

CHOBHAM RECREATION GROUND CHARITABLE TRUST
RECREATION GROUND MAINTENANCE MONTHLY CHECKLIST

FOR (month)

COMPLETED BY (on behalf of contractor at end of each month)

SIGNATURE

DATE

	Started/completed this month per contract schedule	Date/s
TWICE WEEKLY		
<i>Mondays and Fridays</i> Litter and bin clearing		
WEEKLY Mowing is weekly from start of April to end of September From October to end of March, mow when grass reaches 2in		
Mow Football pitch and training ground		
Mow Playground		
Mow memorial garden		
Strim all areas (April to end of September)		
Maintain flower beds in memorial gardens		
Maintain shrubbery bed outside main entrance		
REGULAR ATTENTION		
Hand weed safety surfaces and around edges in playground		
Weed and moss control on entrance tarmac		
Control weeds by hand around drives, paths, parking areas and building surrounds between twice-yearly sprays		
MONTHLY		
Visual check of trees		
Playground inspection (separate checklist)		
Strim grass bordering access driveway		
Rake, fill and level gravel in car park and surrounding areas, including footpath		
TWICE A YEAR		
Edge all paths		
<i>Spring and autumn</i> Apply weed and moss killer around drives, paths, parking areas and building surrounds – Provide COSHH paperwork		

	Started/completed this month per contract schedule	Date/s
ANNUAL		
<i>May</i> Weedkiller and fertiliser applied to football pitch and training ground		
Provide COSHH paperwork		
<i>May</i> Reseed goal areas and centre circle		
<i>July/August</i> Hedge cutting – along footpath and on Station Road by bus stop Also Tidy under hedge Spray weeds		
Provide COSHH paperwork		
<i>Between July and December</i> Hedge cutting – rest of grounds		
<i>Autumn</i> Clear leaf and conker fall		
RESPONSE TO INCIDENTS	Issues reported	Date/s
Remove fallen tree branches Report concerns about trees/vandalism/incidents/maintenance required Fill and level potholes in car park Repair damage to turf		