

Name of Venue/Site – 11 Cemetery Maintenance				Regular Maintenance Schedule 2017/18					
Date of Condition survey or Management plan		New Condition Survey or Management Plan Due date							
Area for Maintenance	Maintenance task	Works completed by Named supplier or member of staff	Frequency	Due Date for Completion	Material Costs	Labour Costs	Tick for compliance		
Grass cutting and general maintenance	<p>Cemetery mowed from March to October (34 visits)</p> <p>Strim around the headstones and other obstructions</p> <p>To remove litter and debris before commencing the mowing</p> <p>The cemetery extension top half to be mowed weekly including removal of litter before mowing</p> <p>Bottom half mowed nearest to London Road</p>	TTSR	<p>Weekly</p> <p>fortnightly</p>	Contract ends Jan 18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hedges	To maintain the top and sides of all the hedges surrounding the cemetery and the extension, removing annual growth and remove all the arisings from the site.	TTSR	twice yearly	Sept 2017			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Herbicide spraying	Apply to hard surfaces, expansion joints, gravelled areas, bases of buildings, tree bases, grave centres	TTSR	Four times a year	Sept 2017			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pathway/surface maintenance	To maintain surfaces and spot fill any holes.	Contractor	Every 3 years	April 2018		£4000 (All sites)			
	Clearance of gutters and drains	Works Team	Bi-annually	Ongoing					
	Sweeping main driveway	Works Team	2 times a month	Ongoing					
	Renewal of shingle	Works Team	Review annually	Ongoing		£60 per annum			
	Gritting	Works Team	Daily in icy weather	Ongoing					
Fencing	Replacement fencing, concrete posts and wooden fencing	Contract	Every 10 years	Winter 2018		Est £1,000 per 14 metres			
Flower beds and tree avenue	Weeding, watering and maintenance	Works team	Regular watering in hot weather Monthly for weeding	Ongoing					
Cemetery Park Signage	To clean existing signs and spot paint where necessary	Works team	Quarterly cleaning Annual painting	August 2017					
Trees	Annual inspection to review trees Visual inspection tree wardens after bad weather Reported damage	Treeworks Environmental Practice Tree Wardens Works Foreman & Norfolk Trees	Annual Responsive Inspections	Sept 2017		On contract Volunteers			
Grave stones	Removal of unauthorised items	Works team	Weekly	Ongoing					
	Flattening and turfing of graves		As required	Ongoing					

Monument checking	Monuments safety checking	Works team	Annual rolling programme	ongoing					
20 Benches	Repaint metal benches black Treat Wooden benches annually	Works team	Every 5 years	April 2018	£100 teak oil	£125 per bench			
Bins	Litter picked twice a week and bins emptied when required. Review current locations	Works team	weekly						
Leaf Clearance	Policy stays we will not collect leaves however council to consider whether we do some leaf clearance for health and safety	TTSR	Once a year	December					
Graves	Grave digging	TTSR	When required	Ongoing Contract ends Feb 18					
Chapel external maintenance	Guttering and drains Review condition of brick work and roof every 10 years	Church maintenance scheme	Annually			£ 395			
Chapel Internal maintenance	Cleaning Decorating	Works Team Contractor	Before and after use Every five years	2019		£1000			

Cemetery cottage maintenance	Guttering and drains	Works Team	Annually						
	Occasional works and decorating when cottage changes hands	Works Team	When requested.						
Yard Clearance	Sell off obsolete equipment and materials. Clear the yard for use for storage.	Works Team	April 2018						

Future Developments for the cemetery to be considered									
More planters									
Clearance of compound area									
Creation of new works yard									