



APPENDIX B PARK MAINTENANCE PROGRAM (TEMPLATE)

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PARK MAINTENANCE PROGRAM (TEMPLATE ONLY)

DEVELOPMENT DETAILS

Development Name _____
 Stage (if applicable) _____
 Development Approval Reference _____
 Park Address _____
 UBD Reference (eg 161 H16) _____
 Park Real Property Description _____

SUPERINTENDENT

Company Name _____
 Superintendent Name _____
 Address for Correspondence _____
 Telephone/Facsimile/Email _____

COUNCIL DELEGATE

Name _____
 Position _____
 Telephone/Facsimile/Email _____

AGREEMENT

We agree that that responsibility for park maintenance works for the above development during the maintenance period will be undertaken in accordance with the table below.

Date of commencement of agreement:

Signature _____
 Duly Authorised On Behalf of _____
 (insert name of Superintendent) _____
 Date _____

Signature _____
 Duly Authorised On Behalf of _____
 Brisbane City Council _____
 Date _____

PARK MAINTENANCE ACTIONS

Item Description	Maintenance Standard/ Action	Responsibility
Park amenities	Repair or replace defective park visitor facilities (eg barbecues, play equipment, toilets) on the same day in district and metropolitan parks, and within five working days at other locations.	Developer / BCC / Not applicable
	Safety hazards to be repaired on same day (urgent) or barricade the site and arrange repairs within 20 working days.	Developer / BCC / Not applicable
	Maintain equipment to manufacturer requirements.	Developer / BCC / Not applicable



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Grass mowing and edge trimming	Mow grass at least 16 times a year with a mid-mounted mower or equivalent. Set cutting height at about 50 mm. Schedule one cut per month from March to October and two cuts per month from November to February. Hand trim around structures such as fences and signs in conjunction with each mowing service. Maintain grass growth along path edges to within 100 mm of the edge.	Developer / Not applicable
Cleansing	Pick up litter and large debris (fallen branches etc) from “maintained parkland” at least once a month in local parks and once a week in district and metropolitan parks. Dispose of the litter and debris to a legal place of tipping. Note: “Maintained parkland” includes all mown areas, roads, car parks, picnic areas, pathways, playgrounds and pavement areas.	Developer / BCC / Not applicable
	Sweep leaves and small debris (eg eroded materials) from paths and pavement areas by blowing or sweeping at least once a month in metropolitan and district parks and once a quarter in local parks.	Developer / BCC / Not applicable
	Empty rubbish bins at least three times a week (Monday, Wednesday and Friday) in district and metropolitan parks and once a week in local parks.	Developer / BCC / Not applicable
	Clean toilets including pans, basins, tiled surfaces and floors at least once a day. Replenish supplies of toilet paper. Spot remove graffiti. Clean gutters of leaves at least once every six months.	Developer / BCC / Not applicable
	Clean electric barbecues and surrounds at least three times a week (Monday, Wednesday and Friday). Empty fat receptacles at least once a month.	Developer / BCC / Not applicable
Landscaping	Weed garden beds, rehabilitation sites and landscape areas at least once a quarter. Replace dead and poorly performing plants and replenish mulch at the same service frequency. Water young plants during dry periods to prevent wilting.	Developer / Not applicable



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Playground	Undertake a routine visual inspection to detect hazards from broken equipment, broken glass, vandalism, etc at least once a month in local parks and once a week in district and metropolitan parks.	Developer / BCC / Not applicable
	Undertake operational inspections to check the operation and stability of play equipment at least once a quarter in local parks and once a month in district and metropolitan parks. Inspections to be undertaken by a trained playground maintenance inspector or engineer.	Developer / BCC / Not applicable
	Check under-surfacing for trip hazards at least once a quarter and more frequently in high use playgrounds. Rake and replenish bark under-surfacing as required.	Developer / BCC / Not applicable
Buildings, facilities and furniture	Repair or replace missing, defective or damaged rubbish bins.	Developer / Not applicable
	Check toilet operation including flushing mechanisms, door locks, leaking taps, lights, etc at least once a month. Repair or replace defective and vandalised fixtures and fittings, and remove graffiti.	Developer / BCC / Not applicable
	Check barbecue operation including hot plate temperature (thermostat and heating times) and fat drainage at least once a month.	Developer / BCC / Not applicable
	Sand and oil exposed timber surfaces every six months. Repair or replace damaged or defective furniture and remove graffiti.	Developer / BCC / Not applicable
Paved areas and pathways	Check paved surfaces (eg asphalt) at least once every six months. Repair potholes, trip hazards and failures. Check drainage of paths and pavement areas and rectify defects.	Developer / BCC / Not applicable
Bridges and boardwalks	Oil exposed timber surfaces as needed. Check structural stability, handrails and decking at least once every six months. Repair defective items and vandalism and remove graffiti.	Developer / BCC / Not applicable
Irrigation	Check operation of valves, timers, pipes and sprinkler heads at least once a week and rectify defects. Adjust irrigation times during extended wet weather.	Developer / BCC / Not applicable
Utilities	Check operation of pumps, lights, drinking fountains and taps at least once every three months. Replace defective or damaged globes, washers and other utility components.	Developer / BCC / Not applicable



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Signage	Check signage for vandalism and graffiti at least once every three months. Repair or replace damaged, missing, unreadable or faded signs.	Developer / BCC / Not applicable
Fence and barriers	Repair or replace sections of fence/barriers removed or damaged by vehicles etc, and rectify defects.	Developer / BCC / Not applicable
Turf	Top dress, fertilise, control weeds and replace worn or damaged turf as needed.	Developer / BCC / Not applicable
Trees	Replace dead and poorly performing planted trees. Control weeds and replenish mulch around the base of young trees. Water young plants during dry periods to prevent wilting.	Developer / Not applicable
	Prune dead limbs and remove defective branches over park activity areas to reduce hazards.	Developer / BCC / Not applicable
Vegetation management	Continue programs that have been specified in Council approvals to control proclaimed and environmental weeds.	Developer / Not applicable
	Trim back vegetation along paths and around park facilities to maintain surveillance opportunities and required clearance widths.	Developer / BCC / Not applicable