



Annual Works Schedule

January – December

2018/19

Works List January

Location	Works
Daily:	
CGPC Office/Carpark	Inspect (Report any damage), Litterpick, Blow/Sweep
Multi-Sports Court - Barton Way	Inspect (Report/Repair 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
Weekly:	
Welcome signs	Inspect (Report any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick
FP04	Inspection, Litterpick, Blow/Sweep
FP05	Inspection, Litterpick
FP06	Inspection, Litterpick
FP07	Inspection, Litterpick, Inspect Steps/Handrail, Blow/Sweep
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick, Blow/Sweep
FP11	Inspection, Litterpick, Blow/Sweep. Inspect steps leading into Woods
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/Sweep
FP14	Inspection, Litterpick, Blow/Sweep
FP15	Inspection, Litterpick, Blow/Sweep
FP16	Inspection, Litterpick, Blow/Sweep
FP17	Inspection, Litterpick, Blow/Sweep, check drainage covers, edge footpath. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow/Sweep
Valley Walk - Tow Path	Inspection, Litterpick, Blow/Sweep
FP 10 - New Road	Inspection, Litterpick, Blow/Sweep
Dulwich Way - FP10	Inspection, Litterpick, Blow/Sweep
Owens Way - The Green	Inspection, Litterpick, Blow/Sweep
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance, Small power tool service/maintenance
Stones Orchard	Gate/Table/Bench Maintenance, minor tree works, woodchip path (If any are available)
Stones Orchard	Plant new trees at the end of the month
The Green	Post/Table/Bench Maintenance, minor tree works. Special Litterpick after fire works
The Green	Check Jubilee Oak tree, measure girth at 1.5m & height, water if necessary
Dickinson Square	Inspect and undertake necessary works
Waste Transfer Depot	Empty trailer when needed.
Kubota	Blades to be sharpened and Annual service
Salt Bins	Check Salt Bins & top up, as necessary
Litter Bins	Clean Bins (contractor?)
Bus Stops	Check. Undertake Maintenance as necessary
Dog Bins	Inspect and report.
Watford Road flower beds	Inspect and undertake necessary works
Bird Boxes	Inspect and clean out any bird boxes owned by CGPC. Make new Boxes
Two Bridges Roundabout/roses	Inspection, Litterpick
Waterways adoption scheme	Walk/inspect the stretch of waterway
Parish	Check defibrillators
Weston Wood	Inspection & undertake maintenance as necessary
Monthly Team Meeting	as needed -over and above day to day discussions
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List February

Location	Works
Daily:	
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
Weekly:	
Welcome signs	Inspect (Report any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick
FP04	Inspection, Litterpick, Blow/sweep
FP05	Inspection, Litterpick
FP06	Inspection, Litterpick
FP07	Inspection, Litterpick, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick, Blow/sweep
FP11	Inspection, Litterpick (Last Thursday of the month)
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/sweep
FP14	Inspection, Litterpick, Blow/sweep, Water trees.
FP15	Inspection, Litterpick, Blow/sweep
FP16	Inspection, Litterpick, Blow/sweep
FP17	Inspection, Litterpick (Last Thursday of the month), Blow/Sweep, Check drainage covers. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow/sweep
Valley Walk - Tow Path	Inspection, Litterpick, Blow/sweep
FP 10 - New Road	Inspection, Litterpick, Blow/sweep
Dulwich Way - FP10	Inspection, Litterpick, Blow/sweep
Owens Way - The Green	Inspection, Litterpick, Blow/sweep
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance, Small power tool service/maintenance.
Stones Orchard	Gate/Table/Bench Maintenance, Tree work, Woodchip path (If any are available). Plant new trees.
The Green	Check Jubilee Oak tree, apply aftercare as per instructions, water if necessary
The Green	Post/Table/Bench Maintenance
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/carpark	Tidy up flower beds.
Salt bins	Check Salt Bins & top up, as necessary
Bus Stops	Check/undertake maintenance as necessary
Dog Bins	Inspect and report.
Waterways adoption scheme	Walk/inspect the stretch of waterway
Wafford Road flower beds	Inspect and undertake necessary works
Welcome signs	Inspect, Weed
Bird Boxes	Inspect and clean out any bird boxes owned by CGPC - record location. Install new boxes
Two Bridges Roundabout/Roses	Inspection, Litterpick, weed
Annual Work Schedule	Review of annual work schedule
Parish	Check defibrillators
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List March

Location	Works
Daily:	
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
Weekly:	
Welcome signs	Inspect (Report any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
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, Water Trees , 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.

Works List April

Location	Works
Daily:	
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
Weekly:	
Welcome signs	Inspect (Repot any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim, Hedge Cut
FP02	Inspection, Litterpick, Hedge cut around entrance and footpath sign.
FP03	Inspection, Litterpick, Grass Cut, Strim, Hedge Cut
FP04	Inspection, Litterpick, Blow/sweep
FP05	Inspection, Litterpick, Grass Cut, Strim, Hedge Cut
FP06	Inspection, Litterpick, Strim and hedge cut around entrance and footpath sign
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail, Hedge Cut
FP08	Inspection, Litterpick, Hedge cut around entrance and footpath sign.
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick, Blow/sweep, Hedge Cut
FP11	Inspection, Litterpick, Blow/sweep, Grass Cut, Strim, Hedge Cut
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/sweep, Grass Cut, Strim Hedge Cut
FP14	Inspection, Litterpick, Blow/sweep Grass Cut, Strim
FP15	Inspection, Litterpick, Blow/sweep, Hedge Cut
FP16	Inspection, Litterpick, Blow/sweep, Hedge Cut
FP17	Inspection, Litterpick , Blow/sweep, Grass Cut, Strim, Hedge Cut. Mill Lane strim
FP18	Inspection, Litterpick, Blow/sweep,
Valley Walk - Tow Path	Inspection, Litterpick, Blow/sweep, Hedge Cut
FP 10 - New Road	Inspection, Litterpick, Blow/sweep, Hedge Cut
Dulwich Way - FP10	Inspection, Litterpick, Blow/sweep, Hedge Cut, Grass cut, Strim
Owens Way - The Green	Inspection, Litterpick, Blow/sweep, Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	First cut, strim, Tidy all hedges, Water trees if necessary
The Green	First cut, strim, Water seeded areas
The Green	Check Jubilee Oak tree, measure girth at 1.5m & height, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Grass cut, Strim, Weed beds ready for planting, Water plants if needed
Bus Stops	Check undertake maintenance as necessary
Dog Bins	Inspect and report
Two Bridges Roundabout/Roses	Inspection, Litterpick, Weed, Edge beds, Water if needed
Waterways adoption scheme	Walk/inspect the stretch of waterway
Dickinson Square	Undertake maintenance as necessary
Watford Road flower beds	Cut grass, Strim, Edge beds, Water if needed
Monthly Team Meeting	
Annual Work Schedule	Review of annual work schedule
Dover Way	Inspect, Water trees
Parrotts close	Hedge cut away from highway
Training Day	
MOT for Land Rover	
Parish	Check defibrillators
Weston Wood	Volunteer Day 15 April
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List May

Location	Works
Daily:	
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
Weekly:	
Welcome signs	Inspect (Report any damage)
The Green and Stones Orchard	Empty all litter bins and Litterpick The Green/Stones Orchard (Friday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick, Grass Cut, Strim
FP04	Inspection, Litterpick, Blow/sweep
FP05	Inspection, Litterpick, Grass Cut, Strim
FP06	Inspection, Litterpick, Strim around entrance
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick, Blow/sweep, Hedge cut
FP11	Inspection, Litterpick (Last Thursday of the month), Blow/sweep, Grass Cut, Strim
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow, Grass Cut, Strim/sweep, Hedge cut
FP14	Inspection, Litterpick, Blow Grass Cut/sweep, Strim
FP15	Inspection, Litterpick, Blow/sweep
FP16	Inspection, Litterpick, Blow/sweep
FP17	Inspection, Litterpick , Blow, Grass Cut, Strim. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow/sweep
Valley Walk - Tow Path	Inspection, Litterpick, Blow/sweep
FP 10 - New Road	Inspection, Litterpick, Blow/sweep
Dulwich Way - FP10	Inspection, Litterpick, Blow/sweep, Grass cut, Strim
Owens Way - The Green	Inspection, Litterpick, Blow/sweep, Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Grass Cut, Strim, Water trees
The Green	Grass Cut, Strim, Re seed/tidy seeded areas and water
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Grass cut, Strim, weed beds, mulch, plant of summer bedding and shrubs
Bus Stops	Check.undertake Maintenance as necessary
Dog Bins	Inspect and report
Welcome signs	Inspect, Water if needed, Empty winter bedding ready for summer beding.
Two Bridges Roundabout/roses	Inspection, Litterpick, Weeding, Edge beds, mulch, Replant any dead roses, Water roses
School Gardening Clubs	Visit Garden Clubs and help out
Watford Road flower beds	Cut grass, Strim, Edge beds,Pull up winter bedding, weed, Mulch
Community Centre Garden	Cut grass, Strim, Litterpick
Dover Way	Prune trees and report any damage, water trees as necessary
Monthly Team Meeting	<i>as required</i>
Annual Work Schedule	Review of annual work schedule, as required
Waterways adoption scheme	Walk/inspect the stretch of waterway
Dickinson Square	Undertake Maintenance as necessary
Mayfare	Hedge cut over hang to footpaths
All Saints Church Hedge	Hedge Cut, Litterpick area
Training Day	
Office	Reduce height of external Notice Board. Enlarge bolt holes marginally.
Parish	Check defibrillators

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

Works List June

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up Litterpick, Blow
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Depot	During Tractor operations
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Friday)
Fortnightly:	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick, Grass Cut, Strim
FP04	Inspection, Litterpick, Blow
FP05	Inspection, Litterpick, Grass Cut, Strim
FP06	Inspection, Litterpick, Strim around entrance
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick, Grass Cut, Strim
FP10	Inspection, Litterpick, Blow,
FP11	Inspection, Litterpick (Last Thursday of the month), Blow, Grass Cut, Strim,
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow, Grass Cut, Strim
FP14	Inspection, Litterpick, Blow Grass Cut, Strim
FP15	Inspection, Litterpick, Blow
FP16	Inspection, Litterpick, Blow
FP17	Inspection, Litterpick , Blow, Grass Cut, Strim. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow
Valley Walk - Tow Path	Inspection, Litterpick, Blow
FP 10 - New Road	Inspection, Litterpick, Blow
Dulwich Way - FP10	Inspection, Litterpick, Blow, Grass cut, Strim
Owens Way - The Green	Inspection, Litterpick, Blow, Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Inspection, Litterpick, Empty Bins, Grass Cut, Strim, Cut all hedges (Ready for Revels)
The Green	Inspection, Litterpick, Empty Bins, Grass Cut, Strim, (Ready for Revels)
The Green	Check Jubilee Oak tree, apply aftercare as per instructions, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick, Blow, Grass cut, Strim, Water
Bus Stops	Check. Undertake Maintenance as necessary
Dog Bins	Inspect and report condition
Welcome signs	Inspect, Water if needed, Plant with summer bedding
Two Bridges	Inspection, Litterpick, Edge beds, Dead head
Roundabout/Roses	
School Gardening Clubs	Visit Garden Clubs and help out
Watford Road flower beds	Cut grass, Strim, Edge beds, Plant with summer bedding
Revels	Attend Revels
The Pond - Killingdown Farm	Silt removal.
Weston Wood	Monitor/supervise fencing install
Stones Orchard	Install new gate
TeamMeeting	<i>as required</i>
Parish	Check defibrillators
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List July

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up Litterpick,Blow
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Depot	During Tractor operations
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Friday)
Fortnightly:	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim, Weedspray
FP02	Inspection, Litterpick, Weedspray
FP03	Inspection, Litterpick, Grass Cut, Strim, Weedspray
FP04	Inspection, Litterpick, Blow, 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, Weedspray
FP11	Inspection, Litterpick (Last Thursday of the month), Blow, Grass Cut, Strim,
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow, Grass Cut, Strim, Weedspray
FP14	Inspection, Litterpick, Blow Grass Cut,Strim
FP15	Inspection, Litterpick, Blow, Weedspray
FP16	Inspection, Litterpick, Blow, Weedspray
FP17	Inspection, Litterpick , Blow, Grass Cut, Strim, Weedspray. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow, Weedspray
Valley Walk - Tow Path	Inspection, Litterpick, Blow, Weedspray
FP 10 - New Road	Inspection, Litterpick, Blow, Weedspray
Dulwich Way - FP10	Inspection, Litterpick, Blow, Grass cut, Strim
Owens Way - The Green	Inspection, Litterpick, Blow, Hedge Cut, Weedspray
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Inspection, Litterpick, Empty Bins, Grass Cut, Strim, Cut back all hedges (xref. to Management Plan)
The Green	Inspection, Litterpick, Empty Bins, Grass Cut, Strim
The Green	Check Jubilee Oak tree, measure girth at 1.5m & height, water if necessary
War Memorial	Annual Inspection
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick,Blow,Grass cut, Strim, Water plants, Weedspray. Maintenance to shutters if necessary (contract?)
Bus Stops	Check undertake Maintenance as necessary
Dog Bins	Inspect and report
MSC	Weedspray as necessary
Welcome signs	Inspect, Water
Two Bridges Roundabout/Roses	Inspection, Litterpick, Edge beds, Dead head, Water
School Gardening Clubs	Visit Garden Clubs and help out
Watford Road flower beds	Cut grass, Strim, Edge beds, Water, Dead head
Dover way	Check.undertake Maintenance/Watering if necessary
Waterways adoption scheme	Walk tow path, identifying work to be done and report
Parish	Check defibrillators
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List August

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up Litterpick, Blow
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Depot	During Tractor operations, see B467 Arm Mower checklist
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Friday)
Fortnightly:	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick, Grass Cut, Strim
FP04	Inspection, Litterpick, Blow
FP05	Inspection, Litterpick, Grass Cut, Strim
FP06	Inspection, Litterpick, Strim around entrance
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail
FP08	Inspection, Litterpick, Hedge cut around entrance and footpath sign.
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick, Blow,
FP11	Inspection, Litterpick (Last Thursday of the month), Blow, Grass Cut, Strim,
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow, Grass Cut, Strim
FP14	Inspection, Litterpick, Blow Grass Cut, Strim
FP15	Inspection, Litterpick, Blow,
FP16	Inspection, Litterpick, Blow,
FP17	Inspection, Litterpick , Blow, Grass Cut, Strim. Mill Lane strim LHS as necessary.
FP18	Inspection, Litterpick, Blow,
Valley Walk - Tow Path	Inspection, Litterpick, Blow,
FP 10 - New Road	Inspection, Litterpick, Blow,
Dulwich Way - FP10	Inspection, Litterpick, Blow, Grass cut, Strim
Owens Way - The Green	Inspection, Litterpick, Blow, Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Inspection, Litterpick, Empty Bins, Grass Cut, Strim
The Green	Inspection, Litterpick, Empty Bins, Grass Cut, Strim
The Green	Check Jubilee Oak tree, apply aftercare as per instructions, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick, Blow, Grass cut, Strim, Water plants, Shed maintenance
Bus Stops	Check. undertake Maintenance as necessary
Dog Bins	Inspect and report
MSC	Cut back over hang from trees as necessary
Welcome signs	Inspect, Water
Two Bridges Roundabout/ Roses	Inspection, Litterpick, Edge beds, Dead head, Water
Two Bridges Roundabout	Cut Grass/Strim Center
School Gardening Clubs	Visit Garden Clubs and help out
Watford Road flower beds	Cut grass, Strim, Edge beds, Water, Dead head
Mayfare	Cut hedge, Both sides and top
Elmcote way	Cut hedge, Both sides and top
Parrotts Close	Cut hedge away from highway, Clean kerb
Salt Bins	Assess salt stocks for coming winter
Parish	Check defibrillators
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List September

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up Litterpick,Blow
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Depot	During Tractor operations
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Thursday)
Weston Wood	Litterpick (Thursday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick, Grass Cut, Strim
FP04	Inspection, Litterpick, Blow, Hedge cut
FP05	Inspection, Litterpick, Grass Cut, Strim
FP06	Inspection, Litterpick, Strim around entrance
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick, Grass Cut, Strim
FP10	Inspection, Litterpick, Blow
FP11	Inspection, Litterpick (Last Thursday of the month), Blow, Grass Cut, Strim,
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow, Grass Cut, Strim
FP14	Inspection, Litterpick, Blow Grass Cut,Strim
FP15	Inspection, Litterpick, Blow
FP16	Inspection, Litterpick, Blow
FP17	Inspection, Litterpick , Blow, Grass Cut, Strim. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow,
Valley Walk - Tow Path	Inspection, Litterpick, Blow, Hedge cut
FP 10 - New Road	Inspection, Litterpick, Blow, Hedge cut
Dulwich Way - FP10	Inspection, Litterpick, Blow, Grass Cut, Strim, Hedge cut
Owens Way - The Green	Inspection, Litterpick, Blow, Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance, Check and maintain lights/locks/shutters etc
Stones Orchard	Inspection, Litterpick, Grass Cut, Strim
The Green	Inspection, Litterpick, Grass Cut, Strim
The Green	Check Jubilee Oak tree, apply aftercare as per instructions, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick,Blow,Grass cut, Strim, Water plants
Bus Stops	Check.undertake Maintenance as necessary
Dog Bins	Inspect and report
Welcome signs	Inspect, Water
Two Bridges Roundabout/roses	Inspection, Litterpick, Edge beds, Dead head, Water
School Gardening Clubs	Visit Garden Clubs and help out as necessary
Watford Road flower beds	Cut grass, Strim, Edge beds, Water, Dead head
Staff Training Day	
Parish	Check defibrillators
Weston Wood	Inspection & undertake maintenance as necessary
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List October

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up, Litterpick
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Thursday)
Old Merchant Taylors	Litter bins
Check Water Meter	
Weston Wood	Litterpick (Thursday)
Fortnightly:	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick, Grass Cut, Strim
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick, Grass Cut, Strim
FP04	Inspection, Litterpick, Blow/sweep
FP05	Inspection, Litterpick, Grass Cut, Strim
FP06	Inspection, Litterpick, Strim, around entrance
FP07	Inspection, Litterpick, Grass Cut, Strim, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick, Grass Cut, Strim/sweep
FP10	Inspection, Litterpick, Blow/sweep
FP11	Inspection, Litterpick, Blow/sweep, Hedge cut and cut back from highway
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/sweep
FP14	Inspection, Litterpick, Blow/sweep
FP15	Inspection, Litterpick, Blow/sweep
FP16	Inspection, Litterpick, Blow/sweep
FP17	Inspection, Litterpick , Blow/sweep. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick, Blow/sweep
Valley Walk - Tow Path	Inspection, Litterpick, Blow/sweep
FP 10 - New Road	Inspection, Litterpick, Blow/sweep
Dulwich Way - FP10	Inspection, Litterpick, Blow/sweep
Owens Way - The Green	Inspection, Litterpick, Blow/sweep , Hedge Cut
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Inspection, assess all trees, Cut back all hedges
The Green	Inspection, assess all trees, Cut back all hedges
The Green	Check Jubilee Oak tree, measure girth at 1.5m & height, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Blow/sweep,Grass cut, Strim,weed, Prune shrubs, Pull up summer bedding and replant with winter bedding, Mulch beds. Bunding/hedging.
Bus Stops	Check.undertake Maintenance as necessary
Dog Bins	Inspect and report
Salt Bins	Check Salt Bins & top up, as necessary
Welcome signs	Inspect, Water, Pull out summer bedding and replant
Two Bridges Roundabout	Cut Grass/Strim Center, assess all trees
Two Bridges Roundabout/roses	Inspection, Litterpick, Edge beds,weed, Prune roses, Mulch beds and feed. Bulb planting.
War Memorial	Initial tidy for Remembrance Day
Dugdales Pond	Maintenance in accordance with Management Plan
Waterways adoption scheme	Walk/inspect the stretch of waterway
School Gardening Clubs	Visit Garden Clubs and help out. Bulb planting
Watford Road flower beds	Cut grass, Strim, Edge beds, weed.Pull out summer bedding and replant
Parish	Bulb planting (daffodils/crocuses)
Monthly Team Meeting	
Parish	Check defibrillators
Weston Wood	Inspection & undertake maintenance as necessary
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List November

Location	Works
Daily:	
CGPC Office/Carpark	Inspect (Repot any damage), Litterpick, Blow/Sweep
Multi-Sports Court - Barton Way	Inspect (Repot any damage), Litterpick, Blow/sweep
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Thursday)
Old Merchant Taylors	Litter bins
Weston Wood	Litterpick (Thursday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick
FP04	Inspection, Litterpick, Blow/Sweep
FP05	Inspection, Litterpick
FP06	Inspection, Litterpick
FP07	Inspection, Litterpick, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick
FP11	Inspection, Litterpick (Last Thursday of the month), Blow
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick, Blow/Sweep
FP14	Inspection, Litterpick, Blow/Sweep
FP15	Inspection, Litterpick, Blow/Sweep
FP16	Inspection, Litterpick, Blow/Sweep
FP17	Inspection, Litterpick, Blow/Sweep. Mill Lane strim LHS as necessary and clear path surface of mud/leaves.
FP18	Inspection, Litterpick, Blow/Sweep
Valley Walk - Tow Path	Inspection, Litterpick, Blow/Sweep
FP 10 - New Road	Inspection, Litterpick, Blow/Sweep
Dulwich Way - FP10	Inspection, Litterpick, Blow/Sweep
Owens Way - The Green	Inspection, Litterpick, Blow/Sweep
Croxleyhall Woods Main FP's	Inspection, Litterpick, Remove any overhanging branches/Trees
Depot	Depot Maintenance
Stones Orchard	Inspection, Litterpick, Empty Bins, Tree pruning
The Green	Inspection, Litterpick, Empty Bins, Tree pruning
The Green	Check Jubilee Oak tree, apply aftercare as per instructions, water if necessary
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick, Blow, Check chemical store/product dates etc
Bus Stops	Check & undertake Maintenance as necessary
Dog Bins	Inspect and report
Welcome signs	Inspect
Two Bridges Roundabout/Roses	Inspection, Litterpick, Tree Pruning, Prune roses, de-weed.
War Memorial	Tidy up site for Remembrance Day (12 November)
School Gardening Clubs	Visit Garden Clubs and help out, Bulb Plant
Salt Bins	check Salt Bins & top up, as necessary
The Green	Deliver 100 letters re fireworks on New Year's Eve
Dugdales Pond	Maintenance in accordance with Management Plan
Trailer	Trailer Maintenance
Watford Road flower beds	Cut grass, Strim, Edge beds, Water, Deadheading
Parish	Check defibrillators
Office	Monthly Team Meeting
Weston Wood	Inspection & undertake maintenance as necessary
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	

Works List December

Location	Works
Daily:	
CGPC Office/Carpark	Open up/Lock up Litterpick,Blow
Multi-Sports Court - Barton Way	Inspect (Report any damage), Litterpick, Blow/sweep
Depot	During Tractor operations
Office	Check and put out dog waste bags as necessary
Weekly:	
The Green and Stones Orchard	All litter bins (Thursday)
Old Merchant Taylors	Litter bins
Weston Wood	Litterpick (Thursday)
Fortnightly	
Landrover	Wash and Tidy
Water Meter	Check and report water meter
Monthly:	
FP01	Inspection, Litterpick
FP02	Inspection, Litterpick
FP03	Inspection, Litterpick
FP04	Inspection, Litterpick, Blow
FP05	Inspection, Litterpick
FP06	Inspection, Litterpick
FP07	Inspection, Litterpick, Inspect Steps/Handrail
FP08	Inspection, Litterpick
FP09	Inspection, Litterpick
FP10	Inspection, Litterpick
FP11	Inspection, Litterpick (Last Thursday of the month)
FP12	Inspection, Litterpick
FP13	Inspection, Litterpick
FP14	Inspection, Litterpick
FP15	Inspection, Litterpick
FP16	Inspection, Litterpick
FP17	Inspection, Litterpick. Mill Lane strim LHS as necessary
FP18	Inspection, Litterpick
Valley Walk - Tow Path	Inspection, Litterpick
FP 10 - New Road	Inspection, Litterpick
Dulwich Way - FP10	Inspection, Litterpick
Owens Way - The Green	Inspection, Litterpick
Croxleyhall Woods Main FP's	Inspection, Litterpick, clear footpaths, overhanging branches
Depot	Depot Maintenance, Inventory checks
Stones Orchard	Inspection, Litterpick, Empty Bins, Tree work
The Green	Inspection, Litterpick, Empty Bins
Waste Transfer Depot	Empty trailer when needed.
CGPC Office/Carpark	Litterpick,Blow,
Bus Stops	Check, undertake Maintenance as necessary
Dog Bins	Inspect and report
Welcome signs	Inspect
Two Bridges Roundabout/Roses	Inspection, Litterpick
Salt Bins	Check Salt Bins & top up, as necessary
Tractor	Tractor maintenance/Service
Trailor	Trailor Maintenance
Parish	Check defibrillators
Weston Wood	Inspection & undertake maintenance as necessary
Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.	