MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT

Activity month	October 2018			
Report date	5/11/18			
Person	Davey Peskett			

Baseline hours provided Additional hours provided



Activities carried out (✓)

								a	ing			ance	
		Grass cutting	Litter picking	Weed control	Hedge cutting	Leaf clearance	Bin empty	Waste clearance	Pavement cleaning	Edging	Sign cleaning	Winter maintenance	Other
Road / area	Zone	Ū	Ľ.	Š	He	Le	Bir	Ň	Pa	Ed	Sig	Ň	ð
All areas	All	X1	X4				X12						
Baird Close	4												
Betts Way	1												
Cobham Way	5												
County Oak Lane	1												
County Oak Way	1								X1				
Crompton Way	3												
Faraday Road	2												
Fleming Way	Various												
Gatwick Road	Various												
Hydehurst Lane	2												
James Watt Way	5												
Jenner Road	2												
Kelvin Lane	2												
Kelvin Way	2							X1					
London Road	Various												
Manor Royal (road)	2/3					X1							
Maxwell Way	4												
Metcalf Way	1							X1	X1				
Napier Way	3												
Newton Road	2												
Priestley Way	5												
Royce Road	5												
Rutherford Way	5							X1					
Tinsley Lane	4												
Tinsley Lane North	5												
Wheatstone Close	5												
Whittle Way	5	+1											
Whitworth Road	5												
Woolborough Lane	3												
Gateway 1 (Manor Royal)	-												
Gateway 2 (near Thales)	-												
Gateway 3 (near Astral)	-	+2											
Gateway 4 (James Watt)	-												
The Terrace	-					X1							
Crawters Brook	-												
Gatwick Road Parade	-		+1										
Woolborough Subway	-												
Green Lane Subway	-												

Leaf Clearance

We have mainly been concentrating on grass cutting and litter this month, but we have had a few areas that required extra attention:

We noticed a lot of extra foliage on the surfaces due to the change of season and so we made a concerted effort to clear the paths that needed urgent attention due to this being a safety issue.















Pavement Cleaning





Broken glass was noticed on the footpath along the County Oak Way and was dealt with immediately.



Human faeces was found along Metcalf Way next to the footpath that leads to County Oak Way. We arranged for our Street Cleansing team to take care of this and it was dealt with quickly and efficiently.

Comments and observations

We received a complaint about the cycle path along Magpie walk regarding the weed and excess soil encroaching on to the cycle path and that it was becoming a health and safety issue. We decided to proceed with tackling the part of the path that required the most urgent attention and that was the biggest risk to the public and have scheduled in the remainder of the work to be carried out over the winter period.

Suggestions for future actions, improvements or additional activities planned

Jon to attend on behalf of the maintenance team the event being run at the Sandman Hotel on November Thursday 15th.

Davey to attend a traffic management course on 12th, 13th and 15th of November.

A suggestion for either voluntary litter pickers and, or a permanent, full time litter picker to help free up time for the maintenance team to really focus on the detailed jobs to really enhance the area.

Davey to send through a brief summary of the most relevant work that was carried out over previous months if required.

Magpie Walk Before Magpie Walk After

Photographic Impact Evidence (a selection of photos of work undertaken to demonstrate impact)



Details of CORE and ENHANCED Service levels (contract extract)

Current Baseline Service	Proposed	Enhanced element (* estimated)
Monthly litter pick (12 pa)	Weekly litter pick (52 pa)	X40 litter picks
		+ identify hotspots and trial extra bins
Weekly litter bin empty (52 pa)	Weekly litter bin empty (52 pa)	-
Monthly road sweep (12 pa)	Monthly road sweep (12 pa)	-
-	Remove fallen leaves and detritus from footpaths and common areas (4 pa)	X4 leaf and detritus removals
-	Washing and cleaning street furniture and signs to include street name signs, gateway / entrance signs, wayfaring signs and highways signs (2pa)	X2 washes
-	Deep cleaning/jet washing common areas, bus stops and paved areas (as required)	As required
Grass cutting (5 pa)	Grass cutting (12 pa)	 * X7 grass cuts – (weather/ground conditions dependant)
Bunded/bank grass cutting (4 pa)	Bunded/bank grass cutting (10 pa)	X6 bunded/bank cuts
Hedgecutting (1-2 pa)	As required (2-3 pa)	* 1-2 Hedge cuts
Shrub maintenance (2-3 pa)	As required (4-5 pa)	* 1-2 shrub maintenance
Weedspraying (2 pa) funded by WSCC	Weed spraying (4 pa)	X2 weed sprays
	Removal of dead standing weeds (4pa)	X4 dead weed removals
	Weed ripper as required	Weed ripper as required
		On footpaths and common areas
See note 1	Box mow and maintain Gateway 3 Roundabout (10 pa)	X10 Box mow and maintain Gateway 3 Roundabout
-	Crawters Brook, The Terrace enhanced Maintenance (as Annex C)	Crawters Brook, The Terrace enhanced Maintenance
		(as Annex C)
-	Weekly inspection and rectification/reporting of faults found.	X52 inspections - reports/rectification of faults found
-	Reactive/response service through a single point of contact as required	Reactive/response service as required
-	Provide monthly information	X12 reports (monthly)
	 feedback on what has been done and what is planned 	
	 Available performance data - quantities such as volumes, 	
	lengths, waste weights etc (tba)	
	 photographic evidence of before and after improvements, 	
	 suggestions for further/future enhancements 	
	Attend meetings as required	

Notes: (1) There is a requirement for Gateway 3 and Crawter's Brook People's Park to be maintained to a basic level as described in the Annexes.