

# Works List January

Location	Works
<b>Daily:</b>	
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
<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
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
<b>Note 1: In periods of inclement weather, maintenance on machinery and tools will be undertaken.</b>	