Inspect (Report any damage), Litterpick, Blow/Sweep
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
The Green and Stones Orchard	Inspect (Report any damage)
Dickinson Square	Inspect (Report any damage), Litterpick, Blow/Sweep
Office	Check and put out dog waste bags as necessary
<b>Weekly:</b>	
Welcome signs	Inspect (Repot any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
<b>Fortnightly</b>	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
<b>Monthly:</b>	
FP01	Inspection, Litterpick, Grass Cut, Strim, Weedspray
FP02	Inspection, Litterpick, Weedspray
FP03	Inspection, Litterpick, Grass Cut, Strim, Weedspray
FP04	Inspection, Litterpick, Blow/Sweep, Weedspray
FP05	Inspection, Litterpick, Grass Cut, Strim, Weedspray
FP06	Inspection, Litterpick, Strim around entrance, Weedspray
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail, Weedspray
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick, Weedspray
FP10	Inspection, Litterpick, Blow/Sweep, Weedspray
FP11	Inspection, Litterpick (Last Thursday of the month), Blow/Sweep Grass Cut, Strim
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/Sweep, Grass Cut, Strim, Weedspray
FP14	Inspection, Litterpick, Blow/Sweep, Grass Cut, Strim, Water trees
FP15	Inspection, Litterpick, Blow/Sweep, Weedspray
FP16	Inspection, Litterpick, Blow/Sweep, Weedspray
FP17	Inspection, Litterpick, Blow/Sweep, Check drainage covers, Weedspray, Grass Cut, Strim. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow/Sweep, Weedspray
Valley Walk - Tow Path	Inspection, Litterpick, Blow/Sweep, Weedspray
FP 10 - New Road	Inspection, Litterpick, Blow/Sweep, Weedspray
Dulwich Way - FP10	Inspection, Litterpick, Blow/Sweep
Owens Way - The Green	Inspection, Litterpick, Blow/Sweep, Weedspray
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance, Small power tool service/maintenance.
Stones Orchard	Clean bins, Fill/Re seed ruts, Gate/Table/Bench Maintenance, <del>Water Trees</del> , cut any ivy on tree trunks to let die off naturally (migration of fauna)
The Green	Clean bins, Fill/Re seed ruts and bundings, Gate/Table/Bench Maintenance
The Green - Revels site	Fill/Re seed ruts at entrance, re seed bundings, padlock Maintenance
Waste Transfer Depot	Empty trailer when needed.
Dickinson Square	Undertake Maintenance as necessary
CGPC Office/Carpark	Weedspray
Bus Stops	Check undertake Maintenance as necessary
Salt Bins	Check Salt Bins & top up, as necessary
Dog Bins	Inspect and report
MSC	Weedspray
Two Bridges Roundabout/roses	Inspection, Litterpick, Cut Grass, Strim, Spray weeds in rose beds, Edge beds
Watford Road flower beds	Cut grass, Strim, Edge beds, Weed
General	Check access padlocks, lightly oil and service.
Tractor	Check for servicability and change flail as necessary
All FP's	Inspect finger pointer signs, report any damage or missing, ensure pointing the right direction
Annual Work Schedule	Review of annual work schedule
Dover Way	Inspect trees
Elmcote Way Hedge	Hedge trim. Advise if infills need to be ordered
Parish	Check defibrillators

**Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.**