MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT

Activity month	September - October						
	2021						
Report date	16/11/21						
Person	DS & JS						

Baseline hours provided	
Additional hours provided	



Activities carried out (√)

Activities carried out (✓)		ı	I	1	I	I		I					1
Road / area	Zone	Grass cutting	Litter picking	Weed control	Hedge cutting	Leaf clearance	Bin empty	Waste clearance	Pavement cleaning	Edging	Sign cleaning	Winter maintenance	Other
All areas	All	Х3	Х4				X13						
Baird Close	4	✓	✓										
Betts Way	1	✓	✓										
Cobham Way	5	✓	✓										
County Oak Lane	1	✓	✓										
County Oak Way	1	✓	✓	✓		✓	✓	✓	✓				
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	✓	✓										
London Road	Various	✓	✓				✓						
Manor Royal (road)	2/3	✓	✓			✓	✓		✓				
Maxwell Way	4	✓	✓				✓						
Metcalf Way	1	✓	✓				✓	✓	✓				
Napier Way	3	✓	✓			✓	✓						
Newton Road	2	✓	✓					✓					
Priestley Way	5	✓	✓					✓					
Royce Road	5	✓	✓										
Rutherford Way	5	✓	✓					✓					
Tinsley Lane	4	✓	✓				✓						
Tinsley Lane North	5	✓	✓					✓					
Wheatstone Close	5	✓	✓										
Whittle Way	5	✓	✓					✓					
Whitworth Road	5	✓	✓										
Woolborough Lane	3	✓	✓			✓	✓						
Gateway 1 (Manor Royal)	-	✓	✓	✓	✓	✓		✓				✓	
Gateway 2 (near Thales)	-	✓	✓										
Gateway 3 (near Astral)	-	✓	✓										

Gateway 4 (James Watt)	-	✓	✓									
The Terrace	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Crawters Brook	-	✓	✓	✓			✓	✓				
Gatwick Road Parade	-	✓	✓	✓		✓	✓					
Woolborough Subway	-	✓	✓			✓	✓					
Green Lane Subway	-	✓	✓			✓						

Main actions provided

With the weather and quick growing grass our priorities have been bins, litter and grass cutting, we have incorporated some of the path clearing within the grass cutting round, there has been a few locations of fly tipping with no evidence of where it was from highlighted in the locations above in the waste cleared section we have continued to use our evening cleansers to help with litter in areas normally full with cars.

Comments and observations

Some of the grass verges are patchy in regards to reinstatement works from the previous maintenance work and fibre optic contractors.

We are starting to see a small increase in fly tipping and litter.

Suggestions for future actions, improvements or additional activities planned

Winter work and grot spot clearances is underway, we are currently planning out our maintenance schedule for next year, this will enable us to provide you with a work schedule (weather dependant)

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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
Weed spraying (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	A12 reports (monthly)
	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	
	- Access 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.