Operation and Maintenance Manual

West Lindsey Landscapes Ltd
Project Management

Operation and Maintenance Manual for Trees, Shrubs, Formal Hedges and Climbers

Trees

Pruning of epicormic or basal growth can normally be undertaken by unqualified personnel. Pruning should be conducted annually during September.

Weed control by ensuring no weed growth within a 500mm diameter of each tree. A suitable herbicide should be applied annually during the months of April and August.
Fertilise using suitable slow release fertiliser and apply fertiliser until year 3, during the months of April and August.

Inspect tree ties and stakes as scheduled and after strong winds. Replace loose, broken ties or decayed stakes to original specification. Inspections should be carried out every 3 months or after strong winds. Keep the root collar clear of mulch and soil to prevent future ill health to the tree.
4 years after planting, remove ties and stakes.

Remove dead trees and replace as per original specification.

Shrubs

Fertilise using suitable slow release fertiliser and apply fertiliser until year 3 after planting, during April and August.

Prune shrubs in accordance with best practise and appropriate to species, removing arisings. Pruning should be carried out annually between March and April.

Formal hedges & shrub planting blocks

Weed control by ensuring no weed growth within the hedgerow with a suitable herbicide.
Fertilise using a suitable slow release fertiliser and apply fertiliser until year 4 after planting, during April to August.

With hedge cutters prune formal hedges with vertical sides. This should be done during September/October after year 2, to appropriate heights.

Climbers

Fertilise using suitable slow release fertiliser and apply fertiliser until year 4, during April and August.

Inspect climbing support as scheduled and after strong winds, make good as necessary. Inspections should carried out annually or after strong winds.

With secateurs prune climbers with vertical sides and edges – limit growth to the top of the screening wall. Prune annually during May and August.

Watering to all trees, shrubs, hedge and climbers

Year 1 to 3 – Provide adequate water to all newly planted trees/shrubs. 5 gallons of water should be sufficient each time for trees. Watering should be carried out during the annual growing season, between late spring and autumn. Fast draining soil may require more frequent watering than a slow draining soil.

Year 4 and after – only water trees during long periods of drought.

Mulch to all trees, shrubs, hedge and climbers

Year 1 to 3 – maintain mulch level with no more than 4 inches of material over the roots (the wider the better) but not touching the tree.

Year 4 and after – maintain mulch levels annually during spring.

Annual Maintenance Schedules	Months											
Operations	J	F	M	A	M	J	J	A	S	O	N	D
Trees												
Inspect and report									■			
Undertake necessary canopy works	■	■								■	■	■
Prune epicormic growth									■			
Weed control - until year 4				■				■				
Fertiliser - until year 3				■				■				
Inspect and make good strimmer guards			■			■			■			■
Inspect and make good tree ties to trees			■			■			■			■
Inspect and tighten guys - until year 4			■			■			■			■
Replace losses - until year 4	■	■								■	■	■
Remove stakes, ties and guards from trees - year												
Grass areas												
Cut grass every 3 weeks during growing season			■	■	■	■	■	■	■			
Notifiable weed growth												
Inspect and monitor				■	■	■	■	■	■			
Shrub/accent planting												
Prune shrubs				■	■							
Weed				■	■	■	■	■	■			
Fertilise until year 4				■				■				
Replace losses - until year 4	■	■								■	■	■
Hedgerows												
Inspect and report									■			
Gapping up	■	■								■	■	■
Weed control - until year 4				■				■				
Fertiliser - until year 4				■				■				
Trim at years 3, 4 and 5									■	■		
Replace losses - until year 4										■	■	■
Climbers												
Fertiliser - until year 4				■				■				
Inspect climbing support, make good				■					■			
Prune					■			■				
Existing Vegetation												
Inspect and report									■			
Remove dead stock									■			
Remove invasive species									■			